

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

**December 18, 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. CONTRACTS / RENEWALS
- D. POLICIES
- E. DISPOSAL OF OBSOLETE / BROKEN EQUIPMENT
- F. SCLS BUDGET - 2018

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**X. EXECUTIVE SESSION**

**XI. ADJOURNMENT**

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

**January 22, 2018 @ 7:00PM**

**DRAFT - UNAPPROVED**

**MASTICS-MORICHES-SHIRLEY**

**COMMUNITY LIBRARY**

**MINUTES OF NOVEMBER 27, 2017 BOARD MEETING**

President Mazzarella called the meeting to order at 7:03 pm.

**PERIOD OF PUBLIC EXPRESSION**

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

**PRESENT**

Motion by Maiorana, second by Gross to accept the minutes of the October 23, 2017 meeting of the Board of Trustees. Carried 4-0.

**MINUTES**

Motion by Maiorana, second by Gross to approve the Operating Fund Schedule of Claims dated 11/27/17 Prepay Payables Warrant #1 \$39,983.00; Payables Warrant #2 \$159,350.35; Payroll Warrant W.E. 11/03/2017 \$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. Carried 4-0.

**SCHEDULE  
OF CLAIMS**

Motion by Vigliotta, second by Maiorana to approve the Operating Fund Financial Report for October 2017. Carried 4-0.

**FINANCIAL  
REPORTS**

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

In addition to her written report, the Director said she's completed the draft for the library's 5 year plan. The draft has been sent to the Board to gain input and will then be sent to staff so that it can be firmed up and a final write-up will be done. She's been focused on safety concerns holding fire drills, going over procedures and having blinds put up in staff work areas. Most of her focus has been on finalizing plans and the paperwork for the proposed library project.

**DIRECTOR'S  
REPORT**

## **DRAFT - UNAPPROVED**

Motion by Gross, second by Maiorana to authorize David J. S. Emilita to contract with VHB and coordinate all required work necessary to update VHB's original traffic study at a cost not to exceed \$1,500.00. Carried 4-0.

**DAVID J. S.  
EMILITA, AICP**

## **POLICIES**

Motion by Gross, second by Maiorana to adopt the revisions to the Library's Service Animal Policy. Carried 4-0.

## **SERVICE ANIMALS**

Motion by Maiorana, second by Gross 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**

### **RESOLUTION ESTABLISHING THE MASTICS-MORICHES-SHIRLEY COMMUNITY PUBLIC LIBRARY AS THE LEAD AGENCY FOR A NEW LIBRARY FACILITY MEETING OF NOVEMBER 27, 2017**

## **SEQRA- DECLARATION OF LEAD AGENCY**

WHEREAS, the Mastics-Moriches-Shirley Community Library intends to construct a new Library facility on premises located in the northeasterly portion of a parcel of land owned by the Town of Brookhaven in Shirley, NY., (SCTM 0200-976.80-7-p/o 3); and,

WHEREAS, a preliminary project site plan and building design is being prepared by the Mastics-Moriches-Shirley Community Library for the construction of the new Library facility and associated site improvements, and,

WHEREAS, per 6 NYCRR 617, the Action has been classified as a Type 1 Action potentially exceeding the thresholds contained in Section 617.4 (b)(6) of the SEQR Regulations, and occurring within land owned by the Town of Brookhaven as parkland and/or open space (aka William Floyd Arboretum) (Section 617.4 (b)(10)), this necessitating a coordinated review and,

WHEREAS, the Library's environmental consultant has prepared a Full Environmental Assessment Form Part 1, and,

WHEREAS, Lead Agency status must be established as required under Section 617.6 (b)(2) of the SEQR Regulations when more than one Involved Agency has been identified before a Determination of Significance can be rendered, and,



## **DRAFT - UNAPPROVED**

Assistant Director D'Amato has been busy with December Library/Community Activities. We will be marching in the Christmas Parade on Sunday, December 3rd (this year's theme is "Christmas in July"). On 12/14 the Library will be hosting William Floyd's birthday celebration at 3 p. m. with essays read by winning submissions from district students Elementary—Jr. High ( these essays connect modern day challenges with what Wm. Floyd may have been up against. This year's topic is *Perseverance*.) Culinary students from the H.S. will once again prepare and serve a birthday cake. Our Digital Services Department created Colonial Tri-cornered hats on the library's 3-D printer to be handed out. The library also hosted a Veteran's Breakfast and the memories that were shared will be posted. The Adult Department hosted a Business Fair with help from the Chamber of Commerce.

### **ASS'T DIRECTOR D'AMATO'S REPORT**

Assistant Director Tanzi worked on bettering the efficiency of the Circulation and Technical Services Department seeing what machines were used the most and what if any difficulties were being had. He attended a STEAM Roundtable offering information on our 3-D printing program and gaining Computer programming information for our library. He ended stating that cyber security is still a key focus and being worked on.

### **ASS'T DIRECTOR TANZI'S REPORT**

The Business Manager has reported that the fiscal 2017 Field Work Audit has been completed. The 2017 period of open enrollment for Flexible Spending & Health Insurance is coming to a close. He concluded in saying that the Business Department achieved the Bronze level in the training being offered by the Comptroller's Office on NY Retirement.

### **BUSINESS MNGR'S REPORT**

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

### **RECOMMENDED PERSONNEL CHANGES**

### **CONTRACTS / RENEWALS**

Motion by Vigliotta, second by Maiorana to authorize the appointment of Kevin Seaman as bond counsel for the Mastics-Moriches-Shirley Community Library for the bond referendum to be voted on in 2018 at a total cost not to exceed \$25,000.00. Carried 4-0.

### **KEVIN SEAMAN, ESQ.**

## **DRAFT - UNAPPROVED**

WHEREAS, the thirty (30) day comment period regarding Lead Agency declaration and regarding the Full Environmental Assessment Form Part 1 has expired, with no comments having been received, and,

WHEREAS, the Board of Trustees of the Mastics-Moriches-Shirley Community Library, its Counsel and its environmental consultant are of the opinion that the Library is the appropriate agency to act as Lead Agency in this matter as the Library Board, as project sponsor, has jurisdiction over all significant aspects of project development, design, funding and construction for the new Library, and associated site management;

NOW THEREFORE, BE IT RESOLVED that the Mastics-Moriches-Shirley Community Library Board of Trustees, in accordance with Section 617.6 of the SEQR Regulations, hereby declares Lead Agency status with respect to the proposed action and hereby notifies all potentially Involved and Interested Agencies named on the Notice of Intent of such declaration.

Motion Made By: Maiorana

Seconded By: Vigliotta

Vote: Aye - 4 Nay - 0.

Motion by Gross, second by Maiorana to move into Executive Session at 7:50 pm to discuss a particular library clerk and a contractual matter related to the rehire of two former library employees. Carried 4-0.

**EXECUTIVE  
SESSION**

Motion by Maiorana, second by Vigliotta to leave Executive Session at 9:24 pm. Carried 4-0.

Motion to adjourn by Vigliotta, second by Gross at 9:25 pm. Carried 4-0.

**ADJOURNMENT**

Respectfully submitted by,

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Cecile Prevete, Secretary

**MASTICS-MORICHES-SHIRLEY  
COMMUNITY LIBRARY**

**MINUTES OF DECEMBER 6, 2017 BOARD MEETING**

Trustee Mazzarella called the meeting to order at 3:53 pm.

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

**PRESENT**

**PERIOD OF PUBLIC EXPRESSION**

A. SEQRA

**SEQRA**

**RESOLUTION TO ADOPT NEGATIVE DECLARATION**

**Name of Action:** New Mastics Moriches Shirley Community Library, Shirley, NY.

**Name of Lead Agency:** Mastics Moriches Shirley Community Library Board of Trustees

**Name and Title of Responsible Officer in Lead Agency:** Kerri Rosalia, Director (631) 399-1511

**SEQR Classification:** Type I

**Brief Description of Project:** Construction of a new approximately 50,000± GFA public library on a site of 17± acres, (5± acres to be leased from the Town of Brookhaven and the remaining 12± acres to be secured under an inter-municipal agreement) located in the northeasterly portion of a parcel of land owned by the Town of Brookhaven (SCTM 0200-976.80-7-p/o 3). The property under the Brookhaven Town Zoning Code is classified as Planned Development District (PDD) which permits public libraries.

# DRAFT - UNAPPROVED

## Resolution:

WHEREAS, the Mastics Moriches Shirley Community Library intends to construct a new Library facility on premises located in the northeasterly portion of a parcel of land owned by the Town of Brookhaven in Shirley, NY. (SCTM 0200-976.80-7-p/o 3), and,

WHEREAS, a preliminary project site plan and building design is being prepared by the Mastics Moriches Shirley Community Library for the construction of the new Library facility and associated on-site improvements, and,

WHEREAS, per 6 NYCRR 617, the Action has been classified as a Type I Action potentially exceeding the thresholds contained in Section 617.4 (b) (6), and occurring within land currently owned by the Town of Brookhaven as parkland and/or open space (entitled the William Floyd Arboretum) (Section 617.4 (b)(10)), thus a coordinated review in necessary and,

WHEREAS, the Library's environmental consultant has prepared a Full Environmental Assessment Form Parts 1, 2 and 3, which evidence, as a result of the construction or operation of the proposed Library, no large or moderate impacts are expected (whether short or long term, direct or indirect, singular or cumulative), and,

WHEREAS, the Mastics Moriches Shirley Community Library has conducted a coordinated review, and has duly noticed all interested parties, and has received no comments regarding environmental impacts during the thirty (30) day comment and Lead Agency establishment period, and

WHEREAS, the Mastics Moriches Shirley Community Library Board of Trustees has considered the action as defined in subdivisions 617.2(b) and 617.4 of the SEQR Regulations; reviewed the EAF, the criteria for determining significance contained in 617.7 of the SEQR Regulations and other supporting information relevant to areas of environmental concern; thoroughly analyzed the identified relevant areas of environmental concern to determine if the action may have a significant adverse impact on the environment; it sets forth its findings below based on information in the attached FEAF Parts 2 and 3.

## Findings:

## DRAFT - UNAPPROVED

The Mastics Moriches Shirley Community Library Board of Trustees finds that:

1. There will not be a substantial adverse impact in existing air quality, ground or surface water quality or quantity, traffic or noise levels; nor a substantial increase in solid waste production; nor a substantial increase in potential for erosion, flooding, leaching or drainage problems;
2. Although 5± acres of vegetation will be disturbed, the disturbance occurs within two “holes” of an abandoned golf course and so is not an originating disturbance to the extent, and the location and footprint of the proposed Library building has been placed to the extent possible on the former fairways as opposed to buffer areas; and disturbed vegetation will be the replaced as much as possible with new indigenous vegetation which will minimize adverse impacts to vegetation as much as practicable;
3. There will be no substantial interference with the habitat or movement of any resident or migratory wildlife species; impacts on a significant habitat area; substantial impacts on a threatened or endangered species of animals or plants, or the habitat of such a species, or other significant adverse impacts to natural resources;
4. No impairment of the environmental characteristics of a Critical Environmental Area as designated pursuant to subdivision 617.14(g) will occur;
5. No material conflict will occur with any current community plans or goals as officially approved or adopted;
6. No impairment of the character or quality of significant historical, archeological, architectural, or aesthetic resources or of existing community or neighborhood character will occur;
7. No major change in the use of either the quantity or type of energy will occur;
8. No hazard to human health will be created;
9. No substantial change will occur in the usage, or intensity of use of land including agricultural, open space or recreational resources, or in the capacity to support existing uses will occur;
10. No large number of people coming to the location of the Library (within the William Floyd Arboretum) will occur, relative to the number of people who would come to the Arboretum absent the proposed Library although some increase may occur in the passive use of the Arboretum as two non-vehicular access points would be made available;

## DRAFT - UNAPPROVED

11. There would be no creation of a material demand for other impacting actions that would result in one or more of the above consequences should the Library be built and the Arboretum remain as such;

12. As a result of the construction and operation of the proposed Library, there would be no change in two or more elements of the environment, no one of which would have a significant impact on the environment, but when considered together result in a substantial adverse impact on the environment;

13. The Board of Trustees has reasonably considered related long-term, short-term, direct, indirect and cumulative impacts, including other simultaneous or subsequent actions which are included in the Library's plan or to be undertaken as a result thereof or dependent thereon;

14. The significance of any potential adverse impact has been assessed in connection with its setting (within the William Floyd Arboretum), and the probability of their occurrence, duration, irreversibility, geographic scope and magnitude, and potential number of people affected.

### **Negative Declaration:**

The Mastics Moriches Shirley Community Library Board of Trustees hereby adopts this Negative Declaration for the purposes of Article 8 Environmental Conservation Law.

The Board of Trustees has considered the relevant environmental impacts, facts and findings disclosed in the FEAF; weighed and balanced relevant environmental impacts with social, economic and other considerations; and provided a rationale for the Board's decision as contained in the Findings.

The Board of Trustees certifies that the requirements of Part 617 SEQR have been met and certifies that consistent with social, economic and other essential considerations from among the reasonable alternatives available, the action is one that avoids or minimizes adverse environmental impacts to the maximum extent practicable, and that adverse environmental impacts will be avoided or minimized to the maximum extent practicable by incorporating those mitigation measures that were identified as practicable as contained in the FEAF.

Upon review of the information recorded in the FEAF, and considering both the magnitude and importance of each identified potential impact, it is the conclusion of the Mastics Moriches Shirley Community Library Board of Trustees as Lead Agency that the proposed project will result in

## **DRAFT - UNAPPROVED**

no significant adverse impacts on the environment. Accordingly, this Negative Declaration is adopted and issued.

Motion Made By: Maiorana

Seconded By: Gross

Vote: Aye 3      Nay 0

### **III. NEW BUSINESS**

#### **A. BOND COUNSEL**

Motion by Gross, Second by Maiorana. The Board of Trustees of the Mastics-Moriches-Shirley Community Library (the "Library"), hereby appoints the firm of Hawkins Delafield & Wood LLP, 7 World Trade Center, New York to provide all necessary Bond Counsel legal services in connection with the authorization, sale and issuance of bonds or notes by the William Floyd Union Free School District of the Mastics-Moriches-Shirley to finance the construction of a new library building by the Library. The President of the Board of Trustees of the Library is hereby authorized to execute the attached engagement letter on behalf of the Library.

#### **B. SPECIAL DISTRICT MEETING**

##### **REQUEST FOR SCHEDULING OF BOND VOTE**

WHEREAS, as detailed in the attached SEQRA Resolution, the Board of Trustees of the Mastics–Moriches–Shirley Community Library (the “Library”) has proposed replacing the existing library building with a new library building, to be located at SCTM 0200-976.80-7-p/o 3, New York (the “Project”), as more particularly described in the attached SEQRA Resolution; and

## **DRAFT - UNAPPROVED**

WHEREAS, the Board of Trustees of the Library has completed its environmental analysis of the impacts of the proposed Project, as set forth in the annexed SEQRA Resolution, dated December 6, 2017; and

WHEREAS, as set forth in the annexed Resolution, the Board of Trustees of the Library has made a determination of non-significance in accordance with Part 617 of the implementing regulations under Article 8 of the Environmental Conservation Law; and

WHEREAS, pursuant to Section 260, Subdivision 10, of the New York Education Law, the Board of Trustees of the Library has the authority to require the Board of Education of the William Floyd Union Free School District of the Mastics-Moriches-Shirley (the "School District") to call, give notice of, and conduct a special district meeting for the purpose of authorizing the issuance of obligations of the School District for the purpose of financing the proposed Project; and

WHEREAS, the Board of Trustees of the Library wishes to have the special district meeting take place at the William Floyd School District High School, located at 240 Mastic Beach Road, Mastic Beach, New York 11951, on February 7, 2018, between the hours of 9:00 A.M. and 9:00 P.M. (Prevailing Time); and

WHEREAS, the estimated cost of the proposed Project is \$38,500,000; now, therefore be it

RESOLVED, that the Board of Trustees of the Library, hereby requests that the Board of Education of the School District call, give notice of, and conduct a special district meeting to be held on February 7, 2018, between the hours of 9:00 A.M. and 9:00 P.M. (Prevailing Time), at the William Floyd School District High School, located at 240 Mastic Beach Road, Mastic Beach, New York 11951, for the purpose of authorizing the issuance of obligations of the School District in the amount of \$33,500,000, the proceeds of which shall be used for the purpose of financing the cost of the Project, as detailed within this resolution and the attached SEQRA Resolution, both adopted December 6, 2017 and to authorize a library tax for the purposes of paying debt service on the obligations issued by the School District to finance the Project.



