

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

**December 20, 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
4. C R S
5. LITERACY SERVICES
6. DIGITAL SERVICES
7. INFORMATION TECHNOLOGY

**B. PERSONNEL**

1. RECOMMENDED CHANGES

**C. AWARDING OF BIDS AND / OR RFP's**

**D. POLICIES**

**E. CONTRACTS / RENEWALS**

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**X. EXECUTIVE SESSION**

**XI. ADJOURNMENT**

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

**January 24, 2022 @ 7:00PM**

# **DRAFT - UNAPPROVED**

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

### **MINUTES OF NOVEMBER 22, 2021, BOARD MEETING**

Trustee Maiorana called the meeting to order at 7:07 pm.

#### **CALL TO ORDER**

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

#### **PRESENT**

Motion by Furnari, second by Dubois, to accept the minutes of the October 25, 2021, meeting of the Board of Trustees. Carried 4-0.

#### **APPROVAL OF MINUTES**

Motion by Furnari, second by Dubois, to approve the following Operating Fund Schedule of Claims dated 11/22/2021. Carried 4-0.

#### **SCHEDULE OF CLAIMS**

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

#### **FINANCIAL REPORTS**

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

In addition to the information described in her Director's Report attached, Ms. Rosalia reported that she recently attended the Virtual Internet Librarian Conference and learned about library software advances that will assist us with digital preservation. She reported that the Board will be voting on entering a contract for Laserfiche software for document management in the amount of \$20,000. She reported that we received a grant through the Town of Brookhaven for \$20,000 that can be used for that purpose. We will then contract with a company that will scan and digitize all business and personnel records. Next, Ms. Rosalia informed the Board that in addition to the policies mentioned in her report we will be adding to our Policy Manuals a Whistleblower Policy and Open Meetings Law Policy. Ms. Rosalia informed the Board that she is working on a Two-Year Plan revision of the Library Long Range Plan. No approvals will be needed, it will be provided for informational purposes only at this meeting and will be adopted in December. Ms. Rosalia requested that any specifics that should be included in this plan be provided to her at the next meeting. Lastly, Ms. Rosalia reported to the Board that we are

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

## **DRAFT - UNAPPROVED**

having facility issues at the library. The septic system needs to be addressed. The pipes are the wrong size, and we are having clogging issues which caused the building to be closed last week. She reported that our current system is antiquated, and we will keep pursuing grants related to the innovative and alternative septic systems.

Ms. D'Amato reported that the most recent Newsletter is complete and will be sent out and available this week. She reported that Fall programs continue to be successful. Pumpkin picking on the road was well attended. In addition, the departments pulled together to put together a Haunted Library Program on which was attended by about 200 people. It was a safe, spooky tour throughout the library with decorations and light and sound. The departments continue to take programs on the road and there were recently four events celebrating Halloween, including the Tri-Hamlet and Mastic Beach Trunk or Treat experience. In December there will be the traditional Holiday House decorating program that is always a patron favorite. There are new programs and clubs designed to grab public attention and engage patrons in the areas of creative writing, sports, and local history. In person meetings and programs are increasing. Lastly she reported that Friends of the Arts will be appointing new officers and once finalized the new Board will contact Kerri to schedule a meeting.

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

The Business Manager reported that early this month we received the \$11.4 million from the school district. This represents the initial (partial) borrowing from the 2019 bond referendum. Bond Counsel has requested that we open an additional bank account classified as a checking account for the referendum funds. We recently opened the bid for the raised access flooring at the Mastic Beach Branch. The Business Manager also reported that the Worker's Compensation Audit is not complete and still being worked on. He mentioned that he recently supplied additional information related to that. He reported that the Committee on Open Government has issued updates on the Freedom of Information Law (FOIL) Policy and as of January 1<sup>st</sup> together with other Policies they are required to be posted on the library website. Also, we have followed up with a community member regarding a FOIL request about the Little Red Schoolhouse. We recently met with the new Labor Relations Specialist at CSEA. Leah is no longer with the group. Also, as requested by the union, we recently supplied a list of employees that are members in the union and those not in the union. Lastly, the Business Manager reported that the transmission is failing in the library van, and it is not cost effective to repair/replace at this time. Steve Burg is working on replacing the van and is looking at vendors off the New York State Government Pricing List. As of now he has not found what we need.

### **BUSINESS MANAGER**

## **DRAFT - UNAPPROVED**

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

### **PERSONNEL CHANGES**

#### **1. General Code (LaserFiche)**

Motion by Dubois, second by Gross, to approve the agreement with General Code for the acquisition of their Laserfiche Rio System at a cost of \$20,196. Carried 4-0.

### **CONTRACTS/ RENEWALS**

#### **2. Universal Testing & Inspection Services, Inc.**

Motion by Furnari, second by Dubois, to approve the agreement with Universal Testing to conduct a test boring at 407 William Floyd Parkway at a cost of \$1,125.00. Carried 4-0.

#### **3. Heidrich Landscaping, Inc.**

Motion by Gross, second by Dubois, to approve the renewal agreement with Heidrich Landscaping to provide snow removal services for the 2021/2022 season at a cost of \$7,150. Carried 4-0.

Motion by Gross, second by Dubois, to approve the proposed SCLS 2022 annual budget, of which \$89,348.00 will be paid for contracted services by the Mastics-Moriches-Shirley Community Library. Carried 4-0.

### **SUFFOLK COOPERATIVE LIBRARY SYSTEM (SCLS) 2022 BALLOTS**

Motion by Gross, second by Dubois, to authorize the Director to cast the Mastics-Moriches-Shirley Community Library's member votes for board candidate Harold Trabold. Carried 4-0.

## **DRAFT - UNAPPROVED**

### **POLICIES**

1. Motion by Gross, second by Dubois, to approve the policy on Open Meetings Law as presented. Carried 4-0.
2. Motion by Gross, second by Dubois, to approve the Mastics-Moriches-Shirley Community Library disaster plan as presented. Carried 4-0.
3. Motion by Gross, second by Dubois, to approve the whistleblower policy as presented. Carried 4-0.
4. Motion by Dubois, second by Furnari, to approve the internet guidelines policy as presented. Carried 4-0.

Motion by Furnari, second by Dubois, to move into Executive Session at 7:33 pm to discuss a contractual issue. Carried 4-0.

### **EXECUTIVE SESSION**

Motion by Gross, second by Gross, to leave Executive Session at 8:58 pm. Carried 4-0.

Motion by Gross, second by Dubois, to approve the “glass” upcharge at 407 William Floyd Parkway for a total price increase of \$750,0000. Carried 3 yea and 1 abstain.

### **ALTERNATES**

Motion by Gross, second by Dubois, to adjourn the meeting at 9:06 pm. Carried 4-0.

### **ADJOURNMENT**

Respectfully submitted by,

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Madeline Stirber, Secretary

**DRAFT - UNAPPROVED**

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**MINUTES OF DECEMBER 3, 2021**

**SPECIAL BOARD MEETING**

Trustee Maiorana called the meeting to order at 4:04 pm.

**CALL TO ORDER**

Present were Trustees Maiorana, Dubois, Gross and Furnari, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak, and Secretary Stirber. Trustee Marks arrived late for executive session.

**PRESENT**

**1. Metropolitan Door Industries**

**CONTRACTS/RENEWALS**

Motion by Furnari, second by Gross, to approve the agreement with Metropolitan Door Industries to supply the interior doors and corresponding hardware for the Mastic Beach Branch at a cost of \$34,397.00. Carried 4-0

**2. J.P. Daly & Sons, Inc.**

Motion by Dubois, second by Furnari, to approve the change order to properly state the agreed upon add alternate for 'enhanced metering' at the Moriches Branch for an additional \$5,000.00. Carried 4-0.

Motion by Gross, second by Dubois, to approve the policy on Freedom of Information (Records Access) as presented. Carried 4-0.

**POLICY**

Motion by Dubois, second by Furnari, to move into Executive Session at 4:06 pm to discuss a contractual issue. Carried 4-0.

**EXECUTIVE  
SESSION**

Motion by Dubois, second by Gross, to leave Executive Session at 5:26 pm. Carried 5-0.

**DRAFT - UNAPPROVED**

Motion by Furnari, second by Gross, to adjourn the meeting at **ADJOURNMENT**  
5:27 pm. Carried 5-0.

Respectfully submitted by,

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Madeline Stirber, Secretary



**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***OPERATING FUNDS FINANCIAL REPORTS***

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

**NOVEMBER 2021**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

MMSCL  
Operating Funds Monthly Report  
**November 2021**

PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
MONEY MARKET	\$ 1,530,011.45	\$ 11,447,636.04	\$ 12,606,202.54	\$ 254.66	\$ 371,699.61
CREDIT CARD M.M.	\$ 416,029.31	\$ 860.60	\$ 192.02	\$ 50.76	\$ 416,748.65
OPERATING	\$ 567,291.75	\$ 806,665.65	\$ 370,504.38	\$ 59.36	\$ 1,003,512.38
PAYROLL	\$ 32,592.92	\$ 356,485.02	\$ 362,055.31	\$ -	\$ 27,022.63
					<b>\$ 1,818,983.27</b>

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:				\$ 1,833,333.27

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Profit & Loss Budget Overview

July through November 2021

							TOTAL		
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense									
Income									
2000 · PROPERTY TAX REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	#####	-9,578,000.00	0.0%
2082 · FINES AND FEES	258.68	343.62	324.48	343.76	247.55	1,518.09	1,000.00	518.09	151.81%
2360 · CONTRACTS WITH OTHER LIBR.	217,193.16	0.00	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	442.89	364.78	3,078.52	18,000.00	-14,921.48	17.1%
2650 · SALES OF EXCESS MATERIAL	172.00	80.00	25.00	15.00	31.00	323.00			
2670 · SALES OF BOOKS	0.00	349.19	0.00	0.00	176.84	526.03			
2690 · OTHER COMPENSATION	0.00	0.00	8.50	0.00	2.25	10.75			
2701 · REFUNDS	0.00	14.74	0.00	0.00	0.00	14.74			
2705 · GIFTS AND DONATIONS	11.35	1.06	7.06	0.50	20.00	39.97			
2760 · SYSTEM & STATE AID	0.00	12,817.00	0.00	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	9.00	14.90			
2771 · COPIER REVENUE - CONTRACT (R)	594.06	848.90	748.35	582.70	843.85	3,617.86	8,000.00	-4,382.14	45.22%
2771A · COPIER REVENUE - INHOUSE (N)	195.00	387.00	400.00	361.00	364.00	1,707.00			
2772 · READER-PRINTER REVENUE	0.00	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	395.00	2,080.00			
2800 · PROGRAM RECEIPTS									
2805 · Program Receipts - Adult	337.00	319.00	474.00	176.00	400.00	1,706.00			
2820 · Venue Resales	1,480.00	1,480.00	860.00	280.00	0.00	4,100.00			
2800 · PROGRAM RECEIPTS - Other	0.00	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	400.00	5,806.00	5,000.00	806.00	116.12%
2999 · Lost Books	231.90	27.00	89.93	0.00	39.95	388.78			
Total Income	220,653.23	18,153.21	4,793.19	2,641.95	2,894.22	249,135.80	#####	-9,578,864.20	2.54%
Gross Profit	220,653.23	18,153.21	4,793.19	2,641.95	2,894.22	249,135.80	#####	-9,578,864.20	2.54%
Expense									
6000 · SALARIES AND WAGES									
6141 · PROFESSIONAL SALARIES									
6141A · PROFESSIONAL (ADULT)	38,273.13	39,240.46	39,288.52	58,629.68	39,151.32	214,583.11	539,441.00	-324,857.89	39.78%
6141C · PROFESSIONAL (C&P)	19,107.99	19,412.32	19,082.62	28,899.14	19,469.26	105,971.33	285,895.00	-179,923.67	37.07%
6141D · PROFESSIONAL (DIGITAL)	8,483.29	9,927.11	10,748.96	19,539.80	13,721.83	62,420.99	206,681.00	-144,260.01	30.2%

