

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

October 26, 2020

7:00 PM

AGENDA

- I. CALL TO ORDER**
PLEDGE OF ALLEGIANCE
- II. APPROVAL OF MINUTES**
- III. SCHEDULE OF CLAIMS**
 - 1. OPERATING FUND**
- IV. FINANCIAL REPORTS**
- V. DIRECTOR'S REPORT**
- VI. ASSISTANT DIRECTOR'S REPORT**
- VII. BUSINESS MANAGER'S REPORT**
- VIII. UNFINISHED BUSINESS**

IX. NEW BUSINESS

A. DEPARTMENT REPORTS

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

B. PERSONNEL

1. RECOMMENDED CHANGES

C. TOB ENERGY COOPERATIVE INITIATIVE

D. FLUSHING BANK

E. COMMUNITY FAMILY LIT. PROJ. FINANCIAL STATEMENTS

F. CONTRACTS / RENEWALS

X. EXECUTIVE SESSION

XI. ADJOURNMENT

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

November 23, 2020 @ 7:00PM

DRAFT - UNAPPROVED

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF SEPTEMBER 28, 2020 BOARD MEETING

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

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

PRESENT

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

Motion by Dubois, second by Gross, to accept the minutes of the August 24, 2020 meeting of the Board of Trustees. Carried 5-0.

MINUTES

Motion by Marks, second by Dubois to approve the Operating Fund Schedule of Claims dated 9/28/2020; Prepay Payables Warrant #1 \$38,605.20; Payables Warrant #2 \$293,819.35; Payroll Warrant W. E. 9/1/2020 \$159,182.14; Payroll Benefits Warrant \$10,282.16; Payroll Warrant W.E. 9/18/2020 \$154,084.54; Payroll Benefits Warrant \$87,873.95. Carried 5-0.

SCHEDULE

Motion by Marks, second by Dubois to approve the Operating Financial Reports for August 2020. Carried 5-0.

FINANCIAL REPORTS

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

The Director has been busy with the design team to finalize the plans for the branches so that they can be submitted to Albany for approval. Recently we've been working on the interior design & identifying where outlets, security cameras and the like will go. As we continue to meet weekly we've begun to look at bigger issues including the re-design of our main building and logistic issues related to the Moriches Branch. Construction of fencing and privacy screening is in the planning stages. Last week I attended 2 sessions of the L.I. Library Research Council Legislative Breakfast online. They were aware of and very grateful for the role libraries have played during the pandemic, quickly transitioning remotely to be able to serve our community in the best way possible offering many digital services. They answered that the State was in a financial crisis & that hopefully the Governor's next year's budget will be able to offer additional assistance especially with regard to construction grants. I also attended

DIRECTOR'S REPORT

DRAFT - UNAPPROVED

an online conference relating to technology and libraries. As you know, our Trustee Election went very well and I offer congratulations to Nancy Marks. I'd also like to thank Tara & Kathi for all their hard work as it was a difficult election even though there was no budget increase. Many last minute decisions were made at the State level as to what would be required (legal notices, how absentee ballots were to be handled and many of these decisions were down to the wire). We're still in Phase III of our re-opening plan, mostly offering virtual programs and curbside pick-ups and just recently adding outdoor lockers where patrons can access their reserves 24/7. They're a nice addition that we plan to implement at the branches as well. This offers people working different shifts the opportunity to request and receive their items more easily. Our Literacy Department held it's 1st outdoor Book Sale this past weekend and it was a extremely well received. The community enjoyed the normalcy of it and the DIY projects that were offered and it felt good to see many of our weeded items being put back in- to the community family homes. We've begun to offer 1 chair at a table to provide the ability for patron's to do some work while social distancing and the Fax service has recently been added to the copy service on a self-serve basis.

The Assistant Director stated that most of her work was focused on administering the Library Trustee Vote and dealing with the many changes handed down from Albany. I too have been busy with the planning of the new buildings (floor plans and meeting with the staff to pick out furniture & tweak the design when deemed necessary). In addition to what Kerri said about programming, the Friends of the Arts has partnered with the Mastic Beach Mini Indie Film Festival. This year it will be presented totally online and will be aired over 2 days and the library is able to allow him to operate from our building due to the need for high speed internet to broadcast.

ASS'T DIRECTOR'S REPORT

The Business Manager reported that a few months ago the Board adopted a fine free program. We've been monitoring the intake of cash and checks during the time we've been out of the building since mid-March. We've been able to determine that the use of our courier service to the bank is not required at this time. Due to this fact, we'll see a savings that will somewhat offset the fines we're no longer collecting. Empire National Bank has offered to loan the library (at no cost) the hardware needed to give us a system that will both read checks and deposit them remotely. The financial audit fieldwork is complete. We've finished the Workman's Comp Audit and are awaiting the results from the insurance company. We've been working with the bank on our renewal of our letter of credit transferring from Capital One to Empire National Bank. As Kerri and Tara have already stated, the Trustee Election took up a great deal of time to organize and hold.

BUSINESS MNGR'S REPORT

DRAFT - UNAPPROVED

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

RECOMMENDED PERSONNEL CHANGES

CONTRACTS/ RENEWALS

ZOOBEAN INC.

Motion by Marks, second by Dubois, to renew our contract with **Zoobean Inc.** to provide their *Beanstack* reading program software for the Library's 1KB4K (1,000 books before kindergarten) initiative at an annual cost of \$2,065.00. This software allows patrons to record their reading using ISBN scanning, and allows staff to generate statistical reports to accurately measure 1KB4K's success. Carried 5-0.

DISPOSAL OF OBSOLETE/BROKEN EQUIPMENT

Motion by Furnari, second by Marks to dispose of obsolete and/or broken equipment as outlined by Lorraine Squires (Department Head, CRS), and presented by Director Rosalia. Carried 5-0.

CONTINUING EDUCATION

Motion by Dubois, second by Furnari to approve the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the virtual conference from November 5th - November 6, 2020 at a cost not to exceed \$199.00 per person. Carried 5-0.

NYLA ANNUAL CONFERENCE & TRADE SHOW

Motion by Furnari, second by Gross, to approve the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the virtual conference from October 13th - October 16th, 2020 at a cost not to exceed \$79.00 per person. Carried 5-0.

ASSOCIATION OF BOOKMOBILE & OUTREACH SERVICES CONFERENCE

Motion by Marks, second by Dubois to approve the transfer of our existing \$14,350 standby letter of credit from Capital One Bank to Empire National Bank, and to collateralize said letter of credit with a certificate of deposit for a like amount. Furthermore, any and all board members are hereby authorized to execute any borrowing agreements/loan documentation as may customarily be required by Empire National Bank to effectuate the new instrument. Carried 5-0.

STANDBY LETTER OF CREDIT

Motion by Gross, second by Dubois to approve the following core election officials (subject to availability/substitution) for the 2020 library trustee election at the remuneration rate of \$13.00 per hour:

**2020 LIBRARY
TRUSTEE
ELECTION**

Election Inspectors

September 15, 2020; 9am - 9pm

Ms. Zandra Green (Coordinator)
186 Hounslow Rd
Shirley, NY 11967

Mr. Michael Donohue (Inspector)
27 Neptune Avenue
Mastic, NY 11950

Juan Calderon (Inspector)
21 Trafalgar Drive
Shirley, NY 11967

Lina Tjondro (Inspector)
27 Neptune Avenue
Mastic, NY 11950

Carried 5-0.

Motion by Dubois, second by Furnari, to move into Executive Session at 7:25 pm to discuss a CSEA collective bargaining issue as well as a contractual matter. Carried 5-0.

**EXECUTIVE
SESSION**

Motion by Dubois, second by Gross, to leave Executive Session at 8:46pm. Carried 5-0.

Motion by Gross, second by Dubois to approve the repair & repaving of the parking lot at 407 William Floyd Parkway at a cost not to exceed \$14,250. Carried 5-0.

Motion by Gross, second by Dubois to approve the property clean-up at 366 Neighborhood Road at a cost not to exceed \$4,800. Carried 5-0.

Motion by Gross, second by Dubois to authorize the Library Director to execute the long term lease with the County of Suffolk at an annual cost of \$10.00 for a 30 year period for the property located at 366 Neighborhood Road. Carried 5-0.

Motion by Dubois, second by Gross to re-enter Executive Session at 8:50pm. Carried 5-0.

Motion by Gross, second by Dubois to leave Executive Session at 9:19pm. Carried 5-0.

DRAFT - UNAPPROVED

Motion by Gross, second by Dubois, to adjourn at 9:19pm. 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)

SEPTEMBER 2020

PREPARED & SUBMITTED BY:

**CHRISTOPHER NOWAK
BUSINESS MANAGER**

MMSCL
Operating Funds Monthly Report
September 2020

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 4,511,803.09	\$ 1,959.52	\$ 956,381.90	\$ 1,029.63	\$ 3,558,410.34
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 404,870.32	\$ 483.32	\$ 142.57	\$ 99.62	\$ 405,310.69
Empire Nat'l Bank	OPERATING	\$ 516,381.03	\$ 371,184.34	\$ 501,693.13	\$ 43.03	\$ 385,915.27
Empire Nat'l Bank	PAYROLL	\$ 24,608.25	\$ 571,334.28	\$ 415,000.55	\$ -	\$ 180,941.98
						<u>\$ 4,530,578.28</u>

INSTITUTION	PURPOSE	MATURITY DATE	TERM	RATE	BALANCE
Capital One Bank	Denitrification System	Sept. 2020	12 Months	0.05%	\$ 15,000.00
Empire Nat'l Bank	"	Sept. 2021	12 Months	0.30%	\$ 14,350.00
TOTAL INVESTMENTS:					<u>\$ 29,350.00</u>
TOTAL CASH & INVESTMENTS:					<u><u>\$ 4,559,928.28</u></u>

