

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

December 19, 2016

7:00 PM

AGENDA

I. CALL TO ORDER

PLEDGE OF ALLEGIANCE

PERIOD OF PUBLIC EXPRESSION

II. APPROVAL OF MINUTES

III. SCHEDULE OF CLAIMS

1. OPERATING FUND

IV. FINANCIAL REPORTS

V. DIRECTOR'S REPORT

VI. ASSISTANT DIRECTOR'S REPORT

VII. BUSINESS MANAGER'S REPORT

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

- A. DEPARTMENT REPORTS
 - 1. ADULT SERVICES - **PRESENTATION**
 - 2. CHILDREN'S & PARENTS SERVICES
 - 3. TEEN SERVICES
 - 4. CIRCULATION SERVICES
 - 5. LITERACY SERVICES
 - 6. DIGITAL SERVICES
 - 7. INFORMATION TECHNOLOGY
- B. PERSONNEL
 - 1. RECOMMENDED CHANGES
- C. CONTRACTS / RENEWALS
- D. CORRESPONDENCE
- E. COMMUNITY EVENTS

X. EXECUTIVE SESSION

XI. ADJOURNMENT

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

January 23, 2017 @ 7:00PM

MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY

MINUTES OF THE NOVEMBER 28, 2016 BOARD MEETING

Trustee Mazzarella called the meeting to order at 7:04pm.

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

Motion by Gross, second by Vigliotta to accept the minutes of the **MINUTES**
October 24, 2016 meeting of the Board of Trustees. Carried 5-0.

Motion by Maiorana, second by Gross to accept the minutes of the
November 14, 2016 meeting of the Board of Trustees. Carried 5-0.

Motion by Simmons, second by Maiorana to approve the Operating **SCHEDULE OF**
Fund Schedule of Claims dated 11/28/16; Prepay Payables Warrant #1 **CLAIMS**
\$39,212.37; Payables Warrant #2 \$287,120.38; Payroll Warrant W. E.
11/04/2016 \$182,507.53; Payroll Benefits Warrant \$10,664.04; Payroll
Warrant W. E. 11/18/16 \$186,277.82; Payroll Benefits Warrant
\$81,401.07. Carried 5-0.

Motion by Vigliotta, second by Gross to approve the Operating **FINANCIAL**
Financial Report for October 2016. Carried 5-0. **REPORTS**

Motion by Gross, second by Simmons to approve the Capital Fund
Financial Report for October 2016. Carried 5-0.

The Director reported that the renovation of offices and building space at **DIRECTOR'S**
current facility is going well. She reminded everyone that the building **REPORT**
update meeting would be November 30 at the high school and she is
working with Mazzarella and the department heads on the presentation.
In addition, she reported on the re-organizing of staff and department
personnel, as well as the workings and layouts of departments. She is
working with Civil Service on these issues. Lastly, she reported that
Michael Bogin is retiring and discussions have begun regarding his
replacement.

The Assistant Director reported that she has been working on the **ASSISTANT**
presentation for the building update meeting. She reported that **DIRECTORS**
approximately 150 children attended the Safe Halloween event held at **REPORT**

the high school. In addition Friends of the Arts, Community Summit and Ocean Arts presented the production of the Elf Jr. at William Paca Middle School. That production allowed many young students to participate on multi levels of the theatre arts, music and set design. She reported that the celebration of William Floyd's would be held at the library on December 15th. With the signing of the Declaration of Independence Floyd left his mark in history. The culinary department at the high school is baking the cake.

The Business Manager had no additional reports to present.

BUSINESS MANAGER'S REPORT

Motion by Gross, second by Maiorana, to approve the CS-150 report with the Director's recommended personnel changes. Carried 5-0.

RECOMMENDED PERSONNEL CHANGES

Motion by Vigliotta, second by Simmons, to retroactively approve the FMLA leave for Elizabeth Donovan, Literacy Volunteer Program Coordinator, Literacy Department, from October 26 - November 15, 2016. Carried 5-0.

1. Michielli & Wyetzner Architects –

CONTRACTS AND RENEWALS

Motion by Vigliotta, second by Simmons, to authorize the approval of Michielli & Wyetzner's proposal at a cost breakdown as follows:

- Monthly lump sum fee of \$34,000 over approximately 3 months (\$102K)
- Large scale presentation model - \$10,000
- One presentation rendering of the exterior is included in the base fee. An additional fee of \$5,000 will be charged for each additional rendering
- The base fee includes 4 design/presentation meetings. A \$1,000/day per person fee will be charged for each additional meeting
- Reimbursable expenses at 1.10 times cost

Carried 5-0

2. Hawkins Webb Jaeger –

Motion by Gross, second by Maiorana, to authorize the revised contract with Hawkins Webb Jaeger at a cost of \$16,000.00. Carried 5-0.

3. Milburn Flooring Mills -

Motion by Gross, second by Maiorana, to authorize the approval of Milburn Flooring Mills proposal # ES601670 at a cost of \$48,248.46, plus potential alternates subtotaling \$2,900.00, for a total cost not to exceed \$51,148.46. Carried 5-0.

Motion by Gross, Second by Maiorana, to authorize the Board of Trustees, Department Heads and/or designated staff to attend the American Library Association Midwinter meeting January 20th - 24th 2017 in Atlanta, GA. The cost of the conference will not exceed \$1,900.00 plus travel reimbursement. Carried 5-0.

**CONTINUING
EDUCATION**

Motion By Vigliotta, second by Maiorana, to uncommit funds and to execute the inter-fund movement of funds via electronic transfer from the capital fund balance as follows:

**DESIGNATION
OF FUNDS**

- \$1,000,000. to the general operating fund

Carried 5-0.

Motion by Gross, second by Vigliotta, to dispose of obsolete and/or broken equipment as outlined by Stephen Burg (Librarian II, Digital Services), and presented by Director Rosalia.

**DISPOSAL OF
BROKEN
EQUIPMENT**

Motion by Gross, second by Simmons to approve the proposed SCLS 2017 annual budget, of which \$89,863.00 will be paid for contracted services by the Mastics-Moriches-Shirley Community Library.

**2017 SCLS
BUDGET**

Motion by Gross, second by Vigliotta to move into Executive Session at 7:49 pm to discuss a contractual matter.

**EXECUTIVE
SESSION**

Motion by Gross, second by Vigliotta to leave Executive Session at 8:24 pm.

Motion by Gross, second by Vigliotta to adjourn the meeting at 8:25 pm.

ADJOURMENT

Respectfully submitted by,

Cecile Prevete, Secretary

SCHEDULE OF CLAIMS
PRESENTED DECEMBER 19, 2016

PREPAY PAYABLES WARRANT #1	\$ 22,173.91
PAYABLES WARRANT #2	\$ 233,889.30
PAYROLL WARRANT W.E. 12/02/16	\$ 212,823.50
PAYROLL BENEFITS WARRANT	\$ 10,734.95
PAYROLL WARRANT W.E. 12/16/16	\$ 188,620.93
PAYROLL BENEFITS WARRANT	\$ 87,256.83
Total	\$ 755,499.42

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

Mastics Moriches Shirley Community Library

Prepay Payables

December 19, 2016

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	56058	11/22/2016	Postmaster	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	NL122016	11/22/2016		6433G · POSTAGE	\$ (3,301.02)
TOTAL						<u>\$ (3,301.02)</u>
	Bill Pmt -Check	56059	11/23/2016	American Express	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11132016	11/13/2016		2771 · COPIER REVENUE - CONTRACT (R)	\$ (35.00)
					6430G · OFFICE AND LIBRARY SUPPLIES	\$ (332.25)
					643765 · PROMOTION AND PUBLICITY	\$ (416.63)
					6437C · PROGRAMS (C&P)	\$ (75.63)
					6431D · TELECOMMUNICATIONS	\$ (115.00)
					6435C · CED, CONF & TRAVEL (C&P)	\$ (277.49)
					6435N · CED, CONF & TRAVEL (TEEN)	\$ (28.01)
					6435Dig · CED, CONF & TRAVEL (DIGITAL)	\$ (789.00)
					7203C · EQUIPMENT C & P	\$ (473.68)
					6450F · FUEL/GAS	\$ (60.70)
					6438 · DUES	\$ (100.00)
TOTAL						<u>\$ (2,703.39)</u>
	Bill Pmt -Check	56192	11/28/2016	Home Depot Credit Services	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11182016	11/28/2016		6430G · OFFICE AND LIBRARY SUPPLIES	-301.75
					6451G · CUSTODIAL SUPPLIES	-257.32
					6452G · BLDG ALTERATION AND MAINT	-178.66
TOTAL						<u>-737.73</u>
	Bill Pmt -Check	56193	11/28/2016	Long Island Rail Road	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	Tickets 12102016	11/28/2016		6437A · PROGRAMS (ADULT)	-712.50
TOTAL						<u>-712.50</u>
	Bill Pmt -Check	56194	11/29/2016	American Express	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11132016-2	11/29/2016		6435D · CED, CONF & TRAVEL (ADM)	\$ (3,541.00)
					6435S · CED, CONF & TRAV (COMM SRV)	\$ (309.58)
					6435C · CED, CONF & TRAVEL (C&P)	\$ (232.20)

Mastics Moriches Shirley Community Library

Prepay Payables

December 19, 2016

			6435S · CED, CONF & TRAV (COMM SRV)	\$	(254.29)
			6435A · CED, CONF & TRAVEL (ADULT)	\$	(232.20)
			6435N · CED, CONF & TRAVEL (TEEN)	\$	(309.57)
TOTAL				\$	(4,878.84)

Bill Pmt -Check 56195 12/05/2016 Amazon.com L0225 · EMPIRE NAT'L - OPERATING

Bill	11102016	12/05/2016	6410A · BOOKS (ADULT)	\$	(455.07)
			6410C · BOOKS (C&P)	\$	(51.88)
			6410N · BOOKS (TEEN)	\$	(77.62)
			6412A · RECORDINGS (ADULT)	\$	(135.69)
			6417A · VIDEOS (ADULT)	\$	(1,247.48)
			6417C · VIDEOS (C&P)	\$	(674.50)
			6417N · VIDEOS (TEEN)	\$	(571.25)
			6430G · OFFICE AND LIBRARY SUPPLIES	\$	(274.61)

			6437N · PROGRAMS (TEEN)	\$	(532.75)
			6437D · PROGRAMS (DIGITAL)	\$	(825.17)
			6439R · EQUIPMENT R & M (CIRC)	\$	(25.30)
TOTAL				\$	(4,871.32)

Bill Pmt -Check 56197 12/06/2016 Lighttower Fiber Networks L0225 · EMPIRE NAT'L - OPERATING

Bill	20161207544	12/06/2016	6431D · TELECOMMUNICATIONS	\$	(2,495.00)
TOTAL				\$	(2,495.00)

Bill Pmt -Check 56198 12/13/2016 AT&T Mobility L0225 · EMPIRE NAT'L - OPERATING

Bill	287267273345X1205-16	12/13/2016	6431D · TELECOMMUNICATIONS	\$	(281.24)
TOTAL				\$	(281.24)

Bill Pmt -Check 56199 12/13/2016 National Grid L0225 · EMPIRE NAT'L - OPERATING

Bill	12022016	12/02/2016	6450F · FUEL/GAS	\$	(1,192.87)
TOTAL				\$	(1,192.87)

Mastics Moriches Shirley Community Library
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Bill Pmt -Check	56200	12/13/2016	Totalfunds by Hasler	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11302016	11/30/2016		6433G · POSTAGE	\$ (1,000.00)
TOTAL					<u>\$ (1,000.00)</u>
					\$ (22,173.91)

I hereby certify that at a meeting on December 19, 2016
the above vouchers were approved and authorized.

