

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

October 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

A. DEPARTMENT REPORTS

1. ADULT SERVICES
2. CHILDREN'S & PARENTS SERVICES
3. TEEN SERVICES
4. C R S
5. LITERACY SERVICES
6. DIGITAL SERVICES
7. INFORMATION TECHNOLOGY

B. PERSONNEL

1. RECOMMENDED CHANGES

C. PROCLAMATION

D. SCLS – RESOURCE SHARING CODE AMENDMENTS

E. IA WASTE TREATMENT SYSTEM FOR MAIN LIBRARY

X. EXECUTIVE SESSION

XI. ADJOURNMENT

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

November 28, 2022 @ 7:00PM

DRAFT

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF SEPTEMBER 26, 2022, BOARD MEETING

Trustee Maiorana called the meeting to order at 7:03 pm.

CALL TO ORDER

PERIOD OF PUBLIC EXPRESSION

Present were Trustees Maiorana, Gross, Dubois, Marks and Furnari, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak, and Secretary Stirber. Mark Grossman attended as a guest.

PRESENT

Motion by Dubois, second by Marks, to accept the minutes of the August 22, 2022 meeting of the Board of Trustees. Carried 5-0.

APPROVAL OF MINUTES

Motion by Gross, second by Marks, to accept the minutes of the September 12, 2022 special meeting of the Board of Trustees. Carried 5-0.

Motion by Marks, second by Dubois, to approve the following Operating Fund Schedule of Claims dated September 26, 2022. Carried 5-0.

SCHEDULE OF CLAIMS

Motion by Dubois, second by Marks, to approve the Operating Financial Report for August 2022. Carried 5-0.

FINANCIAL REPORTS

Motion by Gross, second by Furnari, to approve the Capital Fund Financial Report for August 2022. Carried 5-0.

PROCLAMATION (Zariel Macchia)

PROCLAMATION

This was postponed until the next regular meeting.

The Director began her report by acknowledging the success of the Literacy Run held September 10th. Ms. Rosalia thanked Lindsay Davis and the Literacy Department for all of their hard work and dedication. The weather cooperated and there were over four hundred people who registered. The race is now becoming one of the longest continuous races for the running community and it is a great event that showcases our local area (Smith Point). The Director then reported on the building project. Mastic Beach is close to being ready. The paving and landscape were completed this week. In addition, the furniture and books have been moved in and it is beginning to look like a library. The Director invited the Board to take a tour anytime. They can contact her, and she will arrange a tour. The department heads took a tour of the Moriches Branch to see the progress being made there. We are waiting for electrical panels and fire alarm systems. She reported that the electrical panels are a necessity in order to obtain the C/O. The Director then discussed with the trustees that both buildings will be opening around the same time and decisions will need to be made regarding what services will be available at the branches and at Herkimer. Ms. Rosalia discussed that we will need to provide about three weeks' notice to elected officials once we have an opening event planned. The Director then reported that Michael Bogin and Chris Nowak are working on grant applications and building permit issues. The grant applications will go to SCLS first and then to the State. Based on the decisions we have been developing recommendations on what to get done. The Director reported that hiring staff has become difficult and once the buildings open we need to attract more applicants. She reported that she is working very closely with the department heads to figure out what we will need to run three buildings. They are continuing to work on specific job postings, job titles and responsibilities for the staff.

DIRECTOR'S REPORT

The Assistant Director reported that there is currently a tight job market. She reported that there is a problem hiring part time librarians and security guards as well. There is difficulty finding applicants across the board. Ms. D'Amato reported that she is working on outlines for programming at each of the specific branches. The programs will be specific to the demographics of the particular area.

ASSISTANT DIRECTOR'S REPORT

The Business Manager reported that he is working on the New York State Construction Grant. Mr. Nowak reported that we received \$450,000 last year but no money (award?) has been received yet this year. He reported that the internet connection is active at the Mastic Beach Branch. Crown Castle was able to get the connection from William Floyd Parkway to Neighborhood Road. This is a vital piece of the puzzle. There is an agreement between SCLS and Crown Castle to pay for this service for about a year. Appliances and staff lockers were delivered last week to Mastic Beach. The bids for fire sprinkler system and fireproofing at 407 will be discussed later this evening. Lastly, Mr. Nowak reported that he has been working with the lawyers and the Union on a Memorandum of Agreement concerning one specific employee.

BUSINESS MANAGER'S REPORT

Motion by Gross, second by Furnari, to approve the CS-150 report with the Director's recommended personnel changes. Carried 5-0.

PERSONNEL CHANGES

Motion by Gross, second by Dubois, to approve the Board, Director, Assistant Director, Department Heads and/or designated staff to attend the William Floyd Alumni Association Annual Outstanding Educators Award dinner at Rock Hill Country Club on October 13, 2022 at a cost of \$60.00 per person and to expend \$140.00 for a journal advertisement. Carried 5-0.

COMMUNITY EVENT

1. Fire Sprinkler

Motion by Furnari, second by Marks, to table the awarding of the fire sprinkler contract 15-15.300 to Hartcorn Plumbing & Heating, Inc. in the total amount of \$398,000.00. Carried 5-0.

AWARDING OF BIDS

2. Applied Fireproofing

Motion by Marks, second by Furnari, to table the awarding of the applied fireproofing contract 07-7.810 to Island Diversified, Inc. at an amount not to exceed \$859,807.00, and reserving the right to accept any additional alternates at a later date. Carried 5-0.

1. Pressreader

CONTRACTS

Motion by Gross, second by Dubois, to approve our contract with Pressreader to provide their online service for access to digital magazines and newspapers at an annual cost of \$8,090.00. Carried 5-0.

2. Hartcorn Plumbing & Heating, Inc.

Motion by Dubois, second by Marks, to approve the agreement with Hartcorn Plumbing & Heating to provide inspection services of sanitary and storm lines at the Main Library at an amount not to exceed \$5,900.00. Carried 5-0.

3. Unitech Services Group, Inc.

Motion by Dubois, second by Gross, to approve the change order with Unitech Services Group to provide additional steel removal at the main Library at an amount not to exceed \$150,000.00. Carried 5-0.

Motion by Gross, second by Furnari, to move into Executive Session at 7:40 pm to discuss a matter related to one particular employee.

EXECUTIVE SESSION

Motion by Furnari, second by Dubois, to leave Executive Session at 10:34 pm.

1. Fire Sprinkler

AWARDING OF BIDS

Motion by Gross, second by Dubois, to award the fire sprinkler contract 15-15.300 to Hartcorn Plumbing & Heating, Inc. in the total amount of \$398,000.00. Carried 5-0.

2. Applied Fireproofing

Motion by Furnari, second by Dubois, to award the applied fireproofing contract 07-7.810 to Island Diversified, Inc. at an amount not to exceed \$859,807.00, and reserving the right to accept any additional alternates at a later date. Carried 5-0.

Motion by Gross, second by Dubois, to authorize the Director to execute the Memorandum of Agreement with the CSEA to rehire one particular employee. Carried 5-0. **MEMORANDUM OF AGREEMENT**

Motion by Furnari, second by Dubois, to adjourn the meeting at 10:35 pm. **ADJOURNMENT**

Respectfully submitted by,

Madeline Stirber, Secretary

DRAFT

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

MINUTES OF OCTOBER 12, 2022, SPECIAL BOARD MEETING

Trustee Maiorana called the meeting to order at 8:04 am.

CALL TO ORDER

Present were Trustees Maiorana, Gross, Dubois, Furnari and Marks and Director Rosalia, Business Manager Nowak and Secretary Stirber. Rick Wiedersum of H2M Architects attended as a guest. Victor Canseco and Chris Barletta from Sandpebble attended via video call.

PRESENT

Motion by Gross, second by Dubois to award contract 15-15.100 for HVAC to Dynaire LLC at the Main Library Project for the total amount of \$1,386,000 (Base bid - \$1,686,000 less Alternate Deduct # 1 - \$ 300,000), with the option to accept additional alternates at a later date. Carried 5-0.

CONTRACTS

Motion by Furnari, second by Dubois, to adjourn the meeting at 8:54 am. Carried 4-0.(Trustee Gross left early)

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber, Secretary

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

OPERATING FUNDS FINANCIAL REPORTS

(PROFIT & LOSS OVERVIEW AND OPERATING ACCOUNTS)

SEPTEMBER 2022

PREPARED & SUBMITTED BY:

**CHRISTOPHER NOWAK
BUSINESS MANAGER**

MMSCL
Operating Funds Monthly Report
September 2022

PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
MONEY MARKET	\$ 5,127,727.18	\$ 43,414.92	\$ 526,263.16	\$ 3,278.70	\$ 4,648,157.64
CREDIT CARD M.M.	\$ 8,342.12	\$ 419.02	\$ 137.57	\$ 0.69	\$ 8,624.26
OPERATING	\$ 248,585.07	\$ 156,934.20	\$ 120,980.45	\$ 17.77	\$ 284,556.59
PAYROLL	\$ 152,280.90	\$ 354,978.96	\$ 484,583.79	\$ -	\$ 22,676.07
BOND REFERENDUM	\$ 4,838,911.55	\$ -	\$ 537,434.76	\$ 2,902.41	\$ 4,304,379.20
					\$ 9,268,393.76

PURPOSE	MATURITY DATE	TERM	RATE	BALANCE
Denitrification System	Sept. 2023	12 Months	2.500%	\$ 14,350.00

TOTAL INVESTMENTS: **\$ 14,350.00**

TOTAL CASH & INVESTMENTS: **\$ 9,282,743.76**

BOT Meeting:
October 24, 2022

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through September 2022

	TOTAL						
	Jul 22	Aug 22	Sep 22	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense							
Income							
2000 • PROPERTY TAX REVENUES	0.00	0.00	0.00	0.00	10,303,000.00	-10,303,000.00	0.0%
2082 • FINES AND FEES	90.07	49.99	51.73	191.79	2,500.00	-2,308.21	7.67%
2360 • CONTRACTS WITH OTHER LIBR.	0.00	263,074.00	0.00	263,074.00	260,000.00	3,074.00	101.18%
2401 • INTEREST	8,000.06	7,352.79	6,200.10	21,552.95	13,000.00	8,552.95	165.79%
2650 • SALES OF EXCESS MATERIAL	2.00	1.00	2.00	5.00			
2670 • SALES OF BOOKS	0.00	294.72	0.00	294.72			
2705 • GIFTS AND DONATIONS	1.00	0.00	0.00	1.00			
2760 • SYSTEM & STATE AID	0.00	13,409.00	0.00	13,409.00	15,000.00	-1,591.00	89.39%
2770 • UNCLASSIFIED REVENUE	0.00	0.00	1.40	1.40			
2771 • COPIER REVENUE - CONTRACT (R)	582.20	495.65	506.72	1,584.57	8,000.00	-6,415.43	19.81%
2771A • COPIER REVENUE - INHOUSE (N)	130.00	200.00	0.00	330.00			
2772 • READER-PRINTER REVENUE	0.00	0.00	0.00	0.00	8,000.00	-8,000.00	0.0%
2772A • ADULT-ADULT PRINTER	255.00	280.00	0.00	535.00			
2800 • PROGRAM RECEIPTS							
2805 • Program Receipts - Adult	130.00	180.00	458.00	768.00			
2820 • Venue Resales	1,886.00	1,334.00	483.00	3,703.00			
2800 • PROGRAM RECEIPTS - Other	46.00	0.00	0.00	46.00	3,500.00	-3,454.00	1.31%
Total 2800 • PROGRAM RECEIPTS	2,062.00	1,514.00	941.00	4,517.00	3,500.00	1,017.00	129.06%
2999 • Lost Books	0.00	38.95	12.95	51.90			
Total Income	11,122.33	286,710.10	7,715.90	305,548.33	10,613,000.00	-10,307,451.67	2.88%
Gross Profit	11,122.33	286,710.10	7,715.90	305,548.33	10,613,000.00	-10,307,451.67	2.88%
Expense							
6000 • SALARIES AND WAGES							
6141 • PROFESSIONAL SALARIES							

	TOTAL						
	Jul 22	Aug 22	Sep 22	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
6141A · PROFESSIONAL (ADULT)	39,127.05	36,987.00	56,029.18	132,143.23	553,461.00	-421,317.77	23.88%
6141C · PROFESSIONAL (C&P)	20,057.49	20,952.22	30,395.54	71,405.25	267,704.00	-196,298.75	26.67%
6141D · PROFESSIONAL (DIGITAL)	13,176.33	14,222.56	21,465.91	48,864.80	215,653.00	-166,788.20	22.66%
6141G · PROFESSIONAL (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6141N · PROFESSIONAL (TEEN)	22,681.00	22,690.52	34,231.39	79,602.91	302,136.00	-222,533.09	26.35%
6141S · COMM SERV LIBR (SVC)	9,085.86	9,161.00	13,741.50	31,988.36	119,093.00	-87,104.64	26.86%
6141T · PROFESSIONAL (TECH)	10,191.09	9,535.64	14,385.99	34,112.72	128,370.00	-94,257.28	26.57%
Total 6141 · PROFESSIONAL SALARIES	114,318.82	113,548.94	170,249.51	398,117.27	1,586,417.00	-1,188,299.73	25.1%
6142 · CLERICAL SALARIES							
6142A · CLERICAL (ADULT)	6,350.62	6,400.40	9,574.36	22,325.38	91,583.00	-69,257.62	24.38%
6142C · CLERICAL (C&P)	9,582.59	9,849.15	13,756.45	33,188.19	139,123.00	-105,934.81	23.86%
6142D · CLERICAL (DIGITAL)	6,824.93	6,933.76	9,942.77	23,701.46	57,253.00	-33,551.54	41.4%
6142G · CLERICAL (GEN)	10,111.56	9,779.30	14,842.24	34,733.10	124,923.00	-90,189.90	27.8%
6142L · CLERICAL (LIT)	16,046.52	16,163.17	25,006.80	57,216.49	224,143.00	-166,926.51	25.53%
6142N · CLERICAL (TEEN)	2,445.40	2,771.06	3,444.51	8,660.97	39,660.00	-30,999.03	21.84%
6142R · CLERICAL (CIRC)	12,663.61	12,955.52	19,674.29	45,293.42	161,144.00	-115,850.58	28.11%
6142S · CLERICAL (SVC)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6142T · CLERICAL (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6142X · CLERICAL (WIRES)	642.03	541.44	1,159.68	2,343.15	25,744.00	-23,400.85	9.1%
Total 6142 · CLERICAL SALARIES	64,667.26	65,393.80	97,401.10	227,462.16	863,573.00	-636,110.84	26.34%
6143 · PAGE SALARIES							
6143A · PAGE (ADULT)	7,907.99	7,162.06	9,633.36	24,703.41	153,364.00	-128,660.59	16.11%
6143C · PAGE (C&P)	9,137.76	9,342.72	13,420.80	31,901.28	108,839.00	-76,937.72	29.31%
6143G · PAGE (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6143L · PAGE (LIT)	686.52	783.36	1,094.40	2,564.28	9,577.00	-7,012.72	26.78%
6143N · PAGE (TEEN)	895.02	752.64	1,328.64	2,976.30	8,219.00	-5,242.70	36.21%
6143R · PAGE (CIRC)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6143T · PAGE (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 6143 · PAGE SALARIES	18,627.29	18,040.78	25,477.20	62,145.27	279,999.00	-217,853.73	22.2%

