

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

January 24, 2022

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

AGENDA

January 24, 2022

- 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
- C. CONTRACTS / RENEWALS

- X. EXECUTIVE SESSION
- XI. ADJOURNMENT

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

February 28, 2022 @ 7:00 PM

DRAFT - UNAPPROVED

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF DECEMBER 20, 2021, BOARD MEETING

Trustee Maiorana called the meeting to order at 7:04 pm.

CALL TO ORDER

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

PRESENT

Motion by Gross, second by Dubois, to accept the minutes of the November 22, 2021, meeting of the Board of Trustees. Carried 4-0.

APPROVAL OF MINUTES

Motion by Marks, second by Dubois, to accept the minutes of the December 3, 2021, special meeting of the Board of Trustees. Carried 4-0.

Motion by Gross, second by Marks, to approve the following Operating Fund Schedule of Claims dated December 20, 2021. Carried 4-0.

SCHEDULE OF CLAIMS

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

FINANCIAL REPORTS

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

In addition to the information described in her Director's Report attached, Ms. Rosalia reported that this past week we had a septic line replaced. There was an issue with the public restrooms, and they had to go down 50 feet under the slab to replace the line. For now, everything is working properly. She reported that we are adding security to the Mastic Beach Branch during the week from 6:00pm – 6:00am as well as full time security on Friday, Saturday, and Sunday through a third-party security company. They will be using the trailer and cameras. Ms. Rosalia then reported that the tax cap will 2% this year and she is working with Chris Nowak on the budget for this year. The Director together with Wendy Gross reported that she recently attended the opening of the Bayport Blue Point Library and how exciting it was to

DIRECTOR'S REPORT

DRAFT - UNAPPROVED

see the finished project. They discussed the recent that they had a nice turnout of elected officials attend as well. There was a brief discussion about a few highlights including the learning experience, maker space and music rooms. They agreed that attending the opening and hearing all that occurred during the process provided us with many learning lessons (moving time etc.). Ms. Rosalia reported that we are moving forward with our building projects, and we are working with H2M on a color scheme and the stonework is coming along nicely at Mastic Beach. Lastly, Ms. Rosalia reported that in January 2022 Overdrive will purchase Canopy and the Overdrive app will be discontinued and Libby will be used.

The Assistant Director reported that she is working on scheduling the CPR, Narcan and AED training. The training will be partially online and the in person will still take place but will be shorter. She reported that earlier this month the Chamber of Commerce Christmas Parade took place, and the library had many staff members participate and they showed great enthusiasm. We distributed over 800 books along the parade route. The January Newsletter will be delivered this week and there are a nice mix of events being offered both in person and virtually.

ASSISTANT DIRECTOR'S REPORT

The Business Manager reported that December has been a busy month. This month the business office calculated the holiday bonus, longevity awards and part-time vacation accrual. In addition, the 1099's will be prepared in the coming weeks. Also, it is currently open enrollment for the flexible spending accounts through Paychex and NYSHIP health insurance. Mr. Nowak thanked the Board for their cooperation in setting up the separate bond referendum bank account and reported we now have new checks for that account to keep transactions segregated. Lastly he reported that there is an uptick in COVID-19 cases at the library.

BUSINESS MANAGER'S REPORT

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

PERSONNEL CHANGES

1. RPZ (Reduced Pressure Zone) Room Door

Motion by Marks, second by Gross, to award contract #08-8.400 for the RPZ room door at the Moriches Branch to Metropolitan Door Industries for the total amount of \$5,900.00. Carried 4-0.

AWARDING OF BIDS AND/OR RFP'S

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2. Raised Access Flooring

a. Motion by Gross, second by Dubois, to award contract #10-10.275 for the raised access flooring at the Moriches Branch to Erector Specialists, Inc. for the total amount of \$116,500.00 (base bid plus alternate #1a), with the option to accept additional alternates at a later date. Carried 4-0.

b. Motion by Gross, second by Dubois, to award contract #10-10.275 for the raised access flooring at the Mastic Beach Branch to Erector Specialists, Inc. for the total amount of \$61,100.00 (base bid plus alternate #1a), with the option to accept additional alternates at a later date. Carried 4-0.

3. Spray Foam Insulation

Motion by Marks, second by Dubois, to award contract #07-7.500 for spray foam at the Mastic Beach Branch to Island Diversified, Inc. for the total amount of \$17,450.00. Carried 4-0.

4. Preferred Construction

Motion by Gross, second by Dubois, to approve the change order to contract #06-6.100 to allow for fire treated lumber at the Moriches Branch at a cost of \$23,612.16. Carried 4-0.

POLICIES

1. Long Range Plan

Motion by Gross, second by Dubois, to approve the long-range plan of the Mastics-Moriches-Shirley Community Library as presented. Carried 4-0.

2. Telecommuting Policy

Motion by Marks, second by Dubois, to approve the telecommuting policy of the Mastics-Moriches-Shirley Community Library as presented. Carried 4-0.

Motion by Marks, second by Gross, to approve the data imaging services agreement with the New York State Industries for the Disabled, Inc. (NYSID) at an estimated cost of \$127,455. Carried 4-0.

CONTRACTS/ RENEWALS

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Motion by Marks, second by Gross, to move into Executive Session at 7:26 pm to discuss a contractual issue. Carried 4-0.

**EXECUTIVE
SESSION**

Motion by Dubois, second by Gross, to leave Executive Session at 9:01 pm. Carried 4-0.

Motion by Gross, second by Dubois, to adjourn the meeting at 9:01 pm. Carried 4-0.

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber, Secretary

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MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF JANUARY 6, 2022

SPECIAL BOARD MEETING

Trustee Maiorana called the meeting to order at 8:09 am.

CALL TO ORDER

Present were Trustees Maiorana, Dubois, Gross, Furnari and Marks, Director Rosalia, Assistant Director D'Amato and Business Manager Nowak. Rick Weidersum of H2M Architects attended as a guest and Chris Barletta of Sandpebble, and Victor Canseco of Sandpebble attended via video call.

PRESENT

Motion by Furnari, second by Dubois, to move into Executive Session at 8:09 am to discuss a contractual issue. Carried 5-0.

**EXECUTIVE
SESSION**

Motion by Gross, second by Dubois, to leave Executive Session at 9:42 am. Carried 5-0.

“NO motions were made after exiting executive session.”

Motion by Furnari, second by Dubois, to adjourn the meeting at 9:42 am. Carried 5-0.

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber, Secretary

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

OPERATING FUNDS FINANCIAL REPORTS

(PROFIT & LOSS OVERVIEW AND OPERATING ACCOUNTS)

DECEMBER 2021

PREPARED & SUBMITTED BY:

**CHRISTOPHER NOWAK
BUSINESS MANAGER**

MMSCL
Operating Funds Monthly Report
December 2021

PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
MONEY MARKET	\$ 371,699.61	\$ 717,865.73	\$ 596,526.38	\$ 18.10	\$ 493,057.06
CREDIT CARD M.M.	\$ 416,748.65	\$ 912.89	\$ 412,513.93	\$ 11.01	\$ 5,158.62
OPERATING	\$ 1,003,512.38	\$ 621,192.22	\$ 1,239,793.24	\$ 48.24	\$ 384,959.60
PAYROLL	\$ 27,022.63	\$ 387,680.96	\$ 319,543.51	\$ -	\$ 95,160.08
BOND REFERENDUM	\$ -	\$ 11,443,051.87	\$ 365,102.07	\$ 905.92	\$ 11,078,855.72
					\$ 12,057,191.08

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:				<u>\$ 12,071,541.08</u>

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

CAPITAL FUND FINANCIAL REPORT

DECEMBER 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		\$ 17,449,534.89	\$ 566.29	\$ 12,043,051.87	\$ 5,407,049.31
January-22					
February-22					
March-22					
April-22					
May-22					
June-22					
				Grand Total :	\$ 5,407,049.31

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

	TOTAL									
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jul - Dec 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	0.00	9,578,000.00	-9,578,000.00	0.0%
2082 · FINES AND FEES	258.68	343.62	324.48	343.76	247.55	207.16	1,725.25	1,000.00	725.25	172.53%
2360 · CONTRACTS WITH OTHER LIBR.	217,193.16	0.00	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	66.54	3,145.06	18,000.00	-14,854.94	17.47%
2650 · SALES OF EXCESS MATERIAL	172.00	80.00	25.00	15.00	31.00	6.00	329.00			
2670 · SALES OF BOOKS	0.00	349.19	0.00	0.00	176.84	0.00	526.03			
2690 · OTHER COMPENSATION	0.00	0.00	8.50	0.00	2.25	0.00	10.75			
2701 · REFUNDS	0.00	14.74	0.00	0.00	0.00	0.00	14.74			
2705 · GIFTS AND DONATIONS	11.35	1.06	7.06	0.50	20.00	106.00	145.97			
2760 · SYSTEM & STATE AID	0.00	12,817.00	0.00	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	0.00	14.90			
2771 · COPIER REVENUE - CONTRACT (R)	594.06	848.90	748.35	582.70	843.85	1,327.77	4,945.63	8,000.00	-3,054.37	61.82%
2771A · COPIER REVENUE - INHOUSE (N)	195.00	387.00	400.00	361.00	364.00	68.05	1,775.05			
2772 · READER-PRINTER REVENUE	0.00	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	509.85	2,589.85			
2800 · PROGRAM RECEIPTS										
2805 · Program Receipts - Adult	337.00	319.00	474.00	176.00	400.00	296.00	2,002.00			
2820 · Venue Resales	1,480.00	1,480.00	860.00	280.00	0.00	0.00	4,100.00			
2800 · PROGRAM RECEIPTS - Other	0.00	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	296.00	6,102.00	5,000.00	1,102.00	122.04%
2999 · Lost Books	231.90	27.00	89.93	0.00	39.95	31.00	419.78			
Total Income	220,653.23	18,153.21	4,793.19	2,641.95	2,894.22	2,618.37	251,754.17	9,828,000.00	-9,576,245.83	2.56%
Gross Profit	220,653.23	18,153.21	4,793.19	2,641.95	2,894.22	2,618.37	251,754.17	9,828,000.00	-9,576,245.83	2.56%
Expense										
6000 · SALARIES AND WAGES										
6141 · PROFESSIONAL SALARIES										

	TOTAL									
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
6141A · PROFESSIONAL (ADULT)	38,273.13	39,240.46	39,288.52	58,629.68	39,151.32	41,224.91	255,808.02	539,441.00	-283,632.98	47.42%
6141C · PROFESSIONAL (C&P)	19,107.99	19,412.32	19,082.62	28,899.14	19,469.26	20,328.96	126,300.29	285,895.00	-159,594.71	44.18%
6141D · PROFESSIONAL (DIGITAL)	8,483.29	9,927.11	10,748.96	19,539.80	13,721.83	13,323.39	75,744.38	206,681.00	-130,936.62	36.65%
6141N · PROFESSIONAL (TEEN)	22,322.57	22,461.51	22,403.99	33,910.35	22,675.98	23,364.56	147,138.96	308,013.00	-160,874.04	47.77%
6141S · COMM SERV LIBR (SVC)	8,883.36	8,946.28	8,946.28	13,419.42	8,946.28	8,946.28	58,087.90	116,302.00	-58,214.10	49.95%
6141T · PROFESSIONAL (TECH)	9,934.36	9,867.49	9,822.70	14,828.10	9,536.06	10,205.04	64,193.75	125,383.00	-61,189.25	51.2%
Total 6141 · PROFESSIONAL SALARIES	107,004.70	109,855.17	110,293.07	169,226.49	113,500.73	117,393.14	727,273.30	1,581,715.00	-854,441.70	45.98%
6142 · CLERICAL SALARIES										
6142A · CLERICAL (ADULT)	7,121.44	7,028.23	6,548.24	9,524.24	6,665.25	6,938.08	43,825.48	150,561.00	-106,735.52	29.11%
6142C · CLERICAL (C&P)	8,317.81	10,708.48	10,778.89	17,261.00	11,080.52	11,635.29	69,781.99	144,552.00	-74,770.01	48.28%
6142D · CLERICAL (DIGITAL)	6,546.27	6,892.23	6,590.90	9,359.82	6,079.00	6,747.15	42,215.37	55,911.00	-13,695.63	75.51%
6142G · CLERICAL (GEN)	9,842.90	9,710.99	9,930.44	14,932.14	9,813.14	10,500.33	64,729.94	122,006.00	-57,276.06	53.06%
6142L · CLERICAL (LIT)	14,749.03	14,835.36	14,295.12	22,615.01	14,744.13	15,448.85	96,687.50	206,276.00	-109,588.50	46.87%
6142N · CLERICAL (TEEN)	3,217.51	2,738.24	3,435.63	4,750.65	3,444.93	5,323.72	22,910.68	52,123.00	-29,212.32	43.96%
6142R · CLERICAL (CIRC)	9,359.63	9,808.21	10,401.41	15,763.36	9,840.99	11,736.46	66,910.06	119,057.00	-52,146.94	56.2%
6142S · CLERICAL (SVC)	0.00	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	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	2,308.65	11,626.87	24,315.00	-12,688.13	47.82%
Total 6142 · CLERICAL SALARIES	60,887.60	63,431.99	63,669.37	96,793.91	63,266.49	70,638.53	418,687.89	906,176.00	-487,488.11	46.2%
6143 · PAGE SALARIES										
6143A · PAGE (ADULT)	8,655.47	8,571.75	9,153.52	14,257.52	9,104.07	15,125.26	64,867.59	178,869.00	-114,001.41	36.27%
6143C · PAGE (C&P)	11,458.83	11,321.17	10,414.44	15,162.78	9,884.87	12,560.87	70,802.96	145,134.00	-74,331.04	48.79%
6143L · PAGE (LIT)	753.65	881.91	509.07	1,001.00	777.00	756.00	4,678.63	9,118.00	-4,439.37	51.31%
6143N · PAGE (TEEN)	739.22	745.68	803.04	1,254.75	803.04	1,100.29	5,446.02	7,671.00	-2,224.98	71.0%
6143R · PAGE (CIRC)	1,884.58	2,258.56	1,773.57	2,939.70	2,125.91	0.00	10,982.32	40,274.00	-29,291.68	27.27%
6143T · PAGE (TECH)	0.00	0.00	179.25	770.78	440.96	0.00	1,390.99	3,188.00	-1,797.01	43.63%
Total 6143 · PAGE SALARIES	23,491.75	23,779.07	22,832.89	35,386.53	23,135.85	29,542.42	158,168.51	384,254.00	-226,085.49	41.16%
6144 · CUSTODIAL										
6144G · CUSTODIAL	17,360.96	17,259.33	17,388.70	27,731.26	18,776.08	20,278.82	118,795.15	281,938.00	-163,142.85	42.14%
Total 6144 · CUSTODIAL	17,360.96	17,259.33	17,388.70	27,731.26	18,776.08	20,278.82	118,795.15	281,938.00	-163,142.85	42.14%
6145 · SECURITY										