	TOTAL								
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
6141N · PROFESSIONAL (TEEN)	22,322.57	22,461.51	22,403.99	33,910.35	22,675.98	123,774.40	308,013.00	-184,238.60	40.19%
6141S · COMM SERV LIBR (SVC)	8,883.36	8,946.28	8,946.28	13,419.42	8,946.28	49,141.62	116,302.00	-67,160.38	42.25%
6141T · PROFESSIONAL (TECH)	9,934.36	9,867.49	9,822.70	14,828.10	9,536.06	53,988.71	125,383.00	-71,394.29	43.06%
<b>Total 6141 · PROFESSIONAL SALARIES</b>	<b>107,004.70</b>	<b>109,855.17</b>	<b>110,293.07</b>	<b>169,226.49</b>	<b>113,500.73</b>	<b>609,880.16</b>	<b>#####</b>	<b>-971,834.84</b>	<b>38.56%</b>
<b>6142 · CLERICAL SALARIES</b>									
6142A · CLERICAL (ADULT)	7,121.44	7,028.23	6,548.24	9,524.24	6,665.25	36,887.40	150,561.00	-113,673.60	24.5%
6142C · CLERICAL (C&P)	8,317.81	10,708.48	10,778.89	17,261.00	11,080.52	58,146.70	144,552.00	-86,405.30	40.23%
6142D · CLERICAL (DIGITAL)	6,546.27	6,892.23	6,590.90	9,359.82	6,079.00	35,468.22	55,911.00	-20,442.78	63.44%
6142G · CLERICAL (GEN)	9,842.90	9,710.99	9,930.44	14,932.14	9,813.14	54,229.61	122,006.00	-67,776.39	44.45%
6142L · CLERICAL (LIT)	14,749.03	14,835.36	14,295.12	22,615.01	14,744.13	81,238.65	206,276.00	-125,037.35	39.38%
6142N · CLERICAL (TEEN)	3,217.51	2,738.24	3,435.63	4,750.65	3,444.93	17,586.96	52,123.00	-34,536.04	33.74%
6142R · CLERICAL (CIRC)	9,359.63	9,808.21	10,401.41	15,763.36	9,840.99	55,173.60	119,057.00	-63,883.40	46.34%
6142S · CLERICAL (SVC)	0.00	0.00	0.00	0.00	0.00	0.00			
6142T · CLERICAL (TECH)	0.00	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	1,598.53	9,318.22	24,315.00	-14,996.78	38.32%
<b>Total 6142 · CLERICAL SALARIES</b>	<b>60,887.60</b>	<b>63,431.99</b>	<b>63,669.37</b>	<b>96,793.91</b>	<b>63,266.49</b>	<b>348,049.36</b>	<b>906,176.00</b>	<b>-558,126.64</b>	<b>38.41%</b>
<b>6143 · PAGE SALARIES</b>									
6143A · PAGE (ADULT)	8,655.47	8,571.75	9,153.52	14,257.52	9,104.07	49,742.33	178,869.00	-129,126.67	27.81%
6143C · PAGE (C&P)	11,458.83	11,321.17	10,414.44	15,162.78	9,884.87	58,242.09	145,134.00	-86,891.91	40.13%
6143L · PAGE (LIT)	753.65	881.91	509.07	1,001.00	777.00	3,922.63	9,118.00	-5,195.37	43.02%
6143N · PAGE (TEEN)	739.22	745.68	803.04	1,254.75	803.04	4,345.73	7,671.00	-3,325.27	56.65%
6143R · PAGE (CIRC)	1,884.58	2,258.56	1,773.57	2,939.70	2,125.91	10,982.32	40,274.00	-29,291.68	27.27%
6143T · PAGE (TECH)	0.00	0.00	179.25	770.78	440.96	1,390.99	3,188.00	-1,797.01	43.63%
<b>Total 6143 · PAGE SALARIES</b>	<b>23,491.75</b>	<b>23,779.07</b>	<b>22,832.89</b>	<b>35,386.53</b>	<b>23,135.85</b>	<b>128,626.09</b>	<b>384,254.00</b>	<b>-255,627.91</b>	<b>33.47%</b>
<b>6144 · CUSTODIAL</b>									
6144G · CUSTODIAL	17,360.96	17,259.33	17,388.70	27,731.26	18,776.08	98,516.33	281,938.00	-183,421.67	34.94%
<b>Total 6144 · CUSTODIAL</b>	<b>17,360.96</b>	<b>17,259.33</b>	<b>17,388.70</b>	<b>27,731.26</b>	<b>18,776.08</b>	<b>98,516.33</b>	<b>281,938.00</b>	<b>-183,421.67</b>	<b>34.94%</b>
<b>6145 · SECURITY</b>									
6145G · SECURITY	16,081.18	14,680.47	15,679.57	26,170.83	18,487.16	91,099.21	202,013.00	-110,913.79	45.1%
<b>Total 6145 · SECURITY</b>	<b>16,081.18</b>	<b>14,680.47</b>	<b>15,679.57</b>	<b>26,170.83</b>	<b>18,487.16</b>	<b>91,099.21</b>	<b>202,013.00</b>	<b>-110,913.79</b>	<b>45.1%</b>
<b>6146 · TECHNICIAN</b>									
6146W · TECHNICAL (WIRES)	7,942.72	8,016.28	7,999.33	12,794.38	8,469.06	45,221.77	114,988.00	-69,766.23	39.33%
<b>Total 6146 · TECHNICIAN</b>	<b>7,942.72</b>	<b>8,016.28</b>	<b>7,999.33</b>	<b>12,794.38</b>	<b>8,469.06</b>	<b>45,221.77</b>	<b>114,988.00</b>	<b>-69,766.23</b>	<b>39.33%</b>
<b>6147 · ADMINISTRATIVE</b>									

	TOTAL								
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
Total 6147 · ADMINISTRATIVE	31,270.20	23,702.40	23,702.40	35,553.60	23,702.40	137,931.00	411,411.00	-273,480.00	33.53%
Total 6000 · SALARIES AND WAGES	264,039.11	260,724.71	261,565.33	403,657.00	269,337.77	1,459,323.92	#####	-2,423,171.08	37.59%
6200 · EMPLOYEE BENEFITS									
9010 · RETIREMENT	0.00	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	19,117.50	106,251.90	300,000.00	-193,748.10	35.42%
9040 · WORKERS' COMPENSATION	0.00	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	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	1,259.72	6,158.40	20,000.00	-13,841.60	30.79%
9060 · MEDICAL INSURANCE	68,792.87	64,326.39	64,326.39	64,092.18	65,401.26	326,939.09	840,000.00	-513,060.91	38.92%
Total 6200 · EMPLOYEE BENEFITS	89,523.20	84,854.90	84,932.13	94,260.68	85,778.48	439,349.39	#####	-1,425,156.61	23.56%
6410A · BOOKS (ADULT)	4,000.38	2,921.65	1,881.43	872.60	1,684.40	11,360.46	150,000.00	-138,639.54	7.57%
6410C · BOOKS (C&P)	546.98	317.27	111.23	355.47	180.00	1,510.95	70,000.00	-68,489.05	2.16%
6410L · BOOKS (LIT)	0.00	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	204.67	1,653.59	22,000.00	-20,346.41	7.52%
6410T · BOOKS (TECH)	0.00	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	2,842.42	22,541.78	45,000.00	-22,458.22	50.09%
6411C · MICRO/REF CD (C&P)	397.00	478.56	7,917.01	503.08	1,438.27	10,733.92	15,000.00	-4,266.08	71.56%
6411N · MICRO/REF CD (TEEN)	99.25	119.63	5,513.00	125.77	1,185.81	7,043.46	15,000.00	-7,956.54	46.96%
6412A · RECORDINGS (ADULT)	61.46	1,432.83	27.82	262.23	93.46	1,877.80	40,000.00	-38,122.20	4.7%
6412C · RECORDINGS (C&P)	0.00	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	0.00	10,000.00	-10,000.00	0.0%
6413A · PERIODICALS (ADULT)	255.68	3.00	0.00	0.00	2,535.00	2,793.68	33,000.00	-30,206.32	8.47%
6413C · PERIODICALS (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6413D · PERIODICALS (ADM)	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6413G · PERIODICALS (GEN)	0.00	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	0.00	1,500.00	-1,500.00	0.0%
6413T · PERIODICALS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417A · VIDEOS (ADULT)	1,128.71	1,508.05	1,661.22	1,287.91	1,780.56	7,366.45	90,000.00	-82,633.55	8.19%
6417C · VIDEOS (C&P)	152.96	413.97	315.01	113.16	93.74	1,088.84	15,000.00	-13,911.16	7.26%
6417L · VIDEOS (LIT)	0.00	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	576.56	2,096.63	6,000.00	-3,903.37	34.94%
6419G · SOFTWARE (GEN)	1,127.06	7,327.94	2,727.06	4,928.06	9,888.36	25,998.48	25,000.00	998.48	103.99%
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%

							TOTAL		
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
6419T · SOFTWARE (TECH)	0.00	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	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	0.00	1,000.00	-1,000.00	0.0%
6429C · REALIA (C&P)	129.88	0.00	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	2,383.89	5,726.08	27,746.12	57,000.00	-29,253.88	48.68%
6431D · TELECOMMUNICATIONS	3,642.32	3,642.32	-6,257.68	3,639.81	944.81	5,611.58	57,500.00	-51,888.42	9.76%
6432G · CARTAGE	285.00	285.00	0.00	570.00	285.00	1,425.00	3,420.00	-1,995.00	41.67%
6433G · POSTAGE	2,376.25	2,671.74	2,393.92	3,005.09	2,533.00	12,980.00	52,000.00	-39,020.00	24.96%
6434A · PRINTING (ADULT)	0.00	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	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	7,021.00	39,229.00	70,000.00	-30,771.00	56.04%
6434L · PRINTING (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434N · PRINTING (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6434R · PRINTING (CIRC)	0.00	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	640.00	0.00	1,110.00	1,000.00	110.00	111.0%
6435A · CED, CONF & TRAVEL (ADULT)	0.00	0.00	85.00	92.03	40.54	217.57	5,000.00	-4,782.43	4.35%
6435C · CED, CONF & TRAVEL (C&P)	0.00	0.00	60.00	0.00	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	299.00	2,067.25	25,000.00	-22,932.75	8.27%
6435Dig · CED, CONF & TRAVEL (DIGITAL)	0.00	0.00	170.00	0.00	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	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	76.23	448.65	5,000.00	-4,551.35	8.97%
6435N · CED, CONF & TRAVEL (TEEN)	0.00	0.00	0.00	24.95	0.00	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	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	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	0.00	5,000.00	-5,000.00	0.0%
6435W · CED, CONF & TRAVEL (WIRES)	0.00	0.00	85.00	0.00	0.00	85.00	2,000.00	-1,915.00	4.25%
6436 · CONTRACTS	0.00	0.00	-38,328.21	0.00	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	4,003.03	3,276.36	21,646.77	66,000.00	-44,353.23	32.8%
6437C · PROGRAMS (C&P)	4,154.96	5,029.21	2,950.99	8,593.09	1,889.51	22,617.76	105,000.00	-82,382.24	21.54%
6437D · PROGRAMS (DIGITAL)	1,131.09	1,139.29	1,578.15	1,119.30	59.98	5,027.81	10,000.00	-4,972.19	50.28%
6437L · PROGRAMS (LIT)	455.96	7,161.59	52.00	4,451.63	8,123.29	20,244.47	85,000.00	-64,755.53	23.82%
6437N · PROGRAMS (TEEN)	2,614.48	2,096.91	1,268.41	1,583.92	1,730.73	9,294.45	60,000.00	-50,705.55	15.49%
6437P · PROFESSIONAL FEES									
643760 · PLANTINGS	150.00	150.00	150.00	150.00	150.00	750.00	1,800.00	-1,050.00	41.67%

	TOTAL								
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
643765 · PROMOTION AND PUBLICITY	11,267.00	6,114.90	19,596.60	6,612.12	14,938.34	58,528.96	100,000.00	-41,471.04	58.53%
643770 · CONTINGENCY	0.00	0.00	0.00	0.00	24,000.00	24,000.00	2,500.00	21,500.00	960.0%
6437P01 · ACCOUNTANT/AUDITOR	0.00	0.00	0.00	0.00	350.00	350.00	17,500.00	-17,150.00	2.0%
6437P02 · AUDITOR	500.00	0.00	0.00	0.00	2,000.00	2,500.00	6,000.00	-3,500.00	41.67%
6437P10 · ELECTION	0.00	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	135.00	675.00	1,650.00	-975.00	40.91%
6437P12 · PAYROLL SERVICES	1,146.98	1,120.71	1,654.14	1,165.93	1,093.61	6,181.37	22,000.00	-15,818.63	28.1%
6437P13 · ARMORED CAR SERVICE	0.00	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	0.00	0.0%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	0.00	0.00	132.21	0.00	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	0.00	2,000.00	-2,000.00	0.0%
6437P17 · TRANSLATION SERVICES	6.50	14.00	33.50	6.50	83.42	143.92	150.00	-6.08	95.95%
6437P3 · APPRAISAL SERVICES	225.00	0.00	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	6,999.57	29,942.50	59,627.05	73,995.00	-14,367.95	80.58%
6437P5 · BACKFLOW INSPECTION	0.00	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	0.00	330.00	400.00	-70.00	82.5%
6437P9 · EAP	7,650.00	0.00	0.00	0.00	0.00	7,650.00	7,650.00	0.00	100.0%
<b>Total 6437P · PROFESSIONAL FEES</b>	<b>35,375.89</b>	<b>10,246.27</b>	<b>27,709.36</b>	<b>15,069.12</b>	<b>72,692.87</b>	<b>161,093.51</b>	<b>248,795.00</b>	<b>-87,701.49</b>	<b>64.75%</b>
6438 · DUES	0.00	0.00	1,135.00	0.00	180.00	1,315.00	4,500.00	-3,185.00	29.22%
6439A · EQUIPMENT R & M (ADULT)	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6439C · EQUIPMENT R & M (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	550.00	-550.00	0.0%
6439G · EQUIPMENT R & M (GEN)	2,996.05	2,713.96	3,228.06	3,340.36	3,309.80	15,588.23	65,000.00	-49,411.77	23.98%
6439N · EQUIPMENT R & M (TEEN)	0.00	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	0.00	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	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	378.18	8,542.96	20,000.00	-11,457.04	42.72%
6450E · ELECTRICITY	17,025.44	16,811.36	19,144.99	15,673.58	10,692.80	79,348.17	136,500.00	-57,151.83	58.13%
6450F · FUEL/GAS	282.85	297.41	436.93	1,308.96	117.77	2,443.92	18,000.00	-15,556.08	13.58%
6450W · WATER	0.00	468.99	0.00	602.40	362.23	1,433.62	1,275.00	158.62	112.44%
6451G · CUSTODIAL SUPPLIES	543.53	647.71	548.91	527.01	722.31	2,989.47	30,009.00	-27,019.53	9.96%
6452G · BLDG ALTERATION AND MAINT	5,022.50	13,877.00	6,441.17	5,830.66	6,839.00	38,010.33	82,000.00	-43,989.67	46.35%
6454 · INSURANCE	74,833.26	-8,459.85	0.00	0.00	0.00	66,373.41	75,000.00	-8,626.59	88.5%
6485G · Bank Fees	346.37	228.67	217.98	204.06	187.63	1,184.71	0.00	1,184.71	100.0%
6700 · TAN INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