				TOTAL			
	Jul 22	Aug 22	Sep 22	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
6144 · CUSTODIAL							
6144G · CUSTODIAL	16,618.60	17,757.98	26,003.18	60,379.76	234,594.00	-174,214.24	25.74%
Total 6144 · CUSTODIAL	16,618.60	17,757.98	26,003.18	60,379.76	234,594.00	-174,214.24	25.74%
6145 · SECURITY							
6145G · SECURITY	16,029.13	15,689.53	24,609.41	56,328.07	211,955.00	-155,626.93	26.58%
Total 6145 · SECURITY	16,029.13	15,689.53	24,609.41	56,328.07	211,955.00	-155,626.93	26.58%
6146 · TECHNICIAN							
6146W · TECHNICAL (WIRES)	8,119.00	8,143.98	12,329.99	28,592.97	104,397.00	-75,804.03	27.39%
Total 6146 · TECHNICIAN	8,119.00	8,143.98	12,329.99	28,592.97	104,397.00	-75,804.03	27.39%
6147 · ADMINISTRATIVE							
Total 6147 · ADMINISTRATIVE	31,848.26	24,271.26	36,406.89	92,526.41	418,806.00	-326,279.59	22.09%
Total 6000 · SALARIES AND WAGES	270,228.36	262,846.27	392,477.28	925,551.91	3,699,741.00	-2,774,189.09	25.02%
6200 · EMPLOYEE BENEFITS							
9010 · RETIREMENT	0.00	0.00	0.00	0.00	402,521.00	-402,521.00	0.0%
9030 · SOCIAL SECURITY	19,957.51	19,396.84	28,862.56	68,216.91	280,000.00	-211,783.09	24.36%
9040 · WORKERS' COMPENSATION	0.00	0.00	-15,169.00	-15,169.00	62,000.00	-77,169.00	-24.47%
9050 · UNEMPLOYMENT INSURANCE	0.00	1,496.04	0.00	1,496.04	2,000.00	-503.96	74.8%
9055 · DISABILTY INSURANCE	1,303.28	1,303.28	1,303.51	3,910.07	15,000.00	-11,089.93	26.07%
9060 · MEDICAL INSURANCE	70,732.88	71,487.12	70,985.28	213,205.28	884,154.00	-670,948.72	24.11%
6200 · EMPLOYEE BENEFITS - Other	0.00	510.30	170.10	680.40			
Total 6200 · EMPLOYEE BENEFITS	91,993.67	94,193.58	86,152.45	272,339.70	1,645,675.00	-1,373,335.30	16.55%
6410A · BOOKS (ADULT)	1,947.14	585.45	2,073.50	4,606.09	150,000.00	-145,393.91	3.07%
6410C · BOOKS (C&P)	24.95	243.91	1,882.02	2,150.88	70,000.00	-67,849.12	3.07%
6410L · BOOKS (LIT)	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6410N · BOOKS (TEEN)	60.82	0.00	125.39	186.21	22,000.00	-21,813.79	0.85%
6410T · BOOKS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6411A · MICRO/REF CD (ADULT)	6,142.25	9,973.83	435.27	16,551.35	45,000.00	-28,448.65	36.78%
6411C · MICRO/REF CD (C&P)	454.60	9,058.79	348.22	9,861.61	15,000.00	-5,138.39	65.74%
6411L · MICRO/REF CD (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

	TOTAL						
	Jul 22	Aug 22	Sep 22	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
6411N · MICRO/REF CD (TEEN)	113.65	8,704.20	87.05	8,904.90	15,000.00	-6,095.10	59.37%
6412A · RECORDINGS (ADULT)	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
6412C · RECORDINGS (C&P)	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
6412L · RECORDINGS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6412N · RECORDINGS (TEEN)	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
6413A · PERIODICALS (ADULT)	0.00	-110.97	4,351.98	4,241.01	33,000.00	-28,758.99	12.85%
6413C · PERIODICALS (C&P)	-25.95	744.38	0.00	718.43	5,000.00	-4,281.57	14.37%
6413D · PERIODICALS (ADM)	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	500.00	-500.00	0.0%
6413L · PERIODICALS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6413N · PERIODICALS (TEEN)	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6413T · PERIODICALS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417A · VIDEOS (ADULT)	679.32	1,350.21	1,193.50	3,223.03	90,000.00	-86,776.97	3.58%
6417C · VIDEOS (C&P)	75.00	271.48	2,044.16	2,390.64	15,000.00	-12,609.36	15.94%
6417L · VIDEOS (LIT)	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417N · VIDEOS (TEEN)	109.98	452.33	464.49	1,026.80	6,000.00	-4,973.20	17.11%
6419G · SOFTWARE (GEN)	4,765.92	6,698.48	707.90	12,172.30	45,000.00	-32,827.70	27.05%
6419N · SOFTWARE (TEEN)	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	1,500.00	-1,500.00	0.0%
6419W · SOFTWARE (WIRES)	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
6428D · MISCELLANEOUS	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6429C · REALIA (C&P)	0.00	0.00	0.00	0.00	650.00	-650.00	0.0%
6429L · REALIA (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6430G · OFFICE AND LIBRARY SUPPLIES	1,171.46	4,851.93	19,795.54	25,818.93	61,362.00	-35,543.07	42.08%
6431D · TELECOMMUNICATIONS	10,941.83	0.00	-96.58	10,845.25	65,000.00	-54,154.75	16.69%
6432G · CARTAGE	0.00	0.00	0.00	0.00	3,420.00	-3,420.00	0.0%
6433G · POSTAGE	7,679.87	2,691.82	2,432.15	12,803.84	32,000.00	-19,196.16	40.01%
6434A · PRINTING (ADULT)	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%

	TOTAL						
	Jul 22	Aug 22	Sep 22	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
6434C · PRINTING (C&P)	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6434G · PRINTING (GEN)	11,489.00	11,489.00	7,893.00	30,871.00	90,000.00	-59,129.00	34.3%
6434L · PRINTING (LIT)	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434N · PRINTING (TEEN)	0.00	100.00	0.00	100.00	1,091.00	-991.00	9.17%
6434R · PRINTING (CIRC)	0.00	0.00	1,514.36	1,514.36	3,000.00	-1,485.64	50.48%
6434S · PRINTING (COMM SRV)	420.00	0.00	0.00	420.00	1,000.00	-580.00	42.0%
6435A · CED, CONF & TRAVEL (ADULT)	34.00	164.15	37.50	235.65	4,000.00	-3,764.35	5.89%
6435C · CED, CONF & TRAVEL (C&P)	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
6435D · CED, CONF & TRAVEL (ADM)	107.79	749.48	902.75	1,760.02	15,000.00	-13,239.98	11.73%
6435Dig · CED, CONF & TRAVEL (DIGITAL)	0.00	0.00	22.99	22.99	5,000.00	-4,977.01	0.46%
6435G · CED, CONF & TRAVEL (GEN)	60.00	0.00	0.00	60.00	1,000.00	-940.00	6.0%
6435L · CED, CONF & TRAVEL (LIT)	173.33	51.65	49.90	274.88	4,000.00	-3,725.12	6.87%
6435N · CED, CONF & TRAVEL (TEEN)	61.91	25.69	0.00	87.60	4,000.00	-3,912.40	2.19%
6435R · CED, CONF & TRAVEL (CIRC)	107.16	219.08	163.44	489.68	5,000.00	-4,510.32	9.79%
6435S · CED, CONF & TRAV (COMM SRV)	0.00	500.00	0.00	500.00	3,000.00	-2,500.00	16.67%
6435T · CED, CONF & TRAVEL (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6435W · CED, CONF & TRAVEL (WIRES)	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6436 · CONTRACTS	0.00	0.00	0.00	0.00	89,348.00	-89,348.00	0.0%
6437A · PROGRAMS (ADULT)	2,437.82	4,343.11	2,041.12	8,822.05	55,000.00	-46,177.95	16.04%
6437C · PROGRAMS (C&P)	6,801.22	4,578.06	2,427.10	13,806.38	55,000.00	-41,193.62	25.1%
6437D · PROGRAMS (DIGITAL)	0.00	0.00	473.10	473.10	15,000.00	-14,526.90	3.15%
6437L · PROGRAMS (LIT)	79.34	7,100.14	716.04	7,895.52	65,000.00	-57,104.48	12.15%
6437N · PROGRAMS (TEEN)	1,038.49	2,229.14	1,174.91	4,442.54	20,000.00	-15,557.46	22.21%
6437P · PROFESSIONAL FEES							
643760 · PLANTINGS	0.00	0.00	0.00	0.00	1,800.00	-1,800.00	0.0%
643765 · PROMOTION AND PUBLICITY	18,048.73	5,530.80	22,626.00	46,205.53	152,000.00	-105,794.47	30.4%
643770 · CONTINGENCY	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6437P01 · ACCOUNTANT/AUDITOR	0.00	2,200.00	0.00	2,200.00	17,500.00	-15,300.00	12.57%
6437P02 · AUDITOR	0.00	1,500.00	0.00	1,500.00	6,000.00	-4,500.00	25.0%

	TOTAL						
	Jul 22	Aug 22	Sep 22	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
6437P10 · ELECTION	0.00	0.00	0.00	0.00	7,000.00	-7,000.00	0.0%
6437P11 · FSA ADMINISTRATION	135.00	135.00	135.00	405.00	1,620.00	-1,215.00	25.0%
6437P12 · PAYROLL SERVICES	1,193.09	116.99	2,604.27	3,914.35	22,000.00	-18,085.65	17.79%
6437P13 · ARMORED CAR SERVICE	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	2,000.00	-2,000.00	0.0%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	220.35	0.00	0.00	220.35	500.00	-279.65	44.07%
6437P16 · STAFF BACKGROUND SCREEN	0.00	0.00	798.75	798.75	500.00	298.75	159.75%
6437P17 · TRANSLATION SERVICES	6.50	6.50	6.50	19.50	150.00	-130.50	13.0%
6437P3 · APPRAISAL SERVICES	230.00	0.00	0.00	230.00	500.00	-270.00	46.0%
6437P4 · ATTORNEY	13,000.82	4,418.32	251.25	17,670.39	75,000.00	-57,329.61	23.56%
6437P5 · BACKFLOW INSPECTION	0.00	0.00	0.00	0.00	225.00	-225.00	0.0%
6437P6 · BOARD SECRETARY	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P7 · COLLECTION AGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P8 · DENITE SYSTEMS ANALYSIS	0.00	0.00	0.00	0.00	400.00	-400.00	0.0%
6437P9 · EAP	0.00	4,760.00	0.00	4,760.00	7,650.00	-2,890.00	62.22%
Total 6437P · PROFESSIONAL FEES	32,834.49	18,667.61	26,421.77	77,923.87	296,345.00	-218,421.13	26.3%
6438 · DUES	150.00	0.00	175.00	325.00	2,500.00	-2,175.00	13.0%
6439A · EQUIPMENT R & M (ADULT)	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	550.00	-550.00	0.0%
6439G · EQUIPMENT R & M (GEN)	2,750.73	3,517.71	3,102.33	9,370.77	65,000.00	-55,629.23	14.42%
6439N · EQUIPMENT R & M (TEEN)	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
6439R · EQUIPMENT R & M (CIRC)	10,856.74	0.00	0.00	10,856.74	45,000.00	-34,143.26	24.13%
6439T · EQUIPMENT R & M (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	0.00	0.00	1,253.80	1,253.80	20,000.00	-18,746.20	6.27%
6450E · ELECTRICITY	14,053.04	18,182.56	1,511.87	33,747.47	150,000.00	-116,252.53	22.5%
6450F · FUEL/GAS	379.14	509.36	156.06	1,044.56	18,000.00	-16,955.44	5.8%
6450W · WATER	359.73	261.77	0.00	621.50	5,000.00	-4,378.50	12.43%
6451G · CUSTODIAL SUPPLIES	1,077.28	2,659.39	85.54	3,822.21	20,000.00	-16,177.79	19.11%
6452G · BLDG ALTERATION AND MAINT	485.00	6,605.00	417.50	7,507.50	105,000.00	-97,492.50	7.15%

	TOTAL						
	Jul 22	Aug 22	Sep 22	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
6454 · INSURANCE	83,708.73	0.00	-8,578.65	75,130.08	85,000.00	-9,869.92	88.39%
6485G · Bank Fees	320.16	152.85	29.72	502.73			
6601 · BOND PRINCIPAL	0.00	0.00	0.00	0.00	480,000.00	-480,000.00	0.0%
6701 · BOND INTEREST	0.00	0.00	0.00	0.00	223,918.00	-223,918.00	0.0%
69800 · Uncategorized Expenses							
6990 · BRANCH Operations	21,878.70	20,613.69	2,621.04	45,113.43	999,500.00	-954,386.57	4.51%
Total 69800 · Uncategorized Expenses	21,878.70	20,613.69	2,621.04	45,113.43	999,500.00	-954,386.57	4.51%
7203 · EQUIPMENT - Capital Purchases							
7203A · EQUIPMENT ADULT	0.00	0.00	0.00	0.00	400,000.00	-400,000.00	0.0%
7203C · EQUIPMENT C & P	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	78,000.00	-78,000.00	0.0%
7203G · EQUIPMENT BUS OFF	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
7203L · EQUIPMENT LITERACY	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7203N · EQUIPMENT TEEN	0.00	0.00	0.00	0.00	255,000.00	-255,000.00	0.0%
7203R · EQUIPMENT CIRC	0.00	0.00	6,660.25	6,660.25	333,000.00	-326,339.75	2.0%
7203T · EQUIPMENT TECH	0.00	0.00	6,660.25	6,660.25	0.00	6,660.25	100.0%
7203W · EQUIPMENT WIRE	8.29	3,306.45	0.00	3,314.74	375,000.00	-371,685.26	0.88%
Total 7203 · EQUIPMENT - Capital Purchases	8.29	3,306.45	13,320.50	16,635.24	1,553,500.00	-1,536,864.76	1.07%
Total Expense	588,034.96	508,581.58	572,407.01	1,669,023.55	10,613,000.00	-8,943,976.45	15.73%
Net Ordinary Income	-576,912.63	-221,871.48	-564,691.11	-1,363,475.22	0.00	-1,363,475.22	100.0%
Other Income/Expense							
Other Expense							
7500 · BUILDING IMPROVEMENTS	1,374,788.58	305,470.16	1,457,583.15	3,137,841.89			
Total Other Expense	1,374,788.58	305,470.16	1,457,583.15	3,137,841.89			
Net Other Income	-1,374,788.58	-305,470.16	-1,457,583.15	-3,137,841.89	0.00	-3,137,841.89	100.0%
Net Income	-1,951,701.21	-527,341.64	-2,022,274.26	-4,501,317.11	0.00	-4,501,317.11	100.0%

