

MEETING OF THE BOARD OF TRUSTEES

OF THE

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
(Mastic Recreation Center)**

December 18, 2023

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. CONTRACTS / RENEWALS

- D. CONTINUING EDUCATION

- E. COMMUNITY EVENT

- F. POLICIES

X. EXECUTIVE SESSION

XI. ADJOURNMENT

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

January 22, 2024 @ 7:00PM

**DRAFT
UNAPPROVED**

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY
(MASTIC RECREATION CENTER)**

MINUTES OF NOVEMBER 27, 2023 BOARD MEETING

Trustee Maiorana called the meeting to order at 7:01 pm.

CALL TO ORDER

Present were Trustees Maiorana, Gross, Dubois and Furnari, Director Rosalia, Assistant Director D’Amato, Business Manager Nowak and Secretary Stirber. Mark Grossman and Chris Barletta from Sandpebble attended as guests.

PRESENT

PERIOD OF PUBLIC EXPRESSION

Motion by Furnari, second by Gross, to accept the minutes of the October 30, 2023 regular meeting of the Board of Trustees. Carried 4-0.

**APPROVAL OF
MINUTES**

Motion by Dubois, second by Gross, to approve the following Operating Fund Schedule of Claims dated November 27, 2023. Carried 4-0.

**SCHEDULE OF
CLAIMS**

Motion by Furnari, second by Dubois, to approve the Operating Financial Report for October 2023. Carried 4-0.

**FINANCIAL
REPORTS**

Motion by Gross, second by Furnari, to approve the Capital Fund Financial Report for October 2023. Carried 4-0.

The Director reported an update on the building project. Work is moving along with the installation of the window frames and glass. The exterior doors will be installed and the siding and trim will be completed around the outside of the building. The interior is being framed and flooring bids have been awarded. Ms. Rosalia informed the board that we are working with a safety consultant to conduct

DIRECTOR

staff drills and set procedures on how to handle emergency situations. The trainer is the same person who we worked with at the main building. The Director reported to the Board that she is continuing to work with department heads on their strategic plans for next year and for fiscal year 2024-2025. We will be operating three buildings and will be developing a library wide plan. The Director confirmed that we have been awarded a grant in the amount of \$1,000,000 for the outdoor space across from 369 Neighborhood Road. We are working on arranging a photo opportunity and press release for the January Newsletter. Ms. Rosalia reported that patrons and staff raised concerns about a smell of mold near the staff area at the Moriches Branch. Envirosience came in and tested the air in the building and it came back that everything is acceptable. The custodians have also been instructed to pay attention to the area as well.

The Assistant Director reported that the public service outreach events have been very successful. A perfect example is that more than 607 people attended the pumpkin patch event for families. In addition, “The Haunted Library” our first inside event at Moriches was a huge success with trick or treating throughout the library. The Renaissance Faire was an incredible event even though working with a rain date. All departments worked together to organize this fun event with demonstrations, displays and vendors. The teens are excited about the new clubs being held both at the branches and at the middle school. The Chamber of Commerce held the tree lighting this year at the Kohl’s shopping center with hot chocolate and crafts. Ms. D’Amato reported that she is investigating selling the piano and purchasing a digital piano for future performances at the main building once we reopen.

**ASSISTANT
DIRECTOR**

Mr. Nowak was happy to report that the auditors are here doing their field work for the audit and will be here for the balance of the week. The Business Manager reported that approximately \$460,000 went to William Floyd School District as a debt service payment for the Bonds. In addition, Mr. Nowak reported that the Suffolk County Department of Economic Development and Planning has received all of our paperwork for the IA Grant and we are waiting to hear on what are our next steps are. The approximate amount of the grant is \$168,000. The Business Manager reported that we are working on obtaining service contracts for the generators and the HVAC systems. He informed the Board that we are having waste and drainage issues at the Mastic Beach Branch. The original drain at Mastic Beach needs to be re-pitched and the pipe connection

**BUSINESS
MANAGER**

replaced so there will be less snaking. In addition, at Mastic Beach one of the storm drains in the parking lot needs to be replaced. We have contacted a company to repair/replace the drain and, in the meantime, we have set up a detour to be able to navigate the area safely.

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

**PERSONNEL
CHANGES**

1. ABC Mouse

**CONTRACTS/
RENEWALS**

Motion by Gross, second by Dubois, to approve the agreement with ABC Mouse through a coordinated order with the Suffolk Cooperative Library System at an annual cost not to exceed \$1,563.21. Carried 4-0.

2. Townline Security Systems

Motion by Dubois, second by Furnari, to approve the agreement with Townline Security Systems for fire alarm system inspection at the Mastic Beach Branch at a cost of \$1,500.00 per service visit. Carried 4-0.

Motion by Gross, second by Dubois, to approve the agreement with Townline Security Systems for fire alarm system inspection at the Moriches Branch at a cost of \$1,500.00 per service visit. Carried 4-0.

3. W.B. Mason Co., Inc.

Motion by Gross, second by Dubois, to approve the agreement with W.B. Mason Co., Inc. for the delivery and installation of cabinetry for the main library at a cost of \$37,000.00. Carried 4-0.

4. Library Market

Motion by Gross, second by Furnari, to approve the agreement with Library Market for program calendar installation, integration and configuration at a cost of \$5,000.00. Carried 4-0.

5. The Griffin Group Global

Motion by Dubois, second by Furnari, to approve the agreement with The Griffin Group for consulting and safety & security training for all library staff over the course of four quarters at a cost not to exceed \$6,300.00. Carried 4-0.

Motion by Gross, second by Dubois, to award the painting contract 09-9-100 to Roebell Painters Co., Inc. in the total amount of \$128,800.00. Carried 4-0.

**AWARDING OF
BIDS**

Motion by Furnari, second by Gross, to approve the proposed SCLS 2024 annual budget, of which \$78,750.00 will be paid for contracted services by the Mastics-Moriches-Shirley Community Library. Carried 4-0.