Signed: _____

Mastics Moriches Shirley Community Library

Warrant

December 19, 2016

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	56201	12/19/2016	Abramowitz, Kelly	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112016	12/09/2016		6437N · PROGRAMS (TEEN)	\$ (360.00)
TOTAL						\$ (360.00)
	Bill Pmt -Check	56202	12/19/2016	Academic Associates	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112016	12/07/2016		6437L · PROGRAMS (LIT)	\$ (360.00)
TOTAL						\$ (360.00)
	Bill Pmt -Check	56203	12/19/2016	Advanced Plant Care, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	23505	12/04/2016		643760 · PLANTINGS	\$ (150.00)
TOTAL						\$ (150.00)
	Bill Pmt -Check	56204	12/19/2016	Akten, Feyzi	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	#67 Flooring Project	12/05/2016		7500 · BUILDING IMPROVEMENTS	\$ (16,893.50)
TOTAL						\$ (16,893.50)
	Bill Pmt -Check	56205	12/19/2016	Ashton, Ruth	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112016-122016	12/07/2016		6437L · PROGRAMS (LIT)	\$ (306.00)
TOTAL						\$ (306.00)

Mastics Moriches Shirley Community Library

Warrant

Bill Pmt -Check	56206	12/19/2016 Baker & Taylor	December 19, 2016	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3021307527	11/11/2016		6410C · BOOKS (C&P)	\$ (121.32)
Bill	3021303079	11/11/2016		6410C · BOOKS (C&P)	\$ (49.37)
Bill	3021303281	11/11/2016		6410N · BOOKS (TEEN)	\$ (92.01)
Bill	3021307178	11/14/2016		6410A · BOOKS (ADULT)	\$ (669.58)
Bill	3021312117	11/16/2016		6410A · BOOKS (ADULT)	\$ (1,265.70)
Bill	3021315563	11/17/2016		6410C · BOOKS (C&P)	\$ (33.09)
Bill	3021314683	11/17/2016		6410A · BOOKS (ADULT)	\$ (399.98)
Bill	3021319419	11/18/2016		6410A · BOOKS (ADULT)	\$ (343.47)
Bill	3021291327	11/18/2016		6410N · BOOKS (TEEN)	\$ (32.26)
Bill	3021318330	11/21/2016		6410A · BOOKS (ADULT)	\$ (275.81)
Bill	3021321708	11/21/2016		6410C · BOOKS (C&P)	\$ (9.51)
Bill	3021318439	11/22/2016		6410C · BOOKS (C&P)	\$ (631.47)
Bill	3021324851	11/23/2016		6410C · BOOKS (C&P)	\$ (136.58)
Bill	3021324852	11/23/2016		6410C · BOOKS (C&P)	\$ (11.90)
Bill	3021323831	11/23/2016		6410A · BOOKS (ADULT)	\$ (359.38)
Bill	3021330312	11/27/2016		6410A · BOOKS (ADULT)	\$ (169.05)
Bill	3021295308	11/28/2016		6410A · BOOKS (ADULT)	\$ (360.42)
Bill	3021269591	11/28/2016		6410A · BOOKS (ADULT)	\$ (382.01)
Bill	3021265337	11/28/2016		6410N · BOOKS (TEEN)	\$ (16.56)
Bill	3021314861	11/28/2016		6410N · BOOKS (TEEN)	\$ (34.83)
Bill	3021330951	11/29/2016		6410C · BOOKS (C&P)	\$ (1,167.77)
Bill	3021333054	11/29/2016		6410N · BOOKS (TEEN)	\$ (6.05)
Bill	3021334059	11/30/2016		6410C · BOOKS (C&P)	\$ (77.78)
Bill	3021334283	11/30/2016		6410C · BOOKS (C&P)	\$ (80.99)
Bill	3021342204	12/03/2016		6410A · BOOKS (ADULT)	\$ (167.03)
TOTAL					\$ (6,893.92)

Bill Pmt -Check	56207	12/19/2016 Bishop, Viviana G.	L0225 · EMPIRE NAT'L - OPERATING
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Bill	112016/12032016	12/05/2016	6437C · PROGRAMS (C&P)	\$ (150.00)
			6437L · PROGRAMS (LIT)	\$ (150.00)

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Bill	112016-122016	12/07/2016	6437L · PROGRAMS (LIT)	\$ (450.00)
TOTAL				<u>\$ (750.00)</u>
Bill Pmt -Check	56208	12/19/2016 Bleidner, Gloria	L0225 · EMPIRE NAT'L - OPERATING	
Bill	12052016	12/06/2016	6437A · PROGRAMS (ADULT)	\$ (100.00)
TOTAL				<u>\$ (100.00)</u>
Bill Pmt -Check	56209	12/19/2016 Brodart Co.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	455201	12/01/2016	6430G · OFFICE AND LIBRARY SUPPLIES	\$ (21.73)
TOTAL				<u>\$ (21.73)</u>
Bill Pmt -Check	56210	12/19/2016 Bulk Book Store	L0225 · EMPIRE NAT'L - OPERATING	
Bill	2016-11-28	11/09/2016	6430G · OFFICE AND LIBRARY SUPPLIES	\$ (1,420.00)
TOTAL				<u>\$ (1,420.00)</u>
Bill Pmt -Check	56211	12/19/2016 Carco Group, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	00820242	11/30/2016	6437P16 · STAFF BACKGROUND SCREEN	\$ (117.95)
TOTAL				<u>\$ (117.95)</u>
Bill Pmt -Check	56212	12/19/2016 Carter, Kathleen	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11292016	12/01/2016	6437A · PROGRAMS (ADULT)	\$ (100.00)
TOTAL				<u>\$ (100.00)</u>

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Bill Pmt -Check		56213	12/19/2016	Casper, Thomas	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112016/12012016	12/08/2016		6435N · CED, CONF & TRAVEL (TEEN)	\$ (48.52)
TOTAL						<u>\$ (48.52)</u>
Bill Pmt -Check		56214	12/19/2016	CDW Government, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	GBN5563	11/21/2016		7203W · EQUIPMENT WIRE	\$ (273.02)
TOTAL						<u>\$ (273.02)</u>
Bill Pmt -Check		56215	12/19/2016	Ciccotto, William	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112016	12/12/2016		6437N · PROGRAMS (TEEN)	\$ (287.50)
TOTAL						<u>\$ (287.50)</u>
Bill Pmt -Check		56216	12/19/2016	CJ2 Communication Strategies, LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1380	11/30/2016		643765 · PROMOTION AND PUBLICITY	\$ (2,263.51)
TOTAL						<u>\$ (2,263.51)</u>
Bill Pmt -Check		56217	12/19/2016	Clearwater Aquarium Service	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	3645	11/29/2016		6452G · BLDG ALTERATION AND MAINT	\$ (514.97)
TOTAL						<u>\$ (514.97)</u>
Bill Pmt -Check		56218	12/19/2016	Coffee Distributing Corp.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	290282	12/02/2016		6430G · OFFICE AND LIBRARY SUPPLIES	\$ (249.00)
TOTAL						<u>\$ (249.00)</u>

Mastics Moriches Shirley Community Library

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Bill Pmt -Check	56219	12/19/2016	Cueva, Daniel S.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	112016-122016	12/07/2016		6437L · PROGRAMS (LIT)	\$ (456.00)
TOTAL					<u>\$ (456.00)</u>

Bill Pmt -Check	56220	12/19/2016	Currao-McAleavey, Carmella	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11192016	11/20/2016		6437N · PROGRAMS (TEEN)	\$ (100.00)
Bill	12102016	12/12/2016		6437N · PROGRAMS (TEEN)	\$ (100.00)
TOTAL					<u>\$ (200.00)</u>

Bill Pmt -Check	56221	12/19/2016	Curtin, Eileen	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11302016	11/30/2016		6435C · CED, CONF & TRAVEL (C&P)	\$ (17.28)
TOTAL					<u>\$ (17.28)</u>

Bill Pmt -Check	56222	12/19/2016	D'Amato, Tara	L0225 · EMPIRE NAT'L - OPERATING	
Bill	12012016-1	12/01/2016		6437C · PROGRAMS (C&P)	\$ (30.51)
				6437N · PROGRAMS (TEEN)	\$ (30.51)
Bill	10262016	12/01/2016		6437C · PROGRAMS (C&P)	\$ (33.47)
Bill	12012016-2	12/01/2016		6437A · PROGRAMS (ADULT)	\$ (8.29)
				6437C · PROGRAMS (C&P)	\$ (8.29)
				6437N · PROGRAMS (TEEN)	\$ (8.29)
Bill	11292016	12/01/2016		6437A · PROGRAMS (ADULT)	\$ (11.22)
				6437C · PROGRAMS (C&P)	\$ (11.21)
				6437N · PROGRAMS (TEEN)	\$ (11.21)
Bill	10182016	12/01/2016		6435S · CED, CONF & TRAV (COMM SRV)	\$ (16.52)
Bill	10182016-10212016	12/01/2016		6435S · CED, CONF & TRAV (COMM SRV)	<u>\$ (38.00)</u>

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TOTAL					\$	(207.52)
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Bill Pmt -Check	56223	12/19/2016 Daily News	L0225 · EMPIRE NAT'L - OPERATING			
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Bill	52 Weeks 11302016	11/30/2016	6413A · PERIODICALS (ADULT)	\$	(43.26)	
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TOTAL				\$	(43.26)	
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Bill Pmt -Check	56224	12/19/2016 Davis, Lindsay	L0225 · EMPIRE NAT'L - OPERATING			
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Bill	11162016/12072016	12/07/2016	6437L · PROGRAMS (LIT)	\$	(100.00)	
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TOTAL				\$	(100.00)	
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Bill Pmt -Check	56225	12/19/2016 Dell Marketing L.P.	L0225 · EMPIRE NAT'L - OPERATING			
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Bill	10132386777	12/06/2016	7203W · EQUIPMENT WIRE	\$	(1,264.49)	
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TOTAL				\$	(1,264.49)	
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Bill Pmt -Check	56226	12/19/2016 Demco, Inc.	L0225 · EMPIRE NAT'L - OPERATING			
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Bill	5998323	11/01/2016	6410C · BOOKS (C&P)	\$	(66.87)	
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TOTAL				\$	(66.87)	
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Bill Pmt -Check	56227	12/19/2016 Discount School Supply	L0225 · EMPIRE NAT'L - OPERATING			
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Bill	P35134460001	12/02/2016	6430G · OFFICE AND LIBRARY SUPPLIES	\$	(26.02)	
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TOTAL				\$	(26.02)	
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Bill Pmt -Check	56228	12/19/2016 DJJ Technologies	L0225 · EMPIRE NAT'L - OPERATING			
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Bill	2070098	12/01/2016	6439W · EQUIPMENT R & M (WIRES)	\$ (378.81)
TOTAL				\$ (378.81)

Bill Pmt -Check	56229	12/19/2016	Dolan, Maeghan	L0225 · EMPIRE NAT'L - OPERATING
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Bill	10202016	11/23/2016	6435C · CED, CONF & TRAVEL (C&P)	\$ (95.00)
TOTAL				\$ (95.00)

Bill Pmt -Check	56230	12/19/2016	Dunbar Armored Inc.	L0225 · EMPIRE NAT'L - OPERATING
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Bill	3898510	12/01/2016	6437P13 · ARMORED CAR SERVICE	\$ (167.20)
TOTAL				\$ (167.20)

Bill Pmt -Check	56231	12/19/2016	Earle, April L.	L0225 · EMPIRE NAT'L - OPERATING
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Bill	11262016	11/29/2016	6437A · PROGRAMS (ADULT)	\$ (160.00)
TOTAL				\$ (160.00)

Bill Pmt -Check	56232	12/19/2016	East End Bus Lines, Inc.	L0225 · EMPIRE NAT'L - OPERATING
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Bill	October	11/29/2016	6437C · PROGRAMS (C&P)	\$ (661.03)
TOTAL				\$ (661.03)

Bill Pmt -Check	56233	12/19/2016	Enviroscience Consultants, Inc.	L0225 · EMPIRE NAT'L - OPERATING
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Bill	24134	12/05/2016	6452G · BLDG ALTERATION AND MAINT	\$ (170.00)
TOTAL				\$ (170.00)

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Bill Pmt -Check	56234	12/19/2016 Findaway	L0225 · EMPIRE NAT'L - OPERATING	
Bill	201963	11/22/2016	6412A · RECORDINGS (ADULT)	\$ (1,014.45)
Bill	202303	11/28/2016	6412N · RECORDINGS (TEEN)	\$ (356.20)
Bill	202474	11/29/2016	6412C · RECORDINGS (C&P)	\$ (299.20)
TOTAL				<u>\$ (1,669.85)</u>

Bill Pmt -Check	56235	12/19/2016 Foerderer, Linda	L0225 · EMPIRE NAT'L - OPERATING	
Bill	112016-122016	12/07/2016	6437L · PROGRAMS (LIT)	\$ (600.00)
TOTAL				<u>\$ (600.00)</u>

Bill Pmt -Check	56236	12/19/2016 Frisina, Megan	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11182016	11/23/2016	6437A · PROGRAMS (ADULT)	\$ (75.00)
Bill	12022016	12/06/2016	6437A · PROGRAMS (ADULT)	\$ (75.00)
TOTAL				<u>\$ (150.00)</u>

Bill Pmt -Check	56237	12/19/2016 Fuentes, Rosa E.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	112016-122016	12/07/2016	6437L · PROGRAMS (LIT)	\$ (487.50)
TOTAL				<u>\$ (487.50)</u>

