

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

October 22, 2018

7:00 PM

AGENDA

I. CALL TO ORDER

PLEDGE OF ALLEGIANCE

PERIOD OF PUBLIC EXPRESSION

II. APPROVAL OF MINUTES

III. SCHEDULE OF CLAIMS

1. OPERATING FUND

IV. FINANCIAL REPORTS

V. DIRECTOR'S REPORT

VI. ASSISTANT DIRECTOR'S REPORT

VII. BUSINESS MANAGER'S REPORT

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

A. DEPARTMENT REPORTS

1. ADULT SERVICES
2. CHILDREN'S & PARENTS SERVICES
3. TEEN SERVICES
4. CIRCULATION SERVICES
5. LITERACY SERVICES
6. DIGITAL SERVICES
7. INFORMATION TECHNOLOGY

B. PERSONNEL

1. RECOMMENDED CHANGES

C. CORRESPONDENCE

D. COMMUNITY FAMILY LIT. PROJ. FINANCIAL STATEMENTS

E. POLICY

X. EXECUTIVE SESSION

XI. ADJOURNMENT

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

November 19, 2018 @ 7:00PM

DRAFT - UNAPPROVED

**MASTICS-MORICHES-SHIRLEY
COMMUNITY LIBRARY**

MINUTES OF SEPTEMBER 24, 2018 BOARD MEETING

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

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

PRESENT

PERIOD OF PUBLIC EXPRESSION

Motion by Gross, second by Vigliotta to accept the minutes of the
July 24, 2018 meeting of the Board of Trustees. Carried 5-0.

MINUTES

Motion by Vigliotta, second by Simmons to accept the minutes of the
August 27, 2018 meeting of the Board of Trustees. Carried 5-0.

Motion by Furnari, second by Gross to approve the Operating Fund
Schedule of Claims dated 9/24/18; Prepay Payables Warrant #1
\$24,343.19; Payables Warrant #2 \$103,353.79; Payroll Warrant W. E.
09/07/2018 \$207,741.24; Payroll Benefits Warrant \$10,011.32; Payroll
Warrant W. E. 09/21/18 \$187,779.50; Payroll Benefits Warrant
\$103,025.97. Carried 5-0.

**SCHEDULE
OF CLAIMS**

Motion by Vigliotta, second by Furnari to approve the Operating
Financial Report for August 2018. Carried 5-0.

**FINANCIAL
REPORTS**

Motion by Gross, second by Furnari to approve the Capital Fund
Financial Report for August 2018. Carried 5-0.

DRAFT - UNAPPROVED

The Director recognized 2 employees responsible for the creative marketing campaign used during "Summer With Us". She has spent considerable time gathering information on the building renovation/move/annex possibilities and said that interested parties would be meeting by sometime in November to examine all prospects. The library is currently dealing with security and lighting failures due to the asbestos issues and dated equipment that we are currently dealing with. NY State has implemented a new Sexual Harassment Prevention Policy and requires the library to adopt it by October 9th. Employee training must occur by early January 2019. We are working on identifying suitable training. Lastly, she's been working on initiatives to get every child in the school district a library card enabling all students to access all digital information if unable to physically visit the library.

DIRECTOR'S REPORT

Assistant Director D'Amato has been busy coordinating Community events. Recently the library was involved with the Pattersquash Harvest Festival in Mastic Beach. In November the library will host a Small Business Fair. In October once again the library will provide a TASC (old GED) class held in the H.S. Other activities include: 1K Before K, CPSD's family pumpkin picking and family movie events. The Teen Department offered a Safe Haven for the district's teens during the bus crisis at the start of school enabling parents to feel that their teens were in a safe until they could be picked up. Staff Office space has been created on the ground floor offering private 1on1 Appointments, social workers, healthcare information and the like.

ASS'T DIRECTOR'S REPORT

The Business Manager reported that annual open enrollment for all Aflac plans was recently held. The Library's annual financial audit is officially underway.

BUSINESS MNGR'S REPORT

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

RECOMMENDED PERSONNEL CHANGES

COMMUNITY EVENTS

Motion by Gross, second by Simmons to approve the Board, Director, Assistant Director, Department Heads and/or designated staff to attend the Colonial Youth dinner at Sunset Harbour on October 5, 2018 at a cost of \$100.00 per person for the dinner portion of the event and to expend \$200.00 for a journal advertisement. Knights of Columbus members Don Sarno and Pete Costelloe are this year's honorees. Carried 5-0.

COLONIAL YOUTH & FAMILY SERVICES

DRAFT - UNAPPROVED

Motion by Maiorana, second by Simmons to approve the annual platform fee contract with Zinio, LLC (online provider of magazines in digital format) at the rate of \$4,000. per annum. Carried 4-0.

NEW CONTRACT

Motion by Gross, second by Maiorana to approve the Assistant Director to attend the Association of Bookmobiles and Outreach Services Conference in Richmond, VA October 9-12, 2012 at a cost not to exceed \$1,200. in total. (\$500. of which is reimbursable through a conference attendance grant). Carried 4-0.

CONTINUING EDUCATION

Motion by Gross, second by Simmons to approve a journal advertisement in the Community Summit Fundraiser in the amount of \$100.00. Carried 4-0.

COMMUNITY EVENTS

Motion by Simmons, second by Maiorana to approve attendance by the Director, Assistant Director, and trustees at a cost not to exceed \$60.00 per person. Carried 4-0.

Motion by Maiorana, second by Gross to move into Executive Session at 7:40 pm to discuss collective bargaining negotiations with CSEA and a personnel issue related to one employee. Carried 4-0.

EXECUTIVE SESSION

Motion by Mazzearella, second by Gross to come out of executive session at 8:23 pm. Carried 4-0.

Motion by Mazzearella, second by Simmons to grant a 12 week leave of absence to Janet Kalmbach, library clerk. Carried 4-0.

Motion by Mazzearella, second by Gross to adjourn at 8:25 pm. Carried 4-0.

ADJOURNMENT

Respectfully submitted by,

Cecile Prevete, Secretary

DRAFT - UNAPPROVED

Motion by Vigliotta, second by Simmons to move into Executive Session at 7:48 pm to discuss a collective bargaining matter. Carried 5-0.

EXECUTIVE SESSION

Motion by Gross, second by Furnari to leave Executive Session at 10:10 pm. Carried 5-0.

Motion by Vigliotta, second by Furnari to approve the Sexual Harassment Prevention Policy. Carried 5-0.

ADJOURNMENT

Motion by Gross, second by Simmons to adjourn the meeting at 10:15 pm. Carried 5-0.

Respectfully submitted by,

Cecile Prevete, Secretary

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF OCTOBER 2, 2018 BOARD MEETING

President Maiorana called the meeting to order at 7:10 pm.

Present were Trustees Maiorana, Gross and Furnari, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak and invited Community Leaders.

PRESENT

1. NEW BUILDING COSTS
2. RENOVATE EXISTING BUILDING
3. ADDITIONAL OPTIONS

**WIEDERSUM
PRESENTATION**

QUESTION & ANSWER SESSION

Motion by Gross, second by Furnari to adjourn at 8:30 pm. Carried 3-0.

ADJOURNMENT

Respectfully submitted by,

Cecile Prevete, Secretary

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

OPERATING FUNDS FINANCIAL REPORTS

(PROFIT & LOSS OVERVIEW AND OPERATING ACCOUNTS)

SEPTEMBER 2018

PREPARED & SUBMITTED BY:

**CHRISTOPHER NOWAK
BUSINESS MANAGER**

MMSCL
Operating Funds Monthly Report
September 2018

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 3,905,395.03	\$ 16,577.01	\$ 636,255.01	\$ 3,103.03	\$ 3,288,820.06
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 342,584.85	\$ 2,305.22	\$ 281.01	\$ 296.57	\$ 344,905.63
Empire Nat'l Bank	OPERATING	\$ 379,884.14	\$ 127,696.98	\$ 258,022.98	\$ 192.27	\$ 249,750.41
Empire Nat'l Bank	PAYROLL	\$ 22,568.85	\$ 508,564.12	\$ 510,116.92	\$ -	\$ 21,016.05
						<u>\$ 3,904,492.15</u>

INSTITUTION	PURPOSE	MATURITY DATE	TERM	RATE	BALANCE
Capital One Bank	Denitrification System	11/1/2018	12 Months	0.05%	\$ 15,000.00
TOTAL INVESTMENTS:					<u>\$ 15,000.00</u>
TOTAL CASH & INVESTMENTS:					<u><u>\$ 3,919,492.15</u></u>

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

CAPITAL FUND FINANCIAL REPORT

SEPTEMBER 2018

PREPARED & SUBMITTED BY:

**CHRISTOPHER NOWAK
BUSINESS MANAGER**

MMSCL
CAPITAL FUND MONTHLY REPORT

Month	Account #	Balance Forward	Deposits	Withdrawals	Balance
Empire Nat'l Bank	XXXXXX082				
July-18		\$ 4,639,841.23	\$ 4,137.72	\$ -	\$ 4,643,978.95
August-18		\$ 4,643,978.95	\$ 4,141.41	\$ -	\$ 4,648,120.36
September-18		\$ 4,648,120.36	\$ 4,011.39	\$ -	\$ 4,652,131.75
Grand Total :					\$ 4,652,131.75

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through September 2018

					TOTAL						
					Jul 18	Aug 18	Sep 18	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense											
Income											
2000 • PROPERTY TAX REVENUES					0.00	0.00	0.00	0.00	9,214,000.00	-9,214,000.00	0.0%
2082 • FINES AND FEES					2,251.76	2,825.36	1,665.40	6,742.52	61,000.00	-54,257.48	11.05%
2360 • CONTRACTS WITH OTHER LIBR.					370,567.79	0.00	0.00	370,567.79	250,000.00	120,567.79	148.23%
2401 • INTEREST					4,511.20	505.30	0.00	5,016.50	20,000.00	-14,983.50	25.08%
2650 • SALES OF EXCESS MATERIAL					141.00	214.00	48.00	403.00			
2705 • GIFTS AND DONATIONS					0.00	0.00	114.00	114.00			
2760 • SYSTEM & STATE AID					13,151.00	0.00	0.00	13,151.00	15,000.00	-1,849.00	87.67%
2771 • COPIER REVENUE - CONTRACT (R)					866.00	982.35	228.50	2,076.85	14,000.00	-11,923.15	14.84%
2772A • ADULT-ADULT PRINTER					703.00	745.00	0.00	1,448.00	10,000.00	-8,552.00	14.48%
2800 • Program Receipts											
2805 • Program Receipts - Adult					1,093.25	0.00	0.00	1,093.25	10,000.00	-8,906.75	10.93%
Total 2800 • Program Receipts					1,093.25	0.00	0.00	1,093.25	10,000.00	-8,906.75	10.93%
2999 • Lost Books					31.99	9.99	72.85	114.83			
Total Income					393,316.99	5,282.00	2,128.75	400,727.74	9,594,000.00	-9,193,272.26	4.18%
Gross Profit					393,316.99	5,282.00	2,128.75	400,727.74	9,594,000.00	-9,193,272.26	4.18%
Expense											
6000 • SALARIES AND WAGES											
6141 • PROFESSIONAL SALARIES											
6141A • PROFESSIONAL (ADULT)					45,910.66	46,353.19	46,099.90	138,363.75	732,835.00	-594,471.25	18.88%
6141C • PROFESSIONAL (C&P)					51,483.61	52,770.00	49,772.36	154,025.97	681,195.00	-527,169.03	22.61%
6141D • PROFESSIONAL (DIGITAL)					22,369.19	22,994.49	41,147.91	86,511.59	297,379.00	-210,867.41	29.09%
6141N • PROFESSIONAL (TEEN)					28,078.00	28,144.84	27,321.22	83,544.06	362,217.00	-278,672.94	23.07%
6141S • COMM SERV LIBR (SVC)					8,299.25	8,323.74	8,323.74	24,946.73	108,208.00	-83,261.27	23.05%
6141T • PROFESSIONAL (TECH)					10,613.54	11,893.08	12,191.42	34,698.04	150,544.00	-115,845.96	23.05%
Total 6141 • PROFESSIONAL SALARIES					166,754.25	170,479.34	184,856.55	522,090.14	2,332,378.00	-1,810,287.86	22.38%

					TOTAL						
					Jul 18	Aug 18	Sep 18	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
6142 · CLERICAL SALARIES											
6142A · CLERICAL (ADULT)					21,653.75	21,642.74	22,216.01	65,512.50	349,047.00	-283,534.50	18.77%
6142C · CLERICAL (C&P)					21,912.25	22,301.68	20,535.33	64,749.26	303,865.00	-239,115.74	21.31%
6142D · CLERICAL (DIGITAL)					4,357.41	4,474.22	6,075.73	14,907.36	52,020.00	-37,112.64	28.66%
6142G · CLERICAL (GEN)					8,100.49	7,622.46	7,622.46	23,345.41	116,672.00	-93,326.59	20.01%
6142L · CLERICAL (LIT)					15,224.09	14,573.80	15,312.36	45,110.25	212,458.00	-167,347.75	21.23%
6142N · CLERICAL (TEEN)					8,513.70	9,013.82	7,745.90	25,273.42	114,119.00	-88,845.58	22.15%
6142R · CLERICAL (CIRC)					25,335.98	25,891.09	25,078.06	76,305.13	359,560.00	-283,254.87	21.22%
6142S · CLERICAL (SVC)					0.00	0.00	0.00	0.00	8,351.00	-8,351.00	0.0%
6142T · CLERICAL (TECH)					10,790.80	10,707.59	10,827.34	32,325.73	120,728.00	-88,402.27	26.78%
6142X · CLERICAL (WIRES)					2,045.68	2,031.88	2,004.49	6,082.05	22,636.00	-16,553.95	26.87%
Total 6142 · CLERICAL SALARIES					117,934.15	118,259.28	117,417.68	353,611.11	1,659,456.00	-1,305,844.89	21.31%
6143 · PAGE SALARIES											
6143A · PAGE (ADULT)					14,137.39	14,586.03	15,547.99	44,271.41	216,742.00	-172,470.59	20.43%
6143C · PAGE (C&P)					12,891.32	13,548.27	11,248.67	37,688.26	168,010.00	-130,321.74	22.43%
6143G · PAGE (GEN)					0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6143L · PAGE (LIT)					612.32	566.62	709.67	1,888.61	7,205.00	-5,316.39	26.21%
6143N · PAGE (TEEN)					1,083.72	1,632.07	1,271.27	3,987.06	28,949.00	-24,961.94	13.77%
6143R · PAGE (CIRC)					2,165.03	2,165.46	1,828.87	6,159.36	41,414.00	-35,254.64	14.87%
6143T · PAGE (TECH)					2,970.06	2,978.94	3,007.64	8,956.64	49,436.00	-40,479.36	18.12%
Total 6143 · PAGE SALARIES					33,859.84	35,477.39	33,614.11	102,951.34	511,756.00	-408,804.66	20.12%
6144 · CUSTODIAL											
6144G · CUSTODIAL					15,467.82	15,510.19	16,869.46	47,847.47	244,542.00	-196,694.53	19.57%
Total 6144 · CUSTODIAL					15,467.82	15,510.19	16,869.46	47,847.47	244,542.00	-196,694.53	19.57%
6145 · SECURITY											
6145G · SECURITY					15,319.98	15,059.38	16,775.39	47,154.75	226,228.00	-179,073.25	20.84%
Total 6145 · SECURITY					15,319.98	15,059.38	16,775.39	47,154.75	226,228.00	-179,073.25	20.84%
6146 · TECHNICIAN											
6146W · TECHNICAL (WIRES)					8,183.91	8,819.25	8,636.05	25,639.21	121,816.00	-96,176.79	21.05%

	TOTAL						
	Jul 18	Aug 18	Sep 18	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Total 6146 · TECHNICIAN	8,183.91	8,819.25	8,636.05	25,639.21	121,816.00	-96,176.79	21.05%
6147 · ADMINISTRATIVE							
Total 6147 · ADMINISTRATIVE	29,255.88	21,738.28	21,738.28	72,732.44	288,598.00	-215,865.56	25.2%
Total 6000 · SALARIES AND WAGES	386,775.83	385,343.11	399,907.52	1,172,026.46	5,384,774.00	-4,212,747.54	21.77%
6200 · EMPLOYEE BENEFITS							
9010 · RETIREMENT	0.00	0.00	0.00	0.00	609,210.00	-609,210.00	0.0%
9030 · SOCIAL SECURITY	28,643.29	28,533.54	29,659.63	86,836.46	375,000.00	-288,163.54	23.16%
9040 · WORKERS' COMPENSATION	0.00	0.00	-6,227.10	-6,227.10	65,000.00	-71,227.10	-9.58%
9050 · UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
9055 · DISABILTY INSURANCE	1,276.12	1,299.31	1,265.21	3,840.64	16,500.00	-12,659.36	23.28%
9060 · MEDICAL INSURANCE	78,768.93	78,559.54	78,713.37	236,041.84	949,115.00	-713,073.16	24.87%
Total 6200 · EMPLOYEE BENEFITS	108,688.34	108,392.39	103,411.11	320,491.84	2,016,825.00	-1,696,333.16	15.89%
6410A · BOOKS (ADULT)	12,473.73	11,498.24	7,963.15	31,935.12	184,000.00	-152,064.88	17.36%
6410C · BOOKS (C&P)	3,361.87	4,033.60	2,796.18	10,191.65	119,500.00	-109,308.35	8.53%
6410L · BOOKS (LIT)	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6410N · BOOKS (TEEN)	800.04	1,475.17	1,407.41	3,682.62	22,000.00	-18,317.38	16.74%
6410T · BOOKS (TECH)	0.00	0.00	0.00	0.00	900.00	-900.00	0.0%
6411A · MICRO/REF CD (ADULT)	195.00	2,726.88	5,400.00	8,321.88	46,000.00	-37,678.12	18.09%
6411C · MICRO/REF CD (C&P)	0.00	0.00	7,465.00	7,465.00	18,250.00	-10,785.00	40.9%
6411L · MICRO/REF CD (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6411N · MICRO/REF CD (TEEN)	0.00	0.00	5,400.00	5,400.00	17,000.00	-11,600.00	31.77%
6412A · RECORDINGS (ADULT)	2,206.54	3,010.40	1,859.13	7,076.07	47,200.00	-40,123.93	14.99%
6412C · RECORDINGS (C&P)	217.43	558.07	206.48	981.98	10,000.00	-9,018.02	9.82%
6412L · RECORDINGS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6412N · RECORDINGS (TEEN)	434.84	517.76	648.26	1,600.86	10,000.00	-8,399.14	16.01%
6413A · PERIODICALS (ADULT)	18,574.77	1,017.35	606.00	20,198.12	33,000.00	-12,801.88	61.21%
6413C · PERIODICALS (C&P)	0.00	0.00	0.00	0.00	6,325.00	-6,325.00	0.0%
6413D · PERIODICALS (ADM)	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6413G · PERIODICALS (GEN)	0.00	0.00	0.00	0.00	1,200.00	-1,200.00	0.0%
6413L · PERIODICALS (LIT)	1,764.00	0.00	0.00	1,764.00	0.00	1,764.00	100.0%

