

# **SPECIAL MEETING OF THE BOARD OF TRUSTEES**

**OF THE**

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**May 04, 2020**

**5:00 PM**

## **AGENDA**

- I. CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**
- II. CONTRACTS/RENEWALS**
- III. EXECUTIVE SESSION**
- IV. ADJOURNMENT**

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

**May 18, 2020 @ 7:00PM**

# **MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

## **MINUTES OF MAY 4, 2020 BOARD MEETING**

**\*\*\*MEETING WAS HELD REMOTELY\*\*\***

Trustee Maiorana called the meeting to order at 5:02pm.

Present were Trustees Maiorana, DuBois, Gross, Marks, Director Rosalia, Assistant Director D'Amato and Secretary Prevete. Trustee Furnari arrived at 5:12pm.

**PRESENT**

Motion by DuBois, second by Gross to approve the agreement with architectural firm H2M for the design and related services of three library facilities; Main building, Mastic Beach annex & Moriches annex. The work is to be performed on an hourly basis with an overall guaranteed maximum amount (excluding reimbursable expenses & potential alternates to base scope) for all three buildings not to exceed \$1,127,014. Carried 4-0.

**H2M ARCHITECT  
& ENGINEERS**

Motion by DuBois, second by Gross to approve the agreement with Sandpebble Builders Preconstruction, Inc. for the construction management and related services of three library facilities; Main building, Mastic Beach annex & Moriches annex. The design through construction phase work is to be performed on an hourly basis at rates in accordance with Section 11.5 of the contract at a cost not to exceed \$4,360,000 without prior Board approval. All work that is performed during the post construction phase of the project will incur additional cost on an hourly basis at rates in accordance with Section 11.5 of the contract. Carried 4-0.

**SANDPEBBLE  
BUILDERS  
PRECONSTRUCTION, INC.**

Motion by DuBois, second by Gross to approve the agreement with Strunk-Albert Engineering for the mechanical, electrical and plumbing (MEP) design and related services of three library facilities; Main building, Mastic Beach annex & Moriches annex. The design through post construction phase work is to be performed on an hourly basis at rates in accordance with Schedule D of the contract at a cost not to exceed \$234,000 (excluding reimbursable expenses & potential alternates to base scope). Carried 4-0.

**STRUNK-ALBERT  
ENGINEERING**

## **DRAFT - UNAPPROVED**

Motion by DuBois, second by Gross to approve the agreement with L. K. McLean Associates, PC for surveying work at both 369 Neighborhood Road, Mastic Beach and the Moriches Annex location on Montauk Highway in Moriches, NY in the amount of \$24,310 (excluding potential alternates to base scope). Carried 4-0.

### **SURVEYORS**

Motion by DuBois, second by Gross to approve the agreement with Universal Drilling and Boring Inc. for soil boring work at 369 Neighborhood Road, Mastic Beach in the amount of \$5,575 ( excluding potential alternates to base scope). 4-0.

### **SOIL BORINGS**

Motion by Gross, second by DuBois to hold the Annual Budget Vote and Trustee Election on September 15, 2020 per the NYS Governor's Executive Order 202.26. Carried 5-0.

### **ANNUAL BUDGET VOTE AND TRUSTEE ELECTION**

Motion by DuBois, second by Gross to adjourn the meeting at 5:13pm. Carried 5-0.

### **ADJOURNMENT**

Respectfully submitted by,

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Cecile Prevete, Secretary

# **SPECIAL MEETING OF THE BOARD OF TRUSTEES**

**OF THE**

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**May 11, 2020**

**5:00 PM**

## **AGENDA**

- I. CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**
- II. CONTRACTS/RENEWALS**
- III. ADJOURNMENT**

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

**May 18, 2020 @ 7:00PM**

# **MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

## **MINUTES OF MAY 11, 2020 BOARD MEETING**

**\*\*\*MEETING WAS HELD REMOTELY\*\*\***

Trustee Maiorana called the meeting to order at 5:01pm.

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

**PRESENT**

The following motions supersede the motions passed by the Board on May 4, 2020.

### **SURVEYORS**

Motion by DuBois, second by Gross to approve the agreement with L.K. McLean Associates, PC for surveying work at the Moriches annex location on Montauk Highway in Moriches, NY in the amount of \$24,310 (excluding potential alternates to base scope). Carried 4-0.

**L.K. McLEAN  
ASSOCIATES, PC**

Motion by DuBois, second by Furnari to approve the agreement with Barrett Bonacci & Van Weele Associates, PC for surveying work at 369 Neighborhood Road, Mastic Beach, NY in the amount of \$5,900 (excluding potential alternates to base scope). Carried 4-0.

**BARRETT BONACCI  
& VAN WEELE  
ASSOCIATES, PC**

### **SOIL BORINGS**

Motion by Furnari, second by Gross to approve the agreement with Universal Drilling & Boring Inc. for soil boring work at the Moriches annex location on Montauk Highway in Moriches, NY in the amount of \$5,575(excluding potential alternates to base scope). Carried 4-0.

**UNIVERSAL  
DRILLING &  
BORING INC.**

Motion by DuBois, second by Furnari to approve the agreement with Universal Drilling & Boring Inc. for soil boring work at 369 Neighborhood Road, Mastic Beach, NY in the amount of \$4,465 ( excluding potential alternates to base scope). Carried 4-0.

## **DRAFT - UNAPPROVED**

Motion by DuBois, second by Furnari to adjourn the meeting at 5:04pm.  
Carried 4-0.

**ADJOURNMENT**

Respectfully submitted by,

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Cecile Prevete, Secretary

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

**May 18, 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

May 18, 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

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**X. EXECUTIVE SESSION**

**X. ADJOURNMENT**

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

**June 22, 2020 @ 7:00PM**



**MASTICS-MORICHES-SHIRLEY  
COMMUNITY LIBRARY**

**MINUTES OF MARCH 13, 2020 BOARD MEETING**

Trustee Maiorana called the meeting to order at 7:40am.

Present were Trustees Maiorana, Gross, DuBois, Furnari, Marks,  
Director Rosalia, Assistant Director D'Amato, Business Manager Nowak  
and Kevin Seaman, Esq. library counsel.

**PRESENT**

Motion by Gross, second by Furnari to go into executive session at  
7:42am to discuss a legal matter. Carried 5-0.