Bill Pmt -Check	56238	12/19/2016 Gale	L0225 · EMPIRE NAT'L - OPERATING	
Bill	59379676	11/14/2016	6411A · MICRO/REF CD (ADULT)	\$ (1,872.00)
TOTAL				<u>\$ (1,872.00)</u>

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Bill Pmt -Check		56239	12/19/2016 Gallucci, Deborah	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10182016-10212016	12/02/2016	6435A · CED, CONF & TRAVEL (ADULT)	\$	(129.50)
TOTAL				\$	(129.50)
Bill Pmt -Check		56240	12/19/2016 George, Ivette	L0225 · EMPIRE NAT'L - OPERATING	
Bill	112016-122016	12/07/2016	6437L · PROGRAMS (LIT)	\$	(408.00)
TOTAL				\$	(408.00)
Bill Pmt -Check		56241	12/19/2016 Given, Denice	L0225 · EMPIRE NAT'L - OPERATING	
Bill	11201016	11/23/2016	6437A · PROGRAMS (ADULT)	\$	(450.00)
TOTAL				\$	(450.00)
Bill Pmt -Check		56242	12/19/2016 Hannibal, Julia Ann	L0225 · EMPIRE NAT'L - OPERATING	
Bill	112016/12082016	12/09/2016	6437N · PROGRAMS (TEEN)	\$	(430.00)
TOTAL				\$	(430.00)
Bill Pmt -Check		56243	12/19/2016 Henn, JoAnn	L0225 · EMPIRE NAT'L - OPERATING	
Bill	112016-2	11/29/2016	6437A · PROGRAMS (ADULT)	\$	(240.00)
Bill	112016-1	11/29/2016	6437A · PROGRAMS (ADULT)	\$	(320.00)
Bill	12012016/12052016	12/06/2016	6437A · PROGRAMS (ADULT)	\$	(160.00)
TOTAL				\$	(720.00)

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Bill Pmt -Check	56244	12/19/2016	Iberger, Deborah	L0225 · EMPIRE NAT'L - OPERATING	
Bill	102016-112016	11/25/2016		6437C · PROGRAMS (C&P)	\$ (37.99)
TOTAL					<u>\$ (37.99)</u>
Bill Pmt -Check	56245	12/19/2016	Isaacs, Danielle	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10132016-112016	12/07/2016		6437L · PROGRAMS (LIT)	\$ (150.00)
TOTAL					<u>\$ (150.00)</u>
Bill Pmt -Check	56246	12/19/2016	Island Elevator Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	21391	12/01/2016		6452G · BLDG ALTERATION AND MAINT	\$ (377.00)
TOTAL					<u>\$ (377.00)</u>
Bill Pmt -Check	56247	12/19/2016	Island School & Art Supply	L0225 · EMPIRE NAT'L - OPERATING	
Bill	469445	11/18/2016		6437N · PROGRAMS (TEEN)	\$ (44.41)
Bill	469661	11/30/2016		6437N · PROGRAMS (TEEN)	\$ (218.23)
TOTAL					<u>\$ (262.64)</u>
Bill Pmt -Check	56248	12/19/2016	Janowitz, Laurie	L0225 · EMPIRE NAT'L - OPERATING	
Bill	12012016	12/05/2016		6437A · PROGRAMS (ADULT)	\$ (345.00)
TOTAL					<u>\$ (345.00)</u>
Bill Pmt -Check	56249	12/19/2016	Jorgensen, Kerrilynn	L0225 · EMPIRE NAT'L - OPERATING	
Bill	102016-112016	11/28/2016		6435A · CED, CONF & TRAVEL (ADULT)	\$ (93.02)

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TOTAL		\$	(93.02)
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Bill	Pmt -Check	56250	12/19/2016 King Kullen	L0225 · EMPIRE NAT'L - OPERATING	\$	(93.02)
Bill	162870704471		10/13/2016	6437C · PROGRAMS (C&P)	\$	(57.00)
Bill	163030527101		10/29/2016	6437N · PROGRAMS (TEEN)	\$	(10.47)
Bill	163050781101		10/31/2016	6437C · PROGRAMS (C&P)	\$	(22.45)
Bill	163060533051		11/01/2016	6437C · PROGRAMS (C&P)	\$	(35.27)
Bill	163061216671		11/01/2016	6437L · PROGRAMS (LIT)	\$	(16.74)
Bill	163071384971		11/02/2016	6437L · PROGRAMS (LIT)	\$	(16.62)
Bill	163080538141		11/03/2016	6437N · PROGRAMS (TEEN)	\$	(70.19)
Bill	163081386921		11/03/2016	6437L · PROGRAMS (LIT)	\$	(16.05)
Bill	163080793351		11/03/2016	6437C · PROGRAMS (C&P)	\$	(5.98)
Bill	163081386651		11/03/2016	6437N · PROGRAMS (TEEN)	\$	(6.68)
Bill	163080792161		11/03/2016	6430G · OFFICE AND LIBRARY SUPPLIES	\$	(11.28)
Bill	163091387481		11/04/2016	6437L · PROGRAMS (LIT)	\$	(60.84)
Bill	163091388251		11/04/2016	6437N · PROGRAMS (TEEN)	\$	(127.65)
Bill	163131227331		11/08/2016	6437L · PROGRAMS (LIT)	\$	(30.54)
Bill	163131393741		11/08/2016	6437L · PROGRAMS (LIT)	\$	(5.00)
Bill	163141394671		11/09/2016	6437L · PROGRAMS (LIT)	\$	(13.78)
Bill	163151395451		11/10/2016	6430G · OFFICE AND LIBRARY SUPPLIES	\$	(59.90)
Bill	163151230291		11/10/2016	6437L · PROGRAMS (LIT)	\$	(19.54)
Bill	163191235411		11/14/2016	6430G · OFFICE AND LIBRARY SUPPLIES	\$	(12.87)
Bill	163201303471		11/15/2016	6437L · PROGRAMS (LIT)	\$	(35.19)
Bill	163201302801		11/15/2016	6430G · OFFICE AND LIBRARY SUPPLIES	\$	(106.65)
Bill	163210561661		11/16/2016	6437C · PROGRAMS (C&P)	\$	(29.85)
Bill	163221241031		11/17/2016	6430G · OFFICE AND LIBRARY SUPPLIES	\$	(19.58)
Bill	163231307631		11/18/2016	6430G · OFFICE AND LIBRARY SUPPLIES	\$	(12.87)
Bill	163240566551		11/19/2016	6437N · PROGRAMS (TEEN)	\$	(20.97)
Bill	163261247151		11/21/2016	6437L · PROGRAMS (LIT)	\$	(20.97)
Bill	163271249121		11/22/2016	6437L · PROGRAMS (LIT)	\$	(13.18)
Bill	163280481241		11/23/2016	6437C · PROGRAMS (C&P)	\$	(17.49)
Bill	163301253331		11/25/2016	6437L · PROGRAMS (LIT)	\$	(10.00)

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Bill	163301253161	11/25/2016	6437L · PROGRAMS (LIT)	\$	(11.16)
Bill	163331258301	11/28/2016	6430G · OFFICE AND LIBRARY SUPPLIES	\$	(11.68)
Bill	163331258571	11/28/2016	6430G · OFFICE AND LIBRARY SUPPLIES	\$	(13.98)
Bill	163331258901	11/28/2016	6437L · PROGRAMS (LIT)	\$	(25.12)
Bill	163341323791	11/29/2016	6437A · PROGRAMS (ADULT)	\$	(13.96)
Bill	163341324251	11/29/2016	6437C · PROGRAMS (C&P)	\$	(35.22)
Bill	163350283411	11/30/2016	6437C · PROGRAMS (C&P)	\$	(12.81)
Bill	163361262821	12/01/2016	6437L · PROGRAMS (LIT)	\$	(14.25)
TOTAL				\$	(1,023.78)

Bill Pmt -Check	56251	12/19/2016	Kyle, Stephanie	L0225 · EMPIRE NAT'L - OPERATING	
Bill	12102016	12/10/2016	6437N · PROGRAMS (TEEN)	\$	(28.50)
TOTAL				\$	(28.50)

Bill Pmt -Check	56252	12/19/2016	Language Line Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3960281	11/30/2016	6437P17 · TRANSLATION SERVICES	\$	(29.75)
TOTAL				\$	(29.75)

Bill Pmt -Check	56253	12/19/2016	Lebron, Crystal	L0225 · EMPIRE NAT'L - OPERATING	
Bill	112016	12/09/2016	6437N · PROGRAMS (TEEN)	\$	(320.00)
TOTAL				\$	(320.00)

Bill Pmt -Check	56254	12/19/2016	LILRC/CE	L0225 · EMPIRE NAT'L - OPERATING	
Bill	12132016-KR	12/05/2016	6435D · CED, CONF & TRAVEL (ADM)	\$	(20.00)
TOTAL				\$	(20.00)

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Bill Pmt -Check	56255	12/19/2016	Long Island Library Resources Council Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	14818	11/15/2016		6411A · MICRO/REF CD (ADULT)	\$ (818.10)
				6411N · MICRO/REF CD (TEEN)	\$ (818.10)
				6411C · MICRO/REF CD (C&P)	\$ (818.10)
TOTAL					<u>\$ (2,454.30)</u>

Bill Pmt -Check	56256	12/19/2016	Mahler, Judith	L0225 · EMPIRE NAT'L - OPERATING	
Bill	112016-122016	12/07/2016		6437L · PROGRAMS (LIT)	\$ (510.00)
TOTAL					<u>\$ (510.00)</u>

Bill Pmt -Check	56257	12/19/2016	Maiorana, Joseph	L0225 · EMPIRE NAT'L - OPERATING	
Bill	10152016-InternetLib	12/06/2016		6435D · CED, CONF & TRAVEL (ADM)	\$ (702.35)
TOTAL					<u>\$ (702.35)</u>

Bill Pmt -Check	56258	12/19/2016	Maldonado, Hillary A.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	102016-112016	12/06/2016		6435N · CED, CONF & TRAVEL (TEEN)	\$ (63.73)
				6437N · PROGRAMS (TEEN)	\$ (108.61)
TOTAL					<u>\$ (172.34)</u>

Bill Pmt -Check	56259	12/19/2016	Midwest Tape	L0225 · EMPIRE NAT'L - OPERATING	
Bill	94399178	10/08/2016		6412N · RECORDINGS (TEEN)	\$ (43.31)
Bill	94487915	11/08/2016		6417C · VIDEOS (C&P)	\$ (44.72)
Bill	94504501	11/11/2016		6417C · VIDEOS (C&P)	\$ (13.04)

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Bill	94510342	11/12/2016	6417C · VIDEOS (C&P)	\$	(63.36)
Bill	94506058	11/12/2016	6412N · RECORDINGS (TEEN)	\$	(12.74)
Bill	94523955	11/17/2016	6417C · VIDEOS (C&P)	\$	(448.92)
Bill	94523957	11/17/2016	6417C · VIDEOS (C&P)	\$	(75.78)
Bill	94523954	11/17/2016	6417A · VIDEOS (ADULT)	\$	(359.38)
Bill	94523953	11/17/2016	6417A · VIDEOS (ADULT)	\$	(564.07)
Bill	94528786	11/18/2016	6417C · VIDEOS (C&P)	\$	(343.04)
Bill	94526793	11/18/2016	6412A · RECORDINGS (ADULT)	\$	(252.24)
Bill	94526796	11/18/2016	6417A · VIDEOS (ADULT)	\$	(123.97)
Bill	94528784	11/18/2016	6417A · VIDEOS (ADULT)	\$	(156.15)
Bill	94528785	11/18/2016	6417A · VIDEOS (ADULT)	\$	(567.33)
Bill	94526795	11/18/2016	6412N · RECORDINGS (TEEN)	\$	(14.24)
Bill	94531972	11/19/2016	6417A · VIDEOS (ADULT)	\$	(199.69)
Bill	94533762	11/21/2016	6412A · RECORDINGS (ADULT)	\$	(39.99)
Bill	94540413	11/23/2016	6417A · VIDEOS (ADULT)	\$	(125.35)
Bill	94540415	11/23/2016	6417C · VIDEOS (C&P)	\$	(46.48)
Bill	94548451	11/28/2016	6412A · RECORDINGS (ADULT)	\$	(93.97)
Bill	94548255	11/28/2016	6412N · RECORDINGS (TEEN)	\$	(10.49)
Bill	94551900	11/29/2016	6417C · VIDEOS (C&P)	\$	(14.44)
Bill	94551229	11/29/2016	6417A · VIDEOS (ADULT)	\$	(158.43)
Bill	94551227	11/29/2016	6417A · VIDEOS (ADULT)	\$	(532.26)
Bill	94558711	11/30/2016	6412A · RECORDINGS (ADULT)	\$	(374.15)
			6412N · RECORDINGS (TEEN)	\$	(374.15)
			6412C · RECORDINGS (C&P)	\$	(187.07)
Bill	94560357	12/01/2016	6417A · VIDEOS (ADULT)	\$	(77.47)
Bill	94560355	12/01/2016	6417A · VIDEOS (ADULT)	\$	(232.47)
Bill	94560358	12/01/2016	6417C · VIDEOS (C&P)	\$	(41.92)
Bill	94567369	12/03/2016	6412A · RECORDINGS (ADULT)	\$	(185.43)
Bill	94571833	12/05/2016	6417A · VIDEOS (ADULT)	\$	(250.53)
Bill	94571831	12/05/2016	6417A · VIDEOS (ADULT)	\$	(1,144.48)
Bill	94573216	12/06/2016	6412A · RECORDINGS (ADULT)	\$	(69.98)
Bill	94573380	12/06/2016	6417A · VIDEOS (ADULT)	\$	(118.23)
Bill	94573382	12/06/2016	6417A · VIDEOS (ADULT)	\$	(65.67)
TOTAL				\$	(7,424.94)