	TOTAL						
	Jul 18	Aug 18	Sep 18	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
6413N · PERIODICALS (TEEN)	0.00	0.00	0.00	0.00	2,590.00	-2,590.00	0.0%
6413T · PERIODICALS (TECH)	0.00	0.00	0.00	0.00	250.00	-250.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417A · VIDEOS (ADULT)	5,921.39	5,038.74	4,149.76	15,109.89	90,000.00	-74,890.11	16.79%
6417C · VIDEOS (C&P)	317.99	430.07	698.47	1,446.53	23,000.00	-21,553.47	6.29%
6417L · VIDEOS (LIT)	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
6417N · VIDEOS (TEEN)	774.06	248.61	340.46	1,363.13	6,000.00	-4,636.87	22.72%
6419G · SOFTWARE (GEN)	0.00	6,599.88	0.00	6,599.88	25,000.00	-18,400.12	26.4%
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6419T · SOFTWARE (TECH)	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
6419W · SOFTWARE (WIRES)	0.00	0.00	941.60	941.60	11,000.00	-10,058.40	8.56%
6428D · MISCELLANEOUS	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6429C · REALIA (C&P)	50.98	33.94	0.00	84.92	4,500.00	-4,415.08	1.89%
6429L · REALIA (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6430G · OFFICE AND LIBRARY SUPPLIES	4,518.65	4,243.10	6,711.00	15,472.75	60,000.00	-44,527.25	25.79%
6431D · TELECOMMUNICATIONS	12,490.65	4,024.66	3,746.15	20,261.46	56,050.00	-35,788.54	36.15%
6432G · CARTAGE	285.00	285.00	285.00	855.00	3,420.00	-2,565.00	25.0%
6433G · POSTAGE	2,054.14	3,036.77	2,057.01	7,147.92	59,000.00	-51,852.08	12.12%
6434A · PRINTING (ADULT)	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434C · PRINTING (C&P)	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	0.0%
6434G · PRINTING (GEN)	6,881.00	6,881.00	7,703.00	21,465.00	90,000.00	-68,535.00	23.85%
6434L · PRINTING (LIT)	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434N · PRINTING (TEEN)	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
6434R · PRINTING (CIRC)	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
6434S · PRINTING (COMM SRV)	0.00	380.00	0.00	380.00	500.00	-120.00	76.0%
6435A · CED, CONF & TRAVEL (ADULT)	1,491.70	214.23	278.00	1,983.93	4,000.00	-2,016.07	49.6%
6435C · CED, CONF & TRAVEL (C&P)	1,451.74	206.42	278.00	1,936.16	5,250.00	-3,313.84	36.88%
6435D · CED, CONF & TRAVEL (ADM)	1,849.38	3,712.36	3,227.37	8,789.11	16,000.00	-7,210.89	54.93%
6435Dig · CED, CONF & TRAVEL (DIGITAL)	40.24	902.20	3,107.61	4,050.05	5,000.00	-949.95	81.0%
6435G · CED, CONF & TRAVEL (GEN)	120.30	0.00	0.00	120.30	2,000.00	-1,879.70	6.02%
6435L · CED, CONF & TRAVEL (LIT)	167.80	158.43	278.00	604.23	2,500.00	-1,895.77	24.17%
6435N · CED, CONF & TRAVEL (TEEN)	2,010.16	537.86	329.55	2,877.57	5,000.00	-2,122.43	57.55%
6435R · CED, CONF & TRAVEL (CIRC)	1,966.00	250.98	1,309.72	3,526.70	2,000.00	1,526.70	176.34%
6435S · CED, CONF & TRAV (COMM SRV)	120.30	76.61	1,982.86	2,179.77	3,500.00	-1,320.23	62.28%

	TOTAL						
	Jul 18	Aug 18	Sep 18	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
6435T · CED, CONF & TRAVEL (TECH)	120.30	170.00	625.00	915.30	3,450.00	-2,534.70	26.53%
6435W · CED, CONF & TRAVEL (WIRES)	120.30	0.00	0.00	120.30	2,000.00	-1,879.70	6.02%
6436 · CONTRACTS	0.00	0.00	0.00	0.00	91,204.00	-91,204.00	0.0%
6437A · PROGRAMS (ADULT)	3,550.16	4,455.23	9,882.01	17,887.40	66,000.00	-48,112.60	27.1%
6437C · PROGRAMS (C&P)	6,362.95	4,241.81	5,302.70	15,907.46	95,000.00	-79,092.54	16.75%
6437D · PROGRAMS (DIGITAL)	3,465.07	368.24	275.91	4,109.22	10,000.00	-5,890.78	41.09%
6437L · PROGRAMS (LIT)	1,591.80	6,682.01	1,070.59	9,344.40	82,000.00	-72,655.60	11.4%
6437N · PROGRAMS (TEEN)	4,101.57	2,505.41	2,515.71	9,122.69	60,000.00	-50,877.31	15.2%
6437P · PROFESSIONAL FEES							
643760 · PLANTINGS	150.00	150.00	150.00	450.00	1,800.00	-1,350.00	25.0%
643765 · PROMOTION AND PUBLICITY	6,237.70	6,138.56	9,393.66	21,769.92	25,000.00	-3,230.08	87.08%
643770 · CONTINGENCY	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6437P01 · ACCOUNTANT/AUDITOR	0.00	0.00	0.00	0.00	18,850.00	-18,850.00	0.0%
6437P02 · AUDITOR	1,500.00	1,500.00	1,000.00	4,000.00	6,000.00	-2,000.00	66.67%
6437P10 · ELECTION	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6437P11 · FSA ADMINISTRATION	129.25	129.25	0.00	258.50	1,551.00	-1,292.50	16.67%
6437P12 · PAYROLL SERVICES	1,421.85	1,478.11	1,402.13	4,302.09	22,000.00	-17,697.91	19.56%
6437P13 · ARMORED CAR SERVICE	190.58	190.58	190.58	571.74	2,160.00	-1,588.26	26.47%
6437P14 · PIANO TUNING	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	0.00	254.89	0.00	254.89			
6437P16 · STAFF BACKGROUND SCREEN	0.00	0.00	0.00	0.00	3,100.00	-3,100.00	0.0%
6437P17 · TRANSLATION SERVICES	6.50	0.00	0.00	6.50	250.00	-243.50	2.6%
6437P3 · APPRAISAL SERVICES	4,000.00	2,960.00	0.00	6,960.00	400.00	6,560.00	1,740.0%
6437P4 · ATTORNEY	9,375.00	1,625.00	1,625.00	12,625.00	40,000.00	-27,375.00	31.56%
6437P5 · BACKFLOW INSPECTION	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6437P6 · BOARD SECRETARY	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P7 · COLLECTION AGENCY	205.85	35.80	125.30	366.95	2,000.00	-1,633.05	18.35%
6437P8 · DENITE SYSTEMS ANALYSIS	0.00	330.00	0.00	330.00	400.00	-70.00	82.5%
6437P9 · EAP	7,785.00	0.00	0.00	7,785.00	7,725.00	60.00	100.78%
Total 6437P · PROFESSIONAL FEES	31,001.73	14,792.19	13,886.67	59,680.59	138,886.00	-79,205.41	42.97%
6438 · DUES	0.00	100.00	325.00	425.00	5,000.00	-4,575.00	8.5%
6439A · EQUIPMENT R & M (ADULT)	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	2,000.00	-2,000.00	0.0%

BOT Meeting:
October 22, 2018

	TOTAL						
	Jul 18	Aug 18	Sep 18	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
6439G · EQUIPMENT R & M (GEN)	7,841.00	3,945.97	3,444.21	15,231.18	60,000.00	-44,768.82	25.39%
6439N · EQUIPMENT R & M (TEEN)	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
6439R · EQUIPMENT R & M (CIRC)	0.00	10,895.50	0.00	10,895.50	50,000.00	-39,104.50	21.79%
6439T · EQUIPMENT R & M (TECH)	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	778.81	1,098.81	378.81	2,256.43	25,000.00	-22,743.57	9.03%
6450E · ELECTRICITY	15,841.96	32,412.26	0.00	48,254.22	128,000.00	-79,745.78	37.7%
6450F · FUEL/GAS	506.44	595.45	71.11	1,173.00	15,000.00	-13,827.00	7.82%
6450W · WATER	0.00	312.14	0.00	312.14	1,250.00	-937.86	24.97%
6451G · CUSTODIAL SUPPLIES	717.12	783.37	2,403.97	3,904.46	19,000.00	-15,095.54	20.55%
6452G · BLDG ALTERATION AND MAINT	4,875.70	2,297.67	4,283.10	11,456.47	121,126.00	-109,669.53	9.46%
6454 · INSURANCE	66,913.74	0.00	-7,586.55	59,327.19	67,000.00	-7,672.81	88.55%
6485G · Bank Fees	-431.82	0.00	0.00	-431.82			
6700 · TAN INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7203 · EQUIPMENT - Capital Purchases							
7203A · EQUIPMENT ADULT	0.00	0.00	599.02	599.02	4,000.00	-3,400.98	14.98%
7203C · EQUIPMENT C & P	0.00	0.00	267.06	267.06	5,000.00	-4,732.94	5.34%
7203D · EQUIPMENT ADMIN	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
7203G · EQUIPMENT BUS OFF	0.00	0.00	0.00	0.00	9,500.00	-9,500.00	0.0%
7203N · EQUIPMENT TEEN	0.00	0.00	0.00	0.00	8,000.00	-8,000.00	0.0%
7203R · EQUIPMENT CIRC	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
7203T · EQUIPMENT TECH	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
7203W · EQUIPMENT WIRE	7,312.92	856.94	0.00	8,169.86	100,000.00	-91,830.14	8.17%
Total 7203 · EQUIPMENT - Capital Purchases	7,312.92	856.94	866.08	9,035.94	132,000.00	-122,964.06	6.85%
Total Expense	732,673.62	642,346.83	612,238.12	1,987,258.57	9,594,000.00	-7,606,741.43	20.71%
Net Ordinary Income	-339,356.63	-637,064.83	-610,109.37	-1,586,530.83	0.00	-1,586,530.83	100.0%
Other Income/Expense							
Other Expense							
7500 · BUILDING IMPROVEMENTS	25,884.58	12,015.66	22,656.11	60,556.35			
Total Other Expense	25,884.58	12,015.66	22,656.11	60,556.35			
Net Other Income	-25,884.58	-12,015.66	-22,656.11	-60,556.35	0.00	-60,556.35	100.0%

BOT Meeting:
October 22, 2018

	TOTAL						
	Jul 18	Aug 18	Sep 18	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Net Income	-365,241.21	-649,080.49	-632,765.48	-1,647,087.18	0.00	-1,647,087.18	100.0%

**SCHEDULE OF CLAIMS
PRESENTED OCTOBER 22, 2018**

PREPAY PAYABLES WARRANT #1	\$	25,585.85
PAYABLES WARRANT #2	\$	124,504.26
PAYROLL WARRANT W.E. 10/5/2018	\$	185,460.39
PAYROLL BENEFITS WARRANT	\$	10,573.22
PAYROLL WARRANT W.E. 10/19/2018	\$	187,159.17
PAYROLL BENEFITS WARRANT	\$	103,499.79

Total	\$	<u>636,782.68</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
OCTOBER 22, 2018
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	59208	09/25/2018	American Express	L0225 · EMPIRE NAT'L - OPERATING	
Bill	091318	09/13/2018	2771 · COPIER REVENUE - CONTRACT (R)		-34.61
			6417A · VIDEOS (ADULT)		-67.39
			6430G · OFFICE AND LIBRARY SUPPLIES		-548.20
			6431D · TELECOMMUNICATIONS		-93.92
			6433G · POSTAGE		-19.87
			6435D · CED, CONF & TRAVEL (ADM)		-2,287.51
			6435Dig · CED, CONF & TRAVEL (DIGITAL)		-2,416.17
			6435R · CED, CONF & TRAVEL (CIRC)		-1,020.02
			6435S · CED, CONF & TRAV (COMM SRV)		-1,986.77
			643765 · PROMOTION AND PUBLICITY		-290.33
			6437A · PROGRAMS (ADULT)		-5,552.31
			6437L · PROGRAMS (LIT)		-30.48
			6450F · FUEL/GAS		-78.12
			6438 · DUES		-173.02
TOTAL					-14,598.72
Bill Pmt -Check	59209	09/26/2018	Cablevision / Optimum	L0225 · EMPIRE NAT'L - OPERATING	
Bill	0923-1022/18	10/22/2018	6431D · TELECOMMUNICATIONS		-119.47
TOTAL					-119.47
Bill Pmt -Check	59210	09/26/2018	Verizon	L0225 · EMPIRE NAT'L - OPERATING	
Bill	091418	09/14/2018	6431D · TELECOMMUNICATIONS		-17.33
TOTAL					-17.33

Mastics Moriches Shirley Community Library
OCTOBER 22, 2018
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	59211	10/01/2018	Amazon.com	L0225 · EMPIRE NAT'L - OPERATING	
Bill	081018	08/10/2018		6410A · BOOKS (ADULT)	-701.24
				6410C · BOOKS (C&P)	-57.03
				6410N · BOOKS (TEEN)	-40.47
				6412A · RECORDINGS (ADULT)	-42.66
				6417A · VIDEOS (ADULT)	-470.42
				6417C · VIDEOS (C&P)	-183.20
				6417N · VIDEOS (TEEN)	-248.41
				6430G · OFFICE AND LIBRARY SUPPLIES	-373.74
				6437A · PROGRAMS (ADULT)	-72.35
				6437C · PROGRAMS (C&P)	-107.99
				6437D · PROGRAMS (DIGITAL)	-246.44
				6437N · PROGRAMS (TEEN)	-63.69
TOTAL					-2,607.64
Bill Pmt -Check	59212	10/04/2018	Home Depot Credit Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	091918	09/19/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-20.96
				6451G · CUSTODIAL SUPPLIES	-75.43
TOTAL					-96.39
Bill Pmt -Check	59213	10/04/2018	Lighttower Fiber Networks	L0225 · EMPIRE NAT'L - OPERATING	
Bill	163831	10/01/2018		6431D · TELECOMMUNICATIONS	-2,495.00
TOTAL					-2,495.00

Mastics Moriches Shirley Community Library
OCTOBER 22, 2018
PREPAY WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59214	10/04/2018	T-Mobile	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	08/23--09/22/18	09/22/2018		6413A · PERIODICALS (ADULT)	-606.00
TOTAL						-606.00
	Bill Pmt -Check	59215	10/11/2018	AT&T Mobility	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	082818-092718	09/27/2018		6431D · TELECOMMUNICATIONS	-194.20
TOTAL						-194.20
	Bill Pmt -Check	59216	10/11/2018	National Grid	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	083018-100118	10/01/2018		6450F · FUEL/GAS	-530.64
TOTAL						-530.64
	Bill Pmt -Check	59217	10/16/2018	Sam's Club	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100818	10/08/2018		6437N · PROGRAMS (TEEN)	-144.08
					6437A · PROGRAMS (ADULT)	-100.42
					6430G · OFFICE AND LIBRARY SUPPLIES	-29.96
					6430G · OFFICE AND LIBRARY SUPPLIES	-168.22
					6437C · PROGRAMS (C&P)	-24.81
					6451G · CUSTODIAL SUPPLIES	-125.56
TOTAL						-593.05

1:12 PM
10/18/18

Mastics Moriches Shirley Community Library
OCTOBER 22, 2018
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	59218	10/17/2018	Amazon.com	L0225 · EMPIRE NAT'L - OPERATING	
Bill	091018	09/10/2018		6410A · BOOKS (ADULT)	-657.98
				6410C · BOOKS (C&P)	-87.25
				6410N · BOOKS (TEEN)	-10.32
				6412A · RECORDINGS (ADULT)	-64.23
				6412C · RECORDINGS (C&P)	-20.17
				6417A · VIDEOS (ADULT)	-687.88
				6417C · VIDEOS (C&P)	-62.93
				6417N · VIDEOS (TEEN)	-339.62
				6430G · OFFICE AND LIBRARY SUPPLIES	-343.19
				6437A · PROGRAMS (ADULT)	-179.28
				6437C · PROGRAMS (C&P)	-234.87
				6437D · PROGRAMS (DIGITAL)	-35.75
				6437N · PROGRAMS (TEEN)	-132.14
				6437N · PROGRAMS (TEEN)	-89.67
TOTAL					<u>-2,945.28</u>
Bill Pmt -Check	59219	10/18/2018	Cablevision / Optimum	L0225 · EMPIRE NAT'L - OPERATING	
Bill	101618	10/16/2018		6431D · TELECOMMUNICATIONS	-782.13
TOTAL					<u>-782.13</u>
				TOTAL	-25,585.85

I hereby certify that at a meeting on October 22, 2018 Signed: _____
the above vouchers were approved and authorized.

