

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

April 27, 2020

7:00 PM

AGENDA

- I. CALL TO ORDER**
PLEDGE OF ALLEGIANCE
- 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**

AGENDA

April 27, 2020

- A. DEPARTMENT REPORTS
 - 1. ADULT SERVICES
 - 2. CHILDREN'S & PARENTS SERVICES
 - 3. TEEN SERVICES
 - 4. C R S
 - 5. LITERACY SERVICES
 - 6. DIGITAL SERVICES
 - 7. INFORMATION TECHNOLOGY
- B. PERSONNEL
 - 1. RECOMMENDED CHANGES
- C. CONTRACTS / RENEWALS
- D. DISPOSAL OF BROKEN / OBSOLETE EQUIPMENT

X. EXECUTIVE SESSION

XI. ADJOURNMENT

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

May 18, 2020 @ 7:00PM

Online Board Meeting 3/23

Meeting called to order at 7 pm

All board members present, also library staff Dave B. Kerri, Chris, Tara

Motion to accept Feb 19th minutes of board meeting Dubois, Furnari

Motion to accept schedule of claims 3/23 Dubois, Marks

Motion to accept operating fund report 2/20 Dubois, Gross

Motion to accept capital fund report 2/20 Dubois, Gross

Directors report – Kerri went over her written report, highlighting work to select online platform for meetings, issue dial my calls alerts for staff, changing due dates and library card expiration dates in Sierra, rolling out relevant online training modules to staff, and contracting with outside programmers to provide video conferenced programs. Staff working tirelessly to switch to all digital access for patrons with no notice. No library in the county is providing in person service.

Business Managers report – All business office staff are working remotely and vendor checks have been prepared for the schedule of claims.

Motion to approve Personnel CS150 Gross, Furnari

Motion to approve Kerrilyn Jorgensen as assistant treasurer to the board – Dubois, Furnari

Contract renewals

Demco \$4,365 yes Dubois, Gross

Motion to move trustee vote to June 16 pending NYS executive order. Dubois, Gross

Motion to go into executive session at 7:33 pm to discuss various contract issues Dubois, Furnari

Motion to end executive session 8:01 pm Furnari, Marks

Motion to secure MOA to pay all employees eligible the NYS minimum wage – Furnari, Gross

Motion to end meeting – Gross, Marks 8:02 pm

Respectfully submitted by Assistant Director Tara D'Amato

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

OPERATING FUNDS FINANCIAL REPORTS

(PROFIT & LOSS OVERVIEW AND OPERATING ACCOUNTS)

MARCH 2020

PREPARED & SUBMITTED BY:

**CHRISTOPHER NOWAK
BUSINESS MANAGER**

MMSCL
Operating Funds Monthly Report
March 2020

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 4,616,908.57	\$ 183,490.52	\$ 660,622.23	\$ 3,672.27	\$ 4,143,449.13
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 403,902.09	\$ 767.34	\$ 186.36	\$ 338.05	\$ 404,821.12
Empire Nat'l Bank	OPERATING	\$ 170,864.24	\$ 200,672.68	\$ 118,497.38	\$ 125.71	\$ 253,165.25
Empire Nat'l Bank	PAYROLL	\$ 33,731.59	\$ 460,500.10	\$ 457,567.21	\$ -	\$ 36,664.48
						\$ 4,838,099.98

INSTITUTION	PURPOSE	MATURITY DATE	TERM	RATE	BALANCE
Capital One Bank	Denitrification System	9/1/2020	12 Months	0.05%	\$ 15,000.00
TOTAL INVESTMENTS:					\$ 15,000.00
TOTAL CASH & INVESTMENTS:					<u>\$ 4,853,099.98</u>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July 2019 through March 2020

											TOTAL															
											Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget			
Ordinary Income/Expense																										
Income																										
2000 · PROPERTY TAX REVENUES														0.00	0.00	0.00	0.00	0.00	0.00	4,303,117.91	1,343,507.41	181,730.47	5,828,355.79	9,578,000.00	-3,749,644.21	60.85%
2082 · FINES AND FEES														1,959.79	1,568.39	2,089.31	1,583.02	2,163.08	1,331.47	2,307.81	1,368.85	102.00	14,473.72	35,000.00	-20,526.28	41.35%
2360 · CONTRACTS WITH OTHER LIBR.														232,064.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	232,064.64	297,000.00	-64,935.36	78.14%
2401 · INTEREST														7,979.01	7,700.05	5,587.45	4,328.75	3,266.41	1,784.19	2,846.68	5,702.80	3,797.98	42,993.32	35,000.00	7,993.32	122.84%
2650 · SALES OF EXCESS MATERIAL														97.00	104.00	54.00	55.00	29.00	-32.00	48.00	36.00	23.00	414.00			
2670 · SALES OF BOOKS														0.00	0.00	0.00	0.00	0.00	1,538.54	0.00	0.00	0.00	1,538.54			
2671 · FEDERAL & STATE GRANTS														0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00			
2675 · GRANTS - OTHER														0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00			
2690 · OTHER COMPENSATION														563.61	0.00	0.00	0.00	5.75	16.75	0.00	0.00	0.00	586.11			
2705 · GIFTS AND DONATIONS														0.00	300.00	0.00	1.00	2.00	0.00	0.00	0.10	20.00	323.10			
2760 · SYSTEM & STATE AID														13,157.00	0.00	0.00	0.00	0.00	0.00	1,462.00	0.00	0.00	14,619.00	15,000.00	-381.00	97.46%
2770 · UNCLASSIFIED REVENUE														0.00	0.00	13.60	0.00	0.00	0.00	2.40	8.40	0.00	24.40			
2771 · COPIER REVENUE - CONTRACT (R)														1,064.81	1,234.58	1,225.37	1,407.96	989.80	859.85	1,021.85	1,596.80	457.50	9,858.52	15,000.00	-5,141.48	65.72%
2772 · READER-PRINTER REVENUE														0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
2772A · ADULT-ADULT PRINTER														614.00	591.25	1,004.82	882.10	607.05	492.20	874.05	1,037.41	260.00	6,362.88	10,000.00	-3,637.12	63.63%
2800 · PROGRAM RECEIPTS																										
2805 · Program Receipts - Adult														1,308.25	389.50	1,690.00	4,872.50	593.50	1,426.50	852.00	325.00	0.00	11,457.25			
2820 · Venue Resales														-1,042.30	1,980.00	-3,860.00	120.00	180.00	180.00	260.00	700.00	60.00	-1,422.30			
2800 · PROGRAM RECEIPTS - Other														0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	-15,000.00	0.0%
Total 2800 · PROGRAM RECEIPTS														265.95	2,369.50	-2,170.00	4,992.50	773.50	1,606.50	1,112.00	1,025.00	60.00	10,034.95	15,000.00	-4,965.05	66.9%
2999 · Lost Books														0.00	0.00	0.00	0.00	42.98	41.95	0.00	0.00	0.00	84.93			
Total Income														257,765.81	13,867.77	7,804.55	13,250.33	7,879.57	7,639.45	4,313,792.70	1,364,282.77	186,450.95	6,172,733.90	10,000,000.00	-3,827,266.10	61.73%
Gross Profit														257,765.81	13,867.77	7,804.55	13,250.33	7,879.57	7,639.45	4,313,792.70	1,364,282.77	186,450.95	6,172,733.90	10,000,000.00	-3,827,266.10	61.73%
Expense																										
6000 · SALARIES AND WAGES																										
6141 · PROFESSIONAL SALARIES																										