**EXECUTIVE  
SESSION**

Motion by Gross, second by Furnari to leave executive session at  
8:38am. Carried 5-0.

Motion by Gross, second by Furnari to authorize the library Director to  
Close the library for 48 hours to evaluate the safety of the facilities in the  
event the William Floyd School District closes due to Covid-19.  
Carried 5-0.

Motion by Gross, second by Furnari to accept the following:  
Resolved, that the firm of Reynolds, Caronia, et. al. is retained as special  
counsel as per their retainer agreement to represent the interests of the  
library on all matters related to a Suffolk County District Attorney's  
investigation pertaining to a matter identified within the terms of a  
subpoena duces tectum served upon the library on February 28, 2020.  
Carried 5-0.

Motion by Furnari, second by DuBois to adjourn the meeting at 8:43am.  
Carried 5-0.

**ADJOURNMENT**

Respectfully submitted by,

Tara D'Amato, Assistant Director

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# **DRAFT - UNAPPROVED**

## **MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

### **MINUTES OF APRIL 27, 2020 BOARD MEETING**

**\*\*\*MEETINGS BEING HELD REMOTELY\*\*\***

Trustee Maiorana called the meeting to order at 7:01 pm.

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

#### **PRESENT**

#### **MINUTES**

Motion by Furnari, second by DuBois to accept the minutes of the March 23, 2020 meeting of the Board of Trustees. Carried 5-0.

#### **SCHEDULE OF CLAIMS**

Motion by DuBois, second by Marks to approve the Operating Fund Schedule of Claims dated 4/27/2020; 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.

Motion by DuBois, second by Furnari to approve the Operating Financial Reports for March 2020. Carried 5-0.

#### **FINANCIAL REPORTS**

Motion by Gross, second by DuBois to approve the Capital Fund Financial Report for March 2020. Carried 5-0.

#### **DIRECTOR'S REPORT**

The Director reported on the progress with building projects saying that some tweaks have been made to the designs to accommodate more meeting room space and flow efficiency. Response from the community with regard to the projects was low and she's considering sending out a monthly survey which will be sent out via email to keep the public engaged during the shut-down. The Trustee election will likely be done by mail sometime in June. There is a cloud-based phone service being manned by staff to answer the public's needs. She and the Board are looking into how the library will open (awaiting the Governor's ok), to enable both staff and the public safe. Lastly, she reported that many library's contributed their 3-D printers and came up with a way to print the component for face shields, recently securing enough to distribute some to each of the community's ambulance companies!

## **DRAFT - UNAPPROVED**

Motion by Furnari, second by DuBois to move into Executive Session at 7:29 pm to discuss a personnel matter related to one specific employee. Carried 5-0.

## **EXECUTIVE SESSION**

Motion by Gross, second by Marks to leave Executive Session at 8:15pm. Carried 5-0.

Motion by Furnari, second by DuBois to adjourn at 8:15pm. Carried 5-0.

## **ADJOURNMENT**

Respectfully submitted by,

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Cecile Prevete, Secretary

## **DRAFT - UNAPPROVED**

The Assistant Director that in addition to her written report, she has been busy working with staff to keep the public aware and engaged through social content.

### **ASSISTANT DIRECTOR'S REPORT**

The Business Manager said that the staff has hit its stride in working remotely and that the Vonage Phone System has been set-up to enable staff to receive/answer phone calls from home. He said that online staff training has been completed. Property tax receipt transfers from the William Floyd School District are continuing. In ending, he and his department are readying for the fiscal end of the year due in just a few weeks and the audit as well.

### **BUSINESS MANAGER'S REPORT**

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

### **RECOMMENDED PERSONNEL CHANGES**

### **CONTRACTS/ RENEWALS**

Motion by DuBois, second by Furnari to approve the renewal of the annual HVAC systems service agreement with Thermal Solutions, Inc. at the rate of \$2,301.25 per quarter. Carried 5-0.

### **THERMAL SOLUTIONS, INC.**

Motion by DuBois, second by Marks to approve the agreement with Creative Bug for access to their online crafting service for a one year period from May 2020 through April 2021 at a cost of \$1,570.00. Carried 5-0.

### **CREATIVE BUG, LLC**

Motion by Furnari, second by DuBois to dispose of obsolete and/or broken equipment as outlined by Mary Durant (Principal Library Clerk, CPSD), and presented by Director Rosalia. Carried 5-0.

### **DIPOSAL OF BROKEN/ OBSOLETE EQUIPMENT**

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***OPERATING FUNDS FINANCIAL REPORTS***

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

**APRIL 2020**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

MMSCL  
Operating Funds Monthly Report  
April 2020

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 4,143,449.13	\$ 84,911.52	\$ 800,028.06	\$ 1,580.33	\$ 3,429,912.92
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 404,821.12	\$ -	\$ 154.05	\$ 165.87	\$ 404,832.94
Empire Nat'l Bank	OPERATING	\$ 253,165.25	\$ 141,833.65	\$ 150,212.06	\$ 66.51	\$ 244,853.35
Empire Nat'l Bank	PAYROLL	\$ 36,664.48	\$ 658,744.96	\$ 517,898.67	\$ -	\$ 177,510.77
						<b>\$ 4,257,109.98</b>

INSTITUTION	PURPOSE	MATURITY DATE	TERM	RATE	BALANCE
Capital One Bank	Denitrification System	9/1/2020	12 Months	0.05%	\$ 15,000.00
TOTAL INVESTMENTS:					<b>\$ 15,000.00</b>
TOTAL CASH & INVESTMENTS:					<b><u>\$ 4,272,109.98</u></b>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Profit & Loss Budget Overview
July 2019 through April 2020