Mastics Moriches Shirley Community Library
OCTOBER 22, 2018
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59220	10/22/2018	3D Universe	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	INV16693	09/28/2018		6437D · PROGRAMS (DIGITAL)	-99.90
TOTAL						-99.90
	Bill Pmt -Check	59221	10/22/2018	4imprint	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	6661995	09/17/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-141.54
	Bill	6729555	10/08/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-141.54
TOTAL						-283.08
	Bill Pmt -Check	59222	10/22/2018	Abramowitz, Kelly	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	092718	09/27/2018		6437N · PROGRAMS (TEEN)	-360.00
TOTAL						-360.00
	Bill Pmt -Check	59223	10/22/2018	Academic Associates	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	092918	09/29/2018		6437L · PROGRAMS (LIT)	-360.00
TOTAL						-360.00
	Bill Pmt -Check	59224	10/22/2018	Advanced Plant Care, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	24343	10/04/2018		643760 · PLANTINGS	-150.00
TOTAL						-150.00

Mastics Moriches Shirley Community Library
OCTOBER 22, 2018
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59225	10/22/2018	Aguilar, Sandra A.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100318	10/03/2018		6437L · PROGRAMS (LIT)	-285.00
TOTAL						-285.00
	Bill Pmt -Check	59226	10/22/2018	Andriola's Cesspool Service, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	6996	10/09/2018		6452G · BLDG ALTERATION AND MAINT	-858.00
TOTAL						-858.00
	Bill Pmt -Check	59227	10/22/2018	Ashton, Ruth	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100418	10/04/2018		6437L · PROGRAMS (LIT)	-425.00
TOTAL						-425.00
	Bill Pmt -Check	59228	10/22/2018	Baker & Taylor	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	3022358352	09/07/2018		6410N · BOOKS (TEEN)	-131.82
	Bill	3022333353	09/10/2018		6410N · BOOKS (TEEN)	-1,189.67
	Bill	3022375510	09/14/2018		6410A · BOOKS (ADULT)	-167.56
	Bill	3022367886	09/17/2018		6410A · BOOKS (ADULT)	-425.93
	Bill	3022355396	09/18/2018		6410A · BOOKS (ADULT)	-353.83
	Bill	3022354597	09/18/2018		6410A · BOOKS (ADULT)	-311.28
	Bill	3022375405	09/18/2018		6410A · BOOKS (ADULT)	-380.07
	Bill	3022387011	09/20/2018		6410A · BOOKS (ADULT)	-356.77
	Bill	3022392732	09/24/2018		6410A · BOOKS (ADULT)	-170.41

Mastics Moriches Shirley Community Library
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Type	Num	Date	Name	Account	Paid Amount
Bill	3022383252	09/25/2018		6410A · BOOKS (ADULT)	-233.02
Bill	3022363517	09/26/2018		6410A · BOOKS (ADULT)	-752.07
Bill	3022393832	09/26/2018		6410N · BOOKS (TEEN)	-75.53
Bill	3022384922	09/27/2018		6410A · BOOKS (ADULT)	-78.68
Bill	3022387817	09/27/2018		6410A · BOOKS (ADULT)	-552.26
Bill	3022401140	09/27/2018		6410A · BOOKS (ADULT)	-143.44
Bill	3022392194	09/28/2018		6410A · BOOKS (ADULT)	-405.00
Bill	3022405391	10/01/2018		6410A · BOOKS (ADULT)	-326.80
Bill	3022396171	10/04/2018		6410A · BOOKS (ADULT)	-1,169.76
Bill	3022412922	10/04/2018		6410A · BOOKS (ADULT)	-236.11
Bill	3022408475	10/09/2018		6410A · BOOKS (ADULT)	-1,596.29
TOTAL					-9,056.30
Bill Pmt -Check	59229	10/22/2018	Barbecho, Ana C.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	100218	10/02/2018		6437L · PROGRAMS (LIT)	-322.00
TOTAL					-322.00
Bill Pmt -Check	59230	10/22/2018	Bartolomeo, Michael	L0225 · EMPIRE NAT'L - OPERATING	
Bill	092818	09/28/2018		6435Dig · CED, CONF & TRAVEL (DIGITAL)	-14.22
TOTAL					-14.22

Mastics Moriches Shirley Community Library
OCTOBER 22, 2018
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	59231	10/22/2018	Big Step Coaching, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	Q 2018-1012-512	09/28/2018		6435D · CED, CONF & TRAVEL (ADM)	-279.00
				6435A · CED, CONF & TRAVEL (ADULT)	-278.00
				6435C · CED, CONF & TRAVEL (C&P)	-278.00
				6435Dig · CED, CONF & TRAVEL (DIGITAL)	-278.00
				6435L · CED, CONF & TRAVEL (LIT)	-278.00
				6435N · CED, CONF & TRAVEL (TEEN)	-278.00
				6435R · CED, CONF & TRAVEL (CIRC)	-278.00
				6435T · CED, CONF & TRAVEL (TECH)	-278.00
TOTAL					-2,225.00
Bill Pmt -Check	59232	10/22/2018	Bleidner, Gloria	L0225 · EMPIRE NAT'L - OPERATING	
Bill	100818	10/08/2018		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					-100.00
Bill Pmt -Check	59233	10/22/2018	Brick Academy, The	L0225 · EMPIRE NAT'L - OPERATING	
Bill	092618	09/26/2018		6437C · PROGRAMS (C&P)	-100.00
TOTAL					-100.00
Bill Pmt -Check	59234	10/22/2018	Brodart Co.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	511266	09/26/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-102.84
TOTAL					-102.84

Mastics Moriches Shirley Community Library
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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59235	10/22/2018	Burns, Christian	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	101618	10/16/2018		6410C · BOOKS (C&P)	-19.95
TOTAL						-19.95
	Bill Pmt -Check	59236	10/22/2018	Carter, Kathleen	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	092518	09/25/2018		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	59237	10/22/2018	Casper, Thomas	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	100418	10/04/2018		6435N · CED, CONF & TRAVEL (TEEN)	-115.53
TOTAL						-115.53
	Bill Pmt -Check	59238	10/22/2018	Center Point Large Print	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	1625276	10/01/2018		6410A · BOOKS (ADULT)	-382.80
TOTAL						-382.80
	Bill Pmt -Check	59239	10/22/2018	Children's Hospital of Philadelphia	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	197	10/04/2018		6410C · BOOKS (C&P)	-27.27
TOTAL						-27.27

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	59240	10/22/2018	Ciccotto, William	L0225 - EMPIRE NAT'L - OPERATING	
Bill	090618	09/06/2018		6437N · PROGRAMS (TEEN)	-65.00
TOTAL					-65.00
Bill Pmt -Check	59241	10/22/2018	Clearwater Aquarium Service	L0225 - EMPIRE NAT'L - OPERATING	
Bill	3929	10/02/2018		6452G · BLDG ALTERATION AND MAINT	-332.97
TOTAL					-332.97
Bill Pmt -Check	59242	10/22/2018	Colonial Youth & Family Services Inc	L0225 - EMPIRE NAT'L - OPERATING	
Bill	091818	09/18/2018		6437A · PROGRAMS (ADULT)	-45.00
				6437C · PROGRAMS (C&P)	-45.00
Bill	100218	10/02/2018		6437A · PROGRAMS (ADULT)	-45.00
				6437C · PROGRAMS (C&P)	-45.00
Bill	10/05/18 dinner	10/04/2018		6435D · CED, CONF & TRAVEL (ADM)	-200.00
				6435C · CED, CONF & TRAVEL (C&P)	-100.00
				6435L · CED, CONF & TRAVEL (LIT)	-100.00
				6435Dig · CED, CONF & TRAVEL (DIGITAL)	-100.00
				6437P · PROFESSIONAL FEES	-200.00
TOTAL					-880.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59243	10/22/2018	Colson, Doris J.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	100518	10/05/2018		6437L · PROGRAMS (LIT)	-584.25
TOTAL						-584.25
	Bill Pmt -Check	59244	10/22/2018	Cueva, Daniel S.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	100418	10/04/2018		6437L · PROGRAMS (LIT)	-420.00
TOTAL						-420.00
	Bill Pmt -Check	59245	10/22/2018	Currao-McAleavey, Carmella	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	092718	09/27/2018		6437N · PROGRAMS (TEEN)	-100.00
	Bill	100418	10/04/2018		6437N · PROGRAMS (TEEN)	-100.00
TOTAL						-200.00
	Bill Pmt -Check	59246	10/22/2018	D'Amato, Tara	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	091318	09/13/2018		6433G · POSTAGE	-24.70
	Bill	091518	09/15/2018		6435S · CED, CONF & TRAV (COMM SRV)	-57.86
	Bill	092718	09/27/2018		6435D · CED, CONF & TRAVEL (ADM)	-39.49
TOTAL						-122.05

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59247	10/22/2018	Davis, Lindsay - MMSCL	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101118	10/11/2018		6435L · CED, CONF & TRAVEL (LIT)	-105.64
TOTAL						-105.64
	Bill Pmt -Check	59248	10/22/2018	Demco	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	6459280	09/25/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-143.98
					7203C · EQUIPMENT C & P	-267.06
	Bill	6464660	10/02/2018		6437N · PROGRAMS (TEEN)	-302.88
	Bill	6468569	10/08/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-24.04
TOTAL						-737.96
	Bill Pmt -Check	59249	10/22/2018	Discount School Supply	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	D65007910101	10/05/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-60.51
TOTAL						-60.51
	Bill Pmt -Check	59250	10/22/2018	Displays2Go	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	PSI0921130	09/29/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-13.88
TOTAL						-13.88

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59251	10/22/2018	DJJ Technologies	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2083232	10/01/2018		6439W · EQUIPMENT R & M (WIRES)	-378.81
TOTAL						-378.81
	Bill Pmt -Check	59252	10/22/2018	Donovan, Elizabeth	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100118	10/01/2018		6437L · PROGRAMS (LIT)	-228.00
TOTAL						-228.00
	Bill Pmt -Check	59253	10/22/2018	Dunbar Armored Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	4287910	10/01/2018		6437P13 · ARMORED CAR SERVICE	-190.58
TOTAL						-190.58
	Bill Pmt -Check	59254	10/22/2018	Earle, April L.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	092218	09/22/2018		6437A · PROGRAMS (ADULT)	-160.00
	Bill	101318	10/13/2018		6437A · PROGRAMS (ADULT)	-160.00
TOTAL						-320.00
	Bill Pmt -Check	59255	10/22/2018	East End Screen Printing & Embroidery	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	26076	09/21/2018		6437N · PROGRAMS (TEEN)	-279.00
TOTAL						-279.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59256	10/22/2018	ECM Consulting and Marketing	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1004	10/01/2018		643765 · PROMOTION AND PUBLICITY	-2,500.00
TOTAL						-2,500.00
	Bill Pmt -Check	59257	10/22/2018	Effman, Paul B.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	091618	09/16/2018		6437A · PROGRAMS (ADULT)	-500.00
TOTAL						-500.00
	Bill Pmt -Check	59258	10/22/2018	Ellison Educational Equipment, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	3207440	09/07/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-413.40
	Bill	3207713	09/11/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-286.14
	Bill	3208461	09/17/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-19.99
	Bill	3210173	10/01/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-56.00
TOTAL						-775.53
	Bill Pmt -Check	59259	10/22/2018	Emerald Island	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	305056	09/12/2018		6451G · CUSTODIAL SUPPLIES	-704.39
TOTAL						-704.39

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59260	10/22/2018	EnvisionWare Inc.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	INV-US-36873	07/01/2018		6439G · EQUIPMENT R & M (GEN)	-2,723.35
TOTAL						-2,723.35
	Bill Pmt -Check	59261	10/22/2018	Franco, Corinne	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	100318	10/03/2018		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	59262	10/22/2018	Fuentes, Rosa E.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	100518	10/05/2018		6437L · PROGRAMS (LIT)	-608.00
TOTAL						-608.00
	Bill Pmt -Check	59263	10/22/2018	George, Ivette	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	100418	10/04/2018		6437L · PROGRAMS (LIT)	-520.00
TOTAL						-520.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	59264	10/22/2018	Gilmartin, Debbie	L0225 - EMPIRE NAT'L - OPERATING	
Bill	091818	09/18/2018		6437A · PROGRAMS (ADULT)	-150.00
Bill	092818	09/28/2018		6437A · PROGRAMS (ADULT)	-225.00
Bill	100218	10/02/2018		6437A · PROGRAMS (ADULT)	-75.00
TOTAL					<u>-450.00</u>
Bill Pmt -Check	59265	10/22/2018	Griffiths, Albert	L0225 - EMPIRE NAT'L - OPERATING	
Bill	092718-SecurityLicen	09/27/2018		6435S · CED, CONF & TRAV (COMM SRV)	-75.00
TOTAL					<u>-75.00</u>
Bill Pmt -Check	59266	10/22/2018	Henn, JoAnn	L0225 - EMPIRE NAT'L - OPERATING	
Bill	092718	09/27/2018		6437A · PROGRAMS (ADULT)	-160.00
Bill	100418	10/04/2018		6437A · PROGRAMS (ADULT)	-160.00
TOTAL					<u>-320.00</u>
Bill Pmt -Check	59267	10/22/2018	HF Group LLC	L0225 - EMPIRE NAT'L - OPERATING	
Bill	184159	09/25/2018		6410A · BOOKS (ADULT)	-125.00
TOTAL					<u>-125.00</u>

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59268	10/22/2018	Horbal, Elizabeth	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2018StoryGathReimb	10/17/2018		6435R · CED, CONF & TRAVEL (CIRC)	-196.40
TOTAL						-196.40
	Bill Pmt -Check	59269	10/22/2018	Hylands' Printing	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	104325	10/02/2018		6434A · PRINTING (ADULT)	-229.90
TOTAL						-229.90
	Bill Pmt -Check	59270	10/22/2018	Ingram Library Services	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	61440399	09/17/2018		6410C · BOOKS (C&P)	-29.96
	Bill	61440400	09/17/2018		6410C · BOOKS (C&P)	-56.00
	Bill	61440401	09/17/2018		6410C · BOOKS (C&P)	-11.54
	Bill	61440402	09/17/2018		6410C · BOOKS (C&P)	-11.54
	Bill	61440403	09/17/2018		6410C · BOOKS (C&P)	-11.54
	Bill	61440404	09/17/2018		6410C · BOOKS (C&P)	-292.59
	Bill	67001165	09/17/2018		6410C · BOOKS (C&P)	-12.09
	Bill	67001166	09/17/2018		6410C · BOOKS (C&P)	-11.54
	Bill	67001191	09/17/2018		6410C · BOOKS (C&P)	-11.54
	Bill	67001192	09/17/2018		6410C · BOOKS (C&P)	-24.43
	Bill	61441356	09/18/2018		6410C · BOOKS (C&P)	-9.58
	Bill	61441357	09/18/2018		6410C · BOOKS (C&P)	-26.30
	Bill	61441358	09/18/2018		6410C · BOOKS (C&P)	-10.97
	Bill	61441359	09/18/2018		6410C · BOOKS (C&P)	-31.10
	Bill	61442544	09/19/2018		6410C · BOOKS (C&P)	-11.54

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Type	Num	Date	Name	Account	Paid Amount
Bill	61442545	09/19/2018		6410C · BOOKS (C&P)	-26.83
Bill	61442546	09/19/2018		6410C · BOOKS (C&P)	-10.42
Bill	61444143	09/20/2018		6410C · BOOKS (C&P)	-43.12
Bill	61444144	09/20/2018		6410C · BOOKS (C&P)	-33.81
Bill	61444145	09/20/2018		6410C · BOOKS (C&P)	-11.54
Bill	61444146	09/20/2018		6410C · BOOKS (C&P)	-12.09
Bill	61444151	09/20/2018		6410C · BOOKS (C&P)	-26.73
Bill	61444152	09/20/2018		6410C · BOOKS (C&P)	-9.89
Bill	61444153	09/20/2018		6410C · BOOKS (C&P)	-33.42
Bill	61444154	09/20/2018		6410C · BOOKS (C&P)	-19.03
Bill	61444194	09/20/2018		6410C · BOOKS (C&P)	-12.09
Bill	61444195	09/20/2018		6410C · BOOKS (C&P)	-11.54
Bill	61444196	09/20/2018		6410C · BOOKS (C&P)	-10.42
Bill	67003339	09/21/2018		6410C · BOOKS (C&P)	-23.06
Bill	61445605	09/24/2018		6410C · BOOKS (C&P)	-62.20
Bill	61445606	09/24/2018		6410C · BOOKS (C&P)	-11.54
Bill	61445607	09/24/2018		6410C · BOOKS (C&P)	-11.54
Bill	61445608	09/24/2018		6410C · BOOKS (C&P)	-11.54
Bill	61447438	09/26/2018		6410C · BOOKS (C&P)	-47.84
Bill	61447439	09/26/2018		6410C · BOOKS (C&P)	-11.98
Bill	61447440	09/26/2018		6410C · BOOKS (C&P)	-20.33
Bill	61447441	09/26/2018		6410C · BOOKS (C&P)	-25.72
Bill	61447442	09/26/2018		6410C · BOOKS (C&P)	-31.55
Bill	61448970	09/27/2018		6410C · BOOKS (C&P)	-43.47
Bill	61448971	09/27/2018		6410C · BOOKS (C&P)	-11.54
Bill	61448972	09/27/2018		6410C · BOOKS (C&P)	-23.08
Bill	61448973	09/27/2018		6410C · BOOKS (C&P)	-30.67
Bill	61448974	09/27/2018		6410C · BOOKS (C&P)	-9.24
Bill	61449345	09/28/2018		6410C · BOOKS (C&P)	-23.92

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Type	Num	Date	Name	Account	Paid Amount
Bill	61449346	09/28/2018		6410C · BOOKS (C&P)	-11.54
Bill	61450567	10/02/2018		6410C · BOOKS (C&P)	-9.89
Bill	61450568	10/02/2018		6410C · BOOKS (C&P)	-155.13
Bill	61452121	10/03/2018		6410C · BOOKS (C&P)	-11.52
Bill	61452122	10/03/2018		6410C · BOOKS (C&P)	-14.32
Bill	61452123	10/03/2018		6410C · BOOKS (C&P)	-38.28
Bill	61452124	10/03/2018		6410C · BOOKS (C&P)	-11.54
Bill	61452125	10/03/2018		6410C · BOOKS (C&P)	-10.99
Bill	61452126	10/03/2018		6410C · BOOKS (C&P)	-34.07
Bill	61452127	10/03/2018		6410C · BOOKS (C&P)	-10.99
Bill	61452128	10/03/2018		6410C · BOOKS (C&P)	-10.89
Bill	61451315	10/03/2018		6410C · BOOKS (C&P)	-14.32
Bill	61451316	10/03/2018		6410C · BOOKS (C&P)	-23.08
Bill	61451317	10/03/2018		6410C · BOOKS (C&P)	-21.88
Bill	61451450	10/03/2018		6410C · BOOKS (C&P)	-17.94
Bill	61451451	10/03/2018		6410C · BOOKS (C&P)	-28.00
Bill	61451452	10/03/2018		6410C · BOOKS (C&P)	-40.36
TOTAL					-1,687.15
Bill Pmt -Check	59271	10/22/2018	Island Elevator Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	29188	10/01/2018		6452G · BLDG ALTERATION AND MAINT	-403.00
TOTAL					-403.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59272	10/22/2018	Island School & Art Supply	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	489985	09/28/2018		6437N · PROGRAMS (TEEN)	-156.34
TOTAL						-156.34
	Bill Pmt -Check	59273	10/22/2018	Janicka-Wlodek, Krystyna	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	100218	10/02/2018		6437L · PROGRAMS (LIT)	-171.00
TOTAL						-171.00
	Bill Pmt -Check	59274	10/22/2018	Janowitz, Laurie	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	091718	09/17/2018		6437A · PROGRAMS (ADULT)	-345.00
	Bill	100418	10/04/2018		6437A · PROGRAMS (ADULT)	-345.00
TOTAL						-690.00
	Bill Pmt -Check	59275	10/22/2018	JanWay Company USA, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	130451	09/17/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-340.74
	Bill	130525	09/24/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-710.14
TOTAL						-1,050.88

