

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

**November 23, 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 - PRESENTATION
  - 4. C R S
  - 5. LITERACY SERVICES
  - 6. DIGITAL SERVICES
  - 7. INFORMATION TECHNOLOGY
- B. PERSONNEL
  - 1. RECOMMENDED CHANGES
- C. CONTRACTS / RENEWALS
- D. SCLS BALLOTS – 2021

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X. EXECUTIVE SESSION

XI. ADJOURNMENT

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

**December 07, 2020 @ 7:00PM**

**DRAFT - UNAPPROVED**

**MASTICS-MORICHES-SHIRLEY  
COMMUNITY LIBRARY**

**MINUTES OF NOVEMBER 9, 2020 BOARD MEETING**

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

Trustee Maiorana called the meeting to order at 7:02 pm.

Present were Trustees Maiorana, Dubois, Gross, Marks, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak Secretary Prevete. Trustee Furnari arrived at 7:39 pm.

**PRESENT**

Motion by Dubois, second by Gross, to enter into Executive Session to discuss contractual issues related to the Library's current building projects at 7:03 pm. Carried 4-0.

**EXECUTIVE  
SESSION**

Motion by Gross, second by Marks to come out of Executive Session at 7:36 pm. Carried 4-0.

No motions were made.

**CONTRACTS/  
RENEWALS**

Motion by Dubois, second by Gross to approve the agreement with Strunk-Albert Engineering for technology systems design work and related services for the Library's property at 407 William Floyd Parkway Shirley, New York as well as the facilities that will be located at the Mastic Beach and Moriches branches at a cost of \$30,000. Carried 4-0.

**STRUNK-ALBERT  
ENGINEERING**

Motion by Dubois, second by Marks to approve the agreement with Strunk-Albert Engineering for MEP systems design work and related services for the existing building located on Montauk Highway in Moriches known as the Little Red Schoolhouse at a cost of \$26,000. Carried 4-0.

**STRUNK-ALBERT  
ENGINEERING**

Motion by Gross, second by Dubois to approve the agreement with David J. S. Emilita, AICP for the SEQRA work necessary to be undertaken at the property located at 366 Neighborhood Road, Mastic Beach at a cost of \$700. Carried 4-0.

**DAVID J. S.  
EMILITA, AICP**

Motion by Dubois, second by Marks to approve the agreement with ECM Consulting for the community update video and related services at a cost of \$9,500. Carried 4-0.

**ECM CONSULTING  
AND MARKETING  
INC.**

## **DRAFT - UNAPPROVED**

Motion by Marks, second by Furnari to adopt a bi-weekly board meeting Schedule through January 2021. Carried 5-0.

### **AMENDED BOARD MEETING CALENDAR**

Motion by Gross, second by Furnari to approve the Board of Trustees, Director, Assistant Director, Department Heads and/or designated staff to attend the Public Library Association's Mid-Winter virtual conference from January 22 - January 26, 2021 at a cost not to exceed \$250 per attendee. Carried 5-0.

### **CONTINUING EDUCATION**

Motion by Gross, second by Dubois to move into Executive Session at 7:41pm to discuss a contractual matter. Carried 5-0.

### **EXECUTIVE SESSION**

Motion by Dubois, second by Furnari to leave Executive Session at 8:41 pm. Carried 5-0.

No Motions were made.

Motion by Gross, second by Marks to adjourn the meeting at 8:41 pm. Carried 5-0.

### **ADJOURNMENT**

Respectfully Submitted by,

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Cecile Prevete, Secretary

**DRAFT - UNAPPROVED**

**MASTICS-MORICHES-SHIRLEY  
COMMUNITY LIBRARY**

**MINUTES OF OCTOBER 26, 2020 BOARD MEETING**

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

**(In accordance with NYS Executive Order 202)**

Trustee Maiorana called the meeting to order at 7:08 pm.

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

**PRESENT**

Motion by Dubois, second by Gross, to accept the minutes of the September 28, 2020 meeting of the Board of Trustees. Carried 4-0.

**MINUTES**

Motion by Marks, second by Dubois to approve the Operating Fund Schedule of Claims dated 10/26/2020; 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. Carried 4-0.

**SCHEDULE  
OF CLAIMS**

Motion by Dubois, second by Marks to approve the Operating Financial Reports for September 2020. Carried 4-0.

**FINANCIAL  
REPORTS**

Motion by Gross, second by Dubois to approve the Capital Fund Financial Report for September 2020. Carried 4-0.

The Director stated that general operations are going well and every day a little busier. We're in the talking stages of possibly doing some indoor programming with limited #'s in attendance. Strategic plans are being developed with each Department Head and hopefully objectives can be achieved with caution. Soon we'll begin working on updating our Library Long Range Plan that expires at the end of 2021. We had a conference call with Monica Martinez with regard to the financial challenges in restoring the Little Red Schoolhouse and she seemed receptive to the idea of some sort of funding to secure monies for the project. Aside from that, we continue working on our 5 different projects keeping them moving forward.

**DIRECTOR'S  
REPORT**

## **DRAFT - UNAPPROVED**

The Assistant Director also spoke about the Departments feeling the need to get back to some in person library programming. She mentioned being very excited in the Friends of the Arts being able to partner with the Mastic Beach Mini Indie Arts Festival this year. The library has been able to allow them a place to broadcast and provide space for filming to produce a virtual online streaming of it. \$35.00 will allow you to access the complete program in it's entirety.

### **ASS'T DIRECTOR'S REPORT**

The Business Manager reported that they have completed the Workman's Comp review and the library will be receiving a rebate on our premium. Brush clean-up is scheduled to begin at 366 Neighborhood Road. November 1st starts the Annual Open Enrollment period for our Flexible Spending Accounts and our health insurance plans. Empire National Bank has been sold and will re-open as Flushing Bank so documents will need to be re-signed and all cash assets of the Library will continue to be collateralized in full. The parking lot repair at 407 William Floyd Parkway will cost less than originally anticipated and we are expecting the work to begin shortly.

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

Motion by Dubois, second by Gross, to approve the CS-150 report with the Director's recommended personnel changes. Carried 4-0.

### **RECOMMENDED PERSONNEL CHANGES**

Motion by Dubois, second by Gross to authorize the Director to execute the letter of authorization with the Town of Brookhaven Natural Gas Aggregation Program. Carried 4-0.

### **TOWN OF BROOKHAVEN COOPERATIVE ENERGY INITIATIVE**

Motion by Dubois, second by Gross, to recognize Flushing Bank as an official depository of funds for the Mastics-Moriches-Shirley Community Library, and to authorize any one Trustee to execute any required collateralization agreement (s) of the new entity. Carried 4-0.

### **FLUSHING BANK**

Motion by Gross, second by Dubois, to approve the Community Family Literacy Project, Inc. FY 2020-2021 first quarter financial statement as prepared by Treasurer Toni Witham and presented by Director Rosalia. Carried 4-0.

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

# DRAFT - UNAPPROVED

## CONTRACTS/ RENEWALS

Motion by Dubois, second by Gross, to approve the agreement with Barrett, Bonacci & Van Weele for surveying and related services of the Library's property at 407 William Floyd Parkway, Shirley, New York at a cost of \$6,800. Carried 4-0.

### BARRETT BONACCI & VAN WEELE

Motion by Dubois, second by Gross, to amend the motion made at the September 28, 2020 board meeting for property cleanup and clearing at 366 Neighborhood Road to a total cost of \$5,800. Carried 4-0.

### NASSAU SUFFOLK LANDSCAPE COMPANY

Motion by Marks, second by Gross to move into Executive Session at 7:32pm to discuss multiple contractual matters related to the Library building projects. Carried 4-0.

### EXECUTIVE SESSION

Motion by Dubois, second by Marks to enter back into the public meeting at 8:45pm. Carried 4-0.

Motion by Dubois, second by Gross to approve going into contract with H2M to design the renovation of the Little Red Schoolhouse at \$25,750. Carried 4-0.

Motion by Marks, second by Dubois to go back into Executive Session at 8:47pm. Carried 4-0.

Motion by Gross, second by Marks, to leave Executive Session at 9:19pm. Carried 4-0.

Motion by Marks, second by Dubois to adjourn at 9:20pm. Carried 4-0.

## 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)**

**OCTOBER 2020**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**



MMSCL  
Operating Funds Monthly Report  
October 2020

INSTITUTION	PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
Empire Nat'l Bank	MONEY MARKET	\$ 3,558,410.34	\$ 1,621.20	\$ 753,748.44	\$ 848.01	\$ 2,807,131.11
Empire Nat'l Bank	CREDIT CARD M.M.	\$ 405,310.69	\$ 341.25	\$ 155.62	\$ 103.00	\$ 405,599.32
Empire Nat'l Bank	OPERATING	\$ 385,915.27	\$ 340,868.84	\$ 323,896.21	\$ 51.97	\$ 402,939.87
Empire Nat'l Bank	PAYROLL	\$ 180,941.98	\$ 430,781.80	\$ 576,406.51	\$ -	\$ 35,317.27
						<b>\$ 3,650,987.57</b>

INSTITUTION	PURPOSE	MATURITY DATE	TERM	RATE	BALANCE
Capital One Bank		Sept. 2020	12 Months	0.05%	\$ 15,000.00
Empire Nat'l Bank	Denitrification System	Sept. 2021	12 Months	0.30%	\$ 14,350.00
TOTAL INVESTMENTS:					<b>\$ 29,350.00</b>
TOTAL CASH & INVESTMENTS:					<b><u>\$ 3,680,337.57</u></b>

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Profit & Loss Budget Overview