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through September 2020

					TOTAL						
					Jul 20	Aug 20	Sep 20	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense											
Income											
2000 · PROPERTY TAX REVENUES					0.00	0.00	0.00	0.00	9,578,000.00	-9,578,000.00	0.0%
2082 · FINES AND FEES					93.33	50.88	83.96	228.17	1,000.00	-771.83	22.82%
2360 · CONTRACTS WITH OTHER LIBR.					255,521.37	0.00	0.00	255,521.37	255,000.00	521.37	100.2%
2401 · INTEREST					1,566.72	1,922.80	1,187.53	4,677.05	35,000.00	-30,322.95	13.36%
2650 · SALES OF EXCESS MATERIAL					-27.00	5.00	16.00	-6.00			
2670 · SALES OF BOOKS					0.00	0.00	452.39	452.39			
2760 · SYSTEM & STATE AID					0.00	0.00	0.00	0.00	15,000.00	-15,000.00	0.0%
2770 · UNCLASSIFIED REVENUE					0.00	0.00	3.50	3.50			
2771 · COPIER REVENUE - CONTRACT (R)					230.70	365.94	756.10	1,352.74	15,000.00	-13,647.26	9.02%
2772 · READER-PRINTER REVENUE					0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
2772A · ADULT-ADULT PRINTER					150.00	51.00	213.00	414.00			
2800 · PROGRAM RECEIPTS											
2805 · Program Receipts - Adult					-198.50	0.00	0.00	-198.50			
2820 · Venue Resales					220.00	340.00	280.00	840.00			
2800 · PROGRAM RECEIPTS - Other					0.00	0.00	0.00	0.00	15,000.00	-15,000.00	0.0%
Total 2800 · PROGRAM RECEIPTS					21.50	340.00	280.00	641.50	15,000.00	-14,358.50	4.28%
2999 · Lost Books					7.95	0.00	12.99	20.94			
Total Income					257,564.57	2,735.62	3,005.47	263,305.66	9,924,000.00	-9,660,694.34	2.65%
Gross Profit					257,564.57	2,735.62	3,005.47	263,305.66	9,924,000.00	-9,660,694.34	2.65%
Expense											
6000 · SALARIES AND WAGES											
6141 · PROFESSIONAL SALARIES											
6141A · PROFESSIONAL (ADULT)					38,251.44	38,674.63	38,541.29	115,467.36	581,361.00	-465,893.64	19.86%
6141C · PROFESSIONAL (C&P)					32,029.40	32,309.36	32,591.33	96,930.09	473,285.00	-376,354.91	20.48%
6141D · PROFESSIONAL (DIGITAL)					12,247.30	13,045.93	13,201.94	38,495.17	232,586.00	-194,090.83	16.55%
6141N · PROFESSIONAL (TEEN)					21,665.81	21,449.47	21,996.44	65,111.72	285,504.00	-220,392.28	22.81%
6141S · COMM SERV LIBR (SVC)					8,531.84	8,634.22	8,736.60	25,902.66	113,132.00	-87,229.34	22.9%

	TOTAL						
	Jul 20	Aug 20	Sep 20	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
6141T · PROFESSIONAL (TECH)	9,376.19	9,315.87	9,434.95	28,127.01	156,218.00	-128,090.99	18.01%
Total 6141 · PROFESSIONAL SALARIES	122,101.98	123,429.48	124,502.55	370,034.01	1,842,086.00	-1,472,051.99	20.09%
6142 · CLERICAL SALARIES							
6142A · CLERICAL (ADULT)	15,769.71	15,772.67	14,116.40	45,658.78	321,100.00	-275,441.22	14.22%
6142C · CLERICAL (C&P)	25,332.21	24,843.59	24,425.02	74,600.82	378,013.00	-303,412.18	19.74%
6142D · CLERICAL (DIGITAL)	5,919.02	5,980.97	6,045.80	17,945.79	54,387.00	-36,441.21	33.0%
6142G · CLERICAL (GEN)	9,000.22	9,077.36	9,303.99	27,381.57	118,695.00	-91,313.43	23.07%
6142L · CLERICAL (LIT)	13,945.32	14,819.18	13,993.95	42,758.45	193,945.00	-151,186.55	22.05%
6142N · CLERICAL (TEEN)	4,515.54	4,974.71	5,322.60	14,812.85	76,376.00	-61,563.15	19.4%
6142R · CLERICAL (CIRC)	16,129.47	16,287.57	16,038.16	48,455.20	227,067.00	-178,611.80	21.34%
6142S · CLERICAL (SVC)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6142T · CLERICAL (TECH)	7,952.03	8,198.64	7,793.47	23,944.14	107,864.00	-83,919.86	22.2%
6142X · CLERICAL (WIRES)	1,966.31	2,030.24	1,929.29	5,925.84	23,410.00	-17,484.16	25.31%
Total 6142 · CLERICAL SALARIES	100,529.83	101,984.93	98,968.68	301,483.44	1,500,857.00	-1,199,373.56	20.09%
6143 · PAGE SALARIES							
6143A · PAGE (ADULT)	13,926.25	14,408.19	13,238.25	41,572.69	223,948.00	-182,375.31	18.56%
6143C · PAGE (C&P)	13,005.46	13,160.97	13,337.88	39,504.31	167,964.00	-128,459.69	23.52%
6143G · PAGE (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6143L · PAGE (LIT)	598.00	789.30	736.68	2,123.98	8,268.00	-6,144.02	25.69%
6143N · PAGE (TEEN)	871.00	955.37	926.25	2,752.62	14,191.00	-11,438.38	19.4%
6143R · PAGE (CIRC)	1,846.00	1,839.50	1,847.63	5,533.13	37,251.00	-31,717.87	14.85%
6143T · PAGE (TECH)	312.00	195.00	312.00	819.00	40,628.00	-39,809.00	2.02%
Total 6143 · PAGE SALARIES	30,558.71	31,348.33	30,398.69	92,305.73	492,250.00	-399,944.27	18.75%
6144 · CUSTODIAL							
6144G · CUSTODIAL	16,305.02	15,988.49	16,439.18	48,732.69	254,164.00	-205,431.31	19.17%
Total 6144 · CUSTODIAL	16,305.02	15,988.49	16,439.18	48,732.69	254,164.00	-205,431.31	19.17%
6145 · SECURITY							
6145G · SECURITY	16,555.08	16,285.40	17,274.59	50,115.07	251,558.00	-201,442.93	19.92%
Total 6145 · SECURITY	16,555.08	16,285.40	17,274.59	50,115.07	251,558.00	-201,442.93	19.92%
6146 · TECHNICIAN							
6146W · TECHNICAL (WIRES)	7,820.86	7,878.03	7,905.17	23,604.06	132,452.00	-108,847.94	17.82%
Total 6146 · TECHNICIAN	7,820.86	7,878.03	7,905.17	23,604.06	132,452.00	-108,847.94	17.82%

	TOTAL						
	Jul 20	Aug 20	Sep 20	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
6147 · ADMINISTRATIVE							
Total 6147 · ADMINISTRATIVE	30,298.19	22,875.62	23,146.88	76,320.69	396,634.00	-320,313.31	19.24%
Total 6000 · SALARIES AND WAGES	324,169.67	319,790.28	318,635.74	962,595.69	4,870,001.00	-3,907,405.31	19.77%
6200 · EMPLOYEE BENEFITS							
9010 · RETIREMENT	0.00	0.00	0.00	0.00	576,000.00	-576,000.00	0.0%
9030 · SOCIAL SECURITY	24,007.48	23,672.46	23,584.44	71,264.38	355,000.00	-283,735.62	20.07%
9040 · WORKERS' COMPENSATION	6,480.00	0.00	0.00	6,480.00	61,500.00	-55,020.00	10.54%
9050 · UNEMPLOYMENT INSURANCE	4,527.43	0.00	0.00	4,527.43	3,500.00	1,027.43	129.36%
9055 · DISABILTY INSURANCE	1,417.08	1,452.69	1,440.74	4,310.51	20,000.00	-15,689.49	21.55%
9060 · MEDICAL INSURANCE	58,938.46	68,579.87	68,419.46	195,937.79	875,000.00	-679,062.21	22.39%
Total 6200 · EMPLOYEE BENEFITS	95,370.45	93,705.02	93,444.64	282,520.11	1,891,000.00	-1,608,479.89	14.94%
6410A · BOOKS (ADULT)							
6410A.e · E-BOOKS (ADULT)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6410A · BOOKS (ADULT) - Other	6,523.75	3,345.12	4,699.89	14,568.76	150,000.00	-135,431.24	9.71%
Total 6410A · BOOKS (ADULT)	6,523.75	3,345.12	4,699.89	14,568.76	150,000.00	-135,431.24	9.71%
6410C · BOOKS (C&P)							
6410C.e · E-BOOKS (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6410C · BOOKS (C&P) - Other	1,118.07	853.71	2,022.88	3,994.66	70,000.00	-66,005.34	5.71%
Total 6410C · BOOKS (C&P)	1,118.07	853.71	2,022.88	3,994.66	70,000.00	-66,005.34	5.71%
6410L · BOOKS (LIT)	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6410N · BOOKS (TEEN)							
6410N.e · E-BOOKS (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6410N · BOOKS (TEEN) - Other	79.48	684.90	663.48	1,427.86	22,000.00	-20,572.14	6.49%
Total 6410N · BOOKS (TEEN)	79.48	684.90	663.48	1,427.86	22,000.00	-20,572.14	6.49%
6410T · BOOKS (TECH)	0.00	0.00	0.00	0.00	400.00	-400.00	0.0%
6411A · MICRO/REF CD (ADULT)	1,375.20	580.51	5,876.76	7,832.47	45,000.00	-37,167.53	17.41%
6411C · MICRO/REF CD (C&P)	532.16	2,529.41	5,732.83	8,794.40	15,000.00	-6,205.60	58.63%
6411N · MICRO/REF CD (TEEN)	133.03	116.10	5,489.95	5,739.08	15,000.00	-9,260.92	38.26%
6412A · RECORDINGS (ADULT)	1,213.02	1,744.26	1,220.24	4,177.52	40,000.00	-35,822.48	10.44%
6412C · RECORDINGS (C&P)	313.45	313.45	0.00	626.90	10,000.00	-9,373.10	6.27%
6412L · RECORDINGS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6412N · RECORDINGS (TEEN)	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%