	TOTAL									
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
6145G · SECURITY	16,081.18	14,680.47	15,679.57	26,170.83	18,487.16	21,734.11	112,833.32	202,013.00	-89,179.68	55.85%
Total 6145 · SECURITY	16,081.18	14,680.47	15,679.57	26,170.83	18,487.16	21,734.11	112,833.32	202,013.00	-89,179.68	55.85%
6146 · TECHNICIAN										
6146W · TECHNICAL (WIRES)	7,942.72	8,016.28	7,999.33	12,794.38	8,469.06	9,464.03	54,685.80	114,988.00	-60,302.20	47.56%
Total 6146 · TECHNICIAN	7,942.72	8,016.28	7,999.33	12,794.38	8,469.06	9,464.03	54,685.80	114,988.00	-60,302.20	47.56%
6147 · ADMINISTRATIVE										
Total 6147 · ADMINISTRATIVE	31,270.20	23,702.40	23,702.40	35,553.60	23,702.40	23,702.40	161,633.40	411,411.00	-249,777.60	39.29%
Total 6000 · SALARIES AND WAGES	264,039.11	260,724.71	261,565.33	403,657.00	269,337.77	292,753.45	1,752,077.37	3,882,495.00	-2,130,417.63	45.13%
6200 · EMPLOYEE BENEFITS										
9010 · RETIREMENT	0.00	0.00	0.00	0.00	0.00	567,794.00	567,794.00	638,156.00	-70,362.00	88.97%
9030 · SOCIAL SECURITY	19,549.65	19,299.37	19,376.60	28,908.78	19,117.50	20,830.77	127,082.67	300,000.00	-172,917.33	42.36%
9040 · WORKERS' COMPENSATION	0.00	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	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	1,259.72	7,418.12	20,000.00	-12,581.88	37.09%
9060 · MEDICAL INSURANCE	68,792.87	64,326.39	64,326.39	64,092.18	65,401.26	71,604.75	398,543.84	840,000.00	-441,456.16	47.45%
Total 6200 · EMPLOYEE BENEFITS	89,523.20	84,854.90	84,932.13	94,260.68	85,778.48	661,489.24	1,100,838.63	1,864,506.00	-763,667.37	59.04%
6410A · BOOKS (ADULT)	4,000.38	2,921.65	1,881.43	872.60	1,684.40	1,517.78	12,878.24	150,000.00	-137,121.76	8.59%
6410C · BOOKS (C&P)	546.98	317.27	111.23	355.47	180.00	1,367.54	2,878.49	70,000.00	-67,121.51	4.11%
6410L · BOOKS (LIT)	0.00	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	367.61	2,021.20	22,000.00	-19,978.80	9.19%
6410T · BOOKS (TECH)	0.00	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	1,667.07	24,208.85	45,000.00	-20,791.15	53.8%
6411C · MICRO/REF CD (C&P)	397.00	478.56	7,917.01	503.08	1,438.27	1,501.52	12,235.44	15,000.00	-2,764.56	81.57%
6411N · MICRO/REF CD (TEEN)	99.25	119.63	5,513.00	125.77	1,185.81	1,327.54	8,371.00	15,000.00	-6,629.00	55.81%
6412A · RECORDINGS (ADULT)	61.46	1,432.83	27.82	262.23	93.46	169.51	2,047.31	40,000.00	-37,952.69	5.12%
6412C · RECORDINGS (C&P)	0.00	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	0.00	10,000.00	-10,000.00	0.0%
6413A · PERIODICALS (ADULT)	255.68	3.00	0.00	0.00	2,535.00	0.00	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	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	0.00	500.00	-500.00	0.0%
6413G · PERIODICALS (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%

	TOTAL									
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
6413N · PERIODICALS (TEEN)	0.00	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	0.00	150.00	-150.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	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	1,317.14	8,683.59	90,000.00	-81,316.41	9.65%
6417C · VIDEOS (C&P)	152.96	413.97	315.01	113.16	93.74	458.54	1,547.38	15,000.00	-13,452.62	10.32%
6417L · VIDEOS (LIT)	0.00	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	197.72	2,294.35	6,000.00	-3,705.65	38.24%
6419G · SOFTWARE (GEN)	1,127.06	7,327.94	2,727.06	4,928.06	9,888.36	1,875.39	27,873.87	25,000.00	2,873.87	111.5%
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6419T · SOFTWARE (TECH)	0.00	0.00	0.00	0.00	0.00	735.67	735.67	1,500.00	-764.33	49.05%
6419W · SOFTWARE (WIRES)	0.00	3,579.20	0.00	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	0.00	1,000.00	-1,000.00	0.0%
6429C · REALIA (C&P)	129.88	0.00	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	1,694.73	29,440.85	57,000.00	-27,559.15	51.65%
6431D · TELECOMMUNICATIONS	3,642.32	3,642.32	-6,257.68	3,639.81	944.81	4,427.77	10,039.35	57,500.00	-47,460.65	17.46%
6432G · CARTAGE	285.00	285.00	0.00	570.00	285.00	285.00	1,710.00	3,420.00	-1,710.00	50.0%
6433G · POSTAGE	2,376.25	2,671.74	2,393.92	3,005.09	2,533.00	2,783.00	15,763.00	52,000.00	-36,237.00	30.31%
6434A · PRINTING (ADULT)	0.00	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	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	7,021.00	46,250.00	70,000.00	-23,750.00	66.07%
6434L · PRINTING (LIT)	0.00	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	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	0.00	3,000.00	-3,000.00	0.0%
6434S · PRINTING (COMM SRV)	470.00	0.00	0.00	640.00	0.00	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	0.00	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	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	1,413.26	3,480.51	25,000.00	-21,519.49	13.92%
6435Dig · CED, CONF & TRAVEL (DIGITAL)	0.00	0.00	170.00	0.00	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	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	117.44	566.09	5,000.00	-4,433.91	11.32%
6435N · CED, CONF & TRAVEL (TEEN)	0.00	0.00	0.00	24.95	0.00	0.00	24.95	8,500.00	-8,475.05	0.29%

	TOTAL									
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
6435R · CED, CONF & TRAVEL (CIRC)	0.00	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	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	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	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	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	4,067.00	3,276.36	4,945.96	26,656.70	66,000.00	-39,343.30	40.39%
6437C · PROGRAMS (C&P)	4,154.96	5,029.21	2,950.99	8,642.38	1,904.21	4,067.00	26,748.75	105,000.00	-78,251.25	25.48%
6437D · PROGRAMS (DIGITAL)	1,131.09	1,139.29	1,578.15	1,119.30	74.35	2,106.62	7,148.80	10,000.00	-2,851.20	71.49%
6437L · PROGRAMS (LIT)	455.96	7,161.59	52.00	4,451.63	8,123.29	5,419.88	25,664.35	85,000.00	-59,335.65	30.19%
6437N · PROGRAMS (TEEN)	2,614.48	2,096.91	1,268.41	1,677.53	1,791.41	1,911.18	11,359.92	60,000.00	-48,640.08	18.93%
6437P · PROFESSIONAL FEES										
643760 · PLANTINGS	150.00	150.00	150.00	150.00	150.00	150.00	900.00	1,800.00	-900.00	50.0%
643765 · PROMOTION AND PUBLICITY	11,267.00	6,114.90	19,596.60	6,612.12	14,938.34	7,332.05	65,861.01	100,000.00	-34,138.99	65.86%
643770 · CONTINGENCY	0.00	0.00	0.00	0.00	24,000.00	19,275.00	43,275.00	2,500.00	40,775.00	1,731.0%
6437P01 · ACCOUNTANT/AUDITOR	0.00	0.00	0.00	0.00	350.00	0.00	350.00	17,500.00	-17,150.00	2.0%
6437P02 · AUDITOR	500.00	0.00	0.00	0.00	2,000.00	1,000.00	3,500.00	6,000.00	-2,500.00	58.33%
6437P10 · ELECTION	0.00	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	135.00	810.00	1,650.00	-840.00	49.09%
6437P12 · PAYROLL SERVICES	1,146.98	1,120.71	1,654.14	1,165.93	1,093.61	1,090.34	7,271.71	22,000.00	-14,728.29	33.05%
6437P13 · ARMORED CAR SERVICE	0.00	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	0.00	0.0%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	0.00	0.00	132.21	0.00	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	165.67	165.67	2,000.00	-1,834.33	8.28%
6437P17 · TRANSLATION SERVICES	6.50	14.00	33.50	6.50	83.42	6.50	150.42	150.00	0.42	100.28%
6437P3 · APPRAISAL SERVICES	225.00	0.00	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	31,984.16	794.00	62,462.71	73,995.00	-11,532.29	84.42%
6437P5 · BACKFLOW INSPECTION	0.00	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	0.00	330.00	400.00	-70.00	82.5%
6437P9 · EAP	7,650.00	0.00	0.00	0.00	0.00	0.00	7,650.00	7,650.00	0.00	100.0%
Total 6437P · PROFESSIONAL FEES	35,375.89	10,246.27	27,709.36	15,069.12	74,734.53	29,948.56	193,083.73	248,795.00	-55,711.27	77.61%
6438 · DUES	0.00	0.00	1,135.00	0.00	180.00	0.00	1,315.00	4,500.00	-3,185.00	29.22%

	TOTAL									
	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
6439A · EQUIPMENT R & M (ADULT)	0.00	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	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	3,382.83	18,971.06	65,000.00	-46,028.94	29.19%
6439N · EQUIPMENT R & M (TEEN)	0.00	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	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	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	6,206.98	14,749.94	20,000.00	-5,250.06	73.75%
6450E · ELECTRICITY	17,025.44	16,811.36	19,144.99	15,673.58	10,692.80	9,687.51	89,035.68	136,500.00	-47,464.32	65.23%
6450F · FUEL/GAS	282.85	297.41	436.93	1,308.96	117.77	4,303.67	6,747.59	18,000.00	-11,252.41	37.49%
6450W · WATER	0.00	468.99	0.00	602.40	362.23	0.00	1,433.62	1,275.00	158.62	112.44%
6451G · CUSTODIAL SUPPLIES	543.53	647.71	548.91	527.01	722.31	702.82	3,692.29	30,009.00	-26,316.71	12.3%
6452G · BLDG ALTERATION AND MAINT	5,022.50	13,877.00	6,441.17	5,830.66	6,839.00	13,869.06	51,879.39	82,000.00	-30,120.61	63.27%
6454 · INSURANCE	74,833.26	-8,459.85	0.00	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	22.01	1,206.72	0.00	1,206.72	100.0%
6700 · TAN INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
69800 · Uncategorized Expenses										
6990 · BRANCH Operations	0.00	1,552.12	0.00	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	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	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	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	0.00	2,500.00	-2,500.00	0.0%
7203G · EQUIPMENT BUS OFF	0.00	0.00	0.00	0.00	0.00	6,000.00	6,000.00	7,500.00	-1,500.00	80.0%
7203N · EQUIPMENT TEEN	0.00	0.00	0.00	0.00	354.12	0.00	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	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	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	777.55	15,444.93	175,000.00	-159,555.07	8.83%
Total 7203 · EQUIPMENT - Capital Purchases	5,348.97	588.02	7,837.68	892.71	354.12	6,777.55	21,799.05	1,032,000.00	-1,010,200.95	2.11%
Total Expense	555,245.19	455,421.49	425,836.54	607,302.26	507,593.15	1,077,839.55	3,629,238.18	9,828,000.00	-6,198,761.82	36.93%
Net Ordinary Income	-334,591.96	-437,268.28	-421,043.35	-604,660.31	-504,698.93	-1,075,221.18	-3,377,484.01	0.00	-3,377,484.01	100.0%
Other Income/Expense										

							TOTAL		
							Budget	\$ Over Budget	% of Budget
Other Expense									
7500 · BUILDING IMPROVEMENTS	268,402.28	263,549.38	345,622.98	540,942.49	383,976.35	689,256.57	2,491,750.05		
7900 · TRANSFER TO/(FROM) CAPITAL FUND	0.00	0.00	0.00	0.00	11,443,051.87	-12,043,051.87	-600,000.00		
Total Other Expense	268,402.28	263,549.38	345,622.98	540,942.49	11,827,028.22	-11,353,795.30	1,891,750.05		
Net Other Income	-268,402.28	-263,549.38	-345,622.98	-540,942.49	-11,827,028.22	11,353,795.30	-1,891,750.05	0.00	-1,891,750.05 100.0%
Net Income	-602,994.24	-700,817.66	-766,666.33	-1,145,602.80	-12,331,727.15	10,278,574.12	-5,269,234.06	0.00	-5,269,234.06 100.0%

SCHEDULE OF CLAIMS

PRESENTED JANUARY 24, 2022

PREPAY PAYABLES WARRANT #1		\$	29,670.04
PAYABLES WARRANT #2		\$	825,828.95
PAYROLL WARRANT W.E.	12/24/2021	\$	138,219.56
PAYROLL BENEFITS WARRANT		\$	88,079.93
PAYROLL WARRANT W.E.	1/4/2022	\$	124,831.75
PAYROLL BENEFITS WARRANT		\$	9,187.16
PAYROLL WARRANT W.E.	1/18/2022	\$	132,931.56
PAYROLL BENEFITS WARRANT		\$	87,851.79
	Total	\$	1,436,600.74

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

Secretary

Mastics Moriches Shirley Community Library
JANUARY 24, 2022
PREPAY WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63849	12/21/2021	Optimum / Cablevision	L0225 · FLUSHING BANK - OPERATING	
	Bill	121621--011522	12/17/2021		6431D · TELECOMMUNICATIONS	\$ (791.35)
TOTAL						\$ (791.35)
	Bill Pmt -Check	63850	12/21/2021	American Express	L0225 · FLUSHING BANK - OPERATING	
	Bill	121421	12/14/2021		6419G · SOFTWARE (GEN)	\$ (281.57)
					6430G · OFFICE AND LIBRARY SUPPLIES	\$ (574.47)
					6433G · POSTAGE	\$ (15.91)
					6435D · CED, CONF & TRAVEL (ADM)	\$ (641.69)
					643765 · PROMOTION AND PUBLICITY	\$ (165.36)
					6437N · PROGRAMS (TEEN)	\$ (33.67)
					6450F · FUEL/GAS	\$ (35.26)
TOTAL						\$ (1,747.93)
	Bill Pmt -Check	63851	12/22/2021	Postmaster MasticBeach	L0225 · FLUSHING BANK - OPERATING	
	Bill	NL012022	12/22/2021		6433G · POSTAGE	\$ (2,162.70)
TOTAL						\$ (2,162.70)
	Bill Pmt -Check	63852	12/22/2021	PSEG -- NeighborhoodRdMasticBeach	L0225 · FLUSHING BANK - OPERATING	
	Bill	11/15--12/15 act3531	12/15/2021		6450E · ELECTRICITY	\$ (63.90)
TOTAL						\$ (63.90)
	Bill Pmt -Check	63853	01/04/2022	Home Depot Credit Services	L0225 · FLUSHING BANK - OPERATING	
	Bill	122021	12/20/2021		6451G · CUSTODIAL SUPPLIES	\$ (26.90)
TOTAL						\$ (26.90)

Mastics Moriches Shirley Community Library
JANUARY 24, 2022
PREPAY WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63854	01/04/2022	Optimum / Cablevision	L0225 · FLUSHING BANK - OPERATING	
	Bill	122321--012222	12/23/2021		6431D · TELECOMMUNICATIONS	\$ (153.46)
TOTAL						\$ (153.46)
	Bill Pmt -Check	63855	01/04/2022	PSEG -- NeighborhoodRdMasticBeach	L0225 · FLUSHING BANK - OPERATING	
	Bill	1115--1215act 3541	12/23/2021		6450E · ELECTRICITY	\$ (586.11)
TOTAL						\$ (586.11)
	Bill Pmt -Check	63856	01/04/2022	Quadient Finance USA, Inc. -- pstg refill	L0225 · FLUSHING BANK - OPERATING	
	Bill	1109,1209/21 refill	12/15/2021		6433G · POSTAGE	\$ (600.00)
TOTAL						\$ (600.00)
	Bill Pmt -Check	63857	01/04/2022	T-Mobile	L0225 · FLUSHING BANK - OPERATING	
	Bill	122321	12/23/2021		6437D · PROGRAMS (DIGITAL)	\$ (987.32)
TOTAL						\$ (987.32)
	Bill Pmt -Check	63858	01/04/2022	Xerox Financial Services	L0225 · FLUSHING BANK - OPERATING	
	Bill	2975365	12/12/2021		6439G · EQUIPMENT R & M (GEN)	\$ (2,636.62)
TOTAL						\$ (2,636.62)
	Bill Pmt -Check	63859	01/06/2022	Amazon.com	L0225 · FLUSHING BANK - OPERATING	
	Bill	121021	12/10/2021		6410A · BOOKS (ADULT)	\$ (79.35)
					6410C · BOOKS (C&P)	\$ (27.93)
					6417C · VIDEOS (C&P)	\$ (244.32)

