MEETING OF THE BOARD OF TRUSTEES

OF THE

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

November 22, 2021

7:00 PM

AGENDA

I. CALL TO ORDER
PLEDGE OF ALLEGIANCE

PERIOD OF PUBLIC EXPRESSION

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 – 2022

E. POLICIES

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X. EXECUTIVE SESSION

XI. ADJOURNMENT

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

December 20, 2021 @ 7:00PM

DRAFT - UNAPPROVED

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF OCTOBER 25, 2021, BOARD MEETING

CALL TO ORDER

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

PRESENT

Present were Trustees Maiorana, Gross, Dubois and Furnari, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak, and Secretary Stirber. Chris Barletta of Sandpebble and Fred Towle attended as guests and Victor Canseco of Sandpebble, and Rick Wiedersum of H2M Architects attended via video call.

APPROVAL OF MINUTES

Motion by Gross, second by Dubois, to accept the minutes of the September 27, 2021, meeting of the Board of Trustees. Carried 4-0.

Motion by Dubois, second by Gross, to accept the minutes of the October 06, 2021, special meeting of the Board of Trustees. Carried 4-0.

SCHEDULE OF CLAIMS

Motion by Gross, second by Dubois, to approve the following Operating Fund Schedule of Claims dated 10/25/2021. Carried 4-0.

FINANCIAL REPORTS

Motion by Dubois, second by Gross, to approve the Operating Financial Report for September 2021. Carried 4-0.

Motion by Gross, second by Dubois, to approve the Capital Fund Financial Report for September 2021. Carried 4-0.

DIRECTOR'S REPORT

The Director reported and reviewed the information that was attached to her written report.

ASSISTANT DIRECTOR'S REPORT

Ms. D'Amato reported that the November Newsletter was sent out and is available. She reported that Fall programs continue to be successful. The Salem Virtual Tour, Girl Scout Outreach Program and the Teen Department's Haunted Library are a few programs that were well attended. She reported how the department heads are reviewing marketing tools and software packages that can send out emails and reminders to inform patrons about new books and upcoming programs. She reported that she continues to work on research grants. One is

through AARP for Seniors to purchase equipment and programs at the new branches. Ms. D'Amato also reported that members of the Board recently met with Friends of the Library to begin discussions on applicable grants that will be available in 2022.

BUSINESS MANAGER

The Business Manager reported that the Worker's Compensation Audit is not complete, and the final analysis is not available yet. He reported that historic wood (Woodhull) has been relocated to a storage unit that is temperature controlled. Mr. Nowak reported that gas services have been terminated at the Moriches Branch while work continues to be done but will be restored. He also reported that water service has been restored at the Mastic Beach Branch. Also, in Mastic Beach, work has begun to exterminate the rats that have been reported. He also reported that last Thursday we opened one bid for the fire sprinkler. Mr. Nowak then reported that the fiscal year audit field work is complete. Lastly he reported that with the upcoming bond closing we will be receiving a monetary distribution on or about November 2nd and we should receive a report from Munistat relating to that.

BUILDING COMMITTEE REPORT

Rick Wiedersum reported that the exterior color of the Hardie plank for the Little Red Schoolhouse is no longer available. The group took a few minutes and discussed that they are not comfortable with any color other than red. Rick spoke to Chris Barletta and requested that samples be sent over. A brief discussion took place regarding the possibility of painting or stucco. The Board felt that painting requires too much maintenance. Kerri requested that we get an estimate of what the painting every 5-7 years would cost. They decided to revisit this issue at the next meeting.

PERSONNEL CHANGES

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

CONTRACTS/ RENEWALS

Motion by Furnari, second by Dubois, to approve the agreement with *LinkedIn* (Lynda.com) for the period February 3, 2022, through February 2, 2023, at a cost of $13,125.00. Carried 4-0.

Motion by Furnari, second by Gross, to approve the agreement with DiLandro Andrews Engineering for the mandated monitoring and reporting of the active construction site at the Moriches Branch for approximately one year at a cost of $14,250.00. Carried 4-0.

COMMUNITY FAMILY LIT. PROJ. FINANCIAL STATEMENTS

Motion by Gross, second by Furnari, to approve the Community Family Literacy Project, Inc. FY 2020-21 annual financial statement as prepared by Treasurer Kathi Bertos and presented by Director Rosalia. Carried 4-0.

BORROWING POLICY

Motion by Gross, second by Dubois, to amend the borrowing policy of the Mastics-Moriches-Shirley Community Library as presented. Carried 4-0.

AWARDING OF BID

Motion by Dubois, second by Gross, to award contract #15-15.300 for the fire sprinkler system at the Moriches Branch to Hartcorn Plumbing & Heating, Inc. for the total amount of $86,000.00 (base bid), with the option to accept additional alternates at a later date. Carried 4-0.

EXECUTIVE SESSION

Motion by Dubois, second by Furnari, to move into Executive Session at 7:35 pm to discuss a contractual issue. Carried 4-0.

Motion by Furnari, second by Gross, to leave Executive Session at 8:38 pm. Carried 4-0.

ALTERNATES

Motion by Gross, second by Dubois, to approve work for an Enhanced Children's Outdoor Area at the Mastic Beach Branch for a total contract increase of $50,305.00. Carried 4-0.

Motion by Gross, second by Dubois, to approve cultured stone veneer at the Moriches Branch for a total contract increase of $99,000. Carried 4-0.

Motion by Gross, second by Dubois, to approve the enhanced ceiling and lighting at the Moriches Branch for a total contract increase of $200,000. Carried 4-0.

Motion by Dubois, second by Gross, to approve the vestibule barrel ceiling at the Moriches Branch for a total contract increase of $5,000. Carried 4-0.

Motion by Gross, second by Dubois, to approve work for an Enhanced Children's Outdoor Area, at the Moriches Branch for a total contract increase of $104,060. Carried 4-0.

ADJOURNMENT

Motion by Gross, second by Dubois, to adjourn the meeting at 8:40pm. Carried 4-0.

Respectfully submitted by,

_____

Madeline Stirber, Secretary

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

OPERATING FUNDS FINANCIAL REPORTS

(PROFIT & LOSS OVERVIEW AND OPERATING ACCOUNTS)

OCTOBER 2021

PREPARED & SUBMITTED BY:

CHRISTOPHER NOWAK
BUSINESS MANAGER

MMSCL
Operating Funds Monthly Report
October 2021

PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
MONEY MARKET	$ 2,259,046.70	$ 3,790.52	$ 733,170.75	$ 344.98	$ 1,530,011.45
CREDIT CARD M.M.	$ 415,497.47	$ 661.83	$ 182.97	$ 52.98	$ 416,029.31
OPERATING	$ 655,323.63	$ 367,758.35	$ 455,835.16	$ 44.93	$ 567,291.75
PAYROLL	$ 62,501.17	$ 365,412.40	$ 395,320.65	$ -	$ 32,592.92
					$ 2,545,925.43

PURPOSE	MATURITY DATE	TERM	RATE	BALANCE
Denitrification System	Sept. 2022	12 Months	0.005%	$ 14,350.00
			TOTAL INVESTMENTS:	$ 14,350.00
			TOTAL CASH & INVESTMENTS:	**$ 2,560,275.43**

BOT Meeting:
November 22, 2021

Literacy

October 2021

Lindsay Davis

Hispanic Heritage Month

Our Family Literacy classes celebrated Hispanic Heritage Month which takes place between September 15-October 15 each year. Our families shared a fun fact about their country and proudly displayed their flag. We love to learn about other cultures and celebrate the strength in our diversity.

The Literacy Department serves patrons from around the world. During fiscal year 2020-2021, during which our numbers were less than usual because of Covid, our 200+ patrons represented 26 countries and 17 languages. Prior years, our 400+ patrons represented 40+ countries and 20+ languages!

Congratulations Ivette

Literacy staff member, Ivette George, was honored by Senator Alexis Weik during Hispanic Heritage month!

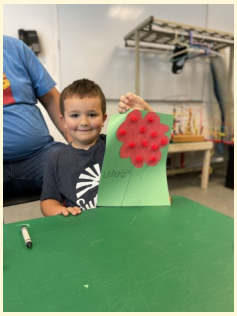
Ivette has made many valuable contributions to the Hispanic community including teaching our Citizenship Preparation class. Ivette is dedicated to the MMSCL Literacy Department, our patrons, and our community. Thank you for you all do Ivette, we are so proud of you!

Newsday featured Ivette in their article *Naturalization Class Teacher Among 10 Honored During Hispanic Heritage Month*! Read it here.

Bilingual Storytime

The Literacy Department offered a new program in September in collaboration with the Children's and Parents' Services Department: Bilingual Storytime!

Ms. Donika presented sessions for both preschoolers and school age kids. Families enjoyed books, songs, and crafts while learning new vocabulary words in Spanish. Check the library newsletter for the next session.
Thank you! ¡Gracias!

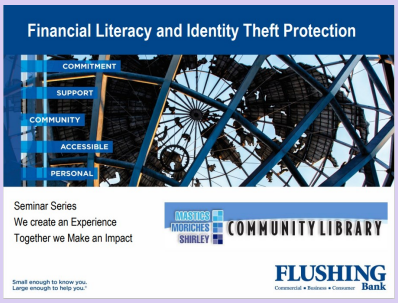


Monthly Statistics for September

Digital Attendance: 188
Digital Sessions: 21
In-Person Attendance (adults): 82
In-Person Attendance (children): 50
In-Person Sessions: 28

Financial Education/Educación Financiera

We partnered with Flushing Bank to provide Financial Literacy programs to our patrons in Spanish. We offered a series of 4 virtual workshops on the following topics, which were very well received!



- Your Spending and Saving Plan/ Su Plan de Gastos y Ahorros
- Borrowing Basics/ Conceptos Básicos Sobre Préstamos
- Protecting Your Identity/ Protección De Su Identidad
- Making Housing Decisions/ Decisiones De Vivienda

Community Family Literacy Project, Inc. (CFLP)

CFLP is a 501c3 organization overseen by a Steering Committee of 6 volunteer members. We meet biannually and recently had a meeting to discuss our Literacy program, activities, events, fundraisers, and more. We believe that education empowers individuals, families, and communities!

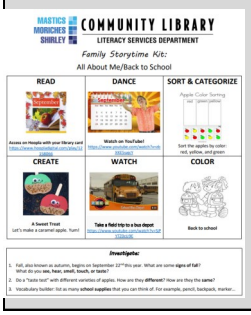
Pictured: Executive Director Lindsay Davis and members Diana Davies, Luz Gonzalez, Legislator Jim Mazzarella, & Assemblyman Fred Thiele. Not pictured: Michele DelMonte & Anne Marie Hofmann

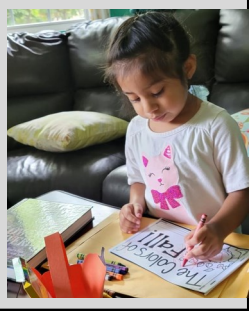
Thanks to CFLP for donating school supplies and graffiti removal supplies to Colonial Youth and Family Services as well as new toys and games to our Family Literacy program.

Back In Session

Literacy classes resumed in September with a strong turnout from our patrons. We are offering a hybrid model of classes: in-person English classes, in-person Needle Arts and Family Literacy classes, plus virtual English and citizenship classes.

In addition, we create monthly Family Literacy packets for families to pick up and practice their Literacy skills at home. We continue to add to our Facebook page, Facebook Toddler Group, and our YouTube channel plus a weekly Kahoot game.





MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
Profit & Loss Budget Overview
July through October 2021

	TOTAL							
	Jul 21	Aug 21	Sep 21	Oct 21	Jul - Oct 21	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
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	258.68	343.62	324.48	328.81	1,255.59	1,000.00	255.59	125.56%
2360 · CONTRACTS WITH OTHER LIBR.	217,193.16	0.00	0.00	0.00	217,193.16	200,000.00	17,193.16	108.6%
2401 · INTEREST	85.28	838.70	1,346.87	389.91	2,660.76	18,000.00	-15,339.24	14.78%
2650 · SALES OF EXCESS MATERIAL	172.00	80.00	25.00	15.00	292.00			
2670 · SALES OF BOOKS	0.00	349.19	0.00	0.00	349.19			
2690 · OTHER COMPENSATION	0.00	0.00	8.50	0.00	8.50			
2701 · REFUNDS	0.00	14.74	0.00	0.00	14.74			
2705 · GIFTS AND DONATIONS	11.35	1.06	7.06	0.50	19.97			
2760 · SYSTEM & STATE AID	0.00	12,817.00	0.00	0.00	12,817.00	10,000.00	2,817.00	128.17%
2770 · UNCLASSIFIED REVENUE	5.80	0.00	0.00	0.10	5.90			
2771 · COPIER REVENUE - CONTRACT (R)	594.06	848.90	748.35	540.10	2,731.41	8,000.00	-5,268.59	34.14%
2771A · COPIER REVENUE - INHOUSE (N)	195.00	387.00	400.00	361.00	1,343.00			
2772 · READER-PRINTER REVENUE	0.00	0.00	0.00	0.00	0.00	8,000.00	-8,000.00	0.0%
2772A · ADULT-ADULT PRINTER	89.00	647.00	509.00	440.00	1,685.00			
2800 · PROGRAM RECEIPTS								
2805 · Program Receipts - Adult	337.00	319.00	474.00	176.00	1,306.00			
2820 · Venue Resales	1,480.00	1,480.00	860.00	280.00	4,100.00			
2800 · PROGRAM RECEIPTS - Other	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Total 2800 · PROGRAM RECEIPTS	1,817.00	1,799.00	1,334.00	456.00	5,406.00	5,000.00	406.00	108.12%
2999 · Lost Books	231.90	27.00	89.93	0.00	348.83			
Total Income	220,653.23	18,153.21	4,793.19	2,531.42	246,131.05	9,828,000.00	-9,581,868.95	2.5%
Gross Profit	220,653.23	18,153.21	4,793.19	2,531.42	246,131.05	9,828,000.00	-9,581,868.95	2.5%
Expense								
6000 · SALARIES AND WAGES								

