

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

November 25, 2013

7:00 PM

AGENDA

I. CALL TO ORDER

PLEDGE OF ALLEGIANCE

TRUSTEE ANNOUNCEMENT/OATH OF OFFICE

II. APPROVAL OF MINUTES

III. SCHEDULE OF CLAIMS

1. OPERATING FUND

IV. FINANCIAL REPORTS

V. DIRECTOR'S REPORT

VI. ASSISTANT DIRECTOR'S REPORT

VII. BUSINESS MANAGER'S REPORT

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

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

A. DEPARTMENT REPORTS

- 1. ADULT SERVICES**
- 2. CHILDREN'S & PARENTS SERVICES**

AGENDA

November 25, 2013

- a. Presentation, Sylvia Maurer, Librarian
- 3. TEEN SERVICES
- 4. CIRCULATION SERVICES
- 5. LITERACY SERVICES
- 6. DIGITAL SERVICES
- 7. INFORMATION TECHNOLOGY
- B. PERSONNEL
 - 1. RECOMMENDED CHANGES
- C. SCLS BUDGET
- D. POLICY
- E. FACILITY - STEEL REPAIR PROJECT

PERIOD FOR PUBLIC EXPRESSION

- X. EXECUTIVE SESSION
- XI. ADJOURNMENT

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

DECEMBER 16, 2013, 7:00PM

DRAFT - UNAPPROVED

**MASTICS-MORICHES-SHIRLEY
COMMUNITY LIBRARY**

MINUTES OF OCTOBER 28, 2013 BOARD MEETING

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

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

PRESENT

Motion by Gross, second by Maiorana to accept the minutes of the September 23, 2013 meeting of the Board of Trustees. 3-0.

MINUTES

Motion by Maiorana, second by Gross to approve the Operating Fund Schedule of Claims dated 10/28/13; 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 10/11/13 \$177,214.07; Payroll Benefits Warrant \$8,744.01. Carried 3-0.

**SCHEDULE
OF CLAIMS**

Motion by Gross, second by Maiorana to approve the Operating Financial Report for September 2013. Carried 3-0.

**FINANCIAL
REPORTS**

Motion by Gross, second by Maiorana to approve the Capital Fund Financial Report for September 2013. Carried 3-0.

The Director helped in the preparation of the William Floyd Community Summit's hosting of Organization of the Year at which the library was honored. She attended the Fall 2013 NYS Rising Conference held in Albany on October 23rd. The library co-sponsored the Rotary Pancake Breakfast providing books and crafts for the children in attendance. Director Rosalia discussed the denitrification system as well as the ceilings and lighting issues concerning the library.

**DIRECTOR'S
REPORT**

DRAFT - UNAPPROVED

The Assistant Director was involved in assisting the Community Summit with the planning of activities for Organization of the Year honoring the library. She also ran two outreach programs : the William Floyd PTO Harvest Festival along with the Children's Department ran a Build Your Own Scarecrow activity and at the Harvest Festival in Mastic Beach she hosted a library table giving away 3 boxes of free fall themed books. She ran several staff meetings to go over the launch of the library's Quiet Library campaign, the new dress code and what the safety committee has accomplished. She helped with the Book Sale held on October 19th. She informed us that she is working with Dana Hickling to compile a procedure training manual for all departments in the library.

ASS'T DIRECTOR'S REPORT

The Business Manager reported that the Draft Audit Report had been delayed due to the internet outage the library recently experienced. He went on to say that they would be able to attend the November Board Meeting.

BUSINESS MNGR'S REPORT

Motion by Maiorana, second by Gross to approve the September 2013 CS-150 with the Director's recommended personnel changes. Carried 3-0.

RECOMMENDED PERSONNEL CHANGES

Motion by Maiorana, second by Gross to authorize the Director to execute the agreement with Midwest Tape, LLC for HOOPLA, for an initial term of 24 months concurrent with a \$6,000.00 advance. Carried 3-0.

NEW CONTRACTS

Motion by Gross, second by Maiorana to authorize the Director to execute the agreement with Power to Learn/Optimum Online at a cost of \$159.95 per month. Carried 3-0.

Motion by Maiorana, second by Gross to authorize the Director to execute the agreement with Lighttower for ISP service for a term of 60 months at \$2,495.00 per month. Carried 3-0.

Motion by Gross, second by Maiorana to adopt the Capital Project SEQRA Determination - Mastics Moriches Shirley Community Library exterior masonry repairs and associated steel support lintel replacement project. Carried 3-0.

STEEL REPAIR PROJECT

WHEREAS, the Mastics Moriches Shirley Community Library Board of Trustees is the lead agency for the State Environmental Quality Review Act (SEQRA) of construction projects undertaken by the Community Library; and

WHEREAS, the Board of Trustees has reviewed the description and scope

DRAFT - UNAPPROVED

of work for the proposed capital improvements involving masonry repairs And lintel replacement project at the Mastics Moriches Shirley Community Library; and

WHEREAS, the Board of Trustees has reviewed and evaluated the impact of this Library renovation project under consideration, and review, determined that the construction project under consideration is a routine activity of an educational institution and shall have no significant environmental impact;

NOW, THEREFORE BE IT RESOLVED, that upon the recommendation of the Library Director, the proposed Mastics Moriches Shirley Community Library capital improvement, is determined to be a Type II Action with a Negative Declaration pursuant to 6 NYSCRR 617.5 (c) (8) ; and, therefore the SEQRA review process is complete.

Motion by Maiorana, second by Gross to approve the Community Family Literacy Project, Inc. FY 2013-14 Q1 financial statement as prepared by Treasurer Toni Witham and presented by Director Rosalia. Carried 3-0.

FINANCIAL REPORTS

Motion by Gross, second by Maiorana to approve the Friends of the Arts, Inc. FY 2013-14 Q1 financial statement as prepared by Treasurer Toni Witham and presented by Director Rosalia. Carried 3-0.

Motion by Maiorana, second by Gross to dispose of obsolete and/or broken Equipment as outlined by Mary Durant (Principal Library Clerk, CPSD), and presented by Director Rosalia. Carrie 3-0.

DISPOSAL OF OBSOLETE/ BROKEN EQUIPMENT

Motion by Gross, second by Maiorana to authorize the Director and employee Lenny Levy (Community Services) to attend the Fall 2013 NYS Rising Conference in Albany, NY on October 23rd, at a cost not to exceed \$450.00 per person. Carried 3-0.

CONTINUING EDUCATION/ TRAVEL

PERIOD FOR PUBLIC EXPRESSION

DRAFT - UNAPPROVED

Motion by Maiorana second by Gross to move into Executive Session at 8:18 pm to discuss collective bargaining with CSEA. Carried 3-0.

EXECUTIVE SESSION

Motuon by Mazzarella, second by Maiorana, to amend the Mastics Moriches Shirley Community Library Flexible Spending Plan to exclude all part-time staff from eligibility beginning with the plan year commencing January 1, 2014. This action is being undertaken solely as a result of recent change in Federal Law (as prescribed by the Affordable Care Act), to bring the plan into compliance, and not subject the Library to substantial monetary penalties as a result of failing to amend the plan document. Carried 3-0.

POLICY AMENDMENT

Motion by Maiorana, second by Gross to leave Executive session at 8:48 pm. Carried 3-0.

Motion by Maiorana, second by Gross to adjourn the meeting at 8:50pm. Carried 3-0.

ADJOURNMENT

Respectfully submitted by,

Cecile Prevete, Secretary

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

SCHEDULE OF CLAIMS

PRESENTED NOVEMBER 25, 2013

PREPAY PAYABLES WARRANT #1	\$30,164.29
PAYABLES WARRANT #2	\$96,395.72
PAYROLL WARRANT W.E. 10/25/2013	\$181,646.19
PAYROLL BENEFITS WARRANT	\$75,084.18
PAYROLL WARRANT W.E. 11/08/2013	\$179,832.26
PAYROLL BENEFITS WARRANT	\$8,623.27
 TOTAL	 <u>\$571,745.91</u>

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

Secretary:

Date:

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Prepay Payables Warrant #1
November 25, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50954	10/24/2013	Postmaster	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*NL 112013	10/23/2013		6433G · POSTAGE	3,138.59
TOTAL					3,138.59
Bill Pmt -Check	50955	10/24/2013	American Express	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*101413	10/24/2013		6430G · OFFICE AND LIBRARY SUPPLIES	1,059.14
				6435D · CED, CONF & TRAVEL (ADM)	73.55
				7203C · EQUIPMENT C & P	225.24
				6437N · PROGRAMS (TEEN)	499.92
				6437C · PROGRAMS (C&P)	492.40
				6413A · PERIODICALS (ADULT)	299.00
				6437D · PROGRAMS (DIGITAL)	196.38
				6451G · CUSTODIAL SUPPLIES	579.36
				7203A · EQUIPMENT ADULT	208.00
				7203C · EQUIPMENT C & P	485.35
				6431D · TELECOMMUNICATIONS	25.00
				7203W · EQUIPMENT WIRE	119.00
				6428D · MISCELLANEOUS	529.90
				7203D · EQUIPMENT ADMIN	417.99
				6450F · FUEL/GAS	86.05
				6437L · PROGRAMS (LIT)	140.00
				6435R · CED, CONF & TRAVEL (CIRC)	270.07
				6435N · CED, CONF & TRAVEL (TEEN)	270.08
TOTAL					5,976.43
Bill Pmt -Check	50956	11/01/2013	Long Island Railroad	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*Tickets 11162013	11/01/2013		6437A · PROGRAMS (ADULT)	370.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Prepay Payables Warrant #1
November 25, 2013

Type	Num	Date	Name	Account	Paid Amount
TOTAL					370.00
Bill Pmt -Check	50957	11/05/2013	Amazon.com	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*101013	11/04/2013		6410A · BOOKS (ADULT)	946.11
				6410C · BOOKS (C&P)	2,098.75
				6417A · VIDEOS (ADULT)	1,294.57
				6410N · BOOKS (TEEN)	940.57
				6412N · RECORDINGS (TEEN)	24.68
				6417N · VIDEOS (TEEN)	403.03
				6429C · REALIA (C&P)	91.74
				6412A · RECORDINGS (ADULT)	3.75
				6410C · BOOKS (C&P)	996.91
				6437N · PROGRAMS (TEEN)	143.17
				6410L · BOOKS (LIT)	178.27
TOTAL					7,121.55
Bill Pmt -Check	50958	11/06/2013	Home Depot Credit Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*111913	11/05/2013		6451G · CUSTODIAL SUPPLIES	620.70
				6430G · OFFICE AND LIBRARY SUPPLIES	172.01
				6437C · PROGRAMS (C&P)	64.70
TOTAL					857.41
Bill Pmt -Check	50960	11/18/2013	LILRC/CE	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*Registration 11/12	11/18/2013		6437A · PROGRAMS (ADULT)	35.00
Bill	*Registration 11/6	11/18/2013		6437A · PROGRAMS (ADULT)	40.00
TOTAL					75.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Prepay Payables Warrant #1
November 25, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50961	11/18/2013	NYS Dept. of Environmental Conservation	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*9990000203259	11/18/2013		6437P8 · DENITE SYSTEMS ANALYSIS	300.00
TOTAL					<u>300.00</u>
Bill Pmt -Check	50962	11/18/2013	Suffolk County Water Authority	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*7272013-10282013	11/18/2013		6450W · WATER	427.58
TOTAL					<u>427.58</u>
Bill Pmt -Check	50963	11/18/2013	William Floyd Community Summit	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*10/10/2013	11/18/2013		6435D · CED, CONF & TRAVEL (ADM)	950.00
				6434G · PRINTING (GEN)	100.00
TOTAL					<u>1,050.00</u>
Bill Pmt -Check	50964	11/20/2013	Cablevision	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*111613-121513	11/19/2013		6431D · TELECOMMUNICATIONS	694.05
				6439A · EQUIPMENT R & M (ADULT)	4.15
				6439N · EQUIPMENT R & M (TEEN)	4.15
TOTAL					<u>702.35</u>
Bill Pmt -Check	50965	11/20/2013	LIPA	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*11072013	11/19/2013		6450E · ELECTRICITY	9,249.41

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Prepay Payables Warrant #1
November 25, 2013

Type	Num	Date	Name	Account	Paid Amount
TOTAL					9,249.41
Bill Pmt -Check	50966	11/20/2013	Sam's Club	L0225 · EMPIRE NAT'L - OPERATING	
Bill	*11082013	11/19/2013		6437A · PROGRAMS (ADULT)	253.31
				6437N · PROGRAMS (TEEN)	167.28
				6451G · CUSTODIAL SUPPLIES	233.49
				6437L · PROGRAMS (LIT)	241.89
TOTAL					895.97

GRAND TOTAL: \$30,164.29

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

Signed: _____
Title: Secretary

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	50967	11/25/2013	Abramowitz, Kelly	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/4,11,18,25/13	11/18/2013		6437N · PROGRAMS (TEEN)	-480.00
TOTAL						-480.00
	Bill Pmt -Check	50968	11/25/2013	All Island Janitorial Supply, Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	725563	11/18/2013		6451G · CUSTODIAL SUPPLIES	-39.75
	Bill	725450	11/18/2013		6451G · CUSTODIAL SUPPLIES	-193.44
	Bill	725715	11/18/2013		6451G · CUSTODIAL SUPPLIES	-103.32
TOTAL						-336.51
	Bill Pmt -Check	50969	11/25/2013	All Lines Equipment Repair Co.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	9412	11/18/2013		6451G · CUSTODIAL SUPPLIES	-205.67
TOTAL						-205.67
	Bill Pmt -Check	50970	11/25/2013	Ashton, Ruth	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/26/13 11/2,9/13	11/18/2013		6437L · PROGRAMS (LIT)	-371.25
TOTAL						-371.25
	Bill Pmt -Check	50971	11/25/2013	AT&T	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	111013	11/18/2013		6431D · TELECOMMUNICATIONS	-42.20
TOTAL						-42.20

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	50972	11/25/2013	Baker & Taylor	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3019094168	11/01/2013		6410A · BOOKS (ADULT)	-368.68
Bill	3019068161	11/01/2013		6410A · BOOKS (ADULT)	-922.14
Bill	3019089298	11/01/2013		6410A · BOOKS (ADULT)	-484.22
Bill	3019103737	11/01/2013		6410A · BOOKS (ADULT)	-326.65
Bill	3019076843	11/01/2013		6410A · BOOKS (ADULT)	-130.95
Bill	3019071867	11/01/2013		6410A · BOOKS (ADULT)	-357.85
Bill	3019088878	11/01/2013		6410A · BOOKS (ADULT)	-146.98
Bill	3019074812	11/01/2013		6410A · BOOKS (ADULT)	-606.20
Bill	3019087316	11/01/2013		6410A · BOOKS (ADULT)	-263.44
Bill	3019058194	11/01/2013		6410C · BOOKS (C&P)	-84.22
Bill	3019055675	11/01/2013		6410C · BOOKS (C&P)	-519.02
Bill	3019064860	11/01/2013		6410C · BOOKS (C&P)	-91.30
Bill	3019064442	11/01/2013		6410C · BOOKS (C&P)	-695.38
Bill	3019050032	11/01/2013		6410C · BOOKS (C&P)	-30.37
Bill	3019082971	11/01/2013		6410C · BOOKS (C&P)	-117.87
Bill	3019091960	11/01/2013		6412A · RECORDINGS (ADULT)	-191.65
Bill	3019085572	11/04/2013		6410C · BOOKS (C&P)	-89.86
Bill	3019082249	11/04/2013		6410C · BOOKS (C&P)	-289.48
Bill	3019092125	11/04/2013		6410C · BOOKS (C&P)	-208.14
Bill	3019101570	11/04/2013		6410C · BOOKS (C&P)	-11.90
Bill	3019101569	11/04/2013		6410C · BOOKS (C&P)	-260.86
Bill	3019119640	11/06/2013		6410A · BOOKS (ADULT)	-249.46
Bill	3019098481	11/06/2013		6410A · BOOKS (ADULT)	-248.43
Bill	3019112042	11/06/2013		6410A · BOOKS (ADULT)	-267.33
Bill	3019121665	11/13/2013		6410A · BOOKS (ADULT)	-157.37
Bill	3019108411	11/13/2013		6410A · BOOKS (ADULT)	-447.10
Bill	3019114317	11/13/2013		6410A · BOOKS (ADULT)	-450.49
Bill	3019113512	11/13/2013		6410A · BOOKS (ADULT)	-188.65