Mastics Moriches Shirley Community Library
JANUARY 24, 2022
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
				6417N · VIDEOS (TEEN)	\$ (197.72)
				6437A · PROGRAMS (ADULT)	\$ (112.96)
				6437C · PROGRAMS (C&P)	\$ (99.99)
				6437N · PROGRAMS (TEEN)	\$ (222.64)
				7203W · EQUIPMENT WIRE	\$ (777.55)
TOTAL					<u>\$ (1,762.46)</u>
Bill Pmt -Check	63860	01/13/2022	AmTrust North America	L0225 · FLUSHING BANK - OPERATING	
Bill	WrksCmp61320 FnlPrem	01/13/2022		9040 · WORKERS' COMPENSATION	\$ (3,329.00)
TOTAL					<u>\$ (3,329.00)</u>
Bill Pmt -Check	63861	01/14/2022	Sam's Club	L0225 · FLUSHING BANK - OPERATING	
Bill	12/09/21--01/08/22	01/08/2022		6438 · DUES	\$ (45.00)
				6435D · CED, CONF & TRAVEL (ADM)	\$ (135.41)
TOTAL					<u>\$ (180.41)</u>
Bill Pmt -Check	63862	01/14/2022	National Grid	L0225 · FLUSHING BANK - OPERATING	
Bill	11/30--12/29/21	12/29/2021		6450F · FUEL/GAS	\$ (2,314.44)
TOTAL					<u>\$ (2,314.44)</u>
Bill Pmt -Check	63863	01/19/2022	Optimum / Cablevision	L0225 · FLUSHING BANK - OPERATING	
Bill	01/16--02/15/22	12/16/2021		6431D · TELECOMMUNICATIONS	\$ (787.96)
TOTAL					<u>\$ (787.96)</u>

Mastics Moriches Shirley Community Library
JANUARY 24, 2022
PREPAY WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63864	01/19/2022	PSEG	L0225 · FLUSHING BANK - OPERATING	
	Bill	12/06/21--01/06/22	01/06/2022		6450E · ELECTRICITY	\$ (8,195.88)
TOTAL						\$ (8,195.88)
	Bill Pmt -Check	63865	01/20/2022	Postmaster MasticBeach	L0225 · FLUSHING BANK - OPERATING	
	Bill	NL022022	01/20/2022		6433G · POSTAGE	\$ (2,157.25)
TOTAL						\$ (2,157.25)
	Bill Pmt -Check	63866	01/20/2022	Amazon.com	L0225 · FLUSHING BANK - OPERATING	
	Bill	01102022	01/10/2022		6410A · BOOKS (ADULT)	\$ (80.92)
					6410N · BOOKS (TEEN)	\$ (34.69)
					6417A · VIDEOS (ADULT)	\$ (247.11)
					6417N · VIDEOS (TEEN)	\$ (147.46)
					6430G · OFFICE AND LIBRARY SUPPLIES	\$ (11.67)
					6437A · PROGRAMS (ADULT)	\$ (91.77)
					6437L · PROGRAMS (LIT)	\$ (60.91)
					6437N · PROGRAMS (TEEN)	\$ (114.75)
					6451G · CUSTODIAL SUPPLIES	\$ (397.07)
TOTAL						\$ (1,186.35)

I hereby certify that at a meeting on January 24, 2022
the above vouchers were approved and authorized.

Signed: _____

\$ (29,670.04)

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63867	01/24/2022	Advanced Plant Care, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	26875	01/01/2022		643760 · PLANTINGS	-150.00
TOTAL						-150.00
	Bill Pmt -Check	63868	01/24/2022	Ashton, Ruth	L0225 · FLUSHING BANK - OPERATING	
	Bill	122021	12/20/2021		6437C · PROGRAMS (C&P)	-30.00
TOTAL						-30.00
	Bill Pmt -Check	63869	01/24/2022	Baker & Taylor	L0225 · FLUSHING BANK - OPERATING	
	Bill	5017372702	12/10/2021		6410N · BOOKS (TEEN)	-78.32
	Bill	5017395903	12/14/2021		6410A · BOOKS (ADULT)	-473.69
	Bill	5017425521	12/21/2021		6410A · BOOKS (ADULT)	-560.21
	Bill	5017399776	12/30/2021		6410N · BOOKS (TEEN)	-289.29
	Bill	5017399490	01/04/2022		6410A · BOOKS (ADULT)	-605.72
	Bill	5017435995	01/13/2022		6410A · BOOKS (ADULT)	-341.48
	Bill	5017450549	01/14/2022		6410A · BOOKS (ADULT)	-567.59
TOTAL						-2,916.30
	Bill Pmt -Check	63870	01/24/2022	Bleidner, Gloria	L0225 · FLUSHING BANK - OPERATING	
	Bill	011222	01/12/2022		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	63871	01/24/2022	Book Page	L0225 · FLUSHING BANK - OPERATING	
	Bill	S577101yr 2/22-01/23	01/04/2022		6413A · PERIODICALS (ADULT)	-648.00
TOTAL						-648.00

Mastics Moriches Shirley Community Library
JANUARY 24, 2022
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63872	01/24/2022	Bug Free Exterminating Co., Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	2375571-MT	01/19/2022		6452G · BLDG ALTERATION AND MAINT	-95.00
TOTAL						-95.00
	Bill Pmt -Check	63873	01/24/2022	CALLAHEAD	L0225 · FLUSHING BANK - OPERATING	
	Bill	A-1597089	12/17/2021		7500 · BUILDING IMPROVEMENTS	-474.00
TOTAL						-474.00
	Bill Pmt -Check	63874	01/24/2022	CALLAHEAD	L0225 · FLUSHING BANK - OPERATING	
	Bill	A-1597254	12/17/2021		7500 · BUILDING IMPROVEMENTS	-498.00
TOTAL						-498.00
	Bill Pmt -Check	63875	01/24/2022	Carco Group, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	883558	12/31/2021		6437P16 · STAFF BACKGROUND SCREEN	-165.67
TOTAL						-165.67
	Bill Pmt -Check	63876	01/24/2022	Carter, Kathleen M.	L0225 · FLUSHING BANK - OPERATING	
	Bill	121621	12/16/2021		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						-150.00
	Bill Pmt -Check	63877	01/24/2022	Cassone Leasing, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	932938	01/01/2022		7500 · BUILDING IMPROVEMENTS	-485.00
TOTAL						-485.00

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63878	01/24/2022	Cassone Leasing, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	933400	01/01/2022		7500 · BUILDING IMPROVEMENTS	-450.00
TOTAL						-450.00
	Bill Pmt -Check	63879	01/24/2022	Cayea, Michele	L0225 · FLUSHING BANK - OPERATING	
	Bill	011122	01/11/2022		6437A · PROGRAMS (ADULT)	-300.00
TOTAL						-300.00
	Bill Pmt -Check	63880	01/24/2022	Center Moriches Free Public Library	L0225 · FLUSHING BANK - OPERATING	
	Bill	121721	12/17/2021		6417A · VIDEOS (ADULT)	-14.99
TOTAL						-14.99
	Bill Pmt -Check	63881	01/24/2022	Colonial Youth & Family Services Inc	L0225 · FLUSHING BANK - OPERATING	
	Bill	122121	12/21/2021		6437A · PROGRAMS (ADULT)	-45.00
	Bill	010422	01/04/2022		6437A · PROGRAMS (ADULT)	-60.00
	Bill	011122	01/11/2022		6437A · PROGRAMS (ADULT)	-60.00
	Bill	011822	01/18/2022		6437A · PROGRAMS (ADULT)	-60.00
TOTAL						-225.00
	Bill Pmt -Check	63882	01/24/2022	Colson, Doris J.	L0225 · FLUSHING BANK - OPERATING	
	Bill	121521	12/15/2021		6437L · PROGRAMS (LIT)	-240.00
TOTAL						-240.00

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63883	01/24/2022	Community Family Literacy Project, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	Jul-Dec2021 bagReimb	01/04/2022		2650 · SALES OF EXCESS MATERIAL	-23.00
TOTAL						-23.00
	Bill Pmt -Check	63884	01/24/2022	Voided -- Check Print Error	L0225 · FLUSHING BANK - OPERATING	
	Bill	01212022	01/21/2022		L0500 · CSEA UNION DUES	0.00
TOTAL						0.00
	Bill Pmt -Check	63885	01/24/2022	Cueva, Daniel S.	L0225 · FLUSHING BANK - OPERATING	
	Bill	120921	12/09/2021		6437L · PROGRAMS (LIT)	-60.00
TOTAL						-60.00
	Bill Pmt -Check	63886	01/24/2022	Currao-McAleavey, Carmella	L0225 · FLUSHING BANK - OPERATING	
	Bill	011322 adult	01/13/2022		6437A · PROGRAMS (ADULT)	-100.00
	Bill	011322 teens	01/13/2022		6437N · PROGRAMS (TEEN)	-100.00
TOTAL						-200.00
	Bill Pmt -Check	63887	01/24/2022	Davis, Lindsay - staff	L0225 · FLUSHING BANK - OPERATING	
	Bill	121321	12/13/2021		6435L · CED, CONF & TRAVEL (LIT)	-48.16
TOTAL						-48.16
	Bill Pmt -Check	63888	01/24/2022	Deer Park Public Library	L0225 · FLUSHING BANK - OPERATING	
	Bill	122821	12/28/2021		6410C · BOOKS (C&P)	-28.93
TOTAL						-28.93

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63889	01/24/2022	Del Rio, Donika	L0225 · FLUSHING BANK - OPERATING	
	Bill	122021	12/20/2021		6437L · PROGRAMS (LIT)	-570.00
TOTAL						-570.00
	Bill Pmt -Check	63890	01/24/2022	Demco	L0225 · FLUSHING BANK - OPERATING	
	Bill	7053691	12/10/2021		6410C · BOOKS (C&P)	-187.77
	Bill	7056432	12/16/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-68.36
TOTAL						-256.13
	Bill Pmt -Check	63891	01/24/2022	Discount School Supply	L0225 · FLUSHING BANK - OPERATING	
	Bill	W76817520101	01/06/2022		6437L · PROGRAMS (LIT)	-39.51
TOTAL						-39.51
	Bill Pmt -Check	63892	01/24/2022	Displays2Go	L0225 · FLUSHING BANK - OPERATING	
	Bill	PSI1544548 org6/2/20	01/05/2022		6434G · PRINTING (GEN)	-462.80
TOTAL						-462.80
	Bill Pmt -Check	1010	01/24/2022	Dynaire LLC	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	Application No 002	01/03/2022		7500 · BUILDING IMPROVEMENTS	-75,715.00
TOTAL						-75,715.00
	Bill Pmt -Check	1011	01/24/2022	Dynaire LLC	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	Application No 001	01/03/2022		7500 · BUILDING IMPROVEMENTS	-20,425.00
TOTAL						-20,425.00

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63893	01/24/2022	ECM Consulting and Marketing	L0225 · FLUSHING BANK - OPERATING	
	Bill	1113	12/22/2021		643765 · PROMOTION AND PUBLICITY	-3,000.00
TOTAL						-3,000.00
	Bill Pmt -Check	63894	01/24/2022	Electronic Alarm Systems	L0225 · FLUSHING BANK - OPERATING	
	Bill	R47916	01/01/2022		6452G · BLDG ALTERATION AND MAINT	-67.50
TOTAL						-67.50
	Bill Pmt -Check	63895	01/24/2022	Fattizzo, Vincent -- Staff	L0225 · FLUSHING BANK - OPERATING	
	Bill	111921	12/20/2021		6435L · CED, CONF & TRAVEL (LIT)	-19.38
TOTAL						-19.38
	Bill Pmt -Check	63896	01/24/2022	Fennell, Amanda	L0225 · FLUSHING BANK - OPERATING	
	Bill	120621	12/06/2021		6437C · PROGRAMS (C&P)	-275.00
TOTAL						-275.00
	Bill Pmt -Check	63897	01/24/2022	Fuentes, Rosa E.	L0225 · FLUSHING BANK - OPERATING	
	Bill	010622	01/06/2022		6437L · PROGRAMS (LIT)	-561.00
TOTAL						-561.00
	Bill Pmt -Check	63898	01/24/2022	Gaetano's Pizza Inc. -- Nino's Pizza	L0225 · FLUSHING BANK - OPERATING	
	Bill	Dec 2021	01/01/2022		6435L · CED, CONF & TRAVEL (LIT)	-40.95
					6437N · PROGRAMS (TEEN)	-64.00
TOTAL						-104.95

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63899	01/24/2022	Galvez Moreno, Viodelda S.	L0225 · FLUSHING BANK - OPERATING	
	Bill	121521	12/15/2021		6437L · PROGRAMS (LIT)	-240.00
TOTAL						-240.00
	Bill Pmt -Check	63900	01/24/2022	Gordan, Amy	L0225 · FLUSHING BANK - OPERATING	
	Bill	121421	12/14/2021		6437C · PROGRAMS (C&P)	-1,200.00
TOTAL						-1,200.00
	Bill Pmt -Check	63901	01/24/2022	Grama Gabriella	L0225 · FLUSHING BANK - OPERATING	
	Bill	122121	12/21/2021		6437A · PROGRAMS (ADULT)	-270.00
TOTAL						-270.00
	Bill Pmt -Check	63902	01/24/2022	Heidrich Landscaping Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	5669 2021-22contract	01/10/2022		6452G · BLDG ALTERATION AND MAINT	-7,150.00
TOTAL						-7,150.00
	Bill Pmt -Check	63903	01/24/2022	Ingram Library Services	L0225 · FLUSHING BANK - OPERATING	
	Bill	67396357	12/07/2021		6410C · BOOKS (C&P)	-71.87
	Bill	67397264	12/08/2021		6410C · BOOKS (C&P)	-17.14
	Bill	67407034	12/28/2021		6410C · BOOKS (C&P)	-122.41
TOTAL						-211.42