	TOTAL							
	Jul 21	Aug 21	Sep 21	Oct 21	Jul - Oct 21	Budget	$ Over Budget	% of Budget
6141 · PROFESSIONAL SALARIES								
6141A · PROFESSIONAL (ADULT)	38,273.13	39,240.46	39,288.52	58,629.68	175,431.79	539,441.00	-364,009.21	32.52%
6141C · PROFESSIONAL (C&P)	19,107.99	19,412.32	19,082.62	28,899.14	86,502.07	285,895.00	-199,392.93	30.26%
6141D · PROFESSIONAL (DIGITAL)	8,483.29	9,927.11	10,748.96	19,539.80	48,699.16	206,681.00	-157,981.84	23.56%
6141N · PROFESSIONAL (TEEN)	22,322.57	22,461.51	22,403.99	33,910.35	101,098.42	308,013.00	-206,914.58	32.82%
6141S · COMM SERV LIBR (SVC)	8,883.36	8,946.28	8,946.28	13,419.42	40,195.34	116,302.00	-76,106.66	34.56%
6141T · PROFESSIONAL (TECH)	9,934.36	9,867.49	9,822.70	14,828.10	44,452.65	125,383.00	-80,930.35	35.45%
Total 6141 · PROFESSIONAL SALARIES	107,004.70	109,855.17	110,293.07	169,226.49	496,379.43	1,581,715.00	-1,085,335.57	31.38%
6142 · CLERICAL SALARIES								
6142A · CLERICAL (ADULT)	7,121.44	7,028.23	6,548.24	9,524.24	30,222.15	150,561.00	-120,338.85	20.07%
6142C · CLERICAL (C&P)	8,317.81	10,708.48	10,778.89	17,261.00	47,066.18	144,552.00	-97,485.82	32.56%
6142D · CLERICAL (DIGITAL)	6,546.27	6,892.23	6,590.90	9,359.82	29,389.22	55,911.00	-26,521.78	52.56%
6142G · CLERICAL (GEN)	9,842.90	9,710.99	9,930.44	14,932.14	44,416.47	122,006.00	-77,589.53	36.41%
6142L · CLERICAL (LIT)	14,749.03	14,835.36	14,295.12	22,615.01	66,494.52	206,276.00	-139,781.48	32.24%
6142N · CLERICAL (TEEN)	3,217.51	2,738.24	3,435.63	4,750.65	14,142.03	52,123.00	-37,980.97	27.13%
6142R · CLERICAL (CIRC)	9,359.63	9,808.21	10,401.41	15,763.36	45,332.61	119,057.00	-73,724.39	38.08%
6142S · CLERICAL (SVC)	0.00	0.00	0.00	0.00	0.00			
6142T · CLERICAL (TECH)	0.00	0.00	0.00	0.00	0.00	31,375.00	-31,375.00	0.0%
6142X · CLERICAL (WIRES)	1,733.01	1,710.25	1,688.74	2,587.69	7,719.69	24,315.00	-16,595.31	31.75%
Total 6142 · CLERICAL SALARIES	60,887.60	63,431.99	63,669.37	96,793.91	284,782.87	906,176.00	-621,393.13	31.43%
6143 · PAGE SALARIES								
6143A · PAGE (ADULT)	8,655.47	8,571.75	9,153.52	14,257.52	40,638.26	178,869.00	-138,230.74	22.72%
6143C · PAGE (C&P)	11,458.83	11,321.17	10,414.44	15,162.78	48,357.22	145,134.00	-96,776.78	33.32%
6143L · PAGE (LIT)	753.65	881.91	509.07	1,001.00	3,145.63	9,118.00	-5,972.37	34.5%
6143N · PAGE (TEEN)	739.22	745.68	803.04	1,254.75	3,542.69	7,671.00	-4,128.31	46.18%
6143R · PAGE (CIRC)	1,884.58	2,258.56	1,773.57	2,939.70	8,856.41	40,274.00	-31,417.59	21.99%
6143T · PAGE (TECH)	0.00	0.00	179.25	770.78	950.03	3,188.00	-2,237.97	29.8%
Total 6143 · PAGE SALARIES	23,491.75	23,779.07	22,832.89	35,386.53	105,490.24	384,254.00	-278,763.76	27.45%
6144 · CUSTODIAL								
6144G · CUSTODIAL	17,360.96	17,259.33	17,388.70	27,731.26	79,740.25	281,938.00	-202,197.75	28.28%
Total 6144 · CUSTODIAL	17,360.96	17,259.33	17,388.70	27,731.26	79,740.25	281,938.00	-202,197.75	28.28%

	TOTAL							
	Jul 21	Aug 21	Sep 21	Oct 21	Jul - Oct 21	Budget	$ Over Budget	% of Budget
6145 · SECURITY								
6145G · SECURITY	16,081.18	14,680.47	15,679.57	26,170.83	72,612.05	202,013.00	-129,400.95	35.94%
Total 6145 · SECURITY	16,081.18	14,680.47	15,679.57	26,170.83	72,612.05	202,013.00	-129,400.95	35.94%
6146 · TECHNICIAN								
6146W · TECHNICAL (WIRES)	7,942.72	8,016.28	7,999.33	12,794.38	36,752.71	114,988.00	-78,235.29	31.96%
Total 6146 · TECHNICIAN	7,942.72	8,016.28	7,999.33	12,794.38	36,752.71	114,988.00	-78,235.29	31.96%
6147 · ADMINISTRATIVE								
Total 6147 · ADMINISTRATIVE	31,270.20	23,702.40	23,702.40	35,553.60	114,228.60	411,411.00	-297,182.40	27.77%
Total 6000 · SALARIES AND WAGES	264,039.11	260,724.71	261,565.33	403,657.00	1,189,986.15	3,882,495.00	-2,692,508.85	30.65%
6200 · EMPLOYEE BENEFITS								
9010 · RETIREMENT	0.00	0.00	0.00	0.00	0.00	638,156.00	-638,156.00	0.0%
9030 · SOCIAL SECURITY	19,549.65	19,299.37	19,376.60	28,908.78	87,134.40	300,000.00	-212,865.60	29.05%
9040 · WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	0.00	61,500.00	-61,500.00	0.0%
9050 · UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	4,850.00	-4,850.00	0.0%
9055 · DISABILTY INSURANCE	1,180.68	1,229.14	1,229.14	1,259.72	4,898.68	20,000.00	-15,101.32	24.49%
9060 · MEDICAL INSURANCE	68,792.87	64,326.39	64,326.39	64,092.18	261,537.83	840,000.00	-578,462.17	31.14%
Total 6200 · EMPLOYEE BENEFITS	89,523.20	84,854.90	84,932.13	94,260.68	353,570.91	1,864,506.00	-1,510,935.09	18.96%
6410A · BOOKS (ADULT)	4,000.38	2,921.65	1,881.43	872.60	9,676.06	150,000.00	-140,323.94	6.45%
6410C · BOOKS (C&P)	546.98	317.27	111.23	355.47	1,330.95	70,000.00	-68,669.05	1.9%
6410L · BOOKS (LIT)	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6410N · BOOKS (TEEN)	366.67	750.59	262.10	69.56	1,448.92	22,000.00	-20,551.08	6.59%
6410T · BOOKS (TECH)	0.00	0.00	0.00	0.00	0.00	400.00	-400.00	0.0%
6411A · MICRO/REF CD (ADULT)	496.25	6,758.55	5,965.02	6,479.54	19,699.36	45,000.00	-25,300.64	43.78%
6411C · MICRO/REF CD (C&P)	397.00	478.56	7,917.01	503.08	9,295.65	15,000.00	-5,704.35	61.97%
6411N · MICRO/REF CD (TEEN)	99.25	119.63	5,513.00	125.77	5,857.65	15,000.00	-9,142.35	39.05%
6412A · RECORDINGS (ADULT)	61.46	1,432.83	27.82	188.03	1,710.14	40,000.00	-38,289.86	4.28%
6412C · RECORDINGS (C&P)	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	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)	255.68	3.00	0.00	0.00	258.68	33,000.00	-32,741.32	0.78%
6413C · PERIODICALS (C&P)	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6413D · PERIODICALS (ADM)	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%

	TOTAL							
	Jul 21	Aug 21	Sep 21	Oct 21	Jul - Oct 21	Budget	$ Over Budget	% of Budget
6413G · PERIODICALS (GEN)	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	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)	1,128.71	1,508.05	1,661.22	1,287.91	5,585.89	90,000.00	-84,414.11	6.21%
6417C · VIDEOS (C&P)	152.96	413.97	315.01	113.16	995.10	15,000.00	-14,004.90	6.63%
6417L · VIDEOS (LIT)	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417N · VIDEOS (TEEN)	408.92	400.49	241.85	468.81	1,520.07	6,000.00	-4,479.93	25.34%
6419G · SOFTWARE (GEN)	1,127.06	7,327.94	2,727.06	4,928.06	16,110.12	25,000.00	-8,889.88	64.44%
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	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6419W · SOFTWARE (WIRES)	0.00	3,579.20	0.00	0.00	3,579.20	11,000.00	-7,420.80	32.54%
6428D · MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6429C · REALIA (C&P)	129.88	0.00	0.00	0.00	129.88	3,650.00	-3,520.12	3.56%
6430G · OFFICE AND LIBRARY SUPPLIES	9,011.04	3,330.50	7,294.61	2,357.35	21,993.50	57,000.00	-35,006.50	38.59%
6431D · TELECOMMUNICATIONS	3,642.32	3,642.32	-6,257.68	3,639.81	4,666.77	57,500.00	-52,833.23	8.12%
6432G · CARTAGE	285.00	285.00	0.00	570.00	1,140.00	3,420.00	-2,280.00	33.33%
6433G · POSTAGE	2,376.25	2,671.74	2,393.92	3,005.09	10,447.00	52,000.00	-41,553.00	20.09%
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)	9,985.00	7,021.00	7,021.00	8,181.00	32,208.00	70,000.00	-37,792.00	46.01%
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)	470.00	0.00	0.00	0.00	470.00	1,000.00	-530.00	47.0%
6435A · CED, CONF & TRAVEL (ADULT)	0.00	0.00	85.00	92.03	177.03	5,000.00	-4,822.97	3.54%
6435C · CED, CONF & TRAVEL (C&P)	0.00	0.00	60.00	0.00	60.00	7,250.00	-7,190.00	0.83%
6435D · CED, CONF & TRAVEL (ADM)	838.40	422.09	431.75	76.01	1,768.25	25,000.00	-23,231.75	7.07%
6435Dig · CED, CONF & TRAVEL (DIGITAL)	0.00	0.00	170.00	0.00	170.00	10,000.00	-9,830.00	1.7%
6435G · CED, CONF & TRAVEL (GEN)	75.00	100.40	0.00	0.00	175.40	2,000.00	-1,824.60	8.77%
6435L · CED, CONF & TRAVEL (LIT)	40.95	49.95	44.67	236.85	372.42	5,000.00	-4,627.58	7.45%

	TOTAL							
	Jul 21	Aug 21	Sep 21	Oct 21	Jul - Oct 21	Budget	$ Over Budget	% of Budget
6435N · CED, CONF & TRAVEL (TEEN)	0.00	0.00	0.00	24.95	24.95	8,500.00	-8,475.05	0.29%
6435R · CED, CONF & TRAVEL (CIRC)	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
6435S · CED, CONF & TRAV (COMM SRV)	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6435T · CED, CONF & TRAVEL (TECH)	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6435W · CED, CONF & TRAVEL (WIRES)	0.00	0.00	85.00	0.00	85.00	2,000.00	-1,915.00	4.25%
6436 · CONTRACTS	0.00	0.00	-38,328.21	0.00	-38,328.21	91,000.00	-129,328.21	-42.12%
6437A · PROGRAMS (ADULT)	4,372.49	5,256.43	4,738.46	3,995.04	18,362.42	66,000.00	-47,637.58	27.82%
6437C · PROGRAMS (C&P)	4,154.96	5,029.21	2,950.99	8,402.03	20,537.19	105,000.00	-84,462.81	19.56%
6437D · PROGRAMS (DIGITAL)	1,131.09	1,139.29	1,578.15	1,119.30	4,967.83	10,000.00	-5,032.17	49.68%
6437L · PROGRAMS (LIT)	455.96	7,161.59	52.00	4,451.63	12,121.18	85,000.00	-72,878.82	14.26%
6437N · PROGRAMS (TEEN)	2,614.48	2,096.91	1,268.41	1,519.60	7,499.40	60,000.00	-52,500.60	12.5%
6437P · PROFESSIONAL FEES								
643760 · PLANTINGS	150.00	150.00	150.00	150.00	600.00	1,800.00	-1,200.00	33.33%
643765 · PROMOTION AND PUBLICITY	11,267.00	6,114.90	19,596.60	6,612.12	43,590.62	100,000.00	-56,409.38	43.59%
643770 · CONTINGENCY	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6437P01 · ACCOUNTANT/AUDITOR	0.00	0.00	0.00	0.00	0.00	17,500.00	-17,500.00	0.0%
6437P02 · AUDITOR	500.00	0.00	0.00	0.00	500.00	6,000.00	-5,500.00	8.33%
6437P10 · ELECTION	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
6437P11 · FSA ADMINISTRATION	135.00	135.00	135.00	135.00	540.00	1,650.00	-1,110.00	32.73%
6437P12 · PAYROLL SERVICES	1,146.98	1,120.71	1,654.14	1,165.93	5,087.76	22,000.00	-16,912.24	23.13%
6437P13 · ARMORED CAR SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P14 · PIANO TUNING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	0.00	0.00	132.21	0.00	132.21	1,000.00	-867.79	13.22%
6437P16 · STAFF BACKGROUND SCREEN	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
6437P17 · TRANSLATION SERVICES	6.50	14.00	33.50	6.50	60.50	150.00	-89.50	40.33%
6437P3 · APPRAISAL SERVICES	225.00	0.00	0.00	0.00	225.00	1,500.00	-1,275.00	15.0%
6437P4 · ATTORNEY	14,295.41	2,711.66	5,677.91	4,931.00	27,615.98	73,995.00	-46,379.02	37.32%
6437P5 · BACKFLOW INSPECTION	0.00	0.00	0.00	0.00	0.00	650.00	-650.00	0.0%
6437P8 · DENITE SYSTEMS ANALYSIS	0.00	0.00	330.00	0.00	330.00	400.00	-70.00	82.5%
6437P9 · EAP	7,650.00	0.00	0.00	0.00	7,650.00	7,650.00	0.00	100.0%
Total 6437P · PROFESSIONAL FEES	35,375.89	10,246.27	27,709.36	13,000.55	86,332.07	248,795.00	-162,462.93	34.7%

