

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

**June 22, 2015**

**7:00 PM**

**AGENDA**

- I. CALL TO ORDER**
  - PLEDGE OF ALLEGIANCE**
  - OATH OF OFFICE**
- II. APPROVAL OF MINUTES**
- III. SCHEDULE OF CLAIMS**
  - 1. OPERATING FUND**
- IV. FINANCIAL REPORTS**
- V. DIRECTOR'S REPORT**
- VI. ASSISTANT DIRECTOR'S REPORT**
- VII. BUSINESS MANAGER'S REPORT**

**VIII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

- A. DEPARTMENT REPORTS
  - 1. 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. CORRESPONDENCE
- D. CONTRACTS / RENEWALS
- E. COMMUNITY EVENTS
- F. LIBRARY CALENDARS

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***PERIOD FOR PUBLIC EXPRESSION***

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**X. EXECUTIVE SESSION**

**XI. ADJOURNMENT**

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

**July 27, 2015 @ 7:00PM**

**MASTICS-MORICHES-SHIRLEY  
COMMUNITY LIBRARY**

**MINUTES OF MAY 18, 2015 BOARD MEETING**

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

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

**PRESENT**

Motion by Maiorana, second by Simmons to accept the minutes of the April 27, 2015 meeting of the Board of Trustees. Carried 4-0.

**MINUTES**

Motion by Vigliotta, second by Maiorana to approve the Operating Fund Schedule of Claims dated 05/18/15; Prepay Payables Warrant #1 \$41,532.94; Payables Warrant #2 \$126,600.92; Payroll Warrant W.E. 04/24/2015 \$192,899.51; Payroll Benefits Warrant \$79,057.44; Payroll Warrant W.E. 05/08/2015 \$193,229.69; Payroll Benefits Warrant \$8,985.23. Carried 4-0.

**SCHEDULE  
OF CLAIMS**

Motion by Simmons, second by Vigliotta to approve the Operating Financial Report for April 2015. Carried 4-0.

**FINANCIAL  
REPORTS**

Motion by Maiorana, second by Simmons to approve the Capital Fund Financial Report for April 2015. Carried 4-0.

The Director, Board President Jim Mazzarella, Kevin Seaman and Victor Canseco will attend a meeting on 5/19/15 with the Town of Brookhaven's attorney to get in writing what the actual acreage will be for the possible future library site. She reported that both Beth Donovan and Nick Tanzi ran presentations at this year's L. I. Library Conference. She attended 2 Library run programs: The Teen Art Show held on Friday, 5/15 and Kid Fest held Saturday, 5/16. Still waiting for pricing for carpeting and for potential grant monies for the Steel Repair Project.

**DIRECTOR'S  
REPORT**

## **DRAFT - UNAPPROVED**

The Assistant Director is entering into a very busy Outreach Season including: Seafest in July, Tri-Hamlet Day - Saturday, June 6th and the Blue Claw Crab Festival where the library will do craft projects and hand out books. She'll also be offsite at Osprey Park, Wertheim Refuge, Herkimer Recreation Center, Smith Point Park and Southaven Park running family oriented outdoor activities. Friends of the Arts is offering a Tri-Hamlet Sketch Club

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

The Business Manager reported that the Tax Efficiency Resolution has been notarized. The new Biometric time clocks are up and operational. Quick Books Pro support for our existing version is ending and he is looking into renewal options. The Library's weekly landscaping and watering has begun. He attended a webinar with the Internal Revenue Service and will be attending another one tomorrow. Lastly, that the credit card reader for the new copy machines is nearly ready to go online.

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

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

### **RECOMMENDED PERSONNEL CHANGES**

### **CONTRACTS**

Motion by Maiorana, second by Simmons to approve the renewal of our fire alarm system testing and inspection service agreement. The duration of the agreement is for two years which will include a total of four semi-annual inspections at a cost of \$3,120.00 per annum. Carried 4-0.

### **RED HAWK FIRE AND SECURITY**

Motion by Vigliotta, second by Maiorana to approve the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the Kiwanis Club of the Mastics event honoring Dr. Paul Casciano on Friday, May 29, 2015 at the Rock Hill Country Club at a cost not to exceed \$75.00 per person (exclusive of related transportation), and to place a full page journal ad at a cost of \$200.00. Carried 4-0.

### **COMMUNITY EVENT**

**DRAFT - UNAPPROVED**

Motion by Maiorana, second by Vigliotta to dispose of obsolete and/or broken equipment as outlined by David Belmonte (Department Head, Information Technology), and presented by Director Rosalia. Carried 4-0.

**DISPOSAL OF  
OBSOLETE/  
BROKEN  
EQUIPMENT**

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

**EXECUTIVE  
SESSION**

Motion by Maiorana, second by Simmons to leave Executive Session at 8:45 pm. Carried 4-0.

Motion by Vigliotta, second by Simmons to adjourn the meeting at 8:46 pm. Carried 4-0.

**ADJOURNMENT**

Respectfully submitted by,

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Cecile Prevete, Secretary

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

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## SCHEDULE OF CLAIMS

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**PRESENTED JUNE 22, 2015**

PREPAY PAYABLES WARRANT #1	\$37,648.51
PAYABLES WARRANT #2	\$242,697.24
PAYROLL WARRANT W.E. 5/22/2015	\$192,657.94
PAYROLL BENEFITS WARRANT	\$78,528.41
PAYROLL WARRANT W.E. 6/5/2015	\$188,755.61
PAYROLL BENEFITS WARRANT	\$9,189.61
<b>TOTAL</b>	<b><u>\$749,477.32</u></b>

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

Secretary:

Date:

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
**Prepay Payables Warrant #1**  
**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>53627</b>	<b>05/21/2015</b>	<b>AT&amp;T</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*5/10/15	05/20/2015		6431D · TELECOMMUNICATIONS	-40.48
TOTAL					-40.48
<b>Bill Pmt -Check</b>	<b>53628</b>	<b>05/21/2015</b>	<b>Cablevision</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*05/16-06/15	05/20/2015		6431D · TELECOMMUNICATIONS	-699.05
				6439N · EQUIPMENT R & M (TEEN)	-8.30
TOTAL					-707.35
<b>Bill Pmt -Check</b>	<b>53629</b>	<b>05/21/2015</b>	<b>Lighttower Fiber Networks</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*MASTIC-20150507544	05/20/2015		6431D · TELECOMMUNICATIONS	-2,495.00
TOTAL					-2,495.00
<b>Bill Pmt -Check</b>	<b>53630</b>	<b>05/21/2015</b>	<b>Long Island Rail Road</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Tickets 6132015	05/20/2015		6437A · PROGRAMS (ADULT)	-380.00
TOTAL					-380.00
<b>Bill Pmt -Check</b>	<b>53631</b>	<b>05/21/2015</b>	<b>National Grid</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*412015-542015	05/20/2015		6450F · FUEL/GAS	-1,213.11
TOTAL					-1,213.11
<b>Bill Pmt -Check</b>	<b>53632</b>	<b>05/21/2015</b>	<b>PSEG</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
**Prepay Payables Warrant #1**  
**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
Bill	*05112015	05/20/2015		6450E · ELECTRICITY	-7,023.85
TOTAL					-7,023.85
<b>Bill Pmt -Check</b>	<b>53633</b>	<b>05/21/2015</b>	<b>Sam's Club</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*05082015	05/20/2015		6437C · PROGRAMS (C&P)	-113.75
				6451G · CUSTODIAL SUPPLIES	-344.94
				6430G · OFFICE AND LIBRARY SUPPLIES	-131.04
				6437A · PROGRAMS (ADULT)	-74.90
				6437L · PROGRAMS (LIT)	-386.43
TOTAL					-1,051.06
<b>Bill Pmt -Check</b>	<b>53634</b>	<b>05/21/2015</b>	<b>Verizon</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*050715	05/20/2015		6431D · TELECOMMUNICATIONS	-96.35
Bill	*051415	05/20/2015		6431D · TELECOMMUNICATIONS	-17.72
TOTAL					-114.07
<b>Bill Pmt -Check</b>	<b>53635</b>	<b>05/21/2015</b>	<b>Postmaster</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*NL 62015	05/21/2015		6433G · POSTAGE	-3,263.47
TOTAL					-3,263.47
<b>Bill Pmt -Check</b>	<b>53636</b>	<b>05/29/2015</b>	<b>PLDA of Suffolk County</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*6192015	05/28/2015		6435D · CED, CONF & TRAVEL (ADM)	-48.00
TOTAL					-48.00



**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
**Prepay Payables Warrant #1**  
**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	53637	06/01/2015	American Express	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*051415	06/01/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-522.62
				6435D · CED, CONF & TRAVEL (ADM)	-992.67
				6437A · PROGRAMS (ADULT)	-129.14
				6428D · MISCELLANEOUS	-637.54
				6437C · PROGRAMS (C&P)	-227.98
				6410C · BOOKS (C&P)	-773.14
				6437C · PROGRAMS (C&P)	-39.12
				6437N · PROGRAMS (TEEN)	-377.59
				6435D · CED, CONF & TRAVEL (ADM)	-643.99
				6431D · TELECOMMUNICATIONS	-95.00
				6433G · POSTAGE	-93.76
				6437N · PROGRAMS (TEEN)	-137.37
				6437C · PROGRAMS (C&P)	-663.13
				6437N · PROGRAMS (TEEN)	-86.44
				6437L · PROGRAMS (LIT)	-39.12
				6428D · MISCELLANEOUS	-756.40
				6450F · FUEL/GAS	-73.00
				7203N · EQUIPMENT TEEN	-256.86
				7203A · EQUIPMENT ADULT	-291.35
				7203C · EQUIPMENT C & P	-224.75
				6419G · SOFTWARE (GEN)	-99.00
				643765 · PROMOTION AND PUBLICITY	-267.99
				6451G · CUSTODIAL SUPPLIES	-101.54
				6435S · CED, CONF & TRAV (COMM SRV)	-607.19
				6428D · MISCELLANEOUS	-1,640.76
				6435C · CED, CONF & TRAVEL (C&P)	-69.00
TOTAL					-9,846.45

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
**Prepay Payables Warrant #1**  
**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>53638</b>	<b>06/10/2015</b>	<b>Home Depot Credit Services</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*052015	06/09/2015		6437C · PROGRAMS (C&P)	-24.26
				6437C · PROGRAMS (C&P)	-17.88
				6430G · OFFICE AND LIBRARY SUPPLIES	-21.92
				6437N · PROGRAMS (TEEN)	-11.97
				6451G · CUSTODIAL SUPPLIES	-401.12
TOTAL					<u>-477.15</u>
<b>Bill Pmt -Check</b>	<b>53639</b>	<b>06/10/2015</b>	<b>Amazon.com</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*51015	06/10/2015		6410A · BOOKS (ADULT)	-919.16
				6410C · BOOKS (C&P)	-707.65
				6417A · VIDEOS (ADULT)	-853.45
				6417C · VIDEOS (C&P)	-51.67
				6410N · BOOKS (TEEN)	-429.00
				6417N · VIDEOS (TEEN)	-536.64
				6429C · REALIA (C&P)	-244.55
				6412A · RECORDINGS (ADULT)	-280.05
				6413A · PERIODICALS (ADULT)	-29.95
				6437C · PROGRAMS (C&P)	-239.76
				7203N · EQUIPMENT TEEN	-59.99
				6437N · PROGRAMS (TEEN)	-802.16
TOTAL					<u>-5,154.03</u>
<b>Bill Pmt -Check</b>	<b>53640</b>	<b>06/11/2015</b>	<b>Chamber of Commerce of Mastic &amp; Shir</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*6252015 Ad	06/11/2015		6434G · PRINTING (GEN)	-200.00

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
**Prepay Payables Warrant #1**  
**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
Bill	*6252015 Ticket	06/11/2015		6435C · CED, CONF & TRAVEL (C&P)	-65.00
TOTAL					-265.00
<b>Bill Pmt -Check</b>	<b>53641</b>	<b>06/17/2015</b>	<b>Lighttower Fiber Networks</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*MASTIC-20150607544	06/17/2015		6431D · TELECOMMUNICATIONS	-2,495.00
TOTAL					-2,495.00
<b>Bill Pmt -Check</b>	<b>53642</b>	<b>06/17/2015</b>	<b>National Grid</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*542015-622015	06/17/2015		6450F · FUEL/GAS	-571.78
TOTAL					-571.78
<b>Bill Pmt -Check</b>	<b>53643</b>	<b>06/17/2015</b>	<b>Sam's Club</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*06082015	06/17/2015		6437A · PROGRAMS (ADULT)	-473.73
				6437L · PROGRAMS (LIT)	-489.32
				6437N · PROGRAMS (TEEN)	-430.45
				6451G · CUSTODIAL SUPPLIES	-632.07
				6430G · OFFICE AND LIBRARY SUPPLIES	-330.26
				6437C · PROGRAMS (C&P)	-41.67
				6437C · PROGRAMS (C&P)	-8.86
TOTAL					-2,406.36
<b>Bill Pmt -Check</b>	<b>53644</b>	<b>06/17/2015</b>	<b>Verizon</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	*060715	06/17/2015		6431D · TELECOMMUNICATIONS	-96.35
TOTAL					-96.35

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
**Prepay Payables Warrant #1**  
**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
GRAND TOTAL: \$ <u>37,648.51</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**

**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>53645</b>	<b>06/22/2015</b>	<b>Abramowitz, Kelly</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/7,14,21,28/15	06/16/2015		6437N · PROGRAMS (TEEN)	-640.00
TOTAL					<u>-640.00</u>
<b>Bill Pmt -Check</b>	<b>53646</b>	<b>06/22/2015</b>	<b>Academic Associates</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/1,8,11,15,18	06/16/2015		6437L · PROGRAMS (LIT)	-315.00
TOTAL					<u>-315.00</u>
<b>Bill Pmt -Check</b>	<b>53647</b>	<b>06/22/2015</b>	<b>Advanced Plant Care, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	22769	06/15/2015		643760 · PLANTINGS	-150.00
TOTAL					<u>-150.00</u>
<b>Bill Pmt -Check</b>	<b>53648</b>	<b>06/22/2015</b>	<b>American Library Association</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	38533154	06/02/2015		6410C · BOOKS (C&P)	-25.20
TOTAL					<u>-25.20</u>
<b>Bill Pmt -Check</b>	<b>53649</b>	<b>06/22/2015</b>	<b>Ashton, Ruth</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/13,20/15	06/03/2015		6437C · PROGRAMS (C&P)	-65.00
Bill	5/9,30 6/6,7/15	06/16/2015		6437L · PROGRAMS (LIT)	-326.25
TOTAL					<u>-391.25</u>

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Payables Warrant #2

June 22, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	53650	06/22/2015	Baker & Taylor	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3020237959	06/02/2015		6410A · BOOKS (ADULT)	-42.03
Bill	3020284571	06/02/2015		6410C · BOOKS (C&P)	-47.62
Bill	3020265330	06/02/2015		6410C · BOOKS (C&P)	-2,177.79
Bill	3020287252	06/03/2015		6410A · BOOKS (ADULT)	-968.61
Bill	3020298379	06/03/2015		6410A · BOOKS (ADULT)	-626.38
Bill	3020302746	06/03/2015		6410A · BOOKS (ADULT)	-151.95
Bill	3020293685	06/03/2015		6410A · BOOKS (ADULT)	-155.73
Bill	3020298506	06/03/2015		6410A · BOOKS (ADULT)	-422.26
Bill	3020293474	06/03/2015		6410A · BOOKS (ADULT)	-1,041.04
Bill	3020288234	06/03/2015		6410A · BOOKS (ADULT)	-327.25
Bill	3020285038	06/03/2015		6410A · BOOKS (ADULT)	-392.31
Bill	3020295129	06/03/2015		6410A · BOOKS (ADULT)	-257.76
Bill	3020270498	06/03/2015		6410A · BOOKS (ADULT)	-582.11
Bill	3020275546	06/03/2015		6410A · BOOKS (ADULT)	-865.10
Bill	3020265284	06/03/2015		6410A · BOOKS (ADULT)	-185.62
Bill	3020258913	06/03/2015		6410A · BOOKS (ADULT)	-524.71
Bill	3020313906	06/09/2015		6410A · BOOKS (ADULT)	-374.08
Bill	3020315160	06/09/2015		6410A · BOOKS (ADULT)	-322.18
Bill	3020311453	06/09/2015		6410A · BOOKS (ADULT)	-441.73
Bill	3020316094	06/09/2015		6410A · BOOKS (ADULT)	-403.40
Bill	3020325055	06/09/2015		6410A · BOOKS (ADULT)	-251.23
Bill	3020282681	06/09/2015		6410C · BOOKS (C&P)	-1,669.60
Bill	3020298916	06/09/2015		6410C · BOOKS (C&P)	-125.53
Bill	3020300717	06/09/2015		6410C · BOOKS (C&P)	-593.52
Bill	3020303444	06/09/2015		6410C · BOOKS (C&P)	-859.60
Bill	3020289078	06/09/2015		6410N · BOOKS (TEEN)	-579.26
Bill	3020314179	06/15/2015		6410A · BOOKS (ADULT)	-326.43
Bill	3020328635	06/15/2015		6410A · BOOKS (ADULT)	-413.31
Bill	3020317566	06/15/2015		6410A · BOOKS (ADULT)	-558.41
Bill	3020326476	06/16/2015		6410A · BOOKS (ADULT)	-498.30

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
Bill	3020341964	06/16/2015		6410A · BOOKS (ADULT)	-314.43
Bill	3020317344	06/16/2015		6410A · BOOKS (ADULT)	-227.35
Bill	3020330968	06/16/2015		6410A · BOOKS (ADULT)	-490.07
Bill	3020298134	06/16/2015		6410N · BOOKS (TEEN)	-14.13
Bill	3020322968	06/16/2015		6410N · BOOKS (TEEN)	-381.38
Bill	3020306098	06/16/2015		6410N · BOOKS (TEEN)	-18.15
Bill	3020265722	06/16/2015		6410N · BOOKS (TEEN)	-133.54
Bill	3020284604	06/16/2015		6410N · BOOKS (TEEN)	-16.35
Bill	3020306741	06/16/2015		6410N · BOOKS (TEEN)	-144.05
Bill	3020287119	06/16/2015		6410N · BOOKS (TEEN)	-139.14
Bill	3020319196	06/16/2015		6410N · BOOKS (TEEN)	-275.73
Bill	3020317669	06/16/2015		6410C · BOOKS (C&P)	-2,099.06
Bill	3020317907	06/16/2015		6410C · BOOKS (C&P)	-21.42
Bill	3020320019	06/16/2015		6410C · BOOKS (C&P)	-28.95
Bill	3020327551	06/16/2015		6410C · BOOKS (C&P)	-1,080.23
TOTAL					-21,568.83

**Bill Pmt -Check    53651                      06/22/2015 Baker & Taylor Entertainment                      L0225 · EMPIRE NAT'L - OPERATING**

Bill	K42128270	06/16/2015		6412N · RECORDINGS (TEEN)	-54.30
Bill	K41913210	06/16/2015		6412N · RECORDINGS (TEEN)	-217.24
Bill	K42007370	06/16/2015		6412N · RECORDINGS (TEEN)	-14.23
Bill	K41291460	06/16/2015		6412N · RECORDINGS (TEEN)	-49.98
Bill	K41590070	06/16/2015		6412N · RECORDINGS (TEEN)	-60.29
Bill	K40861250	06/16/2015		6412N · RECORDINGS (TEEN)	-21.31
Bill	K41913200	06/17/2015		6412N · RECORDINGS (TEEN)	-23.77
TOTAL					-441.12

**Bill Pmt -Check    53652                      06/22/2015 Bayport-Blue Point Library                      L0225 · EMPIRE NAT'L - OPERATING**

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**June 22, 2015**

<b>Type</b>	<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Paid Amount</b>
Bill	Conference Reimburse	06/02/2015		6435D · CED, CONF & TRAVEL (ADM)	-519.18
TOTAL					-519.18
<b>Bill Pmt -Check</b>	<b>53653</b>	<b>06/22/2015</b>	<b>Bishop, Viviana G.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/7,11,12,14,18,	06/16/2015		6437L · PROGRAMS (LIT)	-315.00
TOTAL					-315.00
<b>Bill Pmt -Check</b>	<b>53654</b>	<b>06/22/2015</b>	<b>Bleidner, Gloria</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	612015	06/12/2015		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>53655</b>	<b>06/22/2015</b>	<b>Brodart Co.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	396948	06/12/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-109.20
TOTAL					-109.20
<b>Bill Pmt -Check</b>	<b>53656</b>	<b>06/22/2015</b>	<b>Brown, Linda</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	592015	06/12/2015		6437A · PROGRAMS (ADULT)	-73.82
TOTAL					-73.82
<b>Bill Pmt -Check</b>	<b>53657</b>	<b>06/22/2015</b>	<b>Carter, Kathleen</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5192015	06/03/2015		6437A · PROGRAMS (ADULT)	-100.00



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**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>53658</b>	<b>06/22/2015</b>	<b>Casper, Thomas</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Conference/Mileage	06/03/2015		6435N · CED, CONF & TRAVEL (TEEN)	-65.52
TOTAL					-65.52
<b>Bill Pmt -Check</b>	<b>53659</b>	<b>06/22/2015</b>	<b>Catapano Dairy Farm Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	6142015	06/16/2015		6437C · PROGRAMS (C&P)	-350.00
TOTAL					-350.00
<b>Bill Pmt -Check</b>	<b>53660</b>	<b>06/22/2015</b>	<b>CDW Government, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	VN55162	06/16/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-429.15
Bill	VV28665	06/16/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-433.22
Bill	VG03739	06/16/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-707.72
Bill	VW33578	06/16/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-258.94
Bill	VV59057	06/16/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-258.94
Bill	VS00375	06/16/2015		7203W · EQUIPMENT WIRE	-821.45
Bill	VV25917	06/16/2015		7203W · EQUIPMENT WIRE	-558.22
Bill	VS45151	06/16/2015		7203W · EQUIPMENT WIRE	-2,220.08
Bill	WB33108	06/16/2015		7203W · EQUIPMENT WIRE	-115.02
Bill	VJ40495	06/16/2015		7203W · EQUIPMENT WIRE	-657.50
Bill	VK10040	06/16/2015		7203W · EQUIPMENT WIRE	-43.53
TOTAL					-6,503.77
<b>Bill Pmt -Check</b>	<b>53661</b>	<b>06/22/2015</b>	<b>Center Point Large Print</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

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Type	Num	Date	Name	Account	Paid Amount
Bill	1290696	06/15/2015		6410A · BOOKS (ADULT)	-388.52
TOTAL					-388.52
<b>Bill Pmt -Check</b>	<b>53662</b>	<b>06/22/2015</b>	<b>Ciccotto, William</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/2,7,9,14,21,28/15	06/16/2015		6437N · PROGRAMS (TEEN)	-187.50
TOTAL					-187.50
<b>Bill Pmt -Check</b>	<b>53663</b>	<b>06/22/2015</b>	<b>Cleanco Distributors, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	015007	06/02/2015		6451G · CUSTODIAL SUPPLIES	-301.60
Bill	015229	06/09/2015		6451G · CUSTODIAL SUPPLIES	-366.00
TOTAL					-667.60
<b>Bill Pmt -Check</b>	<b>53664</b>	<b>06/22/2015</b>	<b>Coffee Solutions</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	804724	06/09/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-249.00
TOTAL					-249.00
<b>Bill Pmt -Check</b>	<b>53665</b>	<b>06/22/2015</b>	<b>Colonial Youth &amp; Family Services</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5272015	06/12/2015		6437A · PROGRAMS (ADULT)	-45.00
				6437C · PROGRAMS (C&P)	-45.00
Bill	6102015	06/16/2015		6437A · PROGRAMS (ADULT)	-45.00
				6437C · PROGRAMS (C&P)	-45.00
TOTAL					-180.00

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June 22, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	53666	06/22/2015	Corella, Ronald	L0225 · EMPIRE NAT'L - OPERATING	
Bill	5/11,13,20,27/15	06/16/2015		6437L · PROGRAMS (LIT)	-500.00
TOTAL					-500.00
Bill Pmt -Check	53667	06/22/2015	Currao-McAleavey, Carmella	L0225 · EMPIRE NAT'L - OPERATING	
Bill	632015	06/16/2015		6437N · PROGRAMS (TEEN)	-65.00
Bill	5302015	06/16/2015		6437N · PROGRAMS (TEEN)	-65.00
TOTAL					-130.00
Bill Pmt -Check	53668	06/22/2015	Demco, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	5594219	06/02/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-117.73
Bill	5590808	06/02/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-592.58
Bill	5611177	06/09/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-824.35
TOTAL					-1,534.66
Bill Pmt -Check	53669	06/22/2015	Detail Carting Co. Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1901768432	06/15/2015		6432G · CARTAGE	-250.38
TOTAL					-250.38
Bill Pmt -Check	53670	06/22/2015	Disc Go Technologies Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	6057D	06/16/2015		6439G · EQUIPMENT R & M (GEN)	-509.18

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**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-509.18
<b>Bill Pmt -Check</b>	<b>53671</b>	<b>06/22/2015</b>	<b>Discount School Supply</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	D21022740101	06/09/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-223.07
				6437C · PROGRAMS (C&P)	-80.97
TOTAL					-304.04
<b>Bill Pmt -Check</b>	<b>53672</b>	<b>06/22/2015</b>	<b>DJJ Technologies</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2058104	06/16/2015		6439W · EQUIPMENT R & M (WIRES)	-378.81
TOTAL					-378.81
<b>Bill Pmt -Check</b>	<b>53673</b>	<b>06/22/2015</b>	<b>Dunbar Armored Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3602285	06/12/2015		6437P13 · ARMORED CAR SERVICE	-161.04
TOTAL					-161.04
<b>Bill Pmt -Check</b>	<b>53674</b>	<b>06/22/2015</b>	<b>Earle, April L.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	592015	06/12/2015		6437A · PROGRAMS (ADULT)	-120.00
Bill	662015	06/12/2015		6437A · PROGRAMS (ADULT)	-120.00
TOTAL					-240.00
<b>Bill Pmt -Check</b>	<b>53675</b>	<b>06/22/2015</b>	<b>EBSCO A</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	9177889	06/03/2015		6413A · PERIODICALS (ADULT)	-25.00

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Type	Num	Date	Name	Account	Paid Amount
Bill	9177208	06/03/2015		6413A · PERIODICALS (ADULT)	-14,662.89
TOTAL					-14,687.89
<b>Bill Pmt -Check</b>	<b>53676</b>	<b>06/22/2015</b>	<b>EBSCO L</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	9177893	06/02/2015		6410L · BOOKS (LIT)	-1,575.00
TOTAL					-1,575.00
<b>Bill Pmt -Check</b>	<b>53677</b>	<b>06/22/2015</b>	<b>Embus, Cecilia</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/7,11,12,13,14,18	06/16/2015		6437L · PROGRAMS (LIT)	-637.00
TOTAL					-637.00
<b>Bill Pmt -Check</b>	<b>53678</b>	<b>06/22/2015</b>	<b>Environments</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	D21045440001	06/16/2015		6429C · REALIA (C&P)	-298.60
TOTAL					-298.60
<b>Bill Pmt -Check</b>	<b>53679</b>	<b>06/22/2015</b>	<b>EnvisionWare Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	INV-US-21732	06/15/2015		6439A · EQUIPMENT R & M (ADULT)	-3,749.17
				6439C · EQUIPMENT R & M (C&P)	-4,097.93
				6439T · EQUIPMENT R & M (TECH)	-871.90
Bill	INV-US-21671	06/16/2015		6419W · SOFTWARE (WIRES)	-2,423.95
TOTAL					-11,142.95
<b>Bill Pmt -Check</b>	<b>53680</b>	<b>06/22/2015</b>	<b>Foerderer, Linda</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