## **DRAFT - UNAPPROVED**

WHEREAS, the Board of Trustees of the Library has completed its environmental analysis of the impacts of the proposed Project, as set forth in the annexed SEQRA Resolution, dated December 6, 2017; and

WHEREAS, as set forth in the annexed Resolution, the Board of Trustees of the Library has made a determination of non-significance in accordance with Part 617 of the implementing regulations under Article 8 of the Environmental Conservation Law; and

WHEREAS, pursuant to Section 260, Subdivision 10, of the New York Education Law, the Board of Trustees of the Library has the authority to require the Board of Education of the William Floyd Union Free School District of the Mastics-Moriches-Shirley (the "School District") to call, give notice of, and conduct a special district meeting for the purpose of authorizing the issuance of obligations of the School District for the purpose of financing the proposed Project; and

WHEREAS, the Board of Trustees of the Library wishes to have the special district meeting take place at the William Floyd School District High School, located at 240 Mastic Beach Road, Mastic Beach, New York 11951, on February 7, 2018, between the hours of 9:00 A.M. and 9:00 P.M. (Prevailing Time); and

WHEREAS, the estimated cost of the proposed Project is \$38,500,000; now, therefore be it

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# **DRAFT - UNAPPROVED**

FURTHER RESOLVED, that Library Counsel, Kevin A. Seaman, Esq., and School District Bond Counsel, Hawkins Delafield & Wood LLP, be authorized to undertake whatever measures are necessary and proper to effectuate the foregoing; and it is

FURTHER RESOLVED, that Library Director Kerri Rosalia is authorized to undertake whatever ministerial actions necessary in connection with the foregoing and to execute whatever documents and/or agreements on behalf of the Library that may be necessary to provide for the special district meeting to be scheduled on February 7, 2018 and to be conducted at the William Floyd School District High School, located at 240 Mastic Beach Road, Mastic Beach, New York 11951; and it is

FURTHER RESOLVED, that this Resolution may be supplemented and/or amended to provide for whatever necessary action of the Board of Trustees of the Library is required to provide for the scheduling and conducting of said special district meeting.

## **IV. ADJOURNMENT**

Motion by Gross, second by Maiorana to adjourn the meeting at 4:03 pm. Carried 3-0.

Respectfully Submitted by,

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Cecile Prevete, Secretary

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***OPERATING FUNDS FINANCIAL REPORTS***

**(PROFIT & LOSS OVERVIEW AND OPERATING ACCOUNTS)**

**NOVEMBER 2017**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

MMSCL  
Operating Funds Monthly Report  
**November 2017**

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 2,176,548.43	\$ 10,013.16	\$ 856,553.86	\$ 1,183.63	\$ 1,331,191.36
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 307,340.00	\$ 2,205.86	\$ 186.93	\$ 202.94	\$ 309,561.87
Empire Nat'l Bank	OPERATING	\$ 161,444.81	\$ 197,174.45	\$ 74,184.47	\$ 101.11	\$ 284,535.90
Empire Nat'l Bank	PAYROLL	\$ 24,779.69	\$ 659,439.74	\$ 596,476.04	\$ -	\$ 87,743.39
						<b>\$ 2,013,032.52</b>

INSTITUTION	PURPOSE	MATURITY DATE	TERM	RATE	BALANCE
Capital One Bank	Denitrification System	11/1/2018	12 Months	0.05%	\$ 15,000.00

TOTAL INVESTMENTS: **\$ 15,000.00**

**TOTAL CASH & INVESTMENTS: \$ 2,028,032.52 \***

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***CAPITAL FUND FINANCIAL REPORT***

**NOVEMBER 2017**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

**MMSCL**  
**CAPITAL FUND MONTHLY REPORT**

[illegible]

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**  
**Profit & Loss Budget Overview**  
 July through November 2017

							TOTAL		
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Jul - Nov 17	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
2000 · PROPERTY TAX REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	9,214,000.00	-9,214,000.00	0.0%
2082 · FINES AND FEES	4,267.00	4,638.63	5,853.33	4,444.57	4,981.67	24,185.20	71,000.00	-46,814.80	34.06%
2360 · CONTRACTS WITH OTHER LIBR.	259,448.12	0.00	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	1,284.74	9,934.81	15,000.00	-5,065.19	66.23%
2650 · SALES OF EXCESS MATERIAL	215.85	155.00	57.90	38.00	77.00	543.75			
2670 · SALES OF BOOKS	0.00	152.41	0.00	0.00	87.73	240.14			
2671 · FEDERAL & STATE GRANTS	0.00	0.00	10,000.00	0.00	0.00	10,000.00			
2705 · GIFTS AND DONATIONS	0.00	0.00	143.94	0.00	0.00	143.94			
2760 · SYSTEM & STATE AID	0.00	13,022.10	0.00	1,446.90	0.00	14,469.00	25,000.00	-10,531.00	57.88%
2770 · UNCLASSIFIED REVENUE	1.30	0.00	0.00	0.00	0.00	1.30			
2771 · COPIER REVENUE - CONTRACT (R)	623.60	470.11	1,849.56	1,010.95	635.85	4,590.07	12,000.00	-7,409.93	38.25%
2771A · COPIER REVENUE - INHOUSE (N)	3.15	0.05	1.40	0.00	0.00	4.60			
2772A · ADULT-ADULT PRINTER	470.00	0.00	2,056.40	684.00	900.00	4,110.40			
2800 · Program Receipts	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00	-12,000.00	0.0%
2999 · Lost Books	0.00	0.00	0.00	0.00	38.94	38.94			
<b>Total Income</b>	<b>267,719.58</b>	<b>20,821.36</b>	<b>21,876.35</b>	<b>9,287.05</b>	<b>8,005.93</b>	<b>327,710.27</b>	<b>9,699,000.00</b>	<b>-9,371,289.73</b>	<b>3.38%</b>
<b>Gross Profit</b>	<b>267,719.58</b>	<b>20,821.36</b>	<b>21,876.35</b>	<b>9,287.05</b>	<b>8,005.93</b>	<b>327,710.27</b>	<b>9,699,000.00</b>	<b>-9,371,289.73</b>	<b>3.38%</b>
<b>Expense</b>									
<b>6000 · SALARIES AND WAGES</b>									
<b>6141 · PROFESSIONAL SALARIES</b>									
6141A · PROFESSIONAL (ADULT)	44,830.24	45,820.04	45,628.48	45,472.65	45,157.03	226,908.44	811,229.00	-584,320.56	27.97%
6141C · PROFESSIONAL (C&P)	47,571.04	48,578.77	46,810.37	46,232.87	46,307.70	235,500.75	620,211.00	-384,710.25	37.97%
6141D · PROFESSIONAL (DIGITAL)	19,059.62	19,131.03	19,118.43	20,247.16	21,606.44	99,162.68	302,497.00	-203,334.32	32.78%
6141N · PROFESSIONAL (TEEN)	21,302.62	20,711.23	19,281.20	19,728.40	20,332.94	101,356.39	285,756.00	-184,399.61	35.47%
6141S · COMM SERV LIBR (SVC)	13,735.88	13,776.40	10,410.77	11,867.42	13,776.40	63,566.87	232,133.00	-168,566.13	27.38%
6141T · PROFESSIONAL (TECH)	11,263.82	11,271.46	10,998.88	11,761.97	10,215.79	55,511.92	192,173.00	-136,661.08	28.89%
<b>Total 6141 · PROFESSIONAL SALARIES</b>	<b>157,763.22</b>	<b>159,288.93</b>	<b>152,248.13</b>	<b>155,310.47</b>	<b>157,396.30</b>	<b>782,007.05</b>	<b>2,443,999.00</b>	<b>-1,661,991.95</b>	<b>32.0%</b>
<b>6142 · CLERICAL SALARIES</b>									

	TOTAL								
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Jul - Nov 17	Budget	\$ Over Budget	% of Budget
6142A · CLERICAL (ADULT)	25,778.43	61,922.46	26,277.04	26,258.26	26,047.57	166,283.76	371,303.00	-205,019.24	44.78%
6142C · CLERICAL (C&P)	17,998.08	18,145.23	20,466.35	21,342.58	21,487.09	99,439.33	297,048.00	-197,608.67	33.48%
6142D · CLERICAL (DIGITAL)	3,298.25	3,923.08	3,923.08	3,923.08	3,923.08	18,990.57	43,004.00	-24,013.43	44.16%
6142G · CLERICAL (GEN)	5,117.61	13,938.52	7,267.65	7,388.38	7,388.38	41,100.54	115,235.00	-74,134.46	35.67%
6142L · CLERICAL (LIT)	16,769.87	10,073.82	13,851.01	14,070.85	14,965.45	69,731.00	218,381.00	-148,650.00	31.93%
6142N · CLERICAL (TEEN)	8,469.29	9,284.64	8,290.77	8,587.65	9,142.60	43,774.95	111,877.00	-68,102.05	39.13%
6142R · CLERICAL (CIRC)	24,288.03	25,291.35	24,836.79	25,036.59	24,005.64	123,458.40	356,521.00	-233,062.60	34.63%
6142S · CLERICAL (SVC)	180.23	0.00	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	9,377.83	46,835.78	118,364.00	-71,528.22	39.57%
6142X · CLERICAL (WIRES)	964.36	1,401.91	1,923.81	1,991.30	2,068.36	8,349.74			
<b>Total 6142 · CLERICAL SALARIES</b>	<b>112,224.24</b>	<b>153,361.07</b>	<b>116,136.76</b>	<b>118,016.23</b>	<b>118,406.00</b>	<b>618,144.30</b>	<b>1,658,439.00</b>	<b>-1,040,294.70</b>	<b>37.27%</b>
<b>6143 · PAGE SALARIES</b>									
6143A · PAGE (ADULT)	13,151.00	11,790.94	12,743.69	14,754.79	14,688.12	67,128.54	204,012.00	-136,883.46	32.9%
6143C · PAGE (C&P)	11,113.58	10,607.76	9,479.89	12,184.63	13,238.16	56,624.02	159,750.00	-103,125.98	35.45%
6143L · PAGE (LIT)	683.95	744.60	701.25	673.20	660.45	3,463.45	6,550.00	-3,086.55	52.88%
6143N · PAGE (TEEN)	1,708.80	1,909.50	1,461.43	1,443.10	1,660.05	8,182.88	17,778.00	-9,595.12	46.03%
6143R · PAGE (CIRC)	2,472.00	1,856.40	2,155.21	2,493.65	2,618.95	11,596.21	28,469.00	-16,872.79	40.73%
6143T · PAGE (TECH)	3,714.78	3,860.34	3,354.09	3,434.49	3,414.09	17,777.79	57,727.00	-39,949.21	30.8%
<b>Total 6143 · PAGE SALARIES</b>	<b>32,844.11</b>	<b>30,769.54</b>	<b>29,895.56</b>	<b>34,983.86</b>	<b>36,279.82</b>	<b>164,772.89</b>	<b>474,286.00</b>	<b>-309,513.11</b>	<b>34.74%</b>
<b>6144 · CUSTODIAL</b>									
6144G · CUSTODIAL	16,855.58	15,605.97	16,273.16	17,226.42	16,995.75	82,956.88	251,803.00	-168,846.12	32.95%
<b>Total 6144 · CUSTODIAL</b>	<b>16,855.58</b>	<b>15,605.97</b>	<b>16,273.16</b>	<b>17,226.42</b>	<b>16,995.75</b>	<b>82,956.88</b>	<b>251,803.00</b>	<b>-168,846.12</b>	<b>32.95%</b>
<b>6145 · SECURITY</b>									
6145G · SECURITY	15,084.75	15,969.78	15,891.70	18,812.00	17,431.73	83,189.96	221,703.00	-138,513.04	37.52%
<b>Total 6145 · SECURITY</b>	<b>15,084.75</b>	<b>15,969.78</b>	<b>15,891.70</b>	<b>18,812.00</b>	<b>17,431.73</b>	<b>83,189.96</b>	<b>221,703.00</b>	<b>-138,513.04</b>	<b>37.52%</b>
<b>6146 · TECHNICIAN</b>									
6146W · TECHNICAL (WIRES)	14,363.89	32,267.83	14,903.66	28,595.88	8,058.62	98,189.88	200,572.00	-102,382.12	48.96%
6146X · INFO-TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	12,795.00	-12,795.00	0.0%
<b>Total 6146 · TECHNICIAN</b>	<b>14,363.89</b>	<b>32,267.83</b>	<b>14,903.66</b>	<b>28,595.88</b>	<b>8,058.62</b>	<b>98,189.88</b>	<b>213,367.00</b>	<b>-115,177.12</b>	<b>46.02%</b>
<b>6147 · ADMINISTRATIVE</b>									
<b>Total 6147 · ADMINISTRATIVE</b>	<b>28,799.88</b>	<b>21,312.04</b>	<b>21,312.04</b>	<b>21,312.04</b>	<b>21,312.04</b>	<b>114,048.04</b>	<b>283,056.00</b>	<b>-169,007.96</b>	<b>40.29%</b>



	TOTAL								
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Jul - Nov 17	Budget	\$ Over Budget	% of Budget
Total 6000 · SALARIES AND WAGES	377,935.67	428,575.16	366,661.01	394,256.90	375,880.26	1,943,309.00	5,546,653.00	-3,603,344.00	35.04%
6200 · EMPLOYEE BENEFITS									
9010 · RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	636,928.00	-636,928.00	0.0%
9030 · SOCIAL SECURITY	28,160.07	32,026.14	27,267.62	28,563.95	27,096.62	143,114.40	380,000.00	-236,885.60	37.66%
9040 · WORKERS' COMPENSATION	0.00	-6,218.70	-4,953.47	0.00	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	0.00	1,776.00	2,500.00	-724.00	71.04%
9055 · DISABILTY INSURANCE	1,470.86	1,598.22	1,227.76	1,273.78	1,275.40	6,846.02	21,500.00	-14,653.98	31.84%
9060 · MEDICAL INSURANCE	66,144.41	68,292.27	70,446.34	70,314.82	70,349.02	345,546.86	851,220.00	-505,673.14	40.59%
Total 6200 · EMPLOYEE BENEFITS	97,218.34	95,697.93	93,988.25	100,485.55	98,721.04	486,111.11	1,977,148.00	-1,491,036.89	24.59%
6410A · BOOKS (ADULT)									
6410A.e · E-BOOKS (ADULT)	54.81	0.00	0.00	-310.88	0.00	-256.07			
6410A · BOOKS (ADULT) - Other	8,942.99	8,330.71	9,607.56	6,062.39	11,191.17	44,134.82	184,000.00	-139,865.18	23.99%
Total 6410A · BOOKS (ADULT)	8,997.80	8,330.71	9,607.56	5,751.51	11,191.17	43,878.75	184,000.00	-140,121.25	23.85%
6410C · BOOKS (C&P)									
6410C.e · E-BOOKS (C&P)	0.00	0.00	0.00	-19.00	0.00	-19.00			
6410C · BOOKS (C&P) - Other	2,326.42	2,985.99	4,674.66	5,046.31	2,571.58	17,604.96	119,500.00	-101,895.04	14.73%
Total 6410C · BOOKS (C&P)	2,326.42	2,985.99	4,674.66	5,027.31	2,571.58	17,585.96	119,500.00	-101,914.04	14.72%
6410L · BOOKS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6410N · BOOKS (TEEN)									
6410N.e · E-BOOKS (TEEN)	0.00	0.00	0.00	-20.72	0.00	-20.72			
6410N · BOOKS (TEEN) - Other	485.43	424.00	1,924.32	722.06	449.32	4,005.13	27,000.00	-22,994.87	14.83%
Total 6410N · BOOKS (TEEN)	485.43	424.00	1,924.32	701.34	449.32	3,984.41	27,000.00	-23,015.59	14.76%
6410T · BOOKS (TECH)	0.00	61.46	0.00	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	5,289.82	25,409.21	46,000.00	-20,590.79	55.24%
6411C · MICRO/REF CD (C&P)	94.30	0.00	5,400.00	2,815.00	2,846.80	11,156.10	18,250.00	-7,093.90	61.13%
6411N · MICRO/REF CD (TEEN)	94.29	0.00	5,400.00	750.00	3,744.81	9,989.10	17,000.00	-7,010.90	58.76%
6412A · RECORDINGS (ADULT)	2,010.81	3,056.45	2,225.26	4,380.01	2,000.27	13,672.80	47,200.00	-33,527.20	28.97%
6412C · RECORDINGS (C&P)	268.11	531.57	129.81	638.91	162.06	1,730.46	10,000.00	-8,269.54	17.31%
6412N · RECORDINGS (TEEN)	365.21	737.10	26.08	885.67	376.60	2,390.66	10,000.00	-7,609.34	23.91%
6413A · PERIODICALS (ADULT)	408.38	0.00	52.98	12,207.50	7.50	12,676.36	33,000.00	-20,323.64	38.41%
6413C · PERIODICALS (C&P)	0.00	17.99	0.00	376.14	0.00	394.13	6,325.00	-5,930.87	6.23%

