

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

October 28, 2013

7:00 PM

AGENDA

I. CALL TO ORDER

PLEDGE OF ALLEGIANCE

II. APPROVAL OF MINUTES

III. SCHEDULE OF CLAIMS

1. OPERATING FUND

IV. FINANCIAL REPORTS

V. DIRECTOR'S REPORT

VI. ASSISTANT DIRECTOR'S REPORT

VII. BUSINESS MANAGER'S REPORT

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**

AGENDA

October 28, 2013

- B. PERSONNEL
 - 1. RECOMMENDED CHANGES
- C. CORRESPONDENCE
- D. DRESS CODE POLICY (REVISED)
- E. CONTRACTS (NEW)
- F. FACILITY
 - 1. STEEL REPAIR SEQRA RESOLUTION
 - 2. TELECOMMUNICATION/WIRING UPDATE
 - 3. CEILING/LIGHTING
 - 4. DENITRIFICATION SYSTEM
- G. FINANCIAL REPORTS
 - 1. FAMILY LITERACY PROJECT
 - 2. FRIENDS OF THE ARTS
- H. DISPOSAL OF OBSOLETE / BROKEN EQUIPMENT
- I. CONTINUING EDUCATION

PERIOD FOR PUBLIC EXPRESSION

- X. EXECUTIVE SESSION
- XI. ADJOURNMENT

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

November 25, 2013, 7:00PM

DRAFT - UNAPPROVED

**MASTICS-MORICHES-SHIRLEY
COMMUNITY LIBRARY**

MINUTES OF SEPTEMBER 23, 2013 BOARD MEETING

Trustee Mazzarella called the meeting to order at 7:02pm.

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

PRESENT

Motion by Maiorana, second by Gross to accept the minutes of the August 26, 2013 meeting of the Board of Trustees. 4-0.

MINUTES

Motion by Gross, second by Maiorana to approve the Operating Fund Schedule of Claims dated 9/23/13; Prepay Payables Warrant #1 \$14,971.17; Payables Warrant #2 \$152,552.94; Payroll Warrant W. E. 8/30/2013 \$172,749.22; Payroll Benefits Warrant \$74,326.76; Payroll Warrant 9/13/13 \$166,927.05; Payroll Benefits Warrant \$8,261.52. Carried 4-0.

**SCHEDULE
OF CLAIMS**

Motion by Simmons, second by Maiorana to approve the Operating Financial Report for August 2013. Carried 4-0.

**FINANCIAL
REPORTS**

Motion by Maiorana, second by Gross to approve the Capital Fund Financial Report for August 2013. Carried 4-0.

The Director said that the library is the site for a parenting series co-sponsored by Cornell University Cooperative Extension of Suffolk County and Legislator Kate Browning. She mentioned that the Adult Department will be hosting a display on the Anniversary of Hurricane Sandy, featuring photographs, personal stories, etc... on October 5th & 6th. She has been working with the New York Rising Community Reconstruction Program and will be at the Open House on Wednesday, September 25th at the High School. She mentioned that LIPA will be conducting a lighting audit. She informed us that the Steel Project may be

**DIRECTOR'S
REPORT**

DRAFT - UNAPPROVED

put on hold until Spring due to the waiting period for State approval. The oil tank has been removed,. The Director attended a Grant Writing Workshop.

The Assistant Director attended several Community Festivals with the Library's Outreach Program :Nautical Festival, Blue Claw Crab Festival and Mastic Beach's Annual Art Show. She mentioned that the Friends Of the Arts will be kicking off it's season in October. The Friends of the Arts will once again be involved with the School District's Play more from an administrative end this year. The Library will be hosting an interactive showing of the Wizard of Oz all are encouraged to come in costume, information will be on the website.

ASS'T DIRECTOR'S REPORT

The Business Manager spent last month with the Annual Audit and is awaiting the June 30, 2013 draft report. He informed us that a portion of the Affordable Care Act will be instituted in October and that the staff will be notified through the mail to comply with federal regulations.

BUSINESS MNGR'S REPORT

Motion by Maiorana, second by Gross to approve the August 2013 CS-150 with the Director's recommended personnel changes. Carried 4-0.

RECOMMENDED PERSONNEL CHANGES

Motion by Maiorana, second by Simmons to approve the renewal of the annual interior plant maintenance contract with IGHL/Flower Barn Greenhouses at the rate of \$207.16 per month. This renewal covers the period from October 1, 2013 through September 30, 2014. Carried 4-0.

CONTRACT RENEWALS

Motion by Gross, second by Maiorana to approve the renewal of the annual EAP contract with Eastern Suffolk Boces at the rate of \$7,110. per annum. This renewal covers the 2013-2014 contract year. Carried 4-0.

Motion by Maiorana, second by Simmons to approve the renewal of the annual armored car service contract with GARDA at the rate of \$182.02 per month. This renewal covers the period from September 1, 2013 through August 31, 2014. Carried 4-0.

PERIOD FOR PUBLIC EXPRESSION

DRAFT - UNAPPROVED

Motion by Gross, second by Simmons to move into Executive Session at 7:41 pm to discuss collective bargaining with CSEA. Carried 4-0.

EXECUTIVE SESSION

Motion by Maiorana, second by Simmons to leave Executive session at 8:08 pm. Carried 4-0.

Motion by Maiorana, second by Gross to adjourn the meeting at 8:10pm. Carried 4-0.

ADJOURNMENT

Respectfully submitted by,

Cecile Prevete, Secretary

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

SCHEDULE OF CLAIMS

PRESENTED OCTOBER 28, 2013

PREPAY PAYABLES WARRANT #1	\$28,352.57
PAYABLES WARRANT #2	\$143,310.92
PAYROLL WARRANT W.E. 9/27/2013	\$181,016.28
PAYROLL BENEFITS WARRANT	\$70,471.32
PAYROLL WARRANT W.E. 10/11/2013	\$177,214.07
PAYROLL BENEFITS WARRANT	\$8,744.01
TOTAL	<u>\$609,109.17</u>

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

Secretary:

Date:

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Prepay Payables Warrant #1
October 28, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50799	09/23/2013	Postmaster	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*NL 102013	09/20/2013		6433G · POSTAGE	3,138.59
TOTAL					<u>3,138.59</u>
Bill Pmt -Check	50800	09/25/2013	Amazon.com	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*91013	09/24/2013		6410A · BOOKS (ADULT)	671.72
				6410C · BOOKS (C&P)	1,241.48
				6417A · VIDEOS (ADULT)	1,583.57
				6417C · VIDEOS (C&P)	253.99
				6410N · BOOKS (TEEN)	184.81
				6417N · VIDEOS (TEEN)	433.63
				6429C · REALIA (C&P)	141.00
				6412A · RECORDINGS (ADULT)	63.94
				6430G · OFFICE AND LIBRARY SUPPLIES	7.06
				6437N · PROGRAMS (TEEN)	18.20
TOTAL					<u>4,599.40</u>
Bill Pmt -Check	50801	09/25/2013	NLS/Lit Fest	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*Registration 101813	09/24/2013		6435C · CED, CONF & TRAVEL (C&P)	160.00
TOTAL					<u>160.00</u>
Bill Pmt -Check	50802	09/25/2013	Sam's Club	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*09082013	09/24/2013		6437C · PROGRAMS (C&P)	137.35
				6437L · PROGRAMS (LIT)	365.28
				6437N · PROGRAMS (TEEN)	193.94

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Prepay Payables Warrant #1
October 28, 2013

Type	Num	Date	Name	Account	Paid Amount
				7203C · EQUIPMENT C & P	199.98
				6437A · PROGRAMS (ADULT)	319.76
				6451G · CUSTODIAL SUPPLIES	318.96
TOTAL					<u>1,535.27</u>

Bill Pmt -Check	50803	09/25/2013	American Express	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*091313	09/25/2013		6430G · OFFICE AND LIBRARY SUPPLIES	369.79
				6428D · MISCELLANEOUS	72.92
				6437C · PROGRAMS (C&P)	39.22
				6437N · PROGRAMS (TEEN)	184.61
				6451G · CUSTODIAL SUPPLIES	101.19
				6412C · RECORDINGS (C&P)	23.08
				6431D · TELECOMMUNICATIONS	23.08
				7203W · EQUIPMENT WIRE	711.01
				6435D · CED, CONF & TRAVEL (ADM)	552.91
				6438 · DUES	69.23
TOTAL					<u>2,147.04</u>

Bill Pmt -Check	50804	10/04/2013	AT&T	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*91013	10/03/2013		6431D · TELECOMMUNICATIONS	42.03
TOTAL					<u>42.03</u>

Bill Pmt -Check	50805	10/04/2013	Home Depot Credit Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*091913	10/03/2013		6430G · OFFICE AND LIBRARY SUPPLIES	163.69
				6451G · CUSTODIAL SUPPLIES	476.18
TOTAL					<u>639.87</u>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Prepay Payables Warrant #1
October 28, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50806	10/04/2013	Long Island Railroad	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*Tickets 10262013	10/03/2013		6437A · PROGRAMS (ADULT)	277.50
TOTAL					<u>277.50</u>
Bill Pmt -Check	50807	10/22/2013	Cablevision	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*101613-111513	10/21/2013		6431D · TELECOMMUNICATIONS	713.41
				6439A · EQUIPMENT R & M (ADULT)	4.15
				6439N · EQUIPMENT R & M (TEEN)	4.15
TOTAL					<u>721.71</u>
Bill Pmt -Check	50808	10/22/2013	LILRC/CE	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*Workshop 1162013	10/21/2013		6435A · CED, CONF & TRAVEL (ADULT)	45.00
Bill	*Reg 11122013	10/21/2013		6435A · CED, CONF & TRAVEL (ADULT)	40.00
TOTAL					<u>85.00</u>
Bill Pmt -Check	50809	10/22/2013	LIPA	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*10072013	10/21/2013		6450E · ELECTRICITY	13,415.03
TOTAL					<u>13,415.03</u>
Bill Pmt -Check	50810	10/22/2013	National Grid	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*10072013	10/21/2013		6450F · FUEL/GAS	299.34

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Prepay Payables Warrant #1
October 28, 2013

Type	Num	Date	Name	Account	Paid Amount
TOTAL					299.34
Bill Pmt -Check	50811	10/22/2013	Sam's Club	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*10082013	10/21/2013		6430G · OFFICE AND LIBRARY SUPPLIES	136.44
				6437C · PROGRAMS (C&P)	35.58
				6437L · PROGRAMS (LIT)	658.18
				6451G · CUSTODIAL SUPPLIES	280.34
				6437N · PROGRAMS (TEEN)	88.00
TOTAL					<u>1,198.54</u>
Bill Pmt -Check	50812	10/22/2013	Verizon	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*100713	10/21/2013		6431D · TELECOMMUNICATIONS	93.25
TOTAL					<u>93.25</u>

GRAND TOTAL: \$ 28,352.57

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

October 28, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50813	10/28/2013	Abramowitz, Kelly	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9/6,13,20,27/13	10/16/2013		6437N · PROGRAMS (TEEN)	-480.00
TOTAL					-480.00
Bill Pmt -Check	50814	10/28/2013	All Island Janitorial Supply, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	723820	10/18/2013		6451G · CUSTODIAL SUPPLIES	-208.50
TOTAL					-208.50
Bill Pmt -Check	50815	10/28/2013	American Library Association	L0225 · EMPIRE NAT'L - OPERATING	
Bill	31443381	10/02/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-41.40
TOTAL					-41.40
Bill Pmt -Check	50816	10/28/2013	Ashton, Ruth	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9/21,28 10/5/2013	10/16/2013		6437L · PROGRAMS (LIT)	-371.25
TOTAL					-371.25
Bill Pmt -Check	50817	10/28/2013	AT&T	L0225 · EMPIRE NAT'L - OPERATING	
Bill	101013	10/21/2013		6431D · TELECOMMUNICATIONS	-42.20
TOTAL					-42.20
Bill Pmt -Check	50818	10/28/2013	Awards & Gifts Inc.	L0225 · EMPIRE NAT'L - OPERATING	

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

October 28, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill	13-093005	10/08/2013		6437C · PROGRAMS (C&P)	-50.00
TOTAL					-50.00

Bill Pmt -Check	50819	10/28/2013	Baker & Taylor	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3018996682	10/01/2013		6410A · BOOKS (ADULT)	-340.40
Bill	3018990632	10/01/2013		6410A · BOOKS (ADULT)	-228.39
Bill	3019003122	10/01/2013		6410A · BOOKS (ADULT)	-448.32
Bill	3019010659	10/01/2013		6410A · BOOKS (ADULT)	-469.38
Bill	3018995602	10/01/2013		6410A · BOOKS (ADULT)	-243.64
Bill	3019003185	10/01/2013		6410A · BOOKS (ADULT)	-97.51
Bill	3018994634	10/01/2013		6410A · BOOKS (ADULT)	-130.65
Bill	3018993719	10/01/2013		6410A · BOOKS (ADULT)	-368.94
Bill	3018983257	10/01/2013		6410A · BOOKS (ADULT)	-550.94
Bill	3018976905	10/01/2013		6410C · BOOKS (C&P)	-407.25
Bill	3018980348	10/01/2013		6410C · BOOKS (C&P)	-129.22
Bill	3018771901	10/01/2013		6410C · BOOKS (C&P)	-202.46
Bill	3018977417	10/01/2013		6410C · BOOKS (C&P)	-143.29
Bill	3018993967	10/01/2013		6410C · BOOKS (C&P)	-948.75
Bill	3018997837	10/01/2013		6410N · BOOKS (TEEN)	-142.56
Bill	3018993830	10/01/2013		6410N · BOOKS (TEEN)	-30.87
Bill	3019015695	10/02/2013		6410A · BOOKS (ADULT)	-475.15
Bill	3019020063	10/02/2013		6410A · BOOKS (ADULT)	-157.58
Bill	3019014635	10/02/2013		6410A · BOOKS (ADULT)	-694.37
Bill	3019028744	10/08/2013		6410C · BOOKS (C&P)	-2,333.69
Bill	3019029271	10/08/2013		6410C · BOOKS (C&P)	-78.30
Bill	3018987928	10/08/2013		6410C · BOOKS (C&P)	-945.61
Bill	3019014623	10/08/2013		6410C · BOOKS (C&P)	-94.06
Bill	3019012099	10/08/2013		6410C · BOOKS (C&P)	-107.35
Bill	3019004881	10/08/2013		6410C · BOOKS (C&P)	-864.85