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59276	10/22/2018	JobShop, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1184 renew 7/2018-19	10/01/2018		6411A · MICRO/REF CD (ADULT)	-750.00
TOTAL						-750.00
	Bill Pmt -Check	59277	10/22/2018	Jorgensen, Kerrilynn	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100318	10/03/2018		6435N · CED, CONF & TRAVEL (TEEN)	-111.14
TOTAL						-111.14
	Bill Pmt -Check	59278	10/22/2018	King Kullen	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	182481237801	09/05/2018		6437L · PROGRAMS (LIT)	-17.01
	Bill	182541354201	09/11/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-5.29
	Bill	182551355891	09/12/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-13.97
	Bill	182550788851	09/12/2018		6437C · PROGRAMS (C&P)	-4.16
	Bill	182571360031	09/14/2018		6437N · PROGRAMS (TEEN)	-32.52
	Bill	182570798531	09/14/2018		6410C · BOOKS (C&P)	-12.30
	Bill	182630724241	09/20/2018		6435D · CED, CONF & TRAVEL (ADM)	-24.63
	Bill	182640729841	09/21/2018		6410C · BOOKS (C&P)	-14.44
	Bill	182661375731	09/23/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-7.98
	Bill	182681377921	09/25/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-16.42
	Bill	182680747311	09/25/2018		6437C · PROGRAMS (C&P)	-21.70
	Bill	182681378461	09/25/2018		6437A · PROGRAMS (ADULT)	-17.65
	Bill	182691268731	09/26/2018		6437L · PROGRAMS (LIT)	-1.69
TOTAL						-189.76

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59279	10/22/2018	Kiwanis of the Mastics	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2018-2019 DUES	10/17/2018		6438 · DUES	-130.00
TOTAL						-130.00
	Bill Pmt -Check	59280	10/22/2018	Lakeshore Learning Materials	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	4927371018	10/08/2018		6429C · REALIA (C&P)	-34.99
TOTAL						-34.99
	Bill Pmt -Check	59281	10/22/2018	Lamb & Barnosky, LLP	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	121946	09/30/2018		6437P4 · ATTORNEY	-1,625.00
TOTAL						-1,625.00
	Bill Pmt -Check	59282	10/22/2018	Lauro, Joanne	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100218	10/02/2018		6437L · PROGRAMS (LIT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	59283	10/22/2018	LILRC/CE	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	00454 Reg NParisi	10/01/2018		6435Dig · CED, CONF & TRAVEL (DIGITAL)	-35.00
TOTAL						-35.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59284	10/22/2018	Linthwaite, Dara	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	092218	09/22/2018		6437C · PROGRAMS (C&P)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	59285	10/22/2018	Long Island Library Resources Council Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	00372 rnl to 1/1/20	10/01/2018		6438 · DUES	-835.00
TOTAL						-835.00
	Bill Pmt -Check	59286	10/22/2018	Mahler, Judith	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100418	10/04/2018		6437L · PROGRAMS (LIT)	-340.00
TOTAL						-340.00
	Bill Pmt -Check	59287	10/22/2018	Main Street Screen Printing Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	12528	09/18/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-1,125.00
TOTAL						-1,125.00
	Bill Pmt -Check	59288	10/22/2018	Midwest Tape	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	96432429	09/14/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-429.96
	Bill	96435920	09/14/2018		6417A · VIDEOS (ADULT)	-122.34
	Bill	96443444	09/18/2018		6412A · RECORDINGS (ADULT)	-74.98

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Type	Num	Date	Name	Account	Paid Amount
Bill	96443445	09/18/2018		6412A · RECORDINGS (ADULT)	-131.03
Bill	96443447	09/18/2018		6412N · RECORDINGS (TEEN)	-18.73
Bill	96447383	09/19/2018		6417A · VIDEOS (ADULT)	-854.60
Bill	96447384	09/19/2018		6417A · VIDEOS (ADULT)	-298.70
Bill	96452246	09/20/2018		6417A · VIDEOS (ADULT)	-50.48
Bill	96460944	09/24/2018		6417A · VIDEOS (ADULT)	-268.39
Bill	96461664	09/24/2018		6417A · VIDEOS (ADULT)	-31.84
Bill	96461665	09/24/2018		6417C · VIDEOS (C&P)	-42.57
Bill	96460946	09/24/2018		6417C · VIDEOS (C&P)	-47.73
Bill	96461666	09/24/2018		6417C · VIDEOS (C&P)	-34.04
Bill	96464824	09/25/2018		6412A · RECORDINGS (ADULT)	-51.71
Bill	96464827	09/25/2018		6417A · VIDEOS (ADULT)	-37.48
Bill	96466513	09/25/2018		6417A · VIDEOS (ADULT)	-148.95
Bill	96464825	09/25/2018		6412N · RECORDINGS (TEEN)	-87.83
Bill	96470542	09/26/2018		6417A · VIDEOS (ADULT)	-93.64
Bill	96470543	09/26/2018		6417A · VIDEOS (ADULT)	-95.36
Bill	96470545	09/26/2018		6417C · VIDEOS (C&P)	-231.38
Bill	96482497 hoopla	09/30/2018		6412A · RECORDINGS (ADULT)	-372.34
				6412N · RECORDINGS (TEEN)	-372.34
				6412C · RECORDINGS (C&P)	-186.16
Bill	96485249	10/01/2018		6412C · RECORDINGS (C&P)	-29.98
Bill	96485246	10/01/2018		6412A · RECORDINGS (ADULT)	-98.03
Bill	96485248	10/01/2018		6412A · RECORDINGS (ADULT)	-39.99
Bill	96485520	10/01/2018		6417A · VIDEOS (ADULT)	-20.99
Bill	96492998	10/03/2018		6417A · VIDEOS (ADULT)	-237.22
Bill	96493690	10/03/2018		6417A · VIDEOS (ADULT)	-775.94
Bill	96493691	10/03/2018		6417C · VIDEOS (C&P)	-222.84
Bill	96493692	10/03/2018		6417C · VIDEOS (C&P)	-17.94
Bill	96494140	10/03/2018		6417A · VIDEOS (ADULT)	-184.11

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Type	Num	Date	Name	Account	Paid Amount
Bill	96494141	10/03/2018		6417A · VIDEOS (ADULT)	-96.12
Bill	96496486	10/04/2018		6417A · VIDEOS (ADULT)	-264.42
Bill	96504239	10/09/2018		6412A · RECORDINGS (ADULT)	-12.59
Bill	96506921	10/09/2018		6417A · VIDEOS (ADULT)	-31.49
Bill	96511625	10/10/2018		6417A · VIDEOS (ADULT)	-153.20
Bill	96511975	10/10/2018		6417A · VIDEOS (ADULT)	-282.66
TOTAL					<u>-6,550.10</u>
Bill Pmt -Check	59289	10/22/2018	Mikkleson, Harry	L0225 · EMPIRE NAT'L - OPERATING	
Bill	092418	09/24/2018		6437N · PROGRAMS (TEEN)	-240.00
TOTAL					<u>-240.00</u>
Bill Pmt -Check	59290	10/22/2018	Mininni, Patricia	L0225 · EMPIRE NAT'L - OPERATING	
Bill	100918	10/09/2018		6435C · CED, CONF & TRAVEL (C&P)	-19.31
TOTAL					<u>-19.31</u>
Bill Pmt -Check	59291	10/22/2018	Minuteman Press	L0225 · EMPIRE NAT'L - OPERATING	
Bill	23951	09/27/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-153.20
TOTAL					<u>-153.20</u>

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59292	10/22/2018	Montanaro, Louis	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100118	10/01/2018		6437L · PROGRAMS (LIT)	-171.00
TOTAL						-171.00
	Bill Pmt -Check	59293	10/22/2018	Moore, Keriann	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	092918	09/29/2018		6437A · PROGRAMS (ADULT)	-262.50
	Bill	100618	10/06/2018		6437A · PROGRAMS (ADULT)	-112.50
	Bill	101318	10/13/2018		6437A · PROGRAMS (ADULT)	-112.50
TOTAL						-487.50
	Bill Pmt -Check	59294	10/22/2018	Moreno, Viodelda S. Galvez	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100318	10/03/2018		6437L · PROGRAMS (LIT)	-250.00
TOTAL						-250.00
	Bill Pmt -Check	59295	10/22/2018	Munoz, Rosalinda	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100318	10/03/2018		6437L · PROGRAMS (LIT)	-476.00
TOTAL						-476.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59296	10/22/2018	Narvaez, Priscilla	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100218	10/02/2018		6437L · PROGRAMS (LIT)	-228.00
TOTAL						-228.00
	Bill Pmt -Check	59297	10/22/2018	National Learning Corporation	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	0054443	09/18/2018		6410A · BOOKS (ADULT)	-117.86
	Bill	0054541	10/03/2018		6410A · BOOKS (ADULT)	-248.73
TOTAL						-366.59
	Bill Pmt -Check	59298	10/22/2018	NYLA	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	8562 regL.Squires	09/20/2018		6435T · CED, CONF & TRAVEL (TECH)	-347.00
	Bill	8634 regJFurnari	10/10/2018		6435T · CED, CONF & TRAVEL (TECH)	-135.00
TOTAL						-482.00
	Bill Pmt -Check	59299	10/22/2018	O'Connell, Linda	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100818	10/08/2018		6437A · PROGRAMS (ADULT)	-340.00
	Bill	101118	10/11/2018		6437A · PROGRAMS (ADULT)	-250.00
TOTAL						-590.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	59300	10/22/2018	Oriental Trading Company, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	691780376-01	09/05/2018		6437N · PROGRAMS (TEEN)	-62.68
Bill	691780376-02	09/05/2018		6437C · PROGRAMS (C&P)	-38.83
				6437N · PROGRAMS (TEEN)	-5.69
Bill	692179486-01	09/28/2018		6437C · PROGRAMS (C&P)	-358.71
				6437N · PROGRAMS (TEEN)	-18.43
Bill	692341385-01	10/08/2018		6437N · PROGRAMS (TEEN)	-15.98
TOTAL					<u>-500.32</u>
Bill Pmt -Check	59301	10/22/2018	OverDrive	L0225 · EMPIRE NAT'L - OPERATING	
Bill	01302CO18143637	08/13/2018		6410A · BOOKS (ADULT)	-1,183.65
TOTAL					<u>-1,183.65</u>
Bill Pmt -Check	59302	10/22/2018	Paychex	L0225 · EMPIRE NAT'L - OPERATING	
Bill	8692763-Oct2018	10/08/2018		6437P12 · PAYROLL SERVICES	-102.80
TOTAL					<u>-102.80</u>
Bill Pmt -Check	59303	10/22/2018	Paychex, Inc (Hauppauge)	L0225 · EMPIRE NAT'L - OPERATING	
Bill	540419	10/03/2018		6437P12 · PAYROLL SERVICES	-646.71
Bill	541513	10/17/2018		6437P12 · PAYROLL SERVICES	-660.53
TOTAL					<u>-1,307.24</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	59304	10/22/2018	Penguin Random House	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1082682166	10/01/2018		6412A · RECORDINGS (ADULT)	-33.75
Bill	1182682166	10/01/2018		6412A · RECORDINGS (ADULT)	-22.50
Bill	1082326854	10/19/2018		6412A · RECORDINGS (ADULT)	-26.25
TOTAL					<u>-82.50</u>
Bill Pmt -Check	59305	10/22/2018	Petty Cash	L0225 - EMPIRE NAT'L - OPERATING	
Bill	100318	10/03/2018		6437N · PROGRAMS (TEEN)	-12.00
Bill	100418	10/04/2018		6437C · PROGRAMS (C&P)	-34.90
Bill	101518 Adults	10/15/2018		6437A · PROGRAMS (ADULT)	-36.00
				6410A · BOOKS (ADULT)	-19.99
TOTAL					<u>-102.89</u>
Bill Pmt -Check	59306	10/22/2018	Piper-Gebhard, Randi	L0225 - EMPIRE NAT'L - OPERATING	
Bill	100318	10/03/2018		6437L · PROGRAMS (LIT)	-435.00
TOTAL					<u>-435.00</u>
Bill Pmt -Check	59307	10/22/2018	Pizzeria Di Riano Inc	L0225 - EMPIRE NAT'L - OPERATING	
Bill	947269	10/16/2018		6437N · PROGRAMS (TEEN)	-731.50
TOTAL					<u>-731.50</u>

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59308	10/22/2018	Plaza Theatrical Productions Inc	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	100818	10/08/2018		6437C · PROGRAMS (C&P)	-750.00
TOTAL						-750.00
	Bill Pmt -Check	59309	10/22/2018	PSEG	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	090718-100518	10/05/2018		6450E · ELECTRICITY	-13,568.19
TOTAL						-13,568.19
	Bill Pmt -Check	59310	10/22/2018	Pureland Supply LLC	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	679804	10/11/2018		7203W · EQUIPMENT WIRE	-92.50
TOTAL						-92.50
	Bill Pmt -Check	59311	10/22/2018	Quito, Herman A.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	100318	10/03/2018		6437L · PROGRAMS (LIT)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	59312	10/22/2018	Recorded Books	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	76001746	09/13/2018		6412A · RECORDINGS (ADULT)	-20.00
	Bill	76001692	09/13/2018		6412A · RECORDINGS (ADULT)	-20.00
	Bill	76005375	09/21/2018		6412A · RECORDINGS (ADULT)	-32.95

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Type	Num	Date	Name	Account	Paid Amount
Bill	76005140	09/21/2018		6412A · RECORDINGS (ADULT)	-614.60
Bill	76006329	09/25/2018		6412A · RECORDINGS (ADULT)	-34.99
Bill	76006327	09/25/2018		6412A · RECORDINGS (ADULT)	-35.00
Bill	76006292	09/25/2018		6412A · RECORDINGS (ADULT)	-39.99
Bill	76007548	09/26/2018		6412A · RECORDINGS (ADULT)	-35.00
Bill	76007935	09/27/2018		6412A · RECORDINGS (ADULT)	-39.99
Bill	76008517	09/28/2018		6412A · RECORDINGS (ADULT)	-39.99
Bill	76009502	10/01/2018		6412A · RECORDINGS (ADULT)	-39.99
Bill	76011434	10/03/2018		6412A · RECORDINGS (ADULT)	-10.00
TOTAL					-962.50
Bill Pmt -Check	59313	10/22/2018	Robert Brooke and Associates	L0225 · EMPIRE NAT'L - OPERATING	
Bill	142434	09/25/2018		6451G · CUSTODIAL SUPPLIES	-29.50
TOTAL					-29.50
Bill Pmt -Check	59314	10/22/2018	Roeder, Kathy	L0225 · EMPIRE NAT'L - OPERATING	
Bill	092818a	09/28/2018		6437C · PROGRAMS (C&P)	-400.00
Bill	092818b	09/28/2018		6437C · PROGRAMS (C&P)	-400.00
Bill	092818c	09/28/2018		6437C · PROGRAMS (C&P)	-400.00
TOTAL					-1,200.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59315	10/22/2018	Rondon, Miriam	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	100418	10/04/2018		6437L · PROGRAMS (LIT)	-228.00
TOTAL						-228.00
	Bill Pmt -Check	59316	10/22/2018	Roye, Sara	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	092618	09/26/2018		6437A · PROGRAMS (ADULT)	-200.00
	Bill	100318	10/03/2018		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-300.00
	Bill Pmt -Check	59317	10/22/2018	Roye, Sara-Staff	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	2018StoryGathReimb	09/22/2018		6435Dig · CED, CONF & TRAVEL (DIGITAL)	-312.52
TOTAL						-312.52
	Bill Pmt -Check	59318	10/22/2018	S. Klahr, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	3614	10/05/2018		7500 · BUILDING IMPROVEMENTS	-10,100.00
TOTAL						-10,100.00
	Bill Pmt -Check	59319	10/22/2018	Sandpebble Preconstruction Inc.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	100418-Req87 NL/BldR	10/04/2018		7500 · BUILDING IMPROVEMENTS	-5,357.29
TOTAL						-5,357.29

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59320	10/22/2018	Schiano, Joseph, CPA	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	2018-112	09/28/2018		6437P02 · AUDITOR	-1,000.00
TOTAL						-1,000.00
	Bill Pmt -Check	59321	10/22/2018	Scholastic Inc.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	17739960	09/11/2018		6410C · BOOKS (C&P)	-609.00
TOTAL						-609.00
	Bill Pmt -Check	59322	10/22/2018	School Specialty	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	308103137453	09/05/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-286.50
	Bill	208121639193	09/23/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-153.44
TOTAL						-439.94
	Bill Pmt -Check	59323	10/22/2018	Scott, Robert	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	091718a	09/17/2018		6437C · PROGRAMS (C&P)	-250.00
	Bill	091718b	09/17/2018		6437A · PROGRAMS (ADULT)	-425.00
	Bill	100118a	10/01/2018		6437C · PROGRAMS (C&P)	-250.00
	Bill	100118b	10/01/2018		6437A · PROGRAMS (ADULT)	-425.00
TOTAL						-1,350.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	59324	10/22/2018	Searles Graphics, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	38986	09/17/2018		6434G · PRINTING (GEN)	-6,881.00
Bill	39019	09/30/2018		6434G · PRINTING (GEN)	-822.00
TOTAL					<u>-7,703.00</u>
Bill Pmt -Check	59325	10/22/2018	Sievers, Sandra	L0225 · EMPIRE NAT'L - OPERATING	
Bill	100818	10/08/2018		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-100.00</u>
Bill Pmt -Check	59326	10/22/2018	Smith, Michael	L0225 · EMPIRE NAT'L - OPERATING	
Bill	101018 security clas	10/10/2018		6435G · CED, CONF & TRAVEL (GEN)	-75.00
TOTAL					<u>-75.00</u>
Bill Pmt -Check	59327	10/22/2018	South Shore Press, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	73403	09/12/2018		643765 · PROMOTION AND PUBLICITY	-575.00
Bill	73405	09/19/2018		643765 · PROMOTION AND PUBLICITY	-3,275.00
TOTAL					<u>-3,850.00</u>