**SUFFOLK
COOPERATIVE
LIBRARY SYSTEM
(SCLS) 2024 BUDGET
BALLOT**

Motion by Furnari, second by Dubois, to move into Executive Session at 7:24 pm pm to discuss a contractual issue. Carried 4-0.

**EXECUTIVE
SESSION**

Motion by Dubois, second by Furnari, to leave Executive Session at 8:00 pm. Carried 4-0.

Motion by Dubois, second by Gross, to adjourn the meeting at 8:00 pm. Carried 4-0.

ADJOURNMENT

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

OPERATING FUNDS FINANCIAL REPORTS

(PROFIT & LOSS OVERVIEW AND OPERATING ACCOUNTS)

NOVEMBER 2023

PREPARED & SUBMITTED BY:

**CHRISTOPHER NOWAK
BUSINESS MANAGER**

MMSCL
 Operating Funds Monthly Report
November 2023

PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
MONEY MARKET	\$ 5,112,421.86	\$ 4,339.92	\$ 1,465,472.89	\$ 12,736.95	\$ 3,664,025.84
CREDIT CARD M.M.	\$ 26,216.46	\$ 4,119.25	\$ 226.12	\$ 2.41	\$ 30,112.00
OPERATING	\$ 174,306.88	\$ 1,013,572.23	\$ 142,953.15	\$ 13.71	\$ 1,044,939.67
PAYROLL	\$ 23,568.32	\$ 451,900.66	\$ 453,080.96	\$ -	\$ 22,388.02
BOND REFERENDUM	\$ 4,324,402.36	\$ -	\$ 800,142.96	\$ 10,025.91	\$ 3,534,285.31
					<u>\$ 8,295,750.84</u>
				TOTAL CASH	<u><u>\$ 8,295,750.84</u></u>

BOT Meeting:
 December 18, 2023

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through November 2023

							TOTAL		
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense									
Income									
2000 · PROPERTY TAX REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	11,270,375.00	-11,270,375.00	0.0%
2082 · FINES AND FEES	52.77	230.84	137.07	134.51	46.95	602.14	3,000.00	-2,397.86	20.07%
2360 · CONTRACTS WITH OTHER LIBR.	0.00	127,281.19	0.00	0.00	0.00	127,281.19	150,000.00	-22,718.81	84.85%
2401 · INTEREST	40,213.99	39,854.99	30,136.43	27,498.68	22,776.57	160,480.66	80,000.00	80,480.66	200.6%
2650 · SALES OF EXCESS MATERIAL	2.00	8.50	25.60	5.00	5.50	46.60			
2671 · FEDERAL & STATE GRANTS	0.00	0.00	380,250.00	0.00	0.00	380,250.00			
2701 · REFUNDS	0.00	0.00	0.00	2,137.25	0.00	2,137.25			
2705 · GIFTS AND DONATIONS	0.05	0.01	28.97	5.00	0.60	34.63			
2760 · SYSTEM & STATE AID	0.00	13,439.00	0.00	0.00	0.00	13,439.00	15,000.00	-1,561.00	89.59%
2770 · UNCLASSIFIED REVENUE	6.00	80.05	60.45	87.97	2.80	237.27			
2771 · COPIER REVENUE - CONTRACT (R)	424.25	560.22	631.33	672.25	797.60	3,085.65	9,250.00	-6,164.35	33.36%
2771A · COPIER REVENUE - INHOUSE (N)	0.00	191.00	165.00	205.00	80.00	641.00			
2772 · READER-PRINTER REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	9,250.00	-9,250.00	0.0%
2772A · ADULT-ADULT PRINTER	0.00	680.00	370.00	465.00	230.00	1,745.00			
2800 · PROGRAM RECEIPTS									
2805 · Program Receipts - Adult	470.00	285.00	0.00	0.00	0.00	755.00			
2820 · Venue Resales	-4,398.80	5,724.00	-7,263.00	189.00	567.00	-5,181.80			
2800 · PROGRAM RECEIPTS - Other	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
Total 2800 · PROGRAM RECEIPTS	-3,928.80	6,009.00	-7,263.00	189.00	567.00	-4,426.80	3,500.00	-7,926.80	-126.48%
2999 · Lost Books	0.00	0.00	16.99	0.00	0.00	16.99			
Total Income	36,770.26	188,334.80	404,558.84	31,399.66	24,507.02	685,570.58	11,540,375.00	-10,854,804.42	5.94%
Gross Profit	36,770.26	188,334.80	404,558.84	31,399.66	24,507.02	685,570.58	11,540,375.00	-10,854,804.42	5.94%
Expense									
6000 · SALARIES AND WAGES									