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill	3019111638	11/13/2013		6410A · BOOKS (ADULT)	-507.56
Bill	3019126208	11/13/2013		6410A · BOOKS (ADULT)	-349.52
Bill	3019133184	11/13/2013		6410A · BOOKS (ADULT)	-58.21
Bill	3019108869	11/13/2013		6410A · BOOKS (ADULT)	-165.78
Bill	3019140221	11/13/2013		6410A · BOOKS (ADULT)	-260.05
Bill	3019142925	11/13/2013		6410A · BOOKS (ADULT)	-356.73
Bill	3019123566	11/13/2013		6410N · BOOKS (TEEN)	-33.87
Bill	3019136122	11/13/2013		6410N · BOOKS (TEEN)	-44.12
Bill	3019095049	11/13/2013		6410N · BOOKS (TEEN)	-146.69
Bill	3019127538	11/13/2013		6410N · BOOKS (TEEN)	-18.15
Bill	3019111714	11/13/2013		6410N · BOOKS (TEEN)	-42.32
Bill	3019108572	11/13/2013		6410N · BOOKS (TEEN)	-15.14
Bill	3019110889	11/13/2013		6410N · BOOKS (TEEN)	-37.09
Bill	3019120450	11/13/2013		6410N · BOOKS (TEEN)	-73.01
Bill	3019103457	11/13/2013		6410N · BOOKS (TEEN)	-117.20
Bill	3019082597	11/13/2013		6410N · BOOKS (TEEN)	-14.42
Bill	3019090620	11/13/2013		6410N · BOOKS (TEEN)	-7.26
Bill	3019132366	11/14/2013		6410A · BOOKS (ADULT)	-308.91
Bill	3019138299	11/14/2013		6410A · BOOKS (ADULT)	-371.96
Bill	3019123921	11/15/2013		6410A · BOOKS (ADULT)	-806.55
Bill	3019148895	11/18/2013		6410N · BOOKS (TEEN)	-11.10
Bill	3019107873	11/18/2013		6410A · BOOKS (ADULT)	-1,327.90
Bill	3019154086	11/18/2013		6410A · BOOKS (ADULT)	-338.66
Bill	3019141882	11/18/2013		6410A · BOOKS (ADULT)	-497.70
Bill	3019146134	11/18/2013		6410N · BOOKS (TEEN)	-34.73
Bill	3019144362	11/18/2013		6410N · BOOKS (TEEN)	-23.01
TOTAL					-14,173.63

Bill Pmt -Check 50973 11/25/2013 Bishop, Viviana G. L0225 · EMPIRE NAT'L - OPERATING

Bill	10/15,17,22,29/13	11/18/2013	6437L · PROGRAMS (LIT)	-270.00
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MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

	Type	Num	Date	Name	Account	Paid Amount
TOTAL						-270.00
	Bill Pmt -Check	50974	11/25/2013	Bleidner, Gloria	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10212013	11/05/2013		6437A · PROGRAMS (ADULT)	-75.00
TOTAL						-75.00
	Bill Pmt -Check	50975	11/25/2013	Blick Art Materials	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2155976	11/19/2013		6437A · PROGRAMS (ADULT)	-7.80
					6437C · PROGRAMS (C&P)	-7.80
					6437L · PROGRAMS (LIT)	-7.80
TOTAL						-23.40
	Bill Pmt -Check	50976	11/25/2013	Blockhouse	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	55374-FF	11/06/2013		7203C · EQUIPMENT C & P	-3,690.40
TOTAL						-3,690.40
	Bill Pmt -Check	50977	11/25/2013	Brodart Co.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	327091	11/13/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-763.56
	Bill	327009	11/13/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-70.58
	Bill	328927	11/18/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-21.99
	Bill	329216	11/18/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-399.70
TOTAL						-1,255.83

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	50978	11/25/2013	Burg, Stephen (staff)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	Mileage 10/2013	11/06/2013		6435D · CED, CONF & TRAVEL (ADM)	-46.21
TOTAL						-46.21
	Bill Pmt -Check	50979	11/25/2013	Capital One N.A.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11012013	11/18/2013		6485G · Bank Fees	-400.00
TOTAL						-400.00
	Bill Pmt -Check	50980	11/25/2013	Carter, Kathleen	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10232013	11/06/2013		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	50981	11/25/2013	Casper, Thomas	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/28 11/6/13	11/18/2013		6435N · CED, CONF & TRAVEL (TEEN)	-12.76
					6437N · PROGRAMS (TEEN)	-78.15
TOTAL						-90.91
	Bill Pmt -Check	50982	11/25/2013	CDW Government, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	GL18454	11/15/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-221.50
	Bill	GK99716	11/15/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-299.20
TOTAL						-520.70

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	50983	11/25/2013	Center Point Large Print	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1132271	11/13/2013		6410A · BOOKS (ADULT)	-387.92
TOTAL						-387.92
	Bill Pmt -Check	50984	11/25/2013	Coffee Solutions	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	731820	11/15/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-249.00
TOTAL						-249.00
	Bill Pmt -Check	50985	11/25/2013	Colonial Youth & Family Services	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/16,23/2013	11/06/2013		6437A · PROGRAMS (ADULT)	-90.00
					6437C · PROGRAMS (C&P)	-90.00
	Bill	9/23,25,30/13	11/20/2013		6437L · PROGRAMS (LIT)	-346.50
TOTAL						-526.50
	Bill Pmt -Check	50986	11/25/2013	Cornell Cooperative Extension	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11122013	11/20/2013		6437C · PROGRAMS (C&P)	-120.00
TOTAL						-120.00
	Bill Pmt -Check	50987	11/25/2013	Corrigan, Jacqueline	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/17/13 11/7,14/13	11/18/2013		6437L · PROGRAMS (LIT)	-180.00
TOTAL						-180.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	50988	11/25/2013	Currao-McAleavey, Carmella	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10262013	11/18/2013		6437N · PROGRAMS (TEEN)	-45.00
TOTAL						-45.00
	Bill Pmt -Check	50989	11/25/2013	Curtin, Eileen	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	Mileage 101913	11/06/2013		6435C · CED, CONF & TRAVEL (C&P)	-56.50
TOTAL						-56.50
	Bill Pmt -Check	50990	11/25/2013	D'Amato, Tara	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	Conference 11/15/13	11/18/2013		6435S · CED, CONF & TRAV (COMM SRV)	-25.00
					6435L · CED, CONF & TRAVEL (LIT)	-25.00
TOTAL						-50.00
	Bill Pmt -Check	50991	11/25/2013	Daily News	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1182013 52 weeks	11/15/2013		6413A · PERIODICALS (ADULT)	-239.20
TOTAL						-239.20
	Bill Pmt -Check	50992	11/25/2013	Davis, Lindsay	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/16,21,23,26,28,30	11/18/2013		6437L · PROGRAMS (LIT)	-500.00
TOTAL						-500.00
	Bill Pmt -Check	50993	11/25/2013	Demco, Inc.	L0225 · EMPIRE NAT'L - OPERATING	

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	Type	Num	Date	Name	Account	Paid Amount
	Bill	5127449	11/13/2013		7203A · EQUIPMENT ADULT	-977.06
TOTAL						-977.06
	Bill Pmt -Check	50994	11/25/2013	Detail Carting Co. Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	306906	11/15/2013		6432G · CARTAGE	-250.38
TOTAL						-250.38
	Bill Pmt -Check	50995	11/25/2013	Discount School Supply	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	D18423100101	11/15/2013		6437C · PROGRAMS (C&P)	-128.68
TOTAL						-128.68
	Bill Pmt -Check	50996	11/25/2013	DJJ Technologies	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2044359	11/13/2013		6439W · EQUIPMENT R & M (WIRES)	-378.81
TOTAL						-378.81
	Bill Pmt -Check	50997	11/25/2013	Donovan, Elizabeth	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	9/28-11/15/13	11/18/2013		6435L · CED, CONF & TRAVEL (LIT)	-645.65
TOTAL						-645.65
	Bill Pmt -Check	50998	11/25/2013	East End Driving School, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	9142013	11/18/2013		6437N · PROGRAMS (TEEN)	-1,617.00

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	Type	Num	Date	Name	Account	Paid Amount
TOTAL						-1,617.00
	Bill Pmt -Check	50999	11/25/2013	EBSCO C	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	9162904	11/04/2013		6413C · PERIODICALS (C&P)	-25.95
	Bill	9163114	11/13/2013		6413C · PERIODICALS (C&P)	-58.98
TOTAL						-84.93
	Bill Pmt -Check	51000	11/25/2013	EnvisionWare Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	INV-US-15090	11/13/2013		6410A · BOOKS (ADULT)	-1,806.00
					6410C · BOOKS (C&P)	-1,974.00
					6410N · BOOKS (TEEN)	-420.00
TOTAL						-4,200.00
	Bill Pmt -Check	51001	11/25/2013	Failla, Paul	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11172013	11/20/2013		6437A · PROGRAMS (ADULT)	-250.00
TOTAL						-250.00
	Bill Pmt -Check	51002	11/25/2013	First Student	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10878292	11/20/2013		6437C · PROGRAMS (C&P)	-65.65
	Bill	10878299	11/20/2013		6437C · PROGRAMS (C&P)	-65.65
	Bill	10878287	11/20/2013		6437C · PROGRAMS (C&P)	-65.65
TOTAL						-196.95

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	51003	11/25/2013	Flower Barn/IGHL Greenhouses	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	B0001940	11/15/2013		643760 · PLANTINGS	-407.16
TOTAL						-407.16
	Bill Pmt -Check	51004	11/25/2013	Foerderer, Linda	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/21,28/13 11/4/13	11/18/2013		6437L · PROGRAMS (LIT)	-150.00
TOTAL						-150.00
	Bill Pmt -Check	51005	11/25/2013	Franzone, Denise	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/16,21,23,28,30/13	11/18/2013		6437L · PROGRAMS (LIT)	-350.00
TOTAL						-350.00
	Bill Pmt -Check	51006	11/25/2013	Frisina, Megan	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10252013	11/06/2013		6437A · PROGRAMS (ADULT)	-50.00
	Bill	11/1,8,15/13	11/20/2013		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						-200.00
	Bill Pmt -Check	51007	11/25/2013	Galvez, Viodelda	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/16,21,23,28,30/13	11/18/2013		6437L · PROGRAMS (LIT)	-400.00
TOTAL						-400.00
	Bill Pmt -Check	51008	11/25/2013	Garda CL Atlantic, Inc	L0225 · EMPIRE NAT'L - OPERATING	

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	Type	Num	Date	Name	Account	Paid Amount
	Bill	193-388913	11/15/2013		6437P13 · ARMORED CAR SERVICE	-182.02
TOTAL						-182.02
	Bill Pmt -Check	51009	11/25/2013	Gaylord Bros., Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2222300	11/20/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-139.12
TOTAL						-139.12
	Bill Pmt -Check	51010	11/25/2013	George, Ivette	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/26/13 11/8,9/13	11/18/2013		6437L · PROGRAMS (LIT)	-237.00
TOTAL						-237.00
	Bill Pmt -Check	51011	11/25/2013	Given, Denice	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10262013	11/06/2013		6437A · PROGRAMS (ADULT)	-450.00
TOTAL						-450.00
	Bill Pmt -Check	51012	11/25/2013	Goodwin, Jacqueline	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/16,21,23,28,30/13	11/18/2013		6437L · PROGRAMS (LIT)	-350.00
TOTAL						-350.00
	Bill Pmt -Check	51013	11/25/2013	Greater Mastic Beach Chamber of Commerce	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11162013	11/06/2013		6428D · MISCELLANEOUS	-150.00

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	Type	Num	Date	Name	Account	Paid Amount
TOTAL						-150.00
	Bill Pmt -Check	51014	11/25/2013	Insect Lore	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	205575	11/01/2013		6410C · BOOKS (C&P)	-19.99
TOTAL						-19.99
	Bill Pmt -Check	51015	11/25/2013	Island Elevator Services	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	14949	11/15/2013		6452G · BLDG ALTERATION AND MAINT	-357.00
TOTAL						-357.00
	Bill Pmt -Check	51016	11/25/2013	Island School & Art Supply	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	434906	11/13/2013		6437N · PROGRAMS (TEEN)	-43.76
TOTAL						-43.76
	Bill Pmt -Check	51017	11/25/2013	Janowitz, Laurie	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10172013	11/05/2013		6437A · PROGRAMS (ADULT)	-270.00
	Bill	1142013	11/18/2013		6437A · PROGRAMS (ADULT)	-280.00
	Bill	11142013	11/20/2013		6437A · PROGRAMS (ADULT)	-260.00
TOTAL						-810.00
	Bill Pmt -Check	51018	11/25/2013	Joya, Denise	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/15,16,17,21,22,23	11/18/2013		6437L · PROGRAMS (LIT)	-765.00

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	Type	Num	Date	Name	Account	Paid Amount
TOTAL						-765.00

Bill Pmt -Check 51019 11/25/2013 Jr. Crime Investigators Inc. L0225 · EMPIRE NAT'L - OPERATING

Bill	10222013	11/19/2013		6437N · PROGRAMS (TEEN)	<u>-200.00</u>
TOTAL					-200.00

Bill Pmt -Check 51020 11/25/2013 Kids Edible Creations L0225 · EMPIRE NAT'L - OPERATING

Bill	10142013	11/18/2013		6437N · PROGRAMS (TEEN)	-230.00
Bill	1152013	11/19/2013		6437N · PROGRAMS (TEEN)	<u>-240.00</u>
TOTAL					-470.00