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

October 28, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill	3019047564	10/10/2013		6410C · BOOKS (C&P)	-11.90
Bill	3019047563	10/10/2013		6410C · BOOKS (C&P)	-458.44
Bill	3019033221	10/10/2013		6410C · BOOKS (C&P)	-127.83
Bill	3019034660	10/10/2013		6410A · BOOKS (ADULT)	-73.68
				6410N · BOOKS (TEEN)	-68.28
Bill	3019006372	10/10/2013		6410N · BOOKS (TEEN)	-17.52
Bill	3019022854	10/10/2013		6410N · BOOKS (TEEN)	-22.77
Bill	3019021421	10/10/2013		6410N · BOOKS (TEEN)	-8.47
Bill	3019011716	10/10/2013		6410N · BOOKS (TEEN)	-770.52
Bill	3019031996	10/10/2013		6410N · BOOKS (TEEN)	-116.75
Bill	3019052739	10/10/2013		6410N · BOOKS (TEEN)	-31.40
Bill	3019056715	10/10/2013		6410N · BOOKS (TEEN)	-18.15
Bill	3019039494	10/10/2013		6410N · BOOKS (TEEN)	-8.48
Bill	3019033218	10/17/2013		6410A · BOOKS (ADULT)	-529.50
Bill	3019058187	10/17/2013		6410A · BOOKS (ADULT)	-47.41
Bill	3019053291	10/17/2013		6410A · BOOKS (ADULT)	-63.57
Bill	3019046988	10/17/2013		6410A · BOOKS (ADULT)	-487.56
Bill	3019072609	10/17/2013		6410A · BOOKS (ADULT)	-23.28
Bill	3019066498	10/17/2013		6410A · BOOKS (ADULT)	-194.68
Bill	3019056255	10/17/2013		6410A · BOOKS (ADULT)	-487.28
Bill	3019041476	10/17/2013		6410A · BOOKS (ADULT)	-269.95
Bill	3019036443	10/17/2013		6410A · BOOKS (ADULT)	-30.08
Bill	3019031163	10/17/2013		6410A · BOOKS (ADULT)	-188.08
Bill	3019035504	10/17/2013		6410A · BOOKS (ADULT)	-519.77
Bill	3019045929	10/17/2013		6410A · BOOKS (ADULT)	-544.33
Bill	3019032068	10/17/2013		6410A · BOOKS (ADULT)	-228.14
Bill	3019028523	10/17/2013		6410A · BOOKS (ADULT)	-401.15
Bill	3019011830	10/17/2013		6410A · BOOKS (ADULT)	-494.61
Bill	3019028461	10/17/2013		6410A · BOOKS (ADULT)	-247.62
Bill	3019081783	10/21/2013		6410A · BOOKS (ADULT)	-287.63
Bill	3019067870	10/21/2013		6410A · BOOKS (ADULT)	-153.79
Bill	3019033286	10/21/2013		6410A · BOOKS (ADULT)	-102.56

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

October 28, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill	3019068451	10/21/2013		6410N · BOOKS (TEEN)	-64.91
Bill	3019047267	10/21/2013		6410N · BOOKS (TEEN)	-72.35
Bill	3019058513	10/21/2013		6410N · BOOKS (TEEN)	-59.65
Bill	3019078200	10/21/2013		6410N · BOOKS (TEEN)	-16.83
TOTAL					-17,882.45

Bill Pmt -Check	50820	10/28/2013	Baker & Taylor Entertainment	L0225 · EMPIRE NAT'L - OPERATING	
Bill	K05119630	10/01/2013		6412N · RECORDINGS (TEEN)	-11.03
Bill	K05119620	10/01/2013		6412A · RECORDINGS (ADULT)	-11.03
Bill	M24081270	10/10/2013		6412N · RECORDINGS (TEEN)	-12.73
Bill	K06111900	10/10/2013		6417N · VIDEOS (TEEN)	-21.44
Bill	K05762270	10/10/2013		6412N · RECORDINGS (TEEN)	-11.88
Bill	K06194550	10/17/2013		6412A · RECORDINGS (ADULT)	-25.46
Bill	K06194000	10/17/2013		6417A · VIDEOS (ADULT)	-17.86
Bill	K06193590	10/17/2013		6417A · VIDEOS (ADULT)	-17.86
Bill	K06700360	10/21/2013		6412N · RECORDINGS (TEEN)	-217.12
Bill	K06700350	10/21/2013		6412N · RECORDINGS (TEEN)	-36.50
TOTAL					-382.91

Bill Pmt -Check	50821	10/28/2013	Berenblatt, Maida	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10102013	10/21/2013		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					-200.00

Bill Pmt -Check	50822	10/28/2013	Bishop, Viviana G.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9/30/13 10/7/13	10/16/2013		6437L · PROGRAMS (LIT)	-200.00
Bill	9/24,26 10/1,3,8,10	10/16/2013		6437L · PROGRAMS (LIT)	-270.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

October 28, 2013

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-470.00
Bill Pmt -Check	50823	10/28/2013	Bleidner, Gloria	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9162013	10/02/2013		6437A · PROGRAMS (ADULT)	-75.00
TOTAL					-75.00
Bill Pmt -Check	50824	10/28/2013	Blockhouse	L0225 · EMPIRE NAT'L - OPERATING	
Bill	55262-FF	10/07/2013		7203A · EQUIPMENT ADULT	-2,767.80
TOTAL					-2,767.80
Bill Pmt -Check	50825	10/28/2013	Book Revue Wholesale, LTD	L0225 · EMPIRE NAT'L - OPERATING	
Bill	800997	10/17/2013		6410A · BOOKS (ADULT)	-59.90
TOTAL					-59.90
Bill Pmt -Check	50826	10/28/2013	Brodart Co.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	322348	10/02/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-151.96
Bill	325347	10/21/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-548.18
Bill	323250	10/22/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-294.47
TOTAL					-994.61
Bill Pmt -Check	50827	10/28/2013	Bruno, Sally	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10152013	10/21/2013		6437A · PROGRAMS (ADULT)	-150.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

October 28, 2013

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-150.00
Bill Pmt -Check	50828	10/28/2013	Carco Group, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	00777483	10/18/2013		6437P16 · STAFF BACKGROUND SCREEN	-681.78
TOTAL					-681.78
Bill Pmt -Check	50829	10/28/2013	Carter, Kathleen	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9172013	10/02/2013		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					-100.00
Bill Pmt -Check	50830	10/28/2013	Casper, Thomas	L0225 · EMPIRE NAT'L - OPERATING	
Bill	Mileage/LIRR ticket	10/21/2013		6435N · CED, CONF & TRAVEL (TEEN)	-51.02
TOTAL					-51.02
Bill Pmt -Check	50831	10/28/2013	CDW Government, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	GG77623	10/18/2013		7203W · EQUIPMENT WIRE	-325.70
Bill	GB78620	10/21/2013		7203W · EQUIPMENT WIRE	-1,469.98
Bill	GD34527	10/21/2013		7203W · EQUIPMENT WIRE	-734.99
Bill	GC91525	10/21/2013		7203W · EQUIPMENT WIRE	-573.77
Bill	FT55395	10/21/2013		7203W · EQUIPMENT WIRE	-679.15
Bill	FS13124	10/21/2013		7203W · EQUIPMENT WIRE	-741.40
Bill	FV93623	10/21/2013		7203W · EQUIPMENT WIRE	-831.60
Bill	GD28715	10/21/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-551.58
Bill	GC05618	10/21/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-507.18

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Type	Num	Date	Name	Account	Paid Amount
Bill	FR59949	10/21/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-507.18
Bill	FR59337	10/21/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-896.42
TOTAL					-7,818.95

Bill Pmt -Check	50832	10/28/2013	Cedarhurst Paper	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3663	10/07/2013		6437N · PROGRAMS (TEEN)	-44.90
TOTAL					-44.90

Bill Pmt -Check	50833	10/28/2013	Center Point Large Print	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1126035	10/17/2013		6410A · BOOKS (ADULT)	-387.92
TOTAL					-387.92

Bill Pmt -Check	50834	10/28/2013	Chargers Printable Sportswear	L0225 · EMPIRE NAT'L - OPERATING	
Bill	4031	10/21/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-402.00
TOTAL					-402.00

Bill Pmt -Check	50835	10/28/2013	Coffee Solutions	L0225 · EMPIRE NAT'L - OPERATING	
Bill	727409	10/07/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-249.00
TOTAL					-249.00

Bill Pmt -Check	50836	10/28/2013	Colonial Youth & Family Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9/18,25/2013	10/11/2013		6437A · PROGRAMS (ADULT)	-90.00

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Type	Num	Date	Name	Account	Paid Amount
				6437C · PROGRAMS (C&P)	-90.00
TOTAL					<u>-180.00</u>
Bill Pmt -Check	50837	10/28/2013	Community Family Literacy Project, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	6282013-10152013	10/22/2013		2650 · SALES OF EXCESS MATERIAL	-110.00
TOTAL					<u>-110.00</u>
Bill Pmt -Check	50838	10/28/2013	Computer Supply People	L0225 · EMPIRE NAT'L - OPERATING	
Bill	inv026477	10/21/2013		6439G · EQUIPMENT R & M (GEN)	-560.65
TOTAL					<u>-560.65</u>
Bill Pmt -Check	50839	10/28/2013	Cornell Cooperative Extension	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10152013	10/23/2013		6437C · PROGRAMS (C&P)	-120.00
TOTAL					<u>-120.00</u>
Bill Pmt -Check	50840	10/28/2013	Corrigan, Jacqueline	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9/26 10/3,10/13	10/16/2013		6437L · PROGRAMS (LIT)	-180.00
TOTAL					<u>-180.00</u>
Bill Pmt -Check	50841	10/28/2013	Currao-McAleavey, Carmella	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9212013	10/11/2013		6437N · PROGRAMS (TEEN)	-45.00
TOTAL					<u>-45.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50842	10/28/2013	Curtin, Caroline	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9182013	10/01/2013		6435C · CED, CONF & TRAVEL (C&P)	-42.97
Bill	Mileage/Registration	10/16/2013		6435C · CED, CONF & TRAVEL (C&P)	-70.12
TOTAL					<u>-113.09</u>
Bill Pmt -Check	50843	10/28/2013	Davis, Lindsay	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9/21,23,25,28,30	10/16/2013		6437L · PROGRAMS (LIT)	-462.50
TOTAL					<u>-462.50</u>
Bill Pmt -Check	50844	10/28/2013	Demco, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	5102651	10/21/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-8.78
				7203C · EQUIPMENT C & P	-340.12
Bill	5105884	10/22/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-252.51
TOTAL					<u>-601.41</u>
Bill Pmt -Check	50845	10/28/2013	Detail Carting Co. Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	305246	10/03/2013		6432G · CARTAGE	-250.38
TOTAL					<u>-250.38</u>
Bill Pmt -Check	50846	10/28/2013	Disc Go Technologies Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	4076D	10/02/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-717.92

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Type	Num	Date	Name	Account	Paid Amount
TOTAL					-717.92
Bill Pmt -Check	50847	10/28/2013	Discount School Supply	L0225 · EMPIRE NAT'L - OPERATING	
Bill	D18219180101	10/02/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-117.77
TOTAL					-117.77
Bill Pmt -Check	50848	10/28/2013	Displays2Go	L0225 · EMPIRE NAT'L - OPERATING	
Bill	IN-0884039	10/02/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-391.09
TOTAL					-391.09
Bill Pmt -Check	50849	10/28/2013	DJJ Technologies	L0225 · EMPIRE NAT'L - OPERATING	
Bill	119241	10/18/2013		6439W · EQUIPMENT R & M (WIRES)	-304.00
Bill	2043516	10/18/2013		6439W · EQUIPMENT R & M (WIRES)	-378.81
TOTAL					-682.81
Bill Pmt -Check	50850	10/28/2013	Donovan, Elizabeth	L0225 · EMPIRE NAT'L - OPERATING	
Bill	NYLA Reimburse 2013	10/02/2013		6435L · CED, CONF & TRAVEL (LIT)	-131.43
				6410L · BOOKS (LIT)	-24.30
TOTAL					-155.73
Bill Pmt -Check	50851	10/28/2013	Eastern Environmental Solutions, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	13/2271	10/18/2013		6452G · BLDG ALTERATION AND MAINT	-660.00

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Type	Num	Date	Name	Account	Paid Amount
Bill	13/2359	10/18/2013		6452G · BLDG ALTERATION AND MAINT	-1,010.00
TOTAL					-1,670.00
Bill Pmt -Check	50852	10/28/2013	Eastern Suffolk Boces	L0225 · EMPIRE NAT'L - OPERATING	
Bill	059-14A	10/02/2013		6437P9 · EAP	-7,110.00
TOTAL					-7,110.00
Bill Pmt -Check	50853	10/28/2013	Electronic Alarm Systems	L0225 · EMPIRE NAT'L - OPERATING	
Bill	R 34654	10/03/2013		6452G · BLDG ALTERATION AND MAINT	-63.00
TOTAL					-63.00
Bill Pmt -Check	50854	10/28/2013	ELZ Publishing	L0225 · EMPIRE NAT'L - OPERATING	
Bill	2013-20	10/02/2013		6410C · BOOKS (C&P)	-54.95
TOTAL					-54.95
Bill Pmt -Check	50855	10/28/2013	ErgoStore Net, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	14627	10/02/2013		7203C · EQUIPMENT C & P	-810.00
TOTAL					-810.00
Bill Pmt -Check	50856	10/28/2013	Flower Barn/IGHL Greenhouses	L0225 · EMPIRE NAT'L - OPERATING	
Bill	B0001925	10/18/2013		643760 · PLANTINGS	-199.19
TOTAL					-199.19

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50857	10/28/2013	Foerderer, Linda	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9/16,23,30 10/2/13	10/16/2013		6437L · PROGRAMS (LIT)	-200.00
TOTAL					<u>-200.00</u>
Bill Pmt -Check	50858	10/28/2013	Franzone, Denise	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9/23,25,30/13	10/16/2013		6437L · PROGRAMS (LIT)	-300.00
TOTAL					<u>-300.00</u>
Bill Pmt -Check	50859	10/28/2013	Frisina, Megan	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9202013	10/02/2013		6437A · PROGRAMS (ADULT)	-50.00
Bill	10/4,11/2013	10/21/2013		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-150.00</u>
Bill Pmt -Check	50860	10/28/2013	Galvez, Viodelda	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9/16,18,23,25,30/13	10/16/2013		6437L · PROGRAMS (LIT)	-400.00
TOTAL					<u>-400.00</u>
Bill Pmt -Check	50861	10/28/2013	Garcia, Charlene	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9132013	10/02/2013		6437C · PROGRAMS (C&P)	-103.08
TOTAL					<u>-103.08</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50862	10/28/2013	Garda CL Atlantic, Inc	L0225 - EMPIRE NAT'L - OPERATING	
Bill	193-375613	10/18/2013		6437P13 · ARMORED CAR SERVICE	-182.02
TOTAL					-182.02
Bill Pmt -Check	50863	10/28/2013	George, Ivette	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9/11,21,28/13	10/16/2013		6437L · PROGRAMS (LIT)	-204.50
TOTAL					-204.50
Bill Pmt -Check	50864	10/28/2013	George, Ivette (staff)	L0225 - EMPIRE NAT'L - OPERATING	
Bill	Mileage Aug-Oct	10/23/2013		6435L · CED, CONF & TRAVEL (LIT)	-54.12
TOTAL					-54.12
Bill Pmt -Check	50865	10/28/2013	Goodwin, Jacqueline	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9/23,25,30 10/2,7,9	10/17/2013		6437L · PROGRAMS (LIT)	-300.00
TOTAL					-300.00
Bill Pmt -Check	50866	10/28/2013	Hylands' Printing	L0225 - EMPIRE NAT'L - OPERATING	
Bill	103099	10/09/2013		6434R · PRINTING (CIRC)	-309.85
TOTAL					-309.85

