

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

**OF THE**

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**August 17, 2020**

**6:00 PM**

## **AGENDA**

- I. CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**
- II. REVIEW COSTS OF PROJECT ALTERNATES TO DATE**
- III. ADJOURNMENT**

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

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

**MASTICS-MORICHES-SHIRLEY  
COMMUNITY LIBRARY**

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

Trustee Gross called the meeting to order at 6:03pm.

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

**PRESENT**

The purpose of tonight's meeting is to review the costs of project alternatives with relation to the Moriches and Mastic Beach Branches.

**MASTIC BEACH  
AND MORICHES  
ANNEX SITES**

No motions were made.

Motion by Dubois, second by Furnari to adjourn the meeting at 7:25pm.  
Carried 5-0.

**ADJOURNMENT**

Respectfully submitted by,

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Cecile Prevette, Secretary

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

**JULY 27, 2020**

## **1. AGENDA**

Motion by Marks, second by Gross, to accept the Agenda as presented. Carried 5-0.

## **2. APPOINTMENT OF OFFICERS**

### **A. APPOINTMENT OF PRESIDENT**

- *Joseph Maiorana*

### **B. APPOINTMENT OF VICE PRESIDENT**

- Wendy Gross

### **C. APPOINTMENT OF CLERK**

- Michael Dubois

Motion by Dubois, second by Gross to appoint Joseph Maiorana as President. Carried 5-0.

Motion by Dubois, second by Marks to appoint Wendy Gross as Vice President. Carried 5-0.

Motion by Gross, second by Marks to appoint Michael Dubois as Clerk. Carried 5-0.

**3. APPOINTMENTS**

*A. TREASURER / ASSISTANT TREASURER*

Motion by Furnari, second by Gross, to appoint Lorraine Squires as Treasurer. Carried 5-0.

Motion by Dubois, second by Gross, to appoint Kerrilyn Jorgensen as Assistant Treasurer. Carried 5-0.

*B. CLAIMS AUDITOR*

Motion by Furnari, second by Gross, to appoint Joseph Schiano as Claims Auditor of the Mastics-Moriches-Shirley Community Library at a fee of \$6,000.00 per annum. Carried 5-0.

*C. ATTORNEYS*

Motion by Dubois, second by Gross, to appoint Kevin Seaman as the general legal counsel for the Mastics-Moriches-Shirley Community Library, at a semiannual retainer of \$8,000.00. Carried 5-0.

NOTE: Lamb & Barnosky LLP will remain as labor counsel for the term and rates as adopted at the June 17, 2019 board meeting.

*D. ACCOUNTANT*

Motion by Dubois, second by Gross, to appoint Baldessari & Coster LLP as the accounting firm for the Mastics-Moriches-Shirley Community Library at an annual fee of approximately \$17,000.00. In the course of this appointment the accounting firm shall review monthly accounting and financial reports, review internal accounting work performed, prepare the Library's annual state reports, provide accounting advice, and conduct the annual certified audit. The cost of any other work shall be negotiated by the Library Director and reported to the Board of Trustees. Carried 5-0.

### *E. INSURANCE AGENT*

Motion by Gross, second by Dubois, to appoint Joseph P. Price / Cook Maran Agency as the Mastics-Moriches-Shirley Community Library's Insurance Agent. Carried 5-0.

### *F. RECORDS MANAGEMENT*

Motion by Marks, second by Furnari, to appoint Chris Nowak as Records Management Officer. Carried 5-0.

## **4. ANNUAL OFFICIAL ACTIONS**

### *A. DEPOSITORIES*

#### *1) BANK ACCOUNTS*

Motion by DuBois, second by Gross, to designate Empire National Bank and Capital One as legal depositories of monies belonging to the Mastics-Moriches-Shirley Community Library of the Township of Brookhaven, County of Suffolk, State of New York, and that monies belonging to said Library shall be deposited in accordance with Library policy and General Municipal Law. Carried 5-0.

#### *2) LIBRARY INVESTMENTS*

Motion by Dubois, second by Marks, to authorize Kerri Rosalia and Chris Nowak, Director and Business Manager of the Mastics-Moriches-Shirley Community Library respectively, to negotiate jointly the purchase of investment vehicles for Library funds. Such investments shall be executed in accordance with Library policy and General Municipal Law. The Board of Trustees hereby designates as depositories of Library investments any financial institution which meets the criteria of the Library's investment policy and General Municipal Law for such investments. Preference however shall be given to institutions housed within the boundaries of the Library District. Carried 5-0.

**B. OFFICIAL NEWSPAPERS**

Motion by Marks, second by Gross, to designate the *Long Island Advance* and *The South Shore Press* as the newspapers which will carry required legal notices of the Mastics-Moriches-Shirley Community Library. Carried 5-0.

**C. ANNUAL BUDGET VOTE AND TRUSTEE ELECTION**

Motion by Dubois, second by Gross, that the annual budget vote and trustee election will be held on Tuesday, April 06, 2021. Carried 5-0.

**D. PETTY CASH FUNDS**

Motion by Dubois, second by Gross that petty cash funds be established as follows for FY 2020-2021. Carried 5-0.

<u>DEPARTMENT</u>	<u>CUSTODIAN</u>	<u>AMOUNT</u>
Reference and Adult	Kerrilynn Jorgensen	\$100.00
Children & Parents	Sylvia Maurer	\$100.00
Literacy Department	Lindsay Davis	\$100.00
C R S Department	Lorraine Squires	\$200.00
Business Office	Chris Nowak	\$150.00
Teen	Erika Irish	\$100.00
Information Technology	David Belmonte	\$ 50.00

*Carried 5-0.*

*E. FRIENDS OF THE ARTS*

*1. EXECUTIVE DIRECTOR*

Motion by Marks, second by Gross, to reappoint Tara D'Amato as the Executive Director of the Community Library Friends of the Arts, Inc. of the Mastics-Moriches-Shirley Community Library at no fee. Carried 5-0.

*2. STEERING COMMITTEE*

Motion by Marks, second by Furnari, to reappoint the following as members of the Steering Committee of the Mastics-Moriches-Shirley Community Library Friends of the Arts, Inc. for FY 2020–2021: Michael Cordaro and Cynthia Sciacca. Carried 5-0.

*F. FAMILY LITERACY PROJECT*

*1) EXECUTIVE DIRECTOR*

Motion by Marks, second by Furnari, to appoint Lindsay Davis as the Executive Director of the Community Family Literacy Project. Inc., at no fee. Carried 5-0.

*2) STEERING COMMITTEE*

Motion by Furnari, second by Gross, to appoint the following as members of the Steering Committee of the Community Family Literacy Project for FY 2020 - 2021: Diana Davies, Michele DelMonte, Anne Marie Hofmann, Luz Gonzalez, Assemblyman Fred Thiele, Jr. and Kate Browning. Carried 5-0.

*G. UNEMPLOYMENT INSURANCE ACCOUNT*

Motion by Dubois, second by Furnari, to maintain a reserve fund in the amount of approximately \$8,000.00 for the Mastics-Moriches-Shirley Community Library to pay current claims for unemployment as presented. Carried 5-0.

## H. VACATION AND SICK PAY ACCOUNT

Motion by Furnari, second by Gross, to maintain a reserve fund in the amount of \$515,000.00 for the Mastics-Moriches-Shirley Community Library to pay vacation and sick pay to resignees/ retirees, if necessary. Carried 5-0.

## 5. ADJOURNMENT

Motion by Furnari, second by Marks, to adjourn the Organization Meeting of the Board of Trustees at 7:43 pm. Carried 5-0.

Motion by Furnari, second by Marks to enter into the Library's regular Board Meeting at 7:43pm. Carried 5-0.



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

**August 24, 2020**

**7:00 PM**

**AGENDA**

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

**IX. NEW BUSINESS**

A. DEPARTMENT REPORTS

- 1. ADULT SERVICES
- 2. CHILDREN’S & PARENTS SERVICES
- 3. TEEN SERVICES
- 4. CRS
- 5. LITERACY SERVICES
- 6. DIGITAL SERVICES
- 7. INFORMATION TECHNOLOGY

B. PERSONNEL

- 1. RECOMMENDED CHANGES

C. CONTINUING EDUCATION

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**X. EXECUTIVE SESSION**

**XI. ADJOURNMENT**

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

**September 28, 2020 @ 7:00PM**

**DRAFT - UNAPPROVED**

**MASTICS-MORICHES-SHIRLEY  
COMMUNITY LIBRARY**

**MINUTES OF JULY 27, 2020 BOARD MEETING**

This portion of the meeting was a continuation of the July 27th Organizational meeting, (Called to order at 7:08pm.)

Present were Trustees Maiorana, Gross, Furnari, Dubois, 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 June 22, 2020 special meeting of the Board of Trustees. Carried 5-0.

**MINUTES**

Motion by Furnari, second by Dubois to accept the minutes of the June 22, 2020 regular meeting of the Board of Trustees. Carried 5-0.

Motion by Marks, second Dubois to accept the minutes of the June 30, 2020. Carried 5-0.

Motion by Marks, second by Furnari to approve the following Operating Fund Schedule of Claims dated 7/27/2020; Prepay Payables Warrant #1 \$91,054.05; Payables Warrant #2 \$281,587.82; Payroll Warrant W. E. 06/23/2020 \$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. 07/21/2020 \$155,765.55; Payroll Benefits Warrant \$78,419.24. Carried 5-0.

**SCHEDULE  
OF CLAIMS**

No motion needed. The accountant will provide the FY 19-20 audited financial statements for the Operating Financial Report and the Capital Fund Reports for June 2020 once completed.

**FINANCIAL  
REPORTS**

In addition to her written report, the Director said that opening to the public has been quiet and usage is slow and steady. The library will start to ease up on some restrictions; self serve copies and computer times will be extended. Reserves are moving out of the building at a good rate and the public has been very appreciative and cooperative. She's been meeting several times a week with the building's Design Team and things are going well. She's reviewing an updated chart as to what other L. I. libraries are doing with reference to COVID and nothing will be changed at this time.

**DIRECTOR'S  
REPORT**

## **DRAFT - UNAPPROVED**

The Assistant Director has been working with the Director on Opening Policies and Procedures. We have been very successful with the library's online programming. She's been busy preparing press releases for the September vote at the library. Just finished putting together the August newsletter with staff.

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

Business Manager Nowak said that the library received the balance of the property tax receipts (100% of the tax levy). The Business Office has been busy with the daily response to the health and safety checklist and ordering of PPE materials. They're also continuing to work on the Library's annual financial audit, workers' comp audit and updating the census data to enable our actuarial firm to update our OPEB (Other Post Employment Benefits) Valuation.

