

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

**June 22, 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**

- A. DEPARTMENT REPORTS
  - 1. ADULT SERVICES
  - 2. CHILDREN'S & PARENTS SERVICES
  - 3. TEEN SERVICES
  - 4. CRS
  - 5. LITERACY SERVICES
  - 6. DIGITAL SERVICES
  - 7. INFORMATION TECHNOLOGY
- B. PERSONNEL
  - 1. RECOMMENDED CHANGES
- C. CONTRACTS / RENEWALS
- D. LIBRARY CALENDARS

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**X. EXECUTIVE SESSION**

**XI. ADJOURNMENT**

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The next regularly scheduled meeting of the Board of Trustees will be:

**July 27, 2020 @ 7:00PM**

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

## **MINUTES OF MAY 18, 2020 BOARD MEETING**

Trustee Maiorana called the meeting to order at 7:00 pm.

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

### **PRESENT**

Motion by DuBois, second by Furnari to accept the minutes of the March 13, 2020 meeting of the Board of Trustees. Carried 5-0.

### **MINUTES**

Motion by DuBois, second by Marks to accept the minutes of the April 27, 2020 meeting of the Board of Trustees. Carried 5-0.

Motion by DuBois, second by Furnari to accept the minutes of the May 4, 2020 meeting of the Board of Trustees. Carried 5-0.

Motion by DuBois, second by Furnari to accept the minutes of the May 11, 2020 meeting of the Board of Trustees. Carried 5-0.

Motion by Marks, second by DuBois to approve the Operating Fund Schedule of Claims dated 05/18/2020; Prepay Payables Warrant #1 \$9,413.01; Payables Warrant #2 \$88,367.24; Payroll Warrant W.E. 04/28/2020 \$176,395.42; Payroll Benefits Warrant \$17,843.25; Payroll Warrant W.E. 05/12/2020 \$165,960.88; Payroll Benefits Warrant \$14,015.51. Carried 5-0.

### **SCHEDULE OF CLAIMS**

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

### **FINANCIAL REPORTS**

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

## **DRAFT - UNAPPROVED**

The Director said that preparations are being made for the library's eventual re-opening looking for ways to keep the staff and public safe. Meanwhile, staff has been working on digital material to share with patrons and encouraging public access to weekly staff newsletters. In addition, staff have been participating in webinars on curbside pick-up and new rules and regulations pertaining to CoVid19 as well as taking tutorials on varied topics related to the jobs the individual employee does. In ending, the Director is very proud to announce that our library was able to secure 75 plastic face shields and 25 were delivered to each ambulance company in our area.

### **DIRECTOR'S REPORT**

The Assistant Director submitted a written report.

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

The Business Manager said that in addition to his written report, his staff has been busy working on the latest staff retirements. The department is responding to an increased volume of inquiries from the NYS Department of Labor regarding claims for unemployment benefits. The library received approximately \$84,000.00 in property tax receipts in April from the school district. Working with the software for Go-To-Meeting used for the remote Board Meetings. Lastly, he's working on annual insurance renewals.

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

Motion by DuBois, second by Marks 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 agreement with WhenToWork, Inc. at a cost of \$720.00. Carried 5-0.

### **WHEN TO WORK**

## **DRAFT - UNAPPROVED**

Motion by Marks, second by DuBois to move into Executive Session at 7:19 pm to discuss a contractual issue. Carried 5-0.

### **EXECUTIVE SESSION**

Motion by Gross, second by Marks to leave Executive Session at 8:07pm. Carried 5-0.

No motions made.

Motion by Furnari, second by DuBois to adjourn at 8:08pm. Carried 5-0.

### **ADJOURNMENT**

Respectfully submitted by,

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Cecile Prevete, Secretary

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## MINUTES OF JUNE 2, 2020 BOARD MEETING

Trustee Maiorana called the meeting to order at 5:37pm.

Present were Trustees Maiorana, DuBois, Gross, Director Rosalia,  
Business Manager Nowak and Secretary Prevete.

**PRESENT**

Motion by DuBois, second by Gross to adopt the Mastics-Moriches-Shirley  
Community Library Covid-19 re-opening plan as presented. Carried 3-0.

**MMSCL COVID-19  
RE-OPENING PLAN**

Motion by DuBois, second by Gross to adopt the NY Forward Business  
Re-opening Safety Plan as presented & mandated by the New York State  
Department of Health. Carried 3-0.

**NY FORWARD  
BUSINESS  
RE-OPENING  
SAFETY PLAN**

Motion by Gross, second by DuBois to move into Executive Session at  
5:42pm to discuss a collective bargaining matter. Carried 3-0.

**EXECUTIVE  
SESSION**

Motion by Gross, second by DuBois to leave Executive Session at  
6:02pm. Carried 3-0.

No motions were made..

Motion by DuBois, second by Gross to adjourn the meeting at 6:02pm.  
Carried 3-0.

**ADJOURN**

Respectfully submitted by,

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Cecile Prevete, Secretary

**MASTICS-MORICHES-SHIRLEY  
COMMUNITY LIBRARY**

**MINUTES OF JUNE 17, 2020 BOARD MEETING**

Trustee Maiorana called the meeting to order at 5:35pm.

Present were Trustees Maiorana, Gross, Furnari, DuBois, Marks, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak, Secretary Prevete, Victor Canseco (Sandpebble) and Rick Wiedersum (H2M).

**PRESENT**

Exploring the cost of potential building alternates pertaining to the Moriches Annex Site.

**MORICHES  
ANNEX SITE**

No motions were made.

Motion by DuBois to adjourn the meeting at 7:03pm. Carried 5-0.

**ADJOURNMENT**

Respectfully submitted by,

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Cecile Prevete, Secretary

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**SCHEDULE OF CLAIMS  
PRESENTED JUNE 22, 2020**

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PREPAY PAYABLES WARRANT #1		\$	21,313.10
PAYABLES WARRANT #2		\$	381,179.50
PAYROLL WARRANT W.E.	5/29/2020	\$	164,225.62
PAYROLL BENEFITS WARRANT		\$	92,397.97
PAYROLL WARRANT W.E.	6/12/2020	\$	168,683.01
PAYROLL BENEFITS WARRANT		\$	20,119.80
		<b>Total</b>	<b>\$ 847,919.00</b>

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.

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Secretary



**Mastics Moriches Shirley Community Library**  
**JUNE 22, 2020**  
**PREPAY WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61828	05/20/2020	Amazon.com	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	051020	05/10/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-291.93
TOTAL						-291.93
	Bill Pmt -Check	61829	05/20/2020	AT&T	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	051020	05/10/2020		6431D · TELECOMMUNICATIONS	-43.68
TOTAL						-43.68
	Bill Pmt -Check	61830	05/20/2020	Optimum / Cablevision	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	0516--06152020	05/16/2020		6431D · TELECOMMUNICATIONS	-784.84
TOTAL						-784.84
	Bill Pmt -Check	61831	05/20/2020	PSEG	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	04/06-05/06/20	05/06/2020		6450E · ELECTRICITY	-4,222.13
TOTAL						-4,222.13
	Bill Pmt -Check	61832	05/20/2020	Verizon	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	051320	05/13/2020		6431D · TELECOMMUNICATIONS	-17.67
TOTAL						-17.67
	Bill Pmt -Check	61833	05/20/2020	Verizon	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	050620	05/06/2020		6431D · TELECOMMUNICATIONS	-126.30
TOTAL						-126.30

Mastics Moriches Shirley Community Library

JUNE 22, 2020

PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	61834	05/27/2020	American Express	L0225 · EMPIRE NAT'L - OPERATING	
Bill	051420	05/14/2020		2771 · COPIER REVENUE - CONTRACT (R)	-28.00
				6419G · SOFTWARE (GEN)	-2,387.22
				6430G · OFFICE AND LIBRARY SUPPLIES	-417.38
				6433G · POSTAGE	-37.34
				643765 · PROMOTION AND PUBLICITY	-654.58
				6437A · PROGRAMS (ADULT)	-15.99
				6437N · PROGRAMS (TEEN)	-50.21
TOTAL					-3,590.72
Bill Pmt -Check	61835	05/27/2020	PSEG -- NeighborhoodRdMasticBeach	L0225 · EMPIRE NAT'L - OPERATING	
Bill	041620--051520	05/14/2020		6450E · ELECTRICITY	-553.70
TOTAL					-553.70
Bill Pmt -Check	61836	06/02/2020	Home Depot Credit Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	052020	05/20/2020		6451G · CUSTODIAL SUPPLIES	-7.17
TOTAL					-7.17
Bill Pmt -Check	61837	06/02/2020	Optimum / Cablevision	L0225 · EMPIRE NAT'L - OPERATING	
Bill	052320-062220	06/06/2020		6431D · TELECOMMUNICATIONS	-138.03
TOTAL					-138.03
Bill Pmt -Check	61838	06/02/2020	Xerox Financial Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	2106094	05/12/2020		6439G · EQUIPMENT R & M (GEN)	-2,493.00
TOTAL					-2,493.00

