

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**ANNUAL ORGANIZATIONAL MEETING  
OF THE  
BOARD OF TRUSTEES**

**JULY 27, 2020**

**7:00 PM**

**AGENDA**

- 1. AGENDA**  
**CALL TO ORDER**
- 2. APPOINTMENT OF OFFICERS**
  - A. APPOINTMENT OF PRESIDENT
  - B. APPOINTMENT OF VICE PRESIDENT
  - C. APPOINTMENT OF CLERK
- 3. OTHER APPOINTMENTS**
  - A. TREASURER & ASSISTANT TREASURER
  - B. CLAIMS AUDITOR
  - C. ATTORNEYS
  - D. ACCOUNTANT
  - E. INSURANCE AGENT
  - F. RECORDS MANAGEMENT

G. CUSTODIAN OF PUBLIC RECORDS (FREEDOM OF  
INFORMATION OFFICER)

H. AFFIRMATIVE ACTION OFFICER

**4. ANNUAL OFFICIAL ACTIONS**

A. DEPOSITORIES

1. BANK ACCOUNTS

2. LIBRARY INVESTMENTS

B. OFFICIAL NEWSPAPERS

C. ANNUAL BUDGET VOTE AND TRUSTEE ELECTION

D. PETTY CASH FUNDS

E. FRIENDS OF THE ARTS

1. EXECUTIVE DIRECTOR

2. STEERING COMMITTEE

F. FAMILY LITERACY PROJECT

1. EXECUTIVE DIRECTOR

2. STEERING COMMITTEE

G. UNEMPLOYMENT INSURANCE ACCOUNT

H. VACATION AND SICK PAY ACCOUNT

**5. ADJOURNMENT**

# 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,

---

Cecile Prevete, Secretary

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

## **MINUTES OF JUNE 30, 2020 BOARD MEETING**

Trustee Maiorana called the meeting to order at 7:03pm.

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

**PRESENT**

Discussion was had as to possible add-on alternatives to the Beach Branch Site.

**REVIEW COSTS OF  
PROJECT  
ALTERNATES TO  
DATE**

Motion by Gross, second by DuBois to move into Executive Session for the purpose of discussing a contractual matter for CSEA Union at 7:43pm.  
Carried 4-0.

**EXECUTIVE  
SESSION**

Motion by DuBois, second by Marks to amend 4 public policies.  
Carried 4-0.

Motion by DuBois, second by Marks to adjourn the meeting at 8:34pm.  
Carried 4-0.

**ADJOURN**

Respectfully submitted by,

---

Cecile Prevete, Secretary

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

**July 27, 2020**

**7:30 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. C R S
5. LITERACY SERVICES \*\*\* PRESENTATION \*\*\*
6. DIGITAL SERVICES
7. INFORMATION TECHNOLOGY

B. PERSONNEL

1. RECOMMENDED CHANGES

C. CONTRACTS / RENEWALS

D. COMMUNITY FAMILY LITERACY PROJECT FINANCIAL STATEMENTS

E. NYS ANNUAL REPORT FOR PUBLIC LIBRARIES

\*\*\*\*\*

**X. EXECUTIVE SESSION**

**XI. ADJOURNMENT**

---

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

**AUGUST 24, 2020 @ 7:00PM**

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## MINUTES OF JUNE 22, 2020 BOARD MEETING

Trustee Maiorana called the meeting to order at 7:05 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 May 18, 2020 meeting of the Board of Trustees. Carried 5-0.

### **MINUTES**

Motion by DuBois, second by Marks to accept the minutes of the June 2, 2020 meeting of the Board of Trustees. Carried 5-0.

Motion by Furnari, second by DuBois to accept the minutes of the June 17, 2020 meeting of the Board of Trustees. Carried 5-0.

Motion by DuBois, second by Marks to approve the Operating Fund Schedule of Claims dated 06/22/2020; Prepay Payables Warrant #1 \$21,313.10; Payables Warrant #2 \$381,179.50; Payroll Warrant W.E. 05/29/2020 \$164,225.62; Payroll Benefits Warrant \$92,397.97; Payroll Warrant W.E. 06/12/2020 \$168,683.01; Payroll Benefits Warrant \$20,119.80. Carried 5-0.

### **SCHEDULE OF CLAIMS**

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

### **FINANCIAL REPORTS**

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

The Director thanked the staff and the Board for all the support offered during the start back to work handling it with enthusiasm and grace. A software program has been installed to allow patrons to schedule pick-ups/reserves. Online training has been implemented to educate staff on the ways to get ready for the ability to offer curbside deliveries. We've receive positive feedback from the public for this service. To date, we have 50% of non-essential staff in the building (the rest of their schedule is

### **DIRECTOR'S REPORT**

is being done remotely). We are waiting for the Governor's approval to allow 100% of staff in the building as needed. Phase 3 will allow limited patron access to the building to enable for social distancing, offering grab-and-go, short periods of time at the computers and to browse the collection. At this time there will be no in-house programming. In order for us to be able to move to this Phase, we need to have plastic polycarbonate Surrounds to be installed around all of the public service desks which is scheduled to begin this coming Wednesday. Communicating all of our re-opening plans to the public has been done on our website, South Shore Press, on our front doors and through social media. Currently re-working the library's building project website, revising FAQ's to show where we are in the planning stages and the milestone already reached. I've recently attended a webinar which addressed the issues with building layouts due to Covid in today's reality, planning for our facilities with regard to furniture layouts, considerations to closed meeting rooms and more. Lastly, we'll need to add a motion for a preliminary search to be done at the Mastic Beach branch where there is some sort of structure showing under the soil to determine whether it can be built over or removed.

The Assistant Director stated that the transition to re-opening has been remarkable, managing split shift, working remotely and offsite. Communicating all information to the public has been challenging using Facebook, Instagram, updating the website, to offer online content and reach out to the community as well as press releases offering information to our services as they open up.

## **ASSISTANT DIRECTOR'S REPORT**

The Business Manager reported that 2 weeks ago the building opened to 50% non-essential staff and that the majority of the Business Office's time has been devoted to monitoring the ins and outs of staff during shift changes. COVID evaluation forms have been filled out by every employee at the beginning of the shift. Recently we were able to implement an online form to streamline the paper burden. We've also distributed cloth masks, gloves, hand sanitizer and paper surgical masks. By and large the staff is taking all steps and procedures in stride.

## **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.

## **PERSONNEL CHANGES**



**CONTRACTS/  
RENEWALS**

Motion by DuBois, second by Furnari to approve the annual Microsoft Office 365 subscription in the amount of \$4,080.00. Carried 5-0.

**OFFICE 365**

Motion by Marks, second by Gross to approve the agreement with Advanced Utility Locating in the amount of \$700.00. Carried 5-0.

**ADVANCED UTILITY  
LOCATING**

Motion by Gross, second by DuBois to renew the agreement with ECM Consulting in the amount of \$3,000.00 per month from July 2020 through December 2020. Carried 5-0.

**ECM CONSULTING**

Motion by Furnari, second by DuBois to approve the excavating services at the Mastic Beach Branch site by Cardo at a cost of \$2,000.00. Carried 5-0.

**CARDO  
EXCAVATION**

**LIBRARY  
CALENDARS**

Motion by Furnari, second by Gross to adopt the Library Board Meeting Calendar for FY 2020-2021 as presented (or amended). Carried 5-0.

**BOARD OF  
TRUSTEE  
MEETINGS -  
FY 2020-2021**

Motion by Gross, second by DuBois to adopt the Library Holiday Calendar for CY 2021 as presented (or amended). Carried 5-0.

**HOLIDAYS -  
CY 2021**

Motion by DuBois, second by Gross to move into Executive Session at 7:28pm to discuss multiple contractual issues. Carried 5-0.

**EXECUTIVE  
SESSION**

Motion by Furnari, second by Marks to leave Executive Session at 7:50pm. Carried 5-0.

## **DRAFT - UNAPPROVED**

Motion by DuBois, second by Gross to approve the raised access flooring Option at the Moriches Annex. Carried 5-0.

## **EXECUTIVE SESSION**

Motion by Gross, second by DuBois to approve the parking lot lease with William Floyd Plaza. Carried 5-0.

Motion by DuBois, second by Furnari to adjourn the meeting at 7:52 pm. Carried 5-0.

## **ADJOURNMENT**

Respectfully submitted by,

---

Cecile Prevete, Secretary

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***OPERATING FUNDS FINANCIAL REPORTS***

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

**JUNE 2020**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

MMSCL  
Operating Funds Monthly Report  
**June 2020**

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 3,390,056.77	\$ 3,252,515.40	\$ 901,239.11	\$ 1,316.00	\$ 5,742,649.06
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 404,820.79	\$ -	\$ 136.10	\$ 99.52	\$ 404,784.21
Empire Nat'l Bank	OPERATING	\$ 118,003.97	\$ 381,651.29	\$ 79,585.52	\$ 46.43	\$ 420,116.17
Empire Nat'l Bank	PAYROLL	\$ 44,878.28	\$ 520,074.21	\$ 453,136.60	\$ -	\$ 111,815.89
						<b>\$ 6,679,365.33</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>\$ 6,694,365.33</u></b>

**July 2019 through June 2020**

BOT Meeting:  
July 27, 2020

														TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul '19 - Jun 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	11,767.42	196,425.01	230,051.00	-33,625.99	85.38%
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	0.00	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	22,188.36	329,594.43	370,161.00	-40,566.57	89.04%
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	8,531.84	105,969.51	110,373.00	-4,403.49	96.01%
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	10,841.45	149,242.63	153,511.00	-4,268.37	97.22%
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	125,289.90	2,017,585.26	2,187,424.00	-169,838.74	92.24%
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	18,017.55	292,544.25	304,705.00	-12,160.75	96.01%
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	26,624.39	346,028.96	324,066.00	21,962.96	106.78%
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	6,196.02	75,401.56	53,060.00	22,341.56	142.11%
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	8,977.03	116,493.09	119,170.00	-2,676.91	97.75%
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	14,639.70	219,061.28	216,357.00	2,704.28	101.25%
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	5,243.77	71,738.18	115,922.00	-44,183.82	61.89%
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	16,706.58	206,517.79	287,560.00	-81,042.21	71.82%
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	0.00	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	8,397.08	149,417.95	148,653.00	764.95	100.52%
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	1,999.96	25,452.57	23,771.00	1,681.57	107.07%
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	106,802.08	1,502,655.63	1,593,264.00	-90,608.37	94.31%
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	15,188.91	220,519.31	235,528.00	-15,008.69	93.63%
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	15,317.38	182,871.71	156,671.00	26,200.71	116.72%
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	0.00	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	780.00	9,124.50	7,860.00	1,264.50	116.09%
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	1,176.50	17,101.92	24,407.00	-7,305.08	70.07%
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	2,102.75	26,294.66	33,940.00	-7,645.34	77.47%
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	10,067.00	47,484.45	39,364.00	8,120.45	120.63%
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	44,632.54	503,396.55	497,770.00	5,626.55	101.13%
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	17,318.11	222,626.02	241,284.00	-18,657.98	92.27%
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	17,318.11	222,626.02	241,284.00	-18,657.98	92.27%
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	20,048.62	226,331.67	244,470.00	-18,138.33	92.58%
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	20,048.62	226,331.67	244,470.00	-18,138.33	92.58%

														TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul '19 - Jun 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	7,968.70	103,207.09	129,523.00	-26,315.91	79.68%
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	7,968.70	103,207.09	129,523.00	-26,315.91	79.68%
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	27,131.27	305,866.84	385,150.00	-79,283.16	79.42%
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	349,191.22	4,881,669.06	5,278,885.00	-397,215.94	92.48%
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	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	25,921.63	359,239.12	366,000.00	-6,760.88	98.15%
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	47,961.00	65,624.24	60,000.00	5,624.24	109.37%
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	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	1,448.14	18,113.08	20,000.00	-1,886.92	90.57%
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	66,675.10	878,398.68	925,000.00	-46,601.32	94.96%
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	142,005.87	1,898,812.12	1,948,090.00	-49,277.88	97.47%
6410A · BOOKS (ADULT)	11,167.09	4,557.71	10,610.07	10,683.30	8,660.05	11,062.80	19,074.77	62,557.59	2,685.33	408.32	0.00	7,083.39	148,550.42	150,000.00	-1,449.58	99.03%
6410C · BOOKS (C&P)	1,575.95	2,514.49	2,638.47	5,280.02	2,519.17	4,144.77	2,336.04	20,545.57	255.69	0.00	0.00	1,413.79	43,223.96	70,000.00	-26,776.04	61.75%
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	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	48.26	0.00	0.00	509.20	30,476.36	22,000.00	8,476.36	138.53%
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	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	684.36	948.82	901.32	19,190.33	46,449.05	45,000.00	1,449.05	103.22%
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	576.77	704.14	715.30	2,844.95	15,745.62	15,000.00	745.62	104.97%
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	0.00	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	134.00	168.71	184.07	2,397.89	12,944.99	15,000.00	-2,055.01	86.3%
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	1,105.19	0.00	83.20	1,648.11	23,053.59	40,000.00	-16,946.41	57.63%
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	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	0.00	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	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	0.00	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	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	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	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	0.00	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	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	Jun 20	Jul '19 - Jun 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	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	0.00	150.00	-150.00	0.0%
6417A · VIDEOS (ADULT)	3,900.68	4,466.93	3,681.48	4,362.84	4,008.29	3,442.45	4,701.30	3,045.51	1,231.08	320.00	336.00	4,444.56	37,941.12	90,000.00	-52,058.88	42.16%
6417C · VIDEOS (C&P)	911.68	849.94	324.28	945.02	268.47	696.39	857.15	396.27	272.42	130.00	65.00	70.00	5,786.62	15,000.00	-9,213.38	38.58%
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	0.00	150.00	-150.00	0.0%
6417N · VIDEOS (TEEN)	549.89	486.83	528.32	368.73	538.75	981.06	264.57	750.20	0.00	0.00	0.00	0.00	4,468.35	6,000.00	-1,531.65	74.47%
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	695.97	13,435.92	25,000.00	-11,564.08	53.74%
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	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	0.00	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	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	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	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	0.00	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	2,827.37	2,721.40	1,422.34	8,811.52	11,239.85	55,974.32	57,000.00	-1,025.68	98.2%
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	12,584.75	52,636.97	57,500.00	-4,863.03	91.54%
6432G · CARTAGE	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	285.00	3,420.00	3,420.00	0.00	100.0%
6433G · POSTAGE	6,503.96	2,961.89	4,469.66	4,495.01	10,434.90	4,494.90	2,838.05	4,548.71	517.90	0.00	2,433.35	61.65	43,759.98	52,000.00	-8,240.02	84.15%
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	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	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	-93.04	67,466.61	85,000.00	-17,533.39	79.37%
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	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	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	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	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	19.97	0.00	2,895.68	5,000.00	-2,104.32	57.91%
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	19.96	0.00	4,356.11	7,250.00	-2,893.89	60.08%
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	0.00	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	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	133.36	864.75	2,000.00	-1,135.25	43.24%
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	88.09	1,435.85	5,000.00	-3,564.15	28.72%
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	19.96	0.00	3,287.07	8,500.00	-5,212.93	38.67%
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	19.96	0.00	2,393.57	4,000.00	-1,606.43	59.84%
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	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	1,626.50	0.00	0.00	0.00	2,882.42	5,000.00	-2,117.58	57.65%



														TOTAL		
	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
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	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	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	728.35	3,186.67	54,967.68	66,000.00	-11,032.32	83.28%
6437C · PROGRAMS (C&P)	6,683.09	7,051.16	5,349.41	9,272.28	5,720.16	6,148.30	4,501.34	4,945.16	2,226.46	1,633.33	1,875.10	3,843.20	59,248.99	105,000.00	-45,751.01	56.43%
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	526.59	12,612.93	10,000.00	2,612.93	126.13%
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	770.98	62,894.78	85,000.00	-22,105.22	73.99%
6437N · PROGRAMS (TEEN)	5,317.54	2,753.75	2,868.26	5,835.77	4,207.22	3,046.69	4,001.10	2,718.57	2,165.72	514.33	212.80	1,124.47	34,766.22	60,000.00	-25,233.78	57.94%
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	150.00	1,858.00	1,800.00	58.00	103.22%
643765 · PROMOTION AND PUBLICITY	22,024.88	41,196.77	21,895.00	15,469.85	54,723.98	71,015.00	15,825.00	14,079.00	6,070.00	13,200.00	6,018.65	11,005.30	292,523.43	85,000.00	207,523.43	344.15%
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	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	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	3,800.00	5,800.00	6,000.00	-200.00	96.67%
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	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	137.50	1,705.00	1,605.00	100.00	106.23%
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	1,371.98	21,111.47	22,000.00	-888.53	95.96%
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	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	0.00	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	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	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	0.00	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	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	2,454.16	77,154.47	46,000.00	31,154.47	167.73%
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	300.00	150.00	150.00	200.0%
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	0.00	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	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	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	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	19,068.94	458,845.72	243,835.00	215,010.72	188.18%
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	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	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	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	4,976.80	4,410.39	3,850.31	4,367.18	3,802.67	63,983.84	60,000.00	3,983.84	106.64%
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	0.00	357.68	100.00	257.68	357.68%

														TOTAL															
														Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
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	0.00	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	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	378.18	6,133.16	20,000.00	-13,866.84	30.67%
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	5,505.40	110,537.36	138,000.00	-27,462.64	80.1%
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	-681.43	16,731.04	18,000.00	-1,268.96	92.95%
6450W · WATER														553.99	0.00	0.00	625.25	0.00	0.00	317.55	97.04	0.00	0.00	290.31	0.00	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	2,388.43	295.73	34.61	1,047.47	13,230.22	19,000.00	-5,769.78	69.63%
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	2,228.99	3,237.22	2,706.48	13,901.00	9,948.51	75,761.88	65,000.00	10,761.88	116.56%
6454 · INSURANCE														67,339.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	230.00	0.00	0.00	67,569.30	69,000.00	-1,430.70	97.93%
6485G · Bank Fees														234.18	157.60	180.31	260.90	465.61	131.72	248.03	213.33	167.16	164.75	607.89	-471.79	2,359.69			
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	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	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	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	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	3,250.00	3,250.00	7,500.00	-4,250.00	43.33%
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	0.00	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	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	783.00	1,257.90	1,000.00	257.90	125.79%
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	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	674.50	45,220.31	100,000.00	-54,779.69	45.22%
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	4,707.50	53,507.11	127,000.00	-73,492.89	42.13%
Total Expense														743,627.28	660,380.27	580,106.66	640,969.21	880,942.31	1,256,084.06	728,971.63	714,748.32	555,383.34	612,387.16	731,218.30	608,552.30	8,713,370.84	10,000,000.00	-1,286,629.16	87.13%
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	649,049.45	-367,941.37	-525,149.93	-314,359.64	2,643,687.44	1,216,204.71	0.00	1,216,204.71	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	153,802.42	415,023.50			
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	153,802.42	415,023.50			
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	-153,802.42	-415,023.50	0.00	-415,023.50	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	640,519.87	-382,269.87	-569,359.72	-419,404.47	2,489,885.02	801,181.21	0.00	801,181.21	100.0%

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***CAPITAL FUND FINANCIAL REPORT***

**JUNE 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
June-20		\$ 4,760,342.31	\$ 1,170.58	\$ -	\$ 4,761,512.89
				Grand Total :	\$ 4,761,512.89

\*\*\*\*\*

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

\*\*\*\*\*

PREPAY PAYABLES WARRANT #1		\$	91,054.05
PAYABLES WARRANT #2		\$	281,587.82
PAYROLL WARRANT W.E.	6/23/2020	\$	166,483.14
PAYROLL BENEFITS WARRANT		\$	87,309.88
PAYROLL WARRANT W.E.	7/7/2020	\$	163,704.80
PAYROLL BENEFITS WARRANT		\$	10,002.74
PAYROLL WARRANT W.E.	7/21/2020	\$	155,765.55
PAYROLL BENEFITS WARRANT		\$	78,419.24
		<b>Total</b>	<b>\$ 1,034,327.22</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.