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

CAPITAL FUND FINANCIAL REPORT

SEPTEMBER 2022

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-22			\$ 6,012,355.99		\$ 4,086.45		\$ -		\$ 6,016,442.44
August-22			\$ 6,016,442.44		\$ 4,089.23		\$ -		\$ 6,020,531.67
September-22			\$ 6,020,531.67		\$ 3,959.96		\$ -		\$ 6,024,491.63
							Grand Total :		\$ 6,024,491.63

**SCHEDULE OF CLAIMS
PRESENTED OCTOBER 24, 2022**

PREPAY PAYABLES WARRANT #1		\$	8,222.37
PAYABLES WARRANT #2		\$	1,245,284.58
PAYROLL WARRANT W.E.	9/30/2022	\$	130,891.00
PAYROLL BENEFITS WARRANT		\$	11,191.60
PAYROLL WARRANT W.E.	10/14/2022	\$	132,458.28
PAYROLL BENEFITS WARRANT		\$	12,290.57
	Total	\$	1,540,338.40

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
OCTOBER 24, 2022
PREPAY WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	64855	09/29/2022	PSEGLI -- Moriches	L0225 · FLUSHING BANK - OPERATING	
	Bill	0815-091522 Acct5041	09/15/2022		6450E · ELECTRICITY	-203.04
TOTAL						-203.04
	Bill Pmt -Check	64856	09/29/2022	PSEGLI -- NeighborhoodRdMasticBeach	L0225 · FLUSHING BANK - OPERATING	
	Bill	0816--091622 act3511	09/16/2022		6450E · ELECTRICITY	-277.52
TOTAL						-277.52
	Bill Pmt -Check	64857	09/29/2022	PSEGLI -- NeighborhoodRdMasticBeach	L0225 · FLUSHING BANK - OPERATING	
	Bill	0816--091622 act3541	09/16/2022		6450E · ELECTRICITY	-462.45
TOTAL						-462.45
	Bill Pmt -Check	64858	09/29/2022	PSEGLI -- NeighborhoodRdMasticBeach	L0225 · FLUSHING BANK - OPERATING	
	Bill	0816--091622 act3561	09/16/2022		6990 · BRANCH Operations	-588.09
TOTAL						-588.09
	Bill Pmt -Check	64859	09/30/2022	Paychex of New York LLC	L0225 · FLUSHING BANK - OPERATING	
	Bill	2022092900	09/29/2022		6437P12 · PAYROLL SERVICES	-1,060.72
TOTAL						-1,060.72
	Bill Pmt -Check	64860	10/03/2022	T-Mobile	L0225 · FLUSHING BANK - OPERATING	
	Bill	092322	09/23/2022		6437D · PROGRAMS (DIGITAL)	-473.10
TOTAL						-473.10

Mastics Moriches Shirley Community Library
OCTOBER 24, 2022
PREPAY WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	64861	10/04/2022	Wex Bank	L0225 · FLUSHING BANK - OPERATING	
	Bill	84066614	09/30/2022		6450F · FUEL/GAS	-156.06
TOTAL						-156.06
	Bill Pmt -Check	64862	10/14/2022	PSEGLI	L0225 · FLUSHING BANK - OPERATING	
	Bill	0907--100622 act7541	10/06/2022		6450E · ELECTRICITY	-217.60
TOTAL						-217.60
	Bill Pmt -Check	64863	10/14/2022	PSEGLI	L0225 · FLUSHING BANK - OPERATING	
	Bill	0907--100622 act7525	10/06/2022		6450E · ELECTRICITY	-271.31
TOTAL						-271.31
	Bill Pmt -Check	64864	10/14/2022	Sam's Club	L0225 · FLUSHING BANK - OPERATING	
	Bill	09/09--10/08/22	10/08/2022		6437L · PROGRAMS (LIT)	-127.16
TOTAL						-127.16
	Bill Pmt -Check	64868	10/19/2022	New York State Unemployment Insurance	L0225 · FLUSHING BANK - OPERATING	
	Bill	100122 3Q22-BR	10/03/2022		9050 · UNEMPLOYMENT INSURANCE	-587.37
TOTAL						-587.37
	Bill Pmt -Check	64865	10/21/2022	Void - print error	L0225 · FLUSHING BANK - OPERATING	
TOTAL						0.00

Mastics Moriches Shirley Community Library
OCTOBER 24, 2022
PREPAY WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	64866	10/21/2022	Postmaster MasticBeach	L0225 · FLUSHING BANK - OPERATING	
	Bill	NL112022	10/21/2022		6433G · POSTAGE	-2,423.20
TOTAL						-2,423.20
	Bill Pmt -Check	64867	10/21/2022	Amazon.com	L0225 · FLUSHING BANK - OPERATING	
	Bill	101022	10/10/2022		6430G · OFFICE AND LIBRARY SUPPLIES	-1,374.75
TOTAL						-1,374.75

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

Signed: _____

-8,222.37

Mastics Moriches Shirley Community Library
OCTOBER 24, 2022
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	64869	10/24/2022	A.T. Equipment Sales Corporation	L0225 - FLUSHING BANK - OPERATING	
	Bill	7338	09/22/2022		7500 - BUILDING IMPROVEMENTS	-3,130.00
TOTAL						-3,130.00
	Bill Pmt -Check	64870	10/24/2022	Ashton, Ruth	L0225 - FLUSHING BANK - OPERATING	
	Bill	100322	10/03/2022		6437L - PROGRAMS (LIT)	-180.00
TOTAL						-180.00
	Bill Pmt -Check	1182	10/24/2022	Aventura Construction Corp	L0229 - FLUSHING BANK - BOND Referendum	
	Bill	App 1	09/20/2022		7500 - BUILDING IMPROVEMENTS	-32,428.45
	Bill	App 2	09/30/2022		7500 - BUILDING IMPROVEMENTS	-5,401.22
TOTAL						-37,829.67
	Bill Pmt -Check	64871	10/24/2022	Baker & Taylor	L0225 - FLUSHING BANK - OPERATING	
	Bill	5017860309	08/01/2022		6410A - BOOKS (ADULT)	-418.23
	Bill	5017853398	09/22/2022		6410N - BOOKS (TEEN)	-42.22
	Bill	5017897213	09/22/2022		6410A - BOOKS (ADULT)	-319.57
	Bill	5017868680	09/23/2022		6410A - BOOKS (ADULT)	-252.74
	Bill	5017885318	09/23/2022		6410A - BOOKS (ADULT)	-733.18
	Bill	5017877240	09/26/2022		6410N - BOOKS (TEEN)	-67.98
	Bill	5017962653	10/03/2022		6410A - BOOKS (ADULT)	-276.20
	Bill	5017908973	10/04/2022		6410A - BOOKS (ADULT)	-31.12

Mastics Moriches Shirley Community Library

OCTOBER 24, 2022

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill	5017955787	10/04/2022		6410A · BOOKS (ADULT)	-379.06
Bill	5017970051	10/05/2022		6410A · BOOKS (ADULT)	-484.55
Bill	5017932143	10/07/2022		6410N · BOOKS (TEEN)	-59.71
Bill	5017922529	10/07/2022		6410A · BOOKS (ADULT)	-689.93
TOTAL					<u>-3,754.49</u>
Bill Pmt -Check	64872	10/24/2022	Barbecho, Ana C.	L0225 · FLUSHING BANK - OPERATING	
Bill	092822	09/28/2022		6437L · PROGRAMS (LIT)	-108.00
TOTAL					<u>-108.00</u>
Bill Pmt -Check	64873	10/24/2022	Bautista, Carla	L0225 · FLUSHING BANK - OPERATING	
Bill	100422	10/04/2022		6437L · PROGRAMS (LIT)	-96.00
TOTAL					<u>-96.00</u>
Bill Pmt -Check	64874	10/24/2022	Bay Shore–Brightwaters Public Library	L0225 · FLUSHING BANK - OPERATING	
Bill	100422	10/04/2022		6410A · BOOKS (ADULT)	-83.95
TOTAL					<u>-83.95</u>
Bill Pmt -Check	64875	10/24/2022	Bleidner, Gloria	L0225 · FLUSHING BANK - OPERATING	
Bill	100522	10/05/2022		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-100.00</u>

Mastics Moriches Shirley Community Library
OCTOBER 24, 2022
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	64876	10/24/2022	Bug Free Exterminating Co., Inc.	L0225 - FLUSHING BANK - OPERATING	
Bill	2377719-MT	10/10/2022		6452G · BLDG ALTERATION AND MAINT	-95.00
Bill	2377783	10/19/2022		6452G · BLDG ALTERATION AND MAINT	-415.00
TOTAL					-510.00
Bill Pmt -Check	64877	10/24/2022	CALLAHEAD	L0225 - FLUSHING BANK - OPERATING	
Bill	A-1713181 MB BusOfc	10/14/2022		6990 · BRANCH Operations	-415.00
TOTAL					-415.00
Bill Pmt -Check	64878	10/24/2022	CALLAHEAD	L0225 - FLUSHING BANK - OPERATING	
Bill	A-1704688 Mastic	09/26/2022		7500 · BUILDING IMPROVEMENTS	-474.00
TOTAL					-474.00
Bill Pmt -Check	64879	10/24/2022	CALLAHEAD	L0225 - FLUSHING BANK - OPERATING	
Bill	A-1704690 Moriches	09/26/2022		7500 · BUILDING IMPROVEMENTS	-498.00
TOTAL					-498.00
Bill Pmt -Check	1183	10/24/2022	CALLAHEAD	L0229 - FLUSHING BANK - BOND Referendum	
Bill	A-1704263 Main Lib	09/23/2022		7500 · BUILDING IMPROVEMENTS	-549.00
TOTAL					-549.00
Bill Pmt -Check	64880	10/24/2022	Carco Group, Inc.	L0225 - FLUSHING BANK - OPERATING	
Bill	893814	09/30/2022		6437P16 · STAFF BACKGROUND SCREEN	-798.75
TOTAL					-798.75

Mastics Moriches Shirley Community Library
OCTOBER 24, 2022
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	64881	10/24/2022	Carter, Kathleen M.	L0225 · FLUSHING BANK - OPERATING	
	Bill	092222	09/22/2022		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						-150.00
	Bill Pmt -Check	64882	10/24/2022	Cassone Leasing, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	1027205 MasticB--Lit	10/01/2022		6990 · BRANCH Operations	-485.00
	Bill	1028043 BusOfc MBch	10/01/2022		6990 · BRANCH Operations	-873.00
TOTAL						-1,358.00
	Bill Pmt -Check	64883	10/24/2022	Cassone Leasing, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	1027555 Moriches	10/01/2022		7500 · BUILDING IMPROVEMENTS	-450.00
TOTAL						-450.00
	Bill Pmt -Check	1184	10/24/2022	Cassone Leasing, Inc.	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	1028103 MainLib	10/01/2022		7500 · BUILDING IMPROVEMENTS	-646.00
TOTAL						-646.00
	Bill Pmt -Check	64884	10/24/2022	Cayea, Michele	L0225 · FLUSHING BANK - OPERATING	
	Bill	092022	09/20/2022		6437A · PROGRAMS (ADULT)	-150.00
	Bill	092722	09/27/2022		6437A · PROGRAMS (ADULT)	-150.00
TOTAL						-300.00

Mastics Moriches Shirley Community Library

OCTOBER 24, 2022

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	64885	10/24/2022	CDW Government, Inc.	L0225 - FLUSHING BANK - OPERATING	
Bill	CV21070	09/16/2022		6439W · EQUIPMENT R & M (WIRES)	-626.90
Bill	CV21187	09/16/2022		6439W · EQUIPMENT R & M (WIRES)	-626.90
Bill	CV41606	09/16/2022		6430G · OFFICE AND LIBRARY SUPPLIES	-2,518.21
TOTAL					<u>-3,772.01</u>
Bill Pmt -Check	1185	10/24/2022	CMM Sitework, Inc.	L0229 - FLUSHING BANK - BOND Referendum	
Bill	ErthDrn Morch App 06	09/30/2022		7500 · BUILDING IMPROVEMENTS	-93,535.83
TOTAL					<u>-93,535.83</u>
Bill Pmt -Check	64886	10/24/2022	Colonial Youth & Family Services Inc	L0225 - FLUSHING BANK - OPERATING	
Bill	09/20/22	09/20/2022		6437A · PROGRAMS (ADULT)	-60.00
Bill	09/27/22	09/27/2022		6437A · PROGRAMS (ADULT)	-60.00
Bill	100422	10/04/2022		6437A · PROGRAMS (ADULT)	-60.00
Bill	101122	10/11/2022		6437A · PROGRAMS (ADULT)	-60.00
TOTAL					<u>-240.00</u>
Bill Pmt -Check	64887	10/24/2022	Colson, Doris J.	L0225 - FLUSHING BANK - OPERATING	
Bill	100322	10/03/2022		6437L · PROGRAMS (LIT)	-130.00
TOTAL					<u>-130.00</u>
Bill Pmt -Check	64888	10/24/2022	Corrigan, Jacqueline Ann	L0225 - FLUSHING BANK - OPERATING	
Bill	100422	10/04/2022		6437L · PROGRAMS (LIT)	-65.00
TOTAL					<u>-65.00</u>

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	64889	10/24/2022	Cueva, Daniel S.	L0225 · FLUSHING BANK - OPERATING	
	Bill	100622	10/06/2022		6437L · PROGRAMS (LIT)	-195.00
TOTAL						-195.00
	Bill Pmt -Check	64890	10/24/2022	Currao-McAleavey, Carmella	L0225 · FLUSHING BANK - OPERATING	
	Bill	092922 adults	09/29/2022		6437A · PROGRAMS (ADULT)	-125.00
	Bill	092922 teens	09/29/2022		6437N · PROGRAMS (TEEN)	-125.00
	Bill	101322 adults	10/13/2022		6437A · PROGRAMS (ADULT)	-125.00
TOTAL						-375.00
	Bill Pmt -Check	64891	10/24/2022	D-Tech International USA LLC	L0225 · FLUSHING BANK - OPERATING	
	Bill	2171 origdt 08/17/22	10/07/2022		6439T · EQUIPMENT R & M (TECH)	-2,050.00
TOTAL						-2,050.00
	Bill Pmt -Check	64892	10/24/2022	Del Rio, Donika	L0225 · FLUSHING BANK - OPERATING	
	Bill	100822	10/08/2022		6437L · PROGRAMS (LIT)	-422.50
TOTAL						-422.50
	Bill Pmt -Check	64893	10/24/2022	Discount School Supply	L0225 · FLUSHING BANK - OPERATING	
	Bill	W91280530101	09/22/2022		6437L · PROGRAMS (LIT)	-54.99
TOTAL						-54.99