**Mastics Moriches Shirley Community Library**

**JUNE 22, 2020**

**PREPAY WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61839	06/03/2020	T-Mobile	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	05232020	05/23/2020		6437D · PROGRAMS (DIGITAL)	-516.60
TOTAL						-516.60
	Bill Pmt -Check	61840	06/08/2020	Crown Castle Fiber LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	614251	06/01/2020		6431D · TELECOMMUNICATIONS	-2,495.00
TOTAL						-2,495.00
	Bill Pmt -Check	61842	06/17/2020	Optimum / Cablevision	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	0616--07152020	06/16/2020		6431D · TELECOMMUNICATIONS	-784.84
TOTAL						-784.84
	Bill Pmt -Check	61843	06/17/2020	PSEG	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	05/06-06/04/20	06/15/2020		6450E · ELECTRICITY	-5,120.00
TOTAL						-5,120.00
	Bill Pmt -Check	61844	06/17/2020	Verizon	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	060620	06/06/2020		6431D · TELECOMMUNICATIONS	-127.49
TOTAL						-127.49
					<b>TOTAL</b>	<b>-21,313.10</b>

I hereby certify that at a meeting on June 22, 2020  
the above vouchers were approved and authorized.

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

# Mastics Moriches Shirley Community Library

JUNE 22, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	<b>Bill Pmt -Check</b>	<b>61845</b>	<b>06/22/2020</b>	<b>Advanced Plant Care, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	25878	06/01/2020		643760 · PLANTINGS	-150.00
TOTAL						-150.00
	<b>Bill Pmt -Check</b>	<b>61846</b>	<b>06/22/2020</b>	<b>Baker &amp; Taylor</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	5016041599	03/11/2020		6410A · BOOKS (ADULT)	-475.03
	Bill	5016084391	06/05/2020		6410N · BOOKS (TEEN)	-49.33
	Bill	5016093847	06/05/2020		6410N · BOOKS (TEEN)	-125.43
	Bill	5016051175	06/05/2020		6410A · BOOKS (ADULT)	-312.80
	Bill	5016076010	06/05/2020		6410A · BOOKS (ADULT)	-205.37
	Bill	5016089599	06/08/2020		6410A · BOOKS (ADULT)	-278.08
TOTAL						-1,446.04
	<b>Bill Pmt -Check</b>	<b>61847</b>	<b>06/22/2020</b>	<b>Barbecho, Ana C.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	031120	03/11/2020		6437L · PROGRAMS (LIT)	-105.00
TOTAL						-105.00
	<b>Bill Pmt -Check</b>	<b>61848</b>	<b>06/22/2020</b>	<b>Bleidner, Gloria</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	030920	03/09/2020		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-100.00
	<b>Bill Pmt -Check</b>	<b>61849</b>	<b>06/22/2020</b>	<b>Branchinelli, Suzanne</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	030920	03/09/2020		6437N · PROGRAMS (TEEN)	-225.00
	Bill	051120	05/11/2020		6437N · PROGRAMS (TEEN)	-150.00
TOTAL						-375.00

# Mastics Moriches Shirley Community Library

JUNE 22, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61850	06/22/2020	Capira Technologies, LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	Curbside Invoice	05/26/2020		6419T · SOFTWARE (TECH)	-995.00
TOTAL						-995.00
	Bill Pmt -Check	61851	06/22/2020	CDW Government, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	WQS7304	01/31/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-601.68
TOTAL						-601.68
	Bill Pmt -Check	61852	06/22/2020	Children's Museum of the East End	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	renew2020-2021	06/15/2020		6437A · PROGRAMS (ADULT)	-68.00
					6437C · PROGRAMS (C&P)	-66.00
					6437N · PROGRAMS (TEEN)	-66.00
TOTAL						-200.00
	Bill Pmt -Check	61853	06/22/2020	Colson, Doris J.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	052120	05/21/2020		6437L · PROGRAMS (LIT)	-171.00
TOTAL						-171.00
	Bill Pmt -Check	61854	06/22/2020	Cornell Cooperative Ext of Suffolk County	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	060220	06/02/2020		6437A · PROGRAMS (ADULT)	-300.00
TOTAL						-300.00
	Bill Pmt -Check	61855	06/22/2020	Cueva, Daniel S.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	060320	06/03/2020		6437L · PROGRAMS (LIT)	-210.00
TOTAL						-210.00

# Mastics Moriches Shirley Community Library

JUNE 22, 2020

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61856	06/22/2020	Currao-McAleavey, Carmella	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	060120	06/01/2020		6437N · PROGRAMS (TEEN)	-100.00
	Bill	060220	06/02/2020		6437A · PROGRAMS (ADULT)	-100.00
	Bill	060820	06/08/2020		6437N · PROGRAMS (TEEN)	-100.00
TOTAL						-300.00
	Bill Pmt -Check	61857	06/22/2020	D'Amato, Tara	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	PLA 2020 Conf reimb	05/27/2020		6435D · CED, CONF & TRAVEL (ADM)	-265.10
TOTAL						-265.10
	Bill Pmt -Check	61858	06/22/2020	Davis, Lindsay - MMSCL	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	030320	03/03/2020		6435L · CED, CONF & TRAVEL (LIT)	-17.72
TOTAL						-17.72
	Bill Pmt -Check	61859	06/22/2020	Displays2Go	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	PSI1541656	05/29/2020		6434G · PRINTING (GEN)	-1,078.82
TOTAL						-1,078.82
	Bill Pmt -Check	61860	06/22/2020	ECM Consulting and Marketing	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1033	06/01/2020		643765 · PROMOTION AND PUBLICITY	-2,500.00
TOTAL						-2,500.00
	Bill Pmt -Check	61861	06/22/2020	Fiore, Christopher	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	051820	05/18/2020		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-100.00

# Mastics Moriches Shirley Community Library

JUNE 22, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61862	06/22/2020	Fish Guy Photos	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	052720	05/27/2020		6437A · PROGRAMS (ADULT)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	61863	06/22/2020	Fuentes, Rosa E.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	031220	03/12/2020		6437L · PROGRAMS (LIT)	-170.00
TOTAL						-170.00
	Bill Pmt -Check	61864	06/22/2020	Grainger	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	9469859830	03/10/2020		6451G · CUSTODIAL SUPPLIES	-184.72
	Bill	9556839000	06/10/2020		6451G · CUSTODIAL SUPPLIES	-370.00
TOTAL						-554.72
	Bill Pmt -Check	61865	06/22/2020	H2M architects + engineers	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	190688 PostRef	05/11/2020		7500 · BUILDING IMPROVEMENTS	-15,172.00
	Bill	190689 PostRef	05/11/2020		7500 · BUILDING IMPROVEMENTS	-14,641.56
TOTAL						-29,813.56
	Bill Pmt -Check	61866	06/22/2020	H2M architects + engineers	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	192040 PostRef	06/08/2020		7500 · BUILDING IMPROVEMENTS	-29,313.43
	Bill	192041 PostRef	06/09/2020		7500 · BUILDING IMPROVEMENTS	-17,656.66
TOTAL						-46,970.09
	Bill Pmt -Check	61867	06/22/2020	Healthy Homestead Hostess, LLC	L0225 · EMPIRE NAT'L - OPERATING	