\_\_\_\_\_  
Secretary

**Mastics Moriches Shirley Community Library**  
**JULY 27, 2020**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>61929</b>	<b>06/24/2020</b>	<b>American Express</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	061220	06/12/2020	6419G · SOFTWARE (GEN)		-1,198.51
			6430G · OFFICE AND LIBRARY SUPPLIES		-5,221.36
			6431D · TELECOMMUNICATIONS		-18.67
			6433G · POSTAGE		-24.17
			643765 · PROMOTION AND PUBLICITY		-424.95
			6437A · PROGRAMS (ADULT)		-186.67
			6437D · PROGRAMS (DIGITAL)		-9.33
			6437N · PROGRAMS (TEEN)		-312.66
			6451G · CUSTODIAL SUPPLIES		-234.34
			7203W · EQUIPMENT WIRE		-629.54
TOTAL					-8,260.20
<b>Bill Pmt -Check</b>	<b>61930</b>	<b>06/24/2020</b>	<b>AT&amp;T</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	061020	06/10/2020	6431D · TELECOMMUNICATIONS		-43.68
TOTAL					-43.68
<b>Bill Pmt -Check</b>	<b>61931</b>	<b>06/24/2020</b>	<b>Xerox Financial Services</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2147725	06/11/2020	6439G · EQUIPMENT R & M (GEN)		-2,493.00
TOTAL					-2,493.00
<b>Bill Pmt -Check</b>	<b>61932</b>	<b>06/25/2020</b>	<b>PSEG -- NeighborhoodRdMasticBeach</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	051520--061620	06/16/2020	6450E · ELECTRICITY		-385.40
TOTAL					-385.40

**Mastics Moriches Shirley Community Library**  
**JULY 27, 2020**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	61933	07/01/2020	Home Depot Credit Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	061920	06/19/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-33.96
				6451G · CUSTODIAL SUPPLIES	-49.72
				6452G · BLDG ALTERATION AND MAINT	-13.94
TOTAL					<u>-97.62</u>
Bill Pmt -Check	61934	07/01/2020	Optimum / Cablevision	L0225 · EMPIRE NAT'L - OPERATING	
Bill	062320-072220	06/23/2020		6431D · TELECOMMUNICATIONS	-138.03
TOTAL					<u>-138.03</u>
Bill Pmt -Check	61935	07/01/2020	T-Mobile	L0225 · EMPIRE NAT'L - OPERATING	
Bill	06232020	06/23/2020		6437D · PROGRAMS (DIGITAL)	-516.60
TOTAL					<u>-516.60</u>
Bill Pmt -Check	61936	07/10/2020	Crown Castle Fiber LLC	L0225 · EMPIRE NAT'L - OPERATING	
Bill	629756	07/01/2020		6431D · TELECOMMUNICATIONS	-2,495.00
TOTAL					<u>-2,495.00</u>
Bill Pmt -Check	61937	07/10/2020	National Grid	L0225 · EMPIRE NAT'L - OPERATING	
Bill	05/29--06/30/20	06/30/2020		6450F · FUEL/GAS	-424.72
TOTAL					<u>-424.72</u>

**Mastics Moriches Shirley Community Library**  
**JULY 27, 2020**  
**PREPAY WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61938	07/10/2020	Utica National Insurance Group	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2020 AutoIns Renewal	07/01/2020		6454 · INSURANCE	-2,957.00
TOTAL						-2,957.00
	Bill Pmt -Check	61939	07/10/2020	AmTrust North America	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	WrksCmp 61320-61321	06/12/2020		9040 · WORKERS' COMPENSATION	-47,961.00
TOTAL						-47,961.00
	Bill Pmt -Check	61940	07/14/2020	PSEG	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	06/04-07/07/20	07/07/2020		6450E · ELECTRICITY	-16,219.78
TOTAL						-16,219.78
	Bill Pmt -Check	61941	07/14/2020	Verizon	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	070620	07/06/2020		6431D · TELECOMMUNICATIONS	-128.59
TOTAL						-128.59
	Bill Pmt -Check	61942	07/21/2020	American Express	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	071420	07/14/2020		6419G · SOFTWARE (GEN)	-1,821.53
					6430G · OFFICE AND LIBRARY SUPPLIES	-310.89
					6431D · TELECOMMUNICATIONS	-19.97
					6433G · POSTAGE	-38.70



**Mastics Moriches Shirley Community Library**  
**JULY 27, 2020**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
				6435Dig · CED, CONF & TRAVEL (DIGITAL)	-198.74
				643765 · PROMOTION AND PUBLICITY	-301.53
				6437A · PROGRAMS (ADULT)	-7.98
				6450F · FUEL/GAS	-53.43
				9040 · WORKERS' COMPENSATION	-5,325.14
TOTAL					<u>-8,077.91</u>
<b>Bill Pmt -Check</b>	<b>61943</b>	<b>07/21/2020</b>	<b>AT&amp;T</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	071020	07/10/2020		6431D · TELECOMMUNICATIONS	-46.15
TOTAL					<u>-46.15</u>
<b>Bill Pmt -Check</b>	<b>61944</b>	<b>07/21/2020</b>	<b>Optimum / Cablevision</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	0716--08152020	07/20/2020		6431D · TELECOMMUNICATIONS	-790.93
TOTAL					<u>-790.93</u>
<b>Bill Pmt -Check</b>	<b>61945</b>	<b>07/21/2020</b>	<b>Verizon</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	071320	07/13/2020		6431D · TELECOMMUNICATIONS	-18.44
TOTAL					<u>-18.44</u>
				<b>TOTAL</b>	<b>-91,054.05</b>

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

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

# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>61946</b>	<b>07/27/2020</b>	<b>A.R. Kropp Co. &amp; Sons</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	6253	05/28/2020		6452G · BLDG ALTERATION AND MAINT	-9,100.00
Bill	6253.1	05/28/2020		6452G · BLDG ALTERATION AND MAINT	-3,525.00
TOTAL					-12,625.00
<b>Bill Pmt -Check</b>	<b>61947</b>	<b>07/27/2020</b>	<b>Advanced Plant Care, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	25955	07/01/2020		643760 · PLANTINGS	-150.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>61948</b>	<b>07/27/2020</b>	<b>Andriola's Cesspool Service, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	8193	07/16/2020		6452G · BLDG ALTERATION AND MAINT	-250.00
TOTAL					-250.00
<b>Bill Pmt -Check</b>	<b>61949</b>	<b>07/27/2020</b>	<b>Baker &amp; Taylor</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5016035800	03/14/2020		6410N · BOOKS (TEEN)	-48.26
Bill	5016055287	03/16/2020		6410A · BOOKS (ADULT)	-431.86
Bill	5016042405	06/05/2020		6410N · BOOKS (TEEN)	-142.16
Bill	5016089412	06/08/2020		6410A · BOOKS (ADULT)	-283.24
Bill	5016202582	06/08/2020		6410N · BOOKS (TEEN)	-13.38
Bill	5016094022	06/11/2020		6410A · BOOKS (ADULT)	-158.63
Bill	5016116643	06/17/2020		6410A · BOOKS (ADULT)	-231.69
Bill	5016118833	06/17/2020		6410A · BOOKS (ADULT)	-231.45
Bill	5016118840	06/17/2020		6410A · BOOKS (ADULT)	-31.34
				6410N · BOOKS (TEEN)	-73.15
Bill	5016120976	06/17/2020		6410A · BOOKS (ADULT)	-158.23
Bill	5016122133	06/22/2020		6410A · BOOKS (ADULT)	-315.77

# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill	5016199773	06/22/2020		6410A · BOOKS (ADULT)	-387.03
Bill	5016168577	06/24/2020		6410A · BOOKS (ADULT)	-677.82
Bill	5016122132	06/25/2020		6410A · BOOKS (ADULT)	-275.01
				6410N · BOOKS (TEEN)	-85.11
Bill	5016124666	06/25/2020		6410A · BOOKS (ADULT)	-339.95
Bill	5016182950	06/25/2020		6410A · BOOKS (ADULT)	-574.71
Bill	5016142149	06/26/2020		6410A · BOOKS (ADULT)	-40.67
				6410N · BOOKS (TEEN)	-20.64
Bill	5016130428	06/29/2020		6410A · BOOKS (ADULT)	-105.98
Bill	5016142172	06/29/2020		6410A · BOOKS (ADULT)	-48.63
Bill	5016142109	06/30/2020		6410A · BOOKS (ADULT)	-228.21
Bill	5016222802	06/30/2020		6410A · BOOKS (ADULT)	-310.27
Bill	5016132230	07/01/2020		6410A · BOOKS (ADULT)	-182.82
Bill	5016139753	07/01/2020		6410A · BOOKS (ADULT)	-208.68
Bill	5016144810	07/01/2020		6410A · BOOKS (ADULT)	-504.51
Bill	5016168745	07/01/2020		6410A · BOOKS (ADULT)	-202.37
Bill	5016176301	07/01/2020		6410A · BOOKS (ADULT)	-19.68
Bill	5016190780	07/01/2020		6410A · BOOKS (ADULT)	-133.42
Bill	5016203479	07/01/2020		6410A · BOOKS (ADULT)	-66.45
Bill	5016234629	07/10/2020		6410A · BOOKS (ADULT)	-688.02
Bill	5016262965	07/10/2020		6410A · BOOKS (ADULT)	-459.08
TOTAL					-7,678.22
<b>Bill Pmt -Check</b>	<b>61950</b>	<b>07/27/2020</b>	<b>Barrett Bonacci &amp; VanWeele, PC</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	71486	06/23/2020		7500 · BUILDING IMPROVEMENTS	-4,425.00
TOTAL					-4,425.00

# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	61951	07/27/2020	Blick Art Materials	L0225 · EMPIRE NAT'L - OPERATING	
Bill	4038924	06/30/2020		6437N · PROGRAMS (TEEN)	-42.63
Bill	4104044	07/10/2020		6437N · PROGRAMS (TEEN)	-11.34
TOTAL					-53.97
Bill Pmt -Check	61952	07/27/2020	Carolina Biological Supply Company	L0225 · EMPIRE NAT'L - OPERATING	
Bill	51077738 RI	06/29/2020		6437C · PROGRAMS (C&P)	-109.53
TOTAL					-109.53
Bill Pmt -Check	61953	07/27/2020	Cengage Learning	L0225 · EMPIRE NAT'L - OPERATING	
Bill	70836513	06/30/2020		6410A · BOOKS (ADULT)	-1,649.24
TOTAL					-1,649.24
Bill Pmt -Check	61954	07/27/2020	Center Point Large Print	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1770958	04/01/2020		6410A · BOOKS (ADULT)	-408.32
TOTAL					-408.32
Bill Pmt -Check	61955	07/27/2020	Colson, Doris J.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	060620	06/06/2020		6437L · PROGRAMS (LIT)	-28.50
TOTAL					-28.50
Bill Pmt -Check	61956	07/27/2020	Community Family Literacy Project, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	Jan-Jun2020 bagReimb	07/23/2020		2650 · SALES OF EXCESS MATERIAL	-33.00
TOTAL					-33.00

# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61957	07/27/2020	Cook Maran & Assoc -- prevpd J.PriceAgcy	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100255	04/22/2020		6454 · INSURANCE	-230.00
TOTAL						-230.00
	Bill Pmt -Check	61958	07/27/2020	Currao-McAleavey, Carmella	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	062220	06/22/2020		6437N · PROGRAMS (TEEN)	-100.00
	Bill	062920	06/29/2020		6437N · PROGRAMS (TEEN)	-100.00
	Bill	070620	07/06/2020		6437N · PROGRAMS (TEEN)	-100.00
	Bill	071320	07/13/2020		6437N · PROGRAMS (TEEN)	-100.00
	Bill	072020	07/20/2020		6437N · PROGRAMS (TEEN)	-100.00
TOTAL						-500.00
	Bill Pmt -Check	61959	07/27/2020	Voided -- check print error	L0225 · EMPIRE NAT'L - OPERATING	
TOTAL						0.00
	Bill Pmt -Check	61960	07/27/2020	Discount School Supply	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	P39574080001	06/25/2020		6437L · PROGRAMS (LIT)	-35.40
TOTAL						-35.40
	Bill Pmt -Check	61961	07/27/2020	ECM Consulting and Marketing	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1035	07/01/2020		643765 · PROMOTION AND PUBLICITY	-3,000.00
TOTAL						-3,000.00

# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61962	07/27/2020	Electronic Alarm Systems	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	R-45437	07/01/2020		6452G · BLDG ALTERATION AND MAINT	-67.50
TOTAL						-67.50
	Bill Pmt -Check	61963	07/27/2020	fbr8 LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	W13763	07/09/2020		6437D · PROGRAMS (DIGITAL)	-697.30
TOTAL						-697.30
	Bill Pmt -Check	61964	07/27/2020	Fiore, Christopher	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	071420	07/14/2020		6437A · PROGRAMS (ADULT)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	61965	07/27/2020	Fish Guy Photos	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	062420	06/24/2020		6437A · PROGRAMS (ADULT)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	61966	07/27/2020	Friedman, Michael J.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	042120	07/14/2020		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						-150.00
	Bill Pmt -Check	61967	07/27/2020	George, Ivette (staff)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	030520	06/22/2020		6437L · PROGRAMS (LIT)	-22.08
TOTAL						-22.08

# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>61968</b>	<b>07/27/2020</b>	<b>Grainger</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	9552316219	06/05/2020		6452G · BLDG ALTERATION AND MAINT	-93.22
Bill	9565304806	06/18/2020		6451G · CUSTODIAL SUPPLIES	-193.55
TOTAL					-286.77
<b>Bill Pmt -Check</b>	<b>61969</b>	<b>07/27/2020</b>	<b>Gutmann, Sarah</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	070620	07/06/2020		6437A · PROGRAMS (ADULT)	-150.00
TOTAL					-150.00
<b>Bill Pmt -Check</b>	<b>61970</b>	<b>07/27/2020</b>	<b>H2M architects + engineers</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	193557	06/26/2020		7500 · BUILDING IMPROVEMENTS	-31,795.26
Bill	193793	07/09/2020		7500 · BUILDING IMPROVEMENTS	-14,706.50
Bill	193794	07/09/2020		7500 · BUILDING IMPROVEMENTS	-31,709.50
Bill	193795	07/09/2020		7500 · BUILDING IMPROVEMENTS	-25,419.50
TOTAL					-103,630.76
<b>Bill Pmt -Check</b>	<b>61971</b>	<b>07/27/2020</b>	<b>Ingram Library Services</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	67196920	06/09/2020		6410C · BOOKS (C&P)	-15.33
Bill	67196921	06/09/2020		6410C · BOOKS (C&P)	-11.86
Bill	67196922	06/09/2020		6410C · BOOKS (C&P)	-36.74
Bill	61740971	06/17/2020		6410C · BOOKS (C&P)	-51.53
Bill	61740972	06/17/2020		6410C · BOOKS (C&P)	-155.35
Bill	61740973	06/17/2020		6410C · BOOKS (C&P)	-32.14
Bill	61740974	06/17/2020		6410C · BOOKS (C&P)	-14.93
Bill	61740975	06/17/2020		6410C · BOOKS (C&P)	-122.89
Bill	61740976	06/17/2020		6410C · BOOKS (C&P)	-226.83

# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill	61740977	06/17/2020		6410C · BOOKS (C&P)	-11.49
Bill	61740978	06/17/2020		6410C · BOOKS (C&P)	-23.72
Bill	61740979	06/17/2020		6410C · BOOKS (C&P)	-41.31
Bill	61740980	06/17/2020		6410C · BOOKS (C&P)	-10.94
Bill	61740981	06/17/2020		6410C · BOOKS (C&P)	-169.65
Bill	61740982	06/17/2020		6410C · BOOKS (C&P)	-343.50
Bill	61741151	06/18/2020		6410C · BOOKS (C&P)	-11.56
Bill	67199177	06/18/2020		6410C · BOOKS (C&P)	-10.20
Bill	67199178	06/18/2020		6410C · BOOKS (C&P)	-10.80
Bill	67199179	06/18/2020		6410C · BOOKS (C&P)	-38.40
Bill	61743294	06/26/2020		6410C · BOOKS (C&P)	-5.93
Bill	61743355	06/26/2020		6410C · BOOKS (C&P)	-35.58
Bill	61743356	06/26/2020		6410C · BOOKS (C&P)	-22.72
Bill	61743786	06/30/2020		6410C · BOOKS (C&P)	-10.39
TOTAL					-1,413.79
<b>Bill Pmt -Check</b>	<b>61972</b>	<b>07/27/2020</b>	<b>Island Elevator Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	38226	07/01/2020		6452G · BLDG ALTERATION AND MAINT	-411.00
TOTAL					-411.00
<b>Bill Pmt -Check</b>	<b>61973</b>	<b>07/27/2020</b>	<b>James, Mark Charles</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	071520	07/16/2020		6437A · PROGRAMS (ADULT)	-250.00
TOTAL					-250.00



# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>61974</b>	<b>07/27/2020</b>	<b>JanWay Company USA, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	135656	06/18/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-969.18
Bill	135738	06/23/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-3,260.95
TOTAL					<u>-4,230.13</u>
<b>Bill Pmt -Check</b>	<b>61975</b>	<b>07/27/2020</b>	<b>Joseph A. Schiano, CPA, P.C.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2020-111	06/26/2020		6437P02 · AUDITOR	-800.00
TOTAL					<u>-800.00</u>
<b>Bill Pmt -Check</b>	<b>61976</b>	<b>07/27/2020</b>	<b>Kanopy Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	200261-PPU	05/31/2020		6417A · VIDEOS (ADULT)	-336.00
				6417C · VIDEOS (C&P)	-65.00
Bill	203568-PPU	06/30/2020		6417A · VIDEOS (ADULT)	-296.00
				6417C · VIDEOS (C&P)	-70.00
TOTAL					<u>-767.00</u>
<b>Bill Pmt -Check</b>	<b>61977</b>	<b>07/27/2020</b>	<b>Lamb &amp; Barnosky, LLP</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	131499	06/30/2020		6437P4 · ATTORNEY	-412.50
Bill	131498	06/30/2020		6437P4 · ATTORNEY	-2,041.66
TOTAL					<u>-2,454.16</u>
<b>Bill Pmt -Check</b>	<b>61978</b>	<b>07/27/2020</b>	<b>Louis K. McLean Assoc Engrs &amp;Surveyors PC</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	26246	07/09/2020		7500 · BUILDING IMPROVEMENTS	-17,770.80
TOTAL					<u>-17,770.80</u>

# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61979	07/27/2020	Magrane, Roseann L.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	031120	07/15/2020		6437N · PROGRAMS (TEEN)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	61980	07/27/2020	Mark Grossman Public Relations	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	0620-MMS	06/20/2020		643765 · PROMOTION AND PUBLICITY	-4,000.00
TOTAL						-4,000.00
	Bill Pmt -Check	61981	07/27/2020	Matt Marshak, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	062420	06/24/2020		6437C · PROGRAMS (C&P)	-700.00
TOTAL						-700.00
	Bill Pmt -Check	61982	07/27/2020	Midwest Tape	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	98738035	03/13/2020		6417A · VIDEOS (ADULT)	-207.52
	Bill	98738036	03/13/2020		6412A · RECORDINGS (ADULT)	-38.98
	Bill	98787638 hoopla	03/31/2020		6411A · MICRO/REF CD (ADULT)	-684.36
					6411N · MICRO/REF CD (TEEN)	-134.00
					6411C · MICRO/REF CD (C&P)	-576.77
	Bill	98854576 hoopla	04/30/2020		6411A · MICRO/REF CD (ADULT)	-948.82
					6411N · MICRO/REF CD (TEEN)	-168.71
					6411C · MICRO/REF CD (C&P)	-704.14
	Bill	98966375 hoopla	05/31/2020		6411A · MICRO/REF CD (ADULT)	-901.32
					6411N · MICRO/REF CD (TEEN)	-184.07
					6411C · MICRO/REF CD (C&P)	-715.30
	Bill	98996050	06/10/2020		6417A · VIDEOS (ADULT)	-338.54
	Bill	98996051	06/10/2020		6417A · VIDEOS (ADULT)	-651.41

# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill	98996052	06/10/2020		6412A · RECORDINGS (ADULT)	-170.92
Bill	98996054	06/10/2020		6417A · VIDEOS (ADULT)	-54.78
Bill	98996055	06/10/2020		6417A · VIDEOS (ADULT)	-32.04
Bill	98996056	06/10/2020		6412A · RECORDINGS (ADULT)	-82.96
Bill	98996058	06/10/2020		6412A · RECORDINGS (ADULT)	-63.98
Bill	99000298	06/12/2020		6412A · RECORDINGS (ADULT)	-27.73
Bill	99023267	06/18/2020		6412A · RECORDINGS (ADULT)	-17.09
Bill	99023268	06/18/2020		6412A · RECORDINGS (ADULT)	-112.11
Bill	99025260	06/18/2020		6412A · RECORDINGS (ADULT)	-9.99
Bill	99025419	06/22/2020		6412A · RECORDINGS (ADULT)	-424.80
Bill	99045390	06/22/2020		6412A · RECORDINGS (ADULT)	-87.96
Bill	99045392	06/22/2020		6412A · RECORDINGS (ADULT)	-75.98
Bill	99046304	06/22/2020		6417A · VIDEOS (ADULT)	-1,049.96
Bill	99046305	06/22/2020		6417A · VIDEOS (ADULT)	-812.64
Bill	99046306	06/22/2020		6417A · VIDEOS (ADULT)	-471.90
Bill	99046307	06/22/2020		6417A · VIDEOS (ADULT)	-294.56
Bill	99046309	06/22/2020		6417A · VIDEOS (ADULT)	-323.96
Bill	99069799	06/29/2020		6417A · VIDEOS (ADULT)	-44.28
Bill	99075690	06/29/2020		6417A · VIDEOS (ADULT)	-32.89
Bill	99079077	06/29/2020		6412A · RECORDINGS (ADULT)	-79.59
Bill	99085122 hoopla	06/30/2020		6411A · MICRO/REF CD (ADULT)	-726.33
				6411N · MICRO/REF CD (TEEN)	-165.39
				6411C · MICRO/REF CD (C&P)	-612.45
Bill	99109815	07/08/2020		6417A · VIDEOS (ADULT)	-10.49
Bill	99115166	07/09/2020		6412A · RECORDINGS (ADULT)	-43.98
Bill	99115168	07/09/2020		6417A · VIDEOS (ADULT)	-63.57
TOTAL					-12,146.27

# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61983	07/27/2020	Migoya-Schlie, Catherine Victoria	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	070220	07/02/2020		6437L · PROGRAMS (LIT)	-175.00
TOTAL						-175.00
	Bill Pmt -Check	61984	07/27/2020	National Circus Project	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	062620	06/26/2020		6437C · PROGRAMS (C&P)	-500.00
TOTAL						-500.00
	Bill Pmt -Check	61985	07/27/2020	New Era Technology (prev DJJ Tech)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	52357-LI	07/08/2020		6439W · EQUIPMENT R & M (WIRES)	-378.18
TOTAL						-378.18
	Bill Pmt -Check	61986	07/27/2020	NY Therapy Placement Services, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102919	03/12/2020		6437C · PROGRAMS (C&P)	-90.00
TOTAL						-90.00
	Bill Pmt -Check	61987	07/27/2020	O'Connell, Linda	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	062220	06/22/2020		6437A · PROGRAMS (ADULT)	-175.00
	Bill	070120	07/01/2020		6437A · PROGRAMS (ADULT)	-175.00
	Bill	071620	07/16/2020		6437A · PROGRAMS (ADULT)	-175.00
TOTAL						-525.00

# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>61988</b>	<b>07/27/2020</b>	<b>Old Westbury Gardens</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	renewal2020-2021	06/17/2020		6437A · PROGRAMS (ADULT)	-117.00
				6437C · PROGRAMS (C&P)	-117.00
				6437N · PROGRAMS (TEEN)	-116.00
TOTAL					<u>-350.00</u>
<b>Bill Pmt -Check</b>	<b>61989</b>	<b>07/27/2020</b>	<b>Oriental Trading Company, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	704079280-01	07/01/2020		6437N · PROGRAMS (TEEN)	-91.42
TOTAL					<u>-91.42</u>
<b>Bill Pmt -Check</b>	<b>61990</b>	<b>07/27/2020</b>	<b>Paychex</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Strmnt 22061176	07/08/2020		6437P12 · PAYROLL SERVICES	-102.44
TOTAL					<u>-102.44</u>
<b>Bill Pmt -Check</b>	<b>61991</b>	<b>07/27/2020</b>	<b>Paychex, Inc (Hauppauge)</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	576837	06/24/2020		6437P12 · PAYROLL SERVICES	-648.21
Bill	577276	07/08/2020		6437P12 · PAYROLL SERVICES	-596.25
Bill	578058	07/22/2020		6437P12 · PAYROLL SERVICES	-605.43
TOTAL					<u>-1,849.89</u>
<b>Bill Pmt -Check</b>	<b>61992</b>	<b>07/27/2020</b>	<b>Perri, Amy</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	071520	07/15/2020		6437A · PROGRAMS (ADULT)	-150.00
TOTAL					<u>-150.00</u>

# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61993	07/27/2020	Petty Cash	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	030520-cpsd	07/16/2020		6437C · PROGRAMS (C&P)	-10.00
TOTAL						-10.00
	Bill Pmt -Check	61994	07/27/2020	Quintanilla, Marvin (Staff)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	030520	06/24/2020		6435L · CED, CONF & TRAVEL (LIT)	-41.40
TOTAL						-41.40
	Bill Pmt -Check	61995	07/27/2020	Recorded Books	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	76668049	06/25/2020		6417A · VIDEOS (ADULT)	-41.60
TOTAL						-41.60
	Bill Pmt -Check	61996	07/27/2020	Reynolds, Caronia, Gianelli & La Pinta PC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	02006	07/10/2020		6437P4 · ATTORNEY	-210.00
TOTAL						-210.00
	Bill Pmt -Check	61997	07/27/2020	Roeder, Kathy	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	062620a	06/26/2020		6437C · PROGRAMS (C&P)	-400.00
	Bill	062620b	06/26/2020		6437C · PROGRAMS (C&P)	-400.00
TOTAL						-800.00
	Bill Pmt -Check	61998	07/27/2020	Rotary Club of Shirley & the Mastics	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	July--Dec 2020 dues	07/22/2020		6438 · DUES	-150.00
TOTAL						-150.00

# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	61999	07/27/2020	Ruiz, Maria	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	031220	06/25/2020		6435L · CED, CONF & TRAVEL (LIT)	-46.69
TOTAL						-46.69
	Bill Pmt -Check	62000	07/27/2020	Sandpebble Preconstruction Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	PostRef ProjReq 03	07/14/2020		7500 · BUILDING IMPROVEMENTS	-3,413.25
					7500 · BUILDING IMPROVEMENTS	-24,933.03
					7500 · BUILDING IMPROVEMENTS	-21,874.99
TOTAL						-50,221.27
	Bill Pmt -Check	62001	07/27/2020	Schnupp, Jeanne	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	071320	07/13/2020		6437A · PROGRAMS (ADULT)	-107.00
TOTAL						-107.00
	Bill Pmt -Check	62002	07/27/2020	School Specialty	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	208125373759	07/01/2020		6437C · PROGRAMS (C&P)	-28.04
TOTAL						-28.04
	Bill Pmt -Check	62003	07/27/2020	SCLS PALS	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	73633	07/07/2020		6439R · EQUIPMENT R & M (CIRC)	-10,904.17
TOTAL						-10,904.17

# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62004</b>	<b>07/27/2020</b>	<b>Scott, Robert</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	061820	06/18/2020		6437C · PROGRAMS (C&P)	-99.00
Bill	070220	07/02/2020		6437C · PROGRAMS (C&P)	-99.00
TOTAL					<u>-198.00</u>
<b>Bill Pmt -Check</b>	<b>62005</b>	<b>07/27/2020</b>	<b>Shattes, Krista</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	071620	07/16/2020		6437A · PROGRAMS (ADULT)	-400.00
TOTAL					<u>-400.00</u>
<b>Bill Pmt -Check</b>	<b>62006</b>	<b>07/27/2020</b>	<b>South Shore Press, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	73934	06/23/2020		643765 · PROMOTION AND PUBLICITY	-4,050.00
TOTAL					<u>-4,050.00</u>
<b>Bill Pmt -Check</b>	<b>62007</b>	<b>07/27/2020</b>	<b>Staples Advantage</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	8058665803	06/12/2020		6451G · CUSTODIAL SUPPLIES	-91.05
Bill	8058733778	06/19/2020		6451G · CUSTODIAL SUPPLIES	-36.42
Bill	8058800516	06/26/2020		6451G · CUSTODIAL SUPPLIES	-18.21
				6430G · OFFICE AND LIBRARY SUPPLIES	-129.00
Bill	8058874341	07/03/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-86.86
				6451G · CUSTODIAL SUPPLIES	-136.54
TOTAL					<u>-498.08</u>
<b>Bill Pmt -Check</b>	<b>62008</b>	<b>07/27/2020</b>	<b>State Chemical Solutions</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	901415550	03/12/2020		6451G · CUSTODIAL SUPPLIES	-1,234.18
TOTAL					<u>-1,234.18</u>



# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	62009	07/27/2020	Stoll, Brian	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	061820	06/18/2020		6437A · PROGRAMS (ADULT)	-175.00
TOTAL						-175.00
	Bill Pmt -Check	62010	07/27/2020	Strunk-Albert Engineering	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	9810	07/02/2020		7500 · BUILDING IMPROVEMENTS	-705.00
	Bill	9811	07/02/2020		7500 · BUILDING IMPROVEMENTS	-705.00
TOTAL						-1,410.00
	Bill Pmt -Check	62011	07/27/2020	Suffolk Cooperative Library System	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	73195	05/14/2020		6435A · CED, CONF & TRAVEL (ADULT)	-19.97
					6435C · CED, CONF & TRAVEL (C&P)	-19.96
					6435N · CED, CONF & TRAVEL (TEEN)	-19.96
					6435R · CED, CONF & TRAVEL (CIRC)	-19.96
	Bill	73512 RefUSA renew	06/18/2020		6411A · MICRO/REF CD (ADULT)	-5,464.00
TOTAL						-5,543.85
	Bill Pmt -Check	62012	07/27/2020	Tank Me Later, LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	599	02/19/2020		6452G · BLDG ALTERATION AND MAINT	-234.99
	Bill	907	07/10/2020		6452G · BLDG ALTERATION AND MAINT	-236.99
TOTAL						-471.98

# Mastics Moriches Shirley Community Library

**JULY 27, 2020**

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62013</b>	<b>07/27/2020</b>	<b>The Frick Collection</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	renewal2020-2021	06/25/2020		6437A · PROGRAMS (ADULT)	-66.67
				6437C · PROGRAMS (C&P)	-66.67
				6437N · PROGRAMS (TEEN)	-66.66
TOTAL					<u>-200.00</u>
<b>Bill Pmt -Check</b>	<b>62014</b>	<b>07/27/2020</b>	<b>Thermal Solutions, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	101652	06/22/2020		6452G · BLDG ALTERATION AND MAINT	-570.00
Bill	C43343 Qtr2	07/13/2020		6452G · BLDG ALTERATION AND MAINT	-2,301.25
TOTAL					<u>-2,871.25</u>
<b>Bill Pmt -Check</b>	<b>62015</b>	<b>07/27/2020</b>	<b>True Nature Landscaping - NghbrhdRd MB</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	16249	07/02/2020		6452G · BLDG ALTERATION AND MAINT	-410.00
TOTAL					<u>-410.00</u>
<b>Bill Pmt -Check</b>	<b>62016</b>	<b>07/27/2020</b>	<b>True Nature Landscaping Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	16200	06/30/2020		6452G · BLDG ALTERATION AND MAINT	-550.00
TOTAL					<u>-550.00</u>
<b>Bill Pmt -Check</b>	<b>62017</b>	<b>07/27/2020</b>	<b>Turtle &amp; Hughes Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	4191699-00	06/22/2020		6451G · CUSTODIAL SUPPLIES	-37.44
Bill	4191699-01	07/07/2020		6451G · CUSTODIAL SUPPLIES	-74.75
TOTAL					<u>-112.19</u>

# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	62018	07/27/2020	Universal Testing & Inspection Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	20-187	07/06/2020		7500 · BUILDING IMPROVEMENTS	-4,465.00
Bill	20-186	07/06/2020		7500 · BUILDING IMPROVEMENTS	-5,575.00
TOTAL					-10,040.00
Bill Pmt -Check	62019	07/27/2020	UPS - NYS OGS	L0225 · EMPIRE NAT'L - OPERATING	
Bill	000004486A290	07/18/2020		6433G · POSTAGE	-3.75
TOTAL					-3.75
Bill Pmt -Check	62020	07/27/2020	US Paratrooper Building Specialties LLC	L0225 · EMPIRE NAT'L - OPERATING	
Bill	188	06/15/2020		7203G · EQUIPMENT BUS OFF	-3,250.00
TOTAL					-3,250.00
Bill Pmt -Check	62021	07/27/2020	Vergara, Josmary A.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	062320	06/23/2020		6437L · PROGRAMS (LIT)	-75.00
TOTAL					-75.00
Bill Pmt -Check	62022	07/27/2020	W. B. Mason Co., Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	210363853	05/15/2020		6451G · CUSTODIAL SUPPLIES	-143.88
Bill	211463512	06/25/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-7.02
Bill	212014472	07/15/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-399.80
TOTAL					-550.70