							TOTAL		
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
6141 · PROFESSIONAL SALARIES									
6141A · PROFESSIONAL (ADULT)	47,457.42	44,158.16	67,051.30	45,361.19	44,994.44	249,022.51	574,870.00	-325,847.49	43.32%
6141C · PROFESSIONAL (C&P)	25,740.57	26,943.61	40,414.31	26,427.04	26,158.81	145,684.34	338,588.00	-192,903.66	43.03%
6141D · PROFESSIONAL (DIGITAL)	18,938.04	21,145.58	31,831.23	21,410.28	21,753.74	115,078.87	267,103.00	-152,024.13	43.08%
6141N · PROFESSIONAL (TEEN)	25,264.06	25,590.19	38,216.09	25,650.44	25,802.52	140,523.30	317,449.00	-176,925.70	44.27%
6141S · COMM SERV LIBR (SVC)	4,696.80	0.00	0.00	0.00	0.00	4,696.80	125,048.00	-120,351.20	3.76%
6141T · PROFESSIONAL (TECH)	9,893.11	10,338.78	15,583.30	10,517.24	10,479.67	56,812.10	160,758.00	-103,945.90	35.34%
Total 6141 · PROFESSIONAL SALARIES	131,990.00	128,176.32	193,096.23	129,366.19	129,189.18	711,817.92	1,783,816.00	-1,071,998.08	39.9%
6142 · CLERICAL SALARIES									
6142A · CLERICAL (ADULT)	6,835.27	7,011.32	9,352.82	6,500.50	7,195.02	36,894.93	94,129.00	-57,234.07	39.2%
6142C · CLERICAL (C&P)	10,979.75	12,694.11	19,179.07	13,315.10	13,364.53	69,532.56	134,251.00	-64,718.44	51.79%
6142D · CLERICAL (DIGITAL)	6,371.35	6,143.63	10,335.76	6,973.28	6,483.97	36,307.99	58,627.00	-22,319.01	61.93%
6142G · CLERICAL (GEN)	10,619.15	10,613.25	16,332.14	10,628.58	14,445.86	62,638.98	136,633.00	-73,994.02	45.85%
6142L · CLERICAL (LIT)	19,072.03	19,247.02	27,942.05	19,363.99	19,457.27	105,082.36	264,364.00	-159,281.64	39.75%
6142N · CLERICAL (TEEN)	6,437.32	6,283.68	10,248.53	7,192.33	7,376.74	37,538.60	37,524.00	14.60	100.04%
6142R · CLERICAL (CIRC)	16,928.88	17,263.03	25,904.73	16,148.61	18,010.49	94,255.74	279,664.00	-185,408.26	33.7%
6142S · CLERICAL (SVC)	0.00	0.00	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	0.00	0.00	0.0%
6142X · CLERICAL (WIRES)	401.08	621.34	523.03	381.45	660.67	2,587.57	19,329.00	-16,741.43	13.39%
Total 6142 · CLERICAL SALARIES	77,644.83	79,877.38	119,818.13	80,503.84	86,994.55	444,838.73	1,024,521.00	-579,682.27	43.42%
6143 · PAGE SALARIES									
6143A · PAGE (ADULT)	8,346.69	9,009.78	12,742.38	9,251.65	9,679.79	49,030.29	121,181.00	-72,150.71	40.46%
6143C · PAGE (C&P)	8,299.33	9,158.22	10,362.91	9,192.36	8,759.17	45,771.99	104,075.00	-58,303.01	43.98%
6143G · PAGE (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6143L · PAGE (LIT)	1,136.66	1,329.19	1,423.58	1,358.30	1,293.79	6,541.52	9,807.00	-3,265.48	66.7%
6143N · PAGE (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	8,580.00	-8,580.00	0.0%
6143R · PAGE (CIRC)	0.00	0.00	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	0.00	0.00	0.0%
Total 6143 · PAGE SALARIES	17,782.68	19,497.19	24,528.87	19,802.31	19,732.75	101,343.80	243,643.00	-142,299.20	41.6%

							TOTAL		
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
6144 · CUSTODIAL									
6144G · CUSTODIAL	17,677.78	18,576.78	28,762.47	20,255.02	21,269.55	106,541.60	255,731.00	-149,189.40	41.66%
Total 6144 · CUSTODIAL	17,677.78	18,576.78	28,762.47	20,255.02	21,269.55	106,541.60	255,731.00	-149,189.40	41.66%
6145 · SECURITY									
6145G · SECURITY	31,496.19	31,969.54	50,887.41	35,412.42	36,005.08	185,770.64	334,241.00	-148,470.36	55.58%
Total 6145 · SECURITY	31,496.19	31,969.54	50,887.41	35,412.42	36,005.08	185,770.64	334,241.00	-148,470.36	55.58%
6146 · TECHNICIAN									
6146W · TECHNICAL (WIRES)	14,771.88	9,459.19	14,622.92	9,746.07	9,923.79	58,523.85	129,677.00	-71,153.15	45.13%
Total 6146 · TECHNICIAN	14,771.88	9,459.19	14,622.92	9,746.07	9,923.79	58,523.85	129,677.00	-71,153.15	45.13%
6147 · ADMINISTRATIVE									
Total 6147 · ADMINISTRATIVE	42,625.72	34,725.58	52,088.37	34,725.58	34,725.58	198,890.83	429,665.00	-230,774.17	46.29%
Total 6000 · SALARIES AND WAGES	333,989.08	322,281.98	483,804.40	329,811.43	337,840.48	1,807,727.37	4,201,294.00	-2,393,566.63	43.03%
6200 · EMPLOYEE BENEFITS									
9010 · RETIREMENT	0.00	0.00	0.00	0.00	415,995.00	415,995.00	389,332.00	26,663.00	106.85%
9030 · SOCIAL SECURITY	24,718.50	23,839.11	35,787.72	24,021.83	24,138.90	132,506.06	310,000.00	-177,493.94	42.74%
9040 · WORKERS' COMPENSATION	0.00	0.00	-17,143.00	0.00	0.00	-17,143.00	75,000.00	-92,143.00	-22.86%
9050 · UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	2,652.00	0.00	2,652.00	2,500.00	152.00	106.08%
9055 · DISABILTY INSURANCE	1,561.49	1,526.91	1,576.04	1,576.04	1,576.04	7,816.52	16,500.00	-8,683.48	47.37%
9060 · MEDICAL INSURANCE	88,459.99	87,110.15	83,518.90	88,433.47	87,275.05	434,797.56	1,045,015.00	-610,217.44	41.61%
6200 · EMPLOYEE BENEFITS - Other	164.90	164.90	164.90	164.90	0.00	659.60			
Total 6200 · EMPLOYEE BENEFITS	114,904.88	112,641.07	103,904.56	116,848.24	528,984.99	977,283.74	1,838,347.00	-861,063.26	53.16%
6410A · BOOKS (ADULT)									
6410A.e · E-BOOKS (ADULT)	2,093.14	0.00	0.00	0.00	0.00	2,093.14			
6410A · BOOKS (ADULT) - Other	14,266.20	4,691.52	2,747.57	18,941.32	7,748.62	48,395.23	150,000.00	-101,604.77	32.26%
Total 6410A · BOOKS (ADULT)	16,359.34	4,691.52	2,747.57	18,941.32	7,748.62	50,488.37	150,000.00	-99,511.63	33.66%
6410C · BOOKS (C&P)	1,925.41	2,243.72	640.80	950.27	1,687.38	7,447.58	70,000.00	-62,552.42	10.64%
6410L · BOOKS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6410N · BOOKS (TEEN)	595.94	383.51	963.60	746.34	405.34	3,094.73	22,000.00	-18,905.27	14.07%
6410T · BOOKS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