	TOTAL						
	Jul 20	Aug 20	Sep 20	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
6413A · PERIODICALS (ADULT)	0.00	1,533.15	589.38	2,122.53	33,000.00	-30,877.47	6.43%
6413C · PERIODICALS (C&P)	1,954.74	0.00	0.00	1,954.74	5,000.00	-3,045.26	39.1%
6413D · PERIODICALS (ADM)	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	500.00	-500.00	0.0%
6413L · PERIODICALS (LIT)	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	1,500.00	-1,500.00	0.0%
6413T · PERIODICALS (TECH)	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	150.00	-150.00	0.0%
6417A · VIDEOS (ADULT)	604.11	1,317.72	1,606.17	3,528.00	90,000.00	-86,472.00	3.92%
6417C · VIDEOS (C&P)	139.98	935.78	117.82	1,193.58	15,000.00	-13,806.42	7.96%
6417L · VIDEOS (LIT)	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417N · VIDEOS (TEEN)	39.99	1,067.08	179.95	1,287.02	6,000.00	-4,712.98	21.45%
6419G · SOFTWARE (GEN)	7,000.11	5,436.49	2,633.74	15,070.34	25,000.00	-9,929.66	60.28%
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6419T · SOFTWARE (TECH)	0.00	1,512.00	0.00	1,512.00	1,500.00	12.00	100.8%
6419W · SOFTWARE (WIRES)	0.00	0.00	0.00	0.00	11,000.00	-11,000.00	0.0%
6428D · MISCELLANEOUS	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6429C · REALIA (C&P)	0.00	0.00	0.00	0.00	3,650.00	-3,650.00	0.0%
6430G · OFFICE AND LIBRARY SUPPLIES	2,294.03	5,023.08	2,250.99	9,568.10	57,000.00	-47,431.90	16.79%
6431D · TELECOMMUNICATIONS	3,637.54	3,638.23	3,633.51	10,909.28	57,500.00	-46,590.72	18.97%
6432G · CARTAGE	285.00	285.00	285.00	855.00	3,420.00	-2,565.00	25.0%
6433G · POSTAGE	532.10	2,572.90	2,600.31	5,705.31	52,000.00	-46,294.69	10.97%
6434A · PRINTING (ADULT)	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434C · PRINTING (C&P)	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6434G · PRINTING (GEN)	0.00	4,449.00	6,881.00	11,330.00	70,000.00	-58,670.00	16.19%
6434L · PRINTING (LIT)	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434N · PRINTING (TEEN)	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6434R · PRINTING (CIRC)	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
6434S · PRINTING (COMM SRV)	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6435A · CED, CONF & TRAVEL (ADULT)	0.00	354.91	174.00	528.91	5,000.00	-4,471.09	10.58%
6435C · CED, CONF & TRAVEL (C&P)	0.00	354.91	149.00	503.91	7,250.00	-6,746.09	6.95%
6435D · CED, CONF & TRAVEL (ADM)	0.00	394.91	373.00	767.91	25,000.00	-24,232.09	3.07%

	TOTAL						
	Jul 20	Aug 20	Sep 20	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
6435Dig · CED, CONF & TRAVEL (DIGITAL)	199.00	0.00	348.00	547.00	10,000.00	-9,453.00	5.47%
6435G · CED, CONF & TRAVEL (GEN)	75.00	354.91	0.00	429.91	2,000.00	-1,570.09	21.5%
6435L · CED, CONF & TRAVEL (LIT)	0.00	354.91	0.00	354.91	5,000.00	-4,645.09	7.1%
6435N · CED, CONF & TRAVEL (TEEN)	0.00	354.91	298.00	652.91	8,500.00	-7,847.09	7.68%
6435R · CED, CONF & TRAVEL (CIRC)	194.17	354.91	0.00	549.08	4,000.00	-3,450.92	13.73%
6435S · CED, CONF & TRAV (COMM SRV)	0.00	354.91	79.00	433.91	5,000.00	-4,566.09	8.68%
6435T · CED, CONF & TRAVEL (TECH)	0.00	354.91	0.00	354.91	5,000.00	-4,645.09	7.1%
6435W · CED, CONF & TRAVEL (WIRES)	0.00	354.91	0.00	354.91	2,000.00	-1,645.09	17.75%
6436 · CONTRACTS	0.00	0.00	0.00	0.00	89,995.00	-89,995.00	0.0%
6437A · PROGRAMS (ADULT)	3,200.66	4,158.11	2,683.00	10,041.77	66,000.00	-55,958.23	15.22%
6437C · PROGRAMS (C&P)	1,137.04	2,925.18	1,871.09	5,933.31	105,000.00	-99,066.69	5.65%
6437D · PROGRAMS (DIGITAL)	1,399.33	947.07	1,011.19	3,357.59	10,000.00	-6,642.41	33.58%
6437L · PROGRAMS (LIT)	410.00	2,020.25	382.50	2,812.75	85,000.00	-82,187.25	3.31%
6437N · PROGRAMS (TEEN)	759.71	1,533.93	1,005.13	3,298.77	60,000.00	-56,701.23	5.5%
6437P · PROFESSIONAL FEES							
643760 · PLANTINGS	150.00	150.00	150.00	450.00	1,800.00	-1,350.00	25.0%
643765 · PROMOTION AND PUBLICITY	8,353.84	14,689.97	7,610.00	30,653.81	100,000.00	-69,346.19	30.65%
643770 · CONTINGENCY	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6437P01 · ACCOUNTANT/AUDITOR	0.00	0.00	0.00	0.00	19,500.00	-19,500.00	0.0%
6437P02 · AUDITOR	0.00	700.00	0.00	700.00	6,000.00	-5,300.00	11.67%
6437P10 · ELECTION	684.79	0.00	2,378.66	3,063.45	10,000.00	-6,936.55	30.64%
6437P11 · FSA ADMINISTRATION	137.50	137.50	137.50	412.50	1,650.00	-1,237.50	25.0%
6437P12 · PAYROLL SERVICES	1,304.12	1,270.72	1,950.42	4,525.26	22,000.00	-17,474.74	20.57%
6437P13 · ARMORED CAR SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P14 · PIANO TUNING	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6437P16 · STAFF BACKGROUND SCREEN	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6437P17 · TRANSLATION SERVICES	6.50	6.50	6.50	19.50	150.00	-130.50	13.0%
6437P3 · APPRAISAL SERVICES	220.00	0.00	0.00	220.00	1,500.00	-1,280.00	14.67%
6437P4 · ATTORNEY	11,159.16	2,701.66	4,300.41	18,161.23	75,000.00	-56,838.77	24.22%
6437P5 · BACKFLOW INSPECTION	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6437P6 · BOARD SECRETARY	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

	TOTAL						
	Jul 20	Aug 20	Sep 20	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
6437P7 · COLLECTION AGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P8 · DENITE SYSTEMS ANALYSIS	0.00	0.00	1,705.00	1,705.00	400.00	1,305.00	426.25%
6437P9 · EAP	7,650.00	0.00	0.00	7,650.00	7,650.00	0.00	100.0%
6437P · PROFESSIONAL FEES - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 6437P · PROFESSIONAL FEES	29,665.91	19,656.35	18,238.49	67,560.75	249,800.00	-182,239.25	27.05%
6438 · DUES	150.00	0.00	1,010.00	1,160.00	4,500.00	-3,340.00	25.78%
6439A · EQUIPMENT R & M (ADULT)	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	550.00	-550.00	0.0%
6439G · EQUIPMENT R & M (GEN)	9,634.91	3,802.67	3,802.67	17,240.25	65,000.00	-47,759.75	26.52%
6439N · EQUIPMENT R & M (TEEN)	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
6439R · EQUIPMENT R & M (CIRC)	10,904.17	0.00	0.00	10,904.17	45,000.00	-34,095.83	24.23%
6439T · EQUIPMENT R & M (TECH)	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	378.18	1,198.18	378.18	1,954.54	20,000.00	-18,045.46	9.77%
6450E · ELECTRICITY	16,608.24	16,284.15	14,325.69	47,218.08	136,500.00	-89,281.92	34.59%
6450F · FUEL/GAS	288.26	313.29	411.62	1,013.17	18,000.00	-16,986.83	5.63%
6450W · WATER	321.24	109.48	0.00	430.72	1,275.00	-844.28	33.78%
6451G · CUSTODIAL SUPPLIES	3,042.09	6,121.89	529.33	9,693.31	30,009.00	-20,315.69	32.3%
6452G · BLDG ALTERATION AND MAINT	4,410.68	5,091.69	7,605.42	17,107.79	75,000.00	-57,892.21	22.81%
6454 · INSURANCE	76,515.86	-10,218.25	0.00	66,297.61	69,000.00	-2,702.39	96.08%
6485G · Bank Fees	384.87	-81.14	25.00	328.73			
69800 · Uncategorized Expenses	0.00	0.00	0.00	0.00	999,500.00	-999,500.00	0.0%
7203 · EQUIPMENT - Capital Purchases							
7203A · EQUIPMENT ADULT	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
7203C · EQUIPMENT C & P	0.00	115.82	0.00	115.82	5,000.00	-4,884.18	2.32%
7203D · EQUIPMENT ADMIN	0.00	2,299.50	0.00	2,299.50	2,500.00	-200.50	91.98%
7203G · EQUIPMENT BUS OFF	0.00	2,299.50	0.00	2,299.50	7,500.00	-5,200.50	30.66%
7203N · EQUIPMENT TEEN	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
7203R · EQUIPMENT CIRC	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
7203T · EQUIPMENT TECH	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
7203W · EQUIPMENT WIRE	190.70	23.78	0.00	214.48	100,000.00	-99,785.52	0.21%
Total 7203 · EQUIPMENT - Capital Purchases	190.70	4,738.60	0.00	4,929.30	127,000.00	-122,070.70	3.88%
Total Expense	607,185.90	513,623.74	513,264.59	1,634,074.23	9,924,000.00	-8,289,925.77	16.47%

BOT Meeting:
October 26, 2020

				TOTAL			
	Jul 20	Aug 20	Sep 20	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	-349,621.33	-510,888.12	-510,259.12	-1,370,768.57	0.00	-1,370,768.57	100.0%
Other Income/Expense							
Other Expense							
7500 - BUILDING IMPROVEMENTS	158,327.57	161,708.00	179,085.55	499,121.12			
Total Other Expense	158,327.57	161,708.00	179,085.55	499,121.12			
Net Other Income	-158,327.57	-161,708.00	-179,085.55	-499,121.12	0.00	-499,121.12	100.0%
Net Income	-507,948.90	-672,596.12	-689,344.67	-1,869,889.69	0.00	-1,869,889.69	100.0%

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

CAPITAL FUND FINANCIAL REPORT

SEPTEMBER 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-20		\$ 4,761,512.89	\$ 1,209.89	\$ -	\$ 4,762,722.78
August-20		\$ 4,762,722.78	\$ 1,210.20	\$ -	\$ 4,763,932.98
September-20		\$ 4,763,932.98	\$ 1,171.46	\$ -	\$ 4,765,104.44
October-20					
November-20					
December-20					
January-21					
February-21					
March-21					
April-21					
May-21					
June-21					
				Grand Total :	\$ 4,765,104.44

**SCHEDULE OF CLAIMS
PRESENTED OCTOBER 26, 2020**

PREPAY PAYABLES WARRANT #1		\$	32,741.36
PAYABLES WARRANT #2		\$	290,281.26
PAYROLL WARRANT W.E.	9/29/2020	\$	159,767.90
PAYROLL BENEFITS WARRANT		\$	9,818.35
PAYROLL WARRANT W.E.	10/13/2020	\$	160,303.71
PAYROLL BENEFITS WARRANT		\$	88,032.01

Total	\$	740,944.59
--------------	-----------	-------------------

I hereby certify that at a meeting of the Board of Trustees, a resolution was adopted for authorized payment of this attached schedule of claims.

