

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

November 27, 2017

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 DIRECTORS' REPORTS

VII. BUSINESS MANAGER'S REPORT

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

- A. DEPARTMENT REPORTS
 - 1. ADULT SERVICES
 - 2. CHILDREN'S & PARENTS SERVICES
 - 3. TEEN SERVICES
 - 4. CIRCULATION SERVICES
 - 5. LITERACY SERVICES
 - 6. DIGITAL SERVICES
 - 7. INFORMATION TECHNOLOGY
- B. PERSONNEL
 - 1. RECOMMENDED CHANGES
- C. CORRESPONDENCE
- D. CONTRACTS / RENEWALS
- E. POLICIES
- F. DISPOSAL OF OBSOLETE / BROKEN EQUIPMENT
- G. SCLS BALLOT – 2018
- H. SEQR – DECLARATION OF LEAD AGENCY

X. EXECUTIVE SESSION

XI. ADJOURNMENT

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

December 18, 2017 @ 7:00PM

DRAFT - UNAPPROVED

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF OCTOBER 23, 2017 BOARD MEETING

Trustee Mazzarella called the meeting to order at 7:11pm.

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

PRESENT

Motion by Vigliotta, second by Simmons to accept the minutes of the September 25, 2017 meeting of the Board of Trustees. Carried 4-0.

MINUTES

Motion by Vigliotta, second by Gross to approve the Operating Fund Schedule of Claims dated 10/23/17; Prepay Payables Warrant #1 \$22,813.29; Payables Warrant #2 \$110,267.72; Payroll Warrant W. E. 10/06/2017 \$203,474.29; Payroll Benefits Warrant \$8,824.34; Payroll Warrant W.E. 10/20/2017 \$186,987.62; Payroll Benefits Warrant \$96,047.76. Carried 4-0.

**SCHEDULE
OF CLAIMS**

Motion by Vigliotta, second by Gross to approve the Operating Financial Reports for September 2017. Carried 4-0.

**FINANCIAL
REPORTS**

Motion by Simmons, second by Vigliotta to approve the Capital Fund Financial Report for September 2017. Carried 4-0.

The Director submitted a written report and was attending a conference.

**DIRECTOR'S
REPORT**

Assistant Director D'Amato reported that she's been extremely busy building partnerships throughout the community. She's working with Brighter Tomorrows for a 12 week program on postpartum depression to be held at the library. She attended a Homeless Outreach Meeting at Grace Lutheran Church (they will be the first sign-up church in our area to offer to the homeless, cot space and a hot meal through Maureen's Haven).

**ASS'T
DIRECTOR'S
REPORT**

DRAFT - UNAPPROVED

Assistant Director Tanzi has been working on updating the library's Emergency/Disaster Preparedness Manual. He toured the building with Department Heads showing where utility cut-offs, alarm systems, etc... were located so that in an emergency immediate action can take place. Looking into the ability to offer patron's wireless printing from home. Lastly, he's working on the library's cyber security to see where we can amp up the ability to keep our patron's personal data safe.

ASS'T DIRECTOR'S REPORT

The Business Manager reported that the landlord pruned the surrounding shrubbery giving better visibility regarding our safety concerns. He attended a workshop offered by the NY State Comptroller's Office saying that the way employee information has been obtained is being revamped and will be phased in over a multi year period. This will impact the Business Office, in so far as the scope of data currently being reported will increase dramatically.

BUSINESS MNGR.'S REPORT

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

RECOMMENDED PERSONNEL CHANGES

CONTRACTS/ RENEWALS

Motion by Gross, second by Simmons to contract with **Zoobean** to provide their *Beanstack* reading program software for the library's 1KB4K (1,000 books before kindergarten) initiative at an annual cost of \$2,065.00. This software will allow patrons to record their reading using ISBN scanning, and allow staff to generate statistical reports to accurately measure 1KB4K's success. Carried 4-0.

ZOOBEAN

Motion by Simmons, second by Vigliotta to authorize the Board of Trustees, Director, Assistant Directors, Department Heads and/or designated staff to attend the Public Library Association 2018 Conference, March 20-24, 2018 in Philadelphia, Pennsylvania at a cost not to exceed \$1,700.00 per person. Carried 4-0.

CONTINUING EDUCATION

DRAFT - UNAPPROVED

Motion by Gross, second by Vigliotta to dispose of obsolete and/or broken equipment as outlined by Stephen Burg (Department Head, Digital Services), and presented by Director Rosalia. Carried 4-0.

DISPOSAL OF OBSOLETE EQUIPMENT

Motion by Gross, second by Simmons to approve the Community Family Literacy Project, Inc. FY 2017-18 first quarter financial statement as prepared by Treasurer Toni Witham and presented by Director Rosalia. Carried 4-0.

COMMUNITY FAMILY LITERACY PROJECT FINANCIAL STATEMENTS

Motion by Simmons, second by Vigliotta to move into Executive Session at 8:10 pm to discuss a personnel matter related to one specific employee. Carried 4-0.

EXECUTIVE SESSION

Motion by Gross, second by Simmons to come out of executive session at 8:45 pm. Carried 4-0.

Motion by Vigliotta, second by Gross to adjourn the meeting at 8:46 pm. Carried 4-0.

ADJOURNMENT

Respectfully submitted by,

Cecile Prevete, Secretary

**SCHEDULE OF CLAIMS
PRESENTED NOVEMBER 27, 2017**

PREPAY PAYABLES WARRANT #1	\$ 39,983.00
PAYABLES WARRANT #2	\$ 159,350.35
PAYROLL WARRANT W.E. 11/3/2017	\$ 184,515.56
PAYROLL BENEFITS WARRANT	\$ 9,007.86
PAYROLL WARRANT W.E. 11/17/2017	\$ 186,325.68
PAYROLL BENEFITS WARRANT	\$ 95,813.77

Total	<u><u>\$ 674,996.22</u></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

Mastics Moriches Shirley Community Library
NOVEMBER 27, 2017
PREPAY WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57664	10/24/2017	Postmaster	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	NL112017	10/23/2017		6433G · POSTAGE	-3,363.32
TOTAL						-3,363.32
	Bill Pmt -Check	57665	10/24/2017	Long Island Rail Road	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102417	10/24/2017		6437A · PROGRAMS (ADULT)	-390.00
TOTAL						-390.00
	Bill Pmt -Check	57666	10/24/2017	Verizon	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100717	10/07/2017		6431D · TELECOMMUNICATIONS	-118.27
	Bill	101417	10/14/2017		6431D · TELECOMMUNICATIONS	-18.07
TOTAL						-136.34
	Bill Pmt -Check	57667	10/24/2017	Cablevision / Optimum	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102317	10/23/2017		6431D · TELECOMMUNICATIONS	-107.56
TOTAL						-107.56
	Bill Pmt -Check	57668	11/02/2017	Home Depot Credit Services	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102017	10/14/2017		6451G · CUSTODIAL SUPPLIES	-81.57
					6437C · PROGRAMS (C&P)	-50.52
TOTAL						-132.09

Mastics Moriches Shirley Community Library
NOVEMBER 27, 2017
PREPAY WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57669	11/02/2017	Sam's Club	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120417renewal	10/24/2017		6438 · DUES	-180.00
TOTAL						-180.00
	Bill Pmt -Check	57670	11/03/2017	Suffolk County Water Authority	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102717	10/27/2017		6450W · WATER	-475.54
TOTAL						-475.54
	Bill Pmt -Check	57671	11/09/2017	VOIDED CHECK	L0225 · EMPIRE NAT'L - OPERATING	
TOTAL						0.00
	Bill Pmt -Check	57672	11/09/2017	AT&T Mobility	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	287267273345x1105-17	10/27/2017		6431D · TELECOMMUNICATIONS	-289.10
TOTAL						-289.10
	Bill Pmt -Check	57673	11/09/2017	Lighttower Fiber Networks	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	45797	11/01/2017		6431D · TELECOMMUNICATIONS	-2,495.00
TOTAL						-2,495.00
	Bill Pmt -Check	57674	11/09/2017	National Grid	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	103117	10/31/2017		6450F · FUEL/GAS	-878.33
TOTAL						-878.33

Mastics Moriches Shirley Community Library
NOVEMBER 27, 2017
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	57675	11/09/2017	NEOPOST/TOTALFUNDS by Hasle	L0225 · EMPIRE NAT'L - OPERATING	
Bill	102317	10/31/2017		6433G · POSTAGE	-1,000.00
TOTAL					-1,000.00
Bill Pmt -Check	57676	11/09/2017	Amazon.com	L0225 · EMPIRE NAT'L - OPERATING	
Bill	101017	11/08/2017		6410A · BOOKS (ADULT)	-1,235.22
				6410C · BOOKS (C&P)	-233.42
				6410N · BOOKS (TEEN)	-23.89
				6412A · RECORDINGS (ADULT)	-30.87
				6413D · PERIODICALS (ADM)	-398.82
				6417A · VIDEOS (ADULT)	-1,032.87
				6417C · VIDEOS (C&P)	-250.80
				6417N · VIDEOS (TEEN)	-241.69
				6430G · OFFICE AND LIBRARY SUPPLIES	-427.90
				6437C · PROGRAMS (C&P)	-131.45
				6437N · PROGRAMS (TEEN)	-128.13
				7203T · EQUIPMENT TECH	-857.75
TOTAL					-4,992.81
Bill Pmt -Check	57677	11/16/2017	PSEG	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110617	11/06/2017		6450E · ELECTRICITY	-10,264.20
TOTAL					-10,264.20

Mastics Moriches Shirley Community Library
NOVEMBER 27, 2017
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	57678	11/16/2017	Sam's Club	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110817	11/08/2017		6437A · PROGRAMS (ADULT)	-860.67
				6437C · PROGRAMS (C&P)	-77.37
				6437N · PROGRAMS (TEEN)	-213.74
				6437L · PROGRAMS (LIT)	-357.30
				6451G · CUSTODIAL SUPPLIES	-455.42
TOTAL					<u>-1,964.50</u>
Bill Pmt -Check	57679	11/17/2017	Postmaster	L0225 · EMPIRE NAT'L - OPERATING	
Bill	NL122017	11/17/2017		6433G · POSTAGE	-3,363.32
TOTAL					<u>-3,363.32</u>
Bill Pmt -Check	57680	11/16/2017	Cablevision / Optimum	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110917	11/09/2017		6431D · TELECOMMUNICATIONS	-781.65
TOTAL					<u>-781.65</u>
Bill Pmt -Check	57681	11/16/2017	Verizon	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110717	11/07/2017		6431D · TELECOMMUNICATIONS	-121.65
TOTAL					<u>-121.65</u>

Mastics Moriches Shirley Community Library
NOVEMBER 27, 2017
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	57682	11/17/2017	American Express	L0225 · EMPIRE NAT'L - OPERATING	
Bill	111317	11/17/2017		2771 · COPIER REVENUE - CONTRACT (R)	-35.00
				6417A · VIDEOS (ADULT)	-383.92
				6430G · OFFICE AND LIBRARY SUPPLIES	-370.50
				6431D · TELECOMMUNICATIONS	-75.00
				6433G · POSTAGE	-6.65
				6435D · CED, CONF & TRAVEL (ADM)	-6,917.87
				6435T · CED, CONF & TRAVEL (TECH)	-78.00
				643765 · PROMOTION AND PUBLICITY	-218.20
				6437A · PROGRAMS (ADULT)	-152.33
				6435C · CED, CONF & TRAVEL (C&P)	-152.33
				6437N · PROGRAMS (TEEN)	-152.34
				6437D · PROGRAMS (DIGITAL)	-428.00
				6437N · PROGRAMS (TEEN)	-5.00
				6450F · FUEL/GAS	-72.45
TOTAL					-9,047.59
				TOTAL	-39,983.00

I hereby certify that at a meeting on November 27, 2017
the above vouchers were approved and authorized.

Signed: _____

Mastics Moriches Shirley Community Library

NOVEMBER 27, 2017

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57683	11/27/2017	4imprint	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	14775347	10/23/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-171.54
TOTAL						-171.54
	Bill Pmt -Check	57684	11/27/2017	Abramowitz, Kelly	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102019	10/20/2017		6437N · PROGRAMS (TEEN)	-480.00
TOTAL						-480.00
	Bill Pmt -Check	57685	11/27/2017	Academic Associates	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102717	10/27/2017		6437L · PROGRAMS (LIT)	-360.00
TOTAL						-360.00
	Bill Pmt -Check	57686	11/27/2017	Advanced Plant Care, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	23920	11/04/2017		643760 · PLANTINGS	-150.00
TOTAL						-150.00
	Bill Pmt -Check	57687	11/27/2017	Aguilar, Sandra A.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110617	11/06/2017		6437L · PROGRAMS (LIT)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	57688	11/27/2017	Akten, Feyzi	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2017-210	11/02/2017		6452G · BLDG ALTERATION AND MAINT	-700.00
TOTAL						-700.00

Mastics Moriches Shirley Community Library

NOVEMBER 27, 2017

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57689	11/27/2017	ALA (Membership)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101117	10/11/2017		6438 · DUES	-288.00
TOTAL						-288.00
	Bill Pmt -Check	57690	11/27/2017	ALA Store	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	47380044	09/30/2017		6410C · BOOKS (C&P)	-114.90
TOTAL						-114.90
	Bill Pmt -Check	57691	11/27/2017	Aleph Objects, Inc. / Lulzbots	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	WEB/2017/59396	10/18/2017		6437D · PROGRAMS (DIGITAL)	-13.29
TOTAL						-13.29
	Bill Pmt -Check	57692	11/27/2017	Andriola's Cesspool Service, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102717	10/27/2017		6452G · BLDG ALTERATION AND MAINT	-858.00
TOTAL						-858.00
	Bill Pmt -Check	57693	11/27/2017	Ashton, Ruth	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110917	11/09/2017		6437L · PROGRAMS (LIT)	-629.00
TOTAL						-629.00
	Bill Pmt -Check	57694	11/27/2017	AT&T	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	111017	11/10/2017		6431D · TELECOMMUNICATIONS	-42.40
TOTAL						-42.40

Mastics Moriches Shirley Community Library

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WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	57695	11/27/2017	Baker & Taylor	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3021856173	10/11/2017		6410A · BOOKS (ADULT)	-220.44
Bill	3021852748	10/12/2017		6410A · BOOKS (ADULT)	-185.66
Bill	3021859163	10/13/2017		6410A · BOOKS (ADULT)	-259.03
Bill	3021843861	10/16/2017		6410A · BOOKS (ADULT)	-579.06
Bill	3021848904	10/16/2017		6410A · BOOKS (ADULT)	-59.64
Bill	3021857135	10/16/2017		6410A · BOOKS (ADULT)	-286.69
Bill	3021847164	10/17/2017		6410A · BOOKS (ADULT)	-239.93
Bill	3021866834	10/18/2017		6410A · BOOKS (ADULT)	-425.84
Bill	3021866162	10/18/2017		6410N · BOOKS (TEEN)	-81.96
Bill	3021865261	10/19/2017		6410A · BOOKS (ADULT)	-254.66
Bill	3021865111	10/19/2017		6410N · BOOKS (TEEN)	-13.09
Bill	3021872827	10/23/2017		6410A · BOOKS (ADULT)	-110.21
Bill	3021869295	10/23/2017		6410C · BOOKS (C&P)	-444.08
Bill	3021873194	10/23/2017		6410C · BOOKS (C&P)	-23.82
Bill	3021864743	10/25/2017		6410A · BOOKS (ADULT)	-328.61
Bill	3021872830	10/25/2017		6410A · BOOKS (ADULT)	-186.12
Bill	3021877475	10/25/2017		6410C · BOOKS (C&P)	-32.19
Bill	3021868891	10/26/2017		6410A · BOOKS (ADULT)	-231.96
Bill	3021876539	10/26/2017		6410A · BOOKS (ADULT)	-299.19
Bill	3021880527	10/26/2017		6410A · BOOKS (ADULT)	-193.11
Bill	3021864820	10/31/2017		6410C · BOOKS (C&P)	-295.36
Bill	3021883108	11/01/2017		6410A · BOOKS (ADULT)	-145.87
Bill	3021888376	11/01/2017		6410A · BOOKS (ADULT)	-208.72
Bill	3021876207	11/02/2017		6410A · BOOKS (ADULT)	-167.29
Bill	3021880642	11/03/2017		6410A · BOOKS (ADULT)	-1,112.18
Bill	3021888711	11/03/2017		6410C · BOOKS (C&P)	-438.80
Bill	3021889636	11/03/2017		6410N · BOOKS (TEEN)	-22.77
Bill	3021882843	11/07/2017		6410A · BOOKS (ADULT)	-232.62

Mastics Moriches Shirley Community Library

NOVEMBER 27, 2017

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill	3021897687	11/07/2017		6410A · BOOKS (ADULT)	-161.27
Bill	3021897661	11/07/2017		6410N · BOOKS (TEEN)	-172.56
Bill	3021901659	11/08/2017		6410C · BOOKS (C&P)	-26.06
Bill	3021895195	11/08/2017		6410A · BOOKS (ADULT)	-1,069.63
Bill	3021905331	11/09/2017		6410A · BOOKS (ADULT)	-157.99
Bill	3021901413	11/10/2017		6410A · BOOKS (ADULT)	-419.51
TOTAL					-9,085.92
Bill Pmt -Check	57696	11/27/2017	Barbecho, Ana C.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110917	11/09/2017		6437L · PROGRAMS (LIT)	-598.00
TOTAL					-598.00
Bill Pmt -Check	57697	11/27/2017	Bibliotheca LLC	L0225 · EMPIRE NAT'L - OPERATING	
Bill	DB101617BIB	10/20/2017		6439W · EQUIPMENT R & M (WIRES)	-5,014.81
TOTAL					-5,014.81
Bill Pmt -Check	57698	11/27/2017	Bishop, Viviana G.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110917	11/09/2017		6437L · PROGRAMS (LIT)	-850.00
TOTAL					-850.00
Bill Pmt -Check	57699	11/27/2017	Book Depot	L0225 · EMPIRE NAT'L - OPERATING	
Bill	IN000171052	10/18/2017		6410C · BOOKS (C&P)	-708.20
TOTAL					-708.20