July through October 2020

	TOTAL							
	Jul 20	Aug 20	Sep 20	Oct 20	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
2000 · PROPERTY TAX REVENUES	0.00	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	314.50	542.67	1,000.00	-457.33	54.27%
2360 · CONTRACTS WITH OTHER LIBR.	255,521.37	0.00	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	1,002.98	5,680.03	35,000.00	-29,319.97	16.23%
2650 · SALES OF EXCESS MATERIAL	-27.00	5.00	16.00	16.00	10.00			
2670 · SALES OF BOOKS	0.00	0.00	452.39	0.00	452.39			
2690 · OTHER COMPENSATION	0.00	0.00	0.00	563.50	563.50			
2760 · SYSTEM & STATE AID	0.00	0.00	0.00	10,254.22	10,254.22	15,000.00	-4,745.78	68.36%
2770 · UNCLASSIFIED REVENUE	0.00	0.00	3.50	14.10	17.60			
2771 · COPIER REVENUE - CONTRACT (R)	230.70	365.94	756.10	915.65	2,268.39	15,000.00	-12,731.61	15.12%
2772 · READER-PRINTER REVENUE	0.00	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	162.00	576.00			
2800 · PROGRAM RECEIPTS								
2805 · Program Receipts - Adult	-198.50	0.00	0.00	117.00	-81.50			
2820 · Venue Resales	220.00	340.00	280.00	40.00	880.00			
2800 · PROGRAM RECEIPTS - Other	0.00	0.00	0.00	0.00	0.00	15,000.00	-15,000.00	0.0%
<b>Total 2800 · PROGRAM RECEIPTS</b>	<b>21.50</b>	<b>340.00</b>	<b>280.00</b>	<b>157.00</b>	<b>798.50</b>	<b>15,000.00</b>	<b>-14,201.50</b>	<b>5.32%</b>
2999 · Lost Books	7.95	0.00	12.99	0.00	20.94			
<b>Total Income</b>	<b>257,564.57</b>	<b>2,735.62</b>	<b>3,005.47</b>	<b>13,399.95</b>	<b>276,705.61</b>	<b>9,924,000.00</b>	<b>-9,647,294.39</b>	<b>2.79%</b>
<b>Gross Profit</b>	<b>257,564.57</b>	<b>2,735.62</b>	<b>3,005.47</b>	<b>13,399.95</b>	<b>276,705.61</b>	<b>9,924,000.00</b>	<b>-9,647,294.39</b>	<b>2.79%</b>
<b>Expense</b>								
6000 · SALARIES AND WAGES								
6141 · PROFESSIONAL SALARIES								

	TOTAL							
	Jul 20	Aug 20	Sep 20	Oct 20	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
<b>6141A · PROFESSIONAL (ADULT)</b>	38,251.44	38,674.63	38,541.29	58,751.84	174,219.20	581,361.00	-407,141.80	29.97%
<b>6141C · PROFESSIONAL (C&amp;P)</b>	32,029.40	32,309.36	32,591.33	49,844.63	146,774.72	473,285.00	-326,510.28	31.01%
<b>6141D · PROFESSIONAL (DIGITAL)</b>	12,247.30	13,045.93	13,201.94	19,920.63	58,415.80	232,586.00	-174,170.20	25.12%
<b>6141N · PROFESSIONAL (TEEN)</b>	21,665.81	21,449.47	21,996.44	33,781.38	98,893.10	285,504.00	-186,610.90	34.64%
<b>6141S · COMM SERV LIBR (SVC)</b>	8,531.84	8,634.22	8,736.60	13,104.90	39,007.56	113,132.00	-74,124.44	34.48%
<b>6141T · PROFESSIONAL (TECH)</b>	9,376.19	9,315.87	9,434.95	13,585.71	41,712.72	156,218.00	-114,505.28	26.7%
<b>Total 6141 · PROFESSIONAL SALARIES</b>	<b>122,101.98</b>	<b>123,429.48</b>	<b>124,502.55</b>	<b>188,989.09</b>	<b>559,023.10</b>	<b>1,842,086.00</b>	<b>-1,283,062.90</b>	<b>30.35%</b>
<b>6142 · CLERICAL SALARIES</b>								
<b>6142A · CLERICAL (ADULT)</b>	15,769.71	15,772.67	14,116.40	21,229.87	66,888.65	321,100.00	-254,211.35	20.83%
<b>6142C · CLERICAL (C&amp;P)</b>	25,332.21	24,843.59	24,425.02	33,242.96	107,843.78	378,013.00	-270,169.22	28.53%
<b>6142D · CLERICAL (DIGITAL)</b>	5,919.02	5,980.97	6,045.80	9,123.97	27,069.76	54,387.00	-27,317.24	49.77%
<b>6142G · CLERICAL (GEN)</b>	9,000.22	9,077.36	9,303.99	13,760.14	41,141.71	118,695.00	-77,553.29	34.66%
<b>6142L · CLERICAL (LIT)</b>	13,945.32	14,819.18	13,993.95	23,004.03	65,762.48	193,945.00	-128,182.52	33.91%
<b>6142N · CLERICAL (TEEN)</b>	4,515.54	4,974.71	5,322.60	7,091.57	21,904.42	76,376.00	-54,471.58	28.68%
<b>6142R · CLERICAL (CIRC)</b>	16,129.47	16,287.57	16,038.16	23,279.40	71,734.60	227,067.00	-155,332.40	31.59%
<b>6142S · CLERICAL (SVC)</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>6142T · CLERICAL (TECH)</b>	7,952.03	8,198.64	7,793.47	11,543.09	35,487.23	107,864.00	-72,376.77	32.9%
<b>6142X · CLERICAL (WIRES)</b>	1,966.31	2,030.24	1,929.29	2,932.63	8,858.47	23,410.00	-14,551.53	37.84%
<b>Total 6142 · CLERICAL SALARIES</b>	<b>100,529.83</b>	<b>101,984.93</b>	<b>98,968.68</b>	<b>145,207.66</b>	<b>446,691.10</b>	<b>1,500,857.00</b>	<b>-1,054,165.90</b>	<b>29.76%</b>
<b>6143 · PAGE SALARIES</b>								
<b>6143A · PAGE (ADULT)</b>	13,926.25	14,408.19	13,238.25	21,660.55	63,233.24	223,948.00	-160,714.76	28.24%
<b>6143C · PAGE (C&amp;P)</b>	13,005.46	13,160.97	13,337.88	21,075.67	60,579.98	167,964.00	-107,384.02	36.07%
<b>6143G · PAGE (GEN)</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>6143L · PAGE (LIT)</b>	598.00	789.30	736.68	858.00	2,981.98	8,268.00	-5,286.02	36.07%
<b>6143N · PAGE (TEEN)</b>	871.00	955.37	926.25	1,215.50	3,968.12	14,191.00	-10,222.88	27.96%
<b>6143R · PAGE (CIRC)</b>	1,846.00	1,839.50	1,847.63	3,186.63	8,719.76	37,251.00	-28,531.24	23.41%
<b>6143T · PAGE (TECH)</b>	312.00	195.00	312.00	838.50	1,657.50	40,628.00	-38,970.50	4.08%
<b>Total 6143 · PAGE SALARIES</b>	<b>30,558.71</b>	<b>31,348.33</b>	<b>30,398.69</b>	<b>48,834.85</b>	<b>141,140.58</b>	<b>492,250.00</b>	<b>-351,109.42</b>	<b>28.67%</b>

	TOTAL							
	Jul 20	Aug 20	Sep 20	Oct 20	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
<b>6144 · CUSTODIAL</b>								
<b>6144G · CUSTODIAL</b>	16,305.02	15,988.49	16,439.18	27,928.78	76,661.47	254,164.00	-177,502.53	30.16%
<b>Total 6144 · CUSTODIAL</b>	16,305.02	15,988.49	16,439.18	27,928.78	76,661.47	254,164.00	-177,502.53	30.16%
<b>6145 · SECURITY</b>								
<b>6145G · SECURITY</b>	16,555.08	16,285.40	17,274.59	29,594.07	79,709.14	251,558.00	-171,848.86	31.69%
<b>Total 6145 · SECURITY</b>	16,555.08	16,285.40	17,274.59	29,594.07	79,709.14	251,558.00	-171,848.86	31.69%
<b>6146 · TECHNICIAN</b>								
<b>6146W · TECHNICAL (WIRES)</b>	7,820.86	7,878.03	7,905.17	12,048.33	35,652.39	132,452.00	-96,799.61	26.92%
<b>Total 6146 · TECHNICIAN</b>	7,820.86	7,878.03	7,905.17	12,048.33	35,652.39	132,452.00	-96,799.61	26.92%
<b>6147 · ADMINISTRATIVE</b>								
<b>Total 6147 · ADMINISTRATIVE</b>	30,298.19	22,875.62	23,146.88	34,720.32	111,041.01	396,634.00	-285,592.99	28.0%
<b>Total 6000 · SALARIES AND WAGES</b>	324,169.67	319,790.28	318,635.74	487,323.10	1,449,918.79	4,870,001.00	-3,420,082.21	29.77%
<b>6200 · EMPLOYEE BENEFITS</b>								
<b>9010 · RETIREMENT</b>	0.00	0.00	0.00	0.00	0.00	576,000.00	-576,000.00	0.0%
<b>9030 · SOCIAL SECURITY</b>	24,007.48	23,672.46	23,584.44	34,975.03	106,239.41	355,000.00	-248,760.59	29.93%
<b>9040 · WORKERS' COMPENSATION</b>	6,480.00	0.00	0.00	0.00	6,480.00	61,500.00	-55,020.00	10.54%
<b>9050 · UNEMPLOYMENT INSURANCE</b>	4,527.43	0.00	0.00	0.00	4,527.43	3,500.00	1,027.43	129.36%
<b>9055 · DISABILTY INSURANCE</b>	1,417.08	1,452.69	1,440.74	1,440.74	5,751.25	20,000.00	-14,248.75	28.76%
<b>9060 · MEDICAL INSURANCE</b>	58,938.46	68,579.87	68,419.46	69,544.59	265,482.38	875,000.00	-609,517.62	30.34%
<b>Total 6200 · EMPLOYEE BENEFITS</b>	95,370.45	93,705.02	93,444.64	105,960.36	388,480.47	1,891,000.00	-1,502,519.53	20.54%
<b>6410A · BOOKS (ADULT)</b>								
<b>6410A.e · E-BOOKS (ADULT)</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>6410A · BOOKS (ADULT) - Other</b>	6,523.75	3,345.12	4,699.89	4,177.25	18,746.01	150,000.00	-131,253.99	12.5%
<b>Total 6410A · BOOKS (ADULT)</b>	6,523.75	3,345.12	4,699.89	4,177.25	18,746.01	150,000.00	-131,253.99	12.5%
<b>6410C · BOOKS (C&amp;P)</b>								
<b>6410C.e · E-BOOKS (C&amp;P)</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>6410C · BOOKS (C&amp;P) - Other</b>	1,118.07	853.71	2,022.88	1,033.35	5,028.01	70,000.00	-64,971.99	7.18%
<b>Total 6410C · BOOKS (C&amp;P)</b>	1,118.07	853.71	2,022.88	1,033.35	5,028.01	70,000.00	-64,971.99	7.18%