Mastics Moriches Shirley Community Library
JANUARY 24, 2022
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63904	01/24/2022	Island Elevator Inc	L0225 · FLUSHING BANK - OPERATING	
	Bill	45907	01/01/2022		6452G · BLDG ALTERATION AND MAINT	-427.00
TOTAL						-427.00
	Bill Pmt -Check	63905	01/24/2022	JanWay Company USA, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	139566	01/07/2022		6430G · OFFICE AND LIBRARY SUPPLIES	-1,296.33
TOTAL						-1,296.33
	Bill Pmt -Check	63906	01/24/2022	Jerva, Zoe	L0225 · FLUSHING BANK - OPERATING	
	Bill	121721	12/17/2021		6437L · PROGRAMS (LIT)	-119.00
TOTAL						-119.00
	Bill Pmt -Check	63907	01/24/2022	Jimenez, Alicia	L0225 · FLUSHING BANK - OPERATING	
	Bill	121521	12/15/2021		6437L · PROGRAMS (LIT)	-240.00
TOTAL						-240.00
	Bill Pmt -Check	63908	01/24/2022	Joseph A. Schiano, CPA, P.C.	L0225 · FLUSHING BANK - OPERATING	
	Bill	2021-200	12/30/2021		6437P02 · AUDITOR	-1,000.00
TOTAL						-1,000.00
	Bill Pmt -Check	63909	01/24/2022	Joseph, Laura	L0225 · FLUSHING BANK - OPERATING	
	Bill	011022	01/10/2022		6437N · PROGRAMS (TEEN)	-150.00
TOTAL						-150.00

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63910	01/24/2022	Kanopy Inc	L0225 · FLUSHING BANK - OPERATING	
	Bill	277307-PPU	12/31/2021		6417A · VIDEOS (ADULT)	-256.00
					6417C · VIDEOS (C&P)	-15.00
TOTAL						-271.00
	Bill Pmt -Check	63911	01/24/2022	Karant, Roberta	L0225 · FLUSHING BANK - OPERATING	
	Bill	121521	12/15/2021		6437C · PROGRAMS (C&P)	-630.00
TOTAL						-630.00
	Bill Pmt -Check	63912	01/24/2022	Kelly-Edmunds, Anne M.	L0225 · FLUSHING BANK - OPERATING	
	Bill	120921	12/09/2021		6437A · PROGRAMS (ADULT)	-150.00
	Bill	011322	01/13/2022		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						-300.00
	Bill Pmt -Check	63913	01/24/2022	Kevin A. Seaman, Esq.	L0225 · FLUSHING BANK - OPERATING	
	Bill	01/01-06/30/22	01/01/2022		6437P4 · ATTORNEY	-8,500.00
	Bill	Jan 01 2022	01/01/2022		6437P4 · ATTORNEY	-378.00
TOTAL						-8,878.00
	Bill Pmt -Check	63914	01/24/2022	King Kullen	L0225 · FLUSHING BANK - OPERATING	
	Bill	213000696661	10/27/2021		6437A · PROGRAMS (ADULT)	-63.97
					6437N · PROGRAMS (TEEN)	-63.97
	Bill	213011326851	10/28/2021		6437C · PROGRAMS (C&P)	-49.29
	Bill	213021329151	10/29/2021		6437N · PROGRAMS (TEEN)	-29.64
	Bill	213080619841	11/04/2021		6437C · PROGRAMS (C&P)	-14.70

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill	213091342531	11/05/2021		6437D · PROGRAMS (DIGITAL)	-14.37
Bill	213131350841	11/09/2021		6437N · PROGRAMS (TEEN)	-6.78
Bill	213271376801	11/23/2021		6437N · PROGRAMS (TEEN)	-53.90
Bill	213351390301	12/01/2021		6437C · PROGRAMS (C&P)	-27.56
Bill	213431304921	12/09/2021		6437N · PROGRAMS (TEEN)	-30.96
Bill	213531326271	12/19/2021		6435D · CED, CONF & TRAVEL (ADM)	-97.83
Bill	213541209731	12/20/2021		6435D · CED, CONF & TRAVEL (ADM)	-16.76
Bill	213541326821	12/20/2021		6435D · CED, CONF & TRAVEL (ADM)	-99.98
Bill	213541328821	12/20/2021		6435D · CED, CONF & TRAVEL (ADM)	-21.75
Bill	213541209771	12/20/2021		6435D · CED, CONF & TRAVEL (ADM)	-77.94
TOTAL					-669.40
Bill Pmt -Check	63915	01/24/2022	Lamb & Barnosky, LLP	L0225 · FLUSHING BANK - OPERATING	
Bill	138973	11/30/2021		6437P4 · ATTORNEY	-2,041.66
Bill	138861	12/22/2021		6437P4 · ATTORNEY	-335.00
TOTAL					-2,376.66
Bill Pmt -Check	63916	01/24/2022	Language Line Services Inc	L0225 · FLUSHING BANK - OPERATING	
Bill	10433133	12/31/2021		6437P17 · TRANSLATION SERVICES	-6.50
TOTAL					-6.50
Bill Pmt -Check	1012	01/24/2022	Laser Industries Inc	L0229 · FLUSHING BANK - BOND Referendum	
Bill	Application 2	01/11/2022		7500 · BUILDING IMPROVEMENTS	-32,062.50
TOTAL					-32,062.50

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63917	01/24/2022	Linkedin Corporation	L0225 · FLUSHING BANK - OPERATING	
	Bill	10111438199 2022-23	01/14/2022		6410A · BOOKS (ADULT)	-13,125.00
TOTAL						-13,125.00
	Bill Pmt -Check	1013	01/24/2022	Lizardos Engineering Associates PC	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	10296.00-43674	12/16/2021		7500 · BUILDING IMPROVEMENTS	-1,208.75
TOTAL						-1,208.75
	Bill Pmt -Check	1014	01/24/2022	Lizardos Engineering Associates PC	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	10295.00-43673	12/16/2021		7500 · BUILDING IMPROVEMENTS	-2,500.00
TOTAL						-2,500.00
	Bill Pmt -Check	63918	01/24/2022	Loviglio, Stephanie Ann	L0225 · FLUSHING BANK - OPERATING	
	Bill	010822	01/08/2022		6437A · PROGRAMS (ADULT)	-250.00
TOTAL						-250.00
	Bill Pmt -Check	63919	01/24/2022	Main Street Screen Printing Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	1911	01/04/2022		6430G · OFFICE AND LIBRARY SUPPLIES	-637.00
TOTAL						-637.00
	Bill Pmt -Check	63920	01/24/2022	Maldonado, Hillary A. -- staff	L0225 · FLUSHING BANK - OPERATING	
	Bill	112421	01/11/2022		6435C · CED, CONF & TRAVEL (C&P)	-6.60
					6437C · PROGRAMS (C&P)	-98.12
TOTAL						-104.72

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63921	01/24/2022	Martinez Ackerman, Salvador	L0225 · FLUSHING BANK - OPERATING	
	Bill	121621	12/16/2021		6437L · PROGRAMS (LIT)	-180.00
TOTAL						-180.00
	Bill Pmt -Check	63922	01/24/2022	Meinhold, Cathy -- staff	L0225 · FLUSHING BANK - OPERATING	
	Bill	010522	01/05/2022		6437C · PROGRAMS (C&P)	-105.74
TOTAL						-105.74
	Bill Pmt -Check	63923	01/24/2022	Midwest Tape	L0225 · FLUSHING BANK - OPERATING	
	Bill	501378831	12/06/2021		6417C · VIDEOS (C&P)	-99.48
	Bill	501378832	12/06/2021		6417C · VIDEOS (C&P)	-74.74
	Bill	501393488	12/10/2021		6417A · VIDEOS (ADULT)	-252.10
	Bill	501393489	12/10/2021		6417A · VIDEOS (ADULT)	-117.86
	Bill	501428114	12/16/2021		6417A · VIDEOS (ADULT)	-90.17
	Bill	501428116	12/16/2021		6417A · VIDEOS (ADULT)	-224.06
	Bill	501471177	12/28/2021		6417A · VIDEOS (ADULT)	-16.44
	Bill	501471178	12/28/2021		6412A · RECORDINGS (ADULT)	-54.23
	Bill	501490814 hoopla	12/31/2021		6411A · MICRO/REF CD (ADULT)	-424.40
					6411C · MICRO/REF CD (C&P)	-339.52
					6411N · MICRO/REF CD (TEEN)	-84.88
	Bill	501501155	01/03/2022		6417A · VIDEOS (ADULT)	-59.88
	Bill	501501156	01/03/2022		6412A · RECORDINGS (ADULT)	-57.72
	Bill	501501158	01/03/2022		6417C · VIDEOS (C&P)	-60.99
	Bill	501523710	01/07/2022		6417A · VIDEOS (ADULT)	-41.34
	Bill	501523711	01/07/2022		6412A · RECORDINGS (ADULT)	-44.23
	Bill	501523713	01/07/2022		6417A · VIDEOS (ADULT)	-29.74
TOTAL						-2,071.78

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63924	01/24/2022	Migoya-Schlie, Catherine Victoria	L0225 · FLUSHING BANK - OPERATING	
	Bill	121721	12/17/2021		6437L · PROGRAMS (LIT)	-360.00
TOTAL						-360.00
	Bill Pmt -Check	63925	01/24/2022	Mininni, Patricia - staff	L0225 · FLUSHING BANK - OPERATING	
	Bill	120921	01/10/2022		6437C · PROGRAMS (C&P)	-31.25
	Bill	010422	01/10/2022		6437C · PROGRAMS (C&P)	-71.50
TOTAL						-102.75
	Bill Pmt -Check	63926	01/24/2022	Mosio, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	MOSIO-1782	12/17/2021		6419G · SOFTWARE (GEN)	-1,999.00
TOTAL						-1,999.00
	Bill Pmt -Check	63927	01/24/2022	Mziu, Ritjona	L0225 · FLUSHING BANK - OPERATING	
	Bill	010622	01/06/2022		6437L · PROGRAMS (LIT)	-431.00
TOTAL						-431.00
	Bill Pmt -Check	63928	01/24/2022	Nagel, Lauren	L0225 · FLUSHING BANK - OPERATING	
	Bill	121621	12/16/2021		6437C · PROGRAMS (C&P)	-460.00
TOTAL						-460.00
	Bill Pmt -Check	63929	01/24/2022	New Era Tech LI (ownedby Future Tech Grp)	L0225 · FLUSHING BANK - OPERATING	
	Bill	121319-LI	01/10/2022		6439W · EQUIPMENT R & M (WIRES)	-378.18
TOTAL						-378.18

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	63930	01/24/2022	O'Connell, Linda	L0225 · FLUSHING BANK - OPERATING	
Bill	121621	12/16/2021		6437A · PROGRAMS (ADULT)	-255.00
Bill	011022	01/10/2022		6437A · PROGRAMS (ADULT)	-319.00
TOTAL					-574.00
Bill Pmt -Check	63931	01/24/2022	OCLC Inc	L0225 · FLUSHING BANK - OPERATING	
Bill	1000183838 MuseumKey	12/20/2021		6437A · PROGRAMS (ADULT)	-172.00
				6437N · PROGRAMS (TEEN)	-172.00
				6437C · PROGRAMS (C&P)	-171.00
Bill	1000183833 MsmKeyILS	12/20/2021		6437A · PROGRAMS (ADULT)	-35.00
				6437N · PROGRAMS (TEEN)	-34.00
				6437C · PROGRAMS (C&P)	-34.00
TOTAL					-618.00
Bill Pmt -Check	63932	01/24/2022	Oriental Trading Company, Inc	L0225 · FLUSHING BANK - OPERATING	
Bill	714325898-01	12/30/2021		6437L · PROGRAMS (LIT)	-173.39
TOTAL					-173.39
Bill Pmt -Check	63933	01/24/2022	Paychex	L0225 · FLUSHING BANK - OPERATING	
Bill	Strmnt 24672355	01/07/2022		6437P12 · PAYROLL SERVICES	-111.12
TOTAL					-111.12

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63934	01/24/2022	Paychex of New York LLC	L0225 · FLUSHING BANK - OPERATING	
	Bill	590393	12/22/2021		6437P12 · PAYROLL SERVICES	-491.59
	Bill	590546	01/05/2022		6437P12 · PAYROLL SERVICES	-1,673.83
TOTAL						-2,165.42
	Bill Pmt -Check	63935	01/24/2022	Piper-Gebhard, Randi	L0225 · FLUSHING BANK - OPERATING	
	Bill	120921	12/09/2021		6437L · PROGRAMS (LIT)	-60.00
TOTAL						-60.00
	Bill Pmt -Check	1015	01/24/2022	Preferred Construction, Inc.	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	App 4 Masonry	01/05/2022		7500 · BUILDING IMPROVEMENTS	-43,012.50
TOTAL						-43,012.50
	Bill Pmt -Check	1016	01/24/2022	Preferred Construction, Inc.	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	App 3 RoughCarp	01/04/2022		7500 · BUILDING IMPROVEMENTS	-105,607.46
TOTAL						-105,607.46
	Bill Pmt -Check	1017	01/24/2022	Preferred Construction, Inc.	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	App 3 ExtFinish	01/04/2022		7500 · BUILDING IMPROVEMENTS	-100,225.00
TOTAL						-100,225.00
	Bill Pmt -Check	1018	01/24/2022	Preferred Construction, Inc.	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	App 1 Drywall	01/04/2022		7500 · BUILDING IMPROVEMENTS	-44,175.00
TOTAL						-44,175.00

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	1019	01/24/2022	Preferred Construction, Inc.	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	App 1 RoughCrpMorich	01/04/2022		7500 · BUILDING IMPROVEMENTS	-110,617.74
TOTAL						-110,617.74
	Bill Pmt -Check	63936	01/24/2022	Ray-Block Stationery Co. Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	IN69566	01/14/2022		6439G · EQUIPMENT R & M (GEN)	-519.17
TOTAL						-519.17
	Bill Pmt -Check	63937	01/24/2022	Rosalia, Kerri - Library Dir	L0225 · FLUSHING BANK - OPERATING	
	Bill	12/21/2021	01/10/2022		6435D · CED, CONF & TRAVEL (ADM)	-141.28
TOTAL						-141.28
	Bill Pmt -Check	63938	01/24/2022	Ruiz, Maria J.	L0225 · FLUSHING BANK - OPERATING	
	Bill	121121	12/11/2021		6437L · PROGRAMS (LIT)	-90.00
TOTAL						-90.00
	Bill Pmt -Check	1020	01/24/2022	Sandpebble Preconstruction Inc.	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	PostRef ProjReq 21	01/10/2022		7500 · BUILDING IMPROVEMENTS	-65,836.80
					7500 · BUILDING IMPROVEMENTS	-69,765.90
					7500 · BUILDING IMPROVEMENTS	-10,270.19
TOTAL						-145,872.89

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63939	01/24/2022	Searles Graphics, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	20068	12/16/2021		6434G · PRINTING (GEN)	-7,021.00
TOTAL						-7,021.00
	Bill Pmt -Check	63940	01/24/2022	Shattes, Krista	L0225 · FLUSHING BANK - OPERATING	
	Bill	121621	12/16/2021		6437A · PROGRAMS (ADULT)	-100.00
	Bill	122321	12/23/2021		6437A · PROGRAMS (ADULT)	-100.00
	Bill	123021	12/30/2021		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-300.00
	Bill Pmt -Check	63941	01/24/2022	Sievers, Sandra D.	L0225 · FLUSHING BANK - OPERATING	
	Bill	011222	01/12/2022		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	63942	01/24/2022	Smithtown Library - Nesconset	L0225 · FLUSHING BANK - OPERATING	
	Bill	010622	01/06/2022		6417A · VIDEOS (ADULT)	-27.98
TOTAL						-27.98
	Bill Pmt -Check	63943	01/24/2022	South Shore Autoworks, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	11538	12/17/2021		6439G · EQUIPMENT R & M (GEN)	-482.00
TOTAL						-482.00