												TOTAL		
												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	84,374.86	5,912,730.65	9,578,000.00	-3,665,269.35	61.73%
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	0.00	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	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	1,646.84	44,640.16	35,000.00	9,640.16	127.54%
2650 · SALES OF EXCESS MATERIAL	97.00	104.00	54.00	55.00	29.00	-32.00	48.00	36.00	23.00	0.00	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	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	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	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	536.66	1,122.77			
2705 · GIFTS AND DONATIONS	0.00	300.00	0.00	1.00	2.00	0.00	0.00	0.10	20.00	0.00	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	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	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	1,371.80	457.50	0.00	9,633.52	15,000.00	-5,366.48	64.22%
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	0.00	0.0%
2772A · ADULT-ADULT PRINTER	614.00	591.25	1,004.82	882.10	607.05	492.20	874.05	777.41	260.00	0.00	6,102.88	10,000.00	-3,897.12	61.03%
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	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	0.00	-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	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	0.00	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	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	1,363,797.77	186,450.95	86,558.36	6,258,807.26	10,000,000.00	-3,741,192.74	62.59%
Gross Profit	257,765.81	13,867.77	7,804.55	13,250.33	7,879.57	7,639.45	4,313,792.70	1,363,797.77	186,450.95	86,558.36	6,258,807.26	10,000,000.00	-3,741,192.74	62.59%
Expense														
6000 · SALARIES AND WAGES														
6141 · PROFESSIONAL SALARIES														
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	39,403.21	535,101.17	645,175.00	-110,073.83	82.94%
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	42,482.33	517,504.25	678,153.00	-160,648.75	76.31%
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	15,194.52	161,171.49	230,051.00	-68,879.51	70.06%
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	0.00	0.0%

												TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
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	22,001.62	273,968.98	370,161.00	-96,192.02	74.01%
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	8,531.84	84,639.91	110,373.00	-25,733.09	76.69%
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	12,027.89	119,941.10	153,511.00	-33,569.90	78.13%
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	139,641.41	1,692,326.90	2,187,424.00	-495,097.10	77.37%
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	23,156.17	240,820.47	304,705.00	-63,884.53	79.03%
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	26,707.18	279,856.92	324,066.00	-44,209.08	86.36%
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	6,026.70	60,219.33	53,060.00	7,159.33	113.49%
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	8,740.52	94,405.28	119,170.00	-24,764.72	79.22%
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	14,971.58	181,539.40	216,357.00	-34,817.60	83.91%
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	5,132.44	58,630.32	115,922.00	-57,291.68	50.58%
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	16,095.20	164,774.32	287,560.00	-122,785.68	57.3%
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	0.00	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	20,942.68	128,700.98	148,653.00	-19,952.02	86.58%
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	1,986.50	20,472.86	23,771.00	-3,298.14	86.13%
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	123,758.97	1,229,419.88	1,593,264.00	-363,844.12	77.16%
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	15,065.09	180,191.39	235,528.00	-55,336.61	76.51%
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	14,712.00	141,573.59	156,671.00	-15,097.41	90.36%
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	0.00	0.0%
6143L · PAGE (LIT)	931.43	270.60	817.96	575.03	1,011.68	615.00	664.20	590.40	719.55	830.25	7,026.10	7,860.00	-833.90	89.39%
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	1,303.80	13,510.77	24,407.00	-10,896.23	55.36%
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	1,800.41	20,892.67	33,940.00	-13,047.33	61.56%
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	3,136.80	32,626.32	39,364.00	-6,737.68	82.88%
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	36,848.35	395,820.84	497,770.00	-101,949.16	79.52%
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	16,428.70	179,943.22	241,284.00	-61,340.78	74.58%
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	16,428.70	179,943.22	241,284.00	-61,340.78	74.58%
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	15,350.22	183,953.49	244,470.00	-60,516.51	75.25%
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	15,350.22	183,953.49	244,470.00	-60,516.51	75.25%
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	7,945.60	83,319.99	129,523.00	-46,203.01	64.33%
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	7,945.60	83,319.99	129,523.00	-46,203.01	64.33%
6147 · ADMINISTRATIVE														



	TOTAL													
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
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	22,604.36	244,829.03	385,150.00	-140,320.97	63.57%
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	362,577.61	4,009,613.35	5,278,885.00	-1,269,271.65	75.96%
6200 · EMPLOYEE BENEFITS														
9010 · RETIREMENT	0.00	0.00	0.00	0.00	0.00	577,437.00	0.00	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	26,917.86	294,519.70	366,000.00	-71,480.30	80.47%
9040 · WORKERS' COMPENSATION	57,570.00	0.00	-39,906.76	0.00	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	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	1,528.81	15,136.13	20,000.00	-4,863.87	75.68%
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	73,536.81	741,002.51	925,000.00	-183,997.49	80.11%
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	101,983.48	1,645,758.58	1,948,090.00	-302,331.42	84.48%
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	0.00	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	0.00	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	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	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	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	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	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	0.00	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	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	0.00	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	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	0.00	0.0%
6412N · RECORDINGS (TEEN)	563.82	508.10	409.13	537.42	469.18	485.83	559.55	4,266.40	0.00	0.00	7,799.43	10,000.00	-2,200.57	77.99%
6413A · PERIODICALS (ADULT)	573.88	64.00	522.30	3,350.69	43.99	0.00	1,062.92	60.00	0.00	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	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	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	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	0.00	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	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	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	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	320.00	32,241.22	90,000.00	-57,758.78	35.82%
6417C · VIDEOS (C&P)	911.68	849.94	324.28	945.02	268.47	544.48	857.15	54.99	50.00	130.00	4,936.01	15,000.00	-10,063.99	32.91%
6417L · VIDEOS (LIT)	0.00	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	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	0.00	9,509.50	25,000.00	-15,490.50	38.04%

	TOTAL											Budget	\$ Over Budget	% of Budget
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	Jul '19 - Apr 20			
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	0.00	0.00	699.67	0.00	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	1,512.00	3,759.67	1,500.00	2,259.67	250.65%
6419W · SOFTWARE (WIRES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,365.90	0.00	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	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	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	0.00	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	15,736.85	1,422.34	48,185.50	57,000.00	-8,814.50	84.54%
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	3,805.28	36,564.73	57,500.00	-20,935.27	63.59%
6432G · CARTAGE	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	2,850.00	3,420.00	-570.00	83.33%
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	0.00	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	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	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	0.00	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	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	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	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	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	0.00	1,533.42	5,000.00	-3,466.58	30.67%
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	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	2,318.91	13,620.11	25,000.00	-11,379.89	54.48%
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	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	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	0.00	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	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	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	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	0.00	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	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	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	1,948.42	2,584.34	49,517.66	66,000.00	-16,482.34	75.03%
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	1,633.33	52,755.69	105,000.00	-52,244.31	50.24%
6437D · PROGRAMS (DIGITAL)	1,372.51	4,426.35	821.80	873.42	645.37	600.79	1,061.74	734.56	0.00	516.60	11,053.14	10,000.00	1,053.14	110.53%
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	170.00	60,900.47	85,000.00	-24,099.53	71.65%
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	514.33	33,253.95	60,000.00	-26,746.05	55.42%
6437P · PROFESSIONAL FEES														
643760 · PLANTINGS	150.00	150.00	150.00	208.00	150.00	150.00	150.00	150.00	150.00	150.00	1,558.00	1,800.00	-242.00	86.56%