# Mastics Moriches Shirley Community Library

JUNE 22, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill	051920	05/19/2020		6437A · PROGRAMS (ADULT)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	61868	06/22/2020	Hob-E Entertainment	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1030	05/30/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-1,600.00
TOTAL						-1,600.00
	Bill Pmt -Check	61869	06/22/2020	Ingram Library Services	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	61720625	03/12/2020		6410C · BOOKS (C&P)	-11.56
	Bill	61720626	03/12/2020		6410C · BOOKS (C&P)	-10.24
	Bill	61720627	03/12/2020		6410C · BOOKS (C&P)	-9.69
	Bill	61721485	03/13/2020		6410C · BOOKS (C&P)	-10.82
	Bill	61721483	03/13/2020		6410C · BOOKS (C&P)	-11.86
	Bill	61721484	03/13/2020		6410C · BOOKS (C&P)	-7.09
	Bill	61723276	03/19/2020		6410C · BOOKS (C&P)	-14.12
	Bill	61723277	03/19/2020		6410C · BOOKS (C&P)	-10.69
	Bill	61723466	03/19/2020		6410C · BOOKS (C&P)	-13.06
	Bill	61723467	03/19/2020		6410C · BOOKS (C&P)	-12.04
	Bill	61723468	03/19/2020		6410C · BOOKS (C&P)	-11.39
TOTAL						-122.56
	Bill Pmt -Check	61870	06/22/2020	Island Elevator Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	37804	06/01/2020		6452G · BLDG ALTERATION AND MAINT	-411.00
TOTAL						-411.00
	Bill Pmt -Check	61871	06/22/2020	Janowitz, Laurie	L0225 · EMPIRE NAT'L - OPERATING	



# Mastics Moriches Shirley Community Library

JUNE 22, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill	051720	05/17/2020		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						-150.00
	Bill Pmt -Check	61872	06/22/2020	Jo-Ann Stores, LLC (CreativeBug)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	May2020-2021	06/09/2020		6437A · PROGRAMS (ADULT)	-785.00
					6437C · PROGRAMS (C&P)	-785.00
TOTAL						-1,570.00
	Bill Pmt -Check	61873	06/22/2020	Joseph A. Schiano, CPA, P.C.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2020-110	06/17/2020		6437P02 · AUDITOR	-3,000.00
TOTAL						-3,000.00
	Bill Pmt -Check	61874	06/22/2020	Karant, Roberta	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	052020	05/20/2020		6437C · PROGRAMS (C&P)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	61875	06/22/2020	Kevin A. Seaman, Esq	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	041020	04/10/2020		6437P4 · ATTORNEY	-100.00
TOTAL						-100.00
	Bill Pmt -Check	61876	06/22/2020	Kids Need More	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	051920	05/19/2020		6437C · PROGRAMS (C&P)	-100.00
TOTAL						-100.00

# Mastics Moriches Shirley Community Library

JUNE 22, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61877	06/22/2020	Lamb & Barnosky, LLP	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	130988	05/31/2020		6437P4 · ATTORNEY	-82.50
	Bill	130987	05/31/2020		6437P4 · ATTORNEY	-2,041.66
TOTAL						-2,124.16
	Bill Pmt -Check	61878	06/22/2020	Language Line Services Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	4829135	05/31/2020		6437P17 · TRANSLATION SERVICES	-26.00
TOTAL						-26.00
	Bill Pmt -Check	61879	06/22/2020	Loeser, Gary	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	041420 SecurityLicen	06/05/2020		6435G · CED, CONF & TRAVEL (GEN)	-75.00
					6435G · CED, CONF & TRAVEL (GEN)	-36.80
	Bill	SecurityWatch	06/05/2020		6435G · CED, CONF & TRAVEL (GEN)	-21.56
TOTAL						-133.36
	Bill Pmt -Check	61880	06/22/2020	Long Island Museum	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	renewal 2020-2021	06/15/2020		6437A · PROGRAMS (ADULT)	-100.00
					6437C · PROGRAMS (C&P)	-100.00
					6437N · PROGRAMS (TEEN)	-100.00
TOTAL						-300.00
	Bill Pmt -Check	61881	06/22/2020	Midwest Tape	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	98607101	02/13/2020		6417C · VIDEOS (C&P)	-149.64
	Bill	98607102	02/13/2020		6417C · VIDEOS (C&P)	-151.56
	Bill	98664536	02/25/2020		6417C · VIDEOS (C&P)	-40.08
	Bill	98696673	03/03/2020		6417A · VIDEOS (ADULT)	-143.16

# Mastics Moriches Shirley Community Library

JUNE 22, 2020

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill	98696676	03/03/2020		6417C · VIDEOS (C&P)	-149.64
Bill	98696677	03/03/2020		6417C · VIDEOS (C&P)	-72.78
Bill	98724167	03/09/2020		6412A · RECORDINGS (ADULT)	-37.32
Bill	98727361	03/10/2020		6417A · VIDEOS (ADULT)	-264.19
Bill	98727362	03/10/2020		6417A · VIDEOS (ADULT)	-171.55
Bill	98727363	03/10/2020		6412A · RECORDINGS (ADULT)	-82.96
TOTAL					-1,262.88
<b>Bill Pmt -Check</b>	<b>61882</b>	<b>06/22/2020</b>	<b>Migoya-Schlie, Catherine Victoria</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	060520	06/05/2020		6437L · PROGRAMS (LIT)	-400.00
TOTAL					-400.00
<b>Bill Pmt -Check</b>	<b>61883</b>	<b>06/22/2020</b>	<b>Munoz, Rosalinda</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	031020	03/10/2020		6437L · PROGRAMS (LIT)	-42.00
TOTAL					-42.00
<b>Bill Pmt -Check</b>	<b>61884</b>	<b>06/22/2020</b>	<b>New Era Technology (prev DJJ Tech)</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2094178	06/01/2020		6439W · EQUIPMENT R & M (WIRES)	-378.18
TOTAL					-378.18
<b>Bill Pmt -Check</b>	<b>61885</b>	<b>06/22/2020</b>	<b>Noah's Ark Animal Workshop Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	449	03/05/2020		6437C · PROGRAMS (C&P)	-135.00
TOTAL					-135.00

# Mastics Moriches Shirley Community Library

JUNE 22, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61886	06/22/2020	Nourish By Nature, Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	60920	06/09/2020		6437A · PROGRAMS (ADULT)	-175.00
TOTAL						-175.00
	Bill Pmt -Check	61887	06/22/2020	OCLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1000036768 rnwl	05/01/2020		6419T · SOFTWARE (TECH)	-745.95
TOTAL						-745.95
	Bill Pmt -Check	61888	06/22/2020	Page Turner Adventures, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	0601--090120	06/01/2020		6437C · PROGRAMS (C&P)	-500.00
TOTAL						-500.00
	Bill Pmt -Check	61889	06/22/2020	Paychex	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	Stmnt 21912243	06/18/2020		6437P12 · PAYROLL SERVICES	-103.87
TOTAL						-103.87
	Bill Pmt -Check	61890	06/22/2020	Paychex, Inc (Hauppauge)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	574807	05/13/2020		6437P12 · PAYROLL SERVICES	-613.99
	Bill	575574	05/27/2020		6437P12 · PAYROLL SERVICES	-613.99
	Bill	576046	06/10/2020		6437P12 · PAYROLL SERVICES	-619.90
TOTAL						-1,847.88
	Bill Pmt -Check	61891	06/22/2020	Perri, Amy	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	061120	06/11/2020		6437A · PROGRAMS (ADULT)	-400.00
TOTAL						-400.00

# Mastics Moriches Shirley Community Library

JUNE 22, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61892	06/22/2020	Piper-Gebhard, Randi	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	052220	05/22/2020		6437L · PROGRAMS (LIT)	-285.00
TOTAL						-285.00
	Bill Pmt -Check	61893	06/22/2020	Quill	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	7288183	05/28/2020	Quill	L0600 · ACCOUNTS PAYABLE	0.00
	Bill	7554090	06/05/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-294.90
TOTAL						-294.90
	Bill Pmt -Check	61894	06/22/2020	R. Essay Plumbing & Heating Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	13379083- Backflow	06/01/2020		6437P5 · BACKFLOW INSPECTION	-150.00
TOTAL						-150.00
	Bill Pmt -Check	61895	06/22/2020	Rain Drop	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	060120	06/01/2020		6452G · BLDG ALTERATION AND MAINT	-95.00
TOTAL						-95.00
	Bill Pmt -Check	61896	06/22/2020	Recorded Books	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	76623310	03/09/2020		6412A · RECORDINGS (ADULT)	-7.95
	Bill	76626316	03/13/2020		6412A · RECORDINGS (ADULT)	-878.00
	Bill	76631257	05/27/2020		6412A · RECORDINGS (ADULT)	-41.60
	Bill	76651049	05/29/2020		6412A · RECORDINGS (ADULT)	-41.60
	Bill	76651564	06/01/2020		6412A · RECORDINGS (ADULT)	-41.60
	Bill	76652009	06/02/2020		6412A · RECORDINGS (ADULT)	-453.40
TOTAL						-1,464.15