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	63944	01/24/2022	South Shore Press, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	74334	12/22/2021		643765 · PROMOTION AND PUBLICITY	-3,750.00
TOTAL						-3,750.00
	Bill Pmt -Check	63945	01/24/2022	Staples Advantage	L0225 · FLUSHING BANK - OPERATING	
	Bill	8064529311	12/10/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-31.69
	Bill	8064529314	12/10/2021		6451G · CUSTODIAL SUPPLIES	-314.45
					6451G · CUSTODIAL SUPPLIES	-170.37
					6430G · OFFICE AND LIBRARY SUPPLIES	-58.11
	Bill	8064606392	12/17/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-105.16
	Bill	8064678089	12/24/2021		6451G · CUSTODIAL SUPPLIES	-17.61
					6430G · OFFICE AND LIBRARY SUPPLIES	-41.78
					6430G · OFFICE AND LIBRARY SUPPLIES	-3.62
TOTAL						-742.79
	Bill Pmt -Check	1021	01/24/2022	Strunk-Albert Engineering	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	10817	12/23/2021		7500 · BUILDING IMPROVEMENTS	-3,525.00
TOTAL						-3,525.00
	Bill Pmt -Check	1022	01/24/2022	Strunk-Albert Engineering	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	10818	12/23/2021		7500 · BUILDING IMPROVEMENTS	-3,525.00
TOTAL						-3,525.00

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	63946	01/24/2022	Suffolk Cooperative Library System	L0225 · FLUSHING BANK - OPERATING	
Bill	86401 NatlGeoKids	12/08/2021		6411C · MICRO/REF CD (C&P)	-462.00
Bill	86499	12/14/2021		6437A · PROGRAMS (ADULT)	-95.00
TOTAL					-557.00
Bill Pmt -Check	63947	01/24/2022	Suffolk Cooperative Library System - PALS	L0225 · FLUSHING BANK - OPERATING	
Bill	81331	01/01/2022		6439R · EQUIPMENT R & M (CIRC)	-10,856.74
TOTAL					-10,856.74
Bill Pmt -Check	63948	01/24/2022	Superior Waste Services of NY Inc	L0225 · FLUSHING BANK - OPERATING	
Bill	111378	12/08/2021		7500 · BUILDING IMPROVEMENTS	-580.00
Bill	111720	12/21/2021		7500 · BUILDING IMPROVEMENTS	-580.00
Bill	112095	01/06/2022		7500 · BUILDING IMPROVEMENTS	-495.00
TOTAL					-1,655.00
Bill Pmt -Check	63949	01/24/2022	Tank Me Later, LLC	L0225 · FLUSHING BANK - OPERATING	
Bill	3063	12/31/2021		6452G · BLDG ALTERATION AND MAINT	-225.00
Bill	3096	01/07/2022		6452G · BLDG ALTERATION AND MAINT	-225.00
TOTAL					-450.00
Bill Pmt -Check	63950	01/24/2022	Tend Coffee	L0225 · FLUSHING BANK - OPERATING	
Bill	4421	12/19/2021		6435D · CED, CONF & TRAVEL (ADM)	-280.00
TOTAL					-280.00

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	63951	01/24/2022	Thermal Solutions, Inc.	L0225 · FLUSHING BANK - OPERATING	
Bill	C43861 Qtr4	12/15/2021		6452G · BLDG ALTERATION AND MAINT	-2,336.25
Bill	102873	12/22/2021		6452G · BLDG ALTERATION AND MAINT	-2,760.81
TOTAL					-5,097.06
Bill Pmt -Check	1023	01/24/2022	Torino Industrial Fabrication	L0229 · FLUSHING BANK - BOND Referendum	
Bill	Application No 2	01/11/2022		7500 · BUILDING IMPROVEMENTS	-41,623.65
TOTAL					-41,623.65
Bill Pmt -Check	63952	01/24/2022	Turturici, Antonella	L0225 · FLUSHING BANK - OPERATING	
Bill	121421	12/14/2021		6437L · PROGRAMS (LIT)	-120.00
TOTAL					-120.00
Bill Pmt -Check	1024	01/24/2022	Universal Testing & Inspection Services	L0229 · FLUSHING BANK - BOND Referendum	
Bill	21-0507	01/11/2022		7500 · BUILDING IMPROVEMENTS	-475.00
TOTAL					-475.00
Bill Pmt -Check	63953	01/24/2022	Vergara, Josmary A.	L0225 · FLUSHING BANK - OPERATING	
Bill	121621	12/16/2021		6437L · PROGRAMS (LIT)	-180.00
TOTAL					-180.00

Mastics Moriches Shirley Community Library

JANUARY 24, 2022

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	63954	01/24/2022	W. B. Mason Co., Inc.	L0225 · FLUSHING BANK - OPERATING	
Bill	225808124	12/09/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-7.52
Bill	226003771	12/16/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-5.98
Bill	226039333	12/17/2021		6437L · PROGRAMS (LIT)	-7.99
Bill	226201632	12/27/2021		6430G · OFFICE AND LIBRARY SUPPLIES	-1.22
TOTAL					<u>-22.71</u>
Bill Pmt -Check	63955	01/24/2022	Wilson, Alexander B.	L0225 · FLUSHING BANK - OPERATING	
Bill	121521	12/15/2021		6437N · PROGRAMS (TEEN)	-60.00
Bill	122221	12/22/2021		6437N · PROGRAMS (TEEN)	-40.00
Bill	010522	01/05/2022		6437N · PROGRAMS (TEEN)	-40.00
Bill	011222 adults	01/12/2022		6437A · PROGRAMS (ADULT)	-400.00
Bill	011222 teens	01/12/2022		6437N · PROGRAMS (TEEN)	-40.00
TOTAL					<u>-580.00</u>
Bill Pmt -Check	63956	01/24/2022	Winters Bros. Hauling of LI, LLC	L0225 · FLUSHING BANK - OPERATING	
Bill	2430068	12/31/2021		6432G · CARTAGE	-285.00
TOTAL					<u>-285.00</u>

**I hereby certify that at a meeting on January 24, 2022
the above vouchers were approved and authorized.**

Signed:_____

-825,828.95

Mastics Moriches Shirley Community Library
December 21, 2021
Payroll Benefits Warrant

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	EFT	12/24/2021	1094 The NYS Deferred Compensation Plan	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	12242021	12/24/2021		L0173 · 457B NYS DEFERRED COMP	\$ (1,819.10)
						<u>\$ (1,819.10)</u>
	Bill Pmt -Check	EFT	12/24/2021	1114 Hartford Insurance Company	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	414280842920	12/24/2021		L0196 · LONG TER	\$ (120.00)
					9055 · DISABILTY INSURANCE	<u>\$ (1,259.72)</u>
						<u>\$ (1,379.72)</u>
	Bill Pmt -Check	EFT	12/24/2021	1099 NYS Employees' Retirement System	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	12242021	12/24/2021		L0163 · RC ERS CONTRIBUTIONS	\$ (2,356.37)
					L0161 · RL - ERS LOAN	<u>\$ (1,664.00)</u>
						<u>\$ (4,020.37)</u>
	Bill Pmt -Check	6995	12/24/2021	1095 Met Life	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	12242021	12/24/2021		L0171 · 403B MET LIFE	\$ (1,775.00)
						<u>\$ (1,775.00)</u>
	Bill Pmt -Check	6996	12/24/2021	1096 Prudential	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	12242021	12/24/2021		L0172 · 403B PRUDENTIAL	\$ (100.00)
						<u>\$ (100.00)</u>
	Bill Pmt -Check	6997	12/24/2021	1115 AFLAC	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	862374	12/24/2021		L0625 · AFLAC PRE-TAX	\$ (189.84)
					L0626 · AFLAC POST-TAX	<u>\$ (1,629.23)</u>
						<u>\$ (1,819.07)</u>
	Bill Pmt -Check	6998	12/24/2021	CSEA, Inc.	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	12242021	12/24/2021		L0500 · CSEA UNION DUES	\$ (1,433.54)
						<u>\$ (1,433.54)</u>

Mastics Moriches Shirley Community Library

December 21, 2021

Payroll Benefits Warrant

	Bill Pmt -Check	6999	12/24/2021	1098 State Of NY Department of Civil Serv	L0226 · FLUSHING BANK - PAYROLL	
	Bill	571	12/24/2021		9060 · MEDICAL INSURANCE	<u>\$ (75,733.13)</u>
TOTAL						<u>\$ (75,733.13)</u>
						\$ (88,079.93)

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
January 4, 2022
Payroll Benefits Warrant

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	EFT	01/07/2022	1094 The NYS Deferred Compensation Plan	L0226 · FLUSHING BANK - PAYROLL	
	Bill	01072022	01/07/2022		L0173 · 457B NYS DEFERRED COMP	\$ (1,454.32)
TOTAL						\$ (1,454.32)
	Bill Pmt -Check	7000	01/07/2022	1095 Met Life	L0226 · FLUSHING BANK - PAYROLL	
	Bill	01072022	01/07/2022		L0171 · 403B MET LIFE	\$ (1,775.00)
TOTAL						\$ (1,775.00)
	Bill Pmt -Check	7001	01/07/2022	1096 Prudential	L0226 · FLUSHING BANK - PAYROLL	
	Bill	01072022	01/07/2022		L0172 · 403B PRUDENTIAL	\$ (100.00)
TOTAL						\$ (100.00)
	Bill Pmt -Check	7002-7016	01/07/2022	Medicare Reimbursement Payments	L0226 · FLUSHING BANK - PAYROLL	
	Bill	01072022	01/07/2022		9060 · MEDICAL INSURANCE	\$ (4,343.73)
TOTAL						\$ (4,343.73)
	Bill Pmt -Check	7017	01/07/2022	CSEA, Inc.	L0226 · FLUSHING BANK - PAYROLL	
	Bill	01072022	01/07/2022		L0500 · CSEA UNION DUES	\$ (1,514.11)
TOTAL						\$ (1,514.11)
						\$ (9,187.16)

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
January 18, 2022
Payroll Benefits Warrant

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	EFT	01/21/2022	1094 The NYS Deferred Compensation Plan	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	01212022	01/21/2022		L0173 · 457B NYS DEFERRED COMP	\$ (1,502.03)
						<u>\$ (1,502.03)</u>
	Bill Pmt -Check	EFT	01/21/2022	1099 NYS Employees' Retirement System	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	01212022	01/21/2022		L0163 · RC ERS CONTRIBUTIONS	\$ (1,974.96)
					L0161 · RL - ERS LOAN	<u>\$ (1,664.00)</u>
						<u>\$ (3,638.96)</u>
	Bill Pmt -Check	EFT	01/21/2022	1114 Hartford Insurance Company	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	414289125355	01/21/2022		L0196 · LONG TER	\$ (120.00)
					9055 · DISABILTY INSURANCE	<u>\$ (1,259.72)</u>
						<u>\$ (1,379.72)</u>
	Bill Pmt -Check	7018	01/21/2022	1095 Met Life	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	01212022	01/21/2022		L0171 · 403B MET LIFE	\$ (1,775.00)
						<u>\$ (1,775.00)</u>
	Bill Pmt -Check	7019	01/21/2022	1096 Prudential	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	01212022	01/21/2022		L0172 · 403B PRUDENTIAL	\$ (100.00)
						<u>\$ (100.00)</u>
	Bill Pmt -Check	7020	01/21/2022	1098 State Of NY Department of Civil Serv	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	572	01/21/2022		9060 · MEDICAL INSURANCE	\$ (76,122.90)
						<u>\$ (76,122.90)</u>
	Bill Pmt -Check	7021	01/21/2022	1115 AFLAC	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	882752	01/21/2022		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
January 18, 2022
Payroll Benefits Warrant

	Bill Pmt -Check	7022	01/21/2022	CSEA, Inc.	L0226 · FLUSHING BANK - PAYROLL	
	Bill	01212022	01/21/2022		L0500 · CSEA UNION DUES	\$ (1,514.11)
TOTAL						<u>\$ (1,514.11)</u>
						\$ (87,851.79)

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

Signed: _____
Title: Secretary

January 2022

Director's Report

Facility

We have had ongoing issues with the heat on the main floor of the library. The roof-top units are 17+ years old and parts are scarce. There is a leak in the system that our HVAC contractors have not been able to locate so far. We spent a week without heat in this area. We hope the system will hold out for the winter.

I had a meeting with H2M to review color and material selections for our new facilities. We toured the new Bayport-Blue Point Library to review their furniture and finishes, and to gather ideas for our project.

Friends of the Library

We had a meeting with a few residents who are interested in establishing a Friends of the Library organization. More meetings are planned, and we look forward to seeing this group get established. Please refer any interested volunteers to Tara or me. Interested candidates have been provided sample bylaws and links to information on how to start a friend's group. I have included those documents in a folder for your review.

COVID-19

We have seen a large uptick in the number of staffers who are testing positive for COVID-19 post holidays. We are currently critically low on staff in a few departments while employees are under quarantine orders and/or recovering. While we try to move employees between departments to cover, most jobs require specific skills and training. There have been times where we considered shutting down individual departments out of necessity. We truly hope the worst is behind us.

Labor

As we read every day in the news there is a labor shortage. We are finding it increasingly difficult to attract and retain new hires in our entry level positions. Job turnover is costly as well as time consuming. A long-term strategy will be required to resolve this issue.

NYS Tax Cap

The tax cap for FY 22-23 is 2%. We are working on a draft operating budget for FY 22-23 which we will share with the Board in February.

Vacation – I will be away 1/25-2/1

[illegible]

Friends
of the
Bayport-Blue Point Public Library
Bylaws
(Revised – June 2000)

Article I
Organization Name and Purpose

Section 1: Name

The name of this organization shall be the "Friends of the Bayport-Blue Point Public Library," hereinafter "The Friends."

Section 2: Incorporation

The Friends is a not-for-profit membership corporation incorporated under the laws of New York State, with principal offices at the Bayport-Blue Point Public Library, 203 Blue Point Avenue, Blue Point, NY.

Section 3: Purpose

The purposes of the Friends are to: promote public awareness and use of the library; promote and facilitate educational, cultural and related efforts and programs within the community served by the library; and to foster and encourage donations and bequests for library purposes.

Article II
Membership, Dues, Voting Privileges

Section 1: Membership

Any person at least eighteen (18) years of age may apply for membership in the Friends, upon payment of annual dues with such application.

Memberships are INDIVIDUAL, FAMILY, SPONSOR, PATRON, ORGANIZATION, BUSINESS and LIFE. FAMILY membership confers upon all related persons residing in the same household. LIFE membership confers likewise membership upon all related persons residing within the same household. The membership categories of ORGANIZATION and BUSINESS entitle that designated group membership status.

Article 2 (continued)

Section 2: Dues

Dues are fixed by the Board, and may be of the following types:

INDIVIDUAL

FAMILY

SPONSOR

PATRON

LIFE

ORGANIZATION

BUSINESS

Membership dues received from January 1 through June 1 of any year will be accepted as annual dues for the fiscal year starting June 1.

Section 3: Voting Privileges of Members at Annual Membership Meetings

INDIVIDUAL members are entitled to one vote each.

FAMILY members are entitled to one vote for the family unit provided that the single vote will be cast by a person at least eighteen (18) years of age.

SPONSOR, PATRON and LIFE members are entitled to one vote for the family unit (that is, persons related co-resident together) provided that no person under the age of eighteen (18) may vote.

ORGANIZATION and BUSINESS members are entitled to one vote for their group.

Article III Management and Meetings

Section 1: Management

The function of management of the Friends shall be vested exclusively in a Board of Directors, elected biennially by the membership of the Friends.

Section 2: Meetings

The Board of Directors shall meet monthly except for the months of July and August, for the conduct of such business as shall be appropriately brought before the Board.