											TOTAL		
											Budget	\$ Over Budget	% of Budget
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Jul '19 - Mar 20			
6141A · PROFESSIONAL (ADULT)	46,765.58	46,716.59	45,926.01	45,466.20	71,125.33	46,649.03	112,276.03	40,505.31	40,267.88	495,697.96	645,175.00	-149,477.04	76.83%
6141C · PROFESSIONAL (C&P)	52,004.60	55,195.35	52,541.21	66,727.68	68,580.64	47,902.88	44,345.08	43,423.81	44,300.67	475,021.92	678,153.00	-203,131.08	70.05%
6141D · PROFESSIONAL (DIGITAL)	15,620.25	15,675.84	15,675.84	15,435.18	22,791.78	15,194.52	15,194.52	15,194.52	15,194.52	145,976.97	230,051.00	-84,074.03	63.45%
6141G · PROFESSIONAL (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6141N · PROFESSIONAL (TEEN)	28,411.52	26,758.05	28,104.18	27,972.48	42,077.60	28,777.59	25,083.58	22,053.84	22,728.52	251,967.36	370,161.00	-118,193.64	68.07%
6141S · COMM SERV LIBR (SVC)	8,500.62	8,531.84	8,531.84	8,531.84	9,712.89	6,703.52	8,531.84	8,531.84	8,531.84	76,108.07	110,373.00	-34,264.93	68.96%
6141T · PROFESSIONAL (TECH)	11,015.24	12,469.54	11,765.73	9,762.96	15,772.53	11,625.20	11,924.74	11,967.98	11,609.29	107,913.21	153,511.00	-45,597.79	70.3%
Total 6141 · PROFESSIONAL SALARIES	162,317.81	165,347.21	162,544.81	173,896.34	230,060.77	156,852.74	217,355.79	141,677.30	142,632.72	1,552,685.49	2,187,424.00	-634,738.51	70.98%
6142 · CLERICAL SALARIES													
6142A · CLERICAL (ADULT)	22,223.95	22,635.92	22,229.82	23,175.24	35,472.75	24,104.04	22,205.78	22,484.20	23,132.60	217,664.30	304,705.00	-87,040.70	71.43%
6142C · CLERICAL (C&P)	26,257.01	26,389.61	26,507.35	26,873.30	41,328.65	28,213.20	26,287.42	25,106.72	26,186.48	253,149.74	324,066.00	-70,916.26	78.12%
6142D · CLERICAL (DIGITAL)	6,006.59	6,004.54	6,018.74	5,282.13	8,222.68	5,908.18	5,247.82	5,784.50	5,717.45	54,192.63	53,060.00	1,132.63	102.14%
6142G · CLERICAL (GEN)	8,858.16	8,912.11	8,847.19	9,130.07	13,537.43	9,216.83	9,062.82	9,046.59	9,053.56	85,664.76	119,170.00	-33,505.24	71.89%
6142L · CLERICAL (LIT)	17,474.85	18,281.01	17,313.67	17,949.31	26,822.80	18,334.03	20,252.18	15,008.14	15,131.83	166,567.82	216,357.00	-49,789.18	76.99%
6142N · CLERICAL (TEEN)	5,447.79	5,008.62	5,209.57	6,034.60	8,756.55	7,849.53	5,800.61	4,634.33	4,756.28	53,497.88	115,922.00	-62,424.12	46.15%
6142R · CLERICAL (CIRC)	14,883.57	15,788.20	14,892.42	15,080.39	23,767.48	16,898.33	15,934.99	15,694.46	15,739.28	148,679.12	287,560.00	-138,880.88	51.7%
6142S · CLERICAL (SVC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6142T · CLERICAL (TECH)	11,087.32	11,239.33	11,281.62	11,529.57	16,944.99	12,131.35	11,058.17	11,185.89	11,300.06	107,758.30	148,653.00	-40,894.70	72.49%
6142X · CLERICAL (WIRES)	1,374.20	2,111.94	1,699.67	1,909.10	2,929.27	2,483.73	1,956.28	1,981.84	2,040.33	18,486.36	23,771.00	-5,284.64	77.77%
Total 6142 · CLERICAL SALARIES	113,613.44	116,371.28	114,000.05	116,963.71	177,782.60	125,139.22	117,806.07	110,926.67	113,057.87	1,105,660.91	1,593,264.00	-487,603.09	69.4%
6143 · PAGE SALARIES													
6143A · PAGE (ADULT)	15,655.42	16,180.01	16,328.13	18,085.29	27,944.61	20,074.46	17,208.30	16,682.29	16,967.79	165,126.30	235,528.00	-70,401.70	70.11%
6143C · PAGE (C&P)	12,717.11	12,485.65	12,917.51	12,453.65	18,771.93	16,235.35	14,573.11	13,763.42	12,943.86	126,861.59	156,671.00	-29,809.41	80.97%
6143G · PAGE (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6143L · PAGE (LIT)	931.43	270.60	817.96	575.03	1,011.68	615.00	664.20	590.40	719.55	6,195.85	7,860.00	-1,664.15	78.83%
6143N · PAGE (TEEN)	1,208.63	990.15	1,211.55	1,416.05	2,063.33	1,446.45	1,177.11	1,322.25	1,371.45	12,206.97	24,407.00	-12,200.03	50.01%
6143R · PAGE (CIRC)	2,122.65	2,769.96	2,669.11	2,026.42	2,532.27	2,101.61	1,304.78	1,735.84	1,829.62	19,092.26	33,940.00	-14,847.74	56.25%
6143T · PAGE (TECH)	3,125.51	3,102.98	3,145.16	3,096.83	4,668.30	3,054.10	3,026.10	3,142.96	3,127.58	29,489.52	39,364.00	-9,874.48	74.92%
Total 6143 · PAGE SALARIES	35,760.75	35,799.35	37,089.42	37,653.27	56,992.12	43,526.97	37,953.60	37,237.16	36,959.85	358,972.49	497,770.00	-138,797.51	72.12%
6144 · CUSTODIAL													
6144G · CUSTODIAL	15,708.16	16,278.13	17,121.76	17,321.93	26,920.26	19,351.00	16,979.48	16,822.03	17,011.77	163,514.52	241,284.00	-77,769.48	67.77%

											TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
Total 6144 · CUSTODIAL	15,708.16	16,278.13	17,121.76	17,321.93	26,920.26	19,351.00	16,979.48	16,822.03	17,011.77	163,514.52	241,284.00	-77,769.48	67.77%
6145 · SECURITY													
6145G · SECURITY	15,249.67	15,966.85	17,909.51	18,952.33	28,100.86	21,742.43	16,266.21	16,645.06	17,770.35	168,603.27	244,470.00	-75,866.73	68.97%
Total 6145 · SECURITY	15,249.67	15,966.85	17,909.51	18,952.33	28,100.86	21,742.43	16,266.21	16,645.06	17,770.35	168,603.27	244,470.00	-75,866.73	68.97%
6146 · TECHNICIAN													
6146W · TECHNICAL (WIRES)	7,617.85	7,594.48	7,793.14	7,954.84	11,953.05	8,117.90	8,317.95	7,980.25	8,044.93	75,374.39	129,523.00	-54,148.61	58.19%
Total 6146 · TECHNICIAN	7,617.85	7,594.48	7,793.14	7,954.84	11,953.05	8,117.90	8,317.95	7,980.25	8,044.93	75,374.39	129,523.00	-54,148.61	58.19%
6147 · ADMINISTRATIVE													
Total 6147 · ADMINISTRATIVE	30,087.61	22,604.36	22,604.36	22,604.36	33,906.54	22,604.36	22,604.36	22,604.36	22,604.36	222,224.67	385,150.00	-162,925.33	57.7%
Total 6000 · SALARIES AND WAGES	380,355.29	379,961.66	379,063.05	395,346.78	565,716.20	397,334.62	437,283.46	353,892.83	358,081.85	3,647,035.74	5,278,885.00	-1,631,849.26	69.09%
6200 · EMPLOYEE BENEFITS													
9010 · RETIREMENT	0.00	0.00	0.00	0.00	0.00	577,437.00	0.00	0.00	0.00	577,437.00	575,090.00	2,347.00	100.41%
9030 · SOCIAL SECURITY	28,131.59	28,107.07	28,038.34	28,668.50	40,648.83	28,651.00	32,589.52	26,211.29	26,555.70	267,601.84	366,000.00	-98,398.16	73.12%
9040 · WORKERS' COMPENSATION	57,570.00	0.00	-39,906.76	0.00	0.00	0.00	0.00	0.00	0.00	17,663.24	60,000.00	-42,336.76	29.44%
9050 · UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
9055 · DISABILTY INSURANCE	1,741.98	1,741.98	1,632.23	1,744.87	1,633.45	1,697.49	172.00	1,621.66	1,621.66	13,607.32	20,000.00	-6,392.68	68.04%
9060 · MEDICAL INSURANCE	75,520.79	75,791.29	75,656.04	76,768.89	69,564.82	74,372.23	72,911.09	72,634.87	74,245.68	667,465.70	925,000.00	-257,534.30	72.16%
Total 6200 · EMPLOYEE BENEFITS	162,964.36	105,640.34	65,419.85	107,182.26	111,847.10	682,157.72	105,672.61	100,467.82	102,423.04	1,543,775.10	1,948,090.00	-404,314.90	79.25%
6410A · BOOKS (ADULT)	11,167.09	4,557.71	10,610.07	10,683.30	8,660.05	11,085.79	19,074.77	62,557.59	1,778.44	140,174.81	150,000.00	-9,825.19	93.45%
6410C · BOOKS (C&P)	1,575.95	2,514.49	2,638.47	5,280.02	2,519.17	4,296.68	2,336.04	20,483.58	82.31	41,726.71	70,000.00	-28,273.29	59.61%
6410L · BOOKS (LIT)	242.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	242.15	500.00	-257.85	48.43%
6410N · BOOKS (TEEN)	1,516.90	743.90	1,032.94	1,247.62	304.97	1,330.33	3,107.07	20,635.17	0.00	29,918.90	22,000.00	7,918.90	136.0%
6410T · BOOKS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	-400.00	0.0%
6411A · MICRO/REF CD (ADULT)	6,146.69	5,595.00	0.00	4,184.60	7,940.63	857.30	0.00	0.00	0.00	24,724.22	45,000.00	-20,275.78	54.94%
6411C · MICRO/REF CD (C&P)	0.00	7,465.00	0.00	0.00	2,379.83	1,005.33	0.00	54.30	0.00	10,904.46	15,000.00	-4,095.54	72.7%
6411L · MICRO/REF CD (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6411N · MICRO/REF CD (TEEN)	0.00	5,400.00	0.00	0.00	4,032.99	627.33	0.00	0.00	0.00	10,060.32	15,000.00	-4,939.68	67.07%
6412A · RECORDINGS (ADULT)	1,949.65	2,564.38	1,477.89	3,697.27	2,028.05	1,504.31	1,112.67	5,882.87	59.98	20,277.07	40,000.00	-19,722.93	50.69%
6412C · RECORDINGS (C&P)	241.15	520.59	192.60	222.62	210.28	239.11	216.59	4,061.63	0.00	5,904.57	10,000.00	-4,095.43	59.05%
6412L · RECORDINGS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6412N · RECORDINGS (TEEN)	563.82	508.10	409.13	537.42	469.18	485.83	559.55	4,266.40	0.00	7,799.43	10,000.00	-2,200.57	77.99%

											TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
6413A · PERIODICALS (ADULT)	573.88	64.00	522.30	3,350.69	43.99	0.00	1,062.92	60.00	0.00	5,677.78	33,000.00	-27,322.22	17.21%
6413C · PERIODICALS (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6413D · PERIODICALS (ADM)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6413G · PERIODICALS (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	491.95	0.00	491.95	500.00	-8.05	98.39%
6413L · PERIODICALS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6413N · PERIODICALS (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6413T · PERIODICALS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417A · VIDEOS (ADULT)	3,900.68	4,466.93	3,571.55	4,362.84	4,008.29	3,419.46	4,701.30	3,045.51	444.66	31,921.22	90,000.00	-58,078.78	35.47%
6417C · VIDEOS (C&P)	911.68	849.94	324.28	945.02	268.47	544.48	857.15	54.99	50.00	4,806.01	15,000.00	-10,193.99	32.04%
6417L · VIDEOS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417N · VIDEOS (TEEN)	549.89	486.83	638.25	368.73	538.75	981.06	264.57	750.20	0.00	4,578.28	6,000.00	-1,421.72	76.31%
6419G · SOFTWARE (GEN)	340.70	6,704.55	0.00	0.00	-107.08	2,571.33	0.00	0.00	0.00	9,509.50	25,000.00	-15,490.50	38.04%
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	0.00	0.00	699.67	0.00	0.00	0.00	699.67	1,000.00	-300.33	69.97%
6419T · SOFTWARE (TECH)	1,512.00	0.00	0.00	0.00	735.67	0.00	0.00	0.00	0.00	2,247.67	1,500.00	747.67	149.85%
6419W · SOFTWARE (WIRES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,365.90	4,365.90	11,000.00	-6,634.10	39.69%
6428D · MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6429C · REALIA (C&P)	0.00	105.48	65.98	333.38	38.93	89.38	59.91	218.82	0.00	911.88	3,650.00	-2,738.12	24.98%
6429L · REALIA (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6430G · OFFICE AND LIBRARY SUPPLIES	3,977.79	6,418.03	3,796.48	2,463.06	3,306.92	4,309.43	4,078.45	2,676.15	15,620.73	46,647.04	57,000.00	-10,352.96	81.84%
6431D · TELECOMMUNICATIONS	3,621.22	3,620.34	3,998.71	3,621.50	3,622.34	3,621.30	3,618.06	3,628.13	3,407.85	32,759.45	57,500.00	-24,740.55	56.97%
6432G · CARTAGE	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	2,565.00	3,420.00	-855.00	75.0%
6433G · POSTAGE	6,503.96	2,961.89	4,469.66	4,495.01	10,434.90	4,494.90	2,838.05	4,548.71	500.00	41,247.08	52,000.00	-10,752.92	79.32%
6434A · PRINTING (ADULT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.30	0.00	33.30	500.00	-466.70	6.66%
6434C · PRINTING (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6434G · PRINTING (GEN)	6,881.00	6,881.00	6,881.00	6,881.00	6,881.00	6,881.00	6,881.00	6,881.00	6,881.00	61,929.00	85,000.00	-23,071.00	72.86%
6434L · PRINTING (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434N · PRINTING (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.29	0.00	33.29	2,500.00	-2,466.71	1.33%
6434R · PRINTING (CIRC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
6434S · PRINTING (COMM SRV)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6435A · CED, CONF & TRAVEL (ADULT)	102.51	6.92	406.93	365.00	100.00	278.21	45.43	98.07	130.35	1,533.42	5,000.00	-3,466.58	30.67%

											TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
6435C · CED, CONF & TRAVEL (C&P)	128.20	419.00	616.92	415.00	110.32	1,090.84	130.00	83.58	0.00	2,993.86	7,250.00	-4,256.14	41.3%
6435D · CED, CONF & TRAVEL (ADM)	354.50	347.05	1,598.16	1,959.30	4,270.12	1,251.64	1,165.87	354.56	0.00	11,301.20	25,000.00	-13,698.80	45.21%
6435Dig · CED, CONF & TRAVEL (DIGITAL)	87.13	440.80	1,790.41	452.87	2,969.85	347.37	306.60	29.24	0.00	6,424.27	10,000.00	-3,575.73	64.24%
6435G · CED, CONF & TRAVEL (GEN)	150.00	50.00	381.92	60.67	0.00	0.00	0.00	88.80	0.00	731.39	2,000.00	-1,268.61	36.57%
6435L · CED, CONF & TRAVEL (LIT)	59.33	0.00	624.83	258.24	114.66	156.69	0.00	73.39	42.90	1,330.04	5,000.00	-3,669.96	26.6%
6435N · CED, CONF & TRAVEL (TEEN)	40.00	0.00	698.60	469.75	313.07	198.54	121.29	83.57	0.00	1,924.82	8,500.00	-6,575.18	22.65%
6435R · CED, CONF & TRAVEL (CIRC)	0.00	0.00	381.92	356.80	0.00	174.18	6.90	83.57	0.00	1,003.37	4,000.00	-2,996.63	25.08%
6435S · CED, CONF & TRAV (COMM SRV)	0.00	0.00	381.92	0.00	0.00	83.06	0.00	0.00	0.00	464.98	5,000.00	-4,535.02	9.3%
6435T · CED, CONF & TRAVEL (TECH)	0.00	0.00	561.92	694.00	0.00	0.00	0.00	0.00	211.65	1,467.57	5,000.00	-3,532.43	29.35%
6435W · CED, CONF & TRAVEL (WIRES)	0.00	0.00	381.92	0.00	0.00	0.00	0.00	0.00	0.00	381.92	2,000.00	-1,618.08	19.1%
6436 · CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89,995.00	-89,995.00	0.0%
6437A · PROGRAMS (ADULT)	5,792.85	3,739.57	4,872.89	5,477.66	9,543.90	3,791.55	4,879.73	6,886.75	1,848.27	46,833.17	66,000.00	-19,166.83	70.96%
6437C · PROGRAMS (C&P)	6,683.09	7,051.16	5,349.41	9,272.28	5,670.16	6,148.30	4,501.34	4,945.16	1,501.46	51,122.36	105,000.00	-53,877.64	48.69%
6437D · PROGRAMS (DIGITAL)	1,372.51	4,426.35	821.80	873.42	645.37	600.79	1,061.74	734.56	0.00	10,536.54	10,000.00	536.54	105.37%
6437L · PROGRAMS (LIT)	1,771.53	6,403.97	2,065.26	7,821.08	16,200.89	4,429.92	10,700.32	1,018.35	10,319.15	60,730.47	85,000.00	-24,269.53	71.45%
6437N · PROGRAMS (TEEN)	5,317.54	2,753.75	2,868.26	5,835.77	4,257.22	3,046.69	4,001.10	2,718.57	1,940.72	32,739.62	60,000.00	-27,260.38	54.57%
6437P · PROFESSIONAL FEES													
643760 · PLANTINGS	150.00	150.00	150.00	208.00	150.00	150.00	150.00	150.00	150.00	1,408.00	1,800.00	-392.00	78.22%
643765 · PROMOTION AND PUBLICITY	22,024.88	41,196.77	21,895.00	15,469.85	54,723.98	71,015.00	15,825.00	14,079.00	5,875.00	262,104.48	85,000.00	177,104.48	308.36%
643770 · CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,438.00	-2,438.00	0.0%
6437P01 · ACCOUNTANT/AUDITOR	0.00	0.00	0.00	250.00	0.00	0.00	0.00	15,450.00	0.00	15,700.00	17,500.00	-1,800.00	89.71%
6437P02 · AUDITOR	500.00	500.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	2,000.00	6,000.00	-4,000.00	33.33%
6437P10 · ELECTION	0.00	0.00	0.00	-150.00	4,079.00	0.00	22,945.10	2,808.02	2,080.30	31,762.42	42,000.00	-10,237.58	75.63%
6437P11 · FSA ADMINISTRATION	147.50	147.50	147.50	147.50	145.00	145.00	137.50	137.50	137.50	1,292.50	1,605.00	-312.50	80.53%
6437P12 · PAYROLL SERVICES	1,469.48	1,450.24	1,443.47	2,113.36	2,051.86	1,434.30	2,914.54	1,385.29	1,366.68	15,629.22	22,000.00	-6,370.78	71.04%
6437P13 · ARMORED CAR SERVICE	203.35	203.35	208.09	198.61	203.35	203.35	203.35	203.35	202.78	1,829.58	2,292.00	-462.42	79.83%
6437P14 · PIANO TUNING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	0.00	0.00	88.14	0.00	132.21	0.00	0.00	0.00	0.00	220.35			
6437P16 · STAFF BACKGROUND SCREEN	0.00	0.00	0.00	288.36	0.00	0.00	0.00	0.00	0.00	288.36	2,000.00	-1,711.64	14.42%
6437P17 · TRANSLATION SERVICES	6.50	0.00	0.00	23.25	0.00	0.00	50.25	0.00	0.00	80.00	150.00	-70.00	53.33%
6437P3 · APPRAISAL SERVICES	215.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	215.00	5,000.00	-4,785.00	4.3%