Bill Pmt -Check 51021 11/25/2013 King Kullen L0225 · EMPIRE NAT'L - OPERATING

Bill	133021356201	11/04/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-12.17
Bill	133050543621	11/04/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-20.44
Bill	132960523571	11/04/2013		6437A · PROGRAMS (ADULT)	-10.27
Bill	133041359171	11/04/2013		6437C · PROGRAMS (C&P)	-35.80
Bill	132940758781	11/04/2013		6437C · PROGRAMS (C&P)	-12.38
Bill	132950761781	11/04/2013		6437C · PROGRAMS (C&P)	-6.29
Bill	132970525521	11/04/2013		6437C · PROGRAMS (C&P)	-15.16
Bill	132950521891	11/04/2013		6437C · PROGRAMS (C&P)	-4.99
Bill	133010782141	11/04/2013		6437C · PROGRAMS (C&P)	-43.20
Bill	133020785261	11/04/2013		6437C · PROGRAMS (C&P)	-14.96
Bill	133030789581	11/04/2013		6437C · PROGRAMS (C&P)	-94.62
Bill	133011355961	11/04/2013		6437L · PROGRAMS (LIT)	-61.18
Bill	132950522611	11/04/2013		6437N · PROGRAMS (TEEN)	-37.11
Bill	132981351751	11/04/2013		6437N · PROGRAMS (TEEN)	-38.45

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Type	Num	Date	Name	Account	Paid Amount
Bill	132990773251	11/04/2013		6437N · PROGRAMS (TEEN)	-73.44
Bill	133110556481	11/13/2013		6437C · PROGRAMS (C&P)	-4.39
Bill	133101368251	11/13/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-6.78
Bill	133080663361	11/13/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-11.28
Bill	133111269451	11/13/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-17.17
Bill	133110553871	11/13/2013		6435N · CED, CONF & TRAVEL (TEEN)	-20.26
Bill	133040791571	11/13/2013		6437N · PROGRAMS (TEEN)	-16.25
Bill	133161375611	11/13/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-9.18
Bill	133151375231	11/19/2013		6437A · PROGRAMS (ADULT)	-135.88
Bill	133181378921	11/19/2013		6437N · PROGRAMS (TEEN)	-20.46
Bill	132940760281	11/19/2013		6435D · CED, CONF & TRAVEL (ADM)	-166.80
Bill	132940760641	11/19/2013		6435D · CED, CONF & TRAVEL (ADM)	-57.07
Bill	133081365131	11/19/2013		6437A · PROGRAMS (ADULT)	-2.59
Bill	133050541671	11/20/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-11.28
Bill	132960523501	11/20/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-47.19
TOTAL					-1,007.04

Bill Pmt -Check	51022	11/25/2013	Kyle, Stephanie	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1152013	11/18/2013		6437N · PROGRAMS (TEEN)	-99.95
Bill	11182013	11/18/2013		6437N · PROGRAMS (TEEN)	-182.86
TOTAL					-282.81

Bill Pmt -Check	51023	11/25/2013	Lakeshore Learning Materials	L0225 · EMPIRE NAT'L - OPERATING	
Bill	2902131113	11/13/2013		6437C · PROGRAMS (C&P)	-235.68
TOTAL					-235.68

Bill Pmt -Check	51024	11/25/2013	Lebron, Crystal	L0225 · EMPIRE NAT'L - OPERATING	
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	Type	Num	Date	Name	Account	Paid Amount
	Bill	10/2,3,9,10,16,17/13	11/18/2013		6437N · PROGRAMS (TEEN)	-800.00
	Bill	10/7,14,21,28/13	11/18/2013		6437N · PROGRAMS (TEEN)	-320.00
TOTAL						-1,120.00
	Bill Pmt -Check	51025	11/25/2013	Ledo, Janet	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/16,23,30/13	11/06/2013		6437A · PROGRAMS (ADULT)	-300.00
	Bill	11/6,13/2013	11/20/2013		6437A · PROGRAMS (ADULT)	-200.00
TOTAL						-500.00
	Bill Pmt -Check	51026	11/25/2013	Lee, Karan	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10162013	11/05/2013		6437A · PROGRAMS (ADULT)	-75.00
	Bill	10/2,9/2013	11/05/2013		6437A · PROGRAMS (ADULT)	-150.00
	Bill	10/23,30/2013	11/06/2013		6437A · PROGRAMS (ADULT)	-150.00
	Bill	11/6,13/2013	11/20/2013		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						-525.00
	Bill Pmt -Check	51027	11/25/2013	Levine, Lauren	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	9/21,28 10/12,19/13	11/06/2013		6437C · PROGRAMS (C&P)	-500.00
TOTAL						-500.00
	Bill Pmt -Check	51028	11/25/2013	Linthwaite, Dara	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10192013	11/05/2013		6437C · PROGRAMS (C&P)	-150.00
TOTAL						-150.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	51029	11/25/2013	Long Island Aquarium Service LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	16549	11/04/2013		6452G · BLDG ALTERATION AND MAINT	-225.00
TOTAL						-225.00
	Bill Pmt -Check	51030	11/25/2013	Lopez, Joseph	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/10,24/2013	11/06/2013		6437C · PROGRAMS (C&P)	-80.00
	Bill	11142013	11/20/2013		6437C · PROGRAMS (C&P)	-40.00
TOTAL						-120.00
	Bill Pmt -Check	51031	11/25/2013	Mackenzie Automatic Doors Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	175938	11/20/2013		6452G · BLDG ALTERATION AND MAINT	-401.50
TOTAL						-401.50
	Bill Pmt -Check	51032	11/25/2013	Magic of Amore	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10222013	11/06/2013		6437A · PROGRAMS (ADULT)	-400.00
TOTAL						-400.00
	Bill Pmt -Check	51033	11/25/2013	Mahler, Judith	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/15,17,22,26,29/13	11/18/2013		6437L · PROGRAMS (LIT)	-637.50
TOTAL						-637.50

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	51034	11/25/2013	Maldonado, Emelina D.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	332430	11/13/2013		6410C · BOOKS (C&P)	-5.99
TOTAL						-5.99
	Bill Pmt -Check	51035	11/25/2013	McLeod, Barbara	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	Mileage SCLS	11/18/2013		6435C · CED, CONF & TRAVEL (C&P)	-47.46
TOTAL						-47.46
	Bill Pmt -Check	51036	11/25/2013	Mergent	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	124999	11/05/2013		6411A · MICRO/REF CD (ADULT)	-2,380.00
TOTAL						-2,380.00
	Bill Pmt -Check	51037	11/25/2013	Midwest Tape	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	91364578	11/01/2013		6412A · RECORDINGS (ADULT)	-44.51
	Bill	91364575	11/01/2013		6412A · RECORDINGS (ADULT)	-74.98
	Bill	91353062	11/01/2013		6412A · RECORDINGS (ADULT)	-23.08
	Bill	91353060	11/01/2013		6412A · RECORDINGS (ADULT)	-190.95
	Bill	91330654	11/01/2013		6412C · RECORDINGS (C&P)	-26.98
	Bill	91317092	11/01/2013		6412C · RECORDINGS (C&P)	-67.44
	Bill	91350655	11/01/2013		6417A · VIDEOS (ADULT)	-458.58
	Bill	91350656	11/01/2013		6417A · VIDEOS (ADULT)	-43.78
	Bill	91357035	11/01/2013		6417A · VIDEOS (ADULT)	-483.75
	Bill	91339398	11/01/2013		6417A · VIDEOS (ADULT)	-26.89

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Type	Num	Date	Name	Account	Paid Amount
Bill	91340050	11/01/2013		6417A · VIDEOS (ADULT)	-75.26
Bill	91364577	11/01/2013		6417A · VIDEOS (ADULT)	-4.99
Bill	91364579	11/01/2013		6417A · VIDEOS (ADULT)	-80.97
Bill	91363808	11/01/2013		6417A · VIDEOS (ADULT)	-360.99
Bill	91363806	11/01/2013		6417A · VIDEOS (ADULT)	-2,128.61
Bill	91350659	11/01/2013		6417C · VIDEOS (C&P)	-189.95
Bill	91350657	11/01/2013		6417C · VIDEOS (C&P)	-611.28
Bill	91357038	11/01/2013		6417C · VIDEOS (C&P)	-36.68
Bill	91357037	11/01/2013		6417C · VIDEOS (C&P)	-70.84
Bill	91340051	11/01/2013		6417C · VIDEOS (C&P)	-173.16
Bill	91328024	11/01/2013		6417C · VIDEOS (C&P)	-268.90
Bill	91321975	11/01/2013		6417C · VIDEOS (C&P)	-73.42
Bill	91363809	11/04/2013		6417C · VIDEOS (C&P)	-187.28
Bill	91379472	11/05/2013		6417A · VIDEOS (ADULT)	-300.68
Bill	91374188	11/05/2013		6417A · VIDEOS (ADULT)	-49.78
Bill	91374186	11/05/2013		6417A · VIDEOS (ADULT)	-458.21
Bill	91387631	11/13/2013		6412A · RECORDINGS (ADULT)	-149.96
Bill	91387633	11/13/2013		6412A · RECORDINGS (ADULT)	-26.98
Bill	91383279	11/13/2013		6417A · VIDEOS (ADULT)	-215.91
Bill	91377492	11/13/2013		6417A · VIDEOS (ADULT)	-43.60
Bill	91383278	11/13/2013		6417A · VIDEOS (ADULT)	-1,014.61
Bill	91402700	11/14/2013		6417A · VIDEOS (ADULT)	-1,119.17
Bill	91402648	11/14/2013		6417A · VIDEOS (ADULT)	-245.80
Bill	91405788	11/14/2013		6412A · RECORDINGS (ADULT)	-66.98
Bill	91405789	11/14/2013		6412A · RECORDINGS (ADULT)	-145.24
Bill	91407257	11/19/2013		6417A · VIDEOS (ADULT)	-307.15
Bill	91407259	11/19/2013		6417A · VIDEOS (ADULT)	-56.88
TOTAL					-9,904.22

Bill Pmt -Check 51038

11/25/2013 Minuteman Press

L0225 · EMPIRE NAT'L - OPERATING

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	Type	Num	Date	Name	Account	Paid Amount
	Bill	16568	11/05/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-72.27
TOTAL						-72.27
	Bill Pmt -Check	51039	11/25/2013	Modernfold/Styles, Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	26555	11/18/2013		6452G · BLDG ALTERATION AND MAINT	-339.00
	Bill	26628	11/18/2013		6452G · BLDG ALTERATION AND MAINT	-348.00
TOTAL						-687.00
	Bill Pmt -Check	51040	11/25/2013	Muralles, Raquel L.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/15,17,22,29/13	11/18/2013		6437L · PROGRAMS (LIT)	-234.00
TOTAL						-234.00
	Bill Pmt -Check	51041	11/25/2013	National Grid	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11122013	11/18/2013		6450F · FUEL/GAS	-668.53
TOTAL						-668.53
	Bill Pmt -Check	51042	11/25/2013	National Learning Corporation	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	0042587	11/01/2013		6410A · BOOKS (ADULT)	-404.46
TOTAL						-404.46
	Bill Pmt -Check	51043	11/25/2013	Negron, Senia	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/15,17,22,29/13	11/18/2013		6437L · PROGRAMS (LIT)	-234.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

	Type	Num	Date	Name	Account	Paid Amount
TOTAL						-234.00
	Bill Pmt -Check	51044	11/25/2013	New York Times	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102013-101814	11/01/2013		6413A · PERIODICALS (ADULT)	-1,939.28
TOTAL						-1,939.28
	Bill Pmt -Check	51045	11/25/2013	Nova	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	97087	11/20/2013		7203D · EQUIPMENT ADMIN	-1,585.60
TOTAL						-1,585.60
	Bill Pmt -Check	51046	11/25/2013	NYLA	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	4068	11/01/2013		6435R · CED, CONF & TRAVEL (CIRC)	-163.00
TOTAL						-163.00
	Bill Pmt -Check	51047	11/25/2013	O'Connell, Linda	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11112013	11/18/2013		6437A · PROGRAMS (ADULT)	-435.00
TOTAL						-435.00
	Bill Pmt -Check	51048	11/25/2013	Park A Bike	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	6291	11/14/2013		7203D · EQUIPMENT ADMIN	-955.00
TOTAL						-955.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	51049	11/25/2013	Paychex, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	335498	11/04/2013		6437P12 · PAYROLL SERVICES	-437.67
Bill	337484	11/13/2013		6437P12 · PAYROLL SERVICES	-431.43
Bill	338263	11/13/2013		6437P12 · PAYROLL SERVICES	-10.69
TOTAL					<u>-879.79</u>
Bill Pmt -Check	51050	11/25/2013	Perri, Amy	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10/2,9/2013	11/06/2013		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					<u>-200.00</u>
Bill Pmt -Check	51051	11/25/2013	Petty Cash	L0225 · EMPIRE NAT'L - OPERATING	
Bill	PC 112013 CPSD	11/15/2013		6437C · PROGRAMS (C&P)	-73.55
Bill	PC 112013 RASD	11/18/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-10.00
				6435A · CED, CONF & TRAVEL (ADULT)	-10.15
				6437A · PROGRAMS (ADULT)	-29.50
TOTAL					<u>-123.20</u>
Bill Pmt -Check	51052	11/25/2013	Poland Spring	L0225 · EMPIRE NAT'L - OPERATING	
Bill	13J8211383149	11/15/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-95.55
TOTAL					<u>-95.55</u>
Bill Pmt -Check	51053	11/25/2013	Polk, Katherine	L0225 · EMPIRE NAT'L - OPERATING	

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

	Type	Num	Date	Name	Account	Paid Amount
	Bill	10162013	11/06/2013		6437C · PROGRAMS (C&P)	-305.00
TOTAL						-305.00
	Bill Pmt -Check	51054	11/25/2013	Pope, Nijah	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	179001	11/13/2013		6417A · VIDEOS (ADULT)	-21.99
TOTAL						-21.99
	Bill Pmt -Check	51055	11/25/2013	Port Jefferson Free Library	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1037 Zone Meeting	11/15/2013		6435D · CED, CONF & TRAVEL (ADM)	-21.50
TOTAL						-21.50
	Bill Pmt -Check	51056	11/25/2013	Premier Photobooths Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1032013	11/18/2013		6437C · PROGRAMS (C&P)	-200.00
					6437A · PROGRAMS (ADULT)	-200.00
					6437N · PROGRAMS (TEEN)	-200.00
					6437L · PROGRAMS (LIT)	-200.00
TOTAL						-800.00
	Bill Pmt -Check	51057	11/25/2013	Quill	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	6868964	11/13/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-612.31
	Bill	7003677	11/18/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-104.51
TOTAL						-716.82

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	51058	11/25/2013	Quizhpi, Rosa	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/18,21,25,26,27,28	11/18/2013		6437L · PROGRAMS (LIT)	-637.00
TOTAL						-637.00
	Bill Pmt -Check	51059	11/25/2013	Radio Shack Corporation	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	020751	11/13/2013		7203W · EQUIPMENT WIRE	-89.99
	Bill	020977	11/14/2013		7203L · EQUIPMENT LITERACY	-59.99
TOTAL						-149.98
	Bill Pmt -Check	51060	11/25/2013	Raimondo, Joyce	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1182013	11/18/2013		6437N · PROGRAMS (TEEN)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	51061	11/25/2013	Random House, Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1088257536	11/01/2013		6412A · RECORDINGS (ADULT)	-33.75
	Bill	1088341644	11/01/2013		6412A · RECORDINGS (ADULT)	-33.75
	Bill	1088371303	11/01/2013		6412A · RECORDINGS (ADULT)	-33.75
	Bill	1088307465	11/01/2013		6412A · RECORDINGS (ADULT)	-37.50
	Bill	1088323474	11/01/2013		6412A · RECORDINGS (ADULT)	-22.50
	Bill	1088463700	11/05/2013		6412A · RECORDINGS (ADULT)	-30.00
	Bill	1088516356	11/13/2013		6412A · RECORDINGS (ADULT)	-18.75
	Bill	1088589120	11/19/2013		6412A · RECORDINGS (ADULT)	-33.75
	Bill	1188589120	11/19/2013		6412A · RECORDINGS (ADULT)	-30.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill	1088567417	11/19/2013		6412A · RECORDINGS (ADULT)	-33.75
TOTAL					-307.50