Mastics Moriches Shirley Community Library
NOVEMBER 27, 2017
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57700	11/27/2017	Burg, Stephen	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110617	11/06/2017		6435Dig · CED, CONF & TRAVEL (DIGITAL)	-45.00
TOTAL						-45.00
	Bill Pmt -Check	57701	11/27/2017	Carco Group, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	00805985 12/31/15	10/31/2017		6437P16 · STAFF BACKGROUND SCREEN	-495.65
	Bill	00834020	10/31/2017		6437P16 · STAFF BACKGROUND SCREEN	-589.75
TOTAL						-1,085.40
	Bill Pmt -Check	57702	11/27/2017	Carter, Kathleen	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101917	10/19/2017		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	57703	11/27/2017	CDW Government, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	KLR6631	10/11/2017		7203W · EQUIPMENT WIRE	-3,608.40
	Bill	KRF2130	11/01/2017		7203W · EQUIPMENT WIRE	-1,890.52
	Bill	KRG9052	11/01/2017		7203W · EQUIPMENT WIRE	-162.40
TOTAL						-5,661.32
	Bill Pmt -Check	57704	11/27/2017	Center Point Large Print	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1521878	11/01/2017		6410A · BOOKS (ADULT)	-408.32
TOTAL						-408.32

Mastics Moriches Shirley Community Library

NOVEMBER 27, 2017

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57705	11/27/2017	Ciccotto, William	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101917	10/19/2017		6437N · PROGRAMS (TEEN)	-130.00
TOTAL						-130.00
	Bill Pmt -Check	57706	11/27/2017	CJ2 Communication Strategies, LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1504	10/31/2017		643765 · PROMOTION AND PUBLICITY	-312.50
TOTAL						-312.50
	Bill Pmt -Check	57707	11/27/2017	Cleanco Distributors, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	040008	11/01/2017		6451G · CUSTODIAL SUPPLIES	-585.80
TOTAL						-585.80
	Bill Pmt -Check	57708	11/27/2017	Clearwater Aquarium Service	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	3753	11/01/2017		6452G · BLDG ALTERATION AND MAINT	-442.96
TOTAL						-442.96
	Bill Pmt -Check	57709	11/27/2017	Colon, Ronnie L. Jr.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102417a	10/24/2017		6410C · BOOKS (C&P)	-57.00
	Bill	102417b	10/24/2017		6410C · BOOKS (C&P)	-44.06
	Bill	102417c	10/24/2017		6410C · BOOKS (C&P)	-14.20
	Bill	102417d	10/24/2017		6410C · BOOKS (C&P)	-28.98
TOTAL						-144.24

Mastics Moriches Shirley Community Library

NOVEMBER 27, 2017

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	57710	11/27/2017	Colonial Youth & Family Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	101717	10/17/2017		6437A · PROGRAMS (ADULT)	-45.00
				6437C · PROGRAMS (C&P)	-45.00
Bill	110717	11/07/2017		6437A · PROGRAMS (ADULT)	-45.00
				6437C · PROGRAMS (C&P)	-45.00
TOTAL					<u>-180.00</u>
Bill Pmt -Check	57711	11/27/2017	Conservation Design Forum	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9224	11/01/2017		7500 · BUILDING IMPROVEMENTS	-3,543.96
TOTAL					<u>-3,543.96</u>
Bill Pmt -Check	57712	11/27/2017	Cornell Cooperative Extension of SC	L0225 · EMPIRE NAT'L - OPERATING	
Bill	103117	10/31/2017		6437C · PROGRAMS (C&P)	-150.00
Bill	110117	11/01/2017		6437C · PROGRAMS (C&P)	-150.00
TOTAL					<u>-300.00</u>
Bill Pmt -Check	57713	11/27/2017	Cueva, Daniel S.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110917	11/09/2017		6437L · PROGRAMS (LIT)	-855.00
TOTAL					<u>-855.00</u>
Bill Pmt -Check	57714	11/27/2017	Currao-McAleavey, Carmella	L0225 · EMPIRE NAT'L - OPERATING	
Bill	101417	10/14/2017		6437N · PROGRAMS (TEEN)	-100.00
Bill	110417	11/04/2017		6437N · PROGRAMS (TEEN)	-100.00
Bill	110917	11/09/2017		6437N · PROGRAMS (TEEN)	-100.00
TOTAL					<u>-300.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	57715	11/27/2017	Curtin, Eileen	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110217	11/02/2017		6437C · PROGRAMS (C&P)	-28.62
Bill	110817	11/08/2017		6437C · PROGRAMS (C&P)	-22.46
TOTAL					<u>-51.08</u>
Bill Pmt -Check	57716	11/27/2017	David J. S. Emilita,AICP	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110217	11/02/2017		7500 · BUILDING IMPROVEMENTS	-2,012.50
TOTAL					<u>-2,012.50</u>
Bill Pmt -Check	57717	11/27/2017	Davis, Lindsay	L0225 · EMPIRE NAT'L - OPERATING	
Bill	101817	10/18/2017		6435L · CED, CONF & TRAVEL (LIT)	-61.63
TOTAL					<u>-61.63</u>
Bill Pmt -Check	57718	11/27/2017	Demco	L0225 · EMPIRE NAT'L - OPERATING	
Bill	6234310	10/17/2017		6410C · BOOKS (C&P)	-98.39
Bill	6239648	10/24/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-732.40
Bill	6241981	10/27/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-1,961.82
Bill	6251188	11/08/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-642.72
TOTAL					<u>-3,435.33</u>
Bill Pmt -Check	57719	11/27/2017	deQuillfeldt, Janet	L0225 · EMPIRE NAT'L - OPERATING	
Bill	101417	10/14/2017		6437C · PROGRAMS (C&P)	-50.00
Bill	101917	10/19/2017		6437C · PROGRAMS (C&P)	-150.00
TOTAL					<u>-200.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	57720	11/27/2017	DJJ Technologies	L0225 · EMPIRE NAT'L - OPERATING	
Bill	2076917	11/01/2017		6439W · EQUIPMENT R & M (WIRES)	-378.81
Bill	74077	11/02/2017		6439W · EQUIPMENT R & M (WIRES)	-80.00
TOTAL					<u>-458.81</u>
Bill Pmt -Check	57721	11/27/2017	Donovan, Elizabeth	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110917	11/09/2017		6437L · PROGRAMS (LIT)	-608.00
TOTAL					<u>-608.00</u>
Bill Pmt -Check	57722	11/27/2017	Dunbar Armored Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	4091466	11/01/2017		6437P13 · ARMORED CAR SERVICE	-179.48
TOTAL					<u>-179.48</u>
Bill Pmt -Check	57723	11/27/2017	Earle, April L.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	101417	10/14/2017		6437A · PROGRAMS (ADULT)	-160.00
Bill	102817	10/28/2017		6437A · PROGRAMS (ADULT)	-160.00
Bill	111117	11/11/2017		6437A · PROGRAMS (ADULT)	-120.00
Bill	111117a	11/11/2017		6437A · PROGRAMS (ADULT)	-160.00
TOTAL					<u>-600.00</u>
Bill Pmt -Check	57724	11/27/2017	EBSCO A	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9200805	10/20/2017		6413A · PERIODICALS (ADULT)	-111.97
TOTAL					<u>-111.97</u>

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57725	11/27/2017	Enviroscience Consultants, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	25500	10/06/2017		6452G · BLDG ALTERATION AND MAINT	-910.00
TOTAL						-910.00
	Bill Pmt -Check	57726	11/27/2017	fbrc8 llc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	W7685	10/17/2017		6437D · PROGRAMS (DIGITAL)	-149.85
TOTAL						-149.85
	Bill Pmt -Check	57727	11/27/2017	Findaway	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	233190	10/25/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-479.92
	Bill	233815	10/31/2017		6412A · RECORDINGS (ADULT)	-1,215.85
	Bill	233807	10/31/2017		6412C · RECORDINGS (C&P)	-313.45
	Bill	233811	10/31/2017		6412N · RECORDINGS (TEEN)	-356.20
TOTAL						-2,365.42
	Bill Pmt -Check	57728	11/27/2017	Foerderer, Linda	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110617	11/06/2017		6437L · PROGRAMS (LIT)	-420.00
TOTAL						-420.00
	Bill Pmt -Check	57729	11/27/2017	Font, Morvenna	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110217	11/02/2017		6410A · BOOKS (ADULT)	-69.99
	Bill	110217a	11/02/2017		6410A · BOOKS (ADULT)	-28.00
TOTAL						-97.99

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57730	11/27/2017	Fuentes, Rosa E.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101917	10/19/2017		6437L · PROGRAMS (LIT)	-439.50
TOTAL						-439.50
	Bill Pmt -Check	57731	11/27/2017	George, Ivette	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	111017	11/10/2017		6437L · PROGRAMS (LIT)	-595.00
TOTAL						-595.00
	Bill Pmt -Check	57732	11/27/2017	Glover Farms	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102217	10/22/2017		6437C · PROGRAMS (C&P)	-2,240.00
	Bill	102817	10/28/2017		6437C · PROGRAMS (C&P)	-1,350.00
TOTAL						-3,590.00
	Bill Pmt -Check	57733	11/27/2017	Hannibal, Julia Ann	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102617	10/26/2017		6437N · PROGRAMS (TEEN)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	57734	11/27/2017	Henn, JoAnn	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	103017	10/30/2017		6437A · PROGRAMS (ADULT)	-400.00
	Bill	111317	11/13/2017		6437A · PROGRAMS (ADULT)	-320.00
TOTAL						-720.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57735	11/27/2017	Hicks, Shatina	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110117	11/01/2017		6417A · VIDEOS (ADULT)	-14.99
TOTAL						-14.99
	Bill Pmt -Check	57736	11/27/2017	Hon Company LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	950871	10/23/2017		7203A · EQUIPMENT ADULT	-1,398.71
					7203C · EQUIPMENT C & P	-1,398.71
					7203N · EQUIPMENT TEEN	-1,398.70
	Bill	950870	10/23/2017		7203D · EQUIPMENT ADMIN	-3,679.70
TOTAL						-7,875.82
	Bill Pmt -Check	57737	11/27/2017	Iberger, Deborah	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100617	10/06/2017		6437C · PROGRAMS (C&P)	-163.17
TOTAL						-163.17
	Bill Pmt -Check	57738	11/27/2017	Ingram Library Services	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	66884591	10/13/2017		6410C · BOOKS (C&P)	-50.00
	Bill	66884590	10/13/2017		6410N · BOOKS (TEEN)	-219.29
	Bill	61278573	10/23/2017		6410C · BOOKS (C&P)	-346.75
	Bill	66887772	10/23/2017		6410C · BOOKS (C&P)	-35.71
	Bill	66887773	10/23/2017		6410C · BOOKS (C&P)	-42.55
	Bill	66887771	10/23/2017		6410N · BOOKS (TEEN)	-31.54
	Bill	61280650	10/26/2017		6410C · BOOKS (C&P)	-74.11
	Bill	66889215	10/26/2017		6410C · BOOKS (C&P)	-7.79
	Bill	61283637	11/01/2017		6410C · BOOKS (C&P)	-9.89
	Bill	61283638	11/01/2017		6410C · BOOKS (C&P)	-36.81

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Type	Num	Date	Name	Account	Paid Amount
Bill	61283639	11/01/2017		6410C · BOOKS (C&P)	-19.76
Bill	66890963	11/01/2017		6437C · PROGRAMS (C&P)	-251.40
Bill	61284253	11/02/2017		6410C · BOOKS (C&P)	-8.79
Bill	61284762	11/02/2017		6410C · BOOKS (C&P)	-31.13
Bill	66892033	11/03/2017		6410C · BOOKS (C&P)	-71.97
Bill	61285529	11/03/2017		6410C · BOOKS (C&P)	-93.10
Bill	66892600	11/06/2017		6410C · BOOKS (C&P)	-24.23
Bill	66892601	11/06/2017		6410C · BOOKS (C&P)	-4.77
Bill	66892602	11/06/2017		6437C · PROGRAMS (C&P)	-19.48
Bill	61287009	11/07/2017		6410C · BOOKS (C&P)	-19.23
Bill	61287010	11/07/2017		6410C · BOOKS (C&P)	-9.34
Bill	61287011	11/07/2017		6410C · BOOKS (C&P)	-9.34
Bill	61287012	11/07/2017		6410C · BOOKS (C&P)	-125.20
Bill	61287013	11/07/2017		6410C · BOOKS (C&P)	-16.48
Bill	61287015	11/07/2017		6410C · BOOKS (C&P)	-43.94
Bill	61287014	11/07/2017		6410C · BOOKS (C&P)	-125.94
Bill	61288209	11/08/2017		6410C · BOOKS (C&P)	-25.28
Bill	61288251	11/08/2017		6410C · BOOKS (C&P)	-9.34
Bill	61288252	11/08/2017		6410C · BOOKS (C&P)	-39.82
Bill	66893711	11/08/2017		6410C · BOOKS (C&P)	-9.54
Bill	66893712	11/08/2017		6410C · BOOKS (C&P)	-5.98
Bill	66893713	11/08/2017		6410C · BOOKS (C&P)	-3.82
TOTAL					-1,822.32
Bill Pmt -Check	57739	11/27/2017	Island Elevator Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	25139	11/01/2017		6452G · BLDG ALTERATION AND MAINT	-388.00
TOTAL					-388.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57740	11/27/2017	Island School & Art Supply	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	480564	11/15/2017		6437N · PROGRAMS (TEEN)	-140.18
TOTAL						-140.18
	Bill Pmt -Check	57741	11/27/2017	Janicka-Wlodek, Krystyna	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110917	11/09/2017		6437L · PROGRAMS (LIT)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	57742	11/27/2017	Janowitz, Laurie	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110217	11/02/2017		6437A · PROGRAMS (ADULT)	-345.00
TOTAL						-345.00
	Bill Pmt -Check	57743	11/27/2017	JanWay Company USA, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	127598	11/07/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-322.40
TOTAL						-322.40
	Bill Pmt -Check	57744	11/27/2017	Jerva, Zoe	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110917	11/09/2017		6437L · PROGRAMS (LIT)	-260.00
TOTAL						-260.00
	Bill Pmt -Check	57745	11/27/2017	Jorgensen, Kerrilynn	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	111517	11/15/2017		6435N · CED, CONF & TRAVEL (TEEN)	-41.72
TOTAL						-41.72

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57746	11/27/2017	Karant, Roberta	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110217	11/02/2017		6437C · PROGRAMS (C&P)	-540.00
TOTAL						-540.00
	Bill Pmt -Check	57747	11/27/2017	King Kullen	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	172721239821	09/29/2017		6413A · PERIODICALS (ADULT)	-5.00
	Bill	172750593071	10/02/2017		6437C · PROGRAMS (C&P)	-38.48
	Bill	172750766331	10/02/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-15.37
	Bill	172751329421	10/02/2017		6437L · PROGRAMS (LIT)	-18.42
	Bill	172770775351	10/04/2017		6437C · PROGRAMS (C&P)	-82.32
	Bill	172771249011	10/04/2017		6437N · PROGRAMS (TEEN)	-89.94
	Bill	172830397951	10/10/2017		6437L · PROGRAMS (LIT)	-13.10
	Bill	172831342511	10/10/2017		6437L · PROGRAMS (LIT)	-3.03
	Bill	172840706721	10/11/2017		6437N · PROGRAMS (TEEN)	-4.29
	Bill	172850511161	10/12/2017		6437N · PROGRAMS (TEEN)	-38.80
	Bill	172901355701	10/17/2017		6437L · PROGRAMS (LIT)	-35.68
	Bill	172901355541	10/17/2017		6437L · PROGRAMS (LIT)	-16.96
	Bill	172901355191	10/17/2017		6437A · PROGRAMS (ADULT)	-159.98
	Bill	172911356251	10/18/2017		6437A · PROGRAMS (ADULT)	-14.16
	Bill	172911355941	10/18/2017		6437A · PROGRAMS (ADULT)	-13.57
	Bill	172921271841	10/19/2017		6437L · PROGRAMS (LIT)	-13.00
	Bill	172941361331	10/21/2017		6413A · PERIODICALS (ADULT)	-5.00
	Bill	172961278021	10/23/2017		6437L · PROGRAMS (LIT)	-9.95
	Bill	172960530531	10/23/2017		6437L · PROGRAMS (LIT)	-36.99
	Bill	172961277071	10/23/2017		6435A · CED, CONF & TRAVEL (ADULT)	-77.84
	Bill	172971368481	10/24/2017		6437L · PROGRAMS (LIT)	-12.24
	Bill	172971366741	10/24/2017		6437A · PROGRAMS (ADULT)	-12.78
	Bill	172971366611	10/24/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-19.98