	TOTAL							
	Jul 21	Aug 21	Sep 21	Oct 21	Jul - Oct 21	Budget	$ Over Budget	% of Budget
6438 · DUES	0.00	0.00	300.00	0.00	300.00	4,500.00	-4,200.00	6.67%
6439A · EQUIPMENT R & M (ADULT)	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6439C · EQUIPMENT R & M (C&P)	0.00	0.00	0.00	0.00	0.00	550.00	-550.00	0.0%
6439G · EQUIPMENT R & M (GEN)	2,996.05	2,713.96	3,228.06	3,340.36	12,278.43	65,000.00	-52,721.57	18.89%
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)	10,905.70	0.00	0.00	10,905.70	21,811.40	45,000.00	-23,188.60	48.47%
6439T · EQUIPMENT R & M (TECH)	0.00	0.00	2,050.00	0.00	2,050.00	100.00	1,950.00	2,050.0%
6439W · EQUIPMENT R & M (WIRES)	378.18	6,652.06	378.18	756.36	8,164.78	20,000.00	-11,835.22	40.82%
6450E · ELECTRICITY	17,025.44	16,811.36	19,144.99	15,673.58	68,655.37	136,500.00	-67,844.63	50.3%
6450F · FUEL/GAS	282.85	297.41	436.93	1,308.96	2,326.15	18,000.00	-15,673.85	12.92%
6450W · WATER	0.00	468.99	0.00	602.40	1,071.39	1,275.00	-203.61	84.03%
6451G · CUSTODIAL SUPPLIES	543.53	647.71	548.91	527.01	2,267.16	30,009.00	-27,741.84	7.56%
6452G · BLDG ALTERATION AND MAINT	5,022.50	13,877.00	6,441.17	5,830.66	31,171.33	82,000.00	-50,828.67	38.01%
6454 · INSURANCE	74,833.26	-8,459.85	0.00	0.00	66,373.41	75,000.00	-8,626.59	88.5%
6485G · Bank Fees	346.37	228.67	217.98	12.04	805.06	0.00	805.06	100.0%
6700 · TAN INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
69800 · Uncategorized Expenses								
6990 · BRANCH Operations	0.00	0.00	0.00	0.00	0.00	999,500.00	-999,500.00	0.0%
Total 69800 · Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00	999,500.00	-999,500.00	0.0%
7203 · EQUIPMENT - Capital Purchases								
7203A · EQUIPMENT ADULT	0.00	0.00	0.00	0.00	0.00	304,000.00	-304,000.00	0.0%
7203C · EQUIPMENT C & P	0.00	0.00	0.00	0.00	0.00	105,000.00	-105,000.00	0.0%
7203D · EQUIPMENT ADMIN	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
7203G · EQUIPMENT BUS OFF	0.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
7203N · EQUIPMENT TEEN	0.00	0.00	0.00	0.00	0.00	105,000.00	-105,000.00	0.0%
7203R · EQUIPMENT CIRC	0.00	0.00	0.00	0.00	0.00	301,000.00	-301,000.00	0.0%
7203T · EQUIPMENT TECH	0.00	0.00	0.00	0.00	0.00	32,000.00	-32,000.00	0.0%
7203W · EQUIPMENT WIRE	5,348.97	588.02	7,837.68	368.16	14,142.83	175,000.00	-160,857.17	8.08%
Total 7203 · EQUIPMENT - Capital Purchases	5,348.97	588.02	7,837.68	368.16	14,142.83	1,032,000.00	-1,017,857.17	1.37%
Total Expense	555,245.19	453,869.37	425,001.54	603,306.14	2,037,422.24	9,828,000.00	-7,790,577.76	20.73%
Net Ordinary Income	-334,591.96	-435,716.16	-420,208.35	-600,774.72	-1,791,291.19	0.00	-1,791,291.19	100.0%

	TOTAL							
	Jul 21	Aug 21	Sep 21	Oct 21	Jul - Oct 21	Budget	$ Over Budget	% of Budget
Other Income/Expense								
Other Expense								
7500 · BUILDING IMPROVEMENTS	268,402.28	250,770.48	344,242.98	540,462.49	1,403,878.23			
Total Other Expense	268,402.28	250,770.48	344,242.98	540,462.49	1,403,878.23			
Net Other Income	-268,402.28	-250,770.48	-344,242.98	-540,462.49	-1,403,878.23	0.00	-1,403,878.23	100.0%
Net Income	**-602,994.24**	**-686,486.64**	**-764,451.33**	**-1,141,237.21**	**-3,195,169.42**	**0.00**	**-3,195,169.42**	**100.0%**

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

CAPITAL FUND FINANCIAL REPORT

OCTOBER 2021

PREPARED & SUBMITTED BY:

CHRISTOPHER NOWAK
BUSINESS MANAGER

MMSCL
CAPITAL FUND MONTHLY REPORT

Month		Account #	Balance Forward		Deposits		Withdrawals		Balance
Flushing Bank		XXXXXX082							
July-21			$ 6,000,557.56		$ 1,019.36		$ -		$ 6,001,576.92
August-21			$ 6,001,576.92		$ 1,019.53		$ -		$ 6,002,596.45
September-21			$ 6,002,596.45		$ 986.81		$ -		$ 6,003,583.26
October-21			$ 6,003,583.26		$ 1,019.87		$ -		$ 6,004,603.13
November-21									
December-21									
January-22									
February-22									
March-22									
April-22									
May-22									
June-22									
							Grand Total :		$ 6,004,603.13

****

SCHEDULE OF CLAIMS

PRESENTED NOVEMBER 22, 2021

****

PREPAY PAYABLES WARRANT #1		$	25,396.99
PAYABLES WARRANT #2		$	781,268.66
PAYROLL WARRANT W.E.	10/26/2021	$	132,919.33
PAYROLL BENEFITS WARRANT		$	10,478.58
PAYROLL WARRANT W.E.	11/12/2021	$	132,270.96
PAYROLL BENEFITS WARRANT		$	9,437.38
	Total	**$**	**1,091,771.90**

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 22, 2021
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	**63608**	**10/26/2021**	**Amazon.com**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	101021	10/10/2021		6410A · BOOKS (ADULT)	-119.33
				6410C · BOOKS (C&P)	-169.25
				6417A · VIDEOS (ADULT)	-10.79
				6417N · VIDEOS (TEEN)	-468.81
				6430G · OFFICE AND LIBRARY SUPPLIES	-424.56
				6437A · PROGRAMS (ADULT)	-65.32
				6437C · PROGRAMS (C&P)	-129.82
				6437N · PROGRAMS (TEEN)	-150.64
				6437N · PROGRAMS (TEEN)	-390.55
				6451G · CUSTODIAL SUPPLIES	-68.79
TOTAL					-1,997.86
Bill Pmt -Check	**63609**	**10/26/2021**	**Optimum / Cablevision**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	102321--112221	10/23/2021		6431D · TELECOMMUNICATIONS	-153.46
TOTAL					-153.46
Bill Pmt -Check	**63610**	**10/26/2021**	**Void check print error**	**L0225 · FLUSHING BANK - OPERATING**	
TOTAL					0.00
Bill Pmt -Check	**63611**	**10/26/2021**	**Xerox Financial Services**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	2870555	10/12/2021		6439G · EQUIPMENT R & M (GEN)	-2,636.62
TOTAL					-2,636.62

Mastics Moriches Shirley Community Library
NOVEMBER 22, 2021
PREPAY WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	**63612**	**10/27/2021**	**PSEG -- NeighborhoodRdMasticBeach**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	09/16--10/18act 3541	10/26/2021		6450E · ELECTRICITY	-395.30
TOTAL						-395.30
	Bill Pmt -Check	**63613**	**10/27/2021**	**Quadient Finance USA, Inc. -- pstg refill**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	9/16 10/08/21 refill	10/26/2021		6433G · POSTAGE	-800.00
TOTAL						-800.00
	Bill Pmt -Check	**63614**	**10/27/2021**	**PSEG -- NeighborhoodRdMasticBeach**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	9/16-10/18/21act3531	10/26/2021		6450E · ELECTRICITY	-47.08
TOTAL						-47.08
	Bill Pmt -Check	**63615**	**10/28/2021**	**Home Depot Credit Services**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	102021	10/20/2021		6437A · PROGRAMS (ADULT)	-22.72
					6437C · PROGRAMS (C&P)	-37.21
					6437N · PROGRAMS (TEEN)	-162.46
					6451G · CUSTODIAL SUPPLIES	-140.43
TOTAL						-362.82
	Bill Pmt -Check	**63616**	**10/29/2021**	**T-Mobile**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	102321	10/23/2021		6437D · PROGRAMS (DIGITAL)	-1,119.30
TOTAL						-1,119.30

Mastics Moriches Shirley Community Library
NOVEMBER 22, 2021
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	**63617**	**11/04/2021**	**National Grid**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	09/29--10/28/21	10/28/2021		6450F · FUEL/GAS	-1,308.96
TOTAL					-1,308.96
Bill Pmt -Check	**63618**	**11/05/2021**	**Suffolk County Water Authority**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	102821	10/28/2021		6450W · WATER	-602.40
TOTAL					-602.40
Bill Pmt -Check	**63619**	**11/10/2021**	**PSEG**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	10/06--11/0421	11/04/2021		6450E · ELECTRICITY	-10,238.90
TOTAL					-10,238.90
Bill Pmt -Check	**63620**	**11/10/2021**	**Suffolk County Water Authority - Neighbor**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	110221	11/02/2021		6450W · WATER	-162.17
TOTAL					-162.17
Bill Pmt -Check	**63621**	**11/10/2021**	**Suffolk County Water Authority - Neighbor**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	110221 FireLine	11/02/2021		6450W · WATER	-61.57
TOTAL					-61.57
Bill Pmt -Check	**63622**	**11/15/2021**	**Optimum / Cablevision**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	111621--121521	11/16/2021		6431D · TELECOMMUNICATIONS	-791.35
TOTAL					-791.35

Mastics Moriches Shirley Community Library
NOVEMBER 22, 2021
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	**63623**	**11/17/2021**	**Amazon.com**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	111021	11/10/2021		6410A · BOOKS (ADULT)	-181.27
				6410C · BOOKS (C&P)	-207.38
				6417A · VIDEOS (ADULT)	-903.31
				6417N · VIDEOS (TEEN)	-569.92
				6430G · OFFICE AND LIBRARY SUPPLIES	-314.88
				6437A · PROGRAMS (ADULT)	-65.29
				6437D · PROGRAMS (DIGITAL)	-29.63
				6437N · PROGRAMS (TEEN)	-217.62
				6451G · CUSTODIAL SUPPLIES	-67.20
TOTAL					-2,556.50
Bill Pmt -Check	**63624**	**11/18/2021**	**Postmaster MasticBeach**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	NL122021	11/18/2021		6433G · POSTAGE	-2,162.70
TOTAL					-2,162.70

I hereby certify that at a meeting on November 22, 2021 the above vouchers were approved and authorized.