	TOTAL											Budget	\$ Over Budget	% of Budget
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	Jul '19 - Apr 20			
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	13,200.00	275,304.48	85,000.00	190,304.48	323.89%
643770 · CONTINGENCY	0.00	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	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	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	0.00	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	0.00	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	1,997.84	17,627.06	22,000.00	-4,372.94	80.12%
6437P13 · ARMORED CAR SERVICE	203.35	203.35	208.09	198.61	203.35	203.35	203.35	203.35	202.78	201.64	2,031.22	2,292.00	-260.78	88.62%
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	0.00	0.0%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	0.00	0.00	88.14	0.00	132.21	0.00	0.00	0.00	0.00	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	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	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	0.00	215.00	5,000.00	-4,785.00	4.3%
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	5,586.66	72,003.65	46,000.00	26,003.65	156.53%
6437P5 · BACKFLOW INSPECTION	150.00	0.00	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	0.00	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	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	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	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	21,136.14	428,303.04	243,835.00	184,468.04	175.65%
6438 · DUES	5.00	180.00	1,010.00	894.67	0.00	229.00	549.00	150.00	0.00	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	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	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	3,850.31	55,965.21	60,000.00	-4,034.79	93.28%
6439N · EQUIPMENT R & M (TEEN)	0.00	0.00	0.00	0.00	357.68	0.00	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	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	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	378.18	5,376.80	20,000.00	-14,623.20	26.88%
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	6,991.02	100,256.13	138,000.00	-37,743.87	72.65%
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	2,971.64	17,140.89	18,000.00	-859.11	95.23%
6450W · WATER	553.99	0.00	0.00	625.25	0.00	0.00	317.55	97.04	0.00	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	969.53	295.73	10,729.24	19,000.00	-8,270.76	56.47%
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	3,237.22	2,706.48	51,677.38	65,000.00	-13,322.62	79.5%
6454 · INSURANCE	67,339.30	0.00	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	0.00	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	0.00	625,000.00	-625,000.00	0.0%

												TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
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	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	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	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	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	0.00	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	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	0.00	474.90	1,000.00	-525.10	47.49%
7203T · EQUIPMENT TECH	0.00	0.00	0.00	1,409.30	0.00	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	677.06	73.20	44,545.81	100,000.00	-55,454.19	44.55%
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	677.06	73.20	48,799.61	127,000.00	-78,200.39	38.43%
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	547,489.11	518,175.92	7,270,254.83	10,000,000.00	-2,729,745.17	72.7%
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	649,687.71	-361,038.16	-431,617.56	-1,011,447.57	0.00	-1,011,447.57	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	14,328.50	44,209.79	156,176.25			
Total Other Expense	0.00	0.00	0.00	25,982.06	7,657.28	51,885.72	3,583.32	8,529.58	14,328.50	44,209.79	156,176.25			
Net Other Income	0.00	0.00	0.00	-25,982.06	-7,657.28	-51,885.72	-3,583.32	-8,529.58	-14,328.50	-44,209.79	-156,176.25	0.00	-156,176.25	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	641,158.13	-375,366.66	-475,827.35	-1,167,623.82	0.00	-1,167,623.82	100.0%

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***CAPITAL FUND FINANCIAL REPORT***

**APRIL 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
April-20		\$ 4,756,598.67	\$ 1,949.43	\$ -	\$ 4,758,548.10
				Grand Total :	\$ 4,758,548.10

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**SCHEDULE OF CLAIMS  
PRESENTED MAY 18, 2020**

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PREPAY PAYABLES WARRANT #1		\$	9,413.01
PAYABLES WARRANT #2		\$	88,367.24
PAYROLL WARRANT W.E.	4/28/2020	\$	176,395.42
PAYROLL BENEFITS WARRANT		\$	17,843.25
PAYROLL WARRANT W.E.	5/12/2020	\$	165,960.88
PAYROLL BENEFITS WARRANT		\$	14,015.51

<b>Total</b>	<b>\$</b>	<b>471,995.31</b>
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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

MAY 18, 2020

PREPAY WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61784	04/29/2020	Optimum / Cablevision	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	042320-052220	04/23/2020		6431D · TELECOMMUNICATIONS	-138.03
TOTAL						-138.03
	Bill Pmt -Check	61785	04/29/2020	PSEG -- NeighborhoodRdMasticBeach	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	031420--041620	04/16/2020		6450E · ELECTRICITY	-614.78
TOTAL						-614.78
	Bill Pmt -Check	61786	05/13/2020	Postmaster MasticBeach	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	NL062020	05/13/2020		6433G · POSTAGE	-2,386.65
TOTAL						-2,386.65
	Bill Pmt -Check	61787	05/13/2020	Crown Castle Fiber LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	588217	05/01/2020		6431D · TELECOMMUNICATIONS	-2,495.00
TOTAL						-2,495.00
	Bill Pmt -Check	61788	05/13/2020	National Grid	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	03/31--4/30/20	04/30/2020		6450F · FUEL/GAS	-2,971.64
TOTAL						-2,971.64
	Bill Pmt -Check	61789	05/13/2020	Suffolk County Water Authority	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	0130--042720	05/01/2020		6450W · WATER	-180.83
TOTAL						-180.83



**Mastics Moriches Shirley Community Library**

**MAY 18, 2020**

**PREPAY WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61790	05/13/2020	Suffolk County Water Authority - Neighbor	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	0204-50120 FireLine	05/01/2020		6450W · WATER	-61.57
TOTAL						-61.57
	Bill Pmt -Check	61791	05/13/2020	Suffolk County Water Authority - Neighbor	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	0204-050120	05/01/2020		6450W · WATER	-47.91
TOTAL						-47.91
	Bill Pmt -Check	61792	05/13/2020	T-Mobile	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	04232020	05/01/2020		6437D · PROGRAMS (DIGITAL)	-516.60
TOTAL						-516.60
					<b>TOTAL</b>	<b>-9,413.01</b>

I hereby certify that at a meeting on May 18, 2020  
the above vouchers were approved and authorized.