							TOTAL		
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
69800 · Uncategorized Expenses									
6990 · BRANCH Operations	0.00	1,552.12	0.00	0.00	0.00	1,552.12	999,500.00	-997,947.88	0.16%
Total 69800 · Uncategorized Expenses	0.00	1,552.12	0.00	0.00	0.00	1,552.12	999,500.00	-997,947.88	0.16%
7203 · EQUIPMENT - Capital Purchases									
7203A · EQUIPMENT ADULT	0.00	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	0.00	105,000.00	-105,000.00	0.0%
7203D · EQUIPMENT ADMIN	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
7203G · EQUIPMENT BUS OFF	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
7203N · EQUIPMENT TEEN	0.00	0.00	0.00	0.00	354.12	354.12	105,000.00	-104,645.88	0.34%
7203R · EQUIPMENT CIRC	0.00	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	0.00	32,000.00	-32,000.00	0.0%
7203W · EQUIPMENT WIRE	5,348.97	588.02	7,837.68	892.71	0.00	14,667.38	175,000.00	-160,332.62	8.38%
Total 7203 · EQUIPMENT - Capital Purchases	5,348.97	588.02	7,837.68	892.71	354.12	15,021.50	#####	-1,016,978.50	1.46%
Total Expense	555,245.19	455,421.49	425,836.54	607,095.39	505,461.74	2,549,060.35	#####	-7,278,939.65	25.94%
Net Ordinary Income	#####	#####	#####	-604,453.44	-502,567.52	-2,299,924.55	0.00	-2,299,924.55	100.0%
Other Income/Expense									
Other Expense									
7500 · BUILDING IMPROVEMENTS	268,402.28	263,549.38	345,622.98	540,942.49	383,976.35	1,802,493.48			
7900 · TRANSFER TO/(FROM) CAPITAL FUND	0.00	0.00	0.00	0.00	11,443,051.87	11,443,051.87			
Total Other Expense	268,402.28	263,549.38	345,622.98	540,942.49	11,827,028.22	13,245,545.35			
Net Other Income	#####	#####	#####	-540,942.49	#####	#####	0.00	-13,245,545.35	100.0%
Net Income	#####	#####	#####	#####	#####	#####	0.00	-15,545,469.90	100.0%



**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***CAPITAL FUND FINANCIAL REPORT***

**NOVEMBER 2021**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

MMSCL  
CAPITAL FUND MONTHLY REPORT

Month	Account #	Balance Forward	Deposits	Withdrawals	Balance
<u>Flushing Bank</u>	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		\$ 6,004,603.13	\$ 11,444,931.76	\$ -	\$ 17,449,534.89
December-21					
January-22					
February-22					
March-22					
April-22					
May-22					
June-22					
				Grand Total :	\$ 17,449,534.89

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**SCHEDULE OF CLAIMS**

**PRESENTED DECEMBER 20, 2021**

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PREPAY PAYABLES WARRANT #1		\$	621,192.22
PAYABLES WARRANT #2		\$	890,275.64
PAYROLL WARRANT W.E.	11/23/2021	\$	134,193.82
PAYROLL BENEFITS WARRANT		\$	80,447.86
PAYROLL WARRANT W.E.	12/7/2021	\$	151,804.67
PAYROLL BENEFITS WARRANT		\$	9,441.80
	<b>Total</b>	<b>\$</b>	<b>1,887,356.01</b>

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

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Secretary

**Mastics Moriches Shirley Community Library**  
**DECEMBER 20, 2021**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
Wire	2022Invoice	12/13/2021	1099 NYS Employees' Retirement System	L0225 · FLUSHING BANK - OPERATING	
				9010 · RETIREMENT	-567,794.00
TOTAL					-567,794.00
Bill Pmt -Check	63740	11/23/2021	American Express	L0225 · FLUSHING BANK - OPERATING	
Bill	111221	11/12/2021		6419G · SOFTWARE (GEN)	-5,891.44
				6419G · SOFTWARE (GEN)	-489.45
				6430G · OFFICE AND LIBRARY SUPPLIES	-4,483.07
				6433G · POSTAGE	-19.66
				6435D · CED, CONF & TRAVEL (ADM)	-289.58
				643765 · PROMOTION AND PUBLICITY	-202.36
				6437N · PROGRAMS (TEEN)	-12.58
				6450F · FUEL/GAS	-114.06
TOTAL					-11,502.20
Bill Pmt -Check	63741	11/23/2021	Suffolk County Water Authority - Moriches	L0225 · FLUSHING BANK - OPERATING	
Bill	110821 Moriches	11/12/2021		6450W · WATER	-109.32
TOTAL					-109.32
Bill Pmt -Check	63742	11/23/2021	Xerox Financial Services	L0225 · FLUSHING BANK - OPERATING	
Bill	2922739	11/11/2021		6439G · EQUIPMENT R & M (GEN)	-2,636.62
TOTAL					-2,636.62
Bill Pmt -Check	63743	11/23/2021	VOID - Check print error	L0225 · FLUSHING BANK - OPERATING	
TOTAL					0.00

**Mastics Moriches Shirley Community Library**  
**DECEMBER 20, 2021**  
**PREPAY WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63744	11/23/2021	Suffolk County Water Authority - Moriches	L0225 - FLUSHING BANK - OPERATING	
	Bill	TapContract Moriches	11/23/2021		7500 - BUILDING IMPROVEMENTS	-21,170.00
TOTAL						-21,170.00
	Bill Pmt -Check	63745	11/23/2021	Suffolk County Water Authority - Moriches	L0225 - FLUSHING BANK - OPERATING	
	Bill	DomFireDpst Moriches	11/23/2021		7500 - BUILDING IMPROVEMENTS	-400.00
TOTAL						-400.00
	Bill Pmt -Check	63746	11/23/2021	Suffolk County Comptroller	L0225 - FLUSHING BANK - OPERATING	
	Bill	Lien 503369	08/05/2021		6990 - BRANCH Operations	-1,260.65
	Bill	Lien 503370	08/05/2021		6990 - BRANCH Operations	-91.15
	Bill	Lien 505307	08/05/2021		6990 - BRANCH Operations	-200.32
TOTAL						-1,552.12
	Bill Pmt -Check	63747	11/24/2021	PSEG -- NeighborhoodRdMasticBeach	L0225 - FLUSHING BANK - OPERATING	
	Bill	10/18-11/15 act3531	11/15/2021		6450E - ELECTRICITY	-48.53
TOTAL						-48.53
	Bill Pmt -Check	63748	11/24/2021	PSEG -- NeighborhoodRdMasticBeach	L0225 - FLUSHING BANK - OPERATING	
	Bill	10/18-11/15 act 3541	11/15/2021		6450E - ELECTRICITY	-405.37
TOTAL						-405.37

**Mastics Moriches Shirley Community Library**  
**DECEMBER 20, 2021**  
**PREPAY WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63749	11/24/2021	Quadient Finance USA, Inc. -- pstg refill	L0225 · FLUSHING BANK - OPERATING	
	Bill	11/01/21 refill	11/14/2021		6433G · POSTAGE	-350.00
TOTAL						-350.00
	Bill Pmt -Check	63750	11/29/2021	Home Depot Credit Services	L0225 · FLUSHING BANK - OPERATING	
	Bill	111921	11/19/2021		6451G · CUSTODIAL SUPPLIES	-53.87
TOTAL						-53.87
	Bill Pmt -Check	63751	11/29/2021	Optimum / Cablevision	L0225 · FLUSHING BANK - OPERATING	
	Bill	112321--122221	11/23/2021		6431D · TELECOMMUNICATIONS	-153.46
TOTAL						-153.46
	Bill Pmt -Check	63752	12/01/2021	T-Mobile	L0225 · FLUSHING BANK - OPERATING	
	Bill	112321	12/01/2021		6437D · PROGRAMS (DIGITAL)	-1,119.30
TOTAL						-1,119.30
	Bill Pmt -Check	63753	12/07/2021	Crown Castle Fiber LLC	L0225 · FLUSHING BANK - OPERATING	
	Bill	1001483	12/01/2021		6431D · TELECOMMUNICATIONS	-2,695.00
TOTAL						-2,695.00
	Bill Pmt -Check	63754	12/07/2021	National Grid	L0225 · FLUSHING BANK - OPERATING	
	Bill	10/28--11/3021	12/07/2021		6450F · FUEL/GAS	-1,944.23
TOTAL						-1,944.23

**Mastics Moriches Shirley Community Library**  
**DECEMBER 20, 2021**  
**PREPAY WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63755	12/13/2021	PSEG	L0225 · FLUSHING BANK - OPERATING	
	Bill	11/04--12/06/21	12/06/2021		6450E · ELECTRICITY	-9,037.50
TOTAL						-9,037.50
	Bill Pmt -Check	63756	12/14/2021	Sam's Club	L0225 · FLUSHING BANK - OPERATING	
	Bill	11/09--12/08/21	12/08/2021		6437N · PROGRAMS (TEEN)	-220.70
TOTAL						-220.70

I hereby certify that at a meeting on December 20, 2021  
the above vouchers were approved and authorized.

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

**-621,192.22**

# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63757	12/20/2021	Advanced Plant Care, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	26797	12/01/2021		643760 · PLANTINGS	-150.00
TOTAL						-150.00
	Bill Pmt -Check	63758	12/20/2021	Andriola's Cesspool Service, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	8964	11/15/2021		6452G · BLDG ALTERATION AND MAINT	-1,073.00
	Bill	8976	11/19/2021		6452G · BLDG ALTERATION AND MAINT	-813.00
	Bill	8990	11/26/2021		6452G · BLDG ALTERATION AND MAINT	-688.00
TOTAL						-2,574.00
	Bill Pmt -Check	63759	12/20/2021	Baker & Taylor	L0225 · FLUSHING BANK - OPERATING	
	Bill	5017291184	11/10/2021		6410N · BOOKS (TEEN)	-72.37
	Bill	5017297850	11/11/2021		6410A · BOOKS (ADULT)	-500.03
	Bill	5017358805	11/15/2021		6410A · BOOKS (ADULT)	-269.32
	Bill	5017322231	11/22/2021		6410N · BOOKS (TEEN)	-43.00
	Bill	5017324848	11/22/2021		6410N · BOOKS (TEEN)	-89.30
	Bill	5017325424	11/22/2021		6410A · BOOKS (ADULT)	-410.06
	Bill	5017346065	11/22/2021		6410A · BOOKS (ADULT)	-280.62
TOTAL						-1,664.70
	Bill Pmt -Check	63760	12/20/2021	Barbecho, Ana C.	L0225 · FLUSHING BANK - OPERATING	
	Bill	111321	11/13/2021		6437L · PROGRAMS (LIT)	-42.00
TOTAL						-42.00



# Mastics Moriches Shirley Community Library

## DECEMBER 20, 2021

### WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63761	12/20/2021	Barracuda Networks, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	INV551737 orig121719	12/06/2021		6439W · EQUIPMENT R & M (WIRES)	-5,103.80
TOTAL						-5,103.80
	Bill Pmt -Check	63762	12/20/2021	Blackstone Publishing	L0225 · FLUSHING BANK - OPERATING	
	Bill	INV2005870	10/31/2021		6412A · RECORDINGS (ADULT)	-74.20
TOTAL						-74.20
	Bill Pmt -Check	63763	12/20/2021	Bleidner, Gloria	L0225 · FLUSHING BANK - OPERATING	
	Bill	120821	12/08/2021		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	63764	12/20/2021	Blick Art Materials	L0225 · FLUSHING BANK - OPERATING	
	Bill	7517910	11/24/2021		6437N · PROGRAMS (TEEN)	-75.97
TOTAL						-75.97
	Bill Pmt -Check	63765	12/20/2021	Brentwood Library	L0225 · FLUSHING BANK - OPERATING	
	Bill	112421	11/24/2021		6410A · BOOKS (ADULT)	-40.99
TOTAL						-40.99
	Bill Pmt -Check	63766	12/20/2021	Bug Free Exterminating Co., Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	2375301-MT	11/17/2021		6452G · BLDG ALTERATION AND MAINT	-95.00
	Bill	2375379-MT	12/07/2021		6452G · BLDG ALTERATION AND MAINT	-95.00
TOTAL						-190.00

# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63767	12/20/2021	CALLAHEAD	L0225 · FLUSHING BANK - OPERATING	
	Bill	A-1587290	11/22/2021		7500 · BUILDING IMPROVEMENTS	-474.00
TOTAL						-474.00
	Bill Pmt -Check	63768	12/20/2021	CALLAHEAD	L0225 · FLUSHING BANK - OPERATING	
	Bill	A-1587417	11/22/2021		7500 · BUILDING IMPROVEMENTS	-498.00
TOTAL						-498.00
	Bill Pmt -Check	63769	12/20/2021	Carter, Kathleen M.	L0225 · FLUSHING BANK - OPERATING	
	Bill	111821	11/18/2021		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						-150.00
	Bill Pmt -Check	63770	12/20/2021	Cassone Leasing, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	928275	12/01/2021		7500 · BUILDING IMPROVEMENTS	-485.00
TOTAL						-485.00
	Bill Pmt -Check	63771	12/20/2021	Cassone Leasing, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	928755	12/01/2021		7500 · BUILDING IMPROVEMENTS	-450.00
TOTAL						-450.00

# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>63772</b>	<b>12/20/2021</b>	<b>CDW Government, Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	M559011	10/22/2021		7203W · EQUIPMENT WIRE	-339.26
Bill	M873631	10/28/2021		7203W · EQUIPMENT WIRE	-158.80
Bill	M889133	10/29/2021		7203W · EQUIPMENT WIRE	-26.49
Bill	P132828	11/29/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-156.22
TOTAL					<u>-680.77</u>
<b>Bill Pmt -Check</b>	<b>63773</b>	<b>12/20/2021</b>	<b>Cold Spring Harbor Fire House Museum</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	renew Jan-Dec2022	12/10/2021		6437A · PROGRAMS (ADULT)	-13.40
				6437C · PROGRAMS (C&P)	-13.30
				6437N · PROGRAMS (TEEN)	-13.30
TOTAL					<u>-40.00</u>
<b>Bill Pmt -Check</b>	<b>63774</b>	<b>12/20/2021</b>	<b>Colonial Youth &amp; Family Services Inc</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	120721	12/07/2021		6437A · PROGRAMS (ADULT)	-45.00
TOTAL					<u>-45.00</u>
<b>Bill Pmt -Check</b>	<b>63775</b>	<b>12/20/2021</b>	<b>Colson, Doris J.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	112921	11/29/2021		6437L · PROGRAMS (LIT)	-360.00
TOTAL					<u>-360.00</u>
<b>Bill Pmt -Check</b>	<b>63776</b>	<b>12/20/2021</b>	<b>Cueva, Daniel S.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	120221	12/02/2021		6437L · PROGRAMS (LIT)	-180.00
TOTAL					<u>-180.00</u>

# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	63777	12/20/2021	Currao-McAleavey, Carmella	L0225 · FLUSHING BANK - OPERATING	
Bill	120921 adults	12/09/2021		6437A · PROGRAMS (ADULT)	-100.00
Bill	120921 teens	12/09/2021		6437N · PROGRAMS (TEEN)	-100.00
TOTAL					-200.00
Bill Pmt -Check	63778	12/20/2021	Del Rio, Donika	L0225 · FLUSHING BANK - OPERATING	
Bill	113021	11/30/2021		6437L · PROGRAMS (LIT)	-900.00
TOTAL					-900.00
Bill Pmt -Check	63779	12/20/2021	East End Sign Design	L0225 · FLUSHING BANK - OPERATING	
Bill	25237	10/15/2021		6434S · PRINTING (COMM SRV)	-640.00
TOTAL					-640.00
Bill Pmt -Check	63780	12/20/2021	East Islip Public Library	L0225 · FLUSHING BANK - OPERATING	
Bill	120221	12/02/2021		6410C · BOOKS (C&P)	-12.49
TOTAL					-12.49
Bill Pmt -Check	63781	12/20/2021	ECM Consulting and Marketing	L0225 · FLUSHING BANK - OPERATING	
Bill	1107	11/29/2021		643765 · PROMOTION AND PUBLICITY	-3,000.00
TOTAL					-3,000.00
Bill Pmt -Check	63782	12/20/2021	EnvisionWare Inc.	L0225 · FLUSHING BANK - OPERATING	
Bill	INV-US-56678 LPT-MPS	12/01/2021		6439W · EQUIPMENT R & M (WIRES)	-725.00
TOTAL					-725.00

# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63783	12/20/2021	Fuentes, Rosa E.	L0225 · FLUSHING BANK - OPERATING	
	Bill	120321	12/03/2021		6437L · PROGRAMS (LIT)	-800.50
TOTAL						-800.50
	Bill Pmt -Check	63784	12/20/2021	Gaetano's Pizza Inc. -- Nino's Pizza	L0225 · FLUSHING BANK - OPERATING	
	Bill	Nov 2021	12/01/2021		6435L · CED, CONF & TRAVEL (LIT)	-49.90
					6437N · PROGRAMS (TEEN)	-128.00
TOTAL						-177.90
	Bill Pmt -Check	63785	12/20/2021	Galvez Moreno, Viodelda S.	L0225 · FLUSHING BANK - OPERATING	
	Bill	120121	12/01/2021		6437L · PROGRAMS (LIT)	-420.00
TOTAL						-420.00
	Bill Pmt -Check	63786	12/20/2021	H2M architects + engineers	L0225 · FLUSHING BANK - OPERATING	
	Bill	217173	08/13/2021		7500 · BUILDING IMPROVEMENTS	-4,092.50
	Bill	218818	09/20/2021		7500 · BUILDING IMPROVEMENTS	-1,380.00
	Bill	220146	10/20/2021		7500 · BUILDING IMPROVEMENTS	-480.00
	Bill	221988	11/23/2021		7500 · BUILDING IMPROVEMENTS	-547.50
	Bill	205103 orig12/23/20	12/14/2021		7500 · BUILDING IMPROVEMENTS	-605.00
	Bill	205104 orig12/23/20	12/15/2021		7500 · BUILDING IMPROVEMENTS	-570.00
	Bill	212310 orig04/16/21	12/15/2021		7500 · BUILDING IMPROVEMENTS	-5,302.50
TOTAL						-12,977.50

# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>1000</b>	<b>12/20/2021</b>	<b>H2M architects + engineers</b>	<b>L0229 - FLUSHING BANK - BOND Referendum</b>	
Bill	217874	08/25/2021		7500 · BUILDING IMPROVEMENTS	-8,686.40
Bill	222504	12/10/2021		7500 · BUILDING IMPROVEMENTS	-14,534.50
Bill	212309 orig4/16/21	12/15/2021		7500 · BUILDING IMPROVEMENTS	-112,603.00
Bill	216479 orig7/30/21	12/15/2021		7500 · BUILDING IMPROVEMENTS	-8,800.50
Bill	201421 orig11/5/2020	12/15/2021		7500 · BUILDING IMPROVEMENTS	-33,920.50
TOTAL					-178,544.90
<b>Bill Pmt -Check</b>	<b>1001</b>	<b>12/20/2021</b>	<b>Hawkins, Delafield &amp; Wood, LLP</b>	<b>L0229 - FLUSHING BANK - BOND Referendum</b>	
Bill	5150/34981 11/13/21	11/13/2021		6437P4 · ATTORNEY	-14,887.50
				6437P4 · ATTORNEY	-14,887.50
TOTAL					-29,775.00
<b>Bill Pmt -Check</b>	<b>63787</b>	<b>12/20/2021</b>	<b>Henn, JoAnn</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	111821	11/18/2021		6437A · PROGRAMS (ADULT)	-80.00
Bill	112321	11/23/2021		6437A · PROGRAMS (ADULT)	-80.00
Bill	120721	12/07/2021		6437A · PROGRAMS (ADULT)	-80.00
Bill	120921	12/09/2021		6437A · PROGRAMS (ADULT)	-80.00
TOTAL					-320.00
<b>Check</b>	<b>63788</b>	<b>12/20/2021</b>	<b>Hofmann, Anne Marie - retired staff</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
				L0601 · ACCOUNTS PAYABLE -AUDITOR	-199.59
TOTAL					-199.59

**Mastics Moriches Shirley Community Library**  
**DECEMBER 20, 2021**  
**WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63789	12/20/2021	Information Today, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	1736344-B1	12/01/2021		6410A · BOOKS (ADULT)	-404.53
TOTAL						-404.53
	Bill Pmt -Check	63790	12/20/2021	Island Elevator Inc	L0225 · FLUSHING BANK - OPERATING	
	Bill	45547	12/01/2021		6452G · BLDG ALTERATION AND MAINT	-427.00
TOTAL						-427.00
	Bill Pmt -Check	63791	12/20/2021	Janowitz, Laurie	L0225 · FLUSHING BANK - OPERATING	
	Bill	120221	12/02/2021		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						-150.00
	Bill Pmt -Check	63792	12/20/2021	JanWay Company USA, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	139362	12/07/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-635.68
TOTAL						-635.68
	Bill Pmt -Check	63793	12/20/2021	Jerva, Zoe	L0225 · FLUSHING BANK - OPERATING	
	Bill	111921	11/19/2021		6437L · PROGRAMS (LIT)	-119.00
TOTAL						-119.00
	Bill Pmt -Check	63794	12/20/2021	Jimenez, Alicia	L0225 · FLUSHING BANK - OPERATING	
	Bill	120121	12/01/2021		6437L · PROGRAMS (LIT)	-240.00
TOTAL						-240.00

# Mastics Moriches Shirley Community Library

## DECEMBER 20, 2021

### WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63795	12/20/2021	Joseph A. Schiano, CPA, P.C.	L0225 · FLUSHING BANK - OPERATING	
	Bill	2021-175	11/22/2021		6437P02 · AUDITOR	-2,000.00
TOTAL						-2,000.00
	Bill Pmt -Check	63796	12/20/2021	Joseph, Laura	L0225 · FLUSHING BANK - OPERATING	
	Bill	110121	11/01/2021		6437N · PROGRAMS (TEEN)	-150.00
	Bill	110821	11/08/2021		6437N · PROGRAMS (TEEN)	-150.00
	Bill	111521	11/15/2021		6437N · PROGRAMS (TEEN)	-150.00
	Bill	112221	11/22/2021		6437N · PROGRAMS (TEEN)	-75.00
	Bill	120621	12/06/2021		6437N · PROGRAMS (TEEN)	-150.00
	Bill	121321	12/13/2021		6437N · PROGRAMS (TEEN)	-150.00
TOTAL						-825.00
	Bill Pmt -Check	63797	12/20/2021	Kanopy Inc	L0225 · FLUSHING BANK - OPERATING	
	Bill	273709-PPU	12/01/2021		6417A · VIDEOS (ADULT)	-274.00
					6417C · VIDEOS (C&P)	-25.00
TOTAL						-299.00
	Bill Pmt -Check	63798	12/20/2021	Kevin A. Seaman, Esq.	L0225 · FLUSHING BANK - OPERATING	
	Bill	Dec 01 2021	12/01/2021		6437P4 · ATTORNEY	-459.00
TOTAL						-459.00



# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>63799</b>	<b>12/20/2021</b>	<b>King Kullen</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	212781386031	10/05/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-26.54
Bill	212811390841	10/08/2021		6437A · PROGRAMS (ADULT)	-7.99
Bill	212841396231	10/11/2021		6437C · PROGRAMS (C&P)	-73.80
Bill	212861300021	10/13/2021		6437C · PROGRAMS (C&P)	-15.97
Bill	212880458051	10/15/2021		6437N · PROGRAMS (TEEN)	-24.32
Bill	212961318481	10/23/2021		6437C · PROGRAMS (C&P)	-64.80
Bill	212980201701	10/25/2021		6437C · PROGRAMS (C&P)	-10.38
Bill	212981321421	10/25/2021		6437C · PROGRAMS (C&P)	-14.44
Bill	213010206511	10/28/2021		6437C · PROGRAMS (C&P)	-11.67
TOTAL					<u>-249.91</u>
<b>Bill Pmt -Check</b>	<b>63800</b>	<b>12/20/2021</b>	<b>Lamb &amp; Barnosky, LLP</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	138647	10/31/2021		6437P4 · ATTORNEY	-2,068.57
Bill	138539	11/29/2021		6437P4 · ATTORNEY	-167.50
TOTAL					<u>-2,236.07</u>
<b>Bill Pmt -Check</b>	<b>63801</b>	<b>12/20/2021</b>	<b>Language Line Services Inc</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	10404064	11/30/2021		6437P17 · TRANSLATION SERVICES	-83.42
TOTAL					<u>-83.42</u>
<b>Bill Pmt -Check</b>	<b>1002</b>	<b>12/20/2021</b>	<b>Laser Industries Inc</b>	<b>L0229 · FLUSHING BANK - BOND Referendum</b>	
Bill	App 2 Moriches	12/07/2021		7500 · BUILDING IMPROVEMENTS	-110,200.00
TOTAL					<u>-110,200.00</u>

# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	63802	12/20/2021	Long Island Children's Museum	L0225 · FLUSHING BANK - OPERATING	
Bill	rnwl 2/15/2022--2023	12/09/2021		6437A · PROGRAMS (ADULT)	-433.40
				6437C · PROGRAMS (C&P)	-433.30
				6437N · PROGRAMS (TEEN)	-433.30
TOTAL					<u>-1,300.00</u>
Bill Pmt -Check	63803	12/20/2021	Long Island Library Resources Council Inc	L0225 · FLUSHING BANK - OPERATING	
Bill	02256 Mbrnwl12/31/22	09/20/2021		6438 · DUES	-835.00
TOTAL					<u>-835.00</u>
Bill Pmt -Check	63804	12/20/2021	Loviglio, Stephanie Ann	L0225 · FLUSHING BANK - OPERATING	
Bill	121121	12/11/2021		6437A · PROGRAMS (ADULT)	-250.00
TOTAL					<u>-250.00</u>
Bill Pmt -Check	63805	12/20/2021	Martinez Ackerman, Salvador	L0225 · FLUSHING BANK - OPERATING	
Bill	113021	11/30/2021		6437L · PROGRAMS (LIT)	-120.00
TOTAL					<u>-120.00</u>
Bill Pmt -Check	63806	12/20/2021	McKula, Inc.	L0225 · FLUSHING BANK - OPERATING	
Bill	3726	11/26/2021		6419G · SOFTWARE (GEN)	-1,200.00
TOTAL					<u>-1,200.00</u>

# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>63807</b>	<b>12/20/2021</b>	<b>Midwest Tape</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	501266330	11/12/2021		6417A · VIDEOS (ADULT)	-209.06
Bill	501266331	11/12/2021		6412A · RECORDINGS (ADULT)	-49.23
Bill	501266333	11/12/2021		6417A · VIDEOS (ADULT)	-36.29
Bill	501266334	11/12/2021		6417C · VIDEOS (C&P)	-37.78
Bill	501301125	11/19/2021		6417A · VIDEOS (ADULT)	-42.46
Bill	501301127	11/19/2021		6417A · VIDEOS (ADULT)	-68.92
Bill	501301128	11/19/2021		6412A · RECORDINGS (ADULT)	-44.23
Bill	501301129	11/19/2021		6417A · VIDEOS (ADULT)	-89.07
Bill	501326840	11/24/2021		6417A · VIDEOS (ADULT)	-49.78
Bill	501326843	11/24/2021		6417C · VIDEOS (C&P)	-29.38
Bill	501326842	11/24/2021		6417A · VIDEOS (ADULT)	-48.28
Bill	501352001	11/30/2021	hoopla	6411A · MICRO/REF CD (ADULT)	-420.75
				6411C · MICRO/REF CD (C&P)	-336.60
				6411N · MICRO/REF CD (TEEN)	-84.15
Bill	501378756	12/06/2021		6412A · RECORDINGS (ADULT)	-71.05
Bill	501378757	12/06/2021		6417A · VIDEOS (ADULT)	-30.78
Bill	501378758	12/06/2021		6412A · RECORDINGS (ADULT)	-44.23
Bill	501378830	12/06/2021		6417A · VIDEOS (ADULT)	-40.74
TOTAL					<u>-1,732.78</u>
<b>Bill Pmt -Check</b>	<b>63808</b>	<b>12/20/2021</b>	<b>Migoya-Schlie, Catherine Victoria</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	120321	12/03/2021		6437L · PROGRAMS (LIT)	-480.00
TOTAL					<u>-480.00</u>

# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	63809	12/20/2021	Mininni, Patricia - staff	L0225 · FLUSHING BANK - OPERATING	
Bill	111121	11/11/2021		6437C · PROGRAMS (C&P)	-89.90
Bill	120321	12/03/2021		6437C · PROGRAMS (C&P)	-26.05
TOTAL					-115.95
Bill Pmt -Check	1003	12/20/2021	Munistat Services, Inc.	L0229 · FLUSHING BANK - BOND Referendum	
Bill	121321	12/13/2021		643770 · CONTINGENCY	-9,637.50
				643770 · CONTINGENCY	-9,637.50
TOTAL					-19,275.00
Bill Pmt -Check	63810	12/20/2021	Mziu, Ritjona	L0225 · FLUSHING BANK - OPERATING	
Bill	120321	12/03/2021		6437L · PROGRAMS (LIT)	-539.00
TOTAL					-539.00
Bill Pmt -Check	63811	12/20/2021	Nagel, Lauren	L0225 · FLUSHING BANK - OPERATING	
Bill	111221	11/12/2021		6437C · PROGRAMS (C&P)	-230.00
Bill	120321	12/03/2021		6437C · PROGRAMS (C&P)	-250.00
TOTAL					-480.00
Bill Pmt -Check	63812	12/20/2021	New Era Tech LI (ownedby Future Tech Grp)	L0225 · FLUSHING BANK - OPERATING	
Bill	115290-LI	12/06/2021		6439W · EQUIPMENT R & M (WIRES)	-378.18
TOTAL					-378.18

**Mastics Moriches Shirley Community Library**  
**DECEMBER 20, 2021**  
**WARRANT**

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63813	12/20/2021	NY Therapy Placement Services, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	111121	11/11/2021		6437C · PROGRAMS (C&P)	-90.00
TOTAL						-90.00
	Bill Pmt -Check	63814	12/20/2021	Oriental Trading Company, Inc	L0225 · FLUSHING BANK - OPERATING	
	Bill	713317278-01	11/18/2021		6437C · PROGRAMS (C&P)	-69.34
	Bill	713352030-01	11/18/2021		6437N · PROGRAMS (TEEN)	-45.22
	Bill	713503865-01	11/24/2021		6437N · PROGRAMS (TEEN)	-53.90
TOTAL						-168.46
	Bill Pmt -Check	63815	12/20/2021	Patchogue Advance, The	L0225 · FLUSHING BANK - OPERATING	
	Bill	10002	12/06/2021		643765 · PROMOTION AND PUBLICITY	-137.00
TOTAL						-137.00
	Bill Pmt -Check	63816	12/20/2021	Paychex	L0225 · FLUSHING BANK - OPERATING	
	Bill	Stmnt 24523312	12/15/2021		6437P12 · PAYROLL SERVICES	-100.62
TOTAL						-100.62
	Bill Pmt -Check	63817	12/20/2021	Paychex of New York LLC	L0225 · FLUSHING BANK - OPERATING	
	Bill	589997	11/24/2021		6437P12 · PAYROLL SERVICES	-498.13
	Bill	590145	12/08/2021		6437P12 · PAYROLL SERVICES	-498.13
TOTAL						-996.26

# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	63818	12/20/2021	Petty Cash	L0225 · FLUSHING BANK - OPERATING	
Bill	120821 cpsd	12/08/2021		6437C · PROGRAMS (C&P)	-48.50
Bill	121521 adults	12/15/2021		6437A · PROGRAMS (ADULT)	-60.80
TOTAL					-109.30
Bill Pmt -Check	63819	12/20/2021	Piper-Gebhard, Randi	L0225 · FLUSHING BANK - OPERATING	
Bill	120221	12/02/2021		6437L · PROGRAMS (LIT)	-120.00
TOTAL					-120.00
Bill Pmt -Check	63820	12/20/2021	Pollak, Christopher B.	L0225 · FLUSHING BANK - OPERATING	
Bill	120721	12/07/2021		6437A · PROGRAMS (ADULT)	-150.00
TOTAL					-150.00
Bill Pmt -Check	1004	12/20/2021	Preferred Construction, Inc.	L0229 · FLUSHING BANK - BOND Referendum	
Bill	App 3 Masonry	12/07/2021		7500 · BUILDING IMPROVEMENTS	-26,307.40
TOTAL					-26,307.40
Bill Pmt -Check	1005	12/20/2021	Preferred Construction, Inc.	L0229 · FLUSHING BANK - BOND Referendum	
Bill	App 2 RoughCarp	12/07/2021		7500 · BUILDING IMPROVEMENTS	-142,590.25
TOTAL					-142,590.25
Bill Pmt -Check	1006	12/20/2021	Preferred Construction, Inc.	L0229 · FLUSHING BANK - BOND Referendum	
Bill	App 2 ExtFinish	12/07/2021		7500 · BUILDING IMPROVEMENTS	-62,700.00
TOTAL					-62,700.00

# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63821	12/20/2021	Ray-Block Stationery Co. Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	IN67715	12/15/2021		6439G · EQUIPMENT R & M (GEN)	-264.21
TOTAL						-264.21
	Bill Pmt -Check	63822	12/20/2021	Romanoff, Robyn	L0225 · FLUSHING BANK - OPERATING	
	Bill	120621	12/06/2021		6437A · PROGRAMS (ADULT)	-445.00
TOTAL						-445.00
	Bill Pmt -Check	63823	12/20/2021	Ruiz, Maria J.	L0225 · FLUSHING BANK - OPERATING	
	Bill	112021	11/20/2021		6437L · PROGRAMS (LIT)	-90.00
TOTAL						-90.00
	Bill Pmt -Check	1007	12/20/2021	Sandpebble Preconstruction Inc.	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	PostRef ProjReq 20	12/08/2021		7500 · BUILDING IMPROVEMENTS	-74,620.37
					7500 · BUILDING IMPROVEMENTS	-74,997.30
					7500 · BUILDING IMPROVEMENTS	-6,741.00
					7500 · BUILDING IMPROVEMENTS	-423.50
TOTAL						-156,782.17
	Bill Pmt -Check	63824	12/20/2021	Scott, Robert	L0225 · FLUSHING BANK - OPERATING	
	Bill	120121 cpsd	12/01/2021		6437C · PROGRAMS (C&P)	-335.00
	Bill	120121 adults	12/01/2021		6437A · PROGRAMS (ADULT)	-450.00
TOTAL						-785.00

# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63825	12/20/2021	Searles Graphics, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	19986	11/19/2021		6434G · PRINTING (GEN)	-7,021.00
TOTAL						-7,021.00
	Bill Pmt -Check	63826	12/20/2021	Shattes, Krista	L0225 · FLUSHING BANK - OPERATING	
	Bill	120221	12/02/2021		6437A · PROGRAMS (ADULT)	-100.00
	Bill	120921	12/09/2021		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-200.00
	Bill Pmt -Check	63827	12/20/2021	Sherrard, Patrick	L0225 · FLUSHING BANK - OPERATING	
	Bill	111721	11/17/2021		6437A · PROGRAMS (ADULT)	-80.00
	Bill	120121	12/01/2021		6437A · PROGRAMS (ADULT)	-80.00
	Bill	120821	12/08/2021		6437A · PROGRAMS (ADULT)	-80.00
	Bill	121521	12/15/2021		6437A · PROGRAMS (ADULT)	-80.00
TOTAL						-320.00
	Bill Pmt -Check	63828	12/20/2021	Sievers, Sandra D.	L0225 · FLUSHING BANK - OPERATING	
	Bill	120821	12/08/2021		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	63829	12/20/2021	South Fork Natural History Museum	L0225 · FLUSHING BANK - OPERATING	
	Bill	renwal 2021-2022	12/10/2021		6437A · PROGRAMS (ADULT)	-33.40
					6437C · PROGRAMS (C&P)	-33.30
					6437N · PROGRAMS (TEEN)	-33.30
TOTAL						-100.00



# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63830	12/20/2021	South Shore Press, Inc.	L0225 - FLUSHING BANK - OPERATING	
	Bill	74317	11/18/2021		643765 - PROMOTION AND PUBLICITY	-3,000.00
	Bill	L13718	12/08/2021		643765 - PROMOTION AND PUBLICITY	-234.00
TOTAL						-3,234.00
	Bill Pmt -Check	63831	12/20/2021	Sparling, Nicole S.	L0225 - FLUSHING BANK - OPERATING	
	Bill	112721	11/27/2021		6437C - PROGRAMS (C&P)	-325.00
TOTAL						-325.00
	Bill Pmt -Check	63832	12/20/2021	Staples Advantage	L0225 - FLUSHING BANK - OPERATING	
	Bill	8064233352	11/12/2021		6430G - OFFICE AND LIBRARY SUPPLIES	-32.58
	Bill	8064233353	11/12/2021		6451G - CUSTODIAL SUPPLIES	-50.36
					6430G - OFFICE AND LIBRARY SUPPLIES	-5.51
					6451G - CUSTODIAL SUPPLIES	-313.57
					6430G - OFFICE AND LIBRARY SUPPLIES	-197.05
					6430G - OFFICE AND LIBRARY SUPPLIES	-5.55
	Bill	8064309334	11/19/2021		6430G - OFFICE AND LIBRARY SUPPLIES	-277.87
	Bill	8064375930	11/26/2021		6451G - CUSTODIAL SUPPLIES	-182.93
	Bill	8064453365	12/03/2021		6451G - CUSTODIAL SUPPLIES	-134.64
TOTAL						-1,200.06
	Bill Pmt -Check	63833	12/20/2021	Suburban Turf & Scapes Inc	L0225 - FLUSHING BANK - OPERATING	
	Bill	38536	12/01/2021		6452G - BLDG ALTERATION AND MAINT	-75.00
TOTAL						-75.00

# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>63834</b>	<b>12/20/2021</b>	<b>Suffolk Cooperative Library System</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	86301 AllData Repair	11/19/2021		6411A · MICRO/REF CD (ADULT)	-1,320.00
Bill	86364 TitleSource360	12/03/2021		6411A · MICRO/REF CD (ADULT)	-735.67
				6411N · MICRO/REF CD (TEEN)	-735.66
				6419T · SOFTWARE (TECH)	-735.67
Bill	86437 WorldBook22vol	12/08/2021		6410C · BOOKS (C&P)	-899.00
Bill	86461 WorldBkOnline	12/13/2021		6411C · MICRO/REF CD (C&P)	-700.00
				6411A · MICRO/REF CD (ADULT)	-507.00
				6411N · MICRO/REF CD (TEEN)	-507.00
TOTAL					<u>-6,140.00</u>
<b>Bill Pmt -Check</b>	<b>63835</b>	<b>12/20/2021</b>	<b>Suffolk County Locksmith, Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	114952	12/07/2021		6451G · CUSTODIAL SUPPLIES	-41.25
TOTAL					<u>-41.25</u>
<b>Bill Pmt -Check</b>	<b>63836</b>	<b>12/20/2021</b>	<b>Superior Waste Services of NY Inc</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	111061	11/29/2021		7500 · BUILDING IMPROVEMENTS	-580.00
TOTAL					<u>-580.00</u>
<b>Bill Pmt -Check</b>	<b>63837</b>	<b>12/20/2021</b>	<b>Superior Waste Services of NY Inc</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110721	11/16/2021		7500 · BUILDING IMPROVEMENTS	-495.00
TOTAL					<u>-495.00</u>

# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63838	12/20/2021	Taggart, Dianne D.	L0225 · FLUSHING BANK - OPERATING	
	Bill	121021	12/10/2021		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						-150.00
	Bill Pmt -Check	63839	12/20/2021	Tank Me Later, LLC	L0225 · FLUSHING BANK - OPERATING	
	Bill	2838	11/13/2021		6452G · BLDG ALTERATION AND MAINT	-225.00
	Bill	2911	11/27/2021		6452G · BLDG ALTERATION AND MAINT	-225.00
	Bill	2957	12/07/2021		6452G · BLDG ALTERATION AND MAINT	-225.00
TOTAL						-675.00
	Bill Pmt -Check	63840	12/20/2021	TBS Contracting Ltd.	L0225 · FLUSHING BANK - OPERATING	
	Bill	1042	12/13/2021		6452G · BLDG ALTERATION AND MAINT	-6,000.00
					7203G · EQUIPMENT BUS OFF	-6,000.00
TOTAL						-12,000.00
	Bill Pmt -Check	63841	12/20/2021	Thermal Solutions, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	102784	12/08/2021		6452G · BLDG ALTERATION AND MAINT	-650.00
TOTAL						-650.00
	Bill Pmt -Check	63842	12/20/2021	True Nature Landscaping - LRSH Moriches	L0225 · FLUSHING BANK - OPERATING	
	Bill	17421	12/16/2021		6452G · BLDG ALTERATION AND MAINT	-100.00
TOTAL						-100.00

# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	63843	12/20/2021	True Nature Landscaping Inc.	L0225 · FLUSHING BANK - OPERATING	
Bill	17383	12/01/2021		6452G · BLDG ALTERATION AND MAINT	-700.00
Bill	17398	12/06/2021		6452G · BLDG ALTERATION AND MAINT	-275.00
TOTAL					-975.00
Bill Pmt -Check	63844	12/20/2021	Turturici, Antonella	L0225 · FLUSHING BANK - OPERATING	
Bill	113021	11/30/2021		6437L · PROGRAMS (LIT)	-240.00
TOTAL					-240.00
Bill Pmt -Check	1008	12/20/2021	Universal Testing & Inspection Services	L0229 · FLUSHING BANK - BOND Referendum	
Bill	21-0460	12/08/2021		7500 · BUILDING IMPROVEMENTS	-515.00
TOTAL					-515.00
Bill Pmt -Check	63845	12/20/2021	Vergara, Josmary A.	L0225 · FLUSHING BANK - OPERATING	
Bill	113021	11/30/2021		6437L · PROGRAMS (LIT)	-540.00
TOTAL					-540.00
Bill Pmt -Check	63846	12/20/2021	W. B. Mason Co., Inc.	L0225 · FLUSHING BANK - OPERATING	
Bill	224977143	11/09/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-49.97
Bill	225205195	11/17/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-11.16
Bill	225296196	11/19/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-23.48
Bill	225329209	11/22/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-6.36
Bill	225447857	11/29/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-6.36
TOTAL					-97.33

# Mastics Moriches Shirley Community Library

DECEMBER 20, 2021

## WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	1009	12/20/2021	WHM Plumbing & Heating Contractors, Inc	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	App No 1	11/22/2021		7500 · BUILDING IMPROVEMENTS	-74,755.50
TOTAL						-74,755.50
	Bill Pmt -Check	63847	12/20/2021	Wilson, Alexander B.	L0225 · FLUSHING BANK - OPERATING	
	Bill	102021	10/20/2021		6437N · PROGRAMS (TEEN)	-40.00
	Bill	110321	11/03/2021		6437N · PROGRAMS (TEEN)	-40.00
	Bill	111021	11/10/2021		6437N · PROGRAMS (TEEN)	-40.00
	Bill	111721	11/17/2021		6437N · PROGRAMS (TEEN)	-40.00
	Bill	120121	12/01/2021		6437N · PROGRAMS (TEEN)	-40.00
	Bill	120721	12/07/2021		6437A · PROGRAMS (ADULT)	-280.00
	Bill	120821	12/08/2021		6437N · PROGRAMS (TEEN)	-40.00
TOTAL						-520.00
	Bill Pmt -Check	63848	12/20/2021	Winters Bros. Hauling of LI, LLC	L0225 · FLUSHING BANK - OPERATING	
	Bill	002384632	11/30/2021		6432G · CARTAGE	-285.00
TOTAL						-285.00

I hereby certify that at a meeting on December 20, 2021  
the above vouchers were approved and authorized.

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

**-890,275.64**

**Mastics Moriches Shirley Community Library**  
**November 23, 2021**  
**Payroll Benefits Warrant**

	Type	Num	Date	Name	Account	Paid Amount
	<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>11/26/2021</b>	<b>1094 The NYS Deferred Compensation Plan</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	11262021	11/26/2021		L0173 · 457B NYS DEFERRED COMP	\$ (1,663.36)
						<u>\$ (1,663.36)</u>
	<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>11/26/2021</b>	<b>1099 NYS Employees' Retirement System</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	11262021	11/26/2021		L0163 · RC ERS CONTRIBUTIONS	\$ (2,083.89)
					L0161 · RL - ERS LOAN	<u>\$ (1,664.00)</u>
						<u>\$ (3,747.89)</u>
	<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>11/26/2021</b>	<b>1114 Hartford Insurance Company</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	414280286164	11/26/2021		L0196 · LONG TER	\$ (120.00)
					9055 · DISABILTY INSURANCE	<u>\$ (1,259.72)</u>
						<u>\$ (1,379.72)</u>
	<b>Bill Pmt -Check</b>	<b>6970</b>	<b>11/26/2021</b>	<b>1095 Met Life</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	11262021	11/26/2021		L0171 · 403B MET LIFE	\$ (1,775.00)
						<u>\$ (1,775.00)</u>
	<b>Bill Pmt -Check</b>	<b>6971</b>	<b>11/26/2021</b>	<b>1096 Prudential</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	11262021	11/26/2021		L0172 · 403B PRUDENTIAL	\$ (100.00)
						<u>\$ (100.00)</u>
	<b>Bill Pmt -Check</b>	<b>6972</b>	<b>11/26/2021</b>	<b>1098 State Of NY Department of Civil Serv</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	570	11/26/2021		9060 · MEDICAL INSURANCE	\$ (68,496.30)
						<u>\$ (68,496.30)</u>
	<b>Bill Pmt -Check</b>	<b>6973</b>	<b>11/26/2021</b>	<b>1115 AFLAC</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	842163	11/26/2021		L0625 · AFLAC PRE-TAX	\$ (189.84)
					L0626 · AFLAC POST-TAX	<u>\$ (1,629.23)</u>
						<u>\$ (1,819.07)</u>

**Mastics Moriches Shirley Community Library**

**November 23, 2021**

**Payroll Benefits Warrant**

	<b>Bill Pmt -Check</b>	<b>6974</b>	<b>11/26/2021</b>	<b>CSEA, Inc.</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
	Bill	11262021	11/26/2021		L0500 · CSEA UNION DUES	\$ (1,466.52)
TOTAL						<u>\$ (1,466.52)</u>
					<b>TOTAL</b>	<b>\$ (80,447.86)</b>

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**  
**December 7, 2021**  
**Payroll Benefits Warrant**

	Type	Num	Date	Name	Account	Paid Amount
	<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>12/10/2021</b>	<b>1094 The NYS Deferred Compensation Plan</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	12102021	12/10/2021		L0173 · 457B NYS DEFERRED COMP	\$ (1,814.15)
						<u>\$ (1,814.15)</u>
	<b>Bill Pmt -Check</b>	<b>6975</b>	<b>12/10/2021</b>	<b>1095 Met Life</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	12102021	12/10/2021		L0171 · 403B MET LIFE	\$ (1,775.00)
						<u>\$ (1,775.00)</u>
	<b>Bill Pmt -Check</b>	<b>6976</b>	<b>12/10/2021</b>	<b>1096 Prudential</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	12102021	12/10/2021		L0172 · 403B PRUDENTIAL	\$ (100.00)
						<u>\$ (100.00)</u>
	<b>Bill Pmt -Check</b>	<b>6977-6993</b>	<b>12/10/2021</b>	<b>Medicare Reimbursement Payments</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	12102021	12/10/2021		9060 · MEDICAL INSURANCE	\$ (4,286.13)
						<u>\$ (4,286.13)</u>
	<b>Bill Pmt -Check</b>	<b>6994</b>	<b>12/10/2021</b>	<b>CSEA, Inc.</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	12102021	12/10/2021		L0500 · CSEA UNION DUES	\$ (1,466.52)
						<u>\$ (1,466.52)</u>
						\$ (9,441.80)

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

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



## **Director's Report**

**December 2021**

### **Facility Update**

We continued to have major issues with our sanitary system. The latest failure required removal and replacement of the septic line running from the Library to the first cesspool. This work required us to close the library for a day and a half. While replacement of the septic system at our main library was not part of the bond project approved in 2019 we will continue to seek grants to include this work.

Construction at the branches is continuing as planned. The warm weather is certainly a bonus and we hope it continues.

### **General Updates**

#### **NYS Construction Grant**

Over 1/3 of the libraries in NYS were recommended to receive construction grants. This will make the review process lengthy. We will update you on our grant when we have more information.

#### **Tax Cap**

We fully expect the NYS tax cap to be set at 2%. The official announcement will be made in January. With inflation running at over 7% this will make the upcoming year especially difficult.

#### **Library Advocacy Day**

Due to COVID-19, Advocacy Day will be a virtual event this year. We will provide more details when we have them. One of the talking points will be requesting an increase to the NYS Library Construction Fund from 34mm to 45mm.

#### **Coordinated Ticket Orders**

L.I. Science center in Riverhead is being added to the ticket offering. Patrons will be able to purchase tickets for entry for \$10 each instead of \$15 each. This is nice addition to our offerings for families. Combined with a discounted ticket to the Riverhead Aquarium, families can make a full day of it.

#### **Overdrive App**

Overdrive App for e-book access is being removed from the APP stores. We are encouraging patrons still utilizing Overdrive to switch to the user-friendly Libby App.

#### **Community Issues**

I had an opportunity to meet with Legislator Mazzearella, 7<sup>th</sup> Precinct Inspector McCormick, and COPE officers for our area. Timothy Saliani from the Department of Social Services also joined us. We discussed quality of life issues as they relate to the Library and Library patrons. Inspector McCormick assured us there would be an increase in police checks around the Library. The Department of Social

Services has been sending representatives to the Library in an outreach effort to assist patrons in need. We are very appreciative of Legislator Mazzearella's efforts to coordinate this meeting and to the Inspector for his concern for our area.

## **2022**

We are hopeful that library services and usage will continue to return to normal after the COVID-19 pandemic impacts subside. The opening of two new branches will be a historical moment for our library. We thank the board for their continued support as we move into the new year.

# MESSAGE FROM THE DIRECTOR

Public libraries throughout the country, including our own library district, continue to thrive. Despite a worldwide pandemic that began in 2020 and continues to affect businesses, schools and travel, public libraries are very relevant in these challenging times.

Without doubt, the way in which people are using the library is changing. Even though our physical space was closed to the public for 4 months, from March 14, 2020 to July 8 – library services continued online through digital downloads and virtual programs. This past year looks unlike any other in our history, but library use has continued to increase month by month since this setback. In 2018 we offered no virtual programs at all, and by the end of FY 2019-20 we had launched virtual programming in every department with success.

Check outs of physical library materials (books, audiobook CD's, DVD movies, etc.) has been decreasing over the past several years, while use of digital content (eBooks, eAudiobooks, eMagazines, downloadable and streaming movies and music) has been on the rise. The pandemic has greatly accelerated this trend.

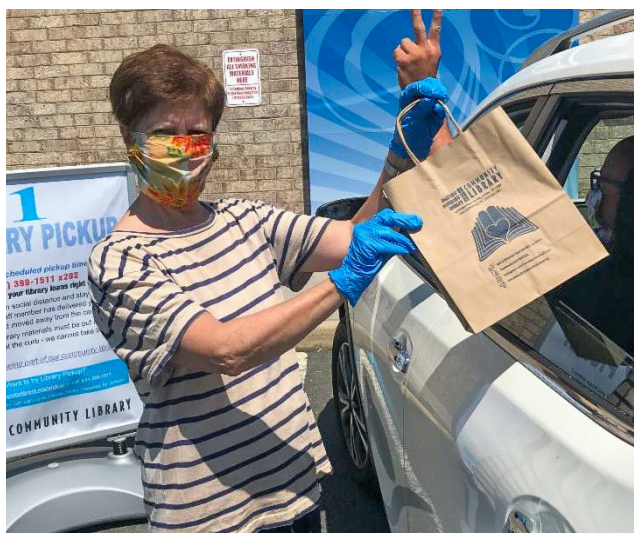
More importantly, the demand for use of the library – as a destination for community events, activities, services and programs – plays a much more prominent role in shaping our strategic priorities.

Examples of these services and programs include: citizenship preparation classes, career counseling, internet access, early literacy programs, STEM programs for schoolage children, new technology learning sessions, social worker appointments, health and wellness events, and author programs.

Even as we respond to new demands and changes, we do not abandon our responsibility to promote and celebrate literacy from preschool through adulthood. Stories, reading, and literacy in all its forms and formats are central to our mission.

As we move forward with the construction project, we look forward to completing the construction of two new satellite branches opening in the fall of 2022 and continuing to meet the needs of our community as it changes and grows.

**KERRI ROSALIA**



Curbside pickup – we delivered materials curbside while the building was closed from March 15 – July 8<sup>th</sup>



The Literacy Department held an online-only New Citizen Ceremony to celebrate 8 new citizens passing the Naturalization Exam.