### **BUSINESS MNGR'S REPORT**

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**

Motion by Gross, second by Dubois to increase all non-union staff members' rate of pay by 2.40% effective with the pay period ending August 18, 2020. Carried 5-0.

### **CONTRACTS/ RENEWALS**

Motion by Dubois, second by Gross to approve the contract with Reading House, LLC in the amount of \$3,000.00 for a one year subscription through June 30, 2021. Carried 5-0.

### **READING HOUSE, LLC**

Motion by Marks, second by Dubois to approve the contract with Demco Software in the amount of \$5,176.24 for a one year subscription through July 31, 2021.

### **DEMCO SOFT- WARE/ BOOPSIE**

Motion by Furnari, second by Gross to approve the Community Family Literacy Project, Inc. FY 2019-20 Q3, Q4, and FYE 2020 financial statements as prepared by Treasurer Toni Witham and presented by Director Rosalia. Carried 5-0.

### **COMMUNITY FAMILY LITERACY PROJECT FINANCIAL STATEMENTS**

Motion by Dubois, second by Marks to accept the 2019 New York State Annual Report for Public and Association Libraries as presented by Director Rosalia. Carried 5-0.

### **NYS ANNUAL REPORT FOR PUBLIC LIBRARIES**

**DRAFT - UNAPPROVED**

Motion by Furnari, second by Gross to move into Executive Session at 7:44pm to discuss a contractual matter. Carried 5-0.

**EXECUTIVE  
SESSION**

Motion by Dubois, second by Marks to leave Executive Session at 8:31pm. Carried 5-0.

Motion by Gross, second by Furnari to execute a long-term lease with Suffolk County for vacant land at 366 Neighborhood Road, Mastic Beach. Carried 5-0.

Motion by Dubois, second by Marks to adjourn the meeting at 8:32pm. Carried 5-0.

**ADJOURNMENT**

Respectfully submitted by,

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Cecile Prevete, Secretary

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***OPERATING FUNDS FINANCIAL REPORTS***

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

**JULY 2020**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

MMSCL  
Operating Funds Monthly Report  
July 2020

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 5,742,649.06	\$ 256,359.48	\$ 780,671.80	\$ 1,415.24	\$ 5,219,751.98
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 404,784.21	\$ 166.39	\$ 323.95	\$ 102.82	\$ 404,729.47
Empire Nat'l Bank	OPERATING	\$ 420,116.17	\$ 372,641.87	\$ 354,308.91	\$ 48.66	\$ 438,497.79
Empire Nat'l Bank	PAYROLL	\$ 111,815.89	\$ 408,054.93	\$ 431,492.85	\$ -	\$ 88,377.97
						<b>\$ 6,151,357.21</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:					\$ 15,000.00
<b>TOTAL CASH &amp; INVESTMENTS:</b>					<b>\$ 6,166,357.21</b>

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Profit & Loss Budget Overview

July 2020

	<u>Jul 20</u>
Ordinary Income/Expense	
Income	
2082 · FINES AND FEES	93.33
2360 · CONTRACTS WITH OTHER LIBR.	255,521.37
2401 · INTEREST	1,566.72
2650 · SALES OF EXCESS MATERIAL	-27.00
2771 · COPIER REVENUE - CONTRACT (R)	226.60
2772A · ADULT-ADULT PRINTER	150.00
2800 · PROGRAM RECEIPTS	
2805 · Program Receipts - Adult	-198.50
2820 · Venue Resales	220.00
Total 2800 · PROGRAM RECEIPTS	21.50
2999 · Lost Books	7.95
Total Income	<u>257,560.47</u>
Gross Profit	<u>257,560.47</u>
Expense	
6000 · SALARIES AND WAGES	
6141 · PROFESSIONAL SALARIES	
6141A · PROFESSIONAL (ADULT)	38,251.44
6141C · PROFESSIONAL (C&P)	32,029.40
6141D · PROFESSIONAL (DIGITAL)	12,247.30
6141N · PROFESSIONAL (TEEN)	21,665.81
6141S · COMM SERV LIBR (SVC)	8,531.84
6141T · PROFESSIONAL (TECH)	9,376.19
Total 6141 · PROFESSIONAL SALARIES	<u>122,101.98</u>



	<u>Jul 20</u>
<b>6142 · CLERICAL SALARIES</b>	
6142A · CLERICAL (ADULT)	15,769.71
6142C · CLERICAL (C&P)	25,332.21
6142D · CLERICAL (DIGITAL)	5,919.02
6142G · CLERICAL (GEN)	9,000.22
6142L · CLERICAL (LIT)	13,945.32
6142N · CLERICAL (TEEN)	4,515.54
6142R · CLERICAL (CIRC)	16,129.47
6142S · CLERICAL (SVC)	0.00
6142T · CLERICAL (TECH)	7,952.03
6142X · CLERICAL (WIRES)	1,966.31
<b>Total 6142 · CLERICAL SALARIES</b>	<b>100,529.83</b>
<b>6143 · PAGE SALARIES</b>	
6143A · PAGE (ADULT)	13,926.25
6143C · PAGE (C&P)	13,005.46
6143L · PAGE (LIT)	598.00
6143N · PAGE (TEEN)	871.00
6143R · PAGE (CIRC)	1,846.00
6143T · PAGE (TECH)	312.00
<b>Total 6143 · PAGE SALARIES</b>	<b>30,558.71</b>
<b>6144 · CUSTODIAL</b>	
6144G · CUSTODIAL	16,305.02
<b>Total 6144 · CUSTODIAL</b>	<b>16,305.02</b>
<b>6145 · SECURITY</b>	
6145G · SECURITY	16,555.08
<b>Total 6145 · SECURITY</b>	<b>16,555.08</b>
<b>6146 · TECHNICIAN</b>	
6146W · TECHNICAL (WIRES)	7,820.86

	<b>Jul 20</b>
Total 6146 · TECHNICIAN	7,820.86
6147 · ADMINISTRATIVE	
Total 6147 · ADMINISTRATIVE	30,298.19
Total 6000 · SALARIES AND WAGES	324,169.67
6200 · EMPLOYEE BENEFITS	
9030 · SOCIAL SECURITY	24,007.48
9040 · WORKERS' COMPENSATION	6,480.00
9055 · DISABILTY INSURANCE	1,417.08
9060 · MEDICAL INSURANCE	58,938.46
Total 6200 · EMPLOYEE BENEFITS	90,843.02
6410A · BOOKS (ADULT)	6,297.15
6410C · BOOKS (C&P)	1,105.19
6410N · BOOKS (TEEN)	79.48
6411A · MICRO/REF CD (ADULT)	1,375.20
6411C · MICRO/REF CD (C&P)	532.16
6411N · MICRO/REF CD (TEEN)	133.03
6412A · RECORDINGS (ADULT)	133.18
6417A · VIDEOS (ADULT)	604.11
6417C · VIDEOS (C&P)	139.98
6417N · VIDEOS (TEEN)	39.99
6419G · SOFTWARE (GEN)	7,000.11
6430G · OFFICE AND LIBRARY SUPPLIES	2,202.91
6431D · TELECOMMUNICATIONS	3,637.54
6432G · CARTAGE	285.00
6433G · POSTAGE	532.10
6435Dig · CED, CONF & TRAVEL (DIGITAL)	199.00
6435G · CED, CONF & TRAVEL (GEN)	75.00
6435R · CED, CONF & TRAVEL (CIRC)	194.17

	<u>Jul 20</u>
6437A · PROGRAMS (ADULT)	3,200.66
6437C · PROGRAMS (C&P)	1,137.04
6437D · PROGRAMS (DIGITAL)	1,399.33
6437L · PROGRAMS (LIT)	410.00
6437N · PROGRAMS (TEEN)	759.71
6437P · PROFESSIONAL FEES	
643760 · PLANTINGS	150.00
643765 · PROMOTION AND PUBLICITY	7,621.92
6437P10 · ELECTION	684.79
6437P11 · FSA ADMINISTRATION	137.50
6437P12 · PAYROLL SERVICES	1,304.12
6437P3 · APPRAISAL SERVICES	220.00
6437P4 · ATTORNEY	11,159.16
6437P9 · EAP	7,650.00
Total 6437P · PROFESSIONAL FEES	<u>28,927.49</u>
6438 · DUES	150.00
6439G · EQUIPMENT R & M (GEN)	3,057.51
6439R · EQUIPMENT R & M (CIRC)	10,904.17
6439W · EQUIPMENT R & M (WIRES)	378.18
6450E · ELECTRICITY	16,608.24
6450F · FUEL/GAS	288.26
6450W · WATER	321.24
6451G · CUSTODIAL SUPPLIES	3,005.67
6452G · BLDG ALTERATION AND MAINT	3,910.68
6454 · INSURANCE	76,515.86
6485G · Bank Fees	213.21
7203 · EQUIPMENT - Capital Purchases	
7203W · EQUIPMENT WIRE	190.70

	<u>Jul 20</u>
Total 7203 · EQUIPMENT - Capital Purchases	190.70
Total Expense	590,955.94
Net Ordinary Income	-333,395.47
Other Income/Expense	
Other Expense	
7500 · BUILDING IMPROVEMENTS	151,277.57
Total Other Expense	151,277.57
Net Other Income	-151,277.57
Net Income	<u>-484,673.04</u>

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***CAPITAL FUND FINANCIAL REPORT***

**JULY 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					
September-20					
October-20					
November-20					
December-20					
January-21					
February-21					
March-21					
April-21					
May-21					
June-21					
				Grand Total :	\$ 4,762,722.78

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**SCHEDULE OF CLAIMS  
PRESENTED AUGUST 24, 2020**

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PREPAY PAYABLES WARRANT #1		\$	38,279.16
PAYABLES WARRANT #2		\$	299,657.76
PAYROLL WARRANT W.E.	8/7/2020	\$	156,342.08
PAYROLL BENEFITS WARRANT		\$	10,007.45
PAYROLL WARRANT W.E.	8/18/2020	\$	157,960.72
PAYROLL BENEFITS WARRANT		\$	88,544.79
	<b>Total</b>	<b>\$</b>	<b><u>750,791.96</u></b>

