

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
Reorganizational Meeting      July 17, 2008      Approved

The Annual Reorganizational Meeting of the Board of Trustees of the Northport-East Northport Public Library was held on July 17, 2008 in the Board Conference Room of the Northport Public Library.

1) CALL TO ORDER

Chairperson Robert Little called the meeting to order at 10:00 AM. Also attending were Andrea Gladding, J. Ronald Gaudreault, Elizabeth McGrail, Ruth McKay, Director Stephanie Heineman, and Assistant Directors Eileen Minogue and James Olney. Attorney Douglas McNally attended to administer the Oath of Office to Elizabeth McGrail.

2) OATH OF OFFICE

Library attorney Douglas McNally administered the Oath of Office to Elizabeth McGrail for the office of Trustee for the term 2008-2013.

3) REORGANIZATION OF BOARD

A. Reorganization of Board

Chairperson Robert Little, Vice-Chairperson Elizabeth McGrail, Financial Secretary Andrea Gladding and Secretary J. Ronald Gaudreault will remain in their positions for another year.

B. Selection of members of Personnel Committee

Elizabeth McGrail, Ruth McKay and Robert Little ex-officio.

C. Selection of members of Capital Improvements Committee

Elizabeth McGrail and J. Ronald Gaudreault and Robert Little ex-officio.

4) Appointments

A. Mrs. McKay moved to appoint Douglas McNally as Library Attorney for 2008/2009 fiscal year, seconded by Mr. Gaudreault and unanimously carried.

B. Mr. Gaudreault moved to appoint Bernice Holmstrom as Library Treasurer for 2008/2009 fiscal year, seconded by Mrs. Gladding and unanimously carried.

C. Mrs. Gladding moved to appoint Graber & Co. as independent auditors to perform Annual Financial Audit for fiscal 2007/2008, seconded by Mrs. McGrail and unanimously carried.

D. Mrs. McGrail moved to appoint Vollmer-Adair Agency, Inc. to manage the insurance program for 2008/2009, seconded by Mrs. McKay and unanimously carried.

E. Mrs. McKay moved to appoint Beatty, Harvey & Associates as library architects for fiscal 2008/2009, seconded by Mr. Gaudreault and unanimously carried.

F. Mr. Gaudreault moved to appoint Claire Sarser as Clerk of the Annual 2009 Vote, seconded by Mrs. Gladding and unanimously carried.

G. Mrs. Gladding moved to appoint Stephanie Heineman as Records Access Officer 2008/2009, seconded by Mrs. McGrail and unanimously carried.

H. Mrs. McGrail moved to appoint Claire Sarser as Records Management Officer 2008/2009, seconded by Mrs. McKay and unanimously carried.

I. Mrs. McKay moved to appoint Jean Wilson as Recording Secretary to the Board of Trustees 2008/2009, seconded by Mr. Gaudreault and unanimously carried.

J. Mr. Gaudreault moved to appoint Arthur Venezia, CPA as Internal Auditor, seconded by Mrs. Gladding and unanimously carried.

5) Mrs. McGrail moved to approve the Board Financial Secretary, the Director, or the Assistant Directors to use the facsimile imprint of the Treasurer's signature in place of hand signature in the emergency absence of the Treasurer, seconded by Mrs. McKay and unanimously carried.

6) Mrs. McKay moved to approve Andrea Gladding as the designated Trustee or James Olney, Assistant Director as required second signature on checks over \$8,000 for July 1, 2008 through June 30, 2009, seconded by Mr. Gaudreault and unanimously carried.

7) Mr. Gaudreault moved to designate Director Stephanie Heineman or Assistant Director Eileen Minogue as signatories for emergency payments of up to \$5,000 from General Fund II, seconded by Mrs. Gladding and unanimously carried.

8) Mrs. Gladding moved to designate Director Stephanie Heineman or Assistant Director Eileen Minogue as Payroll Certification Officer to certify that the number of individuals included in the payroll for the total amount of the payroll have regularly performed their duties in accordance with the terms of the employment by the Board and on the basis of personnel records maintained, seconded by Mrs. McGrail and unanimously carried.

9) Mrs. McGrail moved to approve the payment of usual and necessary warrants 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, seconded by Mrs. McKay and unanimously carried.