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59328	10/22/2018	Sparling, Nicole	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	092718	09/27/2018		6437C · PROGRAMS (C&P)	-275.00
TOTAL						-275.00
	Bill Pmt -Check	59329	10/22/2018	Spinelle, Alexis	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100318	10/03/2018		6437L · PROGRAMS (LIT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	59330	10/22/2018	Stalzer, Diane	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	091718	09/17/2018		6437C · PROGRAMS (C&P)	-125.00
	Bill	100118	10/01/2018		6437C · PROGRAMS (C&P)	-125.00
	Bill	100918	10/09/2018		6437C · PROGRAMS (C&P)	-125.00
	Bill	101518	10/15/2018		6437C · PROGRAMS (C&P)	-125.00
TOTAL						-500.00
	Bill Pmt -Check	59331	10/22/2018	Staples Advantage	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	8051554936	09/28/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-282.06
					6451G · CUSTODIAL SUPPLIES	-488.30
	Bill	8051646471	10/05/2018		6451G · CUSTODIAL SUPPLIES	-160.20
					6430G · OFFICE AND LIBRARY SUPPLIES	-119.39
					6451G · CUSTODIAL SUPPLIES	-31.02
					6430G · OFFICE AND LIBRARY SUPPLIES	-26.91

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Type	Num	Date	Name	Account	Paid Amount
				7203A · EQUIPMENT ADULT	-380.84
				6430G · OFFICE AND LIBRARY SUPPLIES	-8.41
TOTAL					-1,497.13
Bill Pmt -Check	59332	10/22/2018	Suffolk Cooperative Library System	L0225 · EMPIRE NAT'L - OPERATING	
Bill	68197 -KRnotarycrse	09/07/2018		6435D · CED, CONF & TRAVEL (ADM)	-35.00
TOTAL					-35.00
Bill Pmt -Check	59333	10/22/2018	Tend Coffee	L0225 · EMPIRE NAT'L - OPERATING	
Bill	091818	09/18/2018		6437C · PROGRAMS (C&P)	-75.00
Bill	3236	10/12/2018		6437C · PROGRAMS (C&P)	-60.00
TOTAL					-135.00
Bill Pmt -Check	59334	10/22/2018	Thermal Solutions, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	C42754	09/15/2018		6452G · BLDG ALTERATION AND MAINT	-2,233.75
TOTAL					-2,233.75
Bill Pmt -Check	59335	10/22/2018	Thomson Reuters	L0225 · EMPIRE NAT'L - OPERATING	
Bill	95949481	10/01/2018		6435A · CED, CONF & TRAVEL (ADULT)	-120.30
				6435C · CED, CONF & TRAVEL (C&P)	-120.30
				6435N · CED, CONF & TRAVEL (TEEN)	-120.30

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Type	Num	Date	Name	Account	Paid Amount
				6435T · CED, CONF & TRAVEL (TECH)	-120.30
				6435R · CED, CONF & TRAVEL (CIRC)	-120.30
				6435L · CED, CONF & TRAVEL (LIT)	-120.30
				6435W · CED, CONF & TRAVEL (WIRES)	-120.30
				6435G · CED, CONF & TRAVEL (GEN)	-120.30
				6435D · CED, CONF & TRAVEL (ADM)	-120.30
				6435S · CED, CONF & TRAV (COMM SRV)	-120.30
TOTAL					<u>-1,203.00</u>
Bill Pmt -Check	59336	10/22/2018	Town of Brookhaven Prks Dpt - FacilityFee	L0225 · EMPIRE NAT'L - OPERATING	
Bill	093018	09/30/2018		6437C · PROGRAMS (C&P)	-75.00
				6437D · PROGRAMS (DIGITAL)	-140.00
TOTAL					<u>-215.00</u>
Bill Pmt -Check	59337	10/22/2018	True Nature Landscaping Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	14964	09/28/2018		6452G · BLDG ALTERATION AND MAINT	-460.00
TOTAL					<u>-460.00</u>
Bill Pmt -Check	59338	10/22/2018	Turtle & Hughes Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	3124361-00	09/25/2018		6451G · CUSTODIAL SUPPLIES	-406.20
Bill	3124361-01	10/03/2018		6451G · CUSTODIAL SUPPLIES	-107.99
TOTAL					<u>-514.19</u>

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59339	10/22/2018	Turturici, Antonella	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100418	10/04/2018		6437L · PROGRAMS (LIT)	-240.00
TOTAL						-240.00
	Bill Pmt -Check	59340	10/22/2018	Unique Management Services, Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	469508	10/01/2018		6437P7 · COLLECTION AGENCY	-107.40
TOTAL						-107.40
	Bill Pmt -Check	59341	10/22/2018	UPS - NYS OGS	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	000004486A418	10/13/2018		6433G · POSTAGE	-4.66
TOTAL						-4.66
	Bill Pmt -Check	59342	10/22/2018	VenMill Industries Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	6936	10/16/2018		6439G · EQUIPMENT R & M (GEN)	-738.89
TOTAL						-738.89
	Bill Pmt -Check	59343	10/22/2018	Verizon	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100718	10/07/2018		6431D · TELECOMMUNICATIONS	-122.51
TOTAL						-122.51

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OCTOBER 22, 2018
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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59344	10/22/2018	Villegas, Martha	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100418	10/04/2018		6437L · PROGRAMS (LIT)	-602.00
TOTAL						-602.00
	Bill Pmt -Check	59345	10/22/2018	W. B. Mason Co., Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	I58388257	08/31/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-22.57
	Bill	I59090284	09/24/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-55.06
	Bill	I59380722	10/02/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-43.43
	Bill	I59571202	10/08/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-14.66
	Bill	I59608316	10/09/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-21.25
	Bill	I59648005	10/10/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-4.25
	Bill	I59659060	10/10/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-5.10
TOTAL						-166.32
	Bill Pmt -Check	59346	10/22/2018	W. B. Mason Co., Inc. NYS-OGS PaperOnly	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	I59143976	09/25/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-334.62
	Bill	I59228151	09/27/2018		6430G · OFFICE AND LIBRARY SUPPLIES	-308.88
TOTAL						-643.50
	Bill Pmt -Check	59347	10/22/2018	Wiedersum Associates Architects, PLLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	4	10/03/2018		7500 · BUILDING IMPROVEMENTS	-6,107.50
TOTAL						-6,107.50

Mastics Moriches Shirley Community Library
OCTOBER 22, 2018
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	59348	10/22/2018	William Floyd Alumni Association	L0225 · EMPIRE NAT'L - OPERATING	
Bill	2018 EdAwardsDinner	10/11/2018		6435D · CED, CONF & TRAVEL (ADM)	-118.00
				6435A · CED, CONF & TRAVEL (ADULT)	-59.00
				6435C · CED, CONF & TRAVEL (C&P)	-59.00
				6435N · CED, CONF & TRAVEL (TEEN)	-59.00
				6435L · CED, CONF & TRAVEL (LIT)	-59.00
				643765 · PROMOTION AND PUBLICITY	-125.00
TOTAL					-479.00
Bill Pmt -Check	59349	10/22/2018	William J. Powell Associates, LLC	L0225 · EMPIRE NAT'L - OPERATING	
Bill	18-0016renewPAD	07/01/2018		6435A · CED, CONF & TRAVEL (ADULT)	-680.00
				6435C · CED, CONF & TRAVEL (C&P)	-680.00
				6435N · CED, CONF & TRAVEL (TEEN)	-680.00
				6435R · CED, CONF & TRAVEL (CIRC)	-680.00
Bill	18-0029	08/01/2018		6435A · CED, CONF & TRAVEL (ADULT)	-37.25
				6435C · CED, CONF & TRAVEL (C&P)	-37.25
				6435N · CED, CONF & TRAVEL (TEEN)	-37.25
				6435R · CED, CONF & TRAVEL (CIRC)	-37.25
TOTAL					-2,869.00
Bill Pmt -Check	59350	10/22/2018	Winters Bros. Hauling of LI, LLC	L0225 · EMPIRE NAT'L - OPERATING	
Bill	783229	09/30/2018		6432G · CARTAGE	-285.00
TOTAL					-285.00

Mastics Moriches Shirley Community Library
OCTOBER 22, 2018
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	59351	10/22/2018	Wischhusen, Will	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	092818	09/28/2018		6437N · PROGRAMS (TEEN)	-240.00
TOTAL						-240.00
	Bill Pmt -Check	59352	10/22/2018	Wuthenow, Josephine	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100918	10/09/2018		6435A · CED, CONF & TRAVEL (ADULT)	-25.00
	Bill	101318	10/13/2018		6435A · CED, CONF & TRAVEL (ADULT)	-18.00
TOTAL						-43.00
	Bill Pmt -Check	59353	10/22/2018	Zafar, Tanzeela	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100518	10/05/2018		6437L · PROGRAMS (LIT)	-168.00
TOTAL						-168.00
	Bill Pmt -Check	59354	10/22/2018	Zoobean, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1408-2018/19renewl	09/23/2018		6411C · MICRO/REF CD (C&P)	-2,065.00
TOTAL						-2,065.00
					TOTAL	-124,504.26

I hereby certify that at a meeting on October 22, 2018
the above vouchers were approved and authorized.

Signed: _____

Mastics Moriches Shirley Community Library
Payroll Benefit Warrant
October 5, 2018

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	6001	10/05/2018	1095 Doreen Adamcik	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	10052018	10/05/2018		9060 · MEDICAL INSURANCE	\$ (134.00)
TOTAL					\$ (134.00)
Bill Pmt -Check	6002	10/05/2018	1096 Denise Boinay	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	10052018	10/05/2018		9060 · MEDICAL INSURANCE	\$ (134.00)
TOTAL					\$ (134.00)
Bill Pmt -Check	6003	10/05/2018	1097 Florence Stonish	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	10052018	10/05/2018		9060 · MEDICAL INSURANCE	\$ (134.00)
TOTAL					\$ (134.00)
Bill Pmt -Check	6004	10/05/2018	1098 Mary Abruscato	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	10052018	10/05/2018		9060 · MEDICAL INSURANCE	\$ (134.00)
TOTAL					\$ (134.00)
Bill Pmt -Check	6005	10/05/2018	1099 Kathleen Irish	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	10052018	10/05/2018		9060 · MEDICAL INSURANCE	\$ (267.90)
TOTAL					\$ (267.90)
Bill Pmt -Check	6006	10/05/2018	1100 Madeline Sacco	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	10052018	10/05/2018		9060 · MEDICAL INSURANCE	\$ (134.00)
TOTAL					\$ (134.00)
Bill Pmt -Check	6007	10/05/2018	1101 William Cicola	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	10052018	10/05/2018		9060 · MEDICAL INSURANCE	\$ (134.00)
TOTAL					\$ (134.00)
Bill Pmt -Check	6008	10/05/2018	1101.1 Lorna K Hastings	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	10052018	10/05/2018		9060 · MEDICAL INSURANCE	\$ (348.30)
TOTAL					\$ (348.30)
Bill Pmt -Check	6009	10/05/2018	1102 John R Verbesey	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	10052018	10/05/2018		9060 · MEDICAL INSURANCE	\$ (268.00)
TOTAL					\$ (268.00)
Bill Pmt -Check	6010	10/05/2018	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	10052018	10/05/2018		L0172 · 403B PRUDENTIAL	\$ (1,550.00)
TOTAL					\$ (1,550.00)
Bill Pmt -Check	6011	10/05/2018	1112 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	712496	10/05/2018		L0173 · 457B NYS DEFERRED COMP	\$ (2,063.01)
TOTAL					\$ (2,063.01)
Bill Pmt -Check	6012	10/05/2018	1113 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	10052018	10/05/2018		L0171 · 403B MET LIFE	\$ (2,768.00)
TOTAL					\$ (2,768.00)
Bill Pmt -Check	6013	10/05/2018	CSEA Employee Benefit Fund	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	10052018	10/05/2018		L0510 · CSEA POST TAX DENTAL	\$ (60.51)
				L0520 · CSEA POST TAX VISION	\$ (4.71)
TOTAL					\$ (65.22)
Bill Pmt -Check	6014	10/05/2018	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
Bill	10052018	10/05/2018		L0500 · CSEA UNION DUES	\$ (2,438.79)
TOTAL					\$ (2,438.79)
					\$ (10,573.22)

**Mastics Moriches Shirley Community Library
Payroll Benefit Warrant
October 5, 2018**

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

Signed: _____
Title: Secretary

Mastics Moriches Shirley Community Library
Payroll Benefit Warrant
October 19, 2018

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	6015	10/19/2018	1103 State Of NY Department of Civil Serv	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	530	10/19/2018		9060 · MEDICAL INSURANCE	\$ (84,407.69)
TOTAL						\$ (84,407.69)
	Bill Pmt -Check	6016	10/19/2018	1109 Prudential	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	10192018	10/19/2018		L0172 · 403B PRUDENTIAL	\$ (1,550.00)
TOTAL						\$ (1,550.00)
	Bill Pmt -Check	6017	10/19/2018	1110 AFLAC	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	039525	10/19/2018		L0625 · AFLAC PRE-TAX	\$ (3,546.80)
					L0626 · AFLAC POST-TAX	\$ (380.51)
TOTAL						\$ (3,927.31)
	Bill Pmt -Check	6018	10/19/2018	1112 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	717121	10/19/2018		L0173 · 457B NYS DEFERRED COMP	\$ (1,840.05)
TOTAL						\$ (1,840.05)
	Bill Pmt -Check	6019	10/19/2018	1113 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	101918	10/19/2018		L0171 · 403B MET LIFE	\$ (2,768.00)
TOTAL						\$ (2,768.00)
	Bill Pmt -Check	6020	10/19/2018	CSEA Employee Benefit Fund	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	10192018	10/19/2018		L0510 · CSEA POST TAX DENTAL	\$ (40.34)
					L0520 · CSEA POST TAX VISION	\$ (4.71)
TOTAL						\$ (45.05)
	Bill Pmt -Check	6021	10/19/2018	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	10192018	10/19/2018		L0500 · CSEA UNION DUES	\$ (2,465.55)
TOTAL						\$ (2,465.55)

**Bill Pmt -Check EFT 10/19/2018 1106 NYS Employees'
Retirement System**

L0163 · RC ERS CONTRIBUTIONS	\$	(2,243.25)
L0161 · RL - ERS LOAN	\$	(2,106.00)
L0160 · RA - ERS ARREARS (VOLUNTARY)	\$	(173.86)
L0160.1 · MA - ERS ARREARS (MANDATORY)	\$	(171.77)
	<u>\$</u>	<u>(4,694.88)</u>

L0196 · LONG TER	\$ (620.79)
9055 · DISABILTY INSURANCE	\$ (1,180.47)
	<u>\$ (1,801.26)</u>

TOTAL	\$ (103,499.79)
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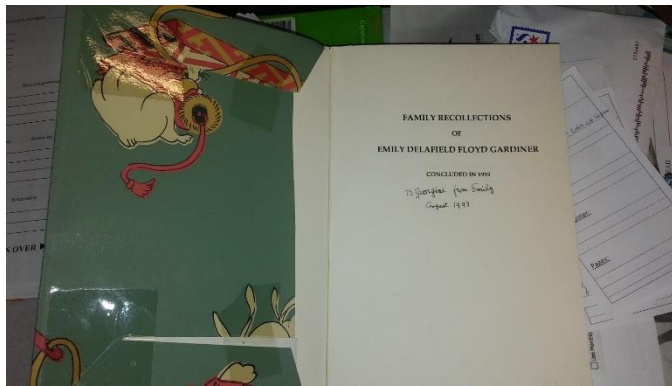
Adults

October 2018

Josephine Wuthenow
Department Head

LOCAL HISTORY UPDATE

- A very unique and rare booklet from Emily Delafield Floyd Gardiner was purchased from Ebay for our collection. Emily was the granddaughter of Augustus Floyd, grandson of Signer William Floyd. The typed manuscript provides a detailed description of the Augustus Floyd Estate, family members, and Old Mastic during the early 20th century.



Family Recollections of Emily Delafield Floyd Gardiner, 1971

- Librarian Brad Shupe will be assisting the MPHS and Community Library with “Halloween at the Woodhull Cemetery” event on October 31st from 4-6pm



- Carolyn Curtin has added 557 Postcards to the Milton Price collection and continues to add additional cards every month.



New York National Speedway - Center Moriches

- A booklet for the first ten stories from the “our forgotten past” series is being created and story number 14 was added...”of Sperry, Bellport and Loop the Loops”. A second volume of ten stories will be created upon reaching that goal during Spring or Summer of 2019.



No. 14 – Of Sperry, Bellport, and Loop the Loops....



**Brad C
Shupe,**
RASD Librarian

Free Personal Finance Counseling at the Library

A certified personal finance counselor is now available to meet with patrons who need help managing their finances. Carly Wardwell, Education Director and Finance Counselor of Debt Counseling Corporation of Hauppauge, will meet patrons at our library at free, confidential one-hour appointments to discuss topics including debt analysis, credit reports, personal budget planning, learning how to lower interest rates, and learning how to better manage finances. Ms. Wardwell comes recommended from the similar work she does through the Town of Brookhaven Women's Services Division and has held a couple of personal finance programs at our library during the past two years of Money Smart Week.



Tara Moran,
RASD Librarian

Patron Comments

Regarding Our Computer Clerk, William Walsh

HASTICS MORICHES SHIRLEY COMMUNITY LIBRARY Date _____

RASD

Will in computers helped me on the computer on how to use it and took the time going over it very slowly so i can understand it.