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

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Secretary

**Mastics Moriches Shirley Community Library**  
**AUGUST 24, 2020**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62026</b>	<b>07/28/2020</b>	<b>Home Depot Credit Services</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	072020	07/20/2020		6452G · BLDG ALTERATION AND MAINT	-8.94
				6451G · CUSTODIAL SUPPLIES	-125.59
TOTAL					<u>-134.53</u>
<b>Bill Pmt -Check</b>	<b>62027</b>	<b>07/28/2020</b>	<b>Optimum / Cablevision</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	072320-082220	07/23/2020		6431D · TELECOMMUNICATIONS	-138.43
TOTAL					<u>-138.43</u>
<b>Bill Pmt -Check</b>	<b>62028</b>	<b>07/28/2020</b>	<b>PSEG -- NeighborhoodRdMasticBeach</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	06/1620--071620	07/24/2020		6450E · ELECTRICITY	-388.46
TOTAL					<u>-388.46</u>
<b>Bill Pmt -Check</b>	<b>62029</b>	<b>07/28/2020</b>	<b>Xerox Financial Services</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	2189852	07/12/2020		6439G · EQUIPMENT R & M (GEN)	-2,493.00
TOTAL					<u>-2,493.00</u>
<b>Bill Pmt -Check</b>	<b>62030</b>	<b>08/03/2020</b>	<b>Postmaster MasticBeach</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	NL082020	08/03/2020		6433G · POSTAGE	-2,065.15
TOTAL					<u>-2,065.15</u>
<b>Bill Pmt -Check</b>	<b>62031</b>	<b>08/07/2020</b>	<b>Crown Castle Fiber LLC</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	655242	08/01/2020		6431D · TELECOMMUNICATIONS	-2,495.00
TOTAL					<u>-2,495.00</u>



**Mastics Moriches Shirley Community Library**  
**AUGUST 24, 2020**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62032</b>	<b>08/07/2020</b>	<b>Suffolk County Water Authority</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	0428--072720	07/27/2020		6450W · WATER	-321.24
TOTAL					<u>-321.24</u>
<b>Bill Pmt -Check</b>	<b>62033</b>	<b>08/07/2020</b>	<b>T-Mobile</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	07232020	07/28/2020		6437D · PROGRAMS (DIGITAL)	-702.03
TOTAL					<u>-702.03</u>
<b>Bill Pmt -Check</b>	<b>62034</b>	<b>08/11/2020</b>	<b>National Grid</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	06/30--07/30/20	07/30/2020		6450F · FUEL/GAS	-234.76
TOTAL					<u>-234.76</u>
<b>Bill Pmt -Check</b>	<b>62035</b>	<b>08/11/2020</b>	<b>Quadient Finance USA, Inc. -- pstg refill</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	0701/2020 refill	07/31/2020		6433G · POSTAGE	-500.00
TOTAL					<u>-500.00</u>
<b>Bill Pmt -Check</b>	<b>62036</b>	<b>08/11/2020</b>	<b>Suffolk County Water Authority - Neighbor</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	0502--080320	08/03/2020		6450W · WATER	-47.91
TOTAL					<u>-47.91</u>
<b>Bill Pmt -Check</b>	<b>62037</b>	<b>08/11/2020</b>	<b>Suffolk County Water Authority - Neighbor</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	0502-080320 FireLine	08/03/2020		6450W · WATER	-61.57
TOTAL					<u>-61.57</u>

**Mastics Moriches Shirley Community Library**  
**AUGUST 24, 2020**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62038</b>	<b>08/14/2020</b>	<b>PSEG</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	07/07-08/06/20	08/30/2020		6450E · ELECTRICITY	-15,702.21
TOTAL					<u>-15,702.21</u>
<b>Bill Pmt -Check</b>	<b>62039</b>	<b>08/14/2020</b>	<b>Verizon</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	080620	08/06/2020		6431D · TELECOMMUNICATIONS	-129.28
TOTAL					<u>-129.28</u>
<b>Bill Pmt -Check</b>	<b>62040</b>	<b>08/14/2020</b>	<b>Amazon.com</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	061020	06/10/2020		6410C · BOOKS (C&P)	-19.68
				6430G · OFFICE AND LIBRARY SUPPLIES	-263.92
TOTAL					<u>-283.60</u>
<b>Bill Pmt -Check</b>	<b>62041</b>	<b>08/14/2020</b>	<b>Amazon.com</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	071020	07/10/2020		6410A · BOOKS (ADULT)	-25.74
				6410C · BOOKS (C&P)	-260.12
				6410N · BOOKS (TEEN)	-12.92
				6417N · VIDEOS (TEEN)	-35.90
				6430G · OFFICE AND LIBRARY SUPPLIES	-753.45
				6437N · PROGRAMS (TEEN)	-69.08
TOTAL					<u>-1,157.21</u>
<b>Bill Pmt -Check</b>	<b>62042</b>	<b>08/14/2020</b>	<b>AmTrust North America</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	WrkrCmp 61319 adjus	07/31/2020		9040 · WORKERS' COMPENSATION	-1,148.00
TOTAL					<u>-1,148.00</u>

**Mastics Moriches Shirley Community Library**  
**AUGUST 24, 2020**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	62043	08/19/2020	Quadient Leasing USA, Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	N8408473	07/26/2020		6439G · EQUIPMENT R & M (GEN)	-564.51
TOTAL					<u>-564.51</u>
Bill Pmt -Check	62044	08/19/2020	American Express	L0225 · EMPIRE NAT'L - OPERATING	
Bill	081420	08/14/2020		6419G · SOFTWARE (GEN)	-5,321.96
				6430G · OFFICE AND LIBRARY SUPPLIES	-3,764.53
				6431D · TELECOMMUNICATIONS	-19.58
				6433G · POSTAGE	-7.59
				6435D · CED, CONF & TRAVEL (ADM)	-39.16
				6435Dig · CED, CONF & TRAVEL (DIGITAL)	-194.81
				643765 · PROMOTION AND PUBLICITY	-308.33
				6450F · FUEL/GAS	-56.31
TOTAL					<u>-9,712.27</u>
				<b>TOTAL</b>	<b>-38,279.16</b>

I hereby certify that at a meeting on August 24, 2020  
the above vouchers were approved and authorized.

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

Mastics Moriches Shirley Community Library

AUGUST 24, 2020

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62045</b>	<b>08/24/2020</b>	<b>Advanced Plant Care, Inc.</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	26003	08/01/2020		643760 - PLANTINGS	-150.00
TOTAL					<u>-150.00</u>
<b>Bill Pmt -Check</b>	<b>62046</b>	<b>08/24/2020</b>	<b>Advanced Utility Locating</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	1441	08/12/2020		7500 - BUILDING IMPROVEMENTS	-700.00
TOTAL					<u>-700.00</u>
<b>Bill Pmt -Check</b>	<b>62047</b>	<b>08/24/2020</b>	<b>ALA Store</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	55010980	05/22/2020		6435A - CED, CONF & TRAVEL (ADULT)	-58.50
Bill	55062448	05/28/2020		6435A - CED, CONF & TRAVEL (ADULT)	-216.00
TOTAL					<u>-274.50</u>
<b>Bill Pmt -Check</b>	<b>62048</b>	<b>08/24/2020</b>	<b>All States M.E.D.</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	1790	08/11/2020		6451G - CUSTODIAL SUPPLIES	-359.96
TOTAL					<u>-359.96</u>
<b>Bill Pmt -Check</b>	<b>62049</b>	<b>08/24/2020</b>	<b>AT&amp;T</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	081020	08/19/2020		6431D - TELECOMMUNICATIONS	-46.15
TOTAL					<u>-46.15</u>

Mastics Moriches Shirley Community Library

AUGUST 24, 2020

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62050</b>	<b>08/24/2020</b>	<b>Baker &amp; Taylor</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5016076023	03/16/2020		6410A · BOOKS (ADULT)	-486.12
Bill	5016175623	07/01/2020		6410N · BOOKS (TEEN)	-11.89
Bill	5016252118	07/06/2020		6410N · BOOKS (TEEN)	-31.01
Bill	5016274887	07/16/2020		6410A · BOOKS (ADULT)	-1,027.25
Bill	5016282514	07/21/2020		6410A · BOOKS (ADULT)	-1,850.18
Bill	5016251718	07/27/2020		6410A · BOOKS (ADULT)	-218.92
Bill	5016284122	07/27/2020		6410N · BOOKS (TEEN)	-22.19
Bill	5016284103	07/28/2020		6410A · BOOKS (ADULT)	-46.24
Bill	5016296272	07/28/2020		6410A · BOOKS (ADULT)	-660.85
TOTAL					<u>-4,354.65</u>
<b>Bill Pmt -Check</b>	<b>62051</b>	<b>08/24/2020</b>	<b>Carolina Biological Supply Company</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	51105027 RI	08/12/2020		6437C · PROGRAMS (C&P)	-89.25
TOTAL					<u>-89.25</u>
<b>Bill Pmt -Check</b>	<b>62052</b>	<b>08/24/2020</b>	<b>CDW Government, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	ZPG7779	07/30/2020		7203W · EQUIPMENT WIRE	-190.70
TOTAL					<u>-190.70</u>
<b>Bill Pmt -Check</b>	<b>62053</b>	<b>08/24/2020</b>	<b>Center Point Large Print</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1778510	08/01/2020		6410A · BOOKS (ADULT)	-408.32
TOTAL					<u>-408.32</u>

Mastics Moriches Shirley Community Library

AUGUST 24, 2020

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62054</b>	<b>08/24/2020</b>	<b>Colson, Doris J.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	080420	08/04/2020		6437L · PROGRAMS (LIT)	-171.00
TOTAL					<u>-171.00</u>
<b>Bill Pmt -Check</b>	<b>62055</b>	<b>08/24/2020</b>	<b>Cornell Cooperative Ext of Suffolk County</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	080620	08/06/2020		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					<u>-200.00</u>
<b>Bill Pmt -Check</b>	<b>62056</b>	<b>08/24/2020</b>	<b>Correa-Teran, Tatiana Paola</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	080820	07/08/2020		6437L · PROGRAMS (LIT)	-100.00
TOTAL					<u>-100.00</u>
<b>Bill Pmt -Check</b>	<b>62057</b>	<b>08/24/2020</b>	<b>Cueva, Daniel S.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	080620	08/06/2020		6437L · PROGRAMS (LIT)	-240.00
TOTAL					<u>-240.00</u>
<b>Bill Pmt -Check</b>	<b>62058</b>	<b>08/24/2020</b>	<b>Currao-McAleavey, Carmella</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	072720	07/27/2020		6437N · PROGRAMS (TEEN)	-100.00
Bill	080320	08/03/2020		6437N · PROGRAMS (TEEN)	-100.00
Bill	081020	08/10/2020		6437N · PROGRAMS (TEEN)	-100.00
TOTAL					<u>-300.00</u>