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Type	Num	Date	Name	Account	Paid Amount
Bill	173041379761	10/24/2017		6437C · PROGRAMS (C&P)	-10.97
Bill	172980762971	10/25/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-10.32
Bill	172981280591	10/25/2017		6437L · PROGRAMS (LIT)	-17.91
Bill	172981279811	10/25/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-4.69
Bill	172991371311	10/26/2017		6437D · PROGRAMS (DIGITAL)	-15.00
Bill	172990465491	10/26/2017		6437N · PROGRAMS (TEEN)	-28.54
Bill	173000535301	10/27/2017		6437C · PROGRAMS (C&P)	-32.69
Bill	173001282611	10/27/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-13.57
Bill	173011374321	10/28/2017		6413A · PERIODICALS (ADULT)	-2.50
Bill	173031287901	10/30/2017		6437L · PROGRAMS (LIT)	-27.30
Bill	173050793501	11/01/2017		6437N · PROGRAMS (TEEN)	-8.97
Bill	173060797961	11/02/2017		6435C · CED, CONF & TRAVEL (C&P)	-5.99
Bill	173060547271	11/02/2017		6437N · PROGRAMS (TEEN)	-18.35
TOTAL					-933.68
Bill Pmt -Check	57748	11/27/2017	Lakeshore Learning Materials	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3072501017	10/17/2017		6429C · REALIA (C&P)	-550.85
TOTAL					-550.85
Bill Pmt -Check	57749	11/27/2017	Lamb & Barnosky, LLP	L0225 · EMPIRE NAT'L - OPERATING	
Bill	116858	10/31/2017		6437P4 · ATTORNEY	-315.00
Bill	116856	10/31/2017		6437P4 · ATTORNEY	-1,625.00
TOTAL					-1,940.00
Bill Pmt -Check	57750	11/27/2017	Lauro, Joanne	L0225 · EMPIRE NAT'L - OPERATING	
Bill	111417	11/14/2017		6437C · PROGRAMS (C&P)	-125.00
TOTAL					-125.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57751	11/27/2017	Lebron, Crystal	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	103017	10/30/2017		6437N · PROGRAMS (TEEN)	-400.00
TOTAL						-400.00
	Bill Pmt -Check	57752	11/27/2017	Linthwaite, Dara	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101717	10/17/2017		6437C · PROGRAMS (C&P)	-165.00
TOTAL						-165.00
	Bill Pmt -Check	57753	11/27/2017	Long Island Library Resources Council Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	15155	10/17/2017		6435D · CED, CONF & TRAVEL (ADM)	-135.00
	Bill	15200	11/13/2017		6411A · MICRO/REF CD (ADULT)	-225.00
TOTAL						-360.00
	Bill Pmt -Check	57754	11/27/2017	Magrane, Roseann L.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102517	10/25/2017		6437N · PROGRAMS (TEEN)	-150.00
TOTAL						-150.00
	Bill Pmt -Check	57755	11/27/2017	Mahler, Judith	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110917	11/09/2017		6437L · PROGRAMS (LIT)	-867.00
TOTAL						-867.00
	Bill Pmt -Check	57756	11/27/2017	MailFinance	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	N6822907	10/26/2017		6439G · EQUIPMENT R & M (GEN)	-564.51
TOTAL						-564.51

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	57757	11/27/2017	Midwest Tape	L0225 · EMPIRE NAT'L - OPERATING	
Bill	95472333	10/10/2017		6412A · RECORDINGS (ADULT)	-82.44
Bill	95472335	10/10/2017		6412A · RECORDINGS (ADULT)	-49.99
Bill	95476416	10/11/2017		6417A · VIDEOS (ADULT)	-154.04
Bill	95477391	10/11/2017		6417A · VIDEOS (ADULT)	-26.29
Bill	95481396	10/12/2017		6417C · VIDEOS (C&P)	-99.76
Bill	95481394	10/12/2017		6417A · VIDEOS (ADULT)	-90.35
Bill	95484730	10/13/2017		6412A · RECORDINGS (ADULT)	-237.66
Bill	95488589	10/16/2017		6417C · VIDEOS (C&P)	-119.80
Bill	95488586	10/16/2017		6417A · VIDEOS (ADULT)	-261.69
Bill	95488587	10/16/2017		6417A · VIDEOS (ADULT)	-229.73
Bill	95495614	10/18/2017		6417A · VIDEOS (ADULT)	-180.71
Bill	95501186	10/20/2017		6417A · VIDEOS (ADULT)	-153.13
Bill	95501187	10/20/2017		6417A · VIDEOS (ADULT)	-45.78
Bill	95501189	10/20/2017		6417C · VIDEOS (C&P)	-74.82
Bill	95508329	10/23/2017		6417A · VIDEOS (ADULT)	-594.72
Bill	95508400	10/23/2017		6417A · VIDEOS (ADULT)	-368.17
Bill	95508402	10/23/2017		6417C · VIDEOS (C&P)	-25.38
Bill	95512154	10/24/2017		6412A · RECORDINGS (ADULT)	-54.98
Bill	95512155	10/24/2017		6412A · RECORDINGS (ADULT)	-227.20
Bill	95515498	10/25/2017		6417A · VIDEOS (ADULT)	-194.01
Bill	95515530	10/25/2017		6417C · VIDEOS (C&P)	-249.40
Bill	95528628	10/31/2017		6412A · RECORDINGS (ADULT)	-184.96
Bill	95529500	10/31/2017		6412A · RECORDINGS (ADULT)	-170.57
Bill	95529501	10/31/2017		6417A · VIDEOS (ADULT)	-34.99
Bill	95532316	10/31/2017		6417A · VIDEOS (ADULT)	-104.37
Bill	95532951	10/31/2017		6412A · RECORDINGS (ADULT)	-243.07
				6412N · RECORDINGS (TEEN)	-243.07
				6412C · RECORDINGS (C&P)	-121.54

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Type	Num	Date	Name	Account	Paid Amount
Bill	95532318	10/31/2017		6417C · VIDEOS (C&P)	-151.96
Bill	95532317	10/31/2017		6417C · VIDEOS (C&P)	-74.46
Bill	95538322	11/02/2017		6417A · VIDEOS (ADULT)	-136.43
Bill	95538323	11/02/2017		6417A · VIDEOS (ADULT)	-21.79
Bill	95540397	11/02/2017		6417A · VIDEOS (ADULT)	-76.95
Bill	95538325	11/02/2017		6417C · VIDEOS (C&P)	-193.84
Bill	95538326	11/02/2017		6417C · VIDEOS (C&P)	-77.27
Bill	95540399	11/02/2017		6417C · VIDEOS (C&P)	-28.88
Bill	95547198	11/06/2017		6417A · VIDEOS (ADULT)	-10.49
Bill	95547561	11/06/2017		6412A · RECORDINGS (ADULT)	-249.54
Bill	95547563	11/06/2017		6412A · RECORDINGS (ADULT)	-39.99
Bill	95558931	11/08/2017		6417C · VIDEOS (C&P)	-235.40
Bill	95559356	11/08/2017		6417A · VIDEOS (ADULT)	-373.53
Bill	95559357	11/08/2017		6417A · VIDEOS (ADULT)	-32.89
Bill	95559790	11/08/2017		6417A · VIDEOS (ADULT)	-159.84
Bill	95559794	11/08/2017		6417C · VIDEOS (C&P)	-104.67
Bill	95559798	11/08/2017		6417A · VIDEOS (ADULT)	-349.64
Bill	95532315	11/27/2017		6417A · VIDEOS (ADULT)	-362.14
TOTAL					<u>-7,302.33</u>
Bill Pmt -Check	57758	11/27/2017	Mikkleson, Harry	L0225 · EMPIRE NAT'L - OPERATING	
Bill	103017	10/30/2017		6437N · PROGRAMS (TEEN)	-320.00
TOTAL					<u>-320.00</u>
Bill Pmt -Check	57759	11/27/2017	Montanaro, Louis	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110617	11/06/2017		6437L · PROGRAMS (LIT)	-200.00
TOTAL					<u>-200.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	57760	11/27/2017	Munoz, Rosalinda	L0225 · EMPIRE NAT'L - OPERATING	
Bill	100417	10/04/2017		6437L · PROGRAMS (LIT)	-708.50
Bill	103117	10/31/2017		6437C · PROGRAMS (C&P)	-25.00
Bill	110917	11/09/2017		6437L · PROGRAMS (LIT)	-1,352.00
TOTAL					<u>-2,085.50</u>
Bill Pmt -Check	57761	11/27/2017	National Learning Corporation	L0225 · EMPIRE NAT'L - OPERATING	
Bill	0052658	10/24/2017		6410A · BOOKS (ADULT)	-45.95
Bill	0052686	10/30/2017		6410A · BOOKS (ADULT)	-40.95
Bill	0052754	11/09/2017		6410A · BOOKS (ADULT)	-49.95
TOTAL					<u>-136.85</u>
Bill Pmt -Check	57762	11/27/2017	Navarro-Gao, Carmen	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110117	11/01/2017		6435L · CED, CONF & TRAVEL (LIT)	-23.36
TOTAL					<u>-23.36</u>
Bill Pmt -Check	57763	11/27/2017	Navarro-Gao, Carmen (vendor)	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110917	11/09/2017		6437L · PROGRAMS (LIT)	-224.00
TOTAL					<u>-224.00</u>
Bill Pmt -Check	57764	11/27/2017	New York Therapy Placement Services, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	102417	10/24/2017		6437C · PROGRAMS (C&P)	-90.00
TOTAL					<u>-90.00</u>

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57765	11/27/2017	New York Times	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	90	10/16/2017		6413A · PERIODICALS (ADULT)	-2,414.68
TOTAL						-2,414.68
	Bill Pmt -Check	57766	11/27/2017	Newsday (delivery)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101317	10/13/2017		6413A · PERIODICALS (ADULT)	-560.04
TOTAL						-560.04
	Bill Pmt -Check	57767	11/27/2017	NYLA	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110217	11/02/2017		6438 · DUES	-202.00
TOTAL						-202.00
	Bill Pmt -Check	57768	11/27/2017	O'Connell, Linda	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110217	11/02/2017		6437A · PROGRAMS (ADULT)	-250.00
	Bill	110617	11/06/2017		6437A · PROGRAMS (ADULT)	-355.00
TOTAL						-605.00
	Bill Pmt -Check	57769	11/27/2017	Oriental Trading Company, Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	686303920-01	10/24/2017		6437A · PROGRAMS (ADULT)	-33.45
					6437L · PROGRAMS (LIT)	-21.49
					6437A · PROGRAMS (ADULT)	-21.48
	Bill	686377912-01	10/30/2017		6437N · PROGRAMS (TEEN)	-66.47
	Bill	686455687-01	11/03/2017		6437N · PROGRAMS (TEEN)	-45.93
	Bill	686527933-01	11/08/2017		6437N · PROGRAMS (TEEN)	-45.97
TOTAL						-234.79

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	57770	11/27/2017	Parisi, Nicole	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110717	11/01/2017		6435Dig · CED, CONF & TRAVEL (DIGITAL)	-45.00
Bill	110217	11/02/2017		6435Dig · CED, CONF & TRAVEL (DIGITAL)	-282.31
Bill	111117	11/11/2017		6435Dig · CED, CONF & TRAVEL (DIGITAL)	-210.00
TOTAL					<u>-537.31</u>
Bill Pmt -Check	57771	11/27/2017	Paychex	L0225 · EMPIRE NAT'L - OPERATING	
Bill	8692763-1117	11/07/2017		6437P12 · PAYROLL SERVICES	-96.97
TOTAL					<u>-96.97</u>
Bill Pmt -Check	57772	11/27/2017	Paychex, Inc (Hauppauge)	L0225 · EMPIRE NAT'L - OPERATING	
Bill	515212	11/01/2017		6437P12 · PAYROLL SERVICES	-633.54
Bill	516326	11/15/2017		6437P12 · PAYROLL SERVICES	-630.85
TOTAL					<u>-1,264.39</u>
Bill Pmt -Check	57773	11/27/2017	Penguin Random House	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1083350412	08/03/2017		6412A · RECORDINGS (ADULT)	-27.00
Bill	1084441570	10/06/2017		6412A · RECORDINGS (ADULT)	-33.75
Bill	1084640379	10/20/2017		6412A · RECORDINGS (ADULT)	-33.75
Bill	1084885167	11/03/2017		6412A · RECORDINGS (ADULT)	-33.75
Bill	1085008880	11/09/2017		6412A · RECORDINGS (ADULT)	-30.00
TOTAL					<u>-158.25</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	57774	11/27/2017	Petty Cash	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110317	11/03/2017		6437C · PROGRAMS (C&P)	-74.53
				6430G · OFFICE AND LIBRARY SUPPLIES	-13.99
TOTAL					-88.52
Bill Pmt -Check	57775	11/27/2017	Piper-Gebhard, Randi	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110917	11/09/2017		6437L · PROGRAMS (LIT)	-1,080.00
TOTAL					-1,080.00
Bill Pmt -Check	57776	11/27/2017	Quintanilla, Marvin (Staff)	L0225 · EMPIRE NAT'L - OPERATING	
Bill	103017	10/30/2017		6435L · CED, CONF & TRAVEL (LIT)	-19.39
TOTAL					-19.39
Bill Pmt -Check	57777	11/27/2017	Quito, Herman A.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1110817	11/08/2017		6437L · PROGRAMS (LIT)	-216.00
TOTAL					-216.00
Bill Pmt -Check	57778	11/27/2017	Recorded Books	L0225 · EMPIRE NAT'L - OPERATING	
Bill	75604019	10/02/2017		6411A · MICRO/REF CD (ADULT)	-1,500.00
				6411N · MICRO/REF CD (TEEN)	-750.00
				6411C · MICRO/REF CD (C&P)	-750.00
Bill	75607317	10/06/2017		6412A · RECORDINGS (ADULT)	-39.99
Bill	75607374	10/06/2017		6412A · RECORDINGS (ADULT)	-39.99
Bill	75607414	10/06/2017		6412A · RECORDINGS (ADULT)	-34.99
Bill	75608251	10/09/2017		6412A · RECORDINGS (ADULT)	-40.00

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Type	Num	Date	Name	Account	Paid Amount
Bill	75609462	10/10/2017		6412A · RECORDINGS (ADULT)	-39.99
Bill	75609633	10/11/2017		6412A · RECORDINGS (ADULT)	-45.00
Bill	75609655	10/11/2017		6412A · RECORDINGS (ADULT)	-39.99
Bill	75609898	10/11/2017		6412A · RECORDINGS (ADULT)	-92.47
Bill	75610889	10/13/2017		6413A · PERIODICALS (ADULT)	-9,110.81
				6413N · PERIODICALS (TEEN)	-132.00
				6413C · PERIODICALS (C&P)	-376.14
Bill	75610968	10/16/2017		6412A · RECORDINGS (ADULT)	-7.95
Bill	75611900	10/18/2017		6417A · VIDEOS (ADULT)	-41.60
Bill	75613778	10/19/2017		6412A · RECORDINGS (ADULT)	-39.99
Bill	75614427	10/20/2017		6412A · RECORDINGS (ADULT)	-404.60
Bill	75615029	10/24/2017		6412A · RECORDINGS (ADULT)	-99.00
Bill	75616246	10/24/2017		6412A · RECORDINGS (ADULT)	-38.99
Bill	75616930	10/25/2017		6412A · RECORDINGS (ADULT)	-35.00
Bill	75616937	10/25/2017		6412A · RECORDINGS (ADULT)	-35.00
Bill	75617023	10/25/2017		6412A · RECORDINGS (ADULT)	-34.99
Bill	75617033	10/25/2017		6412A · RECORDINGS (ADULT)	-75.00
Bill	75618310	10/30/2017		6412A · RECORDINGS (ADULT)	-39.99
Bill	75617390	10/30/2017		6412A · RECORDINGS (ADULT)	-14.90
Bill	75623817	11/03/2017		6412A · RECORDINGS (ADULT)	-39.95
Bill	75623128	11/06/2017		6412A · RECORDINGS (ADULT)	-99.00
Bill	75626212	11/09/2017		6412A · RECORDINGS (ADULT)	-39.99
Bill	75626236	11/09/2017		6412A · RECORDINGS (ADULT)	-49.49
TOTAL					-14,086.81
Bill Pmt -Check	57779	11/27/2017	Reyes Reyes, Mirna Y.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110817	11/08/2017		6437L · PROGRAMS (LIT)	-52.00
TOTAL					-52.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	57780	11/27/2017	Roeder, Kathy	L0225 · EMPIRE NAT'L - OPERATING	
Bill	102717	10/27/2017		6437C · PROGRAMS (C&P)	-400.00
Bill	102717a	10/27/2017		6437C · PROGRAMS (C&P)	-400.00
Bill	102717b	10/27/2017		6437C · PROGRAMS (C&P)	-400.00
TOTAL					<u>-1,200.00</u>
Bill Pmt -Check	57781	11/27/2017	Rondon, Miriam	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110817	11/08/2017		6437L · PROGRAMS (LIT)	-450.00
TOTAL					<u>-450.00</u>
Bill Pmt -Check	57782	11/27/2017	Rosalia, Kerri	L0225 · EMPIRE NAT'L - OPERATING	
Bill	101717	10/17/2017		6434G · PRINTING (GEN)	-49.57
				6435D · CED, CONF & TRAVEL (ADM)	-66.33
TOTAL					<u>-115.90</u>
Bill Pmt -Check	57783	11/27/2017	Roye, Sara	L0225 · EMPIRE NAT'L - OPERATING	
Bill	102517	10/25/2017		6437A · PROGRAMS (ADULT)	-300.00
Bill	110817	11/08/2017		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					<u>-500.00</u>
Bill Pmt -Check	57784	11/27/2017	Sandpebble Preconstruction Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110717-R78-NL	10/31/2017		7500 · BUILDING IMPROVEMENTS	-7,764.57
Bill	110717-R78-IntRen	11/07/2017		7500 · BUILDING IMPROVEMENTS	-919.12
TOTAL					<u>-8,683.69</u>