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	64894	10/24/2022	Dolma, Dekyi	L0225 · FLUSHING BANK - OPERATING	
	Bill	100722	10/07/2022		6437L · PROGRAMS (LIT)	-264.00
TOTAL						-264.00
	Bill Pmt -Check	64895	10/24/2022	East End Screen Printing & Embroidery	L0225 · FLUSHING BANK - OPERATING	
	Bill	45852	10/07/2022		6430G · OFFICE AND LIBRARY SUPPLIES	-200.00
TOTAL						-200.00
	Bill Pmt -Check	1186	10/24/2022	Eastern Environmental Solutions Inc.	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	22/1369	09/19/2022		7500 · BUILDING IMPROVEMENTS	-1,960.00
TOTAL						-1,960.00
	Bill Pmt -Check	64896	10/24/2022	ECM Consulting and Marketing	L0225 · FLUSHING BANK - OPERATING	
	Bill	1234	09/01/2022		643765 · PROMOTION AND PUBLICITY	-3,500.00
TOTAL						-3,500.00
	Bill Pmt -Check	64897	10/24/2022	ECM Consulting and Marketing	L0225 · FLUSHING BANK - OPERATING	
	Bill	1254	09/13/2022		643765 · PROMOTION AND PUBLICITY	-3,500.00
TOTAL						-3,500.00
	Bill Pmt -Check	1187	10/24/2022	Emilita AICP, David J.S.	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	100322 MainLib	10/03/2022		7500 · BUILDING IMPROVEMENTS	-700.00
TOTAL						-700.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	64898	10/24/2022	EnvisionWare Inc.	L0225 · FLUSHING BANK - OPERATING	
Bill	INV-US-61900	10/11/2022		7203T · EQUIPMENT TECH	-1,237.50
				7203R · EQUIPMENT CIRC	-1,237.50
Bill	INV-US-61901	10/11/2022		6452G · BLDG ALTERATION AND MAINT	-2,225.00
TOTAL					<u>-4,700.00</u>
Bill Pmt -Check	1188	10/24/2022	Erector Specialists, Inc.	L0229 · FLUSHING BANK - BOND Referendum	
Bill	App No 2 Moriches	09/30/2022		7500 · BUILDING IMPROVEMENTS	-7,725.00
TOTAL					<u>-7,725.00</u>
Bill Pmt -Check	64899	10/24/2022	Farra, Ashley N.	L0225 · FLUSHING BANK - OPERATING	
Bill	100422	10/04/2022		6437L · PROGRAMS (LIT)	-130.00
TOTAL					<u>-130.00</u>
Bill Pmt -Check	64900	10/24/2022	Fattizzo, Vincent -- Staff	L0225 · FLUSHING BANK - OPERATING	
Bill	081922	10/04/2022		6435L · CED, CONF & TRAVEL (LIT)	-28.06
TOTAL					<u>-28.06</u>
Bill Pmt -Check	64901	10/24/2022	Fleming, Alex	L0225 · FLUSHING BANK - OPERATING	
Bill	101322	10/13/2022		6437N · PROGRAMS (TEEN)	-275.00
TOTAL					<u>-275.00</u>

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	64902	10/24/2022	Franco Moran, Alejandra	L0225 - FLUSHING BANK - OPERATING	
	Bill	092822	09/28/2022		6437L - PROGRAMS (LIT)	-65.00
TOTAL						-65.00
	Bill Pmt -Check	64903	10/24/2022	Franco, Corinne	L0225 - FLUSHING BANK - OPERATING	
	Bill	101222	10/12/2022		6437A - PROGRAMS (ADULT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	64904	10/24/2022	Fuentes, Rosa E.	L0225 - FLUSHING BANK - OPERATING	
	Bill	100622	10/06/2022		6437L - PROGRAMS (LIT)	-285.00
TOTAL						-285.00
	Bill Pmt -Check	64905	10/24/2022	Galvez Moreno, Viodelda S.	L0225 - FLUSHING BANK - OPERATING	
	Bill	100322	10/03/2022		6437L - PROGRAMS (LIT)	-195.00
TOTAL						-195.00
	Bill Pmt -Check	64906	10/24/2022	George, Ivette	L0225 - FLUSHING BANK - OPERATING	
	Bill	100622	10/06/2022		6437L - PROGRAMS (LIT)	-455.00
TOTAL						-455.00
	Bill Pmt -Check	64907	10/24/2022	GR8SKATES LLC	L0225 - FLUSHING BANK - OPERATING	
	Bill	101322	10/13/2022		6437C - PROGRAMS (C&P)	-1,500.00
TOTAL						-1,500.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	64908	10/24/2022	Grama, Gabriella	L0225 · FLUSHING BANK - OPERATING	
	Bill	101122	10/11/2022		6437A · PROGRAMS (ADULT)	-270.00
TOTAL						-270.00
	Bill Pmt -Check	64909	10/24/2022	H2M architects + engineers	L0225 · FLUSHING BANK - OPERATING	
	Bill	236370	09/29/2022		7500 · BUILDING IMPROVEMENTS	-585.00
TOTAL						-585.00
	Bill Pmt -Check	1189	10/24/2022	H2M architects + engineers	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	234922 origdt 082622	09/29/2022		7500 · BUILDING IMPROVEMENTS	-14,594.39
	Bill	233573 origdt 072922	09/29/2022		7500 · BUILDING IMPROVEMENTS	-83,842.28
TOTAL						-98,436.67
	Bill Pmt -Check	1190	10/24/2022	Hartcorn Plmbg & Heating Inc	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	Application 7	09/30/2022		7500 · BUILDING IMPROVEMENTS	-665.00
TOTAL						-665.00
	Bill Pmt -Check	64910	10/24/2022	Hernandez Sosa, Irma Areli	L0225 · FLUSHING BANK - OPERATING	
	Bill	100822	10/08/2022		6437L · PROGRAMS (LIT)	-850.00
TOTAL						-850.00
	Bill Pmt -Check	64911	10/24/2022	Hogan, Gary - Security staff	L0225 · FLUSHING BANK - OPERATING	
	Bill	081322	10/17/2022		6435G · CED, CONF & TRAVEL (GEN)	-90.38
TOTAL						-90.38

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	64912	10/24/2022	Imperatore, Kyle - staff	L0225 · FLUSHING BANK - OPERATING	
Bill	092922	09/29/2022		6435R · CED, CONF & TRAVEL (CIRC)	-72.19
TOTAL					-72.19
Bill Pmt -Check	64913	10/24/2022	Ingram Library Services	L0225 · FLUSHING BANK - OPERATING	
Bill	67514896	09/09/2022		6410C · BOOKS (C&P)	-250.93
Bill	67515672	09/12/2022		6410C · BOOKS (C&P)	-12.60
Bill	60127518	09/13/2022		6410C · BOOKS (C&P)	-166.88
Bill	60130281	09/20/2022		6410C · BOOKS (C&P)	-11.49
Bill	60130282	09/20/2022		6410C · BOOKS (C&P)	-5.89
Bill	67519268	09/20/2022		6410C · BOOKS (C&P)	-527.04
Bill	67519428	09/20/2022		6410C · BOOKS (C&P)	-12.60
Bill	67519440	09/20/2022		6410C · BOOKS (C&P)	-14.40
Bill	60131553	09/21/2022		6410C · BOOKS (C&P)	-4.24
Bill	67520231	09/21/2022		6410C · BOOKS (C&P)	-13.77
Bill	60132320	09/22/2022		6410C · BOOKS (C&P)	-5.93
Bill	60132435	09/23/2022		6410C · BOOKS (C&P)	-5.89
Bill	60132436	09/23/2022		6410C · BOOKS (C&P)	-231.90
Bill	67521504	09/23/2022		6410C · BOOKS (C&P)	-18.92
Bill	60134711	09/27/2022		6410C · BOOKS (C&P)	-11.86
Bill	67522556	09/27/2022		6410C · BOOKS (C&P)	-185.36
Bill	67522681	09/27/2022		6410C · BOOKS (C&P)	-13.81
Bill	67523142	09/28/2022		6410C · BOOKS (C&P)	-48.05
Bill	67523542	09/29/2022		6410C · BOOKS (C&P)	-25.22
Bill	67523936	09/30/2022		6410C · BOOKS (C&P)	-17.93
TOTAL					-1,584.71

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	64914	10/24/2022	Irish, Kathleen A. -- staff	L0225 · FLUSHING BANK - OPERATING	
	Bill	092922	09/29/2022		6435R · CED, CONF & TRAVEL (CIRC)	-91.25
TOTAL						-91.25
	Bill Pmt -Check	1191	10/24/2022	J.P. Daly & Sons, Inc.	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	Req 7	09/20/2022		7500 · BUILDING IMPROVEMENTS	-159,248.50
TOTAL						-159,248.50
	Bill Pmt -Check	64915	10/24/2022	Janowitz, Laurie	L0225 · FLUSHING BANK - OPERATING	
	Bill	100522	10/05/2022		6437A · PROGRAMS (ADULT)	-320.00
	Bill	080822	10/07/2022		6437A · PROGRAMS (ADULT)	-260.00
TOTAL						-580.00
	Bill Pmt -Check	64916	10/24/2022	Jerva, Zoe	L0225 · FLUSHING BANK - OPERATING	
	Bill	091922	09/19/2022		6437C · PROGRAMS (C&P)	-30.00
TOTAL						-30.00
	Bill Pmt -Check	64917	10/24/2022	Jimenez, Alicia	L0225 · FLUSHING BANK - OPERATING	
	Bill	093022	09/30/2022		6437L · PROGRAMS (LIT)	-195.00
TOTAL						-195.00
	Bill Pmt -Check	64918	10/24/2022	Jodlowski, Stephanie Ann (prevLoviglio)	L0225 · FLUSHING BANK - OPERATING	
	Bill	092422	09/24/2022		6437A · PROGRAMS (ADULT)	-250.00
TOTAL						-250.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	64919	10/24/2022	Kanopy Inc	L0225 - FLUSHING BANK - OPERATING	
Bill	315594-PPU	09/30/2022		6417A · VIDEOS (ADULT)	-436.00
				6417C · VIDEOS (C&P)	-60.00
TOTAL					-496.00
Bill Pmt -Check	64920	10/24/2022	Kelly-Edmunds, Anne M.	L0225 - FLUSHING BANK - OPERATING	
Bill	101422	10/14/2022		6437A · PROGRAMS (ADULT)	-150.00
TOTAL					-150.00
Bill Pmt -Check	64921	10/24/2022	Kevin A. Seaman, Esq.	L0225 - FLUSHING BANK - OPERATING	
Bill	100122	10/01/2022		6437P4 · ATTORNEY	-412.50
TOTAL					-412.50
Bill Pmt -Check	64922	10/24/2022	King Kullen	L0225 - FLUSHING BANK - OPERATING	
Bill	222431305481	08/31/2022		6430G · OFFICE AND LIBRARY SUPPLIES	-19.98
Bill	222461311471	09/03/2022		6451G · CUSTODIAL SUPPLIES	-34.99
Bill	222501318341	09/07/2022		6437N · PROGRAMS (TEEN)	-7.09
Bill	222691354191	09/26/2022		6430G · OFFICE AND LIBRARY SUPPLIES	-7.69
TOTAL					-69.75
Bill Pmt -Check	64923	10/24/2022	KL Home Inspection Services LLC	L0225 - FLUSHING BANK - OPERATING	
Bill	100822	10/08/2022		6437A · PROGRAMS (ADULT)	-175.00
TOTAL					-175.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	64924	10/24/2022	Kuil, Linda - staff	L0225 · FLUSHING BANK - OPERATING	
	Bill	092722	09/27/2022		6435A · CED, CONF & TRAVEL (ADULT)	-37.50
TOTAL						-37.50
	Bill Pmt -Check	64925	10/24/2022	Lamb & Barnosky, LLP	L0225 · FLUSHING BANK - OPERATING	
	Bill	141882	08/31/2022		6437P4 · ATTORNEY	-2,041.66
	Bill	141803	09/13/2022		6437P4 · ATTORNEY	-251.25
TOTAL						-2,292.91
	Bill Pmt -Check	1192	10/24/2022	LandTek Group Inc.	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	27537	09/30/2022		7500 · BUILDING IMPROVEMENTS	-14,985.00
TOTAL						-14,985.00
	Bill Pmt -Check	64926	10/24/2022	Language Line Services Inc	L0225 · FLUSHING BANK - OPERATING	
	Bill	10652579	09/30/2022		6437P17 · TRANSLATION SERVICES	-6.50
TOTAL						-6.50
	Bill Pmt -Check	64927	10/24/2022	Lopez Reynoso, Fausto D.	L0225 · FLUSHING BANK - OPERATING	
	Bill	092822	09/28/2022		6437L · PROGRAMS (LIT)	-65.00
TOTAL						-65.00
	Bill Pmt -Check	64928	10/24/2022	Main Street Screen Printing Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	2128	10/05/2022		6430G · OFFICE AND LIBRARY SUPPLIES	-1,050.00
TOTAL						-1,050.00