10) Mrs. McGrail moved to approve Supplementary Warrants, seconded by Mrs. McKay and unanimously carried. (One page attached)

11) Mrs. McKay moved to approve Northport-East Northport Public Library Investment Policy; July 1, 2008 – June 30, 2009, seconded by Mr. Gaudreault and unanimously carried. (Six pages attached)

12) Mr. Gaudreault moved to approve Fixed Asset Item Withdrawals for fiscal 2007/2008, seconded by Mrs. Gladding and unanimously carried. (Six pages attached)

13) Mrs. McGrail moved to approve Tuesday, April 14, 2009 to hold Annual Library Vote and Trustee Election, seconded by Mrs. McKay and unanimously carried.

14) Mrs. McKay moved to approve designation of The Observer and/or The Times of Northport as the official newspapers for the publication of Legal Notices, seconded by Mr. Gaudreault and unanimously carried.

15) Mr. Gaudreault moved to approve authorization to publish notice of the Annual Financial Audit for fiscal 2007/2008, seconded by Mrs. Gladding and unanimously carried.

16) Mrs. McKay moved to adopt the 2009 Schedule of Holiday Openings & Closings, seconded by Mr. Gaudreault and unanimously carried. (One page attached)

17) Mr. Gaudreault moved to approve the Schedule of 2008/2009 Board Meetings, seconded by Mrs. Gladding and unanimously carried.

SCHEDULE OF 2008/2009 BOARD MEETINGS

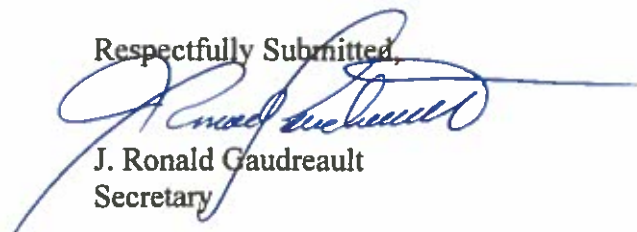
August 2008	No scheduled meeting
Thursday, September 18, 2008	10:00 AM
Wednesday, October 15, 2008	10:00 AM
Wednesday, November 19, 2008	10:00 AM
Wednesday, December 17, 2008	10:00 AM
Thursday, January 15, 2009	10:00 AM
Thursday, February 19, 2009	10:00 AM
Thursday, March 19, 2009	6:00 PM
Thursday, March 19, 2009 Public Hearing	7:30 PM
Tuesday, April 14, 2009 Library Vote & Election of Trustee	9:00 AM to 9:00 PM
Thursday, April 16, 2009	10:00 AM
Thursday, May 21, 2009	10:00 AM
Thursday, June 18, 2009	10:00 AM

18) ADJOURNMENT

Mrs. McKay moved to adjourn at 10:25 AM, seconded by Mr. Gaudreault and unanimously carried.

Regular Board Meeting to follow.

Respectfully Submitted,



J. Ronald Gaudreault  
Secretary

## X. Approval of Supplementary Warrants

Approval of the following payments in the Payroll/Supplementary Warrants:

### Payroll

1. Net Payroll
2. Federal Withholding Tax
3. Social Security and Medicare; employer and employee
4. New York State Withholding Tax
5. New York State Retirement 3%, Arrears, Loans
6. Tax Sheltered Annuities – Fidelity, RiverSource Life Insurance Co. of New York, Commonwealth Annuity & Life Insurance Co. (CALIC)

### Supplementary

1. ADP (payroll processing July - September)
2. PayPro (payroll processing October - June)
3. Conference and Travel Reimbursement
4. Health Insurance – NYSHIP, Fitchharris, AFLAC
5. Insurance Invoices – Vollmer-Adair Agency, New York State Insurance Fund, J.J. Stanis, Zurich
6. Utilities –LIPA, National Grid, Suffolk County Water Authority
7. Library Budget Vote – BOLD Systems, Election Machine Service, Vote Staffing
8. Library Van – Ford Credit, Gasoline (Metro/Caglayan)
9. Book-A-Trip Deposits – McCarney Tours
10. New York State Sales Tax
11. Petty Cash (monthly average \$700)
12. Postage – Pitney Bowes
13. Telecommunications – Verizon, LI Fiber Exchange
14. Café Expenditures
  - a. Aqua Water (water filters)
  - b. Big Apple Dairy (ice cream)
  - c. Cafeteria (milk)
  - d. Citi Baking (cookies)
  - e. Coffee Distributing Corp. (cappuccino pods, hot chocolate, soups, etc)
  - f. Costco (water, candy, snacks, package baked goods, condiments)
  - g. Country Hot Bagels (bagels)
  - h. De-Mar Beverage (soda, gatorade, etc)
  - i. Delicious Baked Goods (rolls, muffins, danish)
  - j. Harold Levinson Assoc., Inc. (coffee beans, tea)
  - k. Restaurant Depot (paper goods)
  - l. Uncle Lee's Teas
  - m. Urnex (pot cleaner)