Secretary

Mastics Moriches Shirley Community Library
OCTOBER 26, 2020
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	62234	09/30/2020	Amazon.com	L0225 · EMPIRE NAT'L - OPERATING	
Bill	091020	09/10/2020		6410A · BOOKS (ADULT)	-324.28
				6410C · BOOKS (C&P)	-587.94
				6417A · VIDEOS (ADULT)	-661.66
				6417N · VIDEOS (TEEN)	-178.42
				6430G · OFFICE AND LIBRARY SUPPLIES	-611.50
				6437N · PROGRAMS (TEEN)	-71.10
				6437N · PROGRAMS (TEEN)	-322.08
TOTAL					-2,756.98
Bill Pmt -Check	62235	09/30/2020	Home Depot Credit Services	L0225 · EMPIRE NAT'L - OPERATING	
Bill	091820	09/18/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-33.98
				6451G · CUSTODIAL SUPPLIES	-166.40
TOTAL					-200.38
Bill Pmt -Check	62236	09/30/2020	Optimum / Cablevision	L0225 · EMPIRE NAT'L - OPERATING	
Bill	0923-102220	09/23/2020		6431D · TELECOMMUNICATIONS	-133.92
TOTAL					-133.92
Bill Pmt -Check	62237	09/30/2020	NYS Dept. of Environmental Conservation	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9990000465030	09/21/2020		6437P8 · DENITE SYSTEMS ANALYSIS	-330.00
TOTAL					-330.00

Mastics Moriches Shirley Community Library
OCTOBER 26, 2020
PREPAY WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	62238	10/02/2020	T-Mobile	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	09232020	09/23/2020		6437D · PROGRAMS (DIGITAL)	-1,011.19
TOTAL						-1,011.19
	Bill Pmt -Check	62239	10/06/2020	Crown Castle Fiber LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	679843	10/01/2020		6431D · TELECOMMUNICATIONS	-2,495.00
TOTAL						-2,495.00
	Bill Pmt -Check	62240	10/06/2020	National Grid	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	08/28--09/28/20	09/11/2020		6450F · FUEL/GAS	-411.62
TOTAL						-411.62
	Bill Pmt -Check	62241	10/06/2020	Xerox Financial Services	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	2274257	09/11/2020		6439G · EQUIPMENT R & M (GEN)	-2,493.00
TOTAL						-2,493.00
	Bill Pmt -Check	62242	10/08/2020	Quadient Finance USA, Inc. -- pstg refill	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	09/02/2020 refill	09/30/2020		6433G · POSTAGE	-500.00
TOTAL						-500.00
	Bill Pmt -Check	62243	10/13/2020	Postmaster MasticBeach	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	NL112020	10/13/2020		6433G · POSTAGE	-2,065.15
TOTAL						-2,065.15

Mastics Moriches Shirley Community Library
OCTOBER 26, 2020
PREPAY WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	62244	10/16/2020	PSEG	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	09/04-10/06/20	10/06/2020		6450E · ELECTRICITY	-13,992.19
TOTAL						-13,992.19
	Bill Pmt -Check	62245	10/16/2020	Verizon	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100620	10/06/2020		6431D · TELECOMMUNICATIONS	-131.01
TOTAL						-131.01
	Bill Pmt -Check	62246	10/19/2020	AT&T	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10/10/20	10/19/2020		6431D · TELECOMMUNICATIONS	-46.38
TOTAL						-46.38
	Bill Pmt -Check	62247	10/19/2020	Verizon	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101320	10/12/2020		6431D · TELECOMMUNICATIONS	-18.54
TOTAL						-18.54
	Bill Pmt -Check	62248	10/20/2020	Amazon.com	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101020	10/10/2020		6410A · BOOKS (ADULT)	-157.95
					6410C · BOOKS (C&P)	-265.73
					6410N · BOOKS (TEEN)	-94.27
					6417A · VIDEOS (ADULT)	-417.23
					6417N · VIDEOS (TEEN)	-1,005.92

Mastics Moriches Shirley Community Library
OCTOBER 26, 2020
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
				6437A · PROGRAMS (ADULT)	-51.04
				6437D · PROGRAMS (DIGITAL)	-27.84
				6437N · PROGRAMS (TEEN)	-517.93
				6437N · PROGRAMS (TEEN)	-15.91
TOTAL					-2,553.82
Bill Pmt -Check	62249	10/20/2020	American Express	L0225 · EMPIRE NAT'L - OPERATING	
Bill	101420	10/14/2020		6419G · SOFTWARE (GEN)	-860.92
				6430G · OFFICE AND LIBRARY SUPPLIES	-425.49
				6431D · TELECOMMUNICATIONS	-19.89
				6433G · POSTAGE	-59.23
				6435D · CED, CONF & TRAVEL (ADM)	-45.76
				643765 · PROMOTION AND PUBLICITY	-608.87
				6437C · PROGRAMS (C&P)	-693.58
				6450F · FUEL/GAS	-57.79
				6437P10 · ELECTION	-41.04
TOTAL					-2,812.57
Bill Pmt -Check	62250	10/20/2020	Optimum / Cablevision	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1016--11152020	10/16/2020		6431D · TELECOMMUNICATIONS	-789.61
TOTAL					-789.61
				TOTAL	-32,741.36

I hereby certify that at a meeting on October 26, 2020
the above vouchers were approved and authorized.

Signed: _____

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	62251	10/26/2020	ABOS - Assoc Bookmobile & Outreach Svcs	L0225 - EMPIRE NAT'L - OPERATING	
Bill	02255 Reg2020Con SM	10/06/2020		6435C · CED, CONF & TRAVEL (C&P)	-69.00
Bill	02256 Reg2020Con HM	10/06/2020		6435C · CED, CONF & TRAVEL (C&P)	-69.00
Bill	02257 Reg2020Con CM	10/06/2020		6435C · CED, CONF & TRAVEL (C&P)	-69.00
TOTAL					<u>-207.00</u>
Bill Pmt -Check	62252	10/26/2020	Advanced Plant Care, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	26080	10/01/2020		643760 · PLANTINGS	-150.00
TOTAL					<u>-150.00</u>
Bill Pmt -Check	62253	10/26/2020	Air Delights, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
Bill	57753	08/10/2020		6451G · CUSTODIAL SUPPLIES	-99.87
TOTAL					<u>-99.87</u>
Bill Pmt -Check	62254	10/26/2020	American Airpower Museum	L0225 - EMPIRE NAT'L - OPERATING	
Bill	renew 063020-21	09/25/2020		6437A · PROGRAMS (ADULT)	-125.00
				6437C · PROGRAMS (C&P)	-125.00
				6437N · PROGRAMS (TEEN)	-125.00
TOTAL					<u>-375.00</u>
Bill Pmt -Check	62255	10/26/2020	Baker & Taylor	L0225 - EMPIRE NAT'L - OPERATING	
Bill	5016394322	09/17/2020		6410A · BOOKS (ADULT)	-801.09
Bill	5016399439	09/17/2020		6410A · BOOKS (ADULT)	-251.43
Bill	5016400293	09/18/2020		6410N · BOOKS (TEEN)	-42.31
Bill	5016414054	09/23/2020		6410A · BOOKS (ADULT)	-753.37

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill	5016429839	09/28/2020		6410N · BOOKS (TEEN)	-73.97
Bill	5016429856	09/28/2020		6410A · BOOKS (ADULT)	-1,058.91
Bill	5016438694	09/28/2020		6410A · BOOKS (ADULT)	-121.21
Bill	5016446847	10/10/2020		6410A · BOOKS (ADULT)	-418.11
Bill	5016447580	10/10/2020		6410A · BOOKS (ADULT)	-145.45
Bill	5016467048	10/12/2020		6410A · BOOKS (ADULT)	-967.37
Bill	5016481698	10/14/2020		6410A · BOOKS (ADULT)	-249.41
TOTAL					<u>-4,882.63</u>
Bill Pmt -Check	62256	10/26/2020	Casper, Thomas	L0225 · EMPIRE NAT'L - OPERATING	
Bill	101220	10/12/2020		6435N · CED, CONF & TRAVEL (TEEN)	-60.00
TOTAL					<u>-60.00</u>
Bill Pmt -Check	62257	10/26/2020	Center Point Large Print	L0225 · EMPIRE NAT'L - OPERATING	
Bill	1792678	10/01/2020		6410A · BOOKS (ADULT)	-408.32
TOTAL					<u>-408.32</u>
Bill Pmt -Check	62258	10/26/2020	Chamber of Commerce of the Mastics & Shir	L0225 · EMPIRE NAT'L - OPERATING	
Bill	2020 membership dues	10/22/2020		6438 · DUES	-125.00
TOTAL					<u>-125.00</u>
Bill Pmt -Check	62259	10/26/2020	Colson, Doris J.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	100620	10/06/2020		6437L · PROGRAMS (LIT)	-199.50
TOTAL					<u>-199.50</u>

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	62260	10/26/2020	Cueva, Daniel S.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	100820	10/08/2020		6437L · PROGRAMS (LIT)	-210.00
TOTAL						-210.00
	Bill Pmt -Check	62261	10/26/2020	Currao-McAleavey, Carmella	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	092420	09/24/2020		6437N · PROGRAMS (TEEN)	-100.00
	Bill	100120	10/01/2020		6437N · PROGRAMS (TEEN)	-100.00
	Bill	100820	10/08/2020		6437N · PROGRAMS (TEEN)	-100.00
	Bill	101520	10/15/2020		6437N · PROGRAMS (TEEN)	-100.00
TOTAL						-400.00
	Bill Pmt -Check	62262	10/26/2020	Del Rio, Donika	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	100620	10/06/2020		6437L · PROGRAMS (LIT)	-175.00
TOTAL						-175.00
	Bill Pmt -Check	62263	10/26/2020	Discount School Supply	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	W57480190101	09/24/2020		6437N · PROGRAMS (TEEN)	-34.93
TOTAL						-34.93
	Bill Pmt -Check	62264	10/26/2020	Donayre Ahumada, Claudia Katherine	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	100720	10/07/2020		6437L · PROGRAMS (LIT)	-25.00
TOTAL						-25.00