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57785	11/27/2017	SCLS PALS	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	65454	11/15/2017		6439R · EQUIPMENT R & M (CIRC)	-10,723.63
TOTAL						-10,723.63
	Bill Pmt -Check	57786	11/27/2017	Scott, Robert G.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110817	11/08/2017		6437C · PROGRAMS (C&P)	-250.00
TOTAL						-250.00
	Bill Pmt -Check	57787	11/27/2017	Searles Graphics, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	37806	10/23/2017		6434G · PRINTING (GEN)	-6,581.00
TOTAL						-6,581.00
	Bill Pmt -Check	57788	11/27/2017	Setteducati, Anthony	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102917	10/29/2017		6437A · PROGRAMS (ADULT)	-575.00
TOTAL						-575.00
	Bill Pmt -Check	57789	11/27/2017	Sievers, Sandra	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	111317	11/13/2017		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	57790	11/27/2017	Smith, Suzanne	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	091417	09/14/2017		6437L · PROGRAMS (LIT)	-795.00
TOTAL						-795.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57791	11/27/2017	South Shore Press, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	73104	11/01/2017		643765 · PROMOTION AND PUBLICITY	-3,250.00
TOTAL						-3,250.00
	Bill Pmt -Check	57792	11/27/2017	Sparling, Nicole	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101717	10/17/2017		6437C · PROGRAMS (C&P)	-275.00
	Bill	110817	11/08/2017		6437C · PROGRAMS (C&P)	-275.00
TOTAL						-550.00
	Bill Pmt -Check	57793	11/27/2017	Stalzer, Diane	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101417	10/14/2017		6437C · PROGRAMS (C&P)	-125.00
	Bill	103017	10/30/2017		6437C · PROGRAMS (C&P)	-250.00
TOTAL						-375.00
	Bill Pmt -Check	57794	11/27/2017	Suffolk Cooperative Library System	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	64274	07/17/2017		6411A · MICRO/REF CD (ADULT)	-94.30
					6411C · MICRO/REF CD (C&P)	-94.30
					6411N · MICRO/REF CD (TEEN)	-94.29
	Bill	64368	07/19/2017		6411A · MICRO/REF CD (ADULT)	-5,150.00
	Bill	65305	10/24/2017		6435A · CED, CONF & TRAVEL (ADULT)	-833.34
					6435C · CED, CONF & TRAVEL (C&P)	-833.33
					6435N · CED, CONF & TRAVEL (TEEN)	-833.33
	Bill	65274	11/01/2017		6411A · MICRO/REF CD (ADULT)	-551.75
					6411C · MICRO/REF CD (C&P)	-551.74
					6411N · MICRO/REF CD (TEEN)	-551.74
					6419T · SOFTWARE (TECH)	-551.77

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	Type	Num	Date	Name	Account	Paid Amount
	Bill	65329	11/01/2017		6435L · CED, CONF & TRAVEL (LIT)	-260.00
					6435N · CED, CONF & TRAVEL (TEEN)	-130.00
	Bill	65394	11/08/2017		6411C · MICRO/REF CD (C&P)	-420.00
TOTAL						<u>-10,949.89</u>
	Bill Pmt -Check	57795	11/27/2017	Suffolk County Locksmith, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	86884	11/09/2017		6451G · CUSTODIAL SUPPLIES	-33.40
TOTAL						<u>-33.40</u>
	Bill Pmt -Check	57796	11/27/2017	Tag-It Engravings & Signs	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	12368	11/09/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-19.50
TOTAL						<u>-19.50</u>
	Bill Pmt -Check	57797	11/27/2017	Tend Coffee	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102617	10/26/2017		6437C · PROGRAMS (C&P)	-75.00
TOTAL						<u>-75.00</u>
	Bill Pmt -Check	57798	11/27/2017	Thermal Solutions, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	A41553	10/25/2017		6452G · BLDG ALTERATION AND MAINT	-337.50
	Bill	A41560	11/06/2017		6452G · BLDG ALTERATION AND MAINT	-1,266.00
TOTAL						<u>-1,603.50</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	57799	11/27/2017	Thomson Reuters	L0225 · EMPIRE NAT'L - OPERATING	
Bill	94875547	10/01/2017		6435A · CED, CONF & TRAVEL (ADULT)	-116.13
				6435C · CED, CONF & TRAVEL (C&P)	-116.13
				6435N · CED, CONF & TRAVEL (TEEN)	-116.13
				6435T · CED, CONF & TRAVEL (TECH)	-116.13
				6435R · CED, CONF & TRAVEL (CIRC)	-116.13
				6435L · CED, CONF & TRAVEL (LIT)	-116.13
				6435W · CED, CONF & TRAVEL (WIRES)	-116.13
				6435G · CED, CONF & TRAVEL (GEN)	-116.10
				6435D · CED, CONF & TRAVEL (ADM)	-116.13
				6435S · CED, CONF & TRAV (COMM SRV)	-116.13
TOTAL					<u>-1,161.27</u>
Bill Pmt -Check	57800	11/27/2017	Town of Brookhaven (Permit)	L0225 · EMPIRE NAT'L - OPERATING	
Bill	103117	10/31/2017		6437C · PROGRAMS (C&P)	-60.00
				6437D · PROGRAMS (DIGITAL)	-210.00
TOTAL					<u>-270.00</u>
Bill Pmt -Check	57801	11/27/2017	True Nature Landscaping Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	14269	11/01/2017		6452G · BLDG ALTERATION AND MAINT	-650.00
TOTAL					<u>-650.00</u>
Bill Pmt -Check	57802	11/27/2017	Unique Management Services, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	453658	11/01/2017		6437P7 · COLLECTION AGENCY	-116.35
TOTAL					<u>-116.35</u>

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57803	11/27/2017	UPS	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	000054YE33427	10/21/2017		6433G · POSTAGE	-38.87
TOTAL						-38.87
	Bill Pmt -Check	57804	11/27/2017	VenMill Industries Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	3197	10/31/2017		6439G · EQUIPMENT R & M (GEN)	-139.98
TOTAL						-139.98
	Bill Pmt -Check	57805	11/27/2017	Verizon	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	111417	11/14/2017		6431D · TELECOMMUNICATIONS	-17.82
TOTAL						-17.82
	Bill Pmt -Check	57806	11/27/2017	Villegas, Martha (Vendor)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101917	10/19/2017		6437L · PROGRAMS (LIT)	-100.00
	Bill	110917	11/09/2017		6437L · PROGRAMS (LIT)	-747.50
TOTAL						-847.50
	Bill Pmt -Check	57807	11/27/2017	W. B. Mason Co., Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	I49027848	10/24/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-329.03
	Bill	I49219469	10/30/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-161.38
	Bill	I49462703	11/06/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-47.19
	Bill	I49547979	11/08/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-43.20
TOTAL						-580.80

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57808	11/27/2017	Wallace, Rosemary	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102717	10/27/2017		6437A · PROGRAMS (ADULT)	-225.00
	Bill	111017	11/10/2017		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						-375.00
	Bill Pmt -Check	57809	11/27/2017	Westbury Window Cleaning & Maintenance	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1133-17	11/11/2017		6452G · BLDG ALTERATION AND MAINT	-320.00
TOTAL						-320.00
	Bill Pmt -Check	57810	11/27/2017	Winters Bros. Hauling of LI, LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	0391879	10/31/2017		6432G · CARTAGE	-285.00
TOTAL						-285.00
	Bill Pmt -Check	57811	11/27/2017	Wischhusen, Will	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102017	10/20/2017		6437N · PROGRAMS (TEEN)	-240.00
TOTAL						-240.00
	Bill Pmt -Check	57812	11/27/2017	Wuthenow, Josephine	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101017	10/10/2017		6435A · CED, CONF & TRAVEL (ADULT)	-25.00
	Bill	111417	11/14/2017		6435A · CED, CONF & TRAVEL (ADULT)	-25.00
TOTAL						-50.00

Mastics Moriches Shirley Community Library
NOVEMBER 27, 2017
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57813	11/27/2017	Xerox Corporation (Chicago)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	300473170	11/01/2017		6439G · EQUIPMENT R & M (GEN)	-2,294.36
TOTAL						-2,294.36
	Bill Pmt -Check	57814	11/27/2017	Xerox Corporation (PA)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	230060734	11/01/2017		6439G · EQUIPMENT R & M (GEN)	-116.00
					6439G · EQUIPMENT R & M (GEN)	-1,013.94
TOTAL						-1,129.94
	Bill Pmt -Check	57815	11/27/2017	Zafar, Tanzeela	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	110617	11/06/2017		6437L · PROGRAMS (LIT)	-130.00
TOTAL						-130.00
	Bill Pmt -Check	57816	11/27/2017	Zoobean, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1408	10/25/2017		6411C · MICRO/REF CD (C&P)	-2,065.00
TOTAL						-2,065.00
	Bill Pmt -Check	57817	11/27/2017	Zuniga-Hernandez, Loreta	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101917	10/19/2017		6437C · PROGRAMS (C&P)	-75.00
TOTAL						-75.00
					TOTAL	-159,350.35

I hereby certify that at a meeting on November 27, 2017
the above vouchers were approved and authorized.

Signed: _____

**MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY
PAYROLL WARRANT
NOVEMBER 3, 2017**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	5758	11/03/2017	1095 Doreen Adamcik	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	11032017	11/03/2017		9060 · MEDICAL INSURANCE	-128.00
TOTAL						<u>-128.00</u>
	Bill Pmt -Check	5759	11/03/2017	1096 Denise Boinay	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	11032017	11/03/2017		9060 · MEDICAL INSURANCE	-109.00
TOTAL						<u>-109.00</u>
	Bill Pmt -Check	5760	11/03/2017	1097 Florence Stonish	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	11032017	11/03/2017		9060 · MEDICAL INSURANCE	-109.00
TOTAL						<u>-109.00</u>
	Bill Pmt -Check	5761	11/03/2017	1098 Mary Abruscato	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	11032017	11/03/2017		9060 · MEDICAL INSURANCE	-110.00
TOTAL						<u>-110.00</u>
	Bill Pmt -Check	5762	11/03/2017	1099 Kathleen Irish	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	11032017	11/03/2017		9060 · MEDICAL INSURANCE	-267.90
TOTAL						<u>-267.90</u>
	Bill Pmt -Check	5763	11/03/2017	1100 Madeline Sacco	L0226 · EMPIRE NAT'L - PAYROLL	

**MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY
PAYROLL WARRANT
NOVEMBER 3, 2017**

Bill	11032017	11/03/2017	9060 · MEDICAL INSURANCE	-111.00
TOTAL				<u>-111.00</u>

Bill Pmt -Check	5764	11/03/2017	1101 William Cicola	L0226 · EMPIRE NAT'L - PAYROLL
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Bill	11032017	11/03/2017	9060 · MEDICAL INSURANCE	-111.00
TOTAL				<u>-111.00</u>

Bill Pmt -Check	5765	11/03/2017	1101.1 Lorna K Hastings	L0226 · EMPIRE NAT'L - PAYROLL
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Bill	11032017	11/03/2017	9060 · MEDICAL INSURANCE	-302.10
TOTAL				<u>-302.10</u>

Bill Pmt -Check	5766	11/03/2017	1102 John R Verbesey	L0226 · EMPIRE NAT'L - PAYROLL
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Bill	11032017	11/03/2017	9060 · MEDICAL INSURANCE	-223.00
TOTAL				<u>-223.00</u>

Bill Pmt -Check	5767	11/03/2017	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL
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Bill	11032017	11/03/2017	L0172 · 403B PRUDENTIAL	-1,525.00
TOTAL				<u>-1,525.00</u>

Bill Pmt -Check	5768	11/03/2017	1112 The NYS Deferred Compensatio	L0226 · EMPIRE NAT'L - PAYROLL
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Bill	11032017	11/03/2017	L0173 · 457B NYS DEFERRED COMP	-1,382.73
TOTAL				<u>-1,382.73</u>

**MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY
PAYROLL WARRANT
NOVEMBER 3, 2017**

Bill Pmt -Check		5769	11/03/2017	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	11032017	11/03/2017			L0171 · 403B MET LIFE	-2,118.00
TOTAL						<u>-2,118.00</u>
Bill Pmt -Check		5770	11/03/2017	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	11032017	11/03/2017			L0500 · CSEA UNION DUES	-2,511.13
TOTAL						<u>-2,511.13</u>
TOTAL						\$ (9,007.86)

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 WARRANT
NOVEMBER 17, 2017**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	5771	11/17/2017	1103 State Of NY Department of Civil Serv	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	518	11/17/2017		9060 · MEDICAL INSURANCE	\$ (77,527.63)
TOTAL						<u>\$ (77,527.63)</u>
	Bill Pmt -Check	5772	11/17/2017	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	11172017	11/17/2017		L0172 · 403B PRUDENTIAL	\$ (1,525.00)
TOTAL						<u>\$ (1,525.00)</u>
	Bill Pmt -Check	5773	11/17/2017	1112 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	602986	11/17/2017		L0173 · 457B NYS DEFERRED COMP	\$ (1,226.84)
TOTAL						<u>\$ (1,226.84)</u>
	Bill Pmt -Check	5774	11/17/2017	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	11/17/2017	11/17/2017		L0171 · 403B MET LIFE	\$ (2,168.00)
TOTAL						<u>\$ (2,168.00)</u>
	Bill Pmt -Check	5775	11/17/2017	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	11172017	11/17/2017		L0500 · CSEA UNION DUES	\$ (2,490.86)
TOTAL						<u>\$ (2,490.86)</u>
	Bill Pmt -Check	5776	11/17/2017	1110 AFLAC	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	789982	11/17/2017		L0625 · AFLAC PRE-TAX	\$ (3,457.87)
					L0626 · AFLAC POST-TAX	\$ (465.67)
TOTAL						<u>\$ (3,923.54)</u>
	Bill Pmt	EFT	11/17/17	1106 NYS Employees'	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill			Retirement System	L0163 · RC ERS CONTRIBUTIONS	\$ (2,680.39)
					L0161 · RL - ERS LOAN	\$ (1,986.00)
					L0160-.1 RA - ERS ARREARS (VOL & MAN	\$ (376.58)
TOTAL						<u>\$ (5,042.97)</u>

**MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY
PAYROLL WARRANT
NOVEMBER 17, 2017**

Bill Pmt	EFT	11/17/17	Hartford Insurance Co	L0226 · EMPIRE NAT'L - PAYROLL	
Bill				L0196 · LONG TER	\$ (633.53)
				9055 · DISABILTY INSURANCE	\$ (1,275.40)
TOTAL					<u>\$ (1,908.93)</u>
TOTAL					\$ (95,813.77)

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 2017

PREPARED & SUBMITTED BY:

**CHRISTOPHER NOWAK
BUSINESS MANAGER**

MMSCL
Operating Funds Monthly Report
October 2017

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 2,799,927.43	\$ 7,474.86	\$ 632,416.04	\$ 1,562.18	\$ 2,176,548.43
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 304,105.81	\$ 3,219.34	\$ 180.32	\$ 195.17	\$ 307,340.00
Empire Nat'l Bank	OPERATING	\$ 248,275.64	\$ 137,078.23	\$ 224,009.51	\$ 100.45	\$ 161,444.81
Empire Nat'l Bank	PAYROLL	\$ 26,846.41	\$ 495,372.85	\$ 497,439.57	\$ -	\$ 24,779.69
						<u>\$ 2,670,112.93</u>

INSTITUTION	PURPOSE	MATURITY DATE	TERM	RATE	BALANCE
Capital One Bank	Denitrification System	XX/XX/201X	12 Months	0.05%	\$ 15,000.00

TOTAL INVESTMENTS: \$ 15,000.00

TOTAL CASH & INVESTMENTS: \$ 2,685,112.93

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through October 2017

	TOTAL							
	Jul 17	Aug 17	Sep 17	Oct 17	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
2000 · PROPERTY TAX REVENUES	0.00	0.00	0.00	0.00	0.00	9,214,000.00	-9,214,000.00	0.0%
2082 · FINES AND FEES	4,267.00	4,638.63	5,853.33	4,050.45	18,809.41	71,000.00	-52,190.59	26.49%
2360 · CONTRACTS WITH OTHER LIBR.	259,448.12	0.00	0.00	0.00	259,448.12	350,000.00	-90,551.88	74.13%
2401 · INTEREST	2,690.56	2,383.06	1,913.82	1,662.63	8,650.07	15,000.00	-6,349.93	57.67%
2650 · SALES OF EXCESS MATERIAL	215.85	155.00	57.90	37.00	465.75			
2670 · SALES OF BOOKS	0.00	152.41	0.00	0.00	152.41			
2671 · FEDERAL & STATE GRANTS	0.00	0.00	10,000.00	0.00	10,000.00			
2705 · GIFTS AND DONATIONS	0.00	0.00	143.94	0.00	143.94			
2760 · SYSTEM & STATE AID	0.00	13,022.10	0.00	1,446.90	14,469.00	25,000.00	-10,531.00	57.88%
2770 · UNCLASSIFIED REVENUE	1.30	0.00	0.00	0.00	1.30			
2771 · COPIER REVENUE - CONTRACT (R)	623.60	470.11	1,849.56	973.95	3,917.22	12,000.00	-8,082.78	32.64%
2771A · COPIER REVENUE - INHOUSE (N)	3.15	0.05	1.40	0.00	4.60			
2772A · ADULT-ADULT PRINTER	470.00	0.00	2,056.40	684.00	3,210.40			
2800 · Program Receipts	0.00	0.00	0.00	0.00	0.00	12,000.00	-12,000.00	0.0%
Total Income	267,719.58	20,821.36	21,876.35	8,854.93	319,272.22	9,699,000.00	-9,379,727.78	3.29%
Gross Profit								
	267,719.58	20,821.36	21,876.35	8,854.93	319,272.22	9,699,000.00	-9,379,727.78	3.29%
Expense								
6000 · SALARIES AND WAGES								
6141 · PROFESSIONAL SALARIES								
6141A · PROFESSIONAL (ADULT)	44,830.24	45,820.04	45,628.48	45,472.65	181,751.41	811,229.00	-629,477.59	22.4%
6141C · PROFESSIONAL (C&P)	47,571.04	48,578.77	46,810.37	46,232.87	189,193.05	620,211.00	-431,017.95	30.51%
6141D · PROFESSIONAL (DIGITAL)	19,059.62	19,131.03	19,118.43	20,247.16	77,556.24	302,497.00	-224,940.76	25.64%
6141N · PROFESSIONAL (TEEN)	21,302.62	20,711.23	19,281.20	19,728.40	81,023.45	285,756.00	-204,732.55	28.35%
6141S · COMM SERV LIBR (SVC)	13,735.88	13,776.40	10,410.77	11,867.42	49,790.47	232,133.00	-182,342.53	21.45%
6141T · PROFESSIONAL (TECH)	11,263.82	11,271.46	10,998.88	11,761.97	45,296.13	192,173.00	-146,876.87	23.57%