# Mastics Moriches Shirley Community Library

JULY 27, 2020

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	62023	07/27/2020	Waldner's Business Environments, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	411307	06/26/2020		7203R · EQUIPMENT CIRC	-783.00
TOTAL						-783.00
	Bill Pmt -Check	62024	07/27/2020	Winters Bros. Hauling of LI, LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	001605737	06/30/2020		6432G · CARTAGE	-285.00
TOTAL						-285.00
	Bill Pmt -Check	62025	07/27/2020	Wischhusen, William	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	030920	07/15/2020		6437N · PROGRAMS (TEEN)	-80.00
TOTAL						-80.00
					<b>TOTAL</b>	<b>-281,587.82</b>

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

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

**Mastics Moriches Shirley Community Library**

**Payroll Benefit Warrant**

**June 23, 2020**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>06/26/2020</b>	<b>1099 NYS Employees' Retirement System</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	06262020	06/26/2020		L0163 · RC ERS CONTRIBUTIONS	\$ (2,048.15)
				L0161 · RL - ERS LOAN	\$ (2,252.00)
				L0160.1 · MA - ERS ARREARS (MANDATORY)	\$ (93.14)
TOTAL					<u>\$ (4,393.29)</u>
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>06/26/2020</b>	<b>1114 Hartford Insurance Company</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	416900755975	06/26/2020		L0196 · LONG TER	\$ (148.00)
				9055 · DISABILTY INSURANCE	\$ (1,448.14)
TOTAL					<u>\$ (1,596.14)</u>
<b>Bill Pmt -Check</b>	<b>6488</b>	<b>06/26/2020</b>	<b>1094 The NYS Deferred Compensation Plan</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	06262020	06/26/2020		L0173 · 457B NYS DEFERRED COMP	\$ (2,754.88)
TOTAL					<u>\$ (2,754.88)</u>
<b>Bill Pmt -Check</b>	<b>6489</b>	<b>06/26/2020</b>	<b>1095 Met Life</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	06262020	06/26/2020		L0171 · 403B MET LIFE	\$ (2,593.00)
TOTAL					<u>\$ (2,593.00)</u>
<b>Bill Pmt -Check</b>	<b>6490</b>	<b>06/26/2020</b>	<b>1096 Prudential</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	06262020	06/26/2020		L0172 · 403B PRUDENTIAL	\$ (100.00)
TOTAL					<u>\$ (100.00)</u>
<b>Bill Pmt -Check</b>	<b>6491</b>	<b>06/26/2020</b>	<b>1098 State Of NY Department of Civil Serv</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	553	06/26/2020		9060 · MEDICAL INSURANCE	\$ (70,163.54)
TOTAL					<u>\$ (70,163.54)</u>
<b>Bill Pmt -Check</b>	<b>6492</b>	<b>06/26/2020</b>	<b>1115 AFLAC</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	487345	06/26/2020		L0625 · AFLAC PRE-TAX	\$ (3,087.97)
				L0626 · AFLAC POST-TAX	\$ (205.44)
TOTAL					<u>\$ (3,293.41)</u>
<b>Bill Pmt -Check</b>	<b>6493</b>	<b>06/26/2020</b>	<b>CSEA Employee Benefit Fund</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	06262020	06/26/2020		L0510 · CSEA POST TAX DENTAL	\$ (110.14)
				L0520 · CSEA POST TAX VISION	\$ (4.71)

**Mastics Moriches Shirley Community Library**  
**Payroll Benefit Warrant**  
**June 23, 2020**

TOTAL \$ (114.85)

**Bill Pmt -Check 6494 06/26/2020 CSEA, Inc.**

**L0226 - EMPIRE NAT'L - PAYROLL**

Bill 06262020 06/26/2020

L0500 - CSEA UNION DUES

\$ (2,300.77)

TOTAL

\$ (2,300.77)

\$ (87,309.88)

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**  
**July 7, 2020**  
**Payroll Benefit Warrant**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	6495	07/10/2020	1094 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	07102020	07/10/2020		L0173 · 457B NYS DEFERRED COMP	\$ (1,898.18)
						\$ (1,898.18)
	Bill Pmt -Check	6496	07/10/2020	1095 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	07102020	07/10/2020		L0171 · 403B MET LIFE	\$ (2,593.00)
						\$ (2,593.00)
	Bill Pmt -Check	6497	07/10/2020	1096 Prudential	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	07102020	07/10/2020		L0172 · 403B PRUDENTIAL	\$ (100.00)
						\$ (100.00)
	Bill Pmt -Check	6498-6510	07/10/2020	Medicare Reimbursement Payments	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	07102020	07/10/2020		9060 · MEDICAL INSURANCE	\$ (3,006.45)
						\$ (3,006.45)
	Bill Pmt -Check	6511	07/10/2020	CSEA Employee Benefit Fund	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	07102020	07/10/2020		L0510 · CSEA POST TAX DENTAL	\$ (110.14)
					L0520 · CSEA POST TAX VISION	\$ (4.71)
						\$ (114.85)
	Bill Pmt -Check	6512	07/10/2020	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	07102020	07/10/2020		L0500 · CSEA UNION DUES	\$ (2,290.26)
						\$ (2,290.26)
						\$ (10,002.74)

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**

**July 21, 2020**

**Payroll Benefit Warrant**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>07/24/2020</b>	<b>1114 Hartford Insurance Company</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	416592023896	07/24/2020		L0196 - LONG TER	\$ (148.00)
				9055 - DISABILTY INSURANCE	\$ (1,417.08)
TOTAL					<u>\$ (1,565.08)</u>
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>07/24/2020</b>	<b>1099 NYS Employees' Retirement System</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	07242020	07/24/2020		L0163 - RC ERS CONTRIBUTIONS	\$ (1,949.57)
				L0161 - RL - ERS LOAN	\$ (2,252.00)
				L0160.1 - MA - ERS ARREARS (MANDATORY)	\$ (93.14)
TOTAL					<u>\$ (4,294.71)</u>
<b>Bill Pmt -Check</b>	<b>6513</b>	<b>07/24/2020</b>	<b>1094 The NYS Deferred Compensation Plan</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	07242020	07/24/2020		L0173 - 457B NYS DEFERRED COMP	\$ (1,794.93)
TOTAL					<u>\$ (1,794.93)</u>
<b>Bill Pmt -Check</b>	<b>6514</b>	<b>07/24/2020</b>	<b>1095 Met Life</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	07242020	07/24/2020		L0171 - 403B MET LIFE	\$ (2,593.00)
TOTAL					<u>\$ (2,593.00)</u>
<b>Bill Pmt -Check</b>	<b>6515</b>	<b>07/24/2020</b>	<b>1096 Prudential</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	07242020	07/24/2020		L0172 - 403B PRUDENTIAL	\$ (100.00)
TOTAL					<u>\$ (100.00)</u>
<b>Bill Pmt -Check</b>	<b>6516</b>	<b>07/24/2020</b>	<b>1115 AFLAC</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	508952	07/24/2020		L0625 - AFLAC PRE-TAX	\$ (3,087.97)
				L0626 - AFLAC POST-TAX	\$ (205.44)
TOTAL					<u>\$ (3,293.41)</u>
<b>Bill Pmt -Check</b>	<b>6517</b>	<b>07/24/2020</b>	<b>CSEA Employee Benefit Fund</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	



**Mastics Moriches Shirley Community Library**

**July 21, 2020**

**Payroll Benefit Warrant**

Bill	07242020	07/24/2020	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>6518</b>	<b>07/24/2020 CSEA, Inc.</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	07242020	07/24/2020	L0500 · CSEA UNION DUES	\$ (2,236.36)
TOTAL				<u>\$ (2,236.36)</u>
<b>Bill Pmt -Check</b>	<b>6519</b>	<b>07/24/2020 1098 State Of NY Department of Civil Serv</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	554	07/24/2020	9060 · MEDICAL INSURANCE	\$ (62,426.90)
TOTAL				<u>\$ (62,426.90)</u>
				\$ (78,419.24)

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

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

## **Director's Report**

### **COVID-19 & Library Services.**

We successfully moved to phase 3 of our re-opening plan earlier in July. While curbside pickup of materials has been robust, in-person visits are slow but steadily gaining in popularity. A final report was issued on COVID-19 and library materials which I have attached to my report. We continue to quarantine items upon their return to the library.

On August 3<sup>rd</sup> we will begin removing some limitations in the facility. It is our plan to re-open the public restrooms at that time, add copy machine service, and extend the time limits on the public computers. Other limits will remain in place as we gauge how other indoor facilities are either re-opening or opening with additional limits. There are a number of Suffolk County Libraries that still remain closed at this time.

### **NYS Aid**

While receive very little NYS aid, Suffolk Cooperative Library System relies heavily on state aid to provide services to the member libraries. While there is no concrete information on the state budget and the potential impact on SCLS, the Director is preparing for significant funding cuts. How that may impact services to member libraries is still to be determined. Currently ILL delivery is only scheduled a few times a week per library rather than daily as a cost saving measure.

### **Building Project**

We are moving along with the building project as scheduled. The project website is newly updated and online. There are updated floor plans for both branch buildings as well as new exterior renderings reflecting minor changes. We are moving into construction document phase and will be sending plans to NYSED Facilities Planning for approvals. We received a draft lease for the property on Neighborhood Road in Mastic Beach that will be improved by the library and utilized for outdoor programs for the community. Our legal counsel has reviewed the lease and we expect it to be executed shortly. We have begun staff planning meetings with our design team for the planned renovation of the main building recently. Currently we are investigating paving and striping of the parking lot at our library.

### **NYS Annual Report**

Our annual report is complete and can be found in your board documents this month for review and adoption at the July meeting. Thanks to Lorraine Squires and Chris Nowak for their work to get this document completed this year.

## Test 2: Natural attenuation as a decontamination approach for SARS-CoV-2 on five paper-based library and archives materials

In response to the COVID-19 pandemic, the Institute of Museum and Library Services (IMLS) and OCLC are working in partnership with Battelle to create and distribute science-based information designed to reduce the risk of transmission of COVID-19 to staff and visitors who are engaging in the delivery or use of museum, library, and archival services. This [REopening Archives, Libraries, and Museums \(REALM\)](#) project is studying how long the SARS CoV-2 virus (the virus that causes COVID-19) survives on common materials and methods to mitigate exposure.

As part of the project's Phase 1 research, Battelle has conducted two natural attenuation studies to provide information on how long some commonly handled library materials would generally need to be considered for quarantine in order for the virus to be undetectable. The [results of Test 1](#) were released on June 22, 2020; Test 2 began on June 23, 2020. The studies were conducted by applying the virulent SARS-CoV-2 virus on five materials held at standard room temperature and humidity conditions. The materials in Test 2 included the following five items, which were provided by the National Library Service for the Blind and Print Disabled, Library of Congress\*; Columbus Metropolitan Library\*\*; and the National Archives and Records Administration\*\*\*:

1. Braille paper pages\*
2. Glossy book pages\*\*
3. Magazine pages\*\*
4. Children's board book\*\*
5. Archival folders\*\*\*

Samples from each item were inoculated and placed inside the closed book or magazine. The items were then configured to mimic common storage conditions such as stacked or shelved books, or a pile of folders or magazines. (In Test 1, the items were not stacked.)

Results show that after two days of quarantine in a stacked configuration, the SARS-CoV-2 virus was not detectable on the archival folders.

After four days of quarantine in their stacked configuration, the virus was not detectable on the braille pages, glossy book pages, and board book.

The magazine pages showed a trace amount of virus at four days. Day four was the final timepoint tested.

This evaluation indicated that standard office temperature (68°F to 75°F) and relative humidity conditions (30 to 50 percent) may provide an environment that allows for the natural attenuation of

SARS-CoV-2 present on these materials after two days of quarantine for archival folders and **four days of quarantine for the book pages**. Compared to the results of Test 1, the results of Test 2 indicate that a longer quarantine time for these types of cellulose-based paper materials may be required to render SARS-CoV-2 undetectable.

## Test Methods

The items studied in Test 2 were not sterilized before testing. Battelle propagated the clinical isolate of the SARS-CoV-2 virus in-house, followed by characterization and testing to establish a certified titer. All testing was conducted within a [biosafety level](#) (BSL)-3 laboratory.

Test coupons (N=5) and blank (N=1), per timepoint, were excised from each of the five library materials in 1.9 cm × 7.6 cm–sized coupons. Stock SARS-CoV-2 was applied as 10 10-μL droplets (100 μL total) on each coupon and allowed to dry at ambient laboratory conditions in a Class II biosafety cabinet (BSCII), as shown in Figure 1. Once dry, a set of test coupons were collected and processed (T0 samples) and the remainder of test coupons were moved to a Class III biosafety cabinet to maintain the desired ambient environmental conditions of  $22 \pm 2^{\circ}\text{C}$  and relative humidity (RH) of  $40 \pm 10\%$ . Actual conditions achieved were  $21.8 \pm 0.48^{\circ}\text{C}$  and  $42.8 \pm 1.89\%$  RH. All material coupons, after inoculation and subsequent drying, were placed back into the item from which they were collected, and the entire book or stack of material was placed into the environmentally controlled chamber for testing.

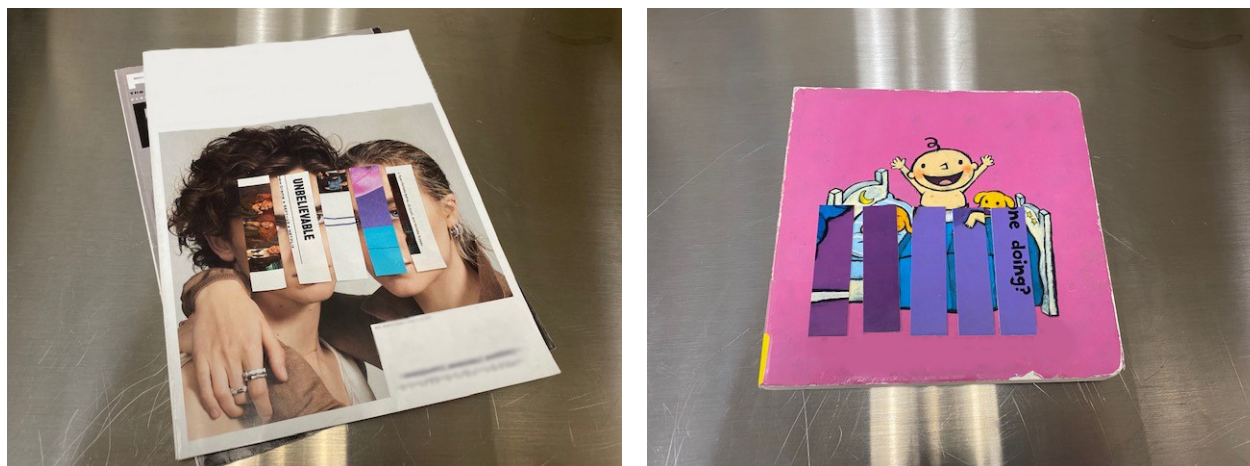


Figure 1. Inoculation of SARS-CoV-2 onto test materials (magazine–left; children’s board book–right). After the inoculation, the extracted test coupons were placed back inside the closed item.

At the specified time points, the test coupons were removed from the environmental chamber and placed in 50-mL conical tubes (Fisher Scientific Cat. No. 14-959-49A, Waltham, MA, USA) and extracted with 10-mL complete cell culture media (Dulbecco’s Modified Eagle Medium, Corning Cat. No. 10-010-CV, Corning, NY, USA) supplemented with 2% fetal bovine serum (Gibco Cat. No. 10082147, Carlsbad, CA, USA) and penicillin-streptomycin (Gibco Cat. No. 15140122) agitated on a platform shaker at 200 rotations per minute for 15 minutes.

During extraction process there was a potential for chemicals from the test materials, or adhesives contained within those materials, to leach into the extract liquid. Those chemicals could have had a deleterious cytopathic effects (CPE) on the cell culture monolayer. Since cell culture monolayers are needed for the median tissue culture infectious dose [TCID<sub>50</sub>] assay to quantitatively determine infectious virus, it is important that the extractant does not have components other than the SARS-CoV-2 that will cause CPE, since this will result in false positives (i.e., presence of infectious virus).

To mitigate the potential for chemically induced cytopathic effect, the extracts were transferred to a concentrator (Spin-X UF Concentrator, Corning Cat. No. CLS431491) and centrifuged until the approximately 10 mL starting volume was concentrated to approximately 0.5 mL. Approximately 10 mL fresh complete cell culture media was added to the concentrated sample (i.e., extracts) for the purpose of washing and removing any residual chemicals. Media was added to equilibrate all washed extracts to approximately 2 mL.

The limit of quantitation (LOQ) of this assay is 13.1 TCID<sub>50</sub> units. Once below this threshold, the assay can no longer assign a quantitative value output; however, a qualitative assessment of the presence of infection can be observed through microscopic examination. Therefore, any values below LOQ, but positive for presence of virus, are assigned a value of 10 (indicating positive) to allow it to be resolved from 0 (indicating negative) presence of viral infection in the Vero cells.

The test sample extracts were assayed in Vero E6 cells (ATCC CRL-1586, Manassas, VA, USA), and after a 72-hour incubation at 37°C with 5% CO<sub>2</sub>, the TCID<sub>50</sub> assay plates were observed for CPE. The test matrix covered five time (T, or day) points: T0, T1, T2, T3, and T4. As shown in Figures 2 and 3, at T0 a 2 to 4 log reduction (LR) was observed on all materials. Once dry, the rate of attenuation slowed and by day 4, all but magazine pages had attenuated below the level of detection for the assay, meaning no CPE was observed in the undiluted extract placed onto the Vero cells. While undetectable at day 3, trace amounts of SARS-CoV-2 were still observable on magazine test material at day 4. The reemergence of detectability on magazine pages at day 4 was the result of positive detection of virus (below LOQ) on only one of the five test coupons, which indicates low levels of persistence.