Membership meetings shall be held annually for the conduct of business such as: biennial voting for officers; the rendering of reports both fiscal and programmatic to the membership; and other such business as shall be deemed appropriate.

Article 3, Section 2 (continued)

The Membership meeting shall be held in June annually, preceded by due notice thereof at least four (4) weeks in advance of such meeting published and posted in some public place. If for any reason the Board is compelled to delay and reschedule a Membership meeting, due notice of the rescheduling shall be provided to each member in good standing relative to the change.

Section 3: Order of Business at Meetings

The President of the Board shall convene the Annual Membership Meeting. The Order of Business shall include (but may not be limited to) the following:

- Opening remarks and welcome to members and guests
- Presentation of annual fiscal and programmatic reports
- Report of the Nominating Committee (every other year)
- Acceptance of nominations from the floor
- Voting for slate(s) presented (every other year)
- Installation of new officers and remarks
- Adjournment

Regular meetings of the Board shall use the following Order of Business:

- Board assembles and meeting is convened
- Minutes of the last regular meeting are read, accepted or amended
- Treasurer's report is read, accepted or amended
- Officer and Committee reports
- Old business
- New business
- Other business
- Meeting adjourns

Article IV Officers

Section 1: Composition of the Board

Officers elected by the membership comprise the Board of this organization; no other appointed member may serve on the Board, unless hereunder provided.

The officers shall be President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

Article IV (continued)

Section 2: Terms of Office

All officers shall serve terms of two years, beginning with the biennial election of officers.

Section 3: Term Limits

Officers may run for election upon nomination and may succeed themselves without limit; except that the President shall be limited to one two-year term and may not succeed himself/herself until a further two year term has elapsed

Section 4: Conflict of Interest

No trustee or employee of the Library may hold office in this organization.

Section 5: Salaries Forbidden

No salary or other pecuniary compensation may be offered to or accepted by a member of the Board; except that authorized expenses, when properly recorded, shall be remunerated.

Section 6: Duties of Officers

The President shall convene and preside at Meetings; shall appoint ad hoc committees subject to Board approval; shall serve as ex-officio member (without vote) of all committees; shall act as liaison between the Library Director and Trustees for the Board; and shall schedule all meetings.

The Vice-President shall assist as may be requested by the President in performance of his/her duties; shall function as president in the absence or incapacity of the President.

The Corresponding Secretary receives written communications, reports the same to the Board, keeps correspondence in good order, and may initiate correspondence or reply at the direction of the Board.

The Recording Secretary writes the minutes of all Board and/or Membership meetings, keeping records in good order, and reporting the minutes at the Board meetings.

The Treasurer keeps and maintains all fiscal records, statements, bills, bank accounts, petty cash, and books for the Friends. The Treasurer shall also be responsible for current membership lists. The Treasurer shall receive and disburse funds at the direction of the Board.

Article IV (continued)

Section 7: Attendance at Meetings

As each officer is expected to play a leadership role in the Friends, it is imperative for officers to be present at all meetings; any officer absent without prior notification and consent of the Board for three consecutive meetings shall forfeit his or her office.

Section 8: Board Vacancies – how filled

If for any reason an officer is unable to serve in office, or in the event of his or her resignation, his or her office shall be deemed vacant and may be filled by vote of the Board at that time.

Article V Quorums

Section 1: Board Meetings

A quorum at a Board Meeting shall consist of three (3) members, one of whom must be the President or Vice President.

Section 2: Membership Meetings

A quorum of an Annual Membership Meeting shall be fifty-one (51) percent of the voting members present in good standing.

Article VI Voting Procedures

Section 1: Board Meeting Votes

Voting at Board Meetings shall be by show of hands, or by voice, as the presiding officer orders.

Section 2: Annual Meeting Votes

Voting at Annual Membership Meetings shall be by voice or show of hands, except that in the election of officers such election shall be by secret paper ballot.

Provision shall be made by the presiding officer to receive nominations from the floor. A person offering such nomination must be a member in good standing. Any nominee should be in attendance and should have agreed beforehand to serve.

Article VI, Section 2 (continued)

The report of the Nominating Committee may be accepted in toto in the absence of further nominations, and the presiding officer shall direct the Secretary to cast one vote to elect that slate as reported.

In the event of a contested office, the President shall use blank ballots prepared prior to the meeting, and shall appoint three (3) or more tellers to oversee the election and report ballots counted. Challenges to balloting shall be decided by the Board.

Article VII Committees

Section 1: Standing Committees

The Board may appoint a Standing Committee on Programs, to function at the direction of the Board. The Chairperson of such committee shall report to the Board the activities of the Committee.

The Board may from time to time appoint other such standing committees as may be deemed desirable.

Section 2: Ad Hoc Committees

The President may appoint ad-hoc committees with the approval of the Board. It is anticipated that, unless special circumstances pertain, such committees will be phased out as the Board directs.

Section 3: Special Committees

Biennially, not later than the regular meeting held in March, the President with Board approval shall appoint a Nominating Committee. No member of the Board may serve, except as ex-officio, on the Nominating committee.

The report of the Nominating Committee setting forth a slate of candidates for the next Election of Officers shall be returned to the Board by the regular meeting in May.

In the event that the Nominating Committee shall fail to agree upon a slate of nominees, the President shall declare the Committee discharged and form a second Nominating Committee from the membership including Board members.

Article VIII

Fiscal Controls, Audits

Section 1: Audit Committee

The President shall annually appoint an Audit Committee to review fiscal affairs of the Friends, including but not limited to review of disbursements and expenditures, current bills, records keeping, bank accounts, and related areas. The Audit Committee shall report in writing its findings and recommendations, if any, by the June meeting of the Board.

Section 2: Other Audits

Inasmuch as the Friends is subject to audit by New York State authority, the Board shall cause fiscal records to be kept in accordance with sound practice, and shall cooperate fully with any audit required by that authority.

Section 3: Disbursements

Disbursements may be made by the Treasurer with the approval of the Board in the amount and to the payee approved, except in the case of petty cash disbursements.

The Treasurer may make emergency disbursements with approval by the President and such disbursements shall be reported fully to the Board at the next regular meeting.

Article IX

Parliamentarian

In general, Roberts Rules of Order shall govern Board Meetings.

The President may appoint a Parliamentarian as needs arise, and his or her decision shall be deemed final.

Article X

Amendments to the Bylaws

Bylaws may be amended by membership vote at the Annual Membership Meeting. Proposed amendments must be submitted to the Board for review and comment not later than the next regular Board meeting prior to the scheduled Annual Meeting, and the Board may make recommendations thereon to the membership.

Voting for bylaws amendments shall be by all members in good standing present at the Annual Membership Meeting. A majority vote shall be fifty-one (51) percent of such members present.

Article XI
Disclaimer

No provision herein contained, nor in any future amendment hereto, shall be construed as in contravention of any law of the United States of America, the State of New York, or any political subdivision having jurisdiction over this organization.



Libraries Need Friends:

A Toolkit to Create Friends Groups or to
Revitalize the One You Have

Sally Gardener Reed, Executive Director, United for Libraries

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United for Libraries
109 S. 13th Street, Suite 117B
Philadelphia, PA 19107

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Direct Dial: (312) 280-2161
Fax: (215) 545-3821
Web site: www.ala.org/united
E-mail: united@ala.org

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INTRODUCTION

Libraries need Friends – it's just that simple. In fact, across America many public libraries were established through the efforts of community members who understood the value of libraries to their communities and also understood that libraries needed community support to survive. Did you know that a criterion for securing a Carnegie grant was a demonstrated commitment by members of the community to raise additional funds and support for a new library? This concept hasn't changed over the course of the past 150 years – what has changed, however, is that academic and school libraries are also beginning to understand the value of Friends and many academic and school Friends groups are thriving on campus.

If you don't have a Friends group for your library or if you are a library supporter interested in spearheading an effort to create a Friends group for your library – you've come to the right place. This special toolkit will help with the establishment of Friends groups of all types. If you already have a Friends group and are interested in increasing its membership and/or its level of activity -- read on. The second half of this toolkit will address the *Revitalization of Existing Friends Groups*.

HOW DO LIBRARIES BENEFIT FROM FRIENDS GROUPS?

How do libraries benefit from Friends groups? They benefit by the expansion of their resources to serve the public. Friends extend a library's capacity through dollar gifts, volunteer and program support, and through advocacy. Few libraries are in a position to turn away help from their supporters – in fact, even if a library were so well heeled that additional funding wasn't needed, libraries without a well developed group of Friends will find the going tough when they need to bring in additional precious funds in an increasingly competitive environment, when they need a new building, or when they need to grow their collections and services. Additionally, any library that seeks grant funding will find themselves in a much more competitive position for those grants if they can show that they receive tangible support from the very people who use and benefit from the library.

Politically, Friends are very important and effective for libraries of all types. Friends are advocates by default! Friends wouldn't be giving their time, energy and financial support to an entity they're not willing to fight for – that entity is the library. When the case needs to be made for your library, the group most able to step up to the plate is the Friends of the Library.

Every day across America, Friends are making a difference for the libraries they serve. Think about the most successful library you know and look behind the curtains. There you will almost inevitably find Friends working behind the scenes, at city hall, with the school or academic administration, and in the public at large making sure that their library is strong, relevant, and well funded!

MAKING THE DECISION TO START A FRIENDS GROUP

Though Friends groups play a wide variety of roles for their libraries, it is important in starting a Friends group that the library administration, the academic administration (if school or college), the trustees (if public), and potential Friends are in agreement about what the expectations for a Friends groups are. The library may need a Friends group, initially, for a very specific purpose such as passing a bond issue, embarking on a capital campaign, or starting a library foundation. If this very specific need is driving the first time creation of a Friends group for your library, your plans for targeting members will be in alignment with this goal. In other words, you'll be looking for key members who have marketing experience, fund raising experience, or foundation experience.

Many Friends groups of long standing initially had their roots in a very special need such as those mentioned above. Most, however, grew out of library supporters' desire to do something "tangible" for the library that means so much to them. Or, they come about because a library is slipping in its services – demands continue to increase while budgets decline. Visionary library administrators who understand both the tangible and intangible benefits of a library support group initiate the establishment of some groups themselves.

Because Friends groups tend to prioritize their roles for serving the library and focus most on their highest priorities, it's a good idea when working to establish a new Friends group that the library and the new Friends work together to decide what is needed most. What will be the Friends' mission? Think about the following possibilities:

- ☐ Fundraising
- ☐ Library promotion and marketing
- ☐ Advocacy
- ☐ Immediate need such as a new building or a major budget increase
- ☐ Creation of a library foundation
- ☐ Creation of a strong library volunteer force

Of course most Friends groups do all of these things to varying degrees based on the current need. However, without thinking about all these goals, the recruitment of members to the new Friends group won't be as effective because you won't be able to be as clear about what you are trying to accomplish as you are when you've thought about these roles and given them some priority.

GETTING STARTED

Creating a Friends group will take some time, energy and expertise. It's a good idea to do what is necessary to do it right the first time rather than rush into it, make costly mistakes, and spend months or years to come trying to convince those who may have been turned off by a haphazard approach to join the Friends group once you do have your house in order.

Here are some of the issues that will have to be addressed as you start up a new Friends group:

- ☐ Development of a core (executive) group of Friends members who will actually be doing most of the administrative work and strategic planning.
- ☐ Development of written operating agreement between Friends and Library administration outlining respective roles and authority.
- ☐ Establishment of purpose and determining priorities for service
- ☐ Development of an implementation structure that includes such committees or task forces that will help the group accomplish its yearly goals.
- ☐ Development of Organizational bylaws and establishment as a 501(c)(3) organization for the purpose of accepting tax-deductible contributions.
- ☐ Development of a dues structure.
- ☐ Development of a recruitment campaign.

Addressing the above list of objectives may seem daunting but these constitute important structural elements for a successful Friends groups. Taken one at a time, each of these components is readily achievable and addressing each of them will ensure that your new group gets off on the right foot.

Development of a Core Group (Executive Board)

A new Friends group will be established by a core group of library supporters who may well become the group's first executive board. Because there is a good deal of "up front" work to do before a membership campaign is kicked-off, it makes sense that the work is shared among a small but hard working group with a real desire to see success.

If you are a library administrator wanting to start a Friends group for your library, you would be wise to turn to those in your community or on campus who are known for their support of your library and for their ability to get things done. If you are a library patron or supporter who knows a Friends group can work to help the library increase and/or improve its services, let the library administrator know and ask him or her to join you (or offer a library staff liaison) as you work to develop a Friends group.

Set a meeting including five to ten supporters who are willing and able to bring a group to life. Go over the list of objectives above and begin to brainstorm how and who will accomplish them. Some of the objectives can be done simultaneously and some will have to be done sequentially. For example, it's obvious that the core group will have to be established before a broad-based recruitment campaign begins. The objectives listed above are ordered in a relatively sequential order and it might be best to tackle each in the order presented. For example, you can't qualify for 501(c)(3) status until you have identified your organization's structure and developed your bylaws.

The most common way a new and somewhat taxing initiative fails is from lack of sustained momentum. That's why it's important to involve those people who you know will commit for the long term as members of the core committee. It's also important to schedule bi-weekly or monthly meetings until your core group is ready to launch its first membership campaign. What you are attempting to do is important, remember that and remind your group

of that so their level of commitment stays high.

The Formal Operating Agreement Between the Friends and the Library

What? Do we really need to get it in writing, after all the Friends and the Library both have the same ultimate goal in mind – improving and enhancing the library’s service? While it’s true that you undoubtedly are focused on the same goal, how that goal is best accomplished can be and often is the road to ruin for many Friends and Libraries. The Friends, for example, may see early childhood learning as the most important public library service – and the library itself may even agree! However, that case may have been well made to the city administration and well funded whereas the library’s program budget is non-existent and the library is desperate to create programs for teenagers. Where will the Friends money go? To picture books or teen programs? Who decides?

The academic library may be in serious need of a marketing campaign to raise its profile and cache on campus but the Friends have been most successful and most interested in raising money for new computers. Should the Friends continue down their traditional path that has been so successful or channel their resources into a new, professional marketing campaign? Again, who decides?

Nothing has doomed the relationship between Friends and the Library more than misunderstandings about how the money and the time of the Friends group will be spent. Of course the best working arrangement is to ensure that both Friends and Library continue to keep one another in the loop. A Friends executive board member should always attend Trustee or Library governance meetings and library director or his/her designee should attend Friends executive board meetings. In addition, Friends should always be invited to participate in a library’s planning process. Nothing will get the Friends and the Library on the same page better than working together to design a strategic plan. When that happens, the Friends’ goals will be in alignment with those of the library greatly reducing any conflicts about how resources will be employed.

To ensure that Friends and the Library have a solid foundation for all future funding and advocacy initiatives, it’s a good idea to work out how and who will make decisions regarding the Friends efforts. The ideal agreement will involve a spirit of mutual input into the final decision. In the end, the library administration has, by policy and position, the ultimate authority to accept or reject any gift to the library.

The goal in an operating agreement should be that all Friends’ gifts (of money, time, or talent) meet exactly the highest needs of the library. An agreement that requires negotiation for all gifts offered and requested is best. In other words, the agreement might state that the Friends will work with library administration once each year in determining goals for fundraising, advocacy, and volunteer services. A model that is highly typical and works well is for the Library to submit a wish list to the Friends in priority order with strong justification for the request. The Friends may of course determine what areas of the wish list they want to support. If the once a year joint planning session has taken place, there should be no surprises in either the Library’s request or the Friends’ priorities for funding. Considerations for the operating agreement should include:

- ☐ How will the Friends be incorporated into the library’s planning process?
- ☐ Are Friends authorized to spend their funds on organizations, agencies, programs or projects that are not directly linked to the library and, if so, under what conditions? This will be included in the mission and bylaws of the Friends group, and it is good to be clear about this upfront, since money spent for other purposes can be a point of contention between the library and the Friends.