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Bill Pmt -Check		56260	12/19/2016 Milburn Flooring Mills	L0225 · EMPIRE NAT'L - OPERATING	
Bill		#67 Flooring Project	12/14/2016	7500 · BUILDING IMPROVEMENTS	\$ (98,896.99)
TOTAL					<u>\$ (98,896.99)</u>
Bill Pmt -Check		56261	12/19/2016 More Consulting Corp.	L0225 · EMPIRE NAT'L - OPERATING	
Bill		8375	11/09/2016	6452G · BLDG ALTERATION AND MAINT	\$ (465.00)
TOTAL					<u>\$ (465.00)</u>
Bill Pmt -Check		56262	12/19/2016 Mosio, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill		MR-161213	12/09/2016	6419N · SOFTWARE (TEEN)	\$ (3,597.00)
TOTAL					<u>\$ (3,597.00)</u>
Bill Pmt -Check		56263	12/19/2016 Munoz, Rosalinda	L0225 · EMPIRE NAT'L - OPERATING	
Bill		11292016	11/30/2016	6437C · PROGRAMS (C&P)	\$ (26.00)
Bill		112016-122016	12/07/2016	6437L · PROGRAMS (LIT)	\$ (858.00)
TOTAL					<u>\$ (884.00)</u>
Bill Pmt -Check		56264	12/19/2016 Narvaez, Patricia	L0225 · EMPIRE NAT'L - OPERATING	
Bill		112016-122016	12/07/2016	6437L · PROGRAMS (LIT)	\$ (325.00)
TOTAL					<u>\$ (325.00)</u>
Bill Pmt -Check		56265	12/19/2016 National Learning Corporation	L0225 · EMPIRE NAT'L - OPERATING	

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Bill	0050718	11/14/2016	6410A · BOOKS (ADULT)	\$ (126.86)
TOTAL				\$ (126.86)

Bill Pmt -Check	56266	12/19/2016 New York Post	L0225 · EMPIRE NAT'L - OPERATING	
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Bill	Renewal 52 Weeks	12/05/2016	6413A · PERIODICALS (ADULT)	\$ (726.96)
TOTAL				\$ (726.96)

Bill Pmt -Check	56267	12/19/2016 NYLA	L0225 · EMPIRE NAT'L - OPERATING	
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Bill	Renew NT/SCLA&NYLA	12/14/2016	6438 · DUES	\$ (202.00)
TOTAL				\$ (202.00)

Bill Pmt -Check	56268	12/19/2016 NYS Assoc. Municipal Purch Officials	L0225 · EMPIRE NAT'L - OPERATING	
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Bill	2017Membership-CN	12/07/2016	6438 · DUES	\$ (50.00)
TOTAL				\$ (50.00)

Bill Pmt -Check	56269	12/19/2016 O'Connell, Linda	L0225 · EMPIRE NAT'L - OPERATING	
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Bill	11212016	11/23/2016	6437A · PROGRAMS (ADULT)	\$ (430.00)
TOTAL				\$ (430.00)

Bill Pmt -Check	56270	12/19/2016 Oriental Trading Company, Inc	L0225 · EMPIRE NAT'L - OPERATING	
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Bill	680696919-02	11/18/2016	6437N · PROGRAMS (TEEN)	\$ (177.08)
TOTAL				\$ (177.08)

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Bill Pmt -Check	56271	12/19/2016	Palestra Group Communications	L0225 · EMPIRE NAT'L - OPERATING	
Bill	2016-12-13	12/13/2016		6430G · OFFICE AND LIBRARY SUPPLIES	\$ (760.00)
TOTAL					<u>\$ (760.00)</u>

Bill Pmt -Check	56272	12/19/2016	Paychex	L0225 · EMPIRE NAT'L - OPERATING	
Bill	8692763-122016	12/12/2016		6437P12 · PAYROLL SERVICES	\$ (90.75)
TOTAL					<u>\$ (90.75)</u>

Bill Pmt -Check	56273	12/19/2016	Paychex, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	484147	11/30/2016		6437P12 · PAYROLL SERVICES	\$ (638.88)
Bill	485724	12/14/2016		6437P12 · PAYROLL SERVICES	\$ (623.26)
TOTAL					<u>\$ (1,262.14)</u>

Bill Pmt -Check	56274	12/19/2016	Penguin Random House	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1089319874	11/11/2016		6412A · RECORDINGS (ADULT)	\$ (24.00)
Bill	1089522319	11/23/2016		6412A · RECORDINGS (ADULT)	\$ (67.50)
Bill	1089567056	11/29/2016		6412A · RECORDINGS (ADULT)	\$ (26.25)
Bill	1089574157	11/29/2016		6412A · RECORDINGS (ADULT)	\$ (30.00)
TOTAL					<u>\$ (147.75)</u>

Bill Pmt -Check	56275	12/19/2016	Petty Cash	L0225 · EMPIRE NAT'L - OPERATING	
Bill	PC-CPSD	12/09/2016		6437C · PROGRAMS (C&P)	\$ (31.79)
TOTAL					<u>\$ (31.79)</u>

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Bill Pmt -Check		56276	12/19/2016 Piper-Gebhard, Randi	L0225 · EMPIRE NAT'L - OPERATING	
Bill		112016-122016	12/07/2016	6437L · PROGRAMS (LIT)	\$ (780.00)
TOTAL					<u>\$ (780.00)</u>
Bill Pmt -Check		56277	12/19/2016 PLDA of Suffolk County	L0225 · EMPIRE NAT'L - OPERATING	
Bill		DUES-KR 2017	12/15/2016	6438 · DUES	\$ (60.00)
TOTAL					<u>\$ (60.00)</u>
Bill Pmt -Check		56278	12/19/2016 Polanco Abreu, Yudith	L0225 · EMPIRE NAT'L - OPERATING	
Bill		112016-122016	12/07/2016	6437L · PROGRAMS (LIT)	\$ (195.00)
TOTAL					<u>\$ (195.00)</u>
Bill Pmt -Check		56279	12/19/2016 PSEG	L0225 · EMPIRE NAT'L - OPERATING	
Bill		12062016	12/06/2016	6450E · ELECTRICITY	\$ (6,432.31)
TOTAL					<u>\$ (6,432.31)</u>
Bill Pmt -Check		56280	12/19/2016 Quill	L0225 · EMPIRE NAT'L - OPERATING	
Bill		2312185	12/02/2016	6430G · OFFICE AND LIBRARY SUPPLIES	\$ (107.84)
TOTAL					<u>\$ (107.84)</u>
Bill Pmt -Check		56281	12/19/2016 Recorded Books	L0225 · EMPIRE NAT'L - OPERATING	

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Bill	75416517	10/03/2016	6413A · PERIODICALS (ADULT)	\$	(6,516.06)
			6413N · PERIODICALS (TEEN)	\$	(272.92)
Bill	75441665	11/15/2016	6412A · RECORDINGS (ADULT)	\$	(79.99)
Bill	75441390	11/15/2016	6412A · RECORDINGS (ADULT)	\$	(29.99)
Bill	75441775	11/15/2016	6412A · RECORDINGS (ADULT)	\$	(34.95)
Bill	75442266	11/16/2016	6412A · RECORDINGS (ADULT)	\$	(69.97)
Bill	75443944	11/21/2016	6412A · RECORDINGS (ADULT)	\$	(29.99)
Bill	75444402	11/22/2016	6412A · RECORDINGS (ADULT)	\$	(30.00)
Bill	75444512	11/22/2016	6412A · RECORDINGS (ADULT)	\$	(24.99)
Bill	75446725	11/30/2016	6412A · RECORDINGS (ADULT)	\$	(39.99)
Bill	75448839	12/02/2016	6412A · RECORDINGS (ADULT)	\$	(29.99)
Bill	75449834	12/05/2016	6412A · RECORDINGS (ADULT)	\$	(45.00)
Bill	75449612	12/05/2016	6412A · RECORDINGS (ADULT)	\$	(34.99)
TOTAL				\$	(7,238.83)

Bill Pmt -Check 56282 12/19/2016 Roeder, Kathy

L0225 · EMPIRE NAT'L - OPERATING

Bill	112016-1	11/29/2016	6437C · PROGRAMS (C&P)	\$	(500.00)
Bill	112016-2	11/30/2016	6437C · PROGRAMS (C&P)	\$	(500.00)
Bill	112016-3	11/30/2016	6437C · PROGRAMS (C&P)	\$	(500.00)
TOTAL				\$	(1,500.00)

Bill Pmt -Check 56283 12/19/2016 Roye, Sara

L0225 · EMPIRE NAT'L - OPERATING

Bill	112016	12/01/2016	6437A · PROGRAMS (ADULT)	\$	(300.00)
TOTAL				\$	(300.00)

Bill Pmt -Check 56284 12/19/2016 Sandpebble Preconstruction Inc.

L0225 · EMPIRE NAT'L - OPERATING

Bill	#67 New Library	12/14/2016	7500 · BUILDING IMPROVEMENTS	\$	(448.00)
Bill	#67 Flooring Project	12/14/2016	7500 · BUILDING IMPROVEMENTS	\$	(36,090.38)

December 19, 2016

TOTAL	December 19, 2016	\$	(36,538.38)
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Bill Pmt -Check	56285	12/19/2016 Santos, Livia	L0225 · EMPIRE NAT'L - OPERATING
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Bill	112016-122016	12/07/2016	6437L · PROGRAMS (LIT)	\$	(250.00)
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TOTAL	\$	(250.00)
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Bill Pmt -Check	56286	12/19/2016	Schurr, Melissa	L0225 · EMPIRE NAT'L - OPERATING
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Bill	112016-122016	12/07/2016	6437L · PROGRAMS (LIT)	\$ (300.00)
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TOTAL	\$	(300.00)
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Bill Pmt -Check	56287	12/19/2016 SCORE Long Island	L0225 · EMPIRE NAT'L - OPERATING
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Bill	102016-112016	12/06/2016	6437A · PROGRAMS (ADULT)	\$ (300.00)
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TOTAL	\$	(300.00)
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Bill Pmt -Check	56288	12/19/2016	Scott, Rob	L0225 · EMPIRE NAT'L - OPERATING
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Bill	11222016	11/23/2016	6437C · PROGRAMS (C&P)	\$	(250.00)
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Bill	11142016	11/23/2016	6437A · PROGRAMS (ADULT)	\$	(425.00)
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Bill	12032016	12/05/2016	6437C · PROGRAMS (C&P)	\$	(250.00)
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TOTAL	\$	(925.00)
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Bill Pmt -Check	56289	12/19/2016	Searles Graphics, Inc.	L0225 · EMPIRE NAT'L - OPERATING
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Bill	36528	11/22/2016	6434G · PRINTING (GEN)	\$	(6,581.00)
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TOTAL	\$	(6,581.00)
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Mastics Moriches Shirley Community Library
Warrant
December 19, 2016