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	62265	10/26/2020	East End Sign Design	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	21526	09/24/2020		643765 - PROMOTION AND PUBLICITY	-875.00
TOTAL						-875.00
	Bill Pmt -Check	62266	10/26/2020	East Northport Library	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	10/20/2020	10/20/2020		6410A - BOOKS (ADULT)	-9.99
TOTAL						-9.99
	Bill Pmt -Check	62267	10/26/2020	ECM Consulting and Marketing	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	1045	10/01/2020		643765 - PROMOTION AND PUBLICITY	-3,000.00
TOTAL						-3,000.00
	Bill Pmt -Check	62268	10/26/2020	Electronic Alarm Systems	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	R-45846	10/01/2020		6452G - BLDG ALTERATION AND MAINT	-67.50
TOTAL						-67.50
	Bill Pmt -Check	62269	10/26/2020	Enviroscience Consultants, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	30682	10/08/2020		6452G - BLDG ALTERATION AND MAINT	-3,980.00
TOTAL						-3,980.00

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	62270	10/26/2020	Findaway	L0225 · EMPIRE NAT'L - OPERATING	
Bill	323734	07/13/2020		6412C · RECORDINGS (C&P)	-313.45
Bill	323733	07/13/2020		6412A · RECORDINGS (ADULT)	-1,068.60
Bill	327281	08/27/2020		6412A · RECORDINGS (ADULT)	-1,082.85
Bill	329061	09/18/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-20.42
TOTAL					<u>-2,485.32</u>
Bill Pmt -Check	62271	10/26/2020	Fiore, Christopher	L0225 · EMPIRE NAT'L - OPERATING	
Bill	101320	10/13/2020		6437A · PROGRAMS (ADULT)	-400.00
TOTAL					<u>-400.00</u>
Bill Pmt -Check	62272	10/26/2020	Fort Orange Press, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	12738011	09/30/2020		6437P10 · ELECTION	-1,608.50
TOTAL					<u>-1,608.50</u>
Bill Pmt -Check	62273	10/26/2020	Galvez Moreno, Viodelda S.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	100720	10/07/2020		6437L · PROGRAMS (LIT)	-356.25
TOTAL					<u>-356.25</u>
Bill Pmt -Check	62274	10/26/2020	Grainger	L0225 · EMPIRE NAT'L - OPERATING	
Bill	9633238366	08/26/2020		6451G · CUSTODIAL SUPPLIES	-47.13
Bill	9678167751	10/08/2020		6437A · PROGRAMS (ADULT)	-26.25
				6437C · PROGRAMS (C&P)	-26.25
				6437N · PROGRAMS (TEEN)	-26.25
TOTAL					<u>-125.88</u>

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	62275	10/26/2020	Gutmann, Sarah	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	092420	09/24/2020		6437A · PROGRAMS (ADULT)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	62276	10/26/2020	H2M architects + engineers	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	199595	10/13/2020		7500 · BUILDING IMPROVEMENTS	-47,610.00
	Bill	199596	10/13/2020		7500 · BUILDING IMPROVEMENTS	-39,455.50
	Bill	199597	10/13/2020		7500 · BUILDING IMPROVEMENTS	-27,047.50
	Bill	199598	10/13/2020		7500 · BUILDING IMPROVEMENTS	-10,020.00
TOTAL						-124,133.00
	Bill Pmt -Check	62277	10/26/2020	Healthy Homestead Hostess, LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	092220	09/22/2020		6437A · PROGRAMS (ADULT)	-75.00
TOTAL						-75.00
	Bill Pmt -Check	62278	10/26/2020	HJMT Media Company LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	092920	09/29/2020		6437A · PROGRAMS (ADULT)	-250.00
TOTAL						-250.00
	Bill Pmt -Check	62279	10/26/2020	Ingram Library Services	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	61774557	09/16/2020		6410C · BOOKS (C&P)	-27.92
	Bill	61774558	09/16/2020		6410C · BOOKS (C&P)	-13.98
	Bill	61779582	09/24/2020		6410C · BOOKS (C&P)	-33.40
	Bill	67230953	09/24/2020		6410C · BOOKS (C&P)	-13.80
	Bill	67230954	09/24/2020		6410C · BOOKS (C&P)	-30.60

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill	61780534	09/25/2020		6410C · BOOKS (C&P)	-37.04
Bill	61780535	09/25/2020		6410C · BOOKS (C&P)	-81.68
Bill	61780536	09/25/2020		6410C · BOOKS (C&P)	-10.84
Bill	67231781	09/28/2020		6410C · BOOKS (C&P)	-13.47
Bill	67231782	09/28/2020		6410C · BOOKS (C&P)	-18.36
Bill	61781882	09/28/2020		6410C · BOOKS (C&P)	-11.49
Bill	61781970	09/29/2020		6410C · BOOKS (C&P)	-51.53
Bill	61782112	09/29/2020		6410C · BOOKS (C&P)	-42.79
Bill	61782113	09/29/2020		6410C · BOOKS (C&P)	-5.33
Bill	61783135	09/30/2020		6410C · BOOKS (C&P)	-22.30
Bill	61783136	09/30/2020		6410C · BOOKS (C&P)	-23.72
Bill	61784036	10/01/2020		6410C · BOOKS (C&P)	-9.19
Bill	61784132	10/02/2020		6410C · BOOKS (C&P)	-41.58
Bill	61784245	10/02/2020		6410C · BOOKS (C&P)	-19.81
Bill	61784246	10/02/2020		6410C · BOOKS (C&P)	-15.67
TOTAL					-524.50
Bill Pmt -Check	62280	10/26/2020	Island Elevator Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	39524	10/01/2020		6452G · BLDG ALTERATION AND MAINT	-411.00
TOTAL					-411.00
Bill Pmt -Check	62281	10/26/2020	Janicka-Wlodek, Krystyna	L0225 · EMPIRE NAT'L - OPERATING	
Bill	100620	10/06/2020		6437L · PROGRAMS (LIT)	-199.50
TOTAL					-199.50

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	62282	10/26/2020	Janowitz, Laurie	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	092920	09/29/2020		6437A · PROGRAMS (ADULT)	-150.00
	Bill	100820	10/08/2020		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						-300.00
	Bill Pmt -Check	62283	10/26/2020	Kanopy Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	216521-PPU	09/30/2020		6417A · VIDEOS (ADULT)	-178.00
					6417C · VIDEOS (C&P)	-70.00
TOTAL						-248.00
	Bill Pmt -Check	62284	10/26/2020	King Kullen	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	202591330131	09/15/2020		6437N · PROGRAMS (TEEN)	-10.21
	Bill	202731357191	09/29/2020		6437N · PROGRAMS (TEEN)	-9.78
	Bill	202561323191	10/01/2020		6435D · CED, CONF & TRAVEL (ADM)	-28.45
TOTAL						-48.44
	Bill Pmt -Check	62285	10/26/2020	Lamb & Barnosky, LLP	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	132642	09/30/2020		6437P4 · ATTORNEY	-2,041.66
	Bill	132643	09/30/2020		6437P4 · ATTORNEY	-82.50
TOTAL						-2,124.16
	Bill Pmt -Check	62286	10/26/2020	Language Line Services Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	4894331	09/30/2020		6437P17 · TRANSLATION SERVICES	-6.50
TOTAL						-6.50

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	62287	10/26/2020	Lingg, Carole	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	102220	10/22/2020		6437A · PROGRAMS (ADULT)	-53.64
TOTAL						-53.64
	Bill Pmt -Check	62288	10/26/2020	Long Island Library Resources Council Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	01623 Mbrnwl12/31/21	09/28/2020		6438 · DUES	-835.00
TOTAL						-835.00
	Bill Pmt -Check	62289	10/26/2020	Long Island Library Resources Council Inc	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	15661 OCLC renwl2020	10/14/2020		6411A · MICRO/REF CD (ADULT)	-880.67
					6411C · MICRO/REF CD (C&P)	-880.67
					6411N · MICRO/REF CD (TEEN)	-880.66
TOTAL						-2,642.00
	Bill Pmt -Check	62290	10/26/2020	Loviglio, Stephanie Ann	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	092620	09/26/2020		6437A · PROGRAMS (ADULT)	-83.00
	Bill	100820	10/08/2020		6437A · PROGRAMS (ADULT)	-83.00
	Bill	101720	10/17/2020		6437A · PROGRAMS (ADULT)	-166.00
TOTAL						-332.00
	Bill Pmt -Check	62291	10/26/2020	Midwest Tape	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	99400665	09/18/2020		6417A · VIDEOS (ADULT)	-110.86
	Bill	99400666	09/18/2020		6417A · VIDEOS (ADULT)	-52.93
	Bill	99400667	09/18/2020		6412A · RECORDINGS (ADULT)	-82.96
	Bill	99420726	09/23/2020		6412A · RECORDINGS (ADULT)	-67.74

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill	99441177	09/29/2020		6417A · VIDEOS (ADULT)	-237.58
Bill	99441178	09/29/2020		6412A · RECORDINGS (ADULT)	-43.98
Bill	99445151	09/29/2020		6412A · RECORDINGS (ADULT)	-33.87
Bill	99452805 hoopla	09/30/2020		6411A · MICRO/REF CD (ADULT)	-476.76
				6411C · MICRO/REF CD (C&P)	-332.83
				6411N · MICRO/REF CD (TEEN)	-89.95
Bill	99469744	10/05/2020		6412A · RECORDINGS (ADULT)	-34.02
Bill	99470262	10/06/2020		6417A · VIDEOS (ADULT)	-184.21
Bill	99470263	10/06/2020		6417A · VIDEOS (ADULT)	-25.39
Bill	99490136	10/09/2020		6412A · RECORDINGS (ADULT)	-23.08
Bill	99490138	10/09/2020		6417A · VIDEOS (ADULT)	-156.98
Bill	99496622	10/12/2020		6412A · RECORDINGS (ADULT)	-28.98
Bill	99496624	10/12/2020		6417A · VIDEOS (ADULT)	-71.27
TOTAL					-2,053.39
Bill Pmt -Check	62292	10/26/2020	Migoya-Schlie, Catherine Victoria	L0225 · EMPIRE NAT'L - OPERATING	
Bill	100920	10/09/2020		6437L · PROGRAMS (LIT)	-627.00
TOTAL					-627.00
Bill Pmt -Check	62293	10/26/2020	Nagel, Lauren	L0225 · EMPIRE NAT'L - OPERATING	
Bill	101220	10/12/2020		6437C · PROGRAMS (C&P)	-250.00
TOTAL					-250.00
Bill Pmt -Check	62294	10/26/2020	Narvaez, Priscilla	L0225 · EMPIRE NAT'L - OPERATING	
Bill	100620	10/06/2020		6437L · PROGRAMS (LIT)	-199.50
TOTAL					-199.50