											TOTAL		
											Budget	\$ Over Budget	% of Budget
Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Jul '19 - Mar 20				
6437P4 · ATTORNEY	10,041.66	3,235.41	2,041.66	2,479.16	2,285.41	2,041.66	35,041.66	2,551.21	6,699.16	66,416.99	46,000.00	20,416.99	144.39%
6437P5 · BACKFLOW INSPECTION	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00	0.00	100.0%
6437P6 · BOARD SECRETARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P7 · COLLECTION AGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6437P8 · DENITE SYSTEMS ANALYSIS	0.00	0.00	330.00	0.00	0.00	0.00	0.00	0.00	0.00	330.00	400.00	-70.00	82.5%
6437P9 · EAP	7,740.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,740.00	8,000.00	-260.00	96.75%
Total 6437P · PROFESSIONAL FEES	42,648.37	46,883.27	26,303.86	21,028.09	63,770.81	74,989.31	77,267.40	37,764.37	16,511.42	407,166.90	243,835.00	163,331.90	166.99%
6438 · DUES	5.00	180.00	1,010.00	894.67	0.00	229.00	549.00	150.00	0.00	3,017.67	4,500.00	-1,482.33	67.06%
6439A · EQUIPMENT R & M (ADULT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6439C · EQUIPMENT R & M (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550.00	-550.00	0.0%
6439G · EQUIPMENT R & M (GEN)	7,479.02	3,343.48	4,903.27	7,690.99	6,791.34	5,174.94	7,193.45	5,128.02	4,410.39	52,114.90	60,000.00	-7,885.10	86.86%
6439N · EQUIPMENT R & M (TEEN)	0.00	0.00	0.00	0.00	357.68	0.00	0.00	0.00	0.00	357.68	100.00	257.68	357.68%
6439R · EQUIPMENT R & M (CIRC)	0.00	10,795.54	0.00	0.00	10,795.54	838.87	0.00	10,904.17	0.00	33,334.12	45,000.00	-11,665.88	74.08%
6439T · EQUIPMENT R & M (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	378.18	1,098.18	378.18	378.18	378.18	1,253.18	378.18	378.18	378.18	4,998.62	20,000.00	-15,001.38	24.99%
6450E · ELECTRICITY	0.00	18,448.96	29,355.55	373.09	10,592.16	9,081.67	9,590.67	8,757.54	7,065.47	93,265.11	138,000.00	-44,734.89	67.58%
6450F · FUEL/GAS	650.46	271.74	677.10	1,317.81	1,524.18	2,344.60	2,859.09	472.22	4,052.05	14,169.25	18,000.00	-3,830.75	78.72%
6450W · WATER	553.99	0.00	0.00	625.25	0.00	0.00	317.55	97.04	0.00	1,593.83	1,275.00	318.83	125.01%
6451G · CUSTODIAL SUPPLIES	949.70	1,840.79	582.01	1,731.89	1,209.12	843.40	1,144.89	1,162.18	558.32	10,022.30	19,000.00	-8,977.70	52.75%
6452G · BLDG ALTERATION AND MAINT	5,479.15	3,394.00	4,433.49	9,046.01	3,437.31	10,778.23	7,171.49	1,994.00	935.97	46,669.65	65,000.00	-18,330.35	71.8%
6454 · INSURANCE	67,339.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67,339.30	69,000.00	-1,660.70	97.59%
6485G · Bank Fees	234.18	157.60	180.31	260.90	465.61	131.72	248.03	213.33	-3.74	1,887.94			
69800 · Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	625,000.00	-625,000.00	0.0%
7203 · EQUIPMENT - Capital Purchases													
7203A · EQUIPMENT ADULT	0.00	0.00	158.93	103.56	315.00	0.00	136.43	10.80	0.00	724.72	4,000.00	-3,275.28	18.12%
7203C · EQUIPMENT C & P	0.00	12.98	408.30	1,049.00	174.60	0.00	0.00	0.00	0.00	1,644.88	5,000.00	-3,355.12	32.9%
7203D · EQUIPMENT ADMIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
7203G · EQUIPMENT BUS OFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
7203L · EQUIPMENT LITERACY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7203N · EQUIPMENT TEEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
7203R · EQUIPMENT CIRC	0.00	0.00	425.88	49.02	0.00	0.00	0.00	0.00	0.00	474.90	1,000.00	-525.10	47.49%

											TOTAL													
											Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget	
7203T · EQUIPMENT TECH											0.00	0.00	0.00	1,409.30	0.00	0.00	0.00	0.00	0.00	1,409.30	2,000.00	-590.70	70.47%	
7203W · EQUIPMENT WIRE											269.89	0.00	2,089.50	5,211.49	769.59	0.00	584.28	34,870.80	296.36	44,091.91	100,000.00	-55,908.09	44.09%	
Total 7203 · EQUIPMENT - Capital Purchases											269.89	12.98	3,082.61	7,822.37	1,259.19	0.00	720.71	34,881.60	296.36	48,345.71	127,000.00	-78,654.29	38.07%	
Total Expense											743,627.28	660,380.27	580,106.66	640,969.21	880,942.31	1,256,084.06	728,369.95	714,110.06	544,179.68	6,748,769.48	10,000,000.00	-3,251,230.52	67.49%	
Net Ordinary Income											-485,861.47	-646,512.50	-572,302.11	-627,718.88	-873,062.74	-1,248,444.61	3,585,422.75	650,172.71	-357,728.73	-576,035.58	0.00	-576,035.58	100.0%	
Other Income/Expense																								
Other Expense																								
7500 · BUILDING IMPROVEMENTS											0.00	0.00	0.00	25,982.06	7,657.28	51,885.72	3,583.32	8,529.58	0.00	97,637.96				
Total Other Expense											0.00	0.00	0.00	25,982.06	7,657.28	51,885.72	3,583.32	8,529.58	0.00	97,637.96				
Net Other Income											0.00	0.00	0.00	-25,982.06	-7,657.28	-51,885.72	-3,583.32	-8,529.58	0.00	-97,637.96	0.00	-97,637.96	100.0%	
Net Income											-485,861.47	-646,512.50	-572,302.11	-653,700.94	-880,720.02	-1,300,330.33	3,581,839.43	641,643.13	-357,728.73	-673,673.54	0.00	-673,673.54	100.0%	

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

CAPITAL FUND FINANCIAL REPORT

MARCH 2020

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-19		\$ 4,702,865.87	\$ 7,189.59	\$ -	\$ 4,710,055.46
August-19		\$ 4,710,055.46	\$ 7,200.58	\$ -	\$ 4,717,256.04
September-19		\$ 4,717,256.04	\$ 6,720.47	\$ -	\$ 4,723,976.51
October-19		\$ 4,723,976.51	\$ 6,218.82	\$ -	\$ 4,730,195.33
November-19		\$ 4,730,195.33	\$ 5,909.50	\$ -	\$ 4,736,104.83
December-19		\$ 4,736,104.83	\$ 5,631.42	\$ -	\$ 4,741,736.25
January-20		\$ 4,741,736.25	\$ 5,622.71	\$ -	\$ 4,747,358.96
February-20		\$ 4,747,358.96	\$ 5,266.20	\$ -	\$ 4,752,625.16
March-20		\$ 4,752,625.16	\$ 3,973.51	\$ -	\$ 4,756,598.67
				Grand Total :	\$ 4,756,598.67