Bill Pmt -Check		56290	12/19/2016 Sheppard, Clarence	L0225 · EMPIRE NAT'L - OPERATING	
Bill		103-12062016	12/06/2016	643765 · PROMOTION AND PUBLICITY	\$ (450.00)
TOTAL					<u>\$ (450.00)</u>
Bill Pmt -Check		56291	12/19/2016 Sievers, Sandra	L0225 · EMPIRE NAT'L - OPERATING	
Bill		12052016	12/06/2016	6437A · PROGRAMS (ADULT)	\$ (100.00)
TOTAL					<u>\$ (100.00)</u>
Bill Pmt -Check		56292	12/19/2016 South Shore Autoworks	L0225 · EMPIRE NAT'L - OPERATING	
Bill		9260	12/08/2016	6439G · EQUIPMENT R & M (GEN)	\$ (34.93)
TOTAL					<u>\$ (34.93)</u>
Bill Pmt -Check		56293	12/19/2016 The Association for Mental Health & Welln	L0225 · EMPIRE NAT'L - OPERATING	
Bill		12072016	12/02/2016	6435N · CED, CONF & TRAVEL (TEEN)	\$ (55.00)
TOTAL					<u>\$ (55.00)</u>
Bill Pmt -Check		56294	12/19/2016 Thermal Solutions, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill		A40868	12/07/2016	6452G · BLDG ALTERATION AND MAINT	\$ (1,108.21)
TOTAL					<u>\$ (1,108.21)</u>
Bill Pmt -Check		56295	12/19/2016 Town of Brookhaven Parks Department	L0225 · EMPIRE NAT'L - OPERATING	

Mastics Moriches Shirley Community Library

Warrant

December 19, 2016

Bill	11012016-12142016	12/14/2016	6437D · PROGRAMS (DIGITAL)	\$ (125.00)
			6437A · PROGRAMS (ADULT)	\$ (65.00)
			6437N · PROGRAMS (TEEN)	\$ (180.00)
			6437C · PROGRAMS (C&P)	\$ (115.00)
TOTAL				<u>\$ (485.00)</u>

Bill Pmt -Check	56296	12/19/2016	True Nature Landscaping Inc.	L0225 · EMPIRE NAT'L - OPERATING
Bill	13589	12/06/2016	6452G · BLDG ALTERATION AND MAINT	\$ (780.00)
TOTAL				<u>\$ (780.00)</u>

Bill Pmt -Check	56297	12/19/2016	Truong, Hong T.	L0225 · EMPIRE NAT'L - OPERATING
Bill	20638001119331	12/09/2016	6410A · BOOKS (ADULT)	\$ (33.99)
TOTAL				<u>\$ (33.99)</u>

Bill Pmt -Check	56298	12/19/2016	Ulrich, Christopher	L0225 · EMPIRE NAT'L - OPERATING
Bill	102016-112016	12/02/2016	6435A · CED, CONF & TRAVEL (ADULT)	\$ (19.52)
TOTAL				<u>\$ (19.52)</u>

Bill Pmt -Check	56299	12/19/2016	Unique Management Services, Inc	L0225 · EMPIRE NAT'L - OPERATING
Bill	437896	12/01/2016	6437P7 · COLLECTION AGENCY	\$ (71.60)
TOTAL				<u>\$ (71.60)</u>

Bill Pmt -Check	56300	12/19/2016	Verizon	L0225 · EMPIRE NAT'L - OPERATING
Bill	12072016	12/07/2016	6431D · TELECOMMUNICATIONS	\$ (109.39)

December 19, 2016

TOTAL	December 19, 2016	\$	(109.39)
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Bill Pmt -Check	56301	12/19/2016 Villegas, Martha (Vendor)	L0225 · EMPIRE NAT'L - OPERATING
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Bill	112016-122016	12/07/2016	6437L · PROGRAMS (LIT)	\$	(370.50)
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TOTAL	\$	(370.50)
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Bill Pmt -Check	56302	12/19/2016 Vincent's Pizza of Shirley	L0225 · EMPIRE NAT'L - OPERATING
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Bill	367091	12/14/2016	6437C · PROGRAMS (C&P)	\$	(133.00)
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6437N · PROGRAMS (TEEN)	\$	(513.00)
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TOTAL	\$	(646.00)
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Bill Pmt -Check	56303	12/19/2016	W. B. Mason Co., Inc.	L0225 · EMPIRE NAT'L - OPERATING
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Bill	I39799749	12/01/2016	6430G · OFFICE AND LIBRARY SUPPLIES	\$	(104.89)
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Bill	I39555314	12/01/2016	6430G · OFFICE AND LIBRARY SUPPLIES	\$	(221.99)
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TOTAL	\$	(326.88)
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Bill Pmt -Check	56304	12/19/2016 Winter Bros. Hauling of LI, LLC	L0225 · EMPIRE NAT'L - OPERATING
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Bill	0095887	11/30/2016	6432G · CARTAGE	\$	(250.38)
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TOTAL	\$	(250.38)
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Bill Pmt -Check	56305	12/19/2016 Wischhusen, Will	L0225 · EMPIRE NAT'L - OPERATING
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Bill	11112016/11182016	12/09/2016	6437N · PROGRAMS (TEEN)	\$	(160.00)
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TOTAL	\$	(160.00)
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Mastics Moriches Shirley Community Library
Warrant
December 19, 2016

Bill Pmt -Check		56306	12/19/2016 Wuthenow, Josephine	L0225 · EMPIRE NAT'L - OPERATING	
Bill		11152016	11/29/2016	6435A · CED, CONF & TRAVEL (ADULT)	\$ (25.00)
TOTAL					<u>\$ (25.00)</u>
Bill Pmt -Check		56307	12/19/2016 Xerox Corporation (Chicago)	L0225 · EMPIRE NAT'L - OPERATING	
Bill		300392218	12/08/2016	6439G · EQUIPMENT R & M (GEN)	\$ (2,057.05)
TOTAL					<u>\$ (2,057.05)</u>
Bill Pmt -Check		56308	12/19/2016 Xerox Corporation (PA)	L0225 · EMPIRE NAT'L - OPERATING	
Bill		230041878	12/01/2016	6439G · EQUIPMENT R & M (GEN)	\$ (1,132.94)
TOTAL					<u>\$ (1,132.94)</u>
					\$ (233,889.63)

I hereby certify that at a meeting on December 19, 2016
the above vouchers were approved and authorized.

Signed: _____

Mastics-Moriches-Shirley Community Library
Payroll Benefits Warrant
December 2, 2016

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt	EFT	12/02/16	Hartford Insurance Co	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	418125675217			L0196 · LONG TER	\$ 183.66
				9055 · DISABILTY INSURANCE	\$ 1,680.23
				TOTAL	<u>\$ 1,863.89</u>
Bill Pmt -Check	5523	12/02/16	1095 Doreen Adamcik	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	12022016			9060 · MEDICAL INSURANCE	\$ 121.80
				TOTAL	<u>\$ 121.80</u>
Bill Pmt -Check	5524	12/02/16	1096 Denise Boinay	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	12022016			9060 · MEDICAL INSURANCE	\$ 104.90
				TOTAL	<u>\$ 104.90</u>
Bill Pmt -Check	5525	12/02/16	1097 Florence Stonish	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	12022016			9060 · MEDICAL INSURANCE	\$ 104.90
				TOTAL	<u>\$ 104.90</u>
Bill Pmt -Check	5526	12/02/16	1098 Mary Abruscato	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	12022016			9060 · MEDICAL INSURANCE	\$ 104.90
				TOTAL	<u>\$ 104.90</u>
Bill Pmt -Check	5527	12/02/16	1099 Kathleen Irish	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	12022016			9060 · MEDICAL INSURANCE	\$ 243.60
				TOTAL	<u>\$ 243.60</u>

Bill Pmt -Check Bill	5528 12022016	12/02/16	1100 Madeline Sacco	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	\$ 104.90 \$ 104.90
Bill Pmt -Check Bill	5529 12022016	12/02/16 12/02/16	1101 William Cicola	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	\$ 104.90 \$ 104.90
Bill Pmt -Check Bill	5530 12022016	12/02/16 12/02/16	1102 John R Verbesey	L0226 · EMPIRE NAT'L - PAYROLL 9060 · MEDICAL INSURANCE TOTAL	\$ 209.80 \$ 209.80
Bill Pmt -Check Bill	5531 12022016	12/02/16 12/02/16	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL L0172 · 403B PRUDENTIAL TOTAL	\$ 1,570.00 \$ 1,570.00
Bill Pmt -Check Bill	5532 482382	12/02/16 12/02/16	1112 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL L0173 · 457B NYS DEFERRED COMP TOTAL	\$ 1,185.35 \$ 1,185.35
Bill Pmt -Check Bill	5533 12022016	12/02/16 12/02/16	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL L0171 · 403B MET LIFE TOTAL	\$ 2,218.00 \$ 2,218.00

Bill	5534	12/02/16	CSEA Employee Benefit	L0226 · EMPIRE NAT'L - PAYROLL	
Pmt -Check	12022016	12/02/16	Fund	L0510 · CSEA POST TAX DENTAL	\$ 75.32
Bill				L0520 · CSEA POST TAX VISION	\$ 14.13
				TOTAL	<u>\$ 89.45</u>

Bill	5535	12/02/16	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
Pmt -Check	12022016	12/02/16		L0500 · CSEA UNION DUES	\$ 2,708.56
Bill				TOTAL	<u>\$ 2,708.56</u>

GRAND TOTAL

\$ 10,734.95

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
December 16, 2016

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	5536	12/16/16	1103 State Of NY Dept	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	507		of Civil Service	9060 · MEDICAL INSURANCE	\$ 77,316.14
				TOTAL	<u>\$ 77,316.14</u>
Bill Pmt -Check	5537	12/16/16	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	12162016			L0172 · 403B PRUDENTIAL	\$ 1,570.00
				TOTAL	<u>\$ 1,570.00</u>
Bill Pmt -Check	5538	12/16/16	1112 The NYS Deferred	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	486948		Compensation Plan	L0173 · 457B NYS DEFERRED COMP	\$ 1,114.27
				TOTAL	<u>\$ 1,114.27</u>
Bill Pmt -Check	5539	12/16/16	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	12162016			L0171 · 403B MET LIFE	\$ 2,218.00
				TOTAL	<u>\$ 2,218.00</u>
Bill Pmt -Check	5540	12/16/16	CSEA Employee Benefit	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	12162016		Fund	L0510 · CSEA POST TAX DENTAL	\$ 75.32
				L0520 · CSEA POST TAX VISION	\$ 14.13
				TOTAL	<u>\$ 89.45</u>
Bill Pmt -Check	5541	12/16/16	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	12162016			L0500 · CSEA UNION DUES	\$ 2,660.28
				TOTAL	<u>\$ 2,660.28</u>

Bill Pmt -Check 5542 12/16/16 1110 AFLAC
Bill 510752

L0226 · EMPIRE NAT'L - PAYROLL	
L0625 · AFLAC PRE-TAX	\$ 1,612.94
L0626 · AFLAC POST-TAX	\$ 675.75
TOTAL	<u>\$ 2,288.69</u>
GRAND TOTAL	\$ 87,256.83

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)

NOVEMBER 2016

PREPARED & SUBMITTED BY:

CHRISTOPHER NOWAK
BUSINESS MANAGER

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through November 2016

							TOTAL		
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Jul - Nov 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense									
Income									
2000 · PROPERTY TAX REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	9,214,000.00	-9,214,000.00	0.0%
2082 · FINES AND FEES	5,378.80	5,731.40	4,669.53	4,929.51	5,642.17	26,351.41	75,000.00	-48,648.59	35.14%
2360 · CONTRACTS WITH OTHER LIBR.	340,605.78	0.00	0.00	0.00	0.00	340,605.78	350,000.00	-9,394.22	97.32%
2401 · INTEREST	1,612.76	1,440.91	1,137.61	906.06	35.79	5,133.13	20,000.00	-14,866.87	25.67%
2650 · SALES OF EXCESS MATERIAL	43.00	49.50	57.00	34.00	32.00	215.50			
2670 · SALES OF BOOKS	0.00	374.16	0.00	0.00	367.36	741.52			
2671 · FEDERAL & STATE GRANTS	0.00	0.00	0.00	10,000.00	0.00	10,000.00			
2690 · OTHER COMPENSATION	0.00	9.25	4.25	0.00	0.00	13.50			
2760 · SYSTEM & STATE AID	1.00	0.00	14,460.00	0.00	15,601.00	30,062.00	15,000.00	15,062.00	200.41%
2771 · COPIER REVENUE - CONTRACT (R)	688.43	1,620.50	818.43	866.15	1,086.50	5,080.01	10,000.00	-4,919.99	50.8%
2771A · COPIER REVENUE - INHOUSE (N)	45.40	5.40	0.00	2.70	0.00	53.50			
2771C · COPIER REVENUE- COLOR	0.00	0.00	0.00	0.00	156.61	156.61			
2772A · ADULT-ADULT PRINTER	873.00	1,065.70	801.75	262.00	1,262.00	4,264.45			
2800 · Program Receipts									
2805 · Program Receipts - Adult	418.00	555.00	956.00	669.00	0.00	2,598.00			
2810 · Program Receipts - Teen	0.00	0.00	0.00	0.00	0.00	0.00			
2800 · Program Receipts - Other	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	-15,000.00	0.0%
Total 2800 · Program Receipts	418.00	555.00	956.00	669.00	0.00	2,598.00	15,000.00	-12,402.00	17.32%
2999 · Lost Books	0.00	90.87	101.87	0.00	0.00	192.74			
Total Income	349,666.17	10,942.69	23,006.44	17,669.42	24,183.43	425,468.15	9,699,000.00	-9,273,531.85	4.39%
Gross Profit									
	349,666.17	10,942.69	23,006.44	17,669.42	24,183.43	425,468.15	9,699,000.00	-9,273,531.85	4.39%
Expense									
6000 · SALARIES AND WAGES									
6141 · PROFESSIONAL SALARIES									
6141A · PROFESSIONAL (ADULT)	68,365.50	46,232.88	46,520.05	47,087.88	46,340.85	254,547.16	731,520.00	-476,972.84	34.8%