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	64929	10/24/2022	Mark Grossman Public Relations	L0225 - FLUSHING BANK - OPERATING	
Bill	0822-MMS	09/26/2022		643765 · PROMOTION AND PUBLICITY	-4,000.00
Bill	0922-MMS	09/26/2022		643765 · PROMOTION AND PUBLICITY	-4,000.00
Bill	1022-MMS	09/26/2022		643765 · PROMOTION AND PUBLICITY	-4,000.00
TOTAL					-12,000.00
Bill Pmt -Check	64930	10/24/2022	Medina Paredes, Jhanneth Del Rocio	L0225 - FLUSHING BANK - OPERATING	
Bill	100322	10/03/2022		6437L · PROGRAMS (LIT)	-65.00
TOTAL					-65.00
Bill Pmt -Check	64931	10/24/2022	Midwest Tape	L0225 - FLUSHING BANK - OPERATING	
Bill	502704828	09/21/2022		6417A · VIDEOS (ADULT)	-130.97
Bill	502704829	09/21/2022		6417A · VIDEOS (ADULT)	-90.35
Bill	502706241	09/21/2022		6417C · VIDEOS (C&P)	-135.96
Bill	502733445	09/27/2022		6417A · VIDEOS (ADULT)	-17.17
Bill	502733446	09/27/2022		6417C · VIDEOS (C&P)	-256.92
Bill	502754947 hoopla	09/30/2022		6411A · MICRO/REF CD (ADULT)	-435.27
				6411C · MICRO/REF CD (C&P)	-348.22
				6411N · MICRO/REF CD (TEEN)	-87.05
TOTAL					-1,501.91
Bill Pmt -Check	64932	10/24/2022	Migoya-Schlie, Catherine Victoria	L0225 - FLUSHING BANK - OPERATING	
Bill	100722	10/07/2022		6437L · PROGRAMS (LIT)	-585.00
TOTAL					-585.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	1193	10/24/2022	Milburn Flooring Mills	L0229 - FLUSHING BANK - BOND Referendum	
	Bill	App 2	09/30/2022		7500 - BUILDING IMPROVEMENTS	-3,307.40
TOTAL						-3,307.40
	Bill Pmt -Check	64933	10/24/2022	Murphy, Carmen	L0225 - FLUSHING BANK - OPERATING	
	Bill	100622	10/06/2022		6437L - PROGRAMS (LIT)	-260.00
TOTAL						-260.00
	Bill Pmt -Check	1194	10/24/2022	New York Painters Contracting Group LLC	L0229 - FLUSHING BANK - BOND Referendum	
	Bill	2022-06-10-02	10/06/2022		7500 - BUILDING IMPROVEMENTS	-27,500.00
TOTAL						-27,500.00
	Bill Pmt -Check	64934	10/24/2022	Newman, Robert L.	L0225 - FLUSHING BANK - OPERATING	
	Bill	100622	10/06/2022		6437L - PROGRAMS (LIT)	-195.00
TOTAL						-195.00
	Bill Pmt -Check	64935	10/24/2022	O'Connell, Linda	L0225 - FLUSHING BANK - OPERATING	
	Bill	091922	09/19/2022		6437A - PROGRAMS (ADULT)	-371.00
TOTAL						-371.00
	Bill Pmt -Check	64936	10/24/2022	Palmeri, Laura	L0225 - FLUSHING BANK - OPERATING	
	Bill	092322	09/23/2022		6437C - PROGRAMS (C&P)	-330.00
TOTAL						-330.00

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	64937	10/24/2022	Patchogue Advance, The	L0225 · FLUSHING BANK - OPERATING	
	Bill	10896	10/10/2022		643765 · PROMOTION AND PUBLICITY	-109.80
TOTAL						-109.80
	Bill Pmt -Check	64938	10/24/2022	Paychex	L0225 · FLUSHING BANK - OPERATING	
	Bill	Strmnt 25716463	10/04/2022		6437P12 · PAYROLL SERVICES	-117.38
	Bill	Strmnt 26013761	10/05/2022		6437P12 · PAYROLL SERVICES	-117.78
TOTAL						-235.16
	Bill Pmt -Check	64939	10/24/2022	Permacard	L0225 · FLUSHING BANK - OPERATING	
	Bill	217855	09/23/2022		6434R · PRINTING (CIRC)	-1,514.36
TOTAL						-1,514.36
	Bill Pmt -Check	64940	10/24/2022	Petty Cash	L0225 · FLUSHING BANK - OPERATING	
	Bill	090922 Bus Ofc	09/09/2022		6430G · OFFICE AND LIBRARY SUPPLIES	-125.00
	Bill	040522 cpsd	09/26/2022		6437C · PROGRAMS (C&P)	-33.25
TOTAL						-158.25
	Bill Pmt -Check	1195	10/24/2022	Pirraglia Sons Inc	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	App 004	09/30/2022		7500 · BUILDING IMPROVEMENTS	-573.77
TOTAL						-573.77

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	64941	10/24/2022	Quintanilla, Jocelyn Tatiana	L0225 · FLUSHING BANK - OPERATING	
	Bill	100422	10/04/2022		6437L · PROGRAMS (LIT)	-65.00
TOTAL						-65.00
	Bill Pmt -Check	64942	10/24/2022	Ray-Block Stationery Co. Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	IN87896	10/13/2022		6439G · EQUIPMENT R & M (GEN)	-218.49
TOTAL						-218.49
	Bill Pmt -Check	64943	10/24/2022	Rondon, Miriam	L0225 · FLUSHING BANK - OPERATING	
	Bill	100322	10/03/2022		6437L · PROGRAMS (LIT)	-130.00
TOTAL						-130.00
	Bill Pmt -Check	64944	10/24/2022	Roye, Sara-Staff	L0225 · FLUSHING BANK - OPERATING	
	Bill	092222	09/22/2022		6435Dig · CED, CONF & TRAVEL (DIGITAL)	-22.99
TOTAL						-22.99
	Bill Pmt -Check	1196	10/24/2022	Sandpebble Preconstruction Inc.	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	PostRef ProjReq 30	10/10/2022		7500 · BUILDING IMPROVEMENTS	-20,038.92
					7500 · BUILDING IMPROVEMENTS	-50,191.17
					7500 · BUILDING IMPROVEMENTS	-130,396.34
TOTAL						-200,626.43

Mastics Moriches Shirley Community Library
OCTOBER 24, 2022
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	64945	10/24/2022	Searles Graphics, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	20890	09/20/2022		6434G · PRINTING (GEN)	-7,893.00
TOTAL						-7,893.00
	Bill Pmt -Check	64946	10/24/2022	Sevilla, Lorgia Ana	L0225 · FLUSHING BANK - OPERATING	
	Bill	100722	10/07/2022		6437L · PROGRAMS (LIT)	-368.00
TOTAL						-368.00
	Bill Pmt -Check	64947	10/24/2022	Shattes, Krista	L0225 · FLUSHING BANK - OPERATING	
	Bill	100422	10/04/2022		6437A · PROGRAMS (ADULT)	-100.00
	Bill	101122	10/11/2022		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-200.00
	Bill Pmt -Check	64948	10/24/2022	Sievers, Sandra D.	L0225 · FLUSHING BANK - OPERATING	
	Bill	100522	10/05/2022		6437A · PROGRAMS (ADULT)	-100.00
TOTAL						-100.00
	Bill Pmt -Check	64949	10/24/2022	South Shore Press, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	L14260	08/17/2022		643765 · PROMOTION AND PUBLICITY	-234.00
	Bill	L14261	08/17/2022		643765 · PROMOTION AND PUBLICITY	-234.00
	Bill	L14262	08/17/2022		643765 · PROMOTION AND PUBLICITY	-234.00
	Bill	74513	08/24/2022		643765 · PROMOTION AND PUBLICITY	-3,100.00
	Bill	L14316	08/31/2022		643765 · PROMOTION AND PUBLICITY	-234.00

Mastics Moriches Shirley Community Library

OCTOBER 24, 2022

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill	L14317	08/31/2022		643765 · PROMOTION AND PUBLICITY	-234.00
	Bill	L14318	08/31/2022		643765 · PROMOTION AND PUBLICITY	-234.00
TOTAL						-4,504.00
	Bill Pmt -Check	64950	10/24/2022	South Shore Press, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	74527	09/21/2022		643765 · PROMOTION AND PUBLICITY	-3,100.00
TOTAL						-3,100.00
	Bill Pmt -Check	64951	10/24/2022	Sparling, Nicole S.	L0225 · FLUSHING BANK - OPERATING	
	Bill	092322	09/23/2022		6437C · PROGRAMS (C&P)	-325.00
TOTAL						-325.00
	Bill Pmt -Check	64952	10/24/2022	Staples Advantage	L0225 · FLUSHING BANK - OPERATING	
	Bill	8067664789	09/23/2022		6437L · PROGRAMS (LIT)	-91.60
					6430G · OFFICE AND LIBRARY SUPPLIES	-16.81
					6430G · OFFICE AND LIBRARY SUPPLIES	-295.40
					6437L · PROGRAMS (LIT)	-35.69
	Bill	8067739869	09/30/2022		6430G · OFFICE AND LIBRARY SUPPLIES	-24.66
TOTAL						-464.16
	Bill Pmt -Check	1197	10/24/2022	Strunk-Albert Engineering	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	11274	09/21/2022		7500 · BUILDING IMPROVEMENTS	-2,350.00
	Bill	11275 Moriches	09/21/2022		7500 · BUILDING IMPROVEMENTS	-2,350.00
TOTAL						-4,700.00

Mastics Moriches Shirley Community Library
OCTOBER 24, 2022
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	64953	10/24/2022	Suazo Giron, Ashley J	L0225 · FLUSHING BANK - OPERATING	
	Bill	100722	10/07/2022		6437L · PROGRAMS (LIT)	-312.00
TOTAL						-312.00
	Bill Pmt -Check	64954	10/24/2022	Suffolk Cooperative Library System - PALS	L0225 · FLUSHING BANK - OPERATING	
	Bill	81509	10/01/2022		6439R · EQUIPMENT R & M (CIRC)	-10,856.74
TOTAL						-10,856.74
	Bill Pmt -Check	64955	10/24/2022	Suffolk County Locksmith, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	119788	09/23/2022		6451G · CUSTODIAL SUPPLIES	-50.55
TOTAL						-50.55
	Bill Pmt -Check	64956	10/24/2022	Super Soccer Stars - LLC-P	L0225 · FLUSHING BANK - OPERATING	
	Bill	100822	10/08/2022		6437C · PROGRAMS (C&P)	-200.00
TOTAL						-200.00
	Bill Pmt -Check	64957	10/24/2022	Superior Waste Services of NY Inc	L0225 · FLUSHING BANK - OPERATING	
	Bill	119903	09/21/2022		7500 · BUILDING IMPROVEMENTS	-380.00
TOTAL						-380.00
	Bill Pmt -Check	64958	10/24/2022	Superior Waste Services of NY Inc	L0225 · FLUSHING BANK - OPERATING	
	Bill	120020 Moriches	09/26/2022		7500 · BUILDING IMPROVEMENTS	-580.00
TOTAL						-580.00

Mastics Moriches Shirley Community Library

OCTOBER 24, 2022

WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	64959	10/24/2022	Tank Me Later, LLC	L0225 - FLUSHING BANK - OPERATING	
	Bill	3679	09/27/2022		6452G - BLDG ALTERATION AND MAINT	-225.00
TOTAL						-225.00
	Bill Pmt -Check	1198	10/24/2022	Torino Industrial Fabrication	L0229 - FLUSHING BANK - BOND Referendum	
	Bill	TIF22-244	10/13/2022		7500 - BUILDING IMPROVEMENTS	-30,130.00
	Bill	TIF22-245	10/13/2022		7500 - BUILDING IMPROVEMENTS	-17,110.00
TOTAL						-47,240.00
	Bill Pmt -Check	1199	10/24/2022	Unitech Services Group, Inc.	L0229 - FLUSHING BANK - BOND Referendum	
	Bill	App 2 Demo MainLib	10/06/2022		7500 - BUILDING IMPROVEMENTS	-437,000.00
TOTAL						-437,000.00
	Bill Pmt -Check	64960	10/24/2022	Urban, Ehris	L0225 - FLUSHING BANK - OPERATING	
	Bill	092722	09/27/2022		6437A - PROGRAMS (ADULT)	-175.00
TOTAL						-175.00
	Bill Pmt -Check	64961	10/24/2022	Vail, Amy	L0225 - FLUSHING BANK - OPERATING	
	Bill	100522	10/05/2022		6437C - PROGRAMS (C&P)	-225.00
TOTAL						-225.00
	Bill Pmt -Check	64962	10/24/2022	Vergara, Josmary A.	L0225 - FLUSHING BANK - OPERATING	
	Bill	100722	10/07/2022		6437L - PROGRAMS (LIT)	-195.00
TOTAL						-195.00

Mastics Moriches Shirley Community Library

OCTOBER 24, 2022

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	64963	10/24/2022	W. B. Mason Co., Inc.	L0225 · FLUSHING BANK - OPERATING	
Bill	232878506	09/21/2022		6430G · OFFICE AND LIBRARY SUPPLIES	-3.70
				6437L · PROGRAMS (LIT)	-56.78
Bill	232923143	09/22/2022		6437L · PROGRAMS (LIT)	-43.98
TOTAL					<u>-104.46</u>
Bill Pmt -Check	1200	10/24/2022	WHM Plumbing & Heating Contractors, Inc	L0229 · FLUSHING BANK - BOND Referendum	
Bill	App No 4	09/27/2022		7500 · BUILDING IMPROVEMENTS	-15,295.00
TOTAL					<u>-15,295.00</u>
Bill Pmt -Check	64964	10/24/2022	Wilson, Alexander B.	L0225 · FLUSHING BANK - OPERATING	
Bill	092122 adults	09/21/2022		6437A · PROGRAMS (ADULT)	-80.00
Bill	09/2122 teens	09/21/2022		6437N · PROGRAMS (TEEN)	-40.00
Bill	092822 adults	09/27/2022		6437A · PROGRAMS (ADULT)	-80.00
Bill	09/2822 teens	09/28/2022		6437N · PROGRAMS (TEEN)	-40.00
Bill	100522 adults	10/05/2022		6437A · PROGRAMS (ADULT)	-80.00
Bill	100522 teens	10/05/2022		6437N · PROGRAMS (TEEN)	-40.00
Bill	101222 adults	10/12/2022		6437A · PROGRAMS (ADULT)	-80.00
Bill	101222 teens	10/12/2022		6437N · PROGRAMS (TEEN)	-40.00
TOTAL					<u>-480.00</u>

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

Signed: _____

-1,245,284.58

Mastic Moriches Shirley Community Library
October 11, 2022
Payroll Benefits Warrant

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	EFT	09/30/2022	1094 The NYS Deferred Compensation Plan	L0226 · FLUSHING BANK - PAYROLL	
	Bill	09302022	09/30/2022		L0173 · 457B NYS DEFERRED COMP	\$ (1,948.84)
TOTAL						<u>\$ (1,948.84)</u>
	Bill Pmt -Check	EFT	09/30/2022	1099 NYS Employees' Retirement System	L0226 · FLUSHING BANK - PAYROLL	
	Bill	09302022	09/30/2022		L0163 · RC ERS CONTRIBUTIONS	\$ (3,104.76)
					L0161 · RL - ERS LOAN	\$ (2,786.00)
TOTAL						<u>\$ (5,890.76)</u>
	Bill Pmt -Check	7242	09/30/2022	CSEA, Inc.	L0226 · FLUSHING BANK - PAYROLL	
	Bill	09302022	09/30/2022		L0500 · CSEA UNION DUES	\$ (1,477.00)
TOTAL						<u>\$ (1,477.00)</u>
	Bill Pmt -Check	7243	09/30/2022	1095 Met Life	L0226 · FLUSHING BANK - PAYROLL	
	Bill	09302022	09/30/2022		L0171 · 403B MET LIFE	\$ (1,775.00)
TOTAL						<u>\$ (1,775.00)</u>
	Bill Pmt -Check	7244	09/30/2022	1096 Prudential	L0226 · FLUSHING BANK - PAYROLL	
	Bill	09302022	09/30/2022		L0172 · 403B PRUDENTIAL	\$ (100.00)
TOTAL						<u>\$ (100.00)</u>
				TOTAL		\$ (11,191.60)