Bill Pmt -Check 51062 11/25/2013 Recorded Books L0225 · EMPIRE NAT'L - OPERATING

Bill	74813939	11/01/2013		6412A · RECORDINGS (ADULT)	-111.37
Bill	74821092	11/01/2013		6412A · RECORDINGS (ADULT)	-965.40
Bill	74821419	11/01/2013		6412A · RECORDINGS (ADULT)	-83.48
Bill	74815277	11/01/2013		6412A · RECORDINGS (ADULT)	-111.37
Bill	74816755	11/01/2013		6412A · RECORDINGS (ADULT)	-39.99
Bill	74812376	11/01/2013		6412A · RECORDINGS (ADULT)	-535.60
Bill	74811740	11/01/2013		6417A · VIDEOS (ADULT)	-33.00
Bill	74823298	11/05/2013		6412A · RECORDINGS (ADULT)	-111.37
Bill	74821097	11/13/2013		6412N · RECORDINGS (TEEN)	-321.80
Bill	74827149	11/13/2013		6412A · RECORDINGS (ADULT)	-30.00
Bill	74827090	11/13/2013		6412A · RECORDINGS (ADULT)	-35.00
Bill	74825626	11/13/2013		6412A · RECORDINGS (ADULT)	-35.00
Bill	74827080	11/13/2013		6412A · RECORDINGS (ADULT)	-30.00
Bill	74829944	11/19/2013		6412A · RECORDINGS (ADULT)	-92.47
Bill	74830649	11/19/2013		6412A · RECORDINGS (ADULT)	-173.20
Bill	74829672	11/19/2013		6412A · RECORDINGS (ADULT)	-69.97
TOTAL					-2,779.02

Bill Pmt -Check 51063 11/25/2013 Romano's Pizza & Pasta Inc. L0225 · EMPIRE NAT'L - OPERATING

Bill	838318	11/04/2013		6437N · PROGRAMS (TEEN)	-76.00
Bill	838317	11/13/2013		6437N · PROGRAMS (TEEN)	-38.00
Bill	838321	11/13/2013		6437N · PROGRAMS (TEEN)	-38.00
Bill	838323	11/13/2013		6437N · PROGRAMS (TEEN)	-38.00
Bill	838324	11/13/2013		6437N · PROGRAMS (TEEN)	-57.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

	Type	Num	Date	Name	Account	Paid Amount
	Bill	838325	11/13/2013		6437N · PROGRAMS (TEEN)	-75.51
	Bill	838326	11/13/2013		6437N · PROGRAMS (TEEN)	-57.00
	Bill	838329	11/13/2013		6437N · PROGRAMS (TEEN)	-28.50
	Bill	838327	11/13/2013		6435R · CED, CONF & TRAVEL (CIRC)	-73.00
	Bill	838330	11/18/2013		6437N · PROGRAMS (TEEN)	-38.00
	Bill	838331	11/18/2013		6437N · PROGRAMS (TEEN)	-57.00
TOTAL						<u>-576.01</u>
	Bill Pmt -Check	51064	11/25/2013	Saad, Khadija	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	281303	11/13/2013		6410C · BOOKS (C&P)	-9.99
TOTAL						<u>-9.99</u>
	Bill Pmt -Check	51065	11/25/2013	Sandpebble Builders Preconstruction Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1172013	11/20/2013		7500 · BUILDING IMPROVEMENTS	-2,137.83
TOTAL						<u>-2,137.83</u>
	Bill Pmt -Check	51066	11/25/2013	Schel, Lee	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	080	11/15/2013		6437P17 · TRANSLATION SERVICES	-30.00
	Bill	081	11/18/2013		6437P17 · TRANSLATION SERVICES	-30.00
TOTAL						<u>-60.00</u>
	Bill Pmt -Check	51067	11/25/2013	Schiano, Joseph, CPA	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2013-119	11/15/2013		6437P02 · AUDITOR	-500.00
TOTAL						<u>-500.00</u>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	51068	11/25/2013	SCLS	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	53598	11/13/2013		6419G · SOFTWARE (GEN)	-220.00
TOTAL						-220.00
	Bill Pmt -Check	51069	11/25/2013	Searles Graphics, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	32874	11/20/2013		6434C · PRINTING (C&P)	-1,039.00
TOTAL						-1,039.00
	Bill Pmt -Check	51070	11/25/2013	Sferrazza, Nancy	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/2,9,16,23,30/13	11/18/2013		6437N · PROGRAMS (TEEN)	-400.00
TOTAL						-400.00
	Bill Pmt -Check	51071	11/25/2013	Sharper Training Solutions, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10172013	11/05/2013		6437A · PROGRAMS (ADULT)	-200.00
	Bill	1082013	11/06/2013		6437A · PROGRAMS (ADULT)	-200.00
	Bill	10292013	11/06/2013		6437A · PROGRAMS (ADULT)	-200.00
	Bill	1172013	11/18/2013		6437A · PROGRAMS (ADULT)	-200.00
	Bill	1162013	11/18/2013		6437A · PROGRAMS (ADULT)	-200.00
	Bill	10272013	11/18/2013		6437L · PROGRAMS (LIT)	-200.00
	Bill	11122013	11/20/2013		6437A · PROGRAMS (ADULT)	-200.00
TOTAL						-1,400.00

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	51072	11/25/2013	Sievers, Sandra	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10212013	11/05/2013		6437A · PROGRAMS (ADULT)	-75.00
TOTAL						-75.00
	Bill Pmt -Check	51073	11/25/2013	Smith, Jennifer Valerie	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	359482	11/13/2013		6417A · VIDEOS (ADULT)	-11.99
TOTAL						-11.99
	Bill Pmt -Check	51074	11/25/2013	Soto, Esmeralda	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/16,21,22,23,28,29	11/18/2013		6437L · PROGRAMS (LIT)	-550.00
TOTAL						-550.00
	Bill Pmt -Check	51075	11/25/2013	South Shore Autoworks	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	7914	11/18/2013		6439G · EQUIPMENT R & M (GEN)	-37.00
	Bill	7921	11/18/2013		6439G · EQUIPMENT R & M (GEN)	-873.19
TOTAL						-910.19
	Bill Pmt -Check	51076	11/25/2013	Sparling, Nicole	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11142013	11/20/2013		6437C · PROGRAMS (C&P)	-225.00
TOTAL						-225.00
	Bill Pmt -Check	51077	11/25/2013	Stalzer, Diane	L0225 · EMPIRE NAT'L - OPERATING	

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

	Type	Num	Date	Name	Account	Paid Amount
	Bill	10292013	11/06/2013		6437C · PROGRAMS (C&P)	-125.00
TOTAL						-125.00
	Bill Pmt -Check	51078	11/25/2013	State Industrial Products	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	96519597	11/18/2013		6451G · CUSTODIAL SUPPLIES	-391.02
TOTAL						-391.02
	Bill Pmt -Check	51079	11/25/2013	Strategic Planning Partners, LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10232013	11/01/2013		6435A · CED, CONF & TRAVEL (ADULT)	-333.33
					6435C · CED, CONF & TRAVEL (C&P)	-333.33
					6435D · CED, CONF & TRAVEL (ADM)	-333.33
					6435R · CED, CONF & TRAVEL (CIRC)	-333.33
					6435N · CED, CONF & TRAVEL (TEEN)	-333.33
					6435T · CED, CONF & TRAVEL (TECH)	-333.33
					6435W · CED, CONF & TRAVEL (WIRES)	-333.33
					6435L · CED, CONF & TRAVEL (LIT)	-333.33
					6435G · CED, CONF & TRAVEL (GEN)	-333.36
TOTAL						-3,000.00
	Bill Pmt -Check	51080	11/25/2013	Suffolk County Locksmith, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	62994	11/18/2013		6451G · CUSTODIAL SUPPLIES	-39.60
TOTAL						-39.60
	Bill Pmt -Check	51081	11/25/2013	Tag-It Engravings & Signs	L0225 · EMPIRE NAT'L - OPERATING	

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

	Type	Num	Date	Name	Account	Paid Amount
	Bill	10814	11/19/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-25.00
TOTAL						-25.00
	Bill Pmt -Check	51082	11/25/2013	Terrusa, Norma	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	586488	11/13/2013		6410A · BOOKS (ADULT)	-31.95
TOTAL						-31.95
	Bill Pmt -Check	51083	11/25/2013	Thompson Publishing Group, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	Renewal 312014	11/05/2013		6411A · MICRO/REF CD (ADULT)	-429.00
TOTAL						-429.00
	Bill Pmt -Check	51084	11/25/2013	Toth, Lori	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	158377	11/20/2013		6410A · BOOKS (ADULT)	-21.95
TOTAL						-21.95
	Bill Pmt -Check	51085	11/25/2013	True Nature Landscaping Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11268	11/15/2013		6452G · BLDG ALTERATION AND MAINT	-460.00
TOTAL						-460.00
	Bill Pmt -Check	51086	11/25/2013	Unique Management Services, Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	247892	11/13/2013		6437P7 · COLLECTION AGENCY	-295.35

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

	Type	Num	Date	Name	Account	Paid Amount
TOTAL						-295.35
	Bill Pmt -Check	51087	11/25/2013	UPS	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	000054YE33433	11/13/2013		6433G · POSTAGE	-18.53
TOTAL						-18.53
	Bill Pmt -Check	51088	11/25/2013	Verizon	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110713	11/18/2013		6431D · TELECOMMUNICATIONS	-93.26
TOTAL						-93.26
	Bill Pmt -Check	51089	11/25/2013	Vernon Library Supplies	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	0070060-IN	11/01/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-4,835.80
TOTAL						-4,835.80
	Bill Pmt -Check	51090	11/25/2013	Villegas, Martha (Vendor)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/15,17,22,29/13	11/18/2013		6437L · PROGRAMS (LIT)	-273.00
TOTAL						-273.00
	Bill Pmt -Check	51091	11/25/2013	W. B. Mason Co., Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	I14599593	11/13/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-724.75
	Bill	I14350005	11/15/2013		6430G · OFFICE AND LIBRARY SUPPLIES	-1,409.96
TOTAL						-2,134.71

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	51092	11/25/2013	Weitzel, Katharine S.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10/17,24,31 11/7/13	11/18/2013		6437L · PROGRAMS (LIT)	-240.00
TOTAL					-240.00
Bill Pmt -Check	51093	11/25/2013	Westbury Window Cleaning & Maintenance	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1133-13	11/18/2013		6452G · BLDG ALTERATION AND MAINT	-320.00
TOTAL					-320.00
Bill Pmt -Check	51094	11/25/2013	Wischhusen, Will	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10/4,11,18,25/13	11/18/2013		6437N · PROGRAMS (TEEN)	-320.00
Bill	10/1,8,15,22,29/13	11/18/2013		6437N · PROGRAMS (TEEN)	-400.00
TOTAL					-720.00
Bill Pmt -Check	51095	11/25/2013	Xerox Corporation	L0225 · EMPIRE NAT'L - OPERATING	
Bill	071045991	11/15/2013		6439G · EQUIPMENT R & M (GEN)	-551.22
Bill	071045992	11/15/2013		6439G · EQUIPMENT R & M (GEN)	-509.13
Bill	071045990	11/15/2013		6439G · EQUIPMENT R & M (GEN)	-377.86
Bill	070733789	11/15/2013		6439G · EQUIPMENT R & M (GEN)	-1,484.30
TOTAL					-2,922.51

GRAND TOTAL: \$96,395.72

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Payables Warrant #2

November 25, 2013

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

Signed: _____

Title: Secretary

Mastics-Moriches-Shirley Community Library

Payroll Benefits Warrant

October 25, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt - Bill	EFT 10252013	10/25/2013	1106 NYS Employees' Retirement System	L0226 · EMPIRE NAT'L - PAYROLL L0163 · RC ERS CONTRIBUTIONS L0161 · RL - ERS LOAN L0160 · RA - ERS ARREARS (VOLUNTARY) TOTAL	 \$ 3,462.04 \$ 2,048.00 \$ 224.76 <u>\$ 5,734.80</u>
Bill Pmt - Bill	EFT 6515765-3	10/25/2013	Hartford Insurance Co.	L0226 · EMPIRE NAT'L - PAYROLL L0196 · LONG TER 9055 · DISABILTY INSURANCE TOTAL	 \$ 185.66 \$ 1,706.51 <u>\$ 1,892.17</u>
Bill Pmt -Check Bill	4802 460	10/25/2013	1103 State Of NY Dept. of Civil Service	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	 \$ 57,230.68 <u>\$ 57,230.68</u>
Bill Pmt -Check Bill	4803 10252013	10/25/2013	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL L0172 · 403B PRUDENTIAL TOTAL	 \$ 1,500.00 <u>\$ 1,500.00</u>
Bill Pmt -Check Bill	4804 648147	10/25/2013	1110 AFLAC	L0226 · EMPIRE NAT'L - PAYROLL L0625 · AFLAC PRE-TAX L0626 · AFLAC POST-TAX TOTAL	 \$ 2,111.57 \$ 460.43 <u>\$ 2,572.00</u>

Mastics-Moriches-Shirley Community Library

Payroll Benefits Warrant

October 25, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	4805	10/25/2013	1112 The NYS Deferred	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	10252013		Compensation Plan	L0173 · 457B NYS DEFERRED COMP	\$ 1,732.76
				TOTAL	<u>\$ 1,732.76</u>
Bill Pmt -Check	4806	10/25/2013	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	10252013			L0171 · 403B MET LIFE	\$ 2,078.00
				TOTAL	<u>\$ 2,078.00</u>
Bill Pmt -Check	4807	10/25/2013	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	10252013			L0500 · CSEA UNION DUES	\$ 2,343.77
				TOTAL	<u>\$ 2,343.77</u>
				GRAND TOTAL	<u><u>\$ 75,084.18</u></u>

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

Signed: _____
Title: Secretary

Mastics-Moriches-Shirley Community Library

Payroll Benefits Warrant

November 08, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check Bill	4808 11082013	11/08/2013	1096 Denise Boinay	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	 <u>\$ 104.90</u> \$ 104.90
Bill Pmt -Check Bill	4809 11082013	11/08/2013	1097 Florence Stonish	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	 <u>\$ 104.90</u> \$ 104.90
Bill Pmt -Check Bill	4810 11082013	11/08/2013	1098 Mary Abruscato	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	 <u>\$ 104.90</u> \$ 104.90
Bill Pmt -Check Bill	4811 11082013	11/08/2013	1099 Kathleen Irish	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	 <u>\$ 209.80</u> \$ 209.80
Bill Pmt -Check Bill	4812 11082013	11/08/2013	1100 Madeline Sacco	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	 <u>\$ 104.90</u> \$ 104.90
Bill Pmt -Check Bill	4813 11082013	11/08/2013	1101 Rose Giehl	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	 <u>\$ 104.90</u> \$ 104.90
Bill Pmt -Check Bill	4814 11082013	11/08/2013	1102 John R Verbesey	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	 <u>\$ 209.80</u> \$ 209.80