	TOTAL								
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Jul - Nov 17	Budget	\$ Over Budget	% of Budget
6413D · PERIODICALS (ADM)	0.00	57.00	0.00	171.00	399.00	627.00	1,000.00	-373.00	62.7%
6413G · PERIODICALS (GEN)	0.00	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	0.00	132.00	2,590.00	-2,458.00	5.1%
6413T · PERIODICALS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	250.00	-250.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	100.43	0.00	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	5,790.35	29,935.76	90,000.00	-60,064.24	33.26%
6417C · VIDEOS (C&P)	871.98	338.36	520.04	1,295.78	1,274.72	4,300.88	33,000.00	-28,699.12	13.03%
6417L · VIDEOS (LIT)	0.00	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	241.80	1,030.32	6,000.00	-4,969.68	17.17%
6419G · SOFTWARE (GEN)	-215.63	6,050.00	0.00	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	0.00	1,500.00	-1,500.00	0.0%
6419T · SOFTWARE (TECH)	0.00	0.00	0.00	0.00	551.77	551.77	3,000.00	-2,448.23	18.39%
6419W · SOFTWARE (WIRES)	4,096.00	0.00	299.22	0.00	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	0.00	2,500.00	-2,500.00	0.0%
6429C · REALIA (C&P)	0.00	1,175.41	74.93	550.85	0.00	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	5,005.66	19,911.32	60,000.00	-40,088.68	33.19%
6431D · TELECOMMUNICATIONS	12,362.43	4,334.35	3,943.84	3,947.05	3,641.08	28,228.75	55,050.00	-26,821.25	51.28%
6432G · CARTAGE	285.00	285.00	285.00	285.00	285.00	1,425.00	3,250.00	-1,825.00	43.85%
6433G · POSTAGE	3,402.18	5,064.78	4,448.05	4,408.84	3,369.97	20,693.82	59,000.00	-38,306.18	35.07%
6434A · PRINTING (ADULT)	0.00	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	0.00	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	6,581.00	35,173.48	100,000.00	-64,826.52	35.17%
6434L · PRINTING (LIT)	0.00	0.00	0.00	42.91	0.00	42.91	500.00	-457.09	8.58%
6434N · PRINTING (TEEN)	0.00	0.00	0.00	42.92	0.00	42.92	6,000.00	-5,957.08	0.72%
6434R · PRINTING (CIRC)	0.00	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	0.00	42.92	5,000.00	-4,957.08	0.86%
6435A · CED, CONF & TRAVEL (ADULT)	116.13	27.00	25.00	1,216.31	25.00	1,409.44	4,000.00	-2,590.56	35.24%
6435C · CED, CONF & TRAVEL (C&P)	126.57	105.33	228.18	1,104.46	158.32	1,722.86	5,250.00	-3,527.14	32.82%
6435D · CED, CONF & TRAVEL (ADM)	1,383.90	2,770.84	936.58	393.35	6,917.87	12,402.54	7,500.00	4,902.54	165.37%
6435Dig · CED, CONF & TRAVEL (DIGITAL)	17.36	172.24	70.65	328.00	1,732.69	2,320.94	5,000.00	-2,679.06	46.42%
6435G · CED, CONF & TRAVEL (GEN)	116.10	300.00	37.56	216.10	0.00	669.76	3,000.00	-2,330.24	22.33%
6435L · CED, CONF & TRAVEL (LIT)	116.13	0.00	338.94	252.15	729.94	1,437.16	7,000.00	-5,562.84	20.53%
6435N · CED, CONF & TRAVEL (TEEN)	527.51	201.49	190.24	1,274.34	171.72	2,365.30	6,000.00	-3,634.70	39.42%
6435R · CED, CONF & TRAVEL (CIRC)	116.13	85.00	0.00	116.13	0.00	317.26	3,000.00	-2,682.74	10.58%
6435S · CED, CONF & TRAV (COMM SRV)	606.83	0.00	120.82	622.04	0.00	1,349.69	3,000.00	-1,650.31	44.99%
6435T · CED, CONF & TRAVEL (TECH)	116.13	422.00	0.00	116.13	78.00	732.26	2,950.00	-2,217.74	24.82%
6435W · CED, CONF & TRAVEL (WIRES)	128.81	0.00	0.00	116.13	0.00	244.94	4,000.00	-3,755.06	6.12%

							TOTAL		
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Jul - Nov 17	Budget	\$ Over Budget	% of Budget
6436 · CONTRACTS	0.00	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	6,071.84	23,515.51	66,000.00	-42,484.49	35.63%
6437C · PROGRAMS (C&P)	10,715.87	11,260.45	3,766.46	8,820.64	6,039.66	40,603.08	80,000.00	-39,396.92	50.75%
6437D · PROGRAMS (DIGITAL)	2,487.42	580.54	306.07	613.13	643.00	4,630.16	10,000.00	-5,369.84	46.3%
6437L · PROGRAMS (LIT)	2,492.11	7,969.47	2,776.60	5,839.07	12,265.97	31,343.22	75,000.00	-43,656.78	41.79%
6437N · PROGRAMS (TEEN)	5,148.04	5,809.43	3,663.01	4,854.17	4,994.90	24,469.55	60,000.00	-35,530.45	40.78%
6437P · PROFESSIONAL FEES									
643760 · PLANTINGS	150.00	150.00	150.00	150.00	150.00	750.00	1,800.00	-1,050.00	41.67%
643765 · PROMOTION AND PUBLICITY	3,044.03	4,203.60	6,591.46	896.36	4,435.86	19,171.31	25,000.00	-5,828.69	76.69%
643770 · CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6437P01 · ACCOUNTANT/AUDITOR	0.00	0.00	0.00	0.00	0.00	0.00	17,000.00	-17,000.00	0.0%
6437P02 · AUDITOR	1,000.00	0.00	500.00	0.00	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	0.00	5,000.00	-5,000.00	0.0%
6437P11 · FSA ADMINISTRATION	131.50	131.50	131.50	131.50	131.50	657.50	1,578.00	-920.50	41.67%
6437P12 · PAYROLL SERVICES	1,339.50	1,300.01	1,319.40	1,381.51	1,994.90	7,335.32	22,000.00	-14,664.68	33.34%
6437P13 · ARMORED CAR SERVICE	180.10	177.96	178.97	200.88	179.48	917.39	2,040.00	-1,122.61	44.97%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	152.24	0.00	152.24	0.00	215.52	520.00			
6437P16 · STAFF BACKGROUND SCREEN	0.00	147.30	0.00	1,085.40	0.00	1,232.70	4,000.00	-2,767.30	30.82%
6437P17 · TRANSLATION SERVICES	0.00	0.00	0.00	0.00	75.25	75.25	500.00	-424.75	15.05%
6437P3 · APPRAISAL SERVICES	330.00	0.00	0.00	0.00	0.00	330.00			
6437P4 · ATTORNEY	9,453.75	1,703.75	2,741.08	1,940.00	0.00	15,838.58	38,000.00	-22,161.42	41.68%
6437P5 · BACKFLOW INSPECTION	0.00	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6437P7 · COLLECTION AGENCY	116.35	152.15	143.20	98.45	116.35	626.50	2,000.00	-1,373.50	31.33%
6437P8 · DENITE SYSTEMS ANALYSIS	0.00	0.00	330.00	0.00	0.00	330.00	400.00	-70.00	82.5%
6437P9 · EAP	7,650.00	0.00	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	0.00	299.00			
Total 6437P · PROFESSIONAL FEES	23,547.47	7,966.27	12,237.85	6,183.10	7,298.86	57,233.55	135,618.00	-78,384.45	42.2%
6438 · DUES	0.00	150.00	1,120.00	698.00	442.00	2,410.00	5,000.00	-2,590.00	48.2%
6439A · EQUIPMENT R & M (ADULT)	0.00	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	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	3,427.30	21,900.11	50,000.00	-28,099.89	43.8%
6439N · EQUIPMENT R & M (TEEN)	0.00	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	10,723.63	32,170.89	50,000.00	-17,829.11	64.34%
6439T · EQUIPMENT R & M (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	1,413.75	2,066.40	0.00	5,393.62	458.81	9,332.58	26,000.00	-16,667.42	35.9%
6450E · ELECTRICITY	15,536.88	15,481.09	30,898.72	0.00	10,264.20	72,180.89	125,000.00	-52,819.11	57.75%

							TOTAL		
	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Jul - Nov 17	Budget	\$ Over Budget	% of Budget
6450F · FUEL/GAS	475.77	520.73	374.51	878.33	72.45	2,321.79	15,000.00	-12,678.21	15.48%
6450W · WATER	395.17	0.00	0.00	475.54	0.00	870.71	1,500.00	-629.29	58.05%
6451G · CUSTODIAL SUPPLIES	418.81	993.89	1,424.83	1,848.24	1,241.85	5,927.62	19,000.00	-13,072.38	31.2%
6452G · BLDG ALTERATION AND MAINT	6,322.87	2,140.10	11,919.15	2,561.00	6,156.93	29,100.05	72,041.00	-42,940.95	40.39%
6454 · INSURANCE	65,455.46	0.00	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	-50.00	25.00			
7203 · EQUIPMENT - Capital Purchases									
7203A · EQUIPMENT ADULT	0.00	0.00	-9.76	1,641.12	0.00	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	993.47	5,024.72	5,000.00	24.72	100.49%
7203D · EQUIPMENT ADMIN	0.00	0.00	0.00	3,679.70	0.00	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	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	0.00	0.0%
7203N · EQUIPMENT TEEN	0.00	366.98	0.00	1,398.70	0.00	1,765.68	8,000.00	-6,234.32	22.07%
7203R · EQUIPMENT CIRC	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
7203T · EQUIPMENT TECH	0.00	0.00	297.60	159.00	858.14	1,314.74	2,000.00	-685.26	65.74%
7203W · EQUIPMENT WIRE	2,802.09	23,919.62	497.85	4,039.26	2,052.92	33,311.74	140,000.00	-106,688.26	23.79%
Total 7203 · EQUIPMENT - Capital Purchases	3,089.63	26,631.60	785.69	12,316.49	3,904.53	46,727.94	172,000.00	-125,272.06	27.17%
Total Expense	682,703.15	695,552.97	601,490.45	628,586.12	614,151.05	3,222,483.74	9,699,000.00	-6,476,516.26	33.23%
Net Ordinary Income	-414,983.57	-674,731.61	-579,614.10	-619,299.07	-606,145.12	-2,894,773.47	0.00	-2,894,773.47	100.0%
Other Income/Expense									
Other Expense									
7500 · BUILDING IMPROVEMENTS	43,709.75	33,688.08	12,586.54	15,243.11	11,975.58	117,203.06			
Total Other Expense	43,709.75	33,688.08	12,586.54	15,243.11	11,975.58	117,203.06			
Net Other Income	-43,709.75	-33,688.08	-12,586.54	-15,243.11	-11,975.58	-117,203.06	0.00	-117,203.06	100.0%
Net Income	-458,693.32	-708,419.69	-592,200.64	-634,542.18	-618,120.70	-3,011,976.53	0.00	-3,011,976.53	100.0%

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**SCHEDULE OF CLAIMS  
PRESENTED DECEMBER 18, 2017**

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PREPAY PAYABLES WARRANT #1	\$ 10,822.86
PAYABLES WARRANT #2	\$ 142,937.56
PAYROLL WARRANT W.E. 12/1/2017	\$ 183,328.79
PAYROLL BENEFITS WARRANT	\$ 8,977.78
PAYROLL WARRANT W.E. 12/15/2017	\$ 221,438.28
PAYROLL BENEFITS WARRANT	\$ 108,333.54

Total	<u><u>\$ 675,838.81</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**  
**DECEMBER 18, 2017**  
**PREPAY WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57818	11/28/2017	Cablevision / Optimum	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112317	11/23/2017		6431D · TELECOMMUNICATIONS	-107.56
TOTAL						-107.56
	Bill Pmt -Check	57819	11/28/2017	Long Island Rail Road	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112817	11/28/2017		6437A · PROGRAMS (ADULT)	-731.25
TOTAL						-731.25
	Bill Pmt -Check	57820	11/29/2017	Home Depot Credit Services	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11917	11/29/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-148.00
					6437A · PROGRAMS (ADULT)	-175.92
					6437N · PROGRAMS (TEEN)	-296.36
					6451G · CUSTODIAL SUPPLIES	-167.23
					6452G · BLDG ALTERATION AND MAINT	-162.00
TOTAL						-949.51
	Bill Pmt -Check	57821	12/08/2017	AT&T Mobility	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112717	12/08/2017		6431D · TELECOMMUNICATIONS	-289.10
TOTAL						-289.10

**Mastics Moriches Shirley Community Library**

**DECEMBER 18, 2017**

**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	57822	12/11/2017	Amazon.com	L0225 · EMPIRE NAT'L - OPERATING	
Bill	111017	12/11/2017		6410A · BOOKS (ADULT)	-820.33
				6410C · BOOKS (C&P)	-6.99
				6410N · BOOKS (TEEN)	-20.36
				6412C · RECORDINGS (C&P)	-20.37
				6413W · PERIODICALS (WIRES)	-28.30
				6417A · VIDEOS (ADULT)	-1,133.29
				6417C · VIDEOS (C&P)	-47.97
				6417N · VIDEOS (TEEN)	-1,276.66
				6430G · OFFICE AND LIBRARY SUPPLIES	-537.57
				6437A · PROGRAMS (ADULT)	-116.14
				6437C · PROGRAMS (C&P)	-462.26
				6437D · PROGRAMS (DIGITAL)	-524.51
				6437L · PROGRAMS (LIT)	-45.23
				6437N · PROGRAMS (TEEN)	-91.12
				6437N · PROGRAMS (TEEN)	-212.72
				7203A · EQUIPMENT ADULT	-71.92
				7203N · EQUIPMENT TEEN	-439.82
				7203R · EQUIPMENT CIRC	-59.96
				7203T · EQUIPMENT TECH	-112.40
TOTAL					-6,027.92

**Mastics Moriches Shirley Community Library**  
**DECEMBER 18, 2017**  
**PREPAY WARRANT**

<b>Bill Pmt -Check</b>		<b>57823</b>	<b>12/11/2017 NEOPOST/TOTALFUNDS by Hasle</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	SHIRLEY8zros11654252	12/11/2017	6433G · POSTAGE		-1,000.00
TOTAL					-1,000.00
<b>Bill Pmt -Check</b>		<b>57824</b>	<b>12/11/2017 National Grid</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	120417	12/04/2017	6450F · FUEL/GAS		-1,717.52
TOTAL					-1,717.52
<b>TOTAL</b>					<b>-10,822.86</b>

I hereby certify that at a meeting on December 18, 2017  
the above vouchers were approved and authorized.

Signed: \_\_\_\_\_



**Mastics Moriches Shirley Community Library**  
**DECEMBER 18, 2017**  
**WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57825	12/18/2017	Abramowitz, Kelly	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	113017	11/30/2017		6437N · PROGRAMS (TEEN)	-520.00
TOTAL						<u>-520.00</u>
	Bill Pmt -Check	57826	12/18/2017	Academic Associates	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112517	11/25/2017		6437L · PROGRAMS (LIT)	-360.00
TOTAL						<u>-360.00</u>
	Bill Pmt -Check	57827	12/18/2017	Advanced Plant Care, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	23985	12/04/2017		643760 · PLANTINGS	-150.00
TOTAL						<u>-150.00</u>
	Bill Pmt -Check	57828	12/18/2017	Aguilar, Sandra A.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112717	11/27/2017		6437L · PROGRAMS (LIT)	-150.00
TOTAL						<u>-150.00</u>
	Bill Pmt -Check	57829	12/18/2017	ALA (Membership)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112417-RWyneken	11/24/2017		6438 · DUES	-140.00
	Bill	Hofmann013118	11/30/2017		6438 · DUES	-50.00
TOTAL						<u>-190.00</u>

**Mastics Moriches Shirley Community Library**

**DECEMBER 18, 2017**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>57830</b>	<b>12/18/2017</b>	<b>Ashton, Ruth</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	120517	12/05/2017		6437L · PROGRAMS (LIT)	-374.00
TOTAL					-374.00
<b>Bill Pmt -Check</b>	<b>57831</b>	<b>12/18/2017</b>	<b>Baker &amp; Taylor</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3021769892	08/24/2017		6410C · BOOKS (C&P)	-110.84
Bill	3021889995	11/13/2017		6410N · BOOKS (TEEN)	-61.19
Bill	3021907244	11/14/2017		6410C · BOOKS (C&P)	-102.74
Bill	3021903639	11/14/2017		6410A · BOOKS (ADULT)	-774.44
Bill	3021906813	11/15/2017		6410A · BOOKS (ADULT)	-708.65
Bill	3021907015	11/15/2017		6410A · BOOKS (ADULT)	-411.16
Bill	3021907111	11/15/2017		6410N · BOOKS (TEEN)	-14.30
Bill	3021913540	11/15/2017		6410A · BOOKS (ADULT)	-332.83
Bill	3021915917	11/16/2017		6410N · BOOKS (TEEN)	-100.94
Bill	3021912119	11/17/2017		6410A · BOOKS (ADULT)	-504.30
Bill	3021917874	11/17/2017		6410A · BOOKS (ADULT)	-236.25
Bill	3021920048	11/20/2017		6410N · BOOKS (TEEN)	-20.46
Bill	3021923366	11/22/2017		6410A · BOOKS (ADULT)	-216.55
Bill	3021923518	11/22/2017		6410C · BOOKS (C&P)	-228.59
Bill	3021929796	11/26/2017		6410A · BOOKS (ADULT)	-137.03
Bill	3021914528	11/27/2017		6410A · BOOKS (ADULT)	-136.30
Bill	3021922983	11/27/2017		6410A · BOOKS (ADULT)	-216.08
Bill	3021927470	11/27/2017		6410A · BOOKS (ADULT)	-468.64
Bill	3021928394	11/29/2017		6410A · BOOKS (ADULT)	-356.70
Bill	3021927851	11/29/2017		6410C · BOOKS (C&P)	-21.75
Bill	3021938258	11/30/2017		6410N · BOOKS (TEEN)	-23.01
Bill	3021937006	12/02/2017		6410A · BOOKS (ADULT)	-260.09

