

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
Meeting of July 19, 2001

**ANNUAL REORGANIZATION MEETING**

The Annual Reorganization Meeting of the Board of Trustees of the Northport-East Northport Public Library was held on Thursday, July 19, 2001 at 1:00 p.m. in the Community Room of the Northport Public Library.

The meeting was preceded by a luncheon for the Board of Trustees in the Board Conference Room.

Elizabeth McGrail called the meeting to order at 1:00 p.m.

Also attending were Ruth McKay, William Martin, C. Annette Carr, Director Stephanie Heineman and Assistant Director Eileen Minogue.

Douglas McNally, library counsel, also attended.

**OATH OF OFFICE**

Douglas McNally administered the oath of office for Trustee to Ruth McKay. (term July 1, 2001-June 30, 2006)

**REORGANIZATION OF BOARD**

Elizabeth McGrail moved to appoint the following, seconded by William Martin and unanimously carried, the following:

Chairperson	Elizabeth McGrail
Vice Chairperson	William Martin
Secretary	Ruth McKay
Financial Sec.	C.Annette Carr

Ruth McKay moved to appoint the following, seconded by C. Annette Carr and unanimously carried:

**Selection of members of Personnel Committee**

Chairperson	William Martin
	C. Annette Carr
ex-officio	Elizabeth McGrail

Ruth McKay moved to certify Stephanie Heineman to sign payroll and Supplementary Warrants and Eileen Minogue alternate, seconded by C. Annette Carr and unanimously carried.

Upon a motion by C. Annette Carr, seconded by Ruth McKay, the Board unanimously authorized the payment of usual and necessary bills when a quorum of the Board is unavailable upon approval of two Board members, and the Board of Trustees shall ratify the approval of the voucher itemizing such expenditures at the next scheduled monthly Board meeting.

C. Annette Carr moved to approve Northport-East Northport Public Library Investment Policy, July 1, 2001-June 30, 2002, seconded by Ruth McKay and unanimously carried.

(pages attached)

Ruth McKay moved to approve revision of Deferred Compensation master plan and amount \$50,000.00 for 2001/2002 fiscal year, seconded by William Martin and unanimously carried.

William Martin moved to adopt 2002 schedule of Holiday Openings and Closings, seconded by C. Annette Carr and unanimously carried  
(as attached)

Mr. Martin moved to approve Tuesday, April 9, 2002 to hold Annual Library Vote and Trustee Election, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve Claire Sarser Clerk of the Annual Vote, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to approve designation of The Observer and The Record as the official newspapers for the publication of Legal Notices, seconded by Mr. Martin and unanimously carried.

Mr. Martin moved to approve Vollmer-Adair Agency, Inc. to manage insurance program, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve Graber & Company to perform Annual Financial Audit, seconded by Mrs. McKay and unanimously carried.

Mrs. McKay moved to authorize the publication of legal notice of the Annual Financial Audit, seconded by Mr. Martin and unanimously carried.

Mr. Martin moved to approve Fixed Asset item Withdrawals as attached, seconded by Mrs. Carr and unanimously carried.

Mr. Martin moved to approve Stephanie Heineman as Records Access Officer 2001/2002, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve Claire Sarser as Records Management Officer 2001/2002, seconded by Mr. Martin and unanimously carried.

Mrs. McKay moved to approve Schedule of 2001/2002 Board Meetings as follows, seconded by Mr. Martin and unanimously carried.

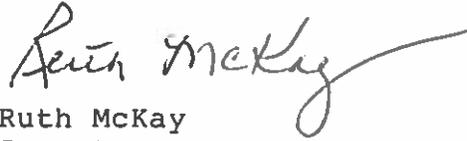
#### Schedule of 2001/2002 Board Meetings

DATE	TIME
Thursday, August 16, 2001	10:00 a.m. (Financial Only)
Thursday, September 20, 2001	To be announced
Thursday, October 18, 2001	To be announced
Thursday, November 15, 2001	To be announced
Thursday, December 20, 2001	To be announced
Thursday, January 17, 2002	To be announced
Thursday, February 21, 2002	To be announced
Tuesday, March 19, 2002 Public Hearing	7:00 p.m.
Thursday, March 21, 2002	To be announced
Tuesday, April 9, 2002 Library Vote & Election of Trustee	9:00 a.m. to 9:00 p.m.
Thursday, April 18, 2002	To be announced
Thursday, May 16, 2002	To be announced
Thursday, June 20, 2002	To be announced

**ADJOURNMENT**

Mrs. Carr moved to adjourn at 1:27 p.m., seconded by Mrs. McKay and unanimously carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ruth McKay". The signature is written in dark ink and has a long, sweeping horizontal line extending to the right.