Mastics-Moriches-Shirley Community Library
Payroll Benefits Warrant
November 08, 2013

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check Bill	4815 11082013	11/08/2013	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL L0172 · 403B PRUDENTIAL TOTAL	 <u>\$ 1,500.00</u> \$ 1,500.00
Bill Pmt -Check Bill	4816 89164	11/08/2013 11/08/2013	1112 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL L0173 · 457B NYS DEFERRED COMP TOTAL	 <u>\$ 1,685.92</u> \$ 1,685.92
Bill Pmt -Check Bill	4817 11082013	11/08/2013	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL L0171 · 403B MET LIFE TOTAL	 <u>\$ 2,128.00</u> \$ 2,128.00
Bill Pmt -Check Bill	4818 11082013	11/08/2013	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL L0500 · CSEA UNION DUES TOTAL	 <u>\$ 2,365.25</u> \$ 2,365.25
GRAND TOTAL					<u>\$ 8,623.27</u>

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

Signed: _____
Title: Secretary

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

OPERATING FUNDS FINANCIAL REPORTS

(PROFIT & LOSS OVERVIEW AND OPERATING ACCOUNTS)

OCTOBER 2013

PREPARED & SUBMITTED BY:

**CHRISTOPHER NOWAK
BUSINESS MANAGER**

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through October 2013

						TOTAL		
	Jul 13	Aug 13	Sep 13	Oct 13	Jul - Oct 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
2000 · PROPERTY TAX REVENUES	0.00	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	6,717.44	31,010.44	105,000.00	-73,989.56	29.53%
2360 · CONTRACTS WITH OTHER LIBR.	574,087.53	0.00	6,166.36	0.00	580,253.89	295,000.00	285,253.89	196.7%
2401 · INTEREST	2,619.44	2,230.68	1,836.90	1,540.31	8,227.33	66,000.00	-57,772.67	12.47%
2650 · SALES OF EXCESS MATERIAL	87.50	63.00	68.50	-56.00	163.00			
2670 · SALES OF BOOKS	97.09	56.50	73.37	120.36	347.32			
2671 · FEDERAL & STATE GRANTS	0.00	57,385.00	2,537.00	0.00	59,922.00			
2690 · OTHER COMPENSATION	0.00	0.00	0.00	15.00	15.00			
2701 · REFUNDS	0.00	-8.95	0.00	0.00	-8.95			
2760 · SYSTEM & STATE AID	0.00	0.00	0.00	11,666.70	11,666.70	9,000.00	2,666.70	129.63%
2770 · UNCLASSIFIED REVENUE	352.60	0.00	98.60	0.00	451.20			
2771 · COPIER REVENUE - CONTRACT (R)	775.70	404.48	177.15	1,085.05	2,442.38	10,000.00	-7,557.62	24.42%
2771A · COPIER REVENUE - INHOUSE (N)	6.70	8.20	0.00	0.00	14.90			
2771C · COPIER REVENUE- COLOR	223.32	204.00	0.00	465.75	893.07			
2772A · ADULT-ADULT PRINTER	0.00	0.00	534.00	401.51	935.51			
2800 · Program Receipts								
2805 · Program Receipts - Adult	569.50	788.25	587.50	294.75	2,240.00			
2810 · Program Receipts - Teen	1,308.25	0.00	1,274.00	0.00	2,582.25			
Total 2800 · Program Receipts	1,877.75	788.25	1,861.50	294.75	4,822.25			
2999 · Lost Books	0.00	0.00	144.51	0.00	144.51			
Total Income	590,253.52	67,902.20	20,893.96	22,250.87	701,300.55	9,335,000.00	-8,633,699.45	7.51%
Gross Profit	590,253.52	67,902.20	20,893.96	22,250.87	701,300.55	9,335,000.00	-8,633,699.45	7.51%
Expense								

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Profit & Loss Budget Overview
 July through October 2013

						TOTAL		
						Budget	\$ Over Budget	% of Budget
6000 · SALARIES AND WAGES	Jul 13	Aug 13	Sep 13	Oct 13	Jul - Oct 13			
6141 · PROFESSIONAL SALARIES								
6141A · PROFESSIONAL (ADULT)	47,057.84	71,250.91	46,767.71	47,742.15	212,818.61	647,593.00	-434,774.39	32.86%
6141C · PROFESSIONAL (C&P)	46,846.81	72,689.67	46,772.45	46,919.04	213,227.97	639,390.00	-426,162.03	33.35%
6141D · PROFESSIONAL (DIGITAL)	9,418.06	14,127.09	9,717.27	9,517.80	42,780.22	144,539.00	-101,758.78	29.6%
6141N · PROFESSIONAL (TEEN)	31,297.54	46,362.77	30,067.62	27,954.57	135,682.50	433,086.00	-297,403.50	31.33%
6141S · COMM SERV LIBR (SVC)	6,802.62	10,203.93	10,425.85	13,368.82	40,801.22	115,545.00	-74,743.78	35.31%
6141T · PROFESSIONAL (TECH)	13,654.88	20,321.81	14,047.47	13,052.98	61,077.14	183,014.00	-121,936.86	33.37%
Total 6141 · PROFESSIONAL SALARIES	155,077.75	234,956.18	157,798.37	158,555.36	706,387.66	2,163,167.00	-1,456,779.34	32.66%
6142 · CLERICAL SALARIES								
6142A · CLERICAL (ADULT)	25,734.17	39,181.89	24,949.93	25,811.41	115,677.40	385,184.00	-269,506.60	30.03%
6142C · CLERICAL (C&P)	11,791.68	18,590.18	11,536.57	12,247.88	54,166.31	188,229.00	-134,062.69	28.78%
6142D · CLERICAL (DIGITAL)	0.00	0.00	1,513.19	3,026.38	4,539.57			
6142G · CLERICAL (GEN)	9,681.29	14,456.88	9,936.72	9,819.00	43,893.89	127,097.00	-83,203.11	34.54%
6142L · CLERICAL (LIT)	12,293.70	19,361.31	13,314.72	14,380.96	59,350.69	180,553.00	-121,202.31	32.87%
6142N · CLERICAL (TEEN)	2,713.42	4,844.94	3,444.19	4,248.81	15,251.36	54,159.00	-38,907.64	28.16%
6142R · CLERICAL (CIRC)	23,388.08	34,713.43	22,307.11	23,866.80	104,275.42	334,336.00	-230,060.58	31.19%
6142S · CLERICAL (SVC)	1,392.77	2,493.83	1,555.61	1,899.28	7,341.49			
6142T · CLERICAL (TECH)	11,719.48	17,477.54	11,649.18	11,480.07	52,326.27	157,386.00	-105,059.73	33.25%
6142X · CLERICAL (WIRES)	695.90	1,056.97	758.26	892.85	3,403.98	12,067.00	-8,663.02	28.21%
Total 6142 · CLERICAL SALARIES	99,410.49	152,176.97	100,965.48	107,673.44	460,226.38	1,439,011.00	-978,784.62	31.98%
6143 · PAGE SALARIES								
6143A · PAGE (ADULT)	9,939.94	16,061.49	10,228.21	11,734.30	47,963.94	137,371.00	-89,407.06	34.92%
6143C · PAGE (C&P)	9,834.84	15,690.21	9,856.55	10,189.50	45,571.10	157,736.00	-112,164.90	28.89%
6143L · PAGE (LIT)	431.08	737.82	356.47	323.31	1,848.68	11,863.00	-10,014.32	15.58%
6143N · PAGE (TEEN)	1,485.99	2,209.29	1,305.69	1,622.79	6,623.76	19,332.00	-12,708.24	34.26%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Profit & Loss Budget Overview
 July through October 2013

	TOTAL							
	Jul 13	Aug 13	Sep 13	Oct 13	Jul - Oct 13	Budget	\$ Over Budget	% of Budget
6143R · PAGE (CIRC)	2,203.08	3,260.07	2,196.87	2,348.15	10,008.17	30,316.00	-20,307.83	33.01%
6143T · PAGE (TECH)	3,089.48	4,447.57	3,146.74	3,085.16	13,768.95	44,987.00	-31,218.05	30.61%
Total 6143 · PAGE SALARIES	26,984.41	42,406.45	27,090.53	29,303.21	125,784.60	401,605.00	-275,820.40	31.32%
6144 · CUSTODIAL								
6144G · CUSTODIAL	15,994.00	23,622.40	15,673.75	17,253.51	72,543.66	240,854.00	-168,310.34	30.12%
Total 6144 · CUSTODIAL	15,994.00	23,622.40	15,673.75	17,253.51	72,543.66	240,854.00	-168,310.34	30.12%
6145 · SECURITY								
6145G · SECURITY	11,728.36	17,563.64	14,987.87	15,205.42	59,485.29	168,511.00	-109,025.71	35.3%
Total 6145 · SECURITY	11,728.36	17,563.64	14,987.87	15,205.42	59,485.29	168,511.00	-109,025.71	35.3%
6146 · TECHNICIAN								
6146W · TECHNICAL (WIRES)	13,464.28	20,169.18	14,045.62	13,830.36	61,509.44	182,594.00	-121,084.56	33.69%
Total 6146 · TECHNICIAN	13,464.28	20,169.18	14,045.62	13,830.36	61,509.44	182,594.00	-121,084.56	33.69%
6147 · ADMINISTRATIVE								
Total 6147 · ADMINISTRATIVE	17,925.54	26,888.31	18,377.89	18,076.32	81,268.06	237,693.00	-156,424.94	34.19%
Total 6000 · SALARIES AND WAGES	340,584.83	517,783.13	348,939.51	359,897.62	1,567,205.09	4,833,435.00	-3,266,229.91	32.42%
6200 · EMPLOYEE BENEFITS								
9010 · RETIREMENT	0.00	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	26,940.42	117,394.91	365,000.00	-247,605.09	32.16%
9040 · WORKERS' COMPENSATION	0.00	-5,441.00	-1,742.55	0.00	-7,183.55	70,000.00	-77,183.55	-10.26%
9050 · UNEMPLOYMENT INSURANCE	835.74	0.00	0.00	320.98	1,156.72	7,500.00	-6,343.28	15.42%
9055 · DISABILTY INSURANCE	0.00	3,268.42	1,710.50	1,706.51	6,685.43	19,750.00	-13,064.57	33.85%
9060 · MEDICAL INSURANCE	50,532.81	49,208.89	49,565.80	53,752.65	203,060.15	645,690.00	-442,629.85	31.45%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Profit & Loss Budget Overview
 July through October 2013

	TOTAL							
	Jul 13	Aug 13	Sep 13	Oct 13	Jul - Oct 13	Budget	\$ Over Budget	% of Budget
9065 · MTA TRANSIT TAX	1,133.51	1,724.81	1,161.87	1,197.36	5,217.55	16,434.00	-11,216.45	31.75%
Total 6200 · EMPLOYEE BENEFITS	78,005.96	87,569.58	76,837.75	83,917.92	326,331.21	1,927,088.00	-1,600,756.79	16.93%
6410A · BOOKS (ADULT)	17,734.68	5,040.89	10,082.49	10,062.21	42,920.27	185,000.00	-142,079.73	23.2%
6410C · BOOKS (C&P)	3,597.85	5,208.70	5,206.71	7,378.95	21,392.21	119,500.00	-98,107.79	17.9%
6410L · BOOKS (LIT)	0.00	0.00	0.00	165.56	165.56	4,250.00	-4,084.44	3.9%
6410N · BOOKS (TEEN)	939.88	1,450.64	1,067.93	1,449.51	4,907.96	30,000.00	-25,092.04	16.36%
6410T · BOOKS (TECH)	0.00	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	8,100.00	13,860.00	45,000.00	-31,140.00	30.8%
6411C · MICRO/REF CD (C&P)	0.00	0.00	0.00	5,400.00	5,400.00	18,250.00	-12,850.00	29.59%
6411N · MICRO/REF CD (TEEN)	0.00	0.00	0.00	5,400.00	5,400.00	20,000.00	-14,600.00	27.0%
6412A · RECORDINGS (ADULT)	1,126.77	2,011.57	1,395.82	1,740.29	6,274.45	47,200.00	-40,925.55	13.29%
6412C · RECORDINGS (C&P)	231.00	297.10	846.40	493.34	1,867.84	10,000.00	-8,132.16	18.68%
6412N · RECORDINGS (TEEN)	0.00	321.80	741.23	289.26	1,352.29	10,000.00	-8,647.71	13.52%
6413A · PERIODICALS (ADULT)	8.00	221.84	84.00	10,325.37	10,639.21	33,000.00	-22,360.79	32.24%
6413C · PERIODICALS (C&P)	0.00	0.00	0.00	1,263.38	1,263.38	6,325.00	-5,061.62	19.97%
6413D · PERIODICALS (ADM)	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6413G · PERIODICALS (GEN)	0.00	0.00	0.00	0.00	0.00	1,200.00	-1,200.00	0.0%
6413N · PERIODICALS (TEEN)	0.00	0.00	0.00	1,317.64	1,317.64	3,700.00	-2,382.36	35.61%
6413T · PERIODICALS (TECH)	0.00	0.00	0.00	0.00	0.00	250.00	-250.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417A · VIDEOS (ADULT)	3,213.90	3,984.23	11,172.37	8,019.50	26,390.00	135,000.00	-108,610.00	19.55%
6417C · VIDEOS (C&P)	630.19	1,021.58	1,638.73	1,721.73	5,012.23	53,000.00	-47,987.77	9.46%
6417L · VIDEOS (LIT)	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6417N · VIDEOS (TEEN)	0.00	0.00	716.03	21.44	737.47	12,000.00	-11,262.53	6.15%
6419G · SOFTWARE (GEN)	0.00	3,490.00	0.00	0.00	3,490.00	1,200.00	2,290.00	290.83%
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6419T · SOFTWARE (TECH)	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Profit & Loss Budget Overview
 July through October 2013