							TOTAL		
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
6411A · MICRO/REF CD (ADULT)	4,196.61	3,926.51	6,239.68	604.41	13,939.16	28,906.37	45,000.00	-16,093.63	64.24%
6411C · MICRO/REF CD (C&P)	4,025.74	2,412.52	6,144.54	483.52	3,009.33	16,075.65	15,000.00	1,075.65	107.17%
6411L · MICRO/REF CD (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6411N · MICRO/REF CD (TEEN)	3,513.18	102.36	5,862.14	120.88	3,001.81	12,600.37	15,000.00	-2,399.63	84.0%
6412A · RECORDINGS (ADULT)	196.92	93.46	152.69	287.38	0.00	730.45	40,000.00	-39,269.55	1.83%
6412C · RECORDINGS (C&P)	0.00	0.00	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	0.00	0.00	0.0%
6412N · RECORDINGS (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
6413A · PERIODICALS (ADULT)	237.45	161.35	8,514.80	5,467.39	304.79	14,685.78	33,000.00	-18,314.22	44.5%
6413C · PERIODICALS (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6413D · PERIODICALS (ADM)	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6413G · PERIODICALS (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6413L · PERIODICALS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6413N · PERIODICALS (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6413T · PERIODICALS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417A · VIDEOS (ADULT)	2,570.44	1,090.25	1,306.81	1,401.45	966.56	7,335.51	90,000.00	-82,664.49	8.15%
6417C · VIDEOS (C&P)	130.00	372.49	296.46	271.81	83.99	1,154.75	15,000.00	-13,845.25	7.7%
6417L · VIDEOS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417N · VIDEOS (TEEN)	550.50	119.98	339.83	0.00	425.31	1,435.62	6,000.00	-4,564.38	23.93%
6419G · SOFTWARE (GEN)	5,367.37	10,224.29	957.39	4,114.41	7,779.56	28,443.02	45,000.00	-16,556.98	63.21%
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6419T · SOFTWARE (TECH)	8,867.94	0.00	0.00	0.00	809.23	9,677.17	1,500.00	8,177.17	645.15%
6419W · SOFTWARE (WIRES)	0.00	0.00	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	0.00	0.00	1,000.00	-1,000.00	0.0%
6429C · REALIA (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	650.00	-650.00	0.0%
6429L · REALIA (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6430G · OFFICE AND LIBRARY SUPPLIES	5,910.27	3,922.53	12,517.23	5,665.78	10,427.35	38,443.16	61,362.00	-22,918.84	62.65%
6431D · TELECOMMUNICATIONS	29,700.00	0.00	0.00	0.00	0.00	29,700.00	65,000.00	-35,300.00	45.69%

							TOTAL		
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
6432G · CARTAGE	940.00	470.00	470.00	470.00	470.00	2,820.00	3,420.00	-600.00	82.46%
6433G · POSTAGE	3,337.48	3,682.02	3,312.95	4,164.82	3,477.87	17,975.14	32,000.00	-14,024.86	56.17%
6434A · PRINTING (ADULT)	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434C · PRINTING (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6434G · PRINTING (GEN)	25,154.00	11,628.00	11,628.00	11,628.00	11,628.00	71,666.00	100,000.00	-28,334.00	71.67%
6434L · PRINTING (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434N · PRINTING (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	1,090.00	-1,090.00	0.0%
6434R · PRINTING (CIRC)	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
6434S · PRINTING (COMM SRV)	2,895.00	366.75	575.00	0.00	0.00	3,836.75	1,000.00	2,836.75	383.68%
6435A · CED, CONF & TRAVEL (ADULT)	180.80	0.00	199.00	80.96	35.00	495.76	4,000.00	-3,504.24	12.39%
6435C · CED, CONF & TRAVEL (C&P)	180.80	0.00	0.00	140.00	35.00	355.80	4,000.00	-3,644.20	8.9%
6435D · CED, CONF & TRAVEL (ADM)	798.56	1,173.92	1,100.00	645.00	4,594.14	8,311.62	15,000.00	-6,688.38	55.41%
6435Dig · CED, CONF & TRAVEL (DIGITAL)	0.00	200.00	199.00	34.98	9.10	443.08	5,000.00	-4,556.92	8.86%
6435G · CED, CONF & TRAVEL (GEN)	180.80	0.00	0.00	0.00	0.00	180.80	1,000.00	-819.20	18.08%
6435L · CED, CONF & TRAVEL (LIT)	180.80	128.81	288.80	111.56	189.09	899.06	4,000.00	-3,100.94	22.48%
6435N · CED, CONF & TRAVEL (TEEN)	180.80	0.00	290.00	70.00	889.59	1,430.39	4,000.00	-2,569.61	35.76%
6435R · CED, CONF & TRAVEL (CIRC)	321.03	0.00	199.00	0.00	0.00	520.03	5,000.00	-4,479.97	10.4%
6435S · CED, CONF & TRAV (COMM SRV)	180.80	0.00	0.00	0.00	0.00	180.80	3,000.00	-2,819.20	6.03%
6435T · CED, CONF & TRAVEL (TECH)	180.80	0.00	0.00	0.00	314.96	495.76	0.00	495.76	100.0%
6435W · CED, CONF & TRAVEL (WIRES)	193.24	0.00	0.00	0.00	0.00	193.24	1,000.00	-806.76	19.32%
6436 · CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	85,263.00	-85,263.00	0.0%
6437A · PROGRAMS (ADULT)	6,613.66	5,342.39	4,945.76	5,137.37	5,123.17	27,162.35	55,000.00	-27,837.65	49.39%
6437C · PROGRAMS (C&P)	7,242.33	3,327.05	4,255.52	7,980.87	3,803.03	26,608.80	60,000.00	-33,391.20	44.35%
6437D · PROGRAMS (DIGITAL)	2,990.35	2,095.43	1,536.26	1,592.28	1,770.46	9,984.78	15,000.00	-5,015.22	66.57%
6437L · PROGRAMS (LIT)	1,397.91	14,365.47	352.33	6,323.96	18,000.70	40,440.37	85,000.00	-44,559.63	47.58%
6437N · PROGRAMS (TEEN)	1,607.76	1,880.05	1,230.70	1,097.13	1,235.33	7,050.97	22,000.00	-14,949.03	32.05%
6437P · PROFESSIONAL FEES									
643760 · PLANTINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
643765 · PROMOTION AND PUBLICITY	7,545.10	4,926.30	4,227.00	5,184.30	10,227.00	32,109.70	130,000.00	-97,890.30	24.7%