Mastics Moriches Shirley Community Library

AUGUST 24, 2020

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62059</b>	<b>08/24/2020</b>	<b>Demco</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	6825317	08/06/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-173.50
TOTAL					<u>-173.50</u>
<b>Bill Pmt -Check</b>	<b>62060</b>	<b>08/24/2020</b>	<b>DEMCO Software</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	INV00011878 boopsie	07/07/2020		6419G · SOFTWARE (GEN)	-5,176.24
TOTAL					<u>-5,176.24</u>
<b>Bill Pmt -Check</b>	<b>62061</b>	<b>08/24/2020</b>	<b>Displays2Go</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	PSI1586015	07/27/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-565.32
TOTAL					<u>-565.32</u>
<b>Bill Pmt -Check</b>	<b>62062</b>	<b>08/24/2020</b>	<b>East End Screen Printing &amp; Embroidery</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	32639	06/18/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-1,069.00
TOTAL					<u>-1,069.00</u>
<b>Bill Pmt -Check</b>	<b>62063</b>	<b>08/24/2020</b>	<b>Eastern Suffolk Boces</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	035-21A	07/31/2020		6437P9 · EAP	-7,650.00
TOTAL					<u>-7,650.00</u>
<b>Bill Pmt -Check</b>	<b>62064</b>	<b>08/24/2020</b>	<b>ECM Consulting and Marketing</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	1037	08/01/2020		643765 · PROMOTION AND PUBLICITY	-3,000.00
TOTAL					<u>-3,000.00</u>

**Mastics Moriches Shirley Community Library**

**AUGUST 24, 2020**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62065</b>	<b>08/24/2020</b>	<b>Fiore, Christopher</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	072820	07/28/2020		6437A · PROGRAMS (ADULT)	-200.00
Bill	081120	08/11/2020		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					<u>-400.00</u>
<b>Bill Pmt -Check</b>	<b>62066</b>	<b>08/24/2020</b>	<b>Fish Guy Photos</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	072320	07/23/2020		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					<u>-200.00</u>
<b>Bill Pmt -Check</b>	<b>62067</b>	<b>08/24/2020</b>	<b>Grainger</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	9592113501	07/16/2020		6451G · CUSTODIAL SUPPLIES	-543.54
Bill	9603098451	07/28/2020		6451G · CUSTODIAL SUPPLIES	-370.00
Bill	9604722000	07/29/2020		6451G · CUSTODIAL SUPPLIES	-370.00
Bill	9611234551	08/05/2020		6451G · CUSTODIAL SUPPLIES	-407.04
Bill	9612664939	08/06/2020		6451G · CUSTODIAL SUPPLIES	-407.04
Bill	9614063270	08/07/2020		6451G · CUSTODIAL SUPPLIES	-407.04
Bill	9616942430	08/11/2020		6451G · CUSTODIAL SUPPLIES	-407.04
TOTAL					<u>-2,911.70</u>
<b>Bill Pmt -Check</b>	<b>62068</b>	<b>08/24/2020</b>	<b>H2M architects + engineers</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	195705	08/11/2020		7500 · BUILDING IMPROVEMENTS	-30,185.94
Bill	195703	08/11/2020		7500 · BUILDING IMPROVEMENTS	-42,778.50
Bill	195704	08/11/2020		7500 · BUILDING IMPROVEMENTS	-45,337.00
TOTAL					<u>-118,301.44</u>



**Mastics Moriches Shirley Community Library**

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**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62069</b>	<b>08/24/2020</b>	<b>Horbal, Elizabeth</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	PLA 2020 Conf TN	07/29/2020		6435R · CED, CONF & TRAVEL (CIRC)	-178.99
Bill	PLA 2020 Conf TN	07/30/2020		6435R · CED, CONF & TRAVEL (CIRC)	-15.18
TOTAL					<u>-194.17</u>
<b>Bill Pmt -Check</b>	<b>62070</b>	<b>08/24/2020</b>	<b>Industrial Appraisal Company</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	4699425 07/31/20	07/31/2020		6437P3 · APPRAISAL SERVICES	-220.00
TOTAL					<u>-220.00</u>
<b>Bill Pmt -Check</b>	<b>62071</b>	<b>08/24/2020</b>	<b>Ingram Library Services</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	61745299	07/03/2020		6410C · BOOKS (C&P)	-11.86
Bill	61745300	07/03/2020		6410C · BOOKS (C&P)	-66.50
Bill	61745747	07/03/2020		6410C · BOOKS (C&P)	-41.34
Bill	61745748	07/08/2020		6410C · BOOKS (C&P)	-167.09
Bill	61745894	07/08/2020		6410C · BOOKS (C&P)	-7.13
Bill	61745938	07/08/2020		6410C · BOOKS (C&P)	-11.49
Bill	61745939	07/08/2020		6410C · BOOKS (C&P)	-31.58
Bill	61747087	07/14/2020		6410C · BOOKS (C&P)	-26.12
Bill	61747578	07/15/2020		6410C · BOOKS (C&P)	-11.86
Bill	61747579	07/15/2020		6410C · BOOKS (C&P)	-51.53
Bill	61747580	07/15/2020		6410C · BOOKS (C&P)	-11.86
Bill	61748070	07/16/2020		6410C · BOOKS (C&P)	-5.93
Bill	61748071	07/16/2020		6410C · BOOKS (C&P)	-23.72
Bill	61751164	07/27/2020		6410C · BOOKS (C&P)	-5.93
Bill	61751165	07/27/2020		6410C · BOOKS (C&P)	-16.87
Bill	61751166	07/27/2020		6410C · BOOKS (C&P)	-22.98
Bill	61751787	07/28/2020		6410C · BOOKS (C&P)	-11.86

Mastics Moriches Shirley Community Library

AUGUST 24, 2020

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Type	Num	Date	Name	Account	Paid Amount
Bill	61751788	07/28/2020		6410C · BOOKS (C&P)	-165.54
Bill	61751799	07/28/2020		6410C · BOOKS (C&P)	-18.39
Bill	61751800	07/28/2020		6410C · BOOKS (C&P)	-10.73
Bill	61751801	07/28/2020		6410C · BOOKS (C&P)	-89.19
Bill	67210302	07/29/2020		6410C · BOOKS (C&P)	-5.93
Bill	67211601	08/03/2020		6410C · BOOKS (C&P)	-10.20
Bill	61754368	08/04/2020		6410C · BOOKS (C&P)	-5.93
Bill	61754369	08/04/2020		6410C · BOOKS (C&P)	-11.86
Bill	61754370	08/04/2020		6410C · BOOKS (C&P)	-5.33
Bill	61757346	08/07/2020		6410C · BOOKS (C&P)	-5.93
Bill	61757347	08/07/2020		6410C · BOOKS (C&P)	-99.46
TOTAL					<u>-954.14</u>
<b>Bill Pmt -Check</b>	<b>62072</b>	<b>08/24/2020</b>	<b>Island Elevator Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	38645	08/01/2020		6452G · BLDG ALTERATION AND MAINT	-411.00
TOTAL					<u>-411.00</u>
<b>Bill Pmt -Check</b>	<b>62073</b>	<b>08/24/2020</b>	<b>James, Mark Charles</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	081320	08/13/2020		6437A · PROGRAMS (ADULT)	-250.00
TOTAL					<u>-250.00</u>
<b>Bill Pmt -Check</b>	<b>62074</b>	<b>08/24/2020</b>	<b>Janowitz, Laurie</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	072920	07/29/2020		6437A · PROGRAMS (ADULT)	-150.00
TOTAL					<u>-150.00</u>

**Mastics Moriches Shirley Community Library**

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**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62075</b>	<b>08/24/2020</b>	<b>Kanopy Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	207125-PPU	07/31/2020		6417A · VIDEOS (ADULT)	-286.00
				6417C · VIDEOS (C&P)	-80.00
TOTAL					<u>-366.00</u>
<b>Bill Pmt -Check</b>	<b>62076</b>	<b>08/24/2020</b>	<b>Kevin A. Seaman, Esq</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	0701--123120	07/01/2020		6437P4 · ATTORNEY	-8,000.00
TOTAL					<u>-8,000.00</u>
<b>Bill Pmt -Check</b>	<b>62077</b>	<b>08/24/2020</b>	<b>Lamb &amp; Barnosky, LLP</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	131892	07/31/2020		6437P4 · ATTORNEY	-907.50
Bill	131891	07/31/2020		6437P4 · ATTORNEY	-2,041.66
TOTAL					<u>-2,949.16</u>
<b>Bill Pmt -Check</b>	<b>62078</b>	<b>08/24/2020</b>	<b>Levinson, Martin H.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	072220	07/22/2020		6437A · PROGRAMS (ADULT)	-150.00
TOTAL					<u>-150.00</u>
<b>Bill Pmt -Check</b>	<b>62079</b>	<b>08/24/2020</b>	<b>Midwest Tape</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	99133894	07/14/2020		6412A · RECORDINGS (ADULT)	-43.98
Bill	99133896	07/14/2020		6412A · RECORDINGS (ADULT)	-23.49
Bill	99163636	07/21/2020		6417A · VIDEOS (ADULT)	-98.05
Bill	99164847	07/22/2020		6417C · VIDEOS (C&P)	-59.98
Bill	99177976	07/24/2020		6417A · VIDEOS (ADULT)	-75.26
Bill	99177977	07/24/2020		6417A · VIDEOS (ADULT)	-29.14

Mastics Moriches Shirley Community Library

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Type	Num	Date	Name	Account	Paid Amount
Bill	99183761	07/27/2020		6412A · RECORDINGS (ADULT)	-21.73
Bill	99205464	07/31/2020	hoopla	6411A · MICRO/REF CD (ADULT)	-665.20
				6411C · MICRO/REF CD (C&P)	-532.16
				6411N · MICRO/REF CD (TEEN)	-133.03
Bill	99220052	08/04/2020		6417A · VIDEOS (ADULT)	-103.86
Bill	99220053	08/04/2020		6417C · VIDEOS (C&P)	-196.72
Bill	99220054	08/04/2020		6417C · VIDEOS (C&P)	-93.76
Bill	99232355	08/10/2020		6417A · VIDEOS (ADULT)	-198.65
Bill	99232356	08/10/2020		6417A · VIDEOS (ADULT)	-29.89
Bill	99232357	08/10/2020		6417A · VIDEOS (ADULT)	-43.98
Bill	99232359	08/10/2020		6417C · VIDEOS (C&P)	-21.88
TOTAL					<u>-2,370.76</u>
<b>Bill Pmt -Check</b>	<b>62080</b>	<b>08/24/2020</b>	<b>Migoya-Schlie, Catherine Victoria</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	080720	08/07/2020		6437L · PROGRAMS (LIT)	-625.00
TOTAL					<u>-625.00</u>
<b>Bill Pmt -Check</b>	<b>62081</b>	<b>08/24/2020</b>	<b>Minuteman Press</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	25984	08/05/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-220.92
Bill	26015	08/13/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-220.92
TOTAL					<u>-441.84</u>
<b>Bill Pmt -Check</b>	<b>62082</b>	<b>08/24/2020</b>	<b>Moreno, Viodelda S. Galvez</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	080420	08/04/2020		6437L · PROGRAMS (LIT)	-150.00
TOTAL					<u>-150.00</u>