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

# Mastics Moriches Shirley Community Library

MAY 18, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61793	05/18/2020	A+ Technology Security Solutions, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	IN123859	03/06/2020		7203W - EQUIPMENT WIRE	-380.70
TOTAL						-380.70
	Bill Pmt -Check	61794	05/18/2020	Advanced Plant Care, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	25721	05/01/2020		643760 - PLANTINGS	-150.00
TOTAL						-150.00
	Bill Pmt -Check	61795	05/18/2020	Bayport-Blue Point Library	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	KN-95 Masks Reimb	05/08/2020		6430G - OFFICE AND LIBRARY SUPPLIES	-2,900.00
TOTAL						-2,900.00
	Bill Pmt -Check	61796	05/18/2020	Cornell Cooperative Ext of Suffolk County	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	051220	05/12/2020		6437A - PROGRAMS (ADULT)	-150.00
	Bill	051520	05/15/2020		6437A - PROGRAMS (ADULT)	-150.00
TOTAL						-300.00
	Bill Pmt -Check	61797	05/18/2020	EBSCO A	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	9219162	05/01/2020		6413A - PERIODICALS (ADULT)	-18,109.68
TOTAL						-18,109.68
	Bill Pmt -Check	61798	05/18/2020	ECM Consulting and Marketing	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	1032	05/01/2020		643765 - PROMOTION AND PUBLICITY	-2,500.00
TOTAL						-2,500.00

# Mastics Moriches Shirley Community Library

MAY 18, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61799	05/18/2020	EnvisionWare Inc.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	INV-US-47653 renewal	04/30/2020		6419T · SOFTWARE (TECH)	-1,512.00
TOTAL						-1,512.00
	Bill Pmt -Check	61800	05/18/2020	Fiore, Christopher	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	051120	05/11/2020		6437A · PROGRAMS (ADULT)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	61801	05/18/2020	H2M architects + engineers	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	190686	03/11/2020		7500 · BUILDING IMPROVEMENTS	-14,328.50
	Bill	190687	05/11/2020		7500 · BUILDING IMPROVEMENTS	-12,459.40
TOTAL						-26,787.90
	Bill Pmt -Check	61802	05/18/2020	Island Elevator Inc	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	37418	05/01/2020		6452G · BLDG ALTERATION AND MAINT	-411.00
TOTAL						-411.00
	Bill Pmt -Check	61803	05/18/2020	Janowitz, Laurie	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	042720	04/27/2020		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						-150.00
	Bill Pmt -Check	61804	05/18/2020	Kanopy Inc	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	196709-PPU	04/29/2020		6417A · VIDEOS (ADULT)	-320.00
					6417C · VIDEOS (C&P)	-130.00
TOTAL						-450.00

# Mastics Moriches Shirley Community Library

MAY 18, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61805	05/18/2020	Lamb & Barnosky, LLP	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	130586	04/30/2020		6437P4 · ATTORNEY	-2,041.66
	Bill	130587	04/30/2020		6437P4 · ATTORNEY	-495.00
TOTAL						<u>-2,536.66</u>
	Bill Pmt -Check	61806	05/18/2020	Mark Grossman Public Relations	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	0420-MMS	04/25/2020		643765 · PROMOTION AND PUBLICITY	-4,000.00
	Bill	0520-MMS	04/25/2020		643765 · PROMOTION AND PUBLICITY	-4,000.00
TOTAL						<u>-8,000.00</u>
	Bill Pmt -Check	61807	05/18/2020	Migoya-Schlie, Catherine Victoria	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	050820	05/08/2020		6437L · PROGRAMS (LIT)	-175.00
TOTAL						<u>-175.00</u>
	Bill Pmt -Check	61808	05/18/2020	New Era Technology (prev DJJ Tech)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2093709	05/01/2020		6439W · EQUIPMENT R & M (WIRES)	-378.18
TOTAL						<u>-378.18</u>
	Bill Pmt -Check	61809	05/18/2020	O'Connell, Linda	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	050220	05/02/2020		6437A · PROGRAMS (ADULT)	-175.00
TOTAL						<u>-175.00</u>

# Mastics Moriches Shirley Community Library

MAY 18, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61810	05/18/2020	Paychex	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	11141332	05/01/2020		6437P12 · PAYROLL SERVICES	-780.00
	Bill	Strmnt 21762266	05/01/2020		6437P12 · PAYROLL SERVICES	-104.45
TOTAL						<u>-884.45</u>
	Bill Pmt -Check	61811	05/18/2020	Paychex, Inc (Hauppauge)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	574336	04/29/2020		6437P12 · PAYROLL SERVICES	-622.86
TOTAL						<u>-622.86</u>
	Bill Pmt -Check	61812	05/18/2020	Quadient Leasing USA, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	N8278336	05/08/2020		6439G · EQUIPMENT R & M (GEN)	-564.51
TOTAL						<u>-564.51</u>
	Bill Pmt -Check	61813	05/18/2020	Reynolds, Caronia, Gianelli & La Pinta PC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	01930	05/05/2020		6437P4 · ATTORNEY	-472.50
TOTAL						<u>-472.50</u>
	Bill Pmt -Check	61814	05/18/2020	Roeder, Kathy	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	042420	04/24/2020		6437C · PROGRAMS (C&P)	-600.00
TOTAL						<u>-600.00</u>
	Bill Pmt -Check	61815	05/18/2020	Schnupp, Jeanne	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	042920	04/29/2020		6437A · PROGRAMS (ADULT)	-300.00
TOTAL						<u>-300.00</u>