	TOTAL									
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Jul - Nov 23	Budget	\$ Over Budget	% of Budget	
643770 - CONTINGENCY	0.00	5,000.00	0.00	0.00	0.00	5,000.00	1,500.00	3,500.00	333.33%	
6437P01 - ACCOUNTANT/AUDITOR	0.00	0.00	0.00	350.00	0.00	350.00	26,000.00	-25,650.00	1.35%	
6437P02 - AUDITOR	0.00	3,500.00	0.00	0.00	0.00	3,500.00	6,000.00	-2,500.00	58.33%	
6437P10 - ELECTION	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00	-7,000.00	0.0%	
6437P11 - FSA ADMINISTRATION	132.50	132.50	132.50	132.50	132.50	662.50	1,620.00	-957.50	40.9%	
6437P12 - PAYROLL SERVICES	1,634.70	152.58	1,538.63	3,718.80	1,655.61	8,700.32	22,000.00	-13,299.68	39.55%	
6437P13 - ARMORED CAR SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
6437P14 - PIANO TUNING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
6437P15 - DOCUMENT MANAGEMENT/DESTRUCTION	0.00	0.00	0.00	0.00	44.07	44.07	500.00	-455.93	8.81%	
6437P16 - STAFF BACKGROUND SCREEN	919.56	341.72	0.00	169.63	0.00	1,430.91	3,300.00	-1,869.09	43.36%	
6437P17 - TRANSLATION SERVICES	28.00	23.75	6.50	6.50	8.00	72.75	150.00	-77.25	48.5%	
6437P3 - APPRAISAL SERVICES	0.00	235.00	0.00	0.00	0.00	235.00	500.00	-265.00	47.0%	
6437P4 - ATTORNEY	15,042.48	3,087.91	4,403.56	8,724.91	1,361.75	32,620.61	85,000.00	-52,379.39	38.38%	
6437P5 - BACKFLOW INSPECTION	275.00	0.00	0.00	0.00	0.00	275.00	225.00	50.00	122.22%	
6437P6 - BOARD SECRETARY	0.00	0.00	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	0.00	0.00	0.0%	
6437P8 - DENITE SYSTEMS ANALYSIS	0.00	0.00	0.00	0.00	330.00	330.00	400.00	-70.00	82.5%	
6437P9 - EAP	0.00	4,732.00	0.00	0.00	0.00	4,732.00	5,000.00	-268.00	94.64%	
Total 6437P - PROFESSIONAL FEES	25,577.34	22,131.76	10,308.19	18,286.64	13,758.93	90,062.86	289,195.00	-199,132.14	31.14%	
6438 - DUES	0.00	0.00	175.00	0.00	0.00	175.00	2,500.00	-2,325.00	7.0%	
6439A - EQUIPMENT R & M (ADULT)	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%	
6439C - EQUIPMENT R & M (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	550.00	-550.00	0.0%	
6439G - EQUIPMENT R & M (GEN)	3,503.48	3,651.63	2,945.76	3,267.52	4,016.08	17,384.47	65,000.00	-47,615.53	26.75%	
6439N - EQUIPMENT R & M (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%	
6439R - EQUIPMENT R & M (CIRC)	11,269.84	2,050.00	0.00	11,269.84	0.00	24,589.68	45,000.00	-20,410.32	54.64%	
6439T - EQUIPMENT R & M (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
6439W - EQUIPMENT R & M (WIRES)	12,960.00	0.00	0.00	0.00	1,111.10	14,071.10	20,000.00	-5,928.90	70.36%	
6450E - ELECTRICITY	2,952.78	2,727.22	2,832.70	2,279.52	2,411.04	13,203.26	150,000.00	-136,796.74	8.8%	
6450F - FUEL/GAS	722.87	483.87	326.06	533.25	631.55	2,697.60	18,000.00	-15,302.40	14.99%	