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**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
Bill	5/11,15,22,29 6/1/15	06/16/2015		6437L · PROGRAMS (LIT)	-250.00
TOTAL					<u>-250.00</u>
<b>Bill Pmt -Check</b>	<b>53681</b>	<b>06/22/2015</b>	<b>Franzone, Denise</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/7,12,14,19,21/15	06/16/2015		6437L · PROGRAMS (LIT)	-250.00
TOTAL					<u>-250.00</u>
<b>Bill Pmt -Check</b>	<b>53682</b>	<b>06/22/2015</b>	<b>Frisina, Megan</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/8,22,29/2015	06/12/2015		6437A · PROGRAMS (ADULT)	-150.00
TOTAL					<u>-150.00</u>
<b>Bill Pmt -Check</b>	<b>53683</b>	<b>06/22/2015</b>	<b>Galluzzo, Veronica</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Mileage Jan-June	06/12/2015		6435N · CED, CONF & TRAVEL (TEEN)	-15.75
TOTAL					<u>-15.75</u>
<b>Bill Pmt -Check</b>	<b>53684</b>	<b>06/22/2015</b>	<b>George, Ivette</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/11,13,18,20/15	06/16/2015		6437L · PROGRAMS (LIT)	-204.00
TOTAL					<u>-204.00</u>
<b>Bill Pmt -Check</b>	<b>53685</b>	<b>06/22/2015</b>	<b>Gonzalez, Johnana</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

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**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
Bill	5/11,12,18,19/15	06/16/2015		6437L · PROGRAMS (LIT)	-120.00
TOTAL					-120.00
<b>Bill Pmt -Check</b>	<b>53686</b>	<b>06/22/2015</b>	<b>Guildcraft Arts &amp; Crafts</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	25051098	06/16/2015		6410C · BOOKS (C&P)	-181.10
TOTAL					-181.10
<b>Bill Pmt -Check</b>	<b>53687</b>	<b>06/22/2015</b>	<b>Hannibal, Julia Ann</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/6,13,20,27/15	06/16/2015		6437N · PROGRAMS (TEEN)	-400.00
TOTAL					-400.00
<b>Bill Pmt -Check</b>	<b>53688</b>	<b>06/22/2015</b>	<b>Henn, JoAnn</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/7,11,14/15	06/02/2015		6437A · PROGRAMS (ADULT)	-240.00
Bill	682015	06/16/2015		6437A · PROGRAMS (ADULT)	-80.00
TOTAL					-320.00
<b>Bill Pmt -Check</b>	<b>53689</b>	<b>06/22/2015</b>	<b>Hernandez, Loreta Zuniga</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/14,21/15	06/03/2015		6437C · PROGRAMS (C&P)	-52.00
TOTAL					-52.00
<b>Bill Pmt -Check</b>	<b>53690</b>	<b>06/22/2015</b>	<b>Hollywood Print Biz, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

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Type	Num	Date	Name	Account	Paid Amount
Bill	1967	06/15/2015		6437A · PROGRAMS (ADULT)	-57.95
TOTAL					-57.95
<b>Bill Pmt -Check</b>	<b>53691</b>	<b>06/22/2015</b>	<b>Iberger, Deborah</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	6/11,12/2015	06/15/2015		6437C · PROGRAMS (C&P)	-273.09
TOTAL					-273.09
<b>Bill Pmt -Check</b>	<b>53692</b>	<b>06/22/2015</b>	<b>Island Elevator Services</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	17315	06/09/2015		6452G · BLDG ALTERATION AND MAINT	-370.00
TOTAL					-370.00
<b>Bill Pmt -Check</b>	<b>53693</b>	<b>06/22/2015</b>	<b>Island School &amp; Art Supply</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	449105	06/02/2015		6437N · PROGRAMS (TEEN)	-102.36
TOTAL					-102.36
<b>Bill Pmt -Check</b>	<b>53694</b>	<b>06/22/2015</b>	<b>Island Window Tinting</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5142015	06/02/2015		6452G · BLDG ALTERATION AND MAINT	-396.00
TOTAL					-396.00
<b>Bill Pmt -Check</b>	<b>53695</b>	<b>06/22/2015</b>	<b>Janowitz, Laurie</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5182015	06/02/2015		6437A · PROGRAMS (ADULT)	-270.00
Bill	612015	06/12/2015		6437A · PROGRAMS (ADULT)	-260.00



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**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
Bill	6112015	06/16/2015		6437A · PROGRAMS (ADULT)	-260.00
TOTAL					-790.00
<b>Bill Pmt -Check</b>	<b>53696</b>	<b>06/22/2015</b>	<b>JC's @ Mikes Place Too</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5212015	06/03/2015		6437A · PROGRAMS (ADULT)	-50.80
TOTAL					-50.80
<b>Bill Pmt -Check</b>	<b>53697</b>	<b>06/22/2015</b>	<b>Jeff Dennys Music Station</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	632015	06/12/2015		6437A · PROGRAMS (ADULT)	-75.00
Bill	3/4,18 4/1,29 5/13	06/12/2015		6437N · PROGRAMS (TEEN)	-450.00
TOTAL					-525.00
<b>Bill Pmt -Check</b>	<b>53698</b>	<b>06/22/2015</b>	<b>JobShop, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1001	06/09/2015		6410A · BOOKS (ADULT)	-750.00
TOTAL					-750.00
<b>Bill Pmt -Check</b>	<b>53699</b>	<b>06/22/2015</b>	<b>Joseph P. Price Agency, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	34206	06/15/2015		6454 · INSURANCE	-230.00
TOTAL					-230.00
<b>Bill Pmt -Check</b>	<b>53700</b>	<b>06/22/2015</b>	<b>Joya, Denise</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

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Type	Num	Date	Name	Account	Paid Amount
Bill	5/9,11,13,18,20,23	06/16/2015		6437L · PROGRAMS (LIT)	-350.00
TOTAL					-350.00
<b>Bill Pmt -Check</b>	<b>53701</b>	<b>06/22/2015</b>	<b>Karant, Roberta</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/14,21,28 6/11/15	06/16/2015		6437C · PROGRAMS (C&P)	-360.00
TOTAL					-360.00
<b>Bill Pmt -Check</b>	<b>53702</b>	<b>06/22/2015</b>	<b>King Kullen</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1515207311231	06/03/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-11.87
Bill	151460708311	06/03/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-13.68
Bill	151330763111	06/03/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-12.87
Bill	6529	06/03/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-5.99
Bill	151351254981	06/03/2015		6413A · PERIODICALS (ADULT)	-7.50
Bill	151511283161	06/03/2015		6413A · PERIODICALS (ADULT)	-8.00
Bill	151391333371	06/03/2015		6437A · PROGRAMS (ADULT)	-9.66
Bill	151471343451	06/03/2015		6437C · PROGRAMS (C&P)	-28.62
Bill	151410791131	06/03/2015		6437C · PROGRAMS (C&P)	-3.49
Bill	151401263721	06/03/2015		6437C · PROGRAMS (C&P)	-8.97
Bill	151340491921	06/03/2015		6437N · PROGRAMS (TEEN)	-5.34
Bill	151351255991	06/03/2015		6437N · PROGRAMS (TEEN)	-160.98
Bill	151401335351	06/03/2015		6437N · PROGRAMS (TEEN)	-44.97
Bill	151261318781	06/03/2015		6437N · PROGRAMS (TEEN)	-44.97
Bill	151041394021	06/03/2015		6437N · PROGRAMS (TEEN)	-44.97
Bill	151621362111	06/12/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-5.38
Bill	151601359681	06/12/2015		6437L · PROGRAMS (LIT)	-234.93
Bill	151471277121	06/12/2015		6437N · PROGRAMS (TEEN)	-44.97
Bill	151560539801	06/12/2015		6437L · PROGRAMS (LIT)	-67.84
Bill	151471277131	06/12/2015		6437N · PROGRAMS (TEEN)	-8.28

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Type	Num	Date	Name	Account	Paid Amount
Bill	151581357431	06/12/2015		6437L · PROGRAMS (LIT)	-7.38
Bill	151590758181	06/12/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-9.38
Bill	8955	06/16/2015		6437N · PROGRAMS (TEEN)	-44.97
Bill	7712	06/16/2015		6437N · PROGRAMS (TEEN)	-44.97
Bill	151611361561	06/16/2015		6437N · PROGRAMS (TEEN)	-44.97
Bill	151541289541	06/16/2015		6437N · PROGRAMS (TEEN)	-13.67
Bill	151600548661	06/16/2015		6437N · PROGRAMS (TEEN)	-76.76
TOTAL					-1,015.38

<b>Bill Pmt -Check</b>	<b>53703</b>	<b>06/22/2015</b>	<b>Knel, Linda</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Mileage 5142015	06/12/2015		6435A · CED, CONF & TRAVEL (ADULT)	-19.12
TOTAL					-19.12

<b>Bill Pmt -Check</b>	<b>53704</b>	<b>06/22/2015</b>	<b>Lamb &amp; Barnosky, LLP</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	101030	06/15/2015		6437P4 · ATTORNEY	-1,416.66
TOTAL					-1,416.66

<b>Bill Pmt -Check</b>	<b>53705</b>	<b>06/22/2015</b>	<b>Lebron, Crystal</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/4,6,11,13,18,20	06/16/2015		6437N · PROGRAMS (TEEN)	-540.00
TOTAL					-540.00

<b>Bill Pmt -Check</b>	<b>53706</b>	<b>06/22/2015</b>	<b>Lingg, Tara</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Mileage5/2014-5/2015	06/02/2015		6435C · CED, CONF & TRAVEL (C&P)	-24.26
TOTAL					-24.26

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>53707</b>	<b>06/22/2015</b>	<b>Long Island Aquarium Service LLC</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	17730	06/02/2015		6452G · BLDG ALTERATION AND MAINT	-225.00
TOTAL					<u>-225.00</u>
<b>Bill Pmt -Check</b>	<b>53708</b>	<b>06/22/2015</b>	<b>Lugo, Aricsides</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	672015	06/16/2015		6437L · PROGRAMS (LIT)	-150.00
TOTAL					<u>-150.00</u>
<b>Bill Pmt -Check</b>	<b>53709</b>	<b>06/22/2015</b>	<b>Mahler, Judith</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/7,9,11,12,13,14,18	06/16/2015		6437L · PROGRAMS (LIT)	-705.50
TOTAL					<u>-705.50</u>
<b>Bill Pmt -Check</b>	<b>53710</b>	<b>06/22/2015</b>	<b>Main Street Screen Printing Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	10698	06/16/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-1,545.00
TOTAL					<u>-1,545.00</u>
<b>Bill Pmt -Check</b>	<b>53711</b>	<b>06/22/2015</b>	<b>Maiorana, Joseph</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Reimburse ALA 4/2015	06/12/2015		6435D · CED, CONF & TRAVEL (ADM)	-512.46
TOTAL					<u>-512.46</u>

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
**Payables Warrant #2**  
**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>53712</b>	<b>06/22/2015</b>	<b>Majestic Limousine Service</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1486	06/02/2015		6435A · CED, CONF & TRAVEL (ADULT)	-120.00
				6435R · CED, CONF & TRAVEL (CIRC)	-120.00
TOTAL					<u>-240.00</u>
<b>Bill Pmt -Check</b>	<b>53713</b>	<b>06/22/2015</b>	<b>MakerBot</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	INV064001	06/02/2015		6437D · PROGRAMS (DIGITAL)	-113.64
TOTAL					<u>-113.64</u>
<b>Bill Pmt -Check</b>	<b>53714</b>	<b>06/22/2015</b>	<b>Maldonado, Hillary A.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Mileage Jan-April	06/03/2015		6435N · CED, CONF & TRAVEL (TEEN)	-24.35
TOTAL					<u>-24.35</u>
<b>Bill Pmt -Check</b>	<b>53715</b>	<b>06/22/2015</b>	<b>Maurer, James</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5142015	06/03/2015		6437N · PROGRAMS (TEEN)	-575.00
TOTAL					<u>-575.00</u>
<b>Bill Pmt -Check</b>	<b>53716</b>	<b>06/22/2015</b>	<b>Michielli &amp; Wyetzner Architects</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1416	06/16/2015		7500 · BUILDING IMPROVEMENTS	-3,000.00
TOTAL					<u>-3,000.00</u>
<b>Bill Pmt -Check</b>	<b>53717</b>	<b>06/22/2015</b>	<b>Mid-Island Electrical Supply</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

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**Payables Warrant #2**

**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
Bill	768410-00	06/02/2015		6451G · CUSTODIAL SUPPLIES	-45.60
TOTAL					-45.60
<b>Bill Pmt -Check</b>	<b>53718</b>	<b>06/22/2015</b>	<b>Midwest Tape</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	92840076	06/02/2015		6417C · VIDEOS (C&P)	-187.31
Bill	92827779	06/02/2015		6417C · VIDEOS (C&P)	-54.73
Bill	92820534	06/02/2015		6417C · VIDEOS (C&P)	-14.44
Bill	92824079	06/02/2015		6412A · RECORDINGS (ADULT)	-76.29
Bill	92820532	06/02/2015		6417A · VIDEOS (ADULT)	-631.68
Bill	92865219	06/03/2015		6417A · VIDEOS (ADULT)	-131.34
Bill	92865217	06/03/2015		6417A · VIDEOS (ADULT)	-418.20
Bill	92878531	06/03/2015		6417A · VIDEOS (ADULT)	-274.10
Bill	92881343	06/03/2015		6417A · VIDEOS (ADULT)	-477.19
Bill	92827777	06/03/2015		6417A · VIDEOS (ADULT)	-254.08
Bill	92827776	06/03/2015		6417A · VIDEOS (ADULT)	-354.07
Bill	92851152	06/03/2015		6417A · VIDEOS (ADULT)	-627.00
Bill	92851153	06/03/2015		6417A · VIDEOS (ADULT)	-382.85
Bill	92857321	06/03/2015		6417A · VIDEOS (ADULT)	-53.78
Bill	92857289	06/03/2015		6417A · VIDEOS (ADULT)	-80.25
Bill	92840075	06/03/2015		6417A · VIDEOS (ADULT)	-202.23
Bill	92840074	06/03/2015		6417A · VIDEOS (ADULT)	-524.45
Bill	92862302	06/03/2015		6412A · RECORDINGS (ADULT)	-132.49
Bill	92844895	06/03/2015		6412A · RECORDINGS (ADULT)	-96.53
Bill	92850466	06/03/2015		6412A · RECORDINGS (ADULT)	-29.99
Bill	92868878	06/03/2015		6412A · RECORDINGS (ADULT)	-29.99
Bill	92830186	06/03/2015		6412A · RECORDINGS (ADULT)	-114.97
Bill	92843705	06/03/2015		6412A · RECORDINGS (ADULT)	-68.05
				6412N · RECORDINGS (TEEN)	-68.05
				6412C · RECORDINGS (C&P)	-34.02

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
Bill	92880923	06/09/2015		6412A · RECORDINGS (ADULT)	-159.78
Bill	92899351	06/09/2015		6417A · VIDEOS (ADULT)	-753.95
Bill	92894170	06/09/2015		6417A · VIDEOS (ADULT)	-95.07
Bill	92899350	06/09/2015		6417A · VIDEOS (ADULT)	-623.11
Bill	92886343	06/09/2015		6417A · VIDEOS (ADULT)	-107.56
Bill	92887337	06/09/2015		6417A · VIDEOS (ADULT)	-381.02
Bill	92881345	06/09/2015		6417A · VIDEOS (ADULT)	-26.89
Bill	92894172	06/09/2015		6417C · VIDEOS (C&P)	-39.92
Bill	92899353	06/09/2015		6417C · VIDEOS (C&P)	-58.90
Bill	92878534	06/09/2015		6417C · VIDEOS (C&P)	-75.78
Bill	92878532	06/09/2015		6417C · VIDEOS (C&P)	-324.86
Bill	92851155	06/09/2015		6417C · VIDEOS (C&P)	-13.04
Bill	92865900	06/09/2015		6412A · RECORDINGS (ADULT)	-70.24
				6412N · RECORDINGS (TEEN)	-70.24
				6412C · RECORDINGS (C&P)	-35.12
Bill	92888058	06/09/2015		6412A · RECORDINGS (ADULT)	-59.50
				6412N · RECORDINGS (TEEN)	-59.50
				6412C · RECORDINGS (C&P)	-29.76
Bill	92915666	06/15/2015		6417A · VIDEOS (ADULT)	-366.27
Bill	92912542	06/15/2015		6417A · VIDEOS (ADULT)	-204.60
Bill	92913121	06/15/2015		6417A · VIDEOS (ADULT)	-598.13
Bill	92913122	06/15/2015		6417A · VIDEOS (ADULT)	-193.23
Bill	92902701	06/15/2015		6417A · VIDEOS (ADULT)	-238.90
Bill	92927519	06/16/2015		6417C · VIDEOS (C&P)	-54.08
TOTAL					-9,957.53
<b>Bill Pmt -Check</b>	<b>53719</b>	<b>06/22/2015</b>	<b>Mininni, Patricia</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Mileage 5192015	06/02/2015		6435C · CED, CONF & TRAVEL (C&P)	-30.45
TOTAL					-30.45

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**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>53720</b>	<b>06/22/2015</b>	<b>Morningstar, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	31460	06/03/2015		6411A · MICRO/REF CD (ADULT)	<u>-6,000.00</u>
TOTAL					-6,000.00
<b>Bill Pmt -Check</b>	<b>53721</b>	<b>06/22/2015</b>	<b>Munoz, Rosalinda</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/9,13,20,27,30/15	06/16/2015		6437L · PROGRAMS (LIT)	<u>-347.75</u>
TOTAL					-347.75
<b>Bill Pmt -Check</b>	<b>53722</b>	<b>06/22/2015</b>	<b>Muralles, Raquel L.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/11,13,18,20/15	06/16/2015		6437L · PROGRAMS (LIT)	<u>-156.00</u>
TOTAL					-156.00
<b>Bill Pmt -Check</b>	<b>53723</b>	<b>06/22/2015</b>	<b>Muszynski, Margaret</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/13,20,27 6/3,10/15	06/16/2015		6437L · PROGRAMS (LIT)	<u>-250.00</u>
TOTAL					-250.00
<b>Bill Pmt -Check</b>	<b>53724</b>	<b>06/22/2015</b>	<b>National Learning Corporation</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	0047156	06/02/2015		6410A · BOOKS (ADULT)	<u>-239.68</u>
TOTAL					-239.68



**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>53725</b>	<b>06/22/2015</b>	<b>Negron, Senia</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/7,12,14,19,21/15	06/16/2015		6437L · PROGRAMS (LIT)	-195.00
TOTAL					-195.00
<b>Bill Pmt -Check</b>	<b>53726</b>	<b>06/22/2015</b>	<b>Neopost Northeast</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	NEDAR152420	06/12/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-11.95
TOTAL					-11.95
<b>Bill Pmt -Check</b>	<b>53727</b>	<b>06/22/2015</b>	<b>O'Connell, Linda</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5212015	06/03/2015		6437A · PROGRAMS (ADULT)	-175.00
Bill	5192015	06/03/2015		6437A · PROGRAMS (ADULT)	-475.00
TOTAL					-650.00
<b>Bill Pmt -Check</b>	<b>53728</b>	<b>06/22/2015</b>	<b>Paychex</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	13102434	06/12/2015		6437P12 · PAYROLL SERVICES	-91.00
TOTAL					-91.00
<b>Bill Pmt -Check</b>	<b>53729</b>	<b>06/22/2015</b>	<b>Paychex, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	416283	06/02/2015		6437P12 · PAYROLL SERVICES	-656.77
Bill	418112	06/09/2015		6437P12 · PAYROLL SERVICES	-654.07
TOTAL					-1,310.84

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**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>53730</b>	<b>06/22/2015</b>	<b>Penguin Random House</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1083727530	06/03/2015		6412A · RECORDINGS (ADULT)	-26.25
Bill	1083740996	06/03/2015		6412A · RECORDINGS (ADULT)	-30.00
Bill	1083701537	06/03/2015		6412A · RECORDINGS (ADULT)	-10.00
Bill	1083791485	06/09/2015		6412A · RECORDINGS (ADULT)	-33.75
Bill	1083841741	06/09/2015		6412A · RECORDINGS (ADULT)	-26.25
TOTAL					-126.25
<b>Bill Pmt -Check</b>	<b>53731</b>	<b>06/22/2015</b>	<b>Perez, Jose</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/1,8,22,29/15	06/16/2015		6437N · PROGRAMS (TEEN)	-108.00
TOTAL					-108.00
<b>Bill Pmt -Check</b>	<b>53732</b>	<b>06/22/2015</b>	<b>Personnel Concepts</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	9327825762	06/09/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-58.90
TOTAL					-58.90
<b>Bill Pmt -Check</b>	<b>53733</b>	<b>06/22/2015</b>	<b>Petty Cash</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	PC 62015 CPSD	06/16/2015		6437C · PROGRAMS (C&P)	-46.97
				6435C · CED, CONF & TRAVEL (C&P)	-53.85
Bill	PC 62015 RASD	06/16/2015		6413A · PERIODICALS (ADULT)	-2.50
				6435A · CED, CONF & TRAVEL (ADULT)	-19.21
				6437A · PROGRAMS (ADULT)	-1.00
TOTAL					-123.53

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>53734</b>	<b>06/22/2015</b>	<b>Poland Spring</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	15E8211383149	06/15/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-150.44
TOTAL					-150.44
<b>Bill Pmt -Check</b>	<b>53735</b>	<b>06/22/2015</b>	<b>Pulse Answering Service Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	62115	06/16/2015		6452G · BLDG ALTERATION AND MAINT	-29.00
TOTAL					-29.00
<b>Bill Pmt -Check</b>	<b>53736</b>	<b>06/22/2015</b>	<b>Quill</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3832610	06/02/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-306.55
Bill	3907828	06/02/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-196.82
Bill	4350144	06/09/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-448.26
Bill	4369709	06/09/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-61.89
Bill	4454954	06/09/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-39.95
Bill	4418092	06/09/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-29.94
Bill	4547764	06/09/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-74.04
Bill	4570723	06/09/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-55.69
Bill	4840047	06/16/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-195.97
Bill	4900546	06/16/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-9.99
TOTAL					-1,419.10
<b>Bill Pmt -Check</b>	<b>53737</b>	<b>06/22/2015</b>	<b>Quinn, Jacqueline</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Mileage Jan-May 2015	06/16/2015		6435C · CED, CONF & TRAVEL (C&P)	-53.66
Bill	Mileage 11212014	06/16/2015		6435C · CED, CONF & TRAVEL (C&P)	-3.57
TOTAL					-57.23

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>53738</b>	<b>06/22/2015</b>	<b>Rain Drop</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	52015	06/09/2015		6452G · BLDG ALTERATION AND MAINT	-75.00
TOTAL					-75.00
<b>Bill Pmt -Check</b>	<b>53739</b>	<b>06/22/2015</b>	<b>Recorded Books</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	75125549	06/02/2015		6412A · RECORDINGS (ADULT)	-40.99
Bill	75134043	06/02/2015		6412A · RECORDINGS (ADULT)	-35.00
Bill	75134370	06/02/2015		6412A · RECORDINGS (ADULT)	-9.99
Bill	75135262	06/02/2015		6412A · RECORDINGS (ADULT)	-111.37
Bill	75135667	06/02/2015		6412A · RECORDINGS (ADULT)	-70.00
Bill	75139834	06/03/2015		6412A · RECORDINGS (ADULT)	-6.95
Bill	75142204	06/03/2015		6412A · RECORDINGS (ADULT)	-281.60
Bill	75136029	06/03/2015		6412A · RECORDINGS (ADULT)	-35.00
Bill	75149846	06/09/2015		6412A · RECORDINGS (ADULT)	-40.00
Bill	75149763	06/09/2015		6412A · RECORDINGS (ADULT)	-29.99
Bill	75144328	06/09/2015		6412A · RECORDINGS (ADULT)	-342.40
Bill	75147698	06/09/2015		6412A · RECORDINGS (ADULT)	-44.99
Bill	75139242	06/09/2015		6412C · RECORDINGS (C&P)	-194.20
Bill	75146147	06/09/2015		6417A · VIDEOS (ADULT)	-41.60
Bill	75144054	06/16/2015		6412N · RECORDINGS (TEEN)	-39.99
TOTAL					-1,324.07
<b>Bill Pmt -Check</b>	<b>53740</b>	<b>06/22/2015</b>	<b>Roeder, Kathy</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/4,11,18/15	06/02/2015		6437C · PROGRAMS (C&P)	-300.00
TOTAL					-300.00

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## Payables Warrant #2

June 22, 2015

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	53741	06/22/2015	Rosalia, Kerri	L0225 · EMPIRE NAT'L - OPERATING	
Bill	Mileage 6/10,15/2015	06/16/2015		6435D · CED, CONF & TRAVEL (ADM)	-62.90
TOTAL					-62.90
Bill Pmt -Check	53742	06/22/2015	Roye, Sarah	L0225 · EMPIRE NAT'L - OPERATING	
Bill	5272015	06/03/2015		6437A · PROGRAMS (ADULT)	-100.00
Bill	5/6,13,20/15	06/03/2015		6437A · PROGRAMS (ADULT)	-300.00
Bill	632015	06/12/2015		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					-500.00
Bill Pmt -Check	53743	06/22/2015	Roye, Sarah-Staff	L0225 · EMPIRE NAT'L - OPERATING	
Bill	692015	06/16/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-24.99
				6435D · CED, CONF & TRAVEL (ADM)	-2.65
TOTAL					-27.64
Bill Pmt -Check	53744	06/22/2015	Rubio, Christopher	L0225 · EMPIRE NAT'L - OPERATING	
Bill	967571	06/02/2015		6410C · BOOKS (C&P)	-15.93
TOTAL					-15.93
Bill Pmt -Check	53745	06/22/2015	S&S Worldwide Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	8614418	06/15/2015		6437C · PROGRAMS (C&P)	-848.38