	TOTAL							
	Jul 20	Aug 20	Sep 20	Oct 20	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
6410L · BOOKS (LIT)	0.00	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	0.00	0.0%
6410N · BOOKS (TEEN) - Other	79.48	684.90	663.48	392.57	1,820.43	22,000.00	-20,179.57	8.28%
<b>Total 6410N · BOOKS (TEEN)</b>	<b>79.48</b>	<b>684.90</b>	<b>663.48</b>	<b>392.57</b>	<b>1,820.43</b>	<b>22,000.00</b>	<b>-20,179.57</b>	<b>8.28%</b>
6410T · BOOKS (TECH)	0.00	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	3,612.44	11,444.91	45,000.00	-33,555.09	25.43%
6411C · MICRO/REF CD (C&P)	532.16	2,529.41	5,732.83	1,745.96	10,540.36	15,000.00	-4,459.64	70.27%
6411N · MICRO/REF CD (TEEN)	133.03	116.10	5,489.95	986.93	6,726.01	15,000.00	-8,273.99	44.84%
6412A · RECORDINGS (ADULT)	1,213.02	1,744.26	1,220.24	830.82	5,008.34	40,000.00	-34,991.66	12.52%
6412C · RECORDINGS (C&P)	313.45	313.45	0.00	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	0.00	0.0%
6412N · RECORDINGS (TEEN)	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
6413A · PERIODICALS (ADULT)	0.00	1,533.15	589.38	0.00	2,122.53	33,000.00	-30,877.47	6.43%
6413C · PERIODICALS (C&P)	1,954.74	0.00	0.00	0.00	1,954.74	5,000.00	-3,045.26	39.1%
6413D · PERIODICALS (ADM)	0.00	0.00	0.00	188.00	188.00	500.00	-312.00	37.6%
6413G · PERIODICALS (GEN)	0.00	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	0.00	0.0%
6413N · PERIODICALS (TEEN)	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6413T · PERIODICALS (TECH)	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	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	1,358.91	4,886.91	90,000.00	-85,113.09	5.43%
6417C · VIDEOS (C&P)	139.98	935.78	117.82	85.08	1,278.66	15,000.00	-13,721.34	8.52%
6417L · VIDEOS (LIT)	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417N · VIDEOS (TEEN)	39.99	1,067.08	179.95	1,010.16	2,297.18	6,000.00	-3,702.82	38.29%
6419G · SOFTWARE (GEN)	7,000.11	5,436.49	2,633.74	865.50	15,935.84	25,000.00	-9,064.16	63.74%
6419N · SOFTWARE (TEEN)	0.00	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	0.00	1,512.00	1,500.00	12.00	100.8%

	TOTAL							
	Jul 20	Aug 20	Sep 20	Oct 20	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
6419W · SOFTWARE (WIRES)	0.00	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	0.00	1,000.00	-1,000.00	0.0%
6429C · REALIA (C&P)	0.00	0.00	0.00	0.00	0.00	3,650.00	-3,650.00	0.0%
6430G · OFFICE AND LIBRARY SUPPLIES	2,294.03	5,044.12	2,303.77	768.81	10,410.73	57,000.00	-46,589.27	18.26%
6431D · TELECOMMUNICATIONS	3,637.54	3,638.23	3,633.51	3,638.89	14,548.17	57,500.00	-42,951.83	25.3%
6432G · CARTAGE	285.00	285.00	285.00	285.00	1,140.00	3,420.00	-2,280.00	33.33%
6433G · POSTAGE	532.10	2,572.90	2,600.31	2,142.00	7,847.31	52,000.00	-44,152.69	15.09%
6434A · PRINTING (ADULT)	0.00	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	0.00	5,000.00	-5,000.00	0.0%
6434G · PRINTING (GEN)	0.00	4,449.00	6,881.00	6,881.00	18,211.00	70,000.00	-51,789.00	26.02%
6434L · PRINTING (LIT)	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434N · PRINTING (TEEN)	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6434R · PRINTING (CIRC)	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
6434S · PRINTING (COMM SRV)	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6435A · CED, CONF & TRAVEL (ADULT)	0.00	354.91	174.00	149.00	677.91	5,000.00	-4,322.09	13.56%
6435C · CED, CONF & TRAVEL (C&P)	0.00	354.91	149.00	207.00	710.91	7,250.00	-6,539.09	9.81%
6435D · CED, CONF & TRAVEL (ADM)	0.00	394.91	373.00	357.45	1,125.36	25,000.00	-23,874.64	4.5%
6435Dig · CED, CONF & TRAVEL (DIGITAL)	199.00	0.00	348.00	149.00	696.00	10,000.00	-9,304.00	6.96%
6435G · CED, CONF & TRAVEL (GEN)	75.00	354.91	0.00	0.00	429.91	2,000.00	-1,570.09	21.5%
6435L · CED, CONF & TRAVEL (LIT)	0.00	354.91	0.00	0.00	354.91	5,000.00	-4,645.09	7.1%
6435N · CED, CONF & TRAVEL (TEEN)	0.00	354.91	298.00	60.00	712.91	8,500.00	-7,787.09	8.39%
6435R · CED, CONF & TRAVEL (CIRC)	194.17	354.91	0.00	0.00	549.08	4,000.00	-3,450.92	13.73%
6435S · CED, CONF & TRAV (COMM SRV)	0.00	354.91	79.00	0.00	433.91	5,000.00	-4,566.09	8.68%
6435T · CED, CONF & TRAVEL (TECH)	0.00	354.91	0.00	0.00	354.91	5,000.00	-4,645.09	7.1%
6435W · CED, CONF & TRAVEL (WIRES)	0.00	354.91	0.00	0.00	354.91	2,000.00	-1,645.09	17.75%
6436 · CONTRACTS	0.00	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	3,613.10	13,654.87	66,000.00	-52,345.13	20.69%
6437C · PROGRAMS (C&P)	1,137.04	2,925.18	1,871.09	7,351.39	13,284.70	105,000.00	-91,715.30	12.65%

	TOTAL							
	Jul 20	Aug 20	Sep 20	Oct 20	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
<b>6437D · PROGRAMS (DIGITAL)</b>	1,399.33	947.07	1,011.19	1,073.45	4,431.04	10,000.00	-5,568.96	44.31%
<b>6437L · PROGRAMS (LIT)</b>	410.00	2,020.25	382.50	2,312.75	5,125.50	85,000.00	-79,874.50	6.03%
<b>6437N · PROGRAMS (TEEN)</b>	759.71	1,533.93	1,005.13	1,399.06	4,697.83	60,000.00	-55,302.17	7.83%
<b>6437P · PROFESSIONAL FEES</b>								
<b>643760 · PLANTINGS</b>	150.00	150.00	150.00	150.00	600.00	1,800.00	-1,200.00	33.33%
<b>643765 · PROMOTION AND PUBLICITY</b>	8,353.84	14,689.97	7,610.00	14,612.12	45,265.93	100,000.00	-54,734.07	45.27%
<b>643770 · CONTINGENCY</b>	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
<b>6437P01 · ACCOUNTANT/AUDITOR</b>	0.00	0.00	0.00	0.00	0.00	19,500.00	-19,500.00	0.0%
<b>6437P02 · AUDITOR</b>	0.00	700.00	0.00	0.00	700.00	6,000.00	-5,300.00	11.67%
<b>6437P10 · ELECTION</b>	684.79	0.00	2,378.66	41.26	3,104.71	10,000.00	-6,895.29	31.05%
<b>6437P11 · FSA ADMINISTRATION</b>	137.50	137.50	137.50	137.50	550.00	1,650.00	-1,100.00	33.33%
<b>6437P12 · PAYROLL SERVICES</b>	1,304.12	1,270.72	1,950.42	1,336.04	5,861.30	22,000.00	-16,138.70	26.64%
<b>6437P13 · ARMORED CAR SERVICE</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>6437P14 · PIANO TUNING</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION</b>	0.00	0.00	0.00	396.63	396.63	500.00	-103.37	79.33%
<b>6437P16 · STAFF BACKGROUND SCREEN</b>	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
<b>6437P17 · TRANSLATION SERVICES</b>	6.50	6.50	6.50	6.50	26.00	150.00	-124.00	17.33%
<b>6437P3 · APPRAISAL SERVICES</b>	220.00	0.00	0.00	0.00	220.00	1,500.00	-1,280.00	14.67%
<b>6437P4 · ATTORNEY</b>	11,159.16	2,701.66	4,300.41	0.00	18,161.23	75,000.00	-56,838.77	24.22%
<b>6437P5 · BACKFLOW INSPECTION</b>	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
<b>6437P6 · BOARD SECRETARY</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>6437P7 · COLLECTION AGENCY</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>6437P8 · DENITE SYSTEMS ANALYSIS</b>	0.00	0.00	1,705.00	0.00	1,705.00	400.00	1,305.00	426.25%
<b>6437P9 · EAP</b>	7,650.00	0.00	0.00	0.00	7,650.00	7,650.00	0.00	100.0%
<b>6437P · PROFESSIONAL FEES - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total 6437P · PROFESSIONAL FEES</b>	<b>29,665.91</b>	<b>19,656.35</b>	<b>18,238.49</b>	<b>16,680.05</b>	<b>84,240.80</b>	<b>249,800.00</b>	<b>-165,559.20</b>	<b>33.72%</b>
<b>6438 · DUES</b>	150.00	0.00	1,010.00	155.00	1,315.00	4,500.00	-3,185.00	29.22%
<b>6439A · EQUIPMENT R &amp; M (ADULT)</b>	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%