							TOTAL		
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
6450W · WATER	262.61	740.95	0.00	209.21	181.18	1,393.95	5,000.00	-3,606.05	27.88%
6451G · CUSTODIAL SUPPLIES	930.59	1,427.59	1,286.26	473.49	1,127.72	5,245.65	20,000.00	-14,754.35	26.23%
6452G · BLDG ALTERATION AND MAINT	8,279.87	2,346.29	5,527.09	3,477.87	11,689.89	31,321.01	105,000.00	-73,678.99	29.83%
6454 · INSURANCE	60,706.91	0.00	-4,383.30	5,596.00	0.00	61,919.61	90,000.00	-28,080.39	68.8%
6485G · Bank Fees	343.90	377.49	237.35	226.12	0.00	1,184.86			
6601 · BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	680,000.00	-680,000.00	0.0%
6701 · BOND INTEREST	0.00	0.00	0.00	0.00	459,960.35	459,960.35	803,194.00	-343,233.65	57.27%
69800 · Uncategorized Expenses									
6990 · BRANCH Operations	4,532.70	4,134.69	4,147.52	3,839.33	3,718.40	20,372.64	999,500.00	-979,127.36	2.04%
Total 69800 · Uncategorized Expenses	4,532.70	4,134.69	4,147.52	3,839.33	3,718.40	20,372.64	999,500.00	-979,127.36	2.04%
7203 · EQUIPMENT - Capital Purchases									
7203A · EQUIPMENT ADULT	6,441.00	0.00	0.00	556.69	0.00	6,997.69	219,915.00	-212,917.31	3.18%
7203C · EQUIPMENT C & P	0.00	0.00	0.00	299.94	159.96	459.90	30,000.00	-29,540.10	1.53%
7203D · EQUIPMENT ADMIN	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	-30,000.00	0.0%
7203G · EQUIPMENT BUS OFF	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
7203L · EQUIPMENT LITERACY	0.00	0.00	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	1,193.28	1,193.28	55,000.00	-53,806.72	2.17%
7203R · EQUIPMENT CIRC	0.00	0.00	0.00	0.00	0.00	0.00	300,000.00	-300,000.00	0.0%
7203T · EQUIPMENT TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7203W · EQUIPMENT WIRE	24,576.59	122.00	1,934.10	621.60	5,108.48	32,362.77	334,195.00	-301,832.23	9.68%
7203 · EQUIPMENT - Capital Purchases - Other	0.00	0.00	0.00	0.00	0.00	0.00			
Total 7203 · EQUIPMENT - Capital Purchases	31,017.59	122.00	1,934.10	1,478.23	6,461.72	41,013.64	976,610.00	-935,596.36	4.2%
Total Expense	750,858.47	549,520.92	690,311.55	576,128.58	1,474,057.30	4,040,876.82	11,540,375.00	-7,499,498.18	35.02%
Net Ordinary Income	-714,088.21	-361,186.12	-285,752.71	-544,728.92	-1,449,550.28	-3,355,306.24	0.00	-3,355,306.24	100.0%
Other Income/Expense									
Other Expense									
7500 · BUILDING IMPROVEMENTS	1,774,332.10	1,043,887.40	813,938.22	1,242,229.03	1,181,938.74	6,056,325.49			
Total Other Expense	1,774,332.10	1,043,887.40	813,938.22	1,242,229.03	1,181,938.74	6,056,325.49			
Net Other Income	-1,774,332.10	-1,043,887.40	-813,938.22	-1,242,229.03	-1,181,938.74	-6,056,325.49	0.00	-6,056,325.49	100.0%

							TOTAL		
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
Net Income	-2,488,420.31	-1,405,073.52	-1,099,690.93	-1,786,957.95	-2,631,489.02	-9,411,631.73	0.00	-9,411,631.73	100.0%

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

CAPITAL FUND FINANCIAL REPORT

NOVEMBER 2023

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-23		\$ 6,142,923.94	\$ 16,978.82	\$ -	\$ 6,159,902.76
August-23		\$ 6,159,902.76	\$ 17,025.75	\$ -	\$ 6,176,928.51
September-23		\$ 6,176,928.51	\$ 16,521.34	\$ -	\$ 6,193,449.85
October-23		\$ 6,193,449.85	\$ 17,118.47	\$ -	\$ 6,210,568.32
November-23		\$ 6,210,568.32	\$ 16,611.31	\$ -	\$ 6,227,179.63
December-23					
January-24					
February-24					
March-24					
April-24					
May-24					
June-24					
				Grand Total :	\$ 6,227,179.63

SCHEDULE OF CLAIMS

PRESENTED DECEMBER 18, 2023

PREPAY PAYABLES WARRANT #1		\$	23,719.56
PAYABLES WARRANT #2		\$	1,323,153.87
PAYROLL BENEFITS WARRANT	11/21/2023	\$	13,142.10
PAYROLL WARRANT W.E.	12/5/2023	\$	177,906.33
PAYROLL BENEFITS WARRANT		\$	115,246.05
		\$	1,653,167.91

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
DECEMBER 18, 2023
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66641	11/28/2023	Postmaster MasticBeach	L0225 - FLUSHING BANK - OPERATING	
Bill	NL122023	11/27/2023		6433G · POSTAGE	-2,896.77
TOTAL					<u>-2,896.77</u>
Bill Pmt -Check	66642	11/28/2023	Void -- print error	L0225 - FLUSHING BANK - OPERATING	
TOTAL					0.00
Bill Pmt -Check	66644	11/28/2023	Amazon Business	L0225 - FLUSHING BANK - OPERATING	
Bill	17Y4-PC9M-77JR	11/15/2023		6410A · BOOKS (ADULT)	-404.12
				6417A · VIDEOS (ADULT)	-80.19
				6417C · VIDEOS (C&P)	-118.51
				6417N · VIDEOS (TEEN)	-421.15
				6430G · OFFICE AND LIBRARY SUPPLIES	-317.49
				6437A · PROGRAMS (ADULT)	-211.97
				6437C · PROGRAMS (C&P)	-33.72
				6437D · PROGRAMS (DIGITAL)	-300.22
				6437L · PROGRAMS (LIT)	-20.75
				6437N · PROGRAMS (TEEN)	-82.20
				6451G · CUSTODIAL SUPPLIES	-111.00
				6452G · BLDG ALTERATION AND MAINT	-25.49
TOTAL					<u>-2,126.81</u>
Bill Pmt -Check	66645	11/30/2023	American Express	L0225 - FLUSHING BANK - OPERATING	
Bill	11/1323	11/13/2023		6413A · PERIODICALS (ADULT)	-167.31
				6413A · PERIODICALS (ADULT)	-99.26
				6419G · SOFTWARE (GEN)	-3,444.71