# Mastics Moriches Shirley Community Library

JUNE 22, 2020

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>61897</b>	<b>06/22/2020</b>	<b>Red Hawk Fire &amp; Security</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3625341	06/08/2020		6452G · BLDG ALTERATION AND MAINT	-270.00
Bill	3294122 Inspection	06/16/2020		6452G · BLDG ALTERATION AND MAINT	-1,637.50
TOTAL					-1,907.50
<b>Bill Pmt -Check</b>	<b>61898</b>	<b>06/22/2020</b>	<b>Rehm, Amanda K.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	030320	03/03/2020		6437A · PROGRAMS (ADULT)	-60.00
TOTAL					-60.00
<b>Bill Pmt -Check</b>	<b>61899</b>	<b>06/22/2020</b>	<b>Roeder, Kathy</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	030620a	03/06/2020		6437C · PROGRAMS (C&P)	-100.00
Bill	030620b	03/06/2020		6437C · PROGRAMS (C&P)	-100.00
Bill	030620c	03/06/2020		6437C · PROGRAMS (C&P)	-100.00
Bill	052920a	05/29/2020		6437C · PROGRAMS (C&P)	-500.00
Bill	052920b	05/29/2020		6437C · PROGRAMS (C&P)	-500.00
TOTAL					-1,300.00
<b>Bill Pmt -Check</b>	<b>61900</b>	<b>06/22/2020</b>	<b>Roye, Sara</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	031120	03/11/2020		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>61901</b>	<b>06/22/2020</b>	<b>Sandpebble Preconstruction Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	PostRef Req 01	05/11/2020		7500 · BUILDING IMPROVEMENTS	-4,685.40
				7500 · BUILDING IMPROVEMENTS	-30,630.97
				7500 · BUILDING IMPROVEMENTS	-27,455.50
TOTAL					-62,771.87

# Mastics Moriches Shirley Community Library

JUNE 22, 2020

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>61902</b>	<b>06/22/2020</b>	<b>Sandpebble Preconstruction Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	PostRef Req 02	06/08/2020		7500 · BUILDING IMPROVEMENTS	-1,623.60
				7500 · BUILDING IMPROVEMENTS	-32,285.25
				7500 · BUILDING IMPROVEMENTS	-31,063.22
TOTAL					-64,972.07
<b>Bill Pmt -Check</b>	<b>61903</b>	<b>06/22/2020</b>	<b>Schnupp, Jeanne</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	031020	03/10/2020		6437A · PROGRAMS (ADULT)	-275.00
TOTAL					-275.00
<b>Bill Pmt -Check</b>	<b>61904</b>	<b>06/22/2020</b>	<b>Scholastic Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	21061801	02/14/2020		6410C · BOOKS (C&P)	-61.99
Bill	21227928	03/05/2020		6410C · BOOKS (C&P)	-50.82
TOTAL					-112.81
<b>Bill Pmt -Check</b>	<b>61905</b>	<b>06/22/2020</b>	<b>SCLS-Telecommunications</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	73423	06/15/2020		6431D · TELECOMMUNICATIONS	-8,820.00
TOTAL					-8,820.00
<b>Bill Pmt -Check</b>	<b>61906</b>	<b>06/22/2020</b>	<b>Scott, Robert</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	051020	05/10/2020		6437C · PROGRAMS (C&P)	-129.00
Bill	061620	06/16/2020		6437A · PROGRAMS (ADULT)	-325.00
TOTAL					-454.00

# Mastics Moriches Shirley Community Library

JUNE 22, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61907	06/22/2020	Searles Graphics, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	18314	05/01/2020		6434G · PRINTING (GEN)	-4,421.00
TOTAL						-4,421.00
	Bill Pmt -Check	61908	06/22/2020	Sievers, Sandra D.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	030920	03/09/2020		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	61909	06/22/2020	South Shore Press, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	73913	05/27/2020		643765 · PROMOTION AND PUBLICITY	-2,700.00
TOTAL						-2,700.00
	Bill Pmt -Check	61910	06/22/2020	Staples Advantage	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	8058462645	05/22/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-27.02
					6451G · CUSTODIAL SUPPLIES	-33.66
	Bill	8058518965	05/29/2020		6451G · CUSTODIAL SUPPLIES	-35.90
	Bill	8058599383	06/05/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-154.41
TOTAL						-250.99
	Bill Pmt -Check	61911	06/22/2020	Stirber, Madeline	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	052920	06/02/2020		6433G · POSTAGE	-35.75
TOTAL						-35.75



# Mastics Moriches Shirley Community Library

JUNE 22, 2020

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>61912</b>	<b>06/22/2020</b>	<b>Strunk-Albert Engineering</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	9765 Post Ref	06/05/2020		7500 · BUILDING IMPROVEMENTS	-2,820.00
Bill	9766 Post Ref	06/05/2020		7500 · BUILDING IMPROVEMENTS	-2,820.00
TOTAL					<u>-5,640.00</u>
<b>Bill Pmt -Check</b>	<b>61913</b>	<b>06/22/2020</b>	<b>Suffolk Cooperative Library System</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	73211 BMI Music Lic	05/18/2020		6437A · PROGRAMS (ADULT)	-108.35
				6437C · PROGRAMS (C&P)	-108.33
				6437L · PROGRAMS (LIT)	-108.33
Bill	73366	06/05/2020		6410A · BOOKS (ADULT)	-239.27
TOTAL					<u>-564.28</u>
<b>Bill Pmt -Check</b>	<b>61914</b>	<b>06/22/2020</b>	<b>Suffolk Cooperative Library System</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	73043 2020mbrLibSupt	04/29/2020		6436 · CONTRACTS	-91,349.00
TOTAL					<u>-91,349.00</u>
<b>Bill Pmt -Check</b>	<b>61915</b>	<b>06/22/2020</b>	<b>Suffolk Cooperative Library System</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	73467 EBSCO4/20-3/21	06/11/2020		6411A · MICRO/REF CD (ADULT)	-13,000.00
				6411C · MICRO/REF CD (C&P)	-2,232.50
				6411N · MICRO/REF CD (TEEN)	-2,232.50
TOTAL					<u>-17,465.00</u>

# Mastics Moriches Shirley Community Library

JUNE 22, 2020

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>61916</b>	<b>06/22/2020</b>	<b>Tank Me Later, LLC</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	767	05/14/2020		6452G · BLDG ALTERATION AND MAINT	-225.00
Bill	804	05/28/2020		6452G · BLDG ALTERATION AND MAINT	-225.00
Bill	842	06/11/2020		6452G · BLDG ALTERATION AND MAINT	-320.00
TOTAL					-770.00
<b>Bill Pmt -Check</b>	<b>61917</b>	<b>06/22/2020</b>	<b>TBS Contracting Ltd.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	882	06/08/2020		6452G · BLDG ALTERATION AND MAINT	-2,375.00
TOTAL					-2,375.00
<b>Bill Pmt -Check</b>	<b>61918</b>	<b>06/22/2020</b>	<b>Thermal Solutions, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	101620	06/08/2020		6452G · BLDG ALTERATION AND MAINT	-2,627.85
TOTAL					-2,627.85
<b>Bill Pmt -Check</b>	<b>61919</b>	<b>06/22/2020</b>	<b>True Nature Landscaping - NghbrhdRd MB</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	16143	06/02/2020		6452G · BLDG ALTERATION AND MAINT	-320.00
TOTAL					-320.00
<b>Bill Pmt -Check</b>	<b>61920</b>	<b>06/22/2020</b>	<b>True Nature Landscaping Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	16116	06/01/2020		6452G · BLDG ALTERATION AND MAINT	-665.00
TOTAL					-665.00

# Mastics Moriches Shirley Community Library

JUNE 22, 2020

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>61921</b>	<b>06/22/2020</b>	<b>ULINE</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	120416360	05/28/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-2,987.07
Bill	120429080	05/28/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-263.54
Bill	120543128	06/01/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-363.87
TOTAL					<u>-3,614.48</u>
<b>Bill Pmt -Check</b>	<b>61922</b>	<b>06/22/2020</b>	<b>United Metro Energy Corp - NeighborhoodRd</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	88118	05/12/2020		6450F · FUEL/GAS	-235.69
TOTAL					<u>-235.69</u>
<b>Bill Pmt -Check</b>	<b>61923</b>	<b>06/22/2020</b>	<b>Vergara, Josmary A.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	052220	05/22/2020		6437L · PROGRAMS (LIT)	-125.00
TOTAL					<u>-125.00</u>
<b>Bill Pmt -Check</b>	<b>61924</b>	<b>06/22/2020</b>	<b>Verizon</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	061320	06/13/2020		6431D · TELECOMMUNICATIONS	-17.68
TOTAL					<u>-17.68</u>
<b>Bill Pmt -Check</b>	<b>61925</b>	<b>06/22/2020</b>	<b>Villegas, Martha</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	031020	03/10/2020		6437L · PROGRAMS (LIT)	-42.00
TOTAL					<u>-42.00</u>