						TOTAL		
	Jul 13	Aug 13	Sep 13	Oct 13	Jul - Oct 13	Budget	\$ Over Budget	% of Budget
6419W · SOFTWARE (WIRES)	0.00	4,286.68	2,889.55	0.00	7,176.23	16,000.00	-8,823.77	44.85%
6428D · MISCELLANEOUS	0.00	80.00	0.00	529.90	609.90	2,500.00	-1,890.10	24.4%
6429C · REALIA (C&P)	181.48	495.48	189.71	382.46	1,249.13	4,500.00	-3,250.87	27.76%
6430G · OFFICE AND LIBRARY SUPPLIES	1,558.50	9,840.34	5,161.36	14,664.69	31,224.89	95,000.00	-63,775.11	32.87%
6431D · TELECOMMUNICATIONS	751.76	14,568.23	23,591.47	915.89	39,827.35	50,000.00	-10,172.65	79.66%
6432G · CARTAGE	250.38	250.38	250.38	250.38	1,001.52	3,000.00	-1,998.48	33.38%
6433G · POSTAGE	3,148.04	4,638.59	3,169.56	4,639.61	15,595.80	50,000.00	-34,404.20	31.19%
6434A · PRINTING (ADULT)	-625.35	-821.00	0.00	-113.00	-1,559.35	4,275.00	-5,834.35	-36.48%
6434C · PRINTING (C&P)	300.00	0.00	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	6,595.85	19,803.09	102,000.00	-82,196.91	19.42%
6434L · PRINTING (LIT)	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434N · PRINTING (TEEN)	0.00	0.00	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
6434R · PRINTING (CIRC)	0.00	0.00	0.00	309.85	309.85	5,500.00	-5,190.15	5.63%
6434S · PRINTING (COMM SRV)	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6435A · CED, CONF & TRAVEL (ADULT)	12.77	371.64	110.54	148.14	643.09	4,000.00	-3,356.91	16.08%
6435C · CED, CONF & TRAVEL (C&P)	864.13	346.67	348.96	129.46	1,689.22	5,250.00	-3,560.78	32.18%
6435D · CED, CONF & TRAVEL (ADM)	66.33	437.90	2,096.15	105.78	2,706.16	7,500.00	-4,793.84	36.08%
6435G · CED, CONF & TRAVEL (GEN)	0.00	333.34	0.00	0.00	333.34	3,000.00	-2,666.66	11.11%
6435L · CED, CONF & TRAVEL (LIT)	381.20	376.85	85.00	690.32	1,533.37	3,000.00	-1,466.63	51.11%
6435N · CED, CONF & TRAVEL (TEEN)	224.50	480.22	147.26	744.52	1,596.50	5,000.00	-3,403.50	31.93%
6435R · CED, CONF & TRAVEL (CIRC)	211.73	341.24	0.00	270.07	823.04	2,500.00	-1,676.96	32.92%
6435S · CED, CONF & TRAV (COMM SRV)	0.00	0.00	85.00	0.00	85.00	3,000.00	-2,915.00	2.83%
6435T · CED, CONF & TRAVEL (TECH)	0.00	333.33	0.00	0.00	333.33	2,950.00	-2,616.67	11.3%
6435W · CED, CONF & TRAVEL (WIRES)	0.00	333.34	0.00	0.00	333.34	4,000.00	-3,666.66	8.33%
6436 · CONTRACTS	0.00	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	4,731.57	15,154.50	61,120.00	-45,965.50	24.8%
6437C · PROGRAMS (C&P)	4,540.52	4,929.06	3,143.03	2,700.76	15,313.37	75,000.00	-59,686.63	20.42%
6437D · PROGRAMS (DIGITAL)	0.00	423.65	0.00	196.38	620.03	7,500.00	-6,879.97	8.27%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through October 2013

						TOTAL		
	Jul 13	Aug 13	Sep 13	Oct 13	Jul - Oct 13	Budget	\$ Over Budget	% of Budget
6437L · PROGRAMS (LIT)	690.33	1,768.53	1,215.48	6,440.30	10,114.64	79,000.00	-68,885.36	12.8%
6437N · PROGRAMS (TEEN)	3,986.26	4,526.85	5,784.15	4,508.59	18,805.85	50,000.00	-31,194.15	37.61%
6437P · PROFESSIONAL FEES								
643760 · PLANTINGS	0.00	199.19	199.19	199.19	597.57	2,500.00	-1,902.43	23.9%
643765 · PROMOTION AND PUBLICITY	0.00	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	0.00	2,500.00	-2,500.00	0.0%
6437P01 · ACCOUNTANT/AUDITOR	0.00	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	500.00	3,500.00	6,000.00	-2,500.00	58.33%
6437P10 · ELECTION	0.00	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	136.00	544.00	1,600.00	-1,056.00	34.0%
6437P12 · PAYROLL SERVICES	1,470.00	871.81	1,447.85	1,460.05	5,249.71	22,000.00	-16,750.29	23.86%
6437P13 · ARMORED CAR SERVICE	175.02	175.02	175.02	182.02	707.08	2,050.00	-1,342.92	34.49%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	0.00	0.00	134.00	0.00	134.00			
6437P16 · STAFF BACKGROUND SCREEN	0.00	1,034.37	113.63	681.78	1,829.78	7,500.00	-5,670.22	24.4%
6437P17 · TRANSLATION SERVICES	0.00	61.00	11.00	78.50	150.50	500.00	-349.50	30.1%
6437P3 · APPRAISAL SERVICES	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6437P4 · ATTORNEY	0.00	8,208.01	1,000.00	2,035.89	11,243.90	25,000.00	-13,756.10	44.98%
6437P5 · BACKFLOW INSPECTION	0.00	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
6437P6 · BOARD SECRETARY	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6437P7 · COLLECTION AGENCY	259.55	170.05	214.80	232.70	877.10	3,350.00	-2,472.90	26.18%
6437P8 · DENITE SYSTEMS ANALYSIS	0.00	0.00	0.00	0.00	0.00	750.00	-750.00	0.0%
6437P9 · EAP	0.00	0.00	0.00	7,110.00	7,110.00	6,950.00	160.00	102.3%
Total 6437P · PROFESSIONAL FEES	3,040.57	12,355.45	3,931.49	12,616.13	31,943.64	135,250.00	-103,306.36	23.62%
 6438 · DUES	0.00	40.00	75.00	760.00	875.00	5,000.00	-4,125.00	17.5%
6439A · EQUIPMENT R & M (ADULT)	4.15	4.15	4.15	4.15	16.60	3,500.00	-3,483.40	0.47%
6439C · EQUIPMENT R & M (C&P)	0.00	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
6439G · EQUIPMENT R & M (GEN)	628.80	3,027.41	2,455.81	3,890.24	10,002.26	39,015.00	-29,012.74	25.64%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through October 2013

	TOTAL							
	Jul 13	Aug 13	Sep 13	Oct 13	Jul - Oct 13	Budget	\$ Over Budget	% of Budget
6439N · EQUIPMENT R & M (TEEN)	4.15	4.15	4.15	4.15	16.60	400.00	-383.40	4.15%
6439R · EQUIPMENT R & M (CIRC)	0.00	1,791.00	11,157.64	0.00	12,948.64	55,000.00	-42,051.36	23.54%
6439T · EQUIPMENT R & M (TECH)	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	816.81	408.80	4,810.93	682.81	6,719.35	26,000.00	-19,280.65	25.84%
6450E · ELECTRICITY	0.00	33,140.42	18,214.09	13,415.03	64,769.54	125,000.00	-60,230.46	51.82%
6450F · FUEL/GAS	203.22	168.06	38.75	385.39	795.42	25,000.00	-24,204.58	3.18%
6450W · WATER	0.00	489.28	0.00	0.00	489.28	1,250.00	-760.72	39.14%
6451G · CUSTODIAL SUPPLIES	2,445.40	1,024.72	2,628.02	2,736.21	8,834.35	19,000.00	-10,165.65	46.5%
6452G · BLDG ALTERATION AND MAINT	2,577.72	1,499.00	3,230.00	6,942.87	14,249.59	362,042.00	-347,792.41	3.94%
6454 · INSURANCE	0.00	0.00	0.00	-6,176.40	-6,176.40	53,000.00	-59,176.40	-11.65%
6485G · Bank Fees	130.19	38.95	155.42	197.09	521.65			
6700 · TAN INTEREST	0.00	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	2,975.80	3,131.80	3,500.00	-368.20	89.48%
7203C · EQUIPMENT C & P	0.00	0.00	199.98	1,860.71	2,060.69	3,000.00	-939.31	68.69%
7203D · EQUIPMENT ADMIN	0.00	950.50	0.00	417.99	1,368.49	2,500.00	-1,131.51	54.74%
7203G · EQUIPMENT BUS OFF	0.00	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	0.00	404.88	1,500.00	-1,095.12	26.99%
7203R · EQUIPMENT CIRC	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
7203T · EQUIPMENT TECH	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
7203W · EQUIPMENT WIRE	0.00	4,557.16	28,422.38	5,628.55	38,608.09	140,000.00	-101,391.91	27.58%
Total 7203 · EQUIPMENT - Capital Purchases	156.00	5,912.54	28,622.36	10,883.05	45,573.95	158,000.00	-112,426.05	28.84%
Total Expense	481,788.05	748,023.88	591,171.58	602,145.96	2,423,129.47	9,335,000.00	-6,911,870.53	25.96%
Net Ordinary Income	108,465.47	-680,121.68	-570,277.62	-579,895.09	-1,721,828.92	0.00	-1,721,828.92	100.0%
Other Income/Expense								

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Profit & Loss Budget Overview
 July through October 2013

						TOTAL		
						Budget	\$ Over Budget	% of Budget
Other Expense								
7500 · BUILDING IMPROVEMENTS								
7900 · TRANSFER TO/(FROM) CAPITAL FUND								
Total Other Expense								
Net Other Income								
Net Income								

MMSCL
Operating Funds Monthly Report
October 2013

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 2,261,838.17	\$ 26,325.72	\$ 626,102.96	\$ 1,207.71	\$ 1,663,268.64
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 340,018.31	\$ 1,441.70	\$ 197.09	\$ 202.41	\$ 341,465.33
Empire Nat'l Bank	OPERATING	\$ 212,677.14	\$ 182,278.51	\$ 78,210.87	\$ 114.98	\$ 316,859.76
Empire Nat'l Bank	PAYROLL	\$ 84,210.17	\$ 443,824.45	\$ 452,066.18	\$ -	\$ 75,968.44
						\$ 2,397,562.17

INSTITUTION	PURPOSE	MATURITY DATE	TERM	RATE	BALANCE
Capital One Bank	Denitrification System	September 28, 2014	12 Months	0.05%	\$ 15,000.00
TOTAL INVESTMENTS:					\$ 15,000.00
TOTAL CASH & INVESTMENTS:					<u>\$ 2,412,562.17</u>

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

CAPITAL FUND FINANCIAL REPORT

OCTOBER 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
October-13		\$ 4,503,283.65	\$ 2,677.29	\$ -	\$ 4,505,960.94
				Grand Total :	\$ 4,505,960.94

	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	31,867									102,640	94,947
Website Visits	56,757	51,073	47,827	37,497									193,154	214,037
Adult	7,605	7,048	6,831	5,672									27,156	36,685
Children's	2,046	1,024	845	721									4,636	6,064
Teen	1,776	1,198	1,092	1,310									5,376	3,434
Program Calendar	4,271	4,156	3,536	3,029									14,992	16,027
Library Link	446	354	299	268									1,367	1,425
CommunityLibrary.org	22,008	19,989	17,940	13,369									73,306	79,219
Facebook	26,579	18,762	18,875	16,545									80,761	32,342
Circulation	71,696	68,166	59,576	61,870	-	-	-	-	-	-	-	-	261,308	275,166
Staff assisted checkouts & renewals	34,707	29,724	28,309	37,969									130,709	129,803
Express Lane Checkouts & renewals	28,531	30,145	23,681	16,344									98,701	112,877
Renewals by patrons (web)	6,318	6,102	5,645	5,648									23,713	25,899
Overdrive Digital Checkouts	2,140	2,195	1,941	1,909									8,185	6,587
Freegal Downloads	618	589	599	550									2,356	3,228
ILLs out	3,317	3,276	3,018	2,859									12,470	12,324
ILLs in	2,447	1,153	961	1,425									5,986	10,461
Holds	6,928	7,047	6,244	6,277									26,496	26,622
Filled Holds	5,205	5,739	5,666	5,496									22,106	21,084
New Library Cards	266	209	363	350									1,188	1,293
New/Renewed Contract Patrons	17	12	9	6									44	1,547
Computer Usage	6,234	6,135	5,463	4,751	-	-	-	-	-	-	-	-	22,583	24,331
Adult	4,018	4,319	3,960	3,542									15,839	17,055
Children's	1,166	983	759	574									3,482	3,877
Teen	1,050	833	744	635									3,262	3,399
Reference Questions	2,580	2,400	2,286	2,354	-	-	-	-	-	-	-	-	9,620	10,713
Adult	1,019	1,228	1,132	985									4,364	3,984
Children's	1,561	1,172	1,154	1,369									5,256	5,107
Teen													-	1,229
Chat Reference													-	393
Other Questions	5,519	4,639	4,119	4,128	-	-	-	-	-	-	-	-	18,405	23,117
Adult	2,934	2,897	2,500	2,303									10,634	11,968
Children's	2,585	1,742	1,619	1,825									7,771	7,088
Teen													-	4,061
Programs, In-House Attendance	3,340	3,090	1,453	2,660	-	-	-	-	-	-	-	-	10,543	11,069
Programs, In-House Sessions	157	167	147	230	-	-	-	-	-	-	-	-	701	900
Adult	1,092	1,306	749	768									3,915	3,569
Adult # of Sessions	65	71	84	72									292	227
Children's	1,839	1,417	518	1,073									4,847	3,471
Children's # of Sessions	31	31	16	58									136	131
Teen													-	2,026
Teen # of Sessions													-	203
Community Services													-	-
Community Services # of Sessions													-	-
Outside Organizations	409	367	186	819									1,781	2,003
Outside Organizations # of Sessions	61	65	47	100									273	339
Programs, Offsite Attendance	521	328	2,342	314	-	-	-	-	-	-	-	-	3,505	1,696
Programs, Offsite Sessions	26	14	19	11	-	-	-	-	-	-	-	-	70	918
Adult	67	60	67	63									257	367
Adult # of Sessions	2	2	2	2									8	10
Children's	454	268	2,275	251									3,248	975
Children's # of Sessions	24	12	17	9									62	39
Teen													-	350
Teen # of Sessions													-	19
Community Services													-	4
Community Services # of Sessions													-	850
Outside Organizations													-	-
Outside Organizations # of Sessions													-	-
Programs, Literacy Attendance	380	333	926	2,264	-	-	-	-	-	-	-	-	3,903	4,477
Programs, Literacy Sessions	11	10	47	128	-	-	-	-	-	-	-	-	196	163
In-house Attendance	286	253	380	919									1,838	1,643
In-house Toddler Attendance	94	80	156	223									553	1,273
In-house # of Sessions	11	10	21	53									95	84
Offsite attendance			331	1,043									1,374	1,318
Offsite Toddler Attendance			59	79									138	243
Offsite # of sessions			26	75									101	79



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

Administrative Activities

- Updated "Ways to Give" link on the library website to provide easier access to a variety of our donation forms and community service activities for teens. Added recent gifts article to library newsletter to encourage patrons sponsoring books in memory of a loved one or special occasion. Coordinating with Technical Services to better track donated items.
- Interviewed 1 library assistant position; conducted employee counseling session for 2 employees.
- Working with librarian Dana Hickling on collecting, reviewing and compiling library-wide orientation manual. Reviewed department procedures and staff duties list. Still in information gathering mode.
- Updated and reviewed potential problems log, library incident reports. No patrons banned this past month!
- Facilitated new staff shirt orders – now library staff can order anything from the LL Bean Business Direct catalog with the new library logo.

Community Service

- Assisted the Tri-Hamlet News in organizing their 1 year anniversary celebration at the Library on November 1. Over 150 community members attended and many organizations thanked the News for promoting positive stories in the community.
- Outreach activities included the On the Road programs "Poetry in Motion" at the Wertheim Wildlife Refuge, and "Artist & Writers' Café" at Tend Coffee in Shirley. We are testing out some grassroots adult *On the Road* programs that are not based on "fairs or festivals" but run by library staff.

Meetings Attended

- Long Island Language Coalition – English Language Access Conference at Touro Law School
- Mastic Shirley Chamber of Commerce
- 7th Precinct Community Information Meeting
- PTO meeting

Great News! You can now order any clothing item from LLBean Direct to Business with the new library logo. Any item, color or style you want. You can order items on your own, either by phone (phone: [800-832-1889](tel:800-832-1889)) or www.llbeanbusiness.com The cost will be the full price of the item, shipping costs, plus a \$12.00 embroidery fee. When ordering please reference logo # 100970 (new open book logo).