**Mastics Moriches Shirley Community Library**  
**DECEMBER 18, 2017**  
**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
Bill	3021937649	12/04/2017		6410C · BOOKS (C&P)	-28.45
Bill	3021932946	12/05/2017		6410A · BOOKS (ADULT)	-525.24
Bill	3021948933	12/07/2017		6410A · BOOKS (ADULT)	-270.39
Bill	3021939498	12/07/2017		6410A · BOOKS (ADULT)	-994.16
TOTAL					<u>-6,211.87</u>
<b>Bill Pmt -Check</b>	<b>57832</b>	<b>12/18/2017</b>	<b>Baking Coach, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	111517	11/15/2017		6437N · PROGRAMS (TEEN)	-325.00
TOTAL					<u>-325.00</u>
<b>Bill Pmt -Check</b>	<b>57833</b>	<b>12/18/2017</b>	<b>Barbecho, Ana C.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	120517	12/05/2017		6437L · PROGRAMS (LIT)	-474.50
TOTAL					<u>-474.50</u>
<b>Bill Pmt -Check</b>	<b>57834</b>	<b>12/18/2017</b>	<b>Bartolomeo, Michael</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	111017	11/10/2017		6435Dig · CED, CONF & TRAVEL (DIGITAL)	-76.45
Bill	111117	11/11/2017		6435Dig · CED, CONF & TRAVEL (DIGITAL)	-242.88
TOTAL					<u>-319.33</u>
<b>Bill Pmt -Check</b>	<b>57835</b>	<b>12/18/2017</b>	<b>Bishop, Viviana G.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	120517	12/05/2017		6437L · PROGRAMS (LIT)	-600.00
TOTAL					<u>-600.00</u>

**Mastics Moriches Shirley Community Library**  
**DECEMBER 18, 2017**  
**WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57836	12/18/2017	Brodart Co.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	487270	12/05/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-117.36
TOTAL						-117.36
	Bill Pmt -Check	57837	12/18/2017	Brookhaven Locksmiths, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	4826	11/21/2017		6452G · BLDG ALTERATION AND MAINT	-150.00
	Bill	4849	11/28/2017		6452G · BLDG ALTERATION AND MAINT	-745.00
TOTAL						-895.00
	Bill Pmt -Check	57838	12/18/2017	Bug Free Exterminating Co., Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2361777	11/18/2017		6452G · BLDG ALTERATION AND MAINT	-350.00
TOTAL						-350.00
	Bill Pmt -Check	57839	12/18/2017	Bulk Book Store	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	B2066044	11/17/2017		6437C · PROGRAMS (C&P)	-1,135.00
TOTAL						-1,135.00
	Bill Pmt -Check	57840	12/18/2017	Carter, Kathleen	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112817	11/28/2017		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-100.00

**Mastics Moriches Shirley Community Library**  
**DECEMBER 18, 2017**  
**WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57841	12/18/2017	Ciccotto, William	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	113017	11/30/2017		6437N · PROGRAMS (TEEN)	-195.00
TOTAL						-195.00
	Bill Pmt -Check	57842	12/18/2017	CJ2 Communication Strategies, LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1517	11/30/2017		643765 · PROMOTION AND PUBLICITY	-967.66
TOTAL						-967.66
	Bill Pmt -Check	57843	12/18/2017	Cleanco Distributors, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	041209	12/11/2017		6451G · CUSTODIAL SUPPLIES	-251.15
TOTAL						-251.15
	Bill Pmt -Check	57844	12/18/2017	Clearwater Aquarium Service	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	3762	11/30/2017		6452G · BLDG ALTERATION AND MAINT	-652.42
TOTAL						-652.42
	Bill Pmt -Check	57845	12/18/2017	Colonial Youth & Family Services	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120517	12/05/2017		6437A · PROGRAMS (ADULT)	-45.00
					6437C · PROGRAMS (C&P)	-45.00
TOTAL						-90.00
	Bill Pmt -Check	57846	12/18/2017	Cornell Cooperative Extension	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120717	12/07/2017		6437C · PROGRAMS (C&P)	-150.00
TOTAL						-150.00

**Mastics Moriches Shirley Community Library**

**DECEMBER 18, 2017**

**WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57847	12/18/2017	Cueva, Daniel S.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120517	12/05/2017		6437L · PROGRAMS (LIT)	-684.00
TOTAL						-684.00
	Bill Pmt -Check	57848	12/18/2017	Currao-McAleavey, Carmella	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	111817	11/18/2017		6437N · PROGRAMS (TEEN)	-100.00
	Bill	113017	11/30/2017		6437N · PROGRAMS (TEEN)	-100.00
	Bill	120217	12/02/2017		6437N · PROGRAMS (TEEN)	-100.00
TOTAL						-300.00
	Bill Pmt -Check	57849	12/18/2017	Curtin, Eileen	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112717	11/27/2017		6437C · PROGRAMS (C&P)	-39.98
	Bill	120417	12/04/2017		6437C · PROGRAMS (C&P)	-40.99
TOTAL						-80.97
	Bill Pmt -Check	57850	12/18/2017	D'Amato, Tara	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112817	11/28/2017		6437C · PROGRAMS (C&P)	-53.28
TOTAL						-53.28
	Bill Pmt -Check	57851	12/18/2017	David J. S. Emilita,AICP	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120117	12/01/2017		7500 · BUILDING IMPROVEMENTS	-3,762.26
TOTAL						-3,762.26

**Mastics Moriches Shirley Community Library**

**DECEMBER 18, 2017**

**WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57852	12/18/2017	Davis, Lindsay	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	111117	11/11/2017		6435L · CED, CONF & TRAVEL (LIT)	-358.82
TOTAL						-358.82
	Bill Pmt -Check	57853	12/18/2017	Demco	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	6261237	11/27/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-110.77
	Bill	6261147	11/27/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-62.01
	Bill	6260909	11/27/2017		7203C · EQUIPMENT C & P	-993.47
TOTAL						-1,166.25
	Bill Pmt -Check	57854	12/18/2017	deQuillfeldt, Janet	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	111617	11/16/2017		6437C · PROGRAMS (C&P)	-150.00
TOTAL						-150.00
	Bill Pmt -Check	57855	12/18/2017	Displays2Go	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	PSI0587517	12/04/2017		7203C · EQUIPMENT C & P	-351.78
TOTAL						-351.78
	Bill Pmt -Check	57856	12/18/2017	DJJ Technologies	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2077461	12/01/2017		6439W · EQUIPMENT R & M (WIRES)	-378.81
TOTAL						-378.81

**Mastics Moriches Shirley Community Library**

**DECEMBER 18, 2017**

**WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57857	12/18/2017	Donovan, Elizabeth	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120517	12/05/2017		6437L · PROGRAMS (LIT)	-456.00
TOTAL						-456.00
	Bill Pmt -Check	57858	12/18/2017	Dunbar Armored Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	4109333	12/01/2017		6437P13 · ARMORED CAR SERVICE	-179.98
TOTAL						-179.98
	Bill Pmt -Check	57859	12/18/2017	Earle, April L.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112517	11/25/2017		6437A · PROGRAMS (ADULT)	-160.00
	Bill	120917	12/09/2017		6437A · PROGRAMS (ADULT)	-200.00
	Bill	120917a	12/09/2017		6437A · PROGRAMS (ADULT)	-120.00
TOTAL						-480.00
	Bill Pmt -Check	57860	12/18/2017	East End Bus Lines, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1017WFF1	10/31/2017		6437C · PROGRAMS (C&P)	-122.07
	Bill	1017WFF3	10/31/2017		6437C · PROGRAMS (C&P)	-107.12
	Bill	1017WFF4	10/31/2017		6437C · PROGRAMS (C&P)	-77.23
	Bill	1017WFF12	10/31/2017		6437C · PROGRAMS (C&P)	-107.12
	Bill	1017WFF16	10/31/2017		6437C · PROGRAMS (C&P)	-107.12
	Bill	1017WFF19	10/31/2017		6437C · PROGRAMS (C&P)	-107.12
	Bill	1017WFF21	10/31/2017		6437C · PROGRAMS (C&P)	-92.18
	Bill	1017WFF31	10/31/2017		6437C · PROGRAMS (C&P)	-107.12
	Bill	1017WFF36	10/31/2017		6437C · PROGRAMS (C&P)	-107.12
	Bill	1017WFF37	10/31/2017		6437C · PROGRAMS (C&P)	-107.12
TOTAL						-1,041.32



**Mastics Moriches Shirley Community Library**  
**DECEMBER 18, 2017**  
**WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57861	12/18/2017	Foerderer, Linda	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120417	12/04/2017		6437L · PROGRAMS (LIT)	-300.00
TOTAL						-300.00
	Bill Pmt -Check	57862	12/18/2017	Friends of Nassau County Recreation	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	113017	11/30/2017		6437A · PROGRAMS (ADULT)	-116.67
					6437C · PROGRAMS (C&P)	-116.66
					6437N · PROGRAMS (TEEN)	-116.67
TOTAL						-350.00
	Bill Pmt -Check	57863	12/18/2017	Fuentes, Rosa E.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120517	12/05/2017		6437L · PROGRAMS (LIT)	-512.50
TOTAL						-512.50
	Bill Pmt -Check	57864	12/18/2017	George, Ivette	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120517	12/05/2017		6437L · PROGRAMS (LIT)	-306.00
TOTAL						-306.00
	Bill Pmt -Check	57865	12/18/2017	Gillio, Soraya	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	111517	11/15/2017		6437C · PROGRAMS (C&P)	-100.00
TOTAL						-100.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57866	12/18/2017	Giouzepis, Dimitrios	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112817	11/28/2017		6437C · PROGRAMS (C&P)	-140.00
TOTAL						-140.00
	Bill Pmt -Check	57867	12/18/2017	Hannibal, Julia Ann	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	113017	11/30/2017		6437N · PROGRAMS (TEEN)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	57868	12/18/2017	Henn, JoAnn	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	113017	11/30/2017		6437A · PROGRAMS (ADULT)	-320.00
	Bill	120417	12/04/2017		6437A · PROGRAMS (ADULT)	-80.00
TOTAL						-400.00
	Bill Pmt -Check	57869	12/18/2017	Iberger, Deborah	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112417	11/24/2017		6437C · PROGRAMS (C&P)	-64.49
TOTAL						-64.49
	Bill Pmt -Check	57870	12/18/2017	Information Today, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1644224-B1	11/01/2017		6410A · BOOKS (ADULT)	-361.05
TOTAL						-361.05

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	57871	12/18/2017	Ingram Library Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	61291716	11/15/2017		6410C · BOOKS (C&P)	-18.68
Bill	61291715	11/15/2017		6410C · BOOKS (C&P)	-18.66
Bill	61291718	11/15/2017		6410C · BOOKS (C&P)	-47.57
Bill	61291719	11/15/2017		6410C · BOOKS (C&P)	-10.99
Bill	61291720	11/15/2017		6410C · BOOKS (C&P)	-9.89
Bill	61291717	11/15/2017		6410C · BOOKS (C&P)	-8.24
Bill	66897546	11/17/2017		6410C · BOOKS (C&P)	-48.46
Bill	66897547	11/17/2017		6410C · BOOKS (C&P)	-8.78
Bill	61293983	11/20/2017		6410C · BOOKS (C&P)	-14.95
Bill	61293984	11/20/2017		6410C · BOOKS (C&P)	-9.34
Bill	61293985	11/20/2017		6410C · BOOKS (C&P)	-145.41
Bill	66898152	11/20/2017		6410C · BOOKS (C&P)	-24.23
Bill	66898153	11/20/2017		6410C · BOOKS (C&P)	-15.39
Bill	61294451	11/21/2017		6410C · BOOKS (C&P)	-8.99
Bill	61294450	11/21/2017		6410C · BOOKS (C&P)	-5.98
Bill	61294449	11/21/2017		6410C · BOOKS (C&P)	-20.36
Bill	66899054	11/22/2017		6410N · BOOKS (TEEN)	-10.19
Bill	61294861	11/22/2017		6410C · BOOKS (C&P)	-69.41
Bill	66899680	11/24/2017		6410C · BOOKS (C&P)	-57.00
Bill	66899681	11/24/2017		6410C · BOOKS (C&P)	-15.32
Bill	61297663	11/29/2017		6410C · BOOKS (C&P)	-9.32
Bill	61297664	11/29/2017		6410C · BOOKS (C&P)	-68.17
Bill	61297665	11/29/2017		6410C · BOOKS (C&P)	-14.24
Bill	61297666	11/29/2017		6410C · BOOKS (C&P)	-19.23
Bill	61297667	11/29/2017		6410C · BOOKS (C&P)	-104.93
Bill	66901472	11/30/2017		6410C · BOOKS (C&P)	-9.32
Bill	66903333	12/05/2017		6410C · BOOKS (C&P)	-38.42

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Type	Num	Date	Name	Account	Paid Amount
Bill	61300345	12/07/2017		6410C · BOOKS (C&P)	-26.31
Bill	61300346	12/07/2017		6410C · BOOKS (C&P)	-9.89
Bill	61300347	12/07/2017		6410C · BOOKS (C&P)	-9.87
Bill	61300348	12/07/2017		6410C · BOOKS (C&P)	-17.03
Bill	61300349	12/07/2017		6410C · BOOKS (C&P)	-92.06
Bill	61300350	12/07/2017		6410C · BOOKS (C&P)	-53.74
Bill	66903956	12/07/2017		6410C · BOOKS (C&P)	-52.16
Bill	66903957	12/07/2017		6410C · BOOKS (C&P)	-563.75
Bill	61300869	12/08/2017		6410C · BOOKS (C&P)	-116.85
Bill	61301110	12/08/2017		6410C · BOOKS (C&P)	-9.34
Bill	61301111	12/08/2017		6410C · BOOKS (C&P)	-9.89
Bill	61301113	12/08/2017		6410C · BOOKS (C&P)	-45.30
TOTAL					-1,741.76
<b>Bill Pmt -Check</b>	<b>57872</b>	<b>12/18/2017</b>	<b>Island Elevator Services</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	25454	12/01/2017		6452G · BLDG ALTERATION AND MAINT	-388.00
TOTAL					-388.00
<b>Bill Pmt -Check</b>	<b>57873</b>	<b>12/18/2017</b>	<b>Island School &amp; Art Supply</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	480738	11/27/2017		6437N · PROGRAMS (TEEN)	-94.50
TOTAL					-94.50
<b>Bill Pmt -Check</b>	<b>57874</b>	<b>12/18/2017</b>	<b>Janicka-Wlodek, Krystyna</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	113017	11/30/2017		6437L · PROGRAMS (LIT)	-100.00
TOTAL					-100.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57875	12/18/2017	Janowitz, Laurie	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120717	12/07/2017		6437A · PROGRAMS (ADULT)	-332.00
TOTAL						-332.00
	Bill Pmt -Check	57876	12/18/2017	Jerva, Zoe	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120517	12/05/2017		6437L · PROGRAMS (LIT)	-195.00
TOTAL						-195.00
	Bill Pmt -Check	57877	12/18/2017	Jester Jim, Inc. (Maurer, James)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112717	11/27/2017		6437C · PROGRAMS (C&P)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	57878	12/18/2017	KidCarpet.com	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11067	11/03/2017		6437L · PROGRAMS (LIT)	-459.98
TOTAL						-459.98
	Bill Pmt -Check	57879	12/18/2017	King Kullen	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	173081386331	11/04/2017		6413A · PERIODICALS (ADULT)	-5.00
	Bill	173080704931	11/04/2017		6437N · PROGRAMS (TEEN)	-26.00
	Bill	173081386811	11/04/2017		6437N · PROGRAMS (TEEN)	-30.00
	Bill	173101297251	11/06/2017		6437L · PROGRAMS (LIT)	-26.94
	Bill	173111298171	11/07/2017		6437N · PROGRAMS (TEEN)	-6.38
	Bill	173110719821	11/07/2017		6437N · PROGRAMS (TEEN)	-4.77