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	62295	10/26/2020	New Era Technology (prev DJJ Tech)	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	56744-LI	10/05/2020		6439W · EQUIPMENT R & M (WIRES)	-378.18
TOTAL						-378.18
	Bill Pmt -Check	62296	10/26/2020	Noah's Ark Animal Workshop Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1348	10/06/2020		6437C · PROGRAMS (C&P)	-549.50
TOTAL						-549.50
	Bill Pmt -Check	62297	10/26/2020	Nowak, Christopher	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101620	10/16/2020		6433G · POSTAGE	-17.30
TOTAL						-17.30
	Bill Pmt -Check	62298	10/26/2020	NYLA	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	NYLAConf SummaryInv	10/16/2020		6435D · CED, CONF & TRAVEL (ADM)	-298.00
					6435A · CED, CONF & TRAVEL (ADULT)	-149.00
					6435Dig · CED, CONF & TRAVEL (DIGITAL)	-149.00
	Bill	10/01/20 MmbrRenw JF	10/22/2020		6438 · DUES	-30.00
TOTAL						-626.00
	Bill Pmt -Check	62299	10/26/2020	NYSID	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	882850	10/07/2020		6437P15 · DOCUMENT MANAGEMENT/DESTF	-132.21
	Bill	884461	10/20/2020		6437P15 · DOCUMENT MANAGEMENT/DESTF	-132.21
	Bill	884630	10/21/2020		6437P15 · DOCUMENT MANAGEMENT/DESTF	-132.21
TOTAL						-396.63

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	62300	10/26/2020	O'Connell, Linda	L0225 · EMPIRE NAT'L - OPERATING	
Bill	092320	09/23/2020		6437A · PROGRAMS (ADULT)	-175.00
Bill	100720	10/07/2020		6437A · PROGRAMS (ADULT)	-175.00
Bill	101420	10/14/2020		6437A · PROGRAMS (ADULT)	-175.00
TOTAL					<u>-525.00</u>
Bill Pmt -Check	62301	10/26/2020	Oriental Trading Company, Inc	L0225 · EMPIRE NAT'L - OPERATING	
Bill	705239420-01	09/24/2020		6437C · PROGRAMS (C&P)	-76.59
Bill	705245101-01	09/25/2020		6437N · PROGRAMS (TEEN)	-33.22
Bill	705477062-01	10/07/2020		6437C · PROGRAMS (C&P)	-71.69
Bill	705509970-01	10/08/2020		6437N · PROGRAMS (TEEN)	-87.77
TOTAL					<u>-269.27</u>
Bill Pmt -Check	62302	10/26/2020	Paychex	L0225 · EMPIRE NAT'L - OPERATING	
Bill	Strmnt 22520741	10/08/2020		6437P12 · PAYROLL SERVICES	-107.40
TOTAL					<u>-107.40</u>
Bill Pmt -Check	62303	10/26/2020	Paychex of New York LLC	L0225 · EMPIRE NAT'L - OPERATING	
Bill	580852	09/30/2020		6437P12 · PAYROLL SERVICES	-606.27
Bill	581289	10/14/2020		6437P12 · PAYROLL SERVICES	-625.17
TOTAL					<u>-1,231.44</u>
Bill Pmt -Check	62304	10/26/2020	Perri, Amy	L0225 · EMPIRE NAT'L - OPERATING	
Bill	101220	10/12/2020		6437A · PROGRAMS (ADULT)	-300.00
TOTAL					<u>-300.00</u>

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	62305	10/26/2020	Petty Cash	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100220cpsd	10/02/2020		6437C · PROGRAMS (C&P)	-14.00
TOTAL						-14.00
	Bill Pmt -Check	62306	10/26/2020	Piper-Gebhard, Randi	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	100820	10/08/2020		6437L · PROGRAMS (LIT)	-150.00
TOTAL						-150.00
	Bill Pmt -Check	62307	10/26/2020	Posillico, Michele	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	101420	10/14/2020		6437A · PROGRAMS (ADULT)	-400.00
TOTAL						-400.00
	Bill Pmt -Check	62308	10/26/2020	Quill	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	10803723	09/25/2020		6437N · PROGRAMS (TEEN)	-35.99
TOTAL						-35.99
	Bill Pmt -Check	62309	10/26/2020	R. Essay Plumbing & Heating Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	14234480 DCVtests	07/21/2020		6452G · BLDG ALTERATION AND MAINT	-275.00
TOTAL						-275.00
	Bill Pmt -Check	62310	10/26/2020	Reading House, LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	INV-33730 1yr7/20-21	10/06/2020		643765 · PROMOTION AND PUBLICITY	-3,000.00
TOTAL						-3,000.00

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	62311	10/26/2020	Reason2Smile	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	Drosenblum102020	10/08/2020		6437N · PROGRAMS (TEEN)	-157.00
TOTAL						-157.00
	Bill Pmt -Check	62312	10/26/2020	Recorded Books	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	76704198	09/14/2020		6412A · RECORDINGS (ADULT)	-565.80
	Bill	76705747	09/16/2020		6412A · RECORDINGS (ADULT)	-99.00
	Bill	76707645	09/23/2020		6417A · VIDEOS (ADULT)	-41.60
TOTAL						-706.40
	Bill Pmt -Check	62313	10/26/2020	Roeder, Kathy	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	092520a	09/25/2020		6437C · PROGRAMS (C&P)	-400.00
	Bill	092520b	09/25/2020		6437C · PROGRAMS (C&P)	-400.00
TOTAL						-800.00
	Bill Pmt -Check	62314	10/26/2020	Sandpebble Preconstruction Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	PostRef ProjReq 06	10/16/2020		7500 · BUILDING IMPROVEMENTS	-26,822.72
					7500 · BUILDING IMPROVEMENTS	-17,776.98
					7500 · BUILDING IMPROVEMENTS	-20,139.60
					7500 · BUILDING IMPROVEMENTS	-7,347.15
TOTAL						-72,086.45
	Bill Pmt -Check	62315	10/26/2020	Scholastic Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	23865514	09/16/2020		6410C · BOOKS (C&P)	-562.50
TOTAL						-562.50

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	62316	10/26/2020	SCLS PALS	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	81032	10/01/2020		6439R - EQUIPMENT R & M (CIRC)	-10,904.17
TOTAL						-10,904.17
	Bill Pmt -Check	62317	10/26/2020	SCORE Long Island	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	100620	10/06/2020		6437A - PROGRAMS (ADULT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	62318	10/26/2020	Scott, Robert	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	092220	09/22/2020		6437C - PROGRAMS (C&P)	-295.00
	Bill	101620	10/16/2020		6437A - PROGRAMS (ADULT)	-325.00
TOTAL						-620.00
	Bill Pmt -Check	62319	10/26/2020	Searles Graphics, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	18662	09/22/2020		6434G - PRINTING (GEN)	-6,881.00
	Bill	18730	10/16/2020		6434G - PRINTING (GEN)	-6,881.00
TOTAL						-13,762.00
	Bill Pmt -Check	62320	10/26/2020	Shattes, Krista	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	101520	10/15/2020		6437A - PROGRAMS (ADULT)	-400.00
TOTAL						-400.00

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	62321	10/26/2020	South Shore Press, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	73988	09/28/2020		643765 · PROMOTION AND PUBLICITY	-2,700.00
TOTAL						-2,700.00
	Bill Pmt -Check	62322	10/26/2020	Staples Advantage	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	8059016404	07/17/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-18.28
					6451G · CUSTODIAL SUPPLIES	-36.42
	Bill	8059690275	09/18/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-64.98
					6430G · OFFICE AND LIBRARY SUPPLIES	-184.50
	Bill	8059928574	10/09/2020		6451G · CUSTODIAL SUPPLIES	-62.25
					6451G · CUSTODIAL SUPPLIES	-129.45
					6430G · OFFICE AND LIBRARY SUPPLIES	-7.94
					6451G · CUSTODIAL SUPPLIES	-242.56
					6430G · OFFICE AND LIBRARY SUPPLIES	-2.13
TOTAL						-748.51
	Bill Pmt -Check	62323	10/26/2020	Strunk-Albert Engineering	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	9967	10/06/2020		7500 · BUILDING IMPROVEMENTS	-7,520.00
	Bill	9966	10/06/2020		7500 · BUILDING IMPROVEMENTS	-7,520.00
TOTAL						-15,040.00
	Bill Pmt -Check	62324	10/26/2020	Suffolk Cooperative Library System	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	84012 Brainfuse HmWk	10/05/2020		6411A · MICRO/REF CD (ADULT)	-440.20
					6411C · MICRO/REF CD (C&P)	-440.20

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
					6411A · MICRO/REF CD (ADULT)	-440.20
	Bill	84091 AllData Repair	10/15/2020		6411A · MICRO/REF CD (ADULT)	-1,320.00
TOTAL						-2,640.60
	Bill Pmt -Check	62325	10/26/2020	Tank Me Later, LLC	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	1145	10/01/2020		6452G · BLDG ALTERATION AND MAINT	-225.00
	Bill	1186	10/16/2020		6452G · BLDG ALTERATION AND MAINT	-225.00
TOTAL						-450.00
	Bill Pmt -Check	62326	10/26/2020	True Nature Landscaping - NghbrhdRd MB	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	16489	09/28/2020		6452G · BLDG ALTERATION AND MAINT	-410.00
TOTAL						-410.00
	Bill Pmt -Check	62327	10/26/2020	True Nature Landscaping Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	16511	09/29/2020		6452G · BLDG ALTERATION AND MAINT	-460.00
TOTAL						-460.00
	Bill Pmt -Check	62328	10/26/2020	W. B. Mason Co., Inc.	L0225 · EMPIRE NAT'L - OPERATING	
	Bill	213574892	09/09/2020	W. B. Mason Co., Inc.	L0600 · ACCOUNTS PAYABLE	0.00
	Bill	214290779	10/01/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-21.04
	Bill	214286715	10/01/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-3.89
TOTAL						-24.93

Mastics Moriches Shirley Community Library

OCTOBER 26, 2020

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	62329	10/26/2020	Winters Bros. Hauling of LI, LLC	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	001741363	09/30/2020		6432G - CARTAGE	-285.00
TOTAL						-285.00
	Bill Pmt -Check	62330	10/26/2020	Xerox Corporation (PA)	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	230295630	10/01/2020		6439G - EQUIPMENT R & M (GEN)	-1,309.67
TOTAL						-1,309.67
	Bill Pmt -Check	62331	10/26/2020	Zoobean, Inc.	L0225 - EMPIRE NAT'L - OPERATING	
	Bill	16956 10/23/20renewl	08/27/2020		6411C - MICRO/REF CD (C&P)	-2,065.00
TOTAL						-2,065.00
					TOTAL	-290,281.26

I hereby certify that at a meeting on October 26, 2020
the above vouchers were approved and authorized.