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

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Type	Num	Date	Name	Account	Paid Amount
Bill	8627142	06/15/2015		6437C · PROGRAMS (C&P)	-188.82
TOTAL					-1,037.20
<b>Bill Pmt -Check</b>	<b>53746</b>	<b>06/22/2015</b>	<b>Sandpebble Preconstruction Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	6112015	06/16/2015		7500 · BUILDING IMPROVEMENTS	-8,229.57
TOTAL					-8,229.57
<b>Bill Pmt -Check</b>	<b>53747</b>	<b>06/22/2015</b>	<b>Schel, Lee</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	095	06/03/2015		6437P17 · TRANSLATION SERVICES	-52.50
Bill	094	06/03/2015		6437P17 · TRANSLATION SERVICES	-45.00
TOTAL					-97.50
<b>Bill Pmt -Check</b>	<b>53748</b>	<b>06/22/2015</b>	<b>SCLS</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	58131	06/09/2015		6436 · CONTRACTS	-94,717.00
Bill	58278	06/16/2015		6413A · PERIODICALS (ADULT)	-1,720.00
TOTAL					-96,437.00
<b>Bill Pmt -Check</b>	<b>53749</b>	<b>06/22/2015</b>	<b>SCLS PALS</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	58192	06/02/2015		6439R · EQUIPMENT R & M (CIRC)	-11,367.25
TOTAL					-11,367.25
<b>Bill Pmt -Check</b>	<b>53750</b>	<b>06/22/2015</b>	<b>Scott, Rob</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
Bill	5152015	06/02/2015		6437C · PROGRAMS (C&P)	-235.00
Bill	5152015-2	06/02/2015		6437N · PROGRAMS (TEEN)	-275.00
Bill	5272015	06/03/2015		6437A · PROGRAMS (ADULT)	-375.00
Bill	6132015	06/16/2015		6437C · PROGRAMS (C&P)	-250.00
TOTAL					<u>-1,135.00</u>
<b>Bill Pmt -Check</b>	<b>53751</b>	<b>06/22/2015</b>	<b>Searles Graphics, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	34846	06/15/2015		6434G · PRINTING (GEN)	-6,581.00
				6434N · PRINTING (TEEN)	-3,329.00
TOTAL					<u>-9,910.00</u>
<b>Bill Pmt -Check</b>	<b>53752</b>	<b>06/22/2015</b>	<b>Sheffey, Ariaiah</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	452866	06/15/2015		6417C · VIDEOS (C&P)	-14.99
TOTAL					<u>-14.99</u>
<b>Bill Pmt -Check</b>	<b>53753</b>	<b>06/22/2015</b>	<b>Shred-it</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	9405915222	06/15/2015		6437P15 · DOCUMENT MANAGEMENT/DESTF	-89.28
TOTAL					<u>-89.28</u>
<b>Bill Pmt -Check</b>	<b>53754</b>	<b>06/22/2015</b>	<b>Sievers, Sandra</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	612015	06/12/2015		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-100.00</u>

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
**Payables Warrant #2**  
**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>53755</b>	<b>06/22/2015</b>	<b>Silver Eagle</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	833259	06/03/2015		6413A · PERIODICALS (ADULT)	-2.00
TOTAL					<u>-2.00</u>
<b>Bill Pmt -Check</b>	<b>53756</b>	<b>06/22/2015</b>	<b>South Shore Autoworks</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	8610	06/15/2015		6439G · EQUIPMENT R & M (GEN)	-207.14
TOTAL					<u>-207.14</u>
<b>Bill Pmt -Check</b>	<b>53757</b>	<b>06/22/2015</b>	<b>State Industrial Products</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	97304565	06/02/2015		6451G · CUSTODIAL SUPPLIES	-1,577.51
TOTAL					<u>-1,577.51</u>
<b>Bill Pmt -Check</b>	<b>53758</b>	<b>06/22/2015</b>	<b>Suffolk County Board of Elections</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	74089	06/12/2015		6437P10 · ELECTION	-1,492.85
TOTAL					<u>-1,492.85</u>
<b>Bill Pmt -Check</b>	<b>53759</b>	<b>06/22/2015</b>	<b>Tag-It Engravings &amp; Signs</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	11430	06/12/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-65.00
TOTAL					<u>-65.00</u>
<b>Bill Pmt -Check</b>	<b>53760</b>	<b>06/22/2015</b>	<b>Tend Coffee</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	



**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
Bill	5282015	06/03/2015		6437C · PROGRAMS (C&P)	-30.00
TOTAL					-30.00
<b>Bill Pmt -Check</b>	<b>53761</b>	<b>06/22/2015</b>	<b>Toys R Us</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	G799042	06/09/2015		6437C · PROGRAMS (C&P)	-373.69
TOTAL					-373.69
<b>Bill Pmt -Check</b>	<b>53762</b>	<b>06/22/2015</b>	<b>Ulrich, Christopher</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Mileage March-May	06/16/2015		6435A · CED, CONF & TRAVEL (ADULT)	-23.97
TOTAL					-23.97
<b>Bill Pmt -Check</b>	<b>53763</b>	<b>06/22/2015</b>	<b>Unique Management Services, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	308335	06/09/2015		6437P7 · COLLECTION AGENCY	-143.20
TOTAL					-143.20
<b>Bill Pmt -Check</b>	<b>53764</b>	<b>06/22/2015</b>	<b>UPS</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	000054YE33215	06/15/2015		6433G · POSTAGE	-31.44
TOTAL					-31.44
<b>Bill Pmt -Check</b>	<b>53765</b>	<b>06/22/2015</b>	<b>Villegas, Martha (Vendor)</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/14,21/15	06/03/2015		6437C · PROGRAMS (C&P)	-52.00

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
Bill	5/7,11,12,13,14,18	06/16/2015		6437L · PROGRAMS (LIT)	-234.00
TOTAL					-286.00
<b>Bill Pmt -Check</b>	<b>53766</b>	<b>06/22/2015</b>	<b>Vincent's Pizza of Shirley</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	367073	06/17/2015		6437N · PROGRAMS (TEEN)	-465.50
				6437C · PROGRAMS (C&P)	-38.00
				6437C · PROGRAMS (C&P)	-79.00
TOTAL					-582.50
<b>Bill Pmt -Check</b>	<b>53767</b>	<b>06/22/2015</b>	<b>W. B. Mason Co., Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	I24959852	06/02/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-56.19
Bill	I25687903	06/02/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-48.17
Bill	I26115661	06/15/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-34.27
Bill	I26187892	06/16/2015		6430G · OFFICE AND LIBRARY SUPPLIES	-390.87
TOTAL					-529.50
<b>Bill Pmt -Check</b>	<b>53768</b>	<b>06/22/2015</b>	<b>Walters, Lisa</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	4/20,27 5/4,11,18/15	06/02/2015		6437C · PROGRAMS (C&P)	-500.00
Bill	5/1,8,15,22,29/15	06/03/2015		6437C · PROGRAMS (C&P)	-500.00
Bill	5/13,27 6/10/15	06/16/2015		6437C · PROGRAMS (C&P)	-600.00
Bill	6122015	06/16/2015		6437C · PROGRAMS (C&P)	-100.00
TOTAL					-1,700.00
<b>Bill Pmt -Check</b>	<b>53769</b>	<b>06/22/2015</b>	<b>White, Edna Terry</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Payables Warrant #2**

**June 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
Bill	5/7,11,12,13,14,18	06/16/2015		6437L · PROGRAMS (LIT)	-400.00
TOTAL					-400.00
<b>Bill Pmt -Check</b>	<b>53770</b>	<b>06/22/2015</b>	<b>Wiedersum Associates Architects, PLLC</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5202015 #3	06/16/2015		7500 · BUILDING IMPROVEMENTS	-180.00
TOTAL					-180.00
<b>Bill Pmt -Check</b>	<b>53771</b>	<b>06/22/2015</b>	<b>Wischhusen, Will</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/1,8,22/15	06/16/2015		6437N · PROGRAMS (TEEN)	-240.00
TOTAL					-240.00
<b>Bill Pmt -Check</b>	<b>53772</b>	<b>06/22/2015</b>	<b>Xerox Corporation</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	079552910	06/15/2015		6439G · EQUIPMENT R & M (GEN)	-619.88
TOTAL					-619.88
<b>Bill Pmt -Check</b>	<b>53773</b>	<b>06/22/2015</b>	<b>Zafar, Tanzeela</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5/9,30 6/6/15	06/16/2015		6437L · PROGRAMS (LIT)	-136.50
TOTAL					-136.50

**GRAND TOTAL: \$ 242,697.24**

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

June 22, 2015

Type	Num	Date	Name	Account	Paid Amount
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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**

**May 22, 2015**

<b>Type</b>	<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Paid Amount</b>
<b>Bill Pmt -</b> Bill	<b>EFT</b> 05312015	<b>05/22/15</b>	<b>1106 NYS Employees' Retirement System</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> L0163 · RC ERS CONTRIBUTIONS L0161 · RL - ERS LOAN L0160 · RA - ERS ARREARS (VOLUNTARY) TOTAL	 \$ 2,807.01 \$ 1,510.00 \$ 112.05 <u>\$ 4,429.06</u>
<b>Bill Pmt -</b> Bill	<b>EFT</b> 7174177-1	<b>05/22/15</b>	<b>Hartford Insurance Company</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> L0196 · LONG TER 9055 · DISABILTY INSURANCE TOTAL	 \$ 187.48 \$ 1,799.54 <u>\$ 1,987.02</u>
<b>Bill Pmt -Check</b> Bill	<b>5152</b> 485	<b>05/22/15</b>	<b>1103 State Of NY Department of Civil Service</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> 9060 · MEDICAL INSURANCE TOTAL	 <u>\$ 61,627.19</u> <u>\$ 61,627.19</u>
<b>Bill Pmt -Check</b> Bill	<b>5153</b> 05222015	<b>05/22/15</b>	<b>1109 Prudential</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> L0172 · 403B PRUDENTIAL TOTAL	 \$ 1,555.00 <u>\$ 1,555.00</u>
<b>Bill Pmt -Check</b> Bill	<b>5154</b> 090192	<b>05/22/15</b>	<b>1110 AFLAC</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b> L0625 · AFLAC PRE-TAX L0626 · AFLAC POST-TAX TOTAL	 \$ 1,844.82 \$ 503.64 <u>\$ 2,348.46</u>

**Mastics-Moriches-Shirley Community Library**

**Payroll Benefits Warrant**

**May 22, 2015**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	5155	05/22/15	1112 The NYS Deferred	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	287667		Compensation Plan	L0173 · 457B NYS DEFERRED COMP	\$ 1,145.25
				TOTAL	<u>\$ 1,145.25</u>
Bill Pmt -Check	5156	05/22/15	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	05222015			L0171 · 403B MET LIFE	\$ 2,563.00
				TOTAL	<u>\$ 2,563.00</u>
Bill Pmt -Check	5157	05/22/15	CSEA Employee Benefit Fund	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	05222015			L0510 · CSEA POST TAX DENTAL	\$ 108.69
				L0520 · CSEA POST TAX VISION	\$ 14.13
				TOTAL	<u>\$ 122.82</u>
Bill Pmt -Check	5158	05/22/15	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	05222015			L0500 · CSEA UNION DUES	\$ 2,760.41
				TOTAL	<u>\$ 2,760.41</u>
				GRAND TOTAL	<u>\$ 78,538.21</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**

**June 05, 2015**

<b>Type</b>	<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Paid Amount</b>
<b>Bill Pmt -Check</b>	<b>5159</b>	<b>06/05/15</b>	<b>1096 Denise Boinay</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	06052015			9060 · MEDICAL INSURANCE	\$ 104.90
				TOTAL	<u>\$ 104.90</u>
<b>Bill Pmt -Check</b>	<b>5160</b>	<b>06/05/15</b>	<b>1097 Florence Stonish</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	06052015			9060 · MEDICAL INSURANCE	\$ 104.90
				TOTAL	<u>\$ 104.90</u>
<b>Bill Pmt -Check</b>	<b>5161</b>	<b>06/05/15</b>	<b>1098 Mary Abruscato</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	06052015			9060 · MEDICAL INSURANCE	\$ 104.90
				TOTAL	<u>\$ 104.90</u>
<b>Bill Pmt -Check</b>	<b>5162</b>	<b>06/05/15</b>	<b>1099 Kathleen Irish</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	06052015			9060 · MEDICAL INSURANCE	\$ 214.70
				TOTAL	<u>\$ 214.70</u>
<b>Bill Pmt -Check</b>	<b>5163</b>	<b>06/05/15</b>	<b>1100 Madeline Sacco</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	06052015			9060 · MEDICAL INSURANCE	\$ 104.90
				TOTAL	<u>\$ 104.90</u>
<b>Bill Pmt -Check</b>	<b>5164</b>	<b>06/05/15</b>	<b>1102 John R Verbesey</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	06052015			9060 · MEDICAL INSURANCE	\$ 214.70
				TOTAL	<u>\$ 214.70</u>

**Mastics-Moriches-Shirley Community Library**

**Payroll Benefits Warrant**

**June 05, 2015**

<b>Type</b>	<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Paid Amount</b>
<b>Bill Pmt -Check</b>	<b>5165</b>	<b>06/05/15</b>	<b>1109 Prudential</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	06052015			L0172 · 403B PRUDENTIAL	\$ 1,555.00
				TOTAL	<u>\$ 1,555.00</u>
<b>Bill Pmt -Check</b>	<b>5166</b>	<b>06/05/15</b>	<b>1112 The NYS Deferred</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	292753		<b>Compensation Plan</b>	L0173 · 457B NYS DEFERRED COMP	\$ 1,358.08
				TOTAL	<u>\$ 1,358.08</u>
<b>Bill Pmt -Check</b>	<b>5167</b>	<b>06/05/15</b>	<b>2922 Met Life</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	06052015			L0171 · 403B MET LIFE	\$ 2,563.00
				TOTAL	<u>\$ 2,563.00</u>
<b>Bill Pmt -Check</b>	<b>5168</b>	<b>06/05/15</b>	<b>CSEA Employee Benefit Fund</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	06052015			L0510 · CSEA POST TAX DENTAL	\$ 108.69
				L0520 · CSEA POST TAX VISION	\$ 14.13
				TOTAL	<u>\$ 122.82</u>
<b>Bill Pmt -Check</b>	<b>5169</b>	<b>06/05/15</b>	<b>CSEA, Inc.</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	06052015			L0500 · CSEA UNION DUES	\$ 2,741.71
				TOTAL	<u>\$ 2,741.71</u>
				 GRAND TOTAL	 <u>\$ 9,189.61</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)**

**MAY 2015**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

MMSCL  
Operating Funds Monthly Report  
May 2015

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 2,721,167.58	\$ 509,586.25	\$ 657,969.32	\$ 1,069.80	\$ 2,573,854.31
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 403,681.80	\$ 2,968.40	\$ 139.06	\$ 171.95	\$ 406,683.09
Empire Nat'l Bank	OPERATING	\$ 239,195.69	\$ 184,422.25	\$ 343,246.05	\$ 47.63	\$ 80,419.52
Empire Nat'l Bank	PAYROLL	\$ 33,470.37	\$ 473,636.06	\$ 476,724.68	\$ -	\$ 30,381.75
						<u>\$ 3,091,338.67</u>

INSTITUTION	PURPOSE	MATURITY DATE	TERM	RATE	BALANCE
Capital One Bank	Denitrification System	September 28, 2015	12 Months	0.05%	\$ 15,000.00
TOTAL INVESTMENTS:					<u>\$ 15,000.00</u>
TOTAL CASH & INVESTMENTS:					<u><u>\$ 3,106,338.67</u></u>

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
**Profit & Loss Budget Overview**  
July 2014 through May 2015

	TOT												
	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jul '14 - May 15	Budget
Ordinary Income/Expense													
Income													
2000 · PROPERTY TAX REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	1,886,516.48	1,041,530.50	391,447.70	153,783.03	503,289.91	3,976,567.62	9,025,000.00
2082 · FINES AND FEES	7,808.02	5,605.64	7,342.42	5,426.68	5,516.65	4,497.95	7,420.92	7,112.14	7,768.23	4,988.14	6,889.99	70,376.78	105,000.00
2360 · CONTRACTS WITH OTHER LIBR.	623,510.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	623,510.49	295,000.00
2401 · INTEREST	1,974.07	1,938.08	1,590.83	1,327.38	990.68	1,109.36	1,108.17	1,519.51	1,709.49	1,451.76	1,289.38	16,008.71	66,000.00
2650 · SALES OF EXCESS MATERIAL	53.80	40.00	66.00	-229.00	46.00	45.10	32.00	35.00	62.00	30.00	62.00	242.90	
2670 · SALES OF BOOKS	62.41	0.00	62.80	54.14	0.00	78.78	0.00	88.40	0.00	0.00	351.80	698.33	
2671 · FEDERAL & STATE GRANTS	6,377.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,377.00	
2705 · GIFTS AND DONATIONS	125.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	75.00	0.00	136.38	436.38	
2760 · SYSTEM & STATE AID	0.00	0.00	11,791.00	1,310.00	0.00	0.00	0.00	0.00	14,831.00	0.00	0.00	27,932.00	9,000.00
2770 · UNCLASSIFIED REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	400.00	
2771 · COPIER REVENUE - CONTRACT (R)	341.00	439.80	649.34	956.40	496.50	767.71	556.15	642.70	1,155.75	1,643.48	187.15	7,835.98	10,000.00
2771A · COPIER REVENUE - INHOUSE (N)	5.65	3.00	0.00	0.00	0.30	0.00	0.00	0.00	-10.25	0.00	0.00	-1.30	
2771C · COPIER REVENUE- COLOR	254.00	181.00	149.00	872.45	50.00	0.00	111.00	80.30	0.00	231.00	0.00	1,928.75	
2772A · ADULT-ADULT PRINTER	259.00	405.96	868.55	923.71	432.80	0.00	355.60	890.91	1,416.71	938.15	878.00	7,369.39	
2800 · Program Receipts													
2805 · Program Receipts - Adult	800.75	431.50	700.00	1,875.75	764.75	974.50	942.00	565.50	1,630.00	891.00	1,210.50	10,786.25	
2810 · Program Receipts - Teen	49.00	1,372.00	0.00	721.00	825.00	330.00	1,265.00	220.00	0.00	0.00	0.00	4,782.00	
Total 2800 · Program Receipts	849.75	1,803.50	700.00	2,596.75	1,589.75	1,304.50	2,207.00	785.50	1,630.00	891.00	1,210.50	15,568.25	
2999 · Lost Books	239.79	18.95	0.00	0.00	0.00	0.00	25.16	19.99	18.99	0.00	27.99	350.87	
Total Income	641,859.98	10,435.93	23,219.94	13,238.51	9,122.68	7,903.40	1,898,332.48	1,053,104.95	420,104.62	163,956.56	514,323.10	4,755,602.15	9,510,000.00
Gross Profit	641,859.98	10,435.93	23,219.94	13,238.51	9,122.68	7,903.40	1,898,332.48	1,053,104.95	420,104.62	163,956.56	514,323.10	4,755,602.15	9,510,000.00
Expense													
6000 · SALARIES AND WAGES													

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Profit & Loss Budget Overview

July 2014 through May 2015

	TOT												
	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jul '14 - May 15	Budget
6141 · PROFESSIONAL SALARIES													
6141A · PROFESSIONAL (ADULT)	47,311.66	71,972.32	47,544.22	49,176.67	50,835.29	53,816.77	76,047.79	50,202.88	50,872.08	50,835.58	52,000.37	600,615.63	717,512.00
6141C · PROFESSIONAL (C&P)	48,033.43	75,330.95	47,988.59	47,548.53	49,965.12	51,314.04	67,517.76	42,916.30	43,865.99	44,470.21	43,729.03	562,679.95	681,801.00
6141D · PROFESSIONAL (DIGITAL)	9,421.33	14,271.93	9,514.62	9,514.62	9,514.62	10,033.74	18,259.71	12,888.90	13,301.01	13,706.94	13,706.94	134,134.36	230,954.00
6141N · PROFESSIONAL (TEEN)	27,250.17	41,436.28	26,521.64	28,944.35	29,634.23	30,661.23	42,289.66	27,819.90	27,827.46	27,305.86	26,273.40	335,964.18	421,658.00
6141S · COMM SERV LIBR (SVC)	13,764.89	20,851.77	13,901.18	13,901.18	13,901.18	13,901.18	26,092.35	19,141.76	19,141.76	19,141.76	19,141.76	192,880.77	213,475.00
6141T · PROFESSIONAL (TECH)	14,246.41	21,596.01	7,903.48	11,235.82	15,155.57	15,489.45	22,833.55	15,114.77	14,730.75	15,399.47	15,366.48	169,071.76	188,704.00
Total 6141 · PROFESSIONAL SALARIES	160,027.89	245,459.26	153,373.73	160,321.17	169,006.01	175,216.41	253,040.82	168,084.51	169,739.05	170,859.82	170,217.98	1,995,346.65	2,454,104.00
6142 · CLERICAL SALARIES													
6142A · CLERICAL (ADULT)	25,330.69	35,822.93	24,869.98	25,673.01	27,222.03	29,695.28	38,280.90	24,899.05	26,617.96	25,509.79	26,075.78	309,997.40	366,874.00
6142C · CLERICAL (C&P)	14,636.15	23,457.96	14,684.84	15,364.08	16,132.17	17,514.74	22,660.86	14,570.43	15,675.82	14,881.44	15,378.97	184,957.46	229,322.00
6142D · CLERICAL (DIGITAL)	3,056.65	4,630.38	4,200.07	4,213.65	4,175.19	4,972.49	5,924.54	4,218.18	4,213.65	4,200.07	4,286.05	48,090.92	
6142G · CLERICAL (GEN)	12,798.71	19,388.16	12,925.44	12,925.44	12,925.44	12,925.44	19,388.16	12,925.44	12,925.44	12,925.44	12,925.44	154,978.55	168,030.00
6142L · CLERICAL (LIT)	13,509.19	22,004.16	14,423.20	15,602.60	14,996.78	16,909.20	22,178.59	15,185.58	14,441.02	15,490.42	15,577.79	180,318.53	212,686.00
6142N · CLERICAL (TEEN)	5,411.52	8,694.89	5,063.45	6,040.97	5,895.89	7,407.82	8,461.70	6,030.80	6,208.28	6,283.28	6,549.00	72,047.60	82,845.00
6142R · CLERICAL (CIRC)	25,803.84	38,926.30	24,399.22	24,239.58	24,261.97	25,767.60	34,340.42	23,249.28	23,500.15	23,385.88	23,919.93	291,794.17	330,473.00
6142S · CLERICAL (SVC)	1,464.75	2,131.90	568.40	625.24	714.05	837.48	852.60	742.47	682.08	682.08	682.08	9,983.13	
6142T · CLERICAL (TECH)	12,016.89	17,364.05	11,835.58	11,641.31	12,064.52	12,544.78	17,550.73	11,798.53	11,914.52	11,637.21	12,064.52	142,432.64	163,743.00
6142X · CLERICAL (WIRES)	854.82	1,376.25	928.88	908.40	935.71	1,028.26	1,400.15	857.17	942.55	922.06	911.81	11,066.06	12,554.00
Total 6142 · CLERICAL SALARIES	114,883.21	173,796.98	113,899.06	117,234.28	119,323.75	129,603.09	171,038.65	114,476.93	117,121.47	115,917.67	118,371.37	1,405,666.46	1,566,527.00
6143 · PAGE SALARIES													
6143A · PAGE (ADULT)	11,301.13	17,931.74	12,117.35	13,476.33	13,395.19	14,396.14	16,937.14	11,629.65	12,809.23	12,218.59	12,174.35	148,386.84	199,444.00
6143C · PAGE (C&P)	11,805.11	17,421.32	10,932.42	12,279.90	12,159.70	14,489.65	15,740.70	11,020.26	12,211.10	11,308.41	10,657.61	140,026.18	125,974.00
6143L · PAGE (LIT)	498.08	747.79	396.52	349.11	506.43	618.91	456.86	461.17	295.37	350.00	323.75	5,003.99	
6143N · PAGE (TEEN)	1,482.75	2,294.27	1,639.60	2,059.28	2,096.32	2,474.46	2,384.77	1,815.95	2,056.06	1,914.07	1,654.87	21,872.40	19,431.00
6143R · PAGE (CIRC)	1,683.09	2,803.69	1,667.16	1,956.66	2,159.39	2,113.42	2,994.82	1,868.85	2,062.85	1,785.01	2,203.91	23,298.85	39,072.00

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
**Profit & Loss Budget Overview**  
July 2014 through May 2015

	TOT												
	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jul '14 - May 15	Budget
6143T • PAGE (TECH)	2,905.45	4,818.92	3,225.73	3,098.94	2,923.58	3,427.29	4,712.66	3,361.37	3,362.05	3,388.55	3,426.18	38,650.72	46,531.00
Total 6143 • PAGE SALARIES	29,675.61	46,017.73	29,978.78	33,220.22	33,240.61	37,519.87	43,226.95	30,157.25	32,796.66	30,964.63	30,440.67	377,238.98	430,452.00
6144 • CUSTODIAL													
6144G • CUSTODIAL	15,422.50	23,239.86	15,850.92	17,540.38	17,889.87	20,088.59	25,068.70	17,302.19	16,418.76	16,865.55	16,576.37	202,263.69	237,371.00
Total 6144 • CUSTODIAL	15,422.50	23,239.86	15,850.92	17,540.38	17,889.87	20,088.59	25,068.70	17,302.19	16,418.76	16,865.55	16,576.37	202,263.69	237,371.00
6145 • SECURITY													
6145G • SECURITY	14,290.34	22,139.82	15,426.13	16,085.81	17,018.56	20,849.24	22,398.62	17,018.23	16,827.49	16,086.04	16,010.69	194,150.97	199,869.00
Total 6145 • SECURITY	14,290.34	22,139.82	15,426.13	16,085.81	17,018.56	20,849.24	22,398.62	17,018.23	16,827.49	16,086.04	16,010.69	194,150.97	199,869.00
6146 • TECHNICIAN													
6146W • TECHNICAL (WIRES)	14,005.19	21,201.01	14,218.48	13,424.25	14,185.46	14,844.33	20,983.51	14,001.50	14,384.01	13,725.40	13,799.29	168,772.43	186,312.00
Total 6146 • TECHNICIAN	14,005.19	21,201.01	14,218.48	13,424.25	14,185.46	14,844.33	20,983.51	14,001.50	14,384.01	13,725.40	13,799.29	168,772.43	186,312.00
6147 • ADMINISTRATIVE													
Total 6147 • ADMINISTRATIVE	37,457.81	29,475.69	19,650.46	19,650.46	19,650.46	19,650.46	29,475.69	19,650.46	19,650.46	19,650.46	19,650.46	253,612.87	255,456.00
Total 6000 • SALARIES AND WAGES	385,762.55	561,330.35	362,397.56	377,476.57	390,314.72	417,771.99	565,232.94	380,691.07	386,937.90	384,069.57	385,066.83	4,597,052.05	5,330,091.00
6200 • EMPLOYEE BENEFITS													
9010 • RETIREMENT	0.00	0.00	0.00	0.00	0.00	822,691.00	0.00	0.00	0.00	0.00	0.00	822,691.00	744,576.00
9030 • SOCIAL SECURITY	28,898.40	41,612.41	26,399.85	27,555.63	28,537.28	30,616.37	42,281.75	28,483.81	28,961.70	28,742.27	28,837.76	340,927.23	370,000.00
9040 • WORKERS' COMPENSATION	563.00	0.00	0.00	0.00	0.00	0.00	85,183.00	0.00	0.00	0.00	0.00	85,746.00	80,000.00
9050 • UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	109.45	0.00	0.00	72.78	0.00	0.00	0.00	0.00	182.23	7,500.00
9055 • DISABILTY INSURANCE	1,625.86	3,518.08	1,803.54	1,858.71	1,852.71	0.00	3,505.34	1,799.54	1,799.54	1,799.54	1,799.54	21,362.40	20,500.00
9060 • MEDICAL INSURANCE	55,083.03	52,907.63	55,083.03	55,083.03	54,311.49	58,441.82	56,125.42	58,311.29	58,336.92	57,129.29	57,170.32	617,983.27	656,100.00
9065 • MTA TRANSIT TAX	1,284.38	1,867.69	1,205.22	1,256.59	1,300.22	1,392.62	1,879.19	1,265.95	1,287.19	1,277.43	1,281.68	15,298.16	18,122.00