Mastics Moriches Shirley Community Library

AUGUST 24, 2020

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62083</b>	<b>08/24/2020</b>	<b>Narvaez, Priscilla</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	080420	08/04/2020		6437L - PROGRAMS (LIT)	-171.00
TOTAL					<u>-171.00</u>
<b>Bill Pmt -Check</b>	<b>62084</b>	<b>08/24/2020</b>	<b>New Era Technology (prev DJJ Tech)</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	53463-LI	08/03/2020		6439W - EQUIPMENT R & M (WIRES)	-378.18
TOTAL					<u>-378.18</u>
<b>Bill Pmt -Check</b>	<b>62085</b>	<b>08/24/2020</b>	<b>O'Connell, Linda</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	072020	07/20/2020		6437A - PROGRAMS (ADULT)	-175.00
Bill	081220	08/12/2020		6437A - PROGRAMS (ADULT)	-175.00
TOTAL					<u>-350.00</u>
<b>Bill Pmt -Check</b>	<b>62086</b>	<b>08/24/2020</b>	<b>Optimum / Cablevision</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	0816--09152020	08/03/2020		6431D - TELECOMMUNICATIONS	-790.93
TOTAL					<u>-790.93</u>
<b>Bill Pmt -Check</b>	<b>62087</b>	<b>08/24/2020</b>	<b>Oriental Trading Company, Inc</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	704545231.01	08/07/2020		6437N - PROGRAMS (TEEN)	-119.82
Bill	704606564-01	08/12/2020		6437N - PROGRAMS (TEEN)	-100.78
TOTAL					<u>-220.60</u>

**Mastics Moriches Shirley Community Library**

**AUGUST 24, 2020**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62088</b>	<b>08/24/2020</b>	<b>Paychex</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	Stmnt 22212135	08/07/2020		6437P12 · PAYROLL SERVICES	-101.86
TOTAL					<u>-101.86</u>
<b>Bill Pmt -Check</b>	<b>62089</b>	<b>08/24/2020</b>	<b>Paychex, Inc (Hauppauge)</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	578506	08/05/2020		6437P12 · PAYROLL SERVICES	-587.39
Bill	579277	08/19/2020		6437P12 · PAYROLL SERVICES	-581.47
TOTAL					<u>-1,168.86</u>
<b>Bill Pmt -Check</b>	<b>62090</b>	<b>08/24/2020</b>	<b>Perri, Amy</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	072920	07/29/2020		6437A · PROGRAMS (ADULT)	-150.00
Bill	081020	08/10/2020		6437A · PROGRAMS (ADULT)	-75.00
TOTAL					<u>-225.00</u>
<b>Bill Pmt -Check</b>	<b>62091</b>	<b>08/24/2020</b>	<b>Petty Cash</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	031320-cpsd	08/13/2020		6437C · PROGRAMS (C&P)	-29.50
TOTAL					<u>-29.50</u>
<b>Bill Pmt -Check</b>	<b>62092</b>	<b>08/24/2020</b>	<b>Piper-Gebhard, Randi</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	073020	07/30/2020		6437L · PROGRAMS (LIT)	-135.00
TOTAL					<u>-135.00</u>

Mastics Moriches Shirley Community Library

AUGUST 24, 2020

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62093</b>	<b>08/24/2020</b>	<b>Posillico, Michele</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	081220	08/12/2020		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-100.00</u>
<b>Bill Pmt -Check</b>	<b>62094</b>	<b>08/24/2020</b>	<b>Quintanilla, Marvin (Staff)</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	123119	12/31/2019		6435L · CED, CONF & TRAVEL (LIT)	-25.86
TOTAL					<u>-25.86</u>
<b>Bill Pmt -Check</b>	<b>62095</b>	<b>08/24/2020</b>	<b>Recorded Books</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	76683983	07/28/2020		6417A · VIDEOS (ADULT)	-41.60
TOTAL					<u>-41.60</u>
<b>Bill Pmt -Check</b>	<b>62096</b>	<b>08/24/2020</b>	<b>Roeder, Kathy</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	073120a	07/31/2020		6437C · PROGRAMS (C&P)	-500.00
Bill	073120b	07/31/2020		6437C · PROGRAMS (C&P)	-500.00
TOTAL					<u>-1,000.00</u>
<b>Bill Pmt -Check</b>	<b>62097</b>	<b>08/24/2020</b>	<b>S&amp;S Worldwide Inc.</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	IN100563013	07/23/2020		6437A · PROGRAMS (ADULT)	-85.67
TOTAL					<u>-85.67</u>
<b>Bill Pmt -Check</b>	<b>62098</b>	<b>08/24/2020</b>	<b>Sachem Public Library (fines)</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	060820	06/08/2020		6410C · BOOKS (C&P)	-7.95
TOTAL					<u>-7.95</u>

**Mastics Moriches Shirley Community Library**

**AUGUST 24, 2020**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62099</b>	<b>08/24/2020</b>	<b>Sandpebble Preconstruction Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	PostRef ProjReq 04	08/11/2020		7500 · BUILDING IMPROVEMENTS	-5,879.25
				7500 · BUILDING IMPROVEMENTS	-10,152.00
				7500 · BUILDING IMPROVEMENTS	-17,275.31
TOTAL					<u>-33,306.56</u>
<b>Bill Pmt -Check</b>	<b>62100</b>	<b>08/24/2020</b>	<b>Schnupp, Jeanne</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	080520	08/05/2020		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-100.00</u>
<b>Bill Pmt -Check</b>	<b>62101</b>	<b>08/24/2020</b>	<b>Scott, Robert</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	071820	07/18/2020		6437A · PROGRAMS (ADULT)	-325.00
Bill	080620	08/06/2020		6437C · PROGRAMS (C&P)	-99.00
TOTAL					<u>-424.00</u>
<b>Bill Pmt -Check</b>	<b>62102</b>	<b>08/24/2020</b>	<b>Searles Graphics, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	18549	08/03/2020		6434G · PRINTING (GEN)	-4,449.00
TOTAL					<u>-4,449.00</u>
<b>Bill Pmt -Check</b>	<b>62103</b>	<b>08/24/2020</b>	<b>SenSource</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	45389 renewal	08/10/2020		6439W · EQUIPMENT R & M (WIRES)	-820.00
TOTAL					<u>-820.00</u>



Mastics Moriches Shirley Community Library

AUGUST 24, 2020

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62104</b>	<b>08/24/2020</b>	<b>Shattes, Krista</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	081320	08/13/2020		6437A · PROGRAMS (ADULT)	-300.00
TOTAL					<u>-300.00</u>
<b>Bill Pmt -Check</b>	<b>62105</b>	<b>08/24/2020</b>	<b>Smith, Michael - staff</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	072320 SecurityClass	07/23/2020		6435G · CED, CONF & TRAVEL (GEN)	-75.00
TOTAL					<u>-75.00</u>
<b>Bill Pmt -Check</b>	<b>62106</b>	<b>08/24/2020</b>	<b>South Shore Press, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	73950	07/29/2020		643765 · PROMOTION AND PUBLICITY	-2,700.00
Bill	L12707	07/29/2020		643765 · PROMOTION AND PUBLICITY	-1,620.00
TOTAL					<u>-4,320.00</u>
<b>Bill Pmt -Check</b>	<b>62107</b>	<b>08/24/2020</b>	<b>Staples Advantage</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	8058947038	07/10/2020		6451G · CUSTODIAL SUPPLIES	-264.69
				6430G · OFFICE AND LIBRARY SUPPLIES	-143.48
Bill	8059016404	07/17/2020		6451G · CUSTODIAL SUPPLIES	-109.26
Bill	8059086977	07/24/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-32.54
				6430G · OFFICE AND LIBRARY SUPPLIES	-7.94
				6451G · CUSTODIAL SUPPLIES	-137.64
				6451G · CUSTODIAL SUPPLIES	-39.42
				6451G · CUSTODIAL SUPPLIES	-107.47
Bill	8059157563	07/31/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-137.25
				6451G · CUSTODIAL SUPPLIES	-267.19
				6451G · CUSTODIAL SUPPLIES	-182.87
Bill	8059245820	08/07/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-35.94

Mastics Moriches Shirley Community Library

AUGUST 24, 2020

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill	8059245824	08/07/2020		6451G · CUSTODIAL SUPPLIES	-124.39
				6430G · OFFICE AND LIBRARY SUPPLIES	-17.79
Bill	8059016403	08/07/2020		6451G · CUSTODIAL SUPPLIES	-245.12
TOTAL					-1,852.99
<b>Bill Pmt -Check</b>	<b>62108</b>	<b>08/24/2020</b>	<b>Suffolk Cooperative Library System</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	73735 Ancestry	07/28/2020		6411A · MICRO/REF CD (ADULT)	-710.00
Bill	73808 NebulaSprayer	08/11/2020		6451G · CUSTODIAL SUPPLIES	-1,851.03
Bill	73812 KnowBe4	08/17/2020		6435A · CED, CONF & TRAVEL (ADULT)	-354.91
				6435C · CED, CONF & TRAVEL (C&P)	-354.91
				6435N · CED, CONF & TRAVEL (TEEN)	-354.91
				6435T · CED, CONF & TRAVEL (TECH)	-354.91
				6435R · CED, CONF & TRAVEL (CIRC)	-354.91
				6435L · CED, CONF & TRAVEL (LIT)	-354.91
				6435W · CED, CONF & TRAVEL (WIRES)	-354.91
				6435G · CED, CONF & TRAVEL (GEN)	-354.91
				6435D · CED, CONF & TRAVEL (ADM)	-354.91
				6435S · CED, CONF & TRAV (COMM SRV)	-354.91
TOTAL					-6,110.13
<b>Bill Pmt -Check</b>	<b>62109</b>	<b>08/24/2020</b>	<b>Tank Me Later, LLC</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	941	07/23/2020		6452G · BLDG ALTERATION AND MAINT	-225.00
Bill	982	08/06/2020		6452G · BLDG ALTERATION AND MAINT	-445.00
TOTAL					-670.00