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

**INVESTMENT POLICY**

2008/2009

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.	\$1,200,000.00	Mary Sullivan, Manager
HSBC	\$1,200,000.00	Michael Buckley, Vice President
Capital One Bank	\$1,200,000.00	Raymond DiPresso, Manager

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 company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as 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 commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Northport-East Northport Public Library a perfected interest in the securities.

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

FIXED ASSETS AS OF JUNE 30, 2008

## DELETIONS TO NORTHPORT AND EAST NORTHPORT

East Northport	\$34,686.39
Northport	\$35,344.38
<b>GRAND TOTAL</b>	<b>\$70,030.77</b>

**Please note:**

The actual acquired date is given for anything added, moved or deleted since July 1, 2003. Prior to July 1, 2003 the date acquired appears as 1/1 of the year on record. For older items which have no acquired date on record, the default date of 1/1/1900 is used.

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
**FIXED ASSET DELETIONS JULY 1, 2007 THROUGH JUNE 30, 2008**  
**EAST NORTHPORT BUILDING - DELETIONS**

<b>FIXED ASSET NO.</b>	<b>ITEM DESCRIPTION</b>	<b>COST</b>	<b>AQUIRED</b>	<b>ACTION</b>
0057	Book Truck; 3 Shelves	\$157.95	1/1/1992	Discard
1783	Dictionary Stand	\$135.00	1/1/1900	Discard
2428	VHS Cleaner; VHS System Video Tape	\$59.95	1/1/1996	Discard
2429	VHS Cleaner; VHS System Video Tape	\$59.95	1/1/1996	Discard
2530	UPS Backup	\$95.00	1/1/1996	Discard
2589	Optiplex Gxi	\$2,193.00	1/1/1997	Discard
2690	Chairs	\$94.00	1/1/1997	Discard
2728	Circulation Desk	\$13,363.00	1/1/1997	Discard
2756	Wood Chair	\$420.00	1/1/1997	Discard
2760	Chairs; Task	\$167.00	1/1/1997	Discard
2765	Chairs	\$167.00	1/1/1997	Discard
2766	Chairs	\$167.00	1/1/1997	Discard
2768	Chairs	\$167.00	1/1/1997	Discard
2771	Chairs, All Wood	\$429.00	1/1/1997	Discard
2773	Chairs, All Wood	\$429.00	1/1/1997	Discard
2777	Chairs; Task	\$167.00	1/1/1997	Discard
2788	Wood Chairs	\$429.00	1/1/1997	Discard
2790	Wood Chairs	\$429.00	1/1/1997	Discard
2791	Wood Chairs	\$429.00	1/1/1997	Discard
2792	Wood Chairs	\$429.00	1/1/1997	Discard
3616	Cash Register	\$151.54	1/1/1998	Discard
4145	DeskJet 672C Printer	\$200.00	1/1/1998	Discard
4334	Dell Dimension SPS T800 TAG 77Y000b (Tax Assistance)	\$1,858.00	1/1/2000	Discard
4568	Corry Stackable Medica Cabinet Add-On Unit	\$215.00	1/1/2001	Discard
4712	Custom Computer	\$1,200.00	4/1/2004	Discard

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
**FIXED ASSET DELETIONS JULY 1, 2007 THROUGH JUNE 30, 2008**  
**EAST NORTHPORT BUILDING - DELETIONS**