Thank You,
Lou. [redacted]

Regarding Our Librarian, Catherine Gorden

HASTICS MORICHES SHIRLEY COMMUNITY LIBRARY Date Oct 15 2018

RASD Dear Josephine
Head of Adult Services

We would like to compliment Catherine Gorden on the Binge Boxes that she organized and implemented that was extremely creative and innovative. She should be rewarded and recognized for her service. It showed she was an exemplary worker.

[redacted]
William [redacted] Initials

Patron Comments

Regarding Our Page, Kaitlyn G.



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

COMMENTS:

Kaitlyn G. helped me at the library with copying. What a delightful & helpful young lady. It was a pleasure to meet her.

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

Name FRANCINE

Phone

E-mail [redacted]

8/31/18

DEPARTMENTAL SNAPSHOT – SEPTEMBER

Program Attendance:

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

Copies, Faxes and Scanning/Email:

- We helped patrons 1,878 times with copies, faxes, and scanning/email

Computer Usage:

- Patrons used our computers 3,100 times

Reference & Information Questions:

- We answered 3,755 patron questions

Homebound Visits:

- Chris Neis visited 1 homebound patron



Children & Parents

Rachel Wyneken
Department Head

October 2018 Board Report

The Great Playdate

On Saturday, September 22, we participated in the inaugural Great Playdate, an early learning initiative created by the Public Libraries of Suffolk County and the Suffolk Cooperative Library System. The mission of The Great Playdate is to offer a special day for our youngest patrons and their caregivers to experience the importance of talking, singing, reading and playing.

We offered multiple stations throughout the children's floor with learning activities for the family that focused on talking, singing, reading and playing. The stations were visited by 53 kids and 36 adults. In fact, they were so popular, we kept them open for an extra day.

We also used the day to have one of our 1KB4K parties, since this program, too, focuses on the importance of reading and playing with children birth to 6 years old. We have more than 900 participants in this ongoing program now. Eileen Curtin, the librarian who has taken ownership of 1KB4K since its inception, is excited at the possibility of reaching **1000** children reading **1000** books before kindergarten in the not-too-distant future.

Working with William Floyd School District

CPSD, Circulation and Literacy staff members interacted with 783 students and parents at the five elementary school's Meet the Teacher nights, marketing library materials, programs and services and collecting 95 new library card applications.

Class visits from kindergarten, 2nd grade, 3rd grade and 5th grade have begun. Thanks to Debby Iberger for promoting and scheduling these visits, which give some of the students their first contact with the wonders of the community library.

We hosted new elementary teachers and their mentors for a Talk and Tour at the library on October 17. We offered this for the first time last year, and it was so popular with the teachers that Jennifer Berg, the experienced WFSD teacher who is responsible for the mentor program, contacted us this past summer to plan the event for the fall.

I was pleased to be a part of the first PTO meetings of the local elementary schools, which were particularly well-attended. The PTO board members are a great source for spreading library information to families in the school.

Good Use of a Free Toolkit

While we frequently receive free materials from publishers and distributors, we don't always find ways to make full use of them. Sylvia Maurer, with the help of Scott Bendjy, was full of ideas to use promotional materials on the *Goosebumps 2* movie, based on the popular book series. Following are Sylvia's descriptions of the three programs developed using the free materials, which included a toolkit, movie posters, bookmarks and DVDs

The first program was Spooky Science held on 10/5/18 for 2nd-7th graders. We had 17 kids attend, which is fantastic for that age group. Parents stood outside of the room peeking into the windows and over the rail because of the amount of excitement in the room. The kids were put in groups of 4 and 5 and they rotated through 6 different science experiment stations. I used three experiments from the toolkit: Spooky Static Electricity, Attack of the Gummy Bears and Monsters Alive. When the kids were at the gummy bear station, they had to guess how many gummy bears were in a container and the child that guessed the correct amount won a copy of the first Goosebumps movie on DVD. All of the kids received a movie poster and bookmark on their way out of the program. The kids had a blast.

The second program was Got Goosebumps? A Writing Program held on 10/11/18 for 4th-7th graders. We had 11 kids sign up and 5 attended. Five is a great number for an educational program, and we think if it wasn't for the rain that the number would have been even higher. In this program, our librarian Scott spoke with the kids about how to go about writing a spooky short story. He read to the kids from a Goosebumps book and used the toolkit to prepare for the program. The kids had a great time and wrote some really suspenseful short stories. The number of kids actually worked out really well, allowing them to have one-on-one assistance when needed for their stories and time for them to all share their stories. Each child left the program with a movie poster and a bookmark.

The third program was our On the Road - Goosebumps 2 @ Island Cinemas held on 10/13/18 for families with at least one child birth-grade 8. We had 162 people attend this program, and 88 of them were children. For this program, families meet us at our local movie theater. The library pays for movie admission, popcorn, and a drink for each person. We also gave out a Goosebumps paperback book to each child as well as a movie poster. Everyone that attended loved the movie as well as the free goodies. I will be raffling off the last 2 DVDs to 2 families that attended this program. I will call them this week to come to the library to pick up their prize.

Analysis of Summer With Us 2018

Evaluating the *Summer With Us 2017* initiative last year was a top priority in order to ensure that we knew how to make improvements for *Summer With Us 2018*. As I detailed in my April board report, we did make some changes based on staff and patron feedback, including breaking the program up into three phases, focusing on promoting specific services library wide during specific weeks, providing weekly thematic ideas for decorating journals and adding a community partner component.

As we did last year, we asked patrons to complete Project Outcome surveys regarding the initiative. We received 126 completed forms. I have attached the Project Outcome reports on the results. There is a separate survey for adults, teens/children and caregivers, so there are three summaries. The summaries do not include the many answers to "What did you like the most," asked as part of the survey. Here are just a few. Thank you to Carmen from Literacy for translating the comments in Spanish.

“For me, everything is fine with the help you give to the community”
“The program and classes are well organized”
“They are all very kind”
“Professionalism of staff”
“Everything; love this library”
“All the staff is very friendly, very polite and very respectful. Thanks for everything. God bless you”
“The staff is very well-educated and they motivate us to keep going”
“Journal experience”
“Continue children’s programs.”
“Seeing other children, participating in fun activities”
“Being introduced to new books”
“Darlene Graham concert; love the journal; scavenger hunt”
“Learned new things and made new friends”
“Shark Week”
“Hanging out with friends, fun”
“Crafts, time upstairs doing the cards”
“The raffles”
“That I made many new friends”

More than 2,100 children, teens and adults picked up a *Summer With Us* journal. Some kept track of the books read, some used it as a scrapbook and others used it to record summer events, activities and memories. Many came in weekly to decorate their journals at our drop-in table with weekly themes (Shark Week was a favorite). Children received raffles for learning activities that they told us about, and we handed out 1475 raffles over the summer. We offered many drop-in activities this summer, which were popular. More than 5000 children and 1600 parents/caregivers participated in these self-directed programs

The *Summer With Us* on-line reading club for adults had 216 participants. The winner of our Community Partner Raffle was a member of the RASD reading club, Eileen Thompson. Ms. Thompson was pleased with her experiences visiting local businesses. Many of the businesses she visited donated gift certificates to her prize, including Ice Cream Cottage, Shirley Subway, Ice Cream Cottage, Tend Coffee, Shirley Pharmacy and Surgical Supplies, Floyd Harbor Flowers and Lee Anne’s Mastic Flower Shoppe. Floyd Harbor Flowers arranged these gift certificates with three books of her choice (selected with the help of Tara Moran, RASD librarian) into a beautiful basket. Ms. Thompson expressed how happy she was that this library program pushed her to visit businesses that she had intended to stop by but had not yet, including East End Screenprinting for ideas on promoting a small business she intends to start. Thank you to all the businesses who agreed to be community partners and all the library users who took advantage of this opportunity to become more familiar with the businesses in our community. We look forward to expanding the initiative next summer with more partners and participants.



Mastics-Moriches-Shirley Community Library

Survey Results and Community Implications

REPORT INFORMATION

Topic: Summer Reading

Programs: See full list on page 2


Date Range: None

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY SURVEY WORK

Mastics-Moriches-Shirley Community Library conducted surveys to program participants to collect data and insights about how their summer reading services and programs are supporting community needs. Mastics-Moriches-Shirley Community Library surveyed patrons using the Project Outcome Summer Reading Adult Survey, which measures patron-reported outcomes after a period of time has passed. A total of **49** survey responses were collected.


Results

A total of **49** survey responses were collected. Of the percentage of patrons surveyed who either **agreed or strongly agreed** that they benefited from the service or program:

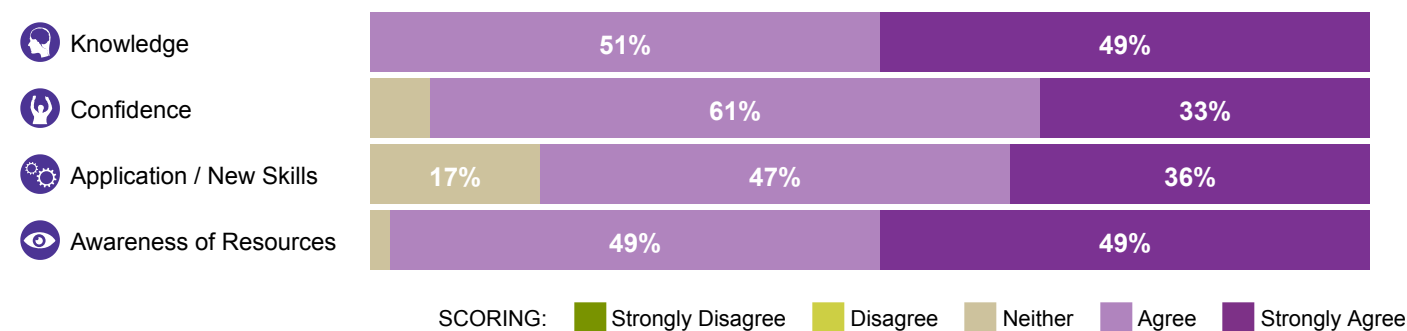
 **100%** learned something new from what they read or experienced

 **83%** read more often

 **94%** enjoy reading more





 **98%** want to use the library more often

The full results of the survey(s) are shown below. (Note that due to rounding, percentages may not add up to 100%)



Selected Criteria Average

Summer Reading Topic Averages

	Library	Library	State/Province	National
 Knowledge	4.5	4.5	4.6	4.4
 Confidence	4.3	4.5	4.4	4.2
 Application / New Skills	4.2	4.3	4.3	4.1
 Awareness of Resources	4.5	4.6	4.5	4.3

AVERAGES: Ranges from 1.0 (Strongly Disagree) to 5.0 (Strongly Agree)

Survey topic averages represent all data under the survey topic and type and are based on the library location (e.g. United States, Canada). Selected criteria average represents data under any additional criteria applied to the report, such as date range, program or survey name.

A total of **49** survey responses were collected across **1** surveys. The list of programs surveyed are shown in the table below.

Program Name	Survey Name	Attendance	Response Rate
Summer With Us - 5/28/2018	Summer With Us - 05/28/2018 (2)	0	N/A

Additional Survey Information

The library also asked the following questions:

1. What could the library do to help you continue to learn more?
2. What did you like most about the program/service?



Topic: Summer Reading

Survey Type: Adult | Report Created On: 10/11/2018

Overview

Wherever public libraries are working, possibility lives. People who work in public libraries know that library services open new opportunities for anyone who enters – putting people on the path to literacy, technological know-how, or a better job. Libraries see evidence of this every day – what they are often missing is the data to support it. Measuring outcome data helps libraries demonstrate the good they are doing and the value their impact is having in the community. For example, the Project Outcome: Year in Review 2016 Annual Report sites that nearly 80% of library users surveyed report that library programs and services have had some kind of positive impact on their lives in the last year, with a majority of patrons reporting that the educational aspect of these programs and services is what they like most. And these patron benefits are in high demand. Patrons most commonly suggested improvement for the library is new, more, or more frequent classes and programs.ⁱ

About the Surveys

The Project Outcome surveys were developed by the Public Library Association's Performance Measurement Task Force, which is comprised of a diverse group of public and state library leaders, consultants, data researchers and analysts. The surveys are designed to help libraries measure the outcomes of programs and services and the impact they have on patrons. The results are intended to show a direction of change, not rigorous statistical proof of change. To learn more about Project Outcome, visit www.projectoutcome.org (<https://www.projectoutcome.org>).

Implications for Community Impact

Summer reading programs are an essential public library service that benefits a range of patrons from children, teens and adults. Public libraries intend summer reading programs to be engaging and fun while providing structure that supports ongoing learning opportunities for adults and protects against literacy backsliding for children out of school.

- According to the Library Research Service, Colorado State Library, adult summer reading programs benefit patrons by providing opportunities in literacy development and exposure to new literary genres. Summer reading programs promote the value of reading and its immense benefits, including reduced stress and modeling good reading behavior for children.ⁱⁱ
- Adults continue to pursue interests and self-growth, such as reading, past formal education. According to research produced by the Pew Research Institute, 74% of adults are "personal learners," which means they do activities such as reading or taking classes tied to personal interests. There are a multitude of social and psychological benefits that come from personal learning. According to Pew, 87% of personal learners feel well-rounded and 64% reported their learning helped them make new friends.ⁱⁱⁱ
- Most people in the United States view public libraries as an integral part of the education system by providing resources to everyone, while also being advocates of digital and information literacy. A recent report produced by the Pew Research Institute found that those over the age of 15 feel that public libraries have an important role in fulfilling the educational needs of the community they serve. In addition, 78% feel libraries adequately encourage literacy and an enthusiasm for reading.^{iv}

SOURCES

ⁱProject Outcome. "Project Outcome: A Year in Review 2016 Annual Report," Accessed March 23, 2017.

<https://www.projectoutcome.org/annual-report> (<https://www.projectoutcome.org/annual-report>)

ⁱⁱLinda Hofschire. "Summer in Colorado Means Reading Programs for All Ages." Fast Facts – Recent Statistics from the Library Research Service (2011). Accessed April 20, 2016. https://www.lrs.org/documents/fastfacts/300_SummerReading.pdf (https://www.lrs.org/documents/fastfacts/300_SummerReading.pdf)

ⁱⁱⁱJohn B. Horrigan. "Lifelong Learning and Technology." Pew Research Center (2016). Accessed April 20, 2016.

<http://www.pewinternet.org/2016/03/22/lifelong-learning-and-technology/> (<http://www.pewinternet.org/2016/03/22/lifelong-learning-and-technology/>)

^{iv}John B. Horrigan, Lee Rainie, and Dana Page. "Libraries at the crossroads." Pew Research Center (2015). Accessed October 23, 2015.

<http://www.pewinternet.org/files/2015/09/2015-09-15librariesFINAL.pdf> (<http://www.pewinternet.org/files/2015/09/2015-09-15librariesFINAL.pdf>)



Topic: Summer Reading

Survey Type: Adult | Report Created On: 10/11/2018



Mastics-Moriches-Shirley Community Library

Survey Results and Community Implications

REPORT INFORMATION

Topic: Summer Reading

Programs: See full list on page 2

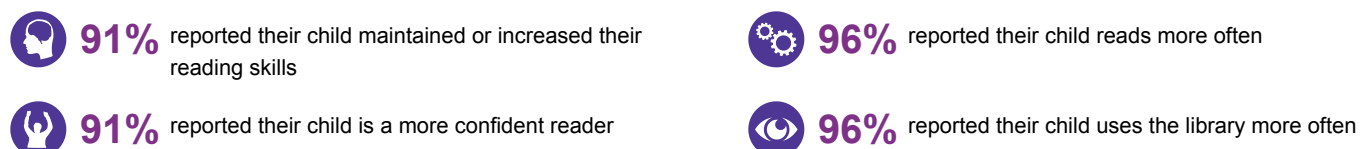
Date Range: None

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY SURVEY WORK

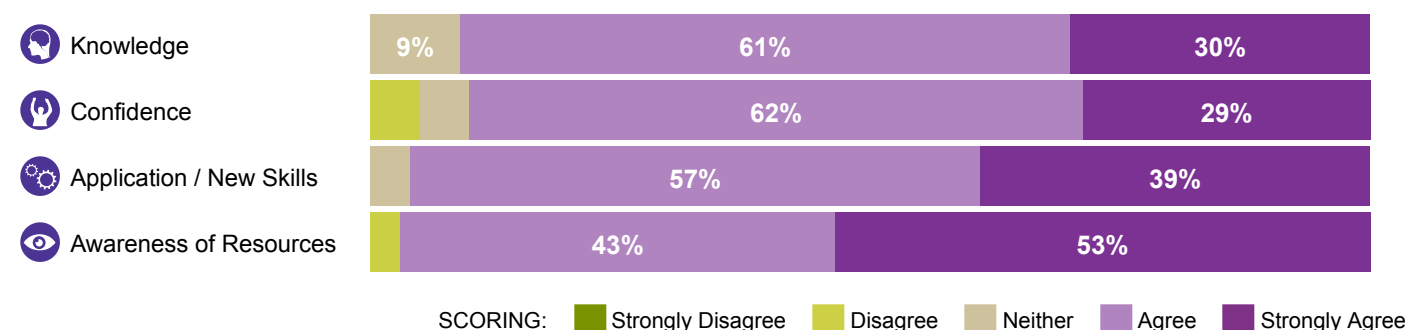
Mastics-Moriches-Shirley Community Library conducted surveys to program participants to collect data and insights about how their summer reading services and programs are supporting community needs. Mastics-Moriches-Shirley Community Library surveyed patrons using the Project Outcome Summer Reading Caregiver Survey, which measures the impact of services designed to provide continuous reading and learning opportunities for children between school breaks to limit learning gaps. A total of **30** survey responses were collected.

Results

A total of **30** survey responses were collected. Of the percentage of parents or caregivers surveyed who either **agreed or strongly agreed** that they benefited from the service or program:







The full results of the survey(s) are shown below. (Note that due to rounding, percentages may not add up to 100%)



Selected Criteria Average

Summer Reading Topic Averages

	Library	Library	State/Province	National
 Knowledge	4.2	4.4	4.3	4.3
 Confidence	4.1	4.3	4.2	4.2
 Application / New Skills	4.3	4.4	4.3	4.2
 Awareness of Resources	4.5	4.5	4.5	4.3

AVERAGES: Ranges from 1.0 (Strongly Disagree) to 5.0 (Strongly Agree)

Survey topic averages represent all data under the survey topic and type and are based on the library location (e.g. United States, Canada). Selected criteria average represents data under any additional criteria applied to the report, such as date range, program or survey name.