**SCHEDULE OF CLAIMS
PRESENTED April 27, 2020**

PREPAY PAYABLES WARRANT #1		\$	16,027.08
PAYABLES WARRANT #2		\$	141,833.65
PAYROLL WARRANT W.E.	4/3/2020	\$	180,099.26
PAYROLL BENEFITS WARRANT		\$	22,357.81
PAYROLL WARRANT W.E.	4/17/2020	\$	165,632.07
PAYROLL BENEFITS WARRANT		\$	95,866.60
	Total	\$	<u>621,816.47</u>

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
APRIL 27, 2020
PREPAY WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61723	03/24/2020	American Express	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	031320	03/13/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-13,448.24
TOTAL						-13,448.24
	Bill Pmt -Check	61724	03/24/2020	Optimum / Cablevision	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	0316--04152020	03/16/2020		6431D · TELECOMMUNICATIONS	-786.26
TOTAL						-786.26
	Bill Pmt -Check	61725	04/01/2020	AT&T	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	031020	04/01/2020		6431D · TELECOMMUNICATIONS	-44.26
TOTAL						-44.26
	Bill Pmt -Check	61726	04/01/2020	Home Depot Credit Services	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	03202020	04/01/2020		6451G · CUSTODIAL SUPPLIES	-51.43
					6451G · CUSTODIAL SUPPLIES	-17.08
					6451G · CUSTODIAL SUPPLIES	-39.97
					6451G · CUSTODIAL SUPPLIES	-43.09
					6451G · CUSTODIAL SUPPLIES	-19.97
					6451G · CUSTODIAL SUPPLIES	-90.56
					6451G · CUSTODIAL SUPPLIES	-39.96
					6451G · CUSTODIAL SUPPLIES	-26.21
TOTAL						-328.27

Mastics Moriches Shirley Community Library

APRIL 27, 2020
PREPAY WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61727	04/01/2020	Optimum / Cablevision	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	032320-042220	04/01/2020		6431D · TELECOMMUNICATIONS	-138.12
TOTAL						-138.12
	Bill Pmt -Check	61728	04/01/2020	PSEG -- NeighborhoodRdMasticBeach	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	021420--031420	04/01/2020		6450E · ELECTRICITY	-747.51
TOTAL						-747.51
	Bill Pmt -Check	61729	04/01/2020	T-Mobile	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	03232020	04/01/2020		6437D · PROGRAMS (DIGITAL)	-516.60
TOTAL						-516.60
	Bill Pmt -Check	61730	04/01/2020	Verizon	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	040120	04/01/2020		6431D · TELECOMMUNICATIONS	-17.82
TOTAL						-17.82
					TOTAL	-16,027.08

I hereby certify that at a meeting on April 27, 2020
the above vouchers were approved and authorized.

Signed: _____

Mastics Moriches Shirley Community Library

APRIL 27, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61731	04/27/2020	Advanced Plant Care, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	25800	04/01/2020		643760 · PLANTINGS	-150.00
TOTAL						-150.00
	Bill Pmt -Check	61732	04/27/2020	Amazon.com	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	031020	03/10/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-2,513.31
TOTAL						-2,513.31
	Bill Pmt -Check	61733	04/27/2020	Amazon.com	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	041020	04/10/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-518.56
TOTAL						-518.56
	Bill Pmt -Check	61734	04/27/2020	American Express	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	041320	04/13/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-764.05
TOTAL						-764.05
	Bill Pmt -Check	61735	04/27/2020	Andriola's Cesspool Service, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	8006	04/02/2020		6452G · BLDG ALTERATION AND MAINT	-858.00
TOTAL						-858.00
	Bill Pmt -Check	61736	04/27/2020	AT&T	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	041020	04/10/2020		6431D · TELECOMMUNICATIONS	-43.68
TOTAL						-43.68

Mastics Moriches Shirley Community Library

APRIL 27, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61737	04/27/2020	Brink's Incorporated	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	111092644	04/01/2020		6437P13 · ARMORED CAR SERVICE	-201.64
TOTAL						-201.64
	Bill Pmt -Check	61738	04/27/2020	CDW Government, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	XJG7875	03/24/2020		7203W · EQUIPMENT WIRE	-296.36
	Bill	XLQ5269	04/04/2020		7203W · EQUIPMENT WIRE	-73.20
TOTAL						-369.56
	Bill Pmt -Check	61739	04/27/2020	Crown Castle Fiber LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	577177	04/01/2020		6431D · TELECOMMUNICATIONS	-2,495.00
TOTAL						-2,495.00
	Bill Pmt -Check	61740	04/27/2020	Dell Marketing L.P.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10377112909	02/26/2020		7203W · EQUIPMENT WIRE	-34,870.80
TOTAL						-34,870.80
	Bill Pmt -Check	61741	04/27/2020	Demco	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	6785457	03/09/2020		6437A · PROGRAMS (ADULT)	-27.93
TOTAL						-27.93
	Bill Pmt -Check	61742	04/27/2020	DEMCO Software	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	INV00011395	03/15/2020		6419W · SOFTWARE (WIRES)	-4,365.90
TOTAL						-4,365.90

Mastics Moriches Shirley Community Library

APRIL 27, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61743	04/27/2020	ECM Consulting and Marketing	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1031	04/01/2020		643765 · PROMOTION AND PUBLICITY	-2,500.00
TOTAL						-2,500.00
	Bill Pmt -Check	61744	04/27/2020	Electronic Alarm Systems	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	R-45024	04/01/2020		6452G · BLDG ALTERATION AND MAINT	-67.50
TOTAL						-67.50
	Bill Pmt -Check	61745	04/27/2020	Fish Guy Photos	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	041520	04/15/2020		6437A · PROGRAMS (ADULT)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	61746	04/27/2020	Gaetano's Pizza Inc. -- Nino's Pizza	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	033120	03/31/2020		6437A · PROGRAMS (ADULT)	-40.50
					6437N · PROGRAMS (TEEN)	-282.95
					6437L · PROGRAMS (LIT)	-42.90
TOTAL						-366.35
	Bill Pmt -Check	61747	04/27/2020	Grainger	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	9465479203	03/05/2020		6451G · CUSTODIAL SUPPLIES	-81.85
	Bill	9466859767	03/06/2020		6451G · CUSTODIAL SUPPLIES	-184.72
TOTAL						-266.57

Mastics Moriches Shirley Community Library

APRIL 27, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61748	04/27/2020	Island Elevator Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	37043	04/01/2020		6452G · BLDG ALTERATION AND MAINT	-411.00
TOTAL						-411.00
	Bill Pmt -Check	61749	04/27/2020	Kanopy Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	192414-PPU	03/31/2020		6417A · VIDEOS (ADULT)	-114.00
					6417C · VIDEOS (C&P)	-50.00
TOTAL						-164.00
	Bill Pmt -Check	61750	04/27/2020	Kevin A. Seaman, Esq	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	032020	04/01/2020		6437P4 · ATTORNEY	-3,050.00
TOTAL						-3,050.00
	Bill Pmt -Check	61751	04/27/2020	King Kullen	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	200591352301	02/28/2020		6437L · PROGRAMS (LIT)	-36.88
	Bill	200600333411	02/29/2020		6437L · PROGRAMS (LIT)	-13.25
	Bill	200621357891	03/02/2020		6437L · PROGRAMS (LIT)	-3.99
	Bill	200641359801	03/04/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-13.97
	Bill	200651362421	03/05/2020		6437L · PROGRAMS (LIT)	-20.97
	Bill	200660701831	03/06/2020		6437C · PROGRAMS (C&P)	-40.43
	Bill	200691370101	03/09/2020		6437N · PROGRAMS (TEEN)	-16.36
	Bill	200711374911	03/11/2020		6437N · PROGRAMS (TEEN)	-17.18
	Bill	200711374631	03/11/2020		6437L · PROGRAMS (LIT)	-3.99
	Bill	200711373431	03/11/2020		6437A · PROGRAMS (ADULT)	-60.91
TOTAL						-227.93

Mastics Moriches Shirley Community Library

APRIL 27, 2020

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	61752	04/27/2020	Lamb & Barnosky, LLP	L0225 · EMPIRE NAT'L - OPERATING	
Bill	130021	03/31/2020		6437P4 · ATTORNEY	-2,041.66
Bill	130022	03/31/2020		6437P4 · ATTORNEY	-825.00
TOTAL					-2,866.66
Bill Pmt -Check	61753	04/27/2020	LibraryInsight, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	5824 rnlw2020-2021	04/01/2020		6437A · PROGRAMS (ADULT)	-298.34
				6437C · PROGRAMS (C&P)	-298.33
				6437N · PROGRAMS (TEEN)	-298.33
TOTAL					-895.00
Bill Pmt -Check	61754	04/27/2020	Maiorana, Joseph	L0225 · EMPIRE NAT'L - OPERATING	
Bill	ALA/PLA Conf NshvITN	04/21/2020		6435D · CED, CONF & TRAVEL (ADM)	-836.41
TOTAL					-836.41
Bill Pmt -Check	61755	04/27/2020	Migoya-Schlie, Catherine Victoria	L0225 · EMPIRE NAT'L - OPERATING	
Bill	040820	04/08/2020		6437L · PROGRAMS (LIT)	-50.00
TOTAL					-50.00
Bill Pmt -Check	61756	04/27/2020	Montauk Lighthouse Museum	L0225 · EMPIRE NAT'L - OPERATING	
Bill	mmbrrshp Apr-Nov2020	04/01/2020		6437A · PROGRAMS (ADULT)	-218.00
				6437C · PROGRAMS (C&P)	-216.00
				6437N · PROGRAMS (TEEN)	-216.00
TOTAL					-650.00