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
**Profit & Loss Budget Overview**  
July 2014 through May 2015

	TOTAL												
	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jul '14 - May 15	Budget
Total 6200 · EMPLOYEE BENEFITS	87,454.67	99,905.81	84,491.64	85,863.41	86,001.70	913,141.81	189,047.48	89,860.59	90,385.35	88,948.53	89,089.30	1,904,190.29	1,896,798.00
6410A · BOOKS (ADULT)													
6410A.e · E-BOOKS (ADULT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,692.00	0.00	0.00	0.00	13,692.00	
6410A · BOOKS (ADULT) - Other	8,092.24	13,279.49	10,907.91	10,340.49	20,405.40	1,426.76	13,352.79	19,718.94	8,445.86	14,122.76	10,349.64	130,442.28	185,000.00
Total 6410A · BOOKS (ADULT)	8,092.24	13,279.49	10,907.91	10,340.49	20,405.40	1,426.76	13,352.79	33,410.94	8,445.86	14,122.76	10,349.64	144,134.28	185,000.00
6410C · BOOKS (C&P)													
6410C.e · E-BOOKS (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,692.00	0.00	0.00	0.00	13,692.00	
6410C · BOOKS (C&P) - Other	5,671.53	3,257.64	5,337.23	7,824.58	4,562.60	5,519.65	5,395.34	8,896.98	4,158.10	4,481.15	10,352.41	65,457.21	119,500.00
Total 6410C · BOOKS (C&P)	5,671.53	3,257.64	5,337.23	7,824.58	4,562.60	5,519.65	5,395.34	22,588.98	4,158.10	4,481.15	10,352.41	79,149.21	119,500.00
6410L · BOOKS (LIT)													
	0.00	0.00	0.00	0.00	0.00	18.98	0.00	18.98	0.00	0.00	0.00	37.96	4,250.00
6410N · BOOKS (TEEN)													
6410N.e · E-BOOKS (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,692.00	0.00	0.00	0.00	13,692.00	
6410N · BOOKS (TEEN) - Other	954.12	967.89	3,861.20	2,112.71	1,042.95	848.25	3,167.44	1,341.15	1,652.91	2,882.03	1,353.89	20,184.54	30,000.00
Total 6410N · BOOKS (TEEN)	954.12	967.89	3,861.20	2,112.71	1,042.95	848.25	3,167.44	15,033.15	1,652.91	2,882.03	1,353.89	33,876.54	30,000.00
6410T · BOOKS (TECH)													
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00
6411A · MICRO/REF CD (ADULT)	0.00	7,625.00	2,140.10	525.00	4,931.00	9,497.90	856.00	0.00	551.75	1,464.22	6,246.33	33,837.30	45,000.00
6411C · MICRO/REF CD (C&P)	0.00	0.00	0.00	0.00	3,501.50	5,400.00	3,154.00	0.00	1,051.75	17.66	2,566.33	15,691.24	18,250.00
6411N · MICRO/REF CD (TEEN)	0.00	0.00	0.00	525.00	3,501.50	5,469.99	665.00	0.00	551.75	152.40	2,566.34	13,431.98	20,000.00
6412A · RECORDINGS (ADULT)	1,125.67	3,985.74	2,626.81	2,931.42	1,857.71	2,766.04	2,814.02	7,860.79	2,307.34	2,501.13	3,057.48	33,834.15	47,200.00
6412C · RECORDINGS (C&P)	0.00	594.43	564.27	1,532.75	147.05	634.10	1,265.97	3,043.45	87.97	332.42	433.81	8,636.22	10,000.00
6412N · RECORDINGS (TEEN)	0.00	765.57	861.86	527.63	1,077.17	518.89	956.16	4,932.18	1,240.45	909.96	980.69	12,770.56	10,000.00
6413A · PERIODICALS (ADULT)	0.00	0.00	16.61	8,403.86	2,297.41	33.00	1,207.67	0.00	25.00	122.80	413.40	12,519.75	33,000.00
6413C · PERIODICALS (C&P)	0.00	0.00	0.00	263.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	263.38	6,325.00
6413D · PERIODICALS (ADM)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	50.00	1,000.00

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Profit & Loss Budget Overview

July 2014 through May 2015

	TOT												
	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jul '14 - May 15	Budget
6413G · PERIODICALS (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	471.95	0.00	0.00	0.00	0.00	471.95	1,200.00
6413N · PERIODICALS (TEEN)	0.00	0.00	0.00	317.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	317.64	3,700.00
6413T · PERIODICALS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6413W · PERIODICALS (WIRES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6417A · VIDEOS (ADULT)	4,704.75	7,877.21	10,401.15	9,033.34	6,791.41	8,027.30	10,977.68	14,375.80	5,760.34	7,375.36	5,689.13	91,013.47	135,000.00
6417C · VIDEOS (C&P)	1,400.19	966.96	763.04	1,387.85	752.96	1,448.66	2,521.79	6,387.38	1,821.19	706.41	976.86	19,133.29	53,000.00
6417L · VIDEOS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38.64	0.00	0.00	38.64	500.00
6417N · VIDEOS (TEEN)	377.50	0.00	538.77	836.62	24.98	172.46	159.94	159.24	503.42	275.11	0.00	3,048.04	12,000.00
6419G · SOFTWARE (GEN)	5,495.00	0.00	0.00	0.00	0.00	1,200.00	0.00	0.00	0.00	0.00	0.00	6,695.00	1,200.00
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6419T · SOFTWARE (TECH)	0.00	0.00	0.00	0.00	681.00	0.00	0.00	0.00	551.75	0.00	0.00	1,232.75	3,000.00
6419W · SOFTWARE (WIRES)	793.27	0.00	0.00	0.00	0.00	1,415.23	0.00	0.00	179.50	0.00	9,943.19	12,331.19	16,000.00
6428D · MISCELLANEOUS	4,672.71	0.00	636.71	1,191.00	94.74	3,332.37	0.00	370.39	894.80	1,364.80	0.00	12,557.52	2,500.00
6429C · REALIA (C&P)	136.87	0.00	299.34	526.84	0.00	158.63	24.99	156.34	574.16	467.09	34.98	2,379.24	4,500.00
6430G · OFFICE AND LIBRARY SUPPLIES	2,722.12	5,102.82	7,633.13	9,827.97	6,605.81	11,068.63	5,781.90	7,229.17	9,036.99	6,775.23	7,437.03	79,220.80	95,000.00
6431D · TELECOMMUNICATIONS	3,637.25	3,541.13	3,863.88	3,491.92	3,562.29	931.67	5,827.10	3,504.54	3,595.78	3,427.13	3,348.60	38,731.29	50,000.00
6432G · CARTAGE	250.38	250.38	250.38	250.38	250.38	250.38	250.38	250.38	250.38	250.38	250.38	2,754.18	3,000.00
6433G · POSTAGE	4,763.47	3,263.47	4,771.65	4,763.47	4,263.47	3,168.65	4,984.64	4,763.47	4,687.77	3,275.19	3,263.47	45,968.72	51,000.00
6434A · PRINTING (ADULT)	-317.00	-247.00	0.00	0.00	0.00	-842.00	0.00	0.00	-4.00	0.00	0.00	-1,410.00	4,275.00
6434C · PRINTING (C&P)	0.00	0.00	1,250.00	0.00	190.00	0.00	0.00	0.00	0.00	0.00	0.00	1,440.00	7,000.00
6434G · PRINTING (GEN)	0.00	6,597.50	6,581.00	6,998.05	6,581.00	6,581.00	6,731.00	7,570.05	7,086.78	9,485.00	6,581.00	70,792.38	102,000.00
6434L · PRINTING (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6434N · PRINTING (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00
6434R · PRINTING (CIRC)	0.00	0.00	4,650.89	852.46	0.00	371.52	0.00	0.00	705.04	295.00	0.00	6,874.91	5,500.00
6434S · PRINTING (COMM SRV)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,125.00	0.00	0.00	190.00	1,315.00	5,000.00
6435A · CED, CONF & TRAVEL (ADULT)	361.04	113.26	110.00	311.91	30.69	47.66	146.56	77.39	902.00	142.63	176.87	2,420.01	4,000.00
6435C · CED, CONF & TRAVEL (C&P)	328.00	95.08	2,273.57	132.57	1,475.15	17.96	120.88	66.58	507.00	11.79	236.34	5,264.92	5,250.00
6435D · CED, CONF & TRAVEL (ADM)	774.00	2,691.84	-2,584.96	387.56	21.62	572.28	400.00	176.15	1,030.29	262.20	557.98	4,288.96	7,500.00
6435G · CED, CONF & TRAVEL (GEN)	328.00	25.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	353.65	3,000.00

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Profit & Loss Budget Overview

July 2014 through May 2015

	TOT												
	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jul '14 - May 15	Budget
6435L · CED, CONF & TRAVEL (LIT)	328.00	87.96	36.72	648.38	502.76	121.69	110.44	869.70	916.36	1,299.36	330.40	5,251.77	7,000.00
6435N · CED, CONF & TRAVEL (TEEN)	328.00	856.51	136.08	146.81	0.00	24.12	93.48	0.00	811.77	1,540.19	0.00	3,936.96	5,000.00
6435R · CED, CONF & TRAVEL (CIRC)	328.00	0.00	0.00	388.00	505.11	260.79	75.00	45.53	270.00	40.00	75.00	1,987.43	2,500.00
6435S · CED, CONF & TRAV (COMM SRV)	395.54	85.00	2,329.60	60.00	0.00	35.00	75.00	36.89	160.00	0.00	175.00	3,352.03	3,000.00
6435T · CED, CONF & TRAVEL (TECH)	328.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	328.00	2,950.00
6435W · CED, CONF & TRAVEL (WIRES)	328.00	0.00	0.00	0.00	0.00	0.00	0.00	7.62	-125.00	8.17	0.00	218.79	4,000.00
6436 · CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96,500.00
6437A · PROGRAMS (ADULT)	1,666.06	3,683.11	4,382.81	6,007.00	5,642.82	4,733.64	5,722.28	4,297.51	6,845.90	5,193.89	4,288.98	52,464.00	61,120.00
6437C · PROGRAMS (C&P)	3,023.45	6,622.50	6,564.23	4,626.92	5,705.08	4,293.86	3,035.33	8,014.88	6,481.26	6,855.66	6,620.69	61,843.86	75,000.00
6437D · PROGRAMS (DIGITAL)	4,516.90	74.80	0.00	132.60	89.01	55.87	88.19	916.84	325.95	342.97	0.00	6,543.13	7,500.00
6437L · PROGRAMS (LIT)	1,448.50	2,405.64	2,233.20	8,501.17	8,938.35	10,509.95	9,448.37	8,122.33	8,225.81	10,992.06	8,063.07	78,888.45	75,000.00
6437N · PROGRAMS (TEEN)	1,756.88	9,333.79	5,185.71	5,552.71	4,471.89	5,408.80	2,997.83	5,665.60	5,444.11	5,742.74	4,728.87	56,288.93	50,000.00
6437P · PROFESSIONAL FEES													
643760 · PLANTINGS	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,650.00	2,500.00
643765 · PROMOTION AND PUBLICITY	60.00	3,000.00	120.00	1,800.00	10,660.09	1,675.44	3,264.00	6,286.81	4,320.50	4,701.86	300.00	36,188.70	30,000.00
643770 · CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
6437P01 · ACCOUNTANT/AUDITOR	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	15,000.00	17,000.00
6437P02 · AUDITOR	1,000.00	0.00	1,000.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00	6,000.00
6437P10 · ELECTION	0.00	0.00	0.00	0.00	0.00	0.00	-450.00	0.00	0.00	5,568.49	0.00	5,118.49	4,700.00
6437P11 · FSA ADMINISTRATION	133.75	133.75	133.75	133.75	133.75	133.75	136.00	136.00	136.00	136.00	136.00	1,482.50	1,600.00
6437P12 · PAYROLL SERVICES	1,596.90	1,543.78	1,548.75	1,519.07	943.72	1,525.06	4,107.33	1,534.30	2,129.15	685.75	1,443.52	18,577.33	22,000.00
6437P13 · ARMORED CAR SERVICE	136.52	182.02	182.02	182.02	182.02	182.02	227.52	182.02	0.00	0.00	272.61	1,728.77	2,050.00
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	0.00	144.00	0.00	144.00	0.00	0.00	202.84	0.00	144.00	144.00	0.00	778.84	
6437P16 · STAFF BACKGROUND SCREEN	0.00	568.15	227.26	1,012.52	588.90	0.00	117.95	117.95	0.00	0.00	117.95	2,750.68	5,500.00
6437P17 · TRANSLATION SERVICES	0.00	13.00	84.00	0.00	119.00	0.00	13.00	13.00	135.00	6.50	0.00	383.50	500.00
6437P3 · APPRAISAL SERVICES	1,161.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,161.00	
6437P4 · ATTORNEY	8,056.25	0.00	-3,366.32	4,937.30	0.00	1,208.33	10,722.91	0.00	2,842.05	0.00	1,490.41	25,890.93	25,000.00
6437P5 · BACKFLOW INSPECTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00	100.00
6437P6 · BOARD SECRETARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00



# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

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July 2014 through May 2015

													TOT
	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jul '14 - May 15	Budget
6437P7 · COLLECTION AGENCY	295.35	98.45	161.10	116.35	0.00	340.10	232.70	259.55	143.20	152.15	98.45	1,897.40	3,350.00
6437P8 · DENITE SYSTEMS ANALYSIS	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	750.00
6437P9 · EAP	0.00	0.00	0.00	7,290.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,290.00	6,950.00
Total 6437P · PROFESSIONAL FEES	12,589.77	5,833.15	540.56	17,785.01	13,277.48	20,714.70	19,224.25	9,179.63	10,499.90	12,044.75	4,658.94	126,348.14	131,000.00
6438 · DUES	100.00	0.00	240.00	760.00	0.00	708.40	553.00	0.00	860.00	255.00	0.00	3,476.40	5,000.00
6439A · EQUIPMENT R & M (ADULT)	197.50	4.15	4.15	4.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	209.95	3,500.00
6439C · EQUIPMENT R & M (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
6439G · EQUIPMENT R & M (GEN)	628.80	2,935.46	3,735.40	3,542.73	2,743.58	1,541.30	2,011.55	1,398.67	1,854.54	2,227.86	1,711.40	24,331.29	35,000.00
6439N · EQUIPMENT R & M (TEEN)	4.15	4.15	4.15	4.15	8.30	8.30	8.30	8.30	8.30	8.30	8.30	74.70	400.00
6439R · EQUIPMENT R & M (CIRC)	0.00	11,425.39	0.00	11,425.39	0.00	19.97	0.00	11,367.25	0.00	0.00	0.00	34,238.00	55,000.00
6439T · EQUIPMENT R & M (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6439W · EQUIPMENT R & M (WIRES)	378.81	378.81	378.81	713.81	378.81	378.81	378.81	978.81	378.81	378.81	378.81	5,101.91	26,000.00
6450E · ELECTRICITY	13,841.60	16,773.57	14,477.14	10,367.58	0.00	8,813.37	18,654.99	0.00	0.00	25,218.06	7,023.85	115,170.16	130,000.00
6450F · FUEL/GAS	-2,190.25	45.55	233.56	157.42	424.77	1,459.22	2,402.59	3,055.68	3,333.08	1,940.51	1,213.11	12,075.24	20,000.00
6450W · WATER	0.00	344.59	0.00	0.00	494.47	0.00	0.00	269.65	0.00	0.00	198.46	1,307.17	1,600.00
6451G · CUSTODIAL SUPPLIES	1,604.07	1,153.95	583.07	2,337.07	1,188.62	567.75	1,150.27	1,845.29	2,231.75	1,591.44	927.44	15,180.72	20,000.00
6452G · BLDG ALTERATION AND MAINT	2,731.15	5,714.85	1,739.49	10,816.43	2,249.98	3,697.48	12,082.44	2,343.23	1,984.99	3,864.10	3,557.75	50,781.89	93,591.00
6454 · INSURANCE	58,133.80	0.00	25.00	0.00	-6,353.70	0.00	0.00	0.00	25.00	0.00	2,652.00	54,482.10	56,000.00
6485G · Bank Fees	190.98	189.54	216.10	189.90	207.05	211.26	580.15	185.88	177.12	269.57	93.54	2,511.09	
66900 · Reconciliation Discrepancies	0.00	10.35	-49.00	0.00	0.00	0.00	0.00	-10.00	0.00	0.00	0.10	-48.55	
6700 · TAN INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00
7203 · EQUIPMENT - Capital Purchases													
7203A · EQUIPMENT ADULT	0.00	0.00	606.63	623.44	0.00	0.00	0.00	951.60	399.96	0.00	0.00	2,581.63	3,500.00
7203C · EQUIPMENT C & P	0.00	0.00	189.99	0.00	0.00	0.00	0.00	0.00	0.00	2,018.03	0.00	2,208.02	3,000.00
7203D · EQUIPMENT ADMIN	504.78	0.00	0.00	0.00	0.00	0.00	0.00	139.99	0.00	0.00	0.00	644.77	2,500.00
7203G · EQUIPMENT BUS OFF	0.00	0.00	0.00	0.00	0.00	0.00	-2,224.82	0.00	2,524.73	-550.00	0.00	-250.09	4,500.00
7203L · EQUIPMENT LITERACY	0.00	0.00	403.06	593.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	996.34	

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY  
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July 2014 through May 2015

													TOTAL
	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jul '14 - May 15	Budget
7203N · EQUIPMENT TEEN	94.65	49.99	0.00	80.78	248.53	396.77	122.55	835.76	6.47	175.23	481.37	2,492.10	1,500.00
7203R · EQUIPMENT CIRC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
7203T · EQUIPMENT TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.84	0.00	0.00	0.00	85.84	2,000.00
7203W · EQUIPMENT WIRE	0.00	635.84	65,006.29	615.80	309.00	1,167.35	2,747.39	1,463.03	707.37	2,045.60	100.09	74,797.76	140,000.00
Total 7203 · EQUIPMENT - Capital Purchases	599.43	685.83	66,205.97	1,913.30	557.53	1,564.12	645.12	3,476.22	3,638.53	3,688.86	581.46	83,556.37	158,000.00
Total Expense	622,745.47	790,638.87	623,846.49	624,716.91	591,998.12	1,466,098.16	904,851.01	665,727.52	589,916.14	617,620.25	598,449.45	8,096,608.39	9,510,000.00
Net Ordinary Income	19,114.51	-780,202.94	-600,626.55	-611,478.40	-582,875.44	-1,458,194.76	993,481.47	387,377.43	-169,811.52	-453,663.69	-84,126.35	-3,341,006.24	0.00
Other Income/Expense													
Other Expense													
7500 · BUILDING IMPROVEMENTS	25,173.75	82,045.56	87,440.42	54,135.48	27,886.78	39,698.75	17,835.21	40,173.05	49,339.13	77,952.34	19,458.48	521,138.95	
Total Other Expense	25,173.75	82,045.56	87,440.42	54,135.48	27,886.78	39,698.75	17,835.21	40,173.05	49,339.13	77,952.34	19,458.48	521,138.95	
Net Other Income	-25,173.75	-82,045.56	-87,440.42	-54,135.48	-27,886.78	-39,698.75	-17,835.21	-40,173.05	-49,339.13	-77,952.34	-19,458.48	-521,138.95	0.00
Net Income	-6,059.24	-862,248.50	-688,066.97	-665,613.88	-610,762.22	-1,497,893.51	975,646.26	347,204.38	-219,150.65	-531,616.03	-103,584.83	-3,862,145.19	0.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July 2014 through May 2015

'AL	
\$ Over Budget	% of Budget

Ordinary Income/Expense

Income

2000 · PROPERTY TAX REVENUES	-5,048,432.38	44.06%
2082 · FINES AND FEES	-34,623.22	67.03%
2360 · CONTRACTS WITH OTHER LIBR.	328,510.49	211.36%
2401 · INTEREST	-49,991.29	24.26%
2650 · SALES OF EXCESS MATERIAL		
2670 · SALES OF BOOKS		
2671 · FEDERAL & STATE GRANTS		
2705 · GIFTS AND DONATIONS		
2760 · SYSTEM & STATE AID	18,932.00	310.36%
2770 · UNCLASSIFIED REVENUE		
2771 · COPIER REVENUE - CONTRACT (R)	-2,164.02	78.36%
2771A · COPIER REVENUE - INHOUSE (N)		
2771C · COPIER REVENUE- COLOR		
2772A · ADULT-ADULT PRINTER		
2800 · Program Receipts		
2805 · Program Receipts - Adult		
2810 · Program Receipts - Teen		
Total 2800 · Program Receipts		

2999 · Lost Books

Total Income	-4,754,397.85	50.01%
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Gross Profit	-4,754,397.85	50.01%
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Expense

6000 · SALARIES AND WAGES

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
**Profit & Loss Budget Overview**  
 July 2014 through May 2015

	'AL	
	\$ Over Budget	% of Budget
<b>6141 · PROFESSIONAL SALARIES</b>		
6141A · PROFESSIONAL (ADULT)	-116,896.37	83.71%
6141C · PROFESSIONAL (C&P)	-119,121.05	82.53%
6141D · PROFESSIONAL (DIGITAL)	-96,819.64	58.08%
6141N · PROFESSIONAL (TEEN)	-85,693.82	79.68%
6141S · COMM SERV LIBR (SVC)	-20,594.23	90.35%
6141T · PROFESSIONAL (TECH)	-19,632.24	89.6%
<b>Total 6141 · PROFESSIONAL SALARIES</b>	<b>-458,757.35</b>	<b>81.31%</b>
<b>6142 · CLERICAL SALARIES</b>		
6142A · CLERICAL (ADULT)	-56,876.60	84.5%
6142C · CLERICAL (C&P)	-44,364.54	80.65%
6142D · CLERICAL (DIGITAL)		
6142G · CLERICAL (GEN)	-13,051.45	92.23%
6142L · CLERICAL (LIT)	-32,367.47	84.78%
6142N · CLERICAL (TEEN)	-10,797.40	86.97%
6142R · CLERICAL (CIRC)	-38,678.83	88.3%
6142S · CLERICAL (SVC)		
6142T · CLERICAL (TECH)	-21,310.36	86.99%
6142X · CLERICAL (WIRES)	-1,487.94	88.15%
<b>Total 6142 · CLERICAL SALARIES</b>	<b>-160,860.54</b>	<b>89.73%</b>
<b>6143 · PAGE SALARIES</b>		
6143A · PAGE (ADULT)	-51,057.16	74.4%
6143C · PAGE (C&P)	14,052.18	111.16%
6143L · PAGE (LIT)		
6143N · PAGE (TEEN)	2,441.40	112.56%
6143R · PAGE (CIRC)	-15,773.15	59.63%

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Profit & Loss Budget Overview

July 2014 through May 2015

	'AL	
	\$ Over Budget	% of Budget
6143T · PAGE (TECH)	-7,880.28	83.06%
Total 6143 · PAGE SALARIES	-53,213.02	87.64%
6144 · CUSTODIAL		
6144G · CUSTODIAL	-35,107.31	85.21%
Total 6144 · CUSTODIAL	-35,107.31	85.21%
6145 · SECURITY		
6145G · SECURITY	-5,718.03	97.14%
Total 6145 · SECURITY	-5,718.03	97.14%
6146 · TECHNICIAN		
6146W · TECHNICAL (WIRES)	-17,539.57	90.59%
Total 6146 · TECHNICIAN	-17,539.57	90.59%
6147 · ADMINISTRATIVE		
Total 6147 · ADMINISTRATIVE	-1,843.13	99.28%
Total 6000 · SALARIES AND WAGES	-733,038.95	86.25%
6200 · EMPLOYEE BENEFITS		
9010 · RETIREMENT	78,115.00	110.49%
9030 · SOCIAL SECURITY	-29,072.77	92.14%
9040 · WORKERS' COMPENSATION	5,746.00	107.18%
9050 · UNEMPLOYMENT INSURANCE	-7,317.77	2.43%
9055 · DISABILTY INSURANCE	862.40	104.21%
9060 · MEDICAL INSURANCE	-38,116.73	94.19%
9065 · MTA TRANSIT TAX	-2,823.84	84.42%

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
**Profit & Loss Budget Overview**  
 July 2014 through May 2015

	'AL	
	\$ Over Budget	% of Budget
<b>Total 6200 · EMPLOYEE BENEFITS</b>	7,392.29	100.39%
<b>6410A · BOOKS (ADULT)</b>		
6410A.e · E-BOOKS (ADULT)		
6410A · BOOKS (ADULT) - Other	-54,557.72	70.51%
<b>Total 6410A · BOOKS (ADULT)</b>	-40,865.72	77.91%
<b>6410C · BOOKS (C&amp;P)</b>		
6410C.e · E-BOOKS (C&P)		
6410C · BOOKS (C&P) - Other	-54,042.79	54.78%
<b>Total 6410C · BOOKS (C&amp;P)</b>	-40,350.79	66.23%
<b>6410L · BOOKS (LIT)</b>	-4,212.04	0.89%
<b>6410N · BOOKS (TEEN)</b>		
6410N.e · E-BOOKS (TEEN)		
6410N · BOOKS (TEEN) - Other	-9,815.46	67.28%
<b>Total 6410N · BOOKS (TEEN)</b>	3,876.54	112.92%
<b>6410T · BOOKS (TECH)</b>	-900.00	0.0%
<b>6411A · MICRO/REF CD (ADULT)</b>	-11,162.70	75.19%
<b>6411C · MICRO/REF CD (C&amp;P)</b>	-2,558.76	85.98%
<b>6411N · MICRO/REF CD (TEEN)</b>	-6,568.02	67.16%
<b>6412A · RECORDINGS (ADULT)</b>	-13,365.85	71.68%
<b>6412C · RECORDINGS (C&amp;P)</b>	-1,363.78	86.36%
<b>6412N · RECORDINGS (TEEN)</b>	2,770.56	127.71%
<b>6413A · PERIODICALS (ADULT)</b>	-20,480.25	37.94%
<b>6413C · PERIODICALS (C&amp;P)</b>	-6,061.62	4.16%
<b>6413D · PERIODICALS (ADM)</b>	-950.00	5.0%

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Profit & Loss Budget Overview