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50867	10/28/2013	Island Elevator Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	14719	10/03/2013		6452G · BLDG ALTERATION AND MAINT	-357.00
Bill	14840	10/03/2013		6452G · BLDG ALTERATION AND MAINT	-357.00
TOTAL					<u>-714.00</u>
 Bill Pmt -Check	 50868	 10/28/2013	 Island School & Art Supply	 L0225 · EMPIRE NAT'L - OPERATING	
Bill	433403	10/02/2013		6437N · PROGRAMS (TEEN)	-163.85
Bill	434359	10/21/2013		6437N · PROGRAMS (TEEN)	-76.00
TOTAL					<u>-239.85</u>
 Bill Pmt -Check	 50869	 10/28/2013	 Janowitz, Laurie	 L0225 · EMPIRE NAT'L - OPERATING	
Bill	9232013	10/02/2013		6437A · PROGRAMS (ADULT)	-10.00
				6437A · PROGRAMS (ADULT)	-240.00
Bill	9302013	10/11/2013		6437A · PROGRAMS (ADULT)	-250.00
Bill	1072013	10/17/2013		6437A · PROGRAMS (ADULT)	-270.00
TOTAL					<u>-770.00</u>
 Bill Pmt -Check	 50870	 10/28/2013	 Joya, Denise	 L0225 · EMPIRE NAT'L - OPERATING	
Bill	9/21,23,24,25,26,28,	10/17/2013		6437L · PROGRAMS (LIT)	-675.00
TOTAL					<u>-675.00</u>
 Bill Pmt -Check	 50871	 10/28/2013	 K-12 School Supplies LLC	 L0225 · EMPIRE NAT'L - OPERATING	
Bill	39769	10/02/2013		6429C · REALIA (C&P)	-382.46

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Type	Num	Date	Name	Account	Paid Amount
TOTAL					-382.46
Bill Pmt -Check	50872	10/28/2013	King Kullen	L0225 · EMPIRE NAT'L - OPERATING	
Bill	132610773711	10/02/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-12.47
Bill	132670787261	10/02/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-10.67
Bill	132661303121	10/02/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-5.39
Bill	132711309821	10/02/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-8.98
Bill	132700438561	10/02/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-12.99
Bill	132731312631	10/02/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-19.98
Bill	132621397201	10/02/2013		6435A · CED, CONF & TRAVEL (ADULT)	-16.94
Bill	132601393401	10/02/2013		6437A · PROGRAMS (ADULT)	-13.57
Bill	132661202931	10/02/2013		6437C · PROGRAMS (C&P)	-28.24
Bill	132770579491	10/07/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-28.55
Bill	132750705621	10/07/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-10.88
Bill	132751317171	10/07/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-9.27
Bill	17370	10/07/2013		6413A · PERIODICALS (ADULT)	-1.25
Bill	132740250431	10/07/2013		6437N · PROGRAMS (TEEN)	-10.48
Bill	132820725111	10/09/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-8.58
Bill	132841329901	10/16/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-11.76
Bill	131990534551	10/16/2013		6437N · PROGRAMS (TEEN)	-80.53
Bill	132881335751	10/18/2013		6437L · PROGRAMS (LIT)	-20.66
Bill	132891237081	10/18/2013		6437L · PROGRAMS (LIT)	-17.24
Bill	132911341231	10/21/2013		6437N · PROGRAMS (TEEN)	-14.98
Bill	132890507441	10/21/2013		6437N · PROGRAMS (TEEN)	-13.07
Bill	132810593471	10/21/2013		6437N · PROGRAMS (TEEN)	-127.35
Bill	132821327341	10/21/2013		6437N · PROGRAMS (TEEN)	-20.06
Bill	132880742351	10/21/2013		6437N · PROGRAMS (TEEN)	-61.77
Bill	132911341131	10/23/2013		6437C · PROGRAMS (C&P)	-164.85
Bill	132941345241	10/23/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-8.28
Bill	132901339271	10/23/2013		6437C · PROGRAMS (C&P)	-6.58

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Type	Num	Date	Name	Account	Paid Amount
Bill	132841331001	10/23/2013		6437C · PROGRAMS (C&P)	-11.78
Bill	24565	10/23/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-130.45
TOTAL					-887.60

Bill Pmt -Check	50873	10/28/2013	Kyle, Stephanie	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9212013	10/11/2013		6437N · PROGRAMS (TEEN)	-171.98
Bill	101713	10/21/2013		6437N · PROGRAMS (TEEN)	-37.96
TOTAL					-209.94

Bill Pmt -Check	50874	10/28/2013	Lamb & Barnosky, LLP	L0225 · EMPIRE NAT'L - OPERATING	
Bill	88856	10/07/2013		6437P4 · ATTORNEY	-1,000.00
Bill	89151	10/18/2013		6437P4 · ATTORNEY	-1,035.89
TOTAL					-2,035.89

Bill Pmt -Check	50875	10/28/2013	Language Line Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3238975	10/09/2013		6437P17 · TRANSLATION SERVICES	-11.00
TOTAL					-11.00

Bill Pmt -Check	50876	10/28/2013	LaTorre, Sarina	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9182013	10/11/2013		6437N · PROGRAMS (TEEN)	-150.00
TOTAL					-150.00

Bill Pmt -Check	50877	10/28/2013	Lauro, Joanne	L0225 · EMPIRE NAT'L - OPERATING	
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Type	Num	Date	Name	Account	Paid Amount
Bill	10122013	10/23/2013		6437C · PROGRAMS (C&P)	-125.00
TOTAL					-125.00
Bill Pmt -Check	50878	10/28/2013	Lebron, Crystal	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9/9,16,23,30/13	10/17/2013		6437N · PROGRAMS (TEEN)	-320.00
Bill	9/25,26/13	10/17/2013		6437N · PROGRAMS (TEEN)	-200.00
TOTAL					-520.00
Bill Pmt -Check	50879	10/28/2013	Lee, Karen	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9182013	10/02/2013		6437A · PROGRAMS (ADULT)	-75.00
TOTAL					-75.00
Bill Pmt -Check	50880	10/28/2013	Long Island Aquarium Service LLC	L0225 · EMPIRE NAT'L - OPERATING	
Bill	16406	10/02/2013		6452G · BLDG ALTERATION AND MAINT	-484.90
Bill	16407	10/02/2013		6452G · BLDG ALTERATION AND MAINT	-377.97
TOTAL					-862.87
Bill Pmt -Check	50881	10/28/2013	Long Island Library Resources Council Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	13407	10/17/2013		6438 · DUES	-760.00
Bill	13227	10/21/2013		6411A · MICRO/REF CD (ADULT)	-2,700.00
TOTAL					-3,460.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50882	10/28/2013	Lopez, Joseph	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9/12,26/2013	10/11/2013		6437C · PROGRAMS (C&P)	-80.00
TOTAL					<u>-80.00</u>
Bill Pmt -Check	50883	10/28/2013	Maggio, Mary	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9/24,28/2013	10/16/2013		6437N · PROGRAMS (TEEN)	-182.24
TOTAL					<u>-182.24</u>
Bill Pmt -Check	50884	10/28/2013	Mahler, Judith	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9/21,24,26,28/13	10/17/2013		6437L · PROGRAMS (LIT)	-586.50
TOTAL					<u>-586.50</u>
Bill Pmt -Check	50885	10/28/2013	MailFinance	L0225 · EMPIRE NAT'L - OPERATING	
Bill	H4234209	10/18/2013		6439G · EQUIPMENT R & M (GEN)	-628.80
TOTAL					<u>-628.80</u>
Bill Pmt -Check	50886	10/28/2013	Maldonado, Hillary A.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	Mileage Sept/Oct '13	10/16/2013		6435N · CED, CONF & TRAVEL (TEEN)	-16.54
TOTAL					<u>-16.54</u>
Bill Pmt -Check	50887	10/28/2013	McAllister, Lee	L0225 · EMPIRE NAT'L - OPERATING	

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Type	Num	Date	Name	Account	Paid Amount
Bill	9262013	10/11/2013		6437A · PROGRAMS (ADULT)	-250.00
TOTAL					-250.00
Bill Pmt -Check	50888	10/28/2013	McKenna, Karen	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9172013	10/02/2013		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					-200.00
Bill Pmt -Check	50889	10/28/2013	Mid-Island Electrical Supply	L0225 · EMPIRE NAT'L - OPERATING	
Bill	S1711583.001	10/18/2013		6451G · CUSTODIAL SUPPLIES	-147.95
TOTAL					-147.95
Bill Pmt -Check	50890	10/28/2013	Midwest Tape	L0225 · EMPIRE NAT'L - OPERATING	
Bill	91259072	10/02/2013		6417A · VIDEOS (ADULT)	-936.44
Bill	91259073	10/02/2013		6417A · VIDEOS (ADULT)	-29.89
Bill	91264804	10/02/2013		6417A · VIDEOS (ADULT)	-29.89
Bill	91264802	10/02/2013		6417A · VIDEOS (ADULT)	-301.24
Bill	91261770	10/02/2013		6417A · VIDEOS (ADULT)	-79.96
Bill	91262991	10/02/2013		6417A · VIDEOS (ADULT)	-178.95
Bill	91247199	10/02/2013		6417C · VIDEOS (C&P)	-174.58
Bill	91259074	10/02/2013		6417C · VIDEOS (C&P)	-128.70
Bill	91261678	10/02/2013		6412A · RECORDINGS (ADULT)	-64.98
Bill	91261771	10/02/2013		6412A · RECORDINGS (ADULT)	-95.78
Bill	91290299	10/02/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-179.98
Bill	91279336	10/02/2013		6412A · RECORDINGS (ADULT)	-40.16
Bill	91279335	10/02/2013		6412A · RECORDINGS (ADULT)	-59.99
Bill	91280576	10/02/2013		6417A · VIDEOS (ADULT)	-232.73

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Type	Num	Date	Name	Account	Paid Amount
Bill	91279333	10/02/2013		6417A · VIDEOS (ADULT)	-23.99
Bill	91285257	10/02/2013		6417A · VIDEOS (ADULT)	-269.73
Bill	91280575	10/02/2013		6417A · VIDEOS (ADULT)	-1,087.61
Bill	91279337	10/08/2013		6412C · RECORDINGS (C&P)	-170.11
Bill	91261772	10/08/2013		6412C · RECORDINGS (C&P)	-323.23
Bill	91285259	10/08/2013		6417C · VIDEOS (C&P)	-21.90
Bill	91280579	10/08/2013		6417C · VIDEOS (C&P)	-151.56
Bill	91280578	10/08/2013		6417C · VIDEOS (C&P)	-558.11
Bill	91286174	10/08/2013		6417C · VIDEOS (C&P)	-117.14
Bill	91264805	10/08/2013		6417C · VIDEOS (C&P)	-78.98
Bill	91262992	10/08/2013		6417C · VIDEOS (C&P)	-151.56
Bill	91273554	10/08/2013		6417C · VIDEOS (C&P)	-87.42
Bill	91307161	10/10/2013		6417C · VIDEOS (C&P)	-100.82
Bill	91303842	10/10/2013		6417C · VIDEOS (C&P)	-28.90
Bill	91301528	10/10/2013		6417C · VIDEOS (C&P)	-35.36
Bill	91309577	10/10/2013		6417C · VIDEOS (C&P)	-86.70
Bill	91317090	10/17/2013		6412A · RECORDINGS (ADULT)	-131.75
Bill	91316407	10/17/2013		6412A · RECORDINGS (ADULT)	-189.94
Bill	91299306	10/17/2013		6412A · RECORDINGS (ADULT)	-20.83
Bill	91299302	10/17/2013		6412A · RECORDINGS (ADULT)	-49.99
Bill	91330653	10/17/2013		6412A · RECORDINGS (ADULT)	-64.98
Bill	91330652	10/17/2013		6412A · RECORDINGS (ADULT)	-56.97
Bill	91315799	10/17/2013		6417A · VIDEOS (ADULT)	-525.09
Bill	91304049	10/17/2013		6417A · VIDEOS (ADULT)	-584.22
Bill	91309575	10/17/2013		6417A · VIDEOS (ADULT)	-485.30
Bill	91316409	10/17/2013		6417A · VIDEOS (ADULT)	-45.49
Bill	91299305	10/17/2013		6417A · VIDEOS (ADULT)	-9.99
Bill	91307160	10/17/2013		6417A · VIDEOS (ADULT)	-99.46
Bill	91301527	10/17/2013		6417A · VIDEOS (ADULT)	-33.80
Bill	91286172	10/17/2013		6417A · VIDEOS (ADULT)	-189.94
Bill	91309576	10/17/2013		6417A · VIDEOS (ADULT)	-21.89
Bill	91317091	10/17/2013		6417A · VIDEOS (ADULT)	-225.91

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Type	Num	Date	Name	Account	Paid Amount
Bill	91325508	10/17/2013		6417A · VIDEOS (ADULT)	-302.02
Bill	91294062	10/17/2013		6417A · VIDEOS (ADULT)	-1,000.80
Bill	91299304	10/17/2013		6417A · VIDEOS (ADULT)	-56.97
Bill	91328022	10/17/2013		6417A · VIDEOS (ADULT)	-867.98
Bill	91328023	10/17/2013		6417A · VIDEOS (ADULT)	-331.49
TOTAL					<u>-11,121.20</u>
Bill Pmt -Check	50891	10/28/2013	Minuteman Press	L0225 · EMPIRE NAT'L - OPERATING	
Bill	16390	10/02/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-699.22
TOTAL					<u>-699.22</u>
Bill Pmt -Check	50892	10/28/2013	Muralles, Raquel L.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9/24,26 10/3,8,10/13	10/17/2013		6437L · PROGRAMS (LIT)	-188.50
TOTAL					<u>-188.50</u>
Bill Pmt -Check	50893	10/28/2013	Muszynski, Margaret	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10/2,9/2013	10/11/2013		6437L · PROGRAMS (LIT)	-49.47
TOTAL					<u>-49.47</u>
Bill Pmt -Check	50894	10/28/2013	National Learning Corporation	L0225 · EMPIRE NAT'L - OPERATING	
Bill	0042202	10/02/2013		6410A · BOOKS (ADULT)	-34.45
TOTAL					<u>-34.45</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50895	10/28/2013	Navarro-Gao, Carmen	L0225 · EMPIRE NAT'L - OPERATING	
Bill	NYLA 9/13 reimburse	10/23/2013		6435L · CED, CONF & TRAVEL (LIT)	-64.74
TOTAL					<u>-64.74</u>
Bill Pmt -Check	50896	10/28/2013	Negron, Senia	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9/24,26 10/1,3,8,10	10/17/2013		6437L · PROGRAMS (LIT)	-234.00
TOTAL					<u>-234.00</u>
Bill Pmt -Check	50897	10/28/2013	New Readers Press	L0225 · EMPIRE NAT'L - OPERATING	
Bill	6999070	10/08/2013		6410L · BOOKS (LIT)	-141.26
TOTAL					<u>-141.26</u>
Bill Pmt -Check	50898	10/28/2013	New York State Unemployment Insurance	L0225 · EMPIRE NAT'L - OPERATING	
Bill	100113	10/07/2013		9050 · UNEMPLOYMENT INSURANCE	-320.98
TOTAL					<u>-320.98</u>
Bill Pmt -Check	50899	10/28/2013	Newsday (delivery)	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10/20/13-10/18/14	10/17/2013		6413A · PERIODICALS (ADULT)	-560.04
TOTAL					<u>-560.04</u>
Bill Pmt -Check	50900	10/28/2013	North Shore Public Library (zone)	L0225 · EMPIRE NAT'L - OPERATING	