Signed:_____

-25,396.99

Mastics Moriches Shirley Community Library
NOVEMBER 22, 2021
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	**63625**	**11/22/2021**	**Advanced Plant Care, Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	26749	11/01/2021		643760 · PLANTINGS	-150.00
TOTAL						-150.00
	Bill Pmt -Check	**63626**	**11/22/2021**	**Andriola's Cesspool Service, Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	8954	11/12/2021		6452G · BLDG ALTERATION AND MAINT	-858.00
TOTAL						-858.00
	Bill Pmt -Check	**63627**	**11/22/2021**	**Ashton, Ruth**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	102521	10/25/2021		6437C · PROGRAMS (C&P)	-30.00
TOTAL						-30.00
	Bill Pmt -Check	**63628**	**11/22/2021**	**Baker & Taylor**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	5017311613	10/21/2021		6410A · BOOKS (ADULT)	-368.51
TOTAL						-368.51
	Bill Pmt -Check	**63629**	**11/22/2021**	**Bleidner, Gloria**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	111021	11/10/2021		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	**63630**	**11/22/2021**	**Blick Art Materials**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	7432823	11/10/2021		6437N · PROGRAMS (TEEN)	-85.90
TOTAL						-85.90

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	**63631**	**11/22/2021**	**Brentwood Library**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	102221	10/22/2021		6410N · BOOKS (TEEN)	-9.99
TOTAL						-9.99
	Bill Pmt -Check	**63632**	**11/22/2021**	**Bug Free Exterminating Co., Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	2375300-MT	10/29/2021		6452G · BLDG ALTERATION AND MAINT	-325.00
TOTAL						-325.00
	Bill Pmt -Check	**63633**	**11/22/2021**	**Burg, Stephen (staff)**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	102021	10/20/2021		6435A · CED, CONF & TRAVEL (ADULT)	-68.93
TOTAL						-68.93
	Bill Pmt -Check	**63634**	**11/22/2021**	**CALLAHEAD**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	A-1573940	10/22/2021		7500 · BUILDING IMPROVEMENTS	-474.00
TOTAL						-474.00
	Bill Pmt -Check	**63635**	**11/22/2021**	**CALLAHEAD**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	A-1552915	08/27/2021		7500 · BUILDING IMPROVEMENTS	-415.00
	Bill	A-1574090	10/22/2021		7500 · BUILDING IMPROVEMENTS	-498.00
TOTAL						-913.00
	Bill Pmt -Check	**63636**	**11/22/2021**	**Carter, Kathleen M.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	102821	10/28/2021		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						-150.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	**63637**	**11/22/2021**	**Cassone Leasing, Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	914364	11/01/2021		7500 · BUILDING IMPROVEMENTS	-485.00
TOTAL					-485.00
Bill Pmt -Check	**63638**	**11/22/2021**	**Cassone Leasing, Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	914875	11/01/2021		7500 · BUILDING IMPROVEMENTS	-450.00
TOTAL					-450.00
Bill Pmt -Check	**63639**	**11/22/2021**	**Cengage Learning**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	76046171 GaleBusEnt	10/19/2021		6411A · MICRO/REF CD (ADULT)	-2,382.67
TOTAL					-2,382.67
Bill Pmt -Check	**63640**	**11/22/2021**	**CMM Sitework, Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	ErthDrnMorch App 001	10/31/2021		7500 · BUILDING IMPROVEMENTS	-131,241.55
TOTAL					-131,241.55
Bill Pmt -Check	**63641**	**11/22/2021**	**CMM Sitework, Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	ErthDrnMorch App 002	11/15/2021		7500 · BUILDING IMPROVEMENTS	-55,589.25
TOTAL					-55,589.25
Bill Pmt -Check	**63642**	**11/22/2021**	**Colonial Youth & Family Services Inc**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	102621	10/26/2021		6437A · PROGRAMS (ADULT)	-45.00
Bill	110221	11/02/2021		6437A · PROGRAMS (ADULT)	-45.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill	110921	11/09/2021		6437A · PROGRAMS (ADULT)	-45.00
	Bill	111621	11/16/2021		6437A · PROGRAMS (ADULT)	-45.00
TOTAL						-180.00
	Bill Pmt -Check	**63643**	**11/22/2021**	**Colson, Doris J.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	110321	11/03/2021		6437L · PROGRAMS (LIT)	-420.00
TOTAL						-420.00
	Bill Pmt -Check	**63644**	**11/22/2021**	**Cornell Cooperative Ext of Suffolk County**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	101621	10/16/2021		6437C · PROGRAMS (C&P)	-150.00
	Bill	102821	10/28/2021		6437C · PROGRAMS (C&P)	-150.00
	Bill	110421	11/04/2021		6437C · PROGRAMS (C&P)	-150.00
TOTAL						-450.00
	Bill Pmt -Check	**63645**	**11/22/2021**	**Cradle of Aviation Museum**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	renew 2021-2022	11/04/2021		6437A · PROGRAMS (ADULT)	-250.00
					6437C · PROGRAMS (C&P)	-250.00
					6437N · PROGRAMS (TEEN)	-250.00
TOTAL						-750.00
	Bill Pmt -Check	**63646**	**11/22/2021**	**Cueva, Daniel S.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	110421	11/04/2021		6437L · PROGRAMS (LIT)	-240.00
TOTAL						-240.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	**63647**	**11/22/2021**	**Currao-McAleavey, Carmella**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	102821 teens	10/28/2021		6437N · PROGRAMS (TEEN)	-100.00
	Bill	102821 adults	10/28/2021		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-200.00
	Bill Pmt -Check	**63648**	**11/22/2021**	**D'Amato, Tara - Asst Library Director**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	102921	10/29/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-59.98
TOTAL						-59.98
	Bill Pmt -Check	**63649**	**11/22/2021**	**D-Tech International USA LLC**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	1836	09/13/2021		6439T · EQUIPMENT R & M (TECH)	-2,050.00
TOTAL						-2,050.00
	Bill Pmt -Check	**63650**	**11/22/2021**	**Davis Construction**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	21-1112	11/01/2021		7500 · BUILDING IMPROVEMENTS	-7,000.00
TOTAL						-7,000.00
	Bill Pmt -Check	**63651**	**11/22/2021**	**Davis, Lindsay - staff**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	101921	10/29/2021		6435L · CED, CONF & TRAVEL (LIT)	-101.04
TOTAL						-101.04
	Bill Pmt -Check	**63652**	**11/22/2021**	**Del Rio, Donika**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	110121	11/01/2021		6437L · PROGRAMS (LIT)	-810.00
TOTAL						-810.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	**63653**	**11/22/2021**	**Demco**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	7028690	10/21/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-101.89
	Bill	7031516	10/27/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-308.56
	Bill	7034089	11/01/2021		7203N · EQUIPMENT TEEN	-354.12
	Bill	7038576	11/09/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-85.76
TOTAL						-850.33
	Bill Pmt -Check	**63654**	**11/22/2021**	**DEMCO Software**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	INV00013551 Wando	11/15/2021		6419G · SOFTWARE (GEN)	-2,100.00
TOTAL						-2,100.00
	Bill Pmt -Check	**63655**	**11/22/2021**	**DiLandro Andrews Engineering, PLLC**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	2604	11/03/2021		7500 · BUILDING IMPROVEMENTS	-2,025.00
TOTAL						-2,025.00
	Bill Pmt -Check	**63656**	**11/22/2021**	**Dynaire LLC**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	Application No 1	08/30/2021		7500 · BUILDING IMPROVEMENTS	-10,070.00
TOTAL						-10,070.00
	Bill Pmt -Check	**63657**	**11/22/2021**	**ECM Consulting and Marketing**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	1099	10/28/2021		643765 · PROMOTION AND PUBLICITY	-3,000.00
TOTAL						-3,000.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	**63658**	**11/22/2021**	**Enviroscience Consultants, Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	32407	10/22/2021		7500 · BUILDING IMPROVEMENTS	-5,932.00
TOTAL						-5,932.00
	Bill Pmt -Check	**63659**	**11/22/2021**	**Enviroscience Consultants, Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	32488	11/05/2021		7500 · BUILDING IMPROVEMENTS	-7,205.00
TOTAL						-7,205.00
	Bill Pmt -Check	**63660**	**11/22/2021**	**Fuentes, Rosa E.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	110521	11/05/2021		6437L · PROGRAMS (LIT)	-694.00
TOTAL						-694.00
	Bill Pmt -Check	**63661**	**11/22/2021**	**Gaetano's Pizza Inc. -- Nino's Pizza**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	Oct 2021	11/09/2021		6435L · CED, CONF & TRAVEL (LIT)	-49.90
					6437N · PROGRAMS (TEEN)	-222.00
TOTAL						-271.90
	Bill Pmt -Check	**63662**	**11/22/2021**	**Galvez Moreno, Viodelda S.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	11/02/21	11/02/2021		6437L · PROGRAMS (LIT)	-420.00
TOTAL						-420.00
	Bill Pmt -Check	**63663**	**11/22/2021**	**Glover Farms**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	102321	10/23/2021		6437C · PROGRAMS (C&P)	-5,360.00
TOTAL						-5,360.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	**63664**	**11/22/2021**	**Goodwin, Kayleigh - staff**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	110621	11/06/2021		6435A · CED, CONF & TRAVEL (ADULT)	-20.83
TOTAL						-20.83
	Bill Pmt -Check	**63665**	**11/22/2021**	**Healthy Homestead Hostess, LLC**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	110221	11/02/2021		6437A · PROGRAMS (ADULT)	-75.00
TOTAL						-75.00
	Bill Pmt -Check	**63666**	**11/22/2021**	**Henn, JoAnn**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	102621	10/26/2021		6437A · PROGRAMS (ADULT)	-80.00
	Bill	102821	10/28/2021		6437A · PROGRAMS (ADULT)	-80.00
	Bill	110921	11/09/2021		6437A · PROGRAMS (ADULT)	-80.00
	Bill	111621	11/16/2021		6437A · PROGRAMS (ADULT)	-80.00
TOTAL						-320.00
	Bill Pmt -Check	**63667**	**11/22/2021**	**Ingram Library Services**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	67373768	10/27/2021		6410C · BOOKS (C&P)	-36.76
	Bill	61990723	10/31/2021		6410C · BOOKS (C&P)	-69.03
TOTAL						-105.79
	Bill Pmt -Check	**63668**	**11/22/2021**	**Island Elevator Inc**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	45105	11/01/2021		6452G · BLDG ALTERATION AND MAINT	-427.00
TOTAL						-427.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	**63669**	**11/22/2021**	**Jancz-Urban, Velya**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	101921	10/19/2021		6437A · PROGRAMS (ADULT)	-175.00
TOTAL						-175.00
	Bill Pmt -Check	**63670**	**11/22/2021**	**Janowitz, Laurie**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	110421	11/04/2021		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						-150.00
	Bill Pmt -Check	**63671**	**11/22/2021**	**JanWay Company USA, Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	139185	11/05/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-242.55
TOTAL						-242.55
	Bill Pmt -Check	**63672**	**11/22/2021**	**Jerva, Zoe**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	10521	11/05/2021		6437L · PROGRAMS (LIT)	-238.00
TOTAL						-238.00
	Bill Pmt -Check	**63673**	**11/22/2021**	**Jimenez, Alicia**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	110321	11/03/2021		6437L · PROGRAMS (LIT)	-420.00
TOTAL						-420.00
	Bill Pmt -Check	**63674**	**11/22/2021**	**Jo-Ann Stores, LLC (CreativeBug)**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	DMARVA22-773	11/01/2021		6437A · PROGRAMS (ADULT)	-637.50
					6437C · PROGRAMS (C&P)	-637.50
TOTAL						-1,275.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	**63675**	**11/22/2021**	**Joseph, Laura**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	102521	10/25/2021		6437N · PROGRAMS (TEEN)	-150.00
TOTAL						-150.00
	Bill Pmt -Check	**63676**	**11/22/2021**	**Kanopy Inc**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	269240-PPU	10/31/2021		6417A · VIDEOS (ADULT)	-248.00
					6417C · VIDEOS (C&P)	-25.00
TOTAL						-273.00
	Bill Pmt -Check	**63677**	**11/22/2021**	**Karant, Roberta**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	102721	10/27/2021		6437C · PROGRAMS (C&P)	-630.00
TOTAL						-630.00
	Bill Pmt -Check	**63678**	**11/22/2021**	**Kelly-Edmunds, Anne M.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	111121	11/11/2021		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						-150.00
	Bill Pmt -Check	**63679**	**11/22/2021**	**Lamb & Barnosky, LLP**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	138321	09/30/2021		6437P4 · ATTORNEY	-2,041.66
TOTAL						-2,041.66
	Bill Pmt -Check	**63680**	**11/22/2021**	**Language Line Services Inc**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	10389771	10/31/2021		6437P17 · TRANSLATION SERVICES	-6.50
TOTAL						-6.50

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	**63681**	**11/22/2021**	**Laser Industries Inc**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	App 1 Moriches	11/03/2021		7500 · BUILDING IMPROVEMENTS	-47,500.00
TOTAL						-47,500.00
	Bill Pmt -Check	**63682**	**11/22/2021**	**Linthwaite, Dara**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	102121	10/21/2021		6437C · PROGRAMS (C&P)	-185.00
TOTAL						-185.00
	Bill Pmt -Check	**63683**	**11/22/2021**	**Loviglio, Stephanie Ann**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	102321	10/23/2021		6437A · PROGRAMS (ADULT)	-250.00
	Bill	111321	11/13/2021		6437A · PROGRAMS (ADULT)	-250.00
TOTAL						-500.00
	Bill Pmt -Check	**63684**	**11/22/2021**	**Maccarone Plumbing Inc**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	178956	11/06/2021		6452G · BLDG ALTERATION AND MAINT	-220.00
	Bill	179187	11/06/2021		6452G · BLDG ALTERATION AND MAINT	-165.00
TOTAL						-385.00
	Bill Pmt -Check	**63685**	**11/22/2021**	**Mark Grossman Public Relations**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	0921-MMS	11/17/2021		643765 · PROMOTION AND PUBLICITY	-4,000.00
	Bill	1021-MMS	11/17/2021		643765 · PROMOTION AND PUBLICITY	-4,000.00
TOTAL						-8,000.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	**63686**	**11/22/2021**	**Martinez Ackerman, Salvador**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	110221	11/02/2021		6437L · PROGRAMS (LIT)	-240.00
TOTAL					-240.00
Bill Pmt -Check	**63687**	**11/22/2021**	**Maurer, Sylvia - staff**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	102821	10/28/2021		6437C · PROGRAMS (C&P)	-45.00
TOTAL					-45.00
Bill Pmt -Check	**63688**	**11/22/2021**	**Mergent, Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	1673016391	10/21/2021		6411A · MICRO/REF CD (ADULT)	-3,468.00
TOTAL					-3,468.00
Bill Pmt -Check	**63689**	**11/22/2021**	**Midwest Tape**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	501164567	10/22/2021		6417A · VIDEOS (ADULT)	-192.72
Bill	501164568	10/22/2021		6412A · RECORDINGS (ADULT)	-72.23
Bill	501164569	10/22/2021		6412A · RECORDINGS (ADULT)	-16.28
Bill	501170481	10/22/2021		6417A · VIDEOS (ADULT)	-65.68
Bill	501202662	10/29/2021		6412A · RECORDINGS (ADULT)	-44.23
Bill	501202663	10/29/2021		6417A · VIDEOS (ADULT)	-194.46
Bill	501202664	10/29/2021		6417A · VIDEOS (ADULT)	-32.54
Bill	501202665	10/29/2021		6412A · RECORDINGS (ADULT)	-19.73
Bill	501202667	10/29/2021		6417C · VIDEOS (C&P)	-88.16
Bill	501209434 hoopla	10/31/2021		6411A · MICRO/REF CD (ADULT)	-628.87
				6411C · MICRO/REF CD (C&P)	-503.08
				6411N · MICRO/REF CD (TEEN)	-125.77
Bill	501234947	11/05/2021		6417A · VIDEOS (ADULT)	-253.44