July 2014 through May 2015

	'AL	
	\$ Over Budget	% of Budget
6413G · PERIODICALS (GEN)	-728.05	39.33%
6413N · PERIODICALS (TEEN)	-3,382.36	8.59%
6413T · PERIODICALS (TECH)	-250.00	0.0%
6413W · PERIODICALS (WIRES)	-150.00	0.0%
6417A · VIDEOS (ADULT)	-43,986.53	67.42%
6417C · VIDEOS (C&P)	-33,866.71	36.1%
6417L · VIDEOS (LIT)	-461.36	7.73%
6417N · VIDEOS (TEEN)	-8,951.96	25.4%
6419G · SOFTWARE (GEN)	5,495.00	557.92%
6419N · SOFTWARE (TEEN)	-1,500.00	0.0%
6419T · SOFTWARE (TECH)	-1,767.25	41.09%
6419W · SOFTWARE (WIRES)	-3,668.81	77.07%
6428D · MISCELLANEOUS	10,057.52	502.3%
6429C · REALIA (C&P)	-2,120.76	52.87%
6430G · OFFICE AND LIBRARY SUPPLIES	-15,779.20	83.39%
6431D · TELECOMMUNICATIONS	-11,268.71	77.46%
6432G · CARTAGE	-245.82	91.81%
6433G · POSTAGE	-5,031.28	90.14%
6434A · PRINTING (ADULT)	-5,685.00	-32.98%
6434C · PRINTING (C&P)	-5,560.00	20.57%
6434G · PRINTING (GEN)	-31,207.62	69.4%
6434L · PRINTING (LIT)	-500.00	0.0%
6434N · PRINTING (TEEN)	-6,000.00	0.0%
6434R · PRINTING (CIRC)	1,374.91	125.0%
6434S · PRINTING (COMM SRV)	-3,685.00	26.3%
6435A · CED, CONF & TRAVEL (ADULT)	-1,579.99	60.5%
6435C · CED, CONF & TRAVEL (C&P)	14.92	100.28%
6435D · CED, CONF & TRAVEL (ADM)	-3,211.04	57.19%
6435G · CED, CONF & TRAVEL (GEN)	-2,646.35	11.79%

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Profit & Loss Budget Overview

July 2014 through May 2015

	'AL	
	\$ Over Budget	% of Budget
6435L · CED, CONF & TRAVEL (LIT)	-1,748.23	75.03%
6435N · CED, CONF & TRAVEL (TEEN)	-1,063.04	78.74%
6435R · CED, CONF & TRAVEL (CIRC)	-512.57	79.5%
6435S · CED, CONF & TRAV (COMM SRV)	352.03	111.73%
6435T · CED, CONF & TRAVEL (TECH)	-2,622.00	11.12%
6435W · CED, CONF & TRAVEL (WIRES)	-3,781.21	5.47%
6436 · CONTRACTS	-96,500.00	0.0%
6437A · PROGRAMS (ADULT)	-8,656.00	85.84%
6437C · PROGRAMS (C&P)	-13,156.14	82.46%
6437D · PROGRAMS (DIGITAL)	-956.87	87.24%
6437L · PROGRAMS (LIT)	3,888.45	105.19%
6437N · PROGRAMS (TEEN)	6,288.93	112.58%
6437P · PROFESSIONAL FEES		
643760 · PLANTINGS	-850.00	66.0%
643765 · PROMOTION AND PUBLICITY	6,188.70	120.63%
643770 · CONTINGENCY	-2,500.00	0.0%
6437P01 · ACCOUNTANT/AUDITOR	-2,000.00	88.24%
6437P02 · AUDITOR	0.00	100.0%
6437P10 · ELECTION	418.49	108.9%
6437P11 · FSA ADMINISTRATION	-117.50	92.66%
6437P12 · PAYROLL SERVICES	-3,422.67	84.44%
6437P13 · ARMORED CAR SERVICE	-321.23	84.33%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION		
6437P16 · STAFF BACKGROUND SCREEN	-2,749.32	50.01%
6437P17 · TRANSLATION SERVICES	-116.50	76.7%
6437P3 · APPRAISAL SERVICES		
6437P4 · ATTORNEY	890.93	103.56%
6437P5 · BACKFLOW INSPECTION	50.00	150.0%
6437P6 · BOARD SECRETARY	-500.00	0.0%



**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
**Profit & Loss Budget Overview**  
July 2014 through May 2015

	'AL	
	\$ Over Budget	% of Budget
6437P7 · COLLECTION AGENCY	-1,452.60	56.64%
6437P8 · DENITE SYSTEMS ANALYSIS	-450.00	40.0%
6437P9 · EAP	340.00	104.89%
Total 6437P · PROFESSIONAL FEES	-4,651.86	96.45%
6438 · DUES	-1,523.60	69.53%
6439A · EQUIPMENT R & M (ADULT)	-3,290.05	6.0%
6439C · EQUIPMENT R & M (C&P)	-3,500.00	0.0%
6439G · EQUIPMENT R & M (GEN)	-10,668.71	69.52%
6439N · EQUIPMENT R & M (TEEN)	-325.30	18.68%
6439R · EQUIPMENT R & M (CIRC)	-20,762.00	62.25%
6439T · EQUIPMENT R & M (TECH)	-1,000.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	-20,898.09	19.62%
6450E · ELECTRICITY	-14,829.84	88.59%
6450F · FUEL/GAS	-7,924.76	60.38%
6450W · WATER	-292.83	81.7%
6451G · CUSTODIAL SUPPLIES	-4,819.28	75.9%
6452G · BLDG ALTERATION AND MAINT	-42,809.11	54.26%
6454 · INSURANCE	-1,517.90	97.29%
6485G · Bank Fees		
66900 · Reconciliation Discrepancies		
6700 · TAN INTEREST	-40,000.00	0.0%
7203 · EQUIPMENT - Capital Purchases		
7203A · EQUIPMENT ADULT	-918.37	73.76%
7203C · EQUIPMENT C & P	-791.98	73.6%
7203D · EQUIPMENT ADMIN	-1,855.23	25.79%
7203G · EQUIPMENT BUS OFF	-4,750.09	-5.56%
7203L · EQUIPMENT LITERACY		

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July 2014 through May 2015

	'AL	
	\$ Over Budget	% of Budget
7203N · EQUIPMENT TEEN	992.10	166.14%
7203R · EQUIPMENT CIRC	-1,000.00	0.0%
7203T · EQUIPMENT TECH	-1,914.16	4.29%
7203W · EQUIPMENT WIRE	-65,202.24	53.43%
Total 7203 · EQUIPMENT - Capital Purchases	-74,443.63	52.88%
Total Expense	-1,413,391.61	85.14%
Net Ordinary Income	-3,341,006.24	100.0%
Other Income/Expense		
Other Expense		
7500 · BUILDING IMPROVEMENTS		
Total Other Expense		
Net Other Income	-521,138.95	100.0%
Net Income	-3,862,145.19	100.0%

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***CAPITAL FUND FINANCIAL REPORT***

**MAY 2015**

**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
November-14		\$ 4,534,026.92	\$ 1,863.30	\$ -	\$ 4,535,890.22
December-14		\$ 4,535,890.22	\$ 1,926.20	\$ -	\$ 4,537,816.42
January-15		\$ 4,537,816.42	\$ 1,927.02	\$ -	\$ 4,539,743.44
February-15		\$ 4,539,743.44	\$ 1,741.27	\$ -	\$ 4,541,484.71
March-15		\$ 4,541,484.71	\$ 1,928.58	\$ -	\$ 4,543,413.29
April-15		\$ 4,543,413.29	\$ 1,867.16	\$ -	\$ 4,545,280.45
May-15		\$ 4,545,280.45	\$ 1,930.19	\$ -	\$ 4,547,210.64
				Grand Total :	\$ 4,547,210.64

**April 2015**

**Director' s Report**

**Envision Project**

- Met with Brookhaven Town attorneys and our attorney re: utilization of the land at the former Links site for a new Library.
- Surveying of the site is taking place this week. This is a required step for us to move forward with the SEQRA process.
- Met with WFSD bond counsel to verify we are able to ask the community to pass a bond for construction on land that is leased or licensed for Library use. Letter confirming is in Board correspondence.
- Began our meetings with NYS elected officials to inform them of the outcome of the Envision public workshops and garner their support.

**Facility**

In lieu of the fact that the Envision process garnered public support for pursuing a new facility at the old Links property there are a number of issues we need to consider as we will remain in this building for the next few years.

1. Carpet

- I am working on a quote for the removal of existing carpet, and installation of carpet & vinyl flooring in high traffic areas. Details to follow.

2. Paint

- I would like to generate an RFP for interior painting and sheet rock repair. While the carpets are up it is a great time to refresh our paint and repair damaged sheetrock.

3. The steel replacement project is on track for a summer 2015 start/completion.

4. We are replacing our exterior book drops due to age and damage.

5. A new water fountain has been ordered for the main floor. The fountain has a water bottle / reusable cup refill function for patrons.

**Herkimer Computer Lab**

- Plan are approved. Our goal is to be functional at Herkimer in September.
- Furniture, an interactive board and an exterior book drop are being ordered.

## Email for Library Staff

In part due to the SCLS decision to terminate their Suffolkweb email service we evaluated other mail services for our staff. Products included Google for Business and Microsoft 365 solutions. We are recommending purchasing the Microsoft 365 solution for our staff. There is a motion under new business

## Scheduling Software

After evaluating a number of products we are recommending the purchase of the staff scheduling product *When to Work*.

Our library by the numbers:

### Top 5 Items for May



[Lucy](#)  
[\[videorecording DVD\]](#)



[Night at the museum. Secret of the tomb](#)  
[\[videorecording DVD\]](#)



[Gone girl](#)  
[\[videorecording DVD\]](#)



[Interstellar](#)  
[\[videorecording DVD\]](#)



[The Equalizer](#)  
[\[videorecording DVD\]](#)

### Numbers for our Fiscal Year

<b>294,955</b> Visits <i>Total patron visits so far for 2014-2015</i> May 2015 <a href="#">Hours &amp; directions</a>	<b>530,810</b> Website Visits <i>Total visits to Communitylibrary.org so far for 2014-2015</i> May 2015	<b>615,848</b> Items checked-out or renewed <i>Total items checkedout or renewed so far for 2014-2015</i> May 2015 <a href="#">Search our catalog</a>
<b>57,127</b> Computer logins <i>Patron computer use so far for 2014-2015</i> May 2015	<b>55,135</b> Digital Downloads <i>Includes music, movies, eBooks, eAudiobooks, and eMagazines</i> March 2015 <a href="#">Digital Download</a>	<b>3,034</b> New Card Holders <i>so far for 2014-2015</i> May 2015 <a href="#">Get a card</a>
<b>67,796</b> Program Attendance <i>so far for 2014-2015</i> April 2015 <a href="#">Register for a program</a>	<b>15,246</b> Public Copy Room <i>Total copy, fax, and e-mails jobs sent from our public copiers (2014-2015)</i> May 2015	

**Meetings, Events & Continuing Education:**

- Rotary meetings and installation dinner
- Kiwanis - Honoring P. Casciano 5/29/15
- Tri-Hamlet Day 6/6/15
- Literacy Celebration 6/7/15
- Meeting with NYS Senator Croci 6/10/15
- Rotary food drive 6/13/14
- Center Moriches street fair/library outreach 6/13/15
- Suffolk County Directors meeting 6/19/15
- Retirement Event - P. Casciano 6/19/15
- Meeting with NYS Assemblyman Thiele 6/22/15
- American Library Association Conference 6/23/15 - 6/30/15

Vacation Request

July 6-17, 2015

		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	25,906	24,536	30,631	26,708	30,404	28,864	27,028		294,955	293,638
Website Visits		56,080	48,752	49,013	54,218	45,699	42,253	51,667	46,727	51,052	45,835	39,514		530,810	525,401
	Adult	4,888	4,703	5,170	5,214	4,006	3,982	4,068	3,343	4,643	4,659	4,131		48,807	66,944
	Children's	2,031	1,827	1,577	1,669	1,624	1,111	1,307	1,193	1,476	1,456	1,174		16,445	17,249
	Teen	1,260	1,245	1,101	1,267	1,070	1,014	818	636	830	947	667		10,855	13,959
	Program Calendar	5,789	4,084	4,415	4,821	3,917	3,641	5,100	4,714	5,417	4,568	3,889		50,355	40,119
	Library Link	319	293	345	375	263	231	366	274	405	319	254		3,444	4,005
	CommunityLibrary.org	25,037	22,860	21,814	27,127	22,400	20,068	26,093	23,270	24,642	20,807	18,540		252,658	195,606
	Facebook	19,092	15,579	10,409	21,111	12,720	12,454	11,400	9,361	14,069	13,529	16,154		155,878	124,831
Circulation		65,880	58,927	46,253	61,721	56,762	53,650	55,486	53,522	59,314	55,647	48,686	-	615,848	670,311
	Staff assisted checkouts & renewals	32,582	27,864	22,125	30,943	28,689	26,849	27,263	26,479	28,642	27,570	23,623		302,629	331,351
	Express Lane Checkouts & renewals	23,473	21,311	16,122	20,940	19,215	17,496	18,545	17,206	20,206	17,445	15,310		207,269	249,499
	Renewals by patrons (web)	6,922	6,690	5,175	7,130	6,266	6,833	6,678	7,048	7,514	7,884	6,852		74,992	65,332
	Overdrive Digital Checkouts	2,797	2,963	2,780	2,661	2,539	2,426	2,965	2,754	2,912	2,690	2,855		30,342	24,129
	Museum Pass Checkouts	106	99	51	47	53	46	35	35	40	58	46		616	
	Freegal Downloads													-	4,222
	ILLs out	1,435	1,392	999	1,397	2,273	2,316	2,463	2,471	2,644	2,455	2,217		22,062	30,569
	ILLs in	1,485	1,448	990	1,344	1,965	2,042	2,283	2,167	2,256	2,256	1,908		20,144	17,594
	Holds	6,716	6,497	4,955	6,366	5,809	5,404	6,184	6,224	6,615	5,945	5,172		65,887	69,670
	Filled Holds	5,401	5,148	3,933	5,178	4,911	4,615	4,710	4,918	5,666	5,106	4,184		53,770	57,712
	New Library Cards	354	238	474	334	234	224	262	232	242	211	229		3,034	2,889
	New/Renewed Contract Patrons	309	7	9	12	13	7	7	9	6	9	16		404	1,757
Computer Usage		5,644	5,844	5,605	5,937	5,317	4,664	4,621	4,340	5,407	5,180	4,568	-	57,127	58,517
	Adult	3,868	3,806	4,088	4,284	3,746	3,397	3,448	3,375	4,121	3,938	3,642		41,713	41,568
	Children's	905	1,040	721	794	771	646	625	572	815	704	520		8,113	8,608
	Teen	871	998	796	859	800	621	548	393	471	538	406		7,301	8,341
Reference Questions		2,442	1,981	2,348	2,329	1,960	1,767	2,150	1,757	2,017	2,050	1,418	-	22,219	25,658
	Adult	1,423	1,001	890	970	946	900	1,243	931	988	1,227	864		11,383	12,008
	Children's	882	818	1,251	1,130	788	728	820	708	919	741	554		9,339	11,928
	Teen	137	162	207	229	226	139	87	118	110	82			1,497	1,722
	Chat Reference													-	-
Other Questions		4,995	4,680	4,935	5,626	4,387	4,250	5,128	4,578	4,928	4,503	3,200	-	51,210	52,602
	Adult	2,790	2,268	2,805	3,043	2,543	2,072	3,105	2,528	2,482	2,206	1,870		27,712	27,615
	Children's	1,836	2,128	1,843	2,165	1,447	1,370	1,765	1,437	1,823	1,636	1,330		18,780	19,278
	Teen	369	284	287	418	397	808	258	613	623	661			4,718	5,709
Programs, In-House Attendance		9,196	7,905	3,007	4,247	3,758	3,238	3,428	4,026	4,153	4,669	3,135	-	50,762	40,717
Programs, In-House Sessions		287	286	256	330	301	256	284	278	359	383	261	-	3,281	2,795
	Adult	1,282	1,543	675	742	654	616	623	1,011	904	765	659		9,474	8,481
	Adult # of Sessions	56	71	75	63	55	58	71	70	81	82	73		755	725
	Children's	5,684	4,252	367	1,192	1,088	724	485	670	847	1,399	810		17,518	14,425
	Children's # of Sessions	59	62	29	67	83	40	33	41	61	81	59		615	431
	Teen	666	614	352	543	487	430	461	488	618	578			5,237	5,687
	Teen # of Sessions	83	68	40	71	63	64	69	78	95	94			725	613
	Community Services													-	-
	Community Services # of Sessions													-	-
	Outside Organizations	1,564	1,496	1,613	1,770	1,529	1,468	1,859	1,857	1,784	1,927	1,666		18,533	12,124
	Outside Organizations # of Sessions	89	85	112	129	100	94	111	89	122	126	129		1,186	1,026
Programs, Offsite Attendance		767	391	779	895	649	782	575	626	584	491	961	-	7,500	9,863
Programs, Offsite Sessions		34	25	27	35	35	30	26	27	48	35	24	-	346	288
	Adult	99	96	73	164	217	186	123	127	227	172	141		1,625	1,066



Adult # of Sessions	4	4	3	7	10	8	7	7	12	10	8	80	45	
Children's	639	259	671	607	341	507	391	425	274	232	820	5,166	8,408	
Children's # of Sessions	24	13	16	11	11	9	10	11	13	10	16	144	200	
Teen	29	36	35	124	91	89	61	74	83	87		709	389	
Teen # of Sessions	6	8	8	17	14	13	9	9	23	15		122	43	
Community Services												-	-	
Community Services # of Sessions												-	-	
Outside Organizations												-	-	
Outside Organizations # of Sessions												-	-	
Programs, Literacy Attendance	743	440	1,151	2,629	1,856	1,360	1,375	1,148	1,653	1,275	953	-	14,583	15,380
Programs, Literacy Sessions	27	22	65	161	133	108	124	107	158	133	103	-	1,141	963
In-house Attendance	377	216	371	723	477	340	411	337	540	411	376		4,579	6,257
In-house Children's Attendance	366	224	103	234	151	120	115	130	194	112	103		1,852	2,623
In-house # of Sessions	27	22	28	60	45	36	48	38	60	44	41		449	392
Offsite attendance			544	1,320	975	701	689	546	767	572	354		6,468	5,556
Offsite Child Attendance			133	352	253	199	160	135	152	180	120		1,684	944
Offsite # of sessions			37	101	88	72	76	69	98	89	62		692	571
eBook Checkouts	2,383	2,508	2,339	2,172	2,099	1,996	2,432	2,276	2,312	2,093	2,249	-	24,859	20,492
Movie Streams/Downloads	373	360	350	280	353	309	392	299	338	2,457	3,019	-	8,530	1,238
Music Streams/Downloads	2,587	3,239	2,509	2,649	3,186	2,604	2,674	2,805	2,534	140	124	-	25,051	13,274
eAudiobook Checkouts	454	484	479	511	461	460	583	521	626	619	662	-	5,860	4,076
eMagazine Checkouts	271	163	345	179	225	254	220	237	304	416	349	-	2,963	3,392



# Children & Parents

Rachel Wyneken  
Department Head

## June 2015 Board Report

### Summer Reading Club Promotion Presentation to the Schools

The librarians have begun visiting the elementary schools to promote the 2015 Summer Reading Club, with the last visit on the last day of school, which is also the library-wide kick-off for Every Hero Has a Story. Two librarians (one full-time and one part-time) go to each school, and one is dressed as a librarian superhero (complete with mask and cape). The superhero will save the presentation by her ability to "read the instructions" to the "computer manual" when the PowerPoint presentation "breaks down." Thanks go to the many staff members involved in imagining, creating and performing this skit, especially to Andrea Malchiodi for making the PowerPoint presentation and Charlene Dulay for sewing the skirts that are part of the superhero costumes.

### Be a Hero: Help a Pet

Last year was the first time the department gave children the option of choosing to donate a toy or food to a local animal shelter rather than receiving their prizes for reading progress toward completing the reading club. Because of the positive response last year, we are offering this opportunity again, with the addition this year that the children who choose to help a pet will be able to collect small pins with goofy animal faces on them – sure to be a hit!

### CPSD Selected to Host a Google Maker Camp

Andrea Malchiodi applied for the department to be the host of a Google Maker Camp, and we are thrilled that we were selected. Maker Camp is a six-week free online summer "camp" with projects and virtual field trips geared toward children ages 8-18. The mission of this camp is for participants to meet, make and share.

MEET: They will not only be meeting other maker participants but will also watch and interact live with campers from all over the country by participating in hangouts every day at 11:00 a.m.

MAKE: Every day of maker camp includes a project.

SHARE: Post videos or pictures of campers making their projects to the Maker Camp community.

Details are still fuzzy (Google has not yet released this year's "playbook"), but Andrea plans for the program to run Monday-Friday from 10:30 a.m. -1:30 p.m.

The focus will be on short, lively videos that get kids making. The projects we're planning will use materials that are easy to find and use.

The program will run for six weeks beginning July 6, will take place primarily in our new program room on the CPSD floor, and will follow these weekly themes:

**Week 1: Fantasy (July 6–10)**

We "make:believe" with the magic behind the movies, ending with a Maker Camp Film Fest.

**Week 2: Funkytown (July 13–17)**

We make some instruments, then make some noise in the Maker Camp Battle of the Bands.

**Week 3: Farmstead (July 20–24)**

Technologies like sustainable energy, food, and architecture bridge across centuries to Hack the Hoedown.

**Week 4: Fun & Games (July 27–31)**

Time to roll out the fun with games kids make themselves, and then challenge their friends with a Maker Camp Carnival.

**Week 5: Flight (August 3–7)**

Take off in this make-off of all things that zip and zoom above campers' heads, culminating in the Maker Camp Air Show.

**Week 6: Far-Out Future (August 10–14)**

Campers step into the future with personal fab projects using new materials, and strut their shiny stuff in a Far-Out Fashion Show.

## **Part-time Librarian Recognized at Library School Graduation**

Jacqueline Quinn received the Karen A. Ruzyski Award for Exceptional Service from Queens College, an award that recognizes a student who has shown dedication to his/her studies and a desire to improve the MLS program for the betterment of the student body. She received this honor for her work in the Graduate School of Library and Information Science Association, a student association. When she joined the board of the association, the school had been placed on conditional accreditation. Her concern for the program motivated her to get involved so that she could learn more about the accreditation process and communicate the progress to other students. She served as the vice president and attended the monthly faculty meetings of the program, sat on the meetings for the Committee on Accreditation and provided important feedback about the student body and student concerns, which were then presented to ALA. In addition, she organized a large group trip to BookExpo America for the students in 2014 and worked with the student programs department and the sales team at Reed Exhibitions to provide subsidized tickets for the students (\$5 tickets a day). She also ordered food, balanced budgets, and worked the 2014 Queens graduation ceremony. The passion and skill that resulted in her recognition with this award are now being used to benefit the children and families who use our library.

## One-on-One Public Relations

I'll let Barbara Mcleod tell the story in her own words.

*While waiting at Customer Service at Toys r Us to pick up a large order for CPSD, the customer service rep asked me what library it was for. The lady behind me on line heard me say Mastics-Moriches-Shirley Community Library and got very excited. She had just moved into our area. We had quite a long conversation about all the programs that we offered. She said she had received the newsletter but hadn't seen much for her child's age. I replied that there were many programs, sometimes too many to get in the newsletter, and that she could either call or come in, and someone would be glad to help her. After our conversation, she was helped by a customer service rep and left the store before I did. The customer service rep helping me said to me, "You should be in customer service! You were so knowledgeable and so wonderful with her." I told her I WAS in customer service. Two days later, I went to the reference desk to help and there at the desk was the woman and her child. She was excited to see me, and we got her signed up for lots of programs, 1KB4K and even gave her lots of info about the steamer trains at Southhaven Park.*

# **MMSCL CIRCULATION SERVICES DEPARTMENT**



**June 2015 Board Report by DH Anne Marie Hof**  
**STATISTICAL INFORMATION FOR THE MONTH OF May 2015**

**TOTAL Circulation Activity:**  
**48,640**

## **Activity Breakdown**

Staff Assisted Checkouts: **23,623**

Self Checkouts: **15,310**

Online Renewals: **6,852**

Digital Checkouts: **2,855**

Museum Pass Checkouts: **46**

Museum Passes Reserved:  
Checked Out: **46** No Shows: **24**



**Physical Visitors:**  
**27,028**

**Current Card Holders:**  
**40,771**

**NEW Library Cards Issued: 229**  
District Patrons: **213**  
Contract Patrons: **16**



**SMS Alerts - Text Notifications: Currently 916**  
**Online Temporary Self Registration: Currently 4**

## **Meeting Room Usage:**

**Rooms booked by district organizations including Tutors: 129**  
**Community residents including students in attendance: 1666**

## ***OUTREACH & Library Support:***

During the month of May Circulation Services was able to support the Young Adult Project program “Dungeons and Dragons and More” on two occasions by lending our page Aodhan Browning to facilitate the program as the resident Dungeon Master. Aodhan also transformed into a Star Wars “Storm Trooper” for the Library wide May Star War celebration. During Kindergarten Orientation Week at Tangier Smith, Hobart, Woodhull, and Moriches Elementary Circulation Services was able to send staff member Elizabeth Horbal to sign up 42 new patrons. Circulation Services was also able to lend a hand at “KidFest” where Sara Oser and Jennifer Palmer we were able to sign up 12 new patrons.



## ***Meeting Room Use and Tutors***

**Between May 1st and May 31st 1666 patrons utilized our meeting room space which was booked directly through the Circulation Services Desk.**

- 120 out of a total of 1666 patrons were tutors and their students.
- 60 out of a total of 129 meeting rooms and tutor rooms reserved were utilized for tutoring.

## ***Department Head Note:***

During the month of April was able to attend several meetings/workshops: Leading the Change: Transform your stacks to drive circulation; BREN Mastic Beach Village monthly meeting, Mastic Beach Village Hall Cataloging Meeting; SCLS

June 2015

Compiled by: Nick Tanzi

## Updates to Our Support Site

The staff maintained support site for our Overdrive eBook/eAudiobooks has been updated. It has simplified instructions for downloading eBooks. It also includes help using our streaming movies and music service Hoopla. Coming soon are walkthroughs for our Flipster & Zinio eMagazines, as well as music service Freegal.

These walkthroughs are able to provide patrons with easy to understand instructions that can guide them through basic setup and use of a digital collection. Oftentimes, this assistance can offer immediate answers, removing the need to visit the library in order to get started borrowing. Additionally, the support site serves as a staff resource, providing staff with referral information when handling eContent questions at the reference desk. This updated site will be integrated into future staff training.



## Development of New Digital Services Programs

In response to patron interest, we are currently expanding our offering of 3D print classes and services for our adult patrons. Librarian Nicole Parisi is developing a model for 3D print services for patrons, where they can bring in a file and have it printed in plastic filament. Due to requests, we will be initiating an "Introduction to TinkerCAD" class, focused on the design process. All these items should begin in the late summer.

There has been incredible interest in cloud storage services. We have seen excellent attendance in our "All About iCloud" program. In May we offered a course on using Google Drive, a Google cloud solution, for the first time. A second class more focused on Google Documents is planned for July.





## Stephen Burg's Report from Computers in Libraries

On April 27-29 I attended the Computers in Libraries conference (CIL). While at CIL I attended multiple workshops. Some of the more valuable workshops were Super search tips and tools, crafting a successful maker space, Makerspace: Communities partners and impact, and geek squad for libraries.

The Super search tips and tools program informed us about some great search tools, some of the tools were TinEye.com and Instya.com. TinEye is an app that lets you upload an image and it searches for that image or similar images. Instya.com is a great search site that lets you search multiple search engines at once. This program also showed how you can search something on twitter based off the number of retweets and favorites a tweet receives. During the Successful maker space program the presenters discussed the maker camps that they held in partnership with the local school system.