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October 28, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill	Zone Meet 81613	10/17/2013		6435D · CED, CONF & TRAVEL (ADM)	-32.23
TOTAL					-32.23
Bill Pmt -Check	50901	10/28/2013 NYLA		L0225 · EMPIRE NAT'L - OPERATING	
Bill	Reg NYLA 9/2013	10/02/2013		6435L · CED, CONF & TRAVEL (LIT)	-223.00
Bill	3917	10/02/2013		6435N · CED, CONF & TRAVEL (TEEN)	-245.00
				6435L · CED, CONF & TRAVEL (LIT)	-158.00
TOTAL					-626.00
Bill Pmt -Check	50902	10/28/2013 NYLA YASD		L0225 · EMPIRE NAT'L - OPERATING	
Bill	Program 121213	10/17/2013		6435N · CED, CONF & TRAVEL (TEEN)	-40.00
TOTAL					-40.00
Bill Pmt -Check	50903	10/28/2013 O'Connell, Linda		L0225 · EMPIRE NAT'L - OPERATING	
Bill	9232013	10/02/2013		6437A · PROGRAMS (ADULT)	-295.00
Bill	10152013	10/21/2013		6437A · PROGRAMS (ADULT)	-259.00
TOTAL					-554.00
Bill Pmt -Check	50904	10/28/2013 Paychex		L0225 · EMPIRE NAT'L - OPERATING	
Bill	10696504	10/18/2013		6437P12 · PAYROLL SERVICES	-589.95
TOTAL					-589.95
Bill Pmt -Check	50905	10/28/2013 Paychex, Inc		L0225 · EMPIRE NAT'L - OPERATING	

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Type	Num	Date	Name	Account	Paid Amount
Bill	331460	10/02/2013		6437P12 · PAYROLL SERVICES	-426.22
Bill	333413	10/10/2013		6437P12 · PAYROLL SERVICES	-443.88
TOTAL					-870.10
Bill Pmt -Check	50906	10/28/2013	Perri, Amy	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9/18,25/13	10/17/2013		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					-200.00
Bill Pmt -Check	50907	10/28/2013	Petty Cash	L0225 · EMPIRE NAT'L - OPERATING	
Bill	PC 102013 CPSD	10/22/2013		6435C · CED, CONF & TRAVEL (C&P)	-16.37
				6437C · PROGRAMS (C&P)	-54.00
				6437C · PROGRAMS (C&P)	-12.00
TOTAL					-82.37
Bill Pmt -Check	50908	10/28/2013	Poland Spring	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1318211383149	10/07/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-113.45
TOTAL					-113.45
Bill Pmt -Check	50909	10/28/2013	Pulse Answering Service Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10/1/13-121/13	10/02/2013		6452G · BLDG ALTERATION AND MAINT	-87.00
TOTAL					-87.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50910	10/28/2013	Quill	L0225 - EMPIRE NAT'L - OPERATING	
Bill	5830638	10/02/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-3.99
Bill	5764473	10/02/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-647.39
Bill	5771617	10/02/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-4.66
Bill	5788664	10/02/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-7.74
Bill	5940305	10/07/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-1,012.18
Bill	5914679	10/07/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-66.60
Bill	6162666	10/16/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-59.99
Bill	6233827	10/21/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-291.18
Bill	6301622	10/21/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-137.90
Bill	6416810	10/22/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-43.71
Bill	6376769	10/22/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-25.99
TOTAL					-2,301.33
Bill Pmt -Check	50911	10/28/2013	Quintanilla, Marvin (Staff)	L0225 - EMPIRE NAT'L - OPERATING	
Bill	Mileage Sept/Oct	10/21/2013		6435L - CED, CONF & TRAVEL (LIT)	-48.53
TOTAL					-48.53
Bill Pmt -Check	50912	10/28/2013	Quizhpi, Rosa	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9/21,27,30/13	10/17/2013		6437L - PROGRAMS (LIT)	-416.00
TOTAL					-416.00
Bill Pmt -Check	50913	10/28/2013	Radio Shack Corporation	L0225 - EMPIRE NAT'L - OPERATING	
Bill	020189	10/18/2013		7203W - EQUIPMENT WIRE	-152.96
TOTAL					-152.96

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50914	10/28/2013	Raimondo, Joyce	L0225 - EMPIRE NAT'L - OPERATING	
Bill	10112013	10/17/2013		6437N · PROGRAMS (TEEN)	-200.00
TOTAL					<u>-200.00</u>
Bill Pmt -Check	50915	10/28/2013	Rain Drop	L0225 - EMPIRE NAT'L - OPERATING	
Bill	10513	10/10/2013		6452G · BLDG ALTERATION AND MAINT	-70.00
TOTAL					<u>-70.00</u>
Bill Pmt -Check	50916	10/28/2013	Random House, Inc	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1088011346	10/02/2013		6412A · RECORDINGS (ADULT)	-30.00
Bill	1088093574	10/02/2013		6412A · RECORDINGS (ADULT)	-30.00
Bill	1088135528	10/17/2013		6412A · RECORDINGS (ADULT)	-33.75
Bill	1088157910	10/17/2013		6412A · RECORDINGS (ADULT)	-22.50
TOTAL					<u>-116.25</u>
Bill Pmt -Check	50917	10/28/2013	Recorded Books	L0225 - EMPIRE NAT'L - OPERATING	
Bill	74800323	10/02/2013		6412A · RECORDINGS (ADULT)	-461.40
Bill	74797266	10/02/2013		6412A · RECORDINGS (ADULT)	-7.95
Bill	74794575	10/02/2013		6417A · VIDEOS (ADULT)	-33.00
Bill	74805170	10/02/2013		6412A · RECORDINGS (ADULT)	-35.00
Bill	74804607	10/08/2013		6413A · PERIODICALS (ADULT)	-9,465.08
				6413N · PERIODICALS (TEEN)	-1,317.64
				6413C · PERIODICALS (C&P)	-1,263.38

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Type	Num	Date	Name	Account	Paid Amount
Bill	74812047	10/17/2013		6412A · RECORDINGS (ADULT)	-64.00
Bill	74808564	10/17/2013		6412A · RECORDINGS (ADULT)	-111.37
Bill	74807892	10/17/2013		6412A · RECORDINGS (ADULT)	-39.99
Bill	74809803	10/17/2013		6412A · RECORDINGS (ADULT)	-92.47
TOTAL					-12,891.28

Bill Pmt -Check	50918	10/28/2013	Roeder, Kathy	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1082013	10/11/2013		6437C · PROGRAMS (C&P)	-100.00
TOTAL					-100.00

Bill Pmt -Check	50919	10/28/2013	Romano's Pizza & Pasta Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	586200	10/02/2013		6437N · PROGRAMS (TEEN)	-57.00
Bill	838302	10/02/2013		6437N · PROGRAMS (TEEN)	-47.50
Bill	838304	10/02/2013		6437N · PROGRAMS (TEEN)	-38.00
Bill	838305	10/02/2013		6437N · PROGRAMS (TEEN)	-57.00
Bill	838306	10/07/2013		6437N · PROGRAMS (TEEN)	-47.50
Bill	838307	10/07/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-91.00
Bill	838310	10/10/2013		6437N · PROGRAMS (TEEN)	-38.00
Bill	838309	10/10/2013		6437N · PROGRAMS (TEEN)	-47.50
Bill	838308	10/10/2013		6437N · PROGRAMS (TEEN)	-38.00
Bill	838313	10/16/2013		6437N · PROGRAMS (TEEN)	-57.00
Bill	838314	10/21/2013		6437N · PROGRAMS (TEEN)	-38.00
Bill	838315	10/21/2013		6437N · PROGRAMS (TEEN)	-38.00
Bill	838316	10/21/2013		6437N · PROGRAMS (TEEN)	-57.00
TOTAL					-651.50

Bill Pmt -Check	50920	10/28/2013	S&S Worldwide Inc.	L0225 · EMPIRE NAT'L - OPERATING	
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Type	Num	Date	Name	Account	Paid Amount
Bill	7857498	10/02/2013		6437C · PROGRAMS (C&P)	-447.30
TOTAL					-447.30
Bill Pmt -Check	50921	10/28/2013	Sandpebble Builders Preconstruction Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1022013	10/18/2013		7500 · BUILDING IMPROVEMENTS	-4,354.00
TOTAL					-4,354.00
Bill Pmt -Check	50922	10/28/2013	Schel, Lee	L0225 · EMPIRE NAT'L - OPERATING	
Bill	078	10/02/2013		6437P17 · TRANSLATION SERVICES	-30.00
Bill	079	10/17/2013		6437P17 · TRANSLATION SERVICES	-37.50
TOTAL					-67.50
Bill Pmt -Check	50923	10/28/2013	Schiano, Joseph, CPA	L0225 · EMPIRE NAT'L - OPERATING	
Bill	2013-116	10/09/2013		6437P02 · AUDITOR	-500.00
TOTAL					-500.00
Bill Pmt -Check	50924	10/28/2013	Scholastic Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	7444569	10/10/2013		6410C · BOOKS (C&P)	-471.00
TOTAL					-471.00
Bill Pmt -Check	50925	10/28/2013	SCLS	L0225 · EMPIRE NAT'L - OPERATING	

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Type	Num	Date	Name	Account	Paid Amount
Bill	53465	10/21/2013		6411A · MICRO/REF CD (ADULT)	-5,400.00
				6411C · MICRO/REF CD (C&P)	-5,400.00
				6411N · MICRO/REF CD (TEEN)	-5,400.00
TOTAL					-16,200.00
Bill Pmt -Check	50926	10/28/2013	Scott, Rob	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1082013	10/21/2013		6437A · PROGRAMS (ADULT)	-425.00
TOTAL					-425.00
Bill Pmt -Check	50927	10/28/2013	Searles Graphics, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	33032	10/10/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-1,002.00
Bill	32945	10/18/2013		6434G · PRINTING (GEN)	-6,581.00
Bill	32963	10/18/2013		6434A · PRINTING (ADULT)	-190.00
TOTAL					-7,773.00
Bill Pmt -Check	50928	10/28/2013	Servpo of the East End	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3890317	10/18/2013		6452G · BLDG ALTERATION AND MAINT	-300.00
TOTAL					-300.00
Bill Pmt -Check	50929	10/28/2013	Setteducati, Dave	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9222013	10/02/2013		6437A · PROGRAMS (ADULT)	-575.00
TOTAL					-575.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50930	10/28/2013	Sferrazza, Nancy	L0225 - EMPIRE NAT'L - OPERATING	
Bill	7/31 8/7,21 9/4,11	10/17/2013		6437N - PROGRAMS (TEEN)	-400.00
TOTAL					<u>-400.00</u>
Bill Pmt -Check	50931	10/28/2013	Sharper Training Solutions, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9172013	10/02/2013		6437A - PROGRAMS (ADULT)	-200.00
Bill	992013	10/02/2013		6437A - PROGRAMS (ADULT)	-200.00
Bill	9122013	10/02/2013		6437A - PROGRAMS (ADULT)	-200.00
Bill	9262013	10/11/2013		6437A - PROGRAMS (ADULT)	-200.00
Bill	9242013	10/11/2013		6437A - PROGRAMS (ADULT)	-200.00
TOTAL					<u>-1,000.00</u>
Bill Pmt -Check	50932	10/28/2013	Showcases	L0225 - EMPIRE NAT'L - OPERATING	
Bill	275179	10/07/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-69.01
TOTAL					<u>-69.01</u>
Bill Pmt -Check	50933	10/28/2013	Smith, Suzanne (Staff)	L0225 - EMPIRE NAT'L - OPERATING	
Bill	Mileage 9192013	10/02/2013		6435L - CED, CONF & TRAVEL (LIT)	-10.50
TOTAL					<u>-10.50</u>
Bill Pmt -Check	50934	10/28/2013	Soto, Esmeralda	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9/23,25,26,30/13	10/17/2013		6437L - PROGRAMS (LIT)	-512.50
TOTAL					<u>-512.50</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50935	10/28/2013	South Shore Press, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	L5933	10/09/2013		6434G · PRINTING (GEN)	-14.85
TOTAL					-14.85
Bill Pmt -Check	50936	10/28/2013	Sparling, Nicole	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9142013	10/02/2013		6437C · PROGRAMS (C&P)	-225.00
Bill	9272013	10/02/2013		6437C · PROGRAMS (C&P)	-225.00
Bill	10102013	10/17/2013		6437C · PROGRAMS (C&P)	-225.00
TOTAL					-675.00
Bill Pmt -Check	50937	10/28/2013	Squires, Lorraine	L0225 - EMPIRE NAT'L - OPERATING	
Bill	NYLA reimburse 9/13	10/16/2013		6435N · CED, CONF & TRAVEL (TEEN)	-121.88
TOTAL					-121.88
Bill Pmt -Check	50938	10/28/2013	State Industrial Products	L0225 - EMPIRE NAT'L - OPERATING	
Bill	96454434	10/02/2013		6451G · CUSTODIAL SUPPLIES	-612.55
TOTAL					-612.55
Bill Pmt -Check	50939	10/28/2013	Stumps/ShindigZ	L0225 - EMPIRE NAT'L - OPERATING	
Bill	W24253270002	10/21/2013		6437C · PROGRAMS (C&P)	-104.95
TOTAL					-104.95

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50940	10/28/2013	Suffolk County Locksmith, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	62739	10/18/2013		6451G - CUSTODIAL SUPPLIES	-7.65
TOTAL					-7.65
Bill Pmt -Check	50941	10/28/2013	Tag-It Engravings & Signs	L0225 - EMPIRE NAT'L - OPERATING	
Bill	10786	10/17/2013		6430G - OFFICE AND LIBRARY SUPPLIES	-30.00
TOTAL					-30.00
Bill Pmt -Check	50942	10/28/2013	Thermal Solutions, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	40924	10/02/2013		6452G - BLDG ALTERATION AND MAINT	-1,915.00
Bill	38670	10/18/2013		6452G - BLDG ALTERATION AND MAINT	-801.00
TOTAL					-2,716.00
Bill Pmt -Check	50943	10/28/2013	True Nature Landscaping Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	11237	10/18/2013		6452G - BLDG ALTERATION AND MAINT	-460.00
TOTAL					-460.00
Bill Pmt -Check	50944	10/28/2013	Unique Management Services, Inc	L0225 - EMPIRE NAT'L - OPERATING	
Bill	245189	10/10/2013		6437P7 - COLLECTION AGENCY	-232.70
TOTAL					-232.70