- ☐ What support will the Library give the Friends in terms of publicity, mailings, labor for the book sale, space for the book sale, office space, office staff support, etc.
- ☐ Will the Friends engage in advocacy campaigns on behalf of the library and, if so, who will be involved in the design and message of those campaigns?
- ☐ What role and authority will the Friends have for developing and implementing programs?

A sample Memorandum of Understanding is available at the United for Libraries' website. Click on "Friends Groups" and then "Organizational Tools."

Establishing the Friends' Mission, Purpose and Structure

Establishing a mission and articulating the purpose of your Friends group is an excellent way to focus your group on the roles you feel are most important and it will help you develop a useful structure. In addition, knowing and articulating your key mission will help you recruit the people with the talents you need most to serve on task forces and in other leadership roles. The purpose of your group will depend on the groups' interests and the library's need. If you are forming a Friends group for the first time, it is likely that there is some imminent need that you wish to address right away. This should be reflected in your mission but the mission should not be so narrowly defined that once an immediate need is met, the mission of the Friends isn't as relevant to meeting future needs as it should be.

If you are establishing a Friends group because the library has been chronically under-funded to such a degree that services are inadequate and you want to form a group to pass a special tax levy or create an advocacy campaign aimed at the administration, the role of advocates should be included in the mission. However, this role is best articulated generally and there should be room for other enterprises. In other words, the groups' mission might be to work to ensure adequate funds for the library through advocacy, fund raising, and promotion. Once you've been successful in achieving your initial objective (you've passed the levy or the administration has increased the library's budget), your group is now positioned to continue its good work in other ways – such as establishing a foundation, raising additional money for collections, or supporting a library marketing campaign for example. In general, most Friends groups work to achieve the following objectives:

- ☐ Provide direct additional financial assistance for needs not normally covered in the library's operating budget.
- ☐ Advocate for the library at the local level for increased financial support by the library's parent institution or the community.
- ☐ Encourage gifts.
- ☐ Raise money or pass bond issues for building and other capital projects.
- ☐ Provide volunteer services to the library.
- ☐ Increase community or campus awareness about the library.

The way in which any of these or other objectives are achieved will be determined by the group at large along with input from the library's administration and governance. The most effective way to accomplish goals is to set up a structure within the Friends organization so that focused work can be accomplished. In today's world of busy volunteers, the most effective structure will be one that is project oriented and where work is accomplished by task forces. (See United for Libraries Toolkit, "Tapping Into the Biggest and Most Active Volunteers in Town – The Baby Boomers" for in-depth information on setting up this type of organizational structure.)

The executive board should be designed to function as a strategic leadership team. Instead of meeting every month to listen to committee reports, this group should meet (maybe only quarterly) to determine its goals for the coming year (what activities it wants to accomplish) and setting up task forces to accomplish these goals. Such task forces might include, for example:

- ☐ Membership Drive
- ☐ Friends Promotion
- ☐ Library Promotion Campaign
- ☐ Friends Promotion Campaign
- ☐ Book sale
- ☐ Fundraising
- ☐ Author Program

Special committees can be assigned for Nominations and perhaps, Newsletter.

The charges for these task forces will mostly be self-evident but in contrast to committees, they have a very specific goal, a timeline for accomplishing that goal, and clear instructions for what is needed, understanding of what resources will be available to them, and a liaison from the executive leadership team who will provide support and be a conduit for the state of progress to the leadership team.

Because task forces work for a specific purpose and within a specific time frame, they can be very attractive to today's busy volunteer – the volunteer who doesn't want a yearlong (or longer) commitment, doesn't want to sit through meetings, but does want to contribute. Keep this in mind because you will find that it is often easier to get volunteers with specially needed expertise when you can promise them an end to their commitment!

Establishment of Bylaws and 501(c)(3) Status

Before you go "live" with a membership drive, it's important to establish your Friends as a 501(c)(3) organization. The 501(c)(3) status means that your organization is non-profit and, therefore, tax exempt -- which means your group can accept tax-deductible contributions. It's not that difficult to get this status but in order to ensure that you cover your legal bases (on both the state and federal levels) it is best to either hire an attorney, prevail upon your institution's attorney, or see if you can find an attorney within your library "family" and try to get pro bono assistance.

There will be some restrictions with the 501(c)(3) status such as a limit on advocacy. This doesn't mean you can't engage in capital campaigns or public awareness campaigns but it does mean that you will be restricted as to how much of your group's income can be spent on "lobbying" (See United for Libraries Fact Sheet #24, "Limits on Lobbying"). Much of what the Friends do in promoting the library, however, is "educational" – i.e. informing the community or administration about the value of libraries. Very often an advocacy campaign will include much that is simply "educational" in nature and funds spent in this manner are completely legitimate.

One criterion that will be required for your 501(c)(3) status is that you have established Bylaws for your organization. These bylaws should include:

- ☐ Name of the Friends group and its headquarters (which might be the library itself).
- ☐ Mission statement.
- ☐ Who will be served by your organization?
- ☐ Governing body, including:
 - Titles of officers.

- Terms of office.
 - How officers are selected.
 - Appointment and duties of standing committees.
 - Provisions for special or ad hoc committees.
- ☐ Meetings:
 - Time, place, and frequency of meetings.
 - Method for calling regular and special meetings.
 - Attendance requirements.
 - Quorum requirements.
 - Order of business.
- ☐ Procedures for amending bylaws.
- ☐ Parliamentary authority.
- ☐ Dissolution clause (detailing what will happen to the group's assets if it should dissolve.
- ☐ Date of adoption.

Be sure to check the requirements for your 501(c)(3) status before adopting your bylaws, as the IRS requires that certain items be included. To get an excellent overview of what will be required to establish your Friends as a nonprofit organization go to <http://www.nolo.com> and in the search window at the bottom of the lower left hand side of the first webpage, type in "nonprofit organizations." Next, click on "How to form a nonprofit organization." In addition to this excellent overview online, Nolo Press has a number of publications addressing the legal requirements for nonprofits.

GOING LIVE: BRINGING MEMBERS INTO YOUR NEW FRIENDS GROUP

Once you've completed all the groundwork involved in establishing a Friends group, it will be time to "grow" your group. Initially you have probably worked with a fairly small core group of committed volunteers but to ensure that your group is successful over the long haul, you'll want to include as many members of the library community and others who have a stake in the library's success as possible. You'll have to determine a number of things to wage an effective membership campaign. Among them will be:

- ☐ Dues.
- ☐ Deliverables (what will members get in return).
- ☐ Membership approach and supporting materials such as brochures.
- ☐ Promotion.
- ☐ Follow-up.

Dues and "Deliverables"

Before you start your membership campaign, you will have to figure out what you want your membership dues to be and what members will get in return, in other words the "deliverables." This information will be incorporated in the brochure and other membership promotion materials. What you ask for dues and what you return as deliverables could well depend on the priorities of your organization. For example, if this Friends group is being developed to establish a strong and united voice to employ on behalf of the library's budget, you may want to start dues at \$5. This way everyone who wants to join can and you will get a lot more names in your database. If you offer several levels of membership, you will probably find that the vast majority of people join at the higher level but again, you've ensured all voices can be counted.

Obviously, if raising money is your goal, you might well want to start memberships at a much higher rate, say \$35 and graduate the levels up to as much as \$200 a year if you think that is attainable. One effective way to persuade folks to join at higher levels is to graduate the benefits they will receive accordingly. For example, you might want to offer just receipt of the newsletter at the bottom level of membership and offer such incentives as "First Night" tickets for the annual book sale for higher level givers and perhaps an invitation to an annual author event or formal dinner at the highest level.

Only you know what you are trying to accomplish and only you can determine at what levels you are likely to strike a balance between ensuring broad based participation and bringing in a fair amount of revenue – certainly at least enough revenue to cover the cost of membership benefits (including the newsletter).

In addition to annual membership dues, you might want to consider a "life time" membership, or in the case of a new group, a "founding" membership. This will help in two ways. First, the category option itself might inspire a potential member to make a significant gift towards your effort – more (startup) money for your group. Secondly, you will know from the response you get to this option which members have both the wherewithal and the love of your cause to make a major gift. This is valuable information. Be sure to consider cultivating such members for future slots on your executive committee and for a role with the Foundation if your library has one or if your Friends group plans to establish one.

Membership Recruitment

You've done all your homework. You have an active and committed executive board. You have established your mission and have worked with the library staff and trustees to develop an operating agreement. You are now a 501(c)(3) organization. You know how you want to structure the group and you have determined what you will charge for membership. The time has come to bring on as many community members as possible. The membership campaign begins. This would be a perfect job for a membership task force!

The most effective way to get members on board is to promote, promote, promote. Develop a brochure that is distributed at the front desk of the library and all its branches. Include in the brochure a list of the membership categories along with what they'll receive in return for their contribution, a location to send their check, a phone number where the prospective member can get more information, and a list of committees that the Friends will be establishing. Include a space where new members can opt to become more engaged in the group by joining one of the named committees and be sure you are ready to follow up with that new member. If your group is typical, most new members will simply show their support by writing a check and wish for nothing more than to receive a monthly newsletter. Others, however, will see this as an opportunity for community volunteer work and will be delighted to join a committee. Those that do become actively engaged will evolve into a larger core group of Friends from whom you will get most of your volunteer support and future officers. It's important to keep these more active new members engaged and nurtured.

Be sure you let your prospective members know what they will get for their membership. They will get a better library for one thing and you should press that point home. Most people will welcome the opportunity to provide additional support to the library via the Friends and will want nothing more. Others will want that opportunity to be involved via task force assignment and ultimately a chance to be an officer. Many will look forward to a newsletter once a month to let them know what's new. Still others will be attracted to knowing ahead of time about library book sales and have an opportunity to attend a "sneak preview night." All these are the "deliverables" that your core group has determined prior to the membership launch.

Work with the library staff to encourage them to give the brochure out to every patron at the check-out desk. If you are supporting an academic Friends group, work with your development office to see if there is a list of parents or alumni you can use to solicit membership from those who have a stake in the library even if they aren't students. Be sure, as well, to solicit both membership and involvement among the faculty.

Think of places outside the library where you are likely to attract new members with your brochure. How about doctors' offices, grocery stores, the student center and cafeteria, local bookstores? The brochure that you develop may be very simple and inexpensive at first. As time goes by and your membership grows, you may decide to make your promotional materials more polished with a Friends logo and a professionally designed layout. For now, however, the important thing is to get the opportunity for joining to as many outlets as possible.

Another good way to promote membership is to write a press release about the importance of library support through Friends. Make the press release compelling enough that it is likely to be published. For example, start out with a proclamation that the "new" Friends of Johnson Library" are embarking on a community or campus-wide membership campaign. Let the readers know why. What prompted you to start a Friends group in the first place? Was it a need for a better budget, a new building, more books and programs? Whatever caused your core group to establish a Friends group should be reiterated along with a strong pitch for the reason why it is so important. Be sure to include contact information, the range of dues members are asked to pay, and the opportunities members will have to be engaged in the organization – in other words the task forces you will be trying to fill.

Many Friends groups increase their membership ranks by hosting programs that will attract members of their community. An author program, for example, will no doubt be popular. Another perfect opportunity to pull together a task force. Think about asking a local author do a program on how to get published. If you provide the author with an opportunity to sell books and you promise lots of promotion about the program, you are likely to get a local writer to do it for free. Use this program (and all public programs your group sponsors) as an opportunity to promote membership in the Friends. Be sure you have a lot of brochures and encourage folks to join on the spot.

Be sure that everyone involved in the core group assists in extending your reach to members by promoting your Friends group at every opportunity. The members of your core group are likely involved in other civic or social organizations as are the Trustees. Be sure they are asked to take a quantity of membership brochures to meetings of these groups. You can help motivate this core group by setting a challenge. Ask that each member of the executive board bring in a minimum of 10 new members. After a defined length of time, honor that executive member who has brought in the most new members by taking her or him to lunch – the rest of you have to pay!

Let your imaginations go in deciding how you will encourage members in your new Friends group. With some ingenuity and a little work, you'll be surprised how many people in your community or on campus are willing to support the library through the Friends.

REVITALIZING YOUR FRIENDS GROUP

It often seems that sustaining and growing Friends groups can be even harder than establishing such a group in the first place. Over the years you may find your general membership stagnant or even dropping. You may come to realize that the work for programs, book-sales, and other activities is always performed by the same small group of people – and they're not getting any younger! You may find it more and more difficult to bring in new officers and new “worker bees” to keep the Friends group active and vital. It's time to come up with a way to revitalize your group.

Understanding what went wrong or why interest in your group has waned will help you to develop an action plan for renewed membership and activity. It's important for the core group of active members (including some who have been around for a long time) to take time out to look back over your organization's history. You might plan a mini-retreat at someone's home to begin to assess where your group has been as a basis for brainstorming ways to bring your group to new levels of membership and activity. You should include in an agenda the following issues and areas for discussion:

- ☐ Why was the group initially established?
- ☐ What have been the “golden” years of your organization when membership and activity was high?
 - Are there characteristics about your group that were different then than now?
 - Is the library's need different now than then?
 - Are the members different now – for example were they mostly housewives then, were they mostly women, were they younger in general, were they more active as volunteers for the group?
 - For academic or school groups were the members mostly students? Parents? Alumni? Faculty?
- ☐ Who are the potential members today?
- ☐ How can the Friends be more responsive to the changing characteristics of potential members?
- ☐ How can the current needs of the Library be used to make a compelling case for membership?
- ☐ What is your greatest need from membership – is it funding or is it a need to attract more volunteers to assist Friends with their activities, or both?
- ☐ Is the dues structure right for today's potential members?
- ☐ How can a renewed membership campaign be designed to attract new members in today's environment?

Looking Back

The fact that you are interested in revitalizing your group means that there were better days in years past. The first order of business should be a discussion about what was unique about the organization, the library's needs, and/or the membership make-up during the best years of your Friends group. It is possible that your group was originally formed to meet a well defined and compelling need – like fundraising for a new library or library addition. It's possible that the “type” of members you had in the past are not as available as they once were – women at home, for example, or parents of students who had time to assist and were easy to contact.

Clearly, our environment has changed. Many of the first Baby Boomers are beginning to retire and many more are still working. But one thing this group has in common is that they comprise the largest cohort of volunteers in America today. That's right! And

you thought it was the over 70 crowd. Not so but as mentioned earlier, these active volunteers are busy. They are looking for opportunities to be involved in projects that have a beginning and an end. They want to be involved in task forces not committees!

Understanding how the environment for your membership has changed over the years will go a long way in helping you design programs and a campaign to bring in members who are likely to be entirely different than members you've had in the past. In addition, if your group was formed and active because the library had a well defined and pressing need that has since been met, you will want to discuss ways in which to promote the *new* and equally compelling needs of the library. For example, a new building requires a bigger budget, more staff, more computers, and more materials. Friends groups can reposition their publicity to promote membership to address these needs, either through fund-raising or advocacy or both.

One danger in looking back at "the good old days" may be a temptation by some to try to hang on to what worked then. Sometimes groups begin to fail because the leadership wants to hold on to old programs and ideas that used to work rather than evaluating *why* they worked then and *why* they may be less effective now. The environment is constantly changing, it's important for your Friends group to key into the realities of a new environment and analyze those changes to direct your thinking about new programs, initiatives, and promotion techniques.