## BOARD OF TRUSTEES

**Joseph Maiorana**  
President

**Wendy Gross**  
Vice President

**Michael Dubois**  
Clerk

**Joseph Furnari**  
Trustee

**Nancy Marks**  
Trustee

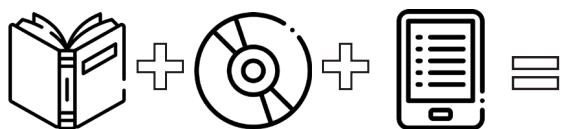
**MASTICS  
MORICHES  
SHIRLEY** COMMUNITY LIBRARY

# REPORT TO THE COMMUNITY



Outdoor programs like Stroller Club, Nature Walks, Pumpkin Picking and many more were popular with patrons during the pandemic in 2020.

## Books & Materials



TOTAL CIRCULATION

**447,578**

Print checkouts  
**161,869**

Digital checkouts  
**194,701**

eBook checkouts =  
**44,197**

**+14%**  
over previous year

Holds placed =  
**9,655**

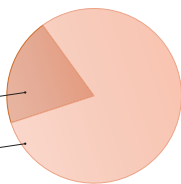
Most popular digital magazine =  
**People**

Total Items in Our Collection =

**521,186**

104,263 print items

416,923 eBooks



Movies streamed =

**6,787**



**+146%**  
over previous year

Most downloaded movie =

**What We Do in the Shadows**

## Computer Usage

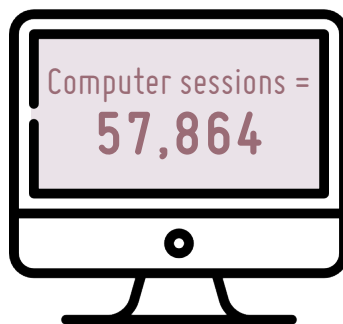
Total visitors

**202,711**

**-44%**  
from previous year

Total cardholders  
**29,911**

Total new library cards  
**2,069**



Computer sessions =  
**57,864**

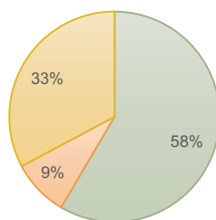
Wifi users

**27,483**

Website visits

**22,245**

## Financials



Library 2019-2020 budget

Payroll/Staff	\$5,747,001
Materials/Programs	\$859,500
Operations/Facilities	\$3,221,499
<b>Total library operating budget</b>	<b>\$9,828,000</b>

Fact: There was a 0% budget increase from 2020 to 2021, and the library budget had 0% increases in the budget from 2015 - 2019!

## People & Programs

Total programs held

**1,680**

In-person program attendance

**38,681**

Virtual program attendance  
**6,939**



Children's program attendance

**26,150**

Teen program attendance

**4,619**

Literacy class attendance

**4,935**

**554**  
sessions

**670**  
sessions

**536**  
sessions



Total reference questions = 17,317

Museum pass uses =

**874**



Most popular museum pass =

**Harbes Barnyard Adventure**

**60**  
checkouts





[illegible]

**RASD Board Report December 2021**  
**Submitted by Kerrilynn Jorgensen**

**November 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  
#

November was a very busy programming month for RASD. Librarian Debbi Gallucci had an eager audience for her Adult Story Time where she read “The Monkey’s Paw”. This brand-new program is being offered once a month on Friday mornings. Patrons also enjoyed “The Gift of the Magi” in December, just in time for the holidays and cold months ahead. Next, talented members of our community met weekly with a professional from Echo Light Productions and learned how to perform unscripted theatre and the rules of Improv. Each week, they learned skills that helped them in the areas of public speaking, shyness, reading social cues and thinking on the spot. The group had a blast working together.

When you think of November, you also think of Thanksgiving and giving back to those in need. Librarian Catherine Gorden partnered with a non-profit called Color A Smile which tries to brighten up the day for our troops overseas and senior citizens in nursing homes by sending pictures made by volunteers. The Reference Desk printed these pages and encouraged patrons to drop in and color them. In the end, we were able to mail back a large envelope filled with colorful greetings that hopefully brought some cheer to some isolated and lonely people.

**WE SALUTE YOU**



**YOU ARE A HERO**



Of course, I'd like to end the year with a big THANK YOU to all of the staff at the Mastics-Moriches-Shirley Community Library who helped by donating either cash or gift items

to our annual Adopt a Family drive, which we partner with Colonial Youth and Family Services. This year, the library adopted a local family of four. Over the month of November, we collected toys, games, clothes, gift certificates and so much more to help make the holidays happier and less stressful for this family in need. Pictured below is what we were able to donate. Wishing you all Happy Holidays and a Happy New Year!





December 2021

Teen Services Department

Submitted by Erika Irish

Statistical Information November 2021

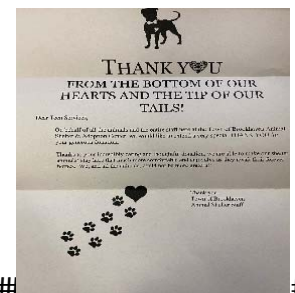
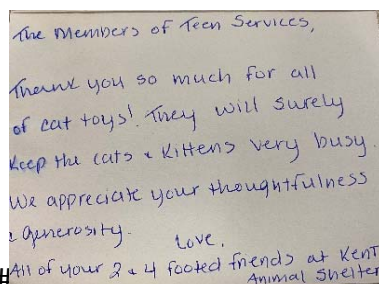
Reference Questions: 17

Information Questions: 226

Computer Usage: 146

In-Person Programs: 52 programs/194 attendees

Community Service continues to be one of our most popular programs. We have been sending out Cards for Hospitalized Kids, Cat Toys and Encouragement Cards to some local animal shelters as well as an organization that distributes cards throughout the country to kids who are in the hospital. We have received several letters of thanks.



November's "Artist of the Month" for November was Ace Hester.

Ace is an eighth grader at William Paca Middle School.



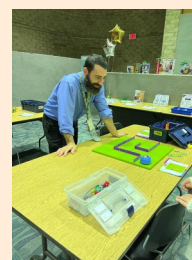
Puzzle Night is a weekly program where Teens come in and work on puzzles together. The determination and teamwork seen weekly is refreshing.



## Maker Kit Drop In

William Floyd School District teachers stopped by the library to learn about our Maker Kits! Maker Kits are a hands-on, fun, and educational way to practice STEM (science, technology, engineering, & math) skills. William Floyd students in grades K-5 are welcome to stop by the library and use the Maker Kits upstairs in the Children's and Parents' Services Department.

As a member of the William Floyd Teacher Center Policy Board, I attend monthly meetings with the goal of encouraging a home-school-community connection. The idea for this program started pre-Covid and we were thrilled to finally make it a reality. Six Maker Kits were raffled to teachers in attendance. Thank you to CPSD, the William Floyd Teacher Center, and the Community Family Literacy Project, Inc. for supporting this collaborative event!



## Laundromat Literacy

The Literacy Department started a new outreach initiative which has been very successful over the past few months! In partnership with Laundry Kingdom, on Montauk Highway in Shirley, we are providing enrichment activities for families waiting for their laundry on busy Saturday mornings. Our Laundromat Literacy team shares books, songs, crafts, and games with toddler and school age children while also sharing library services and language resources with their parents.

In the four sessions we have held so far, we've serviced over 100 people. A few families planned their washing around the weekends we were there! The feedback has been very positive; both parents and kids are thrilled to have something to do during an otherwise boring chore. It has been a rewarding experience that we are excited to continue!



## Monthly Statistics for November

Digital Attendance: 491  
 Digital Sessions: 39  
 In-Person Attendance (adults): 265  
 In-Person Attendance (children): 131  
 In-Person Sessions: 64



December 2021

Compiled by: Stephen Burg

Over the past month, The Digital Services Department held their Techgiving staff training. We had 114 employees attend the training over the course of 4 weeks. We also received our commitment letter and have been approved for \$6,408.00 through the ECF for Hot spots. I am now working with our T-Mobile representative to get the allotted hotspots. We conducted 12 1:1 appointments this month. In addition to the 1:1 appointments, we had two classes that 19 people attended. The department also continues to curate the library's social media accounts.

Digital Equipment Circulation FY 21-22	November Checkouts	November Renewals
Unique Item 3 (Item C) Hotspots and Chromecasts	7	1
Unique Item 4 (Item C) Go Pro and iPads	4	6

# Digital services November Stats

Facebook	November
page views	704
post reach	5802
Engagement	3216
Instagram	November
reach	1,378
Impressions	217
Followers	977
YouTube	November
views	1,571
subscriber	441
Chat/Text Ref	
text/email	50
overdrive	
ebooks	3460
audio books	1540
flipster	
online views	208
Freegal	
downloads	236
streamed	1336
both:	1572
Hoopla	
new patrons	5
check outs	481
Kanopy	
downloads	241
HOOPLA + KANOPY:	722

	A	B	C	D	E	F	G	H	I
1	REPORT OF PERSONNEL CHANGES							<b>DATE PREPARED:</b>	
2	SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE							<b>12/20/21</b>	
3	<b>JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY</b>							<b>Page 1 of 1</b>	
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	TRS	Galvin, Kristina		Page	\$14.34/HR	Up to 17.5 Hours	11/29/21		
7									
8	RE/APT	Podlesny, Arlene		Page	\$14.34/HR	Up to 17.5 Hours	09/07/21		
9									
10	TRS	Ripa, Michael		Guard	\$19.29/HR	Up to 17.5 Hours	12/17/21		
11									
12									
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	<input type="checkbox"/>	<b>APPROVED</b>	<input type="checkbox"/>	<b>DISAPPROVED</b>					
25	<input type="checkbox"/>	<b>APPROVED AS NOTED</b>					Signature of Appointing Authority		
26									

## **Mastics- Moriches- Shirley**

### **Community Library**

#### **Long Range Plan**

**2021-2024**

#### **MMSCL Mission Statement**

The Library provides Technology, Learning and Culture – all personalized with a caring, friendly and non-judgmental attitude.

The Library does this by giving accurate information, supplying cutting-edge technology, and supporting and promoting lifelong learning, the arts, entertainment, cultural awareness and intellectual freedom.

#### **Philosophy of the Community Library**

A philosophy of service constantly grows and changes. It is useful, from time to time, to evaluate where we are as an institution. What follows is a summary of the Library's current philosophy.

A community establishes a library to provide its public with shared services. Through its elected representatives, the community itself decides what services it wants (and is willing to pay for) and, to a large degree, how those services are to be delivered.

After receiving input from the Trustees and wider community, the staff attempts to provide the type of service the public wants, in the manner the public desires, as efficiently as possible. The staff response is constrained only by economic, legal, and practical considerations.

#### **Purposes and Objectives of the Community Library**

The Community Library's purpose and function is to provide library service to the entire population of the William Floyd Union Free School District. The wide variety of services offered should provide opportunities for the education, cultural enrichment and development, recreation, and entertainment needs of citizens of all ages, from infancy through the senior years.

Immediate objectives which will enable the Library to fulfill this purpose and function are as follows:

1. To offer the services of the Library at a strategic location or locations throughout the district so that all patrons have reasonable physical access to its facilities.
2. To provide general reading materials, audio-visual materials, reference and information materials and other library services for all ages.
3. To provide programs that will enlighten and enrich patrons of all ages.
4. To improve and enhance the public image of the Library in the community and familiarize the public with its multitude of services.
5. To strengthen and improve the skills and knowledge of the Library staff so that the best possible services can be available to the patrons.

### **Technology**

The library has made significant changes to the technology used by both patrons and staff to improve services over the last few years. The Committee believes that technology will continue to play a large role in the library's delivery of services to the community, especially as streaming content improves. Implementation of new technology will be subject to cost/benefit analysis.

Our patrons' use of technology is becoming more mobile with the use of tablets, smartphones, and laptops. Research shows that on average, patrons using the library have a minimum of two (2) wireless devices. Sources of frustration expressed by patrons include the lack of electrical outlets in convenient locations to charge their devices, wireless access points reaching capacity at peak times, and a lack of wireless printing.

#### **Recommendations:**

- Improve the wireless capacity throughout the library building. Add additional electrical outlets, where possible, throughout the Library.
- Install charging stations for patron use.
- Complete the implementation of RFID technology.
- Investigate providing a supply of laptops or tablets and mobile hotspots as a pilot project to increase WFSB student access to homework help and library resources.
- Provide listening devices for use by both hearing impaired patrons and those who wish to create a private listening atmosphere.
- Continue to provide coding classes and other technology training for patrons of all ages, with an emphasis on STEM programming for youth.
- Expand patron access to content creation technology and training including 3D printing,
- Continuously revise the library website/mobile app
- Implement linked data so library resources are easily discoverable through Internet searches.
- Explore the implications and possibilities for the use of artificial intelligence in Library programs and services.

### **Customer Connections**

The Library is used as a community center for our patrons. It continues to be a place to socialize, learn, and work. As the needs of the community change, the library will remain an agile organization, able to respond to the community needs in a timely manner. The Library will engage with customers in meaningful ways, continuously developing our reputation as a trusted place to go in the community for information, education, and entertainment needs.

#### Recommendations:

- Continue to provide the community with excellent and diverse programs which appeal to all age groups and segments of our community.
- Provide opportunities for our customers to help co-develop our program offerings based on their unique interests.
- Create/revise welcome brochures and packets that can be shared with new customers and with local real estate agencies, health clinics, and other appropriate organizations to promote the library to current and future residents.
- Continue and expand our outreach efforts to bring library programs and services where our customers are, including fairs, festivals, business events, school district events, community events and more.
- Continue to reach out and inform the community of library programs and services through traditional methods and social media.
- Conduct an ongoing evaluation of how the Library is meeting the community needs with the programs, collections, and services. Each Department Head will prepare and present a strategic plan with both short-term and long range goals and objectives.
- Survey customers through on-line tools, in person interviews, and focus groups to gauge needs and develop plans for improved Library service.