Ruth McKay  
Secretary

# NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

## INVESTMENT POLICY

2001/2002

### I. SCOPE

This investment policy applies to all monies and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

### II. OBJECTIVES

The primary objectives of the Northport-East Northport Public Library's investment activities are, in priority order,

- to conform with all applicable federal, state, and other legal requirements,
- to adequately safeguard principal,
- to provide sufficient liquidity to meet all operating requirements, and
- to obtain a reasonable rate of return.

### III. DELEGATION OF AUTHORITY

The Northport-East Northport Public Library Board of Trustees' responsibility for administration of the investment program is delegated to the Director of the Library who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

### IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Northport-East Northport Public Library to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial decisions.

V. DIVERSIFICATION

It is the policy of the Northport-East Northport Public Library to diversify its deposits and investments by financial institutions, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Northport-East Northport Public Library for all monies collected by any officer or employee of the Northport-East Northport Public Library to transfer those funds to the Accounting Clerk within two (2) days of deposit, or within the time period specified in law, whichever is shorter.

The Director of the Library is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for deposits and investment of Northport-East Northport Public Library monies up to the maximum amounts are:

<u>Depository Name</u>	<u>Maximum Amount</u>	<u>Officer</u>
First National Bank of L.I.	\$1,000,000.00	Henry Suhr, Manager
Fleet Bank, National Assoc.	\$ 700,000.00	Paul Philips, Manager
Chase Manhattan Bank, N.A.	\$ 15,000.00	Steven Butler, Team Leader,
Chase Manhattan Bank, N.A.	\$ 25,000.00	Government Services

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law Section 10 all deposits of the Northport-East Northport Public Library including certificates of deposit and special time deposit, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by GML Section 10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the Northport-East Northport Public Library for a term not to exceed ninety (90) days with an aggregate value equal to 150% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one

nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk based capital requirements.

3. By an eligible surety bond payable to the Northport-East Northport Public Library for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

#### IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by a depository and/or third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Northport-East Northport Public Library deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Northport-East Northport Public Library to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Northport-East Northport Public Library or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Northport-East Northport Public Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be comingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution, or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Northport-East Northport Public Library a perfected interest in the securities.

#### X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, Section 11, the Northport-East Northport Public Library authorizes the Director of the Library to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of Deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;

- Obligations of the State of New York
- Obligations issued pursuant to LFL Section 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Northport-East Northport Public Library

All investment obligations shall be payable or redeemable to the option of the Northport-East Northport Public Library, within such time as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Northport-East Northport Public Library within two years of the date of purchase.

#### XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Northport-East Northport Public Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Northport-East Northport Public Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Director of the Library is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners, and custodians. Such listing shall be evaluated at least annually.

#### XII. PURCHASE OF INVESTMENT

The Director of the Library is authorized to contract for the purchase of investments:

1. Directly from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the Northport-East Northport Public Library shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or repayment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Northport-East Northport Public Library by the bank or trust company. Any obligation held in the custody of a bank or trust

## APPENDIX A

### SCHEDULE OF ELIGIBLE SECURITIES

1. Obligations issued by the United States of America, an agency thereof or a United States government sponsored corporation or obligations fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation;
2. Obligations issued or fully insured or guaranteed by this state. Obligations issued by a municipal corporation, school district or district corporation of this state or obligations of any public benefit corporation which under a specific state statute may be accepted as security for deposit of public monies;
3. Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank; and
4. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligations that represents the amount of the insurance or guaranty.

## NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

### 2002 SCHEDULE OF HOLIDAY & SPECIAL CLOSINGS

January 1, 2002	Tuesday	New Year's Day	Close all day
January 21, 2002	Monday	Martin Luther King Jr. Day	Close all day
February 18, 2002	Monday	Presidents' Day	Close all day
May 27, 2002	Monday	Memorial Day	Close all day
July 4, 2002	Thursday	Independence Day	Close all day
September 2, 2002	Monday	Labor Day	Close all day
October 14, 2002	Monday	Columbus Day	Open 9 AM to 9 PM
November 11, 2002	Monday	Veterans' Day	Open 9 AM to 9 PM
November 27, 2002	Wednesday	Thanksgiving Eve	Close at 5 PM
November 28, 2002	Thursday	Thanksgiving	Close all day
December 24, 2002	Tuesday	Christmas Eve Day	Close all day
December 25, 2002	Wednesday	Christmas Day	Close all day
December 31, 2002	Tuesday	New Year's Eve Day	Close at 1 PM

For Scheduling Purposes Only, the Library is  
Closed on the following Sundays:

March 31, 2002	Sunday	Easter Sunday	Close all day
May 26, 2002	Sunday	Memorial Day Weekend	Close all day

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
**FIXED ASSETS AS OF JUNE 30, 2001**

**DELETIONS TO NORTHPORT AND EAST NORTHPORT**

Northport Building Total           \$ 55,377.83

East Northport Building Total       23,661.59

**GRAND TOTAL           \$ 79,039.42**

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

FIXED ASSETS OF JUNE 30, 2001

EAST NORTHPORT BUILDING - DELETIONS

FIXED ASSET NO.	ITEM DESCRIPTION	QTY	COST EACH	TOTAL COST	YEAR	ACTION
<b>CIRCULATION DESK</b>						
2515	Receipt Printers	1	274.00	274.00	1997	Withdrawn
4029	Portable CD Players	1	147.92	147.92	1998	Withdrawn
2518	Receipt Printers	1	274.00	274.00	1997	Withdrawn
2626	Touchmaster	1	69.95	69.95	1997	Withdrawn
2623	Touchmaster	1	69.95	69.95	1997	Withdrawn
2516	Receipt Printers	1	274.00	274.00	1997	Withdrawn
2588	Touchmaster	1	69.95	69.95	1997	Withdrawn
<b>COMPUTER CENTER</b>						
2631	DeskJet 672C Printer	1	220.00	220.00	1997	Withdrawn
4092	DeskJet 697C Printer	1	149.00	149.00	1999	Withdrawn
4288	DeskJet 695C Printer	1	149.00	149.00	1999	Withdrawn
<b>JROOM</b>						
1441	Shelving in Office Closet	1	127.00	127.00	1966	Withdrawn
0665	System Saver; GS	1	82.00	82.00	1988	Withdrawn
2574	DeskJet 672C Printer	1	220.00	220.00	1997	Withdrawn
0186	VT420 Terminal	1	601.08	601.08	1992	Withdrawn
2266	Keyboard	1	50.00	50.00	1994	Withdrawn
2585	Touchmaster	1	69.95	69.95	1997	Withdrawn
0603	IIGS Computer	1	1,812.34	1,812.34	1989	Withdrawn
0666	System Saver; GS	1	82.00	82.00	1988	Withdrawn
0214	Imagewriter Printer	1	300.00	300.00	1990	Withdrawn
2575	Touchmaster	1	69.95	69.95	1997	Withdrawn
<b>LIBRARY</b>						
1851	Mobile Reference File Cabinet	1	166.88	166.88	1993	Withdrawn
1777 - 1779	Metal Pamphlet File	3	210.00	630.00		Withdrawn
0038	Wooden Shelving Unit	1	240.00	240.00	1966	Withdrawn
0885	Book Truck	1	142.45	142.45	1990	Withdrawn