	TOTAL							
	Jul 20	Aug 20	Sep 20	Oct 20	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
6439C · EQUIPMENT R & M (C&P)	0.00	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	4,436.90	21,677.15	65,000.00	-43,322.85	33.35%
6439N · EQUIPMENT R & M (TEEN)	0.00	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	21,808.34	45,000.00	-23,191.66	48.46%
6439T · EQUIPMENT R & M (TECH)	0.00	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	378.18	2,332.72	20,000.00	-17,667.28	11.66%
6450E · ELECTRICITY	16,608.24	16,284.15	14,325.69	14,434.53	61,652.61	136,500.00	-74,847.39	45.17%
6450F · FUEL/GAS	288.26	313.29	411.62	823.57	1,836.74	18,000.00	-16,163.26	10.2%
6450W · WATER	321.24	109.48	0.00	556.53	987.25	1,275.00	-287.75	77.43%
6451G · CUSTODIAL SUPPLIES	3,042.09	6,121.89	529.33	879.30	10,572.61	30,009.00	-19,436.39	35.23%
6452G · BLDG ALTERATION AND MAINT	4,410.68	5,091.69	7,605.42	5,751.50	22,859.29	75,000.00	-52,140.71	30.48%
6454 · INSURANCE	76,515.86	-10,218.25	0.00	-7,567.00	58,730.61	69,000.00	-10,269.39	85.12%
6485G · Bank Fees	384.87	-81.14	180.62	268.03	752.38			
69800 · Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00	999,500.00	-999,500.00	0.0%
<b>7203 · EQUIPMENT - Capital Purchases</b>								
7203A · EQUIPMENT ADULT	0.00	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	0.00	115.82	5,000.00	-4,884.18	2.32%
7203D · EQUIPMENT ADMIN	0.00	2,299.50	0.00	0.00	2,299.50	2,500.00	-200.50	91.98%
7203G · EQUIPMENT BUS OFF	0.00	2,299.50	0.00	0.00	2,299.50	7,500.00	-5,200.50	30.66%
7203N · EQUIPMENT TEEN	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
7203R · EQUIPMENT CIRC	0.00	0.00	0.00	23,340.00	23,340.00	1,000.00	22,340.00	2,334.0%
7203T · EQUIPMENT TECH	0.00	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	1,513.93	1,728.41	100,000.00	-98,271.59	1.73%
<b>Total 7203 · EQUIPMENT - Capital Purchases</b>	<b>190.70</b>	<b>4,738.60</b>	<b>0.00</b>	<b>24,853.93</b>	<b>29,783.23</b>	<b>127,000.00</b>	<b>-97,216.77</b>	<b>23.45%</b>
<b>Total Expense</b>	<b>607,185.90</b>	<b>513,644.78</b>	<b>513,472.99</b>	<b>712,513.02</b>	<b>2,346,816.69</b>	<b>9,924,000.00</b>	<b>-7,577,183.31</b>	<b>23.65%</b>
<b>Net Ordinary Income</b>	<b>-349,621.33</b>	<b>-510,909.16</b>	<b>-510,467.52</b>	<b>-699,113.07</b>	<b>-2,070,111.08</b>	<b>0.00</b>	<b>-2,070,111.08</b>	<b>100.0%</b>
<b>Other Income/Expense</b>								
<b>Other Expense</b>								



	TOTAL							
	Jul 20	Aug 20	Sep 20	Oct 20	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
<b>7500 - BUILDING IMPROVEMENTS</b>	158,327.57	161,708.00	179,085.55	252,368.48	751,489.60			
<b>Total Other Expense</b>	158,327.57	161,708.00	179,085.55	252,368.48	751,489.60			
<b>Net Other Income</b>	-158,327.57	-161,708.00	-179,085.55	-252,368.48	-751,489.60	0.00	-751,489.60	100.0%
<b>Net Income</b>	<b>-507,948.90</b>	<b>-672,617.16</b>	<b>-689,553.07</b>	<b>-951,481.55</b>	<b>-2,821,600.68</b>	<b>0.00</b>	<b>-2,821,600.68</b>	<b>100.0%</b>

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***CAPITAL FUND FINANCIAL REPORT***

**OCTOBER 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		\$ 4,765,104.44	\$ 1,210.81	\$ -	\$ 4,766,315.25
November-20					
December-20					
January-21					
February-21					
March-21					
April-21					
May-21					
June-21					
				Grand Total :	\$ 4,766,315.25

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**SCHEDULE OF CLAIMS  
PRESENTED NOVEMBER 23, 2020**

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PREPAY PAYABLES WARRANT #1		\$	19,445.35
PAYABLES WARRANT #2		\$	131,946.61
PAYROLL WARRANT W.E.	10/27/2020	\$	158,832.59
PAYROLL BENEFITS WARRANT		\$	13,601.66
PAYROLL WARRANT W.E.	11/10/2020	\$	161,294.39
PAYROLL BENEFITS WARRANT		\$	84,273.91
	<b>Total</b>	<b>\$</b>	<b><u>569,394.51</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.

\_\_\_\_\_  
Secretary

**Mastics Moriches Shirley Community Library**  
**NOVEMBER 23, 2020**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62333</b>	<b>10/28/2020</b>	<b>PSEG -- NeighborhoodRdMasticBeach</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	091720--101920	10/19/2020		6450E - ELECTRICITY	-442.34
TOTAL					-442.34
<b>Bill Pmt -Check</b>	<b>62334</b>	<b>10/28/2020</b>	<b>Home Depot Credit Services</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	102020	10/20/2020		6451G - CUSTODIAL SUPPLIES	-10.15
TOTAL					-10.15
<b>Bill Pmt -Check</b>	<b>62335</b>	<b>10/28/2020</b>	<b>Optimum / Cablevision</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	1023-112220	10/20/2020		6431D - TELECOMMUNICATIONS	-138.35
TOTAL					-138.35
<b>Bill Pmt -Check</b>	<b>62336</b>	<b>10/28/2020</b>	<b>Xerox Financial Services</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	2309728	10/12/2020		6439G - EQUIPMENT R & M (GEN)	-2,562.72
TOTAL					-2,562.72
<b>Bill Pmt -Check</b>	<b>62337</b>	<b>10/29/2020</b>	<b>Quadient Leasing USA, Inc.</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	N8555528	10/26/2020		6439G - EQUIPMENT R & M (GEN)	-564.51
TOTAL					-564.51
<b>Bill Pmt -Check</b>	<b>62338</b>	<b>11/03/2020</b>	<b>T-Mobile</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	10232020	10/23/2020		6437D - PROGRAMS (DIGITAL)	-1,045.49
TOTAL					-1,045.49

**Mastics Moriches Shirley Community Library**  
**NOVEMBER 23, 2020**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62339</b>	<b>11/04/2020</b>	<b>National Grid</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	09/28--10/28/20	10/28/2020		6450F · FUEL/GAS	-765.47
TOTAL					<u>-765.47</u>
<b>Bill Pmt -Check</b>	<b>62340</b>	<b>11/05/2020</b>	<b>Suffolk County Water Authority</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	0728--102820	10/28/2020		6450W · WATER	-556.53
TOTAL					<u>-556.53</u>
<b>Bill Pmt -Check</b>	<b>62341</b>	<b>11/10/2020</b>	<b>Crown Castle Fiber LLC</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	702813	11/01/2020		6431D · TELECOMMUNICATIONS	-2,895.00
TOTAL					<u>-2,895.00</u>
<b>Bill Pmt -Check</b>	<b>62342</b>	<b>11/10/2020</b>	<b>Suffolk County Water Authority - Neighbor</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	0804-110220 FireLine	11/02/2020		6450W · WATER	-61.57
TOTAL					<u>-61.57</u>
<b>Bill Pmt -Check</b>	<b>62343</b>	<b>11/10/2020</b>	<b>Suffolk County Water Authority - Neighbor</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	0804--110220	11/02/2020		6450W · WATER	-47.91
TOTAL					<u>-47.91</u>
<b>Bill Pmt -Check</b>	<b>62344</b>	<b>11/13/2020</b>	<b>PSEG</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	10/06-11/0520	11/03/2020		6450E · ELECTRICITY	-9,426.42
TOTAL					<u>-9,426.42</u>

**Mastics Moriches Shirley Community Library**  
**NOVEMBER 23, 2020**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	62345	11/16/2020	Sam's Club	L0225 - EMPIRE NAT'L - OPERATING	
Bill	110820	11/08/2020		6437C - PROGRAMS (C&P)	-139.28
TOTAL					-139.28
Bill Pmt -Check	62346	11/17/2020	Optimum / Cablevision	L0225 - EMPIRE NAT'L - OPERATING	
Bill	1116--12152020	11/16/2020		6431D - TELECOMMUNICATIONS	-789.61
TOTAL					-789.61
				<b>TOTAL</b>	<b>-19,445.35</b>

I hereby certify that at a meeting on November 23, 2020  
the above vouchers were approved and authorized.

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

**Mastics Moriches Shirley Community Library**

**NOVEMBER 23, 2020**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62347</b>	<b>11/23/2020</b>	<b>Advanced Plant Care, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	26142	11/01/2020		643760 · PLANTINGS	-150.00
TOTAL					<u>-150.00</u>
<b>Bill Pmt -Check</b>	<b>62348</b>	<b>11/23/2020</b>	<b>Advanced Utility Locating</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1494	11/11/2020		7500 · BUILDING IMPROVEMENTS	-700.00
Bill	1495	11/11/2020		7500 · BUILDING IMPROVEMENTS	-700.00
TOTAL					<u>-1,400.00</u>
<b>Bill Pmt -Check</b>	<b>62349</b>	<b>11/23/2020</b>	<b>Baker &amp; Taylor</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	5016489923	10/13/2020		6410N · BOOKS (TEEN)	-43.88
Bill	5016487717	10/19/2020		6410A · BOOKS (ADULT)	-489.19
Bill	5016500534	10/28/2020		6410N · BOOKS (TEEN)	-183.43
Bill	5016510679	10/28/2020		6410A · BOOKS (ADULT)	-621.16
Bill	5016514914	10/28/2020		6410A · BOOKS (ADULT)	-308.16
Bill	5016464176	10/29/2020		6410N · BOOKS (TEEN)	-70.71
Bill	5016543504	11/06/2020		6410A · BOOKS (ADULT)	-48.41
Bill	5016541847	11/09/2020		6410A · BOOKS (ADULT)	-195.29
TOTAL					<u>-1,960.23</u>
<b>Bill Pmt -Check</b>	<b>62350</b>	<b>11/23/2020</b>	<b>Blackstone Publishing</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1186110	10/21/2020		6412A · RECORDINGS (ADULT)	-198.00
Bill	1186408	10/22/2020		6412A · RECORDINGS (ADULT)	-198.00
Bill	1187462	10/27/2020		6412A · RECORDINGS (ADULT)	-261.98
Bill	1187463	10/27/2020		6412A · RECORDINGS (ADULT)	-63.98
TOTAL					<u>-721.96</u>