Left, Artists' Café @ Tend Coffee – 7 artists showed up to discuss their work process and share knowledge and tips. **Below, Poetry in Motion at Wertheim**, sharing a poem inspired by nature before headed out to walk the preserve, we have from 2-5 participants so far.



Above, a local dance school performs in honor of the Tri Hamlet News 1 year Anniversary Party. **Right**, the producers have chosen a Community Musical! Auditions for high school students are on December 3 and 4th. We look forward to another successful partnership between Friends of the Arts and the Community Summit on the play!





Children & Parents

Rachel Wyneken
Department Head

November 2013 Board Report

Because I didn't report to you last month, I feel as though so much as happened. I'm thinking specifically of a number of programs involving happy children and families. We had a 1KB4K party on October 19, a Halloween party (complete with mini-haunted house and help from staff members of other departments) on October 31, a celebration of National Family Literacy Day on November 3 (collaborating with Literacy Services), a unique program called Welcome to Safety Town on November 8, and National Gaming Day on November 16 (in cooperation with other departments as well). Below are a few pictures from some of these programs. Of course, we offer so many more programs than reflected here, but these are the ones that stand out this month.



The full-time librarians have embraced their new roles in the department's literacy revival, which began in April. CPSD gives children and the caring adults in their lives the literacy opportunities that ensure children's success in school and life. We do this via three "branches": traditional library services; digital services; and outreach services. In addition, we focus on working with the families who are served by the Literacy Department. The overarching goals of all the branches and our work with the ESOL families are the same: to support literacy, including print, digital and social literacy. We have an especially vital role in supporting early literacy, as the only provider of this service available to all children in the community.

Each branch is managed by a full-time librarian, and each one of them has taken ownership of her new role. Erika Irish, traditional library services manager, has updated furniture and toys, particularly in the Playspace, which has made the space more colorful, child friendly and flexible. In her role as digital services manager, Andrea Malchiodi is focusing on making computers and technology a larger part of programming as well as building a Pinterest page for our website.

Debby Iberger, responsible for outreach to the schools, has done all the footwork to increase the number of classes who visit the library dramatically. In November alone, we have had 15 separate classes (with an average of 25 students each) visit us, learn about the library and check out books. Sylvia Maurer, responsible for all other outreach, has the department doing programming throughout the community, collaborating with local businesses, agencies, preschools, and child care providers. Pat Minnini, whose role is to make sure that the families who take advantage of the services the Literacy Department are served as well by our department as all patrons, is in constant communication with Beth to make sure this happens.

Eileen Curtin, as literacy leader and supervisor of the part-time librarians, has met with each of the part-time librarians in small groups to make sure everyone is sharing the importance of "PSSST" (playing, singing, stories, scribbling, and talking) as part of every interaction librarians have with families.

In short, the department is doing well transitioning to this new model of service.

CIRCULATION SERVICES

Board
Report

Circulation Statistics: for October 2013 submitted November 2013

Circulation Activity: 61,870

Staff Assisted Checkouts: 37,969

Self Checkouts: 16,343

Online Renewals: 5,648

Digital Checkouts: 1,909

Physical Visitors: 31,867 and Current Card Holders: 47,651

New Library Cards Issued:

MMSCL District Patrons 350

Out of District Contract Patrons 6

Meeting Room Usage:

Number of rooms booked by district organizations including tutors — 100

Number of community residents including students in attendance — 819

SMS Alerts (text notifications):

598 patrons currently enrolled

Online Self Registration:

11 Currently requested

Department Head Note:

October proved to be an eye opening month for Circulation. The Circulation Services staff felt the brunt of a catastrophic internet failure which lasted for approximately one week. Using Mobile Millennium for the first time under emergency circumstances during the failure the Circulation Services staff showed exceptional professionalism and dedication to maintaining excellent customer service. The result of the failure was also evident by the amount of staff assisted checkouts compared to the self checkouts calculated for the month of October. All of the Library's 7 self checkouts were also down as a result of the failure. I am very proud of each and every one of the Circulation Services team and would like to take this opportunity to applaud their skills and their endurance.

Also during the month of October several of the Circulation Services staff, myself included, attended the event honoring the Library held by the William Floyd Summit at the Rock Hill Country Club and I would like to thank the Summit for their recognition of the services our library puts forth to a well deserving community.

Anne Marie Hofmann—Head of Circulation Services—Mastics-Moriches-Shirley Community Library

Literacy Attendance Skyrockets!

Learning English a Family Affair adult students attended class 919 times during the month of October. Toddlers accompanied their parents 223 times; complete with a parent orchestrated birthday party and library wide parade. Evening ESOL classes were attend 1043 times and family night welcomed 243 children ages 18 months to teen.



New York Library Association Conference



On September 27, 2013 Literacy Coordinator,

Beth Donovan and Literacy Program Assistant, Carmen Navarro-Gao presented a workshop entitled "The ABCD's of ESOL" (sponsored by the Ethnic Services division of the New York Library Association) along with Steven Mahoney, from New York Public Library. Our goal was to inspire libraries all across New York State to begin offering a wide array of English Language instruction to patrons in their communities.

NYLA conference was the rollout of the long awaited Ethnic Services Roundtable book entitled "Connecting Cultures, Ethnic Services In The Libraries of New York State". Former MMSCL RASD librarian, Carolyn Walsh and Literacy Coordinator, Beth Donovan compiled an article for publication, "Learning English is a Family Affair On Suburban Long Island" which according to NYLA and ESRT "showcases exemplary library programs for any program seeking to improve library services to their ESOL patrons."

Sharing space in the library

A few mornings a week there is not enough space in the library to accommodate the necessary growth of our literacy program. We offer three different levels of classes on Monday, Wednesday and Friday mornings. Fortunately the teen department very graciously shares their space with us

to accommodate our growing number of students.



Literacy Students Give Back

In an attempt to teach our literacy ladies a skill and encourage them to participate in a much needed community service, **Needle Arts with Heart** began on October 2, 2013. One afternoon a week a group of usually 10-15 women meet with retired library employee, volunteer Margaret Muszynski, to acquire or improve their knitting skills. With donated yarn and some loving effort our group already has a box full of hats and scarves to contribute to Colonial Youth Adopt a Family program in December. It's wonderful to see women from Pakistan, Turkey, Haiti, and many Latino countries working together to serve those less fortunate. Oh, and let's not forget, Scotland that's where Ms. Margaret is from and boy can she knit.

November 2013

Compiled by: Nick Tanzi

Gaming Day 2013!

Digital Services oversaw our 3rd successful Gaming Day @ Your Library on Saturday, 11/16. Some programs of note:



- A Minecraft computer game in the Children's Department, in which the library hosted the game "world" on our server, and participants played cooperatively to create in-game buildings.
- A Madden NFL 25 tournament for teens.
- Giant Board Games, including Jenga, Connect 4 and Checkers.
- A Retro Arcade featuring Atari 2600, Commodore 64, NES, SNES & Sega consoles.
- Our first ever "Game Zone"--fitness oriented, motion-controlled gaming on ten 100 inch screens.



Total program attendance on the day was 278 children, teens and adults!

Bringing Streaming Video to our Patrons

Work is underway on our Hoopla streaming video service. We have already successfully tested basic barcode authentication, and are continuing to refine levels of access (children, teens, adults). Customization of the site's look continues, and will feature Community Library branding and news feed. Following this, we will test the final product, demonstrate the service for staff, and then roll it out to our patrons. It is currently slated for a December 2013 launch.



Digital Library Desk

Historically, December and January are the busiest months for Digital Services. The newest gadgets make for popular gifts, and this boosts interest in the digital library. In December, these patrons are planning on purchasing an eReader, tablet or mobile device as a gift and want to know what library services are compatible. In January, the recipients of these gifts often need help with setup of their device.



In anticipation of these needs and as part of a greater strategy to promote digital services, we will be staffing a mobile "digital library desk" on the main floor. This desk will be outfitted with the more commonly used tablets and eReaders, and will utilize trial accounts for services including music downloads, eBooks & eMagazines. The schedule will be advertised on our print newsletter and website, and will allow patrons to have hands on demonstrations at a time of peak interest. Following this two month stretch, we will evaluate the desk's effectiveness and consider its use in future promotion of digital services, particularly as a tool for outreach.

REPORT OF PERSONNEL CHANGES SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						DATE PREPARED: 11/25/13	
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY							PAGE 1 OF 1
NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
TRS	Heter, Ronald		Guard	\$19.29/hr		09/26/13	
RL	Galluzzo, Veronica		Page	\$8.29/hr		11/05/13	
APT	Galluzzo, Veronica		Library Clerk	\$13.13/hr.	Under 17.5	11/06/13	
TRS	Lee, Summer		Library Clerk	\$13.13/hr		10/29/13	
RE	Pipe, Donald		Guard	\$19.29/hr		11/09/13	06/30/13-11/08/13
DID YOU:					The above changes are hereby certified as being in accordance with Civil Service requirements.		
1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old?					Signature of Appointing Authority		
2. Request and canvas an eligible list for all competitive positions?							
3. Submit Application for Employment (CS-205) on all provisional, temp & non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application							
4. Submit a personnel change on the previous incumbent shown above?							
<input type="checkbox"/> APPROVED					<input type="checkbox"/> DISAPPROVED		
<input type="checkbox"/> APPROVED AS NOTED							



STATE SENATOR LEE M. ZELDIN

HISPANIC HERITAGE AWARDS CEREMONY

*A Celebration of the Hispanic Community
In the 3rd Senate District*

OCTOBER 18, 2013





STATE SENATOR LEE M. ZELDIN

HISPANIC HERITAGE AWARDS CEREMONY

Ms. Carmen Navarro-Gao



Carmen is a native of Peru and a dedicated social worker who immigrated to the United States 20 years ago. In 2001, she arrived at the Mastics Moriches Shirley Community Library seeking assistance to learn English. Her goal was to learn the new language and better assimilate into our society. It did not take her long to do precisely that.

In 2004, Carmen received the prestigious Full Circle award from Literacy Suffolk, Inc., honoring her advancement from literacy student to literacy tutor. Ms. Navarro-Gao then started to teach English to a small group of students and continues to do so.

In 2008, Carmen started to work at the Mastics Moriches Shirley Community Library as a Spanish Speaking Program Assistant and has been tutoring classes exclusively for citizenship preparation since 2009. Additionally, she has long been involved with the Parent Child Home Program in the William Floyd School District.

Ms. Carmen Navarro-Gao was selected as a 2013 Hispanic Heritage Award recipient by Senator Lee M. Zeldin.



Cornell University
Cooperative Extension
of Suffolk County

Strengthening Families & Communities

Protecting & Enhancing the Environment

Fostering Economic Development

Promoting Sustainable Agriculture

October 31, 2013

Mastic, Moriches, Shirley Community Library
407 William Floyd Pkwy
Shirley, NY 11967
Attn: Pat Mininni & Elizabeth Donovan

Dear Pat & Elizabeth,

We are delighted to inform you that the Mastic, Moriches, Shirley Community Library is the recipient of an "Outstanding Community Partner" Award to be presented at the Annual Meeting of Cornell Cooperative Extension of Suffolk County. Each year, we take this opportunity to recognize outstanding community individuals and agencies integral to the success of our educational programs and mission.

Our Annual Meeting, which includes the election of Board and Program Committee Members for 2014, as well as recognition of volunteers, staff and community members, will take place on Wednesday, November 20th at 7:00pm at the Culinary Arts and Hospitality Center, 20 E. Main Street, Riverhead. We hope that you will be able to join us!

Please respond by calling Sarah Derevjanik at 631-727-7850, Ext. 343 or email at sd598@cornell.edu.

We look forward to sharing this special evening with you!

Sincerely,

Vito Minei
Executive Director



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

November 7, 2013

To: Member Library Directors;
Boards of Trustees
From: Kevin Verbesey
Re: **SCLS Proposed FY 2014 Budget**

Enclosed with this memo is the **Proposed SCLS FY 2014 Operating Budget** for your review and consideration.

At its meeting of November 6, 2013 the SCLS Board of Trustees approved the enclosed SCLS FY 2014 Operating Budget and authorized its submission for member library approval. In order for this proposal to take effect more than 2/3 of member libraries must vote to approve the proposed budget before December 31, 2013.

Attached to this memo are the final proposed SCLS FY 2014 Budget, a final proposed Member Support Chart, and your budget ballot. **Please print the ballot out and use it to record your library vote.**

To gain a full understanding of this proposed budget, and its impact on the member libraries, we ask that you review both this packet and the previously distributed "draft" budget packet that was dated October 10, 2013.

There have been only a small number of changes made from the "draft" budget that was distributed in October. Most of the changes are based upon additional estimates and information that we have received subsequent to the "draft" budget being developed. The reasons behind each change are listed below.

Income

- 1) *Downloadable Media* income has been lowered after conversations with the member library directors, a careful review of usage statistics, and a drafting of the final payment scenario. We have lowered the proposed increase from 40% to 20%. That lowers the real dollar increase from \$402,301 to \$200,787. The billing calculations that were established for this service in 2013 (a base that everyone pays and then usage based payments) will be used again in 2014.
- 2) *Suffolk e_Resources* income has been lowered due to savings achieved on renegotiated contracts for certain databases. The cost for member libraries to participate in this coordinated order has dropped for all member libraries.

- 3) *Member Library Support* income has been reduced by ½%. This is due to projected reductions in a few expense lines. The total increase in Member Support has been moved down from \$31,033 to \$24,826.

Expenditures

- 1) *Downloadable Media* expenses will be less than the initial projection as an offset due to the change mentioned above.
- 2) *Suffolk e_Resources* expenses will be less than the initial projection as an offset due to the change mentioned above.
- 3) *Health Insurance* and *Health Insurance Retires* expenses are expected to be lower than had been previously projected based on new estimates.
- 4) *Vehicle Operations* expenses are expected to be lower than had been previously projected based on new information.

The bottom line after these changes have been made is that the overall SCLS 2014 Budget is projected to increase by 5.06%. The operations side will increase by 2.37% and the Direct Offset side will increase by 10.6%.

Due to a projected State Aid increase of approximately 5% Member Support payments will increase by 1% or \$24,826 in 2014.

Often we are asked why every library does not have the same percentage change in member support. Member library financial participation is determined by a formula that includes the library's service population (which has not changed this year) and the library's expenditures for the prior year (2012.) If your library's disbursements (less capital expenditures and debt service – as defined in your New York State Annual Report) increased more than the County average then your contribution change will be greater than the average. The final proposed member support chart **HAS** changed from the "draft" chart. **The version that is enclosed with this memo is the final chart.**

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS before December 31, 2013. Should you have any questions, please feel free to call me.

Thank you for your continued support of our collaborative efforts.