The program that I liked most was Makerspace: Communities partners and impact. In this program the director of the Fayetteville free library discussed how the created a fab lab where the community can come to create. The big caveat with this library is all there programing is run by volunteers. The presenter told us we should ask our communities what is important to them, then figure out how to support what the community values. Geek squad for libraries was another great program I attended. In geek squad for libraries the tech connected group from NYPL explained the technology training programs they have for their patrons and also how they evaluate their patron's skills. Overall CIL was an informative conference that helped strengthen my skills!



**June 2015**

**Beth Donovan**

## *Learning English a Family Affair*

We have long said that our literacy program is one of the best on Long Island and Janet Scherer, Assistant Library Director at South Huntington Library, agrees. Ms. Scherer made a visit to our library to see our LEFA program up and running. She participated in our toddler and parent reading time and spoke with adult literacy students. After seeing and hearing what our program is all about she remarked, "How can we not start a program such as this in our library." We agree!



## *Brookhaven Town Annual Clean Up Event*

On May 16<sup>th</sup>, literacy students and their families worked in conjunction with the William Floyd Community Summit Beautification Committee to rid our area of trash. Meeting at the library and welcomed by Town Councilman, Dan Panico (and curby) over fifty volunteers raked, picked, and disposed of garbage in six neighborhoods around our tri-hamlet area. Students were recognized for their civic involvement by receiving Brookhaven Town Certificates that we were able to complete on the spot in the literacy office. Community pride and unity really shone through that day, even in the pouring rain.



## *William Floyd Family Center*

Our first year of holding classes at the William Floyd Family Center was a success. Having a bright sunny classroom for the children and a very accommodating classroom for adult students made this year's trial run of holding our morning family literacy program off-site an extremely positive experience. Literacy staffer, Maria Ruiz, made the transition smooth and pleasant for not only our literacy students and instructors, but for staff from Family Service League as well. Due to Maria's pleasant attitude, diligence and commitment to literacy families we have been invited to hold classes at the center again in September. Services offered by Family Service League are the perfection addition to rounding out the education of our literacy students.



### ***A Spot of Tea Anyone?***

Long time literacy volunteer tutor, Joe O'Connor, went out of his way to provide his literacy class with the experience of attending a traditional Afternoon Tea. Complete with different types of tea, finger sandwiches, scones (with cream and jam), sweet cakes and even a waiter, Joe set up his classroom at the William Floyd Family Center as one would find if attending afternoon tea. Tea pots, cloth tablecloths and napkins along with beautiful tea pots and china set the stage for an unforgettable experience for our students. It was an unforgettable experience for me as well. I was asked to attend the tea as the "person of honor" and honored I was. Students remarked how the program and the library have changed their lives. Joe has always been a special addition to our literacy program. It truly was a rewarding and memorable morning for all.



### ***Annual Recognition Event***

On June 7<sup>th</sup>, the library devoted an afternoon to acknowledging the hard work and dedication of our literacy students and instructors. It was a very full afternoon honoring not only the fourteen literacy students who received United States Citizenship this past year, but students who excelled in progress and participation in our comprehensive program. Joined by Assemblyman Fred Thiele, Jr., Suffolk County Legislator, Kate Browning, William Terranzo, a representative from Assemblyman Dean Murray's office and Brookhaven Town Councilman, Dan Panico, 57 students were called on stage and rewarded for their perseverance and achievements.

We were very excited to once again be offering scholarships in the amount of \$680.00 each to literacy students seeking United States Citizenship this coming year. This award is due to the generosity of community members who wish to remain anonymous. A total of four scholarships, (one more than last year) were awarded to students who wrote winning essays to the question of "How will you contribute to your community and be a productive citizen?" All three of the scholarship award winners from last year became United States Citizens this past year. It was an afternoon of honor and pride.



***New United States Citizens***

Left to right top row: William Terranzo, María Cruz, Hieu Pung, Ana Encalada, Kenia Rios, Christian Cruz, Jorge Santillana, Fred Thiele, Jr., Kate Browning, Dan Panico.  
Second row: Yazmin Riaz, Martha Santiago, Juana Mejia, Norma Montoya, Claudia Stinson.



***Citizenship scholarship winners***

Left to right: Tanzeela Zafar, William Terranzo, Erika Rojo, Fred Thiele Jr., Raul Divorato, Dan Panico, María Rojas, Kate Browning.

REPORT OF PERSONNEL CHANGES SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						DATE PREPARED: 06/22/15	
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
TRS	Foster, Jillian		Librarian I	\$24.72/hr		05/15/15	
APT	Fichtner, Kyle		Librarian Trainee	\$22.25/hr	Under 17.5	06/01/15	
TRS	Calero, Robert		Librarian I	\$25.72/hr		05/24/15	
TRS	Tepper, Alyssa		Library Clerk	\$13.93/hr		06/02/15	
APT	Claytor-Edwards, Lisa L.		Library Clerk	\$13.13/hr	Under 17.5	06/16/15	
APT	Owens, Kimberly M.		Library Clerk	\$13.13/hr	Under 17.5	06/18/15	
APT	Perraglia, Anthony P.		Page	\$8.75/hr		06/10/15	
DID YOU: 1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? 2. Request and 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"/> <b>APPROVED</b>		<input type="checkbox"/> <b>DISAPPROVED</b>		The above changes are hereby certified as being in accordance with Civil Service requirements.  Signature of Appointing Authority			
<input type="checkbox"/> <b>APPROVED AS NOTED</b>							



PHONE: 212-820-9300

28 LIBERTY STREET

FAX: 212-514-8425

NEW YORK, NY 10005

WWW.HAWKINS.COM

June 16, 2015

NEW YORK  
WASHINGTON  
NEWARK  
HARTFORD  
LOS ANGELES  
SACRAMENTO  
SAN FRANCISCO  
PORTLAND

Kerri Rosalia  
Director  
Mastics – Moriches – Shirley Community Library  
407 William Floyd Parkway  
Shirley, New York 11967

Dear Kerri:

via email to: [krosalia@gmail.com](mailto:krosalia@gmail.com)

You have inquired as to whether there is authority for the William Floyd Union Free School District of the Mastics-Moriches-Shirley (the “District”) to issue bonds on behalf of the Mastics-Moriches-Shirley Community Library to finance the construction of a new library building on land that is currently owned by the Town of Brookhaven (the “Town”). We would respond as follows.

In general, school districts are authorized to issue bonds to finance building projects on behalf of a school district public library when such school district has a real estate interest in the project for a period of years that is not less than the term of the bonds proposed to be issued. The real estate interest requirement is satisfied if the school district owns the project in its own name. In the alternative, if the public library or a municipality owns the project, the school district must obtain a real estate interest that grants the school district the right to use, access, operate, manage and/or physically control the project on either an exclusive or non-exclusive basis.

What kind of real estate interest is sufficient other than fee ownership? An easement or leasehold would be sufficient as long as the duration or term of the easement or leasehold is long enough to establish that the benefit of the financed improvements will accrue to the school district issuing the bonds. It is our view that an easement or leasehold is sufficient to provide a significant benefit as long as the term of the easement or leasehold is at least as long as the term of the bonds.

In conclusion, we believe that the District would be authorized to issue bonds on behalf of the Mastics-Moriches-Shirley Community Library to finance the construction of a new library building on land that is currently owned by the Town provided that the District obtains a sufficient real property interest in the new library building prior to the bonds being issued.

Please do not hesitate to call if you would like to review this matter further or if additional clarification is needed.

With best wishes, I am

Very truly yours,

A handwritten signature in black ink, appearing to be 'WJ Jackson', with a stylized, looped flourish at the end.

William J. Jackson

WJJ:jgc

cc: Kevin Seaman, Esq., Attorney for the Library

# Sandpebble

PO Box 5060

Southampton, NY 11969-5060

Phone: 631-287-6000

Fax: 631-204-1040

TRANSMITTAL

No. 00045

**PROJECT:** MMS Community Library-Int Renovation

**DATE:** 6/1/2015

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

**ATTN:** Kerri Rosalia

**REF:** 1.071 Leveling Sheet  
Links Property Surveying Services

**PHONE:** 631-399-1511

**FAX:** 631-399-1518

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

ITEM NO.	COPIES	DATE	DESCRIPTION	STATUS
01	1	6/1/2015	Leveling Sheet for Contract 1.071 Links Property Surveying Services	NEW

**Remarks:** Kerri,

Attached for your review please find a copy of the Leveling Sheet for Contract #1.071 Links Property Surveying Services.  
Should you have any questions or concerns, please contact our office.

Thanks,

Ashley

**CC:**

**Signed:** \_\_\_\_\_

Ashley Lester

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

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



MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY  
JUNE 1, 2015

LEVELING SHEET

COST CODE & DESCRIPTION: LINK SURVEYING			BIDDER #1	BIDDER #2
PREPARED BY: SANDPEBBLE PROFESSIONAL SERVICES			HAWKINS WEBBER JAEGAR	BARRETT BONACCI & VAN WEELE, PC
CONTACT:			MATT CRANE	MICHAEL MARINIS
BUDGET:			560 WALT WHITMAN RD MELVILLE, NY 11747 631732-7777	175A COMMERCE DR. HAUPPAUGE, NY 11788 631-435-1111
BASE BID;				
BOUNDARY & TOPOGRAPHIC SURVEY (5 ACRES)			INC	7,000
BOUNDARY & TOPOGRAPHIC SURVEY (14 ACRES)			INC	12,500
POND LOCATION & DESCRIPTION			INC	4,200
WETLAND LOCATION			INC	2,500
TOTAL BASE BID			16,000	26,200
ALTERNATES:				
PROPERTY CORNER MONUMENTS (EACH)			200	235



MATTHEW D. CRANE, L.S.  
WILLIAM L. JAEGER II, P.E., L.S.  
PETER DRAVERMAN, R. A.  
MATTHEW J. SCHICK, L.S.  
SCOTT RISINGER, P.E.  
FRANCIS A. HAWKINS 1913  
HERMAN P. HAWKINS 1962  
CHARLES S. WEBB, JR. 2003

May 29<sup>th</sup>, 2015 (revised)

Kerri Rosalia, Library Director  
407 William Floyd Parkway,  
Shirley, New York 11967

RE: Surveying services for a proposed library siting on Town of Brookhaven owned land on the easterly side of the William Floyd Parkway, being part of the former Links at Shirley and designated by Suffolk County Tax Map # 200-976.70-1-P/O 1.3.

Dear Ms. Rosalia:

Hawkins Webb Jaeger is pleased to quote the following fees for Surveying services at the above location.

**SERVICE:**

**FEE:**

**I) SURVEY**

**Boundary Survey**

- a. Research records to obtain boundary line information of the subject parcels.
- b. Perform field measurements to locate existing property monumentation of subject parcel as well as associated properties in the vicinity of subject. Locate fences, walks, lakeshore and other visible improvements within the subject area. The boundary of 14 acres will be determined by translating the "*Draft Preliminary Conceptual Site Diagram*" as prepared by the Conservation Design Forum dated March 13<sup>th</sup> 2015. We will prepare a suggested boundary based upon: the constraints of the drawing, the boundary of the existing lots of the new subdivision on Flower Road, the north shore of the artificial lake as well as the design requirements of the suggested parking lots on the northwesterly portion of the proposed. The suggested boundaries will be reviewed with you and/or your representatives prior to finalizing. A topographic study will also be prepared with contours in a two foot interval and spot elevations in the prevailing 88 datum. Wetlands as flagged by others will also be located and depicted. We will also locate the shoreline of the entire artificial lake that forms the southerly boundary of the proposed 14 acre property. Sufficient observations of the curving shoreline will be made to determine a credible metes and bounds description (lake being approximately 3.75 acres).
- c. Plot three separate survey maps. A cover sheet depicting the 14 acre and 5 acre parcels along with the lake in its entirety, the 14 acre parcel by itself as well as a map of the five acre parcel that will conform to the "*Yellow area total 5 acres*" as detailed on the above recited sketch. The overall map will also include the metes and bounds of the entire lake.

ARCHITECTS ENGINEERS SURVEYORS PLANNERS

560 WALT WHITMAN RD. MELVILLE, NY, 11747 WWW.HWJAEGER.COM PH. 631-732-7777 FAX 631-732-7760



- d. Picture north arrow, scale of drawing, legend of symbols and vicinity map on survey.
- e. Provide written description of site on the existing conditions survey.
- f. Certify survey.

**Fee: \$ 16,000.00**

**II) Monumentation**

- a. Establish property corners with concrete monuments.

**Fee: \$ 200/each**

**TIME FRAME-Field measurements during week of 6/15/2015-6/19/2015**

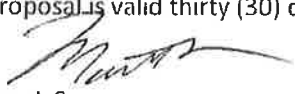
The fee for the above services will be **\$ 16,000.00** (not including monumentation) with a retainer requested in the amount of \$8,000.00 with the balance due upon completion of the surveying and mapping.

Additional plans or services not listed in this contract, or major design changes in the project requested by the client after the approved design, will be itemized on a change order with the fees charged for that change based upon the per diem fee schedule below. Per diem rates are subject to review and change at calendar year end. Payment for all changes will be stipulated in the change order. This firm will be due reimbursable expenses on projects requiring printing of large-scale publications, aerial photos, certified mailings or additional blueprints above and beyond what is required for the project scope. This office will notify you if these services requiring additional reimbursable expenses are required for this project. The Firm will also provide the appropriate number of signed and sealed sets of plans as required by municipalities.

To formally terminate this project at any time, the client must notify this office in writing, and pay for any work performed to date on this project. Fees charged by the Firm are not conditional to approval by governmental agencies. Services provided by the Firm are not to be construed as legal services, and clients are urged to secure counsel to handle the various legal aspects of the project.

All payments are due upon completion of the stage of work. Services will be terminated if there is non-payment within thirty (30) days of invoice date. Contract service shall not exceed nine (9) months. All past due accounts will be charged interest at 18 %APR , and all collection charges and/or attorney fees are to be paid by the client. We will be pleased to proceed with the above services upon receipt of a signed copy of this proposal with the required retainer. Thank you for this opportunity to be of service to you. This proposal is valid thirty (30) days.

Sincerely,



Matthew Crane, L.S.

I hereby accept the above proposal.

\_\_\_\_\_ Date: \_\_\_\_\_ (Please  
return one copy of this proposal)



Barrett  
Bonacci &  
Van Weele, PC

Civil Engineers  
Surveyors  
Planners

175A Commerce Dr.  
Hauppauge, NY 11788  
T 631 435-1111  
F 631 435-1022

[www.bbvpc.com](http://www.bbvpc.com)

May 28, 2015

Kerri Rosalia, Director  
Mastic Moriches Shirley Community Library  
407 William Floyd Parkway  
Shirley, New York 11967

**Re: Mastics Moriches Shirley Community Library  
Brookhaven Town Parcel at the former Links at Shirley**

Dear Ms. Rosalia:

We are pleased to submit this proposal for professional in connection with the above referenced project. Our scope of services includes options for Boundary & Topographic Surveys for the proposed Brookhaven Town Parcel at the former Links at Shirley.

#### **SCOPE OF SERVICES**

##### *Boundary Survey*

Our scope of services under this proposal includes the preparation of a survey made in accordance with *the Code of Practice adopted by the New York State Association of Professional Land Surveyors (NYSAPLS)*. Accordingly, we should be provided with a title report, so we may indicate any easements, covenants & restrictions, or other plottable matters of record that may encumber or benefit the property.

The following information will be shown on the survey:

- Boundary lines, giving length and bearing.
- Tie distance to an existing street intersection or to a proposed street if development maps are provided.
- Location and perimeter dimensions of visible building structures on the subject property, including distance from major structures to the property line.
- Location of visible utility and drainage structures in paved areas or which may be representative of public or potential easements.
- Location of visible planimetric features such as fences, overhead utilities, curbs, paved areas and retaining walls.
- Current Flood Zoning Identification.
- Shoreline location and the limit of wetlands if delineated by others prior to the start of the survey.

##### *Topographic Information*

Topographic information will be represented by 1' contours and spot grades shown throughout the site with spot elevations shown at approximate 50' intervals along hard surfaces as well as at the rim of

May 28, 2015  
Mastics Moriches Shirley Community Library  
Page 2 of 3

visible drainage and sanitary structures. Additional spot elevations will be obtained at apparent high and low spots and at breaks in grade.

*Individual Tree Locations*

Individual trees, having a caliper of (TBD) and greater. Trees will be located within a 1' tolerance and will be identified as either coniferous or deciduous.

*Pond Location & Description*

The top of bank or shoreline around the perimeter of the pond ( $\pm 6$  acres) will be located in sufficient detail as necessary to prepare a written description. A separate map of the pond will also be prepared.

*Wetland Location*

The limit of wetlands, flagged by others, will be located and shown on surveys prepared by our office.

*Additional Services*

The scope of services outlined herein generally represents the work required to complete the requested services. Other services which have not been defined or determined to be necessary, and are not part of our basic scope of work at this time, are as follows:

- Setting property corner markers
- Subsurface utility location services
- Preparation of maps for easements/roadways for site access
- Environmental investigations

**DELIVERABLES**

Five (5) prints of the survey will be provided together with the survey provided in AutoCAD format to assist you with your work.

**FEES & PAYMENT SCHEDULE**

<i>Boundary Survey (5 Acres)</i>	\$4,500.00
<i>Boundary &amp; Topographic Survey (5 Acres)</i>	\$7,000.00
<i>Boundary Survey (14 Acres)</i>	\$7,500.00
<i>Boundary &amp; Topographic Survey (5 Acres)</i>	\$12,500.00
<i>Individual Tree Locations</i>	\$12.00 each tree
<i>Pond Location &amp; Description</i>	\$4,200.00
<i>Wetland Location</i>	\$2,500.00
<i>Property Corner Monuments can be placed for a fee of \$235.00 per monument.</i>	

19.5  
4200  
2500

May 28, 2015  
Mastics Moriches Shirley Community Library  
Page 3 of 3

Outside expenses such as express mailings, additional prints, etc. are reimbursable and will be detailed on invoices. Express mailings will be billed at our direct cost unless we are provided with a Federal Express account number. Full payment on invoices is due upon receipt.

**AUTHORIZATION**

Attached are our Terms and Conditions which are considered to be a part of this proposal. Please have the individual responsible for payment, return a signed copy to my attention, along with a retainer in the amount of \$6,000.00 which will serve as authorization to proceed with the services outlined herein.

Thank you for considering Barrett, Bonacci & Van Weele, P.C. Please feel free to contact me if you have any questions or require any additional information.

Sincerely,

**Barrett, Bonacci & Van Weele, P.C.**



Martin A. Read  
Vice President

## TERMS AND CONDITIONS

Page 1 of 3



The following Terms and Conditions are incorporated into and made part of the attached contract of proposal (the Agreement") between BARRETT, BONACCI & VAN WEELE, P.C. ("BBV") and THE CLIENT, as identified in the proposal. Upon acceptance of the proposal or commencement of the work, the proposal and these general terms and conditions shall constitute the agreement between Client and BBV.

### 1. Client Responsibilities

- 1.1 Proposals shall only be executed by the client or an authorized representative of the client. Signatory acknowledges responsibility for the Client's obligations with respect to this agreement, including payment terms.
- 1.2 Client shall designate in writing a person authorized to act as Client's representative. Client or his representative shall receive and examine documents submitted by BBV, interpret and define Client's policies and render decisions and authorization in writing promptly to prevent delay in the progress of BBV's services.
- 1.3 Client shall provide all criteria and full information as to Client's requirements of the project, and furnish copies of all design and construction standards which Client will require to be included in the Drawings and Specifications, and/or copies of all documents and drawings by others required for completion of BBV's services. BBV is not responsible for the accuracy of documents or drawings prepared by others, or for the verification of documents prepared by others, or for delays or changes caused by errors in documents prepared by others.
- 1.4 Client shall ensure clear and unobstructed site conditions exist for any field work required, and shall be responsible for arranging for access to the site.

### 2. Standard of Care

- 2.1 BBV intends to render its services in accordance with generally accepted professional practices for the intended use of the project and makes no warranty or guarantee either expressed or implied.
- 2.2 Work shall be performed as expeditiously as is consistent with professional skill and care, notwithstanding delays caused by weather, information required from other parties, schedules of reviewing or permitting agencies, or delays caused by the Client's failure to meet payment or other obligations of this agreement.

### 3. Payment to BBV

- 3.1 BBV will commence work on this project upon receipt from the Client of both the authorization to proceed and the agreed upon retainer. This retainer will be applied to the final invoice for the project.
- 3.2 Client shall make progress payments in proportion to services rendered and/or as indicated within the proposal and such payments shall be due and owing within 15 days of BBV's submittal of an invoice. Past due amounts owed shall include a charge at the amount of 1.5% per month (or the maximum legal rate of interest permitted by law, if less) from the thirtieth day.
- 3.3 Client recognizes that BBV is a professional service provider and as such will not be subject to retainage or other payment terms commonly applied to contractors and subcontractors.
- 3.4 If Client objects to any portion of an invoice, the Client shall so notify BBV in writing within 7 days of receipt of the invoice. The Client shall identify the specific cause of the disagreement and shall pay when due that portion of the invoice not in dispute. Interest as stated above shall be paid by the client on all disputed invoice amounts resolved in favor of BBV and unpaid for more than thirty days after submission of the invoice.
- 3.5 If Client fails to make payments due BBV, BBV may, after giving seven days written notice to Client (by fax, mail or courier), suspend services under the proposal. If BBV suspends or terminates work due to non-payment, BBV will not be responsible for any delays or associated costs incurred by the Client.
- 3.6 Payment of invoices for services shall not be subject to or contingent upon receipt of payment from third parties, unless otherwise agreed to in writing by BBV.
- 3.7 Payment of invoices shall not be contingent upon the approval or granting of any permit or variance by any local or state government or agency, or upon the commencement, completion, or partial completion of any phase of the project.
- 3.8 In the event BBV files suit or engages the use of a collection agency@ or attorney to enforce payment of overdue amounts, Client will be responsible for all court costs, collection fees and reasonable attorney's fees in addition to the amount due.
- 3.9.1 BBV has the right to renegotiate the fee if the original scope of work is changed, or if services are suspended by the client for 60 days or more.

### 4. Ownership and Reuse of Documents

- 4.1 All documents including Drawings and Specifications whether in printed or electronic media format (i.e. CADD drawings) provided or furnished by BBV (or BBV's Consultants) pursuant to this Agreement are instruments of service, and BBV and BBV's Consultants, as appropriate, shall retain an ownership and property interest therein (including the right to reuse by and at the discretion of BBV and BBV's Consultants, as appropriate). Client may make and retain copies for information and reference in connection with the use and occupancy of the project by Client and others; however, such documents are

## TERMS AND CONDITIONS

Page 2 of 3



not intended or represented to be suitable for reuse by Client or others on extensions of the project or on any other project and Owner shall not be entitled to such reuse without BBV's (and BBV's Consultants') express written consent. In addition, any such reuse without written verification or consent by BBV and BBV's Consultants, as appropriate, for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to BBV, or to BBV's Consultants, and Client shall defend, indemnify and hold harmless BBV and BBV's Consultants from any and all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom.

- 4.2 The Client is advised that signed and sealed copies of surveys and engineering drawings are the only valid copies of such documents. Progress prints and electronic files are occasionally provided for informational purposes and convenience only. Any conclusion or information derived from electronic files or copies of drawings other than signed and sealed drawings will be at the user's sole risk.

### 5. Professional Responsibility

- 5.1 Execution of certain work detailed in the contract documents, including field stakeout of structures and facilities, establishment of bench marks, interpretation of standards and material substitutions, requires the services of a licensed professional Land Surveyor or Engineer, as appropriate. If BBV is not retained for such services, the Client must retain the services of another qualified professional. Failure to do so shall absolve BBV from any and all claims, damages, losses and expenses (including attorney's fees) arising out of or resulting therefrom.

- 5.2 The means and methods of construction are the responsibility of the contractor. The presence of BBV personnel on site does not imply responsibility on the part of BBV for the methods and means of construction employed by the contractor.

### 6. Limitation of Liability

- 6.1 Client recognizes that the scope of the services to be performed by BBV shall be limited to the scope of work specified in this Agreement. Client and BBV have discussed the risks, rewards, benefits and fees relating to the respective services to be performed on the project and based upon the foregoing, Client and BBV mutually agree that to the fullest extent permitted by law, BBV's total liability for any and all damages on account of any acts or omissions on the part of BBV, its agents, employees, indemnities, and/or independent contractors, which shall arise from or in any way relate to the work or services performed on the project, shall not exceed the total amount of fees which BBV has collected from Client hereunder. In the event of a claim against BBV, the Client agrees to seek damages from the corporation only, rather than from individuals involved in the project.

### 7. Termination

- 7.1 This Agreement may be terminated by either party by seven (7) days written notice in the event of substantial failure to perform in accordance with the terms of this Agreement by the other party through no fault of the terminating party. If this Agreement is terminated, BBV shall be paid in full for service performed to the termination notice date plus termination expenses. Termination expenses are defined as reimbursable expenses directly attributable to termination plus 15 percent of total compensation unearned at the time of termination to account for BBV's rescheduling adjustments, reassignment of personnel and related costs incurred due to termination.

### 8. Proposal Expiration

- 8.1 The offer to perform the proposed services described in the cover letter attached herewith is valid for ninety (90) days from the date of said letter. Extensions of this proposal shall be in writing only.

### 9. Modification of the Agreement

- 9.1 No change or modification to this agreement or waiver of any term or condition hereof shall be effective unless the change or modification is in writing and signed by the parties hereto.

### 10. Waivers

- 10.1 The failure to insist upon the strict performance of all or part of any provision hereof, or to seek remedies for a default or breach in connection therewith, shall not constitute a waiver. The waiver of all or any part of any provision shall not affect or alter this agreement or all or part of any other provision hereof, nor shall it render unnecessary consent to or approval of any subsequent similar act.

### 11. Survival

- 11.1 The covenants and provisions of this agreement shall survive the termination and expiration of this agreement.

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION/TITLE: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_

May 28, 2015

Mastics Moriches Shirley Community Library

**HOURLY RATE SCHEDULE**  
(March 2011)

Sr. Principal .....	\$ 250.00
Principal .....	\$ 195.00
Associate .....	\$ 180.00

**SURVEYING**

Licensed Professional Surveyor .....	\$ 155.00
Senior Surveyor Technician .....	\$ 140.00
Survey Technician .....	\$ 130.00
Survey Party Chief .....	\$ 125.00
Survey Instrument Operator .....	\$ 110.00
GPS Technician .....	\$ 190.00

**ENGINEERING**

Licensed Professional Engineer .....	\$ 165.00
Project Engineer .....	\$ 150.00
Staff Engineer .....	\$ 140.00
Senior Engineering Technician .....	\$ 130.00
Engineering Technician .....	\$ 115.00
Inspector .....	\$ 130.00
SWPPP Inspector .....	\$ 90.00

**MISCELLANEOUS**

Systems Management/Programming .....	\$ 145.00
Researcher .....	\$ 130.00
Administrative Assistant .....	\$ 90.00
Processing/Expediting .....	\$ 90.00

NOTES: 1. Field party time is calculated in half-day and full-day increments.  
2. Travel time is included in hourly billing and is computed on a door-to-door basis.