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

FIXED ASSETS OF JUNE 30, 2001  
EAST NORTHPORT BUILDING - DELETIONS

<u>ASSET NO.</u>	<u>ITEM DESCRIPTION</u>	<u>QTY</u>	<u>COST EACH</u>	<u>TOTAL COST</u>	<u>YEAR</u>	<u>ACTION</u>
<b>MEDIA</b>						
2614	OptiPlex GXI Computer; TAG B	1	2,193.14	2,193.14	1997	Withdrawn
2427	VHS Cleaner; VHS System Video	1	59.95	59.95	1996	Withdrawn
<b>REFERENCE</b>						
1011	Reader/Printer; Minolta #6	1	4,420.00	4,420.00	1991	Withdrawn
2508	Dell Computer w/keyboard & m	1	2,210.42	2,210.42	1996	Withdrawn
2535	P133 Computer; TAG-8YHOZ	1	1,925.51	1,925.51	1997	Withdrawn
2537	Touchmaster	1	69.95	69.95	1992	Withdrawn
0998	Surge Protector	1	79.00	79.00	1994	Withdrawn
2599	Touchmaster	1	69.95	69.95	1997	Withdrawn
2520	Surge Protector	1	74.95	74.95	1996	Withdrawn
1883, 1884	Space Heaters	2	39.95	79.90	1991	Withdrawn
2601	Deskjet 672C Printer	1	220.00	220.00	1997	Withdrawn
4115	Deskjet 672C Printer	1	200.00	200.00	1998	Withdrawn
<b>STORAGE</b>						
2276, 2277	Folding Tables	2	87.00	174.00	1994	Withdrawn
1210	Folding Table (Meeting Room)	1	90.00	90.00		Withdrawn
1209	Folding Tables; Metal	1	35.00	35.00	1981	Withdrawn
1099	Blackboard	1	150.00	150.00		Withdrawn
1848	VT420 Terminal; Reference	1	601.08	601.08	1992	Withdrawn
1886	VT420 Terminal; Circ	1	601.08	601.08	1993	Withdrawn
2043	Kensington System Saver (I)	1	82.00	82.00	1988	Withdrawn
0999	VT420 Circ Terminal; Digital	1	601.08	601.08	1992	Withdrawn
2225	VT420 Circ Terminal	1	601.08	601.08	1994	Withdrawn
2214	LePAC; CompuAdd Monitor; M	1	1,654.00	1,654.00	1991	Withdrawn
1842	LePAC; Hitachi CD Rom	1	150.00	150.00	1988	Withdrawn
1843	Think Jet Printers for LePAC	1	427.00	427.00	1988	Withdrawn

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

**FIXED ASSETS OF JUNE 30, 2001  
EAST NORTHPORT BUILDING - DELETIONS**

<u>FIXED ASSET NO.</u>	<u>ITEM DESCRIPTION</u>	<u>QTY</u>	<u>COST EACH</u>	<u>TOTAL COST</u>	<u>YEAR</u>	<u>ACTION</u>
1486	VT420 Terminal	1	601.08	601.08	1992	Withdrawn

YA Area

**TOTAL DELETIONS EAST NORTHPORT 23,661.59**

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

FIXED ASSETS OF JUNE 30, 2001

NORTHPORT BUILDING - DELETIONS

<u>FIXED ASSET NO.</u>	<u>ITEM DESCRIPTION</u>	<u>QTY</u>	<u>COST EACH</u>	<u>TOTAL COST</u>	<u>YEAR</u>	<u>ACTION</u>
<b>ACCOUNTING</b>						
0015	Epson Printer; LQ-1050	1	988.00	988.00	1988	Withdrawn
2308	Dell Computer; P60	1	2,039.00	2,039.00	1994	Withdrawn
0018	UPS System	1	500.00	500.00	1989	Withdrawn
<b>ADMINISTRATIVE ASSISTANT</b>						
2385	DELL Computer; with Masterpiece	1	2,100.00	2,100.00	1995	Withdrawn
<b>CAFÉ</b>						
3618 - 3624	Air Pots (Thermal)	7	33.90	237.30	1998	Withdrawn
<b>CIRCULATION DESK</b>						
2512	Receipt Printers	1	274.00	274.00	ADJ	Withdrawn
2517	Receipt Printer	1	274.00	274.00	ADJ	Withdrawn
2511	Receipt Printers	1	274.00	274.00	ADJ	Withdrawn
2513	Receipt Printer	1	274.00	274.00	1997	Withdrawn
2590	Touchmaster	1	69.95	69.95	1997	Withdrawn
<b>CIRCULATION OFFICE</b>						
0168	Laminator; 4"	1	215.00	215.00	1984	Withdrawn
0196	Typewriter; Adler	1	451.25	451.25	1990	Withdrawn
<b>COMPUTER SERVICES</b>						
2363	Dell Computer w/ Masterpiece	1	2,100.00	2,100.00	1995	Withdrawn
0269	Printer Stand	1	34.95	34.95	1990	Withdrawn
1698	Bookcase	1	140.00	140.00	1985	Withdrawn
0262	Shelving; 66" high w/ tops & ends	1	1,609.00	1,609.00	1990	Withdrawn
0274	ThinkJet Printer	1	416.00	416.00	1990	Withdrawn
0217	Masterpiece	1	149.95	149.95	1990	Withdrawn
1521	Think Jet Printer	1	427.00	427.00	1988	Withdrawn
2473	Computer Modem	1	290.00	290.00	1996	Withdrawn