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50945	10/28/2013	UPS	L0225 - EMPIRE NAT'L - OPERATING	
Bill	000054YE33373	10/02/2013		6433G · POSTAGE	-1.02
TOTAL					-1.02
Bill Pmt -Check	50946	10/28/2013	Villegas, Martha (Vendor)	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9/24,26,30/13	10/17/2013		6437L · PROGRAMS (LIT)	-234.00
TOTAL					-234.00
Bill Pmt -Check	50947	10/28/2013	Vosburgh, Mark	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9172013	10/02/2013		6437A · PROGRAMS (ADULT)	-150.00
TOTAL					-150.00
Bill Pmt -Check	50948	10/28/2013	W. B. Mason Co., Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	I13988910	10/09/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-86.98
				6451G · CUSTODIAL SUPPLIES	-423.68
Bill	I13713304	10/21/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-599.95
Bill	I13653912	10/21/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-2,279.81
TOTAL					-3,390.42
Bill Pmt -Check	50949	10/28/2013	Weitzel, Katharine S.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	9/19,26/2013	10/17/2013		6437L · PROGRAMS (LIT)	-120.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

October 28, 2013

Type	Num	Date	Name	Account	Paid Amount
TOTAL					-120.00
Bill Pmt -Check	50950	10/28/2013	Wiedersum Associates Architects, PLLC	L0225 · EMPIRE NAT'L - OPERATING	
Bill	WA#1308 #2	10/18/2013		7500 · BUILDING IMPROVEMENTS	-550.00
TOTAL					-550.00
Bill Pmt -Check	50951	10/28/2013	Wischhusen, Will	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9/6,13,28/13	10/17/2013		6437N · PROGRAMS (TEEN)	-240.00
Bill	9/3,10,17,24/13	10/17/2013		6437N · PROGRAMS (TEEN)	-320.00
TOTAL					-560.00
Bill Pmt -Check	50952	10/28/2013	Witham, Toni	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9172013	10/02/2013		6435A · CED, CONF & TRAVEL (ADULT)	-46.20
TOTAL					-46.20
Bill Pmt -Check	50953	10/28/2013	Xerox Corporation	L0225 · EMPIRE NAT'L - OPERATING	
Bill	070206149	10/18/2013		6439G · EQUIPMENT R & M (GEN)	-1,262.88
Bill	070557398	10/18/2013		6439G · EQUIPMENT R & M (GEN)	-378.14
Bill	070557400	10/18/2013		6439G · EQUIPMENT R & M (GEN)	-518.15
Bill	070557399	10/18/2013		6439G · EQUIPMENT R & M (GEN)	-541.62
TOTAL					-2,700.79

GRAND TOTAL: \$ 143,310.92

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

October 28, 2013

Type	Num	Date	Name	Account	Paid Amount
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I hereby certify that a a meeting of the board on _____
the above vouchers were approved and authorized.

Signed: _____
Title: Secretary

Mastics-Moriches-Shirley Community Library
Payroll Benefits Warrant
September 27, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt - Bill	EFT 09272013	09/27/2013	1106 NYS Employees' Retirement System	L0226 · EMPIRE NAT'L - PAYROLL	
				L0163 · RC ERS CONTRIBUTIONS	\$ 3,317.22
				L0161 · RL - ERS LOAN	\$ 2,048.00
				L0160 · RA - ERS ARREARS (VOLUNTARY)	\$ 224.76
				TOTAL	\$ 5,589.98
Bill Pmt - Bill	EFT 6490862-7	09/27/2013	Hartford Insurance Co.	L0226 · EMPIRE NAT'L - PAYROLL	
				L0196 · LONG TER	\$ 183.66
				9055 · DISABILTY INSURANCE	\$ 1,710.50
				TOTAL	\$ 1,894.16
Bill Pmt -Check Bill	4785 459	09/27/2013	1103 State Of NY Dept. of Civil Service	L0226 · EMPIRE NAT'L - PAYROLL	
				9060 · MEDICAL INSURANCE	\$ 53,305.49
				TOTAL	\$ 53,305.49
Bill Pmt -Check Bill	4786 09272013	09/27/2013	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL	
				L0172 · 403B PRUDENTIAL	\$ 1,500.00
				TOTAL	\$ 1,500.00
Bill Pmt -Check Bill	4787 625031	09/27/2013	1110 AFLAC	L0226 · EMPIRE NAT'L - PAYROLL	
				L0625 · AFLAC PRE-TAX	\$ 1,728.40
				L0626 · AFLAC POST-TAX	\$ 290.76
				TOTAL	\$ 2,019.16

Mastics-Moriches-Shirley Community Library
Payroll Benefits Warrant
September 27, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	4788	09/27/2013	1112 The NYS Deferred	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	75823		Compensation Plan	L0173 · 457B NYS DEFERRED COMP	\$ 1,725.05
				TOTAL	<u>\$ 1,725.05</u>
Bill Pmt -Check	4789	09/27/2013	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	09272013			L0171 · 403B MET LIFE	\$ 2,078.00
				TOTAL	<u>\$ 2,078.00</u>
Bill Pmt -Check	4790	09/27/2013	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	09272013			L0500 · CSEA UNION DUES	\$ 2,359.48
				TOTAL	<u>\$ 2,359.48</u>
				GRAND TOTAL	<u><u>\$ 70,471.32</u></u>

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

Signed: _____
Title: Secretary

Mastics-Moriches-Shirley Community Library
Payroll Benefits Warrant
October 11, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check Bill	4791 10112013	10/11/2013	1096 Denise Boinay	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	\$ 104.90 <hr/> \$ 104.90
Bill Pmt -Check Bill	4792 10112013	10/11/2013	1097 Florence Stonish	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	\$ 104.90 <hr/> \$ 104.90
Bill Pmt -Check Bill	4793 10112013	10/11/2013	1098 Mary Abruscato	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	\$ 104.90 <hr/> \$ 104.90
Bill Pmt -Check Bill	4794 10112013	10/11/2013	1100 Madeline Sacco	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	\$ 104.90 <hr/> \$ 104.90
Bill Pmt -Check Bill	4795 10112013	10/11/2013	1101 Rose Giehl	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	\$ 104.90 <hr/> \$ 104.90
Bill Pmt -Check Bill	4801 10112013	10/11/2013	1099 Kathleen Irish	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE 9060 · MEDICAL INSURANCE TOTAL	\$ 209.80 \$ 209.80 <hr/> \$ 419.60

Mastics-Moriches-Shirley Community Library
Payroll Benefits Warrant
October 11, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check Bill	4796 10112013	10/11/2013	1102 John R Verbesey	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	\$ 209.80 <u>\$ 209.80</u>
Bill Pmt -Check Bill	4797 10112013	10/11/2013	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL L0172 · 403B PRUDENTIAL TOTAL	\$ 1,500.00 <u>\$ 1,500.00</u>
Bill Pmt -Check Bill	4798 80409	10/11/2013	1112 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL L0173 · 457B NYS DEFERRED COMP TOTAL	\$ 1,628.78 <u>\$ 1,628.78</u>
Bill Pmt -Check Bill	4799 10112013	10/11/2013	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL L0171 · 403B MET LIFE TOTAL	\$ 2,078.00 <u>\$ 2,078.00</u>
Bill Pmt -Check Bill	4800 10112013	10/11/2013	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL L0500 · CSEA UNION DUES TOTAL	\$ 2,383.33 <u>\$ 2,383.33</u>
GRAND TOTAL					<u><u>\$ 8,744.01</u></u>

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

Signed: _____
Title: Secretary

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

OPERATING FUNDS FINANCIAL REPORTS

(PROFIT & LOSS OVERVIEW AND OPERATING ACCOUNTS)

SEPTEMBER 2013

PREPARED & SUBMITTED BY:

**CHRISTOPHER NOWAK
BUSINESS MANAGER**

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through September 2013

	TOTAL						
	Jul 13	Aug 13	Sep 13	Jul - Sep 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense							
Income							
2000 · PROPERTY TAX REVENUES	0.00	0.00	0.00	0.00	8,850,000.00	-8,850,000.00	0.0%
2082 · FINES AND FEES	10,125.89	6,771.04	7,396.07	24,293.00	105,000.00	-80,707.00	23.14%
2360 · CONTRACTS WITH OTHER LIBR.	574,087.53	0.00	6,166.36	580,253.89	295,000.00	285,253.89	196.7%
2401 · INTEREST	2,619.44	2,230.68	1,836.90	6,687.02	66,000.00	-59,312.98	10.13%
2650 · SALES OF EXCESS MATERIAL	87.50	63.00	68.50	219.00			
2670 · SALES OF BOOKS	97.09	56.50	73.37	226.96			
2671 · FEDERAL & STATE GRANTS	0.00	57,385.00	2,537.00	59,922.00			
2701 · REFUNDS	0.00	-8.95	0.00	-8.95			
2760 · SYSTEM & STATE AID	0.00	0.00	0.00	0.00	9,000.00	-9,000.00	0.0%
2770 · UNCLASSIFIED REVENUE	352.60	0.00	98.60	451.20			
2771 · COPIER REVENUE - CONTRACT (R)	775.70	404.48	177.15	1,357.33	10,000.00	-8,642.67	13.57%
2771A · COPIER REVENUE - INHOUSE (N)	6.70	8.20	0.00	14.90			
2771C · COPIER REVENUE- COLOR	223.32	204.00	0.00	427.32			
2772A · ADULT-ADULT PRINTER	0.00	0.00	534.00	534.00			
2800 · Program Receipts							
2805 · Program Receipts - Adult	569.50	788.25	587.50	1,945.25			
2810 · Program Receipts - Teen	1,308.25	0.00	1,274.00	2,582.25			
Total 2800 · Program Receipts	1,877.75	788.25	1,861.50	4,527.50			
2999 · Lost Books	0.00	0.00	144.51	144.51			
Total Income	590,253.52	67,902.20	20,893.96	679,049.68	9,335,000.00	-8,655,950.32	7.27%
Gross Profit	590,253.52	67,902.20	20,893.96	679,049.68	9,335,000.00	-8,655,950.32	7.27%
Expense							
6000 · SALARIES AND WAGES							
6141 · PROFESSIONAL SALARIES							
6141A · PROFESSIONAL (ADULT)	47,057.84	71,250.91	46,767.71	165,076.46	647,593.00	-482,516.54	25.49%
6141C · PROFESSIONAL (C&P)	46,846.81	72,689.67	46,772.45	166,308.93	639,390.00	-473,081.07	26.01%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through September 2013

	TOTAL						
	Jul 13	Aug 13	Sep 13	Jul - Sep 13	Budget	\$ Over Budget	% of Budget
6141D · PROFESSIONAL (DIGITAL)	9,418.06	14,127.09	9,717.27	33,262.42	144,539.00	-111,276.58	23.01%
6141N · PROFESSIONAL (TEEN)	31,297.54	46,362.77	30,067.62	107,727.93	433,086.00	-325,358.07	24.87%
6141S · COMM SERV LIBR (SVC)	6,802.62	10,203.93	10,425.85	27,432.40	115,545.00	-88,112.60	23.74%
6141T · PROFESSIONAL (TECH)	13,654.88	20,321.81	14,047.47	48,024.16	183,014.00	-134,989.84	26.24%
Total 6141 · PROFESSIONAL SALARIES	155,077.75	234,956.18	157,798.37	547,832.30	2,163,167.00	-1,615,334.70	25.33%
6142 · CLERICAL SALARIES							
6142A · CLERICAL (ADULT)	25,734.17	39,181.89	24,949.93	89,865.99	385,184.00	-295,318.01	23.33%
6142C · CLERICAL (C&P)	11,791.68	18,590.18	11,536.57	41,918.43	188,229.00	-146,310.57	22.27%
6142D · CLERICAL (DIGITAL)	0.00	0.00	1,513.19	1,513.19			
6142G · CLERICAL (GEN)	9,681.29	14,456.88	9,936.72	34,074.89	127,097.00	-93,022.11	26.81%
6142L · CLERICAL (LIT)	12,293.70	19,361.31	13,314.72	44,969.73	180,553.00	-135,583.27	24.91%
6142N · CLERICAL (TEEN)	2,713.42	4,844.94	3,444.19	11,002.55	54,159.00	-43,156.45	20.32%
6142R · CLERICAL (CIRC)	23,388.08	34,713.43	22,307.11	80,408.62	334,336.00	-253,927.38	24.05%
6142S · CLERICAL (SVC)	1,392.77	2,493.83	1,555.61	5,442.21			
6142T · CLERICAL (TECH)	11,719.48	17,477.54	11,649.18	40,846.20	157,386.00	-116,539.80	25.95%
6142X · CLERICAL (WIRES)	695.90	1,056.97	758.26	2,511.13	12,067.00	-9,555.87	20.81%
Total 6142 · CLERICAL SALARIES	99,410.49	152,176.97	100,965.48	352,552.94	1,439,011.00	-1,086,458.06	24.5%
6143 · PAGE SALARIES							
6143A · PAGE (ADULT)	9,939.94	16,061.49	10,228.21	36,229.64	137,371.00	-101,141.36	26.37%
6143C · PAGE (C&P)	9,834.84	15,690.21	9,856.55	35,381.60	157,736.00	-122,354.40	22.43%
6143L · PAGE (LIT)	431.08	737.82	356.47	1,525.37	11,863.00	-10,337.63	12.86%
6143N · PAGE (TEEN)	1,485.99	2,209.29	1,305.69	5,000.97	19,332.00	-14,331.03	25.87%
6143R · PAGE (CIRC)	2,203.08	3,260.07	2,196.87	7,660.02	30,316.00	-22,655.98	25.27%
6143T · PAGE (TECH)	3,089.48	4,447.57	3,146.74	10,683.79	44,987.00	-34,303.21	23.75%
Total 6143 · PAGE SALARIES	26,984.41	42,406.45	27,090.53	96,481.39	401,605.00	-305,123.61	24.02%
6144 · CUSTODIAL							
6144G · CUSTODIAL	15,994.00	23,622.40	15,673.75	55,290.15	240,854.00	-185,563.85	22.96%
Total 6144 · CUSTODIAL	15,994.00	23,622.40	15,673.75	55,290.15	240,854.00	-185,563.85	22.96%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through September 2013