# Mastics Moriches Shirley Community Library

JUNE 22, 2020

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>61926</b>	<b>06/22/2020</b>	<b>W. B. Mason Co., Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	210883617	06/04/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-52.40
Bill	211028608	06/10/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-599.84
TOTAL					<u>-652.24</u>
<b>Bill Pmt -Check</b>	<b>61927</b>	<b>06/22/2020</b>	<b>Winters Bros. Hauling of LI, LLC</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	001554889	05/31/2020		6432G · CARTAGE	-285.00
TOTAL					<u>-285.00</u>
<b>Bill Pmt -Check</b>	<b>61928</b>	<b>06/22/2020</b>	<b>Xerox Corporation (PA)</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	230250592	06/01/2020		6439G · EQUIPMENT R & M (GEN)	-1,309.67
TOTAL					<u>-1,309.67</u>
				<b>TOTAL</b>	<b>-381,179.50</b>

I hereby certify that at a meeting on June 22, 2020  
the above vouchers were approved and authorized.

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

**Mastics Moriches Shirley Community Library**

**Payroll Benefit Warrant**

**May 26, 2020**

<b>Type</b>	<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Paid Amount</b>
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>05/29/2020</b>	<b>1099 NYS Employees' Retirement System</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	05292020	05/29/2020		L0163 · RC ERS CONTRIBUTIONS	\$ (3,059.13)
				L0161 · RL - ERS LOAN	\$ (3,378.00)
				L0160.1 · MA - ERS ARREARS (MANDATORY)	\$ (139.71)
TOTAL					<u>\$ (6,576.84)</u>
<b>Bill Pmt -Check</b>	<b>6464</b>	<b>05/29/2020</b>	<b>1094 The NYS Deferred Compensation Plan</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	05292020	05/29/2020		L0173 · 457B NYS DEFERRED COMP	\$ (1,960.67)
TOTAL					<u>\$ (1,960.67)</u>
<b>Bill Pmt -Check</b>	<b>6465</b>	<b>05/29/2020</b>	<b>1095 Met Life</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	05292020	05/29/2020		L0171 · 403B MET LIFE	\$ (2,593.00)
TOTAL					<u>\$ (2,593.00)</u>
<b>Bill Pmt -Check</b>	<b>6466</b>	<b>05/29/2020</b>	<b>1096 Prudential</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	05292020	05/29/2020		L0172 · 403B PRUDENTIAL	\$ (1,435.00)
TOTAL					<u>\$ (1,435.00)</u>
<b>Bill Pmt -Check</b>	<b>6467</b>	<b>05/29/2020</b>	<b>CSEA Employee Benefit Fund</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	05292020	05/29/2020		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>6468</b>	<b>05/29/2020</b>	<b>CSEA, Inc.</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	05292020	05/29/2020		L0500 · CSEA UNION DUES	\$ (2,391.33)
TOTAL					<u>\$ (2,391.33)</u>
<b>Bill Pmt -Check</b>	<b>6469</b>	<b>05/29/2020</b>	<b>1098 State Of NY Department of Civil Serv</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	552	05/29/2020		9060 · MEDICAL INSURANCE	\$ (77,326.28)
TOTAL					<u>\$ (77,326.28)</u>
				<b>TOTAL</b>	<b>\$ (92,397.97)</b>

**Mastics Moriches Shirley Community Library  
Payroll Benefit Warrant  
May 26, 2020**

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**  
**June 9, 2020**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	6470	06/12/2020	1094 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	06122020	06/12/2020		L0173 · 457B NYS DEFERRED COMP	\$ (1,991.24)
TOTAL						\$ (1,991.24)
	Bill Pmt -Check	6471	06/12/2020	1095 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	06122020	06/12/2020		L0171 · 403B MET LIFE	\$ (2,593.00)
TOTAL						\$ (2,593.00)
	Bill Pmt -Check	6472	06/12/2020	1096 Prudential	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	06122020	06/12/2020		L0172 · 403B PRUDENTIAL	\$ (10,049.45)
TOTAL						\$ (10,049.45)
	Bill Pmt -Check	6473-6485	06/12/2020	Medicare Reimbursement Payments	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	06122020	06/12/2020		9060 · MEDICAL INSURANCE	\$ (3,006.45)
TOTAL						\$ (3,006.45)
	Bill Pmt -Check	6486	06/12/2020	CSEA Employee Benefit Fund	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	06122020	06/12/2020		L0510 · CSEA POST TAX DENTAL	\$ (110.14)
					L0520 · CSEA POST TAX VISION	\$ (4.71)
TOTAL						\$ (114.85)
	Bill Pmt -Check	6487	06/12/2020	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	06122020	06/12/2020		L0500 · CSEA UNION DUES	\$ (2,364.81)
TOTAL						\$ (2,364.81)
					<b>TOTAL</b>	<b>\$ (20,119.80)</b>

**Mastics Moriches Shirley Community Library**  
**Payroll Benefit Warrant**  
**June 9, 2020**

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

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



**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***OPERATING FUNDS FINANCIAL REPORTS***

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

**MAY 2020**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

MMSCL  
Operating Funds Monthly Report  
May 2020

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 3,429,912.92	\$ 415,896.93	\$ 457,053.95	\$ 1,300.87	\$ 3,390,056.77
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 404,832.94	\$ -	\$ 164.75	\$ 152.60	\$ 404,820.79
Empire Nat'l Bank	OPERATING	\$ 244,853.35	\$ 97,780.25	\$ 224,685.89	\$ 56.26	\$ 118,003.97
Empire Nat'l Bank	PAYROLL	\$ 177,510.77	\$ 359,824.25	\$ 492,456.74	\$ -	\$ 44,878.28
						<u>\$ 3,957,759.81</u>

INSTITUTION	PURPOSE	MATURITY DATE	TERM	RATE	BALANCE
Capital One Bank	Denitrification System	9/1/2020	12 Months	0.05%	\$ 15,000.00
TOTAL INVESTMENTS:					<u>\$ 15,000.00</u>
TOTAL CASH & INVESTMENTS:					<u><u>\$ 3,972,759.81</u></u>

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

													TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jul '19 - May 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	84,374.86	415,383.93	6,328,114.58	9,578,000.00	-3,249,885.42	66.07%
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	198.89	0.00	0.00	14,570.61	35,000.00	-20,429.39	41.63%
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	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	1,357.13	45,997.29	35,000.00	10,997.29	131.42%
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	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	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	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	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	0.00	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	500.00	0.00	823.10			
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	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	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	491.60	0.00	-35.00	9,632.62	15,000.00	-5,367.38	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	0.00	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	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	325.50	0.00	0.00	11,782.75			
2820 · Venue Resales	-1,042.30	1,980.00	-3,860.00	120.00	180.00	180.00	260.00	700.00	80.00	0.00	0.00	-1,402.30			
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	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	405.50	0.00	0.00	10,380.45	15,000.00	-4,619.55	69.2%
2999 · Lost Books	0.00	0.00	0.00	0.00	42.98	41.95	0.00	0.00	0.00	13.00	0.00	97.93			
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	186,927.44	87,071.36	416,706.06	6,676,502.81	10,000,000.00	-3,323,497.19	66.77%
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	186,927.44	87,071.36	416,706.06	6,676,502.81	10,000,000.00	-3,323,497.19	66.77%
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	58,707.00	593,808.17	645,175.00	-51,366.83	92.04%
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	53,080.43	570,584.68	678,153.00	-107,568.32	84.14%

													TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
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	23,486.10	184,657.59	230,051.00	-45,393.41	80.27%
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	0.00	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	22,001.62	33,437.09	307,406.07	370,161.00	-62,754.93	83.05%
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	12,797.76	97,437.67	110,373.00	-12,935.33	88.28%
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	18,460.08	138,401.18	153,511.00	-15,109.82	90.16%
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	199,968.46	1,892,295.36	2,187,424.00	-295,128.64	86.51%
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	33,706.23	274,526.70	304,705.00	-30,178.30	90.1%
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	39,547.65	319,404.57	324,066.00	-4,661.43	98.56%
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	8,986.21	69,205.54	53,060.00	16,145.54	130.43%
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	13,110.78	107,516.06	119,170.00	-11,653.94	90.22%
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	22,882.18	204,421.58	216,357.00	-11,935.42	94.48%
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	7,864.09	66,494.41	115,922.00	-49,427.59	57.36%
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	25,036.89	189,811.21	287,560.00	-97,748.79	66.01%
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	0.00	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	12,319.89	141,020.87	148,653.00	-7,632.13	94.87%
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	2,979.75	23,452.61	23,771.00	-318.39	98.66%
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	166,433.67	1,395,853.55	1,593,264.00	-197,410.45	87.61%
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	25,139.01	205,330.40	235,528.00	-30,197.60	87.18%
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	25,980.74	167,554.33	156,671.00	10,883.33	106.95%
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	0.00	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	1,318.40	8,344.50	7,860.00	484.50	106.16%
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	2,414.65	15,925.42	24,407.00	-8,481.58	65.25%
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	3,299.24	24,191.91	33,940.00	-9,748.09	71.28%
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	4,791.13	37,417.45	39,364.00	-1,946.55	95.06%
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	62,943.17	458,764.01	497,770.00	-39,005.99	92.16%
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	25,364.69	205,307.91	241,284.00	-35,976.09	85.09%
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	25,364.69	205,307.91	241,284.00	-35,976.09	85.09%
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	22,329.56	206,283.05	244,470.00	-38,186.95	84.38%
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	22,329.56	206,283.05	244,470.00	-38,186.95	84.38%

													TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
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	11,918.40	95,238.39	129,523.00	-34,284.61	73.53%
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	11,918.40	95,238.39	129,523.00	-34,284.61	73.53%
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	22,604.36	33,906.54	278,735.57	385,150.00	-106,414.43	72.37%
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	522,864.49	4,532,477.84	5,278,885.00	-746,407.16	85.86%
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	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	38,797.79	333,317.49	366,000.00	-32,682.51	91.07%
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	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	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	1,528.81	16,664.94	20,000.00	-3,335.06	83.33%
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	70,721.07	811,723.58	925,000.00	-113,276.42	87.75%
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	111,047.67	1,756,806.25	1,948,090.00	-191,283.75	90.18%
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	2,253.47	0.00	0.00	140,649.84	150,000.00	-9,350.16	93.77%
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	20,545.57	255.69	0.00	0.00	41,962.08	70,000.00	-28,037.92	59.95%
6410L · BOOKS (LIT)	242.15	0.00	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	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	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	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	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	0.00	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	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	1,066.21	0.00	83.20	21,366.50	40,000.00	-18,633.50	53.42%
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	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	0.00	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	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	18,109.68	23,787.46	33,000.00	-9,212.54	72.08%
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	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	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	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	0.00	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	0.00	1,500.00	-1,500.00	0.0%

	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	May 20	Jul '19 - May 20			
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	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	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	1,023.56	320.00	0.00	32,820.12	90,000.00	-57,179.88	36.47%
6417C · VIDEOS (C&P)	911.68	849.94	324.28	945.02	268.47	544.48	857.15	396.27	272.42	130.00	0.00	5,499.71	15,000.00	-9,500.29	36.67%
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	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	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	244.88	0.00	2,985.57	12,739.95	25,000.00	-12,260.05	50.96%
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	0.00	0.00	699.67	0.00	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	1,740.95	5,500.62	1,500.00	4,000.62	366.71%
6419W · SOFTWARE (WIRES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,365.90	0.00	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	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	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	0.00	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	4,680.13	2,676.15	2,721.40	1,422.34	8,811.52	44,583.25	57,000.00	-12,416.75	78.22%
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	3,427.85	3,805.28	3,467.49	40,052.22	57,500.00	-17,447.78	69.66%
6432G · CARTAGE	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	3,135.00	3,420.00	-285.00	91.67%
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	517.90	0.00	2,433.35	43,698.33	52,000.00	-8,301.67	84.04%
6434A · PRINTING (ADULT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.30	0.00	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	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	6,918.79	0.00	5,592.86	67,559.65	85,000.00	-17,440.35	79.48%
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	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	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	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	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	1,472.64	0.00	0.00	2,875.71	5,000.00	-2,124.29	57.51%
6435C · CED, CONF & TRAVEL (C&P)	128.20	419.00	616.92	415.00	110.32	1,090.84	130.00	83.58	1,342.29	0.00	0.00	4,336.15	7,250.00	-2,913.85	59.81%
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	4,517.03	2,318.91	265.10	18,402.24	25,000.00	-6,597.76	73.61%
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	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	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	60.62	0.00	0.00	1,347.76	5,000.00	-3,652.24	26.96%
6435N · CED, CONF & TRAVEL (TEEN)	40.00	0.00	698.60	469.75	313.07	198.54	121.29	83.57	1,342.29	0.00	0.00	3,267.11	8,500.00	-5,232.89	38.44%
6435R · CED, CONF & TRAVEL (CIRC)	0.00	0.00	381.92	356.80	0.00	174.18	6.90	83.57	1,370.24	0.00	0.00	2,373.61	4,000.00	-1,626.39	59.34%
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	0.00	464.98	5,000.00	-4,535.02	9.3%

	TOTAL												Budget	\$ Over Budget	% of Budget
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6435T · CED, CONF & TRAVEL (TECH)	0.00	0.00	561.92	694.00	0.00	0.00	0.00	0.00	1,626.50	0.00	0.00	2,882.42	5,000.00	-2,117.58	57.65%
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	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	91,349.00	0.00	91,349.00	89,995.00	1,354.00	101.51%
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	3,483.42	2,584.34	878.35	51,931.01	66,000.00	-14,068.99	78.68%
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	2,136.46	1,633.33	1,875.10	55,265.79	105,000.00	-49,734.21	52.63%
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	1,033.20	12,086.34	10,000.00	2,086.34	120.86%
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	10,678.15	170.00	864.33	62,123.80	85,000.00	-22,876.20	73.09%
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	2,165.72	514.33	212.80	33,691.75	60,000.00	-26,308.25	56.15%
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	150.00	1,708.00	1,800.00	-92.00	94.89%
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	6,070.00	13,200.00	6,018.65	281,518.13	85,000.00	196,518.13	331.2%
643770 · CONTINGENCY	0.00	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	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	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	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	137.50	137.50	1,567.50	1,605.00	-37.50	97.66%
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	2,112.43	19,739.49	22,000.00	-2,260.51	89.73%
6437P13 · ARMORED CAR SERVICE	203.35	203.35	208.09	198.61	203.35	203.35	203.35	203.35	202.78	201.64	0.00	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	0.00	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	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	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	26.00	106.00	150.00	-44.00	70.67%
6437P3 · APPRAISAL SERVICES	215.00	0.00	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	5,686.66	2,596.66	74,700.31	46,000.00	28,700.31	162.39%
6437P5 · BACKFLOW INSPECTION	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00	0.00	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	0.00	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	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	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	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	16,706.42	21,373.64	11,041.24	439,776.78	243,835.00	195,941.78	180.36%
6438 · DUES	5.00	180.00	1,010.00	894.67	0.00	229.00	549.00	150.00	0.00	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	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	0.00	550.00	-550.00	0.0%