# Mastics Moriches Shirley Community Library

MAY 18, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61816	05/18/2020	SCLS PALS	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	73135	05/07/2020		6439R · EQUIPMENT R & M (CIRC)	-10,904.17
TOTAL						-10,904.17
	Bill Pmt -Check	61817	05/18/2020	Scott, Robert	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	042420	04/24/2020		6437A · PROGRAMS (ADULT)	-295.00
	Bill	050220	05/02/2020		6437A · PROGRAMS (ADULT)	-325.00
TOTAL						-620.00
	Bill Pmt -Check	61818	05/18/2020	Showcases	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	316230	03/04/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-116.12
TOTAL						-116.12
	Bill Pmt -Check	61819	05/18/2020	South Shore Press, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	73878	04/27/2020		643765 · PROMOTION AND PUBLICITY	-2,700.00
TOTAL						-2,700.00
	Bill Pmt -Check	61820	05/18/2020	Staples Advantage	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	8057807209	03/13/2020		6451G · CUSTODIAL SUPPLIES	-38.57
					6451G · CUSTODIAL SUPPLIES	-81.90
					6437A · PROGRAMS (ADULT)	-100.15
					6451G · CUSTODIAL SUPPLIES	-72.20
	Bill	8057893101	03/20/2020	Staples Advantage	L0600 · ACCOUNTS PAYABLE	0.00
TOTAL						-292.82

# Mastics Moriches Shirley Community Library

MAY 18, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61821	05/18/2020	Tank Me Later, LLC	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	740	04/30/2020		6452G · BLDG ALTERATION AND MAINT	-225.00
TOTAL						-225.00
	Bill Pmt -Check	61822	05/18/2020	Thermal Solutions, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	C43261 Qtr1	03/15/2020		6452G · BLDG ALTERATION AND MAINT	-2,301.25
TOTAL						-2,301.25
	Bill Pmt -Check	61823	05/18/2020	True Nature Landscaping - NghbrhdRd MB	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	16079	05/12/2020		6452G · BLDG ALTERATION AND MAINT	-415.00
TOTAL						-415.00
	Bill Pmt -Check	61824	05/18/2020	William Floyd Union Free SD - Bus Service	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	Mar-20	05/05/2020		6437C · PROGRAMS (C&P)	-437.77
TOTAL						-437.77
	Bill Pmt -Check	61825	05/18/2020	Wilson, Judy	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	042420	04/24/2020		6437C · PROGRAMS (C&P)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	61826	05/18/2020	Winters Bros. Hauling of LI, LLC	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	001511840	04/30/2020		6432G · CARTAGE	-285.00
TOTAL						-285.00

# WARRANT

<b>TOTAL</b>	<b>-88,367.24</b>
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Signed: \_\_\_\_\_



**Mastics Moriches Shirley Community Library**  
**Payroll Benefits Warrant**  
**April 28, 2020**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	6441	05/01/2020	1094 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	05012020	05/01/2020		L0173 · 457B NYS DEFERRED COMP	\$ (8,415.54)
TOTAL						\$ (8,415.54)
	Bill Pmt -Check	6442	05/01/2020	1095 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	05012020	05/01/2020		L0171 · 403B MET LIFE	\$ (2,593.00)
TOTAL						\$ (2,593.00)
	Bill Pmt -Check	6443	05/01/2020	1096 Prudential	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	05012020	05/01/2020		L0172 · 403B PRUDENTIAL	\$ (1,435.00)
TOTAL						\$ (1,435.00)
	Bill Pmt -Check	6444-6455	05/01/2020	Medicare Reimbursement Payments	L0226 · EMPIRE NAT'L - PAYROLL	\$ (2,861.85)
		05012020				\$ (2,861.85)
	Bill Pmt -Check	6456	05/01/2020	CSEA Employee Benefit Fund	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	05012020	05/01/2020		L0510 · CSEA POST TAX DENTAL	\$ (110.14)
					L0520 · CSEA POST TAX VISION	\$ (4.71)
TOTAL						\$ (114.85)
	Bill Pmt -Check	6457	05/01/2020	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	05012020	05/01/2020		L0500 · CSEA UNION DUES	\$ (2,423.01)
TOTAL						\$ (2,423.01)
						\$ (17,843.25)

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

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

**Mastics Moriches Shirley Community Library**  
**Payroll Benefits Warrant**  
**May 12, 2020**

	Type	Num	Date	Name	Account	Paid Amount
	<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>05/15/2020</b>	<b>1114 Hartford Insurance Company</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
	Bill	411876724669	05/15/2020		L0196 · LONG TER	\$ (164.00)
					9055 · DISABILTY INSURANCE	\$ (1,528.81)
TOTAL						<u>\$ (1,692.81)</u>
	<b>Bill Pmt -Check</b>	<b>6458</b>	<b>05/15/2020</b>	<b>1094 The NYS Deferred Compensation Plan</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
	Bill	05152020	05/15/2020		L0173 · 457B NYS DEFERRED COMP	\$ (2,185.34)
TOTAL						<u>\$ (2,185.34)</u>
	<b>Bill Pmt -Check</b>	<b>6459</b>	<b>05/15/2020</b>	<b>1095 Met Life</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
	Bill	05152020	05/15/2020		L0171 · 403B MET LIFE	\$ (2,593.00)
TOTAL						<u>\$ (2,593.00)</u>
	<b>Bill Pmt -Check</b>	<b>6460</b>	<b>05/15/2020</b>	<b>1096 Prudential</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
	Bill	05152020	05/15/2020		L0172 · 403B PRUDENTIAL	\$ (1,435.00)
TOTAL						<u>\$ (1,435.00)</u>
	<b>Bill Pmt -Check</b>	<b>6461</b>	<b>05/15/2020</b>	<b>1115 AFLAC</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
	Bill	465138	05/15/2020		L0625 · AFLAC PRE-TAX	\$ (3,211.13)
					L0626 · AFLAC POST-TAX	\$ (392.05)
TOTAL						<u>\$ (3,603.18)</u>
	<b>Bill Pmt -Check</b>	<b>6462</b>	<b>05/15/2020</b>	<b>CSEA Employee Benefit Fund</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
	Bill	05152020	05/15/2020		L0510 · CSEA POST TAX DENTAL	\$ (110.14)
					L0520 · CSEA POST TAX VISION	\$ (4.71)
TOTAL						<u>\$ (114.85)</u>
	<b>Bill Pmt -Check</b>	<b>6463</b>	<b>05/15/2020</b>	<b>CSEA, Inc.</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
	Bill	05152020	05/15/2020		L0500 · CSEA UNION DUES	\$ (2,391.33)
TOTAL						<u>\$ (2,391.33)</u>