Mastics Moriches Shirley Community Library

APRIL 27, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61757	04/27/2020	Nagel, Lauren	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	041320	04/13/2020		6437C · PROGRAMS (C&P)	-230.00
TOTAL						-230.00
	Bill Pmt -Check	61758	04/27/2020	National Grid	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	02/28--03/31/20	03/31/2020		6450F · FUEL/GAS	-1,759.08
TOTAL						-1,759.08
	Bill Pmt -Check	61759	04/27/2020	New Era Technology (prev DJJ Tech)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2093198	04/01/2020		6439W · EQUIPMENT R & M (WIRES)	-378.18
TOTAL						-378.18
	Bill Pmt -Check	61760	04/27/2020	O'Connell, Linda	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	04142020	04/14/2020		6437A · PROGRAMS (ADULT)	-350.00
TOTAL						-350.00
	Bill Pmt -Check	61761	04/27/2020	Optimum / Cablevision	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	0416--05152020	04/16/2020		6431D · TELECOMMUNICATIONS	-784.84
TOTAL						-784.84
	Bill Pmt -Check	61762	04/27/2020	Paychex	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	Stmnt 21614317	04/08/2020		6437P12 · PAYROLL SERVICES	-105.31
TOTAL						-105.31

Mastics Moriches Shirley Community Library

APRIL 27, 2020

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	61763	04/27/2020	Paychex, Inc (Hauppauge)	L0225 · EMPIRE NAT'L - OPERATING	
Bill	572650	03/18/2020		6437P12 · PAYROLL SERVICES	-628.77
Bill	573119	04/01/2020		6437P12 · PAYROLL SERVICES	-628.77
Bill	573903	04/15/2020		6437P12 · PAYROLL SERVICES	-640.90
TOTAL					<u>-1,898.44</u>
Bill Pmt -Check	61764	04/27/2020	Piper-Gebhard, Randi	L0225 · EMPIRE NAT'L - OPERATING	
Bill	041320	04/13/2020		6437L · PROGRAMS (LIT)	-120.00
TOTAL					<u>-120.00</u>
Bill Pmt -Check	61765	04/27/2020	PSEG	L0225 · EMPIRE NAT'L - OPERATING	
Bill	03/05-04/06/20	04/06/2020		6450E · ELECTRICITY	-5,628.73
TOTAL					<u>-5,628.73</u>
Bill Pmt -Check	61766	04/27/2020	Quadient Finance USA, Inc. -- pstg refill	L0225 · EMPIRE NAT'L - OPERATING	
Bill	03/04/2020 refill	03/31/2020		6433G · POSTAGE	-500.00
TOTAL					<u>-500.00</u>
Bill Pmt -Check	61767	04/27/2020	Quadient, Inc. -- supplies only	L0225 · EMPIRE NAT'L - OPERATING	
Bill	16035108	04/01/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-139.73
TOTAL					<u>-139.73</u>

Mastics Moriches Shirley Community Library

APRIL 27, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61768	04/27/2020	Ray-Block Stationery Co. Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	IN25470	04/14/2020		6439G · EQUIPMENT R & M (GEN)	-47.64
TOTAL						-47.64
	Bill Pmt -Check	61769	04/27/2020	Reynolds, Caronia, Gianelli & La Pinta PC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	01909	03/31/2020		6437P4 · ATTORNEY	-3,832.50
TOTAL						-3,832.50
	Bill Pmt -Check	61770	04/27/2020	Sandpebble Preconstruction Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	Req95 NL	04/14/2020		7500 · BUILDING IMPROVEMENTS	-44,209.79
TOTAL						-44,209.79
	Bill Pmt -Check	61771	04/27/2020	Schnupp, Jeanne	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	4142020	04/14/2020		6437A · PROGRAMS (ADULT)	-300.00
TOTAL						-300.00
	Bill Pmt -Check	61772	04/27/2020	School Specialty	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	208124615552	03/23/2020		6437C · PROGRAMS (C&P)	-15.07
					6437A · PROGRAMS (ADULT)	-27.17
TOTAL						-42.24

Mastics Moriches Shirley Community Library

APRIL 27, 2020

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	61773	04/27/2020	Scott, Robert	L0225 · EMPIRE NAT'L - OPERATING	
Bill	040720	04/07/2020		6437C · PROGRAMS (C&P)	-89.00
Bill	041420a	04/14/2020		6437A · PROGRAMS (ADULT)	-295.00
Bill	041420b	04/14/2020		6437A · PROGRAMS (ADULT)	-178.00
TOTAL					-562.00
Bill Pmt -Check	61774	04/27/2020	Searles Graphics, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	18161	03/19/2020		6434G · PRINTING (GEN)	-6,881.00
TOTAL					-6,881.00
Bill Pmt -Check	61775	04/27/2020	South Shore Press, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	73865	03/25/2020		643765 · PROMOTION AND PUBLICITY	-3,375.00
TOTAL					-3,375.00
Bill Pmt -Check	61776	04/27/2020	Suffolk Cooperative Library System	L0225 · EMPIRE NAT'L - OPERATING	
Bill	72949 NYLA Org 2020	04/17/2020		6435D · CED, CONF & TRAVEL (ADM)	-1,482.50
TOTAL					-1,482.50
Bill Pmt -Check	61777	04/27/2020	Tank Me Later, LLC	L0225 · EMPIRE NAT'L - OPERATING	
Bill	691	04/03/2020		6452G · BLDG ALTERATION AND MAINT	-394.98
Bill	712	04/16/2020		6452G · BLDG ALTERATION AND MAINT	-225.00
TOTAL					-619.98

Mastics Moriches Shirley Community Library

APRIL 27, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61778	04/27/2020	Townline Security Systems	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1875	03/19/2020		6452G · BLDG ALTERATION AND MAINT	-119.97
TOTAL						-119.97
	Bill Pmt -Check	61779	04/27/2020	True Nature Landscaping Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	16052	04/20/2020		6452G · BLDG ALTERATION AND MAINT	-525.00
TOTAL						-525.00
	Bill Pmt -Check	61780	04/27/2020	Verizon	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	040620	04/06/2020		6431D · TELECOMMUNICATIONS	-125.86
	Bill	041320	04/13/2020		6431D · TELECOMMUNICATIONS	-17.67
TOTAL						-143.53
	Bill Pmt -Check	61781	04/27/2020	Winters Bros. Hauling of LI, LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	001473491	03/31/2020		6432G · CARTAGE	-285.00
TOTAL						-285.00
	Bill Pmt -Check	61782	04/27/2020	Xerox Corporation (PA)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	230220144	03/01/2020		6439G · EQUIPMENT R & M (GEN)	-1,487.67
	Bill	230237480	04/01/2020		6439G · EQUIPMENT R & M (GEN)	-1,309.67
TOTAL						-2,797.34

Mastics Moriches Shirley Community Library

APRIL 27, 2020

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	61783	04/27/2020	Xerox Financial Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	2022522	03/12/2020		6439G · EQUIPMENT R & M (GEN)	-2,493.00
Bill	2065116	04/11/2020		6439G · EQUIPMENT R & M (GEN)	-2,493.00
TOTAL					<u>-4,986.00</u>
				TOTAL	-141,833.65

I hereby certify that at a meeting on April 27, 2020
the above vouchers were approved and authorized.