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

FIXED ASSETS OF JUNE 30, 2001

NORTHPORT BUILDING - DELETIONS

<u>FIXED ASSET NO.</u>	<u>ITEM DESCRIPTION</u>	<u>QTY</u>	<u>COST EACH</u>	<u>TOTAL COST</u>	<u>YEAR</u>	<u>ACTION</u>
<b>COMPUTER CENTER</b>						
4123	Deskjet 672C Printer	1	200.00	200.00	1998	Withdrawn
<b>COMPUTER STORAGE</b>						
2598	Deskjet 672C Printer	1	220.00	220.00	1997	Withdrawn
0283	Computer; 33P; 80386	1	3,220.00	3,220.00	1990	Withdrawn
2448	Apple Computer IIE and Printer	1	1,300.00	1,300.00		Withdrawn
2265	Mouse	1	95.00	95.00	1994	Withdrawn
0216	Security System	1	49.95	49.95	1990	Withdrawn
0218 - 0220	Refurbished Print Heads	3	135.00	405.00	1992	Withdrawn
1483	Laser Computer	1	1,740.00	1,740.00	1992	Withdrawn
2465	Image Writer Printer	1	300.00	300.00	1996	Withdrawn
No #	Light Pen (Loaner from Gaylord	1	675.00	675.00		Withdrawn
4202	Deskjet 697C Printer	1	149.00	149.00	1998	Withdrawn
4203	Deskjet 697C Printer	1	149.00	149.00	1998	Withdrawn
4204	Deskjet 697C Printer	1	149.00	149.00	1998	Withdrawn
2531	OptiPlex Computer; TAG 75D20	1	2,210.42	2,210.42	1997	Withdrawn
0272	Printer Stand	1	38.00	38.00	1991	Withdrawn
0265	Surge Protectors; Masterpiece	1	149.95	149.95	1990	Withdrawn
1522	Ink Jet Printer	1	436.00	436.00	1992	Withdrawn
2522	Masterpiece	1	74.95	74.95	1997	Withdrawn
0992	Think Jet Printer	1	536.51	536.51	1987	Withdrawn
2394	Printer 600CC	1	237.00	237.00	1996	Withdrawn
2271	VT420 Circ Terminal	1	601.08	601.08	1993	Withdrawn
<b>CUSTODIAL OFFICE</b>						
1040	Metal Desk (1989)	1	220.00	220.00		ADJ Withdrawn
<b>JROOM</b>						
0650	Fan	1	39.95	39.95	1992	Withdrawn
1114	Stacking Chairs	1	37.00	37.00	1966	Withdrawn

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

FIXED ASSETS OF JUNE 30, 2001

NORTHPORT BUILDING - DELETIONS

FIXED ASSET NO.	ITEM DESCRIPTION	QTY	COST		TOTAL COST	YEAR	ACTION
			EACH				
0625	AV Storage Cabinet	1	250.00		250.00		Withdrawn
1905	AV Storage Cabinet	1	184.90		184.90	1977	Withdrawn
0523, 0524	File Cabinet; 4 drawer; legal	2	224.25		448.50	1991	Withdrawn
0525	File Cabinet; 4 drawer; letter	1	180.95		180.95	1991	Withdrawn
0628	Cassette Carousel; Tabletop	1	129.00		129.00	1988	Withdrawn
0382	Three Tier Rack; AV, Plastic Bags	1	319.22		319.22	1987	Withdrawn
4111	Deskjet 672C Printer	1	200.00		200.00	1998	Withdrawn
0213	Apple II GS Computer	1	1,881.09		1,881.09	1990	Withdrawn
2135	Image Writer Printer	1	700.00		700.00		Withdrawn
2137	Apple II GS Computer	1	1,881.09		1,881.09		Withdrawn
<b>MEDIA OFFICE</b>							
0080	Cassette Player	1	125.50		125.50	1984	Withdrawn
0844	Technics Compact Disc Player	1	500.00		500.00		Withdrawn
0070	Laser Computer 286S	1	2,313.00		2,313.00	1992	Withdrawn
<b>MEETING ROOM</b>							
3891	Chalk Board, Rev, 72 x 4	1	309.95		309.95	1998	Withdrawn
<b>REFERENCE - MAIN FLOOR</b>							
4175	Deskjet 672C Printer (Virtual Ref)	1	200.00		200.00	1998	Withdrawn
4139	Deskjet 672C Printer	1	200.00		200.00	1998	Withdrawn
4113	Deskjet 672C Printer	1	200.00		200.00	1998	Withdrawn
4291	Deskjet 697C Printer (Internet 3)	1	149.00		149.00	1999	Withdrawn
4157	Deskjet 672C Printer (Ref Desk)	1	200.00		200.00	1998	Withdrawn
4289	Deskjet 697C Printer (Internet 1)	1	149.00		149.00	1999	Withdrawn
2395	Deskjet 600C Printer (PALS-3)	1	237.00		237.00	1996	Withdrawn
2361	Bell Portable Phone (Next to Fax)	1	49.99		49.99	1995	Withdrawn
1007	Coin Box on Reader/Printer	1	426.40		426.40	1991	Withdrawn
1006	Reader/Printer; Model RP503	1	5,065.00		5,065.00	1987	Withdrawn
<b>REFERENCE - OFFICE</b>							
3122, 3123	Computer Stand (2 pieces)	2	219.00		438.00	1998	Withdrawn
1025	Typewriter	1	825.00		825.00	1985	Withdrawn