	TOTAL						
	Jul 13	Aug 13	Sep 13	Jul - Sep 13	Budget	\$ Over Budget	% of Budget
6145 · SECURITY							
6145G · SECURITY	11,728.36	17,563.64	14,987.87	44,279.87	168,511.00	-124,231.13	26.28%
Total 6145 · SECURITY	11,728.36	17,563.64	14,987.87	44,279.87	168,511.00	-124,231.13	26.28%
6146 · TECHNICIAN							
6146W · TECHNICAL (WIRES)	13,464.28	20,169.18	14,045.62	47,679.08	182,594.00	-134,914.92	26.11%
Total 6146 · TECHNICIAN	13,464.28	20,169.18	14,045.62	47,679.08	182,594.00	-134,914.92	26.11%
6147 · ADMINISTRATIVE							
Total 6147 · ADMINISTRATIVE	17,925.54	26,888.31	18,377.89	63,191.74	237,693.00	-174,501.26	26.59%
Total 6000 · SALARIES AND WAGES	340,584.83	517,783.13	348,939.51	1,207,307.47	4,833,435.00	-3,626,127.53	24.98%
6200 · EMPLOYEE BENEFITS							
9010 · RETIREMENT	0.00	0.00	0.00	0.00	802,714.00	-802,714.00	0.0%
9030 · SOCIAL SECURITY	25,503.90	38,808.46	26,142.13	90,454.49	365,000.00	-274,545.51	24.78%
9040 · WORKERS' COMPENSATION	0.00	-5,441.00	-1,742.55	-7,183.55	70,000.00	-77,183.55	-10.26%
9050 · UNEMPLOYMENT INSURANCE	835.74	0.00	0.00	835.74	7,500.00	-6,664.26	11.14%
9055 · DISABILITY INSURANCE	0.00	3,268.42	1,710.50	4,978.92	19,750.00	-14,771.08	25.21%
9060 · MEDICAL INSURANCE	50,532.81	49,208.89	49,565.80	149,307.50	645,690.00	-496,382.50	23.12%
9065 · MTA TRANSIT TAX	1,133.51	1,724.81	1,161.87	4,020.19	16,434.00	-12,413.81	24.46%
Total 6200 · EMPLOYEE BENEFITS	78,005.96	87,569.58	76,837.75	242,413.29	1,927,088.00	-1,684,674.71	12.58%
6410A · BOOKS (ADULT)	17,734.68	5,040.89	10,082.49	32,858.06	185,000.00	-152,141.94	17.76%
6410C · BOOKS (C&P)	3,597.85	5,208.70	5,206.71	14,013.26	119,500.00	-105,486.74	11.73%
6410L · BOOKS (LIT)	0.00	0.00	0.00	0.00	4,250.00	-4,250.00	0.0%
6410N · BOOKS (TEEN)	939.88	1,450.64	1,067.93	3,458.45	30,000.00	-26,541.55	11.53%
6410T · BOOKS (TECH)	0.00	0.00	0.00	0.00	900.00	-900.00	0.0%
6411A · MICRO/REF CD (ADULT)	5,150.00	610.00	0.00	5,760.00	45,000.00	-39,240.00	12.8%
6411C · MICRO/REF CD (C&P)	0.00	0.00	0.00	0.00	18,250.00	-18,250.00	0.0%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through September 2013

	TOTAL						
	Jul 13	Aug 13	Sep 13	Jul - Sep 13	Budget	\$ Over Budget	% of Budget
6411N · MICRO/REF CD (TEEN)	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
6412A · RECORDINGS (ADULT)	1,126.77	2,011.57	1,395.82	4,534.16	47,200.00	-42,665.84	9.61%
6412C · RECORDINGS (C&P)	231.00	297.10	846.40	1,374.50	10,000.00	-8,625.50	13.75%
6412N · RECORDINGS (TEEN)	0.00	321.80	741.23	1,063.03	10,000.00	-8,936.97	10.63%
6413A · PERIODICALS (ADULT)	8.00	221.84	84.00	313.84	33,000.00	-32,686.16	0.95%
6413C · PERIODICALS (C&P)	0.00	0.00	0.00	0.00	6,325.00	-6,325.00	0.0%
6413D · PERIODICALS (ADM)	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6413G · PERIODICALS (GEN)	0.00	0.00	0.00	0.00	1,200.00	-1,200.00	0.0%
6413N · PERIODICALS (TEEN)	0.00	0.00	0.00	0.00	3,700.00	-3,700.00	0.0%
6413T · PERIODICALS (TECH)	0.00	0.00	0.00	0.00	250.00	-250.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417A · VIDEOS (ADULT)	3,213.90	3,984.23	11,172.37	18,370.50	135,000.00	-116,629.50	13.61%
6417C · VIDEOS (C&P)	630.19	1,021.58	1,638.73	3,290.50	53,000.00	-49,709.50	6.21%
6417L · VIDEOS (LIT)	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6417N · VIDEOS (TEEN)	0.00	0.00	716.03	716.03	12,000.00	-11,283.97	5.97%
6419G · SOFTWARE (GEN)	0.00	3,490.00	0.00	3,490.00	1,200.00	2,290.00	290.83%
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6419T · SOFTWARE (TECH)	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
6419W · SOFTWARE (WIRES)	0.00	4,286.68	2,889.55	7,176.23	16,000.00	-8,823.77	44.85%
6428D · MISCELLANEOUS	0.00	80.00	0.00	80.00	2,500.00	-2,420.00	3.2%
6429C · REALIA (C&P)	181.48	495.48	189.71	866.67	4,500.00	-3,633.33	19.26%
6430G · OFFICE AND LIBRARY SUPPLIES	1,558.50	9,840.34	5,161.36	16,560.20	95,000.00	-78,439.80	17.43%
6431D · TELECOMMUNICATIONS	751.76	14,568.23	23,591.47	38,911.46	50,000.00	-11,088.54	77.82%
6432G · CARTAGE	250.38	250.38	250.38	751.14	3,000.00	-2,248.86	25.04%
6433G · POSTAGE	3,148.04	4,638.59	3,169.56	10,956.19	50,000.00	-39,043.81	21.91%
6434A · PRINTING (ADULT)	-625.35	-821.00	0.00	-1,446.35	4,275.00	-5,721.35	-33.83%
6434C · PRINTING (C&P)	300.00	0.00	0.00	300.00	7,000.00	-6,700.00	4.29%
6434G · PRINTING (GEN)	0.00	6,581.00	6,626.24	13,207.24	102,000.00	-88,792.76	12.95%
6434L · PRINTING (LIT)	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434N · PRINTING (TEEN)	0.00	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
6434R · PRINTING (CIRC)	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	0.0%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through September 2013

	TOTAL						
	Jul 13	Aug 13	Sep 13	Jul - Sep 13	Budget	\$ Over Budget	% of Budget
6434S · PRINTING (COMM SRV)	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6435A · CED, CONF & TRAVEL (ADULT)	12.77	371.64	110.54	494.95	4,000.00	-3,505.05	12.37%
6435C · CED, CONF & TRAVEL (C&P)	864.13	346.67	348.96	1,559.76	5,250.00	-3,690.24	29.71%
6435D · CED, CONF & TRAVEL (ADM)	66.33	437.90	2,096.15	2,600.38	7,500.00	-4,899.62	34.67%
6435G · CED, CONF & TRAVEL (GEN)	0.00	333.34	0.00	333.34	3,000.00	-2,666.66	11.11%
6435L · CED, CONF & TRAVEL (LIT)	381.20	376.85	85.00	843.05	3,000.00	-2,156.95	28.1%
6435N · CED, CONF & TRAVEL (TEEN)	224.50	480.22	147.26	851.98	5,000.00	-4,148.02	17.04%
6435R · CED, CONF & TRAVEL (CIRC)	211.73	341.24	0.00	552.97	2,500.00	-1,947.03	22.12%
6435S · CED, CONF & TRAV (COMM SRV)	0.00	0.00	85.00	85.00	3,000.00	-2,915.00	2.83%
6435T · CED, CONF & TRAVEL (TECH)	0.00	333.33	0.00	333.33	2,950.00	-2,616.67	11.3%
6435W · CED, CONF & TRAVEL (WIRES)	0.00	333.34	0.00	333.34	4,000.00	-3,666.66	8.33%
6436 · CONTRACTS	0.00	0.00	0.00	0.00	96,500.00	-96,500.00	0.0%
6437A · PROGRAMS (ADULT)	4,015.40	4,186.57	2,220.96	10,422.93	61,120.00	-50,697.07	17.05%
6437C · PROGRAMS (C&P)	4,540.52	4,929.06	3,143.03	12,612.61	75,000.00	-62,387.39	16.82%
6437D · PROGRAMS (DIGITAL)	0.00	423.65	0.00	423.65	7,500.00	-7,076.35	5.65%
6437L · PROGRAMS (LIT)	690.33	1,768.53	1,215.48	3,674.34	79,000.00	-75,325.66	4.65%
6437N · PROGRAMS (TEEN)	3,986.26	4,526.85	5,784.15	14,297.26	50,000.00	-35,702.74	28.6%
6437P · PROFESSIONAL FEES							
643760 · PLANTINGS	0.00	199.19	199.19	398.38	2,500.00	-2,101.62	15.94%
643765 · PROMOTION AND PUBLICITY	0.00	0.00	0.00	0.00	30,000.00	-30,000.00	0.0%
643770 · CONTINGENCY	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6437P01 · ACCOUNTANT/AUDITOR	0.00	0.00	0.00	0.00	18,750.00	-18,750.00	0.0%
6437P02 · AUDITOR	1,000.00	1,500.00	500.00	3,000.00	6,000.00	-3,000.00	50.0%
6437P10 · ELECTION	0.00	0.00	0.00	0.00	4,700.00	-4,700.00	0.0%
6437P11 · FSA ADMINISTRATION	136.00	136.00	136.00	408.00	1,600.00	-1,192.00	25.5%
6437P12 · PAYROLL SERVICES	1,470.00	871.81	1,447.85	3,789.66	22,000.00	-18,210.34	17.23%
6437P13 · ARMORED CAR SERVICE	175.02	175.02	175.02	525.06	2,050.00	-1,524.94	25.61%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	0.00	0.00	134.00	134.00			
6437P16 · STAFF BACKGROUND SCREEN	0.00	1,034.37	113.63	1,148.00	7,500.00	-6,352.00	15.31%
6437P17 · TRANSLATION SERVICES	0.00	61.00	11.00	72.00	500.00	-428.00	14.4%
6437P3 · APPRAISAL SERVICES	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through September 2013

	TOTAL						
	Jul 13	Aug 13	Sep 13	Jul - Sep 13	Budget	\$ Over Budget	% of Budget
6437P4 · ATTORNEY	0.00	8,208.01	1,000.00	9,208.01	25,000.00	-15,791.99	36.83%
6437P5 · BACKFLOW INSPECTION	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
6437P6 · BOARD SECRETARY	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6437P7 · COLLECTION AGENCY	259.55	170.05	214.80	644.40	3,350.00	-2,705.60	19.24%
6437P8 · DENITE SYSTEMS ANALYSIS	0.00	0.00	0.00	0.00	750.00	-750.00	0.0%
6437P9 · EAP	0.00	0.00	0.00	0.00	6,950.00	-6,950.00	0.0%
Total 6437P · PROFESSIONAL FEES	3,040.57	12,355.45	3,931.49	19,327.51	135,250.00	-115,922.49	14.29%
6438 · DUES	0.00	40.00	75.00	115.00	5,000.00	-4,885.00	2.3%
6439A · EQUIPMENT R & M (ADULT)	4.15	4.15	4.15	12.45	3,500.00	-3,487.55	0.36%
6439C · EQUIPMENT R & M (C&P)	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
6439G · EQUIPMENT R & M (GEN)	628.80	3,027.41	2,455.81	6,112.02	39,015.00	-32,902.98	15.67%
6439N · EQUIPMENT R & M (TEEN)	4.15	4.15	4.15	12.45	400.00	-387.55	3.11%
6439R · EQUIPMENT R & M (CIRC)	0.00	1,791.00	11,157.64	12,948.64	55,000.00	-42,051.36	23.54%
6439T · EQUIPMENT R & M (TECH)	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	816.81	408.80	4,810.93	6,036.54	26,000.00	-19,963.46	23.22%
6450E · ELECTRICITY	0.00	33,140.42	18,214.09	51,354.51	125,000.00	-73,645.49	41.08%
6450F · FUEL/GAS	203.22	168.06	38.75	410.03	25,000.00	-24,589.97	1.64%
6450W · WATER	0.00	489.28	0.00	489.28	1,250.00	-760.72	39.14%
6451G · CUSTODIAL SUPPLIES	2,445.40	1,024.72	2,628.02	6,098.14	19,000.00	-12,901.86	32.1%
6452G · BLDG ALTERATION AND MAINT	2,577.72	1,499.00	3,230.00	7,306.72	362,042.00	-354,735.28	2.02%
6454 · INSURANCE	0.00	0.00	0.00	0.00	53,000.00	-53,000.00	0.0%
6485G · Bank Fees	130.19	38.95	155.42	324.56			
6700 · TAN INTEREST	0.00	0.00	0.00	0.00	60,000.00	-60,000.00	0.0%
7203 · EQUIPMENT - Capital Purchases							
7203A · EQUIPMENT ADULT	156.00	0.00	0.00	156.00	3,500.00	-3,344.00	4.46%
7203C · EQUIPMENT C & P	0.00	0.00	199.98	199.98	3,000.00	-2,800.02	6.67%
7203D · EQUIPMENT ADMIN	0.00	950.50	0.00	950.50	2,500.00	-1,549.50	38.02%
7203G · EQUIPMENT BUS OFF	0.00	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
7203N · EQUIPMENT TEEN	0.00	404.88	0.00	404.88	1,500.00	-1,095.12	26.99%
7203R · EQUIPMENT CIRC	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through September 2013

	TOTAL						
	Jul 13	Aug 13	Sep 13	Jul - Sep 13	Budget	\$ Over Budget	% of Budget
7203T · EQUIPMENT TECH	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
7203W · EQUIPMENT WIRE	0.00	4,557.16	28,422.38	32,979.54	140,000.00	-107,020.46	23.56%
Total 7203 · EQUIPMENT - Capital Purchases	156.00	5,912.54	28,622.36	34,690.90	158,000.00	-123,309.10	21.96%
Total Expense	481,788.05	748,023.88	591,171.58	1,820,983.51	9,335,000.00	-7,514,016.49	19.51%
Net Ordinary Income	108,465.47	-680,121.68	-570,277.62	-1,141,933.83	0.00	-1,141,933.83	100.0%
Other Income/Expense							
Other Expense							
7500 · BUILDING IMPROVEMENTS	8,090.57	4,359.03	4,495.20	16,944.80			
7900 · TRANSFER TO/(FROM) CAPITAL FUND	600,000.00	0.00	0.00	600,000.00			
Total Other Expense	608,090.57	4,359.03	4,495.20	616,944.80			
Net Other Income	-608,090.57	-4,359.03	-4,495.20	-616,944.80	0.00	-616,944.80	100.0%
Net Income	-499,625.10	-684,480.71	-574,772.82	-1,758,878.63	0.00	-1,758,878.63	100.0%

MMSCL
Operating Funds Monthly Report
September 2013

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 2,903,616.56	\$ 16,042.23	\$ 659,338.73	\$ 1,518.11	\$ 2,261,838.17
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 336,095.66	\$ 3,879.66	\$ 151.45	\$ 194.44	\$ 340,018.31
Empire Nat'l Bank	OPERATING	\$ 288,375.89	\$ 161,736.80	\$ 237,559.90	\$ 124.35	\$ 212,677.14
Empire Nat'l Bank	PAYROLL	\$ 26,793.33	\$ 500,138.93	\$ 442,722.09	\$ -	\$ 84,210.17
						\$ 2,898,743.79

INSTITUTION	PURPOSE	MATURITY DATE	TERM	RATE	BALANCE
Capital One Bank	Denitrification System	September 28, 2013	12 Months	0.05%	\$ 15,000.00
TOTAL INVESTMENTS:					\$ 15,000.00
TOTAL CASH & INVESTMENTS:					<u>\$ 2,913,743.79</u>

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

CAPITAL FUND FINANCIAL REPORT

SEPTEMBER 2013

PREPARED & SUBMITTED BY:

**CHRISTOPHER NOWAK
BUSINESS MANAGER**

MMSCL
CAPITAL FUND MONTHLY REPORT

Month	Account #	Balance Forward	Deposits	Withdrawals	Balance
<u>Empire Nat'l Bank</u>	XXXXXX082				
July-13		\$ 3,895,692.46	\$ 602,327.58	\$ -	\$ 4,498,020.04
August-13		\$ 4,498,020.04	\$ 2,674.17	\$ -	\$ 4,500,694.21
September-13		\$ 4,500,694.21	\$ 2,589.44	\$ -	\$ 4,503,283.65
				Grand Total :	\$ 4,503,283.65



The Library was listed as one of the most valued places in the community in a word cloud at the public hearing. In fact the Library was listed more than any other place/category. I'll explain a bit more about this process at the meeting.