Construction Observation: Construction observation rates vary according to personnel assigned to the project. Personnel are assigned according to expertise required.

Expert Testimony: \$350.00/hour (with a minimum of 4 hours) per court appearance (standby and/or testimony). This hourly rate also applies to preparatory meetings with the attorney or per the attorney's direction. Travel time to and from court will be billed at standard hourly rate. Standby time at our office will be billed at one half of normal billing rate.

Premium time: ... 1.5 x hourly bill rate for weekends, overtime, 2.0 x bill rate for holidays.

Digital drawings: . When available, digital drawings will be provided for a fee of \$250.00 per file

Reimbursable Expenses: Reimbursable expenses are in addition to fee compensation for basic and additional professional services, and include expenditures made by BBV and its employees or consultants in the interest of the project. Reimbursable expenses include, but are not limited to, the following:

- Purchase of documents, deeds, plans, etc. (direct cost) plus Researcher hourly rate for time associated with obtaining documents.
- Express mailings (direct cost x 2.0, unless provided with an account number for use on the project).
- Transportation, subsistence and lodging, when required to travel overnight in connection with the project (direct cost).
- Travel costs for meetings and site visits, i.e., tolls, parking, railway tickets, air fare (direct cost), and mileage (at the current IRS rate) for mileage in excess of 50 miles from the office.
- Purchase or rental of equipment or instrumentation directly attributable to the project, with prior authorization from the Client (direct cost).
- Subcontractor expenses, as required for completion of the project, and as agreed to by the Client (direct cost + 10%).
- Printing of plans and documents (\$1.50 per square foot for paper prints, \$2.00 per square foot for Mylar, \$0.75 per page for documents, \$10.00 per square foot for color copies). In addition a minimum charge of 15 minutes at the Processing / Expediting rate will be added to all print orders. Client has the option of contracting directly with an outside printer.

*Rates are subject to change*

[View this email in your browser.](#)

# Microsoft

## Your request is approved

Organization: Mastics-Moriches-Shirley Community Library  
Domain: MMSLibrary.onmicrosoft.com

We have verified that Mastics-Moriches-Shirley Community Library is eligible as a Microsoft Qualified Academic Institution. You can purchase subscriptions from Microsoft Online Services using academic pricing.

Your current academic trial offer will expire at the end of the trial period. You can purchase subscriptions as an eligible academic institution in your service admin site.

Please visit [Support](#) if you have any questions regarding this email.

Sincerely,  
The Microsoft Online Services Team

This is a mandatory service communication. To set your contact preferences for other communications, [click here](#).

This message was sent from an unmonitored email address.  
Please do not reply to this message. [Privacy](#) | [Legal](#)

Microsoft Corporation | One Microsoft Way,  
Redmond, WA 98052-6399

**Microsoft**



Office 365 Admin

Check out

- 1. Review
- 2. **Payment**

payment

payment frequency

- ☒ Pay full year now.
- ☐ Pay each month.

payment type

- ☐ New credit card
- ☒ Invoice (pay by check or wire transfer)

PO number or memo (optional)

shopping cart

Office 365 Education E3 for Faculty


170 user licenses \$9,180.00

subtotal \$9,180.00

tax \$791.78

total \$9,971.78  
per year

[Edit cart](#)

 Chat now

# Office 365 Enterprise

Empower your people with the latest collaboration services and get the IT control and flexibility you need to run your business smoothly, your way.

[Benefits](#)[Features](#)[FAQs](#)[Related products](#)[Resources](#)

**\$8.00**  
user/month  
annual commitment

[Buy now](#)

## Our services

## Gain IT control

### Free trial with Office 365 Enterprise E3

Free trial with Office 365 Enterprise E3. Get more, faster with simple file sharing, real-time co-authoring, and online meetings—all accessible anywhere.


Get exactly the services you want. Combine Office 365 with your existing investments and mix and match services for different users.

Reduce your IT overhead and hassles while staying in control. Move to the cloud on your terms, manage easily, and automate tasks.

## Office 365 Enterprise E1 includes:




### Email and calendars

Use business-class email through a rich and familiar Outlook experience you can access from your desktop or from a web browser using Outlook Web App. Get a 50 GB mailbox per user and send attachments up to 25 MB. [Learn more](#) 




### Online conferencing

Host online meetings with audio and video using one-click screen sharing and HD video conferencing. [Learn more](#) 




### Instant messaging and Skype connectivity

Connect with other Skype for Business via instant message, voice calls, and video calls, and let people know your availability with your online status. Share presence, IM, and audio calling with Skype users. [Learn more](#) 




### File storage and sharing

OneDrive for Business gives each user 1 TB of personal cloud storage that can be accessed from anywhere. Easily share documents with others inside and outside your organization and control who can see and edit each file. [Learn more](#) 




### Team sites


Work together on projects with team sites that help keep related documents, notes, tasks, and conversations organized together. [Learn more](#) 






### Corporate social network








Yammer collaboration software and business applications allow your employees to connect with the right people, share information across teams, and organize around projects so they can go further, faster. [Learn more](#) 



Create and edit Word, OneNote, PowerPoint, and Excel documents from a browser. [Learn more](#) 

Office Online	
 Search and discovery ⓘ	Stay in the know. Search and discover content across Office 365 based on personalized insights. Office Delve is the first experience to be powered by Office Graph, a collection of analyzed signals or insights derived from each user's behavior and relationships to content, topics, and contacts. <a href="#">Learn more</a> ➔
 Corporate video portal ⓘ	Easily manage videos within your organization. Office 365 Video is a company-wide destination for video upload, sharing and discovery, and smooth playback across devices. <a href="#">Learn more</a> ➔
 Apps for Office and SharePoint	New third-party and customer-developed apps work with Office and SharePoint to bring web services right into your documents and sites.

All Office 365 Enterprise plans include:

 Reliability	Get peace of mind knowing your services are available with a guaranteed 99.9% uptime, financially backed service level agreement (SLA).
 Security	Cutting-edge security practices with five layers of security and proactive monitoring help keep customer data safe. <a href="#">Learn more</a> ➔
 Privacy	Your data belongs to you. Microsoft does not scan emails or documents for advertising purposes. <a href="#">Learn more</a> ➔
 Administration	The admin portal provides IT detailed configuration options for your services, either from an online portal or through automated management with PowerShell commands. You can use the Admin app to manage your services on the go.
 Up to date	No need to pay for version upgrades; updates are included in your subscription. New features are rolled out to Office 365 customers in an IT-configurable experience.
 Active Directory integration	Manage user credentials and permissions. Single sign-on and synchronization with Active Directory.
 Support	24/7 phone support for all IT issues. For less urgent issues, you can create service requests directly through the admin portal. <a href="#">Learn more</a> ➔

Office 365 onboarding service











Office 365 FastTrack	<p>FastTrack is the onboarding service benefit included for qualified Office 365 customers. Microsoft onboarding experts will provide personalized assistance ensuring the service is ready to use company-wide. <a href="#">Learn more</a> ➔</p> <p>Limited-time adoption offer: In addition to FastTrack, for a limited time (September 1, 2014 through June 30, 2015), qualified customers who adopt Office 365 can get additional adoption support or have their IT partner reimbursed for adoption support. <a href="#">Learn more</a> ➔</p>
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More details

To see all the features that are included, view the [detailed service descriptions](#).

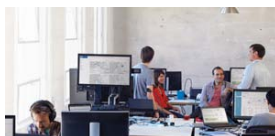
## Frequently asked questions

 Hide all

-  Will Office 365 Enterprise E1 work with my copy of Office?
- Office 365 Enterprise E1 works best with the new Office, Office 2010, and Office 2011 for Mac. Office 365 works with slightly limited functionality with Office 2007. You do not need a desktop version of Office to use Enterprise E1. However, you will receive a much richer experience and be able to work offline if you do connect a desktop version of Office to the Office 365 services.
-  What forms of payment can I use?
- You can pay with all major credit cards, and your subscription amount will appear on your credit card statement. You also have the option to receive an invoice and, depending on your choice of services, you will be billed monthly or annually. You receive an email message when your invoice is ready to be viewed and, if a purchase order (PO) number is entered when you buy your subscription, that number is included in your invoice.
-  What payment options are available? Can I pay monthly or annually?
- Annual commitment payment is available for Office 365 Enterprise plans. With annual commitment, you sign up for a one-year subscription, but you can choose to pay month to month or pay for the entire year at the time you sign up.
-  Do you offer volume discounts to businesses?
- Yes, discounts are available for Office 365 enterprise agreement customers (typically 250+ licenses) who want to purchase through volume licensing. A Microsoft expert can help you explore the purchasing options for large enterprises and help you determine which is best for you. Learn more about [volume licensing](#). Find a [Microsoft expert](#).
-  Can I cancel my subscription at any time?
- You can cancel your subscription at any time. For annual commitment subscriptions, such as Office 365 Enterprise E1, there is a penalty for canceling before the end of your contract. Read the complete [Microsoft Online Subscription Agreement](#).
-  What happens to my data if I cancel my subscription?
- Your data is yours. If you decide to cancel your Office 365 subscription, you can download your data—for example, your email and documents on team sites—and save it to another location. You should save your data before you cancel. After you cancel your subscription, data associated with your Office 365 account will be available to your administrator(s) in a limited function account for 90 days.
-  Can I switch to other Office 365 plans?
- Yes. If you need to upgrade, you can transition your account to a different plan. For example, you can upgrade from an Office 365 Business plan to an Office 365 Enterprise plan.
- In most cases, you can use the Switch plans wizard in your Admin center to upgrade your plan. If your subscription has more than 300 users or if you used a prepaid card to purchase your plan, the Switch plans wizard is not available. Plans that are not eligible for the Switch plans wizard can be upgraded manually. Learn more about [upgrading Office 365 plans](#).
- NOTE: When you upgrade your account, your domain name is transferred to your new account, whether you brought your own domain name to the Office 365 account or you set up a domain name with Office 365.
-  Can I mix and match different Office 365 plans?
- Yes, you can mix and match Office 365 plans. Please note that there are some license limitations at the plan level. The Office 365 Business, Business Essentials, and Business Premium plans each have a limit of 300 users, while the Enterprise plans are for an unlimited number of users. For example, you can purchase 300 Business Premium seats, 300 Business Essentials seats, and 500 Enterprise E3 seats on a single tenant.
-  I will need extra help setting up Office 365. Who can help?
- Microsoft experts are trained IT and development companies that can help you move to Office 365 or develop custom solutions for your business. You can find a listing of all of our Microsoft experts in [Microsoft Pinpoint](#).
-  What if I already own a domain name?
- You can add the domain name you own to Office 365 to create domain-based email addresses. [Find your domain registrar or DNS hosting provider](#). [Compare domain management in Office 365 subscriptions](#).

[See all FAQs](#)

## Related products





# Office 365 Enterprise E3

Move your business ahead with the latest full Office, plus a wide range of integrated collaboration services, coupled with advanced compliance features and full IT power.

BenefitsFeaturesFAQsRelated productsResources

\$20.00user/month  
annual commitment

Buy now

Seamless Office experience across most devices, empowering your employees to get work done wherever they are.

## Compliance simplified

Archive, use in-place legal hold, and find the documents you need fast. Advanced data protection helps keep your data safe.

## Advanced IT controls

Give your IT flexibility and control while reducing IT costs. Move to the cloud on your terms, manage easily, and automate tasks.

## Office 365 Enterprise E3 includes:

### Familiar Office tools

Office suite ⓘ	Always have the latest versions of: <ul style="list-style-type: none"><li>Capture your ideas however you work best—using a keyboard, pen, or a touchscreen.</li><li>Easily format information in Excel with tools that recognize your pattern and auto-complete data.</li><li>Easily incorporate content from PDFs to create your own great-looking Word documents.</li></ul>
 Office on PCs, tablets, and phones	Enjoy a full, installed Office experience across PCs, Macs, Windows tablets and iPad® and Android™ tablets, and most mobile devices. Each user can install Office on 5 PCs or Macs, 5 tablets (Windows, iPad, and Android), and 5 phones. <a href="#">Learn more</a> ➔

### Plus these online services

 Email and calendars	Use business-class email through a rich and familiar Outlook experience you can access from your desktop or from a web browser using Outlook Web App. Get a 50 GB mailbox per user and send attachments up to 25 MB. <a href="#">Learn more</a> ➔
 Advanced email	Use archiving and legal hold capabilities, plus unlimited storage, for compliance needs. And use data loss prevention (DLP) policies and policy tips that educate your users for additional compliance enforcement in email.
 Document and email access	Rights Management Services enables you to restrict access to documents and email to specific people and to prevent anyone else from viewing or editing them, even if they are sent outside the organization.

control



Online conferencing

Host online meetings with audio and video using one-click screen sharing and HD video conferencing. [Learn more](#) ➔



Instant messaging and Skype connectivity

Connect with other Skype for Business users via instant message, voice calls, and video calls, and let people know your availability with your online status. Share presence, IM, and audio calling with Skype users. [Learn more](#) ➔



File storage and sharing

OneDrive for Business gives each user 1 TB of personal cloud storage that can be accessed from anywhere and that syncs with their PC/Mac for offline access. Easily share documents with others inside and outside your organization and control who can see and edit each file. [Learn more](#) ➔



Team sites

Enable easy access and sharing of documents with 10 GB of baseline storage plus 500 MB of storage per user. Share insights through interactive reports with Excel Services and Visio Services, and view them on mobile device browsers that support HTML5. [Learn more](#) ➔



Corporate social network

Yammer collaboration software and business applications allow your employees to connect with the right people, share information across teams, and organize around projects so they can go further, faster. [Learn more](#) ➔



Office Online

Create and edit Word, OneNote, PowerPoint, and Excel documents from any modern browser. [Learn more](#) ➔



Mobility

Sync email, calendar, and contacts; access SharePoint sites; view and edit Office documents with Office Online using a browser on Windows Phone, iOS, and Android devices. [Learn more](#) ➔



Enterprise management of apps

Simplify management of apps in your organization with Group Policy, Telemetry, and Shared Computer Activation.



Search and discovery ⓘ

Stay in the know. Search and discover content across Office 365 based on personalized insights. Office Delve is the first experience to be powered by Office Graph, a collection of analyzed signals or insights derived from each user's behavior and relationships to content, topics, and contacts. [Learn more](#) ➔



Corporate video portal ⓘ

Easily manage videos within your organization. Office 365 Video is a company-wide destination for video upload, sharing and discovery, and smooth playback across devices. [Learn more](#) ➔



Voicemail integration (Unified Messaging)

Hosted voicemail support with auto-attendant capabilities. Voicemails are recorded to Exchange Online and users can access them from Outlook, Outlook Web App, or a compatible mobile phone.



Advanced compliance tools

With the unified eDiscovery Center, you can search across SharePoint, Skype for Business, and Exchange mailboxes. eDiscovery integrates with advanced retention and archiving, enabling in-place legal hold and case-based projects.



## Self-service Business Intelligence in Excel

Do more with the tool you already know: Excel. Discover and connect to data with Power Query, model and analyze this data with Power Pivot, and visualize insights in interactive reports and maps with Power View and Power Map. [Learn more](#) ➔

Power BI for Office 365 is a separate service that lets you easily set up an online gallery for your Excel reports so everyone in your organization can access the reports, share insights about the data, and collaborate from anywhere, on any device. [Learn more](#) ➔



## Apps for Office and SharePoint

New third-party and customer-developed apps work with Office and SharePoint to bring web services right into your documents and sites.

All Office 365 Enterprise plans include:



## Reliability

Get peace of mind knowing your services are available with a guaranteed 99.9% uptime, financially backed service level agreement (SLA).



## Security

Cutting-edge security practices with five layers of security and proactive monitoring help keep customer data safe.

[Learn more](#) ➔



## Privacy

Your data belongs to you. Microsoft does not scan emails or documents for advertising purposes.

[Learn more](#) ➔



## Administration

The admin portal provides IT detailed configuration options for your services, either from an online portal or through automated management with PowerShell commands. You can use the Admin app to manage your services on the go.



## Up to date

No need to pay for version upgrades; updates are included in your subscription. New features are rolled out to Office 365 customers in an IT-configurable experience.



## Active Directory integration

Manage user credentials and permissions. Single sign-on and synchronization with Active Directory.



## Support

24/7 phone support for all IT issues. For less urgent issues, you can make service requests directly through the admin portal.

[Learn more](#) ➔

## Office 365 onboarding service

## Office 365 FastTrack

FastTrack is the onboarding service benefit included for qualified Office 365 customers. Microsoft onboarding experts will provide personalized assistance ensuring the service is ready to use company-wide. [Learn more](#) ➔

Limited-time adoption offer: In addition to FastTrack, for a limited time (September 1, 2014 through June 30, 2015), qualified customers who adopt Office 365 can get additional adoption support or have their IT partner reimbursed for adoption support.

[Learn more](#) ➔

More details

To see all the features that are included, view the [detailed service descriptions](#).

## Frequently asked questions

 Hide all

### What forms of payment can I use?

You can pay with all major credit cards, and your subscription amount will appear on your credit card statement. You also have the option to receive an invoice and, depending on your choice of services, you will be billed monthly or annually. You receive an email message when your invoice is ready to be viewed and, if a purchase order (PO) number is entered when you buy your subscription, that number is included in your invoice.

### What payment options are available? Can I pay monthly or annually?

Annual commitment payment is available for Office 365 Enterprise plans. With annual commitment, you sign up for a one-year subscription, but you can choose to pay month to month or pay for the entire year at the time you sign up.

### Do you offer volume discounts to businesses?

Yes, discounts are available for Office 365 enterprise agreement customers (typically 250+ licenses) who want to purchase through volume licensing. A [Microsoft expert](#) can help you explore the purchasing options for large enterprises and help you determine which is best for you. Learn more about [volume licensing](#). Find a [Microsoft expert](#).

### Can I cancel my subscription at any time?

You can cancel your subscription at any time. For annual commitment subscriptions, such as Office 365 Enterprise E3, there is a penalty for canceling before the end of your contract. Read the complete [Microsoft Online Subscription Agreement](#).

### What happens to my data if I cancel my subscription?

Your data is yours. If you decide to cancel your Office 365 subscription, you can download your data—for example, your email and documents on team sites—and save it to another location. You should save your data before you cancel. After you cancel your subscription, data associated with your Office 365 account will be available to your administrator(s) in a limited function account for 90 days.

### Can I switch to other Office 365 plans?

Yes. If you need to upgrade, you can transition your account to a different plan. For example, you can upgrade from an Office 365 Business plan to an Office 365 Enterprise plan.

In most cases, you can use the Switch plans wizard in your Admin center to upgrade your plan. If your subscription has more than 300 users or if you used a prepaid card to purchase your plan, the Switch plans wizard is not available. Plans that are not eligible for the Switch plans wizard can be upgraded manually. Learn more about [upgrading Office 365 plans](#).

NOTE: When you upgrade your account, your domain name is transferred to your new account, whether you brought your own domain name to the Office 365 account or you set up a domain name with Office 365.

### Can I mix and match different Office 365 plans?

Yes, you can mix and match Office 365 plans. Please note that there are some license limitations at the plan level. The Office 365 Business, Business Essentials, and Business Premium plans each have a limit of 300 users, while the Enterprise plans are for an unlimited number of users. For example, you can purchase 300 Business Premium seats, 300 Business Essentials seats, and 500 Enterprise E3 seats on a single tenant.

### Will my trial information be transferred to my Office 365 subscription?

Yes. If you purchase an Office 365 subscription with the same number of user accounts you created by the end of your free trial, the information and configuration for these users' accounts will remain intact. Once your free trial expires, you won't be able to continue using Office 365 for free. You will have an additional 30 days to purchase Office 365 before your account information is erased. Once your trial account information has been erased, it cannot be retrieved.

### I will need extra help setting up Office 365. Who can help?

Microsoft experts are trained IT and development companies that can help you move to Office 365 or develop custom solutions for your business. You can find a listing of all of our Microsoft experts in [Microsoft Pinpoint](#).

### What if I already own a domain name?

You can add the domain name you own to Office 365 to create domain-based email addresses. [Find your domain registrar or DNS hosting provider](#). [Compare domain management in Office 365 subscriptions](#).

### Is Internet access required for Office 365?

Internet access is required to install and activate all Office 365 plans and to manage your subscription account. Internet connectivity is also required to access Office 365 cloud productivity services, including email, conferencing, IT management, and other services.

Many Office 365 plans also include the desktop version of Office, for example, Office 365 Business Premium and Office 365 Enterprise E3. One of the benefits of having the desktop version of Office applications is that you can work offline and have the confidence that the next time you connect to the Internet all your work will automatically sync, so you never have to worry about your documents being up to date. Your desktop version of Office is also





183 West Main Street

Kutztown, PA 19530

1 (610) 683.0890

[www.sevengroup.com](http://www.sevengroup.com)

May 13, 2015

Kerri Rosalia, Library Director  
Mastics Moriches Shirley Community Library  
[mmscldirector@gmail.com](mailto:mmscldirector@gmail.com)

cc. Victor Canseco, Principal  
Sandpebble  
[victor@sandpebble.com](mailto:victor@sandpebble.com)

Dear Kerri:

Thank you for the opportunity to provide a proposal for green building services related to the Mastics Moriches Shirley Community Library.

It is our understanding that the project is pursuing LEED Gold certification and may pursue the Living Building Challenge. Based on emails from Victor I have attempted to put together an appropriate scope of work. I would be happy to discuss it in more detail.

### **Scope of Proposed Services**

### **Energy Modeling and Consulting**

#### **Pre-Referendum**

##### *Goal Setting*

Assist the design team in identifying systems integration opportunities and the establishment of project goals including an energy budget, thermal envelope performance, lighting power density, and HVAC system sizing. Prepare bench marking analysis to assist the team in understanding the specific performance parameters.

##### *Energy Incentive Programs*

Identify funding sources related to energy efficiency and assist the owner in applying. Any additional energy modeling required will be billed at our hourly rates.

##### *Design Modeling*

Formulate specific building and process energy saving measures for analysis. Provide recommendations for energy efficiency aimed at targeted energy reduction compared to an ASHRAE Standard 90.1-2007 minimally compliant facility or other appropriate base case. Provide a summary of the energy modeling input parameters and the modeling iterations to be run for review by the design team.

Prepare a preliminary energy model in schematic design using eQuest software. Parametric runs will be analyzed individually, including initial cost estimates (produced with design team assistance), energy savings and simple payback. Additional combination iterations will be run to determine the impact on system sizing and holistic cost implications. Deliverable includes a written report summarizing results and recommendations. Participate in a

design team conference call to review results.

#### Post-Referendum

##### *Design Modeling*

Continue to refine the eQuest computer model during design to evaluate additional energy efficiency measures. Deliverable includes a summary of the modeling results and recommendations. Participate in one additional conference call to review results.

##### *Final Modeling*

Prepare final models following the completion of construction documents of the building as designed and an ASHRAE 90.1-2007 base case building. Refine the energy models based on any changes during construction. All input information for the energy model jointly gathered by architect, MEP engineer, and 7group. The project team will provide a review and sign off of all major energy modeling inputs and results. This model is limited to capabilities of eQUEST and does not include the preparation of any exceptional calculations. Provide tables and a narrative documenting the simulation results, associated environmental benefits, and the detailed simulation outputs. Provide all necessary LEED documentation for EAp2 and EAc1.

##### *Post-Occupancy Energy Analysis*

Monitor the energy consumption and renewable energy output of the facility post-occupancy. The data will be provided by the client in an electronic format to be determined. The analysis will also include a bench marking comparison to similar facilities using national energy consumption data, an energy signature analysis and an examination of the relative accuracy of the energy modeling results. Deliverable includes a written report summarizing progress toward the goal at 6 and 12 months following occupancy.

## **Daylighting Analysis**

#### Pre-Referendum

Discuss daylighting goals, performance parameters, constraints and strategies with the project team prior to the development of the concept design.

##### *Design Simulations*

Review and discuss design strategies during schematic design via conference call. Perform a preliminary daylighting analysis based on the schematic design. The deliverable would be a written report showing illuminance levels and daylight autonomy for each space targeted for daylighting and recommendations for daylight design strategies or modifications. Participate in a team conference call to review results. Rerun the simulations one additional time to evaluate any changes. Provide recommendations for artificial lighting layout and controls. Coordinate with the lighting designer to optimize lighting system performance.

## Post-Referendum

### *Final Simulations*

Provide a final daylighting report based on the final project design including documentation for EQc8.1 and EQc8.2.

## Living Building Challenge

Pursuit of the Living Building Challenge will only slightly alter the energy modeling scope of work for the project. The section of the scope of work below would replace the same section above. No additional scope of work would be required relative to the daylight analysis. This proposal does not include any scope of work for consulting on the Living Building Challenge beyond the energy and daylighting related imperatives.

### *Post-Occupancy Energy Analysis*

Monitor the energy consumption and renewable energy output of the facility post-occupancy to meet the requirements of the Living Building Challenge (LBC). The data will be provided by the Willow School in an electronic format to be determined. The analysis will also include a bench marking comparison to similar facilities using national energy consumption data, an energy signature analysis and an examination of the relative accuracy of the energy modeling results. Deliverable includes a written report summarizing progress toward the goal at 3, 6, 9, and 12 months following occupancy. Provide assistance in the preparation of the LBC documentation for the net zero energy requirement.

## Meetings

This proposal includes attendance at one meeting on Long Island. Most additional meetings will be via conference call. Each additional meeting/site visit beyond the meetings specifically mentioned in the above scope, related to that scope, will be charged at the daily rate below.

Proposed Fees	Cost Proposal
Energy Modeling and Consulting - Pre-Referendum	\$12,140.00
Energy Modeling and Consulting - Post-Referendum	\$11,560.00
Daylighting Analysis - Pre-Referendum	\$5,320.00
Daylighting Analysis - Post-Referendum	\$4,600.00
Additional Meeting Fee per day	\$2,160.00
Living Building Challenge	\$1,640.00

The proposed fees listed above are based on preliminary information provided to 7group and are subject to modification when accurate and complete information regarding the project is provided. It is recognized that the Contract amount(s) is based on anticipated or estimated costs. As such, proposed individual fees are subject to modification provided that the Client's obligation shall not exceed the

total sum agreed upon.

**Hourly Rate Schedule:**

Partner	\$180 / hour
Professional	\$115 / hour
Technical	\$ 75 / hour

**Billing:**

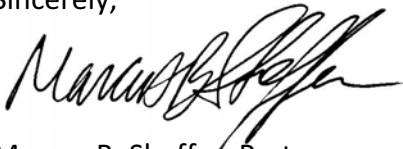
The following provisions are part of this Proposal. The client will be billed for the fee, as outlined under Scope of Services, plus any additional requested services rendered which have been excluded from the Scope of Services. Expenses incurred in connection with this project are not included in our fee and will be billed at actual cost plus 10%. These expenses, where not identified in the Scope of Services, may include telephone charges, reproductions, mileage for travel, postage and shipping charges.

This Project will be billed monthly based on percentage of completion. Payments are due within thirty days of invoice date. Interest will be charged at a rate of 1.5% per month on all unpaid invoices or portions thereof thereafter. 7group has the right to suspend services for non-payment.

We do NOT, as 7group, provide direct design or construction services. We bill our subcontractors at our hourly rates or their actual cost plus 10% whichever is less.