						TOTAL		
	Jul 17	Aug 17	Sep 17	Oct 17	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
Total 6141 · PROFESSIONAL SALARIES	157,763.22	159,288.93	152,248.13	155,310.47	624,610.75	2,443,999.00	-1,819,388.25	25.56%
6142 · CLERICAL SALARIES								
6142A · CLERICAL (ADULT)	25,778.43	61,922.46	26,277.04	26,258.26	140,236.19	371,303.00	-231,066.81	37.77%
6142C · CLERICAL (C&P)	17,998.08	18,145.23	20,466.35	21,342.58	77,952.24	297,048.00	-219,095.76	26.24%
6142D · CLERICAL (DIGITAL)	3,298.25	3,923.08	3,923.08	3,923.08	15,067.49	43,004.00	-27,936.51	35.04%
6142G · CLERICAL (GEN)	5,117.61	13,938.52	7,267.65	7,388.38	33,712.16	115,235.00	-81,522.84	29.26%
6142L · CLERICAL (LIT)	16,769.87	10,073.82	13,851.01	14,070.85	54,765.55	218,381.00	-163,615.45	25.08%
6142N · CLERICAL (TEEN)	8,469.29	9,284.64	8,290.77	8,587.65	34,632.35	111,877.00	-77,244.65	30.96%
6142R · CLERICAL (CIRC)	24,288.03	25,291.35	24,836.79	25,036.59	99,452.76	356,521.00	-257,068.24	27.9%
6142S · CLERICAL (SVC)	180.23	0.00	0.00	0.00	180.23	26,706.00	-26,525.77	0.68%
6142T · CLERICAL (TECH)	9,360.09	9,380.06	9,300.26	9,417.54	37,457.95	118,364.00	-80,906.05	31.65%
6142X · CLERICAL (WIRES)	964.36	1,401.91	1,923.81	1,991.30	6,281.38			
Total 6142 · CLERICAL SALARIES	112,224.24	153,361.07	116,136.76	118,016.23	499,738.30	1,658,439.00	-1,158,700.70	30.13%
6143 · PAGE SALARIES								
6143A · PAGE (ADULT)	13,151.00	11,790.94	12,743.69	14,754.79	52,440.42	204,012.00	-151,571.58	25.71%
6143C · PAGE (C&P)	11,113.58	10,607.76	9,479.89	12,184.63	43,385.86	159,750.00	-116,364.14	27.16%
6143L · PAGE (LIT)	683.95	744.60	701.25	673.20	2,803.00	6,550.00	-3,747.00	42.79%
6143N · PAGE (TEEN)	1,708.80	1,909.50	1,461.43	1,443.10	6,522.83	17,778.00	-11,255.17	36.69%
6143R · PAGE (CIRC)	2,472.00	1,856.40	2,155.21	2,493.65	8,977.26	28,469.00	-19,491.74	31.53%
6143T · PAGE (TECH)	3,714.78	3,860.34	3,354.09	3,434.49	14,363.70	57,727.00	-43,363.30	24.88%
Total 6143 · PAGE SALARIES	32,844.11	30,769.54	29,895.56	34,983.86	128,493.07	474,286.00	-345,792.93	27.09%
6144 · CUSTODIAL								
6144G · CUSTODIAL	16,855.58	15,605.97	16,273.16	17,226.42	65,961.13	251,803.00	-185,841.87	26.2%
Total 6144 · CUSTODIAL	16,855.58	15,605.97	16,273.16	17,226.42	65,961.13	251,803.00	-185,841.87	26.2%
6145 · SECURITY								
6145G · SECURITY	15,084.75	15,969.78	15,891.70	18,812.00	65,758.23	221,703.00	-155,944.77	29.66%
Total 6145 · SECURITY	15,084.75	15,969.78	15,891.70	18,812.00	65,758.23	221,703.00	-155,944.77	29.66%

						TOTAL		
	Jul 17	Aug 17	Sep 17	Oct 17	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
6146 · TECHNICIAN								
6146W · TECHNICAL (WIRES)	14,363.89	32,267.83	14,903.66	28,595.88	90,131.26	200,572.00	-110,440.74	44.94%
6146X · INFO-TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	12,795.00	-12,795.00	0.0%
Total 6146 · TECHNICIAN	14,363.89	32,267.83	14,903.66	28,595.88	90,131.26	213,367.00	-123,235.74	42.24%
6147 · ADMINISTRATIVE								
Total 6147 · ADMINISTRATIVE	28,799.88	21,312.04	21,312.04	21,312.04	92,736.00	283,056.00	-190,320.00	32.76%
Total 6000 · SALARIES AND WAGES	377,935.67	428,575.16	366,661.01	394,256.90	1,567,428.74	5,546,653.00	-3,979,224.26	28.26%
6200 · EMPLOYEE BENEFITS								
9010 · RETIREMENT	0.00	4,871.27	0.00	0.00	4,871.27	636,928.00	-632,056.73	0.77%
9030 · SOCIAL SECURITY	28,160.07	32,026.14	27,267.62	28,563.95	116,017.78	380,000.00	-263,982.22	30.53%
9040 · WORKERS' COMPENSATION	0.00	-6,218.70	-4,953.47	0.00	-11,172.17	85,000.00	-96,172.17	-13.14%
9050 · UNEMPLOYMENT INSURANCE	1,443.00	0.00	0.00	333.00	1,776.00	2,500.00	-724.00	71.04%
9055 · DISABILTY INSURANCE	1,470.86	1,598.22	615.57	1,273.78	4,958.43	21,500.00	-16,541.57	23.06%
9060 · MEDICAL INSURANCE	66,144.41	68,292.27	70,446.34	70,314.82	275,197.84	851,220.00	-576,022.16	32.33%
Total 6200 · EMPLOYEE BENEFITS	97,218.34	100,569.20	93,376.06	100,485.55	391,649.15	1,977,148.00	-1,585,498.85	19.81%
6410A · BOOKS (ADULT)								
6410A.e · E-BOOKS (ADULT)	54.81	0.00	0.00	-310.88	-256.07			
6410A · BOOKS (ADULT) - Other	8,942.99	8,330.71	9,607.56	6,062.39	32,943.65	184,000.00	-151,056.35	17.9%
Total 6410A · BOOKS (ADULT)	8,997.80	8,330.71	9,607.56	5,751.51	32,687.58	184,000.00	-151,312.42	17.77%
6410C · BOOKS (C&P)								
6410C.e · E-BOOKS (C&P)	0.00	0.00	0.00	-19.00	-19.00			
6410C · BOOKS (C&P) - Other	2,326.42	2,875.15	4,674.66	5,046.31	14,922.54	119,500.00	-104,577.46	12.49%
Total 6410C · BOOKS (C&P)	2,326.42	2,875.15	4,674.66	5,027.31	14,903.54	119,500.00	-104,596.46	12.47%
6410L · BOOKS (LIT)	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6410N · BOOKS (TEEN)								

	TOTAL							
	Jul 17	Aug 17	Sep 17	Oct 17	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
6410N.e · E-BOOKS (TEEN)	0.00	0.00	0.00	-20.72	-20.72			
6410N · BOOKS (TEEN) - Other	485.43	424.00	1,924.32	722.06	3,555.81	27,000.00	-23,444.19	13.17%
Total 6410N · BOOKS (TEEN)	485.43	424.00	1,924.32	701.34	3,535.09	27,000.00	-23,464.91	13.09%
6410T · BOOKS (TECH)	0.00	61.46	0.00	0.00	61.46	900.00	-838.54	6.83%
6411A · MICRO/REF CD (ADULT)	7,265.30	2,615.63	6,038.46	4,200.00	20,119.39	46,000.00	-25,880.61	43.74%
6411C · MICRO/REF CD (C&P)	94.30	0.00	5,400.00	2,815.00	8,309.30	18,250.00	-9,940.70	45.53%
6411N · MICRO/REF CD (TEEN)	94.29	0.00	5,400.00	750.00	6,244.29	17,000.00	-10,755.71	36.73%
6412A · RECORDINGS (ADULT)	2,010.81	3,056.45	2,225.26	4,380.01	11,672.53	47,200.00	-35,527.47	24.73%
6412C · RECORDINGS (C&P)	268.11	531.57	129.81	638.91	1,568.40	10,000.00	-8,431.60	15.68%
6412N · RECORDINGS (TEEN)	365.21	737.10	26.08	885.67	2,014.06	10,000.00	-7,985.94	20.14%
6413A · PERIODICALS (ADULT)	408.38	0.00	52.98	12,207.50	12,668.86	33,000.00	-20,331.14	38.39%
6413C · PERIODICALS (C&P)	0.00	17.99	0.00	376.14	394.13	6,325.00	-5,930.87	6.23%
6413D · PERIODICALS (ADM)	0.00	57.00	0.00	171.00	228.00	1,000.00	-772.00	22.8%
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	132.00	132.00	2,590.00	-2,458.00	5.1%
6413T · PERIODICALS (TECH)	0.00	0.00	0.00	0.00	0.00	250.00	-250.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	100.43	0.00	0.00	100.43	150.00	-49.57	66.95%
6417A · VIDEOS (ADULT)	5,609.01	6,009.29	6,722.59	5,804.52	24,145.41	90,000.00	-65,854.59	26.83%
6417C · VIDEOS (C&P)	871.98	338.36	520.04	1,295.78	3,026.16	33,000.00	-29,973.84	9.17%
6417L · VIDEOS (LIT)	0.00	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
6417N · VIDEOS (TEEN)	269.86	456.66	0.00	62.00	788.52	6,000.00	-5,211.48	13.14%
6419G · SOFTWARE (GEN)	-215.63	6,050.00	0.00	0.00	5,834.37	10,000.00	-4,165.63	58.34%
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%
6419W · SOFTWARE (WIRES)	4,096.00	0.00	299.22	0.00	4,395.22	16,000.00	-11,604.78	27.47%
6428D · MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6429C · REALIA (C&P)	0.00	1,175.41	74.93	550.85	1,801.19	4,500.00	-2,698.81	40.03%
6430G · OFFICE AND LIBRARY SUPPLIES	1,883.38	4,957.43	1,443.86	6,620.99	14,905.66	60,000.00	-45,094.34	24.84%
6431D · TELECOMMUNICATIONS	12,362.43	4,334.35	3,943.84	3,947.05	24,587.67	55,050.00	-30,462.33	44.66%
6432G · CARTAGE	285.00	285.00	285.00	285.00	1,140.00	3,250.00	-2,110.00	35.08%
6433G · POSTAGE	3,402.18	5,064.78	4,448.05	4,408.84	17,323.85	59,000.00	-41,676.15	29.36%

	TOTAL							
	Jul 17	Aug 17	Sep 17	Oct 17	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
6434A · PRINTING (ADULT)	0.00	0.00	0.00	0.00	0.00	4,275.00	-4,275.00	0.0%
6434C · PRINTING (C&P)	0.00	0.00	0.00	673.91	673.91	7,000.00	-6,326.09	9.63%
6434G · PRINTING (GEN)	6,967.00	8,371.00	6,581.00	6,673.48	28,592.48	100,000.00	-71,407.52	28.59%
6434L · PRINTING (LIT)	0.00	0.00	0.00	42.91	42.91	500.00	-457.09	8.58%
6434N · PRINTING (TEEN)	0.00	0.00	0.00	42.92	42.92	6,000.00	-5,957.08	0.72%
6434R · PRINTING (CIRC)	0.00	0.00	0.00	0.00	0.00	6,500.00	-6,500.00	0.0%
6434S · PRINTING (COMM SRV)	0.00	0.00	0.00	42.92	42.92	5,000.00	-4,957.08	0.86%
6435A · CED, CONF & TRAVEL (ADULT)	116.13	27.00	25.00	1,216.31	1,384.44	4,000.00	-2,615.56	34.61%
6435C · CED, CONF & TRAVEL (C&P)	126.57	105.33	228.18	1,104.46	1,564.54	5,250.00	-3,685.46	29.8%
6435D · CED, CONF & TRAVEL (ADM)	1,383.90	2,770.84	936.58	372.46	5,463.78	7,500.00	-2,036.22	72.85%
6435Dig · CED, CONF & TRAVEL (DIGITAL)	17.36	172.24	70.65	328.00	588.25	5,000.00	-4,411.75	11.77%
6435G · CED, CONF & TRAVEL (GEN)	116.10	300.00	37.56	216.10	669.76	3,000.00	-2,330.24	22.33%
6435L · CED, CONF & TRAVEL (LIT)	116.13	0.00	338.94	252.15	707.22	7,000.00	-6,292.78	10.1%
6435N · CED, CONF & TRAVEL (TEEN)	527.51	201.49	190.24	1,274.34	2,193.58	6,000.00	-3,806.42	36.56%
6435R · CED, CONF & TRAVEL (CIRC)	116.13	85.00	0.00	116.13	317.26	3,000.00	-2,682.74	10.58%
6435S · CED, CONF & TRAV (COMM SRV)	606.83	0.00	120.82	622.04	1,349.69	3,000.00	-1,650.31	44.99%
6435T · CED, CONF & TRAVEL (TECH)	116.13	422.00	0.00	116.13	654.26	2,950.00	-2,295.74	22.18%
6435W · CED, CONF & TRAVEL (WIRES)	128.81	0.00	0.00	116.13	244.94	4,000.00	-3,755.06	6.12%
6436 · CONTRACTS	0.00	0.00	0.00	0.00	0.00	90,000.00	-90,000.00	0.0%
6437A · PROGRAMS (ADULT)	3,430.17	4,973.99	4,860.21	4,179.30	17,443.67	66,000.00	-48,556.33	26.43%
6437C · PROGRAMS (C&P)	10,715.87	11,260.45	3,766.46	7,779.32	33,522.10	80,000.00	-46,477.90	41.9%
6437D · PROGRAMS (DIGITAL)	2,487.42	580.54	306.07	613.13	3,987.16	10,000.00	-6,012.84	39.87%
6437L · PROGRAMS (LIT)	2,492.11	7,969.47	2,776.60	5,839.07	19,077.25	75,000.00	-55,922.75	25.44%
6437N · PROGRAMS (TEEN)	5,148.04	5,809.43	3,390.51	4,854.17	19,202.15	60,000.00	-40,797.85	32.0%
6437P · PROFESSIONAL FEES								
643760 · PLANTINGS	150.00	150.00	150.00	150.00	600.00	1,800.00	-1,200.00	33.33%
643765 · PROMOTION AND PUBLICITY	3,044.03	4,203.60	6,591.46	896.36	14,735.45	25,000.00	-10,264.55	58.94%
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	17,000.00	-17,000.00	0.0%
6437P02 · AUDITOR	1,000.00	0.00	500.00	0.00	1,500.00	6,000.00	-4,500.00	25.0%
6437P10 · ELECTION	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6437P11 · FSA ADMINISTRATION	131.50	131.50	131.50	131.50	526.00	1,578.00	-1,052.00	33.33%

	TOTAL							
	Jul 17	Aug 17	Sep 17	Oct 17	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
6437P12 · PAYROLL SERVICES	1,339.50	1,300.01	1,319.40	1,381.51	5,340.42	22,000.00	-16,659.58	24.28%
6437P13 · ARMORED CAR SERVICE	180.10	177.96	178.97	200.88	737.91	2,040.00	-1,302.09	36.17%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	152.24	0.00	152.24	0.00	304.48			
6437P16 · STAFF BACKGROUND SCREEN	0.00	147.30	0.00	1,085.40	1,232.70	4,000.00	-2,767.30	30.82%
6437P17 · TRANSLATION SERVICES	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6437P3 · APPRAISAL SERVICES	330.00	0.00	0.00	0.00	330.00			
6437P4 · ATTORNEY	9,453.75	1,703.75	2,741.08	1,940.00	15,838.58	38,000.00	-22,161.42	41.68%
6437P5 · BACKFLOW INSPECTION	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6437P7 · COLLECTION AGENCY	116.35	152.15	143.20	98.45	510.15	2,000.00	-1,489.85	25.51%
6437P8 · DENITE SYSTEMS ANALYSIS	0.00	0.00	330.00	0.00	330.00	400.00	-70.00	82.5%
6437P9 · EAP	7,650.00	0.00	0.00	0.00	7,650.00	7,650.00	0.00	100.0%
6437P · PROFESSIONAL FEES - Other	0.00	0.00	0.00	299.00	299.00			
Total 6437P · PROFESSIONAL FEES	23,547.47	7,966.27	12,237.85	6,183.10	49,934.69	135,618.00	-85,683.31	36.82%
6438 · DUES	0.00	150.00	1,120.00	698.00	1,968.00	5,000.00	-3,032.00	39.36%
6439A · EQUIPMENT R & M (ADULT)	0.00	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
6439C · EQUIPMENT R & M (C&P)	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
6439G · EQUIPMENT R & M (GEN)	5,375.86	3,244.15	4,962.46	4,890.34	18,472.81	50,000.00	-31,527.19	36.95%
6439N · EQUIPMENT R & M (TEEN)	0.00	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
6439R · EQUIPMENT R & M (CIRC)	0.00	21,447.26	0.00	0.00	21,447.26	50,000.00	-28,552.74	42.9%
6439T · EQUIPMENT R & M (TECH)	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	1,413.75	2,066.40	0.00	5,393.62	8,873.77	26,000.00	-17,126.23	34.13%
6450E · ELECTRICITY	15,536.88	15,481.09	30,898.72	0.00	61,916.69	125,000.00	-63,083.31	49.53%
6450F · FUEL/GAS	475.77	520.73	374.51	878.33	2,249.34	15,000.00	-12,750.66	15.0%
6450W · WATER	395.17	0.00	0.00	475.54	870.71	1,500.00	-629.29	58.05%
6451G · CUSTODIAL SUPPLIES	418.81	993.89	1,424.83	1,848.24	4,685.77	19,000.00	-14,314.23	24.66%
6452G · BLDG ALTERATION AND MAINT	6,322.87	2,140.10	11,919.15	2,561.00	22,943.12	72,041.00	-49,097.88	31.85%
6454 · INSURANCE	65,455.46	0.00	0.00	0.00	65,455.46	67,000.00	-1,544.54	97.7%
6485G · Bank Fees	25.00	0.00	0.00	50.00	75.00			
7203 · EQUIPMENT - Capital Purchases								
7203A · EQUIPMENT ADULT	0.00	0.00	-9.76	1,641.12	1,631.36	4,000.00	-2,368.64	40.78%
7203C · EQUIPMENT C & P	287.54	2,345.00	0.00	1,398.71	4,031.25	5,000.00	-968.75	80.63%