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through November 2016

	TOTAL								
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Jul - Nov 16	Budget	\$ Over Budget	% of Budget
6141C · PROFESSIONAL (C&P)	69,308.34	46,869.99	44,472.01	44,496.49	44,599.70	249,746.53	627,953.00	-378,206.47	39.77%
6141D · PROFESSIONAL (DIGITAL)	18,635.63	16,048.52	16,042.96	16,042.96	16,120.84	82,890.91	279,150.00	-196,259.09	29.69%
6141N · PROFESSIONAL (TEEN)	29,112.65	21,012.58	20,396.44	21,588.55	20,985.31	113,095.53	375,237.00	-262,141.47	30.14%
6141S · COMM SERV LIBR (SVC)	29,766.90	16,364.49	12,884.38	12,884.38	12,884.38	84,784.53	377,175.00	-292,390.47	22.48%
6141T · PROFESSIONAL (TECH)	23,253.74	14,711.58	15,693.12	15,520.66	14,369.18	83,548.28	198,070.00	-114,521.72	42.18%
Total 6141 · PROFESSIONAL SALARIES	238,442.76	161,240.04	156,008.96	157,620.92	155,300.26	868,612.94	2,589,105.00	-1,720,492.06	33.55%
6142 · CLERICAL SALARIES									
6142A · CLERICAL (ADULT)	34,673.59	24,024.16	23,202.14	25,614.30	25,494.02	133,008.21	345,712.00	-212,703.79	38.47%
6142C · CLERICAL (C&P)	23,279.11	15,331.56	17,512.11	19,292.34	20,052.60	95,467.72	243,167.00	-147,699.28	39.26%
6142D · CLERICAL (DIGITAL)	4,722.99	3,148.66	3,148.66	3,148.66	3,148.66	17,317.63	59,726.00	-42,408.37	29.0%
6142G · CLERICAL (GEN)	11,672.94	7,781.96	7,781.96	7,781.96	8,186.96	43,205.78	103,189.00	-59,983.22	41.87%
6142L · CLERICAL (LIT)	20,599.69	14,389.13	14,557.06	14,852.43	15,209.06	79,607.37	229,998.00	-150,390.63	34.61%
6142N · CLERICAL (TEEN)	9,439.44	7,154.22	6,367.58	7,668.20	7,269.18	37,898.62	85,461.00	-47,562.38	44.35%
6142R · CLERICAL (CIRC)	34,131.77	22,111.66	22,006.04	23,358.23	23,312.41	124,920.11	338,684.00	-213,763.89	36.88%
6142S · CLERICAL (SVC)	1,043.28	695.52	695.52	579.60	724.50	3,738.42	13,840.00	-10,101.58	27.01%
6142T · CLERICAL (TECH)	18,228.76	12,227.20	10,440.43	8,636.36	7,916.06	57,448.81	158,545.00	-101,096.19	36.24%
6142X · CLERICAL (WIRES)	1,301.38	404.86	910.52	967.43	957.39	4,541.58	12,925.00	-8,383.42	35.14%
Total 6142 · CLERICAL SALARIES	159,092.95	107,268.93	106,622.02	111,899.51	112,270.84	597,154.25	1,591,247.00	-994,092.75	37.53%
6143 · PAGE SALARIES									
6143A · PAGE (ADULT)	18,203.14	12,193.80	12,388.39	12,882.66	13,331.36	68,999.35	199,267.00	-130,267.65	34.63%
6143C · PAGE (C&P)	13,923.58	10,164.56	9,242.09	10,333.52	10,642.86	54,306.61	144,211.00	-89,904.39	37.66%
6143L · PAGE (LIT)	531.00	468.00	378.00	432.00	580.50	2,389.50	5,724.00	-3,334.50	41.75%
6143N · PAGE (TEEN)	2,083.50	1,183.50	868.50	1,812.38	1,788.75	7,736.63	21,144.00	-13,407.37	36.59%
6143R · PAGE (CIRC)	3,224.25	2,333.25	1,470.38	2,112.75	2,252.25	11,392.88	33,390.00	-21,997.12	34.12%
6143T · PAGE (TECH)	5,057.27	3,259.48	3,365.22	3,157.05	4,105.04	18,944.06	48,790.00	-29,845.94	38.83%
Total 6143 · PAGE SALARIES	43,022.74	29,602.59	27,712.58	30,730.36	32,700.76	163,769.03	452,526.00	-288,756.97	36.19%
6144 · CUSTODIAL									

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Profit & Loss Budget Overview
 July through November 2016

							TOTAL		
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Jul - Nov 16	Budget	\$ Over Budget	% of Budget
6144G · CUSTODIAL	22,842.25	16,436.01	16,989.37	17,682.12	19,609.77	93,559.52	242,464.00	-148,904.48	38.59%
Total 6144 · CUSTODIAL	22,842.25	16,436.01	16,989.37	17,682.12	19,609.77	93,559.52	242,464.00	-148,904.48	38.59%
6145 · SECURITY									
6145G · SECURITY	22,050.16	14,797.45	15,653.17	16,441.42	17,017.39	85,959.59	217,894.00	-131,934.41	39.45%
Total 6145 · SECURITY	22,050.16	14,797.45	15,653.17	16,441.42	17,017.39	85,959.59	217,894.00	-131,934.41	39.45%
6146 · TECHNICIAN									
6146W · TECHNICAL (WIRES)	21,251.55	14,063.93	14,355.57	14,358.58	14,006.23	78,035.86	194,728.00	-116,692.14	40.07%
Total 6146 · TECHNICIAN	21,251.55	14,063.93	14,355.57	14,358.58	14,006.23	78,035.86	194,728.00	-116,692.14	40.07%
6147 · ADMINISTRATIVE									
Total 6147 · ADMINISTRATIVE	37,570.57	20,043.48	20,043.48	20,043.48	20,043.48	117,744.49	276,277.00	-158,532.51	42.62%
Total 6000 · SALARIES AND WAGES	544,272.98	363,452.43	357,385.15	368,776.39	370,948.73	2,004,835.68	5,564,241.00	-3,559,405.32	36.03%
6200 · EMPLOYEE BENEFITS									
9010 · RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	637,939.00	-637,939.00	0.0%
9030 · SOCIAL SECURITY	40,598.18	27,147.77	26,571.43	26,784.78	26,953.21	148,055.37	390,000.00	-241,944.63	37.96%
9040 · WORKERS' COMPENSATION	0.00	-5,687.65	0.00	0.00	0.00	-5,687.65	80,000.00	-85,687.65	-7.11%
9050 · UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
9055 · DISABILITY INSURANCE	1,602.83	1,750.11	1,599.27	0.00	1,680.23	6,632.44	21,500.00	-14,867.56	30.85%
9060 · MEDICAL INSURANCE	59,301.00	61,911.09	63,611.17	62,762.16	62,555.75	310,141.17	762,459.00	-452,317.83	40.68%
9065 · MTA TRANSIT TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 6200 · EMPLOYEE BENEFITS	101,502.01	85,121.32	91,781.87	89,546.94	91,189.19	459,141.33	1,894,398.00	-1,435,256.67	24.24%
6410A · BOOKS (ADULT)									
6410A.e · E-BOOKS (ADULT)	-1,253.57	0.00	0.00	0.00	0.00	-1,253.57			
6410A · BOOKS (ADULT) - Other	9,087.09	6,329.71	10,883.91	14,885.60	10,230.02	51,416.33	184,000.00	-132,583.67	27.94%
Total 6410A · BOOKS (ADULT)	7,833.52	6,329.71	10,883.91	14,885.60	10,230.02	50,162.76	184,000.00	-133,837.24	27.26%

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6410C · BOOKS (C&P)									
6410C.e · E-BOOKS (C&P)	-157.00	0.00	0.00	0.00	0.00	-157.00			
6410C · BOOKS (C&P) - Other	5,182.05	3,921.78	5,738.22	2,200.67	3,318.39	20,361.11	119,500.00	-99,138.89	17.04%
Total 6410C · BOOKS (C&P)	5,025.05	3,921.78	5,738.22	2,200.67	3,318.39	20,204.11	119,500.00	-99,295.89	16.91%
6410L · BOOKS (LIT)	109.72	0.00	0.00	0.00	0.00	109.72	1,500.00	-1,390.28	7.32%
6410N · BOOKS (TEEN)									
6410N.e · E-BOOKS (TEEN)	-85.43	0.00	0.00	0.00	0.00	-85.43			
6410N · BOOKS (TEEN) - Other	948.03	227.80	659.68	1,345.84	502.51	3,683.86	27,000.00	-23,316.14	13.64%
Total 6410N · BOOKS (TEEN)	862.60	227.80	659.68	1,345.84	502.51	3,598.43	27,000.00	-23,401.57	13.33%
6410T · BOOKS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	900.00	-900.00	0.0%
6411A · MICRO/REF CD (ADULT)	7,775.00	6,212.50	300.00	1,559.00	4,621.85	20,468.35	46,000.00	-25,531.65	44.5%
6411C · MICRO/REF CD (C&P)	0.00	5,400.00	0.00	750.00	1,789.85	7,939.85	18,250.00	-10,310.15	43.51%
6411L · MICRO/REF CD (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6411N · MICRO/REF CD (TEEN)	0.00	5,400.00	0.00	750.00	1,369.85	7,519.85	22,000.00	-14,480.15	34.18%
6412A · RECORDINGS (ADULT)	2,459.25	3,283.07	2,836.98	3,307.32	3,542.97	15,429.59	47,200.00	-31,770.41	32.69%
6412C · RECORDINGS (C&P)	390.94	562.44	217.26	320.97	506.87	1,998.48	10,000.00	-8,001.52	19.99%
6412L · RECORDINGS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6412N · RECORDINGS (TEEN)	606.65	798.44	496.36	441.59	767.82	3,110.86	10,000.00	-6,889.14	31.11%
6413A · PERIODICALS (ADULT)	0.00	689.98	13.00	9,461.99	43.26	10,208.23	33,000.00	-22,791.77	30.93%
6413C · PERIODICALS (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	6,325.00	-6,325.00	0.0%
6413D · PERIODICALS (ADM)	0.00	0.00	0.00	0.00	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	0.00	1,200.00	-1,200.00	0.0%
6413L · PERIODICALS (LIT)	196.90	0.00	0.00	0.00	0.00	196.90	0.00	196.90	100.0%
6413N · PERIODICALS (TEEN)	0.00	0.00	0.00	272.92	0.00	272.92	2,590.00	-2,317.08	10.54%
6413T · PERIODICALS (TECH)	0.00	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	0.00	150.00	-150.00	0.0%
6417A · VIDEOS (ADULT)	7,509.43	6,182.00	7,295.30	7,597.09	5,724.28	34,308.10	135,000.00	-100,691.90	25.41%