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Type	Num	Date	Name	Account	Paid Amount
Bill	173131394671	11/09/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-14.47
Bill	173141202291	11/10/2017		6437N · PROGRAMS (TEEN)	-153.92
Bill	173140729661	11/10/2017		6437C · PROGRAMS (C&P)	-69.55
Bill	173151398611	11/11/2017		6437A · PROGRAMS (ADULT)	-15.00
Bill	173181207841	11/14/2017		6437L · PROGRAMS (LIT)	-14.66
Bill	173190750791	11/15/2017		6437N · PROGRAMS (TEEN)	-83.91
Bill	173200754981	11/16/2017		6437N · PROGRAMS (TEEN)	-22.34
Bill	173201210251	11/16/2017		6437C · PROGRAMS (C&P)	-10.78
Bill	173210315191	11/17/2017		6437C · PROGRAMS (C&P)	-23.53
Bill	173221310291	11/18/2017		6437L · PROGRAMS (LIT)	-16.14
Bill	173221308921	11/18/2017		6413A · PERIODICALS (ADULT)	-2.50
Bill	173241312991	11/20/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-13.57
Bill	173241216631	11/20/2017		6437N · PROGRAMS (TEEN)	-11.98
Bill	173251218511	11/21/2017		6437L · PROGRAMS (LIT)	-28.81
Bill	173260482041	11/22/2017		6437C · PROGRAMS (C&P)	-15.29
Bill	173310798171	11/27/2017		6437C · PROGRAMS (C&P)	-34.58
Bill	173320702601	11/28/2017		6437C · PROGRAMS (C&P)	-11.87
Bill	173321227151	11/28/2017		6437C · PROGRAMS (C&P)	-14.06
Bill	173321228041	11/28/2017		6437L · PROGRAMS (LIT)	-10.64
Bill	173320702201	11/28/2017		6437A · PROGRAMS (ADULT)	-14.04
Bill	173331328991	11/29/2017		6437A · PROGRAMS (ADULT)	-5.96
TOTAL					-592.37
<b>Bill Pmt -Check</b>	<b>57880</b>	<b>12/18/2017</b>	<b>Kyle, Stephanie</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	120217	12/02/2017		6437N · PROGRAMS (TEEN)	-196.00
TOTAL					-196.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>57881</b>	<b>12/18/2017</b>	<b>Language Line Services</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	4041989 March201	11/30/2017		6437P17 · TRANSLATION SERVICES	-8.00
Bill	4062250 April2017	11/30/2017		6437P17 · TRANSLATION SERVICES	-6.50
Bill	4082513 May2017	11/30/2017		6437P17 · TRANSLATION SERVICES	-9.50
Bill	4103306 June2017	11/30/2017		6437P17 · TRANSLATION SERVICES	-6.50
Bill	4123899 July2017	11/30/2017		6437P17 · TRANSLATION SERVICES	-6.50
Bill	4144447 Aug 2017	11/30/2017		6437P17 · TRANSLATION SERVICES	-25.25
Bill	4165132 Sept2017	11/30/2017		6437P17 · TRANSLATION SERVICES	-6.50
Bill	4185861 Oct2017	11/30/2017		6437P17 · TRANSLATION SERVICES	-6.50
TOTAL					-75.25
<b>Bill Pmt -Check</b>	<b>57882</b>	<b>12/18/2017</b>	<b>Lebron, Crystal</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	112717	11/27/2017		6437N · PROGRAMS (TEEN)	-320.00
TOTAL					-320.00
<b>Bill Pmt -Check</b>	<b>57883</b>	<b>12/18/2017</b>	<b>Lighttower Fiber Networks</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	56654	12/01/2017		6431D · TELECOMMUNICATIONS	-2,495.00
TOTAL					-2,495.00
<b>Bill Pmt -Check</b>	<b>57884</b>	<b>12/18/2017</b>	<b>LittleBits Electronics, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	69115	12/08/2017		6437C · PROGRAMS (C&P)	-62.10
TOTAL					-62.10

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	57885	12/18/2017	Long Island Library Resources Council Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	15244	11/30/2017		6411A · MICRO/REF CD (ADULT)	-846.73
				6411C · MICRO/REF CD (C&P)	-846.73
				6411N · MICRO/REF CD (TEEN)	-846.74
TOTAL					<u>-2,540.20</u>
Bill Pmt -Check	57886	12/18/2017	Long Island Mandolin and Guitar Orchestra	L0225 · EMPIRE NAT'L - OPERATING	
Bill	121017	12/10/2017		6437A · PROGRAMS (ADULT)	-550.00
TOTAL					<u>-550.00</u>
Bill Pmt -Check	57887	12/18/2017	Magrane, Roseann L.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110817	11/08/2017		6437N · PROGRAMS (TEEN)	-100.00
TOTAL					<u>-100.00</u>
Bill Pmt -Check	57888	12/18/2017	Mahler, Judith	L0225 · EMPIRE NAT'L - OPERATING	
Bill	120517	12/05/2017		6437L · PROGRAMS (LIT)	-612.00
TOTAL					<u>-612.00</u>
Bill Pmt -Check	57889	12/18/2017	Maiorana, Joseph	L0225 · EMPIRE NAT'L - OPERATING	
Bill	102617	10/26/2017		6435D · CED, CONF & TRAVEL (ADM)	-20.89
TOTAL					<u>-20.89</u>



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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57890	12/18/2017	McKula, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2125	12/01/2017		6419G · SOFTWARE (GEN)	-1,200.00
TOTAL						-1,200.00
	Bill Pmt -Check	57891	12/18/2017	McLeod, Barbara	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120717	12/07/2017		6435C · CED, CONF & TRAVEL (C&P)	-29.42
TOTAL						-29.42
	Bill Pmt -Check	57892	12/18/2017	Michielli & Wyetzner Architects	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	121030	12/04/2017		7500 · BUILDING IMPROVEMENTS	-15,000.00
TOTAL						-15,000.00
	Bill Pmt -Check	57893	12/18/2017	Midwest Tape	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	95564537	11/10/2017		6417A · VIDEOS (ADULT)	-140.32
	Bill	95573853	11/14/2017		6412A · RECORDINGS (ADULT)	-34.99
	Bill	95573854	11/14/2017		6412A · RECORDINGS (ADULT)	-147.33
	Bill	95579193	11/15/2017		6417C · VIDEOS (C&P)	-140.54
	Bill	95579194	11/15/2017		6417C · VIDEOS (C&P)	-113.67
	Bill	95577524	11/15/2017		6412A · RECORDINGS (ADULT)	-17.09
	Bill	95579190	11/15/2017		6417A · VIDEOS (ADULT)	-582.05
	Bill	95579191	11/15/2017		6417A · VIDEOS (ADULT)	-247.52
	Bill	95583936	11/16/2017		6417A · VIDEOS (ADULT)	-61.78
	Bill	95583938	11/16/2017		6417A · VIDEOS (ADULT)	-13.39

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Type	Num	Date	Name	Account	Paid Amount
Bill	95591291	11/20/2017		6417A · VIDEOS (ADULT)	-112.11
Bill	95596945	11/21/2017		6412A · RECORDINGS (ADULT)	-150.77
Bill	95596947	11/21/2017		6417A · VIDEOS (ADULT)	-55.99
Bill	95601382	11/22/2017		6417A · VIDEOS (ADULT)	-514.56
Bill	95601383	11/22/2017		6417A · VIDEOS (ADULT)	-196.94
Bill	95610584	11/28/2017		6412A · RECORDINGS (ADULT)	-34.17
Bill	95610585	11/28/2017		6412N · RECORDINGS (TEEN)	-86.03
Bill	95612025	11/28/2017		6417A · VIDEOS (ADULT)	-75.27
Bill	95612027	11/28/2017		6417A · VIDEOS (ADULT)	-50.06
Bill	95610587	11/28/2017		6412C · RECORDINGS (C&P)	-16.78
Bill	95610588	11/28/2017		6417C · VIDEOS (C&P)	-27.99
Bill	95614916	11/29/2017		6417A · VIDEOS (ADULT)	-67.56
Bill	95614917	11/29/2017		6417A · VIDEOS (ADULT)	-157.05
Bill	95614919	11/29/2017		6417C · VIDEOS (C&P)	-14.44
Bill	95615989	11/29/2017		6417A · VIDEOS (ADULT)	-188.34
Bill	95616011	11/29/2017		6417A · VIDEOS (ADULT)	-329.86
Bill	95616012	11/29/2017		6417C · VIDEOS (C&P)	-87.11
Bill	95619864	11/30/2017		6412A · RECORDINGS (ADULT)	-290.57
				6412N · RECORDINGS (TEEN)	-290.57
				6412C · RECORDINGS (C&P)	-145.28
Bill	95629761	12/04/2017		6412A · RECORDINGS (ADULT)	-69.98
Bill	95629762	12/04/2017		6412A · RECORDINGS (ADULT)	-11.69
Bill	95629765	12/04/2017		6417C · VIDEOS (C&P)	-41.98
Bill	95633711	12/05/2017		6417A · VIDEOS (ADULT)	-896.72
Bill	95633712	12/05/2017		6417A · VIDEOS (ADULT)	-219.63
Bill	95633714	12/05/2017		6417C · VIDEOS (C&P)	-15.94
Bill	95638927	12/07/2017		6417A · VIDEOS (ADULT)	-57.67
TOTAL					-5,703.74

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57894	12/18/2017	Mikkleson, Harry	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112717	11/27/2017		6437N · PROGRAMS (TEEN)	-320.00
TOTAL						-320.00
	Bill Pmt -Check	57895	12/18/2017	Montanaro, Louis	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120417	12/04/2017		6437L · PROGRAMS (LIT)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	57896	12/18/2017	Mosio, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	MR-171207	12/01/2017		6419N · SOFTWARE (TEEN)	-399.67
					6419G · SOFTWARE (GEN)	-799.33
TOTAL						-1,199.00
	Bill Pmt -Check	57897	12/18/2017	Munoz, Rosalinda	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112817	11/28/2017		6437C · PROGRAMS (C&P)	-50.00
	Bill	120517	12/05/2017		6437L · PROGRAMS (LIT)	-851.50
TOTAL						-901.50
	Bill Pmt -Check	57898	12/18/2017	Narvaez, Priscilla	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120417	12/04/2017		6437L · PROGRAMS (LIT)	-100.00
TOTAL						-100.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>57899</b>	<b>12/18/2017</b>	<b>National Learning Corporation</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	0052799	11/16/2017		6410A · BOOKS (ADULT)	-74.91
Bill	0052856	11/29/2017		6410A · BOOKS (ADULT)	-151.82
TOTAL					-226.73
<b>Bill Pmt -Check</b>	<b>57900</b>	<b>12/18/2017</b>	<b>Navarro-Gao, Carmen (vendor)</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	111617	11/16/2017		6437L · PROGRAMS (LIT)	-56.00
TOTAL					-56.00
<b>Bill Pmt -Check</b>	<b>57901</b>	<b>12/18/2017</b>	<b>New York Post</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	120417	12/04/2017		6413A · PERIODICALS (ADULT)	-830.96
TOTAL					-830.96
<b>Bill Pmt -Check</b>	<b>57902</b>	<b>12/18/2017</b>	<b>NY State Association of Municipal Purchas</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	CNowak2018	11/29/2017		6438 · DUES	-50.00
TOTAL					-50.00
<b>Bill Pmt -Check</b>	<b>57903</b>	<b>12/18/2017</b>	<b>O'Connell, Linda</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	120417	12/04/2017		6437A · PROGRAMS (ADULT)	-310.00
Bill	120717	12/08/2017		6437A · PROGRAMS (ADULT)	-235.00
TOTAL					-545.00

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>57904</b>	<b>12/18/2017</b>	<b>Oriental Trading Company, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	686650901-01	11/15/2017		6437C · PROGRAMS (C&P)	-109.91
				6437N · PROGRAMS (TEEN)	-109.90
TOTAL					-219.81
<b>Bill Pmt -Check</b>	<b>57905</b>	<b>12/18/2017</b>	<b>Paychex</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	8692763-Dec17	12/07/2017		6437P12 · PAYROLL SERVICES	-96.71
TOTAL					-96.71
<b>Bill Pmt -Check</b>	<b>57906</b>	<b>12/18/2017</b>	<b>Paychex, Inc (Hauppauge)</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	517368	11/29/2017		6437P12 · PAYROLL SERVICES	-633.54
Bill	518471	12/13/2017		6437P12 · PAYROLL SERVICES	-647.01
TOTAL					-1,280.55
<b>Bill Pmt -Check</b>	<b>57907</b>	<b>12/18/2017</b>	<b>Penguin Random House</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1084987724	11/10/2017		6412A · RECORDINGS (ADULT)	-24.00
Bill	1184987724	11/10/2017		6412A · RECORDINGS (ADULT)	-24.00
Bill	1085190934	11/20/2017		6412A · RECORDINGS (ADULT)	-26.25
Bill	1085332236	12/01/2017		6412A · RECORDINGS (ADULT)	-67.50
TOTAL					-141.75

**Mastics Moriches Shirley Community Library**  
**DECEMBER 18, 2017**  
**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>57908</b>	<b>12/18/2017</b>	<b>Petty Cash</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	112117	11/21/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-179.15
Bill	112217	11/22/2017		6435L · CED, CONF & TRAVEL (LIT)	-87.76
Bill	120717	12/07/2017		6437C · PROGRAMS (C&P)	-12.73
Bill	120717a	12/07/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-72.05
Bill	121217	12/12/2017		6437N · PROGRAMS (TEEN)	-37.00
TOTAL					<u>-388.69</u>
<b>Bill Pmt -Check</b>	<b>57909</b>	<b>12/18/2017</b>	<b>Piper-Gebhard, Randi</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	120517	12/05/2017		6437L · PROGRAMS (LIT)	-780.00
TOTAL					<u>-780.00</u>
<b>Bill Pmt -Check</b>	<b>57910</b>	<b>12/18/2017</b>	<b>Pizzeria Di Riano Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	947256	11/14/2017		6437N · PROGRAMS (TEEN)	-579.50
				6437C · PROGRAMS (C&P)	-66.50
				6437C · PROGRAMS (C&P)	-34.00
TOTAL					<u>-680.00</u>
<b>Bill Pmt -Check</b>	<b>57911</b>	<b>12/18/2017</b>	<b>PSEG</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	120617	12/06/2017		6450E · ELECTRICITY	-8,355.24
TOTAL					<u>-8,355.24</u>

**Mastics Moriches Shirley Community Library**

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**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>57912</b>	<b>12/18/2017</b>	<b>Quill</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	7297272	06/06/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-57.06
Bill	2851554	11/30/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-149.80
Bill	2851555	11/30/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-299.90
TOTAL					-506.76
<b>Bill Pmt -Check</b>	<b>57913</b>	<b>12/18/2017</b>	<b>Quito, Herman A.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	120417	12/04/2017		6437L · PROGRAMS (LIT)	-216.00
TOTAL					-216.00
<b>Bill Pmt -Check</b>	<b>57914</b>	<b>12/18/2017</b>	<b>Recorded Books</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	75626534	11/10/2017		6417A · VIDEOS (ADULT)	-41.60
Bill	75630576	11/17/2017		6412A · RECORDINGS (ADULT)	-34.99
Bill	75631269	11/27/2017		6412A · RECORDINGS (ADULT)	-6.95
Bill	75633231	11/27/2017		6412A · RECORDINGS (ADULT)	-29.99
Bill	75634576	11/29/2017		6412A · RECORDINGS (ADULT)	-44.99
Bill	75635012	11/30/2017		6412A · RECORDINGS (ADULT)	-29.99
Bill	75634009	11/30/2017		6412A · RECORDINGS (ADULT)	-491.60
Bill	75635743	12/01/2017		6412A · RECORDINGS (ADULT)	-44.99
Bill	75636527	12/01/2017		6412A · RECORDINGS (ADULT)	-49.99
TOTAL					-775.09

**Mastics Moriches Shirley Community Library**  
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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57915	12/18/2017	Reyes Reyes, Mirna Y.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112917	11/29/2017		6437L · PROGRAMS (LIT)	-52.00
TOTAL						-52.00
	Bill Pmt -Check	57916	12/18/2017	Roeder, Kathy	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112417	11/24/2017		6437C · PROGRAMS (C&P)	-400.00
	Bill	112417a	11/24/2017		6437C · PROGRAMS (C&P)	-400.00
	Bill	112417b	11/24/2017		6437C · PROGRAMS (C&P)	-400.00
TOTAL						-1,200.00
	Bill Pmt -Check	57917	12/18/2017	Rondon, Miriam	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120517	12/05/2017		6437L · PROGRAMS (LIT)	-250.00
TOTAL						-250.00
	Bill Pmt -Check	57918	12/18/2017	Roye, Sara	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112917	11/29/2017		6437A · PROGRAMS (ADULT)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	57919	12/18/2017	Roye, Sara-Staff	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	111817	11/18/2017		6435Dig · CED, CONF & TRAVEL (DIGITAL)	-811.90
	Bill	111817a	11/18/2017		6435Dig · CED, CONF & TRAVEL (DIGITAL)	-19.15
TOTAL						-831.05



**Mastics Moriches Shirley Community Library**  
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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57920	12/18/2017	S&S Worldwide Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	9948865	11/15/2017		6437C · PROGRAMS (C&P)	-49.68
TOTAL						-49.68
	Bill Pmt -Check	57921	12/18/2017	S. Klahr, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	3496	11/20/2017		7500 · BUILDING IMPROVEMENTS	-5,500.00
TOTAL						-5,500.00
	Bill Pmt -Check	57922	12/18/2017	Sahneberg, Christina	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	111917	11/19/2017		6437A · PROGRAMS (ADULT)	-600.00
TOTAL						-600.00
	Bill Pmt -Check	57923	12/18/2017	Sam's Club	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120817	12/08/2017		6437L · PROGRAMS (LIT)	-352.44
					6437A · PROGRAMS (ADULT)	-91.06
					6437A · PROGRAMS (ADULT)	-119.80
					6451G · CUSTODIAL SUPPLIES	-222.68
TOTAL						-785.98
	Bill Pmt -Check	57924	12/18/2017	Sandpebble Preconstruction Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120717-Req79	12/07/2017		7500 · BUILDING IMPROVEMENTS	-13,861.25
	Bill	120717	12/07/2017		7500 · BUILDING IMPROVEMENTS	-627.20
TOTAL						-14,488.45