Signed:_____

Mastics Moriches Shirley Community Library
September 29, 2020
Payroll Benefits Warrant

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	6572	10/02/2020	1094 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	10022020	10/02/2020		L0173 · 457B NYS DEFERRED COMP	\$ (1,821.86)
						<u>\$ (1,821.86)</u>
	Bill Pmt -Check	6573	10/02/2020	1095 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	10022020	10/02/2020		L0171 · 403B MET LIFE	\$ (2,593.00)
						<u>\$ (2,593.00)</u>
	Bill Pmt -Check	6574	10/02/2020	1096 Prudential	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	10022020	10/02/2020		L0172 · 403B PRUDENTIAL	\$ (100.00)
						<u>\$ (100.00)</u>
	Bill Pmt -Check	6575-6587	10/02/2020	Medicare Reimbursement Payments	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	10022020	10/02/2020		9060 · MEDICAL INSURANCE	\$ (3,006.45)
						<u>\$ (3,006.45)</u>
	Bill Pmt -Check	6588	10/02/2020	CSEA Employee Benefit Fund	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	10022020	10/02/2020		L0510 · CSEA POST TAX DENTAL	\$ (110.14)
					L0520 · CSEA POST TAX VISION	\$ (4.71)
						<u>\$ (114.85)</u>
	Bill Pmt -Check	6589	10/02/2020	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
TOTAL	Bill	10022020	10/02/2020		L0500 · CSEA UNION DUES	\$ (2,182.19)
						<u>\$ (2,182.19)</u>
					TOTAL	\$ (9,818.35)

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
October 13, 2020
Payroll Benefits Warrant

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	EFT	10/16/2020	1114 Hartford Insurance Company	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	414221418831	10/16/2020		L0196 · LONG TER 9055 · DISABILTY INSURANCE	\$ (144.00) \$ (1,440.74)
TOTAL						\$ (1,584.74)
	Bill Pmt -Check	6590	10/16/2020	1094 The NYS Deferred Compensation Plan	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	10162020	10/16/2020		L0173 · 457B NYS DEFERRED COMP	\$ (1,661.18)
TOTAL						\$ (1,661.18)
	Bill Pmt -Check	6591	10/16/2020	1095 Met Life	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	10162020	10/16/2020		L0171 · 403B MET LIFE	\$ (2,593.00)
TOTAL						\$ (2,593.00)
	Bill Pmt -Check	6592	10/16/2020	1096 Prudential	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	10162020	10/16/2020		L0172 · 403B PRUDENTIAL	\$ (100.00)
TOTAL						\$ (100.00)
	Bill Pmt -Check	6593	10/16/2020	1098 State Of NY Department of Civil Serv	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	557	10/16/2020		9060 · MEDICAL INSURANCE	\$ (76,683.06)
TOTAL						\$ (76,683.06)
	Bill Pmt -Check	6594	10/16/2020	CSEA Employee Benefit Fund	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	10162020	10/16/2020		L0510 · CSEA POST TAX DENTAL L0520 · CSEA POST TAX VISION	\$ (110.14) \$ (4.71)
TOTAL						\$ (114.85)
	Bill Pmt -Check	6595	10/16/2020	CSEA, Inc.	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	10162020	10/16/2020		L0500 · CSEA UNION DUES	\$ (2,171.68)
TOTAL						\$ (2,171.68)
	Bill Pmt -Check	6597	10/16/2020	1115 AFLAC	L0226 · EMPIRE NAT'L - PAYROLL	
	Bill	573366	10/16/2020		L0625 · AFLAC PRE-TAX L0626 · AFLAC POST-TAX	\$ (2,897.54) \$ (225.96)
TOTAL						\$ (3,123.50)

Mastics Moriches Shirley Community Library
October 13, 2020
Payroll Benefits Warrant

TOTAL \$ (88,032.01)

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

Signed: _____
Title: Secretary

October 2020 Board Report

Tara D'Amato, Assistant Director

Administrative Activity

This month we were excited to work with the architects on the furnishings and layout of the branches. It is exciting to see our departments' vision for the spaces being brought to life in renderings. Knowing that the project is proceeding as planned and that in 2021 we will be preparing for the transition to two new branches is a lot for staff and managers to think about. Some of the skills we have learned due to the pandemic, such as using online meetings for communication, and transitioning all of our daily documents and work files online, will undoubtedly continue as a regular part of our work environment during the transition to the branches and out of the main building.

Arts in the Community

The Friends of the Arts is again a sponsor of the annual **Mastic Beach Mini Indi Film Festival**. This year, the festival is happening online only, due to the pandemic. Our contribution of technology support to the film festival is a direct example of the impact that the library can have on creativity, local content creation and community connection through public art projects. We are the only library on Long Island to be directly involved in a local film festival during the pandemic!

Producer James Evans, a former library employee and currently a professor at Stony Brook University where he is pursuing his MFA in Film, asked to use the library high-speed internet connection to stream film content during the festival, and as a location to film musical performers and panel discussions about the films. His team is set up in room E with proper PPE and sanitizing supplies, and has been pre-recording some segments that will air during the festival. Library staff from Teen CARES, and RASD as well as technology, custodial and security staff have worked together to make this happen. On November 6-8, his team will be live streaming the festival film entries and discussions from the library space to viewers online all over the world.

Visit <https://www.mbmiff.com/festival-program> to get a festival pass and support independent film. Some of the films screened were produced here by teens in a film program we offered last summer.

Professional Development

I attended the annual **Association of Bookmobile & Outreach Services Conference (ABOS)** virtually during the week of Oct. 13-16. The platform used to deliver the conference included a desktop and a mobile app. It was a simple interface and I felt it worked well as a delivery system for conference materials as well as connecting with other conference participants. The value in this event is its focus on outreach activities at libraries nationwide. Seeing best practices, new approaches and learning about equipment and programming is one of the key ways we can keep improving and evolving our own services. I attended a program about a library that uses a bike mobile during community festivals as an

attention getter and way to distribute free books to children. Another program I found interesting was a Connecticut library that used a couch-to-5k running program as a safe outdoor activity that got community members involved and achieving health goals during the pandemic. The session on Community Organizing was especially valuable in that it focused on ways public libraries can better serve the marginalized residents in their areas. Titled "Who's Here, Who's Missing?" it pointed out the differences in race and class that can lead to library patrons being excluded from services. This is certainly an area that the library should be working on to improve - and I am interested in applying some of the ideas presented in this workshop to help us make library services more inclusive and responsive to our communities.

September 2020 Statistics At-A-Glance

Programming

44 Virtual & In-Person
(Outdoor) Program Sessions

3,401 Views/Active
Participants in these programs

Computers

938 MMSCL Resident Logins

258 Visitor Logins

39 Mac Lab Logins

1,235 Total Computer Logins

Reference & Information Questions

1,031 Reference Questions

1,135 Information Inquiries

2,166 Total Questions

The Reference and Adult Services Department continued to find moderate success with our in-person and virtual programming during September. One of our newest initiatives to try and reach out to the 18-30-year old's in our community is the virtual game Animal Crossing. Part time clerk Gabriella DaVila enjoys this game on her own time with friends and believed it would be a welcomed addition to our lineup of programs, especially to that age group which we have a hard time connecting with. Although participation has been limited, we plan on continuing this program, as well as adding online gaming through Jackbox.

Last year, the library benefited from having a social work intern from Stony Brook University's social work program. When intern Alex finished his program in May, we were eager to get on Stony Brook's wait list for a new intern to start this fall. Our library was paired with Sheila Delvalle, a social work student who also happens to live in our district. Ms. Delvalle is currently hosting zoom counseling sessions with our patrons. Recently, a patron requested a meeting with her to help with unemployment issues. A week later, Ms. Delvalle scheduled a secondary appointment with her to follow-up on the options she provided for her. We are pleased that she is trying to find the best options for this person.

We continue to see an uptick in questions from patrons regarding technical assistance, specifically with downloading forms, printing documents (both from home and within the library) and overall computer assistance. Lynda.com and Learning Express have become a vital tool for librarians to show patrons who are missing out on their one-on-one tech appointments and in-person computer classes. Patrons were experiencing longer than usual wait times with the PrinterOn Print From Anywhere software. Dave Belmonte was able to resolve that issue with a software update and now the turnaround time from sending a print to appearing on print release is within a couple of minutes.



October 26, 2020

Sylvia Maurer

The month of September brought new challenges to families in our community as well as to the Children's and Parents' Services Department. The start of school was unlike anything anyone has seen before. The William Floyd School District started the year with a hybrid model of having students in 3 sections. The first two sections consisted of students rotating in-person days with virtual days (2 days a week in-person and 3 virtual days). The third section consisted of students that attended school completely virtually. The district gave out Chromebooks to students that did not have devices available at home to complete their virtual schoolwork. Since hundreds of Chromebooks were not returned from students at the end of the previous school year, many students started this year without devices at home. We worked with many district staff to remind families that they could use the Library for additional support. We let them know that we have socially distanced computers available for student use during all open hours (7 days a week) and that we have wireless hotspots that may be checked out for internet access.