**Mastics Moriches Shirley Community Library**

**NOVEMBER 23, 2020**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62351</b>	<b>11/23/2020</b>	<b>Brodart Co.</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	568015	11/10/2020		6430G · OFFICE AND LIBRARY SUPPLIES	<u>-501.30</u>
TOTAL					-501.30
<b>Bill Pmt -Check</b>	<b>62352</b>	<b>11/23/2020</b>	<b>CDW Government, Inc.</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	2305781	10/02/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-329.15
Bill	3104035	10/21/2020		7203W · EQUIPMENT WIRE	-1,202.07
Bill	3124784	10/21/2020		7203W · EQUIPMENT WIRE	<u>-311.86</u>
TOTAL					-1,843.08
<b>Bill Pmt -Check</b>	<b>62353</b>	<b>11/23/2020</b>	<b>Center Point Large Print</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	1800564	11/01/2020		6410A · BOOKS (ADULT)	<u>-408.32</u>
TOTAL					-408.32
<b>Bill Pmt -Check</b>	<b>62354</b>	<b>11/23/2020</b>	<b>Colson, Doris J.</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	110320	11/03/2020		6437L · PROGRAMS (LIT)	<u>-228.00</u>
TOTAL					-228.00
<b>Bill Pmt -Check</b>	<b>62355</b>	<b>11/23/2020</b>	<b>Commack Public Library</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	111620	11/16/2020		6410A · BOOKS (ADULT)	<u>-21.00</u>
TOTAL					-21.00

**Mastics Moriches Shirley Community Library**

**NOVEMBER 23, 2020**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62356</b>	<b>11/23/2020</b>	<b>Cueva, Daniel S.</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	110520	11/05/2020		6437L - PROGRAMS (LIT)	-240.00
TOTAL					<u>-240.00</u>
<b>Bill Pmt -Check</b>	<b>62357</b>	<b>11/23/2020</b>	<b>Currao-McAleavey, Carmella</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	102220	10/22/2020		6437N - PROGRAMS (TEEN)	-100.00
Bill	102920	10/29/2020		6437N - PROGRAMS (TEEN)	-100.00
Bill	110520	11/05/2020		6437N - PROGRAMS (TEEN)	-100.00
Bill	111220	11/12/2020		6437N - PROGRAMS (TEEN)	-100.00
TOTAL					<u>-400.00</u>
<b>Bill Pmt -Check</b>	<b>62358</b>	<b>11/23/2020</b>	<b>D-Tech International USA LLC</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	1643	10/13/2020		7203R - EQUIPMENT CIRC	-23,340.00
TOTAL					<u>-23,340.00</u>
<b>Bill Pmt -Check</b>	<b>62359</b>	<b>11/23/2020</b>	<b>Del Rio, Donika</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	110320	11/03/2020		6437L - PROGRAMS (LIT)	-200.00
TOTAL					<u>-200.00</u>
<b>Bill Pmt -Check</b>	<b>62360</b>	<b>11/23/2020</b>	<b>Demco</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
Bill	6860530	10/19/2020		6430G - OFFICE AND LIBRARY SUPPLIES	-26.94
TOTAL					<u>-26.94</u>

**Mastics Moriches Shirley Community Library**

**NOVEMBER 23, 2020**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62361</b>	<b>11/23/2020</b>	<b>ECM Consulting and Marketing</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1048	11/01/2020		643765 · PROMOTION AND PUBLICITY	-3,000.00
TOTAL					<u>-3,000.00</u>
<b>Bill Pmt -Check</b>	<b>62362</b>	<b>11/23/2020</b>	<b>Fiore, Christopher</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	102720	10/27/2020		6437A · PROGRAMS (ADULT)	-200.00
Bill	111020	11/10/2020		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					<u>-400.00</u>
<b>Bill Pmt -Check</b>	<b>62363</b>	<b>11/23/2020</b>	<b>Galvez Moreno, Viodelda S.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	110420	11/04/2020		6437L · PROGRAMS (LIT)	-399.00
TOTAL					<u>-399.00</u>
<b>Bill Pmt -Check</b>	<b>62364</b>	<b>11/23/2020</b>	<b>Glover Farms</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	102420	10/24/2020		6437C · PROGRAMS (C&P)	-4,170.00
TOTAL					<u>-4,170.00</u>
<b>Bill Pmt -Check</b>	<b>62365</b>	<b>11/23/2020</b>	<b>Grainger</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	9699925831	10/29/2020		6451G · CUSTODIAL SUPPLIES	-407.04
Bill	9707711967	11/05/2020		6451G · CUSTODIAL SUPPLIES	-79.49
TOTAL					<u>-486.53</u>

**Mastics Moriches Shirley Community Library**

**NOVEMBER 23, 2020**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62366</b>	<b>11/23/2020</b>	<b>H2M architects + engineers</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	201422	11/05/2020		7500 · BUILDING IMPROVEMENTS	-995.00
Bill	101423	11/05/2020		7500 · BUILDING IMPROVEMENTS	-1,093.55
TOTAL					<u>-2,088.55</u>
<b>Bill Pmt -Check</b>	<b>62367</b>	<b>11/23/2020</b>	<b>Healthy Homestead Hostess, LLC</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	111020	11/10/2020		6437A · PROGRAMS (ADULT)	-75.00
TOTAL					<u>-75.00</u>
<b>Bill Pmt -Check</b>	<b>62368</b>	<b>11/23/2020</b>	<b>Information Today, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	3945946-B1	10/14/2020		6413D · PERIODICALS (ADM)	-188.00
Bill	1717521-B1	10/20/2020		6410A · BOOKS (ADULT)	-395.03
TOTAL					<u>-583.03</u>
<b>Bill Pmt -Check</b>	<b>62369</b>	<b>11/23/2020</b>	<b>Ingram Library Services</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	67235120	10/07/2020		6410C · BOOKS (C&P)	-12.60
Bill	67235596	10/08/2020		6410C · BOOKS (C&P)	-7.21
Bill	67235655	10/08/2020		6410C · BOOKS (C&P)	-16.83
Bill	61788872	10/12/2020		6410C · BOOKS (C&P)	-8.33
Bill	61788873	10/12/2020		6410C · BOOKS (C&P)	-93.04
Bill	61789856	10/13/2020		6410C · BOOKS (C&P)	-6.53
Bill	61789857	10/13/2020		6410C · BOOKS (C&P)	-11.86
Bill	61789858	10/13/2020		6410C · BOOKS (C&P)	-33.28
Bill	61795468	10/22/2020		6410C · BOOKS (C&P)	-13.06
Bill	61795469	10/22/2020		6410C · BOOKS (C&P)	-11.49
Bill	61795470	10/22/2020		6410C · BOOKS (C&P)	-5.89

**Mastics Moriches Shirley Community Library**

**NOVEMBER 23, 2020**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
Bill	61796201	10/23/2020		6410C · BOOKS (C&P)	-110.28
Bill	61797036	10/27/2020		6410C · BOOKS (C&P)	-47.68
Bill	61797746	10/28/2020		6410C · BOOKS (C&P)	-45.23
Bill	61797747	10/28/2020		6410C · BOOKS (C&P)	-111.66
Bill	67242314	10/28/2020		6410C · BOOKS (C&P)	-10.66
Bill	67243758	11/02/2020		6410C · BOOKS (C&P)	-6.34
Bill	61799918	11/03/2020		6410C · BOOKS (C&P)	-5.93
Bill	61799919	11/03/2020		6410C · BOOKS (C&P)	-5.89
Bill	67244150	11/03/2020		6410C · BOOKS (C&P)	-69.84
Bill	61802005	11/05/2020		6410C · BOOKS (C&P)	-11.86
Bill	61802006	11/05/2020		6410C · BOOKS (C&P)	-6.53
Bill	61802007	11/05/2020		6410C · BOOKS (C&P)	-27.85
Bill	61802008	11/05/2020		6410C · BOOKS (C&P)	-9.26
Bill	61802009	11/05/2020		6410C · BOOKS (C&P)	-210.77
Bill	61803102	11/10/2020		6410C · BOOKS (C&P)	-10.39
Bill	61803701	11/11/2020		6410C · BOOKS (C&P)	-4.79
TOTAL					<u>-915.08</u>
<b>Bill Pmt -Check</b>	<b>62370</b>	<b>11/23/2020</b>	<b>Island Elevator Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	39865	10/21/2020		6452G · BLDG ALTERATION AND MAINT	-378.00
Bill	40045	11/01/2020		6452G · BLDG ALTERATION AND MAINT	-411.00
TOTAL					<u>-789.00</u>
<b>Bill Pmt -Check</b>	<b>62371</b>	<b>11/23/2020</b>	<b>Janicka-Wlodek, Krystyna</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	110320	11/03/2020		6437L · PROGRAMS (LIT)	-228.00
TOTAL					<u>-228.00</u>

**Mastics Moriches Shirley Community Library**

**NOVEMBER 23, 2020**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62372</b>	<b>11/23/2020</b>	<b>JanWay Company USA, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	136948	11/04/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-795.64
TOTAL					<u>-795.64</u>
<b>Bill Pmt -Check</b>	<b>62373</b>	<b>11/23/2020</b>	<b>JM Nassau Suffolk Landscape Co. Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	20267	11/05/2020		6452G · BLDG ALTERATION AND MAINT	-5,800.00
TOTAL					<u>-5,800.00</u>
<b>Bill Pmt -Check</b>	<b>62374</b>	<b>11/23/2020</b>	<b>Kanopy Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	220734-PPU	10/31/2020		6417A · VIDEOS (ADULT)	-180.00
				6417C · VIDEOS (C&P)	-45.00
TOTAL					<u>-225.00</u>
<b>Bill Pmt -Check</b>	<b>62375</b>	<b>11/23/2020</b>	<b>King Kullen</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	202841378511	10/10/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-21.98
Bill	202950662901	10/21/2020		6437C · PROGRAMS (C&P)	-28.35
Bill	203011310401	10/27/2020		6451G · CUSTODIAL SUPPLIES	-7.56
TOTAL					<u>-57.89</u>
<b>Bill Pmt -Check</b>	<b>62376</b>	<b>11/23/2020</b>	<b>Language Line Services Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	4907884	10/31/2020		6437P17 · TRANSLATION SERVICES	-6.50
TOTAL					<u>-6.50</u>