Total Log <sub>10</sub> SARS-CoV-2 Recovered						
Description	Inoculum <sup>1</sup>	T0 <sup>2</sup>	1 Day	2 Day	3 Day	4 Day
Children's Board Book	5.26	2.55	1.30	1.06	0.78	< LOD
Archival Folder	5.26	1.30	0.87	< LOD	< LOD	< LOD
Braille Paper Page	5.26	1.82	0.82	0.78	0.26	< LOD
Glossy Book Page	5.26	3.16	2.45	0.87	0.57	< LOD
Magazine Page	5.26	2.13	1.31	0.26	< LOD	0.26
<sup>1</sup> Total number of virus applied to each material						
<sup>2</sup> Total number of virus recovered after ~1hr dry period						

Figure 2: Total Log<sub>10</sub> SARS-CoV-2 Recovered at days 1, 2, 3 and 4

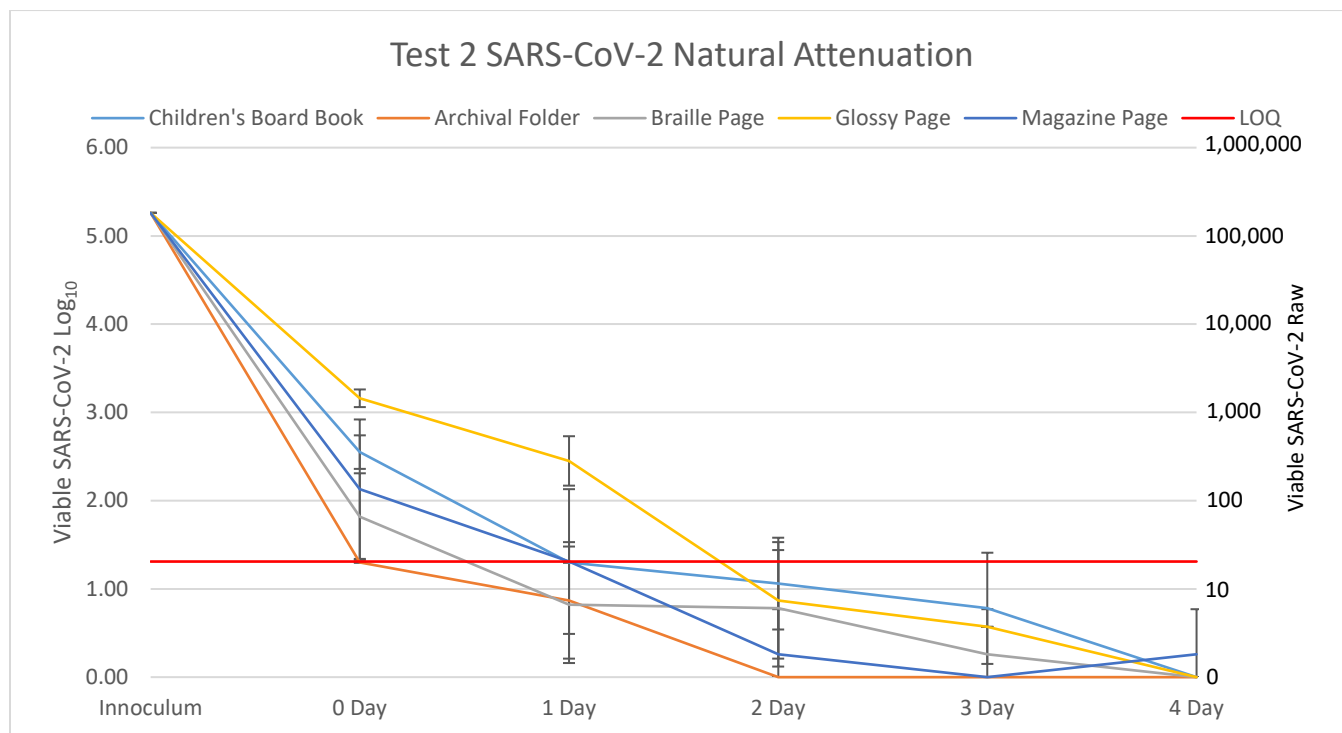


Figure 3. Test 2 attenuation of SARS-CoV-2 at days 1, 2, 3, and 4  $\pm$  95% confidence interval. The [confidence intervals](#) are indicated by the black vertical bars for each test date and item.

Suffolk Library Service Changes  
COVID-19

As of 10:00 am 0n 7/24	Curbside	Note	Building	Note	Events	Notes	Quarantine
<b>ZONE 1</b>					<b>On Site</b>		
AMAGANSETT	Yes	Through Labor Day	Not open		None		72
QUOGUE	Yes	M-Th 9-12, 5-7, Fri-Sat 9-12	Not open		None		24
HAMPTON (Bridgehampton)	Yes	Tu-Sa 10-6	Open	By appointment Tu-Sa 10-6, back yard open Tu-Sa 10-6	None		72
SHELTER ISLAND	Yes	M-Sat	Open	M-Th 9-5, F 11-7, Sa 9-5, "pop in & pick up", 30 min computer use	None		72
CUTCHOGUE	Yes	Through Labor Day	Open	With time and capacity limits	None		72
MONTAUK	Yes	M-F 10-5, Through Labor Day	Open	M-F 9-5 (seniors from 9-10), 60 min on comp, limited distant seating	None		72
FLOYD	Yes	M-F 10-6, Sat 10-3	Not open	Remote programming	None		72
MATTITUCK	Yes		Open	M-F 10-5, Sa 104, Sr hrs Tu/Th 915-1015, browse and borrow, 30 min computers	None		72
SOUTHOLD	Yes	M-Sat 10-4	Open	Browsing/computers/limited use. 30 minutes. M,T,Th,F,Sa 10-5; Wed 10-7	None		72
JOHN JERMAIN (Sag Harbor)	Yes	Tu-Sat 12:30-5:30, Sat 11-4	Not open	By appointment	None		72
WESTHAMPTON	Yes	M-F 10-2, Sat 12-3, Sun 11-2	Open	Browsing and computer, notary, passport appointments	None		72
HAMPTON BAYS	Yes		Open	Limited services	None		72
EAST HAMPTON	Yes		Not open		None		72
ROGERS (Southampton)	Yes		Open	M-Th 10-8, Fr 10-7, Sa 10-5, Browse and borrow model, 30 min patron limit/day	None		72
RIVERHEAD	Yes		Open	M-F 10-7, Sa 10-3, browse and borrow	None		72
<b>ZONE 2</b>							
PORT JEFFERSON	No	Flooring replacement	Not open	In August	None		72
CENTER MORICHES	Yes	Locker service	Open	30 minute time limit	None		72
BROOKHAVEN	Yes	M-F 10-4	Not open		None		72
SOUTH COUNTRY	Yes	M-F 10-7, Aat 10-4	Open		None		72
NORTH SHORE	Yes		Not open	Not before August	None		72
COMSEWOGUE	Yes	M-F 10-4, Sat 10-4	Open	M-Th 9:30-7, F-Sa 9:30-5 (Starting 8/1, regular hours)	None		72
EMMA S. CLARK (Three Village)	Yes	M-F 930-8, Sat 9-4, Sun 10-4	Open	Normal hours, limited seating and computers, no activities, events.	None		72
MASTICS-MORICHES-SHIRLEY	Yes	M-Th 9-9, Fri 9-6, Sat 9-5, Sun 12-4	Open	Normal hours, 50 patron limit, 30 min limit, 15 min comp use, no seating, no events	None		72
PATCHOGUE-MEDFORD	Yes		Open	Regular hours, 1 hour time limit, no seating, computers available	None		72
LONGWOOD	Yes		Open	Regular hours, no seating, computer time limit 1 hour	None		96
MIDDLE COUNTRY	Yes	M-F 10-6, Sat 10-4	Open	Regular hours, limited services, patron access to some collections	None		72
SACHEM	Yes	M-F 930-630, Sat 930-1230	Open	M-F 10-8	None		72
<b>ZONE 3</b>							
HAUPPAUGE	Yes	M-F 3-7, Sat-Sun 1-5	Open	Regular hours, some service modifications, no events	None		72
BAYPORT-BLUE POINT	Yes	M-F 10-4, Sat 10-2	Open		None		72
SAYVILLE	Yes	M-Th 10-7, F-Sa 10/4	Open	M-Th 10-7, F-Sa 10-4	None		72
ISLIP	Yes	M-F 11-3	Open		None		72
EAST ISLIP	Yes	M-Th 9-9, Fri 9-6, Sat 9-5	Open	Regular hours, some service modifications, no events	None		72
WEST ISLIP	Yes	M-F 10-7, sat 9-1	Open	M-Th 10-9, F 10-6, Sa 9-5, seating at 25% capacity, computers limited to 1 hour	None		72
BAY SHORE	Yes	Mon-Sat 10-4	Open	M-Th 11-7, Fr&Sa 930-5	None		72
CENTRAL ISLIP	No		Not open		None		72
CONNETQUOT	Yes	M-F 9-9, Sat 9-5	Open	50% staff/50% patron capacity, regular hours	None		72
BRENTWOOD	Yes	MWF 12-3, Tu/Th 4-7, Sat 10-1	Not open	Not before August	None		72
<b>ZONE 4</b>							
COLD SPRING HARBOR	Yes		Open	Regular hours	None		72
EL WOOD	Yes	M-Th 930-9, Fr/Sa 930-5	Open	M-Th 930-9, F-Sa 930-5	None		72
COMMACK	Yes	M-Th 9-8, F 9-530, Sa 9-430	Open	M-Th 9-8, F 9-530, Sa 9-430 With limitations and all events online	None		72
HARBORFIELDS	Yes	M-Th 10-8, Fri 10-4, Sat 10-4	Open	M-Th 10-9, Fr&Sa 10-5	None		72
HUNTINGTON	Yes	M-F 10-8, Sa 10-4	Open	M-F 9-9, Sa 9-5	None		72
SOUTH HUNTINGTON	Yes		Open	Regular hours, limited seating, no in-house programming, computer use limited to 1 hour	None		72
NORTHPORT	Yes		Open	Regular hours, limited building access, 55 min. computer use by appointment only.	None		72
HALF HOLLOW HILLS	Yes	Regular hours	Open	Open with limitations and 25% occupancy	None		72
SMITH TOWN	Yes		Open	MTThFSa 930-5 with service/space limitations, staff all onsite 100%	None		72
<b>ZONE 5</b>							
WYANDANCH	No		Not open		None		72
BABYLON	Yes	M-Sat 11-4	Open	MWFSa 930-5, TTh 930-7, with limited capacities, quick browsing	None		72
AMITYVILLE	Yes		Open	With restrictions	None		72
DEER PARK	Yes	M-Th 9-9, Fri 9-6, Sat 9-5	Not open		None		72
WEST BABYLON	Yes	Tentative date	Not open		None		72
COPIAGUE	Yes	M-Th 10-8, Fr 10-6, Sa 930-530	Not open		None		96
NORTH BABYLON	Yes		Open	M-F 9-5, closed stacks, 15 min computer limit, no chairs/tables	None		72
LINDENHURST	Yes	M-Th 9-7 F 9-6, Sat 9-1	Open	30 min computers, limited seating, limited capacity	None		72

# **Mastics-Moriches-Shirley Community Lib Annual Report For Public And Association Libraries - 2019**

## **1. GENERAL LIBRARY INFORMATION**

### **Library/Director Information**

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2019, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8000586075
1.2	Library Name	MASTICS-MORICHES-SHIRLEY COMMUNITY LIB
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Shirley
1.6	Beginning Fiscal Reporting Year	07/01/2018
1.7	Ending Fiscal Reporting Year	06/30/2019
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2018
1.12	Ending <u>Local</u> Fiscal Year	06/30/2019



1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	407 WILLIAM FLOYD PARKWAY
1.15	City	SHIRLEY
1.16	Zip Code	11967
1.17	Mailing Address	407 WILLIAM FLOYD PARKWAY
1.18	City	SHIRLEY
1.19	Zip Code	11967
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(631) 399-1511
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(631) 281-4442
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	contact@communitylibrary.org
1.23	Library Home Page URL (Enter N/A if no home page URL)	http://www.communitylibrary.org
1.24	Population Chartered to Serve (per 2010 Census)	49,854
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	03/22/1979
1.30	Date the library was last registered	12/13/1974
1.31	Federal Employer Identification Number	112343981
1.32	County	SUFFOLK
1.33	School District	William Floyd
1.34	Town/City	Brookhaven
1.35	Library System	Suffolk Cooperative Library System

**THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.**

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

- 1.37 First Name of Library Director/Manager Kerri
- 1.38 Last Name of Library Director/Manager Rosalia
- 1.39 NYS Public Librarian Certification Number 16282
- 1.40 What is the highest education level of the library manager/director? Master's Degree
- 1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? Y
- 1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. Y
- 1.43 E-mail Address of the Director/Manager director@communitylibrary.org
- 1.44 Fax Number of the Director/Manager (631) 399-1518
- 1.45 Is the library a member of the New York State and Local Retirement System? Y
- 1.46 Does the library charge fees for library cards to people residing outside the system's service area? N
- 1.47 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2019? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.48. Y

#### Public Votes/Contracts

1. Name of municipality or district holding the public vote William Floyd School District
2. Indicate the type of municipality or district holding the public vote School District
3. Date the vote was held (mm/dd/2019) 04/02/2019
4. Was the vote successful? Y/N Y
5. What type of public vote was it? budget vote (school district public library only)
- 6a. Most recent prior year approved appropriation from a public vote: \$9,214,000
- 6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: \$364,000
- 6c. Total proposed appropriation (sum of 6a and 6b): \$9,578,000

**This question should only be answered if "No" was answered in Q1.47 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.**

- 1.48 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2019) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.49. N
1. Name of municipality or district holding the public vote N/A
  2. Indicate the type of municipality or district holding the public vote
  3. Date the last successful vote was held (mm/dd/yyyy) N/A
  4. What type of public vote was it?
  5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote? N/A

- 1.49 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.50. Y

1. Name of contracting municipality or district Eastport South Manor School District
2. Is this a written contractual agreement? Y
3. Population of the geographic area served by this contract 19,473
4. Dollar amount of contract N/A
5. Enter the appropriate code for range of services provided (select one): Full

#### **Unusual Circumstances**

- 1.50 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and N

the impact on the library using the Note; if no, please go to Part 2, Library Collection.

## 2. LIBRARY COLLECTION

### Print/Electronic/Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please read general information instructions below before completing this section.

**NOTE:** This section of the survey (2.1-2.22) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	30,647
2.2	Adult Non-fiction Books	26,352
2.3	Total Adult Books (Total questions 2.1 & 2.2)	56,999
2.4	Children's Fiction Books	33,586
2.5	Children's Non-fiction Books	18,702
2.6	Total Children's Books (Total questions 2.4 & 2.5)	52,288
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	109,287

#### Other Print Materials

2.8	Total Uncataloged Books	0
2.9	Total Print Serials	5,135
2.10	All Other Print Materials	2,892
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	8,027
2.12	Total Print Materials (Total questions 2.7 and 2.11)	117,314

### ALL OTHER MATERIALS

#### Electronic Materials

2.13	Electronic Books	348,406
------	------------------	---------

2.14	Local Electronic Collections	36
2.15	NOVELNY Electronic Collections	16
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	52
2.17	Audio - Downloadable Units	94,622
2.18	Video - Downloadable Units	3,271
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	3,706
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	450,057
<b>Non-Electronic Materials</b>		
2.21	Audio - Physical Units	12,853
2.22	Video - Physical Units	31,369
2.23	Other Non-Electronic Materials (includes films, slides, etc.)	2,892
2.24	Total Other Materials Holdings (Total questions 2.21 through 2.23)	47,114

#### **Serials/Additions to Holdings**

2.25	<b>GRAND TOTAL HOLDINGS</b> (Total questions 2.12, 2.20 and 2.24)	614,485
------	---	---------

#### **CURRENT SERIAL SUBSCRIPTIONS**

2.26	Current Print Serial Subscriptions	299
------	------------------------------------	-----

#### **ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.**

2.27	Cataloged Books	8,471
2.28	All Other Print Materials	2,850
2.29	Electronic Materials	128,628
2.30	All Other Materials	3,831
2.31	Total Additions (Total questions 2.27 through 2.30)	143,780

### **3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**

#### **Borrowers/Visits/Policies/Accessibility**

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.83 for the 2019 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on **LIBRARY USE** as of the end of the fiscal year reported in Part 1.

## LIBRARY USE

3.1	Library visits (total annual attendance)	360,189
3.2	Registered resident borrowers	32,675
3.3	Registered non-resident borrowers	1,307

Please report information on WRITTEN POLICIES as of 12/31/19.

### WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	N
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/19.

### ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N
3.13	Does the library have large print books?	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y
3.15	If so, what do you have?	
	screen reader, such as JAWS, Windoweyes or NVDA	Yes
	refreshable Braille commonly referred to as a refreshable Braille display	No
	screen magnification software, such as Zoomtext	Yes
	electronic scanning and reading software, such as OpenBook	No
3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and	Y

Talking Book Library (The New York Public Library, New York)?

**Library Sponsored Programs/Summer Reading Program**

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

**LIBRARY SPONSORED PROGRAMS**

3.17	Adult Program Sessions	566
3.18	Young Adult Program Sessions	816
3.19	Children's Program Sessions	866
3.20	All Other Program Sessions	50
3.21	Total Number of Program Sessions (Total questions 3.17 through 3.20)	2,298
3.22	One-on-One Program Sessions	806
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Adult Program Attendance	11,100
3.25	Young Adult Program Attendance	6,434
3.26	Children's Program Attendance	32,284
3.27	All Other Program Attendance	2,740
3.28	Total Program Attendance (Total questions 3.24 through 3.27)	52,558
3.29	One-on-One Program Attendance	806

Please report information on SUMMER READING PROGRAMS for the 2019 calendar year.