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	Type	Num	Date	Name	Account	Paid Amount
	Bill	501234948	11/05/2021		6417C · VIDEOS (C&P)	-26.58
	Bill	501234949	11/05/2021		6417A · VIDEOS (ADULT)	-69.42
TOTAL						-2,333.19
	Bill Pmt -Check	**63690**	**11/22/2021**	**Migoya-Schlie, Catherine Victoria**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	110521	11/05/2021		6437L · PROGRAMS (LIT)	-720.00
TOTAL						-720.00
	Bill Pmt -Check	**63691**	**11/22/2021**	**Mininni, Patricia - staff**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	110521	11/05/2021		6437C · PROGRAMS (C&P)	-47.77
TOTAL						-47.77
	Bill Pmt -Check	**63692**	**11/22/2021**	**Moody's Investors Service, Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	P0390469	11/05/2021		643770 · CONTINGENCY	-24,000.00
TOTAL						-24,000.00
	Bill Pmt -Check	**63693**	**11/22/2021**	**Moran, Tara - staff**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	110621	11/06/2021		6435A · CED, CONF & TRAVEL (ADULT)	-19.71
TOTAL						-19.71
	Bill Pmt -Check	**63694**	**11/22/2021**	**Mziu, Ritjona**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	110521	11/05/2021		6437L · PROGRAMS (LIT)	-500.50
TOTAL						-500.50

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	**63695**	**11/22/2021**	**New Era Tech LI (ownedby Future Tech Grp)**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	107096-LI	10/19/2021		6439W · EQUIPMENT R & M (WIRES)	-378.18
	Bill	110995-LI	11/11/2021		6439W · EQUIPMENT R & M (WIRES)	-378.18
TOTAL						-756.36
	Bill Pmt -Check	**63696**	**11/22/2021**	**New York Times**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	rnwl 101021--100822	11/07/2021		6413A · PERIODICALS (ADULT)	-2,535.00
TOTAL						-2,535.00
	Bill Pmt -Check	**63697**	**11/22/2021**	**NYLA**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	10/01/21MmbrRenw JF	11/05/2021		6438 · DUES	-30.00
TOTAL						-30.00
	Bill Pmt -Check	**63698**	**11/22/2021**	**O'Connell, Linda**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	102121	10/21/2021		6437A · PROGRAMS (ADULT)	-231.00
	Bill	110821	11/08/2021		6437A · PROGRAMS (ADULT)	-255.00
TOTAL						-486.00
	Bill Pmt -Check	**63699**	**11/22/2021**	**Oriental Trading Company, Inc**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	713044670-02	11/08/2021		6437A · PROGRAMS (ADULT)	-45.58
	Bill	713076049-01	11/09/2021		6437N · PROGRAMS (TEEN)	-171.86
	Bill	713044670-01	11/11/2021		6437A · PROGRAMS (ADULT)	-56.23
TOTAL						-273.67

Mastics Moriches Shirley Community Library
NOVEMBER 22, 2021
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	**63700**	**11/22/2021**	**Patchogue Advance, The**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	932	11/04/2021		643765 · PROMOTION AND PUBLICITY	-136.20
	Bill	933	11/04/2021		643765 · PROMOTION AND PUBLICITY	-136.20
TOTAL						-272.40
	Bill Pmt -Check	**63701**	**11/22/2021**	**Paychex**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	Stmnt 24375511	11/08/2021		6437P12 · PAYROLL SERVICES	-100.62
TOTAL						-100.62
	Bill Pmt -Check	**63702**	**11/22/2021**	**Paychex of New York LLC**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	589574	10/27/2021		6437P12 · PAYROLL SERVICES	-543.86
	Bill	589752	11/10/2021		6437P12 · PAYROLL SERVICES	-494.86
TOTAL						-1,038.72
	Bill Pmt -Check	**63703**	**11/22/2021**	**Petty Cash**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	102221	10/22/2021		6433G · POSTAGE	-9.62
	Bill	102921 teens	10/29/2021		6437N · PROGRAMS (TEEN)	-85.96
	Bill	110421 Literacy	11/04/2021		6435L · CED, CONF & TRAVEL (LIT)	-26.33
					6437L · PROGRAMS (LIT)	-49.79
TOTAL						-171.70
	Bill Pmt -Check	**63704**	**11/22/2021**	**Piper-Gebhard, Randi**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	110421	11/04/2021		6437L · PROGRAMS (LIT)	-240.00
TOTAL						-240.00

Mastics Moriches Shirley Community Library
NOVEMBER 22, 2021
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	**63705**	**11/22/2021**	**Preferred Construction, Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	App 2 Masonry	10/20/2021		7500 · BUILDING IMPROVEMENTS	-9,222.36
TOTAL						-9,222.36
	Bill Pmt -Check	**63706**	**11/22/2021**	**Preferred Construction, Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	App 1 RoughCarp	10/20/2021		7500 · BUILDING IMPROVEMENTS	-213,279.75
TOTAL						-213,279.75
	Bill Pmt -Check	**63707**	**11/22/2021**	**Preferred Construction, Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	App 1 ExtFinish	10/20/2021		7500 · BUILDING IMPROVEMENTS	-27,550.00
TOTAL						-27,550.00
	Bill Pmt -Check	**63708**	**11/22/2021**	**Quadient Leasing USA, Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	N9131389	11/08/2021		6439G · EQUIPMENT R & M (GEN)	-518.31
TOTAL						-518.31
	Bill Pmt -Check	**63709**	**11/22/2021**	**Quogue Wildlife Refuge**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	110621	11/06/2021		6437A · PROGRAMS (ADULT)	-96.00
TOTAL						-96.00
	Bill Pmt -Check	**63710**	**11/22/2021**	**Ray-Block Stationery Co. Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	IN65812	11/11/2021		6439G · EQUIPMENT R & M (GEN)	-154.87
TOTAL						-154.87

Mastics Moriches Shirley Community Library
NOVEMBER 22, 2021
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	**63711**	**11/22/2021**	**Rosalia, Kerri - Library Dir**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	100621	10/06/2021		6435D · CED, CONF & TRAVEL (ADM)	-30.65
TOTAL						-30.65
	Bill Pmt -Check	**63712**	**11/22/2021**	**Rotary Club of Shirley & the Mastics**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	July-Dec2021 dues	11/02/2021		6438 · DUES	-150.00
TOTAL						-150.00
	Bill Pmt -Check	**63713**	**11/22/2021**	**Ruiz, Maria J.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	101621	10/16/2021		6437L · PROGRAMS (LIT)	-90.00
TOTAL						-90.00
	Bill Pmt -Check	**63714**	**11/22/2021**	**Sachem Public Library**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	103021	10/30/2021		6410A · BOOKS (ADULT)	-12.95
TOTAL						-12.95
	Bill Pmt -Check	**63715**	**11/22/2021**	**Sandpebble Preconstruction Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	PostRef ProjReq 19	11/08/2021		7500 · BUILDING IMPROVEMENTS	-69,778.80
					7500 · BUILDING IMPROVEMENTS	-86,886.30
					7500 · BUILDING IMPROVEMENTS	-5,967.00
TOTAL						-162,632.10

Mastics Moriches Shirley Community Library
NOVEMBER 22, 2021
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	**63716**	**11/22/2021**	**Scott, Robert**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	102221	10/22/2021		6437C · PROGRAMS (C&P)	-420.00
TOTAL					-420.00
Bill Pmt -Check	**63717**	**11/22/2021**	**Searles Graphics, Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	19880	10/18/2021		6434G · PRINTING (GEN)	-7,021.00
TOTAL					-7,021.00
Bill Pmt -Check	**63718**	**11/22/2021**	**Seaside Shadows Haunted History Tours LL(**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	102521	10/25/2021		6437A · PROGRAMS (ADULT)	-175.00
TOTAL					-175.00
Bill Pmt -Check	**63719**	**11/22/2021**	**Shattes, Krista**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	102121	10/21/2021		6437A · PROGRAMS (ADULT)	-100.00
Bill	102821	10/28/2021		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					-200.00
Bill Pmt -Check	**63720**	**11/22/2021**	**Sherrard, Patrick**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	111021	11/10/2021		6437A · PROGRAMS (ADULT)	-80.00
TOTAL					-80.00
Bill Pmt -Check	**63721**	**11/22/2021**	**Sievers, Sandra D.**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	111021	11/10/2021		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					-100.00

Mastics Moriches Shirley Community Library
NOVEMBER 22, 2021
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	**63722**	**11/22/2021**	**South Shore Press, Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	L13527	09/15/2021		643765 · PROMOTION AND PUBLICITY	-228.50
	Bill	L13528	09/15/2021		643765 · PROMOTION AND PUBLICITY	-203.50
	Bill	74295	10/27/2021		643765 · PROMOTION AND PUBLICITY	-3,000.00
	Bill	L13632	11/03/2021		643765 · PROMOTION AND PUBLICITY	-228.50
	Bill	L13633	11/03/2021		643765 · PROMOTION AND PUBLICITY	-228.50
TOTAL						-3,889.00
	Bill Pmt -Check	**63723**	**11/22/2021**	**Sparling, Nicole S.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	100821	10/08/2021		6437C · PROGRAMS (C&P)	-325.00
TOTAL						-325.00
	Bill Pmt -Check	**63724**	**11/22/2021**	**Staples Advantage**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	8063914174	10/15/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-66.00
	Bill	8063989058	10/22/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-156.58
	Bill	8064063260	10/29/2021		6451G · CUSTODIAL SUPPLIES	-157.52
					6430G · OFFICE AND LIBRARY SUPPLIES	-592.00
					6430G · OFFICE AND LIBRARY SUPPLIES	-121.73
	Bill	8064158992	11/05/2021		6451G · CUSTODIAL SUPPLIES	-53.60
TOTAL						-1,147.43
	Bill Pmt -Check	**63725**	**11/22/2021**	**Suffolk Cooperative Library System**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	86264 LearningExpres	11/17/2021		6411C · MICRO/REF CD (C&P)	-1,101.67
					6411A · MICRO/REF CD (ADULT)	-1,101.67
					6411N · MICRO/REF CD (TEEN)	-1,101.66
TOTAL						-3,305.00

Mastics Moriches Shirley Community Library
NOVEMBER 22, 2021
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	**63726**	**11/22/2021**	**Suffolk Cooperative Library System**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	86278 GASB-75 update	11/17/2021		6437P01 · ACCOUNTANT/AUDITOR	-350.00
TOTAL					-350.00
Bill Pmt -Check	**63727**	**11/22/2021**	**Suffolk County Water Authority - Neighbor**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	0804--110221	11/02/2021		6450W · WATER	-29.17
TOTAL					-29.17
Bill Pmt -Check	**63728**	**11/22/2021**	**Superior Waste Services of NY Inc**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	110346	11/04/2021		7500 · BUILDING IMPROVEMENTS	-580.00
TOTAL					-580.00
Bill Pmt -Check	**63729**	**11/22/2021**	**Tank Me Later, LLC**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	2760	10/29/2021		6452G · BLDG ALTERATION AND MAINT	-225.00
TOTAL					-225.00
Bill Pmt -Check	**63730**	**11/22/2021**	**Town of Brookhaven Prks Dpt - FacilityFee**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	103121	11/09/2021		6437D · PROGRAMS (DIGITAL)	-30.00
TOTAL					-30.00
Bill Pmt -Check	**63731**	**11/22/2021**	**True Nature Landscaping - LRSH Moriches**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	17342	11/01/2021		6452G · BLDG ALTERATION AND MAINT	-1,550.00
TOTAL					-1,550.00

Mastics Moriches Shirley Community Library
NOVEMBER 22, 2021
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	**63732**	**11/22/2021**	**True Nature Landscaping Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	17330	11/01/2021		6452G · BLDG ALTERATION AND MAINT	-500.00
TOTAL						-500.00
	Bill Pmt -Check	**63733**	**11/22/2021**	**Turturici, Antonella**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	110221	11/02/2021		6437L · PROGRAMS (LIT)	-240.00
TOTAL						-240.00
	Bill Pmt -Check	**63734**	**11/22/2021**	**Universal Testing & Inspection Services**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	21-0427	11/11/2021		7500 · BUILDING IMPROVEMENTS	-360.00
	Bill	21-0428	11/11/2021		7500 · BUILDING IMPROVEMENTS	-1,230.00
TOTAL						-1,590.00
	Bill Pmt -Check	**63735**	**11/22/2021**	**Vergara, Josmary A.**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	110421	11/04/2021		6437L · PROGRAMS (LIT)	-480.00
TOTAL						-480.00
	Bill Pmt -Check	**63736**	**11/22/2021**	**Vivas, Chris**	**L0225 · FLUSHING BANK - OPERATING**	
	Bill	102021	10/20/2021		6437C · PROGRAMS (C&P)	-275.00
TOTAL						-275.00

Mastics Moriches Shirley Community Library
NOVEMBER 22, 2021
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	**63737**	**11/22/2021**	**W. B. Mason Co., Inc.**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	224425403	10/21/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-13.85
Bill	224550925	10/26/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-21.20
TOTAL					-35.05
Bill Pmt -Check	**63738**	**11/22/2021**	**Wilson, Alexander B.**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	110921	11/09/2021		6437A · PROGRAMS (ADULT)	-280.00
TOTAL					-280.00
Bill Pmt -Check	**63739**	**11/22/2021**	**Winters Bros. Hauling of LI, LLC**	**L0225 · FLUSHING BANK - OPERATING**	
Bill	002335037	10/31/2021		6432G · CARTAGE	-285.00
TOTAL					-285.00

I hereby certify that at a meeting on November 22, 2021 the above vouchers were approved and authorized.