**Mastics Moriches Shirley Community Library**

**AUGUST 24, 2020**

**WARRANT**

	<b>Type</b>	<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Paid Amount</b>
	<b>Bill Pmt -Check</b>	<b>62110</b>	<b>08/24/2020</b>	<b>TBS Contracting Ltd.</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
	Bill	1013	08/17/2020		6452G - BLDG ALTERATION AND MAINT	<u>-2,015.00</u>
TOTAL						-2,015.00
	<b>Bill Pmt -Check</b>	<b>62111</b>	<b>08/24/2020</b>	<b>Townline Security Systems</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
	Bill	1999	06/18/2020		6452G - BLDG ALTERATION AND MAINT	<u>-119.97</u>
TOTAL						-119.97
	<b>Bill Pmt -Check</b>	<b>62112</b>	<b>08/24/2020</b>	<b>True Nature Landscaping - NghbrhdRd MB</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
	Bill	16354	08/03/2020		6452G - BLDG ALTERATION AND MAINT	<u>-490.00</u>
TOTAL						-490.00
	<b>Bill Pmt -Check</b>	<b>62113</b>	<b>08/24/2020</b>	<b>True Nature Landscaping Inc.</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
	Bill	16302	08/03/2020		6452G - BLDG ALTERATION AND MAINT	<u>-460.00</u>
TOTAL						-460.00
	<b>Bill Pmt -Check</b>	<b>62114</b>	<b>08/24/2020</b>	<b>Utica National Insurance Group</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
	Bill	Insur 70120-070121	07/28/2020		6454 - INSURANCE	<u>-73,558.86</u>
TOTAL						-73,558.86
	<b>Bill Pmt -Check</b>	<b>62115</b>	<b>08/24/2020</b>	<b>Vergara, Josmary A.</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
	Bill	080720	08/07/2020		6437L - PROGRAMS (LIT)	<u>-287.50</u>
TOTAL						-287.50

**Mastics Moriches Shirley Community Library**

**AUGUST 24, 2020**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62116</b>	<b>08/24/2020</b>	<b>Verizon</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	081320	08/13/2020		6431D · TELECOMMUNICATIONS	-18.44
TOTAL					<u>-18.44</u>
<b>Bill Pmt -Check</b>	<b>62117</b>	<b>08/24/2020</b>	<b>W. B. Mason Co., Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	212327434	07/27/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-35.84
Bill	212414800	07/29/2020		6451G · CUSTODIAL SUPPLIES	-178.87
TOTAL					<u>-214.71</u>
<b>Bill Pmt -Check</b>	<b>62118</b>	<b>08/24/2020</b>	<b>Williamson Law Book Co.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	182642	07/28/2020		6437P10 · ELECTION	-684.79
TOTAL					<u>-684.79</u>
<b>Bill Pmt -Check</b>	<b>62119</b>	<b>08/24/2020</b>	<b>Winters Bros. Hauling of LI, LLC</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	001650176	07/31/2020		6432G · CARTAGE	-285.00
TOTAL					<u>-285.00</u>
				<b>TOTAL</b>	<b>-299,657.76</b>

I hereby certify that at a meeting on August 24, 2020  
the above vouchers were approved and authorized.

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

**Mastics Moriches Shirley Community Library**  
**August 4, 2020**  
**Payroll Benefit Warrant**

	<b>Type</b>	<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Paid Amount</b>
	<b>Bill Pmt -Check</b>	<b>6522</b>	<b>08/07/2020</b>	<b>1094 The NYS Deferred Compensation Plan</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
	Bill	08072020	08/07/2020		L0173 - 457B NYS DEFERRED COMP	\$ (1,971.28)
TOTAL						<u>\$ (1,971.28)</u>
	<b>Bill Pmt -Check</b>	<b>6523</b>	<b>08/07/2020</b>	<b>1095 Met Life</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
	Bill	08072020	08/07/2020		L0171 - 403B MET LIFE	\$ (2,593.00)
TOTAL						<u>\$ (2,593.00)</u>
	<b>Bill Pmt -Check</b>	<b>6524</b>	<b>08/07/2020</b>	<b>1096 Prudential</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
	Bill	08072020	08/07/2020		L0172 - 403B PRUDENTIAL	\$ (100.00)
TOTAL						<u>\$ (100.00)</u>
	<b>Bill Pmt -Check</b>	<b>6525-6537</b>	<b>08/07/2020</b>	<b>Medicare Reimbursement Payments</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
	Bill	08072020	08/07/2020		9060 - MEDICAL INSURANCE	\$ (3,006.45)
TOTAL						<u>\$ (3,006.45)</u>
	<b>Bill Pmt -Check</b>	<b>6538</b>	<b>08/07/2020</b>	<b>CSEA Employee Benefit Fund</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
	Bill	08072020	08/07/2020		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>6539</b>	<b>08/07/2020</b>	<b>CSEA, Inc.</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
	Bill	08072020	08/07/2020		L0500 - CSEA UNION DUES	\$ (2,221.87)
TOTAL						<u>\$ (2,221.87)</u>
					<b>TOTAL</b>	<b>\$ (10,007.45)</b>

**Mastics Moriches Shirley Community Library**  
**August 4, 2020**  
**Payroll Benefit Warrant**

I hereby certify that at a meeting of the board or  
the above vouchers were approved and authori

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

**Mastics Moriches Shirley Community Library**  
**August 18, 2020**  
**Payroll Benefit Warrant**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>08/21/2020</b>	<b>1099 NYS Employees' Retirement System</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	08212020	08/21/2020		L0163 · RC ERS CONTRIBUTIONS	\$ (1,929.90)
				L0161 · RL - ERS LOAN	\$ (2,252.00)
				L0160.1 · MA - ERS ARREARS (MANDATORY)	\$ (93.14)
TOTAL					<u>\$ (4,275.04)</u>
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>08/21/2020</b>	<b>1114 Hartford Insurance Company</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	411147724730	08/21/2020		L0196 · LONG TER	\$ (148.00)
				9055 · DISABILTY INSURANCE	\$ (1,452.69)
TOTAL					<u>\$ (1,600.69)</u>
<b>Bill Pmt -Check</b>	<b>6540</b>	<b>08/21/2020</b>	<b>1094 The NYS Deferred Compensation Plan</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	08212020	08/21/2020		L0173 · 457B NYS DEFERRED COMP	\$ (2,288.13)
TOTAL					<u>\$ (2,288.13)</u>
<b>Bill Pmt -Check</b>	<b>6541</b>	<b>08/21/2020</b>	<b>1095 Met Life</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	08212020	08/21/2020		L0171 · 403B MET LIFE	\$ (2,593.00)
TOTAL					<u>\$ (2,593.00)</u>
<b>Bill Pmt -Check</b>	<b>6542</b>	<b>08/21/2020</b>	<b>1096 Prudential</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	08212020	08/21/2020		L0172 · 403B PRUDENTIAL	\$ (100.00)
TOTAL					<u>\$ (100.00)</u>
<b>Bill Pmt -Check</b>	<b>6543</b>	<b>08/21/2020</b>	<b>1098 State Of NY Department of Civil Serv</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	555	08/21/2020		9060 · MEDICAL INSURANCE	\$ (72,068.31)
TOTAL					<u>\$ (72,068.31)</u>
<b>Bill Pmt -Check</b>	<b>6544</b>	<b>08/21/2020</b>	<b>1115 AFLAC</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	530385	08/21/2020		L0625 · AFLAC PRE-TAX	\$ (3,087.97)
				L0626 · AFLAC POST-TAX	\$ (205.44)
TOTAL					<u>\$ (3,293.41)</u>

Mastics Moriches Shirley Community Library

August 18, 2020

Payroll Benefit Warrant

<b>Bill Pmt -Check</b>	<b>6545</b>	<b>08/21/2020</b>	<b>CSEA Employee Benefit Fund</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	08212020	08/21/2020		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>6546</b>	<b>08/21/2020</b>	<b>CSEA, Inc.</b>	<b>L0226 · EMPIRE NAT'L - PAYROLL</b>	
Bill	08212020	08/21/2020		L0500 · CSEA UNION DUES	\$ (2,211.36)
TOTAL					<u>\$ (2,211.36)</u>
				TOTAL	\$ (88,544.79)

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

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



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

With the library being opened to the public since July 6<sup>th</sup>, it is good to see a steady uptick in the number of patrons coming back to the building in person. Even though services are limited without in person programs, patrons still come in to select books and DVD's and also to pickup to-go kits from children, teen and adult departments with crafts and books to enjoy at home. Overall, it seems that adults are benefiting the most from the library's virtual program offerings as RASD statistics reports.

Library Department Heads are dealing with increased human resources issues right now, with retirements of long time FT staff members and several PT staff resigning due to COVID issues. There are many day-to-day questions arising due to the 50% workforce mandate and supervisors have to be vigilant in tracking staff schedules and assignments.

### **Activities**

- Participating in weekly conference calls with the Building Team to go over details in the branches plans and meet with architect and construction management team. It is exciting to see the plans moving forward with details in layout of the branches being finalized by staff and board members.
- Attending weekly SCLS Directors calls to stay up to date on best practices in the county regarding COVID procedures and also to hear what issues are at hand especially in regards to library policy and governmental relations.
- Preparing for the library trustee election on September 15 including prepping legal notices, absentee ballot voting procedures, coordinating with the board of elections and securing voting supplies and services. This year is especially challenging as so many procedures have been changed due to the pandemic. However, we are on track for an in person vote as planned on September 15.
- I have provided background research on social workers in libraries as staff members to administration. Our departments are participating in the Stonybrook School of Social Work interns program (at least until COVID caused in person programs to be cancelled) and this has been a helpful addition to our offerings for patrons. It seems that a limited number of libraries have social workers as FT staff to assist with running programs and also with homeless populations. The closest library in the Northeast to offer this is in Long Branch NJ. While we would have civil service hurdles to clear in getting a position approved, in the long term it seems like this would be a useful addition to the library to incorporate this job description into our staffing.

· The library print newsletter was published for a second time this summer as shortened version due to the lack of in person library programs. Space normally used for listing program sessions in the newsletter now focuses on educating the public about how to connect with us online through social media and the library website. We are finding that this extra publicity about how to use the library's online resources is certainly getting the word out.

· I prepare 2 weekly constant contact email newsletters that showcase what Reference & Adult Services and Literacy staff have been up to, including online programs and curating content for their patrons. Preparing these newsletters with editing, layout, proofing and scheduling/send to library email lists is time consuming but essential right now to insure our resources get publicity.

· Continuing to prepare weekly Library column and full-page ads for South Shore Press. This involves connecting with departments to find out if there are any upcoming initiatives they need more PR for, scouring library digital resources sites for copy ready info on the most up to date features of our online products (there are multiple platforms and the features are often updated).

· Coordinate with the library PR consultant Mark Grossman on press releases, including proofing for accuracy and strategizing plans on what to be released for the news.

## RASD June 2020 Board Report

Submitted by Kerrilynn Jorgensen

The Reference and Adult Services Department continues to see more patrons using the library for essential services, especially since we announced computer times had been extended and the copy machines were available for self-use. Despite not having furniture on the floor for patrons to sit, they are still finding ways to make themselves comfortable, like sitting on the step stools in the aisles or on top of desks while they charge their phones. Reference staff and security have been diligent about making sure patrons understand the protocol of wearing a mask in the building and maintain social distance at our public service points.

Unfortunately, our department continues to have staff resign during an already stressing time where we are limited to having staff work 50% of the time in the building. Responsibilities keep changing hands as we lose staff members and must reassign work. Recently, librarian Catherine Gorden started to supervise our page staff and clerk Ellen Campbell is overseeing our home bound program.