**SUMMER READING PROGRAM**

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2019 (check all that apply):

- |    |   |     |
|----|---|-----|
| a. | Program(s) for children   | Yes |
| b. | Program(s) for young adults   | No  |
| c. | Program(s) for Adults   | No  |
| d. | Summer Reading at New York Libraries name and/or logo used  | No  |
| e. | Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used) | No  |
| f. | N/A   | No  |

3.31	Library outlets offering the summer reading program	1
3.32	Children registered for the library's summer reading program	N/A
3.33	Young adults registered for the library's summer reading program	N/A
3.34	Adults registered for the library's summer reading program	196
3.35	Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)	196
3.36	Children's program sessions - Summer 2019	183
3.37	Young adult program sessions - Summer 2019	138
3.38	Adult program sessions - Summer 2019	72
3.39	Total program sessions - Summer 2019 (total 3.36 + 3.37 + 3.38)	393
3.40	Children's program attendance - Summer 2019	8,035
3.41	Young adult program attendance - Summer 2019	907
3.42	Adult program attendance - Summer 2019	2,541
3.43	Total program attendance - Summer 2019 (total 3.40 + 3.41 + 3.42)	11,483

#### COLLABORATORS

3.44	Public school district(s) and/or BOCES	2
3.45	Non-public school(s)	2
3.46	Childcare center(s)	0
3.47	Summer camp(s)	0
3.48	Municipality/Municipalities	0
3.49	Literacy provider(s)	1
3.50	Other (describe using the State note)	0
3.51	Total Collaborators (total 3.44 through 3.50)	5

Please report information on EARLY LITERACY PROGRAMS for the 2019 calendar year.

#### EARLY LITERACY PROGRAMS

3.52 Did the library offer early literacy programs? **Y**  
(Enter Y for Yes, N for No)

#### Early Literacy Programs/Adult Literacy Programs/Programs for ESOL/Digital Literacy Programs

3.53 - Indicate types of programs offered (check all that apply)

a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	Yes
c.	Combined audience	Yes
d.	N/A	No



3.54 - Number of sessions	
a. Focus on birth - school entry (kindergarten)	14
b. Focus on parents & caregivers	56
c. Combined audience	226
d. N/A	0
3.55 Total Sessions	296
3.56 - Attendance at sessions	
a. Focus on birth - school entry (kindergarten)	214
b. Focus on parents & caregivers	488
c. Combined audience	3,618
d. N/A	0
3.57 Total Attendance	4,320
3.58 - Collaborators (check all that apply):	
a. Childcare center(s)	Yes
b. Public School District(s) and/or BOCES	Yes
c. Non-Public School(s)	No
d. Health care providers/agencies	Yes
e. Other (describe using the State note)	No

Please report information on ADULT LITERACY for the 2019 calendar year.

#### ADULT LITERACY

3.59 Did the library offer adult literacy programs?	Yes
3.60 Total group program sessions	88
3.61 Total one-on-one program sessions	123
3.62 Total group program attendance	796
3.63 Total one-on-one program attendance	123
3.64 - Collaborators (check all that apply)	
a. Literacy NY (Literacy Volunteers of America)	No
b. Public School District(s) and/or BOCES	No
c. Non-Public Schools	No
d. Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2019 calendar year.

#### PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	
3.66 Children's program sessions	454
3.67 Young adult program sessions	0
3.68 Adult program sessions	835
3.69 Total program sessions (total 3.66 + 3.67 + 3.68)	1,289

3.70	One-on-one program sessions	0
3.71	Children's program attendance	3,365
3.72	Young adult program attendance	0
3.73	Adult program attendance	8,247
3.74	Total program attendance (total 3.71 + 3.72 + 3.73)	11,612
3.75	One-on-one program attendance	0
3.76	- Collaborators (check all that apply):	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2019 calendar year.

## DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	Y
3.78	Total group program sessions	29
3.79	Total one-on-one program sessions	191
3.80	Total group program attendance	145
3.81	Total one-on-one program attendance	191
3.82	Did your library offer teen-led activities during the 2019 calendar year?	N
3.83	Did your library offer teen-led activities during the 2018 calendar year?	N

## 4. LIBRARY TRANSACTIONS

### Circulation/Electronic Use/Reference Transactions

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

### CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	45,927
4.2	Adult Non-fiction Books	24,565
4.3	Total Adult Books (Total questions 4.1 & 4.2)	70,492
4.4	Children's Fiction Books	70,513
4.5	Children's Non-fiction Books	18,109
4.6	Total Children's Books (Total questions 4.4 & 4.5)	88,622
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	159,114

### CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	189,610
-----	--------------------------------------	---------

4.9	Circulation of Children's Other Materials	27,921
4.10	Total Circulation of Other Materials (Total questions 4.8, 4.9)	217,531
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	376,645

#### **ELECTRONIC USE**

4.12	Use of Electronic Material	76,042
4.13	Successful Retrieval of Electronic Information	85,566
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	161,608
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	452,687
4.16	Total Collection Use (Total questions 4.13 & 4.15)	538,253
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	116,543

#### **REFERENCE TRANSACTIONS**

4.18	Total Reference Transactions	22,240
4.19	Does the library offer virtual reference?	Y

#### **Interlibrary Loan**

#### **INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)**

4.20	TOTAL MATERIALS RECEIVED	16,299
------	--------------------------	--------

#### **INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)**

4.21	TOTAL MATERIALS PROVIDED	27,805
------	--------------------------	--------

### **5. TECHNOLOGY AND TELECOMMUNICATIONS**

Report all information as of December 31, 2019.

#### **SYSTEMS AND SERVICES**

5.1	Automated circulation system?	Y
5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	321,022
5.5	Does the library use Internet filtering software on any computer?	Y
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	N
5.8	Is the library part of a consortium for E-rate benefits?	N
5.9	If yes, in which consortium are you participating?	N/A

Report all information as of December 31, 2019. Please click [here](#) to read general instructions before completing this section.

- |  |  |   |
|--|--|---|
| 7.1  | 1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.  | Y |
| 7.2  | 2. Has a board-approved written long range plan of service.  | Y |
| 7.3  | 3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.   | Y |
| 7.4  | 4. Has board-approved written policies for the operation of the library.   | Y |
| 7.5  | 5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service. | Y |
| 7.6  | 6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.   | Y |
| 7.7  | 7. Is open the minimum standard number of public service hours for population served. (see instructions)   | Y |
| 8. Maintains a facility to meet community needs, including adequate:   |  |   |
| 7.8  | 8a. space  | Y |
| 7.9  | 8b. lighting   | Y |
| 7.10   | 8c. shelving   | Y |
| 7.11   | 8d. seating  | Y |
| 7.12   | 8e. restroom (see instructions)  | Y |
| 9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following: |  |   |
| 7.13   | 9a. telephone  | Y |
| 7.14   | 9b. photocopier (see instructions)   | Y |
| 7.15   | 9c. microcomputer or terminal  | Y |
| 7.16   | 9d. printer  | Y |
| 7.17   | 9e. Fax capability (see instructions)  | Y |
| 7.18   | 10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number.   | Y |
| 7.19   | 11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.   | Y |

## 7. MINIMUM PUBLIC LIBRARY STANDARDS (AS OF 2021)

- 5.10 Name of the person responsible for the library's Information Technology (IT) services David Belmonte
- 5.11 IT contact's telephone number (enter 10 digits only and hit the Tab key) (631) 399-1511
- 5.12 IT contact's email address dbelmonte@communitylibrary.org

## 6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

### FTE (FULL-TIME EQUIVALENT CALCULATION)

- 6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 35

### BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	28
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	70
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	99.00
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

### SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	1
6.15	Salary - Entry Level Librarian (certified)	\$51,961
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$167,769
6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

## 7. MINIMUM PUBLIC LIBRARY STANDARDS (CURRENT)

As of January 1, 2021 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2019**. This 2019 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. Questions about the new standards should be directed to your library system.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.
5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.
7. Is open the minimum standard number of public service hours for population served.  
(see instructions)
8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:
  - 8a. space
  - 8b. lighting
  - 8c. shelving
  - 8d. seating
  - 8e. power infrastructure
  - 8f. data infrastructure
  - 8g. public restroom

9. Provides programming to address community needs, as outlined in the library's long-range plan of service.
10. Provides
  - 10a. a circulation system that facilitates access to the local library collection and other library catalogs
  - 10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information.
11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.
12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.
13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.
14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

**PUBLIC SERVICE OUTLETS** - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

**PUBLIC SERVICE HOURS** - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	65.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00

8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	65.00
8.10	Annual Total Hours - Main Library	3,528.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,528.00

## 9. SERVICE OUTLET INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#)

1.	Outlet Name	Mastics-Moriches-Shirley Community Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	407 William Floyd Parkway
4.	Outlet Street Address Status	00 (for no change)
5.	City	Shirley
6.	Zip Code	11967
7.	Phone (enter 10 digits only)	(631) 399-1511
8.	Fax Number (enter 10 digits only)	(631) 281-4442
9.	E-mail Address	contact@communitylibrary.org
10.	Outlet URL	www.communitylibrary.org
11.	County	Suffolk
12.	School District	William Floyd School District
13.	Library System	Suffolk Cooperative Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	3,528
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.		990



Total number of non-library sponsored programs, meetings and/or events at this outlet

20. Enter the appropriate outlet code (select one): LO
21. Who owns this outlet building? School District
22. Who owns the land on which this outlet is built? Library Board
23. Indicate the year this outlet was initially constructed 1982
24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more 1995
25. Square footage of the outlet 44,000
26. Number of internet computers at this outlet used by general public 117
27. Number of uses (sessions) of public Internet computers per year 47,532
28. Type of connection on the outlet's public Internet computers Fiber
29. Maximum download speed of connection on the outlet's public Internet computers 11 Greater than or equal to 100 mbps and less than 1 gbps
30. Maximum upload speed of connection on the outlet's public Internet computers 10 Greater than or equal to 50 mbps and less than 100 mbps
31. Internet Provider Other (specify using the State note)
32. WiFi Access No restrictions to access
33. Number of wireless sessions provided by the library wireless service per year 39,977
34. Does the outlet have interactive videoconferencing capability for public use? N
35. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? Y
36. Is every public part of the outlet accessible to a person in a wheelchair? Y
37. Does your **outlet** have a Makerspace? N
38. *LIBID* 8000586075
39. *FSCSID* NY0687
40. *Number of Bookmobiles in the Bookmobile Outlet Record* 0
41. *Outlet Structure Status* 00 (for no change from previous year)

## 10. OFFICERS AND TRUSTEES

**Trustees and Terms/Board President/Trustee Names**

Report information about trustee meetings as of December 31, 2019. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

10.1 Total number of board meetings held during  
calendar year (January 1, 2019 to December 31, 2019) 25

### NUMBER OF TRUSTEES AND TERMS

10.2 Does your library have a range of trustees  
stated in the library's charter documents (incorporation)? No

10.3 If yes, what is the range?

10.4 If your library has a range, how many voting  
positions are stated in the library's current by-  
laws?

10.5 If your library does not have a range, how  
many voting positions are stated in the  
library's charter documents (incorporation)? 5

10.6 Does your library's charter documents  
(incorporation) state a specified term for  
trustees? If no, please explain in a Note. Yes

10.7 If yes, what is the trustee term length, as  
stated in your library's charter documents (incorporation)? 5 years

### BOARD MEMBER SELECTION

10.8 Enter Board Member Selection Code (select one): EP - board members are elected in a public election

List Officers and Board Members as of February 1, 2020. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

### BOARD PRESIDENT

10.9 First Name Joseph  
10.10 Last Name Maiorana  
10.11 Mailing Address  
10.12 City  
10.13 Zip Code (5 digits only)  
10.14 Phone (enter 10 digits only)  
10.15 E-mail Address  
10.16 Term Begins - Month July  
10.17 Term Begins - Year (yyyy) 2019  
10.18 Term Expires - Month June  
10.19 Term Expires - Year (yyyy) 2024  
10.20 Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, Yes

and should identify the beginning and ending date of the unexpired previous trustee's term.

Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

10.21 The date the Oath of Office was taken (mm/dd/yyyy) 07/22/2019

10.22 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/25/2019

10.23 Is this a brand new trustee? N

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Complete this form and email it to [bibliostat@btol.com](mailto:bibliostat@btol.com).

1. Status Filled  
2. First Name of Board Member Michael  
3. Last Name of Board Member Dubois

4. Mailing Address

5. City -

6. Zip Code (5 digits only)

7. E-mail address

8. Office Held or Trustee Trustee

9. Term Begins - Month July

10. Term Begins - Year (year) 2019

11. Term Expires June

12. Term Expires - Year (yyyy) 2024

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken 07/22/2019

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/25/2019

16. Is this a brand new trustee? N

1. Status Filled  
2. First Name of Board Member Nancy  
3. Last Name of Board Member Marks  
4. Mailing Address

5. City
6. Zip Code (5 digits only)
7. E-mail address
8. Office Held or Trustee Trustee
9. Term Begins - Month February
10. Term Begins - Year (year) 2020
11. Term Expires June
12. Term Expires - Year (yyyy) 2020
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. No
14. The date the Oath of Office (mm/dd/yyyy) was taken 02/19/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/27/2020
16. Is this a brand new trustee? Y

1. Status Filled
2. First Name of Board Member Wendy
3. Last Name of Board Member Gross
4. Mailing Address
5. City
6. Zip Code (5 digits only)
7. E-mail address
8. Office Held or Trustee Trustee
9. Term Begins - Month July
10. Term Begins - Year (year) 2017
11. Term Expires June
12. Term Expires - Year (yyyy) 2022
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 07/19/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/28/2017

- |     |   |            |
|-----|---|------------|
| 16. | Is this a brand new trustee?  | N          |
| 1.  | Status  | Filled     |
| 2.  | First Name of Board Member  | Joseph     |
| 3.  | Last Name of Board Member   | Furnari    |
| 4.  | Mailing Address   |            |
| 5.  | City  |            |
| 6.  | Zip Code (5 digits only)  |            |
| 7.  | E-mail address  |            |
| 8.  | Office Held or Trustee  | Trustee    |
| 9.  | Term Begins - Month   | July       |
| 10. | Term Begins - Year (year)   | 2018       |
| 11. | Term Expires  | June       |
| 12. | Term Expires - Year (yyyy)  | 2023       |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. | Yes        |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken  | 07/23/2018 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  | 07/30/2018 |
| 16. | Is this a brand new trustee?  | N          |

#### Trustee Education

- |    |   |                 |
|----|---|-----------------|
| 1. | Trustee Name  | Wendy Gross     |
| 2. | Has the trustee participated in trustee education in the last calendar year (2019)? | Y               |
| 1. | Trustee Name  | Joseph Maiorana |
| 2. | Has the trustee participated in trustee education in the last calendar year (2019)? | Y               |
| 1. | Trustee Name  | Michael Dubois  |
| 2. | Has the trustee participated in trustee education in the last calendar year (2019)? | Y               |
| 1. | Trustee Name  | Joseph Furnari  |
| 2. |   | Y               |

Has the trustee participated in trustee education in the last calendar year (2019)?

## 11. OPERATING FUNDS RECEIPTS

### Local Public Funds/System Cash Grants/Other State Aid

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

#### LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

- |      |   |                                      |
|------|---|--------------------------------------|
| 11.1 | Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. | Y                                    |
| 1.   | Source of Funds   | School District                      |
| 2.   | Name of funding County, Municipality or School District   | William Floyd School District        |
| 3.   | Amount  | \$9,214,238                          |
| 4.   | Subject to public vote held in reporting year or in a previous reporting year(s).   | Y                                    |
| 5.   | Written Contractual Agreement   | N                                    |
| 1.   | Source of Funds   | School District                      |
| 2.   | Name of funding County, Municipality or School District   | Eastport South Manor School District |
| 3.   | Amount  | \$370,569                            |
| 4.   | Subject to public vote held in reporting year or in a previous reporting year(s).   | Y                                    |
| 5.   | Written Contractual Agreement   | Y                                    |

11.2 TOTAL LOCAL PUBLIC FUNDS \$9,584,807

#### SYSTEM CASH GRANTS TO MEMBER LIBRARY

- |      |  |          |
|------|--|----------|
| 11.3 | Local Library Services Aid (LLSA)  | \$14,612 |
| 11.4 | Central Library Aid (CLDA and/or CBA)                                    | \$0      |
| 11.5 | Additional State Aid received from the System                            | \$28,000 |
| 11.6 | Federal Aid received from the System                                     | \$0      |
| 11.7 | Other Cash Grants  | \$0      |
| 11.8 | TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) | \$42,612 |

#### OTHER STATE AID

11.9 \$0

State Aid other than LLSA, Central Library  
Aid (CLDA and/or CBA), or other State Aid  
reported as system cash grants

**Federal Aid/Other Receipts**

**FEDERAL AID FOR LIBRARY OPERATION**

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0

11.13 **CONTRACTS WITH PUBLIC  
LIBRARIES AND/OR PUBLIC LIBRARY  
SYSTEMS IN NEW YORK STATE** \$0

**OTHER RECEIPTS**

11.14	Gifts and Endowments	\$0
11.15	Fund Raising	\$0
11.16	Income from Investments	\$58,556
11.17	Library Charges	\$53,289
11.18	Other	\$29,811
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$141,656
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$9,769,075
11.21	<b>BUDGET LOANS</b>	\$0

**Transfers/Grant Total**

**TRANSFERS**

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0
11.25	<b>BALANCE IN OPERATING FUND -</b> Beginning Balance for Fiscal Year Ending 2019 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$5,495,181
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)	\$15,264,256

**12. OPERATING FUND DISBURSEMENTS**

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

## STAFF EXPENDITURES

### Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$2,120,810
12.2	Other Staff	\$2,849,336
12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$4,970,146
12.4	<b>Employee Benefits Expenditures</b>	\$1,932,551
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$6,902,697

## COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$275,923
12.7	Electronic Materials Expenditures	\$240,437
12.8	Other Materials Expenditures	\$17,662
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$534,022

## CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$934,888
12.11	From Other Funds (71OF)	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$934,888

## OPERATION AND MAINTENANCE OF BUILDINGS

### Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$64,151
12.14	From Other Funds (72OF)	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$64,151
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$234,564
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$298,715

## MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$55,934
12.19	Telecommunications	\$60,107
12.20	Binding Expenses	\$0
12.21	Postage and Freight	\$33,066
12.22	Professional & Consultant Fees	\$252,725
12.23	Equipment	\$69,616



12.24	Other Miscellaneous	\$623,527
12.25	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24)	\$1,094,975

**Contracts/Debt Service/Transfers/Grand Total**

**12.26 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$89,995

**DEBT SERVICE**

**Capital Purposes Loans (Principal and Interest)**

12.27	From Local Public Funds (73PF)	\$0
12.28	From Other Funds (73OF)	\$0
12.29	<b>Total</b> (Add Questions 12.27 and 12.28)	\$0

**Other Loans**

12.30	Budget Loans (Principal and Interest)	\$0
12.31	Short-Term Loans	\$0
12.32	<b>Total Debt Service</b> (Add Questions 12.29, 12.30 and 12.31)	\$0

**12.33 TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32) \$9,855,292

**TRANSFERS**

**Transfers to Capital Fund**

12.34	From Local Public Funds (76PF)	\$0
12.35	From Other Funds (76OF)	\$0
12.36	<b>Total Transfers to Capital Fund</b> (Add Questions 12.34 and 12.35; same as Question 13.8)	\$0

12.37	<b>Transfer to Other Funds</b>	\$0
12.38	<b>TOTAL TRANSFERS</b> (Add Questions 12.36 and 12.37)	\$0

**12.39 TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.33 and 12.38) \$9,855,292

**12.40 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2019** \$5,408,964

**12.41 GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.39 and 12.40; same as Question 11.26) \$15,264,256

**ASSURANCE**

**12.42** 03/23/2020

The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).