	TOTAL														
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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	4,367.18	60,332.39	60,000.00	332.39	100.55%
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	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	10,904.17	44,238.29	45,000.00	-761.71	98.31%
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	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	378.18	5,754.98	20,000.00	-14,245.02	28.78%
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	4,775.83	105,031.96	138,000.00	-32,968.04	76.11%
6450F · FUEL/GAS	650.46	271.74	677.10	1,317.81	1,524.18	2,344.60	2,859.09	472.22	4,087.94	2,971.64	235.69	17,412.47	18,000.00	-587.53	96.74%
6450W · WATER	553.99	0.00	0.00	625.25	0.00	0.00	317.55	97.04	0.00	0.00	290.31	1,884.14	1,275.00	609.14	147.78%
6451G · CUSTODIAL SUPPLIES	949.70	1,840.79	582.01	1,731.89	1,209.12	843.40	1,144.89	1,162.18	1,154.25	295.73	-109.27	10,804.69	19,000.00	-8,195.31	56.87%
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	1,276.00	52,953.38	65,000.00	-12,046.62	81.47%
6454 · INSURANCE	67,339.30	0.00	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	13.11	0.00	471.79	2,376.58			
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	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	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	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	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	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	0.00	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	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	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	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	0.00	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	0.00	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	728,971.63	714,513.33	551,783.36	609,762.42	716,181.78	8,083,322.31	10,000,000.00	-1,916,677.69	80.83%
Net Ordinary Income	-485,861.47	-646,512.50	-572,302.11	-627,718.88	-873,062.74	-1,248,444.61	3,584,821.07	649,284.44	-364,855.92	-522,691.06	-299,475.72	-1,406,819.50	0.00	-1,406,819.50	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	105,044.83	261,221.08			
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	105,044.83	261,221.08			
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	-105,044.83	-261,221.08	0.00	-261,221.08	100.0%
Net Income	-485,861.47	-646,512.50	-572,302.11	-653,700.94	-880,720.02	-1,300,330.33	3,581,237.75	640,754.86	-379,184.42	-566,900.85	-404,520.55	-1,668,040.58	0.00	-1,668,040.58	100.0%



**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***CAPITAL FUND FINANCIAL REPORT***

**MAY 2020**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

MMSCL  
CAPITAL FUND MONTHLY REPORT

Month	Account #	Balance Forward	Deposits	Withdrawals	Balance
<u>Empire Nat'l Bank</u>	XXXXXX082				
July-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
May-20		\$ 4,758,548.10	\$ 1,794.21	\$ -	\$ 4,760,342.31
				Grand Total :	\$ 4,760,342.31

## **Assistant Director's Board Report - Submitted by Tara D'Amato June 2020**

This month has been challenging, with staff shifting from totally remote work to in-person work at 50% capacity on site. The change involved scheduling security staff for all shifts as essential workers, assisting with staff education regarding PPE and wearing masks, and questions about completing the pre-health certification form from several employees.

- Participated in weekly conference calls with the Building Team to plan specific features of the interior and exteriors of branches plans and meet with architect and construction management team.
- Much time was spent in working with staff to troubleshoot procedures for curbside pickup – including communicating how it will work for patrons, proofing wording for the webpage, social media and signage. Curbside pickup began with clearing the reserves from the time we were shut down. Once those were picked up, CARES staff began filling holds for new reserves. It was reported that over 80 holds were completed through curbside pickup these last 2 weeks. Congratulations to our staff for initiating this service with much success.
- I have been working through the library attorney's recommended wording changes to incorporate COVID 19 issues into our regular library policies. This includes mentioning mask and social distancing regulations, and also changes to public meetings such as virtual board meetings. Recommended changes will be available for your review shortly.
- I am preparing for the second library print newsletter during COVID-19 closure. Our first was an abbreviated version of the newsletter with no program listings but extended articles featuring instructions on how to access the library services from home. Departments welcomed the chance to feature some of their resources in a more extended and detailed way.
- I manage 2 weekly constant contact email newsletters for public service departments. This continues to be a fascinating look at how patrons are transitioning to consuming library content remotely. Reference & Adult Services and Literacy staff have been very diligent in curating content. Staff contributions such as recommended reading lists, website reviews, book and movie reviews, recipes and craft demonstrations are excellent and add a wonderful personal touch to the services we provide. Preparation of these newsletters includes editing, layout, proofing and scheduling/send to library email lists. Often copy needs heavy editing and photos need to be switched out to something that is more eye catching or a different format.
- Coordinate and 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). This month included coordinating a PR photo shoot for curbside pickup and also a call in by library staff to a weekly radio interview show to talk about curbside pickup.

## RASD June 2020 Board Report

Submitted by Kerrilynn Jorgensen

June is usually an exciting time when staff is gearing up for Summer Reading Club kick off and all the fun activities and programs that comes with this time of year. Despite the new reality that we live in working digitally and remotely, this year we plan to make it just as exciting and innovative, if not more so than in the past!

Summer Reading Club will go live virtually. Patrons can log their books and be entered into a weekly raffle for an Amazon e-gift card. In the past, RASD had trouble gaining an online following for our online reading club, but we are hoping that this time around will prove to be the best yet! We have two very active Facebook book discussion groups that we will be promoting heavily to. Additionally, Overdrive has had its highest downloads ever since launching years ago. Now that many readers have switched over to becoming digital readers, we are hopeful they will switch over to a digital summer reading club as well!

Our staff is preparing for the first ever online Murder Mystery! Each department has staff members working hard on their scripts and getting into character. I honestly have not seen them more excited to help put together a program as I have for this event.

Perhaps the best idea to come from working from home and preparing programs remotely is our new "Local History 5 Facts" videos that staff are putting together to be debuted this summer. Carole Lingg has organized this program by picking local sites in our community with great significance and ties to our history. The rest of the RASD librarian staff has been researching each location to come up with 5 unique facts that our patrons may not know about each site. Staff from the other public service departments are currently going to each of these sites to film a promotional video detailing these hidden facts. The videos will appear during our Summer with Us "Explore Your Community" week. Stay tuned!!



## May 2020

Sylvia Maurer

In the month of May, The Children's and Parents' Services Department focused on virtual programming. We scheduled programs, assessed their success and made changes based on the results that we were receiving.

This month staff planned and scheduled a variety of virtual programs. We tried an assortment of platforms to see which would best fit our needs. We used Go To Meeting, Zoom, Kahoot, Facebook and YouTube. We offered morning, afternoon and evening options. We promoted programs on our Evanced calendar, our Facebook and Instagram sites and our weekly e-newsletter.

We found that staff, programmers and patrons were most comfortable and had the least amount of technical difficulties with using Zoom as the hosting platform for live programming. Overall we had the most success with pre-recorded programs that were hosted on Facebook or YouTube that patrons could watch during the "premiere" time or later at another time.

Since implementing these programs, our attendance has been low. We have found in speaking with patrons online and in some of our programs, that parents have been overwhelmed with balancing their personal and work schedules with their children's distance learning schedules. This created very little room in their schedule for attending virtual programs. They also have responded that since their children spend large amounts of time on devices for virtual learning that they did not want to add to their screen time with programs.

We are anticipating that with distance learning coming to a close for the end of the school year that we should see an increase in attendance for virtual programming.

This month CPSD also had a bit of fun for our patrons. We created a tandem reading video of the extremely popular children's book ***Pete the Cat: I Love My White Shoes*** by Eric Litwin to celebrate Children's Book Week. We had 15 CPSD staffers participate. It was great to see what each person came up with for their portion. The video put a smile on many faces. Here is a link to the video. <https://youtu.be/DBHeHWnICm0>





# COMMUNITY LIBRARY

## TEEN SERVICES DEPARTMENT

June 2020

Submitted by Erika Irish

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On June 3, 2020 we bestowed the Award for Excellence in Community Service to Sean McNerney, a senior at William Floyd High School. Sean participated in Reading Buddies for the past 3 years. He enjoyed participation in this program and feeling like he has had an influence on the lives of the children in the program.

During the past month we have continued our weekly virtual programs, attendance has still not been great but now the school is winding down we are hoping to see the numbers increase. At the end of May we began doing Enrichment (a program with those who have special needs) on Zoom, attendance was slow the first week but has had more teens attend each week. This program has the best attendance of all our programs, which shows how much it is needed by the community and we are looking forward to the day when we can have it in the library again.

Now that we are back in the building at 50% we are planning and putting together grab and DIY projects that can be scheduled to be picked up. We will also be putting together bundles of books/media that the teens request.

We have been using this time to inventory our collection, making sure that what we are supposed to have on the shelf is actually on the shelf. The non-fiction collection was just completed and we will continue until the entire collection is finished.

The Teen Summer Reading Club is ready to launch. This year we will be doing challenges, teens can complete up to three challenges a week, and every completed challenge earns a raffle ticket. We will have weekly raffle for gift cards and the top three number of raffle ticket holders will earn a bigger prize, which is still TBD.

# Customer Resource Services

## Board Report June 2020

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Monday, June 8: staff returns to the library building at 50% staff.

The CRS staff immediately jumps into action, learning new procedures to check in items, pulling everything that's been waiting on the holdshelf since March 15, and checking in the piles of newspapers, magazines, and unprocessed library materials that accumulated in our absence.

Tuesday, June 9: we're ready to start calling patrons and schedule their contact-free curbside pickups of items from the holdshelf. Staff learns

another new software to schedule pickups, and works with RASD pages, security staff, and custodians to develop best practices for our curbside pickups.