<b>FIXED ASSET NO.</b>	<b>ITEM DESCRIPTION</b>	<b>COST</b>	<b>AQUIRED</b>	<b>ACTION</b>
4721	Custom Computer - Apps3	\$1,320.00	1/1/2002	Discard
4733	Custom Computer	\$1,320.00	1/1/2002	Discard
4735	Custom Computer	\$1,320.00	1/1/2002	Discard
4798	Custom Computer	\$1,200.00	1/1/2003	Discard
4799	Custom Computer	\$1,200.00	1/1/2003	Discard
4866	Custom Computer	\$1,200.00	5/12/2004	Discard
4954	Symbol LS4006 Scanner with Intellistand (Tech)	\$429.00	3/29/2004	Discard
4969	Startype 3 Typewriter	\$495.00	4/19/2004	Discard
5011	LaserJet 2200DN Printer	\$1,030.00	5/21/2004	Discard
5128	Custom Computer K8V (YS WebPac - 2EN)	\$1,293.00	5/31/2005	Discard
5169	HP OfficeJet 7210 All-in-one	\$268.00	11/2/2005	Discard

**TOTAL DELETIONS FROM EAST NORTHPORT \$34,686.39**

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
**FIXED ASSET DELETIONS JULY 1, 2007 THROUGH JUNE 30, 2008**  
**NORTHPORT BUILDING - DELETIONS**

<b>FIXED ASSET NO.</b>	<b>ITEM DESCRIPTION</b>	<b>COST</b>	<b>AQUIRED</b>	<b>ACTION</b>
0081	Compu Focus TV CTJ2053R	\$295.00	1/1/1987	Discard
0630	Phonograph	\$154.95	1/1/1985	Discard
0764	MicroFilm Cabinet; Metal; 6 Drawer	\$100.00	1/1/1975	Discard
1238	Magazine Collection Storage Cabinet	\$1,710.00	1/1/1992	Discard
1450	Book Truck; 2 Shelves	\$75.00	1/1/1900	Discard
1505	Polaroid Camera	\$29.98	1/1/1993	Discard
2222	CD Player (Dukane)	\$482.00	1/1/1900	Discard
2278	Storage Cabinet	\$246.45	1/1/1994	Discard
2313	Library Bag Holder; Metal	\$57.00	1/1/1994	Discard
2585	DeskJet 672C Printer	\$200.00	1/1/1997	Discard
2592	Touchmaster (Payroll)	\$69.95	1/1/1997	Discard
3134	Book Truck, Double Face, 3 Shelves	\$249.95	1/1/1998	Discard
4085	CD Player	\$65.00	1/1/1998	Discard
4143	DeskJet 672C Printer	\$200.00	1/1/1998	Discard
4235	Bretford Lock Platform w/VCR Bracker	\$190.48	1/1/1999	Discard
4314	DeskJet 810C Printer	\$140.00	1/1/2000	Discard
4315	DeskJet 812C Printer (MC)	\$140.00	1/1/2000	Discard
4317	Café Stool	\$185.00	1/1/2000	Discard
4326	DeskJet 810C Printer (BK)	\$140.00	1/1/2000	Discard
4330	DeskJet 810C Printer (LO)	\$140.00	1/1/2000	Discard
4425	Overhead Projector; 3M	\$298.80	1/1/2000	Discard
4442	DeskJet 810C Printer (JW)	\$149.95	1/1/2000	Discard
4453	Copier Counter	\$1,169.00	1/1/2000	Discard
4501	DeskJet 810C Printer (KM)	\$149.00	1/1/2000	Discard
4502	DeskJet 810C Printer (DD)	\$149.95	1/1/2000	Discard

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
**FIXED ASSET DELETIONS JULY 1, 2007 THROUGH JUNE 30, 2008**  
**NORTHPORT BUILDING - DELETIONS**