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6417C · VIDEOS (C&P)	515.02	2,125.30	1,161.84	2,155.31	2,083.84	8,041.31	53,000.00	-44,958.69	15.17%
6417L · VIDEOS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
6417N · VIDEOS (TEEN)	655.37	528.45	763.16	926.32	-0.11	2,873.19	6,000.00	-3,126.81	47.89%
6419G · SOFTWARE (GEN)	4,800.00	1,920.00	0.00	79.00	0.00	6,799.00	1,200.00	5,599.00	566.58%
6419N · SOFTWARE (TEEN)	0.00	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	551.75	551.75	3,000.00	-2,448.25	18.39%
6419W · SOFTWARE (WIRES)	0.00	0.00	0.00	0.00	0.00	0.00	16,000.00	-16,000.00	0.0%
6428D · MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6429C · REALIA (C&P)	549.94	573.58	532.78	712.58	0.00	2,368.88	4,500.00	-2,131.12	52.64%
6429L · REALIA (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6430G · OFFICE AND LIBRARY SUPPLIES	4,964.49	3,803.62	5,452.27	3,448.20	4,733.13	22,401.71	90,000.00	-67,598.29	24.89%
6431D · TELECOMMUNICATIONS	12,413.28	4,368.00	3,534.80	3,724.71	3,949.62	27,990.41	54,500.00	-26,509.59	51.36%
6432G · CARTAGE	250.38	250.38	250.38	250.38	250.38	1,251.90	3,250.00	-1,998.10	38.52%
6433G · POSTAGE	3,316.27	4,834.19	3,321.72	4,316.58	4,318.15	20,106.91	56,000.00	-35,893.09	35.91%
6434A · PRINTING (ADULT)	0.00	21.98	0.00	0.00	0.00	21.98	4,275.00	-4,253.02	0.51%
6434C · PRINTING (C&P)	0.00	21.98	0.00	423.00	423.00	867.98	7,000.00	-6,132.02	12.4%
6434G · PRINTING (GEN)	6,581.00	6,791.96	6,581.00	6,581.00	6,581.00	33,115.96	100,000.00	-66,884.04	33.12%
6434L · PRINTING (LIT)	0.00	65.76	0.00	0.00	0.00	65.76	500.00	-434.24	13.15%
6434N · PRINTING (TEEN)	0.00	43.96	515.00	0.00	0.00	558.96	6,000.00	-5,441.04	9.32%
6434R · PRINTING (CIRC)	0.00	21.98	2,755.03	0.00	0.00	2,777.01	6,500.00	-3,722.99	42.72%
6434S · PRINTING (COMM SRV)	0.00	150.00	0.00	0.00	0.00	150.00	5,000.00	-4,850.00	3.0%
6435A · CED, CONF & TRAVEL (ADULT)	701.20	435.00	542.12	231.73	350.22	2,260.27	4,000.00	-1,739.73	56.51%
6435C · CED, CONF & TRAVEL (C&P)	148.98	785.00	692.32	420.88	685.70	2,732.88	5,250.00	-2,517.12	52.06%
6435D · CED, CONF & TRAVEL (ADM)	61.55	-75.00	3,160.53	1,080.00	3,541.00	7,768.08	7,500.00	268.08	103.57%
6435Dig · CED, CONF & TRAVEL (DIGITAL)	0.00	0.00	660.00	0.00	1,525.53	2,185.53	5,000.00	-2,814.47	43.71%
6435G · CED, CONF & TRAVEL (GEN)	0.00	0.00	0.00	185.00	0.00	185.00	3,000.00	-2,815.00	6.17%
6435L · CED, CONF & TRAVEL (LIT)	0.00	85.00	16.22	111.40	0.00	212.62	7,000.00	-6,787.38	3.04%
6435N · CED, CONF & TRAVEL (TEEN)	68.49	541.85	344.00	175.78	562.42	1,692.54	6,000.00	-4,307.46	28.21%
6435R · CED, CONF & TRAVEL (CIRC)	0.00	85.00	0.00	25.00	23.65	133.65	3,000.00	-2,866.35	4.46%
6435S · CED, CONF & TRAV (COMM SRV)	632.71	785.00	692.32	132.11	563.87	2,806.01	3,000.00	-193.99	93.53%

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6435T · CED, CONF & TRAVEL (TECH)	18.50	0.00	0.00	0.00	0.00	18.50	2,950.00	-2,931.50	0.63%
6435W · CED, CONF & TRAVEL (WIRES)	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
6436 · CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	-100,000.00	0.0%
6437A · PROGRAMS (ADULT)	4,907.28	4,157.43	4,681.60	2,988.48	7,781.75	24,516.54	66,000.00	-41,483.46	37.15%
6437C · PROGRAMS (C&P)	6,700.83	10,545.99	2,895.98	7,007.50	3,777.47	30,927.77	75,000.00	-44,072.23	41.24%
6437D · PROGRAMS (DIGITAL)	120.00	90.00	374.88	419.96	547.70	1,552.54	10,000.00	-8,447.46	15.53%
6437L · PROGRAMS (LIT)	1,802.48	4,809.90	754.12	7,040.52	9,590.65	23,997.67	75,000.00	-51,002.33	32.0%
6437N · PROGRAMS (TEEN)	3,686.92	5,335.19	3,605.67	4,152.48	3,215.79	19,996.05	60,000.00	-40,003.95	33.33%
6437P · PROFESSIONAL FEES									
643760 · PLANTINGS	150.00	150.00	150.00	150.00	150.00	750.00	1,800.00	-1,050.00	41.67%
643765 · PROMOTION AND PUBLICITY	1,239.28	195.00	1,096.41	992.84	2,680.14	6,203.67	30,000.00	-23,796.33	20.68%
643770 · CONTINGENCY	0.00	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	0.00	17,000.00	-17,000.00	0.0%
6437P02 · AUDITOR	0.00	0.00	0.00	2,500.00	1,500.00	4,000.00	6,000.00	-2,000.00	66.67%
6437P10 · ELECTION	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6437P11 · FSA ADMINISTRATION	136.00	136.00	136.00	136.00	136.00	680.00	1,600.00	-920.00	42.5%
6437P12 · PAYROLL SERVICES	1,422.78	1,405.81	1,260.71	1,337.69	1,871.94	7,298.93	22,000.00	-14,701.07	33.18%
6437P13 · ARMORED CAR SERVICE	167.20	167.20	171.26	175.32	167.20	848.18	1,944.00	-1,095.82	43.63%
6437P14 · PIANO TUNING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	0.00	152.24	0.00	215.20	0.00	367.44			
6437P16 · STAFF BACKGROUND SCREEN	235.90	353.75	440.20	707.70	117.95	1,855.50	5,000.00	-3,144.50	37.11%
6437P17 · TRANSLATION SERVICES	0.00	0.00	0.00	0.00	29.75	29.75	500.00	-470.25	5.95%
6437P3 · APPRAISAL SERVICES	210.00	0.00	0.00	0.00	0.00	210.00	0.00	210.00	100.0%
6437P4 · ATTORNEY	9,076.94	1,416.66	1,625.00	1,660.89	0.00	13,779.49	34,500.00	-20,720.51	39.94%
6437P5 · BACKFLOW INSPECTION	0.00	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6437P6 · BOARD SECRETARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P7 · COLLECTION AGENCY	232.70	232.70	134.25	214.80	116.35	930.80	2,200.00	-1,269.20	42.31%
6437P8 · DENITE SYSTEMS ANALYSIS	0.00	0.00	330.00	0.00	0.00	330.00	400.00	-70.00	82.5%
6437P9 · EAP	0.00	7,560.00	0.00	0.00	0.00	7,560.00	7,500.00	60.00	100.8%
Total 6437P · PROFESSIONAL FEES	12,870.80	11,769.36	5,343.83	8,090.44	6,769.33	44,843.76	138,094.00	-93,250.24	32.47%

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6438 · DUES	0.00	0.00	1,140.00	0.00	100.00	1,240.00	5,000.00	-3,760.00	24.8%
6439A · EQUIPMENT R & M (ADULT)	0.00	0.00	217.50	0.00	0.00	217.50	3,500.00	-3,282.50	6.21%
6439C · EQUIPMENT R & M (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
6439G · EQUIPMENT R & M (GEN)	5,749.63	3,383.52	2,062.22	4,121.81	3,439.04	18,756.22	35,000.00	-16,243.78	53.59%
6439N · EQUIPMENT R & M (TEEN)	10.00	10.00	10.00	10.00	0.00	40.00	200.00	-160.00	20.0%
6439R · EQUIPMENT R & M (CIRC)	0.00	11,367.25	0.00	35.72	11,367.25	22,770.22	55,000.00	-32,229.78	41.4%
6439T · EQUIPMENT R & M (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	378.81	1,098.81	378.81	778.81	628.81	3,264.05	26,000.00	-22,735.95	12.55%
6450E · ELECTRICITY	16,644.40	12,332.48	17,987.07	0.00	23,756.89	70,720.84	135,000.00	-64,279.16	52.39%
6450F · FUEL/GAS	52.50	223.04	471.17	61.50	873.97	1,682.18	15,000.00	-13,317.82	11.22%
6450W · WATER	0.00	314.25	0.00	409.03	0.00	723.28	1,600.00	-876.72	45.21%
6451G · CUSTODIAL SUPPLIES	1,040.20	1,036.67	1,941.88	1,097.11	808.51	5,924.37	19,000.00	-13,075.63	31.18%
6452G · BLDG ALTERATION AND MAINT	3,390.14	5,758.96	5,848.90	1,364.67	2,757.88	19,120.55	54,477.00	-35,356.45	35.1%
6454 · INSURANCE	64,667.82	-3,346.53	0.00	0.00	0.00	61,321.29	65,000.00	-3,678.71	94.34%
6485G · Bank Fees	143.89	2.21	166.49	129.42	205.88	647.89			
6700 · TAN INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7203 · EQUIPMENT - Capital Purchases									
7203A · EQUIPMENT ADULT	0.00	0.00	0.00	0.00	1,291.15	1,291.15	3,500.00	-2,208.85	36.89%
7203C · EQUIPMENT C & P	0.00	731.94	1,055.56	2,022.52	473.68	4,283.70	5,000.00	-716.30	85.67%
7203D · EQUIPMENT ADMIN	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
7203G · EQUIPMENT BUS OFF	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
7203L · EQUIPMENT LITERACY	0.00	593.40	0.00	0.00	0.00	593.40			
7203N · EQUIPMENT TEEN	575.16	0.00	0.00	0.00	0.00	575.16	3,000.00	-2,424.84	19.17%
7203R · EQUIPMENT CIRC	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
7203T · EQUIPMENT TECH	757.94	0.00	0.00	0.00	0.00	757.94	2,000.00	-1,242.06	37.9%
7203W · EQUIPMENT WIRE	780.16	0.00	6,438.32	2,732.84	273.02	10,224.34	140,000.00	-129,775.66	7.3%
7203 · EQUIPMENT - Capital Purchases - Other	129.47	0.00	0.00	0.00	0.00	129.47			
Total 7203 · EQUIPMENT - Capital Purchases	2,242.73	1,325.34	7,493.88	4,755.36	2,037.85	17,855.16	161,500.00	-143,644.84	11.06%

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	TOTAL								
	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Jul - Nov 16	Budget	\$ Over Budget	% of Budget
Total Expense	838,629.66	585,958.33	563,957.22	568,658.11	602,357.51	3,159,560.83	9,699,000.00	-6,539,439.17	32.58%
Net Ordinary Income	-488,963.49	-575,015.64	-540,950.78	-550,988.69	-578,174.08	-2,734,092.68	0.00	-2,734,092.68	100.0%
Other Income/Expense									
Other Expense									
7500 · BUILDING IMPROVEMENTS	8,681.10	6,308.93	12,399.95	66,520.13	170,971.65	264,881.76			
Total Other Expense	8,681.10	6,308.93	12,399.95	66,520.13	170,971.65	264,881.76			
Net Other Income	-8,681.10	-6,308.93	-12,399.95	-66,520.13	-170,971.65	-264,881.76	0.00	-264,881.76	100.0%
Net Income	-497,644.59	-581,324.57	-553,350.73	-617,508.82	-749,145.73	-2,998,974.44	0.00	-2,998,974.44	100.0%

MMSCL
Operating Funds Monthly Report
November 2016

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 1,243,269.37	\$ 23,678.35	\$ 1,002,345.89	\$ 374.97	\$ 264,976.80
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 454,506.70	\$ 3,221.25	\$ 180.88	\$ 186.78	\$ 457,733.85
Empire Nat'l Bank	OPERATING	\$ 130,833.77	\$ 328,535.93	\$ 119,030.85	\$ 35.79	\$ 340,374.64
Empire Nat'l Bank	PAYROLL	\$ 23,270.09	\$ 673,950.18	\$ 464,843.97	\$ -	\$ 232,376.30
						\$ 1,295,461.59

INSTITUTION	PURPOSE	MATURITY DATE	TERM	RATE	BALANCE
Capital One Bank	Denitrification System	September 28, 2017	12 Months	0.05%	\$ 15,000.00
TOTAL INVESTMENTS:					\$ 15,000.00
TOTAL CASH & INVESTMENTS:					\$ 1,310,461.59

MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY

CAPITAL FUND FINANCIAL REPORT

NOVEMBER 2016

PREPARED & SUBMITTED BY:

CHRISTOPHER NOWAK
BUSINESS MANAGER

MMSCL
CAPITAL FUND MONTHLY REPORT

Month	Account #	Balance Forward	Deposits	Withdrawals	Balance
Empire Nat'l Bank	XXXXXX082				
July-16		\$ 5,573,630.87	\$ 2,360.42	\$ -	\$ 5,575,991.29
August-16		\$ 5,575,991.29	\$ 2,361.42	\$ -	\$ 5,578,352.71
September-16		\$ 5,578,352.71	\$ 2,286.21	\$ -	\$ 5,580,638.92
October-16		\$ 5,580,638.92	\$ 2,363.39	\$ -	\$ 5,583,002.31
November-16		\$ 5,583,002.31	\$ 2,288.12	\$ -	\$ 5,585,290.43
Grand Total :					\$ 5,585,290.43

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	Last YTD Total
Patron Visits (new counter as of 8-15)	28,960	28,544	31,816	49,174	38,116								176,610	161,975
Website Visits	37,736	36,557	32,152	32,792	31,022								170,259	208,996
Adult	2,893	3,500	3,673	3,696	3,015								16,777	18,857
Children's	1,000	800	480	640	467								3,387	6,560
Teen	618	573	680	424	455								2,750	3,644
Program Calendar	1,931	1,417	1,309	1,417	1,165								7,239	23,347
Library Link	261	305	273	260	246								1,345	1,375
CommunityLibrary.org	20,078	19,748	17,592	19,748	17,481								94,647	99,800
Facebook													-	63,029
Circulation	52,240	52,862	49,514	54,190	48,704	-	-	-	-	-	-	-	257,510	284,759
Staff assisted checkouts & renewals	24,782	25,566	24,072	26,642	23,631								124,693	137,096
Express Lane Checkouts & renewals	14,110	14,058	13,190	14,671	13,101								69,130	83,558
Renewals by patrons (web)	6,903	7,344	6,603	6,831	6,699								34,380	36,840
Museum Pass Checkouts	71	50	24	37	22								204	245
eBook Checkouts	2,852	2,817	2,663	2,575	2,327								13,234	12,175
Movie Streams/Downloads	292	296	316	257	276								1,437	1,113
Music Streams/Downloads	2,422	1,885	1,583	2,140	1,756								9,786	8,303
eAudiobook Checkouts	808	846	806	806	692								3,958	3,344
eMagazine Checkouts			257	231	200								688	2,085
ILLs out	2,106	2,047	1,848	1,806	1,455								9,262	12,170
ILLs in	1,831	1,917	1,837	1,827	1,645								9,057	10,528
Holds	4,774	4,934	4,770	4,646	4,581								23,705	27,996
Filled Holds	3,863	3,830	3,764	3,771	3,617								18,845	22,158
New Library Cards	282	247	356	309	244								1,438	1,518
New/Renewed Contract Patrons	436	11	4	11	8								470	384
Computer Usage	7,667	6,646	7,772	7,985	7,463	-	-	-	-	-	-	-	37,533	26,840
Adult	3,251	2,952	3,720	3,733	3,419								17,075	19,359
Children's	869	700	623	848	710								3,750	4,166
Teen	538	527	641	593	491								2,790	3,315
Public Wireless	3,009	2,467	2,788	2,811	2,843								13,918	
Fax/Copy/email service	1,978	2,222	2,157	2,100	1,999								10,456	-
Reference Questions	2,348	2,084	1,845	1,954	1,723	-	-	-	-	-	-	-	9,954	-
Adult	1,442	1,327	1,211	1,155	1,038								6,173	11,180
Children's	906	757	634	799	685								3,781	5,905
Teen													-	4,311
Chat Reference													-	521
Other Questions	3,995	4,053	3,167	4,204	4,312	-	-	-	-	-	-	-	19,731	-
Adult	1,787	2,422	2,089	2,181	2,141								10,620	24,119
Children's	2,208	1,631	1,078	2,023	2,171								9,111	10,910
Teen													-	10,288
Programs, In-House Attendance	5,178	4,380	3,179	3,732	1,930	-	-	-	-	-	-	-	18,399	-
Programs, In-House Sessions	304	340	300	322	177	-	-	-	-	-	-	-	1,443	21,630
Adult	1,911	984	698	626	573								4,792	1,424
Adult # of Sessions	116	137	143	146	107								649	4,185
Children's	1,676	1,551	682	1,201	1,357								6,467	348
Children's # of Sessions	86	78	47	54	70								335	7,603
Teen													-	321
Teen # of Sessions													-	2,744
Community Services													-	291
Community Services # of Sessions													-	-
Outside Organizations	1,591	1,845	1,799	1,905									7,140	-

[illegible]

MMSCL CIRCULATION SERVICES DEPARTMENT



December 2016 Board Report by DH Anne Marie Hofmann
STATISTICAL INFORMATION FOR THE MONTH OF **November 2016**

TOTAL Circulation Activity: 48,704

Activity Breakdown

Staff Assisted Checkouts: 23,631

Patron Self Checkouts: 13,101

Online Renewals: 6,699

Digital Checkout Breakdown

eBooks—2,327

Movie Streams—276

Music Streams—1,756

eAudiobooks—692

eMagazines—200

Museum Pass Breakdown

Museum Passes Reserved: 26

Checked Out: 22

Cancelled/No Show: 4



Physical Visitors: 35,116

Current Card Holders: 42,556

NEW Library Cards Issued: 244

District Patrons: 236 Contract Patrons: 8

Meeting Room Usage:

Rooms booked by district organizations including Tutors: 112

Community residents including students in attendance: 1,625

SMS Alerts - Text Notifications: Currently 1185
Online Temporary Self Registration: Currently 14

Book Sale

Literacy's annual book sale was held on October 22nd and 23rd. Families gathered to purchase books and audio materials for the entire family.

October 23, was especially lively as the renowned Latino band "Mambo Loco" entertained the shoppers. Patrons were seen singing and dancing to traditional Cuban and Puerto Rican music.

Over fifteen hundred dollars was raised at the books sale. These funds will assist in our annual donation of Reach Out and Read books that are distributed at our local health clinic. Children receive gift books at their yearly well visits. We are thrilled to help families in our community build their home libraries.



WF ENL Parents Night Oct. 25,

Spanish speaking literacy staff were on hand once again at William Floyd High School to assist the ENL Department at their fall parents night.

Mary Koehler, the new ENL Department Head, was grateful for our help interpreting as parents were walked through the WFSD Parent Portal.

At least 50% of the attendees were from the library's ENL program.



Immigration and Citizenship Workshop

Our yearly USCIS Immigration Workshop was held on November 1st and as usual, was well attended. Regional supervisor, Mr. David Soehl and two immigration officers presented a mock citizenship interview and went through the basics of what the naturalization process involves. The evening ended with an extensive Q & A session.



Friendly Spanish Conversation

“Practice Spanish in a friendly, relaxed setting.” That’s what we say in the newsletter and that’s what our patrons do. Under the direction of Ms. Carmen Gao ,our Friendly Spanish Conversation classes are getting quite a following. Students who decide to challenge themselves and learn a new language, repeatedly sign up for Ms. Gao’s class. Our next six session series will begin in January.



Navigating your Community Fair

MMSCL and the Multicultural Outreach Services And Information Committee (MOSAIC) teamed up to provide an afternoon of fun and information. Over twenty community groups were at the library to greet patrons and share valuable resources about their services. To make things more interesting and to ensure participants visited most of the exhibits, patrons were given passports to be stamped at each table . When their passports were completed they were entered into a raffle. Feedback was good as remarks included folks saying they gained access to information they really needed.



Cornell University Cooperative Extension Nutrition classes are bursting at the seams. Parents who are interested in healthy eating attend these free informative classes. Having childcare available has opened up the series to more patrons. Each class culminates with a delicious healthy recipe.



Holding classes at the William Floyd Family Center has enabled us to offer more classes and free up space at the library . This opportunity has definitely been an asset to our program and the library.

The Family Service League hosts an annual toy drive called Operation Toy. This is a huge undertaking requiring us to move classes back to the library mid November through December. Operation Toy is a wonderful program which gave toys to over 1200 community children last year. If you’re wondering where to donate a new toy this holiday season you can bring it to the WFFC next to Paca Middle School. A worthwhile cause for sure.



REPORT OF PERSONNEL CHANGES SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE					DATE PREPARED: 12 / 19 / 16	
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY						PAGE 1 OF 1
NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
RE/APT	Piazzola, Barbara	Library Clerk	\$14.49/hr		11/28/16	10/13/16-11/27/16
TRS	Foglia, Christopher	Custodian I	\$11.78/hr		12/14/16	
RE/APT	Swensen, Rachel	Library Clerk	\$14.49/hr		12/12/16	10/17/16-12/11/16
TRS	Haase Jr., Daniel	Library Clerk	\$13.66/hr		12/23/16	
DID YOU:				1. Submit a Duties Statement for all new positions or when refilling those for which I have been in the position over five years old?		
				2. Request and canvas an eligible list for all competitive positions?		
				3. Submit Application for Employment (CS-205) on all provisional, temp & non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application		
				4. Submit a personnel change on the previous incumbent shown above?		
☐ APPROVED				DISAPPROVED		
☐ APPROVED AS NOTED				Signature of Appointing Authority		

Legal Issues and Libraries

Presented by Gerald Nichols



SCLS Trustee Workshop

at the Suffolk Cooperative Library System

January 18, 2017 at 6:15 PM

Legal Issues and Libraries

As public officers, library trustees carry an essential and vital set of fiduciary and legal responsibilities. Understanding what the legal responsibilities are, as well as the core values of what makes a public library, and to comply with the law and meet state standards, is crucial. This workshop can help provide tools essential to effective and informed trusteeship.

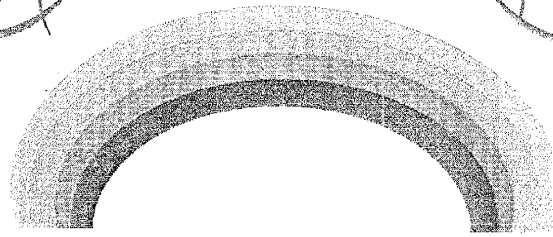
RSVP

<http://gateway.suffolklibrarysystem.org/node/4091>

About Gerald Nichols:

Nationally recognized as a public library manager, consultant and educator, Gerald (Jerry) Nichols, developed and manages the Palmer School's unique post-M.L.I.S. public library administration program. The former director of the Suffolk Cooperative Library System, he is the co-editor of *the Handbook for Library Trustees of New York State* and is recipient of the New York Library Association's Outstanding Service to Libraries Award and the Distinguished Service Award from the Library Trustees' Association of New York State. As Chair of the New York State Regents' Advisory Council on Libraries, he oversaw the development, publication and adoption of *Creating the Future: a 2020 Vision Plan for Library Service in New York State*.



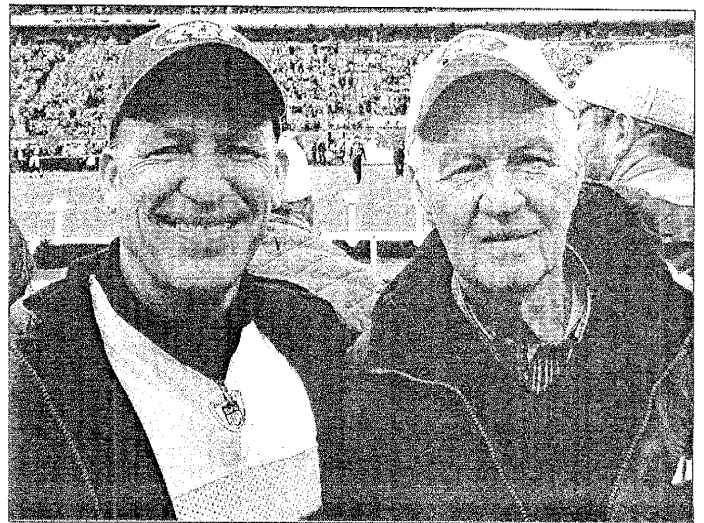


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Youth and Family Services
is proud to honor

JACK O'LOUGHLIN
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for their generous
contributions to the
Mastics-Shirley-Moriches
Communities

Friday, January 20th, 2017
from 7:00 - 11:00 p.m.



at the

Sunset Harbour

90 Colonial Dr., East Patchogue, NY 11772

631-289-2852

Tickets are \$100.00 per person

Cocktail Hour, Buffet, Open Bar, D.J., Chinese Auction & Silent Auction

For more information: 631-281-4461

YOU ARE CORDIALLY
INVITED TO ATTEND AS THE

ROTARY CLUB OF
SHIRLEY AND THE MASTICS
HONORS OUR
MAN OF THE YEAR
**Congressman
Lee Zeldin**

Saturday, January 28, 2017
7:00 pm - 11:00 pm

Sunset Harbor
90 Colonial Drive, East Patchogue, NY 11772



2017 Man Of The Year