Signed:_____

-781,268.66

Mastics Moriches Shirley Community Library
November 9, 2021
Payroll Benefits Warrant

	Bill Pmt -Check	**EFT**	**11/12/2021**	**1094 The NYS Deferred Compensation Plan**	**L0226 · FLUSHING BANK - PAYROLL**	
	Bill	11122021	11/12/2021		L0173 · 457B NYS DEFERRED COMP	$ (1,659.96)
TOTAL						$ (1,659.96)
	Bill Pmt -Check	**6949**	**11/12/2021**	**1095 Met Life**	**L0226 · FLUSHING BANK - PAYROLL**	
	Bill	11122021	11/12/2021		L0171 · 403B MET LIFE	$ (1,775.00)
TOTAL						$ (1,775.00)
	Bill Pmt -Check	**6950**	**11/12/2021**	**1096 Prudential**	**L0226 · FLUSHING BANK - PAYROLL**	
	Bill	11122021	11/12/2021		L0172 · 403B PRUDENTIAL	$ (100.00)
TOTAL						$ (100.00)
	Bill Pmt -Check	**6951-6968**	**11/12/2021**	**Medicare Reimbursement Payments**	**L0226 · FLUSHING BANK - PAYROLL**	
	Bill	11122021	11/12/2021		9060 · MEDICAL INSURANCE	$ (4,435.90)
TOTAL						$ (4,435.90)
	Bill Pmt -Check	**6969**	**11/12/2021**	**CSEA, Inc.**	**L0226 · FLUSHING BANK - PAYROLL**	
	Bill	11122021	11/12/2021		L0500 · CSEA UNION DUES	$ (1,466.52)
TOTAL						$ (1,466.52)
						$ (9,437.38)

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

Signed:_____
Title: Secretary

Mastics Moriches Shirley Community Library
October 26, 2021
Payroll Benefits Warrant

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	**EFT**	**10/29/2021**	**1094 The NYS Deferred Compensation Plan**	**L0226 · FLUSHING BANK - PAYROLL**	
	Bill	10292021	10/29/2021		L0173 · 457B NYS DEFERRED COMP	$ (1,664.47)
TOTAL						$ (1,664.47)
	Bill Pmt -Check	**EFT**	**10/29/2021**	**1099 NYS Employees' Retirement System**	**L0226 · FLUSHING BANK - PAYROLL**	
	Bill	10292021	10/29/2021		L0163 · RC ERS CONTRIBUTIONS	$ (3,158.83)
					L0161 · RL - ERS LOAN	$ (2,303.72)
					L0164 · RD ERS CONTRIBUTIONS ADDIT	$ (10.04)
TOTAL						$ (5,472.59)
	Bill Pmt -Check	**6946**	**10/29/2021**	**1095 Met Life**	**L0226 · FLUSHING BANK - PAYROLL**	
	Bill	10292021	10/29/2021		L0171 · 403B MET LIFE	$ (1,775.00)
TOTAL						$ (1,775.00)
	Bill Pmt -Check	**6947**	**10/29/2021**	**1096 Prudential**	**L0226 · FLUSHING BANK - PAYROLL**	
	Bill	10292021	10/29/2021		L0172 · 403B PRUDENTIAL	$ (100.00)
TOTAL						$ (100.00)
	Bill Pmt -Check	**6948**	**10/29/2021**	**CSEA, Inc.**	**L0226 · FLUSHING BANK - PAYROLL**	
	Bill	10292021	10/29/2021		L0500 · CSEA UNION DUES	$ (1,466.52)
TOTAL						$ (1,466.52)
					TOTAL	$ (10,478.58)

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

Signed:_____
Title: Secretary

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	Last YTD Total
Patron Visits	**11,352**	**12,675**	**13,956**	**15,321**									**53,304**	4
Website Visits	**13,690**	**13,347**	**12,879**	**12,580**									**52,496**	56,843
Adult	22	14	10	21									67	49
Children's	53	42	65	18									178	257
Teen	48	85	117	58									308	367
Program Calendar	740	667	513	429									2,349	120
Library Link	525	444	378	273									1,620	3,072
CommunityLibrary.org	8,838	8,589	8,130	9,766									35,323	33,777
Facebook	532	690	577	616									1,883	8,191
Mobile App	139	205	521	526									1,391	571
Circulation	**29,056**	**29,985**	**27,384**	**29,515**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**115,940**	128,880
Staff assisted checkouts & renewals	7,581	6,746	6,808	7,390									28,525	27,404
Express Lane Checkouts & renewals	2,898	2,724	2,341	2,142									10,105	7,860
Renewals by patrons (web)	10,931	12,329	10,678	12,248									46,186	59,010
Museum Pass Checkouts	87	103	69	56									315	150
eBook Checkouts	3766	3839	3558	3462									14,625	15,788
Movie Streams/Downloads	703	914	807	870									3,294	3,174
Music Streams/Downloads	1,236	1,378	1,297	1,278									5,189	8,525
eAudiobook Checkouts	1,635	1726	1643	1780									6,784	5,758
eMagazine Checkouts	219	226	183	289									917	1,211
ILLs out	872	817	890	849									3,428	5,720
ILLs in	830	772	842	764									3,208	3,558
Holds	1,539	1,402	1,476	1,567									5,984	7,609
Filled Holds	1,316	1,167	1,276	1,202									4,961	6,749
New Library Cards	177	135	182	227									721	404
New/Renewed Contract Patrons	695	6	4	2									707	582
Computer Usage	**3,627**	**3,511**	**3,908**	**1,854**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**12,900**	10,278
Adult	1,346	1,494	1,577	1,608									6,025	4,222
Children's	216	176	146	121									659	354
Teen	200	113	146	125									584	309
Public Wireless	1,865	1,728	2,039										5,632	5,393
Fax/Copy/email service													0	0
Reference Questions	**1,191**	**1,449**	**1,571**	**1,830**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**6,041**	4,553
Adult	867	978	776	825									3,446	3,724
Children's	260	395	724	916									2,295	352
Teen	24	40	33	25									122	147
Chat Reference	40	36	38	64									178	330
Other Questions	**2,062**	**2,086**	**2,024**	**2,530**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**8,702**	5,449
Adult	1,339	1,329	1,227	1,485									5,380	4,120
Children's	403	533	690	831									2,457	670
Teen	320	224	107	214									865	659
Programs, In-House Attendance	**2,256**	**2,188**	**1,293**	**1,707**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**7,444**	990
Programs, In-House Sessions	**90**	**106**	**119**	**137**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**452**	188
Adult	34	47	210	296									587	-
Adult # of Sessions	7	12	39	44									102	-
Children's	2,014	1,955	874	1,169									6,012	990
Children's # of Sessions	51	59	35	44									189	188
Teen	208	186	209	242									845	-
Teen # of Sessions	32	35	45	49									161	-
Programs, Offsite Attendance	**250**	**245**	**98**	**1,457**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2,050**	646
Programs, Offsite Sessions	**20**	**18**	**9**	**15**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**62**	26

Adult	73	31	60	-									164	78
Adult # of Sessions	10	5	5	-									20	4
Children's	158	214	38	1,457									1,867	560
Children's # of Sessions	7	13	4	15									39	16
Teen	19	-	-										19	8
Teen # of Sessions	3	-											3	6
Programs, Digital Attendance	**1,457**	**1,719**	**376**	**331**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3,883**	24,699
Programs, Digital Sessions	**32**	**22**	**10**	**14**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**78**	320
Adult	1,233	1,544	240	142									3,159	18,264
Adult # of Sessions	19	13	3	9									44	171
Children's	184	152	135	189									660	6,176
Children's # of Sessions	6	5	6	5									22	54
Teen	40	23	1										64	259
Teen # of Sessions	7	4	1										12	95
Programs, Literacy Attendance	**277**	**243**	**132**	**333**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**985**	-
Programs, Literacy Sessions	**27**	**27**	**28**	**68**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**150**	-
In-house Attendance	123	104	82	237									546	-
In-house Children's Attendance	154	139	50	96									439	-
In-house # of Sessions	27	27	28	68									150	-
Offsite attendance													-	-
Offsite Children's Attendance, toddler													-	-
Offsite Children's Attendance, school age													-	-
Offsite # of sessions													-	-
Programs, Digital Literacy Attendance	**246**	**219**	**188**	**532**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,185**	1,086
Programs, Digital Literacy Sessions	**33**	**34**	**21**	**45**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**133**	117
Adult Attendance	246	219	188	532									1,185	1,086
Children's Attendance													-	-
# of Sessions	33	34	21	45									133	117
Offsite attendance													-	-
Children's Attendance, toddler													-	-
Children's Attendance, school age													-	-
Hours of Instruction, Literacy in-house													**-**	-
Hours of Instruction, Literacy offsite													**-**	-

Director's Report

November 2021

Virtual Internet Librarian Conference Highlights:

I attended the Virtual conference in November. There were many informative programs, but these keynote presentations were of particular interest to me. I was able to gain access to them after the conference to share them with our public service department heads. Access is available through 12/31 if you are interested. There were many presentations on AI, machine learning, library software advances, digital materials and preservation, data analysis and more. While not as exciting as an in-person conference it was still a worthwhile continuing education opportunity.

Voice of the Future: Engaging & Marketing
Emily Binder: Founder, Wealth Voice

Smart speakers (like Alexa, Siri, Google & other assistants) are the fastest growing consumer technology of all time, reaching 50% of the U.S. population in under five years. We are moving out of Tap, Type, and Swipe into the Voice First era. With 78% year over year sales growth of smart speakers, voice is becoming the primary way that consumers obtain information, goods, and services. Alexa, Google Assistant, and Siri are changing the marketing landscape. 30% of all searches are screenless. The text-based mediums and social platforms of the last decade are crowded. 44% of consumers want to receive less email. Customer communication must evolve. Voice gives brands an unprecedented opportunity to build deeper relationships with their audience, creating conversational engagement and accessibility. Voice commerce is predicted to be an $80 billion market by 2023, so what will that mean for library collections and programs? What will conversations look like with our library audiences? Emily Binder, a leading voice marketing strategist, presents the opportunities of voice as a marketing channel that libraries can learn from and emulate to reach wider and different audiences and hopefully create more inclusive communities

Robots vs Humans: Who will Win?
Michael Peter Edson: Digital Strategist, Writer, Independent Consultant, Independent Consultant

Computers will never be as creative as humans, and the idea of intelligent robots ruling our lives is just a sci-fi fantasy—or so we would like to believe! But if we have learned anything from the history of digital technology, it is that change arrives in ways that are hard to predict and recognize, and often the future is already here. In this lively and engaging presentation, digital strategist and former Smithsonian and U.N. tech visionary Edson unpacks and explains the many ways that the future of AI and robotics has already arrived, and what librarians and other information and cultural professionals can do to help their institutions, colleagues, and communities adopt a new way of thinking and ready themselves for ever-faster waves of change.

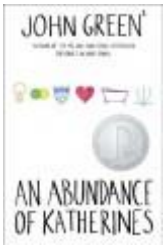
Facility Update

Work at both the Mastic Beach and Moriches branch is progressing well. It is exciting to see the “form” of the Mastic Beach building now that the roof is framed and sheathed.

It is time to focus on the renovation plans for our main library. We continue to have septic issues at the main facility. It is increasingly clear that we will need grant funding as part of our renovation project to move to an I/A septic system replacing our de-nitrification system at the main library.

Statistics

Top 5 Borrowed Items for October



[Book]
An abundance of Katherines

[Book]
American dirt

[Book]
Invisible man

[DVD]
Space jam

Numbers for our Fiscal Year

Visits

53,304

Total patron visits so far for 2021-2022

October 2021

Hours & directions

Website Visits

52,496

Total visits to Communitylibrary.org so far for 2021-2022

Items checked-out or renewed

115,940

Total items checked out or renewed so far for 2021-2022

Computer logins

10,900

Patron computer use so far for 2021-2022

Digital Downloads

30,809

Includes music, movies, e-Books, e-Audiobooks, and e-Magazines

New Card Holders

1,428

Program Attendance

8,595

**See additional statistics included in spreadsheet

Disaster Plan & Policies

There are a number of required policies, including our Disaster Plan, for your review under New Business. The policies have all been reviewed by our attorneys and are recommended for approval at the meeting.

Strategic Plan

I updated our strategic plan to extend through the anticipated dates of our building project. We will review it at the meeting, edit/update based on your input, and list it on the agenda for the December meeting with your approval.

COMMITTEE ON OPEN GOVERNMENT
STATE OF NEW YORK
DEPARTMENT OF STATE
ONE COMMERCE PLAZA
99 WASHINGTON AVENUE
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STEPHEN B. WATERS

EXECUTIVE DIRECTOR
SHOSHANAH BEWLAY

MEMORANDUM

TO: Whom it May Concern

FROM: Shoshanah Bewlay
Executive Director, Committee on Open Government

RE: *Chapter 417 of the Laws of 2021 "Notwithstanding" Elements of Public Officers Law Article 7 "The Open Meetings Law" through January 15, 2022.*

Chapter 481 of the Laws of 2021 Relating to Records Scheduled to be Discussed at an Open Meeting

Chapter 587 of the Laws of 2021 Relating to the Posting of Meeting Minutes

DATE: November 9, 2021

On September 2, 2021, Governor Kathy Hochul signed into Law Chapter 417 of the Laws of 2021 which, in part, authorizes most public bodies "to meet and take such action authorized by law without permitting in public in-person access to meetings and authorize such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed."

The language of the Law substantially mirrors former Executive Order 202.1 issued in March 2020. Guidance relating to that order can be found on the Committee on Open Government's website under Open Meetings Law Advisory Opinions, key phrase "Declared Disaster Emergency." Links to those opinions are below.