Signed: _____

**Mastics Moriches Shirley Community Library
Payroll Benefit Warrant
March 31, 2020**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	6417	04/03/2020	1094 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	04032020	04/03/2020		L0173 · 457B NYS DEFERRED COMP	\$ (12,801.35)
						<u>\$ (12,801.35)</u>
	Bill Pmt -Check	6418	04/03/2020	1095 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	04032020	04/03/2020		L0171 · 403B MET LIFE	\$ (2,693.00)
						<u>\$ (2,693.00)</u>
	Bill Pmt -Check	6419	04/03/2020	1096 Prudential	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	04032020	04/03/2020		L0172 · 403B PRUDENTIAL	\$ (1,435.00)
						<u>\$ (1,435.00)</u>
	Bill Pmt -Check	6420-6431	04/03/2020	Medicare Reimbursement Payments	L0226 · EMPIRE NAT'L - PAYROLL	\$ (2,861.85)
						<u>\$ (2,861.85)</u>
	Bill Pmt -Check	6432	04/03/2020	CSEA Employee Benefit Fund	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	04032020	04/03/2020		L0510 · CSEA POST TAX DENTAL	\$ (110.14)
					L0520 · CSEA POST TAX VISION	\$ (4.71)
						<u>\$ (114.85)</u>
	Bill Pmt -Check	6433	04/03/2020	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	04032020	04/03/2020		L0500 · CSEA UNION DUES	\$ (2,451.76)
						<u>\$ (2,451.76)</u>
					Total	\$ (22,357.81)

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
April 14, 2020

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	EFT	04/17/2020	1114 Hartford Insurance Company	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	414874425869	04/17/2020		L0196 · LONG TER 9055 · DISABILTY INSURANCE	\$ (164.00) \$ (1,528.81)
TOTAL						\$ (1,692.81)
	Bill Pmt -Check	EFT	04/17/2020	1099 NYS Employees' Retirement System	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	04172020	04/17/2020		L0163 · RC ERS CONTRIBUTIONS L0161 · RL - ERS LOAN L0160.1 · MA - ERS ARREARS (MANDATORY)	\$ (2,224.40) \$ (2,252.00) \$ (93.14)
TOTAL						\$ (4,569.54)
	Bill Pmt -Check	6434	04/17/2020	1094 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	04172020	04/17/2020		L0173 · 457B NYS DEFERRED COMP	\$ (2,012.85)
TOTAL						\$ (2,012.85)
	Bill Pmt -Check	6435	04/17/2020	1095 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	04172020	04/17/2020		L0171 · 403B MET LIFE	\$ (2,593.00)
TOTAL						\$ (2,593.00)
	Bill Pmt -Check	6436	04/17/2020	1096 Prudential	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	04172020	04/17/2020		L0172 · 403B PRUDENTIAL	\$ (1,435.00)
TOTAL						\$ (1,435.00)
	Bill Pmt -Check	6437	04/17/2020	1115 AFLAC	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	443356	04/17/2020		L0625 · AFLAC PRE-TAX L0626 · AFLAC POST-TAX	\$ (3,299.93) \$ (392.25)
TOTAL						\$ (3,692.18)
	Bill Pmt -Check	6438	04/17/2020	CSEA Employee Benefit Fund	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	04172020	04/17/2020		L0510 · CSEA POST TAX DENTAL L0520 · CSEA POST TAX VISION	\$ (110.14) \$ (4.71)
TOTAL						\$ (114.85)
	Bill Pmt -Check	6439	04/17/2020	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	04172020	04/17/2020		L0500 · CSEA UNION DUES	\$ (2,430.09)
TOTAL						\$ (2,430.09)
	Bill Pmt -Check	6440	04/17/2020	1098 State Of NY Department of Civil Serv	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	551	04/17/2020		9060 · MEDICAL INSURANCE	\$ (77,326.28)
TOTAL						\$ (77,326.28)
						\$ (95,866.60)

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

Signed: _____
Title: Secretary

Memo to: Chris Nowak
Business Office

From: Mary Durant
CPSD

Date: February 18, 2020

Re: Permission to donate or discard

Metal book shelving with wooden top	CPSD	SKU #0000811	No longer needed
Metal book shelving with wooden top	CPSD	SKU #0000812	No longer needed
Metal book shelving with wooden top	CPSD	SKU #0000813	No longer needed
Metal book shelving with wooden top	CPSD	SKU #0000814	No longer needed

- Attending weekly department head meetings with staff/administration about progress of working from home, and issues with COVID-19 shutdown of NY state. Library staff are working harder than ever to create original content and connect with patrons online through social media. Some extremely creative ideas are being launched and our departments should all be congratulated for their efforts.
- Participating in weekly conference calls with the Building Team to go over details in the branches plans including placement of features like service desks, meeting rooms, bathrooms, etc.
- Preparing and sending 2 weekly constant contact email newsletters – including editing, layout, proofing and scheduling/send to library email lists. Taking care of Adult news and Literacy department news. I also prepared 3 YouTube videos on backyard chicken care.
- Preparing weekly Library column and full page ad for South Shore Press. This involves connecting with departments to find out if there are any upcoming initiatives they need more PR for, scouring library digital resources sites for copy ready info on the most up to date features of our online products (there are multiple platforms and the features are often updated).
- Monitoring other libraries in our zone for program ideas and implementation to insure we are staying on the edge of programming and services for the area. Following Sachem, Middle Country, Longwood and others on Facebook and Instagram.
- Attending weekly Directors telephone conference from SCLS summing up county wide issues in library services
- Attended labor attorney's detailed seminar on labor law and COVID-19 – it is a very complicated issue and one that administrators will be grappling with when we go back to work with the public.

- Attended Project for Public Spaces webinar on services to the homeless called “When Sheltering in Place isn’t an Option”. Many municipalities are scrambling to provide services for the homeless during this crisis and there are no easy answers.
- Currently working on 2 projects. One is getting LI or NY authors of bestselling and award winning books to agree to an online author talk series hosted by our library. This takes a lot of time and follow through. Many authors are hard to reach and have publicists who handle their bookings. Also, launching a booktalk on an online platform is new to many authors. This is a work in progress. If there are any authors you would love to hear in a speakers series, please email me and let me know. My past work with establishing the highly successful Quogue library Conversations with the Author series is informing my work on the project.
- Investigating a WiFi broadcast option for the library van that would allow us to park it in sites such as our branches and advertise available filtered WiFi for students needing to complete school assignments and patrons needing to work while sheltering in place.

Greetings from the Customer Resource Services Department! We are working hard to adjust to this “new normal” and keep reaching out to our community. Our mission statement calls for us to ensure that our patrons have access to all of the resources of the library, and the building being closed doesn’t change that. CRS staff is hard at work from home creating outreach and education about our digital collections and “greeting” our patrons as much as possible through social media and email. We’re also taking this rare downtime to engage in continuing education to become further acquainted with the library’s digital services and develop our software skills.



Kyle Imperatore & Charlie Kuil promoting library services on their new talk show—available now on Facebook & YouTube!



CRS Staff showing off their spirit during the Library's Social Media Quarantine Spirit Week



CRS staff promoting reading



We really miss our patrons and our library building! Hope to see you soon—please stay safe and healthy!

RASD April Board Report

Submitted by Kerrilynn Jorgensen

During the last six weeks of the library's physical building being closed to the public, the Reference and Adult Services Department has marched on working from home in order to continue accomplishing the library's mission to the public; to provide technology, learning and culture- all personalized with a caring, friendly, and non-judgmental attitude.

The staff in RASD has done a tremendous job working remotely. We have worked diligently to produce content to our Digital Services Department for our social media accounts. We have delivered hard core reference services direct to patrons on our chat reference/text-a-librarian service. We have also tried to lighten the mood by providing light-hearted videos and photos of our staff living their lives just like our patrons and neighbors and friends. Librarians, clerks and pages have taken classes with many of the resources and databases we promote every day to better themselves. We have been able to self-reflect and see what we can improve on as a public service.

This moment in time has given us all the opportunity to learn even the simplest technologies because of the necessity that can be utilized later. All of us are now in the habit of sharing social media content and our special talents to connect better with our patrons. This is something that we can continue when the country and state re-opens and life can resume as it did before when we get back into the library.

Our greatest challenge thus far has been not being able to physically see our friends and supportive co-workers to share our day with. We miss our favorite patrons. We miss the exchange of physical books being recommended by our peers. All of this, however, we will overcome.

In a time when we are socially distant and physically apart, I couldn't feel any more proud and closer to my staff than I do now, as we have come together to be the best that we can be for our patrons.



March 2020

Sylvia Maurer

When March began, we did not think that we would be where we are today. It started out with a little bit of fear of what could be coming. In Children's, Rachel Wyneken and I listened to staff concerns about the coronavirus and made accommodations when possible. Within a week, we started removing toys and items that would be frequently touched from the public floor. Staff quickly started coming up with no-touch activities for any families that were still visiting the library. We put blue tape mazes and games on the floor for kids to follow and jump in and out of. This really helped brighten the department again. On March 14, when we were told that the physical library would be closing until further notice, staff wrapped up the department and prepped it for a possible long term vacancy.

Once the building closed, we started to learn what our new reality of Library service would be. The full-time librarians were assigned shifts for our Mosio text/chat reference service so that all operating hours were covered. We created a list of suggested books and resources to help parents' talk to their children about Coronavirus. Children's staff started recording videos of themselves reading stories and demonstrating how to make kinetic sand and other fun activities from home that were shared on our social media sites. We started booking some of our popular programmers, having them send us videos of themselves presenting their programs from home that we could post on social media. Chef Rob is walking families through recipes that they can make at home. Kathy Roeder is still connecting with our babies and toddlers through her weekly videos that she creates for us.

Children's staff have been working hard from home sorting and reviewing online resources and websites and sending the information to Digital Services staff for posting. They have been coming up with ideas and recording more videos of storytimes, book/movie recommendations, demonstrations, and tutorials. All staff members have been working on their required online trainings (Workplace Violence and Safety and NY Preventing Sexual Harassment for Employees) as well as other webinars and other online learning opportunities.