A total of **30** survey responses were collected across **1** surveys. The list of programs surveyed are shown in the table below.

Program Name	Survey Name	Attendance	Response Rate
Summer With Us - 5/28/2018	Summer With Us - 05/28/2018 (1)	0	N/A

Additional Survey Information

The library also asked the following questions:

1. What could the library do to help your child continue to learn more?
2. What did your child like most about the program/service?



Topic: Summer Reading
Survey Type: Caregiver | Report Created On: 10/11/2018

Overview

Wherever public libraries are working, possibility lives. People who work in public libraries know that library services open new opportunities for anyone who enters – putting people on the path to literacy, technological know-how, or a better job. Libraries see evidence of this every day – what they are often missing is the data to support it. Measuring outcome data helps libraries demonstrate the good they are doing and the value their impact is having in the community. For example, the Project Outcome: Year in Review 2016 Annual Report sites that nearly 80% of library users surveyed report that library programs and services have had some kind of positive impact on their lives in the last year, with a majority of patrons reporting that the educational aspect of these programs and services is what they like most. And these patron benefits are in high demand. Patrons most commonly suggested improvement for the library is new, more, or more frequent classes and programs.ⁱ

About the Surveys

The Project Outcome surveys were developed by the Public Library Association's Performance Measurement Task Force, which is comprised of a diverse group of public and state library leaders, consultants, data researchers and analysts. The surveys are designed to help libraries measure the outcomes of programs and services and the impact they have on patrons. The results are intended to show a direction of change, not rigorous statistical proof of change. To learn more about Project Outcome, visit www.projectoutcome.org (<https://www.projectoutcome.org>).

Implications for Community Impact

Summer reading programs are an essential public library service that benefits a range of patrons from children, teens and adults. Public libraries intend summer reading programs to be engaging and fun while providing structure that supports ongoing learning opportunities for adults and protects against literacy backsliding for children out of school.

- Summer reading programs are particularly important for children transitioning from "learning to read" to "reading to learn" education levels. According to a three-year study by Dominican University's Graduate School of Library and Information Studies, students who participate in their local library's summer reading program significantly improve their reading skills.ⁱⁱ
- Children who participate in summer reading programs end up ahead of those who don't. The Lexile Framework provides a way to match a reader with an appropriate text within their reading level. Research shows that there is a 52 Lexile point gain for children who participate in summer reading programs.ⁱⁱⁱ Summer reading programs reduce summer learning loss. Instead of losing knowledge and skills during the summer months, kids who attend summer reading programs actually show gains.
- Summer reading programs improve more than reading skills. In the Dominican University study, teachers report that children who participate in summer reading programs return to school with a more positive attitude about reading and higher level of confidence in the classroom, read beyond what is required, and perceive reading as important.^{iv}
- Most people in the United States view public libraries as an integral part of the education system by providing resources to everyone, while also being advocates of digital and information literacy. A recent report produced by the Pew Research Institute found that those over the age of 15 feel that public libraries have an important role in fulfilling the educational needs of the community they serve. Specifically, 85% of the surveyed population feel that public libraries need to coordinate with schools in literacy programs and resources provided to children. In addition, 78% feel libraries adequately encourage literacy and an enthusiasm for reading.^v



SOURCES

ⁱProject Outcome. "Project Outcome: A Year in Review 2016 Annual Report," Accessed March 23, 2017.

<https://www.projectoutcome.org/annual-report> (<https://www.projectoutcome.org/annual-report>)

ⁱⁱSusan Roman, Deborah T. Carran and Carole D. Fiore. "Public Library Summer Reading Programs Close the Reading Gap," (San Rafael: Dominican University Graduate School of Library & Information Science, 2010). Accessed March 30, 2017.

<https://www.oregon.gov/osl/LD/youthsvcs/srp.certificates/dominicanstudy.pdf>

(<https://www.oregon.gov/osl/LD/youthsvcs/srp.certificates/dominicanstudy.pdf>)

ⁱⁱⁱwww.lexile.com

^{iv}Roman, Carragan, and Fiore. "Public Library Summer Reading Programs"

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<http://www.pewinternet.org/files/2015/09/2015-09-15librariesFINAL.pdf> (<http://www.pewinternet.org/files/2015/09/2015-09-15librariesFINAL.pdf>)



Topic: Summer Reading

Survey Type: Caregiver | Report Created On: 10/11/2018



Mastics-Moriches-Shirley Community Library

Survey Results and Community Implications

REPORT INFORMATION

Topic: Summer Reading

Programs: See full list on page 2


Date Range: None

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY SURVEY WORK

Mastics-Moriches-Shirley Community Library conducted surveys to program participants to collect data and insights about how their summer reading services and programs are supporting community needs. Mastics-Moriches-Shirley Community Library surveyed patrons using the Project Outcome Summer Reading Teen/Child Survey, which measures the impact of services designed to provide continuous reading and learning opportunities for children and teens between school breaks to limit learning gaps. A total of **47** survey responses were collected.


Results

A total of **47** survey responses were collected. Of the percentage of children or teens surveyed who either **agreed or strongly agreed** that they benefited from the service or program:

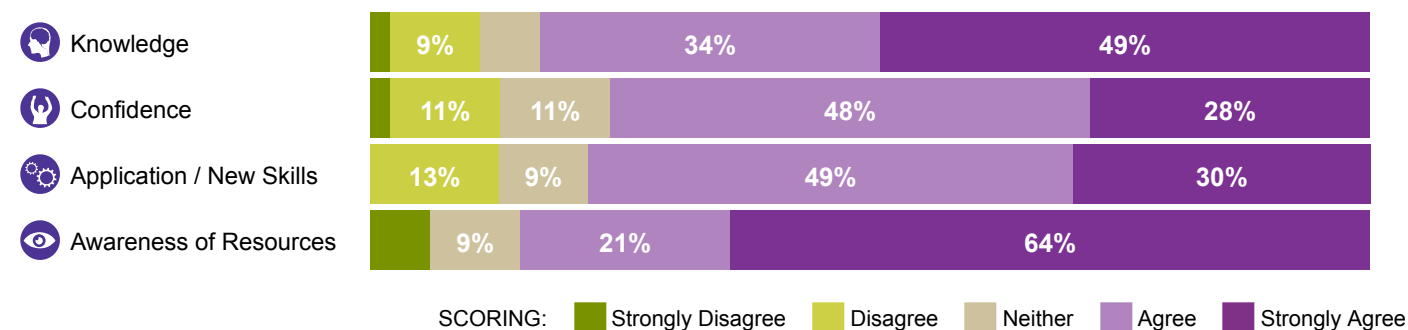
 **83%** learned something new from what they read or experienced

 **79%** read more often

 **76%** enjoy reading more





 **85%** want to use the library more often

The full results of the survey(s) are shown below. (Note that due to rounding, percentages may not add up to 100%)



Selected Criteria Average

Summer Reading Topic Averages

	Library	Library	State/Province	National
 Knowledge	4.2	4.3	4.3	4.2
 Confidence	3.9	4.2	4.2	4.3
 Application / New Skills	4.0	4.2	4.1	4.2
 Awareness of Resources	4.4	4.5	4.3	4.3

AVERAGES: Ranges from 1.0 (Strongly Disagree) to 5.0 (Strongly Agree)

Survey topic averages represent all data under the survey topic and type and are based on the library location (e.g. United States, Canada). Selected criteria average represents data under any additional criteria applied to the report, such as date range, program or survey name.

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Additional Survey Information

The library also asked the following questions:

1. What could the library do to help you continue to learn more?
2. What did you like most about the program/service?



Topic: Summer Reading
Survey Type: Teen/Child | Report Created On: 10/11/2018

Overview

Wherever public libraries are working, possibility lives. People who work in public libraries know that library services open new opportunities for anyone who enters – putting people on the path to literacy, technological know-how, or a better job. Libraries see evidence of this every day – what they are often missing is the data to support it. Measuring outcome data helps libraries demonstrate the good they are doing and the value their impact is having in the community. For example, the Project Outcome: Year in Review 2016 Annual Report sites that nearly 80% of library users surveyed report that library programs and services have had some kind of positive impact on their lives in the last year, with a majority of patrons reporting that the educational aspect of these programs and services is what they like most. And these patron benefits are in high demand. Patrons most commonly suggested improvement for the library is new, more, or more frequent classes and programs.ⁱ

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ⁱProject Outcome. "Project Outcome: A Year in Review 2016 Annual Report," Accessed March 23, 2017.

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ⁱⁱSusan Roman, Deborah T. Carran and Carole D. Fiore. "Public Library Summer Reading Programs Close the Reading Gap," (San Rafael: Dominican University Graduate School of Library & Information Science, 2010). Accessed March 30, 2017.

<https://www.oregon.gov/osl/LD/youthsvcs/srp.certificates/dominicanstudy.pdf>

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Topic: Summer Reading

Survey Type: Teen/Child | Report Created On: 10/11/2018

Teen Services Board Report

October 2018

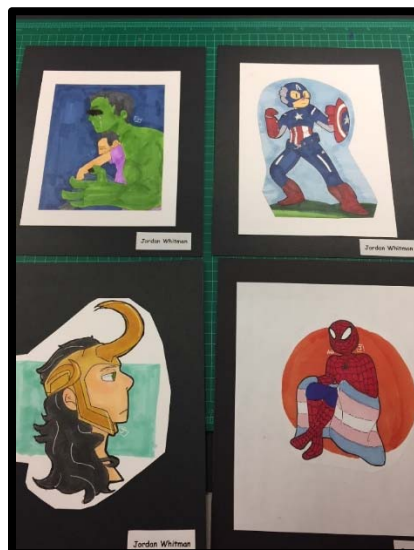
Submitted by Kerrilynn Jorgensen

As part of an ongoing project to get library cards to all William Floyd School District students, I organized a meeting with Julia Hannibal, William Floyd Middle School librarian, Gary LeMay, WFMS English teacher and Circulation Department Head, AnneMarie Hofmann. In order to help curb the problem of teens who live on the other side of town from not having transportation to our physical library building, we want them to at least have library cards so they can access our digital content such as Live-brary and Lynda.com. We are discussing many ideas to go about this, from class visits by our staff issuing cards at the school to a school district sponsored bus that would transport students to our library after school. This is an ongoing project and collaborative effort between our library and school administration and we will keep you informed on the process.

- Kerrilynn Jorgensen

Preparation for the fall teen art show is underway as I have started gathering and mounting the teens artwork.

Teen artist Jordan Whitman submitted a series of Marvel comic book characters done in her own style. This led me to the idea of having a separate wall in the teen department reserved for one teen each month to have several of their pieces displayed for artist of the month. I am currently working on getting one single hanging unit. I am trying to match it to the same ones we have along the back wall where all of the teen art is on display. **-Tom Casper**

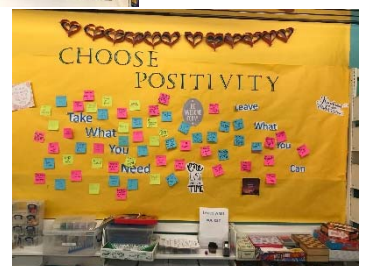


Our Advanced Battle of the Books team is gearing up for the battle that will be on November 30th. The name they chose is “The DIP Sheets”, which comes from an assignment that a few high school teachers give out at the beginning of class. DIP stands for “Do It Please”. Tom Casper and I are hopeful that our six “DIP Sheets” will make it to the finals.



Start With Hello is a program that enables students to make a difference with their peers in a simple, fun, impactful way by encouraging them to take small powerful actions to promote connectedness and inclusion and help to identify and help others who are showing signs of social isolation. We did this by creating a positivity wall where teens could write and take statements that they may need to “hear”. Teens were also encouraged to “Make the Promise”. The promise is if you see someone alone, reach out and help then say hello.

We started offering a new community service opportunity. The teens are now able to make dogs toys that will be donated to local animal shelters. For every 4 toys they make they receive one hour of community service.



On October 10th teens volunteered their time and earned community service credit by creating decorations for our upcoming program, Project Zombie Library. The teens cut out bats that you will see on the wall in the Teen department, as well as Halloween luminaries. Project Zombie Library will be taking place on Friday October 26th. In this program the teens will complete team missions in order to bring the zombie anti-dote back to home base and survive the apocalypse.



This display was created to promote the Project Zombie Library program. -**Kelly Furnari**

On October 9th 2018 the teens participated in Escape from the Upside Down. This escape room helped to encourage teens to work together and solve puzzles using critical thinking, while having a lot of fun. This escape room was Stranger Things themed and we had two groups successfully escape. Along with lollipops these teens will have the privilege to be put up on our escape room poster. One group did not escape but they had the determination to collaborate more in the future so they can successfully complete the next escape room in December. – **Sam Quinn**



MMSCL CIRCULATION SERVICES DEPARTMENT



October 2018 Board Report by DH Anne Marie Hofmann
STATISTICAL INFORMATION FOR THE MONTH OF **September 2018**

TOTAL Circulation Activity: 53,903

Monthly Visitors in July: 32,868

Activity Breakdown

Staff Assisted Checkouts: 13,325

Patron Self Checkouts: 9,942

Online Renewals: 23,658

Digital Checkout Breakdown

eBooks— 3,254

Movie Streams— 207

Music Streams— 2,201

eAudiobooks— 1,158

eMagazines— 79

Museum Pass Breakdown

Museum Passes Reserved: 85

Checked Out: 79

Cancelled/No Show: 6

Current Card Holders: 39,909

Current Contract Patrons: 1,640

NEW Library Cards Issued: 355

District Patrons: 342 Contract Patrons: 13 Transferred: 71

Meeting Room Usage:

Rooms booked by district organizations including tutors: 94

Community residents including students in attendance: 1,260

SMS Alerts - Text Notifications: Currently 1,317

Online Temporary Self Registration: Currently 2

Congratulations!

Circulation Services
celebrates with
2 winners of the
“September is
Library Card Sign
Up Month”
Kindle raffle.

355 new patrons
signed up during
September,
227 Adults and 128
children.



**Gianna Poallo was the
recipient of the
children's Kindle.**



**Mantaz Khanam was
the recipient of the
adult Kindle.
Ms. Khanam is also
one of the library's
literacy students.**

October 2018

Compiled by: Stephen Burg

Computer classes and patron 3d prints

Over the past month, The Digital Services Department has conducted a variety of computer classes including a class on computer basics and Icloud we also had 30 one on one tech appointments covering a wide range of topics. On September 5th our mobile hotspots rolled out. hotspots have already been checked out 28 Time and Renewed 5 times. Part of why they are already flying off our selves is do to the social media push by Sara Roye. Nicole Parisi has been working diligently on instructional information for or next unique item roll out which ill be gopros. September 20-21 Sara Roye attended the Story Conference in Nashville, Tennessee September 20-21, Her report is attached. The department Is working on preparing for a staff training event that we will be conducting in November we are calling it Techgiving. This staff training was created from an idea Nicole Parisi came up with. This month Michael will also be assisting the adult department with their murder mystery.

October 2018

Compiled by: Stephen Burg

Story Conference, Nashville, Tennessee (September 20-21, 2018)

Story is a journey into cultivating wonder, human connection, and creativity in all forms of storytelling, be it film/video, writing, performance, or marketing. As the library's Public Relations Specialist, I aspire to tell our library's story in ways that activate and excite our community's interest, and this conference inspired me in more ways than I could ever explain.

With more than 30 presenters and performers, the conference has been described as Ted Talks for creatives. The two-day experience is broken down into 6 sessions with themes like holding onto childlike wonder, being true to yourself, breaking barriers, and going commercial without selling out. Every presenter was a bonafide change-maker who delivered authentic life-lessons and compelling stories, including Beulah Mae Mitchell, the pioneer of the first black Barbie doll, Don Hahn, legendary producer of Disney films "The Lion King" and "Beauty and the Beast," and Steve Feldman, 18-year veteran director of Sesame Street. We also heard the inspiring autobiographical story of author Kevin Carroll, who has worked with Nike, Target, and ESPN as a creative innovator. Behavioral scientist David Paull taught us about "cognitive bias," the psychological research behind telling stories in a persuasive manner. He explained how hearing a story about a single individual is much more persuasive than statistics about the impact of a similar issue on a population and how people feel a loss twice as much as they perceive a gain, and how that should color our approach to our storytelling.

I've shared these insights and many more with our library marketing committee and hope to implement many of the things I learned into our future promotions.

REPORT OF PERSONNEL CHANGES SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						DATE PREPARED: 10/22/18	
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY							PAGE 1 OF 2
NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
APT	BUCK, VINCENT		PAGE	\$ 11.00	UP TO 17.5/HRS	10/04/18	
APT	DELLA ROCCA, CALLAN		PAGE	\$ 11.00	UP TO 17.5/HRS	10/04/18	
RL	NEUHAUS, MICHAEL		PAGE	\$ 11.20		10/02/18	
APT	NEUHAUS, MICHAEL		LIBRARY CLERK	\$ 13.13	UP TO 17.5/HRS	10/03/18	
TRS	GORMAN, KAITLYN		LIBRARY CLERK			10/16/18	
TRS	SCALA, LOUISE		LIBRARY CLERK			10/09/18	
TRS	BONACORSI, JOSEPH		CUSTODIAL WORKER I			10/05/18	
DID YOU:	1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old?				The above changes are hereby certified as being in accordance with Civil Service requirements.		
	2. Request and canvas an eligible list for all competitive positions?						
	3. Submit Application for Employment (CS-205) on all provisional, temp & non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application						
	4. Submit a personnel change on the previous incumbent shown above?						
<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED				
<input type="checkbox"/>	APPROVED AS NOTED			Signature of Appointing Authority			

<p style="text-align: center;">REPORT OF <u>PERSONNEL</u> CHANGES</p> <p style="text-align: center;">SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE</p>

DATE PREPARED: 10/22/18
--

JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

	PAGE 2 OF 2
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NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
TRS	PALMERI, MATTHEW		LIBRARY CLERK			10/12/18	
TRS	WALSH, BRANDON		PAGE			10/12/18	
LA	LUGO, ARICSIDES		Custodial Worker III	\$ 57,213.42	10/1/2018-10/27/2018		
APT							
APT							

DID YOU:	1. Submit a Duties Statement for <u>all new positions</u> or when refilling those for which DS is over five years old? 2. Request and canvas an eligible <u>list for all competitive</u> positions? 3. Submit Application for Employment (<u>CS-205</u>) on all provisional, temp & non-competitive appointments? Fill in <u>jurisdiction and appointment</u> date at bottom of application 4. Submit a personnel change on the <u>previous incumbent</u> shown above?	
	APPROVED	 DISAPPROVED
	APPROVED AS NOTED	

The above changes are hereby certified as being in accordance with Civil Service requirements.
Signature of Appointing Authority

Signature of Appointing Authority

SAVE THE DATE

2018 HOLIDAY GATHERING

Friday, November 30

6:30 - 9:30 p.m.

at the

Knights of Columbus

176 Madison St., Mastic

Every staff member is cordially invited.