						TOTAL							
						Jul 17	Aug 17	Sep 17	Oct 17	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
7203D · EQUIPMENT ADMIN						0.00	0.00	0.00	3,679.70	3,679.70	2,500.00	1,179.70	147.19%
7203G · EQUIPMENT BUS OFF						0.00	0.00	0.00	0.00	0.00	9,500.00	-9,500.00	0.0%
7203L · EQUIPMENT LITERACY						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7203N · EQUIPMENT TEEN						0.00	366.98	0.00	1,398.70	1,765.68	8,000.00	-6,234.32	22.07%
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	297.60	159.00	456.60	2,000.00	-1,543.40	22.83%
7203W · EQUIPMENT WIRE						2,802.09	23,919.62	497.85	4,039.26	31,258.82	140,000.00	-108,741.18	22.33%
Total 7203 · EQUIPMENT - Capital Purchases						3,089.63	26,631.60	785.69	12,316.49	42,823.41	172,000.00	-129,176.59	24.9%
Total Expense						682,703.15	700,313.40	600,605.76	627,523.91	2,611,146.22	9,699,000.00	-7,087,853.78	26.92%
Net Ordinary Income						-414,983.57	-679,492.04	-578,729.41	-618,668.98	-2,291,874.00	0.00	-2,291,874.00	100.0%
Other Income/Expense													
Other Expense													
7500 · BUILDING IMPROVEMENTS						43,709.75	33,688.08	12,586.54	15,243.11	105,227.48			
Total Other Expense						43,709.75	33,688.08	12,586.54	15,243.11	105,227.48			
Net Other Income						-43,709.75	-33,688.08	-12,586.54	-15,243.11	-105,227.48	0.00	-105,227.48	100.0%
Net Income						-458,693.32	-713,180.12	-591,315.95	-633,912.09	-2,397,101.48	0.00	-2,397,101.48	100.0%

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

CAPITAL FUND FINANCIAL REPORT

OCTOBER 2017

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-17		\$ 4,599,507.19	\$ 2,734.50	\$ -	\$ 4,602,241.69
August-17		\$ 4,602,241.69	\$ 2,736.13	\$ -	\$ 4,604,977.82
September-17		\$ 4,604,977.82	\$ 2,649.44	\$ -	\$ 4,607,627.26
October-17		\$ 4,607,627.26	\$ 2,941.31	\$ -	\$ 4,610,568.57
				Grand Total :	\$ 4,610,568.57

Director's Report

November 2017

MMSCL Long Range Plan

I have been writing a Long Range Plan for the Library extending 2017-2020. You received a draft from me this month for your review and input. We have a tremendous amount of customer feedback gathered through the Envision process and from recent surveys. Input from Department Heads came through their recent individual strategic planning efforts. Staff at large will have an opportunity to comment and suggest additions. We hope to finalize the plan by the end of 2017.

Facility

- Leaks persist over circulation department and the large skylight in the Adult Department
- Emergency Exit Door repaired

Safety

- Fire Drill Complete – Thanks to Stephen Burg for coordinating our most recent Fire Drill.
- Emergency Manual and Procedures being reviewed and revised with staff. – Nick Tanzi is coordinating the project for us.
- Blind Project almost complete.

As part of our “Active Shooter” training our safety consultant strongly recommended we replace the “Levelor” blinds in the library as they give away office and room occupancy by moving when people enter and leave. We replaced our blinds this month with low transparency shades. In the event of an active shooter staff and patrons could shelter-in-place with a better chance of remaining unseen. The shades also reduce the heat load we experience each afternoon through our front windows which can reduce increased cooling costs.

Staffing & Workflows

CLS is progressing smoothly now which has freed up technical services staff who were manually processing new items for the collection. We are taking this opportunity to review our inter-library loan work processes to consolidate them into the technical services department as part of our effort to streamline “Materials Management”.

Proposed New Library Project

A majority of my previous month's work has revolved around the proposed Library Project. We are working to create all the information resources and schedule meetings that will occur in upcoming months. There is a lot of work happening with regard to the SEQRA process and the legal issues related to scheduling a public referendum on the project. I am happy to say that everything is progressing smoothly at this point.

Half Hollow Hills Community Overwhelmingly Passes Bond Vote for New Library

We are excited for our Suffolk County Library colleagues whose community voted in favor of their recent bond vote. The measure passed 1255 yes to 632 no. We will follow their project with interest as they move forward.

Meetings & Continuing Education

I attended a number of Rotary Meetings, LILRC Board Meetings, and the Internet Librarian Conference in October. The conference was an excellent experience with a tremendous amount of programs about Library transformation and their role as educational institutions in their community. Thank you for the opportunity to attend.

	July	August	September	October	November	December
Patron Visits (new counter as of 8-15)	31,735	28,184	30,093	37,779		
Website Visits	34,515	35,242				
Adult	2,668	2831				
Children's	626	531				
Teen	412	424				
Program Calendar	2,293	2,117				
Library Link	251	298				
CommunityLibrary.org	18,423	19,828				
Facebook						
Mobile App						
Circulation	46,559	47,476	44,908	48,327	-	-
Staff assisted checkouts & renewals	21,567	22,307	21,133	22,893		
Express Lane Checkouts & renewals	11,512	11,221	10,810	11,452		
Renewals by patrons (web)	7,810	8,242	7,573	8,783		
Museum Pass Checkouts	94	90	44	37		
eBook Checkouts	2,891	2,989	2,692	2,679		
Movie Streams/Downloads	121	170	153	129		
Music Streams/Downloads	1,381	1,250	1,429	1,234		
eAudiobook Checkouts	906	956	906	895		
eMagazine Checkouts	277	251	168	225		
ILLs out	1,909	1,836	1,807	1,927		
ILLs in	1,423	1,608	1,263	1,459		
Holds	4,091	4,249	4,030	4,097		
Filled Holds	3,231	3,514	3,029	3,228		
New Library Cards	258	296	325	344		
New/Renewed Contract Patrons	7	18	18	12		
Computer Usage	7,837	8,299	3,912	4,483	-	-
Adult	2,984	3,439	3,152	3,554		
Children's	983	1,156	408	443		

Teen	450	490	352	486		
Public Wireless	3,420	3,214				
Fax/Copy/email service	1,992	2,232	2,155	2,274		
Reference Questions	2,795	3,295	2,595	2,518	-	-
Adult	1,977	2,518	2,066	1,886		
Children's	700	685	414	548		
Teen	64	32	39	32		
Chat Reference	54	60	76	52		
Other Questions	4,590	5,272	3,795	5,674	-	-
Adult	1,578	2,612	1,927	2,546		
Children's	2,491	2,316	1,490	2,341		
Teen	521	344	378	787		
Programs, In-House Attendance	6,378	5,865	3,551	4,648	-	-
Programs, In-House Sessions	403	444	327	390	-	-
Adult	999	1,068	626	809		
Adult # of Sessions	125	150	142	145		
Children's	3,453	2,492	1,089	1,950		
Children's # of Sessions	94	95	47	77		
Teen	555	390	364	423		
Teen # of Sessions	67	64	46	62		
Community Services						
Community Services # of Sessions						
Outside Organizations	1,371	1,915	1,472	1,466		
Outside Organizations # of Sessions	117	135	92	106		
Programs, Offsite Attendance	346	1,694	1,178	1,416	70	-
Programs, Offsite Sessions	22	28	27	35	1	-
Adult	64	137	86	167		
Adult # of Sessions	5	5	6	13		
Children's	98	651	785	689		
Children's # of Sessions	7	12	20	11		

Teen	42	25	-	160		
Teen # of Sessions	6	6	-	7		
Community Services	142	881	307	400	70	
Community Services # of Sessions	4	5	1	4	1	
Outside Organizations						
Outside Organizations # of Sessions						

Programs, Literacy Attendance	977	712	478	2,303	-	-
Programs, Literacy Sessions	22	17	31	144	-	-
In-house Attendance	411	303	347	494		
In-house Children's Attendance	566	409	131	130		
In-house # of Sessions	22	17	31	48		
Offsite attendance				1,391		
Offsite Children's Attendance, toddler				192		
Offsite Children's Attendance, school age				288		
Offsite # of sessions				96		
Hours of Instruction, Literacy in-house						
Hours of Instruction, Literacy offsite						

January	February	March	April	May	June	YTD Total	Last YTD Total	Percent Change	# Change
						127,791	138,494	-7.73%	(10703)
						69,757	139,237	-49.90%	(69480)
						5,499	13,762	-60.04%	(8263)
						1,157	2,920	-60.38%	(1763)
						836	2,295	-63.57%	(1459)
						4,410	6,074	-27.40%	(1664)
						549	1,099	-50.05%	(550)
						38,251	77,166	-50.43%	(38915)
						-	-	#DIV/0!	0
						187,270	208,806	-10.31%	(21536)
						87,900	101,062	-13.02%	(13162)
						44,995	56,029	-19.69%	(11034)
						32,408	27,681	17.08%	4727
						265	182	45.60%	83
						11,251	10,907	3.15%	344
						573	1,161	-50.65%	(588)
						5,294	8,030	-34.07%	(2736)
						3,663	3,266	12.16%	397
						921	488	88.73%	433
						7,479	7,807	-4.20%	(328)
						5,753	7,412	-22.38%	(1659)
						16,467	19,124	-13.89%	(2657)
						13,002	15,228	-14.62%	(2226)
						1,223	1,194	2.43%	29
						55	462	-88.10%	(407)
						24,531	30,070	-18.42%	(5539)
						13,129	13,656	-3.86%	(527)
						2,990	3,040	-1.64%	(50)

						1,778	2,299	-22.66%	(521)
						6,634	11,075	-40.10%	(4441)
						8,653	8,457	2.32%	196
						11,203	8,440	32.74%	2763
						8,447	5,135	64.50%	3312
						2,347	3,096	-24.19%	(749)
						167	209	-20.10%	(42)
						242	-	#DIV/0!	242
						19,331	16,822	14.91%	2509
						8,663	8,479	2.17%	184
						8,638	6,940	24.47%	1698
						2,030	1,403	44.69%	627
						20,442	18,297	11.72%	2145
						1,564	1,499	4.34%	65
						3,502	4,219	-16.99%	(717)
						562	542	3.69%	20
						8,984	5,110	75.81%	3874
						313	265	18.11%	48
						1,732	1,828	-5.25%	(96)
						239	233	2.58%	6
						-	-	#DIV/0!	0
						-	-	#DIV/0!	0
						6,224	7,140	-12.83%	(916)
						450	459	-1.96%	(9)
						4,704	3,576	31.54%	1128
						113	130	-13.08%	(17)
						454	329	37.99%	125
						29	21	38.10%	8
						2,223	2,825	-21.31%	(602)
						50	65	-23.08%	(15)

227	422	-46.21%	(195)
19	44	-56.82%	(25)
1,800	-	#DIV/0!	1800
15	-	#DIV/0!	15
-	-	#DIV/0!	0
-	-	#DIV/0!	0

-	-	-	-	-	-	4,470	4,887	-8.53%	(417)
-	-	-	-	-	-	214	200	7.00%	14
						1,555	1,322	17.62%	233
						1,236	965	28.08%	271
						118	78	51.28%	40
						1,391	1,976	-29.61%	(585)
						192			
						288	624	-53.85%	(336)
						96	122	-21.31%	(26)
						-	-	#DIV/0!	0
						-	-	#DIV/0!	0



11/13/17

Kerri Rosalia, Director
Mastic- Moriches- Shirley Community Library
407 William Floyd Pkwy
Shirley, NY 11967

Dear MS Rosalia:

I am writing to inform you that your library is the **First Place** winner of the 2017 Suffolk Library Marketing Award (SLMA), presented by the PR & Marketing Committee of the Reference and Adult Services Division of the Suffolk County Library Association. The award will be presented at the SCLA Dinner on Friday, November 17, 2017, at the Brentwood Country Club.

The PR & Marketing Committee will sponsor a meeting on 1/18/18 in the SCLS Blue Room at which we will discuss the marketing campaigns from the seven applications for the 2017 award. We hope at least one staff member from your library will be able to attend. We will send you more detailed information in the near future.

We thank your library for taking the time to apply for our award. We look forward to meeting you and your staff at the dinner.

Sincerely,

Jo-Ann Carhart, East Islip Public Library
Joan Cook, Suffolk County Community College Library
SLMA Award Co-Chairs

MASTICS
MORICHES
SHIRLEY

COMMUNITY LIBRARY

SMALL BUSINESS EXPO

The library held a successful Small Business Expo on Tuesday October 24th, 2017 to give local businesses a chance to showcase their products and services to the community. Twenty-five local businesses attended and many library visitors came through the Expo. Small business owners also learned about library programs such as SCORE business counseling, business research databases and how they could take online business courses through the library's digital learning platform, Lynda.com. Thanks to librarian Tara Moran, Expo organizer. Pictured are some businesses who exhibited.



Lemon Spa, Emils DesChamps, Owner



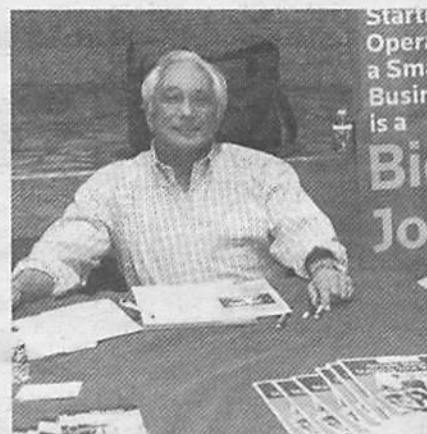
New York Commercial Bank, Jennifer Angela, Rep.



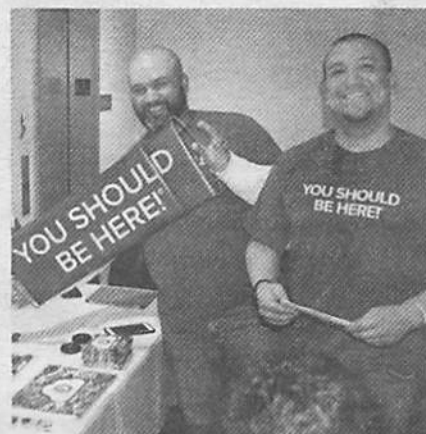
2Stellz Gourmet Cheesecake, MaryAnn Schero, Co-Owner



Movement Mortgage, Paul Quinn



SCORE Small Business Mentor, Michael Rothbart



Dream Trips, Andres Rodriguez

Assistant Director's Report

Prepared by Nick Tanzi, November 2017

In the past month, I have continued to work with the Library's Circulation Department on a revamping of their service model. On Wednesday, December 6th, the department will roll recommit to assigning a staff member to facilitate use of four self-check stations. Responsibilities will include instructing patrons on their use, troubleshooting hardware/software problems and the creation of accounts for patron online management. The plan is to add additional adjacent services to Circulation responsibilities, including the placing of holds so that a patron can complete the bulk of their transactions at a single desk rather than shuffling among two or more.

In pursuit of further efficiencies, we are currently exploring point of sale systems that interfaces with our ILS (integrated library system). This has the potential of speeding up payment transactions and dropping a 3rd party payment processing software to simplify the process.

As our Information Technology and Digital Services staff work to bring wireless printing to our patrons, I am working to update our printing policy, with the aim of consistency between photocopy machines and printers. A revised policy would then be applied to our system when assessing printing charges at a "print release station".

Having prioritized patron privacy, DH Lorraine Squires has assembled a staff training curriculum which was placed in digital form by librarian Nicole Parisi. Training will therefore consist of an online course with accompanying quizzes, allowing for flexible training periods, easy onboarding for new staff and retraining at regular intervals.

Meetings Attended:

PALS Director's Meeting: November 1, 2017

New York Library Association Annual Conference: November 8-11, 2017.

Suffolk County Library Association Annual Meeting: November 17, 2017.



Assistant Director's Report November 2017

Administrative & Personnel Duties

- Interviewed 2 RASD part time librarian candidates. Assisted RASD with staffing plan related to FT/PT positions and reference desk assignments as well as clerical office duties. With one FT RASD clerk on medical leave and other personnel changes coming up in the next few months, we will be working closely with Technical Services and Assistant Director Nick Tanzi to transition the functions of interlibrary loan to a new Materials Management work flow.
- The public service department heads are working on their strategic plans, based on review of current operating statistics and metrics for the past year. We are meeting regularly and implementing some data collection activities to better track customer use and satisfaction in the library and at public programs.
- Reviewed literacy large group instruction job qualifications and salary rates. Assisted with Teen department personnel issues regarding two employees. Guided the Children's department in replacing one FT librarian position by appointment from civil service.
- Reviewed draft Library Surveillance Policy for security with attorney.
- 3 patrons were banned due to security incidents at the library this month, 2 teens and one adult.