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

FIXED ASSETS OF JUNE 30, 2001

**NORTHPORT BUILDING - DELETIONS**

<u>FIXED ASSET NO.</u>	<u>ITEM DESCRIPTION</u>	<u>QTY</u>	<u>COST EACH</u>	<u>TOTAL COST</u>	<u>YEAR</u>	<u>ACTION</u>
0237	Typewriter; Electric	1	462.47	462.47	1989	Withdrawn
1482	TTY Hearing Impaired Phone	1	150.00	150.00	1982	Withdrawn
<b>SERVER ROOM</b>						
0189	Thinkjet Printer	1	500.00	500.00	1988	Withdrawn
4216	24 Port Switching Hubs with Matrix Cable	1	2,694.70	2,694.70	1998	Withdrawn
<b>SERVER ROOM</b>						
1422, 1423	Desk Lamps	2	36.51	73.02	1988	Withdrawn
2507	Desk Lamp/Organizer	1	29.99	29.99	1996	Withdrawn
<b>TECH SERVICES</b>						
0962	Book Truck	1	75.00	75.00		Withdrawn
0877	Book Truck	1	101.00	101.00	1978	Withdrawn
1428	Orders File Cabinet; 2 Drawer	1	20.00	20.00		Withdrawn
1430 - 1432	Orders File Cabinets; 3 Drawer	3	14.50	43.50		Withdrawn
1221	Folding Table 20 x 72	1	80.96	80.96	1990	Withdrawn
1469	Manual Typewriter; Large Type	1	159.50	159.50	1975	Withdrawn
0623	486 Computer	1	1,839.90	1,839.90	1993	Withdrawn
0273	Thinkjet Printer	1	416.00	416.00	1990	Withdrawn
1463	Paper Cutter	1	43.95	43.95	1987	Withdrawn
0624	Think Jet Printer	1	459.00	459.00	1993	Withdrawn
1000	Printer Stand	1	46.00	46.00	1988	Withdrawn
0270	Printer Stand	1	38.00	38.00	1991	Withdrawn
1529	Overhead Lamp; Clip On	1	71.21	71.21	1993	Withdrawn
<b>MEDIA OFFICE</b>						
1770	Metal Bookcase; 12 x 30 x 52	1	159.50	159.50		Withdrawn
0591	Metal Bookcase; 12 x 39 x 84	1	784.35	784.35		Withdrawn
0109	Electric Typewriter	1	350.00	350.00	1988	Withdrawn
0093	VCR; VTM161A (In Media Closet)	1	239.00	239.00	1992	Withdrawn
4238A	Polaroid Camera	1	29.98	29.98	1994	Withdrawn

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<b>REFERENCE - MAIN FLOOR</b>						
4155	Deskjet 672C Printer (Ref Desk)	1	200.00	200.00	1998	Withdrawn
2419	XPS 120C Computer; TA 673NY (Art Mezz)	1	2,252.00	2,252.00	1996	Withdrawn
<b>YA AREA</b>						
4145	Deskjet 672C Printer (MM)	1	200.00	200.00	1998	Withdrawn
4149	Deskjet 672C Printer (Inter)	1	200.00	200.00	1998	Withdrawn
<b>TOTAL DELETIONS NORTHPORT</b>				<b>55,377.83</b>		