More information
and cost to follow.



Community Family Literacy Project, Inc.
1st Quarter Report to Board of Trustees
July 1, 2018 to September 30, 2018
Submitted by Toni Witham on October 22, 2018

	Cash Receipts	Total Cash Receipts	Cash Disbursed	Total Cash Disbursed	GRAND TOTALS
Beginning Balance - July 1, 2018					\$ 143,180.50
CASH RECEIPTS:					
2018 5K Run:					
Mail-in Registrations	\$ 530.00				
Day of Race Registrations	\$ 2,989.00				
Online Registrations (Net amount received from elitefeats (gross registrations of \$3782 minus expenses charged: \$800 (timing); \$694 (347 registrants @ \$ 2 each); \$100 (marketing); plus: our deposit of \$300	\$ 2,488.00				
Online Donations	\$ 175.00				
Sponsors	\$ 9,250.00				
Total 2018 5K Run Receipts		\$ 15,432.00			
Book \$		\$ 560.00			
Sale of Reusable Bags		\$ 258.00			
Needle Arts/Knitting		\$ 5.00			
Donations:					
Shirley & the Mastics Rotary Club - miscellaneous donation	\$ 1,000.00				
Check from MMSCL for a donation made out to the Library	\$ 500.00				
Network for Good (AA)	\$ 50.00				
Total Donations		\$ 1,550.00			
Interest:					
Interest from Checking A/C #0260	\$ 15.66				
Interest from MM A/C #0279	\$ 138.23				
Interest from MM A/C #4123	\$ 38.46				
Total Interest		\$ 192.35			
TOTAL CASH RECEIPTS:		\$ 17,997.35			
CASH DISBURSEMENTS:					
Expenses:					
Adult Books				\$ 8,297.43	
2018 5K Run					
GLIRC - ad in July/August Footnotes			\$ 425.00		
Schneps Communications - ad in LI Press			\$ 200.00		
Amazon.com - Promo Video			\$ 37.57		
Mr. Party Pooper			\$ 740.00		
Rite Aid - Raffle prizes			\$ 79.00		
East End Screen Printing - T-shirts			\$ 2,840.00		
Freshy Fresh Bagels			\$ 135.00		
Walmart - Frames			\$ 9.37		
Bank Check - for a withdrawal: change owed to a staff member who registered and paid full price (\$25)			\$ 10.00		
Bank Check - for a withdrawal: bank for day of race			\$ 240.00		
Dunkin Donuts - refreshments for volunteers			\$ 98.58		
Best Market - Bananas			\$ 72.80		
Rite Aid - Raffle prizes			\$ 18.96		
Crown Trophy			\$ 403.04		
East End Sign Design - Arrows			\$ 156.00		
Universal Tools - Uhaul rental			\$ 88.69		
William Wischhusen - reimbursement for gas for Uhaul			\$ 10.00		
Mastic Beach Ambulance Company - "Thanks"			\$ 100.00		
Mastic Beach Fire Department - "Thanks"			\$ 50.00		
Mastics-Moriches-Shirley Community Library - reimbursement for waters			\$ 62.40		
Total 2018 5K Run Expenses				\$ 5,776.41	
Needle Arts/Knitting				\$ 61.47	
Painting				\$ 6.00	
Fingerprinting				\$ 99.00	
Fundraising				\$ 130.29	

Community Family Literacy Project, Inc.
1st Quarter Report to Board of Trustees
July 1, 2018 to September 30, 2018
Submitted by Toni Witham on October 22, 2018

Miscellaneous:					
Michaels - raffle items			\$ 6.29		
Latinology - concert on 2018-09-23			\$ 800.00		
Dollar Tree Stores, Inc. - miscellaneous program items			\$ 33.00		
Michaels - raffles for school-age kids - Summer LEFA			\$ 10.99		
Walmart - Thank yous - Summer LEFA			\$ 25.08		
Total Miscellaneous Expenses				\$ 875.36	
TOTAL CASH DISBURSEMENTS:				\$ 15,245.96	
Profit/Loss for 1st Quarter ending September 30, 2018					\$ 2,751.39
ENDING CASH BALANCE AS OF September 30, 2018					\$ 145,931.89

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ASSETS:	
Empire National: Checking A/C #0260	\$ 27,080.07
Empire National: MM A/C #0279	\$ 57,797.30
Astoria Federal Savings: MM A/C #4123	\$ 61,054.52
TOTAL ASSETS AS OF SEPTEMBER 30, 2018	\$ 145,931.89

POLICY AGAINST WORKPLACE SEXUAL HARASSMENT

Introduction

The Mastics-Moriches-Shirley Community Library is committed to maintaining a workplace that is free from sexual harassment. Sexual harassment is a form of workplace discrimination and will not be tolerated. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Library's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees, applicants for employment, interns, non-employees (as defined below) and other persons conducting business with the Library have a legal right to a workplace that is free from sexual harassment.

The Library is equally committed to maintaining a workplace that is free from discrimination and other types of prohibited harassment.

Policy

This Policy applies to all employees, applicants for employment, interns, non-employees (see definition below), and other persons conducting business with the Library, regardless of immigration status, ("covered individuals") with respect to conduct by other persons.

For purposes of this Policy, a "non-employee" is an independent contractor, agent or someone who is (or who is employed by) a contractor, subcontractor, vendor, consultant or anyone providing services in the workplace. Non-employees also include temporary workers, persons providing equipment repair, cleaning services or any other service pursuant to a contract, or other relationship with the Library.

All covered individuals must follow and uphold this Policy.

Sexual harassment is a form of misconduct and will not be tolerated. Sexual harassment is offensive, a violation of the Library's policies, unlawful, and may subject the Library to liability for harm to targets of sexual harassment. Sexual harassers may also be individually subject to liability.

Following receipt of a complaint about sexual harassment or of knowledge regarding possible sexual harassment that is occurring or has occurred, the Library will conduct a prompt, thorough and confidential investigation that ensures due process for all parties. Appropriate corrective action, subject to any statutory or contractual limitations, will be taken whenever sexual harassment is found to have occurred.

What is “Sexual Harassment?”

Sexual harassment is a form of sex discrimination and is unlawful pursuant to federal, State and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct that is of a sexual nature or that is directed at an individual because of his/her sex, sexual orientation, gender identity or transgender status when:

- the conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- the conduct is made either explicitly or implicitly a term or condition of employment; or
- submission to or rejection of the conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence that are of a sexual nature, or that are directed at an individual because of his/her sex, sexual orientation, gender identity or transgender status. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone that are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation or that interfere with his/her job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. Job benefits may include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “*quid pro quo*” harassment.

Any covered individual who believes that he/she is being or has been sexually harassed should report the sexual harassment so that any violation of this Policy can be promptly corrected. Any sexually harassing conduct, even a single incident, can be addressed pursuant to this Policy.

Examples of Sexual Harassment

The following describes some of the types of acts that are strictly prohibited and that may constitute unlawful sexual harassment:

- Physical acts of a sexual nature including:

- Touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body or poking another person's body; and
- Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions including:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments; and
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience that creates a hostile work environment.
- Sex stereotyping which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace including:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes displays on workplace computers, cell phones or other electronic devices and sharing these displays while in the workplace.
- Hostile actions taken against an individual because of his/her sex, sexual orientation, gender identity or transgender status, including:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the person's ability to perform the job;
 - Sabotaging a person's work; and
 - Bullying, yelling or name-calling.

Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between or among any individuals, regardless of their sex or gender. New York Law protects covered individuals from sexual harassment. Sexual harassers can be a superior, a subordinate, a co-worker or anyone in the workplace including another covered individual or any other person, including a visitor.

Where Can Sexual Harassment Occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can also occur outside of the workplace while covered individuals are traveling for work or at employer-sponsored events, programs, activities or parties. Calls, texts, emails, and social media usage can constitute unlawful workplace harassment even if they occur away from the workplace premises, on personal devices or outside of work hours.

Retaliation is Prohibited

Retaliation against anyone who, in good faith, complains, provides information or assists in an investigation of suspected sexual harassment as a witness or otherwise will not be tolerated.

No covered individual will be subject to adverse action(s) (*e.g.*, being discharged, disciplined, discriminated against; *etc.*) because that person, in good faith, reports an incident of sexual harassment, provides information, or otherwise participates in any investigation of a sexual harassment complaint.

Appropriate corrective action, subject to any statutory or contractual limitations, including, but not limited to, disciplinary action, termination of employment and/or termination of any contractual or other relationship with the Library will be implemented.

Unlawful retaliation can be any action that could discourage a covered individual from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (*e.g.*, threats of physical violence outside of work hours).

Retaliation is unlawful pursuant to federal, State and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has, in good faith:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment pursuant to the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report sexual harassment.

Even if the alleged sexual harassment does not rise to the level of a violation of law, the individual is protected from retaliation if he/she had a good faith belief that the practices were

unlawful. The retaliation provision is not intended, however, to protect persons making intentionally false charges of sexual harassment.

Any covered individual who believes that he/she has been a target of any acts of retaliation in violation of this Policy should immediately report that conduct to a Supervisor or Department Head. If the complaint involves or the individual is hesitant to report to Supervisor or Department Head, the individual should report the conduct to the Library Director or Business Manager. If the complaint involves or the individual is hesitant to report to the Library Director or Business Manager, the individual is encouraged to report the behavior to a Library Trustee.

Contact information for these individuals can be found under the **STAFF** link on the Library's intranet home page.

Anyone who believes that he/she has been a target of prohibited retaliation may seek legal remedies, as explained below in the section on "Legal Protections."

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Library cannot prevent or remedy sexual harassment unless we know about it.

All covered individuals are encouraged to report any behavior that may constitute sexual harassment in violation of this Policy to a Supervisor or Department Head. If the complaint involves or the individual is hesitant to report to Supervisor or Department Head, the individual should report the conduct to the Library Director or Business Manager. If the complaint involves or the individual is hesitant to report to the Library Director or Business Manager, the individual is encouraged to report the behavior to a Library Trustee.

Contact information for these individuals can be found under the **STAFF** link on the Library's intranet home page.

Anyone who witnesses or becomes aware of a potential instance of sexual harassment should also report this behavior to one of the above individuals.

Reports of sexual harassment may be made orally or in writing. A form for submission of a written complaint is attached to this Policy, and all covered individuals are encouraged to use this complaint form. If a covered individual reports sexual harassment on behalf of someone else, he/she should use the written complaint form and note that he/she is submitting the complaint on someone else's behalf.

Anyone who believes that he/she has been a target of prohibited sexual harassment may seek legal remedies, as explained below in the section on "Legal Protections."

Supervisory Responsibilities

Any supervisor or manager who receives a complaint or information about suspected sexual harassment, observes what may be sexually harassing behavior or for any reason becomes aware of or suspects that sexual harassment is occurring or has occurred, is **required** to report that suspected sexual harassment to the Library Director, irrespective of whether the affected individual files a complaint. If the complaint or information involves the Library Director, the supervisor/manager must report the suspected sexual harassment to the Business Manager. If the complaint or information involves the Business Manager, the supervisor/manager must report the suspected sexual harassment to the Library Director.

Contact information for these individuals can be found under the **STAFF** link on the Library's intranet home page.

In addition to potentially being subject to appropriate corrective action, subject to any statutory or contractual limitations, if they engage in sexually harassing conduct or retaliation themselves, supervisors and managers will be subject to appropriate corrective action, subject to any statutory or contractual limitations, for failing to report suspected sexual harassment or for otherwise knowingly allowing sexual harassment to continue. Corrective action includes, but is not limited to, disciplinary action or termination of employment.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in oral or written form. An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. All persons involved, including complainants, witnesses and alleged sexual harassers will be afforded due process, as outlined below, to protect their rights to a fair and impartial investigation.

All covered individuals, including supervisors and managers, may be required to cooperate as needed in an investigation of suspected sexual harassment to the extent permitted by law. Anyone who participates in an investigation will not be retaliated against for that reason. The Library will not tolerate retaliation against anyone who files a complaint, supports another's complaint or participates in an investigation regarding a violation of this Policy.

While the process may vary from case to case, the following investigation procedure must be followed when there is any indication that sexual harassment has taken, or is taking, place:

- The Library Director, or designee, will investigate all complaints of sexual harassment, except as otherwise outlined herein. Third parties may be designated to investigate a complaint or assist with any investigation.
- Upon receipt of a complaint or report of suspected sexual harassment, the Library Director, or designee, will conduct an immediate review of the allegations. If the

complaint is oral, the Library Director, or designee, will encourage the complainant or informant to complete the written complaint form, a copy of which is attached to this Policy. If he or she refuses, the Library Director, or designee, will prepare a complaint form based on the oral reporting.

- If documents, emails, phone records or other paper or electronic records are relevant to the allegations, the Library will take steps to obtain and preserve them.
- The Library Director, or designee, will request and review all relevant documents, including all electronic communications.
- The Library Director, or designee, will interview all parties involved, including any relevant witnesses.
- All records of the investigation will be maintained in a secure and confidential location.
- The Library Director, or designee, will notify the individual who complained and the alleged perpetrator of the outcome of the investigation.
- The Library Director, or designee, will inform the individual who complained of his/her right to file a complaint or charge externally, as outlined below.

Corrective Action

Any person, including covered individuals of every level who, upon an investigation in accordance with this Policy, is determined to have engaged in impermissible sexual harassment or retaliation in violation of this Policy, will be subject to appropriate corrective action, subject to any statutory or contractual limitations, including, but not limited to, disciplinary action (*e.g.*, suspension or termination of employment).

If the sexual harassment involves a non-employee or other individual, then other consequences may be implemented up to and including termination of any contractual or other relationship between the Library and the non-employee or other individual.

Confidentiality

The confidentiality and privacy of all parties involved in a complaint, report or investigation of suspected sexual harassment or retaliation in accordance with this Policy will be respected to the extent possible while permitting the Library to conduct a thorough investigation of the complaint or report and take appropriate corrective action as necessary.

Bad Faith Claims

If, after investigating a complaint of sexual harassment, it is determined that a person has made a claim of sexual harassment or retaliation in bad faith, or intentionally provided false information regarding a claim of sexual harassment or retaliation, legal action and/or appropriate

corrective action including, but not limited to, disciplinary action, termination of employment and/or termination of any contractual or other relationship with the Library may be taken against that person, subject to any statutory or contractual limitations.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Library, but it is also prohibited by State, federal and (where applicable) local law. Aside from the internal process at the Library, covered individuals may also choose to pursue legal remedies including, for example, in court and/or with the below governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

New York State Human Rights Law (HRL)

The HRL, codified as N.Y. Executive Law, Art. 15, § 290 *et seq.*, applies to employers in New York State with regard to sexual harassment and protects employees, paid and unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court. Complaints with the DHR may be filed any time within one year of the harassment. If an individual did not file at the DHR, they can sue directly in State court pursuant to the HRL within three years of the alleged harassment. An individual may not file with the DHR if they have already filed a HRL complaint in State court.

Complaining internally to the Library does not extend your time to file with the DHR or in court. The one-year and three-year time periods outlined above are counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with the DHR, and there is no cost to file. The DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, the DHR has the authority to award relief, which varies but may include requiring an employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorneys' fees and civil fines.

The DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400. The contact information for DHR's Suffolk County Office is: 250 Veterans Memorial Highway, Suite 2B-49, Hauppauge, New York 11788, (631) 952-6434, www.dhr.ny.gov. Individuals can contact the DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to the DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. You do not need an attorney to file a complaint with the EEOC and there is no cost to file. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov. If an individual filed an administrative complaint with the DHR, the DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live or work to find out if one or more of these laws exist.

For example, anyone who lives or works in Suffolk County may file complaints of sexual harassment with the Suffolk County Human Rights Commission at: H. Lee Dennison Building, 100 Veterans Memorial Hwy, Third Floor, Hauppauge, NY 11788, (631) 853-5480.

Contact the Police Department

If the sexual harassment involves physical touching, coerced physical confinement or coerced sexual acts, the conduct may constitute a crime and affected individuals should contact the police department.

Dissemination and Training

This Policy should be posted prominently in all work locations to the extent practicable (for example, in a main office, but not an off-site work location). The Library will provide this Policy to all employees and will provide this Policy to new employees upon hire.

All employees will receive sexual harassment prevention training at least annually.

We trust that everyone will continue to act responsibly to establish a working environment free of sexual harassment. We encourage you at any time to raise any questions you may have about this Policy.

SEXUAL HARASSMENT COMPLAINT FORM

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to a Supervisor or Department Head. If your complaint involves or you are hesitant to submit this form to a Supervisor or Department Head, you should submit the form to the Library Director or Business Manager. If your complaint involves or you are hesitant to submit this form to the Library Director or Business Manager, you should submit this form to a Library Trustee. Contact information for these individuals can be found under the **STAFF** link on the Library's intranet home page. This form can be submitted by: e-mail, intra-office mail in a sealed envelope, or hand delivered in a sealed envelope. Retaliation against anyone who, in good faith, files a sexual harassment complaint form is prohibited. If you are more comfortable reporting orally or in another manner, the Library will complete this form, provide you with a copy of it and follow its Policy Against Workplace Sexual Harassment by investigating the claims.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name: _____
Work Address: _____
Work Phone: _____
Job Title: _____ Email: _____
Select Preferred Communication Method: ☐ Email ☐ Phone ☐ In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____
Title: _____
Work Phone: _____ Work Address: _____

COMPLAINT INFORMATION

1. The complaint of Sexual Harassment is made about:

Name: _____ Title: _____
Work Address: _____ Work Phone: _____

Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred: _____

Is the sexual harassment continuing? ☐ Yes ☐ No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (oral or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you retained legal counsel and would like us to work with them, please provide their contact information. _____

I hereby affirm that the information contained in this complaint is true and correct to the best of my knowledge, information and belief.

Signature: _____ Date: _____