OML AO 5630A, OML AO 5631A, OML AO 5632A,

On October 19, 2021, the Governor signed into law Chapter 481 of the Laws of 2021 which amends § 103(e) of the Open Meetings Law to require that records to be discussed at a meeting be made available, to the extent practicable, upon request and posted online, at least 24-hours before the meeting. The obligation to make records available to the public upon request "prior to or at the meeting" and to post the records on the agency or public body website "prior to the meeting" has been in effect since February 2012. This amendment simply places a 24-hour minimum time frame for making those records available.

On November 8, 2021, the Governor signed into law Chapter 587 of the Laws of 2021 which amends the Open Meetings Law to require agencies that maintain a website and use a high-speed internet connection to post meeting minutes on its website within two weeks of the date of the date of the meeting, or within one week of an executive session. It further states: "unabridged video recordings or unabridged audio recordings or unabridged written transcripts may be deemed to be meeting minutes. Nothing in this section shall require the creation of minutes if the public body would not otherwise take them."

RASD Board Report November 2021
Submitted by Kerrilynn Jorgensen

October 2021 Statistics At-A-Glance

Programming

51 Virtual & In-Person Program Sessions

438 Views/Active Participants in these programs
#

Computers

1,158 MMSCL Resident Logins
394 Visitor Logins
56 Mac Lab Logins

1,608 Total Computer Logins
#

Reference & Information Questions

825 Reference Questions
1,485 Information Inquiries

2,310 Total Questions
#

The Reference and Adult Services Department began offering appointments with a Case Manager and a Social Worker to address some of the requests and needs our librarian staff was hearing from patrons. Janice, a Case Manager from Colonial Youth and Family Services, has been coming to the library for many years. During Covid, this service was offered via teleconference. Unfortunately, offering help this way to deal with issues such as emergency housing and food stamps was not successful. Many of these patrons did not have the means to call Janice, or the service was too in-depth for it to be completed on the phone. However, once we revisited this program in-person beginning in September, it was being used immediately by the public.

In conjunction with the Case Manager, we also began contracting with Alex Wilson, a social worker who once interned at the library through Stony Brook University. Alex interned with the adult department during 2019-2020. Almost immediately upon the library closing during Covid, Alex reached out to me to see how he could remotely help our patrons. He developed a list of resources and guides that we were able to link on our website. Now that Alex has graduated with his Masters in Social Work, our patrons have been able to benefit directly from his help. He assists the public with issues varying from locating resources for housing and financial assistance to familial/custodial issues and substance abuse programs and mental health providers. Alex is in the building on Tuesdays from 5-7p.m. but often stays later as the need is so great in our community and patrons are usually there waiting for him if they were unable to secure an appointment.

Both Janice and Alex go above and beyond with helping customers, no matter what the need. They will both take calls after hours and continue to work on cases, even after they have left the building for the day. We thank them both for their continued support and hard work.

MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY

TEEN SERVICES DEPARTMENT

November 2020

Submitted by Erika Irish

<u>Statistical Information October 2020</u>

Computer Usage: 127 Sessions

Reference Questions: 41

Information Questions: 227

Grab and Go Kits given out: 14

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 got 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:

MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY

CHILDREN'S & PARENTS' SERVICES DEPARTMENT

November 22, 2021 **Sylvia Maurer**

This October the Children's and Parents' Services Department had a very busy month with our patrons and our community. We had 66 patrons make scarecrows with us in our parking lot during our Scarecrow Extravaganza. We had 115 patrons visit our Willy Wonka themed family portion of the Haunted Library. We met families at Glover Farms for our annual pumpkin picking program where 536 patrons picked pumpkins and played a round of BINGO through the corn maze. We also had the opportunity to be a part of multiple community events. About 801 community members visited our station throughout 4 events (Girl Scouts Harvest Festival at Girl Scout Park, Caitlyn's Vision Trunk or Treat at William Floyd High School, Tri Hamlet Fall Festival at Legion Field, Mastic Beach Ambulance/Fire Department Trunk or Treat at Mastic Beach Fire Department).

Statistics											
CPSD 2021-2022	**July**		**Aug**		**Sept**		**Oct**		**Nov**		**Dec**
2021											
Computer Usage	216		176		146		121				
Reference Questions	260		395		724		916				
Other Questions	403		533		690		831				
Virtual Program Views	184		152		135		189				
Virtual Sessions	6		5		6		5				
Program, In House Attendance	2014		1955		874		1169				
Program, In House Sessions	51		59		35		44				
Offsite Attendance	158		214		28		1457				
Offsite Sessions	7		13		4		15				
Additional Floor Stats:											
Crafts to Go	530		786		243		405				
In-person visits	2388		1986		1626		2143				
Books to Go	75		128		57		60				

Literacy

November 2021

Lindsay Davis

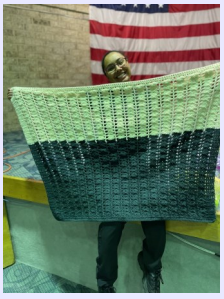
Book Sale for Literacy

We hosted another successful outdoor Book Sale on October 1st and 2nd! The weather was beautiful both days. Many people stopped by to support our fundraiser while giving a new lease on life to many books, movies, and music.

The Suffolk Cooperative Library System's SLED (Suffolk Libraries Empowering Discovery) joined us on Saturday to the delight of kids, teens, and adults who enjoyed the video game setup.

Congratulations to Dawn, the lucky owner of a new Amazon Fire tablet. Thank you to the Community Family Literacy Project, Inc. for donating the raffle prize.

Needle Arts



The Literacy Department's Needle Arts class has been hard at work handcrafting crocheted pieces. They made lap blankets, hats and scarf sets, and decorative throw pillows...almost 60 pieces in total!

These items will be donated to community members in need- distributed with the help of the Lighthouse Mission and community member Mary Jones.

Thank you to instructor, Ms. Rosa, and the dedicated students for your time, skill, and love. Thank you to the Community Family Literacy Project, Inc. for supplying the yarn to make these beautiful project possible!

Monthly Statistics for October

Digital Attendance: 532
Digital Sessions: 45
In-Person Attendance (adults): 237
In-Person Attendance (children): 96
In-Person Sessions: 68

Literacy

5K Run for Literacy

Lindsay Davis

#Miles4Mimi

This year's 5K Run for Literacy on 9/11/21 brought a special group with a personal connection to our race. Here is Mimi's story and pictures, as shared by her family.

"Mimi Dahl loved running. After undergoing brain surgery in 2018, she set a goal of competing in her favorite race, the Smith's Point Bridge 5K Run for Literacy- a goal she achieved in 2019. It was her sixth time participating in the Smith's Point 5K and the last race she ran before ultimately losing her battle with cancer on April 27, 2021.

Mimi's warmth and positivity live on in the memories of good times shared with friends and family. In addition to running, Mimi loved hiking, baking, traveling, browsing Pinterest for elaborate birthday ideas for her grandchildren and most of all spending time with cherished family and friends. Never without a smile and a kind word, Mimi made a lasting impression on all who met her.

Her family and friends started #MILES4MIMI in her honor and gathered in Mimi's memory to run (or walk) the 2021 Smith Point Bridge 5K. They hope this tradition will continue for many years and keep Mimi's bright spirit alive."

Mom, husband, sister-in-law, and brother-in-law

Mom and friend Carol

#Miles4Mimi

Mom and husband George

3 generations

MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY

DIGITAL SERVICES DEPARTMENT

October 2021

Compiled by: Stephen Burg

Over the past month, The Digital Services Department rolled out VHS to digital converters as a new device available for patrons to borrow. The converters allow patrons to convert their old VHS tapes to a digital format. The department also participated in the Haunted library program. The digital services staff spent a good part of the month preparing for our Techgiving staff training series that will take place over November and December. We also continue to curate and monitor the library's social media pages.

Digital Equipment Circulation FY 21-22	October Checkouts	October Renewals
Unique Item 3 (Item C) Hotspots and Chromecasts	20	0
Unique Item 4 (Item C) Go Pro and iPads	3	3

Digital services October Stats

Facebook	October
page views	616
post reach	7594
Engagement	4089
Instagram	October
reach	1,271
Impressions	259
Followers	962
YouTube	October
views	1806
subscriber	433
Chat/Text Ref	
text/email	64
overdrive	
ebooks	3462
audio books	1780
flipster	
online views	289
Freegal	
downloads	228
streamed	1050
both:	1278
Hoopla	
new patrons	9
check outs	679
Kanopy	
downloads	191
HOOPLA + KANOPY:	870

	A	B	C	D	E	F	G	H	I
1	REPORT OF PERSONNEL CHANGES							**DATE PREPARED:**	
2	SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE							**11/22/21**	
3	**JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**							**Page 1 of 1**	
4	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	
5									
6	LA	Paulucci, Christopher		Guard	$21.57/HR	Up to 17.5 Hours	10/08/2021-12/31/21		
7									
8	LA	Loeser, Gary		Guard	$22.67/HR	Up to 17.5 Hours	11/16/21-01/16/2022		
9									
10	LA	Bogin, Michael		Librarian I	$55.91/HR	Up to 17.5 Hours	01/05/22-02/01/22		
11									
12	APT	De Lise, Peter		Guard	$19.29/HR	Up to 17.5 Hours	11/22/21		
13									
14									
15									
16									
17									
18	DID YOU:	1. Submit a Duties Statement for all new positions or when refilling those for which DS is				The above changes are hereby certified as			
19		over five years old?				being in accordance with Civil Service			
20		2. Request and canvas an eligible list for all competitive positions?				requirements.			
21		3. Submit Application for Employment (CS-205) on all provisional, temp & non-competitive							
22		appointments? Fill in jurisdiction and appointment date at bottom of application							
23		4. Submit a personnel change on the previous incumbent shown above?							
24		**APPROVED**		**DISAPPROVED**					
25		**APPROVED AS NOTED**				Signature of Appointing Authority			
26									

Mastics-Moriches-Shirley Community Library

Internet Acceptable Use Guidelines

Welcome to the Mastics-Moriches-Shirley Community Library's Internet Access. The Internet is a global collection of computer networks that connects thousands of users all over the world. Access to the Internet provides the users with a vast amount of information available through these connections. Though the Internet is perhaps the most advanced and broadest source of information, like all other library provided sources and services, its use is subject to Library policy and guidelines.

Disclaimer

While the Library offers suggestions to a wide range of useful and interesting sites through its home page, all Internet sites are accessible through the Library's Internet provider. This allows access to ideas, information and commentary from around the globe and a vast array of tools and resources for different age levels and points-of-view, some of which may contain inaccurate, controversial and even offensive material. The Internet is an unregulated, ungoverned fluid source of information that is constantly changing. The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. Selection policies which serve to govern the Library's purchase of materials are not applicable to materials accessed electronically. The Library has no control over the information accessed through the Internet and cannot be held responsible for its content. We firmly believe that the valuable information and interactions available on this worldwide network far outweigh the possibility of access to materials not consistent with Library goals.

Acceptable Use

- All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational, informational and recreational purposes for which they are provided.

- Responsible, ethical, use of Internet resources includes the following:

- Using resources for educational, informational and recreational purposes only, not for unauthorized, illegal or unethical purposes.

- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.

- Further respecting the privacy of others using public access workstations by not interfering with their use.

- Saving information only to a USB drive or by printing it out according to the fee schedule posted.

- Printing of multiple copies of large files is prohibited. Copy machines are available for this purpose.

- Downloading (bringing information and/or programs from a remote computer's hard drive to a library computer's hard drive) is not permissible.

- Leaving the computer (screen and hard drive) exactly as you found it.

- Being sensitive to the fact that the Internet access stations are in a public location subject to view by a wide audience.

- Not sending, receiving or displaying text or graphics which may reasonably be construed as obscene, sexually explicit, or demeaning to any race, ethnic background, religion, disability, gender or life style.

Access by Minors

In accordance with the Children's Internet Protection Act (CIPA), the Library utilizes filtering software to block access to some Internet sites on the Library's public computers. Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. It is not possible for staff to control specific information children may locate on the Internet. Monitoring or restriction of a child's access to the wireless connection is the sole responsibility of the parent/guardian.

If it is apparent that acceptable use guidelines are not being followed, librarians will intervene. It is not possible, however, for library staff to monitor all use. We cannot guarantee inappropriate sites will never be accessed by children and youth. We recommend that parents take an active interest in, and responsibility for their children's online use.

Assistance

Library staff will assist patrons with Internet use as time permits, but cannot offer personal instruction. Our Digital Services Department can offer one-on-one help with technology learning by prior appointment.

Time Limits

Internet use may be limited to prescribed lengths of time to provide greater access for all patrons.

Violation of Guidelines

Misuse or abuse of this computer or Internet access may result in suspension of Internet access privileges. Persons using this equipment agree not to make any changes to the setup or configuration of the software or hardware. Violations of the letter and/or spirit of these guidelines may result in the suspension of Internet privileges. Violations of laws governing Internet use may result in criminal prosecution.