**Mastics Moriches Shirley Community Library**  
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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>57925</b>	<b>12/18/2017</b>	<b>Scott, Robert G.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	112717	11/27/2017		6437A · PROGRAMS (ADULT)	-425.00
Bill	121117	12/11/2017		6437A · PROGRAMS (ADULT)	-425.00
TOTAL					<u>-850.00</u>
<b>Bill Pmt -Check</b>	<b>57926</b>	<b>12/18/2017</b>	<b>Scrio, Ashley</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	112517	11/25/2017		6437A · PROGRAMS (ADULT)	-75.00
TOTAL					<u>-75.00</u>
<b>Bill Pmt -Check</b>	<b>57927</b>	<b>12/18/2017</b>	<b>Seaman, Kevin A.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	121517	12/11/2017		6437P4 · ATTORNEY	-5,000.00
TOTAL					<u>-5,000.00</u>
<b>Bill Pmt -Check</b>	<b>57928</b>	<b>12/18/2017</b>	<b>Searles Graphics, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	37886	11/22/2017		6434G · PRINTING (GEN)	-6,581.00
TOTAL					<u>-6,581.00</u>
<b>Bill Pmt -Check</b>	<b>57929</b>	<b>12/18/2017</b>	<b>Seeman, Alana</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	120617	12/06/2017		6437A · PROGRAMS (ADULT)	-270.00
TOTAL					<u>-270.00</u>

**Mastics Moriches Shirley Community Library**  
**DECEMBER 18, 2017**  
**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>57930</b>	<b>12/18/2017</b>	<b>Showcases</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	303174	11/14/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-538.43
Bill	303171	11/14/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-147.43
Bill	303196	11/15/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-822.96
Bill	303311	11/21/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-215.30
TOTAL					<u>-1,724.12</u>
<b>Bill Pmt -Check</b>	<b>57931</b>	<b>12/18/2017</b>	<b>Shred-it</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	8123636360	11/30/2017		6437P15 · DOCUMENT MANAGEMENT/DESTF	-215.52
TOTAL					<u>-215.52</u>
<b>Bill Pmt -Check</b>	<b>57932</b>	<b>12/18/2017</b>	<b>Sievers, Sandra</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	120417	12/04/2017		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-100.00</u>
<b>Bill Pmt -Check</b>	<b>57933</b>	<b>12/18/2017</b>	<b>South Shore Press, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	73119	12/04/2017		643765 · PROMOTION AND PUBLICITY	-3,375.00
Bill	73125	12/15/2017		643765 · PROMOTION AND PUBLICITY	-4,200.00
TOTAL					<u>-7,575.00</u>

**Mastics Moriches Shirley Community Library**  
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**WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57934	12/18/2017	Squires, Lorraine	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	111117	11/11/2017		6410A · BOOKS (ADULT)	-715.67
TOTAL						-715.67
	Bill Pmt -Check	57935	12/18/2017	Stalzer, Diane	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112017	11/20/2017		6437C · PROGRAMS (C&P)	-125.00
TOTAL						-125.00
	Bill Pmt -Check	57936	12/18/2017	Suffolk Cooperative Library System	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	65568	11/27/2017		6411A · MICRO/REF CD (ADULT)	-1,320.00
	Bill	65589	11/28/2017		6411C · MICRO/REF CD (C&P)	-1,028.33
					6411N · MICRO/REF CD (TEEN)	-2,346.33
					6411A · MICRO/REF CD (ADULT)	-2,346.34
TOTAL						-7,041.00
	Bill Pmt -Check	57937	12/18/2017	Suffolk County Comm., Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	52164	12/08/2017		6451G · CUSTODIAL SUPPLIES	-780.58
TOTAL						-780.58
	Bill Pmt -Check	57938	12/18/2017	Suffolk County Locksmith, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	86897	11/11/2017		6452G · BLDG ALTERATION AND MAINT	-30.55
	Bill	87458	12/01/2017		6451G · CUSTODIAL SUPPLIES	-22.00
TOTAL						-52.55

**Mastics Moriches Shirley Community Library**  
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**WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57939	12/18/2017	Tag-It Engravings & Signs	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	12387	12/11/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-32.50
TOTAL						-32.50
	Bill Pmt -Check	57940	12/18/2017	TBS Contracting Ltd.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	901	12/11/2017		6452G · BLDG ALTERATION AND MAINT	-1,650.00
TOTAL						-1,650.00
	Bill Pmt -Check	57941	12/18/2017	Tend Coffee	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	112817	11/28/2017		6437C · PROGRAMS (C&P)	-75.00
TOTAL						-75.00
	Bill Pmt -Check	57942	12/18/2017	Thermal Solutions, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	A41563	11/07/2017		6452G · BLDG ALTERATION AND MAINT	-300.00
TOTAL						-300.00
	Bill Pmt -Check	57943	12/18/2017	Town of Brookhaven Prks Dpt - FacilityFee	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	113017	11/30/2017		6437C · PROGRAMS (C&P)	-155.00
					6437D · PROGRAMS (DIGITAL)	-215.00
TOTAL						-370.00

**Mastics Moriches Shirley Community Library**  
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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57944	12/18/2017	Unique Management Services, Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	455088	12/01/2017		6437P7 · COLLECTION AGENCY	-107.40
TOTAL						-107.40
	Bill Pmt -Check	57945	12/18/2017	VenMill Industries Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	3576	12/06/2017		6439G · EQUIPMENT R & M (GEN)	-713.90
TOTAL						-713.90
	Bill Pmt -Check	57946	12/18/2017	Verizon	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	120717	12/07/2017		6431D · TELECOMMUNICATIONS	-121.12
TOTAL						-121.12
	Bill Pmt -Check	57947	12/18/2017	Villegas, Martha (Vendor)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	113017	11/30/2017		6437L · PROGRAMS (LIT)	-100.00
	Bill	120517	12/06/2017		6437L · PROGRAMS (LIT)	-546.00
TOTAL						-646.00

**Mastics Moriches Shirley Community Library**  
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**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>57948</b>	<b>12/18/2017</b>	<b>W. B. Mason Co., Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	I49837394	11/17/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-293.91
Bill	I49831602	11/17/2017		6437C · PROGRAMS (C&P)	-5.13
Bill	I49958222	11/22/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-91.25
Bill	I50031281	11/28/2017		6437C · PROGRAMS (C&P)	-1.71
Bill	I50152384	11/30/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-31.12
Bill	I50250633	12/01/2017		6430G · OFFICE AND LIBRARY SUPPLIES	-166.38
TOTAL					-589.50
<b>Bill Pmt -Check</b>	<b>57949</b>	<b>12/18/2017</b>	<b>Wallace, Rosemary</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	111717	11/17/2017		6437A · PROGRAMS (ADULT)	-75.00
Bill	120117	12/01/2017		6437A · PROGRAMS (ADULT)	-75.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>57950</b>	<b>12/18/2017</b>	<b>Whaling Museum Society, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	092217	09/22/2017		6437N · PROGRAMS (TEEN)	-272.50
TOTAL					-272.50
<b>Bill Pmt -Check</b>	<b>57951</b>	<b>12/18/2017</b>	<b>Williamson, Sarai</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	112917	11/29/2017		6410C · BOOKS (C&P)	-3.99
TOTAL					-3.99

**Mastics Moriches Shirley Community Library**  
**DECEMBER 18, 2017**  
**WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	57952	12/18/2017	Winters Bros. Hauling of LI, LLC	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	0420068	11/30/2017		6432G - CARTAGE	-285.00
TOTAL						-285.00
	Bill Pmt -Check	57953	12/18/2017	Wischhusen, Will	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	111717a	11/17/2017		6437N - PROGRAMS (TEEN)	-160.00
	Bill	111717b	11/17/2017		6437N - PROGRAMS (TEEN)	-160.00
TOTAL						-320.00
	Bill Pmt -Check	57954	12/18/2017	Xerox Corporation (Chicago)	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	300479419	12/09/2017		6439G - EQUIPMENT R & M (GEN)	-2,134.38
TOTAL						-2,134.38
	Bill Pmt -Check	57955	12/18/2017	Xerox Corporation (PA)	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	230062490	12/01/2017		6439G - EQUIPMENT R & M (GEN)	-1,132.94
TOTAL						-1,132.94



**Mastics Moriches Shirley Community Library**  
**DECEMBER 18, 2017**  
**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	57956	12/18/2017	Zafar, Tanzeela	L0225 · EMPIRE NAT'L - OPERATING	
Bill	120417	12/04/2017		6437L · PROGRAMS (LIT)	-97.50
TOTAL					<u>-97.50</u>

**TOTAL** **-142937.56**

I hereby certify that at a meeting on December 18, 2017  
the above vouchers were approved and authorized.

Signed: \_\_\_\_\_

**MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY  
BENEFIT WARRANT  
DECEMBER 1, 2017**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	5777	12/01/2017	1095 Doreen Adamcik	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	12012017	12/01/2017		9060 · MEDICAL INSURANCE	\$ (128.00)
TOTAL						\$ (128.00)
	Bill Pmt -Check	5778	12/01/2017	1096 Denise Boinay	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	12012017	12/01/2017		9060 · MEDICAL INSURANCE	\$ (109.00)
TOTAL						\$ (109.00)
	Bill Pmt -Check	5779	12/01/2017	1097 Florence Stonish	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	12012017	12/01/2017		9060 · MEDICAL INSURANCE	\$ (109.00)
TOTAL						\$ (109.00)
	Bill Pmt -Check	5780	12/01/2017	1098 Mary Abruscato	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	12012017	12/01/2017		9060 · MEDICAL INSURANCE	\$ (110.00)
TOTAL						\$ (110.00)
	Bill Pmt -Check	5781	12/01/2017	1099 Kathleen Irish	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	12012017	12/01/2017		9060 · MEDICAL INSURANCE	\$ (267.90)
TOTAL						\$ (267.90)
	Bill Pmt -Check	5782	12/01/2017	1100 Madeline Sacco	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	12012017	12/01/2017		9060 · MEDICAL INSURANCE	\$ (111.00)
TOTAL						\$ (111.00)
	Bill Pmt -Check	5783	12/01/2017	1101 William Cicola	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	12012017	12/01/2017		9060 · MEDICAL INSURANCE	\$ (111.00)
TOTAL						\$ (111.00)
	Bill Pmt -Check	5784	12/01/2017	1102 John R Verbese	L0226 · EMPIRE NAT'L - PAYROLL	

**MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY  
BENEFIT WARRANT  
DECEMBER 1, 2017**

TOTAL	Bill	12012017	12/01/2017	9060 · MEDICAL INSURANCE	\$ (223.00)
					<u>\$ (223.00)</u>
	<b>Bill Pmt -Check</b>	<b>5785</b>	<b>12/01/2017</b>	<b>1109 Prudential</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>
TOTAL	Bill	12012017	12/01/2017	L0172 · 403B PRUDENTIAL	\$ (1,525.00)
					<u>\$ (1,525.00)</u>
	<b>Bill Pmt -Check</b>	<b>5786</b>	<b>12/01/2017</b>	<b>1112 The NYS Deferred Compensation Plan</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>
TOTAL	Bill	12012017	12/01/2017	L0173 · 457B NYS DEFERRED COMP	\$ (1,431.25)
					<u>\$ (1,431.25)</u>
	<b>Bill Pmt -Check</b>	<b>5787</b>	<b>12/01/2017</b>	<b>2922 Met Life</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>
TOTAL	Bill	12012017	12/01/2017	L0171 · 403B MET LIFE	\$ (2,168.00)
					<u>\$ (2,168.00)</u>
	<b>Bill Pmt -Check</b>	<b>5788</b>	<b>12/01/2017</b>	<b>CSEA Employee Benefit Fund</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>
TOTAL	Bill	12012017	12/01/2017	L0510 · CSEA POST TAX DENTAL	\$ (166.48)
				L0520 · CSEA POST TAX VISION	<u>\$ (10.20)</u>
					<u>\$ (176.68)</u>
	<b>Bill Pmt -Check</b>	<b>5789</b>	<b>12/01/2017</b>	<b>CSEA, Inc.</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>
TOTAL	Bill	12012017	12/01/2017	L0500 · CSEA UNION DUES	\$ (2,507.95)
					<u>\$ (2,507.95)</u>
				<b>TOTAL</b>	<b>\$ (8,977.78)</b>

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**  
**BENEFIT WARRANT**  
**DECEMBER 15, 2017**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	5790	12/15/2017	1103 State Of NY Department of Civil Serv	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	519	12/15/2017		9060 · MEDICAL INSURANCE	\$ (87,884.53)
						<u>\$ (87,884.53)</u>
	Bill Pmt -Check	5791	12/15/2017	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	12152017	12/15/2017		L0172 · 403B PRUDENTIAL	\$ (3,025.00)
						<u>\$ (3,025.00)</u>
	Bill Pmt -Check	5792	12/15/2017	1112 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	612526	12/15/2017		L0173 · 457B NYS DEFERRED COMP	\$ (1,473.29)
						<u>\$ (1,473.29)</u>
	Bill Pmt -Check	5793	12/15/2017	2922 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	12152017	12/15/2017		L0171 · 403B MET LIFE	\$ (2,168.00)
						<u>\$ (2,168.00)</u>
	Bill Pmt -Check	5794	12/15/2017	CSEA Employee Benefit Fund	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	12152017	12/15/2017		L0510 · CSEA POST TAX DENTAL	\$ (57.63)
					L0520 · CSEA POST TAX VISION	\$ (4.71)
						<u>\$ (62.34)</u>
	Bill Pmt -Check	5795	12/15/2017	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	12152017	12/15/2017		L0500 · CSEA UNION DUES	\$ (2,534.23)
						<u>\$ (2,534.23)</u>

**MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY  
BENEFIT WARRANT  
DECEMBER 15, 2017**

<b>Bill Pmt -Check</b>		<b>5796</b>	<b>12/15/2017</b>	<b>1110 AFLAC</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill			12/15/2017		L0625 · AFLAC PRE-TAX	\$ (3,670.28)
					L0626 · AFLAC POST-TAX	\$ (138.34)
TOTAL						<u>\$ (3,808.62)</u>
<b>Bill Pmt</b>		<b>EFT</b>	<b>12/15/17</b>	<b>1106 NYS Employees'</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill				<b>Retirement System</b>	L0163 · RC ERS CONTRIBUTIONS	\$ (3,069.18)
					L0161 · RL - ERS LOAN	\$ (1,986.00)
					L0160-.1 RA - ERS ARREARS (VOL & MAN	<u>\$ (376.58)</u>
TOTAL						\$ (5,431.76)
<b>Bill Pmt</b>		<b>EFT</b>	<b>12/15/17</b>	<b>Hartford Insurance Co</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill					L0196 · LONG TER	\$ (651.04)
					9055 · DISABILTY INSURANCE	<u>\$ (1,294.73)</u>
						<u>\$ (1,945.77)</u>
TOTAL						
					TOTAL	\$ (108,333.54)

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

Signed: \_\_\_\_\_  
Title: Secretary

## **Assistant Director's Report**

Prepared by Nick Tanzi, December 15, 2017

Much of my time in the past month has been dedicated to the library's upcoming bond referendum. In particular, I have been focused on web development for the Envision our Future's site. As presently constructed, the website contains a project history, voter information, a library value calculator, and building information/concepts. The site was designed using a mobile-responsive layout that will allow ease of use on phones, tablets and computers. Beyond the website, I am working with Digital Services on the production of informational videos to be placed on the Library's video wall in an effort to increase awareness of the project.

At the last board meeting, I spoke of our desire to provide cybersecurity training for library staff. On November 28<sup>th</sup>, I attended a demonstration of KnowBe4, a firm which provides security awareness training to businesses and organizations. The Suffolk Cooperative Library System is negotiating discounted pricing for member libraries, which may make this software an attractive option.

Regarding personnel, I have overseen the vetting of candidates as we filled two vacancies in our Circulation Department this past month. Additionally, I am in the process of hiring replacement staff in our Custodial Department. Training for all public service desk staff on the issue of patron privacy and the confidentiality of library records is ongoing.

Pursuant to our wireless printing service, a draft revised public printing policy is nearly complete and should be introduced at the next board meeting.

### **Meetings Attended:**

KnowBe4 security awareness demonstration on Tuesday, November 28, 2017.

Technology Information Forum / Computer and Technical Services Annual Meeting on December 7, 2017.

William Floyd Birthday Celebration on December 14, 2017.