#### **FISCAL AUDIT**

- 12.43 Last audit performed (mm/dd/yyyy) 02/17/2020  
12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 07/01/2018-06/30/2019  
12.45 Indicate type of audit (select one): Private Accounting Firm

#### **CAPITAL FUND**

- 12.46 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, Y complete the Capital Fund Report.

### **13. CAPITAL FUND RECEIPTS**

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

#### **REVENUES FROM LOCAL SOURCES**

- 13.1 Revenues from Local Government Sources \$0  
13.2 All Other Revenues from Local Sources \$63,025  
13.3 **Total Revenues from Local Sources** (Add Questions 13.1 and 13.2) \$63,025

#### **STATE AID FOR CAPITAL PROJECTS**

- 13.4 State Aid Received for Construction \$0  
13.5 Other State Aid \$0  
13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

#### **FEDERAL AID FOR CAPITAL PROJECTS**

- 13.7 **TOTAL FEDERAL AID** \$0

#### **INTERFUND REVENUE**

- 13.8 Transfer from Operating Fund (Same as Question 12.36) \$0  
13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$63,025  
13.10 **NON-REVENUE RECEIPTS** \$0  
13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) \$63,025  
13.12 **BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2019** (Same as Question 14.11 of previous year, if fiscal year has not changed) \$4,639,841

13.13 **TOTAL CASH RECEIPTS AND** \$4,702,866  
**BALANCE**(Add Questions 13.11 and 13.12;  
 same as Question 14.12)

## 14. CAPITAL FUND DISBURSEMENTS

**Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.**

### PROJECT EXPENDITURES

14.1	Construction	\$0
14.2	Incidental Construction	\$0
<b>Other Disbursements</b>		
14.3	Purchase of Buildings	\$0
14.4	Interest	\$0
14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	<b>BALANCE IN CAPITAL FUND - Ending</b> Balance for the Fiscal Year Ending 2019	\$4,702,866
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$4,702,866

## 15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

## 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

*Note:* See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	25.38
16.2	Total Librarians	25.38
16.3	All Other Paid Staff	61.25
16.4	Total Paid Employees	86.63

16.5	State Government Revenue	\$42,612
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$141,656
16.8	Total Operating Revenue	\$9,769,075
16.9	Other Operating Expenditures	\$1,483,685
16.10	Total Operating Expenditures	\$8,920,404
16.11	Total Capital Expenditures	\$934,888
16.12	Print Materials	114,422
16.13	Total Registered Borrowers	33,982
16.14	Other Capital Revenue and Receipts	\$63,025
16.15	Total Number of Internet Terminals Used by the General Public	117
16.16	Total Uses (sessions) of Public Internet Computers Per Year	47,532
16.17	Total Wireless Sessions Provided by the Library Wireless Service Per Year	39,977
16.18	Total Capital Revenue	\$63,025

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	8000586075
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	LD
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	SD1
17.7	<i>FSCS ID</i>	NY0687
17.8	<i>SED CODE</i>	580232700015
17.9	<i>INSTITUTION ID</i>	800000037466

## SUGGESTED IMPROVEMENTS

Library Name:	MASTICS-MORICHES-SHIRLEY COMMUNITY LIB
Library System:	Suffolk Cooperative Library System
Name of Person Completing Form:	Lorraine Squires
Phone Number:	(631) 399-1511
I am satisfied that this resource (Collect) is meeting library needs:	Agree
Applying this resource (Collect) will help improve library services to the public:	Agree
Please share with us your suggestions for improving the <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	

Community Family Literacy Project, Inc.  
3rd Quarter Report to Board of Trustees  
January 1, 2020 to March 31, 2020  
Submitted by Toni Witham on July 27, 2020

	Cash Receipts	Total Cash Receipts	Cash Disbursed	Total Cash Disbursed	GRAND TOTALS
Beginning Balance - January 1, 2020					\$ 149,080.77
<b>CASH RECEIPTS:</b>					
Book \$		\$ 1,107.00			
Sale of Flash Cards		\$ 15.00			
Reusable Bags		\$ 74.00			
<b>Interest:</b>					
Interest from Checking A/C #0260	\$ 14.31				
Interest from MM A/C #0279	\$ 298.85				
Total Interest		\$ 313.16			
<b>TOTAL CASH RECEIPTS:</b>		<u>\$ 1,509.16</u>			
<b>CASH DISBURSEMENTS:</b>					
<b>Expenses:</b>					
Adult Books				\$ 468.83	
Needle Arts/Knitting				\$ 141.12	
<b>2020 5K Run</b>					
USATF - Organizational membership			\$ 50.00		
USATF - Sanction			\$ 275.00		
Total 2020 5K Run Expenses				\$ 325.00	
<b>Miscellaneous:</b>					
Michaels - LEFA miscellaneous			\$ 13.50		
Amazon.com. - LEFA miscellaneous			\$ 154.72		
Target - LEFA miscellaneous			\$ 52.13		
Simply Put Media - 2020 Census books - "We Count"			\$ 420.00		
Amazon.com -for 2020 Census - Magnetic Name Tag Holder Backs			\$ 15.20		
King Kullen - LEFA - miscellaneous - for Defensive Driving			\$ 34.50		
Tatiana Correa - Yoga Class in Spanish			\$ 150.00		
Total Miscellaneous Expenses				\$ 840.05	
<b>TOTAL CASH DISBURSEMENTS:</b>				<u>\$ 1,775.00</u>	
<b>Profit/Loss for 3rd Quarter ending March 31, 2020</b>					<u>\$ (265.84)</u>
<b>ENDING CASH BALANCE AS OF MARCH 31, 2020</b>					<u>\$ 148,814.93</u>

<b>ASSETS:</b>	
Empire National: Checking A/C #0260	\$ 28,464.68
Empire National: MM A/C #0279	\$ 120,350.25
<b>TOTAL ASSETS AS OF MARCH 31, 2020</b>	<u>\$ 148,814.93</u>

Community Family Literacy Project, Inc.  
4th Quarter Report to Board of Trustees  
April 1, 2020 to June 30, 2020  
Submitted by Toni Witham on July 27, 2020

	Cash Receipts	Total Cash Receipts	Cash Disbursed	Total Cash Disbursed	GRAND TOTALS
Beginning Balance - April 1, 2020					\$ 148,814.93
<b>CASH RECEIPTS:</b>					
Book \$		\$ 32.00			
<b>Donations:</b>					
Annual Appeal	\$ 201.00				
Scholarship	\$ 725.00				
Miscellaneous	\$ 1,000.00				
Total Donations		\$ 1,926.00			
<b>2020 5K Run:</b>					
Sponsors	\$ 4,250.00				
Total 2020 5K Run		\$ 4,250.00			
<b>Miscellaneous:</b>					
Yoga Program	\$ 60.00				
Total Miscellaneous		\$ 60.00			
<b>Interest:</b>					
Interest from Checking A/C #0260	\$ 14.70				
Interest from MM A/C #0279	\$ 240.94				
Total Interest		\$ 255.64			
<b>TOTAL CASH RECEIPTS:</b>		\$ 6,523.64			
<b>CASH DISBURSEMENTS:</b>					
<b>Donations:</b>					
William Floyd Scholarship Fund - 2 - \$500 scholarships - 2019/2020			\$ 1,000.00		
Rotary Club of Shirley and the Mastics - Pancake Breakfast			\$ 50.00		
Total Donations			\$ 1,050.00		
<b>TOTAL CASH DISBURSEMENTS:</b>			\$ 1,050.00		
Profit/Loss for 4th Quarter ending June 30, 2020					\$ 5,473.64
<b>ENDING CASH BALANCE AS OF June 30, 2019</b>					\$ 154,288.57

<b>ASSETS:</b>	
Empire National: Checking A/C #0260	\$ 33,697.38
Empire National: MM A/C #0279	\$ 120,591.19
<b>TOTAL ASSETS AS OF JUNE 30, 2019</b>	\$ 154,288.57

Community Family Literacy Project, Inc.  
Treasurer's Report to Board of Trustees  
Fiscal Year July 1, 2019 - June 30, 2020  
Submitted by Toni Witham on July 27, 2020

	Cash Receipts	Total Cash Receipts	Cash Disbursed	Total Cash Disbursed	GRAND TOTALS
<b>BEGINNING BALANCE - JULY 1, 2019</b>					<b>\$ 145,133.91</b>
<b>CASH RECEIPTS FY 2019/2020:</b>					
Book \$		\$ 4,919.00			
Sale of Reusable Bags		\$ 153.00			
Needle Arts Program		\$ 9.00			
USCIS Flash Cards		\$ 297.00			
Fundraising		\$ 212.80			
<b>Donations:</b>					
Citizenship Scholarship	\$ 725.00				
Annual Appeal Donations	\$ 201.00				
Miscellaneous Donations	\$ 1,494.00				
<b>Total Donations</b>		<b>\$ 2,420.00</b>			
<b>2019 5K Run:</b>					
Sponsors	\$ 6,452.50				
Mail-in Registrations	\$ 660.00				
Day of Race Registrations	\$ 2,535.00				
Online Registrations	\$ 4,805.00				
Miscellaneous - re-deposit of funds withdrawn for Day of Race	\$ 375.00				
<b>Total 2019 5K Run</b>		<b>\$ 14,827.50</b>			
<b>2020 5K Run:</b>					
Sponsors	\$ 4,250.00				
<b>Total 2020 5K Run</b>		<b>\$ 4,250.00</b>			
<b>Miscellaneous:</b>					
LEFA miscellaneous - Cookie Jar Program	\$ 42.00				
Yoga Program	\$ 60.00				
<b>Total Miscellaneous</b>		<b>\$ 102.00</b>			
<b>Interest:</b>					
Interest credited by Empire National Bank to Checking A/C #0260	\$ 58.39				
Interest credited by Empire National Bank to MM A/C #0279	\$ 1,143.45				
<b>Total Interest</b>		<b>\$ 1,201.84</b>			
<b>TOTAL CASH RECEIPTS FY 2019/2020:</b>		<b>\$ 28,392.14</b>			
<b>CASH DISBURSEMENTS FY 2019/2020:</b>					
<b>Expenses:</b>					
Adult Books				\$ 3,945.06	
LEFA Arts & Crafts and Toys/Games				\$ 684.93	
Needle Arts/Knitting				\$ 311.97	
USCIS - US Citizenship Imm. Svs. Flash Cards				\$ 180.00	
<b>2019 5K Run</b>					
East End Sign Design - 2 signs for 2019 5K Run			\$ 240.00		
East End Screen Printing & Embroidery - T-shirts for 2019 5K Run			\$ 2,840.00		
Town of Brookhaven - bleachers for 2019 5K Run			\$ 340.00		
Direct Drainage - for 2019 5K Run			\$ 700.00		
Crown Trophy Suffolk County - deposit for trophies for 2019 5K Run			\$ 100.00		
Crown Trophy - balance due for trophies for 2019 5K Run			\$ 184.99		
Freshy Fresh Bagels - for 2019 5K Run			\$ 135.00		
Best Market - 2019 5K Run - fruit			\$ 75.00		
Dunkin Donuts - 2019 5K Run - volunteer refreshments			\$ 105.84		
Empire ck# 16870 - withdrawal (info to come from bank statement)			\$ 375.00		
U-Haul Equipment - 2019 5K Run - van rental			\$ 85.81		
William Wischhusen - 2019 5k Run - reimbursement for gas for rental van			\$ 12.70		

**Community Family Literacy Project, Inc.**  
Treasurer's Report to Board of Trustees  
Fiscal Year July 1, 2019 - June 30, 2020  
Submitted by Toni Witham on July 27, 2020

Mastic Beach Ambulance Company - 2019 5K Run - donation			\$ 100.00		
Mastic Fire Department - 2019 5K Run - donation			\$ 50.00		
elitefeats, Inc. - 2019 5K Run - balance due.			\$ 1,800.00		
Mastics-Moriches-Shirley Community Library - reimburse Library for Raffle prizes - 4 coolers for 2019 5K Run			\$ 119.88		
Mastics-Moriches-Shirley Community Library - reimburse Library for water for 2019 5K Run			\$ 78.36		
Mastics-Moriches-Shirley Community Library - reimburse Library for Facebook ad for 2019 5K Run			\$ 29.14		
<b>Total 2019 5K Run Expenses</b>				<b>\$ 7,371.72</b>	
<b>2020 5K Run</b>					
Displays2Go - for 2020 5k Run - cardboard brochure holder			\$ 61.95		
elitefeats - for 5K Run on 2020-09-12			\$ 300.00		
GLIRC - for 2020 5K Run - 2020 Calendar & 1/8 pg. Ad			\$ 225.00		
Suffolk County Department of Parks - 2020 5K Run - fundraiser application			\$ 325.00		
USATF - Organizational Membership - for 2020 5K Run			\$ 50.00		
USATF - Sanction - for 2020 5K Run			\$ 275.00		
<b>Total 2020 5K Run Expenses</b>				<b>\$ 1,236.95</b>	
<b>Donations:</b>					
Rotary Club of Shirley and the Mastics - Pancake Breakfast donation			\$ 50.00		
Colonial Youth and Family Services - Holiday Giving			\$ 50.00		
Family Service League - Holiday Giving			\$ 100.00		
King Kullen - Holiday Giving - Adopt-a-Family			\$ 50.00		
William Floyd Scholarship Fund - 2 - \$500 scholarships 2019-2020			\$ 1,000.00		
Rotary Club of Shirley and the Mastics - Spring 2020 Pancake Breakfast donation			\$ 50.00		
<b>Total Donations</b>				<b>\$ 1,300.00</b>	
<b>Miscellaneous:</b>					
Michaels - LEFA end of summer session raffles/craft supplies			\$ 35.78		
Lisa Spraragen - Heritage Celebration - "Guitarrazon" on 10/6/19			\$ 800.00		
Cornell Cooperative Extension - Suffolk County - Child Development Workshop (for Childcare for LEFA)			\$ 200.00		
Costume Specialists - for National Family Literacy Day on 11/2/19			\$ 420.00		
Michaels - items for Family Literacy Day			\$ 29.42		
Derek Muterspaw - Family Literacy Day program - Twist-a-Story			\$ 250.00		
Howard Rose - Family Literacy Day program - Modern Calligraphy			\$ 300.00		
Department of Law - CHAR 500			\$ 50.00		
Baldessari and Coster LLP - Federal 990 and NYS CHAR 500 prep			\$ 525.00		
King Kullen - items for a Baking Program			\$ 73.96		
Amazon.com. - LEFA misc.			\$ 42.69		
Michaels - LEFA misc. & Knitting			\$ 21.46		
BJ's - LEFA misc.			\$ 49.48		
Walmart - LEFA - Holiday			\$ 109.62		
Walmart - Misc. - "Thank you" basket to William Floyd High School			\$ 55.03		
King Kullen - LEFA misc.			\$ 46.00		
King Kullen - LEFA misc.			\$ 79.10		
Dollar Tree - LEFA - Holiday			\$ 50.00		
Donika Del Rio - LEFA - Holiday Family Photos			\$ 125.00		
Applebee's - Holiday - gift card for Santa			\$ 50.00		
King Kullen - LEFA - Holiday			\$ 54.26		
Michaels: Needle Arts: \$104.16 & LEFA Misc.: \$13.50			\$ 13.50		
Amazon.com - LEFA Misc. (\$147.50 & \$7.22)			\$ 154.72		