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Disaster Plan

November 1, 2021

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Employee Phone Tree.....21

Director: Kerri Rosalia

Office Phone: 631-399-1511 x200

Cell Phone: :

REGULAR DUTIES

- Calls regular meetings of the disaster team annually or as needed
- Ensures the disaster plan is updated annually or as needed
- Works with SCLS, county libraries, and library disaster teams to ensure best practices and collaborative efforts are met
- Maintains list of media contacts along with PR agency

DUTIES DURING AND AFTER A DISASTER

- Maintains direct communication with county libraries, school district and library administrators, and library board
- Notifying the disaster team members of imminent danger (begins the telephone and email notification process)
- Establishes a command center if library facility is unavailable
- Ensures methods of communication both inside and outside the library
- Delegates duties
- Prepare procedures for remote work if necessary
- Assesses and records damage with other disaster team members
- Decides if a mold assessment of the affected collections is necessary
- Maintains communication with county, state, federal or other security agencies
- Works with outside agencies to ensure the safety of the building, including reentry following the disaster
- Receives reports from disaster team members
- Prepares a post-disaster report
- Works with facilities and business managers on the restoration of the library
- Advises auditor and insurance agents on extent of the damage
- Authorizes payment for supplies and services needed after board approval

Collections Manager: Lorraine Squires

Team: Kerrilynn Jorgensen, Sylvia Maurer, Erika Irish

Office Phone: 631-399-1511 x 261

Cell Phone:

REGULAR DUTIES

- Establishes and keeps contact list for recovery companies
- Identifies specific priority collections to be saved or recovered first

DURING AND AFTER A DISASTER

- Supervises the staff and during collection recovery efforts
- Assesses damage to the collections
- Advises Director on the extent of the damage to the collections
- Locates specific priority collections to be saved or recovered first
- Decides which items can be recovered in-house and which need to be sent out for recovery
- Decide which parts of the damaged collection are not worth recovery efforts
- Advises Director on the need of a recovery company if collections need to be dried
- Maintains contact with recovery company until the materials are returned
- Supervises in-house cleaning and drying
- Supervises the processing of all damaged materials
- Trains staff
- Prepares a written report of the recovery and/or relocation activities
- Contacts recovery vendors and services

Head of Business Dept. and HR: Chris Nowak

Team: Kathi Bertos, Madeline Stirber

Office Phone: 631-399-1511 x203

Cell Phone:

REGULAR DUTIES

- Establishes and keeps an inventory of library possessions with the help of the IT department
- Ensures insurance coverage is up to date
- Creates and keeps a list of library vendors/insurance companies/professional firms that the library works with to ensure they are notified quickly after disaster strikes

DURING AND AFTER DISASTER

- Tracks and coordinates expenditures
- Acts as financial liaison with FEMA, if appropriate
- Updates the inventory of library possessions as damaged items are discarded with the help of the IT department
- Contacts EAP for help if needed
- Maintains a list of possessions sent out for refurbishing, if applicable
- Submits insurance claims
- Helps any employee injured in the disaster or during recovery with workman's compensation or insurance claims

IT Department Head: Dave Belmonte

Team members: Dan Costa, Claire Hopkins

Office Phone: 631-399-1511 x360

Cell Phone: ___

REGULAR DUTIES

- Secures and reestablishes computer network and systems
- Reestablishes telephone connections
- Removes damaged or destroyed equipment
- Identifies proper means for disposal of destroyed equipment (there are EPA guidelines for disposal of many types of equipment including printers and photocopiers)
- Maintains an inventory of the library collections (primarily using the OPAC)
- Works to recover library computer files

Public Relations Agency: Mark Grossman Agency

Team: Mark Grossman, Kerri Rosalia, Tara Damato

Cell Phone:

REGULAR DUTIES

- Keeps the director, disaster team and library staff informed of the latest news from outside the library
- Acts as the conduit for public information on the disaster
- Contacts media with library-related announcements, including library closure and reopening

Public Relations Specialist: Sara Roye

Office Phone: 631-399-1511, x 252

Cell Phone:

Team: Steve Burg, Kristen Cinar

- Helps with social media updates keeping the community informed of the status of the library and resources to aid after a disaster if community is affected
- the damage to the collections and library contents, as well as damage to the building, if appropriate
- Maintains a photographic record of recovery efforts

Facilities & Custodial Manager: Steve Burg

Team: Harry Lugo, Mark Aguirre, David Prevete

Office Phone: 631-399-1511, ext. 372

Cell Phone:

REGULAR DUTIES

- With administrators deciding when the building is safe for reentry
- Schedules test of water supply for contamination if necessary
- Restores all utilities (electricity, water, gas) with Business Manager
- Creates an evacuation team with representatives from every area of the library
- Creates, with the evacuation team, evacuation procedures for the building
- Conducts periodic drills, with the disaster team members
- Ensures that items on the disaster supply list are available and up to date

DURING AND AFTER DISASTER

- Maintains communication with local fire district, school district and library director.
- Works with outside agencies to ensure the safety of the building, including reentry following the disaster
- Maintains security of all exterior doors
- Public safety officers and administrators decide when the building is safe for reentry
- Keeps first aid supply stocked
- Maintains security of all exterior doors
- Keeps first aid supply stocked
- Helps with salvage operations after the building is considered safe by facilities management or local safety officials
- Oversees overall management of recovery and salvage operations for facilities
- Identifies storage space for priority recovery list items

EMERGENCY CONTACTS

Police Department: SCPD 7th Precinct – 631-852-8700

Fire Departments: 911
Mastic Fire Department 631-281-8787
Mastic Beach Fire Department 631-281-9840

Ambulance: 911
Mastic Ambulance Company 631-281-4357
Mastic Beach Ambulance Company 631-772-7338

FEMA Regional Ctr: 800-621-3362

Locksmith: Suffolk County Locksmith 631-395-260

Gas Company: **National Grid**
1-800-490-0045 AND **911**

Water Utility: **Suffolk County Water Authority**
631-698-9500 Customer Service
631-665-0663 After-Hours Emergency

SECURITY AGENCIES CONTACTS

In-house Security:	Steve Taddeo
County Security:	Suffolk County Police 7th Precinct 631-852-8700 Suffolk County Emergency 631-852-4900 Suffolk County Red Cross 631-924-6700
State Security Agencies:	State Police 631-756-3300 Troop Headquarters 7140 Republic Airport Farmingdale, NY 11735-1597
Federal Security Agencies:	Federal Bureau of Investigation 211-384-1000 Bureau of Alcohol, Tobacco and Firearms (ATF) 631-694-8372

LIBRARY CLOSURE PROCEDURES

CLOSING OF THE LIBRARY

Closing the library means notifying the board, public and staff, that the library will not be open on a specific day. A variation of this choice is to notify the public and personnel that reporting times for a specific day have been changed. This option is available whenever library buildings are unoccupied, and the time of day allows sufficient time for notifications.

See procedures for **Emergency Closing in TEAMS**

EMERGENCY EVACUATION PROCEDURES

EVACUATION

Evacuation is the removal of all public and staff from library facilities.
Chosen safe areas for the facility are pre-established, with primary and secondary sites being identified.
Procedures are as follows:

- A directive to evacuate can be issued by the Director, on-site administrators or public safety authorities.
- Evacuate staff to primary safe area in *location*, unless directed to go to a secondary location or to a congregate care center set up by public safety authorities.
- Remain calm and keep staff and patrons as calm as possible.
- Close all doors behind you. **DO NOT LOCK DOORS**.
- A 100% accounting of staff will be completed and verified by full-time personnel.
- All vehicles will be moved as necessary to allow access to emergency equipment.
- All persons will remain in a safe area until receiving verbal notification from onsite administrators to return to the facility.
- The IT Supervisor will place an emergency message on the voice mail system via cell or off-site phone, if necessary.
- The IT Staff will put a suitable message on the library webpage, if necessary.
- If an extended evacuation the Director and/or Assistant Director will notify the board, staff and media.

RELOCATION

Relocation is similar to evacuation in that it is the process of vacating library facilities. It could occur during an incident that does not directly threaten the library where public safety authorities wish to use the premises as an emergency center. Procedures are as follows:

- A directive to relocate can be issued by the Director only. (All public safety requests for relocation must go through the Director.)
- The Director will decide the location to where staff will be moved.
- Moving procedures are the same as for evacuation.

COMMUNICATION EQUIPMENT CHECKLIST

In-house Requirements

- Battery operated radios (for news) located in Maintenance Office
- Public address system available through phone system
- Two-way radios located at Reference Desk(s)
- Weather radio (Security Office)
- Bull Horn located in Maintenance Office

DISASTER SUPPLIES CHECKLIST FOR IMMEDIATE RESPONSE

Each building has the following supplies.

- Flashlight
- Mops
- Disposable latex gloves
- Plastic Sheeting
- Batteries (replace semi-annually stored outside of flashlight)
- Plastic trash bags to fit can
- Bottled Water
- Buckets
- Dust masks
- Duct Tape
- Scissors
- Large plastic trash can with lid
- Lysol spray can
- Etc. Paper towels

Location of disaster supplies: Business office storage room

EMERGENCY SYSTEMS

See building floor plans for specific locations.

MAIN UTILITIES

- **Sprinkler and shut-off valve**
- **Electrical cut-off switch**
- **Heating and cooling controls, etc.**

MAIN BUILDING UTILITIES

- **Sprinkler Shut-off Valve**
    1. Basement In CPSD storage room
- **Electrical Shut-off Switch**
    1. Basement mechanical room
- **Water Shut-off**
    1. Outside North CPSD Emergency Exit – Valve located across from exit in "pit"
    2. In boiler room
- **Heating/Cooling controls**
    1. Main Shut offs on each unit on the roof
    2. Computer server room – basement
    3. Boiler shut-off in boiler room.
- **Gas Shut-off**
    1. **Call National Grid – 1-800-490-0045** AND **911**

       Gas Service Located on East Side of Property in Bollards/Fenced a area on The Green
- **Fire Panel (Townline 1-800-326-7077 Passcode:**
    1. Basement mechanical room
    2. Located across from the main entrance on the wall south of the circulation desk.

- **Security Alarm (Electronic Alarm Systems – 631-981-1700)**
    1. Alarm panels at employee entrances
- **Cesspool (Andriola's Cesspool 631-589-4240)**
- **Elevator (Island Elevator 631-491-3392)**

FIRE SUPRESSION SYSTEMS

- **Water Deluge System (between main floor and second floor)**
- **Fire alarm pull boxes (on floor plan)**
- **Smoke and heat detectors (on floor plan)**

FIRST AID KITS

Located in the staff kitchen mounted on wall, one in custodial cage, one in security office (includes blood kit) kept by business office and facilities/custodial staff.

FIRST AID SUPPLY CHECKLIST

- Adhesive Bandages
- Alcohol Wipes
- Burn Cream
- Instant Cold Packs
- Latex Gloves
- Neosporin
- Roll Gauze
- Roll of Medical Tape
- 2 X 2 Sterile Pads
- 4 X 4 Sterile Pads

INSURANCE/LEGAL CONTACTS

Company: EPIC Brokers

Agent: Joseph Price

Policy Number: 4331955

*See Business Office for copy of policy.

Legal Advisor: Kevin Seaman

COUNSELING SERVICE

EAP 631-289-0480

DRAFT

OPEN MEETINGS POLICY

1. All regular and special board meetings of the Mastics-Moriches-Shirley Community library are open to the public.

2. Either written minutes or recordings must be kept for all meetings of the Board. The minutes of action taken at every Board meeting shall be promptly prepared and shall set forth an accurate record of votes and action taken at each meeting. Until approved at a subsequent Board meeting minutes shall be considered as non-final. Approved minutes shall be made available in a binder at the Adult Reference Desk.

3. Executive sessions may be held upon an affirmative vote taken in public identifying the subject to be discussed as enumerated in the statute, Public Officer's Law (POL), (Open Meetings Law), section 105, which include:

A. Matters in connection with the employment, hiring, salary, dismissal, etc. of an employee or officer.

B. Consultation with attorneys or discussion regarding pending or contemplated litigation.

C. Negotiations regarding purchasing or leasing of real estate.

D. Discussion of records which fit within the enumerated exemptions of Art. 6 of the Public Officer's Law(POL), the Freedom of Information Law (FOIL). any other matters subject to exemption by operation of the POL. or any other law or regulation.

4. No final legal action or vote may be taken in any executive session except if voting in public would violate the purpose of the executive session.

5. This policy is intended to be in conformance with the NYS Open Meetings Law, and shall be interpreted and applied with that intent.

Approved by the Board of Trustees [date]

DRAFT FOR CLIENT REVIEW

Whistleblower Policy

REPORTING IMPROPER GOVERNMENT ACTION AND PROTECTING EMPLOYEES AGAINST RETALIATION

It is the Library's Policy (1) to provide a procedure for employees to report improper governmental action by Library officers or employees, and (2) protect employees who have reported improper governmental actions in accordance with Library policies and procedures.

Definitions

As used in this policy, the following terms will have them meanings indicated:

1. "Improper governmental action" means any action by a Library officer or employee.

    a. That is undertaken in the performance of the officer's or employee's official duties as a Library employee, regardless of whether the action is within the scope of the employee's employment; and

    b. That (i) is in violation of any federal, State or local law or written departmental policy, (ii) is an abuse of authority, (iii) is of substantial and specific danger to the public health or safety or (iv) is a gross waste of public funds.

    "Improper governmental action" does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands.

2. Retaliatory action" means any adverse change in the terms and conditions of a Library employee's employment.

3. "Emergency" means a circumstance that if not immediately changed may cause damage to persons or property.

Procedures for Reporting

Library employees who become aware of improper governmental action should report the issue first with their supervisor. Where the employee reasonable believes that the improper governmental action involves his or her supervisor, the employee should report the issue to the Library Director or designee.

In the case of an emergency, where the employee believes that damage to persons or property may result if immediate action is not taken, the employee may report the issue to the Board of Trustees.

Supervisors will take prompt action to assist the Library in properly investigating the report of improper governmental action. Library officers and employees involved in the investigation will keep the identity of reporting employees confidential to the extent possible.

After an investigation has been completed, the employee reporting the improper governmental action will be advised of the investigation results.

Protection Against Retaliatory Actions

Library officers and employees are prohibited from taking retaliatory action against a Library employee because he or she has, in good faith reported improper governmental action in accordance with these policies and procedures.

Employees who believe that they have been retaliated against for reporting an improper governmental action should advise the Library Director or, if the retaliation is believed to have been committed by the Library Director, the Board of Trustees. The Board of Trustees will take appropriate action to investigate and address complaints of retaliation.