We celebrated the newest release in the Dog Man book series with a virtual book club event led by librarian Scott Bendjy. Children in third through seventh grade were able to pick up their very own copy of *Dog Man: Grime and Punishment* to keep and read before the event. Then on September 10th, Scott hosted a book club meet-up over Zoom where the kids took turns reading chapters of the new book aloud and played Dog Man games and trivia. We had 8 kids sign up and pick up their copies of the book and 5 of those kids eagerly joined the live Zoom session. The kids that participated in the live session were so enthusiastic and excited about this program. We had found it difficult in the spring and summer to find programs that kids would attend live virtually. We offered a variety of live sessions and had many with no attendance. Scott wanted to give this program a try and we are happy that he did because for it being a live virtual program and a book discussion, this was a huge success.

This month we offered our first Grab and Go kit from our regular programmer Chef Rob. Since COVID we have been posting monthly cooking demonstration videos where Chef Rob walks families through a recipe to do at home. This new program offered an additional aspect. Twenty five families were able to come in and pick up a kit that included the recipe and the non-perishable ingredients to make Harvest Apple Brownies. The instructional video was posted on our Facebook account so that patrons with the kits could follow along and that patrons without the kit could also follow the recipe just using their own ingredients. The posted video had 159 views.

We had some hungry visitors in our department this month! Cathy Meinhold created a live monarch caterpillar exhibit for patrons to examine when they visited the library. Children and their families watched hungry monarch caterpillars munching on milkweed leaves before making the trip to the top of the cage for their metamorphosis. Each beautiful green and gold pupa (chrysalis) hung in the cage for about 8-15 days before it turned clear and the amazing

butterfly emerged. Each time a butterfly emerged, Cathy would find a child in the room and have them release the butterfly outside of the library so it could complete the life cycle and start on the long migration to Mexico.



The cooler weather brought great opportunities for family fun outdoors. We hosted an assorted array of programs throughout the community. Families used their artistic skills in our parking lot during our Sidewalk Chalk program. Children learned about birds native to our area at our Birding program at Wertheim National Wildlife Refuge. Families hung out in sweatshirts on the sand at our Sandcastle program at Smith Point Beach. We also offered stroller club sessions for tots to sing songs and stroll at Southaven Park. We are looking forward to more fall fun with our community this October and November.





COMMUNITY LIBRARY

TEEN SERVICES DEPARTMENT

October 2020

Submitted by Erika Irish

Statistical Information September 2020

Computer Usage: 115

Reference Questions: 34

Information Questions: 225

Grab and Go Kits given out: 21

In-Person Stats

Week of September 7	Week of September 14	Week of September 21	Week of September 28
47	93	102	82

The month of September brought more activity to the department. More teens have been coming in to use the computers, asking us for reader's advisory and about community service opportunities. We will be offering six different options for students to choose from: Review a Library Resource, Book Reviews, Virtual Storytime, Virtual Book Club, Card's for Hospitalized Kids and Shelter Pet Bandana's. Students can begin signing up for this programs on October 1, 2020. Now that we have a chair at each table we have seen students not only using the tables to do their school work using either their own laptop or just sitting and studying.

We had a couple of outdoor programs in September. We started an Outdoor Game on which has been slow but we are hoping that more teens become aware of it after seeing the print newsletter and come and play. We also had two sessions of a Crabbing at Osprey Park program. The first week there were no teens but adults at the park walked over to see what was going on and participated in the program. The second time we ran this program we opened it up to adults as well and the attendance was much higher with 12 people participating. This is a program that we will do again next year.

This year since we are unable to do the Project Zombie Library program, Samantha Quinn, Erica Chandler, Kyle Fichtner and Tom Casper are planning a Haunted Maze program to be help on October 30 at the Mastic Beach Branch. They are very excited and we have had teens express interest as well.

Book Sale for Literacy

The Book Sale for Literacy transitioned to an outdoor sidewalk sale this year and was held on Friday, September 24 and Saturday, September 25, 10:00-4:00. It was a success! The weather was beautiful, there was a great selection of books, music, movies, and more from all departments, and there were many happy customers. It was a busy two days with a steady stream of people, many of whom said they loved having the event outside and think we should do it outside again. Many familiar faces attend the Book Sale each year and this year's attendees said the event was something to look forward to and provided a sense of normalcy. Also, there were many positive comments from patrons about how much they love the library.

An added bonus of hosting the Book Sale outside were the DIY activities offered by the other departments. CPSD offered hats to decorate and customize, RASD offered a wire and beaded bookmark craft, and TSD offered a tie die mask craft! The League of Woman Voters joined us to register voters and inform people about their voting options. Also, we partnered with Applebee's to provide a *Meal for 2* gift certificate as a raffle prize. The library staff came together and worked hard to bring the many pieces of the Book Sale puzzle together. Everyone was so helpful in the planning, preparation, execution, and wrap up. The Literacy Department could not have done it without you. We are proud to work with all of you for the benefit of our community!

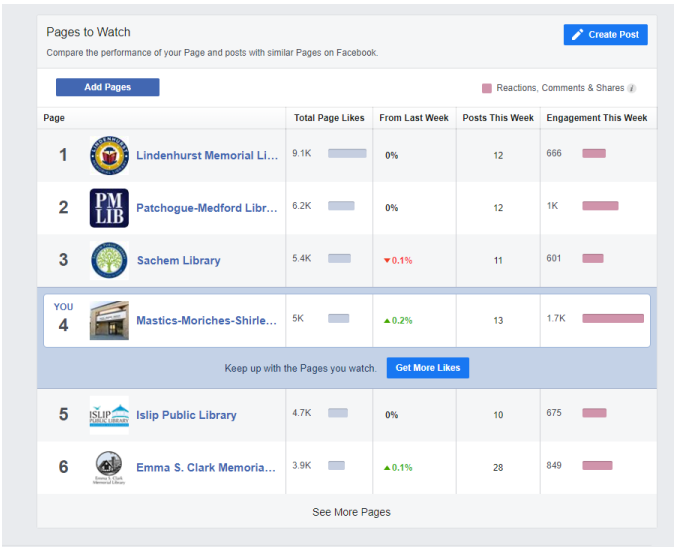


October 2020

Compiled by: Stephen Burg

The Digital Services Department has continued to facilitate all the virtual services the library has been offering. We continue to post content on our social media pages which have become the main way our patrons now interact with us. Our Facebook page continues to have more engagement than other comparable libraries in Suffolk county. Hotspots continue to be a popular item for patrons. With the webpage going back to its pre-Covid lay out, the department is coordinating with other departments on content for the blog area of the page.

Equipment Circulation in September 2020	CHKOUTS	RENEWALS
Unique Item 3 (Item C) Hotspots and Chromecasts	16	2
Unique Item 4 (Item C) Go Pro and iPads	1	



Digital services September Stats

Facebook	September
page views	1233
post reach	13214
Engagement	5807
Instagram	
reach	1062
Impressions	3383
Followers	699
YouTube	September
views	1507
Chat/Text Ref	
chat	
text/email	18
overdrive	
ebooks	3824
audio books	1412
flipster	
online views	288
Freegal	
downloads	333
streamed	1589
both:	1922
Hoopla	
new patrons	11
check outs	480
Kanopy	
downloads	150
HOOPLA + KANOPY:	630
Web page	
page views	2300

REPORT OF PERSONNEL CHANGES							DATE PREPARED:
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE							10/26/20
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY							Page 1 of 1
NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
CC/A	Wischhusen, William		Custodial Worker II	\$58,143.78		09/30/20	
TRS	Weyer, Helen		Library Clerk	\$15.47/HR	Up to 17.5 Hours	10/01/20	
LA	Irish, Kathleen		Librarian I	\$34.17/HR	Up to 17.5 Hours	09/28/20-0/31/20	
RE	Evans, Donna		Library Clerk	\$15.91/HR	Up to 17.5 Hours	10/13/20	
RE	Buck, Vincent		Page	\$13.00/HR	Up to 17.5 Hours	10/15/20	
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"/> APPROVED <input type="checkbox"/> DISAPPROVED							
<input type="checkbox"/> APPROVED AS NOTED					Signature of Appointing Authority		

Community Family Literacy Project, Inc.
1st Quarter Report to Board of Trustees
July 1, 2020 to September 30, 2020
Submitted by Toni Witham on October 26, 2020

	Cash Receipts	Total Cash Receipts	Cash Disbursed	Total Cash Disbursed	GRAND TOTALS
Beginning Balance - July 1, 2020					\$ 154,288.57
CASH RECEIPTS:					
2020 5K Run:					
Refund of our check #1524 dated 12/16/2019 (County of Suffolk) for fundraising application for cancelled 2020 5K Run	\$ 325.00				
Refund of our check #1527 dated 1/10/2020 (USA Track & Field) for sanction for cancelled 2020 5K Run	\$ 275.00				
Total 2020 5K Run (refunds)		\$ 600.00			
Book \$		\$ 981.00			
Sale of Reusable Bags		\$ 33.00			
Fundraising:					
Proceeds from Outdoor Book Sale on 9/25 & 9/26/2020	\$ 2,635.00				
Total Fundraising		\$ 2,635.00			
Interest:					
Interest from Checking A/C #0260	\$ 15.98				
Interest from MM A/C #0279	\$ 242.74				
Total Interest		\$ 258.72			
TOTAL CASH RECEIPTS:		\$ 4,507.72			
CASH DISBURSEMENTS:					
Expenses:					
Adult Books				\$ 2,510.17	
Reach Out & Read				\$ 1,999.00	
Needle Arts/Knitting				\$ 299.34	
Donations:					
Amazon.com - school supply donation			\$ 158.76		
Walmart - school supply donation			\$ 153.54		
Total Donations				\$ 312.30	
Fundraising:					
W/D cash - to make change at Outdoor Book Sale on 9/25 & 9/26/2020			\$ 50.00		
Total Fundraising Expenses				\$ 50.00	
TOTAL CASH DISBURSEMENTS:				\$ 5,170.81	
Profit/Loss for 1st Quarter ending September 30, 2020					\$ (663.09)
ENDING CASH BALANCE AS OF September 30, 2020					\$ 153,625.48

ASSETS:	
Empire National: Checking A/C #0260	\$ 32,791.55
Empire National: MM A/C #0279	\$ 120,833.93
TOTAL ASSETS AS OF SEPTEMBER 30, 2020	\$ 153,625.48