Community Outreach Activities

- Served on **Mastic Shirley Chamber of Commerce Halloween Event** organizing committee. This year's event was held on October 28th at the Mastic Firehouse. Over 130 local children attended with their caregivers. A professional magic show delighted the audience, and there was a costume





contest with gift cards as prizes. Colonial Youth and Family Services volunteers used the library meeting rooms to stuff goody bags with donated candy and small promotional items from businesses for the event. We also were invited to set up a booth at **Tri Hamlet Sports Club's Trunk or Treat**, for the first time ever. Thank you to Liz Horbel from Circulation for assisting.

- Attended the newly active **Mastic Beach Chamber of Commerce** meeting. This chamber is looking to reactivate and re-energize its' members due to the change of leadership from a Village back to Brookhaven Town governance. They are interested in improving the quality of life for businesses on Neighborhood road.

- Community Services **Librarian Erika Irish** worked closely with the Marketing Committee, and Catherine Gorden of RASD to **host the library's first Thank You to Veteran's Breakfast**. The event was a success and featured girl and boy scout troops presenting the flag, bagels and coffee for veterans, local singer Sara Gross singing the National Anthem, and a visit from State Senator Croci and County Legislator Kate Browning thanking our veterans. Some participants completed a "memory book" entry telling the community about a memory from their service years. The Veteran's Memory book will be in the Reference and Adult Services department local history collection.



- Researched and edited the weekly column featuring library services and resources for *the South Shore press*. Thank you to staff members Sara Royce, Marketing Coordinator, Alex Kaloudis, RASD librarian, Brad Shupe, local history librarian and Tara Moran, PT RASD Librarian for providing material and copy regarding upcoming and ongoing library programs. Highlights of this month's stories included a piece about a patron who used a historic newspaper to reunite with the man who rescued her as a baby.

Meetings Attended

- Attended **Libraries = Education seminar at SCLS** featuring the former executive director of the Howard County, MD library system. Their formula for success has been to emphasize that libraries provide the third pillar of public education in a community, and the seminar featured examples of ways to rethink how your library can "educate" the community about this key role we play in providing education for all.
- Attended **Opioid Overdose Information Session** on November 13 featuring a speaker from Long Island Coalition on Addiction and Overdoses. Alarming statistics about the rate of overdose deaths in our county were presented, and we learned how to administer NARCAN in the event of a suspected opiate overdose.

- Attended the **Pattersquash Creek Civic Association meeting** featuring Dan Panico and Ed Romaine discussing the transition to Brookhaven Town governance in 2018. All permits for building and sanitation must go through the town now, and the town has securely taken possession of all Village of Mastic Beach government records.
- Public Service departments CPSD, RASD and Teen came together with Circulation to assist the WFSD high school in their first ever **Renaissance Festival!** Featuring student projects focused on Renaissance discoveries, technology, arts, and culture – the fair had many learning and activity stations including the Library’s trivia wheel and beading kit activity. (pictured – right and below)



United States Citizenship and Immigration Services

The United States Citizenship and Immigration Services (USCIS) presented a Naturalization Workshop at the library on October 17th. This has become an annual event and was well attended. Two representatives from the Long Island USCIS Field Office, located in Holtsville, shared a wealth of information including an overview of the Naturalization requirements and process. The officers demonstrated a mock interview and answered questions from the audience. They offered many handouts and materials for participants to take home and use throughout their journey towards Naturalization.



Hispanic Heritage

Senator Thomas D. Croci hosted the annual "Celebration of the Hispanic Community in the 3rd Senate District" on October 13, 2017. It was an inspirational evening showcasing the accomplishments of 9 honorees within the Hispanic Community.

Among the honorees, was Literacy's own Maria Guzman. Maria was selected as an honoree because of her dedication to learning English. Not only has Maria advanced through our English classes, but she has been a friend, role model, and even a teacher's assistant along the way. Congratulations Maria!

*see below for Maria's biography, included in the evening's Program



Parent Leadership Initiative (PLI)

The Child Care Council of Suffolk County hosted an Information Café for the Parent Leadership Initiative. The Parent Leadership Initiative (PLI) is a 16 week program with the goal of “creating a caring community for children.” Weekly sessions “prepare parents from diverse ethnic and economic backgrounds to take on leadership roles in their communities.”

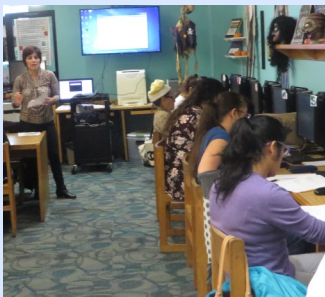
PLI gives participants “the skills, tools, knowledge, and confidence to seek solutions to family, school and neighborhood concerns.” Participants engage in sessions focused on leadership, team building, and civic engagement as well as work on a final project to be implemented upon program completion.

A handful of Literacy students have participated in this program (see below). Additionally, there is an Information Café scheduled to be held at the library for community members interested in this opportunity.

PLI in Action

Carla is a Literacy student and a past PLI participant. For her final project, Carla combined her knowledge of computer skills with her passion for helping people in the Hispanic community. Carla developed a six week series of “Computer Basics” classes and she is currently volunteering to teach these classes to Literacy students. We collaborated with the Teen Department in order to use their computers for the Tuesday morning class. The IT Department has set up a laptop which projects Carla’s lessons to the TV so that the students can follow along with her.

Carla also participated in the MMSCL Small Business Expo in October! Carla shares her Ecuadorian culture by showcasing native crafts such as ceramics and jewelry, for example. Thank you Carla!



ENL Family Night

The Literacy department participated in William Floyd School District’s ENL Family Night on October 25th. Parents and families, of students receiving ENL services in school, were invited to the High School Library for a presentation. Parents were guided through 4 stations. Each station highlighted important and useful information. Topics included an overview of the district’s program as well as information about New York State assessments and NYS Education Department resources. Also, parents used computers to access the Parent Portal and district resources. Lastly, our Literacy department had a station where we informed families of the resources available at the library including English classes. Literacy staff assisted with translating information from teachers to parents throughout the evening. The ENL Family Night was a great collaborative effort between William Floyd School District and the Community Library! The next Family Night will be in March 2018.





STATE SENATOR THOMAS D. CROCI

HISPANIC HERITAGE

AWARDS CEREMONY

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

OCTOBER 13, 2017




STATE SENATOR THOMAS D. CROCI

HISPANIC HERITAGE

AWARDS CEREMONY

Maria Guzman

 Maria Guzman was born in Ecuador. In 2012, she immigrated to the United States, making a home in Mastic, NY. Upon her arrival, she enrolled in English as a New Language classes at the Mastic-Moriches-Shirley Library. It soon became apparent that Maria's dedication to learning would take her far.

Maria attended English classes 5-6 days a week, allowing her to excel through the library's programs, and consistently advance each year. Because of her excellent reading and writing skills in English, Maria was able to earn her General Education Diploma in July, 2016.

Committed to her community, Maria Guzman decided to give back by volunteering at the Mastic-Moriches-Shirley Library. She returned to the beginner-level English classes, but this time as a mentor and assistant to entering English language learners. Knowing first-hand how challenging learning a new language as an adult can be, Maria displays compassion, patience, and understanding of the struggles her fellow students are facing. Maria has quickly become an exceptional role model to the members of the Mastic-Moriches-Shirley community.

Maria Guzman is the proud mother of her daughter, Katherine. Love of community is just one of the many positive traits that Maria has instilled in Katherine, who is following in her mother's footsteps by volunteering for the Mastic-Moriches-Shirley Library's Summer Reading Buddies program.



Adults

October 2017

Josephine Wuthenow
Department Head

PATRON COMMENTS

Patrons can schedule a free confidential appointment with our career counselor, Linda Knel, for help with resumes, interviewing strategies, job searches via the internet, post-secondary education, career goals and other career-related concerns.

A patron commented on the service:

MASTICS
HORICHES
SHIRLEY COMMUNITY
LIBRARY Date 10/24/17

RASD

Linda knel,

Hi, this is christina

[REDACTED] I wanted to thank

you. so much for your help

with the resume. I got a

job with Head Start as a

teacher assistant. God Bless

N.C.

A patron commented on our fax service:

MASTICS
HORICHES
SHIRLEY COMMUNITY
LIBRARY

The Community Library values your comments, questions and suggestions. If you would like to share an idea for improving the Library, or would like to comment on a program, collection or service, you can do so in the space below. You can also text the Library (66746, keyword: MMSCL) or email us through the link on our website, www.communitylibrary.org

COMMENTS: Love having a Fax Service at Library which is free. Thank You.

You can submit comments anonymously, but if you would like a reply, print your name and phone number or e-mail address.

Name Susan [REDACTED] Phone [REDACTED]

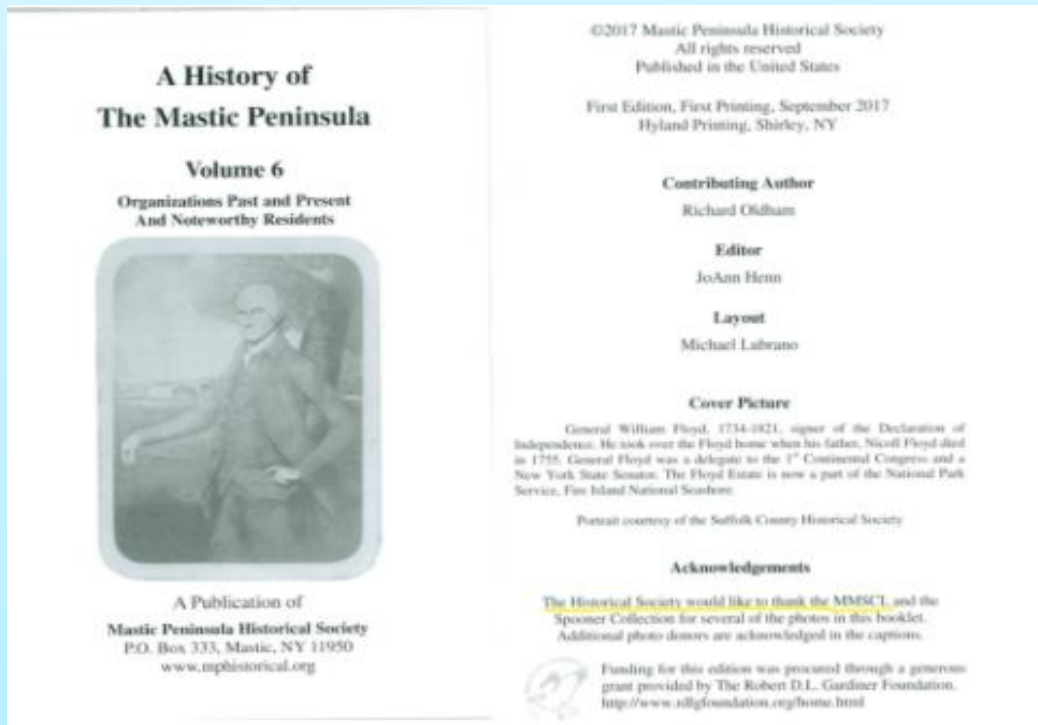
E-mail [REDACTED] Date: 10/28/2017

Local History Update:



Brad C. Shupe,
RASD Librarian

- Attended October 18th monthly meeting of the Mastic Peninsula Historical Society
- The MPHS with assistance from Brad Shupe and the Community Library's Local History Photograph Collection has released Volume 6, titled Organizations, Past and Present and Noteworthy Residents.



- Purchase order of approximately 30 new book titles to be added to the local history print collection
- The following article has been added to Mastichistory.wordpress.blog:
Series: Our Forgotten Past....
An informal series of posts regarding people, places events that may not be known by both the community and history buffs as well.

No. 6. Eleanor Roosevelt spends time at "Old Mastic".

MASTICS
HORICHES
SHIRLEY

COMMUNITY LIBRARY

ELEANOR ROOSEVELT
SPENDS TIME AT "OLD MASTIC"

BY BRAD C. SHUPE, LOCAL HISTORY LIBRARIAN

My latest story for you relates to the area known as "Old Mastic", a neck of land just south of the Unkechaug Reservation and bordered by Lons Creek and Poospatuck Creek. This area of the Mastic Peninsula is notable in that it was given an Historic District designation by the Town of Brookhaven in the 1980s, and has the Nicoll Floyd homestead now owned by Publisher Anna Wintour. It is often also referred to as the Dana Estates for William Buck Dana and the grand estate house that was once located on the north end of the property.

While reading further I came across the writings of First Lady Eleanor Roosevelt who visited more than once and stayed with her personal friend and assistant Ms. Lorena Hickok at was known as "the little house", which I believe was part of the Dana Estate at the time. Mrs. Roosevelt's syndicated newspaper column was titled "My Day", written six days a week from 1935 to 1962 and below is her submission on Oct. 19th, 1937:

I always feel repaid when I get up really early for the sunrise is beautiful and the air crisp and clear, but I shall not forget in many a long day the sunset last evening as we crossed the bay coming back to Mastic from the beach. We had spent a good part of the day near the coast guard station, cooking our steaks over a fire on the beach, eating out-of-doors and then finding a sheltered spot in the sand dunes where we could sit in the sun. I read the Sunday papers more thoroughly than usual as a result of this peaceful afternoon. When we started back in the little motor boat the sky was red, but gradually sky and water seemed to merge in color until the water looked iridescent as it reflected every shade of green, purple, blue and scarlet, streaming across the sky, with here and there a little cloud looking like a piece of cotton floating overhead and the almost full moon shining down upon us. The ducks were coming in, making for a pond, where our host kindly gives them shelter, and they looked graceful sweeping up and down and finally settling down behind the fringe of trees bordering the pond. Such beauty leaves one with a sense of unreality and at the same time a great sense of peace, nature has a healing touch if we can get close enough to her and let ourselves feel her beauty.

Here is another excerpt published on Aug. 1st 1938:

We reached the "Little House," as it is called, in time to sit and cool off before dinner, and then our hostess served us a delicious meal on the porch. This is a beautiful place which gives you a feeling of remoteness, for you are buried deep in the woods. Just now the enjoyment of the woods is a trifle difficult because the prevailing winds have brought clouds of mosquitoes. They tell us that a northwest wind would drive them all away, so we pray for a change in the wind and realize anew how helpless we are in the face of Nature's vagaries.

Much has been written about Lorena Hickok, an American Journalist and close companion to the first lady. A new book recently published, *Eleanor and Hick: The Love Affair That Shaped a First Lady*, by Susan Quinn, looks to be an interesting read on the subject. The "My Day" column by Eleanor Roosevelt has been made available online by George Washington University at <https://www2.gwu.edu/~erpapers/myday/>.



Lorena & Eleanor



The "Little House"

DEPARTMENTAL SNAPSHOT- OCTOBER

Program Attendance:

- 809 patrons attended in-house programs
- 145 patrons attended off-site programs

COPIES, FAXES and Scanning/EMAIL:

- We helped patrons 2,274 times with copies, faxes, and scanning/email

COMPUTER Usage:

- Patrons used our computers 3,554 times

Reference & Information Questions:

- We answered 4,432 patron questions

Teen Services Board Report November 2017



Compiled by Kerrilynn Jorgensen

Meetings and Workshops Attended:

Harwood Institute for Public Innovation 10/17-10/19

Longwood Teen Department Tour 11/3

SCLS Transgender Experience Workshop 11/15

As a result of completing the Harwood Public Innovation Workshop, Erika Irish, Sylvia Maurer and myself conducted three meetings with staff members to gain a better perspective on what their aspirations are for the community and what they believed might help make a difference. Based on these meetings, we hope to develop a forum to present the public knowledge.

Project Zombie Library events were held all month long with the final big event on 10/27 for the survival course. Forty-eight teens learned zombie apocalypse survival skills such as first aid and target practice and later put those skills to test under a real life zombie attack thanks to our talented staff zombie actors.

Teen Services assisted the William Floyd High School's Renaissance Faire on November 15th. With the help of Digital Services, we created a hashtag for the event for social media as well as a Snapchat filter. Kelly Furnari hosted a trivia station and Samantha Quinn had a jewelry making station. Over eighty-five teens visited the teen services stations. Matt Palmieri from circulation assisted with new library card sign ups.



Stephanie Kyle

On November 10th I attended an Autism Conference and had the honor to listen to Dr. Temple Grandin speak, we well as her mother, Eustacia Culter. For those of you who do not know, Dr. Grandin is autistic and a genius. She is an American [professor](#) of [animal science](#) at [Colorado State University](#), consultant to the [livestock](#) industry on animal behavior, and [autism](#) spokesperson. She is one of the first individuals on the [autism spectrum](#) to publicly share insights from her personal experience of autism. Dr. Grandin had each audience member on the edge of their seat while listening to her experiences and giving advice. We were also laughing because of her constant wit and blunt statements. Her mother was just as intriguing. Raising an autistic child is not an easy thing and there were far less resources and individuals willing to help when Dr. Grandin was a child. Dr. Grandin is currently 70 and her mother 92 years old. The third speaker was Paula Aquilla, an Occupational Therapist that specializes in autistic children. She was also a wonderful speaker and I am so grateful that I was able to listen to her. Each speaker has inspired me for my Enrichment programs and special needs class visits that come to the library every Wednesday.



Samantha Quinn

The teens had a blast making this moldable soap that was shaped like unicorn poop. Some teens decided to make hearts or other shapes as well. Many of the teens were excited to take their unicorn poop soap home and try it out. I try to find new and exciting spa goodies and unicorn poop was clearly something the teens were interested in!