If you require any additional information or wish to modify the proposed scope of work please do not hesitate to contact me. If this proposal is acceptable please contact me and I will have our office prepare a contract.

Sincerely,



Marcus B. Sheffer, Partner  
1200 E Camping Area Road  
Wellsville, PA 17365  
717.292.2636, sheffer@sevengroup.com

May 18, 2015

***(Revised Pricing for Pre-referendum 5/20/15)***

Kerri Rosalia, Library Director  
Mastics Moriches Shirley Community Library  
[mmscldirector@gmail.com](mailto:mmscldirector@gmail.com)

cc. Victor Canseco, Principal  
Sandpebble  
[victor@sandpebble.com](mailto:victor@sandpebble.com)

**7group**

183 West Main Street  
Kutztown, PA 19530  
+1 610 683 0890  
[www.sevengroup.com](http://www.sevengroup.com)

Dear Kerri:

Thank you for the opportunity to provide a proposal for green building services related to the Mastics Moriches Shirley Community Library.

It is our understanding that the project is pursuing LEED Gold certification and may pursue the Living Building Challenge. Based on emails from Victor I have attempted to put together an appropriate scope of work. I would be happy to discuss it in more detail.

### **Scope of Proposed Services**

#### **Building Systems Commissioning**

7group will act as this projects independent, third party, direct for owner (owner's representative) commissioning provider organization. 7group will work with the Owner, Construction Manager, Contractors, and Design Team to systematically verify and document the functionality of the mechanical and electrical systems to confirm that the performance meets the documented Owner's Project Requirements and the Owner's operational needs.

#### **Pre-Referendum**

##### ***Begin to identify Owner's Project Requirements***

Assist the design team and owner in developing the potential items for inclusion in the owner's project requirements. These items will come from identifying systems integration opportunities and the establishment of project goals. The OPR will come from the owner and its development will be assisted by the design team with guidance from the commissioning provider.

#### **Post Referendum**

##### **I. Design Phase:**

##### **A. Fundamental Commissioning:**

- a. Review of Project Documents including drawings, specifications, Owner's Project Requirements, and Basis of Design.
- b. Create a commissioning plan as follows:
  1. Attend two design team meetings.
  2. Provide an overview of the commissioning process
  3. List all commissioned features and systems based on the current design.
  4. Identify primary commissioning participants and assigned responsibilities.
  5. Describe management and reporting logistics and methods.
  6. Prepare an outline of the scope of the commissioning process that defines an activity plan for submittal review, inspection, start-up, testing, Operations and Maintenance Manual documentation, and warranty period review.
  7. Prepare a list of required documentation.
  8. Create a schedule for Commissioning activities, i.e. checklists, training, meetings, etc.
  9. Define scope and methods for testing.

10. Provide guidance to the architect for integrating the above into the construction documents.

B. Enhanced Commissioning:

- a. Conduct a focused review of the completed construction documents.
- b. Verify training requirements are incorporated into the construction documents.

II. Construction Phase

A. Fundamental Commissioning:

- a. Attendance to selected project meetings.
- b. Contractor commissioning training.
- c. Conduct on-site reviews of all commissioned features and systems to maintain familiarity with installed systems and verify installed systems are meeting the Owner's Project Requirements.
- d. Assist contractors in incorporating construction phase commissioning into the General Contractor's schedule.
- e. Develop construction checklists, and review and distribute to the Contractor's. Verify contractor performance on their responsibility to fill out the construction checklists.
- f. Ongoing construction progress review with accompanying report, including outstanding issues log. Work with relevant personnel to resolve any outstanding issues.
- g. Use sampling techniques to verify contractor's successful and accurate completion of start-up and check-out for all commissioned systems.
- h. Review and verify testing, adjusting and balancing of HVAC system.
- i. Create functional performance checklists and distribute to contractors for their review.

B. Enhanced Commissioning:

- a. Conduct a focused review of contractor submittals. All comments will be filtered through the design team. Submittal review will be limited to systems to be commissioned plus building shell components related to water and air infiltration and control.

III. Acceptance Phase

A. Fundamental Commissioning:

- a. Verify that HVAC system point-to-point checkout has been completed to ensure that each control system control point is commanding, reporting accurately, and controlling as intended. HVAC system controls contractor will be expected to perform the work of the point-to-point checkout as an integral part of their contract, commissioning responsibilities are related to verifying that this documentation is complete and accurate. (Verification prior to functional testing will be on a statistical sampling basis)
- b. Oversee activities for functional performance testing:
  1. Verify calibration of all control system sensors for components associated with functional tests.
  2. Verify proper functioning and adjustments of all actuators, including verification of correctly reported values in the control systems.
    - a. Prepare written, repeatable, project-specific test procedures for functional testing of all commissioned components and systems.
    - b. Document test procedures, acceptance criteria, results, and system responses.
    - c. Oversee contractor's testing of sequence of operations and other significant modes.
    - d. Verify operating modes for all larger equipment, tested appropriately to demonstrate performance under near-design conditions.
- c. Prepare a final commissioning report:

1. List each commissioned item, feature, or system and document compliance with contract documents.
2. Include documentation of above items.
3. Include an appendix containing all completed installation checklists, functional tests, miscellaneous project documentation, et cetera.
4. Identify seasonal testing requirements and provide tentative schedule for future seasonal testing.

B. Enhanced Commissioning:

- a. Develop the systems manual. This manual will provide procedures and blank forms to assist relevant personnel to perform diagnostic tests to ensure optimum performance of all commissioned systems.
- b. Assemble written verification that training was conducted by qualified individuals to provide all commissioned features and systems.

IV. Post Acceptance/Warranty Period

A. Fundamental Commissioning:

- a. Deferred or Seasonal testing may be required on certain systems, depending on environmental conditions at the time initial testing is performed.
- b. Assist with close out of unresolved issues.

B. Enhanced Commissioning:

- a. 10 month warranty period review to ensure systems continue to work properly.

**7group Responsibilities:**

**Commissioned Features:**

1. Heating, Ventilating, and Air Conditioning, and Refrigeration. (HVAC & R) systems (mechanical and passive) and associated controls
2. Lighting system controls, including dimming and automation controls.
3. Domestic Hot Water Systems
4. Renewal Energy Systems (wind, solar, etc.)
5. Building Shell as related to water infiltration, and air infiltration. (design and construction observations only, there are no checklists or building testing related to this component)

**Clarifications to Scope**

The following are provided to further define and clarify the scope of work and to assist in identifying some of the commissioning responsibilities of the contractors.

1. Periodically during construction, commissioning personnel will require office space including the use of a telephone and a fax machine. This proposal is based upon those facilities being provided by the Construction Management Firm, the contractor, or the owner.
2. 7group will be provided with a full set of half-size construction drawings, one set of full size drawings, specifications, addendums, information requests, submittals and any other pertinent construction documentation required to develop the commissioning documentation and execute the commissioning process.
3. Delays in commissioning activities as a result of the contractor's failure to resolve deficiencies in a timely manner may result in additional fees in accordance with the terms of this proposal. The commissioning process will require contractor and sub-contractor cooperation to insure proper installation and meet manufacturers warranty requirements. In order for 7group to verify the required testing, representatives from the following contractor disciplines must be scheduled consistent and contemporaneous with the construction schedule to demonstrate complete system operation according to the functional testing plans. The list below is representative of the type of cooperation required but is not limited to all instances:
  - a. A mechanical contractor service technician for operation of the equipment for all portions of the commissioning process for demonstration and functional testing of HVAC systems.

- b. A temperature controls engineer and field technician for all testing, operation, and programming adjustments to the DDC temperature control system.
  - c. A fire alarm system engineer and field technician for all testing, operation, and programming adjustments to the fire alarm system.
4. This proposal includes one (1) hard copy of the Preliminary and Final Commissioning Report and one (1) electronic CD copy in MS Word, MS Excel, PDF and JPEG formats.

### Meetings

This proposal includes attendance at one meeting on Long Island. Most additional meetings will be via conference call. Each additional meeting/site visit beyond the meetings specifically mentioned in the above scope, related to that scope, will be charged at the daily rate below.

### Proposed Fees:

The following pricing is on a lump sum fixed fee basis for work performed associated with this proposal. Expenses incurred in connection with this project are not included in our fee and will be billed at actual cost plus 10%. These expenses, where not identified in the Scope of Services, may include telephone charges, reproductions, mileage for travel, lodging, postage and shipping charges.

Proposed Fees	Cost Proposal
<b>Pre-Referendum</b> – Enhanced Cx	\$ 3,160.00
<b>Post-Referendum</b> – Enhanced Cx – Work required to meet LEED Cx requirements	\$ 5,670.00
<b>Post-Referendum Fundamental Cx</b> – Work required to provide Cx services as stated above	\$48,680.00
Additional Meeting Fee per day	\$ 2,160.00

### Hourly Rate Schedule:

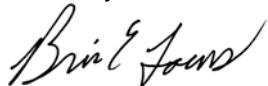
1. Partner \$180 / hr
2. Professional \$115 / hr
3. Technical \$ 75 / hr

### Billing:

The following provisions are part of this Proposal:

The client will be billed for the fee, as outlined under Scope of Services, plus any additional requested services rendered which have been excluded from the Scope of Services. This work is based on the design as of the date of this proposal. All changes in scope will be evaluated and may constitute additional services. This project will be billed monthly based on percentage of completion. Payments are due upon receipt of invoice. After 30 days, interest will be charged at a rate of 1.5% per month on all unpaid invoices or portions thereafter. 7group has the right to suspend services for non-payment. We do NOT, as 7group, provide direct design or construction services. Thank you for giving us the opportunity to submit this proposal. We look forward to working with you and your firm on this exciting project.

Sincerely,



Brian E. Toevs, Partner  
348 South Locust Point Road  
Mechanicsburg, PA 17055  
717-697-6300  
[toevs@sevengroup.com](mailto:toevs@sevengroup.com)



The Chamber of Commerce of the Mastics and Shirley

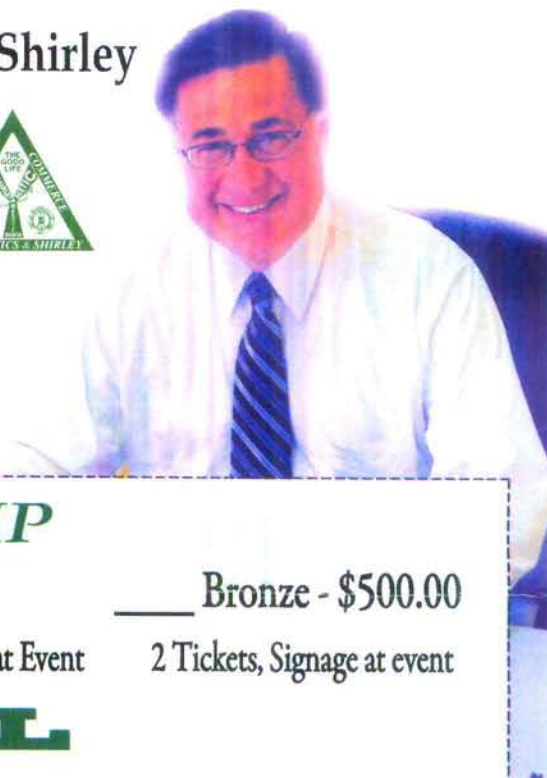


# 70th Anniversary

honoring



Brookhaven Town Supervisor  
Ed Romaine



## SPONSORSHIP

\_\_\_\_ Gold - \$1,500.00

\_\_\_\_ Silver - \$1,000.00

\_\_\_\_ Bronze - \$500.00

10 Tickets, Full page ad, Signage at event

5 Tickets, Half page ad, Signage at Event

2 Tickets, Signage at event

## JOURNAL

☐ **Back Page Ad (1)**  
(8w x 10.5h) - color  
**\$600.<sup>00</sup>**

☐ **Half Page Ad**  
(8w x 5h) - black/white  
**\$200.<sup>00</sup>**

☐ **Inside Cover Page Ad (2)**  
(8w x 10.5h) - color  
**\$500.<sup>00</sup>**

☐ **Quarter Page Ad**  
(4w x 5h) - black/white  
**\$125.<sup>00</sup>**

☐ **Full Page Ad - (8w x 10.5h)**  
**\$300.<sup>00</sup> - black/white**

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

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

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Camera Ready artwork should be emailed to: [sspress2000@aol.com](mailto:sspress2000@aol.com)

All ads must be pre-paid • Ad deadlines are no later than June 12, 2015.

## For more information call 631-399-2228

or attach your ad copy and check and return to:

Chamber of Commerce of the Mastics and Shirley - P.O. Box 4, Mastic, NY 11950

*You are cordially invited to*  
**The Chamber of Commerce of the Mastics and Shirley**



# **70th Anniversary**



*celebration and join us in*

*honoring*

**Brookhaven Town Supervisor  
Ed Romaine**

**Thursday, June 25, 2015**

**6:30 P.M. - 10:30 P.M.**

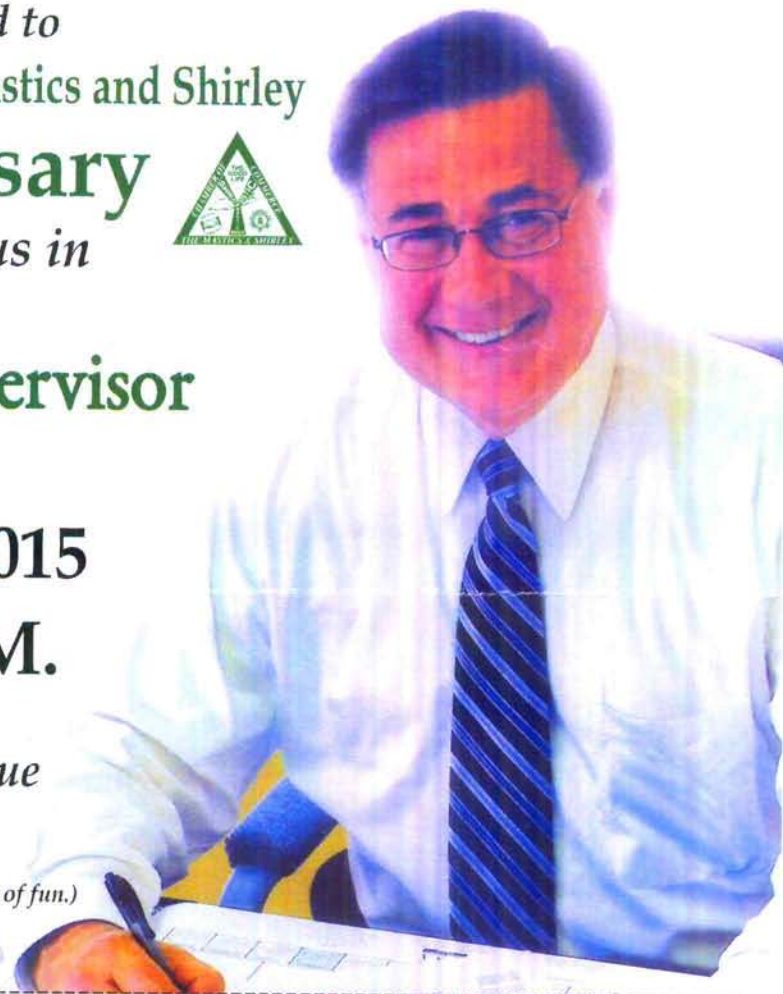
**Sunset Harbour**

*90 Colonial Dr., East Patchogue*

**\$65.00 per person**

*(Open bar, cocktail hour, full dinner, entertainment and a night of fun.)*

**For more information call 631-399-2228.**



☒ **Yes, I will attend. Please reserve \_\_\_\_\_ tickets at \$65.00 per person.**

☐ **No, I cannot attend, but enclosed is my donation of \$\_\_\_\_\_.**

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

Representing: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

All checks should be made payable to the  
Chamber of Commerce of the Mastics and Shirley - P.O. Box 4, Mastic, NY 11950

**For more information call 631-399-2228**



## Colonial Youth and Family Services Golf Outing

Please return this completed form  
with your payment to:  
Colonial Youth & Family Services  
PO Box 391, Mastic Beach, NY 11951

*Golfers - \$200 per golfer / \$800 per foursome*

Golf/Dinner Participants      Amount

Name: \_\_\_\_\_ \$ \_\_\_\_\_

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

Name: \_\_\_\_\_ \$ \_\_\_\_\_

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

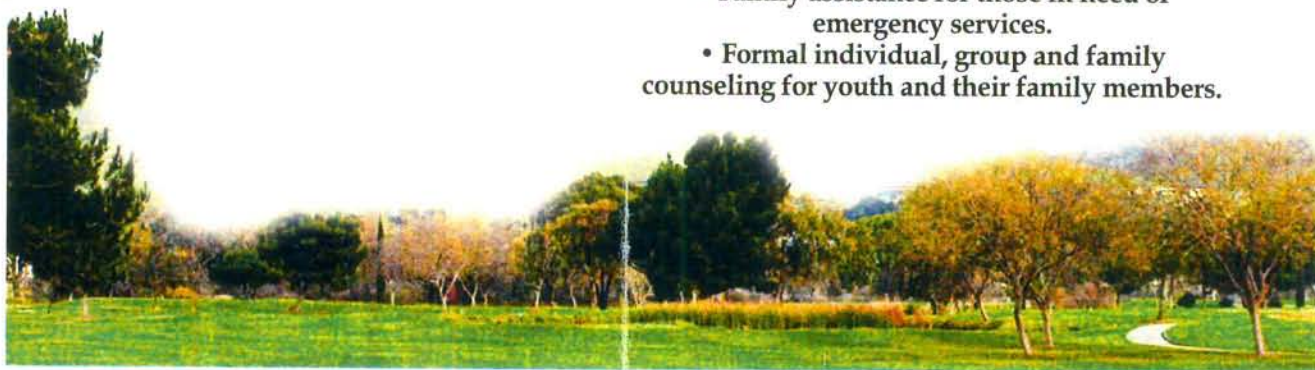
Name: \_\_\_\_\_ \$ \_\_\_\_\_

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Name: \_\_\_\_\_ \$ \_\_\_\_\_

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1



## Board of Directors



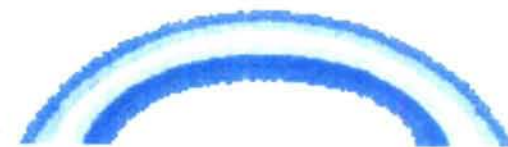
Nancy Curreri  
Mary Ellen Fischer  
Ken Gaul  
Ron Gross  
William Miller  
Annette Monaco  
Corrinne Newman  
Constance Pellechia  
Denise Robertson

Colonial Youth and Family Services, Inc., a not for profit community based youth agency located in Mastic, NY has been in existence since 1973. The primary catchment area for the organization is the William Floyd School District, which encompasses the hamlets of Mastic, Mastic Beach, Shirley and Moriches. However, the agency's incorporation enables it to offer services throughout Suffolk County.

Colonial is the only comprehensive human service organization in the area.

We provide:

- Child care
- Summer day camp
- Teen parent services
- Volunteer opportunities
- Information and referral service
- Family assistance for those in need of emergency services.
- Formal individual, group and family counseling for youth and their family members.



## Colonial Youth and Family Services Golf Outing

### 36th Annual Golf Outing



Honoring  
Suffolk  
County  
Legislator  
Kate  
Browning

and



Brookhaven  
Town  
Councilman  
Dan Panico

**Tuesday, June 30, 2015**

Rock Hill Country Club  
Manorville, NY 11949

Breakfast & Registration 7:00 a.m.

Shot Gun Start 9:00 a.m.

Cocktails and Awards Dinner 2:30 p.m.





Colonial Youth and  
Family Services

## 36th Annual Golf Outing

Package Includes:

Breakfast

BBQ Lunch

Cocktail Reception

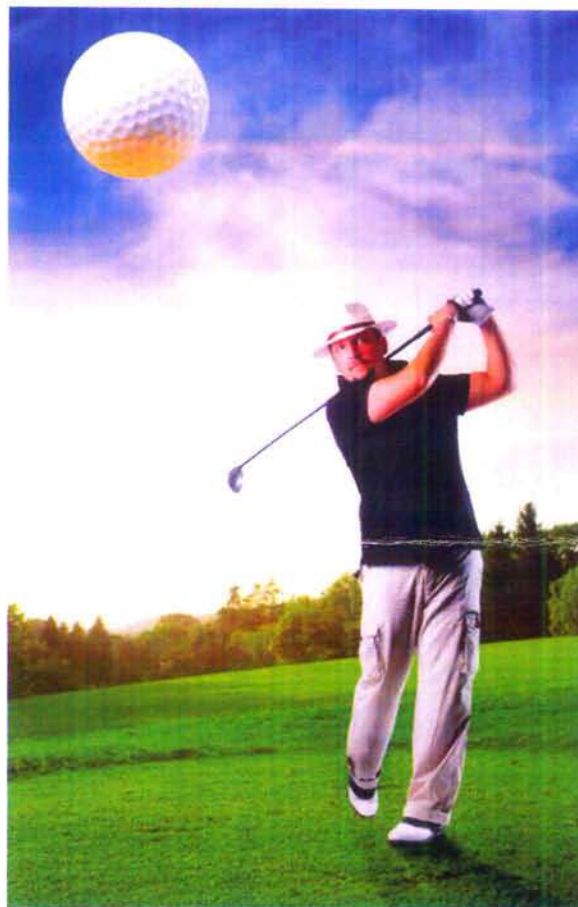
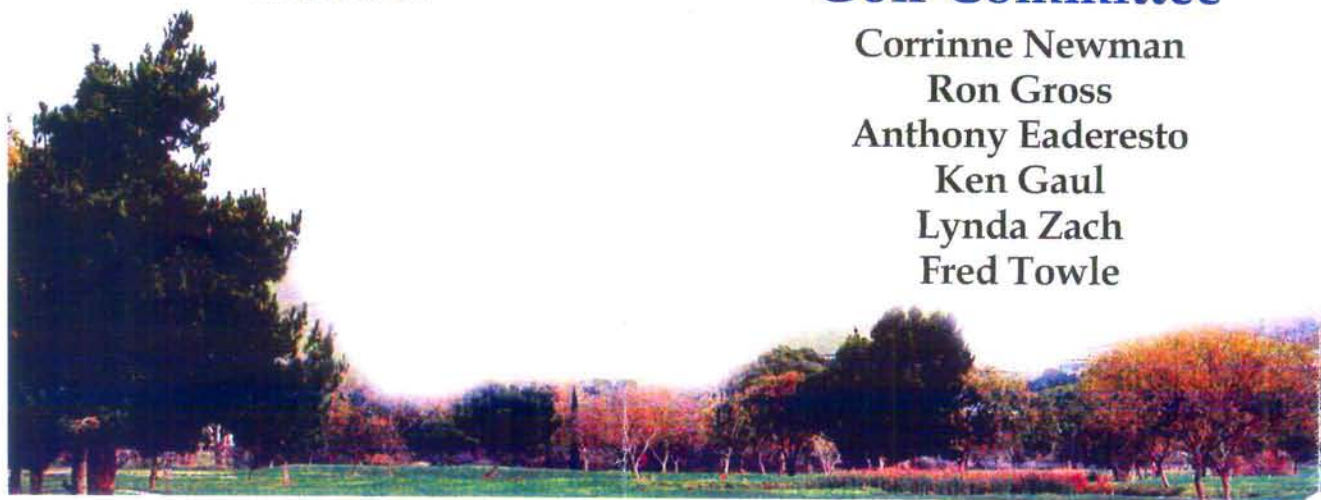
On Course Refreshments

Green Fees & Golf Cart

Steak & Lobster Dinner

Cigar Bar

*We gladly welcome all major  
credit cards.*



## Golf Committee

Corrinne Newman

Ron Gross

Anthony Eaderesto

Ken Gaul

Lynda Zach

Fred Towle

## Sponsorships

This year the following sponsorships are  
available for your consideration.

Please return this completed form with your payment to  
Colonial Youth & Family Services, PO Box 391, Mastic Beach, NY 11951

       **Premier Sponsorship - \$2,500.00**

Includes: 1 Golf Foursome

1 Tee Sign

1 Hole Flag Sponsor

(Souvenir Flag Displaying Name on Hole)

Signage at Clubhouse

       **Dinner Sponsorship - \$1,000.00**

Includes: 4 Dinner Tickets or 2 Golfers

1 Tee Sign

Signage at Dinner

       **Cigar Sponsor - \$750.00**

Includes: 3 Dinner Tickets or 1 Golfer

       **Cocktail Sponsorship - \$500.00**

Includes: 2 Dinner Tickets

1 Tee Sign

       **Lunch Sponsorship - \$300.00**

1 Tee Sign

Signage at Lunch

       **Driving Range Sponsorship - \$250.00**

Signage at Driving Range

       **Hole Flag Sponsorship - \$175.00**

Souvenir Flag Displaying Name on Hole

       **Tee Sign Sponsorship - \$100.00**

       **Dinner Only - \$60.00**

I am unable to attend but would like  
to contribute \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

For credit card payments please contact  
Colonial Youth and Family Services at 631-281-4461

**THANK YOU FOR YOUR SUPPORT!!**

# **LIBRARY HOLIDAYS – 2016**

## **DRAFT**

• NEW YEAR’S DAY	JANUARY 01, 2016	CLOSED
• MARTIN LUTHER KING JR.	JANUARY 18, 2016	HOLIDAY PAY
• PRESIDENTS DAY	FEBRUARY 15, 2016	CLOSED
• EASTER	MARCH 27, 2016	CLOSED
• MOTHER’S DAY	MAY 08, 2016	CLOSED
• MEMORIAL DAY	MAY 30, 2016	CLOSED
• INDEPENDENCE DAY	JULY 04, 2016	CLOSED
• LABOR DAY	SEPTEMBER 05, 2016	CLOSED
• COLUMBUS DAY	OCTOBER 10, 2016	HOLIDAY PAY
• VETERANS DAY	NOVEMBER 11, 2016	HOLIDAY PAY
• THANKSGIVING	NOVEMBER 24, 2016	CLOSED
• CHRISTMAS EVE	DECEMBER 24, 2016	CLOSED
• CHRISTMAS DAY	DECEMBER 25, 2016	CLOSED
• NEW YEARS EVE	DECEMBER 31, 2016	CLOSED

**THE LAST SUNDAY WE ARE OPEN BEFORE THE SUMMER IS JUNE 12, 2016**

**THE FIRST SUNDAY WE ARE OPEN IN THE FALL IS SEPTEMBER 11, 2016**

**DRAFT PUBLIC NOTICE DRAFT**

**The regular meetings of the Board of Trustees of the  
Mastics-Moriches-Shirley Community Library will be  
held in the Library at 7:00 pm on the following  
Mondays:**

**July 27, 2015**

**August 24, 2015**

**September 28, 2015**

**October 26, 2015**

**November 16, 2015** note: 11/16 is the 3<sup>rd</sup> Monday, not the 4<sup>th</sup> Monday

**December 21, 2015** note: 12/21 is the 3<sup>rd</sup> Monday, not the 4<sup>th</sup> Monday

**January 25, 2016**

**February 22, 2016**

**March 28, 2016 (Budget Hearing)**

**April 25, 2016**

**May 23, 2016**

**June 27, 2015**

**Meetings are open to the public and community  
residents are always welcome to attend.**