**Mastics Moriches Shirley Community Library**

**NOVEMBER 23, 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>62377</b>	<b>11/23/2020</b>	<b>Linthwaite, Dara</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	103120	10/31/2020		6437C · PROGRAMS (C&P)	<u>-150.00</u>
TOTAL						-150.00
	<b>Bill Pmt -Check</b>	<b>62378</b>	<b>11/23/2020</b>	<b>Loviglio, Stephanie Ann</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	111220	11/12/2020		6437A · PROGRAMS (ADULT)	<u>-83.00</u>
TOTAL						-83.00
	<b>Bill Pmt -Check</b>	<b>62379</b>	<b>11/23/2020</b>	<b>Mark Grossman Public Relations</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	0920-MMS	10/23/2020		643765 · PROMOTION AND PUBLICITY	-4,000.00
	Bill	1020-MMS	10/23/2020		643765 · PROMOTION AND PUBLICITY	<u>-4,000.00</u>
TOTAL						-8,000.00
	<b>Bill Pmt -Check</b>	<b>62380</b>	<b>11/23/2020</b>	<b>Midwest Tape</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	99496625	10/12/2020		6417C · VIDEOS (C&P)	-40.08
	Bill	99526539	10/19/2020		6412A · RECORDINGS (ADULT)	-22.78
	Bill	99533453	10/21/2020		6417A · VIDEOS (ADULT)	-169.23
	Bill	99561066	10/28/2020		6417A · VIDEOS (ADULT)	-100.01
	Bill	99561064	10/28/2020		6417A · VIDEOS (ADULT)	-52.83
	Bill	99578682 hoopla	10/31/2020		6411A · MICRO/REF CD (ADULT)	-531.37
					6411C · MICRO/REF CD (C&P)	-425.09
					6411N · MICRO/REF CD (TEEN)	-106.27
	Bill	99581886	11/02/2020		6417A · VIDEOS (ADULT)	-123.95
	Bill	99610505	11/09/2020		6417A · VIDEOS (ADULT)	-129.64
	Bill	99610506	11/09/2020		6417A · VIDEOS (ADULT)	<u>-36.29</u>
TOTAL						-1,737.54

**Mastics Moriches Shirley Community Library**

**NOVEMBER 23, 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>62381</b>	<b>11/23/2020</b>	<b>Migoya-Schlie, Catherine Victoria</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
	Bill	110620	11/06/2020		6437L - PROGRAMS (LIT)	<u>-741.00</u>
TOTAL						-741.00
	<b>Bill Pmt -Check</b>	<b>62382</b>	<b>11/23/2020</b>	<b>Narvaez, Priscilla</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
	Bill	102720	10/27/2020		6437L - PROGRAMS (LIT)	<u>-171.00</u>
TOTAL						-171.00
	<b>Bill Pmt -Check</b>	<b>62383</b>	<b>11/23/2020</b>	<b>New Era Technology (prev DJJ Tech)</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
	Bill	59741-LI	11/05/2020		6439W - EQUIPMENT R & M (WIRES)	<u>-378.18</u>
TOTAL						-378.18
	<b>Bill Pmt -Check</b>	<b>62384</b>	<b>11/23/2020</b>	<b>Nourish By Nature, Inc</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
	Bill	110720	11/07/2020		6437A - PROGRAMS (ADULT)	<u>-200.00</u>
TOTAL						-200.00
	<b>Bill Pmt -Check</b>	<b>62385</b>	<b>11/23/2020</b>	<b>NYLA</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
	Bill	12/01/20 Mmbr SRoye	11/02/2020		6438 - DUES	<u>-57.00</u>
TOTAL						-57.00
	<b>Bill Pmt -Check</b>	<b>62386</b>	<b>11/23/2020</b>	<b>O'Connell, Linda</b>	<b>L0225 - EMPIRE NAT'L - OPERATING</b>	
	Bill	111220	11/12/2020		6437A - PROGRAMS (ADULT)	<u>-175.00</u>
TOTAL						-175.00



**Mastics Moriches Shirley Community Library**

**NOVEMBER 23, 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>62387</b>	<b>11/23/2020</b>	<b>Oriental Trading Company, Inc</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	706019101-01	10/29/2020		6437N · PROGRAMS (TEEN)	<u>-72.63</u>
TOTAL						-72.63
	<b>Bill Pmt -Check</b>	<b>62388</b>	<b>11/23/2020</b>	<b>Paychex</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	Stmnt 22656254	11/09/2020		6437P12 · PAYROLL SERVICES	<u>-106.80</u>
TOTAL						-106.80
	<b>Bill Pmt -Check</b>	<b>62389</b>	<b>11/23/2020</b>	<b>Paychex of New York LLC</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	582002	10/28/2020		6437P12 · PAYROLL SERVICES	-603.47
	Bill	582387	11/11/2020		6437P12 · PAYROLL SERVICES	<u>-603.47</u>
TOTAL						-1,206.94
	<b>Bill Pmt -Check</b>	<b>62390</b>	<b>11/23/2020</b>	<b>Perri, Amy</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	102620	10/26/2020		6437A · PROGRAMS (ADULT)	-150.00
	Bill	110920	11/09/2020		6437A · PROGRAMS (ADULT)	<u>-150.00</u>
TOTAL						-300.00
	<b>Bill Pmt -Check</b>	<b>62391</b>	<b>11/23/2020</b>	<b>Petty Cash</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	111020 cpsd	11/10/2020		6437C · PROGRAMS (C&P)	<u>-26.95</u>
TOTAL						-26.95

**Mastics Moriches Shirley Community Library**

**NOVEMBER 23, 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>62392</b>	<b>11/23/2020</b>	<b>Piper-Gebhard, Randi</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	110520	11/05/2020		6437L · PROGRAMS (LIT)	<u>-240.00</u>
TOTAL						-240.00
	<b>Bill Pmt -Check</b>	<b>62393</b>	<b>11/23/2020</b>	<b>Posillico, Michele</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	102820	10/28/2020		6437A · PROGRAMS (ADULT)	<u>-200.00</u>
TOTAL						-200.00
	<b>Bill Pmt -Check</b>	<b>62394</b>	<b>11/23/2020</b>	<b>Regent Book Company</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	58971	10/25/2020		6410A · BOOKS (ADULT)	<u>-17.09</u>
TOTAL						-17.09
	<b>Bill Pmt -Check</b>	<b>62395</b>	<b>11/23/2020</b>	<b>Roeder, Kathy</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	103020a	10/30/2020		6437C · PROGRAMS (C&P)	-500.00
	Bill	103020b	10/30/2020		6437C · PROGRAMS (C&P)	<u>-500.00</u>
TOTAL						-1,000.00
	<b>Bill Pmt -Check</b>	<b>62396</b>	<b>11/23/2020</b>	<b>Roye, Sara</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
	Bill	111120	11/11/2020		6437A · PROGRAMS (ADULT)	<u>-200.00</u>
TOTAL						-200.00

**Mastics Moriches Shirley Community Library**

**NOVEMBER 23, 2020**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62397</b>	<b>11/23/2020</b>	<b>Sandpebble Preconstruction Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	PostRef ProjReq 07	10/23/2020		7500 · BUILDING IMPROVEMENTS	-10,264.53
				7500 · BUILDING IMPROVEMENTS	-18,033.73
				7500 · BUILDING IMPROVEMENTS	-6,513.39
				7500 · BUILDING IMPROVEMENTS	-6,297.38
TOTAL					<u>-41,109.03</u>
<b>Bill Pmt -Check</b>	<b>62398</b>	<b>11/23/2020</b>	<b>Scholastic Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	24504300	10/21/2020		6410C · BOOKS (C&P)	-141.00
TOTAL					<u>-141.00</u>
<b>Bill Pmt -Check</b>	<b>62399</b>	<b>11/23/2020</b>	<b>Scott, Robert</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	11/02/20	11/02/2020		6437A · PROGRAMS (ADULT)	-325.00
TOTAL					<u>-325.00</u>
<b>Bill Pmt -Check</b>	<b>62400</b>	<b>11/23/2020</b>	<b>Shattes, Krista</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	102920	10/29/2020		6437A · PROGRAMS (ADULT)	-200.00
Bill	111220	11/12/2020		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					<u>-400.00</u>
<b>Bill Pmt -Check</b>	<b>62401</b>	<b>11/23/2020</b>	<b>South Shore Press, Inc.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	74013	11/01/2020		643765 · PROMOTION AND PUBLICITY	-2,700.00
TOTAL					<u>-2,700.00</u>

**Mastics Moriches Shirley Community Library**

**NOVEMBER 23, 2020**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62402</b>	<b>11/23/2020</b>	<b>Sparling, Nicole S.</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	101720	10/17/2020		6437C · PROGRAMS (C&P)	-75.00
TOTAL					<u>-75.00</u>
<b>Bill Pmt -Check</b>	<b>62403</b>	<b>11/23/2020</b>	<b>Staples Advantage</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	8059690272	09/18/2020	Staples Advantage	L0600 · ACCOUNTS PAYABLE	0.00
Bill	8060073645	10/23/2020		6437A · PROGRAMS (ADULT)	-57.96
				6437C · PROGRAMS (C&P)	-19.32
				6437N · PROGRAMS (TEEN)	-19.32
				6430G · OFFICE AND LIBRARY SUPPLIES	-26.29
				6430G · OFFICE AND LIBRARY SUPPLIES	-16.84
Bill	8060238186	11/06/2020		6451G · CUSTODIAL SUPPLIES	-170.85
				6430G · OFFICE AND LIBRARY SUPPLIES	-7.11
TOTAL					<u>-317.69</u>
<b>Bill Pmt -Check</b>	<b>62404</b>	<b>11/23/2020</b>	<b>Strunk-Albert Engineering</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	10002	11/03/2020		7500 · BUILDING IMPROVEMENTS	-6,580.00
Bill	10003	11/03/2020		7500 · BUILDING IMPROVEMENTS	-6,580.00
TOTAL					<u>-13,160.00</u>