#

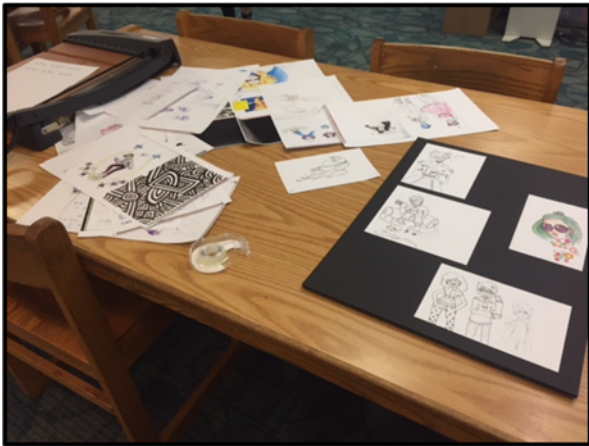




Tom Casper

I normally start preparing the teens work about two months before the art show. The last two weeks is when most of it gets done. This is mostly because a sizeable number of teens give me their work last minute. This is never an issue though because I plan for it and set aside the time. Teens can of course submit anything they have worked on in Illustrator's Workshop or Art Club. Some even submit work which they have completed in their art classes at school. I will often

discuss and go over some of the teen work during the mounting process.



The exhibit was held on Friday evening November 10th from 530-7pm. With the help of Hillary Maldonado, we displayed the teens work in meeting room A & B, giving each teen their own separate space to display their work. For the spring exhibit we are going to collaborate once again with Digital Services and display some of the teen's work created in 3D Print club. Here are some of the teens and their work-

Dyamond Theagene-



#

#

#

O'Donnell-



Elijah Mantone-

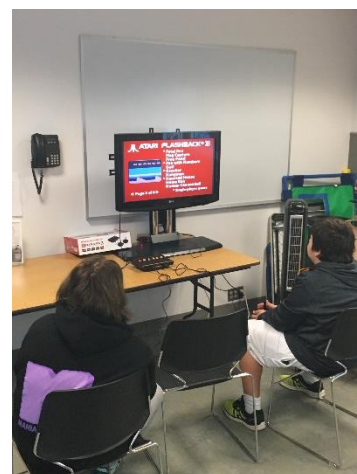


November 2017

Compiled by: Stephen Burg

PZL, Gaming day and more

Over the past month the Digital Services Department partnered with the teen department to help conduct Project Zombie library(PZL) we created a snapchat filter and some of the materials to be used during the program. On November 4th we along with other departments participated in national gaming day. During gaming day we conducted a program with our HTC Vibe which allowed patrons to experience virtual reality gaming. We also set up a retro arcade which let our patrons try out some retro game systems. We were also busy this month printing Trifold hat keychains in preparation for William Floyd's birthday celebration coming up in December. The department 3D printed over 175 keychains that will be handed out during the event. On November 17th I attended the SCLA dinner where the library received top honors and won the Suffolk Library Marketing Award for the marketing we did to promote our 3D hand challenge this past summer. November 9th-11th Nicole and Michael attended the NYLA library conference, their reports from the conference are attached. Sara attended Library Marketing and Communications Conference from November 16th-17th her report will be submitted next board report.







Nicole Parisi
NYLA 2017
November Board Report

I attended NYLA's Annual Conference on November 9, 10 and 11 in Saratoga Springs, New York. Over the course of three days I attended multiple workshops on a variety of topics that relate to my role as a digital services librarian. In the "Level Up Your Productivity" session, I learned tips and tricks to stay productive and use time efficiently. This program focused on creating a system or a vision and avoiding using unclear or nonspecific goals. I also attended sessions on social media security, how to build a digital community voice using tools like podcasting and interviews, and one on how to help patrons spot fake news. These programs have given me ideas for future programs we can offer our patrons.

As I am involved in implementing staff training, I tried to attend as many sessions that focused on this topic. Programs, "New Web Literacy Tools for Learners", "Staff Training for Success", and "Librarians Learning Online to Teach Online" gave me insight and ideas on new techniques for staff training. The speakers spoke about incentives and "micro-credentials" like badges to reward staff in taking part of training and as a tool to track their progress. I hope to implement some of the techniques into our upcoming Digital Services staff training.

Michael Bartolomeo

This past month I attended the NYLA Annual in Saratoga Springs, NY. The conference exposed me to a plethora of emerging technologies and education platforms for both patron workshops and staff training. One was a suite of web literacy lessons provided for free by Mozilla. The lessons include online and physical activities to help patrons and even staff become familiar with the basics of online technology, coding, web design, and more. Another was a workshop dedicated to hosting an oral history project at a library. It reviewed the key equipment needed, free and paid software necessary for audio editing (such as Audacity and Garageband), and best practices for recording interviews. Other programs included a discussion on the 2030 plan for libraries in New York as recommended by the New York State Library and Board of Regents. The 2020 plan was discussed, and ideas were offered for inclusion in the 2030 plan.

MMSCL CIRCULATION SERVICES DEPARTMENT



November 2017 Board Report by DH Anne Marie Hofmann
STATISTICAL INFORMATION FOR THE MONTH OF **October 2017**

TOTAL Circulation Activity: 48,327

Activity Breakdown

Staff Assisted Checkouts: 22,893

Self Checkouts: 11,452

Online Renewals: 8,783

Digital Checkout Breakdown

eBooks— 2,679

Movie Streams— 129

Music Streams— 1,234

eAudiobooks— 895

eMagazines— 225

Museum Pass Breakdown

Museum Passes Reserved: 47

Checked Out: 37

Cancelled/No Show: 10

Current Card Holders: 40,148

NEW Library Cards Issued:

District Patrons: 332 Contract Patrons: 12 Transferred: 56

Meeting Room Usage:

Rooms booked by district organizations including tutors: 106

Community residents including students in attendance: 1,466

SMS Alerts - Text Notifications: Currently 1,263

Online Temporary Self Registration: Currently 19

OUTREACH SUPPORT:

Circulation Services continues to sign patrons up for library cards wherever and whenever possible. Our outreach support includes educating patrons about the value their library card holds for them. Part of that education includes discussions about all the various services their library has to offer.



Circulation staff member Matthew Palmeri along with the Children's Department staff greeted families and encouraged them to sign up for library cards during the first annual William Floyd High School "Renaissance Faire". Matt is the newest and much needed full time addition to Circulation Services.

REPORT OF PERSONNEL CHANGES SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						DATE PREPARED: 11/27/17	
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY						PAGE 1 OF 2	
NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
EX/LA	Podlesny, Arlene		Page	\$ 11.25	Up to 17.5	9/11/17-9/15/17	
RE/APT	Podlesny, Arlene		Page	\$ 11.25	Up to 17.5	9/16/2017	
LA	Podlesny, Arlene		Page	\$ 11.25	Up to 17.5	9/20/17-1/31/18	
SC	Lasko, Jennifer		Librarian I	\$ 27.56	25 hours	10/17/17	
SC	Lasko, Jennifer		Librarian I	\$ 27.56	Up to 17.5	10/18/17	
LA	Maldonado, Hillary		Library Assistant	\$ 40,472.64		10/23/17-10/26/17	
APT	Drumm, Sean		Custodial Worker I	\$11.10	Up to 17.5	11/09/17	
TRS	Henrich, John		Library Clerk	\$13.79/hr		11/06/17	
APT	Cabrera, Jenni		Page	10.00/hr	Up to 17.5	11/08/17	
DID YOU: 1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? 2. Request and canvas an eligible list for all competitive positions? 3. Submit Application for Employment (CS-205) on all provisional, temp & non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application 4. Submit a personnel change on the previous incumbent shown above?					The above changes are hereby certified as being in accordance with Civil Service requirements.		
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DISAPPROVED					
<input type="checkbox"/> APPROVED AS NOTED				Signature of Appointing Authority			

REPORT OF PERSONNEL CHANGES SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						DATE PREPARED: 11/27/17	
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY							PAGE 2 OF 2
NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
TRS	Truberg, Michael		Custodial Worker I	\$11.32	Up to 17.5	11/4/2017	
SI	Matthew Palmeri		Library Clerk	\$ 27,944.43		11/01/17	
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?							
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		<input type="checkbox"/>	Signature of Appointing Authority			

November 16, 2017

To whom it may concern,

I am a resident of Shirley and a recent college graduate. I am currently studying for Masters in Accounting through the University of Connecticut as well as for my CPA exams. My studies have switched from the traditional classroom to online lectures and self-paced work. It's a tough transition going from living away at college with a plethora of places to study to living at home and struggling to find suitable areas to get my work done. At first, I planned on using the Mastic Moriches Shirley Community Library daily, but I was let down and found that it wasn't the best place to foster productivity. I was excited to have a library so close to home but quickly found myself searching for different places to study.

Most days, I end up at Longwood Public Library, despite the 20-minute drive compared to the 5-minute drive I had to MMSCL. I choose Longwood Library over my home library because the set up promotes a productive atmosphere due to the numerous tables in a quiet area. The tables are secluded from the entrance of the library, which is something I found to be a distraction at MMSCL. There is only one quiet study room at my home library and if it is taken I'm out of luck. At Longwood, all the tables are equipped with multiple plugs and individual lights. I am disappointed to travel further to study when there is an option so close to me, but the environment at Longwood is better suited to my current needs. MMSCL could benefit from a different set up or more tables, more plugs, and better lighting. I would love to use my home library, but the setting has not positively benefited me, so until some improvements are made I will continue to study at Longwood.

Sincerely,
Jamie

Draft Social Media Policy for the Mastics Moriches Shirley Community Library

The Community Library utilizes social media as a dynamic means of sharing news stories, photos, and information with the public and in order to engage the community by way of a resource that can promote social, civic and educational endeavors.

Social media is defined as any website or application which allows users to share information. Social media can include, but is not limited to, blogs, instant messaging tools, social networking sites, and wikis. Many social media sites allow users of those sites to become “friends”, “fans”, or otherwise associate their own “profiles” or virtual presences with the Library’s profile on these sites. As with more traditional resources, the Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor’s use of these resources.

The Library does not collect, maintain or otherwise utilize the personal information stored on any third party social media site in any manner other than to communicate with users on that site unless granted permission by users for Library contact outside the site. The purpose for contact outside the site may include program promotion, volunteer opportunities, reference help, or other similar activities. Users may remove themselves at any time from the Library’s “friend” or “fan” lists or request that the library remove them. Users should be aware that third party websites possess their own privacy policies and should proceed accordingly.

Comments, posts, and messages are welcome on the Community Library’s social media sites. While the Library recognizes and respects free speech and differences of opinion, all such interactions will be regularly monitored and reviewed for content and relevancy. All postings which contain any of the following or other content deemed improper may be removed, and the poster may be precluded from posting any subsequent messages to Library social media sites:

- Obscene, sexually explicit, or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized or copyrighted material
- Private, personal information published without consent
- Comments unrelated to the content of the forum
- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions or spam
- Organized political or religious activity or proselytizing
- Photos or other images that fall within any of the above categories

The Community Library reserves the right to edit or modify any postings or comments for space or content. Notwithstanding such reservation of right the Library is not to be deemed obligated

to take any action or be responsible for any content posted within any Library site. The Community Library reserves the right to reproduce comments, posts, and messages in other Library venues. For example, the Library may reproduce a Facebook review in our newsletter.

The Community Library assumes no liability regarding any event or interaction that takes place by any participant in any Library-sponsored social media service. The Library does not endorse or review content other than the "pages" created by Community Library staff. Participation in Community Library social media services presumes agreement with all Library policies, in addition to this Social Media Policy. If a user does not agree to the terms of the Library's policies, they are not to interact on Library-sponsored social media services.

The role and utility of social media sites will be evaluated periodically by Library staff, and may be terminated at any time without notice to subscribers. By posting on Library-sponsored sites, the user agrees to indemnify the Library and its officer and employees from and against all liabilities, judgments, claims, damages and costs (including reasonable attorney's fees incurred which arise out of or are in any manner related to the user's posted content.

Library Surveillance Camera Policy

The Mastics Moriches Shirley Community Library utilizes surveillance/ security cameras to complement other measures to insure a safe and secure environment for patrons and staff. The equipment assists in protecting the Library's property against theft or vandalism and in identifying intruders and persons violating the law or the Library's "Behavior in the Library" policy

Surveillance cameras are to be positioned to monitor public areas of the library and grounds that are not easily monitored from service desks and staff areas. Surveillance cameras are not employed in rest rooms, nor are they positioned to identify patrons' reading, viewing or listening activities within the library. Signs are to be posted within the library that the premises are monitored by surveillance cameras.

Signs state:

**FOR OPERATIONAL AND SECURITY PURPOSES PLEASE BE ADVISED THAT THE
PUBLIC AREAS OF THE LIBRARY ARE UNDER VIDEO SURVEILLANCE**

Recorded information from surveillance cameras is retained no more than 1 month. Incidents of theft, vandalism, trespassing or destruction of library property may be maintained indefinitely. In the event of an observed or reported incident, the recorded information may be utilized to assist in the investigation of the incident. The library will maintain control of and responsibility for the video surveillance equipment and its recordings at all times.

Use/Disclosure of Video Records

Video recordings may be utilized by authorized individuals to identify those responsible for Library policy violations, criminal activity on Library property, or activities deemed to be disruptive to normal Library operations.

Video recordings may be provided to authorized library employees when appropriate or, upon approval of the Director, other library staff to identify those suspended from Library property and to maintain a safe, secure and policy-compliant environment.

Under certain circumstances, individuals authorized by the Director under this policy may utilize recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a possible crime on library property.

All requests for security camera footage by law enforcement personnel will be referred to the Library Director. In the Director's absence requests are to be directed to the senior administrative person on site. Upon receipt of a subpoena or other court order the Library will consult with legal counsel to determine if the document is in proper form and that good cause existed for its

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issuance from a court of proper jurisdiction. If not, the Library will require that any defect be remedied prior to releasing records which reveal patron information or identify a patron or patrons.

Confidentiality/ privacy issues are deemed to prohibit a member of the public from viewing Library security camera footage. If the Library receives a request from a member of the general public to inspect security camera footage, the individual will be advised that such will only be made available upon proper law enforcement or subpoena demand. The Library will permit law enforcement personnel to view security camera footage upon request in relation to a claimed criminal violation incident occurring within the Library's premises or on Library grounds.

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SERVICE ANIMALS

Policy

It is the policy of the Board of Trustees of the Mastic Moriches Shirley Community Library to permit “service animals” within the Library in accordance with federal and state law and regulations.

Objective

The objective of this policy is to afford those patrons possessing a cognizable disability as defined within Section 292 of the NY Executive Law (subdivision twenty-one) (as attached) to present themselves within the Library accompanied by a “service animal” which is to be maintained within the immediate vicinity of the disabled person subject to the following conditions/restrictions: (a) Library personnel may require that the animal be removed from the premises if the animal is out of control or otherwise threatens the health, safety and welfare of staff or patrons and the animal's handler does not take effective immediate measures to control the animal; (b) the animal is not housebroken; (c) the service animal is to be restrained with a harness, leash or tether unless the handler due to his/her disability is unable to effect such restraint or the use of such restraints would interfere with the service animal's safe and effective performance of its work or tasks in which case the service animal must be shown to be otherwise within the control of the handler through such measures as Voice control, signals, or other effective means; (d) inquiry may be made of the patron who is accompanied by a service animal as to whether the

service animal is required as the result of a recognized disability and what task(s) the animal has been trained to perform (the Library may not require documentation of any nature as to whether the service animal has, in fact, been trained, licensed, etc. to perform as such); and, further the Library will not make such inquiries if it is apparent that the service animal is trained to perform the function of assisting an individual who possesses an observable disability (e.g., providing assistance with stability or balance to one who possesses an observable mobility disability; guiding one who is blind or possesses low vision; assisting the movement of a wheel chair).

S. 292 HUMAN RIGHTs Law

21. The term "disability" Art, Is :

Disability means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal function or is demonstrable by medically accepted clinical laboratory diagnostic techniques or (b) a record of such an impairment or (c) condition regarded by others as such an impairment.

From: Stephen Burg
Custodial supervisor

Date: 11/8/17

Re: Permission to throw out

[illegible]



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

October 31, 2017

TO: MEMBER LIBRARY DIRECTORS IN THE
TOWN OF BROOKHAVEN
FROM: KEVIN VERBESEY, DIRECTOR
SUBJECT: ENCLOSED BALLOT

In compliance with the Bylaws of the Suffolk Cooperative Library System, enclosed you will find five ballots to elect a trustee to represent the **TOWN OF BROOKHAVEN** on the SCLS Board. PLEASE NOTE THE DEADLINE FOR RETURNING BALLOTS TO THE SCLS DIRECTOR'S OFFICE IS FRIDAY, DECEMBER 29, 2017.

For your information, I quote below Article VIII, Section 5, of the System's Bylaws:

Section 5 Each member library shall have five votes to be cast by written ballot after official action at a board meeting. The ballots must be returned to SCLS for counting by 5:00 p.m. on the specified date. A plurality shall be required to elect. In case of ties there will be a run off. Results of the balloting will be communicated by memo to all libraries within one week of the completion of the ballot.



SUFFOLK
COOPERATIVE
LIBRARY SYSTEM

627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000

B A L L O T

TO: BOARD OF TRUSTEES IN THE
TOWN OF **BROOKHAVEN**

FROM: KEVIN VERBESEY, DIRECTOR

Please cast your vote for the following candidate to serve on the System Board to fill a term beginning January 3, 2018 – December 31, 2020

☐

Marguerite Barone

Signed

Library

PLEASE RETURN THIS BALLOT TO THE SCLS DIRECTOR'S OFFICE
NO LATER THAN FRIDAY, DECEMBER 29TH by 5:00 P.M.



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000

B A L L O T

TO: BOARD OF TRUSTEES IN THE
TOWN OF **BROOKHAVEN**

FROM: KEVIN VERBESEY, DIRECTOR

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☐

Marguerite Barone

Signed

Library

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NO LATER THAN FRIDAY, DECEMBER 29TH by 5:00 P.M.**

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Marguerite Barone

Signed

Library

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NO LATER THAN FRIDAY, DECEMBER 29TH by 5:00 P.M.**



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

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☐

Marguerite Barone

Signed

Library

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LATER THAN FRIDAY, DECEMBER 29TH by 5:00 P.M.



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000

BALLOT

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☐

Marguerite Barone

Signed

Library

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