**Memo: To the Board of Trustees, November 2017**

**From: Tara D'Amato, Assistant Director for Public Service**

### **Administration**

- Much of my time this month has been spent assisting the Director with planning and issues related to the proposed new building project. Attended weekly meetings, coordinated training with library consultant, updated community group and local government contacts and reviewed voting procedures with the School District clerk.
- Assisted department heads with various HR issues. Currently we are in the hiring process for a PT clerk in the RASD department. I am working on an update of the library's online HR education system called We Comply, including updating it with new staff contact information from our email list and reviewing applicable courses that will be made available to library staff.
- Managed security issues including update of banned patron list, follow up of incident reports including a man who was arrested for threatening violence aimed at the library after being asked to leave for disruptive behavior.
- Reviewed library outreach needs with the Director including replacing the library van, which has been in service for over 6 years and is no longer adequate for our numerous outreach events and offsite location needs throughout our 4 communities. After attending several conferences focused on bookmobile service, it is advisable that our next vehicle should have the capability of transporting library collections including DVD's and books to outside locations. A Sprinter style vehicle with higher ceilings and the ability to have shelving installed for collection transport is what we are currently looking at.
- Coordinated the writing and production of the weekly library column in the South Shore Press.

### **Community Service**

- Chamber of Commerce Christmas Parade – library staff marched in this year's parade and distributed over 1000 children's books to build literacy skills and stock home libraries of local families. The mild weather brought out what seemed to be larger crowds than usual, with people stationed all along the full length of Montauk Highway.
- William Floyd Birthday Event – This year's celebration just wrapped up with students reading their essays on the theme of Perseverance. Student artwork will be featured on the library's video wall for the remaining 2 weeks of December. It was an inspirational afternoon hearing from these young people about their personal challenges and how they overcame adversity.

- The library partnered with school district's ENL program to deliver a special library visit for middle school ages students. Thanks to the CPSD, Teen and Literacy departments for coordinating and planning this special event.
- I have stepped down from my role as Secretary at the Mastics Shirley Chamber of Commerce to a position on the Board of Directors. This will allow me to focus on planning for the new library bond vote.

## **Friends of the Arts**

- Ocean Arts, Inc. – the nonprofit offshoot of the Community Summit Theater Committee, is preparing for the student community musical production of Willy Wonka in January. Tickets will be available soon at the library and online. This year's production has over 40 cast members, a full pit orchestra and crew. The musical theatre event is fully integrated into the district CTE program as well, with cosmetics students assisting with makeup and costuming. We expect over 100 students to have some role in the production, as either actors, musicians, tech or set designers.

## **Meetings**

- William Floyd Birthday Committee
- Mastic Shirley Chamber of Commerce
- District Wide PTO meeting





**December 2017**

## **Survey Results and Comments for TASC Prep Class Fall 2017**

The Mastics-Moriches-Shirley Community Library surveyed attendees of the *TASC Prep Class* program held in the Fall of 2017. The TASC Prep Class is intended for students who need help preparing for the new New York State High School Equivalency Test known as TASC, or Test Assessing Secondary Completion.

The TASC Prep Class met on Mondays and Thursdays for 8 weeks from October 16, 2017 through December 11, 2017. The classes were held in the evenings from 7:00 p.m. - 8:30 p.m. at the William Floyd High School and was taught by JoAnn Henn.

Twenty-five people registered for the class with an average of 13 students attending over the course of 8 weeks. On the last day of class, students were asked to complete a paper based survey and share any comments or suggestions they had for the program. Seven people attended class and all returned the survey. According to their responses:

- 100% agreed that the class was well organized, the instructor was well prepared and knowledgeable and the presentation of the material was clear.
- 71% felt more confident about taking the TASC test after taking this prep class.

**Below are the responses from the paper survey:**

Survey Question/Response	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
Class was well organized	5	2			
Materials and resources were provided	6	1			
Instructor was well prepared	6		1		
Instructor was knowledgeable	5	2			
Presentation of the material was clear	6	1			
I feel more confident about taking the TASC Test	2	3	1	1	

## Survey Results and Comments for TASC Prep Class Fall 2017 Continued

### Please share your comments and suggestions:

- "It helped refresh on subjects I needed."
- "I'm Aftab, my experience was good, but one problem, language. Some time I didn't understand people, so need Asian teacher to better explain. Thank you."
- "Continue doing everything that has been done. This class was amazing and helped refresh my memory."
- "The instructor is a rock star. Just amazing. Thank u."
- "I wish have another class just for GED English preparation. Maybe on spring or summer. Thanks."
- "I thank God for having this class. The opportunity that we have because of this class to have the second chance to finish high school or GED is amazing. Thank you. I think that this class is very important for everyone. Thank you."
- "Class was well taught."



**Tara Moran,**  
*RASD Librarian*

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## DEPARTMENTAL SNAPSHOT - NOVEMBER

### Program Attendance:

- 739 patrons attended in-house programs
- 110 patrons attended off-site programs

### COPIES, FAXES and Scanning/EMAIL:

- We helped patrons 2,272 times with copies, faxes, and scanning/email

### COMPUTER Usage:

- Patrons used our computers 3,265 times

### Reference & Information Questions:

- We answered 3,988 patron questions

## Teen Services Board Report

December 2017

Submitted by Kerrilynn Jorgensen

On Thursday, December 7<sup>th</sup>, the ENL class from Paca Middle School visited the library for a tour of the building and a presentation on the services offered. Staff from the Literacy Department, Children's and Parents Services, Circulation Department and Teen Services came together to provide a half day experience for 34 students in grades 6, 7, and 8 as well as their teachers and chaperones. First, they watched a presentation on the programs, clubs and services the library offers for them and their families. After, they split up into groups of five to six students and went around to seven stations throughout the library. Those stations included: Rosetta Stone database station, 3D Printing station, craft station, scavenger hunt station, video games station, computers station and OPAC/check out station. It was a great day had by all and I received the following email from Charles Cabrera, the ENL teacher, later that day:

**I just cannot say how great today was. The kids had a great time and a few of them came back with some stuff for their parents too! We had a lot of fun thank you so much! Please extend our thanks to the rest of the team. It was great working with you all.**

**Charles Cabrera**

**ENL & Social Studies William Paca Middle School**





**Tom Casper:**

Assist with ENL program at the library on the morning of Thursday December 7<sup>th</sup>. Each teen staff member worked a station for the ENL students. They each had 20 minutes per station. There were seven groups which consisted of four to five teens. I worked the video game station where we had our PS4 and PS4 VR along with the Nintendo switch set up.



**Samantha Quinn:**

On November 21<sup>st</sup> the teens made Unicorn Dandruff bath fizz in the department. This was a continuation of our Unicorn spa crafts. Although the turnout was not as large as the unicorn poop we still had teens attend and make their own bath fizz to take home.

Due to the smaller turnouts on Tuesday nights, Decembers pamper programs were switched to Wednesday afternoons. This clearly worked since on December 6 we had 12 patrons came out to make their very own tub tea, with many patrons making them as gifts for the coming holidays. There is another opportunity for teens to make more spa goodies on December 20<sup>th</sup> and I hope it has a similar turnout.





**Stephanie Kyle:**

\* On November 18th we had 16 teens come to decorate cookies. Some ate their cookies right after decorating them while others saved them to bring home and share with family members.

\* On November 30th 15 teens came to watch "Cars 3" and eat pizza.

\* On December 1st 28 of us went to Island Cinemas in Mastic to see the new Disney/Pixar movie "Coco." The "Frozen Short" was not short at all and several of our teens thought we were leaving when it ended. We were able to talk them into staying and all enjoyed "Coco" in our own theater.

Carmella Currao (William Floyd High School teacher), Barbara Piazzola, Helen Weyer and I have a wonderful time at our Enrichment programs. We are very lucky to have Barbara and Helen that are clerks in the Teen Department and also work in William Floyd High School as Teacher Assistant's in the Special Education Department. The teens are very comfortable with their familiar faces and the parents are grateful to have something for their kids to have something to do other than school.

In addition to Enrichment, Carmella Currao brings her special needs classes to the library every Wednesday at 8:00 am and 10:00 am to complete research on the computer and then have some free time to use the computer, read magazines, play board games and check out library material. Victoria Viet and I are at the library every Wednesday at 7:30 am to make sure everything is all set for the first class and greet them at the door with a smiling face. The classes are always happy to come to the library for their 40-minute session and get out of their classroom. And I am happy to get to know the teens and be able to deliver to them programs that they want.



# **MMSCL CIRCULATION SERVICES DEPARTMENT**

THE SMARTEST CARD  
*Get it. Use It.*  
@your library®

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

## **TOTAL Circulation Activity: 45,559**

### **Activity Breakdown**

Staff Assisted Checkouts: 21,153

Self Checkouts: 10,183

Online Renewals: 9,329

### **Digital Checkout Breakdown**

eBooks— 2,463

Movie Streams— 181

Music Streams— 1,133

eAudiobooks— 2,643

eMagazines— 217

### **Museum Pass Breakdown**

Museum Passes Reserved: 31

Checked Out: 22

Cancelled/No Show: 9

**Current Card Holders:** 40,216

### **NEW Library Cards Issued:**

District Patrons: 253 Contract Patrons: 12 Transferred: 51

### **Meeting Room Usage:**

Rooms booked by district organizations including tutors: 119

Community residents including students in attendance: 1,341

**SMS Alerts - Text Notifications:** Currently 1,271

**Online Temporary Self Registration:** Currently 22

# ***MMSCL CIRCULATION SERVICES DEPARTMENT***

**PAGE 2**

*Circulation Services has created a welcoming front entrance in an effort to enhance the holiday spirit. So with that in mind Circulation Services would like to take this opportunity to wish all library staff, our patrons, and the Board of Trustees Happy Holidays, and a very Happy New Year.*



December 2017

Compiled by: Stephen Burg

## ***Game design with the Boy Scouts***

Over the past month the Digital Services Department partnered with CPDSD to host a video game design class with a local Boy Scout Troop. Michael Bartolomeo conducted the class using a free video game design program called Kodu. 11 scouts attended the program. Nicole worked on updating our niche academy offerings, adding some of the packets from our most popular computer classes. The department also conducted 15 one-on-one appointments. We also offered a class about using apps for travel called top travel apps. In addition to the programs this past month our facebook page likes are up 86%. The Digital Services also contributed to William Floyds Birthday celebration by 3D printing tricorn hats and photographing the event.





## Painting with Artist Irina

Irina is a Literacy student, who has been in the program for about two years, with a talent for painting. In fact, she is an accomplished artist. She loves to create, teach, and share her love of art. Irina paints with bright colors because “life is beautiful!”

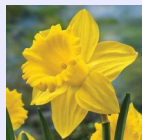
Irina and I collaborated to offer Literacy’s first painting class to our students on November 9th. Irina created a proposal with her idea for the class, material list, sample painting, and step-by-step guide to ensure clarity of instruction.

The painting class was well received by Literacy students; registration filled up quickly and students are already asking for another session! This class provided an excellent opportunity to practice English in a fun and hands-on way. Participants felt a boost of confidence upon the successful completion of their painting. It was great exposure to a new experience. Thank you Irina!



## Waiting for Spring

The William Floyd Beautification Committee donated a few hundred daffodil bulbs to be planted around the library. Literacy students rolled up their sleeves and got to work! We lucked out with a beautiful Saturday morning in early December. With everyone’s help, we made quick work of the job. Stayed tuned...the daffodils will “spring” to life in the Spring!



## Fred Thiele

On Monday, December 4th, Assemblyman Fred Thiele visited the library to speak with Literacy students. He discussed his job in the State Assembly and how he helps our community. He listened to questions and concerns from students.



It was a proud moment when Mr. Thiele said, in his opinion, MMSCL has one of the best Literacy programs on Long Island...maybe in New York State! Mr. Thiele sits on the steering committee for the Community Family Literacy Project.

REPORT OF PERSONNEL CHANGES SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						DATE PREPARED: <b>12/18/17</b>	
<b>JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY</b>						<b>PAGE 1 OF 1</b>	
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
APT	Goddard, Jon		Librarian Trainee	\$22.25/hr	Up to 17.5	12/04/17	
APT	Adamo, Julia		Library Clerk	\$13.13/hr	Up to 17.5	12/04/17	
APT	Piccione, Bernadette		Librarian I	\$24.72/hr	Up to 17.5	12/07/17	
APT	Brody-Marquez, Kenes		Page	\$10.00/hr	Up to 17.5	12/07/17	
APT	Sangiomo, Susan		Page	\$10.00/hr	Up to 17.5	12/07/17	
TRS	Drumm, Sean		Custodial Worker I	\$11.10/hr		11/28/17	

<p><b>DID YOU:</b></p> <ol style="list-style-type: none"> <li>1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? <input style="width: 80px;" type="text"/></li> <li>2. Request and canvas an eligible list for all competitive positions?</li> <li>3. Submit Application for Employment (CS-205) on all provisional, temp &amp; non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application</li> <li>4. Submit a personnel change on the previous incumbent shown above?</li> </ol> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <input style="width: 40px;" type="checkbox"/> <b>APPROVED</b>   <input style="width: 40px;" type="checkbox"/> <b>APPROVED AS NOTED</b> </div> <div style="width: 45%;"> <input style="width: 40px;" type="checkbox"/> <b>DISAPPROVED</b>   <input style="width: 40px;" type="checkbox"/> </div> </div>	<p>The above changes are hereby certified as being in accordance with Civil Service requirements.</p> <div style="border-top: 1px solid black; height: 30px; margin-top: 10px;"></div> <p style="text-align: center; margin-top: 5px;">Signature of Appointing Authority</p>
---	--

**Fasciana, Keith**

10:03 AM (59 minutes ago)

to **Angela**, me, Erika, Linda, Jonathan, Amanda, Brian, Toni, Stephanie, Lyn, James, Danielle, Kathleen, Lisa, Jessica, Eileen, Mary, James, Vanessa, Jacqueline, Elizabeth, Monica, Eileen, Jacqueline, John

THANK YOU to all the members of The Community Library staff, William Floyd Birthday Committee, administrators and Angela Miller for all of your help with this years WF Birthday celebration. I thought yesterday went very well and was a tremendous success.

Today I will be sending the artwork and certificates inter-office to the HS and Middle Schools. I will bring the elementary artwork and certificates to our meeting today.

Lastly, I would also like to Thank Rich Daly and the Culinary program for birthday cake and the WFMS National Junior Honor Society for their Interactive kids table.

I hope many of you will be on the committee again next year. Thanks for all of your hard work.

Happy Holidays to you and your families.

Keith

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## **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.

#

# 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.

From: Stephen Burg  
Custodial supervisor

Date: 12/11/17

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

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November 1, 2017

To: Member Library Directors;  
Boards of Trustees  
From: Kevin Verbesey  
Re: **SCLS Proposed FY 2018 Budget**

Enclosed with this memo is the **Proposed SCLS FY 2018 Operating Budget** for your review and consideration.

At its meeting on November 1, 2017 the SCLS Board of Trustees approved the enclosed SCLS FY 2018 Operating Budget and authorized its submission for member library approval. In order for this proposal to take effect more than 2/3 of member libraries must vote to approve the proposed budget before December 30, 2017.

Attached to this memo are the final proposed SCLS FY 2018 Budget, a final proposed Member Support Chart, and your budget ballot. **Please print the ballot out and use it to record your library vote.**

To gain a full understanding of this proposed budget, and its impact on the member libraries, we ask that you review both this packet and the previously distributed “draft” budget packet that was dated October 5, 2017.

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

### **Income**

1) *Miscellaneous* income was increased by \$340,000 from the initial draft to reflect the cost of Phase Two of the solar project that SCLS will be completing in 2018. The full cost of the project is coming out of SCLS reserve funds and a State Construction Grant and this income represents a transfer from reserve funds into the budget in 2018 to complete the project.

2) *Suffolk e-Resources* income increases by \$22,000 from the initial draft based on the anticipated fees to be collected for this suite of databases available to all library cardholders in Suffolk County. There is no increase in cost to individual

member libraries that will continue to pay the same annual fee for these databases as in the past number of years.

3) *Downloadable Media* income decrease by \$42,764 from the initial draft based upon a lower contribution rate from member libraries to purchase items for the collection.

## **Expenditures**

- 1) *Salaries – Librarians* expenses were increased by \$1,099 from the initial draft based upon an updated projection of staff costs for 2018.
- 2) *Social Security* expenses were increased by \$73 from the initial draft based upon an updated projection of staff costs for 2018.
- 3) *Downloadable Media* expenses have been decreased by \$42,764 from the initial draft based upon having less revenue that was first projected to purchase items for the collection.
- 4) *Security Services* expenses have been decreased by \$1,035 from the initial draft based upon the cost of services in this budget line.
- 5) *Facility Renovations* expenses were increased by \$340,000 from the initial draft to reflect the cost of Phase Two of the solar project that SCLS will be completing in 2018. The full cost of the project is coming out of SCLS reserve funds and a State Construction Grant.

**The bottom line after these changes have been made is that the overall SCLS 2018 Budget is projected to increase by 3.09%. The operations side will increase by 3.65%% (\$251,234 - which includes a \$340,000 transfer from reserve for the solar project) and the Direct Offset side will increase by 2.35% (\$109,874.)**

**Member Support payments will increase by 1.5% or \$33,400 in 2018.**

Often we are asked why every library does not have the same percentage change in member support. Member library financial participation is determined by a formula that includes the library's service population (which has not changed this year) and the library's expenditures for the prior year (2016.) If your library's disbursements (less capital expenditures and debt service – as defined in your New York State Annual Report) increased more than the County average then your contribution change will be greater than the average. **The version that is enclosed with this memo is the final member support chart for 2018.**

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS before December 29, 2017. Should you have any questions, please feel free to call me.