**Mastics Moriches Shirley Community Library**  
**Payroll Benefits Warrant**  
**May 12, 2020**

\$ (14,015.51)

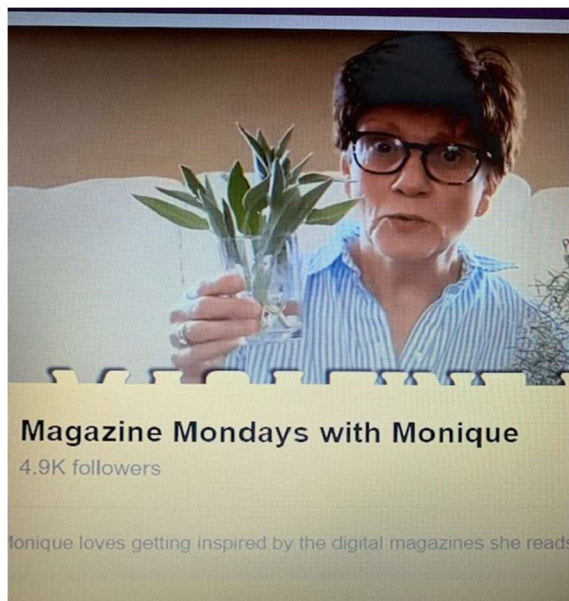
I hereby certify that at a meeting of the board on \_\_\_\_\_  
the above vouchers were approved and authorized.

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

## **RASD May 2020 Board Report**

**Submitted by Kerrilynn Jorgensen, Department Head**

Another month has ended and the RASD staff has proven that even as the learning curve changes day-to-day, they too can adjust and roll right along with it. Our department has been working tirelessly on supplying meaningful, relevant, and trustworthy content to all our social media platforms. The librarian staff research articles to share from an ever-growing number of resources such as AAA, NY.GOV, Consumer Financial Protection Bureau and Brainfuse just to name a few. Many of our clerical and page staff are also using this time to express their personal interests such as painting, crafting, and crocheting and engaging with our patrons on Facebook by giving directions to projects and offering feedback to their questions. Perhaps you've caught a segment of RASD page Monique de la Beij's "Magazine Mondays with Monique"?! Monique has gained quite the following with her videos featuring tips she has learned from different gardening magazines and articles through our Flipster magazine platform. Not only does Monique have a green thumb, but she is also enthusiastic with sharing her insights with our patrons! Way to go Monique!





**April 2020**

**Sylvia Maurer**

In the month of April, The Children's and Parents' Services Department staff worked to figure out where each person's strengths could best benefit the needs of the department and the community during this time while working from home.

Many of our staff are not required to use technology as part of their normal job responsibilities. With the building closed and having to complete all work tasks online, this was a big change as well as a huge learning opportunity. Supervisors in the department worked individually with staff to best find activities that were achievable as well as beneficial to the library. Other staff that are comfortable with technology are not used to being recorded and posted on social media. This was a big change for them and required them to step out of their comfort zone. Over the course of the month, staff became more and more confident in their skills and took risks that they may never have tried without this situation that we have all been placed in.

This month CPSD staff created so many recordings, printable activities and discovered amazing resources to share with our community. All of these things have been used as posts for our social media sites and some have also been spotlighted in our weekly e-newsletter. It is great to see everyone being themselves and sharing with the community the things that they love and are passionate about.

CPSD has really settled into our "Fun Fridays with the Children's and Parents' Services Department" edition of the library e-newsletter that is posted every Friday. We have a staff member assigned to each section of the newsletter that they are responsible to fill each week. Our printed newsletters are generally listings of the activities and programs happening in the library with very little space for commentary. These weekly e-newsletters have allowed staff to be themselves and "speak" to our audience about suggestions that they have for them and why they recommend these activities and books.

So far, since the building closing our programming mostly consists of online recordings. We post storytimes, craft tutorials and pre-recorded programmer videos. In April, CPSD staff began looking into how to go about starting live programming from our staff for our patrons. Staff has been training with and testing online platforms like Go To Meeting and Zoom to see which best meets the needs of the program, will be easiest for our patrons to use and which the staff is most comfortable with. Our first try at a live program was **Bunnies, Bunnies, Bunnies** with programmer Judy Wilson on April 24<sup>th</sup>. We had 16 children and 13 adults attend. This program is usually held in the library with 2 or 3 sessions back to back and attendance is typically full once registration begins. We can see just from this program the difference in attendance moving to virtual programming. We are planning to start more live programming in May with real-time storytimes, crafts, game nights and programmers. We will monitor to see how to best promote these programs and how to build our audience with these new platforms. We are excited to get started interacting virtually and getting to see our patrons again.



# COMMUNITY LIBRARY

## Teen Services Department

**Submitted by: Erika Irish**

This past month continued to be challenging to reach teens, they are a hard demographic to reach. We continue to do email blasts and Instagram posts. We also started a Facebook Group and created a Discord server, hoping to get more interaction so far we have not seen an increase but they are both relatively new.

The teen staff continue to come up with and share with me new ideas of ways to reach the teens and programs. They are putting a lot of effort into figuring this out. With summer approaching we are beginning to think about Summer Reading Clubs and what that is going to look like. We are planning a club that is both challenges and book reviews. It is our hope that when they are finished with school, they will have more time for "fun".

# Customer Resource Services (CRS)

## Board Report

### May 18, 2020

Hello from the CRS staff! We have been working hard to live up to our acronym this month and keep showing our community members how much the Library CaReS about them.

- ◆ Answering Telephone Calls: you can reach a CRS staff member Monday—Saturday, 9am - 5pm, at 631-399-1511 x2. We're helping patrons renew their library cards or get new ones, assuring them that there will be no overdue fines on items returned when we re-open, and just being a friendly voice on the line when someone wants to know: when can I go to the library again?