2014 BUDGET INCOME

	2012	2013	2014	2013 to 2014	2013 to 2014
SOURCE	Actual	Budgeted	Proposed	\$ Change	% Change
N. Y. State	2,304,778	2,344,754	2,466,186	121,432	5.18%
Local Sponsor Aid	266,123	271,445	284,761	13,315	4.91%
Outreach	189,604	193,396	202,882	9,486	4.90%
SCLS: CLA	126,089	128,611	134,919	6,309	4.91%
SCLS: CBA	13,435	13,704	14,376	672	4.91%
NYS Bullet Grant	25,000	0	0	0	
Interest	10,480	12,000	9,000	(3,000)	-25.00%
Rental	41,264	41,600	42,965	1,365	3.28%
Delivery Service	2,755	3,000	3,000	0	0.00%
Mailing Overdues	95,013	87,000	70,800	(16,200)	-18.62%
LI Talking Book Library	3,468	5,000	1,000	(4,000)	-80.00%
Miscellaneous	93,098	85,000	75,000	(10,000)	-11.76%
Programs	900	1,000	2,500	1,500	150.00%
Contributions	18,478	5,000	500	(4,500)	-90.00%
Library Contract Service	250,194	210,210	222,692	12,482	5.94%
RFID Support	10,000	10,000	0	(10,000)	-100.00%
Member Library Support	2,484,282	2,482,610	2,507,436	24,826	1.00%
PALS Admin. Fee	617,068	629,567	640,322	10,755	1.71%
Sub-Total (Operational)	6,552,029	6,523,897	6,678,339	154,442	2.37%
LLSA Member Libraries	376,514	384,044	402,882	18,837	4.90%
CLA CBA Central Library	299,733	305,728	320,723	14,995	4.90%
Suffolk E-Resources	746,800	748,825	700,400	(48,425)	-6.47%
Coordinated Orders	804,116	600,000	750,000	150,000	25.00%
Downloadable Media	538,250	1,005,752	1,206,539	200,787	19.96%
<u>Central Library support</u>					
Non-fiction (Overdrive)	12,000	12,000	12,000	0	0.00%
Homework Help	50,000	55,000	55,000	0	0.00%
Delivery-Saturday	0	60,000	60,000	0	0.00%
NYS Bullet Grant	100,400				
Sub-Total (Direct Offset)	2,927,813	3,171,349	3,507,543	336,194	10.60%
TOTAL INCOME	9,479,842	9,695,246	10,185,882	490,636	5.06%

2014 BUDGET EXPENDITURES

ACCOUNT TITLE	2012	2013	2014	2013 to 2014	2013 to 2014
	ACTUAL	Budgeted	Proposed	\$ Change	% Change
<u>SALARIES</u>					
LIBRARIANS	1,123,535	1,267,971	1,352,300	84,329	6.65%
CLERICAL	1,382,921	1,276,492	1,213,439	(63,053)	-4.94%
Shipping & Maint.	211,688	290,035	264,736	(25,299)	-8.72%
SUBSTITUTES & HOURLY	318,190	211,156	195,576	(15,580)	-7.38%
SUB-TOTAL	3,036,334	3,045,654	3,026,051	(19,603)	-0.64%
<u>FIXED CHARGES & FRINGE BENEFITS</u>					
RETIREMENT	496,351	561,301	575,770	14,469	2.58%
SOCIAL SECURITY	223,176	232,993	231,493	(1,500)	-0.64%
WORKER'S COMP.	39,022	36,000	40,000	4,000	11.11%
UNEMPLOYMENT	148	2,181	4,000	1,819	83.40%
DISABILITY	6,063	8,000	8,000	0	0.00%
HEALTH INSURANCE	370,027	450,000	483,750	33,750	7.50%
HEALTH INS. RETIREES	408,488	450,000	483,750	33,750	7.50%
DENTAL	33,170	30,000	34,000	4,000	13.33%
OPTICAL	5,788	6,500	7,000	500	7.69%
FLEXIBLE SPENDING	2,290	1,000	1,000	0	0.00%
SICK & VAC. PAYOUTS	88,377	75,000	90,000	15,000	20.00%
LONG TERM CARE INS.	5,668	6,000	6,000	0	0.00%
INSURANCE INCENTIVE	11,974	5,000	10,000	5,000	100.00%
Empl. Assist. Program	2,734	3,000	3,000	0	0.00%
SUB-TOTAL	1,693,276	1,866,975	1,977,763	110,788	5.93%
<u>PROFESSIONAL FEES</u>	46,198	56,283	58,383	2,100	3.73%
SUB-TOTAL	46,198	56,283	58,383	2,100	3.73%
<u>LIBRARY MATERIALS</u>					
BOOKS	4,757	6,750	6,000	(750)	-11.11%
SUFFOLK E-RESOURCES	751,263	748,825	700,400	(48,425)	-6.47%
CBA MATERIALS	7,248	13,704	14,376	672	4.90%
CLA CBA CNTRL LIBRARY	299,733	305,728	320,723	14,995	4.90%
LLSA MEMBER LIBRARIES	376,514	384,044	402,882	18,838	4.91%
HOMEWORK HELP	270,000	375,000	375,000	0	0.00%
Downloadable Media	593,773	1,005,752	1,206,539	200,787	19.96%
COORDINATED ORDERS	804,141	600,000	750,000	150,000	25.00%
NYS Bullet Grant	100,400	0	0	0	0.00%
SUB-TOTAL	3,207,829	3,439,803	3,775,919	336,116	9.77%

2014 BUDGET EXPENDITURES

ACCOUNT TITLE	2012	2013	2014	2013 to 2014	2013 to 2014
	Actual	Budgeted	Proposed	\$ Change	% Change
<i><u>OPERATIONS</u></i>					
OFFICE & LIB. SUPPLIES	49,663	45,500	43,365	(2,135)	-4.69%
TELEPHONE VOICE	7,089	16,440	18,300	1,860	11.31%
ISP SERVICE	59,461	78,000	81,600	3,600	4.62%
Line of Credit INTEREST	0	2,500	2,500	0	0.00%
POSTAGE & FRGHT SCLS	20,794	41,200	20,000	(21,200)	-51.46%
POSTAGE OVERDUES	68,534	67,500	55,200	(12,300)	-18.22%
PUBLICITY & PRINTING	48,236	75,000	75,000	0	0.00%
TRAVEL	12,652	16,300	16,500	200	1.23%
Lost in Transit	6,306	10,000	10,000	0	0.00%
OVERDUE SUPPLIES	2,326	11,000	8,400	(2,600)	-23.64%
MEMBERSHIP DUES	9,552	8,000	9,600	1,600	20.00%
MAINT. - OFFICE EQUIP.	41,450	34,820	35,240	420	1.21%
COMPUTER SERVICES	201,663	167,027	224,486	57,459	34.40%
VEHICLE OPERATION	37,414	36,657	38,293	1,636	4.46%
VEHICLE MAINTENANCE	9,644	20,000	15,000	(5,000)	-25.00%
MCTD Tax	10,179	10,355	10,289	(67)	-0.64%
TRUSTEE EXPENSE	2,506	4,000	3,500	(500)	-12.50%
PROGRAMS	24,206	20,000	25,000	5,000	25.00%
PROF. DEVELOPMENT	44,126	27,575	30,475	2,900	10.52%
SUB-TOTAL	655,801	691,874	722,748	30,873	4.46%
<i><u>BUILDING OPERATIONS</u></i>					
GAS	14,968	21,000	24,000	3,000	14.29%
ELECTRICITY	88,284	104,750	110,000	5,250	5.01%
WATER	908	1,500	1,500	0	0.00%
SUPPLIES-JANITORIAL	4,364	3,500	3,500	0	0.00%
CONTRACT SERVICES	195,654	275,685	295,635	19,950	7.24%
REPAIR - BLDG. & EQUIP.	17,417	50,000	50,000	0	0.00%
SUB-TOTAL	321,595	456,435	484,635	28,200	6.18%
INSURANCE	41,509	43,222	45,383	2,161	5.00%
EQUIPMENT	37,033	55,000	55,000	0	0.00%
EQUIPMENT - VEHICLES	28,042	0	0		
FACILITY RENOVATIONS	70,228	40,000	40,000	0	0.00%
SUB-TOTAL	176,812	138,222	140,383	2,161	1.56%
TOTAL EXPENSES	9,137,845	9,695,246	10,185,882	490,636	5.06%
TOTAL INCOME	9,479,842	9,695,246	10,185,882	490,636	5.06%
	341,997	(0)	0	0	

Proposed 2014 MEMBER LIBRARY SUPPORT @ 1.00% OVERALL INCREASE
 BASED ON ANNUAL REPORT FINANCIALS: 2012

New ML Total Funding		SERVICE AREA	SUPPORT	2012 AR DISB -	DISBURSMTS	PROP	ACT	INCR	\$ Change
2,507,436		CENSUS POP 2010	BY 2010 POP	12.32-		2014 CAL	2013 CAL	PROP 2014	PROP 2014
1,253,718		w/CNTRTS 00POP	0.8205219	(11.7+12.12+12.31)	0.00657200	ML SUPP	ML SUPP	FROM 2013 ACT	FROM 2013 ACT
New Minimum Payment									
11,908		5,954	7,256		905,958				
AMAGANSETT	1,365		5,954	663,114	5,954	11,908	11,790	1.00%	118
AMITYVILLE	26,210		21,506	2,474,172	16,260	37,766	37,945	-0.47%	-179
BABYLON	11,797		9,680	1,740,728	11,440	21,120	21,441	-1.50%	-321
BAYPORT-BLUE POINT	13,965		11,459	2,282,270	14,999	26,458	26,359	0.38%	99
BAY SHORE-BRIGHTWATERS	33,374		27,384	2,857,073	18,777	46,161	45,335	1.82%	826
BRENTWOOD	87,253		71,593	6,143,153	40,373	111,966	112,213	-0.22%	-247
BROOKHAVEN	9,953 /		8,167	730,239	3,741	11,908	11,790	1.00%	118
CENTER MORICHES	24,603 +		20,187	2,283,463	15,007	35,194	35,171	0.07%	23
CENTRAL ISLIP	37,383		30,674	2,691,630	17,689	48,363	47,613	1.58%	750
COLD SPRING HARBOR	8,556		7,020	1,710,412	11,241	18,261	18,287	-0.14%	-26
COMMACK	15,349		12,594	3,500,984	23,008	35,603	35,282	0.91%	321
COMSEWOGUE	44,686 **		36,666	4,731,569	31,096	67,762	66,811	1.42%	951
CONNETQUOT	40,164		32,955	5,914,543	38,870	71,826	70,361	2.08%	1,465
COPIAGUE	30,505		25,030	3,256,543	21,402	46,432	44,899	3.41%	1,533
CUTCHOGUE-NEW SUFFOLK	3,698		3,904	1,217,848	8,004	11,908	11,790	1.00%	118
DEER PARK	25,760		21,137	2,742,915	18,026	39,163	37,314	4.96%	1,849
EAST HAMPTON	15,789		12,955	1,868,741	12,281	25,237	24,802	1.75%	435
EAST ISLIP	25,176		20,657	2,980,739	19,589	40,247	40,466	-0.54%	-219
ELWOOD	13,353		10,956	1,483,422	9,749	20,705	20,783	-0.38%	-78
EMMA S CLARK	48,424		39,733	4,615,691	30,334	70,067	68,596	2.14%	1,471
FLOYD MEMORIAL	6,089		5,954	780,680	5,954	11,908	11,790	1.00%	118
HALF HOLLOW HILLS	48,558		39,843	6,479,865	42,586	82,429	82,483	-0.07%	-54
HAMPTON BAYS	15,468 +		12,692	1,715,813	11,276	23,968	24,176	-0.86%	-208
HAMPTON	1,827		5,954	832,666	5,954	11,908	11,790	1.00%	118
HARBORFIELDS	18,722		15,362	3,922,316	25,777	41,139	41,416	-0.67%	-277
HAUPPAUGE	10,784		8,849	2,226,479	14,632	23,481	23,039	1.92%	442
HUNTINGTON	34,810		28,562	8,217,296	54,004	82,566	81,914	0.80%	652
ISLIP	19,401		15,919	2,964,322	19,482	35,400	34,523	2.54%	877
JOHN JERMAIN	6,741		5,954	1,089,746	5,954	11,908	11,790	1.00%	118
LINDENHURST	42,011		34,471	3,991,652	26,233	60,704	60,294	0.68%	410
LONGWOOD	65,435		53,691	5,673,195	37,284	90,975	89,851	1.25%	1,124
MASTICS-MORICHES-SHIRLEY	55,159 +		45,259	7,775,744	51,102	96,361	96,491	-0.13%	-130
MATTITUCK	5,844		4,673	1,100,837	7,235	11,908	11,790	1.00%	118
MIDDLE COUNTRY	62,562		51,333	13,284,942	87,309	138,642	136,686	1.43%	1,956
MONTAUK	3,326		5,954	574,569	5,954	11,908	11,790	1.00%	118
NORTH BABYLON	30,052		24,658	2,600,741	17,092	41,750	41,894	-0.34%	-144
NORTH SHORE	30,785		25,260	3,501,632	23,013	48,272	47,621	1.37%	651
NORTHPORT-EAST NORTHPORT	36,113		29,632	8,585,472	56,424	86,055	83,989	2.46%	2,066
PATCHOGUE-MEDFORD	52,929		43,429	7,586,544	49,859	93,288	94,491	-1.27%	-1,203
PORT JEFFERSON	15,480 **		12,702	3,639,543	23,919	36,621	36,621	0.00%	0
QUOGUE	2,095 +		5,954	626,759	5,954	11,908	11,790	1.00%	118
RIVERHEAD	40,161 +		32,953	3,215,807	21,134	54,087	54,050	0.07%	37
ROGERS MEMORIAL	13,443		11,030	3,534,560	23,229	34,259	34,779	-1.50%	-520
SACHEM	83,196		68,264	9,026,036	59,319	127,583	127,143	0.35%	440
SAYVILLE	18,580		15,245	2,457,882	16,153	31,398	30,904	1.60%	494
SHELTER ISLAND	2,392		5,954	538,695	5,954	11,908	11,790	1.00%	118
SMITHTOWN	117,801		96,658	10,609,617	69,726	166,385	161,160	3.24%	5,225
SOUTH COUNTRY	19,905 /		16,332	2,407,405	15,821	32,154	31,907	0.77%	247
SOUTH HUNTINGTON	38,650		31,713	4,621,578	30,373	62,086	61,001	1.78%	1,085
SOUTHOLD	6,332		5,954	792,679	5,954	11,908	11,790	1.00%	118
WEST BABYLON	27,918		22,907	2,924,606	19,220	42,128	41,198	2.26%	930
WEST ISLIP	28,042		23,009	3,153,911	20,727	43,737	43,960	-0.51%	-223
WESTHAMPTON	9,481 +		7,779	1,934,566	12,714	20,493	20,402	0.45%	91
WYANDANCH	11,702		9,602	1,301,576	8,554	18,156	17,249	5.26%	907
TOTALS:	1,499,157		1,253,718	189,578,980	1,253,718	2,507,436	2,482,610	1.00%	24,826

Overall populations increased by the following:
 + = SCLS-brokered contract(s) shared with multiple libraries;

** = Two contract areas contracting with two libraries;
 / = Apportioned population of two libraries serving one district

0



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

BALLOT

2014 SCLS Budget

The Board of Trustees of the _____ Library

☐

Approved

☐

Disapproved

The Proposed 2014 Budget of the Suffolk Cooperative Library System, dated
November 7, 2013 and approved by the SCLS Board of Trustees November 6, 2013.

Signed: _____ Date: _____

Please return to SCLS. Attention Rhonda Carroll no later than
Friday, December 31, 2013