### **STATISTICS AT A GLANCE**

#### **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 20 - 26, 2020	160	29	2	<b>191</b>	
Jul 27 - 31, 2020	85	21	4	<b>110</b>	
<b>TOTAL - JULY 2020</b>	<b>484</b>	<b>109</b>	<b>9</b>	<b>602</b>	<b>602</b>
Aug 1 - 2, 2020	11	5	4	<b>20</b>	
Aug 3 - 9, 2020	147	39	10	<b>196</b>	
Aug 10 - 16, 2020	162	44	13	<b>219</b>	

## RASD WEEKLY REF & INFO QUESTIONS

<b>WEEK</b>	<b>REF</b>	<b>INFO</b>	<b>WEEKLY TOTAL</b>	<b>CUMULATIVE TOTAL</b>
Jul 20 - 26, 2020	183	162	<b>345</b>	
Jul 27 - 31, 2020	149	123	<b>272</b>	
<b>TOTAL - JULY 2020</b>	<b>681</b>	<b>545</b>	<b>1226</b>	<b>1226</b>
Aug 1 - 2, 2020	22	14	<b>36</b>	
Aug 3 - 9, 2020	160	225	<b>385</b>	
Aug 10 - 16, 2020	263	331	<b>594</b>	

A few weeks ago, we wanted to get a feel for how many people were coming into the library, and more specifically in our department. The pages are doing hourly head counts every single day. Here is a snapshot of one specific week in our department:

### **Week of 8/10-8/16**

	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
<b>9:00 AM</b>	5	0	3	2	1	2
<b>9:30 AM</b>	10	2	4	4	3	3
<b>10:00 AM</b>	7	3	6	2	1	5
<b>10:30 AM</b>	5	4	6	7	2	5
<b>11:00 AM</b>	3	9	6	4	5	4
<b>11:30 AM</b>	2	8	12	3	5	6
<b>12:00 PM</b>	3	13	9	4	4	2
<b>12:30 PM</b>	4	10	18	7	6	7
<b>1:00 PM</b>	5	8	5	5	3	3
<b>1:30 PM</b>	5	9	4	5	9	5
<b>2:00 PM</b>	2	7	7	11	7	4

<b>2:30 PM</b>	6	3	5	7	7	5
<b>3:00 PM</b>	5	8	3	12	5	3
<b>3:30 PM</b>	7	3	2	10	5	3
<b>4:00 PM</b>	5	3	6	8	4	2
<b>4:30 PM</b>	7	2	0	7	6	5
<b>5:00 PM</b>	2	6	2	10	6	
<b>5:30 PM</b>	10	4	2	5	8	
<b>6:00 PM</b>	4	3	2	5		
<b>6:30 PM</b>	3	3	0	3		
<b>7:00 PM</b>	5	2	1	3		
<b>7:30 PM</b>	3	0	0	5		
<b>8:00 PM</b>	1	0	1	2		
<b>8:30 PM</b>	3	1	2	0		
<b>TOTALS</b>	<b>112</b>	<b>111</b>	<b>106</b>	<b>131</b>	<b>87</b>	<b>64</b>



# COMMUNITY LIBRARY

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## CHILDREN'S & PARENTS' SERVICES DEPARTMENT

July 2020

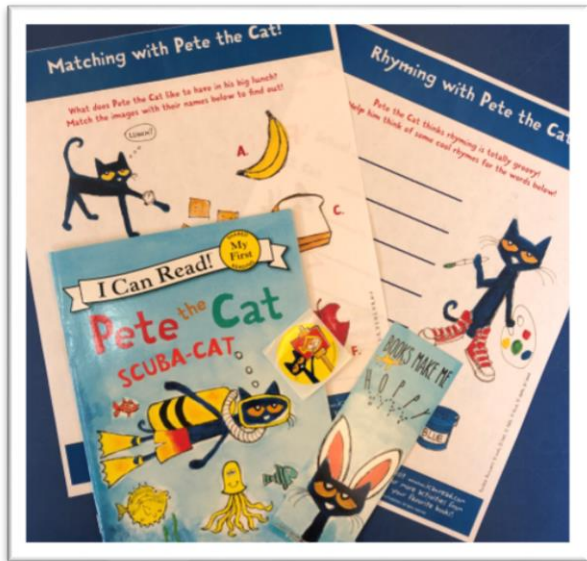
Sylvia Maurer

On July 6, 2020 the Library re-opened our doors to patrons, with limitations. The Children's and Parents' Services Department was a different place than most remember it. All toys, activities and chairs have been removed from the room. Tabletops have been covered with book displays making for quick and easy access for patrons to choose selections. The computers have been spaced out for social distancing and have limited time allowances for each session. Pages in the department have been wiping touch points each hour as well as cleaning computers after each individual use. Most patrons that came in quickly chose materials, picked up a craft kit and left. We had about 290 patrons enter the Children's Department in the month of July.

This month, Hillary Maldonado, one of our full-time Library Assistants, began creating Crafts-To-Go Kits that children could take home and enjoy. Each week the craft kit theme and contents change. Patrons could request these kits in person or over the phone. The kits can be picked up in our department or requested to be placed at curbside pickup so the items are carried out the patron's vehicle. There is no registration or library card required for these kits and parents are able to pick up the kits without the children present. These kits have been a hit and have helped let patrons know that the library is open and that we have fun things still available for them. We gave out about 140 Craft-To-Go Kits in the month of July.

In July we also began offering children and families assorted Book and Activity Bundles. These bundles typically include one free book for the child to add to their home library shelf and a craft and activity to go along with the book. These bundles required registration with the child's library card so we can match appropriate grade levels with the books and activities given out. Each week, new bundles are available and the ages and grades vary week to week. These bundles are available for registration through our library program calendar or by phone. They are able to be picked up in person at the Children's Reference desk or by curbside pickup. Since we have not been able to have in-person programming available in the building, these bundles offer children an opportunity to still have access to age appropriate books and activities from their library. Hillary Maldonado and Debby Iberger run the scheduling and creation of these bundles each week with more staff jumping in to create new bundles. We gave out about 150 bundles in the month of July.

We are looking forward to finishing this summer with seeing more patrons walk through our doors. We are hoping to add some socially distanced in-person outdoor programs throughout the upcoming months.





# COMMUNITY LIBRARY

## TEEN SERVICES DEPARTMENT

**August 2020**

**Submitted by Erika Irish**

### **Statistical Information July 20 – August 16**

**Computer Usage: 31 Sessions**

**Reference Questions: 43**

**Information Questions: 91**

**Grab and Go Kits given out: 32**

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We are still not seeing the number of teens that we are used to see, most likely because they usually come in to hang out and sit on the computers for long periods of times.

Since calling our regular patrons we have seen a slight increase in our program participation. When they were called they had no idea that we were open again or that we have been offering virtual programs. They were told where what we have been offering and where to look for the information. It is our hope that the numbers continue to increase. We are planning outdoor programs for September and October which will hopefully get some teens to come out and participate.

The one program that has had consistent attendance is the Enrichment Program, there is on average 5 people attending each week, which is great. It gives the librarians, the clerks who are TA's and Ms. Currao a special education teacher and the students an opportunity to catch up and just talk.

We will be getting a new Social Work intern from Stony Brook University this fall. She will be able to help people virtually while we are still not offering in person programs and once we start doing programs again she will be in the building. She is fluent in Spanish which is exciting she will be able to help those in the literacy program as well.



## Literacy Department, August 2020

Lindsay Davis

The Literacy Department has wrapped up our summer session. Students and instructors pass along their thanks to MMSCL staff and administration as well as the Board of Trustees for the opportunity and support for virtual classes. The summer session was successful with ten morning sessions attended by 24 students 116 times. The nine evening sessions (one cancelled due to Tropical Storm Isaias) were attended by 43 students 178 times.

I would like to share an example of how impactful and important English classes are for our patrons. In general, many of our Literacy students and families display great dedication to their studies. This summer, one student shared that he made an arrangement with his boss, who was very supportive, to take a break from work during class time and log into class from his car! He attended every class during the summer session.

We will continue classes virtually in September and are enrolling students now. We will offer eight 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 the spirit of growing and improving, one class section will be added for solely low beginner students, all classes will be extended to 1.5 hour sessions, and classes will use a textbook. Citizenship classes will resume and students will take two classes per week taught by Literacy's "Ms. Ivette." Because family literacy is such an important part of our program, we continue to reach the parents and toddlers in the program through a private Facebook group, where they engage in lessons, story times, crafts, and more.

This past month offered an interesting collaboration with Sofia, a Girl Scout working on her Gold Award project, a Girl Scouts' highest honor. A Girl Scout pursues the Gold Award to "tackle issues that are dear to them and drive lasting change in their communities and beyond." Being that Sofia's parents are from Argentina, she wanted to use her Hispanic background and proficiency in Spanish to help the Latin American community. We discussed and tweaked her proposal to include two videos with a read aloud and craft- one in English and one in Spanish. The video in Spanish for the book *Te Quiero Mucho Canguro Azul* has posted to our social media channels and is a high performing post! The video in English for *Millions of Millions* will post next week.

The Literacy staff has been hard at work on content to enhance and enrich patrons' lives through our social media channels and eNewsletter. In addition, instructors continue to submit videos to our YouTube channel. Some highlights from the past month have been: recipes and videos for traditional dishes: Peruvian dessert *crema volteada*, salad from Spain called *ensaladilla rusa*, and a traditional paella recipe unique to Malaga Spain called *paella tierra y mar*. We created a "Bilingual Picture Book" booklist and a curated list of Lynda.com courses. We did two more themed weeks, *sunflower week* and *under the sea week*, with language tips, book recommendations, craft and activity ideas for children, recipes, and more.











The Literacy Department believes strongly in civic engagement. Two important and timely ways to show your civic duty are the 2020 census and voting in the upcoming election. The deadline is approaching for our community to respond to the census. As of today, the Suffolk County response rate is only 63.8%. That leaves a lot of funding for our community on the table which affects the next 10 years. We encourage everyone to respond and remind your friends, family, and neighbors. It is quick, easy, and secure and can be completed by phone, by mail, or online. In addition, with Election Day approaching, check your voter registration status through the Suffolk County Board of Elections. You may request a mail in ballot and you may vote early, October 24-November 1. An early voting location in our community is the Mastic Recreation Center.



August 2020

Compiled by: Stephen Burg

Over the past month, The Digital Services Department has been facilitating all of the virtual services the library has been offering. We continue to post content on our social media pages which have become the main way our patrons now interact with us. We also made 15 more hotspots available to patrons. Adding these hotspots to our current collection expands an already popular service to patrons. Internet access is crucial in the community and even more paramount with online learning and the school year about to start. Our Facebook engagement continues to be the top in the county.