#### **Community Partnerships**

The library serves a vital role as a space where people can come together to share their experiences both as individuals and as a community. By documenting and recognizing these shared experiences, the library is an important force in creating community identity. We will continue to fulfill this role of both documenting and participating in community events, achievements, and milestones.



The community's Local History Collection will continue to focus on the acquisition, identification, preservation and dissemination of documents and artifacts that reflect the unique identity of our local community.

Recommendations:

- We will continue to seek out opportunities to leverage our role as a catalyst for preserving and building community identity. Through collaboration on community wide events and celebrations such as Tri-Hamlet Day, William Floyd's Birthday, National Night Out, and participation in important civic events and festivals, we will position the library as a community partner.
- Items from our Local History Collection highlighted on social media to build community pride and sense of our rich history.
- Collaboration on Tri-Hamlet Day, WF Birthday, NNO, and/or other community-wide events.
- Getting the good news out about our community through all library channels.

### **Staff Development**

The library staff members are tasked with providing outstanding service to all members of our community in a rapidly changing environment. The rate of technological change is increasing, as is our patron's reliance on our staff members to help them stay up-to-date. We offer large group classes, one-on-one training, and online education for our patrons. We need our staff members to have a solid understanding of the technology, devices, and tools we provide which are proprietary in nature, as well as those that are available in the consumer market. Staff members also need ongoing training on traditional workplace topics to keep the library running effectively. Lastly, staff need to be kept current on the changing socioeconomic profiles of our communities.

Recommendations:

- Provide Library staff with annual technology training appropriate to their position to address community needs.
- Support Library staff with ongoing supervisory and managerial training appropriate to their position to address the internal needs of the Library.
- Offer a mix of in-person and online training to meet the varied schedules of our full-time and part-time employees.
- Support attendance at in-person and virtual professional conferences and training sessions.
- Host an annual staff education opportunity that provides an overview of the unique demographic and economic state of our community.

### **Public Awareness**

One of the greatest challenges we continue to face is making the community aware of the library's services, resources, programs, classes, and events. The library promotes events using a mix of printed material and social media targeted to distinct groups.

#### **Recommendations:**

- Create a formal public relations plan with the assistance of a public relations firm.
- Continuously obtain email contact information and mobile telephone numbers for all patrons to use for notification of future programs, services, and events.
- Continue to identify a network of individuals and organizations that would benefit from receiving information about the library programs and services.
- Create standard presentations about Library services in multi-media format that can be delivered to community groups by a Library Board member or staffer and/or consumed online on demand by the public.
- Highlight accomplishments of community organizations at the library to bring additional awareness of library services to their members.
- Continue publication of the library's monthly newsletter and e-mail newsletters.
- Continue and expand promoting the library programs and services through social media.
- Find additional ways to reach or customers through paid advertising in print and online.

- Develop niche advertisements for customer segments most likely to respond to the information by interacting with the library.

### **Finance**

The Library strives to operate in an efficient manner that builds customer trust and support for the institution. We take pride in providing transparent access to operations information, making financial records and Board documents readily accessible on our web page and at the library for customer reference and review. The Library adheres to the standards and laws applicable to school-district public libraries in NYS. An annual financial audit is conducted by a professional accounting firm as part of our adherence to best practices, and for a process of continuous improvement. For each year the Board members request an increase in the annual operating budget, the community can vote on that budget, signaling their approval/disapproval with the spending plan.

In 2012, New York State mandated a tax cap which imposed greater restrictions on the year-to-year increase in the tax levy available for library operations. The library's tax levy limit may be overridden by a resolution by a 60% vote of the total voting power of the library's governing board and approved by a simple majority of voters (more than 50%). If the library successfully overrides the tax cap, then the taxpayers will not be eligible for a portion of the Star property tax exemption. While the allowable levy growth factor from the state keeps shrinking, mandated costs (pension and health coverage) keep increasing. The long-term implications of staying within the tax cap will be challenging for both patrons and the Library Board and staff.

Members of the Board, the Director, and Library staff are encouraged to seek private donations and grant funding wherever possible.

Members of the Board, and the Director, are encouraged to advocate with residents and their elected officials to educate them on the importance of Libraries as an essential educational service and to recommend additional funding. Elected officials will be contacted on a regular basis to inquire as to supplemental funding available for Library operations, capital projects and special projects.

### **Facilities**

The Board of Trustees is tasked with maintaining a facility that addresses community needs including adequate space, lighting, shelving, seating, power, and data infrastructure that is ADA compliant.

The Mastics Moriches Shirley Community Library (MMSCL) was created by the voters of the William Floyd School District in 1974. On December 12, 1979, a bond issue was approved to build a permanent Library on donated land and opened in March of 1982. A 24,000 sq. ft. addition was dedicated in 1995.

In 2010 the community rejected a proposal to expand and renovate the existing facility in its current location.

As a community resource, the library was at a crossroads after the failed bond vote, and the Board of Trustees sought the community's help to decide how to proceed, given the facility's need for renovation, repairs, and asbestos abatement. The Board and the community determined the best course of action through a community driven process. A series of facilitated meetings (*Envision our Future*) were held in 2014-2015 to gather community input.

The library board members pursued the path outlined by community members at the three 8-hour public *Envision our Future* charrettes. More information about the process and the workshop videos and reports can be found at <http://future.communitylibrary.org>. The meetings were open to the public and attended by a diverse group of residents, elected officials, community leaders and library staff. A summary of recommendations from participants follows.

The Envision participants identified the following options to explore:

- Option 1: Renovate and expand existing building
- Option 2: Demolish existing building and rebuild on existing site
- Option 3: Construct new building on new site
- Option 4: Satellite facilities

Facility Goals as identified by Envision participants:

- Parking – ample and easily accessible
- Pedestrian, bicycle, and public transportation access
- Flexible space
- Information Technology – expanded computer spaces and improvements to data wiring and electrical capacity
- Improved infrastructure/utility revamp – MEP, daylighting, etc.
- Improved acoustics
- Expanded internal space
- Accessibility
- Less noise
- More meeting rooms
- Adequate toilet rooms
- Service entrance
- Green Building – LEED Certified
- Improved circulation – clearly navigable non-disrupted pathways
- Community space/center – large community gathering space
- Outdoor space for gardens, relaxation, discovery, and recreation
- Security
- Property ownership

To achieve the above goals, the Envision participants voted in favor of the Library Board members pursuing a new facility at the former Links golf course located on William Floyd

Parkway. Subgroups of the original Envision group continued to meet regularly with the Library Board and administration in the following months to develop a conceptual plan for the new facility.

A bond referendum for the proposed new library was proposed and voted upon on February 7, 2018. The referendum failed.

The library board then hired architect Rick Wiedersum of H2M Architects to help identify another solution that the community could accept. A plan was developed that would create 2 satellite branches, one in Mastic Beach, and one in Moriches on school district property, and completely renovate the existing library building.

On December 10, 2019 the community residents finally approved a \$22.7 million-dollar bond to create a 3-building library system: a branch library in Mastic Beach, a branch library in Moriches, and renovated Main library in Shirley. The library committed \$4 million from its capital reserve fund to make the total project investment \$26.7million dollars. The construction project would complete the two branches first, then close the main building and operate services from only the branches for up to 16 months while the main building is renovated.

During the process of planning for the new construction bond, the William Floyd School Board entered into an agreement with the library to use acreage at the Moriches elementary school site for a library branch. Part of this agreement included having the library take over the site of the Little Red Schoolhouse. The Board of Trustees committed \$1 million dollars toward the restoration of the Little Red Schoolhouse in Moriches. The expectation is that grants and community fundraising will be needed to complete the required budget for restoration. There is currently no timeline for completion of the Little Red Schoolhouse.

The library also leased property from Suffolk County on Neighborhood Rd. in Mastic Beach across from the proposed library branch location, to create outdoor program space. The library established a budget for the project, but grants and community fundraising will be necessary to Bring this project to completion.

Construction on the branches began in Q1 & Q2 of 2021. Once complete, the main library project will begin. It is expected all three library facilities will be open during 2024.

#### Recommendations:

- Continue to execute the building project plan as approved by the residents of the district. Modify plans as needed to stay technologically current.
- Provide excellent service to our residents during the closure of the main facility for renovation. Staff will need to be creative and flexible in their efforts during this time. We will look for off-site locations for additional programming to supplement offerings at our branches. We will rely on our strong Suffolk County Library partnerships for inter-library loan and in anticipation of our patron's increased usage of neighboring libraries during this period.

We look forward to a highly successful building project that will establish three state-of-the art facilities to serve the residents of the William Floyd School District for years to come.

Respectfully submitted,  
Plan Committee

Joseph Maiorana, President of the Board of Trustees  
Wendy Gross, Vice-President of the Board of Trustees  
Mike Dubois, Clerk, Board of Trustees  
Nancy Marks, Member, Board of Trustees  
Joseph Furnari, Member, Board of Trustees  
Kerri Rosalia, Director  
Tara Damato, Assistant Director

*Adopted by the Library Board of Trustees xxxxxx(date) xxxxx*

## **Mastics Moriches Shirley Community Library Telecommuting Policy**

### **Purpose:**

The Library recognizes that telecommuting is a viable alternative work arrangement for certain positions and in certain situations. This Policy sets forth the terms and conditions for telecommuting assignments.

### **Definition:**

For purposes of this Policy, telecommuting is defined as an approved temporary remote-access arrangement for all or part of the workweek. Telecommuting is a privilege that is available to employees holding non-labor class positions only during periods of in-person work restrictions due to the COVID-19 pandemic or periods of non-emergencies as determined by the Board. As of this policy's adoption date, the Board has approved telecommuting in connection with the Main Library renovation. The Library will notify Employees of the periods during which telecommuting is available.

### **Eligibility:**

In order to telecommute, the Library Director or Department Head, or their designees, has determined that the employee's work responsibilities could be performed while telecommuting. In addition, one of the two conditions must have been met:

1. The Employee has been: (a) provided with a Library-issued laptop, tablet or other mobile device that is connected to the Library's network; or (b) authorized by the Library to connect to its network from a personally owned device and has been issued VPN access; or
2. The Library Director, Department Head, or their designees, has given the Employee assignments or projects that can be performed away from the traditional work location.

Telecommuting is not available for long-distance work. Employees must work from an area that is within the geographical location of the Library.

Eligibility to telecommute will be determined by the Library in its non-reviewable discretion. The Library retains the right to modify or terminate a telecommuting assignment.

### **Terms and Conditions:**

1. Except as otherwise set forth in this Policy, Employees' duties, obligations, responsibilities and conditions of employment remain the same as those when working at their regular worksite.
2. An Employee who is authorized to telecommute must:

- a. Comply with all terms and conditions of this Policy;
- b. Anticipate the need to provide space, telephone and, if applicable, internet capabilities at the location from which he/she is telecommuting;
- c. Not hold in-person visits or meetings related to Library business at the location from which he/she is telecommuting;
- d. Maintain a safe and secure work environment and report any work-related injuries to the appropriate person at the earliest reasonable opportunity;
- e. Assume primary responsibility for maintaining effective communication and workflow among other employees and the public;
- f. Provide their Department Head, or designee, with a telephone number for the worksite location at which they are reachable during their regular shift and during any authorized overtime or, for exempt employees, as required by his/her position;
- g. Regularly check for communications by email and telephone during his/her regular shift and any authorized overtime or, for exempt employees, as required by his/her position;
- h. Where possible, consistent with their duties and responsibilities, work the same hours, and have the same breaks, as they did before he/she began working remotely, unless a change is approved or required in accordance with applicable law, policy, employment agreement or collective bargaining agreement;
- i. Attend, if conditions permit, job-related meetings, training sessions, webinars or conferences, as may be requested by his/her supervisor (which may be held in-person, via videoconference or teleconference, depending on what is practicable and appropriate);
- j. Maintain all Library materials and information as confidential, safe and secure including, but not limited to, by:
  - i. Preventing unauthorized or accidental access, use, modification, destruction, or disclosure of agency materials and information;
  - ii. Preventing damage to Library equipment, other than normal wear and tear;
  - iii. Keeping Library equipment secure and only using it for Library business;



- iv. Properly disposing of media (both hardcopy and electronic) using approved means of destruction;
  - v. Receiving permission from his/her supervisor prior to using or accessing sensitive data outside of the Library's facilities;
  - vi. Utilizing and storing sensitive data on network drives;
  - vii. Physically securing Library devices at all times;
  - viii. Immediately reporting to the Library any incident in which sensitive information has been potentially lost or compromised; and
  - ix. Returning Library equipment to the Library after a telecommuting assignment has ended.
- k. Adhere to all Library rules, policies, directives, practices and standards including, but not limited to, those regarding ethical conduct and the use and misuse of government services, resources and equipment;
  - l. Request approval to use vacation, sick or other leave in the same manner as when working at his/her regular work location;
  - m. Request approval to work overtime in the same manner as when working at his/her regular work location;
  - n. Report time and attendance in the same manner as when working at his/her regular work location; and
  - o. Return any equipment supplied by the Library for the purpose of telecommuting once the Employee is no longer doing so.

#### **Applicable Law, Attendance and Overtime:**

Employees who telecommute pursuant to this Policy will be compensated in accordance with applicable law, Library policies and any applicable employment or collective bargaining agreement.

All Employees, regardless of whether they are exempt, and regardless of whether they are telecommuting, are required to accurately report their hours worked using the Library's timekeeping system. No one who is telecommuting is authorized to work beyond their regular workday or workweek without the advance written approval of the Library Director, Department Head or their designees.