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

Signed: _____
Title: Secretary

Mastics Moriches Shirley Community Library
October 11, 2022
Payroll Benfits Warrant

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	EFT	10/14/2022	1094 The NYS Deferred Compensation Plan	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	10142022	10/14/2022		L0173 · 457B NYS DEFERRED COMP	\$ (1,988.03)
						<u>\$ (1,988.03)</u>
	Bill Pmt -Check	7245	10/14/2022	1095 Met Life	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	10142022	10/14/2022		L0171 · 403B MET LIFE	\$ (1,775.00)
						<u>\$ (1,775.00)</u>
	Bill Pmt -Check	7246	10/14/2022	1096 Prudential	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	10142022	10/14/2022		L0172 · 403B PRUDENTIAL	\$ (100.00)
						<u>\$ (100.00)</u>
	Bill Pmt -Check	7247-7265	10/14/2022	Medicare Reimbursement Payments	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	10142022	10/14/2022		9060 · MEDICAL INSURANCE	\$ (5,534.43)
						<u>\$ (5,534.43)</u>
	Bill Pmt -Check	7266	10/14/2022	1114 Hartford Insurance Company	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	414286073637	10/14/2022		L0196 · LONG TER	\$ (120.00)
					9055 · DISABILTY INSURANCE	\$ (1,303.51)
						<u>\$ (1,423.51)</u>
	Bill Pmt -Check	7267	10/14/2022	CSEA, Inc.	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	10142022	10/14/2022		L0500 · CSEA UNION DUES	\$ (1,469.60)
						<u>\$ (1,469.60)</u>
					TOTAL	\$ (12,290.57)

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

Signed: _____
Title: Secretary

Director's Report

October 2022

Building Project

We are very excited to see that both branches are nearing completion. Plans are being made for grand opening invitations, speakers, and events. Most recently in Moriches the flooring was installed, the parking lot was paved, landscaping is being completed, and the temporary fence was removed. Internet service has been brought to the building in cooperation with Suffolk Cooperative Library System and Crown Castle. In Mastic Beach we are still waiting for the electrical panels to finalize the building. Internet service is available via Optimum until fiber is brought in from William Floyd Parkway.

Grants/Funding

We were very excited to see the demolition of the structures at 366 Neighborhood Road, Mastic Beach. We are grateful to Councilman Panico for securing the funding and working in cooperation with County Legislator Mazzarella to coordinate efforts. The property has been graded. I suggest get quotes for fencing, irrigation and complete some landscaping for the time being to improve the site until further plans are made.

The Suffolk County Legislature approved our request for funding toward our I/A sanitary system at the main library. We thank County Legislator Mazzarella for his efforts to move this funding forward. We anticipate receiving over **\$160,000** toward this project. This work is currently going out for a re-bid in an effort to achieve a lower bid.

Included in my report is the memo from SCLS regarding the recommended awards for the NYS Library Construction Grant. Based on our application, our library was recommended for **\$380,250** in funding for the main library project as part of the 2022/2023 grant cycle. The applications are now forwarded to NYSED for further review of required documentation.

We also received the following communication from NYSED last week regarding our Library Construction Grant Applications for the branches as part of the 2021/2022 grant cycle. As such we will look to schedule meetings with our NYS elected officials to thank them for their efforts to help secure funding for our library.

- *The New York State Education Department/New York State Library is pleased to announce that your library's application for the **2021/2022** State Aid for Library Construction Program has been approved for the amount of **\$251,114**. The project will be funded in accordance with Education Law Section 273-a and Commissioner's Regulations 90.12.*

The project number for this award is [0386-22-9341](#). Please include this number in all future communications with our office and your system, in the subject line of the email message.

This award notification constitutes formal approval of the Public Library Construction Aid application as submitted. It is the library's responsibility to conduct Construction Aid project activities in accordance with applicable statutes, regulations, policies, terms, conditions, and assurances. The Department has the right to recoup funds if the approved activities are not performed and/or the award funds are not expended.

*The project has an initial two-year completion date of **June 30, 2023**. If the project remains open on that date, a one-year extension will be granted, provided a written project Progress Report is filed with the New York State Library. The library may have up to six years to complete the project, per Chapter 333 of the Laws of New York 2022, but additional years after the first two years must be requested annually.*

- *The New York State Education Department/New York State Library is pleased to announce that your library's application for the **2021/2022** State Aid for Library Construction Program has been approved for the amount of **\$250,000**. The project will be funded in accordance with Education Law Section 273-a and Commissioner's Regulations 90.12.*

The project number for this award is [0386-22-9530](#). Please include this number in all future communications with our office and your system, in the subject line of the email message.

This award notification constitutes formal approval of the Public Library Construction Aid application as submitted. It is the library's responsibility to conduct Construction Aid project activities in accordance with applicable statutes, regulations, policies, terms, conditions, and assurances. The Department has the right to recoup funds if the approved activities are not performed and/or the award funds are not expended.

*The project has an initial two-year completion date of **June 30, 2023**. If the project remains open on that date, a one-year extension will be granted, provided a written project Progress Report is filed with the New York State Library. The library may have up to six years to complete the project, per Chapter 333 of the Laws of New York 2022, but additional years after the first two years must be requested annually.*

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General Operations

I continue to work with the library supervisors to create employee schedules for the branches and develop hiring plans for projected staffing needs.

In your board documents this month you will see a proposed amendment to the SCLS Resource Sharing Code. As detailed in the accompanying memo, the proposed changes are minor, and are being proposed to reflect current practice. I recommend that you vote in favor of the proposed changes.

We are in the process of reviewing all of our library policies to be sure they reflect current practice and meet current regulations where applicable. We will bring a few policies to the board each month beginning in November for your consideration and review.

Meetings/Events Attended

- Empire State Libraries Dinner
- William Floy Alumni Association Dinner
- Rotary Meeting
- Rotary Pancake Breakfast Fundraiser
- CSEA Labor Management Meeting

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	Last YTD Total
Patron Visits	1	1											2	24,027
Website Visits	10,813	10,999											21,812	27,037
Adult	14	94											108	36
Children's	51	37											88	95
Teen	61	46											107	133
Program Calendar	13	6											19	1,407
Library Link	328	434											762	969
CommunityLibrary.org	6,835	6,906											13,741	17,427
Facebook	724	692	771										2,187	1,222
Mobile App	729	707	697										2,133	344
instagram	2202	2,563	2,487										7,252	
Circulation	16,386	16,318	13,964	0	0	0	0	0	0	0	0	0	46,668	59,041
Staff assisted checkouts & renewals	2,532	2,629	2,475										7,636	14,327
Express Lane Checkouts & renewals	99	104	74										277	5,622
Renewals by patrons (web)	5,969	5,144	4,175										15,288	23,260
Museum Pass Checkouts	88	98	65										251	190
eBook Checkouts	3826	3842	3650										11,318	7,605
Movie Streams/Downloads	847	946	779										2,572	1,617
Music Streams/Downloads	1,053	1,198	655										2,906	2,614
eAudiobook Checkouts	1848	2122	1942										5,912	3,361
eMagazine Checkouts	124	235	149										508	445
ILLs out	86	53	57										196	1,689
ILLs in	970	1,080	1,129										3,179	1,602
Holds	1,605	1,611	549										3,765	2,941
Filled Holds	1,102	1,176	1,237										3,515	2,483
New Library Cards	107	122	256										485	312
New/Renewed Contract Patrons	118	17	43										178	701
Computer Usage	988	1,118	985	0	0	0	0	0	0	0	0	0	3,091	7,138
Adult	988	1,118	985										3,091	2,840
Children's													0	392
Teen													0	313
Public Wireless													0	3,593
Fax/Copy/email service	250	341	274										865	0
Reference Questions	721	548	382	0	0	0	0	0	0	0	0	0	1,651	2,640
Adult	458	375	329										1,162	1,845
Children's	182	113											295	655
Teen													-	64
Chat Reference	81	60	53										194	76
Other Questions	1,133	1,011	767	0	0	0	0	0	0	0	0	0	2,911	4,148
Adult	989	913	767										2,669	2,668
Children's	144	98											242	936
Teen													-	544
Programs, In-House Attendance	662	446	121	0	0	0	0	0	0	0	0	0	1,229	4,444
Programs, In-House Sessions	74	47	32	0	0	0	0	0	0	0	0	0	153	196
Adult	146	124	121										391	81
Adult # of Sessions	27	31	32										90	19
Children's	431	322											753	3,969
Children's # of Sessions	24	16											40	110
Teen	85												85	394
Teen # of Sessions	23												23	67
Programs, Offsite Attendance	867	773	9	0	0	0	0	0	0	0	0	0	1,649	495
Programs, Offsite Sessions	57	40	2	0	0	0	0	0	0	0	0	0	99	38
Adult	47	96	9										152	104
Adult # of Sessions	9	12	2										23	15
Children's	562	677											1,239	372
Children's # of Sessions	30	28											58	20
Teen	258												258	19
Teen # of Sessions	18												18	3
Programs, Digital Attendance	96	204	9	0	0	0	0	0	0	0	0	0	309	3,176
Programs, Digital Sessions	17	11	1	0	0	0	0	0	0	0	0	0	29	54
Adult	32	37	9										78	2,777

Digital Circ
23,216

Program Attendance
4,126

[illegible]



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

SCLS 2022-2023 N.Y.S. CONSTRUCTION AID ADVISORY COMMITTEE REPORT AND RECOMMENDATIONS

A meeting of the Suffolk Cooperative Library System New York State Construction Aid Advisory Committee was held on Wednesday, September 28, 2022. The purpose of the meeting was to recommend 2022-2023 New York State Construction Aid awards for member libraries to the SCLS Board of Trustees.

Present were:

Caroline MacArthur, representing Riverhead/Southold
Stephanie McEvoy, representing Southampton/East Hampton/Shelter Island
Lisa Jacobs, representing Brookhaven
Kim DeCristofaro, representing Islip
Lisa Kropp, representing Islip/Babylon
Joanne Adam, representing Huntington/Smithtown
Roger Podell, representing Huntington
Vicki Lever, representing Babylon

Also present were:

Kevin Verbesey, Roger Reyes, Annemarie Gordon, and Frankie Hembury (SCLS)

On a unanimous vote after a motion by Caroline MacArthur, seconded by Kim DeCristofaro, Lisa Jacobs was elected Chair of the Committee. Kevin Verbesey was designated Secretary. The Committee reviewed the selection criteria, past meeting minutes, general grant information and reconfirmed the local aid criteria.

Aid applications were then considered. Seventeen proposals were received this year. Commack, Comsewogue, Copiague, Emma S Clark, Floyd, Harborfields, Mastics-Moriches-Shirley, Northport-East Northport, Patchogue-Medford, South Huntington, Smithtown (x4), West Babylon, Westhampton, and SCLS submitted grant applications.

The committee held a discussion and considered the community impact of each project. The Committee unanimously recommended the SCLS Board approve the following awards for 2022-2023 projects based on the selection criteria and available documentation:

\$34,000,000 New York State Public Library Construction Grant Program

<u>Library</u>	<u>Project Type</u>	<u>Award</u>
Commack	Cameras and LED Lighting	\$12,543
Comsewogue	Boilers	\$160,000
Copiague	Lobby and Adult Room Renovation	\$175,266
Emma Clark	Café	\$200,000
Floyd	Entrance Access Upgrades	\$100,000
Harborfields	Video Surveillance	\$45,263
Mastics-Moriches-Shirley	Main Library Renovation	\$380,250
Northport-East Northport	Skylight Replacement	\$83,250
Patchogue-Medford	New Branch Parking Lot	\$249,865
South Huntington	HVAC Replacement	\$200,000
Smithtown	Building Management System Upgrade	\$14,000
Smithtown	Building Management System Upgrade	\$19,500
Smithtown	Building Management System Upgrade	\$14,000
Smithtown	Building Management System Upgrade	\$19,500
West Babylon	HVAC System Replacement	\$320,000
Westhampton	Sewer Connections	\$7,350
SCLS	EV Charging Stations and I/A Septic Systems	<u>\$130,718</u>
		Total= \$2,131,507

The Committee requested that any funds allocated to a project that does not receive final grant approvals be re-allocated to other eligible projects based on the recommendations of the Committee. If New York State awards Suffolk County additional grant funds it is the committee's request that the funds be allocated based on the recommendations of the Committee. The committee requested that Mr. Verbesey and Mr. Reyes work with the State on this issue.

The Committee also discussed the possibility that a portion of the grant program could still be cut during revisions to the New York State budget and suggested that libraries who are included in the recommendations wait until official notifications of funding are sent from New York State before including these funds in any final project budget projections.

The committee also applauded the increase in funding, to \$34 million, for this grant program and expressed hope that this level of funding will not only continue but also expand further in the future. The Committee asked Mr. Verbesey to share this information with our local State Representatives and to thank them for all of their work with ensuring that these funds were available to Suffolk's public libraries for these critically important projects.

RASD Board Report October 2022
Submitted by Kerrilynn Jorgensen

September Statistics At-A-Glance

Programs In-person: On Site		Programs In-person: Off Site	
# of Sessions	# Attended	# of Sessions	# Attended
32	121	2	9

Programs Virtual Live	
# of Sessions	# Attended
1	9

The Reference and Adult Services Department saw a quiet month as parents sent their children off to school for the start of the school year and we continue to work out of a shared workplace at the Mastic Recreation Center. The computer lab is now completely staffed by RASD clerks and librarians, which allows the Children's and Teen Department to send their staff out for programming and school events. For the most part, this works out well since most of the patrons coming in to use the computers are adult staff. Only a small number of users are teens or children.

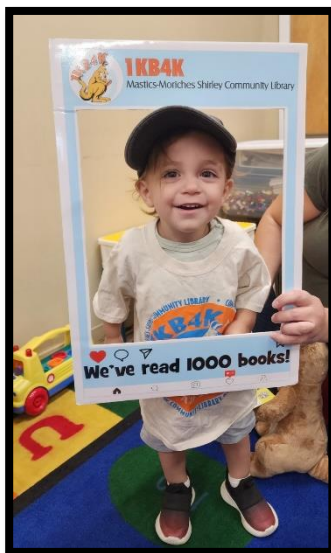
We kicked off October with launching our new PressReader service. PressReader allows to you read online or download 7,000 of the world's top newspapers and magazines from 150 countries in more than 60 languages. The service can now be found on our website in our list of digital offerings, or patrons can go to the PressReader app and log in by scrolling down to our library and entering their barcode information. We look forward to seeing how our patrons utilize this service.