**Community Family Literacy Project, Inc.**

Treasurer's Report to Board of Trustees

Fiscal Year July 1, 2019 - June 30, 2020

Submitted by Toni Witham on July 27, 2020

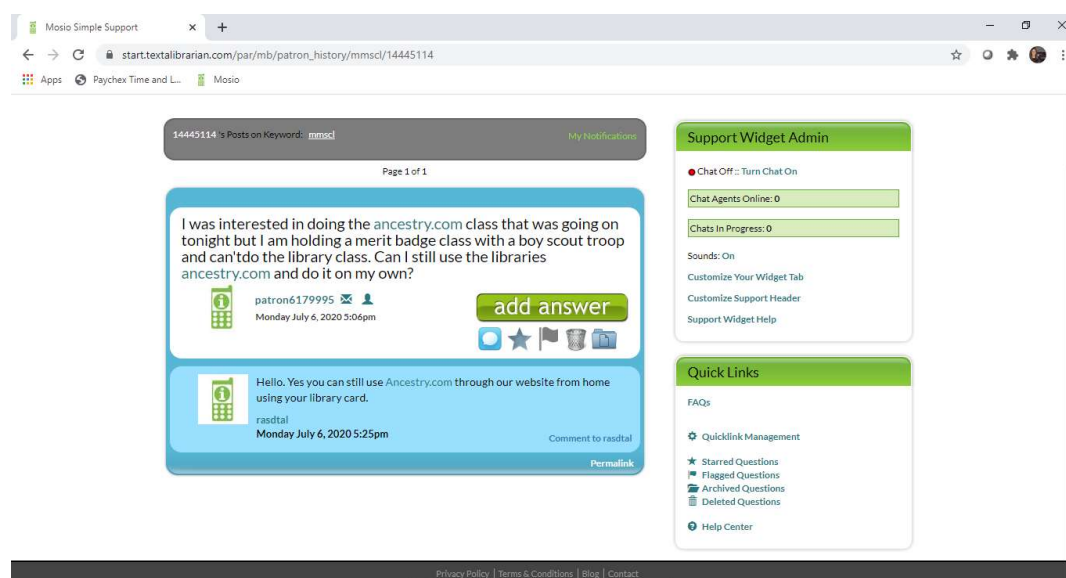
Target - LEFA misc.			\$ 52.13		
Simply Put Media - 2020 Census books: "We Count!"			\$ 420.00		
Amazon.com - for 2020 Census: Magnetic Name Tag Holder Backs			\$ 15.20		
King Kullen - LEFA - misc. - for Defensive Driving			\$ 34.50		
Tatiana Correa - Yoga Class in Spanish			\$ 150.00		
<b>Total Miscellaneous</b>				<b>\$ 4,206.85</b>	
<b>TOTAL CASH DISBURSEMENTS FY 2019/2020:</b>				<b>\$ 19,237.48</b>	
<b>Profit/Loss for FY July 1, 2019 - June 30, 2020</b>					<b>\$ 9,154.66</b>
<b>ENDING BALANCE AS OF JUNE 30, 2020</b>					<b>\$ 154,288.57</b>

**Community Family Literacy Project, Inc.**  
Treasurer's Report to Board of Trustees  
Fiscal Year July 1, 2019 - June 30, 2020  
Submitted by Toni Witham on July 27, 2020

<b><u>ASSETS:</u></b>	
Empire National: Checking A/C #0260	\$ 33,697.38
Empire National: MM A/C #0279	\$ 120,591.19
<b>TOTAL ASSETS AS OF JUNE 30, 2020</b>	<b>\$ 154,288.57</b>

## July 2020

In the past, the library's database collection has been a last resort for many of our patrons, who prefer to "Google" their questions instead of relying on trusted sources such as EBSCO and RefUSA. Over the last few months during our closure, we have seen our database statistics sky rocket; in part because library staff has been working from home, training and gaining the professional tools they didn't have a chance to focus on before, and also because our patrons finally realizing the value of these resources. The public has been contacting us via Text-A-Librarian and calling the reference desk in order to get their cards up to date so that they can access these databases from home.



Here is a snapshot of what our June database statistics looked like:

<b>EBSCO Rosetta Stone</b>	<b>853.37 hours of usage</b>
<b>Lynda.com</b>	<b>11285 distinct videos viewed</b>
<b>RefUSA</b>	<b>629 uses</b>
<b>Choices Planner Adult</b>	<b>163 page views</b>

Our doors officially opened back up to the public in early July, and with that came people desperately looking to use our computers. Although our computers are now limited to half the amount we had available before due to social distancing, and even with the 30 minute time limit, patrons are still happy to be able to come in and take care of their business here in the building. Also, our reference desk staff have seen an influx of calls and in person visits. Reference questions are in depth and have required a substantial amount of time to answer. Additionally, with curbside pickup in full swing, there are many holds being placed at our desk. Below are

the numbers for our first two weeks open to the public in regards to computer usage and reference and information statistics:

### RASD WEEKLY COMPUTER USAGE

<b>Week</b>	<b>Adult Area Users</b>	<b>Visitors Area Users</b>	<b>Mac Lab</b>	<b>Weekly Totals</b>	<b>CUMULATIVE TOTAL</b>
Jul 6 - 12, 2020	100	27	1	<b>128</b>	
Jul 13 - 19, 2020	139	32	2	<b>173</b>	
Jul 20 - 26, 2020				<b>0</b>	
Jul 27 - 31, 2020				<b>0</b>	
<b>TOTAL - JULY 2020</b>	<b>239</b>	<b>59</b>	<b>3</b>	<b>301</b>	<b>301</b>

### RASD WEEKLY REF & INFO QUESTIONS

<b>WEEK</b>	<b>REF</b>	<b>INFO</b>	<b>WEEKLY TOTAL</b>	<b>CUMULATIVE TOTAL</b>
Jul 6 - 12, 2020	180	107	<b>287</b>	
Jul 13 - 19, 2020	169	153	<b>322</b>	
Jul 20 - 26, 2020			<b>0</b>	
Jul 27 - 31, 2020			<b>0</b>	
<b>TOTAL - JULY 2020</b>	<b>349</b>	<b>260</b>	<b>609</b>	<b>609</b>

Examples of in-depth reference questions our librarians have answered recently:

### SAMPLE REFERENCE QUESTIONS (from 7/6 - 7/19/2020)

1	How to start a historical society?
2	Patron needed help finding historical weather for 2 dates. Helped patron locate websites to use and researched Newsday articles about the 2 storms and flooding.
3	Info on Godel's ontological proof
4	Can you help me figure out if this bug is a parasite?

5	I'm looking for Amish authors.
6	Can you help me find an anthropologist to identify an insect?

Our department has also been lucky enough to have had success with multiple virtual programs. Whether they are live streamed on Facebook, or require a log in with a programmer on Zoom, we have found that our patrons are enjoying still being able to connect with us, and more importantly, each other. Librarians Debbi Gallucci, Catherine Gorden, Tara Moran and Carole Lingg have put together a variety of programs to try and reach out to all of our demographics. Below is a current portrait of the programs we have been offering and the amount who attended those programs or viewed the video:

### RASD PROGRAM STATISTICS - JULY 2020

<b>WEEK 1</b> <b>7/6 - 7/12/2020</b>	<b>Program</b>	<b>Platform</b>	<b># Attended</b>
<b>7/6/2020</b>	Start Climbing our Family Tree...	GoToMeeting	5
<b>7/7/2020</b>	Virtual Beginner Guitar Class	Facebook Live	412
<b>7/8/2020</b>	Meditation for Beginners	Zoom	7
<b>7/9 (&amp; 10)/2020</b>	Local Community Census Trivia	Kahoot	6
	Gentle Yoga	Zoom	8
<b>7/10/2020</b>	Animal Crossing Event (7 pm)	DODO	5
	Animal Crossing Event (8 pm)	DODO	2
<b>TOTAL SESSIONS:</b>	<b>7</b>	<b>TOTAL ATTENDED:</b>	<b>445</b>
<b>WEEK 2</b> <b>7/13 - 7/19/2020</b>	<b>Program</b>	<b>Platform</b>	<b># Attended</b>
<b>7/13/2020</b>	SCORE Business Mentoring (6 pm)	Zoom	1
	SCORE Business Mentoring (7 pm)	Zoom	0
	SCORE Business Mentoring (8 pm)	Zoom	1
	Apps & Sites for Travelers Challenge	Facebook Live	182
<b>7/14/2020</b>	Virtual Beginner Guitar Class	Facebook Live	282
<b>7/15/2020</b>	Meditation for Beginners	Zoom	8
<b>7/16 (&amp; 17)/2020</b>	Travel Trivia	Kahoot	8
	Gentle Yoga	Zoom	4
	Line Dance Party	Zoom	2
	Beginning Painting - Sweet Summer Sign	Facebook Live	463
<b>7/18/2020</b>	International Cooking with Indian Cuisine - Chef Rob	Facebook Live	470
<b>TOTAL SESSIONS:</b>	<b>10</b>	<b>TOTAL ATTENDED:</b>	<b>1421</b>

<b>WEEK 3</b> <b>7/20 - 7/26/2020</b>	<b>Program</b>	<b>Platform</b>	<b># Attended</b>
<b>7/20/2020</b>	Intermediate Painting - Beach Landscape	Facebook Live	730
<b>7/21/2020</b>	Virtual Beginner Guitar Class	Facebook Live	243
<b>7/22/2020</b>	Meditation for Beginners	Zoom	
	Slavery and the Making of America	Zoom	
<b>7/23 (&amp; 24)/2020</b>	Mystery Trivia	Kahoot	
	Gentle Yoga	Zoom	
	Long Island's White Shark Research	Zoom	
<b>7/24/2020</b>	A Flapper Murder at the 1920s Speakeasy - A Virtual Murder Mystery	Zoom	
<b>7/26/2020</b>	Interview With an Author	Facebook - videos	NA

As you can see, the Reference and Adult Department staff has been hard at work, both in person here at the library, and also virtually. We are so happy to see some of our regular customers come back in and touch base with us. We anticipate that as people learn that our doors are open they will come and Summer with Us!



**June 2020**

**Sylvia Maurer**

On June 8, 2020, library staff walked back into the library for the first time since March 14. There was a mix of excitement and apprehension amongst staff members as they entered the building with masks on, remaining cautious of social distancing. In the Children's and Parents' Services Department, staff came in and right away started to re-configure their work spaces so all new social distance guidelines were met. We started assigning projects for staff to work on including inventory, weeding, and creating craft to go kits.

As the school year came to an end, the Children's Department hosted a variety of online programs and activities to get children and their families excited to Summer With Us. This included live virtual performances by the musical group Strummin & Drummin (473 views) and the always entertaining National Circus Project (1400 views). Chef Rob presented Sippin Summer Smoothies (376 views) that families learned to make at home. Kathy Roeder has continued to make our little ones smile with her weekly virtual babies and toddler videos (about 150 views per video). Although our patrons miss seeing her in person, they are delighted to be able to see her online and be able to communicate with her on the Library Facebook page.

One of our Library Assistants, Cathy Meinhold, worked with our social media staff to create an online video series called Miss Cathy's Critter Corner. In this series, Miss Cathy acts a nature guide teaching kids about the wonderful world of critters all around them. She focuses on local critters like toads, luna moths, monarch butterflies and spring peepers. These videos averaged about 200 views each and will continue all summer long. The Facebook playlist is viewable from this link <https://www.facebook.com/watch/MMSCL/1375304965990998>.

As we progressed through the phases of our Library building re-opening plans, our staff worked to get the department ready for patron use. This involved spacing out furniture and computers and removing all seating. We marked spaces on the floor for social distancing purposes and created numerous displays of materials to make choosing books quick and easy for parents and children. Staff have been eager to prepare for welcoming back our patrons.





# COMMUNITY LIBRARY

## TEEN SERVICES DEPARTMENT

**July 2020**

**Submitted by Erika Irish**

### **Statistical Information for the Month of July 2020**

**Reference Questions: 21**

**Information Questions: 44**

**Grab and Go Kits given out: 21**

### **Intsagram Stats:**

**Followers: 279**

**Reach (total # of people who have seen posts): 149**

**Impressions (total # of accounts that have seen posts): 144**

**Interactions (# of accounts that have liked, saved, or interacted with post): 31**

---

We have been off to a slow start since we have opened to the public. We are beginning to see a few more teens coming in, the main draw for teens is the computers and a place to just hang out. Since they are unable to do that right now, may part of the reason we have not had a large number of teens return to the building.

Since the teens are not coming to us we are thinking of ways that we can go to them, with proper safety precautions being taken. Some of the things that we have been thinking about are meeting at places that were used for the local history map videos, a scavenger hunt where we give clues and they find a teen staff member, an outdoor game on with actual lawn games. These are still works in progress with no set dates.

Our grab and go kits were off to a slow start but we have seen more teens coming in for those. We are currently offering paint a canvas tote bag stencil and paint is included, a shell picture frame, pearler beads, grow a sunflower, and make a bookmark. The canvas tote bags and the picture frames are the ones that are most popular.



We are still struggling to get teens to attend our virtual programs, we post about them on all our social media outlets, and yet we cannot get teens to actually attend. Last year we did a survey and the teens told us that they hear about programs through word of mouth from the librarians and the newsletter, at this point we do not think they are reading our newsletter. It is our hope that if we go out and meet the teens where they are we can make them aware of all the programs that we are having, and ask them what else they would like to see or if there are any reasons they are unable to attend virtual programs we are holding.

## Literacy Department, July 2020

Lindsay Davis

The Literacy Department's summer session is off to a successful start! Although this year's virtual summer program looks and feels very different from years past, we are happy to resume some semblance of normalcy. The students and instructors are very grateful for the opportunity to come together, support one another, and to learn and grow. Offering language instruction via a virtual platform is not ideal, however, the students are so focused on their goals that they persist. There is a renewed sense of appreciation and dedication among students and instructors.

We are offering eight English as a New Language (ENL) classes per week to accommodate morning and evening students across all proficiency levels. There is a low beginner & beginner combined class as well as a high beginner & intermediate combined class. In addition, Citizenship students are taking two classes per week taught by Literacy's "Ms. Ivette." Each ENL class is monitored by a Literacy staff member to track attendance, make announcements, and troubleshoot if need be. Transitioning to virtual classes has been a challenge for the students and instructors but our approach of starting with a smaller session in April/May and building on that success to a bigger session now, has worked well. The Literacy staff members have been amazing in the transition to virtual classes, both by learning new skills themselves and by teaching and encouraging the students.

In the past week alone, approximately 80 students attended ENL and citizenship classes. One advantage to a virtual summer program is we can now offer evening classes; traditionally, we do not offer evening classes during the summer as we cannot use the space at William Floyd High School. One challenge to a virtual summer program is not offering enrichment for children while their parents are in class. However, we have been posting ideas and activities for kids and families on the Community Family Literacy Project's Facebook page. Also, we have been encouraging families to pick up book bundles and craft kits offered by the other departments.

Another successful initiative by the Literacy department to keep students connected and engaged was a "packet pickup." We were outside in the parking lot for 3 hours (two 1.5 hour sessions, morning and evening hours) and 55 students stopped by! Inside the packets were copies of practice pages differentiated by proficiency level. Some students received an end-of-year certificate for excellent attendance, a copy of June's Easy English News, and a Census 2020 picture book purchased by the Community Family Literacy Project.

With the sudden cancelation of programs in March, there were loose ends to tie up traditionally done at the end of the school year. We spent some time at William Floyd High School and William Floyd Family Center cleaning up our supplies and materials. The Literacy Department is so grateful to share space for offsite programming and we hope to be back in September.

The Literacy Department continues to add to our YouTube channel; currently, we have 49 subscribers and 48 videos. Students can watch videos made by our instructors on a variety of

topics across all levels. In addition, we continue to work hard creating and curating content for our Facebook page and weekly eNewsletters. Some of this month's highlights have been:

- ideas for children and families during themed weeks
  - for example, *outdoors week* and *colors week* during which we've shared videos, book recommendations, coloring pages, recipes, craft ideas, and more
- Chicka Chicka Boom Boom story time, complete with a costume with props
- video showing how to attract hummingbirds to your yard by making homemade sugar water, complete with 2 hummingbird sightings
- Census 2020 Q&A video
- curated "Around the World" cookbook list featuring multicultural cookbooks available to download
- Yoga in Spanish program
- review of Rosetta Stone, sharing knowledge learned of French
- recipes for traditional dishes like tortilla de patatas and gazpacho
- ideas for hosting a "Poet-Tea," a socially distanced, outdoor poetry reading event for friends and family



Packet Pickups



"We Count" Census 2020



Chicka Chicka Boom Boom!

July 2020

Compiled by: Stephen Burg

Over the past month The Digit services department has been facilitating all of the virtual services the library has been offering. We continue to post content on or social media pages which have become the main way our patrons now interact with us. We have been continue to assist patrons with technology issues over the phone. Summer with us officially launched last month we continue to coordinate with all the departments to publish all the Summer With Us Content to social media and host there live programs. We recently just received 15 more mobile hotspots we will be working with CRS to get them processed and available to patrons in the coming weeks. This should help to expand the availability to a service that has been in high demand by our patrons.

# Digital services June Stats

Facebook	June
page views	2327
post reach	24154
Engagement	9094
Instagram	
reach	1887
Impressions	9238
Followers	2535
YouTube	
views	1553
Chat/Text Ref	
text/email	132
overdrive	
ebooks	4198
audio books	1329
flipster	
online views	419
Freegal	
downloads	447
streamed	2233
Hoopla	
new patrons	13
check outs	862
Kanopy	
downloads	162
Web page	
page views	490

REPORT OF PERSONNEL CHANGES							<b>DATE PREPARED:</b>
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE							<b>07/27/20</b>
<b>JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY</b>							<b>PAGE 1 OF 1</b>
NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
LA	Shaw, Casey		Library Assistant	\$23.56/Hr		06/30/20-09/21/20	
TRS	Meyer, Jessica		Page	\$13.00/Hr		06/30/20	
RE	Del Rio, Donika		Community Service Aide	\$15.38/Hr		07/08/20	
TRS	Langdon, Kevin		Custodian I	\$13.00/Hr		07/03/20	
LA	Loeser, Gary		Guard	\$21.62/HR		07/07/20-08/17/20	
DID YOU: 1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? 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			