**Mastics Moriches Shirley Community Library**

**NOVEMBER 23, 2020**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>62405</b>	<b>11/23/2020</b>	<b>Suffolk Cooperative Library System</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	84188 NatlGeoKids	11/13/2020		6411C · MICRO/REF CD (C&P)	-462.00
Bill	84201 GASB-75	11/13/2020		6437P01 · ACCOUNTANT/AUDITOR	-2,200.00
Bill	84220 WorldBook	11/16/2020		6411C · MICRO/REF CD (C&P)	-752.80
				6411A · MICRO/REF CD (ADULT)	-564.60
				6411N · MICRO/REF CD (TEEN)	-564.60
TOTAL					<u>-4,544.00</u>
<b>Bill Pmt -Check</b>	<b>62406</b>	<b>11/23/2020</b>	<b>Tank Me Later, LLC</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	1238	10/30/2020		6452G · BLDG ALTERATION AND MAINT	-225.00
Bill	1282	11/11/2020		6452G · BLDG ALTERATION AND MAINT	-225.00
TOTAL					<u>-450.00</u>
<b>Bill Pmt -Check</b>	<b>62407</b>	<b>11/23/2020</b>	<b>True Nature Landscaping - NghbrhdRd MB</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	16628	10/29/2020		6452G · BLDG ALTERATION AND MAINT	-240.00
TOTAL					<u>-240.00</u>
<b>Bill Pmt -Check</b>	<b>62408</b>	<b>11/23/2020</b>	<b>Vivas, Chris</b>	<b>L0225 · EMPIRE NAT'L - OPERATING</b>	
Bill	102820	10/28/2020		6437C · PROGRAMS (C&P)	-150.00
Bill	103020	10/30/2020		6437C · PROGRAMS (C&P)	-150.00
TOTAL					<u>-300.00</u>

**Mastics Moriches Shirley Community Library**

**NOVEMBER 23, 2020**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	62409	11/23/2020	W. B. Mason Co., Inc.	L0225 · EMPIRE NAT'L - OPERATING	
Bill	213328405	08/31/2020	W. B. Mason Co., Inc.	L0600 · ACCOUNTS PAYABLE	0.00
Bill	2155221548	11/03/2020		6430G · OFFICE AND LIBRARY SUPPLIES	-52.09
TOTAL					<u>-52.09</u>
Bill Pmt -Check	62410	11/23/2020	West Islip Library	L0225 · EMPIRE NAT'L - OPERATING	
Bill	110320	11/03/2020		6410A · BOOKS (ADULT)	-14.95
TOTAL					<u>-14.95</u>
Bill Pmt -Check	62411	11/23/2020	Winters Bros. Hauling of LI, LLC	L0225 · EMPIRE NAT'L - OPERATING	
Bill	001784290	10/31/2020		6432G · CARTAGE	-285.00
TOTAL					<u>-285.00</u>
Bill Pmt -Check	62412	11/23/2020	Xerox Corporation (PA)	L0225 · EMPIRE NAT'L - OPERATING	
Bill	230301677	11/01/2020		6439G · EQUIPMENT R & M (GEN)	-1,309.67
TOTAL					<u>-1,309.67</u>
				<b>TOTAL</b>	<b>-131,946.61</b>

I hereby certify that at a meeting on November 23, 2020  
the above vouchers were approved and authorized.

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

Mastics Moriches Shirley Community Library

October 27, 2020

Payroll Benefits Warrant

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check EFT</b>		<b>10/30/2020</b>	<b>1099 NYS Employees' Retirement System</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	10302020	10/30/2020		L0163 · RC ERS CONTRIBUTIONS	\$ (2,999.79)
				L0161 · RL - ERS LOAN	\$ (3,276.00)
				L0160.1 · MA - ERS ARREARS (MANDATORY)	\$ (139.71)
TOTAL					<u>\$ (6,415.50)</u>
<b>Bill Pmt -Check 6598</b>		<b>10/30/2020</b>	<b>1094 The NYS Deferred Compensation Plan</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	10302020	10/30/2020		L0173 · 457B NYS DEFERRED COMP	\$ (2,213.68)
TOTAL					<u>\$ (2,213.68)</u>
<b>Bill Pmt -Check 6599</b>		<b>10/30/2020</b>	<b>1095 Met Life</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	10302020	10/30/2020		L0171 · 403B MET LIFE	\$ (2,593.00)
TOTAL					<u>\$ (2,593.00)</u>
<b>Bill Pmt -Check 6600</b>		<b>10/30/2020</b>	<b>1096 Prudential</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	10302020	10/30/2020		L0172 · 403B PRUDENTIAL	\$ (100.00)
TOTAL					<u>\$ (100.00)</u>
<b>Bill Pmt -Check 6601</b>		<b>10/30/2020</b>	<b>CSEA Employee Benefit Fund</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	10302020	10/30/2020		L0510 · CSEA POST TAX DENTAL	\$ (110.14)
				L0520 · CSEA POST TAX VISION	\$ (4.71)
TOTAL					<u>\$ (114.85)</u>
<b>Bill Pmt -Check 6602</b>		<b>10/30/2020</b>	<b>CSEA, Inc.</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
Bill	10302020	10/30/2020		L0500 · CSEA UNION DUES	\$ (2,164.63)
TOTAL					<u>\$ (2,164.63)</u>
					\$ (13,601.66)

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

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

**Mastics Moriches Shirley Community Library**  
**November 13, 2020**  
**Payroll Benefits 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>6603</b>	<b>11/13/2020</b>	<b>1094 The NYS Deferred Compensation Plan</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
TOTAL	Bill	11132020	11/13/2020		L0173 - 457B NYS DEFERRED COMP	\$ (1,999.50)
						<u>\$ (1,999.50)</u>
	<b>Bill Pmt -Check</b>	<b>6604</b>	<b>11/13/2020</b>	<b>1095 Met Life</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
TOTAL	Bill	11132020	11/13/2020		L0171 - 403B MET LIFE	\$ (2,593.00)
						<u>\$ (2,593.00)</u>
	<b>Bill Pmt -Check</b>	<b>6605</b>	<b>11/13/2020</b>	<b>1096 Prudential</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
TOTAL	Bill	11132020	11/13/2020		L0172 - 403B PRUDENTIAL	\$ (100.00)
						<u>\$ (100.00)</u>
	<b>Bill Pmt -Check</b>	<b>6606-6618</b>	<b>11/13/2020</b>	<b>Medicare Reimbursement Payments</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
TOTAL	Bill	11132020	11/13/2020		9060 - MEDICAL INSURANCE	\$ (3,306.45)
						<u>\$ (3,306.45)</u>
	<b>Bill Pmt -Check</b>	<b>6619</b>	<b>11/13/2020</b>	<b>CSEA Employee Benefit Fund</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
TOTAL	Bill	11132020	11/13/2020		L0510 - CSEA POST TAX DENTAL	\$ (110.14)
					L0520 - CSEA POST TAX VISION	\$ (4.71)
						<u>\$ (114.85)</u>
	<b>Bill Pmt -Check</b>	<b>6620</b>	<b>11/13/2020</b>	<b>CSEA, Inc.</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
TOTAL	Bill	11132020	11/13/2020		L0500 - CSEA UNION DUES	\$ (2,164.63)
						<u>\$ (2,164.63)</u>
	<b>Bill Pmt -Check</b>	<b>6621</b>	<b>11/13/2020</b>	<b>1098 State Of NY Department of Civil Serv</b>	<b>L0226 - EMPIRE NAT'L - PAYROLL</b>	
TOTAL	Bill	558	11/13/2020		9060 - MEDICAL INSURANCE	\$ (74,295.48)
						<u>\$ (74,295.48)</u>



**Mastics Moriches Shirley Community Library**  
**November 13, 2020**  
**Payroll Benefits Warrant**

\$ (84,573.91)

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

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

### October 2020 Statistics At-A-Glance

#### Programming

**51** Virtual & In-Person  
(Outdoor) Program Sessions

**4,766** Views/Active  
Participants in these programs

#### Computers

**1023** MMSCL Resident Logins

**349** Visitor Logins

**32** Mac Lab Logins

**1,404** Total Computer Logins

#### Reference & Information Questions

**947** Reference Questions

**1,304** Information Inquiries

**2,251** Total Questions

Since our doors reopened to the public in July, our computer usage has increased by 132%. The staff finds that patrons are asking for a lot of technical assistance, whether it be help with filling out forms or scanning multiple pages to be faxed to the Department of Labor to remote printing.

October proved to be another successful month of limited in-person, off-site programming. We held our twice a week walks and we also supervised two pumpkin painting sessions in the parking lot of the library. The Crafts-to-Go kits continue to be a popular service that patrons are enjoying from the comfort of their own homes.

The Reference Department began discussing and planning ways we can offer limited in-person programs in the building. We decided that we would begin with small programs, such as our one-on-one Career Counseling and Genealogy appointments. The program room located on the main floor enables us the space and privacy to host these services. Additionally, we have worked with CRS to start allowing appointments for individuals needing a private space to study and/or tutor, as well as proctoring exams.





November 23, 2020

Sylvia Maurer

October was an exciting month for the Children's and Parents' Services Department. We took advantage of the great fall weather that we had this year and helped our patrons enjoy the fun of the season. This year, we kept with our fall traditions and made adjustments for social distancing. We had 25 families join us in our parking lot on Saturday, October 10<sup>th</sup> for our Scarecrow Extravaganza. We provided the straw and clothing and each family worked together to build their own scarecrow to take home. We also met families at Glover Farm for our annual pumpkin picking program. 417 patrons were able to pick their own pumpkin from the field and play a round of corn maze BINGO. Library Assistant Cathy Meinhold wrote an article about the program to be published in the South Shore Press (attached). We partnered with Senator Monica Martinez and the Mastic Beach Ambulance Company, representing the Library, for their Trunk or Treat events. Library Assistant Hillary Maldonado and Library Clerk Darlene Billows attended both events dressed in costume and handed out goodies, crafts and Library information to all attendees.



<b>Statistics</b>				
<b>CPSD 2020-2021</b>	<b>July</b>	<b>August</b>	<b>Sept</b>	<b>Oct</b>
<b>Computer Usage</b>	19	79	109	147
<b>Reference Questions</b>	90	95	80	87
<b>Other Questions</b>	17	156	117	226
<b>Offsite Attendance</b>	0	12	25	523
<b>Offsite Sessions</b>	0	2	6	8
<b>Additional Floor Stats:</b>				
<b>Crafts to Go</b>	207	285	250	255
<b>In-Person Visits</b>	287	744	911	880

## Community Library Pumpkin Picking at Glover Farm

Cloudy weather and muddy feet couldn't keep families away from the Community Library's traditional "On the Road" pumpkin picking event last week. Everyone masked up to meet up for a safe and fun time at Glover Farms.