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
				6430G · OFFICE AND LIBRARY SUPPLIES	-854.26
				6433G · POSTAGE	-289.52
				6435D · CED, CONF & TRAVEL (ADM)	-2,154.82
				6435N · CED, CONF & TRAVEL (TEEN)	-471.31
				6435T · CED, CONF & TRAVEL (TECH)	-275.39
				643765 · PROMOTION AND PUBLICITY	-198.48
				6437A · PROGRAMS (ADULT)	-182.04
				6437C · PROGRAMS (C&P)	-182.04
				6437N · PROGRAMS (TEEN)	-182.04
				6437N · PROGRAMS (TEEN)	-15.72
				6439G · EQUIPMENT R & M (GEN)	-154.03
				6990 · BRANCH Operations	-468.44
TOTAL					<u>-9,139.37</u>
Bill Pmt -Check	66646	11/30/2023	Home Depot Credit Services	L0225 · FLUSHING BANK - OPERATING	
Bill	111923	11/19/2023		6437A · PROGRAMS (ADULT)	-46.27
				6437C · PROGRAMS (C&P)	-46.28
				6437N · PROGRAMS (TEEN)	-46.28
				6451G · CUSTODIAL SUPPLIES	-97.78
TOTAL					<u>-236.61</u>
Bill Pmt -Check	66647	12/01/2023	PSEGLI -- Moriches	L0225 · FLUSHING BANK - OPERATING	
Bill	1013--111423 Act5041	11/14/2023		6450E · ELECTRICITY	-1,098.06
TOTAL					<u>-1,098.06</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66648	12/01/2023	PSEGLI -- NeighborhoodRdMasticBeach	L0225 - FLUSHING BANK - OPERATING	
Bill	1016--111523 act3511	11/15/2023		6450E - ELECTRICITY	-168.04
Bill	1016--111523 act3541	11/15/2023		6450E - ELECTRICITY	-371.54
Bill	1016--111523 act3561	11/15/2023		6990 - BRANCH Operations	-1,010.65
TOTAL					<u>-1,550.23</u>
Bill Pmt -Check	66649	12/01/2023	National Grid	L0225 - FLUSHING BANK - OPERATING	
Bill	111723 Moriches	11/17/2023		6450F - FUEL/GAS	-281.13
TOTAL					<u>-281.13</u>
Bill Pmt -Check	66650	12/01/2023	Paychex of New York LLC	L0225 - FLUSHING BANK - OPERATING	
Bill	2023113000	11/30/2023		6437P12 - PAYROLL SERVICES	-1,502.54
TOTAL					<u>-1,502.54</u>
Bill Pmt -Check	66651	12/04/2023	Wex Bank	L0225 - FLUSHING BANK - OPERATING	
Bill	93695802	11/30/2023		6450F - FUEL/GAS	-230.89
				6450F - FUEL/GAS	-119.53
TOTAL					<u>-350.42</u>
Bill Pmt -Check	66652	12/05/2023	T-Mobile	L0225 - FLUSHING BANK - OPERATING	
Bill	112323	11/23/2023		6437D - PROGRAMS (DIGITAL)	-1,488.27
TOTAL					<u>-1,488.27</u>

**Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66653	12/12/2023	Paychex	L0225 · FLUSHING BANK - OPERATING	
Bill	Stmnt 28207521	12/07/2023		6437P12 · PAYROLL SERVICES	-152.58
TOTAL					<u>-152.58</u>
Bill Pmt -Check	66654	12/13/2023	Postmaster MasticBeach	L0225 · FLUSHING BANK - OPERATING	
Bill	012024	12/13/2023		6433G · POSTAGE	-2,896.77
TOTAL					<u>-2,896.77</u>

**I hereby certify that at a meeting on December 18, 2023
the above vouchers were approved and authorized.**

Signed: _____

-23,719.56

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	66655	12/18/2023	A+ Technology Security Solutions, Inc.	L0225 - FLUSHING BANK - OPERATING	
	Bill	IN136838	12/01/2023		7203W · EQUIPMENT WIRE	-14,750.10
TOTAL						-14,750.10
	Bill Pmt -Check	66656	12/18/2023	Acosta Moreno, Alba A.	L0225 - FLUSHING BANK - OPERATING	
	Bill	113023	11/30/2023		6437L · PROGRAMS (LIT)	-408.00
TOTAL						-408.00
	Bill Pmt -Check	66657	12/18/2023	Argueta De Fuentes, Rosa E. (prevFuentes)	L0225 - FLUSHING BANK - OPERATING	
	Bill	112923	11/29/2023		6437L · PROGRAMS (LIT)	-237.50
TOTAL						-237.50
	Bill Pmt -Check	1444	12/18/2023	Arrow Steel Window Corp	L0229 - FLUSHING BANK - BOND Referendum	
	Bill	App 3 MainLibrary	11/30/2023		7500 · BUILDING IMPROVEMENTS	-343,843.00
TOTAL						-343,843.00
	Bill Pmt -Check	1445	12/18/2023	Ashlar Contracting LLC	L0229 - FLUSHING BANK - BOND Referendum	
	Bill	8 Drywall MainLib	11/30/2023		7500 · BUILDING IMPROVEMENTS	-137,750.00
TOTAL						-137,750.00
	Bill Pmt -Check	66658	12/18/2023	Ashton, Ruth	L0225 - FLUSHING BANK - OPERATING	
	Bill	112923	11/29/2023		6437L · PROGRAMS (LIT)	-378.00
TOTAL						-378.00