Add Pages		Reactions, Comments & Shares #			
Page		Total Page Likes	From Last Week	Posts This Week	Engagement This Week
1	 Lindenhurst Memorial Li...	9.1K	0%	11	546
2	 Patchogue-Medford Libr...	6.1K	0%	20	653
3	 Sachem Library	5.4K	0%	12	955
YOU	 Mastics-Moriches-Shirle...	4.9K	▲ 0.5%	28	4.3K
Keep up with the Pages you watch. <a href="#">Get More Likes</a>					
5	 Islip Public Library	4.6K	▲ 0.1%	12	597
6	 Emma S. Clark Memoria...	3.9K	▲ 0.1%	33	1.2K
7	 Longwood Public Library	3.5K	▲ 0.5%	34	1K
8	 Connetquot Public Library	3.3K	▼ 0.1%	28	342
9	 Brentwood Public Library	3.1K	0%	20	183
10	 The Smithtown Library	2.1K	▲ 0.2%	8	253

# Digital services July Stats

Facebook	July	
page views		2725
post reach		37607
Engagement		10275
Instagram		
reach		1123
Impressions		6834
Followers		2631
YouTube	July	
views		1434
Chat/Text Ref		
chat		
text/email		111
overdrive		
ebooks		4353
audio books		1431
flipster		
online views		
Freegal		
downloads		362
streamed		1980
both:		2342
Hoopla		
new patrons		15
check outs		721
Kanopy		
downloads		269
Web page		
page views		581

REPORT OF PERSONNEL CHANGES					<b>DATE PREPARED:</b>		
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE					<b>08/24/20</b>		
<b>JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY</b>							<b>PAGE 1 OF 8</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	George, Ivette		Library Clerk Spanish Speaking	\$ 31,524.02		07/28/20-08/30/20	
TRS	Turzillo, Nicole		Librarian I	\$39.89/HR		07/30/20	
TRS	Curaba, Donald		Guard	\$22.94/HR	Up to 17.5 Hours	07/29/20	
APT	Curaba, Donald		Guard	\$23.49/HR	Up to 17.5 Hours	08/06/20	
LA	Cisco, Lance		Guard	\$20.17/HR		08/07/20-09/08/20	
DID YOU: 1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? <input type="checkbox"/>					The above changes are hereby certified as being in accordance with Civil Service requirements.		
2. Request and canvas an eligible list for all competitive positions? <input type="checkbox"/>							
3. Submit Application for Employment (CS-205) on all provisional, temp & non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application <input type="checkbox"/>							
4. Submit a personnel change on the previous incumbent shown above? <input type="checkbox"/>							
<input type="checkbox"/>	<b>APPROVED</b>		<input type="checkbox"/>	<b>DISAPPROVED</b>			
<input type="checkbox"/>	<b>APPROVED AS NOTED</b>		Signature of Appointing Authority				

**REPORT OF PERSONNEL CHANGES**  
**SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE**

**DATE PREPARED:**  
**08/24/20**

**JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

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NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
SI	Amato, Robin		Library Clerk	\$13.45/HR	Up to 17.5 Hours	8/5/2020	
SI	Ayala, Vincent		Library Clerk	\$14.05/HR	Up to 17.5 Hours	8/5/2020	
SI	Belmonte, David		Network & Systems Technician	\$89,043.50		08/05/20	
SI	Benitez, Cesy Noemy		Page	\$13.31/HR	Up to 17.5 Hours	8/5/2020	
SI	Bertos, Kathleen		Account Clerk	\$19.00/HR	Up to 17.5 Hours	8/5/2020	

<p><b>DID YOU:</b></p> <p>1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old?</p> <p>2. Request and canvas an eligible list for all competitive positions?</p> <p>3. Submit Application for Employment (CS-205) on all provisional, temp &amp; non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application</p> <p>4. Submit a personnel change on the previous incumbent shown above?</p> <p><input type="checkbox"/> <b>APPROVED</b></p> <p><input type="checkbox"/> <b>APPROVED AS NOTED</b></p>	<p><input type="checkbox"/> <b>DISAPPROVED</b></p>	<p>The above changes are hereby certified as being in accordance with Civil Service requirements.</p> <p align="center">Signature of Appointing Authority</p>
	<p><input type="checkbox"/></p>	

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**JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**PAGE 3 of 8**

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SI	Bogin, Michael		Librarian I	\$54.60/HR	Up to 17.5 Hours	8/5/2020	
SI	Burg, Stephen		Librarian III	\$85,045.12		8/5/2020	
SI	Costa, Daniel		Website Manager PT	\$45.38/HR	Up to 17.5 Hours	8/5/2020	
SI	D'Amato, Tara		Assistant Library Director	\$113,575.80		8/5/2020	
SI	Davis, Lindsay		Literacy Volunteer Program Coord.	\$80,294.50		8/5/2020	

<p><b>DID YOU:</b></p> <p>1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? <input type="checkbox"/></p> <p>2. Request and canvas an eligible list for all competitive positions? <input type="checkbox"/></p> <p>3. Submit Application for Employment (CS-205) on all provisional, temp &amp; non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application <input type="checkbox"/></p> <p>4. Submit a personnel change on the previous incumbent shown above? <input type="checkbox"/></p> <p><input type="checkbox"/> <b>APPROVED</b></p> <p><input type="checkbox"/> <b>APPROVED AS NOTED</b></p>	<p><input type="checkbox"/> <b>DISAPPROVED</b></p>	<p>The above changes are hereby certified as being in accordance with Civil Service requirements.</p>
		<p align="center">Signature of Appointing Authority</p>

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**08/24/20**

**JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

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NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
SI	Del Rio, Donika		Community Service Aide	\$15.75/HR	Up to 17.5 Hours	8/5/2020	
SI	Diamond, Lawrence		Guard	\$20.65/HR	Up to 17.5 Hours	8/5/2020	
SI	Dillon, Jeffrey		Guard	\$23.49/HR	Up to 17.5 Hours	8/5/2020	
SI	Engelmann, Elizabeth		Library Clerk	\$14.05/HR	Up to 17.5 Hours	8/5/2020	
SI	Fattizzo, Daria		Page	\$13.31/HR	Up to 17.5 Hours	8/5/2020	

DID YOU:  <input type="checkbox"/> <b>APPROVED</b>  <input type="checkbox"/> <b>APPROVED AS NOTED</b>	1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? <input type="checkbox"/>	<input type="checkbox"/> <b>DISAPPROVED</b>	The above changes are hereby certified as being in accordance with Civil Service requirements.   Signature of Appointing Authority
	2. Request and canvas an eligible list for all competitive positions? <input type="checkbox"/>		
	3. Submit Application for Employment (CS-205) on all provisional, temp & non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application <input type="checkbox"/>		
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SI	Feraca, Alec		Custodial Worker I	\$13.31/HR	Up to 17.5 Hours	8/5/2020	
SI	Gonzalez, Samantha		Page	\$13.31/HR	Up to 17.5 Hours	8/5/2020	
SI	Hogan, Gary		Guard	\$23.49/HR	Up to 17.5 Hours	8/5/2020	
SI	Irish, Erika		Librarian III	\$81,900.52		8/5/2020	
SI	Jorgensen, Kerrilynn		Librarian III	\$87,050.44		8/5/2020	

<p><b>DID YOU:</b></p> <p>1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? <input type="checkbox"/></p> <p>2. Request and canvas an eligible list for all competitive positions? <input type="checkbox"/></p> <p>3. Submit Application for Employment (CS-205) on all provisional, temp &amp; non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application <input type="checkbox"/></p> <p>4. Submit a personnel change on the previous incumbent shown above? <input type="checkbox"/></p> <p><input type="checkbox"/> <b>APPROVED</b></p> <p><input type="checkbox"/> <b>APPROVED AS NOTED</b></p>	<p><input type="checkbox"/> <b>DISAPPROVED</b></p>	<p>The above changes are hereby certified as being in accordance with Civil Service requirements.</p> <p align="center">_____                  Signature of Appointing Authority</p>
	<p><input type="checkbox"/></p>	

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SI	Kassner, Karen		Account Clerk	\$36.86/HR	Up to 17.5 Hours	8/5/2020	
SI	Lefort, Carl		Guard	\$21.71/HR	Up to 17.5 Hours	8/5/2020	
SI	Maurer, Sylvia		Librarian III	\$76,800.10		8/5/2020	
SI	Morrison, William		Page	\$13.31/HR	Up to 17.5 Hours	8/5/2020	
SI	Nowak, Christopher		Business Manager II	\$120,524.56		8/5/2020	

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

**REPORT OF PERSONNEL CHANGES**  
**SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE**

**DATE PREPARED:**  
**08/24/20**

**JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**PAGE 7 of 8**

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
SI	O'Sullivan, John		Guard	\$23.49/HR	Up to 17.5 Hours	8/5/2020	
SI	Prevete, David		Custodial Worker I	\$13.31/HR	Up to 17.5 Hours	8/5/2020	
SI	Rosalia, Kerri		Library Director	\$180,384.88		8/5/2020	
SI	Roye, Sara		Public Relations Spec.	\$54,600.26		8/5/2020	
SI	Squires, Lorraine		Librarian III	\$103,664.34		8/5/2020	

<p><b>DID YOU:</b></p> <p><input type="checkbox"/> <b>APPROVED</b></p> <p><input type="checkbox"/> <b>APPROVED AS NOTED</b></p>	<p>1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? <input type="checkbox"/></p> <p>2. Request and canvas an eligible list for all competitive positions? <input type="checkbox"/></p> <p>3. Submit Application for Employment (CS-205) on all provisional, temp &amp; non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application <input type="checkbox"/></p> <p>4. Submit a personnel change on the previous incumbent shown above? <input type="checkbox"/></p>	<p>The above changes are hereby certified as being in accordance with Civil Service requirements.</p> <p align="center">_____ Signature of Appointing Authority</p>
	<p><input type="checkbox"/> <b>DISAPPROVED</b></p>	

**REPORT OF PERSONNEL CHANGES**  
**SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE**

**DATE PREPARED:**  
**08/24/20**

**JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**PAGE 8 of 8**

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
SI	Stirber, Madeline		Senior Account Clerk Typ	\$60,060.26		8/5/2020	
SI	Taddeo, Steven		Guard	\$23.49/HR	Up to 17.5 Hours	8/5/2020	
SI	Valerio Delgado, Elvis		Guard	\$20.24/HR	Up to 17.5 Hours	8/5/2020	
SI	Wischhusen, William		Custodial Worker I	24.72/HR	Up to 17.5 Hours	8/5/2020	
TRS	Walsh, William		Library Clerk	\$16.49/HR		08/10/20	

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