Monday, June 15: curbside pickup is in full swing, and every patron who had items on hold has been contacted. We're ready to start honoring new requests as they come in!

Photo 

**Friday, June 19: as of 10:30am, we have completed 149 curbside pickups and are scheduling more all the time, averaging 16 per day.**

**46 community members requested new library cards between May 15—June 15**

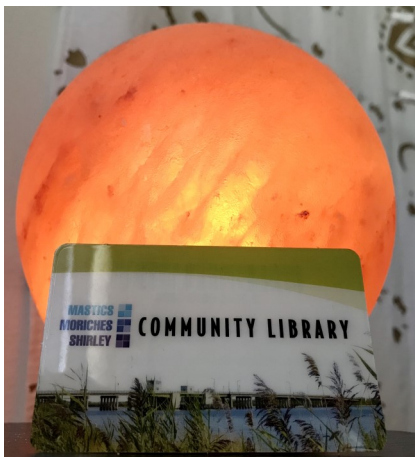


Photo by Liz Horba

Literacy Department, June 2020

Lindsay Davis

Although the Literacy staff got into the groove of working from home, and appreciate the lessons learned and growth experienced along the way, we have been happy to transition back into the building over the last few weeks. We are readjusting and staying busy by catching up and getting ahead. Staying connected with patrons has been a priority; it has been important to provide factual information, share local support services and resources, and support language and Literacy development from afar.

The Literacy Department successfully finished its first round of virtual classes via Zoom. We offered two levels of English language instruction twice a week for four weeks. Literacy staff members were instrumental in providing the support our patrons needed to get up and running with virtual instruction. It was a valuable learning experience for all. Students were happy to see their instructors and classmates again; they were dedicated to attending class each week. Our next step is summer classes; we are in the planning process now and a five week session of classes will start after July 4<sup>th</sup>.

In addition to virtual classes, the Community Family Literacy Project's YouTube channel has been growing. We have 47 subscribers, 316 unique views, and 38 videos with more added weekly. In three months, the channel has gotten 1,915 views! Another way we have been supporting our patrons is through the Community Family Literacy Project's Facebook page. We now have 555 followers. Creating and sharing content has been a top priority, with posts that celebrate Literacy and language development, culture, and community. Some highlights of this month's posts: Samantha's video teaching a traditional Spanish nursery rhyme "Los Pollitos;" a "Guessing Jar" picture series which provided math, reading, and language tips in an engaging fashion; Maria's recipe for a traditional shrimp dish from Spain; Liz's TikTok video on making sight word cards; Donika's story time and circle time lessons for Literacy's parents and toddlers; Staff Picks reviews of books, magazines, and music!

The aforementioned content, plus so much more, has also contributed to the twelve editions of the Literacy eNewsletter sent out via weekly email blast. We have highlighted library services and resources, shared staff made printable resources for families in English and Spanish such as the 30 Days of Kindness calendar and Alphabet Detective game, provided easy-to-digest tips to encourage family literacy and mindfulness, and offered links to online educational materials. Another popular feature in our eNewsletter and Facebook page is staff created Citizenship materials. Although our annual Recognition Celebration was canceled, Ivette and the prospective new American citizens have been working hard to prepare for their Naturalization interview with the goal of keeping their skills sharp to be ready for their interview when the time comes. We look forward to celebrating our new citizens next year!

As mentioned last month, the Community Family Literacy Project decided on the two William Floyd High School senior scholarship winners based on their qualifying essays. This month, WFHS Principal Mr. Scotto awarded our winners. Congratulations to Ariana and Alyssa. Arianna will study nursing at St. Joseph's College and Alyssa will study mathematics at Utica



Literacy Department, June 2020

Lindsay Davis

College. Congratulations, good luck, and best wishes from the CFLP Steering Committee, Literacy staff, and MMSCL community! In addition, congratulations to Literacy's Cristina, who graduated from Stony Brook's School of Nursing and Samantha, who is graduating from William Floyd High School. Also, the Literacy Department grew by one honorary staff member- Donika welcomed baby Grace to the world on June 6<sup>th</sup>.

Lastly, we encourage our community to respond to the 2020 United States Census! It provides critical data that will impact our community for the next decade! Responding in easy by phone, by mail, or online. The national response rate is currently 61.6%, New York State's response rate is 56.9%, and Suffolk County's response rate is 61.5%. The Census Bureau has had to adjust its field operation plan due to the pandemic, but they are planning to start door-to-door campaigning next month.



May 2020

Compiled by: Stephen Burg

During The month of May the Digit services department has been facilitating all of the virtual services the library has been offering. We continue to post content on our social media pages which have become the main way our patrons now interact with us. We are also gearing up for the Launch of Summer With Us which we have transitioned to a virtual offering as well. We will offer the patrons a similar experience from they have come to love about our Summer With Us programs and theme weeks from past year but now as a fully online experience. Our digital Library check outs also continue to soar.

# Digital services May Stats

Facebook	May	
page views		3304
post reach		43768
Engagement		19635
Instagram		
reach		2777
YouTube	may	
views		1956
Chat/Text Ref	May	
text/email		83
overdrive		
ebooks		4710
audio books		1476
flipster	May	
online views		480
Freegal		
downloads		383
streamed		2083
Hoopla		
new patrons		30
check outs		1014
Kanopy	May	
downloads		330

REPORT OF PERSONNEL CHANGES							<b>DATE PREPARED:</b>
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE							<b>06/22/20</b>
<b>JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY</b>							<b>PAGE 1 OF 2</b>
NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
TRT	Coffaro, Lorraine		Page	\$ 36,940.90		05/31/20	
TRT	Neis, Christine		Principal Library Clerk	\$ 69,882.43		05/29/20	
TRS	Russo, Virginia Leigh		Library Clerk	\$13.72/Hr		06/15/20	
TRS	Hall, Diane		Librarian I	\$40.85/Hr		06/09/20	
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"/> <b>APPROVED</b>		<input type="checkbox"/> <b>DISAPPROVED</b>			Signature of Appointing Authority		
<input type="checkbox"/> <b>APPROVED AS NOTED</b>							

REPORT OF PERSONNEL CHANGES SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						DATE PREPARED: 06/22/20	
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY							PAGE 2 of 2
NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
TDD	Fusco, Patricia		Library Clerk	\$21.53/Hr		06/13/20	
LA	Del Rio, Donika		Library Clerk	\$15.38/Hr		06/18/20-07/18/20	
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			

## **LIBRARY HOLIDAYS – 2021**

• NEW YEAR'S DAY	JANUARY 1, 2021	CLOSED
• MARTIN LUTHER KING JR.	JANUARY 18, 2021	HOLIDAY PAY
• PRESIDENTS DAY	FEBRUARY 15, 2021	CLOSED
• EASTER	APRIL 4, 2021	CLOSED
• MOTHER'S DAY	MAY 9, 2021	CLOSED
• MEMORIAL DAY	MAY 31, 2021	CLOSED
• INDEPENDENCE DAY	JULY 5, 2021	CLOSED
• LABOR DAY	SEPTEMBER 6, 2021	CLOSED
• COLUMBUS DAY	OCTOBER 11, 2021	HOLIDAY PAY
• VETERANS DAY	NOVEMBER 11, 2021	HOLIDAY PAY
• THANKSGIVING	NOVEMBER 25, 2021	CLOSED
• CHRISTMAS EVE	DECEMBER 24, 2021	CLOSED
• CHRISTMAS DAY	DECEMBER 25, 2021	CLOSED
• NEW YEARS EVE	DECEMBER 31, 2021	CLOSED

**THE LAST SUNDAY WE ARE OPEN BEFORE THE SUMMER IS JUNE 13, 2021**

**THE FIRST SUNDAY WE ARE OPEN IN THE FALL IS SEPTEMBER 12, 2021**

**Approved @ June 2020 Board Meeting**

## **PUBLIC NOTICE**

**The regular meetings of the Board of Trustees of the Mastics-Moriches-Shirley Community Library will be held in the Library at 7:00 pm on the following days:**

**July 27, 2020**

**August 24, 2020**

**September 28, 2020**

**October 26, 2020**

**November 23, 2020**

**December 28, 2020**

**January 25, 2021**

**February 22, 2021**

**March 29, 2021** (Budget Hearing)

**April 26, 2021**

**May 24, 2021**

**June 28, 2021**

**Meetings are open to the public and community residents are always welcome to attend.**