Thank you for your continued support of our collaborative efforts.

## 2018 BUDGET INCOME

	2016	2017	2018	2017 to 2018	2017 to 2018
SOURCE	Actual	YTD - Actual	Proposed	\$ Change	% Change
N. Y. State	2,697,116	2,751,058	2,806,079	55,021	2.00%
Local Support Aid (LSSA)	311,424	317,652	324,005	6,353	2.00%
Outreach	221,880	226,318	230,844	4,526	2.00%
SCLS: CLA	147,553	157,294	160,440	3,146	2.00%
Misc. Grants	53,706	0	10,000	10,000	0.00%
Interest	10,369	7,500	10,000	2,500	33.33%
Rental	50,072	44,500	47,500	3,000	6.74%
Delivery Service	1,737	3,000	2,500	(500)	-16.67%
Mailing Overdues	90,384	93,000	93,000	0	0.00%
Miscellaneous	50,238	240,000	380,000	140,000	58.33%
Contributions	319	500	300	(200)	-40.00%
Programs/Rooms	3,397	5,500	5,500	0	0.00%
Library Contract Service	183,903	185,000	170,000	(15,000)	-8.11%
Member Library Support	2,249,170	2,226,678	2,260,078	33,400	1.50%
PALS Admin. Fee	676,706	615,886	629,874	13,988	2.27%
E-rate Refunds	40,890	5,000	0	(5,000)	-100.00%
RFID Support	10,000	0	0	0	0.00%
<b>Sub-Total (Operational)</b>	<b>6,798,864</b>	<b>6,878,886</b>	<b>7,130,120</b>	<b>251,234</b>	<b>3.65%</b>
<i><b>Central Library support</b></i>					
Non-fiction (Overdrive)	12,000	12,000	12,000	0	0.00%
Homework Help	55,000	55,000	55,000	0	0.00%
Delivery-Saturday	60,000	60,000	60,000	0	0.00%
<b>Sub-Total (Central Library)</b>	<b>127,000</b>	<b>127,000</b>	<b>127,000</b>	<b>0</b>	<b>0.00%</b>
<i><b>DIRECT OFFSET</b></i>					
LLSA Member Libraries	440,607	449,419	458,407	8,988	2.00%
CLA CBA Central Library	350,755	367,016	374,356	7,340	2.00%
Suffolk E-Resources	722,400	700,400	722,400	22,000	3.14%
Coordinated Orders	932,229	1,000,000	900,000	(100,000)	-10.00%
Downloadable Media	1,781,818	2,138,179	2,309,233	171,054	8.00%
SCLS: CBA	15,722	15,531	15,842	311	2.00%
Institutional Library Aid		9,015	9,195	180	2.00%
Misc. Grants	1,803,952	0	0	0	0.00%
<b>Sub-Total (Direct Offset)</b>	<b>6,047,483</b>	<b>4,679,560</b>	<b>4,789,433</b>	<b>109,873</b>	<b>2.35%</b>
<b>TOTAL INCOME</b>	<b>12,973,347</b>	<b>11,685,446</b>	<b>12,046,553</b>	<b>361,107</b>	<b>3.09%</b>

## 2018 BUDGET EXPENDITURES

ACCOUNT TITLE	2016	2017	2018	2017 to 2018	2017 to 2018
	Actual	Budget	Proposed	\$ Change	% Change
<b><u>SALARIES</u></b>					
LIBRARIANS	1,154,067	1,326,650	1,375,300	48,650	3.67%
CLERICAL	1,228,180	1,086,768	1,060,349	(26,419)	-2.43%
Shipping & Maint.	172,610	186,931	192,524	5,593	2.99%
SUBSTITUTES & HOURLY	220,126	218,500	228,665	10,165	4.65%
SUB-TOTAL (Salaries)	2,774,983	2,818,849	2,856,838	37,989	1.35%
<b><u>FIXED CHARGES &amp; FRINGE BENEFITS</u></b>					
RETIREMENT	401,718	410,000	430,000	20,000	4.88%
SOCIAL SECURITY	199,890	215,642	218,548	2,906	1.35%
WORKER'S COMP.	40,068	41,000	40,000	(1,000)	-2.44%
UNEMPLOYMENT	0	2,500	1,000	(1,500)	-60.00%
DISABILITY	5,299	6,500	6,500	0	0.00%
HEALTH INSURANCE	376,847	457,550	512,500	54,950	12.01%
MEDICAL INS. RETIREES	446,604	518,486	565,150	46,664	9.00%
DENTAL	36,362	44,000	45,000	1,000	2.27%
OPTICAL	4,737	5,500	5,000	(500)	-9.09%
FLEX PLAN	336	500	500	0	0.00%
SICK & VAC. PAYOUTS	74,469	85,000	80,000	(5,000)	-5.88%
LONG TERM CARE INS.	2,525	2,500	2,500	0	0.00%
INSURANCE INCENTIVE	9,169	9,300	18,600	9,300	100.00%
Empl. Assist. Program	2,142	3,000	3,000	0	0.00%
SUB-TOTAL (Fixed & Fringe)	1,600,166	1,801,478	1,928,298	126,820	7.04%
<b><u>PROFESSIONAL FEES</u></b>	52,923	56,483	59,383	2,900	5.13%
SUB-TOTAL (Professional Fees)	52,923	56,483	59,383	2,900	5.13%
<b><u>LIBRARY MATERIALS</u></b>					
BOOKS	2,007	4,250	2,500	(1,750)	-41.18%
DOWNLOADABLE MEDIA		140,000	144,732	4,732	3.38%
HOMEWORK HELP	368,339	365,000	365,000	0	0.00%
SUB-TOTAL	370,346	509,250	512,232	2,982	0.59%
<b><u>DIRECT OFFSET</u></b>					
LLSA MEMBER LIBRARIES	440,610	449,419	458,407	8,988	2.00%
CLA CBA CNTRL LIBRARY	350,755	367,016	374,356	7,340	2.00%
CBA MATERIALS	15,721	15,531	15,842	311	2.00%
SUFFOLK E-RESOURCES	738,861	700,400	722,400	22,000	3.14%
DOWNLOADABLE MEDIA	1,944,374	2,138,179	2,309,233	171,054	8.00%
COORDINATED ORDERS	932,413	1,000,000	900,000	(100,000)	-10.00%
Institutional Library Books		9,015	9,195	180	2.00%
Misc. Grants	1,803,952	0	0	0	#DIV/0!
SUB-TOTAL	6,226,686	4,679,560	4,789,433	109,873	2.35%

## 2018 BUDGET EXPENDITURES

ACCOUNT TITLE	2016	2017	2018	2017 to 2018	2017 to 2018
	Actual	Budget	Proposed	\$ Change	% Change
<b><u>OPERATIONS</u></b>					
OFFICE & LIB. SUPPLIES	44,438	49,000	45,000	(4,000)	-8.16%
TELEPHONE VOICE	20,473	22,860	21,900	(960)	-4.20%
ISP SERVICE	72,016	69,600	69,600	0	0.00%
Line of Credit INTEREST		500	100	(400)	-80.00%
POSTAGE & FRGHT SCLS	14,370	32,100	16,000	(16,100)	-50.16%
POSTAGE OVERDUES	69,148	73,500	73,500	0	0.00%
PUBLICITY & PRINTING	68,551	75,000	60,000	(15,000)	-20.00%
TRAVEL	18,785	21,750	22,000	250	1.15%
LOST IN TRANSIT	8,793	10,000	10,000	0	0.00%
OVERDUE SUPPLIES	9,149	10,500	10,500	0	0.00%
MEMBERSHIP DUES	12,247	15,000	15,000	0	0.00%
MAINT. - OFFICE EQUIP.	30,836	35,026	35,500	474	1.35%
COMPUTER SERVICES	301,807	314,222	272,200	(42,022)	-13.37%
VEHICLE OPERATION	22,460	28,016	27,600	(416)	-1.48%
VEHICLE MAINTENANCE	7,362	12,000	10,000	(2,000)	-16.67%
SECURITY SERVICES	0	0	38,189	0	100.00%
TRUSTEE EXPENSE	1,554	3,500	2,500	(1,000)	-28.57%
PROGRAMS	30,154	30,000	35,000	5,000	16.67%
PROF. DEVELOPMENT	30,664	48,000	40,000	(8,000)	-16.67%
Misc		0	0	0	0.00%
SUB-TOTAL	762,807	850,574	804,589	(45,985)	-5.41%
<b><u>BUILDING OPERATIONS</u></b>					
GAS	9,004	13,500	14,500	1,000	7.41%
ELECTRICITY	89,088	98,000	75,000	(23,000)	-23.47%
WATER	1,336	1,200	1,500	300	25.00%
SUPPLIES-JANITORIAL	3,652	4,000	4,000	0	0.00%
CONTRACT SERVICES	319,159	379,402	397,630	18,228	4.80%
REPAIR - BLDG. & EQUIP.	35,847	50,000	50,000	0	0.00%
SUB-TOTAL	458,086	546,102	542,630	(3,472)	-0.64%
INSURANCE	42,448	48,150	48,150	0	0.00%
EQUIPMENT - LENDING LIBRARY	0	20,000	27,500	7,500	37.50%
EQUIPMENT - SYSTEM	65,627	55,000	50,000	(5,000)	-9.09%
EQUIPMENT - VEHICLES	37,243	40,000	37,500	(2,500)	-6.25%
FACILITY RENOVATIONS	38,146	260,000	390,000	130,000	50.00%
SUB-TOTAL	183,464	423,150	553,150	130,000	30.72%
<b>TOTAL EXPENDITURES</b>	<b>12,429,461</b>	<b>11,685,446</b>	<b>12,046,553</b>	<b>361,107</b>	<b>3.09%</b>

**Proposed 2018 MEMBER LIBRARY SUPPORT @ 1.50% (OVERALL INCREASE)**

BASED ON ANNUAL REPORT FINANCIALS: 2016

<div> <div>New ML Total Funding 2,260,078</div> <div>1,130,039</div> <div>New Minimum Payment 10,733</div> </div>		SERVICE AREA CENSUS POP 2010 w/CNTRTS 00POP	SUPPORT BY 2010 POP 0.7405277	2016 AR DISB 12.32- (11.7+12.12+12.31)	DISBURSMTS 0.00566853	ACT 2017 ML SUPP	PROP 2018 CAL ML SUPP	INCR PROP 2018 FROM 2017 ACT	\$ Change PROP 2018 FROM 2017 ACT
		5,366	7,247		946,684				
AMAGANSETT	1,365		5,366	695,396	5,366	10,574	10,733	1.50%	159
AMITYVILLE	26,210		19,409	2,540,257	14,400	33,299	33,809	1.53%	510
BABYLON	11,797		8,736	1,706,492	9,673	18,176	18,409	1.28%	233
BAYPORT-BLUE POINT	13,965		10,341	2,185,694	12,390	22,307	22,731	1.90%	424
BAY SHORE-BRIGHTWATERS	33,374		24,714	2,660,121	15,079	39,852	39,793	-0.15%	(59)
BRENTWOOD	87,253		64,613	6,834,324	38,741	99,885	103,354	3.47%	3,469
BROOKHAVEN	9,953 /		7,370	805,595	3,363	10,574	10,733	1.50%	159
CENTER MORICHES	24,603 +		18,219	3,139,648	17,797	34,712	36,016	3.76%	1,304
CENTRAL ISLIP	37,383		27,683	2,759,790	15,644	43,386	43,327	-0.14%	(59)
COLD SPRING HARBOR	8,556		6,336	1,964,039	11,133	17,101	17,469	2.15%	368
COMMACK	15,349		11,366	3,462,591	19,628	31,004	30,994	-0.03%	(10)
COMSEWOGUE	44,686 **		33,091	4,854,338	27,517	59,929	60,608	1.13%	679
CONNETQUOT	40,164		29,743	6,049,576	34,292	62,552	64,035	2.37%	1,483
COPIAGUE	30,505		22,590	3,366,877	19,085	41,172	41,675	1.22%	503
CUTCHOGUE-NEW SUFFOLK	3,698		2,428	1,465,054	8,305	10,574	10,733	1.50%	159
DEER PARK	25,760		19,076	3,067,078	17,386	35,072	36,462	3.96%	1,390
EAST HAMPTON	15,789		11,692	2,195,781	12,447	24,264	24,139	-0.52%	(125)
EAST ISLIP	25,176		18,644	3,270,053	18,536	36,061	37,180	3.10%	1,119
ELWOOD	13,353		9,888	1,399,114	7,931	17,880	17,819	-0.34%	(61)
EMMA S CLARK	48,424		35,859	4,947,759	28,047	62,792	63,906	1.77%	1,114
FLOYD MEMORIAL	6,089		5,366	865,308	5,366	10,574	10,733	1.50%	159
HALF HOLLOW HILLS	48,558		35,959	6,339,484	35,936	72,244	71,894	-0.48%	(350)
HAMPTON BAYS	15,468 +		11,454	1,985,991	11,258	22,156	22,712	2.51%	556
HAMPTON	1,827		5,366	995,466	5,366	10,574	10,733	1.50%	159
HARBORFIELDS	18,722		13,864	3,930,809	22,282	36,721	36,146	-1.57%	(575)
HAUPPAUGE	10,784		7,986	2,445,727	13,864	21,761	21,850	0.41%	89
HUNTINGTON	34,810		25,778	7,876,571	44,649	65,831	70,426	6.98%	4,595
ISLIP	19,401		14,367	3,268,849	18,530	32,932	32,897	-0.11%	(35)
JOHN JERMAIN	6,741		5,366	1,206,618	5,366	10,574	10,733	1.50%	159
LINDENHURST	42,011		31,110	4,078,753	23,121	53,752	54,231	0.89%	479
LONGWOOD	65,435		48,456	5,976,045	33,875	79,197	82,332	3.96%	3,135
MASTICS-MORICHES-SHIRLEY	55,159 +		40,847	8,883,592	50,357	89,863	91,204	1.49%	1,341
MATTITUCK	5,844		3,919	1,202,005	6,814	10,574	10,733	1.50%	159
MIDDLE COUNTRY	62,562		46,329	13,083,795	74,166	116,902	120,490	3.07%	3,588
MONTAUK	3,326		5,366	786,737	5,366	10,574	10,733	1.50%	159
NORTH BABYLON	30,052		22,254	2,800,777	15,876	38,145	38,131	-0.04%	(14)
NORTH SHORE	30,785		22,797	3,547,290	20,108	42,441	42,905	1.09%	464
NORTHPORT-EAST NORTHPORT	36,113		26,743	8,474,030	48,035	73,988	74,778	1.07%	790
PATCHOGUE-MEDFORD	52,929		39,195	8,275,952	46,912	83,336	86,108	3.33%	2,772
PORT JEFFERSON	15,480 **		11,463	3,764,416	21,339	31,513	32,802	4.09%	1,289
QUOGUE	2,095 +		5,366	776,220	5,366	10,574	10,733	1.50%	159
RIVERHEAD	40,161 +		29,740	3,236,459	18,346	47,986	48,086	0.21%	100
ROGERS MEMORIAL	13,443		9,955	3,912,982	22,181	31,420	32,136	2.28%	716
SACHEM	83,196		61,609	8,595,456	48,724	111,510	110,333	-1.06%	(1,177)
SAYVILLE	18,580		13,759	2,662,699	15,094	28,468	28,553	1.35%	85
SHELTER ISLAND	2,392		5,366	607,007	5,366	10,574	10,733	1.50%	159
SMITHTOWN	117,801		87,235	11,091,674	62,873	152,489	150,108	-1.56%	(2,381)
SOUTH COUNTRY	19,905 /		14,740	2,487,949	14,103	28,182	28,843	2.35%	661
SOUTH HUNTINGTON	38,650		28,621	4,949,572	28,057	56,024	56,678	1.17%	654
SOUTHOLD	6,332		5,366	894,638	5,366	10,574	10,733	1.50%	159
WEST BABYLON	27,918		20,674	3,039,498	17,229	37,960	37,904	-0.15%	(56)
WEST ISLIP	28,042		20,766	3,271,905	18,547	39,604	39,313	-0.73%	(291)
WESTHAMPTON	9,481 +		7,021	2,409,492	13,658	18,910	20,679	9.35%	1,769
WYANDANCH	11,702		8,666	1,726,060	9,784	17,585	18,450	4.92%	865
TOTALS:		1,499,157	1,130,039	198,819,403	1,130,039	2,226,678	2,260,078	1.50%	33,400



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

## BALLOT

### 2018 SCLS Budget

The Board of Trustees of the \_\_\_\_\_ Library

☐

Approved

☐

Disapproved

The Proposed 2018 Budget of the Suffolk Cooperative Library System, dated  
November 1, 2017 and approved by the SCLS Board of Trustees November 1, 2017.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to SCLS. Attention Rhonda Carroll no later than  
Friday, December 29, 2017