For the seventh consecutive year, the Community Library Children's and Parents' Services Department hosted over 400 people at five different sessions. Each registered family member was given free admission along with coupons for ten pounds of pumpkins and a corn maze adventure. Glover Farms also offers a haystack for climbing, a mini-hay maze for little ones, a playground, barnyard animals to visit and a tractor ride out to the pumpkin field as part of the visit. Families took advantage of the many idyllic photo opportunities around the farm and everyone had a wonderful time and left with wagons full of pumpkins and plenty of smiles.

CPSD department head Sylvia Maurer launched the pumpkin picking program in 2014, and it remains one of the most popular library activities. "It's a great program that we run every year that gives families an opportunity to experience a great fall activity together and also brings the community together as they get to see all their friends and meet new ones." In COVID times, it's especially important for families to find safe social activities, and this was an excellent opportunity. Families had plenty of space to spread out in the fresh air. Masks were worn when social distance could not be observed as well as inside the snack bar, where farm visitors enjoyed a wide array of treats including roasted corn, hot pretzels and fresh cider donuts. Irresistible fresh apples and golden local honey were available at the check-out.

Children's library page Daria Fatizzo was on hand checking in families. She enjoyed seeing children she hasn't seen in months due to the pandemic. "I was so happy to get to see everyone as they were so excited to go through the corn maze, pick pumpkins, and eat some yummy snacks," she said. "Afterwards, the children would be ecstatic to show us the pumpkins that they picked out, some families walked out with huge pumpkins, while others chose multiple smaller ones".

Children's Library Assistant Hillary Maldonado is a familiar face to anyone who attends library programs, and she took many wonderful photos of families enjoying the day. To see all the photos, visit [www.communitylibrary.org](http://www.communitylibrary.org), pull down the Departments menu and find the Children's and Parents' services tab, and click on the Photo Gallery button.

The Community Library is committed to finding ways to keep the community connected at all times, and outdoor programming will continue into November, so check the program calendar for opportunities including baby and toddler meetups at Southaven park, Wertheim Wildlife Refuge meet up for families, and adult walks at Wertheim.





# COMMUNITY LIBRARY

## TEEN SERVICES DEPARTMENT

November 2020

Submitted by Erika Irish

### Statistical Information October 2020

Computer Usage: 127 Sessions

Reference Questions: 41

Information Questions: 227

Grab and Go Kits given out: 14

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During the month of October, the Teen staff began thinking about and planning how we will do in-person programs, as well as choosing what programs we will be able to offer safely. The Teen staff is very eager to begin having teens back in the department and interacting with them again. We 're currently looking to offer Art Club, Illustrators Workshop, Pamper Programs and we are trying to figure out how to do Game On! since that was always a popular program.

Last year December all departments began working on a Haunted Library for this October which was going to be held in the library and go through all departments, but due to COVID restrictions this was unable to happen. Samantha Quinn, Kyle Fichtner and Tom Casper worked hard to come up with something similar for teens for this year following social distance and COVID safety guidelines. What



they created was a Haunted Maze that was scheduled to be held on October 30, but due to the rain it was moved to November 6. Out of the 20 teens registered we had 16 attend. Teens had the opportunity to walk through a maze that was put up on the lawn at The Mastic Beach Branch, and be “scared by library staff”. After they went through the maze they could make a glow in the dark mask and get a treat.

In October, we had 6 students complete community service. They had a choice of making bandana’s for shelter pets to help them get adopted or cards for kids that are in the hospital. They have been very creative and have put a lot of effort into their projects. As seen below:



## Virtual Classes

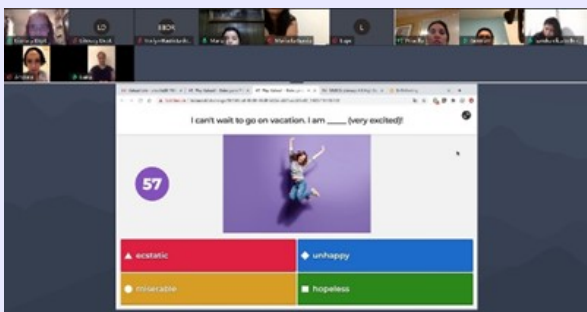
The Literacy Department has hit our stride and is well underway with a successful fall session of virtual English as a New Language and Citizenship classes. During the month of October, we offered 50 class sessions for morning and evening students. Classes were attended 532 times! Pictured here, Ms. Catherine's class is hard at work practicing their language skills in the areas of reading, writing, listening, and speaking. Instructors carefully plan their classes to cover all aspects of language while focusing on practical life skills.

Some class topics overheard recently were: using ordinal numbers and the months of the year to ask and answer questions about birthdays and holidays; learning vocabulary for supermarket departments to ask where to find certain items; reading a map and using direction words to describe the location of places in the community.



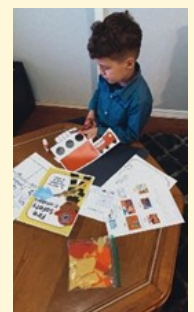
## Kahoot

Literacy's Kahoot games are popular on our Facebook page each week. Our games are language related and a fun way to practice English! Kahoot games are quick, easy, and interactive. Some of our instructor's play Kahoot as a class, then reinforce the topic with additional information and practice during the class session. Pictured below, Ms. Priscilla's class is playing Kahoot: Replacing Very. The goal of this game is to spice up your vocabulary by replacing the word *very*. For example, instead of saying "very pretty," try saying "beautiful" or "gorgeous." Join us on Mondays & Tuesdays each week!



## Packet Pickup

Our Family Literacy program plays an important role in the early language development of our youngest program participants. One way in which we have reimaged this service is through our monthly packet pickup. October's packet was centered around fire safety and was customized to provide activities, a craft project, practice pages, discussion questions, and links to virtual books, videos, and resources. The packets are supported with complementary videos posted in our Facebook group. Pictured below is the October packet "in action" with one of our families; about 50 packets were given out last month!



## Monthly Statistics for October

Digital Attendance: 532 adults  
Digital Sessions: 50



November 2020

Compiled by: Stephen Burg

Over the past month, the Digital Services Department has continued to schedule posts on all of the library's social media accounts. Our social media accounts continue to have great engagement numbers. Our hotspots continue to be very popular. We were notified this month that Boopsie, which runs our library app, will switch over to Solus. I will be working to help facilitate the switch in the coming months.

Equipment Circulation in October 2020	CHKOUTS	RENEWALS
Unique Item 3 (Item C) Hotspots and Chromecasts	22	3
Unique Item 4 (Item C) Go Pro and iPads	2	1

## Digital services September Stats

Facebook	October
page views	1366
post reach	18910
Engagement	7306
<b>Instagram</b>	
reach	684
Impressions	3914
Followers	707
<b>YouTube</b>	October
views	1465
<b>Chat/Text Ref</b>	
text/email	85
<b>overdrive</b>	
ebooks	3724
audio books	1421
<b>flipster</b>	
online views	310
<b>Freegal</b>	
downloads	287
streamed	1535
both:	1822
<b>Hoopla</b>	
new patrons	7
check outs	587
<b>Kanopy</b>	
downloads	139
HOOPLA + KANOPY:	726
<b>Web page</b>	
page views	1400



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000  
TEL: 631-286-1600 ■ FAX: 631-286-1647

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## BALLOT

### 2021 SCLS Budget

The Board of Trustees of the \_\_\_\_\_ Library

Approved

Disapproved

The Proposed 2021 Budget of the Suffolk Cooperative Library System,  
approved by the SCLS Board of Trustees on November 5, 2020.

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

Please return to SCLS. Attention Director's Office no later than  
December 31, 2020



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November 6, 2020

TO: MEMBER LIBRARY DIRECTORS IN THE  
**TOWN OF BROOKHAVEN**  
FROM: KEVIN VERBESEY, DIRECTOR  
SUBJECT: ENCLOSED BALLOT

In compliance with the Bylaws of the Suffolk Cooperative Library System, enclosed you will find five ballots to elect a trustee to represent the **TOWN OF BROOKHAVEN** on the SCLS Board. PLEASE NOTE THE DEADLINE FOR RETURNING BALLOTS TO THE SCLS DIRECTOR'S OFFICE IS THURSDAY, DECEMBER 31, 2020.

For your information, I quote below Article VIII, Section 5, of the System's Bylaws:

Section 5      Each member library shall have five votes to be cast by written ballot after official action at a board meeting. The ballots must be returned to SCLS for counting by 5:00 p.m. on the specified date. A plurality shall be required to elect. In case of ties there will be a run off. Results of the balloting will be communicated by memo to all libraries within one week of the completion of the ballot.



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## BALLOT

TO: BOARD OF TRUSTEES IN THE  
TOWN OF BROOKHAVEN  
FROM: KEVIN VERBESEY, DIRECTOR

Please cast your vote for the following candidate to serve on the System Board to fill a term that runs from January 6, 2021 – December 31, 2023

Susan Tychnowicz

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Library

**PLEASE RETURN THIS BALLOT TO THE SCLS DIRECTOR'S OFFICE  
NO LATER THAN DECEMBER 31<sup>ST</sup> by 5:00 P.M.**

	D	E	F	G	H	I	J	K	L
4	REPORT OF PERSONNEL CHANGES						DATE PREPARED:		
5	SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						11/23/20		
6	JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY						Page 1 of 1		
7	NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	STATEMENT # OR NAME OF PREVIOUS INCUMBENT	
8									
9	RE	Irish, Kathleen		Librarian I	\$34.17/HR	Up to 17.5 Hours	11/12/20		
:									
;	TRS	Veit, Victoria		Library Clerk	\$15.30/HR		11/08/20		
<									
43									
44									
45									
46									
47									
48									
49	DID YOU: 1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old?					The above changes are hereby certified as being in accordance with Civil Service requirements.			
4:	2. Request and canvas an eligible list for all competitive positions?								
4;	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<	4. Submit a personnel change on the previous incumbent shown above?								
53	<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED					
54	<input type="checkbox"/>	APPROVED AS NOTED							
55							Signature of Appointing Authority		
56									
57									