Every Friday, Children's puts out a "Fun Fridays with the Children's and Parents' Services Department" edition of the Library e-newsletter. There is one Children's staff member assigned to each section of our e-newsletter and they are responsible for getting the information for that section to me each week. Mary Durant edits and formats our draft before we send it to Michael Bartolomeo for final formatting and posting.

We have found that in working together remotely, constant communication is vital for the most success. We have worked together with other departments to streamline programming booking and set-up so work does not have to be repeated by multiple staff members. We make sure to reply all and cc often in emails so everyone is on the same page and knows what work has already been completed. This has been working well for our department. We are excited and looking forward to bringing even more virtual opportunities to our patrons in April.



Teen Services Department

Submitted by: Erika Irish

Program Statistics

Animal Crossing (4/15) = 3

Fortnite (3/27, 4/3, 4/10 & 4/17) = 13

Let's Talk (4/8 & 4/15) = 6

Lockdown Olympics =14

Trivia Tuesday (3/24, 4/7, & 4/14) =20

The teen department staff has been doing everything they can think of to try to engage teens. Coming up with programs, social media posts, doing book reviews and using the library's digital services to find idea's and further their professional development.

The biggest challenge has been reaching teens. They are a hard demographic to reach under regular conditions but even harder now. We have been doing email blasts, Instagram posts. Our Instagram statistics are up which is great and people are seeing the posts but we still don't have many teens engaging. This is not unlike what we experience in the building, we generally have the same group of teens who come to the building daily. We have however, reached a few teens who are not usually library users join some of our virtual programs, which is exciting.

We have been doing many virtual programs that are interactive and we have had some teens engage but not as many as we would like. We will keep offering these programs with hopes that more teens join, as well as coming up with new ideas to reach some teens that we currently are not. One of the ways we are going to do this is to begin sending out program information to be posted on the library's Facebook page. We have only been using the teen accounts, hopefully if we post things on the main Facebook account parents may see it and we will have more teens engaging.

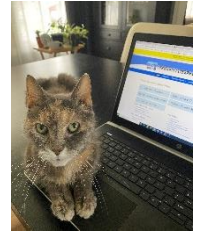
The other reasons we may not be reaching as many teens as we would like is they are using other social media outlets, they may not have the technology at home, and they are overloaded with school work.

What everyone on the staff is missing most is actually talking and interacting with the teens. Some of these conversations are just fun and silly and some get a little deeper. Everyone is looking forward to getting back in the building, seeing the teens and talking with them again.

If we have learned anything from this experience it is that when we are faced with a challenge we will continue to learn and adapt what we do.

Literacy Department, April 2020

Lindsay Davis



As Alice in Wonderland says, the past month has been “curious-er and curious-er!” However, the Literacy Department is adjusting and working hard for our patrons and community. We have been in contact by phone with about 150 students in our English and Citizenship classes. It has been important to connect with our students, check in, provide accurate information, and share resources. We have been accomplishing this goal through telephone calls and the Community Family Literacy Project Facebook page and the Parent-Toddler group.

Our newest way to connect with Literacy families and adult learners is the launch of the Community Family Literacy Project YouTube channel. The students are excited and eager to begin. A few instructors have submitted instructional videos for students to watch and practice their English skills. For example, there are lessons uploaded on contractions, verbs, and homophones. In thinking about, and planning for, the move to virtual programming for English and Citizenship classes, there were many challenges. For example, a majority of our families have limited internet, devices, and technological “know how” and they are experiencing many challenges at home. Thus, we went the YouTube route because it is relatively familiar to most students. They can watch the short videos on their own time, from a cell phone, with less strain on data than a platform such as Zoom or Google classroom.

It has been exciting to share virtual story times with the community especially because we can share bilingual stories. The Literacy Department has shared story times such as *The Roller Coaster*, *If You Take a Mouse to School/Si Llevas Un Ratón a La Escuela*, and *If You Give a Mouse a Cookie/Si Le Das Una Galletita a un Ratón* among others. A few other highlights of our work from home have been one-on-one Citizenship tutoring sessions, an interactive Citizenship question and answer Google slideshow, and social media content such a Mindfulness Picture Books document with links to downloadable titles.

Literacy staff finished both trainings: Workplace Violence and Sexual Harassment. Also, we have been using Rosetta Stone and/or Pronunciator each week. Not only is the language practice valuable in connecting with patrons, but now we can talk about and teach these services to them from first-hand experience. When classes resume, we plan on giving tutorials in each class to help students navigate these services. Also, Literacy staff is becoming more proficient with other digital resources and library collections online. For example, they have downloaded books, music, and magazines, submitted “Staff Picks” reviews, and learned from Lynda.com.

Lastly, the Literacy department has been producing and compiling content for the weekly eNewsletter sent to MMSCL families via email. One Literacy eNewsletter, for example, was all about traveling around the world, experiencing another culture, and learning a new language from the comforts of home. Highlighted is the MMSCL Virtual Field Trip guide, April's online edition of Easy English News, Rosetta Stone and Pronunciator resources for language learning, Freegal for world music such as an *Argentine Tango* playlist, Kanopy's *Great Courses* with many topics including language learning, suggestions for ebooks and audiobooks to Spanish, and digital downloads for children and adults in Spanish.

DIGITAL SERVICES DEPARTMENT

Compiled by: Stephen Burg

During this time of working from home, the Digital Services Department has been managing all the social media content being produced by staff. Everything we are doing right now flows through the department. My staff is busy curating, planning, and scheduling content for all of our social media platforms (Facebook, YouTube and Instagram). This work is very important as our patrons have been predominantly looking at our social media platforms for information during this time. One of the challenges during this time has been communicating with all the departments to let them know when we receive and are posting their content. To address this, we have created a scheduling document and shared it with all the department heads so they can know what we are planning and when they will be seeing their content posted and to what social media platform. In addition to the social media content we are creating and curating, we are also helping create daily (Mon-Fri) enews letters for each department. The DSD staff is also helping staff with any technology-based assistance they need. We are also assisting patrons with any questions about our digital services we offer on our chat/text services. The limit of digital titles patrons can borrow through services like Kanopy and Hoopla were increased during this time to help our patrons have access to more resources. We have also added a great digital product for our patrons called Creativebug. Creativebug has thousands of award-winning arts & crafts video classes taught by recognized design experts and artists. During the past month we have seen an increased use of all our digital services and increased engagement on all our social media platforms (see Stats below). In addition to the increased engagement from patrons, patrons have also reached out to thank us for all the things we are doing and the great service we are providing for the community (see pictures below). During this unprecedented time as always, the Digital Services Department is committed to providing staff and the community the best service we can.



DIGITAL SERVICES DEPARTMENT

Compiled by: Stephen Burg

Statistics

This Graphic allows you to see how we are out performing similar libraries in the county in the amount of Engagement we have with our patrons on Facebook.

Facebook March

page views	2136
post reach	29576
Engagement	13724

Instagram March

reach	3498
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YouTube March

views	661
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overdrive March

ebooks	3629
audio books	1282

flipster March

online views	197
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Freegal March

downloads	325
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Hoopla March

new patrons	33
check outs	715

Kanopy March

downloads	119
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Web page

page views	1,182
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













Pages to Watch

Compare the performance of your Page and posts with similar Pages on Facebook.

Create Post

Add Pages

Reactions, Comments & Shares

Page	Total Page Likes	From Last Week	Posts This Week	Engagement This Week
1  Lindenhurst Memorial Li...	9.1K 	▲ 0.1%	16	1.1K 
2  Patchogue-Medford Libr...	6K 	▲ 0.1%	32	2.3K 
3  Sachem Library	5.2K 	▲ 0.3%	23	2.9K 
4  Islip Public Library	4.5K 	0%	12	536 
YOU 5  Mastics-Moriches-Shirle...	4.5K 	▲ 0.2%	52	4K 

REPORT OF PERSONNEL CHANGES SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						DATE PREPARED: 04/27/20	
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY							PAGE 1 OF 1
NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
TM	McNeil, John		Computer Technician	\$21.89/Hr		03/15/20	
TRT	Wyneken, Rachel		Librarian III	\$ 111,827.93		03/31/20	
TRT	Butler, Maureen		Senior Library Clerk	\$ 43,642.84		03/31/20	
TRS	Parisi, Nicole		Librarian II	\$ 60,148.52		04/17/20	
DID YOU: 1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? <input type="checkbox"/> 2. Request and canvas an eligible list for all competitive positions? 3. Submit Application for Employment (CS-205) on all provisional, temp & non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application 4. Submit a personnel change on the previous incumbent shown above?					The above changes are hereby certified as being in accordance with Civil Service requirements.		
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DISAPPROVED					
<input type="checkbox"/> APPROVED AS NOTED				Signature of Appointing Authority			