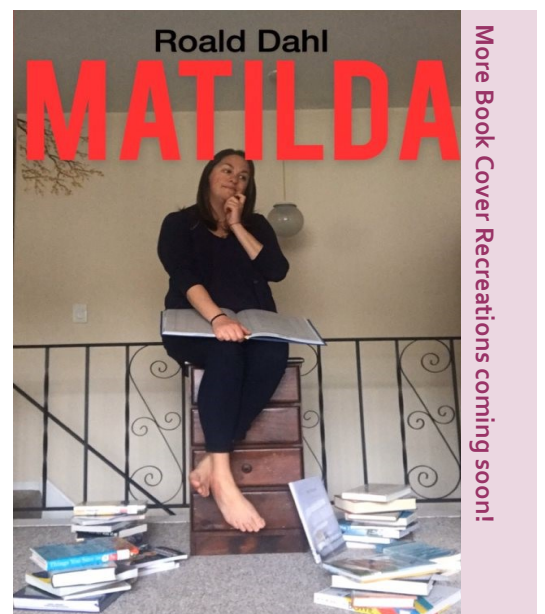
Lam, Michael, and Matt of the Shirley Ambulance with 3D printed face shields donated by MMSCL. We are very proud of Michael Neuhaus, a Customer Service Clerk who also serves his community as an EMT.

- ◆ Social Media Sharing: CRS staff is contributing content to share on our Facebook and Instagram pages, including book & movie recommendations, book cover recreations, and of course **CHECK IT OUT**, MMSCL's very own talk show starring Kyle Imperatore and Charlie Kuil. Each episode highlights an online service available with your Library Card!



Library Card Promotion Photo  
by Liz Horbal

- ◆ Online Library Cards: since April 15, 79 community members have registered online for instant temporary library cards, good for some live-brary services such as Overdrive. Of those, 14 were patrons who already had cards that needed to be updated, and 24 are now brand new MMSCL patrons!



REPORT OF PERSONNEL CHANGES SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						DATE PREPARED: 05/18/20	
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY						PAGE 1 OF 7	
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
LA	Kaloudis, Alexandria		Librarian II	\$ 73,714.97		04/24/20-09/11/2020	
SI	Brody-Marquez, Kenes		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Benitez, Cesy-Noemy		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Buck, Vincent		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Cabrera, Mayra		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Cabrera, Jenni		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Ceresko, Caitlyn		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
DID YOU: 1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? 2. Request and canvas an eligible list for all competitive positions? 3. Submit Application for Employment (CS-205) on all provisional, temp & non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application 4. Submit a personnel change on the previous incumbent shown above?					The above changes are hereby certified as being in accordance with Civil Service requirements.		
<input type="checkbox"/> <b>APPROVED</b>		<input type="checkbox"/> <b>DISAPPROVED</b>					
<input type="checkbox"/> <b>APPROVED AS NOTED</b>				Signature of Appointing Authority			



REPORT OF PERSONNEL CHANGES SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						DATE PREPARED: 05/18/20	
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY							PAGE 2 of 7
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
SI	D'Angelo, Nichole		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	De La Beij, Monique		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Della Rocca, Callan		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Fattizzo, Daria		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Fattizzo, Vincent		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Faust, Philip		Custodial Worker I	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Feraca, Alec		Custodial Worker I	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
DID YOU:	1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? 2. Request and canvas an eligible list for all competitive positions? 3. Submit Application for Employment (CS-205) on all provisional, temp & non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application 4. Submit a personnel change on the previous incumbent shown above?					The above changes are hereby certified as being in accordance with Civil Service requirements.	
<input type="checkbox"/>	APPROVED		<input type="checkbox"/>		DISAPPROVED		
<input type="checkbox"/>	APPROVED AS NOTED		<input type="checkbox"/>				
						Signature of Appointing Authority	

REPORT OF PERSONNEL CHANGES SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						DATE PREPARED: 05/18/20	
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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
SI	Galeoto, Marianne		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Galvin, Kristina		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Giordano, Autumn		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Gonzalez, Samantha		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Goodwin, Dylan		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Goodwin, Kayleigh		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Graham, Jessica		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
DID YOU:	1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? 2. Request and canvas an eligible list for all competitive positions? 3. Submit Application for Employment (CS-205) on all provisional, temp & non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application 4. Submit a personnel change on the previous incumbent shown above?				The above changes are hereby certified as being in accordance with Civil Service requirements.		
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<input type="checkbox"/>	APPROVED AS NOTED				Signature of Appointing Authority		

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SI	Guastella, Daniel		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Hughes, Linda		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Ivans, Ryan		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Janzer, Nicholas		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Khair, Tahsina		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Kuil, Linda		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Langdon, Kevin		Custodial Worker I	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
DID YOU: 1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? 2. Request and canvas an eligible list for all competitive positions? 3. Submit Application for Employment (CS-205) on all provisional, temp & non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application 4. Submit a personnel change on the previous incumbent shown above?					The above changes are hereby certified as being in accordance with Civil Service requirements.		
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<input type="checkbox"/> <b>APPROVED AS NOTED</b>							
					Signature of Appointing Authority		

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SI	Ledermann, Allison		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	MacDowell, Calista		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Meyer, Jessica		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Morrison, William III		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Ortiz, Jocelyn		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Palidino, Zackary		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Pinner, David		Custodial Worker I	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
DID YOU:	1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? 2. Request and canvas an eligible list for all competitive positions? 3. Submit Application for Employment (CS-205) on all provisional, temp & non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application 4. Submit a personnel change on the previous incumbent shown above?					The above changes are hereby certified as being in accordance with Civil Service requirements.	
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<input type="checkbox"/>	APPROVED AS NOTED	<input type="checkbox"/>	Signature of Appointing Authority				

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SI	Podlesny, Arlene		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Prevete, David		Custodial Worker I	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Ratner, Mary		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Romero, Michelle		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Ryan, Kevin		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Saad-Vidal, Faith		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Saad-Vidal, Rose		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
DID YOU:					The above changes are hereby certified as being in accordance with Civil Service requirements.		
1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old?							
2. Request and canvas an eligible list for all competitive positions?					Signature of Appointing Authority		
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							

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SI	Vasquez, Hector		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
SI	Volka, Amberlei		Page	\$13.00/Hr	Up to 17.5 Hours	12/31/19	
DID YOU: 1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? 2. Request and canvas an eligible list for all competitive positions? 3. Submit Application for Employment (CS-205) on all provisional, temp & non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application 4. Submit a personnel change on the previous incumbent shown above?					The above changes are hereby certified as being in accordance with Civil Service requirements.		
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<input type="checkbox"/> APPROVED AS NOTED				Signature of Appointing Authority			