In September, I also attended the Mastic Chamber of Commerce. During this meeting, a firm gave a presentation on a proposal to build a new catering hall on Montauk Highway by the Mastic Post Office. We are currently in the active planning phase of the Chamber's Annual Christmas Parade which will be held on Sunday, December 4th. The Grand Marshall will be Timothy Thrane of the Suffolk County Police Department. PO Thrane was critically injured in a DWI crash while working on William Floyd Parkway last year. He has since recovered and we look forward to having him lead this year's event.

October 24, 2022

Sylvia Maurer

September was an exciting month for the Children's and Parents' Services Department. We were finally able to attend Meet the Teacher Night in the William Floyd elementary school buildings. This was our first time attending this event in-person since pre-COVID September 2019. On Monday, September 12, we had staff stationed at all five elementary schools for their K-2nd grade sessions plus this year we were able to add the William Floyd Learning Center that night. We engaged with 823 families, letting them know about the programs and resources we offer and signed up 146 patrons for new library cards. On Monday, September 19, we had staff attend all five elementary schools for their 3rd-5th grade sessions. On this evening, we met with 574 families and signed up 54 patrons for new cards. In order to accomplish the task of being able to attend all 6 buildings at the same time, we had the Literacy Department team up with us. They added 3 additional staff members each week to assist in staffing the tables, 2 of which were able to provide Spanish speaking services for 2 of the buildings. Liz Horbal from Customer Resource Services provided us with library card sign-up packages for each building for each week with card applications and instructions for staff. Liz Horbal and Kyle Imperatore processed all 200 new library card applications for us. We had staff from Teen and Adult Services keep an eye on our playspace and answer reference questions for us for those evenings since all of our staff were at the events. This was such a wonderful opportunity for us to reconnect with families in our district to remind them that we are still open and providing them with great services.



Back to School

Virtual and in-person Literacy classes are up & running for the new school year and off to a strong start. Thanks to our partnerships, we are offering classes at Mastic Recreation Center, WF Family Center, and WF High School.



Outreach

Alongside CPSD, the Literacy Dept. participated in many of the William Floyd elementary school's "Meet the Teacher" nights. In addition, we attended Eastport South Manor's ENL Family Night and WF Elementary's Hispanic Heritage Celebration. We enjoy participating in outreach opportunities- connecting with the community, sharing library resources, signing patrons up for library cards, and giveaways! Thanks for having us.



Literacy Around Town



Monthly Statistics for September

Virtual Attendance: 77
Virtual Sessions: 12

continued

In-Person Attendance (off site): 110 adults
In-Person Attendance (off site): 43 toddlers
In-Person Attendance (off site): 14 school age
Off Site Sessions: 31

5K Run for Literacy

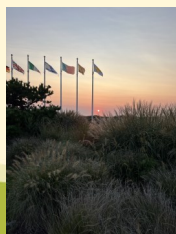
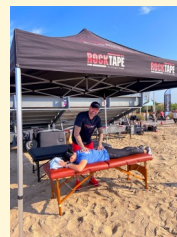
The 21st annual 5K Run for Literacy on 9/10/22 was a success and we lucked out with beautiful weather! We are so thankful for the many helping hands who worked or volunteered as well as our generous sponsors and support from the community. Sponsors set up tables with giveaways and a stretching station; the book giveaways, thanks to NYSUT and WFUT, were a huge hit. Our sponsors and runners helped raise money which will be reinvested into literacy efforts in our community!

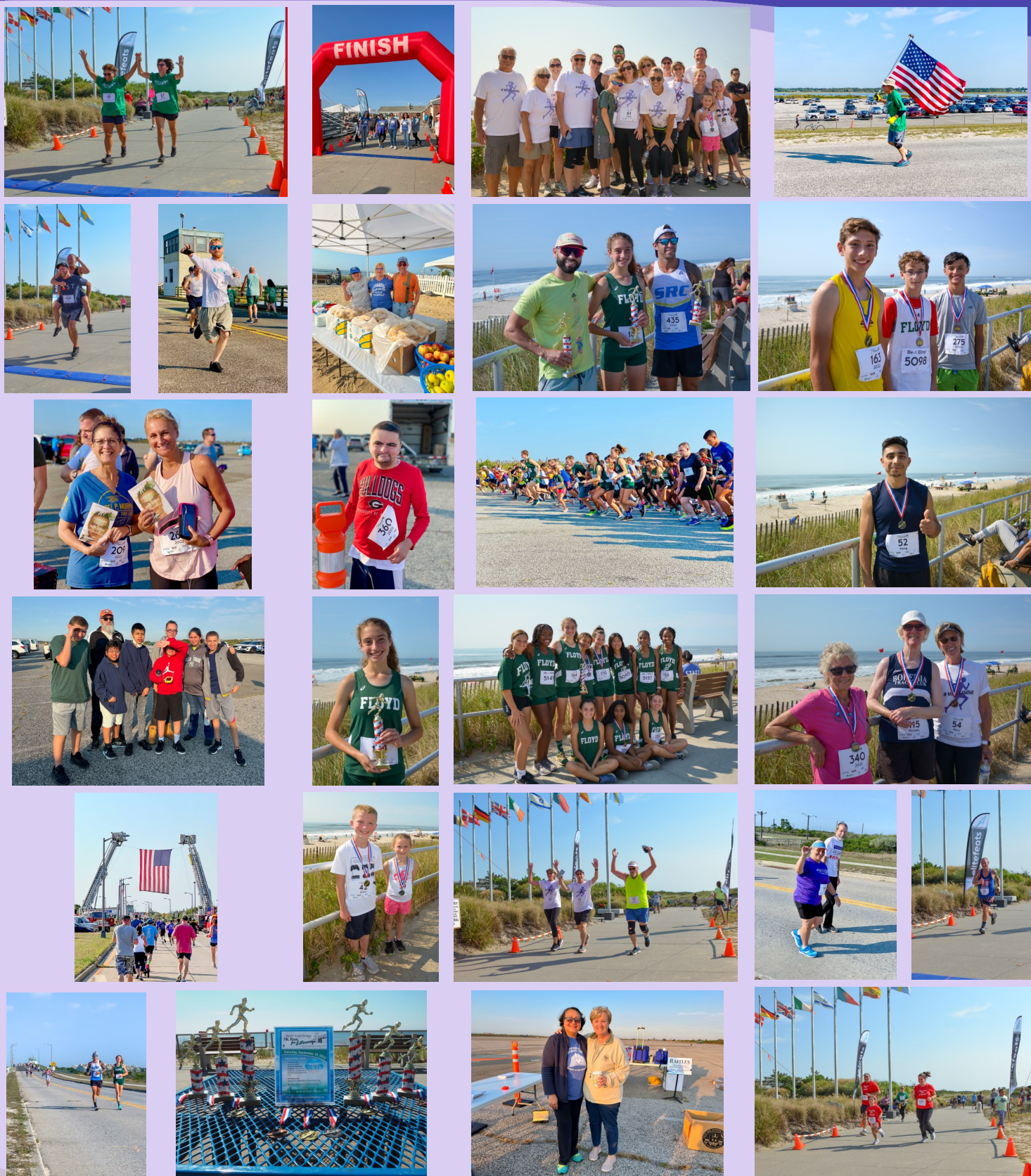
There were 440 registrants and 376 participants crossed the Finish Line. The fastest time was an incredible 17.08 and achieved by first place overall winner Zariel Macchia, William Floyd sophomore. The 5K Run for Literacy was her first race in 6th grade and winning it has been her goal! Second place was held by Rob Rickard, just 2 seconds behind Zariel, and third place was held by Ethan Goldman. The youngest runner was 6 years old and the oldest...83!

Joining us were the students and coaches from the William Floyd track teams. We had runners from running clubs such as Greater Long Island Running Club (GLIRC) and Rolling Thunder (an inclusive running club for those with disabilities). Many teams joined us on race day including #Miles4Mimi, friends and family who run in memory of Mimi Dahl and celebrate her life; Mimi was a prior 5K Run for Literacy enthusiast who passed away in 2021.

Our MC Ron Gross and Board President Joe Maiorana kicked off the Opening Ceremony. County Legislator Jim Mazzarella and Town of Brookhaven Supervisor Romaine welcomed the runners and wished them well. Thank you to The Acabellas who sang the National Anthem: William Floyd High School seniors Lilly Savnik, Gianna Marks, Lindsay Rusakow, and Kaylee Pluchino under the direction of Ms. Donia Rivera. Members of Colonial Youth volunteered their time and ran the two water stations on the course. The Mastic Beach and Center Moriches Fire Departments suspended a huge American flag north of the bridge!

Thanks to the Mastic Beach & Center Moriches Fire Departments, Mastic Beach Ambulance Company, Suffolk County Park Rangers, and Suffolk County Police Department's 7th precinct and Auxiliary police for supporting us on race day. Thank you to the library administration and staff, plus our many volunteers for your support. Everything "ran" smoothly. See you next year on 9/9/23!





Monthly Statistics for August

Virtual Attendance: 235
Virtual Sessions: 45

continued

In-Person Attendance (off site): 67 adults
In-Person Attendance (off site): 66 toddlers
In-Person Attendance (off site): 60 school age
Off Site Sessions: 30

Smith Point Bridge 5K Run

for Literacy



Smith Point County Park • Shirley, New York
to benefit the Community Family Literacy Project, Inc., a 501c3 registered charity



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NATIVE LAND ORANGE SHOP**

AMAZON

SEARLES GRAPHICS INC.

NEW YORK STATE UNITED TEACHERS

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POWERED BY ORSTED & EVERSOURCE**

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JOHN & ELAINE KANAS FAMILY FOUNDATION • MMSCL - CSEA UNIT 8341 • SANDPEBBLE PROJECT MANAGEMENT

WILLIAM FLOYD UNITED TEACHERS – LOCAL 1568

Bayport Athletic Recovery

Buddha Beach Yoga & Co.

Carpet Express

East End Sign Design

EPIC Brokers

Legislator Jim Mazzarella

Local 342 L.I. Public Service Employees

NYS Assemblyman Fred W. Thiele, Jr.

Old Town Lodge #908

Century 21 Cor-Ace Realty • Chamber of Commerce of the Mastics & Shirley • Dr. Paul Casciano • East End Screen Printing • EmpanadaVille
Fattizzo Family • Freshy Fresh Bagels • In Memory of Jose Salas Cabra • Jerry and Beth Donovan • Laundry Express • Legworks Dance Studio • Mr. Techpro
Next Level Physical Therapy/Wellness • Strandz Hair Salon • Twinkle Star Child Care Inc. • Ugly Duckling Little Free Library • Victory Recovery Partners

Boujee Beauty Esthetics • Centro America Deli • Maga's Shop • Mastic Multiservices • Meyvelin's Nails Salon • MP Bella Salon • Quito's Unisex Beauty Salon • Roxana's Beauty Salon

October 2022

Compiled by: Stephen Burg

Over the past month, The Digital Services Department conducted two computer classes covering power point and Esty. We also conducted 5 one-on-one tech appointments covering various topics. The department continues to curate the library's social media platforms. I have been overseeing the custodial staff setting up the furniture at the Mastic Beach branch to prepare for the opening of the branch.

Digital Equipment Circulation FY 22-23	September Checkouts	September Renewals
Unique Item 3 (Item C) Hotspots and Chromecasts	3	0
Unique Item 4 (Item C) Go Pro and iPads	0	1

Digital services

September Stats

Facebook	September
page views	771
post reach	8694
Engagement	
Instagram	
reach	2487
Impressions	217
Followers	1131
YouTube	
views	1387
subscriber	539
Chat/Text Ref	
text/email	53
overdrive	
ebooks	3650
audio books	1942
flipster	
online views	149
Freegal	
downloads	142
streamed	513
both:	655
Hoopla	
new patrons	11
check outs	462
Kanopy	
downloads	317
HOOPLA + KANOPY:	779

REPORT OF PERSONNEL CHANGES					DATE PREPARED:		
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE					10/24/22		
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY						PAGE 1 OF 3	
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
APT	DELISE, JAMES		GUARD	\$21.50/HR	Up to 17.5 Hours	09/24/22	
TRS	HERBST, KATHLEEN		LIBRARIAN TRAINEE	\$22.78/HR	Up to 17.5 Hours	09/28/22	
TRS	LUTZ, FARRON		CUSTODIAL WORKER 1	\$15.36/HR	Up to 17.5 Hours	10/03/22	
APT	REID, TRAVIS		GUARD	\$19.29	Up to 17.5 Hours	07/05/22	
SI	REID, TRAVIS		GUARD	\$21.50/HR	Up to 17.5 Hours	09/14/22	
DID YOU: 1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? <input type="checkbox"/> 2. Request and canvas an eligible list for all competitive positions? 3. Submit Application for Employment (CS-205) on all provisional, temp & non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application 4. Submit a personnel change on the previous incumbent shown above?					The above changes are hereby certified as being in accordance with Civil Service requirements.		
<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS NOTED		<input type="checkbox"/> DISAPPROVED			Signature of Appointing Authority		

REPORT OF PERSONNEL CHANGES					DATE PREPARED:		
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE					10/24/22		
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY						PAGE 2 OF 3	
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
TRS	EVANS, DONNA		LIBRARY CLERK	\$17.08/HR	Up to 17.5 Hours	09/29/22	
APT	EVANS, DONNA		LIBRARY CLERK	\$17.08/HR	Up to 17.5 Hours	10/05/22	
RE	MEINHOLD, CATHERINE		LIBRARY ASSISTANT	\$19.99/HR	Up to 17.5 Hours	10/11/22	
LA	CISCO, LANCE		GUARD	\$21.15/HR	Up to 17.5 Hours	10/26/22-01/09/23	
TRS	CAYEA, CYNTHIA		LIBRARIAN I	\$24.72/HR	Up to 17.5 Hours	10/21/22	
DID YOU: t for all new positions or when refilling those for which DS is over five years old? <input type="checkbox"/> request and canvas an eligible list for all competitive positions? tion for Employment (CS-205) on all provisional, temp & non-competitive nts? Fill in jurisdiction and appointment date at bottom of application it a personnel change on the previous incumbent shown above?					The above changes are hereby certified as being in accordance with Civil Service requirements.		
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DISAPPROVED					
<input type="checkbox"/> APPROVED AS NOTED				Signature of Appointing Authority			

REPORT OF PERSONNEL CHANGES								DATE PREPARED:
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE								10/24/22
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY							PAGE 3 OF 3	
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	
AT	GOODWIN, KAYLEIGH		LIBRARY CLERK	\$15.36/HR	25 Hours	11/09/22		
TM	GOODWIN, KAYLEIGH		LIBRARY CLERK	\$15.36/HR	25 Hours	02/14/23		
RE/APT	GOODWIN, KAYLEIGH		LIBRARY CLERK	\$15.36/HR	Up to 17.5 Hours	02/15/23		
LA	DONNADIO, AMANDA		LIBRARY CLERK	\$15.36/HR	Up to 17.5 Hours	10/18/22-11/3/22		
DID YOU: t for all new positions or when refilling those for which DS is over five years old? <input type="checkbox"/>					The above changes are hereby certified as being in accordance with Civil Service requirements.			
quest and canvas an eligible list for all competitive positions? <input type="checkbox"/>								
tion for Employment (CS-205) on all provisional, temp & non-competitive positions? Fill in jurisdiction and appointment date at bottom of application <input type="checkbox"/>					Signature of Appointing Authority			
it a personnel change on the previous incumbent shown above? <input type="checkbox"/>								
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DISAPPROVED						
<input type="checkbox"/> APPROVED AS NOTED								



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

September 13, 2022

To: SCLS Member Library Directors and Boards of Trustees
From: Kevin Verbesey

Re: Proposed Resource Sharing Code Amendments

Attached please find a copy of proposed changes to the Suffolk Cooperative Library System's Resource Sharing Code. In the attached Code additions are in **BOLD** and deletions are in ~~striketrough~~.