We attended the Fall 2013 NYS Rising Conference in Albany on October 23, 2013. This was an amazing opportunity to hear from other CRZ's what their plans are for rebuilding and improving infrastructure. We hope to take advantage of regional solutions in our plans for Mastic Beach and Smith Point of Shirley.



Facility

I met with Library architect Rick Wiedersum during the month regarding our denitrification system as well as our ceilings and lights. I will bring you up to date on these topics during the meeting.

William Floyd Community Summit Event - Organization of the Year

Prepared materials, agendas and presentations for this wonderful event.

Rotary Pancake Breakfast

The Library co-sponsored the Rotary Pancake Breakfast in October providing books for children, a costume character, and crafts for attendees. It was a great day and very successful for both organizations.

Meetings Attended:

- Rotary Joint Meeting with the District Governor, regular weekly meetings, Rotary Pancake Breakfast, Rotary Food Drive @ Stop and Shop.
- NYS Rising Fall Conference
- NYS Rising CRZ local meetings

- PLDA Zone meeting - Port Jefferson
- PALS Board meeting (Partnership of Automated Libraries)
- Knights of Columbus Annual Dinner and Fundraiser
- Suffolk County Regional Planners Meeting - NYS Rising
- LILRC Annual Conference on Libraries of the Future
- LILRC meeting on obtaining NYS Archives Grants
- "Futurist" Meeting at SCLS - Trustee workshop
- Queens Public Library - Flushing Branch - New Americans Program and tour of the facility

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	Last YTD Total
Patron Visits	23,203	23,008	24,562										70,773	73,535
Website Visits	56,757	51,073	47,827										155,657	162,600
Adult	7,605	7,048	6,831										21,484	27,717
Children's	2,046	1,024	845										3,915	4,824
Teen	1,776	1,198	1,092										4,066	2,634
Program Calendar	4,271	4,156	3,536										11,963	12,176
Library Link	446	354	299										1,099	1,106
CommunityLibrary.org	22,008	19,989	17,940										59,937	60,388
Facebook													-	24,752
Circulation	71,696	68,166	59,576	-	-	-	-	-	-	-	-	-	199,438	206,810
Staff assisted checkouts & renewals	34,707	29,724	28,309										92,740	96,518
Express Lane Checkouts & renewals	28,531	30,145	23,681										82,357	85,340
Renewals by patrons (web)	6,318	6,102	5,645										18,065	20,070
Overdrive Digital Checkouts	2,140	2,195	1,941										6,276	4,882
Freegal Downloads	618												618	2,527
ILLs out	3,317	3,276	3,018										9,611	9,458
ILLs in	2,447	1,153	961										4,561	8,087
Holds	6,928	7,047	6,244										20,219	20,709
Filled Holds	5,205	5,739	5,666										16,610	15,976
New Library Cards	266	209	363										838	1,014
New/Renewed Contract Patrons	17	12	9										38	1,536
Computer Usage	6,234	6,135	3,960	-	-	-	-	-	-	-	-	-	16,329	18,123
Adult	4,018	4,319	3,960										12,297	12,686
Children's	1,166	983											2,149	3,054
Teen	1,050	833											1,883	2,383
Reference Questions	2,580	2,850	2,286	-	-	-	-	-	-	-	-	-	7,716	7,736
Adult	1,019	1,228	1,132										3,379	2,700
Children's	1,561	1,622	1,154										4,337	3,853
Teen													-	915
Chat Reference													-	268
Other Questions	5,519	4,727	4,119	-	-	-	-	-	-	-	-	-	14,365	17,160
Adult	2,934	2,897	2,500										8,331	9,117
Children's	2,585	1,830	1,619										6,034	5,274
Teen													-	2,769
Programs, In-House Attendance	3,340	3,504	1,453	-	-	-	-	-	-	-	-	-	8,297	8,823
Programs, In-House Sessions	157	152	147	-	-	-	-	-	-	-	-	-	456	644
Adult	1,092	1,306	749										3,147	2,988
Adult # of Sessions	65	71	84										220	178
Children's	1,839	1,831	518										4,188	2,829
Children's # of Sessions	31	16	16										63	92
Teen													-	1,517
Teen # of Sessions													-	152
Community Services													-	-
Community Services # of Sessions													-	-
Outside Organizations	409	367	186										962	1,489
Outside Organizations # of Sessions	61	65	47										173	222
Programs, Offsite Attendance	521	521	342	-	-	-	-	-	-	-	-	-	1,384	1,270
Programs, Offsite Sessions	26	6	19	-	-	-	-	-	-	-	-	-	51	626
Adult	67	60	67										194	300
Adult # of Sessions	2	2	2										6	8
Children's	454	461	275										1,190	650
Children's # of Sessions	24	4	17										45	27
Teen													-	318
Teen # of Sessions													-	16
Community Services													-	2
Community Services # of Sessions													-	575
Outside Organizations													-	-
Outside Organizations # of Sessions													-	-
Programs, Literacy Attendance	380	333	926	-	-	-	-	-	-	-	-	-	1,639	2,048
Programs, Literacy Sessions	11	10	47	-	-	-	-	-	-	-	-	-	68	64
In-house Attendance	286	253	380										919	861
In-house Children's Attendance	94	80	156										330	814
In-house # of Sessions	11	10	21										42	44
Offsite attendance			331										331	346
Offsite Children's Attendance			59										59	27
Offsite # of sessions			26										26	20



Memo: To the Board of Trustees, October 28, 2013
From: Tara D'Amato, Assistant Director

Administrative Activities

- Finalized emergency response manual updates with consultant. Reviewed staff presentation content and handouts. Planned further training for drills. Co-facilitated three 1.5 hour staff training sessions along with SPP consultant to update staff on safety and security review of the library. 60+ staff members attended the sessions.
- Assisted Community Summit in planning activities *for Organization of the Year* dinner honoring the library.
- Interviewed 3 page positions; conducted employee counseling session for 2 employees.
- *Core Training Module* project underway with librarian Dana Hickling working on collecting, reviewing and compiling department training and orientation manuals under my supervision.
- Updated and reviewed potential problems log, library incident reports and banned patron communications. Implemented revised code of conduct and Quiet Library campaign launch.
- Facilitated staff dress code committee work, including coordinating new shirt logo designs. One of our pages Isaac Rodriguez has an interest in graphic design and volunteered his time to do a new logo, which was enthusiastically accepted by the committee. The staff committee agreed on revised dress code language. New library shirts are on order with the new logo and should be here in 3 weeks.

Community Service

- Coordinated a small business fair for local vendors, 12 attended. Timing of a weekday was not conducive to public attendance. Future Wellness Expo will be scheduled for a weekend and held on the main floor.
- Assisted with Literacy Booksale planning and preparation, coordinated Drum Circle activity for families.
- Worked with local legislator Kate Browning to coordinate community stewardship meetings (beautification).
- Planning work for community musical and November fundraiser. Budget work session, schedule of activities.
- Outreach activities in October included the William Floyd PTO Harvest Festival with the Children's Department doing a popular Build Your Own Scarecrow craft, and a library table at the Harvest Festival in Mastic Beach where we gave away free children's books with a fall theme. Over 200 titles were given to families.

Meetings Attended

- Administrator's Workshop, SCLS Gary Golden, Futurist
- Mastic Shirley Chamber of Commerce
- 7th Precinct Community Information Meeting
- District Wide PTO meeting



*Left, below (2) Outreach at the **Mastic Beach Harvest Festival** – over 200 free children's paperbacks given away! Perfect weather for a fair. Many families with young children.*



*Above, **Poetry in Motion** – On the Road Program @ Wertheim. For three weeks, we walked 1 mile after reading an inspirational nature poem. The government shutdown postponed our weekly session, but we are finally back for November!*





Q Thank You for Keeping Our Library Quiet

Talk softly

Silence cell phones

No food in the library

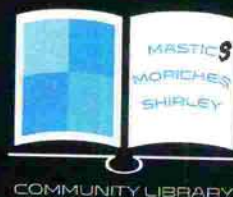
Dress appropriately

Respect each other

Supervise your children

**This is your community's library. We value your safety and comfort.
Guests causing a disturbance will be asked to leave.**

STAFF



Board of Trustees Meeting October 28, 2013

- **Audit – FYE June 30, 2013**

- Awaiting copy of DRAFT
- Look to schedule for November's BOT meeting?

- **Facilities Update**

- Septic pump outs – exploring alternatives after meeting with architect and engineer

- **Certificate of Deposit Renewal**

- You will note that in this month's Operating Fund report that our collateral CD has matured
- Working with Capital One bank to renew certificate

- **Internet Outage**

- Outage naturally impacted our department causing some inefficiencies
- Had to implement some workarounds in order to ensure a successful payroll transmission and continued order processing/purchasing

- **NYS Office of State Comptroller**

- Working with auditors on completion of AUD report
- On track for timely submission

- **Local Library Services Aid – 2013**

- Received 90% distribution from Suffolk Cooperative Library System last week
- The \$11.6K payment will be reflected in next month's Profit & Loss statement



Adults

October 2013

Josephine Wuthenow
Department Head

Remembering Hurricane Sandy

On October 5th and 6th, the Mastics-Moriches-Shirley Community Library presented a display documenting the impact of Hurricane Sandy on our Community. There were photographs, personal stories and video clips. In addition, there was a mural, on loan to us from the Tangier Smith Elementary School that was painted by elementary school students in Philadelphia depicting their vision of devastating effects of this disaster on MMSH.



Linda Knel,
RASD Librarian



DEPARTMENTAL SNAPSHOT

PROGRAMS

- **749** patrons attended in-house programs
- **67** patrons attended off-site programs

COPIES & FAXES

- We helped patrons **1,743** times with copies, faxes, and scanning

COMPUTERS

- Patrons used our computers **3,960** times

REFERENCE & INFORMATION

- We answered **3,632** patron questions

READERS' ADVISORY UPDATE

POSTS

- 30 new posts were published to the Readers' Advisory Blog in September.

VISITORS

- The blog had 365 unique visitors and 1,598 page views.



Welcome To RASD!

I started my new position in the Reference and Adult Services Department on September 11th and was warmly welcomed by all staff. Immediately, I began working on publicizing Lynda.com, our new education and business database with over 2,000 informative tutorial videos and training exercises. **I contacted the Tri-Hamlet News and there is a full page ad in the October Edition.** In house and at home use are steadily on the rise and I believe as word spreads on this service we will see it become as popular as our Text-a-Librarian service.

On September 23rd I attended the first ever New Adult Committee meeting, a newly formed branch within RASD of SCLA. Approximately ten librarians from across Suffolk County attended the meeting which was held at the Patchogue-Medford Public Library. The discussion was led by Mike Buono and we plan on continuing to meet on a monthly basis to develop programming ideas for 18-24 year olds. Additionally, I attended a program at SCLS on October 9th about helping the mentally ill at our libraries. This informative workshop provided a great deal of resources and tips for those of us that are concerned about how to help this population.

RASD Librarian, Kerrilynn Hurley



RASD Librarian,
Caroline Curtin, had the opportunity to attend two workshops.

LILRC Grant Writing Session

This workshop included tips for general grant writing and a particular look at applying for a Documentary Heritage Program grant through the New York State Archives. This specific grant provides assistance for projects that include archival appraisal and description. Several local history projects could be funded with assistance from this grant.

18th Annual Archives Month Conference: People of Long Island

This conference included speakers of Native American and African American descent who discussed their personal connections to local archival materials. Additionally, there was a panel presentation and discussion from four individuals representing local archival repositories that highlighted their collections of historical Long Island documents as well as how they are curate and accessed. As the library plans to draw closer connections to the records and collections of the local indigenous populations this conference provided excellent perspectives on collections management and communications with Native Americans about archival materials. attended our in-house programs.

TEEN SUMMER 2013: WRAP-UP



This summer, the Teen Department hosted **145** programs, & **1,220** teens attended!

PROGRAMS INCLUDED: Battle of the Books, Luxurious Chocolate Facials, Square Dancing at the YMCA, Babysitting Workshop, Enrichment programs, and so much more!





The Teen Services Department inspires, encourages, and mentors community teens on their path to becoming literate and well rounded adults.

With programs like Reading Buddies, in which teens work with neighborhood children to improve literacy skills; & Make and Eat a Healthy Meal, TSD serves teens by empowering them to build skills and strengthen their community.



148 teens signed up for the Teen Summer Reading Club, reporting on 348 books.

Back to School Night at the Middle Schools

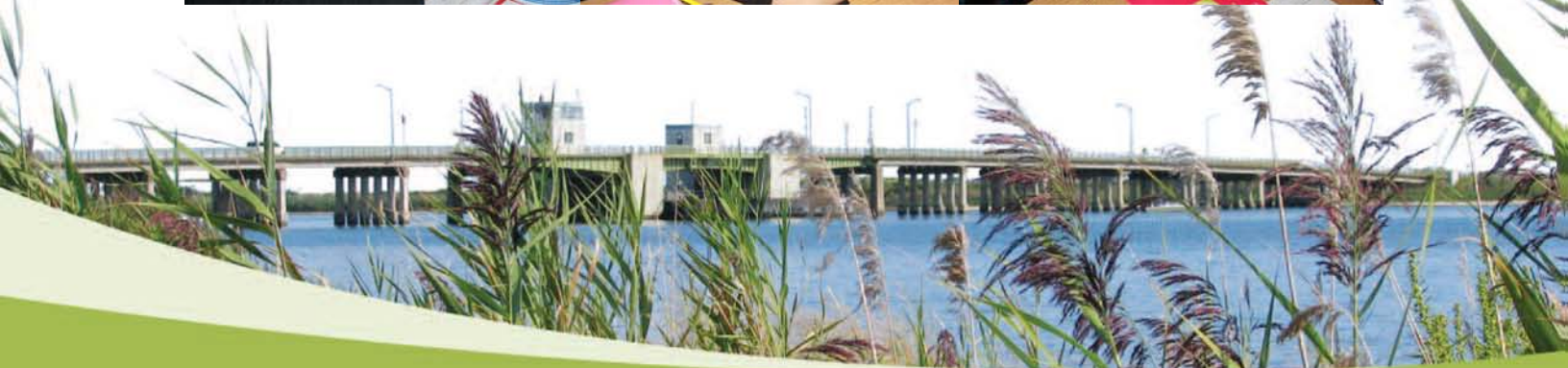
In September, we were thrilled to be invited to the Back-to-School Nights at both William Paca and William Floyd Middle School. With the circulation department's help, we were able to attend both - spreading the word about library cards, downloadable e-books, online Live Study Help, our community service programs, and more. Thank you to the school administrations and our fantastic staff!



Study Buddies, Reading Buddies, and ESOL Family Night

We are so happy to be working with the Literacy and Children's Department again to offer outreach and community service programs!