<b>FIXED ASSET NO.</b>	<b>ITEM DESCRIPTION</b>	<b>COST</b>	<b>AQUIRED</b>	<b>ACTION</b>
4533	Custom Computer A7V333 (Accounting)	\$1,200.00	6/13/2007	Discard
4542	DeskJet 840C Printer (SM)	\$145.00	1/1/2000	Discard
4554	Bionaire Humidifier (CP2550U)	\$45.00	1/1/2001	Discard
4559	DeskJet 840C Printer	\$149.00	1/1/2000	Discard
4699	CD Player (Music on Hold)	\$165.00	1/1/2001	Discard
4700	Barcode Scanner LS4005 w/Intellistand (CS)	\$429.00	1/1/2002	Discard
4713	Custom Computer (YS Office-4N) (JIN)	\$1,320.00	1/1/2002	Discard
4723	Barcode Scanner LS4006 w/Intellistand	\$429.00	1/1/2002	Discard
4731	Custom Computer A7M266	\$1,200.00	5/24/2004	Discard
4748	Desktop Calculator	\$89.99	1/1/2002	Discard
4753	Folding Machine	\$320.00	1/1/2002	Discard
4755	Custom Computer (JMULTI-2N)	\$1,200.00	1/1/2002	Discard
4756	Custom Computer (Jmulti-3N)	\$1,200.00	1/1/2002	Discard
4757	Custom Computer (Jmulti-4N)	\$1,200.00	1/1/2002	Discard
4760	Fax Machine - Hewlett Packard	\$304.98	1/1/2002	Discard
4765	VCR (Quasar)	\$0.00	1/1/2002	Discard
4774	External Hard Drive 120GB	\$269.00	1/1/2002	Discard
4792	Motorized Skip Doctor	\$49.95	1/1/2002	Discard
4793	Panasonic TV/VCR Combo	\$280.00	1/1/2003	Discard
4858	Custom Computer	\$1,200.00	7/1/2003	Discard
4871	Custom Computer	\$1,200.00	8/1/2003	Discard
4872	Custom Computer	\$1,200.00	8/1/2003	Discard
4904	InkJet 1700 Color Printer (Large Format)	\$457.00	12/1/2003	Discard
4908	Custom Computer (A7V8X)	\$1,200.00	1/1/2004	Discard
4914	Print Server	\$84.00	12/1/2003	Discard

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
**FIXED ASSET DELETIONS JULY 1, 2007 THROUGH JUNE 30, 2008**  
**NORTHPORT BUILDING - DELETIONS**

<b>FIXED ASSET NO.</b>	<b>ITEM DESCRIPTION</b>	<b>COST</b>	<b>AQUIRED</b>	<b>ACTION</b>
4922	OfficeJet 5510 Fax/Copier/Scanner	\$200.00	1/1/2004	Discard
4923	Custom Computer (KV8) (YSRef-1N)	\$1,200.00	3/1/2004	Discard
4924	Custom Computer (KV8) (YSRef-2N)	\$1,200.00	3/1/2004	Discard
4927	Custom Computer	\$1,200.00	3/1/2004	Discard
4964	Custom Computer	\$1,200.00	4/12/2004	Discard
4972	Startype 3 Electric Typewriter (Media Work Area)	\$495.00	4/29/2004	Discard
4991	Book Truck	\$325.00	1/1/1900	Discard
5002	Custom Computer K8V (YSInternet -1N)	\$1,200.00	5/20/2004	Discard
5013	Custom Computer	\$1,200.00	5/21/2004	Discard
5032	Custom Computer A7V333 (Catbert)	\$1,200.00	5/26/2004	Discard
5047	Custom Computer K8V	\$1,200.00	8/9/2004	Discard
5284	Custom Computer P5B Deluxe (Computer-5N) (AM)	\$1,400.00	2/22/2007	Discard
5287	Custom Computer A8N-E (Computer-4N) (JV)	\$1,200.00	4/6/2007	Discard

**TOTAL DELETIONS FROM NORTHPORT \$35,344.38**



**XVI. Adoption of 2009 Schedule of  
Holiday Openings & Closings**

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY  
2009 SCHEDULE OF HOLIDAY & SPECIAL CLOSINGS**

January 1, 2009	Thursday	New Year's Day Observed	Close all day
January 19, 2009	Monday	Martin Luther King Jr. Day	Close all day
February 16, 2009	Monday	Presidents' Day	Close all day
May 25, 2009	Monday	Memorial Day	Close all day
July 4, 2009	Saturday	Independence Day	Close all day
September 7, 2009	Monday	Labor Day	Close all day
October 12, 2009	Monday	Columbus Day	Open 9 AM to 9 PM
November 11, 2009	Wednesday	Veterans' Day	Close all day**
November 25, 2009	Wednesday	Thanksgiving Eve	Close at 5 PM
November 26, 2009	Thursday	Thanksgiving	Close all day
December 24, 2009	Thursday	Christmas Eve Day	Close all day
December 25, 2009	Friday	Christmas Day	Close all day
December 31, 2009	Thursday	New Year's Eve	Close at 1 PM

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

April 12, 2009	Sunday	Easter Sunday	Close all day
May 24, 2009	Sunday	Memorial Day Weekend	Close all day

\*\* Recommend change based on past Board discussion. See attached schedule of Holiday Closings from Suffolk County libraries.