The limited number of changes (both additions and deletions) are being recommended in order to ensure that the Code is reflective of current practices. The guiding philosophy of the document remains the idea that reciprocal borrowing by both individual library users (direct access) and by member libraries (interlibrary loan) is good for all parties involved.

All of the proposed changes have been developed, discussed, debated, and unanimously recommended for approval by the SCLS Resource Sharing Advisory Committee of member library directors. The SCLS Board of Trustees unanimously approved the changes at their September 6, 2022 meeting and has authorized me to distribute them to you for a vote.

In order for this proposed amendment to take effect two-thirds of the member library's Board of Trustees must vote for their approval.

Attached please find a copy of the revised Code and a copy of the ballot. Please complete and return the ballot to the Director's Office at SCLS by December 1, 2022.

Please do not hesitate to contact me if you have any questions or concerns at all about this issue. I would be happy to visit with any interested member library directors or Boards of Trustees to discuss the Resource Sharing Code and the proposed changes.



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

BALLOT

To: SCLS DIRECTOR'S OFFICE

At the Board meeting held _____ the _____

_____ Library voted on the proposed amendments to
the SCLS Resource Sharing Code as outlined in the memorandum dated September 13,
2022.

Accept _____

Reject _____

Signed _____
Library Director

Please return to the Director's Office at SCLS by December 1, 2022

**SUFFOLK COOPERATIVE
LIBRARY SYSTEM**

*Resource
Sharing
Code*

ADOPTED 6/84

REVISED 12/85; 5/87; 6/89; 4/94; 5/96; 6/99; 7/02; 9/07; 5/10, 12/14,
[2022]

SCLS RESOURCE SHARING CODE

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New York State Commissioner of Education's Regulation 90.3 (1-5)

SCLS RESOURCE SHARING CODE

(Adopted July 1, 1984; revised 12/4/85; 5/31/87, 6/30/89, 4/6/94, 5/1/96, 6/2/99, 7/18/01, 7/17/02, 9/5/07, 5/5/10, 12/3/14, **2022**)

INTRODUCTION

The Resource Sharing Code provides minimum standards for sharing of resources among Suffolk Cooperative Library System (SCLS) member libraries. However, libraries are encouraged to do more to facilitate resource sharing so that our patrons are well-served regardless of the library they are using.

Resource Sharing has three components:

Direct Access: cardholders of one library borrowing material in person from another SCLS member library that is not their home library.

Interlibrary Loan: cardholders borrowing materials obtained from other libraries, as a result of holds initiated by themselves or by the library.

III. In-library/On-site Use: any New York State resident using library resources on the premises of any SCLS member library.

I. DIRECT ACCESS

A. Member Library Responsibilities

1. Member libraries of the Suffolk Cooperative Library System (hereinafter referred to as SCLS) agree to make the resources of their collections available to any borrower possessing a valid full-service borrower's card in good standing issued by any member library of SCLS. A full-service borrower's card is a card issued by any member library to a resident of a community within the library's chartered service area or a borrowers card issued by any member library to a nonresident as part of a library service contract. The following restrictions apply to direct access borrowing at the discretion of each library:
 - a) Materials which do not circulate locally by reason of their inclusion in a special collection may be withheld from circulation to direct access borrowers.
 - b) Any material which is in high demand at the local library may be withheld from circulation to direct access borrowers.

- c) Materials which have been in a library's collection less than one year may be withheld from circulation to direct access borrowers.
 - d) A library may restrict direct access borrowing by residents of any individual library service area if this borrowing exceeds 3.5% of its annual circulation to local patrons or if its direct access circulation in the aggregate exceeds 7% of its local circulation. The SCLS direct access samples and the library's annual circulation for the previous six months as reported on SCLS circulation statistics shall be the basis for such a determination. Local circulation shall be defined for this purpose as the sum of a library's annual circulation plus the number of books borrowed by its resident card holders through direct access during the last sample period minus the number of books lent by the library to residents of other communities through direct access during the last sample period.
 - e) Each member library may deny local borrowing privileges of any delinquent direct access borrower, who after notice, fails to return overdue library material[.] ~~[or who fails to pay any fines or charges levied by reason of this borrowing.]~~
2. Each member library agrees to accept the initial responsibility for the recovery of any materials it lends through direct access borrowing. If materials are not returned to the lending library after due notice, each member library agrees to accept ~~{financial}~~ responsibility ~~{for}~~ **[to assist the lending library in recovering]** materials not returned by its patrons borrowed through direct access.
 3. Each member library agrees to share with the home library and SCLS the name of any direct access borrower who, after due notice, has failed to pay for or return materials borrowed from that library.
 4. If a patron returns direct access material long overdue and the lending library has already been reimbursed there will be no refund of the reimbursement previously received.
 5. Each member library agrees that fines and charges for direct access borrowing will be the same as those levied for local borrowing.
 6. Each member library agrees that the loan period for local and direct access cardholders will be the same.

7. Each member library agrees to share with other member libraries the delinquency status of its own patrons.
8. Each member library agrees to accept for return to the home library through the SCLS delivery any material belonging to any SCLS member library. The patron's responsibility for any materials ends once accepted for return by any SCLS member library.

B. SCLS Responsibilities

1. SCLS agrees to be responsible for the delivery of materials belonging to SCLS member libraries that have been returned to other member libraries. SCLS agrees to be financially responsible for any materials lost in transit.
2. SCLS agrees to maintain and update a Countywide patron database that is accessible by each member library.
3. SCLS agrees to tabulate direct access statistics annually and to provide a copy of this tabulation to each member library.
4. SCLS agrees to establish a contract fee which must be charged to any unserved contracting area. The contract fee shall equal the Countywide average per capita support of libraries. The fee is calculated each year based upon submissions in the most recently approved Annual State Reports and becomes effective July 1.

II. INTERLIBRARY LOAN

A. Member Library Responsibilities

1. Member libraries of the Suffolk Cooperative Library System agree to make available the resources of their collections, to other member libraries for loan to any patron possessing a valid full-service borrower's card in good standing.

A full-service borrower's card is a card issued by any member library to a resident of a community within the library's chartered service area or a card issued to a non-resident as part of a library service contract.

The following restrictions apply to interlibrary loan borrowing at the discretion of each library:

- a) Materials which do not circulate locally by reason of their inclusion in a special collection may be withheld from circulation to interlibrary loan borrowers.

- b) Any material which is in high demand at the local library may be withheld from circulation to interlibrary loan borrowers.
 - c) Materials which have been in a library's collection less than one year may be withheld from circulation to interlibrary loan borrowers.
- 2. Each member library agrees to be responsible for materials borrowed through interlibrary loan and to make every effort to recover these materials and ~~[to pay any costs incidental to their loss.]~~ **[to assist the lending library in recovering materials not returned by its patrons borrowed through interlibrary loan.]**
 - 3. Each member library agrees to honor the loan period for interlibrary loan materials stipulated by the lending library and to honor any use restrictions imposed by the lending library.

B. SCLS Responsibilities

SCLS agrees to be responsible for the delivery and return of materials borrowed through interlibrary loan. It agrees to be financially responsible for any interlibrary loan materials lost in transit.

III. IN-LIBRARY/ON-SITE USE

In-library/On-Site Use is governed by New York State Commissioner of Education's Regulation 90.3 (1-5). (Appendix I)

IV. SYSTEM-WIDE SERVICES

System-wide services, other than those mandated by New York State, shall be available only to patrons of fully participating libraries in the SCLS Service Program holding a full-service borrower's card in good standing.

V. MAINTENANCE OF UNION CATALOG and COUNTYWIDE PATRON DATABASE

A. Member Library Responsibilities

Each member library agrees to furnish SCLS with a copy of the bibliographic record of each title currently in its collection.

Each member library agrees to furnish SCLS with a copy of the patron record of each current cardholder.

B. SCLS Responsibilities

SCLS agrees to maintain and update a union catalog of materials held by the member libraries of the SCLS as required by New York State Commissioner of Education's Regulation 90.3 and to provide access to this catalog to the member libraries.

SCLS agrees to maintain and update a Countywide patron database and to provide access to this database to the member libraries.

VI. **CODE OBSERVANCE AND REVISION**

A. Member Library Responsibilities

Each member library agrees that as a member of SCLS it will be bound by the terms of this agreement and by the terms of any subsequent agreement which is modified according to the provisions of paragraph V. B.

B. SCLS Responsibilities

SCLS agrees that it will review the Code regularly for the purpose of recommending to the member libraries any necessary changes in the Code. It agrees that any recommendations for changes to the Code are to be made to the member library Boards of Trustees and that no changes in the Code will be implemented without prior agreement of the Boards of Trustees of two-thirds of its member libraries.

APPENDIX I

§90.3 Approval of public library systems (revised May 18, 2009)

(a) Definitions

(b) A public library system may be approved for State aid under sections 272 and 273 of the Education Law if it complies with the provisions of the aforementioned sections of the Education Law and the provisions of this section.

(c) Full approval shall not be given to a public library system unless it will serve at least 200,000 people or 4,000 square miles of area. Provisional approval may be given to a public library system which will serve at least 50,000 persons, provided the area includes three or more political subdivisions, and provided further that a satisfactory plan is submitted for expansion of service during the ensuing five-year period.

(d) (1) In order to qualify for full approval, a public library system plan of service shall provide for:

(i) on site use, by all individuals residing within the boundaries of the public library system, of the total library resources within the system. No such individual shall pay a fee for such on-site use. No such individual shall be excluded from on-site use of the library resources of the system or any of its member libraries because of age, cultural, economic or civic status.

(ii) direct access, by all individuals residing within the boundaries of the public library system, to the library resources within the system, by acceptance of a borrower's card issued by the system or by any member library in the system. Such card shall be issued at no cost to the individual and shall be honored on the same basis as that specified for resident borrowers in each member library. No resident shall be excluded from direct access to the library resources of the system or any of its member libraries because of age, cultural, economic or civic status.

(iii) a procedure, whereby a member libraries may discuss, modify or amend the conditions, procedures, and agreed upon means of implementing, changing or altering the conditions of direct access within the system service area pursuant to paragraphs (2) and (3) of this subdivision. The system board of trustees, prior to submission of a plan of service for approval by the commissioner, shall by majority vote of the member libraries obtain ratification of the direct access provision. The plan shall be accompanied by a statement of agreement signed by the president of the public library system board of trustees and the presidents of the board of trustees of a majority of the member libraries.

(iv) an analysis of the library resources available to unserved and underserved populations residing within the system's boundaries in a format prescribed by the commissioner. Such analysis shall include, but shall not be limited to:

- (a) a description of the unserved and underserved populations residing within the system's boundaries;
- (b) a description of any deficiencies in library resources currently available to individuals residing within the system's boundaries;
- (c) a summary of recommended actions to expand the availability of library resources to unserved and underserved populations residing within the system's boundaries;
- (d) a timetable for taking action on recommendations; and
- (e) assignment of responsibilities for providing library resources to unserved and underserved populations.

(2) Subject to the approval of the majority of the member libraries, certain modifications to unrestricted direct access as described in subparagraphs (ii) and (iii) of this paragraph may be made without the approval of the commissioner. An approved plan of service must describe the conditions under which such modifications will be implemented. If such conditions change, the public library system shall submit an amendment of the plan of service to the department in a format and according to a timetable established by the commissioner. The plan shall describe the conditions under which registered member libraries:

(i) shall not be required to provide free direct access to their materials and services to residents of a jurisdiction of 10,000 population or more which has not exercised the authority contained in section 255 of the Education Law, or other pertinent legislative act, to establish and maintain a public library, or which is not contracting for public library service in accordance with section 256 of the Education Law.

(ii) may place restrictions upon the loan of library resources. Such restrictions shall be limited to nonprint materials and equipment, and printed materials less than one year old, including fiction and nonfiction books and periodicals. Such materials must have been purchased from local funds.

(iii) may place restrictions upon attendance at library programs. If attendance must be limited, local residents may be given first access to them. Such programs must have been supported entirely from local funds.

(3) Subject first to the approval of the majority of the member libraries, and then to the approval of the commissioner, certain additional modifications to unrestricted direct access may be made for individual member libraries beyond those described in paragraph (2) of this subdivision. Such requests from individual libraries, once approved by the majority of the member libraries according to the procedures outlined in subparagraph (iii) of paragraph (1) of this subdivision, shall be submitted by the public library system to the commissioner for approval in a format and according to a timetable determined by the commissioner. The system board of trustees shall not unreasonably delay

consideration of transmission of a member library's request to the commissioner. No such request will be approved if it includes a fee or charge to an individual for a borrower's card. The request for approval of additional modifications to unrestricted direct access shall be in writing and shall include, but is not limited to, the following:

- (i) documentation of the serious inequities and hardships affecting the resident borrowers of the member library making the request;
- (ii) the proposed modifications to unrestricted direct access that will be implemented and a description of the anticipated impact on resident and non-resident borrowers;
- (iii) a proposed timeframe within which such modifications will be in effect; and
- (iv) recommendations for remedying the underlying inequity with a proposed timetable for action.

(4) Provisional approval may be granted, provided that each member library of the system shall have the right to borrow for one or more of its cardholders from any other member library of the public library system any book or other material on the same basis as that provided by the lending member library applicable to its resident cardholder.

(5) The provisional approval of a public library system may be extended by the commissioner for a period of not more than three years after the expiration of the original five-year period, upon satisfactory proof that immediate full compliance with paragraph (1) of this subdivision would result in specific extreme hardship to such system or its participating libraries and upon the condition that such public library system submit to the commissioner, prior to such extension, a satisfactory plan for compliance with paragraph (1) of this subdivision within the period of such extension. As a further condition of such extension, the commissioner may require a demonstration by the public library system of free access to a portion of the population served by such system. Each such library system shall annually submit a report of progress toward full compliance with paragraph (1) of this subdivision.