Looking Forward

Now that you've evaluated how your environment has changed and come up with reasonable explanations about why membership and activity in your group is dropping, it's time to look ahead at how you bring in new members, new membership revenue, and new volunteers who will help support and promote the Friends.

It's a good idea to consider just who is likely to become a Friend as well as who should be targeted for membership. You should also determine what you need new members for. If it's to increase your revenues through dues, or if you are looking for a larger database of supporters to whom you can write for special programs or initiatives, you might want to focus your appeal on the importance of their contributions to the well being of the library. If your primary goal is to raise funds and increase your database of library supporters, you will want to focus on the importance of additional funding and support for the library. In the academic environment, this kind of drive can reach well beyond students and faculty to include parents of students who are excellent candidates for financial support and advocacy when the need arises.

Most groups, however, are interested in revitalizing their Friends groups because they see a dramatic decline in the numbers of people who will volunteer to support Friends activities and to be active on its various committees. Sure, you want and need dues revenue, but more than that, you need members who are engaged in the group and who are willing to put in time as well as money. (See United for Libraries toolkit, "Tapping into the Biggest and Most Active Volunteers in Town – The Baby Boomers!") Because younger volunteers (think Gen X and Y as well as high school students) want the same sort of opportunities as the Baby Boomers, you may want to find special projects that would appeal to them and reach out for their volunteer support.

If you are revitalizing an academic or school Friends group you will no doubt consider students as wonderful volunteers. A reduced rate for membership will help attract some and there are other incentives as well. Students are often looking for opportunities to engage in meaningful volunteer work so if you can promote fun volunteer opportunities, you may have good success. Don't forget about specially targeting local parents, faculty and staff. They are often willing to become more active to support the library and can also be recruited into officer positions (as can students!).

Designing a Membership Campaign

Much of what you do to develop a new group is the same for revitalizing your group and increasing your membership. (See *Going Live*, *Dues and Deliverables*, and *Membership Recruitment* above). You will want to develop a marketing and membership promotion campaign that includes development of a (new) brochure and lots of local publicity about your renewed efforts.

In order to get more active participation in your group, be sure that your membership brochure includes categories that a new member can check to become more involved. For example, in addition to the usual information in a membership brochure such as category and dues, name and address; be sure to list committee options. A few sentences such as ***Our Friends Group Needs You! Please let us know if you would be interested in helping in the following areas:***

- ☐ Programs
- ☐ Book sale
- ☐ Membership
- ☐ Marketing and Promotion of Library
- ☐ Library Volunteer

Be sure you ask for a contact phone number and be ***extra*** sure someone in your core group is prepared to follow up with these new recruits immediately! Nothing will lower your credibility and create ill will faster than failing to contact someone who has offered to help.

New active members will instill your group with new ideas and new life. It's important to involve them right away and it's important to give serious consideration to any ideas they come up with. It is so easy for long-time members to dismiss new ideas out of hand because they've been tried unsuccessfully in the past or even because they've never been tried! If your group is serious about expanding your ranks and including new leadership, you must be prepared to let go of some of your old ways and experiment with some new ideas.

Very often a well established group has difficulty in recruiting new members because they are perceived by the community as a closed organization – in other words that the officers are always the same and the programs and book sales are always the same. You can say that you are interested in new membership or you can show that you are by handing the reins over to someone new to try something new.

CONCLUSION

In any case, whether establishing a new group or revitalizing an existing group, the most important ingredient for membership is promotion and follow through. Your goal should be to ensure that every single person in your library community knows that there is an effort underway to increase support to the library through Friends membership. Every member in your community should be invited to join and once they do, they should hear back from your organization right away thanking them for their participation.

Libraries need Friends – your efforts are important. Good Luck!

Appendix A

Recommended Additional Reading

Books:

- ☐ *101+ Great Ideas for Libraries and Friends* by Sally Gardner Reed, Beth Nawalinski, and Alex Peterson
- ☐ *Even More Great Ideas for Libraries and Friends* by Sally Gardner Reed and Beth Nawalinski

Toolkits (available to United for Libraries members in the Friends & Foundations Zone):

- ☐ *Tapping Into the Biggest and Most Active Volunteers in Town – The Baby Boomers!*
- ☐ *School Media Center Friends Groups: A Prescription for Success*
- ☐ *Friends and Libraries Working Effectively Together*
- ☐ *Incorporating and Tax Exempting Procedures for Friends of Libraries*
- ☐ *Expanded Model Friends' Cooperative Network*

Fact Sheets for Friends and Foundations (available on the United for Libraries website):

- ☐ #1 Starting a Friends Group
- ☐ #4 Starting an Academic Friends Group
- ☐ #6 Friends of a School Library or Media Center
- ☐ #7 Revitalizing Your Friends
- ☐ #10 Role of the Friends Board
- ☐ #11 Role of the Trustees
- ☐ #14 Board Development
- ☐ #18 Getting and Keeping Members

Appendix B

Sample Memorandum of Understanding Between Friends and Libraries

The following will constitute an operating agreement between the Friends of the Anytown Public Library (Friends) and the Anytown Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Anytown Public Library administration. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and is not a part of the Library.

The Library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

The Library agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a "wishlist" each year that indicates the anticipated needs for Friends support.

The Library agrees to provide the Friends with staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

The Friends agree to publicly support the Library and its policies.

The Friends agree to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

The Friends agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

The Friends agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.

RASD Board Report January 2022
Submitted by Kerrilynn Jorgensen

December 2021 Statistics At-A-Glance

Programming

43 Virtual & In-Person Program Sessions

262 Views/Active Participants in these programs
#

Computers

1,110 MMSCL Resident Logins

324 Visitor Logins

54 Mac Lab Logins

1,488 Total Computer Logins
#

Reference & Information Questions

903 Reference Questions

1,584 Information Inquiries

2,487 Total Questions
#

In honor of William Floyd's birthday in December, Park Ranger Kelsey from the Fire Island National Seashore gave a virtual tour of the historic grounds of the William Floyd Estate. Patrons learned about William Floyd, a signer of the Declaration of Independence, and all the people who worked and lived on the property.

Unfortunately, our holiday Sing-A-Long with the Island Hills Chorus was cancelled due to many members of the chorus testing positive for COVID. We had to notify 46 patrons who had registered in advance that the show would not be able to go on as planned. As you can imagine, they were very disappointed!

Gentle Yoga for Beginners, which was last held virtually in December and has been virtual since the pandemic started, will be offered in-person for the first time in February. We will be limiting the class to twenty registrants for Mastics-Moriches-Shirley cardholders only.

January 2022

Teen Services Department

Submitted by Erika Irish

Statistical Information December 2021

Reference Questions: 19

Information Questions: 198

Computer Usage: 79

In-Person Programs: 52 programs/ 202 attendees

#

December was a quiet month in Teen Services as it is every year.

We have changed our Friday after hours programming since Game On was not drawing any teens in. There is now a monthly pizza and movie program, in December it was The Nightmare Before Christmas, Friday night Escape Rooms, Bingo and a few other programs.

Guidance with Ms. Joseph has been going well, she consistently has teens not only sign up but show up for help with college applications and job interviews.

Our Rainbow Soup program which is a program run by our former social work intern Alexander Wilson, is a program that embraces everyone regardless of how they identify, or pronouns is slowly and steadily gaining a following. We have a group of very understanding and welcoming teens in the department this year, which is so exciting to see.

Special Education students from the high school have not only been coming in to work on school assignments and computers, but thanks to Liz Horbal they are now helping stamp envelopes with the do not forward stamp and stamping bookmarks to be put out at the reference and circulation desks.

January 24, 2022

Sylvia Maurer

This December the Children's and Parents' Services Department was very excited to welcome William Floyd School District Elementary class visits back to the library. We had 257 children visit with their classes throughout the month and 47 of those children received their first library card during their visit. The children have been very enthusiastic about being in the library and many of them have already returned with their families and made sure to say "hello" to the staff and let them know that they remember them from their visit.

Starting in November we brought our Maker Kits back out to the floor so children could use them during their time in the library. These kits have been very popular and families have expressed that they were glad to see them return. We also started offering the Maker Kits to class visits. Many teachers have preferred that their students have time exploring the Maker Kits rather than using the computers during their visits.

Another awaited return was that of our Holiday House program. Each year we provide an opportunity for families to come into the library and create a candy covered Gingerbread House together. Last year, the restrictions from Covid caused us to have to offer this program as a Grab and Go Kit instead for families to work on at home. Although we were delighted to still offer the activity to families, it lacked the community connection of having everyone together in one room enjoying the holiday season together. We were thrilled to be able to have this program in-person again. This year we offered 4 different sessions and had 124 total attendees.



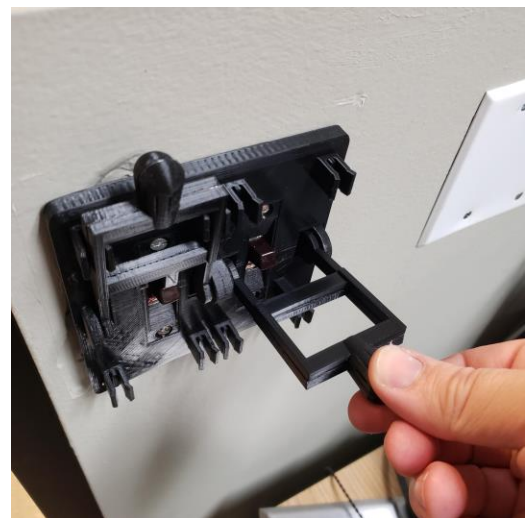
Statistics										
CPSD 2021-2022	July		Aug		Sept		Oct		Nov	Dec
2021										
Computer Usage	216		176		146		121		119	141
Reference Questions	260		395		724		916		796	813
Other Questions	403		533		690		831		750	771
Virtual Program Views	184		152		135		189		19	17
Virtual Sessions	6		5		6		5		3	4
Program, In House Attendance	2014		1955		874		1169		891	1079
Program, In House Sessions	51		59		35		44		37	57
Offsite Attendance	158		214		28		1457		56	20
Offsite Sessions	7		13		4		15		4	4
Additional Floor Stats:										
Crafts to Go	530		786		243		405		504	289
In-person visits	2388		1986		1626		2143		1681	1773
Books to Go	75		128		57		60		80	80

January 2022

Compiled by: Stephen Burg

Over the past month, The Digital Services Department had eight 1:1 tech help appointments. We have also been working on multiple patron 3d print requests. One of the prints we completed for a patron is the light switch pictured below. DSD staff also continues to curate the library's social media accounts. Our Instagram account has seen steady growth over the last month adding 15 more followers.

Digital Equipment Circulation FY 21-22	December Checkouts	December Renewals
Unique Item 3 (Item C) Hotspots and Chromecasts	6	0
Unique Item 4 (Item C) Go Pro and iPads	5	3



Digital services December Stats

Facebook	December
page views	437
post reach	3840
Engagement	2076
Instagram	December
reach	1288
Impressions	217
Followers	992
YouTube	December
views	1,257
subscriber	452
Chat/Text Ref	
text/email	77
overdrive	
ebooks	3359
audio books	1653
flipster	
online views	203
Freegal	
downloads	265
streamed	1481
both:	1746
Hoopla	
new patrons	9
check outs	479
Kanopy	
downloads	229
HOOPLA + KANOPY:	708

	A	B	C	D	E	F	G	H	I
1	REPORT OF PERSONNEL CHANGES						DATE PREPARED:		
2	SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						01/24/22		
3	JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY						Page 1 of 7		
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	APT	KERN, EDWARD		GUARD	\$19.29/HR	Up to 17.5 Hours	01/05/22		
7									
8	SI	GEORGE, IVETTE		LIBRARY CLERK SPANISH SPEAKING	\$36,923.22		01/19/22		
9									
10	SI	ACEVEDO, JARED		CUSTODIAL WORKER I	\$15.00/HR	Up to 17.5 Hours	12/31/21		
11									
12	SI	AMATO, ROBIN		LIBRARY CLERK	\$15.00/HR	Up to 17.5 Hours	12/31/21		
13									
14	SI	BENETIZ, CESY-NOEMY		PAGE	\$15.00/HR	Up to 17.5 Hours	12/31/21		
15									
16	SI	BUCK, VINCENT		PAGE	\$15.00/HR	Up to 17.5 Hours	12/31/21		
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"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED					
25	<input type="checkbox"/>	APPROVED AS NOTED				Signature of Appointing Authority			
26									

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5									
6	SI	CABRERA, MAYRA		PAGE	\$15.00/HR	Up to 17.5 Hours	12/31/21		
7									
8	SI	CABRERA, JENNIE		PAGE	\$15.00/HR	Up to 17.5 Hours	12/31/21		
9									
10	SI	CATALANO, JOSEPH		LIBRARY CLERK	\$15.00/HR	Up to 17.5 Hours	12/31/21		
11									
12	SI	D'ANGELO, NICHOLE		PAGE	\$15.00/HR	Up to 17.5 Hours	12/31/21		
13									
14	SI	DAVILLA, GABRIELLA		LIBRARY CLERK	\$15.00/HR	Up to 17.5 Hours	12/31/21		
15									
16	SI	DE LA BEIJ, MONIQUE		PAGE	\$15.00/HR	Up to 17.5 Hours	12/31/21		
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			
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24	<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED					
25	<input type="checkbox"/>	APPROVED AS NOTED					Signature of Appointing Authority		
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5									
6	SI	DONAYRE, CLAUDIA		LIBRARY CLERK	\$15.00/HR	Up to 17.5 Hours	12/31/21		
7									
8	SI	DELLA ROCCA, CALLAN		PAGE	\$15.00/HR	Up to 17.5 Hours	12/31/21		
9									
10	SI	DONNADIO, AMANDA		LIBRARY CLERK	\$15.00/HR	Up to 17.5 Hours	12/31/21		
11									
12	SI	FATTIZZO, DARIA		PAGE	\$15.00/HR	Up to 17.5 Hours	12/31/21		
13									
14	SI	FATTIZZO, VINCENT		LIBRARY CLERK	\$15.00/HR	Up to 17.5 Hours	12/31/21		
15									
16	SI	FERACA, ALEC		CUSTODIAL WORKER I	\$15.00/HR	Up to 17.5 Hours	12/31/21		
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"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED					
25	<input type="checkbox"/>	APPROVED AS NOTED					Signature of Appointing Authority		
26									

[illegible]

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5									
6	SI	PINNER, DAVID		CUSTODIAL WORKER I	\$15.00/HR	Up to 17.5 Hours	12/31/21		
7									
8	SI	PODLESNY, ARLENE		PAGE	\$15.00/HR	Up to 17.5 Hours	12/31/21		
9									
10	SI	RATNER, MARY		PAGE	\$15.00/HR	Up to 17.5 Hours	12/31/21		
11									
12	SI	ROMERO, ANNA		LIBRARY CLERK	\$15.00/HR	Up to 17.5 Hours	12/31/21		
13									
14	SI	ROMERO, MICHELLE		PAGE	\$15.00/HR	Up to 17.5 Hours	12/31/21		
15									
16	SI	SERRANO, CARMEN		LIBRARY CLERK	\$15.00/HR	Up to 17.5 Hours	12/31/21		
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"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED					
25	<input type="checkbox"/>	APPROVED AS NOTED					Signature of Appointing Authority		
26									

[illegible]