- On Tuesdays and Wednesdays, we have 14 Volunteer Teens (grades 6-12) helping students with homework - **right in the Children's Room! It's a great opportunity for all of our students.** Parents in our ESOL program can also sit with their child and his/her buddy and learn more about homework by observing and conversing with the Literacy staffer on hand. Last Tuesday, 17 children stopped in for help from 4:30 - 6!
- On Tuesdays at the High School, 8 High School Volunteers read and play learning games with the children of our adult ESOL students, encouraging greater literacy and acting as mentors to the younger kids.
- On Tuesdays and Thursdays at the High School, a TSD staff member works with LMSW Crystal to offer a conversation-&-craft program for the tweens and teens (9+) of the adult **students. It's a great opportunity for us to demonstrate our programs to a core audience!**



CIRCULATION SERVICES

Board
Report

Circulation Statistics: for September 2013 submitted October 2013

Circulation Activity: 59,576

Staff Assisted Checkouts: 28,309

Self Checkouts: 23,681

Online Renewals: 5,645

Digital Checkouts: 1,941

Physical Visitors: 24,562 and Current Card Holders: 47,471

New Library Cards Issued:

MMSCL District Patrons 363

Out of District Contract Patrons 9

Meeting Room Usage:

Number of rooms booked by district organizations including tutors — 47

Number of community residents including students in attendance — 186

SMS Alerts (text notifications):

534 patrons currently enrolled

Online Self Registration:

6 Currently requested

Department Head Note: We were able to see a significant increase in Library card requests this month due in part to the newsletter advertisement of Library Card Sign Up month. I was able to attend the NYLA conference in September and hope to implement some of the ideas that were discussed. Some of the NYLA discussions included out reach and how to expand circulation services to local organizations who utilize our meeting room space most frequently. With the recent emergency use of Mobile Millennium the circulation staff is well versed in it's capabilities and we look forward to taking it on the road whenever possible.

October 2013

Compiled by: Nick Tanzi

Crash Course in Mobile Millennium

In the midst of a prolonged internet outage this month, Digital Services worked with Circulation and the Suffolk Cooperative Library System to develop a work around to ensure continuity of service. While not an ideal solution, we were able to replicate core circulation functions using newly released “Mobile Millennium” software and employing Windows 8 ThinkPads. Later that week, we were able to restore the acquisitions function of our Technical Services Department.



This proved to be a learning process for all involved! As the first library to use Mobile Millennium at any level, never mind replicating a full Circulation and Technical Services Department, SCLS was quite interested in our experience. The Circulation Department received a crash course in Windows 8 and Mobile Millennium, which they quickly adapted to, under very difficult conditions. Likewise, Digital Services was introduced to core circulation functions, and quickly recognized how ill-suited the current desk setup is for Circulation (the wiring situation at that desk is horrendous!)

Computer Classes for Literacy Students

Librarian Steve Burg has been working on another round of computer classes for our literacy students. These classes have proven to be very popular—41 attendees this month at 4 sessions. Classes have included *Computer Basics*, *Internet Basics* and *Introduction to Microsoft Office*.

Going Mobile In the Children's Department

Working with CPSD librarian Andrea Malchiodi, we are developing several literacy stations with children ages 3-5 and grades K-2 & 3-6 in mind. These stations will employ grant-funded Nexus 7 Android tablets that will feature educational apps and a specialized interface designed to be kid-friendly.



REPORT OF PERSONNEL CHANGES
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

DATE PREPARED:
10/28/13

JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

PAGE 1 OF 2

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
LA	Pipe Jr., Donald		Guard	\$19.29/hr		6/30/2013 - 11/30/13	
APT	Carpenzano, Santo		Guard	\$19.29/hr		09/26/13	
TRS	Stokes, Elizabeth		Guard	\$19.29/hr		09/27/13	
APT	Visti, Diane		Page	\$8.29/hr		10/03/13	
APT	Ashton, Caitlin N.		Page	\$8.29/hr		10/03/13	
APT	O'Donnell, Zoe D.		Page	\$8.29/hr		10/03/13	
LA	Kalmbach, Janet		Library Clerk	\$15.77/hr		10/06/13 - 02/03/14	
LA/EXT	Scala, Louise		Library Clerk	\$13.66/hr		07/31/13 - 12/31/13	
LA	Pentzel, Margaret		Library Clerk	\$13.13/hr		9/18/2013 - 11/30/13	

- DID YOU:
1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old?
 2. Request and 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?

☐

APPROVED

☐

DISAPPROVED

☐

APPROVED AS NOTED

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

Signature of Appointing Authority

DATE PREPARED:
10/28/13

PAGE 2 OF 2

<p>DID YOU:</p> <ol style="list-style-type: none"> 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? <p> <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED </p> <p> <input type="checkbox"/> APPROVED AS NOTED </p>	<p>The above changes are hereby certified as being in accordance with Civil Service requirements.</p>
	<p>Signature of Appointing Authority</p>

DRESS CODE REVISED

In order to present a professional image consistent with library standards, employees are expected to dress appropriately for work assignments as follows:

ALL STAFF

Attire must be neat, clean and not sloppy or wrinkled. Undergarments, midriff, cleavage and bare back must not show. See through material is not permitted. The following material does not represent the image of the library and is therefore unacceptable:

- Torn/patched/faded/frayed/wrinkled clothing
- Halter tops/tube tops
- Tank tops or muscle shirts
- Strapless or backless sundresses
- Wearing a message that may inhibit/antagonize library visitors or staff or interferes with the library's mission to disseminate information in an objective and dispassionate manner.

While at work, employees may only wear messages that promote library service and that have been pre-approved by the Director.

Library logo shirts can be worn with business casual pants (Khaki, corduroy, trousers or other business casual) and casual footwear (sneakers) any day of the week.

For ALL staff, jeans will only be permitted on Friday with a library logo shirt unless otherwise specified.

Staff engaged in program delivery and outreach activities may wear jeans, casual footwear and library logo shirts.

Staff representing the library at business meetings should wear business dress or library logo wear as appropriate.

Library logo wear is a casual option and is not mandatory. Only current year Summer Reading Program T-Shirts should be worn as permitted.

PAGE STAFF

May wear jeans, pants, trousers, capris, shorts that come to the knee or leggings with tunic style tops. No sweatpants or flip-flops. Casual footwear such as sneakers or sandals may be worn.

CLERICAL STAFF

May wear trousers, pants, capris, shorts that come to the knee or leggings with tunic style tops. No sweatpants or flip-flops. Casual footwear such as sneakers or sandals may be worn.

CUSTODIAL AND SECURITY STAFF

Custodial and security staff will be issued shirts supplied by the library to be worn with appropriate pants or shorts.

PROFESSIONAL STAFF

Business dress or business-casual wear. Suits, slacks, trousers, capris, shorts to the knee, collared shirts; skirts or dresses, blouses. Ties are not required.

Recommended changes to the policy include the following:

Casual bottoms and shoes with library logo wear any day of the week.

Leggings only with tunic length shirts

Sandals and sneakers OK

Ties no longer required

OLD POLICY - DRESS CODE

In order to present a professional image consistent with Library standards, employees are expected to dress appropriately for their work assignments as follows:

All Staff

All attire must be clean and neat; not baggy, sloppy, or wrinkled. Undergarments, midriff, cleavage and bare back must not show. See-through material is not permitted.

The following attire does not appropriately reflect the image of the Library and is therefore unacceptable: torn/patched/faded/frayed/wrinkled clothing, halter tops, tube tops, tank tops, muscle shirts, strapless or backless sun dresses.

Name tags must be worn above the waist.

Wearing a message that may inhibit and/or antagonize Library visitors or staff interferes with the Library's mission to disseminate information in an objective and dispassionate manner. While at work, employees may only wear messages that promote Library services and that have been pre-approved by the Library Director.

An employee reporting to work inappropriately dressed may be sent home to change by the employee's supervisor, a Department Head, or the Person in Charge of the Library.

The employee need not be compensated for time away from work in this circumstance.

Repeated violations of this policy will result in disciplinary action up to and including termination of employment.

Page Staff

Pages may wear jeans, pants, capris, or shorts that come to the knee (no leggings or sweats). Closed shoes must be worn (no sandals).

Custodial and Security Staff

Custodial and Security Staff will be issued shirts supplied by the Library to be worn with appropriate pants or shorts.

All Other Staff (including but not limited to Professional and Clerical Staff)

Business Dress or Business Casual – suits, slacks, skirts or dresses, collared shirts, blouses or sweaters. Male librarians must wear ties.

Casual Days

On prearranged days, all staff may wear tee shirts, jeans and sneakers, provided they meet library standards of neatness and neutrality. Casual days will be announced by the Library Director.

The Library Director shall be the final arbiter on appropriate dress.

Latest Revision: July 28, 2008

Revised: June 27, 2005

Originally Adopted: April 26, 1999 (Dress)

Community Family Literacy Project, Inc.
1st Quarter Report to Board of Trustees
July 1, 2013 to September 30, 2013
Submitted by Toni Witham on October 28, 2013

	Cash Receipts	Total Cash Receipts	Cash Disbursed	Total Cash Disbursed	GRAND TOTALS
Beginning Balance - July 1, 2013					\$ 123,528.82
CASH RECEIPTS:					
2013 5K Run:					
Registrations	\$ 7,491.00				
Registration refunds (total of 4 @ \$22 each)	\$ (88.00)				
Sponsors	\$ 4,100.00				
Total 2013 5K Run Receipts		\$ 11,503.00			
Donations:					
Book Sales	\$ 160.00				
Reusable Bags	\$ 6.00				
Miscellaneous	\$ 50.00				
Total Donations		\$ 216.00			
Interest:					
Interest from Checking A/C #0260	\$ 6.49				
Interest from MM A/C #0279	\$ 112.31				
Total Interest		\$ 118.80			
TOTAL CASH RECEIPTS:		\$ 11,837.80			
CASH DISBURSEMENTS:					
Expenses:					
Reach Out & Read			\$ -		
FLP Books LEFA			\$ -		
LEFA Book Grant			\$ -		
LEFA Arts & Crafts			\$ -		
FLP Adult Books			\$ 3,049.13		
Total expenses				\$ 3,049.13	
2013 5K Run					
ULINE - bags for Run			\$ 26.40		
East End Sign Design			\$ 195.00		
Mr. Party Pooper			\$ 400.00		
East End Screen Printing - T-shirts			\$ 2,000.00		
Crown Trophy			\$ 227.99		
Freshy Fresh Bagels			\$ 200.00		
Start To Finish			\$ 2,261.80		
Sam's Club			\$ 504.29		
Total 2013 5K Run Expenses				\$ 5,815.48	
Miscellaneous:					
Literacy Suffolk, Inc. - for Literacy Volunteer Workshop (Viviana Bishop)			\$ 40.00		
William Floyd Community Summit - sponsorship for program honoring Mastics-Moriches-Shirley Community Library as 2013 Organization of the Year			\$ 1,500.00		
Michaels - yarn for "Needle Arts with Heart" (a new program)			\$ 44.88		
The James V. Kavanaugh Knights of Columbus - journal ad			\$ 100.00		
Total Miscellaneous				\$ 1,684.88	
TOTAL CASH DISBURSEMENTS:				\$ 10,549.49	
Profit/Loss for 1st Quarter ending September 30, 2013					\$ 1,288.31
ENDING CASH BALANCE AS OF September 30, 2013					\$ 124,817.13

Community Family Literacy Project, Inc.
1st Quarter Report to Board of Trustees
July 1, 2013 to September 30, 2013
Submitted by Toni Witham on October 28, 2013

ASSETS:	
Empire National: Checking A/C #0260	\$ 9,703.53
Empire National: MM A/C #0279	\$ 55,753.73
Capital One: CD #2713	\$ 25,345.06
Astoria Federal Savings: CD #9953	\$ 34,014.81
TOTAL ASSETS AS OF SEPTEMBER 30, 2013	\$ 124,817.13

Community Library Friends of the Arts, Inc.
1st Quarter Report to Board of Trustees
July 1, 2013 to September 30, 2013
Submitted by Toni Witham on October 28, 2013

	Cash Receipts	Total Cash Receipts	Cash Disbursed	Total Cash Disbursed	GRAND TOTALS
Beginning Balance, July 1, 2013					\$ 117,160.62
Ticket Sales:					
Tickets sold for a performance from last fiscal year (Anne Taffel, Pianist on 4/17/13)	\$ 20.00				
Total Ticket Sales		\$ 20.00			
Interest:					
Empire National Bank - Operating A/C #028 (**No interest is earned when balance is under \$2,500.00)	\$ -				
Empire National Bank - Endowment A/C #046	\$ 111.15				
Total Interest		\$ 111.15			
TOTAL CASH RECEIPTS:		\$ 131.15			
CASH DISBURSEMENTS:					
Miscellaneous:					
William Floyd Community Summit - sponsorship for dinner honoring Mastics-Moriches-Shirley Community Library as 2013 Organization of the Year			\$ 1,500.00		
Total Miscellaneous				\$ 1,500.00	
TOTAL CASH DISBURSEMENTS:				\$ 1,500.00	
Profit/Loss for 1st Quarter ending September 30, 2013					\$ (1,368.85)
ENDING CASH BALANCE AS OF SEPTEMBER 30, 2013					\$ 115,791.77

Community Library Friends of the Arts, Inc.
1st Quarter Report to Board of Trustees
July 1, 2013 to September 30, 2013
Submitted by Toni Witham on October 28, 2013

ASSETS:	
Operating A/C - Empire National Bank #028	\$ 527.93
CD - Empire National Bank #2676	\$ 52,192.50
<u>RESTRICTED ASSETS:</u>	
Endowment A/C - Empire National Bank #046	\$ 63,071.34
TOTAL ASSETS AS OF SEPTEMBER 30, 2013	<u>\$ 115,791.77</u>

Memo to: Chris Nowak
Business Office

From: Mary Durant
CPSD

Date: September 16, 2013

Re: Permission to donate or throw out

We are requesting permission to donate or throw out the items listed below from our inventory.

Blue loveseat	Playspace Area	Tag 0000720	To be donated	
Black futon	Sight & Sound Area	Tag not found	To be donated	Originally donated by Shirley Sleep
Rotary rack-holds 10 rolls of art paper	Sub basement	Tag not found	Throw out-unusable	Purchased 1/2003 for \$380-metal poles are bent-unit no longer usable
Toshiba TV	Sight & Sound Area	Tag 0002004	Throw out-broken	
RCA TV	Sight & Sound Area	Tag 0002002	Throw out-broken	
Metal TV-video game console	Sight & Sound Area	Tag 0001175	Throw out-broken	
Metal TV-video game console	Sight & Sound Area	Tag not found	Throw out-broken	
(3) Little Tykes computer plastic display cases & purple benches	Playspace Area	Tags not found	To be donated	
Book cart	Sub basement	Tag 0000992	Throw out-broken	

Memo to: Chris Nowak
Business Office

From: Mary Durant
CPSD

Date: October 21, 2013

Re: Permission to donate throw out

CD bar countertop listening station	Sight & Sound Area	Tag not found	Throw out – broken	Originally purchased 1-29-2004 from AR Kropp Company for \$1,000.
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