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66659	12/18/2023	Baker & Taylor	L0225 - FLUSHING BANK - OPERATING	
Bill	5018601780	11/16/2023		6410N · BOOKS (TEEN)	-180.14
Bill	5018603064	11/16/2023		6410N · BOOKS (TEEN)	-92.38
Bill	5018627713	11/22/2023		6410N · BOOKS (TEEN)	-114.88
Bill	5018637894	11/28/2023		6410A · BOOKS (ADULT)	-928.99
Bill	5018643341	11/28/2023		6410C · BOOKS (C&P)	-268.93
Bill	5018642289	11/30/2023		6410A · BOOKS (ADULT)	-1,221.28
TOTAL					<u>-2,806.60</u>
Bill Pmt -Check	66660	12/18/2023	Benitez, Cesy Noemy	L0225 - FLUSHING BANK - OPERATING	
Bill	113023	11/30/2023		6437L · PROGRAMS (LIT)	-204.00
TOTAL					<u>-204.00</u>
Bill Pmt -Check	66661	12/18/2023	Bertos, Kathleen - Staff	L0225 - FLUSHING BANK - OPERATING	
Bill	113023	11/30/2023		6435D · CED, CONF & TRAVEL (ADM)	-46.18
TOTAL					<u>-46.18</u>
Bill Pmt -Check	66662	12/18/2023	CALLAHEAD	L0225 - FLUSHING BANK - OPERATING	
Bill	1884394 MB BusOfc	12/08/2023		6990 · BRANCH Operations	-415.00
TOTAL					<u>-415.00</u>
Bill Pmt -Check	1446	12/18/2023	CALLAHEAD	L0229 - FLUSHING BANK - BOND Referendum	
Bill	1876074 Main Lib	11/17/2023		7500 · BUILDING IMPROVEMENTS	-624.00
TOTAL					<u>-624.00</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66663	12/18/2023	Casper, Thomas - staff	L0225 - FLUSHING BANK - OPERATING	
Bill	111523	11/15/2023		6435N · CED, CONF & TRAVEL (TEEN)	-35.20
TOTAL					<u>-35.20</u>
Bill Pmt -Check	66664	12/18/2023	Cassone Leasing, Inc.	L0225 - FLUSHING BANK - OPERATING	
Bill	1197272 MasticB--Lit	12/01/2023		6990 · BRANCH Operations	-485.00
Bill	1197875 BusOfc MBch	12/01/2023		6990 · BRANCH Operations	-873.00
TOTAL					<u>-1,358.00</u>
Bill Pmt -Check	1447	12/18/2023	Cassone Leasing, Inc.	L0229 - FLUSHING BANK - BOND Referendum	
Bill	1197918 MainLib	12/01/2023		7500 · BUILDING IMPROVEMENTS	-646.00
TOTAL					<u>-646.00</u>
Bill Pmt -Check	66665	12/18/2023	CDW Government, Inc.	L0225 - FLUSHING BANK - OPERATING	
Bill	NF68300	11/21/2023		7203W · EQUIPMENT WIRE	-325.98
Bill	NG11912	11/22/2023		6439W · EQUIPMENT R & M (WIRES)	-331.10
TOTAL					<u>-657.08</u>
Bill Pmt -Check	66666	12/18/2023	Chamber of Commerce of the Mastics & Shir	L0225 - FLUSHING BANK - OPERATING	
Bill	12/14/23 Chmbr Dnr	11/30/2023		6435D · CED, CONF & TRAVEL (ADM)	-95.00
				6435A · CED, CONF & TRAVEL (ADULT)	-35.00
				6435C · CED, CONF & TRAVEL (C&P)	-35.00
TOTAL					<u>-165.00</u>

Mastics Moriches Shirley Community Library

DECEMBER 18, 2023

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66667	12/18/2023	Cinar, Kristen - staff	L0225 - FLUSHING BANK - OPERATING	
Bill	111623	11/16/2023		6435Dig · CED, CONF & TRAVEL (DIGITAL)	-9.10
Bill	120623	12/06/2023		6435Dig · CED, CONF & TRAVEL (DIGITAL)	-4.55
TOTAL					<u>-13.65</u>
Bill Pmt -Check	66668	12/18/2023	CMM Sitework, Inc.	L0225 - FLUSHING BANK - OPERATING	
Bill	8341	11/17/2023		6452G · BLDG ALTERATION AND MAINT	-2,620.00
TOTAL					<u>-2,620.00</u>
Bill Pmt -Check	66669	12/18/2023	Colonial Youth & Family Services Inc	L0225 - FLUSHING BANK - OPERATING	
Bill	112823	11/28/2023		6437A · PROGRAMS (ADULT)	-60.00
TOTAL					<u>-60.00</u>
Bill Pmt -Check	66670	12/18/2023	Colson, Doris J.	L0225 - FLUSHING BANK - OPERATING	
Bill	112923	11/29/2023		6437L · PROGRAMS (LIT)	-272.00
TOTAL					<u>-272.00</u>
Bill Pmt -Check	66671	12/18/2023	Connection	L0225 - FLUSHING BANK - OPERATING	
Bill	74762341	11/30/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-740.34
Bill	74762342	11/30/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-740.34
Bill	74762343	11/30/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-423.05
TOTAL					<u>-1,903.73</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66672	12/18/2023	Currao-McAleavey, Carmella	L0225 - FLUSHING BANK - OPERATING	
Bill	111623 teens	11/16/2023		6437N · PROGRAMS (TEEN)	-125.00
Bill	111623 adults	11/16/2023		6437A · PROGRAMS (ADULT)	-125.00
Bill	120723 adults	12/07/2023		6437A · PROGRAMS (ADULT)	-125.00
Bill	120723 teens	12/07/2023		6437N · PROGRAMS (TEEN)	-125.00
TOTAL					<u>-500.00</u>
Bill Pmt -Check	66673	12/18/2023	Dell Marketing L.P.	L0225 - FLUSHING BANK - OPERATING	
Bill	10712955033	11/22/2023		7203W · EQUIPMENT WIRE	-4,782.50
TOTAL					<u>-4,782.50</u>
Bill Pmt -Check	66674	12/18/2023	Dolma, Dekyi	L0225 - FLUSHING BANK - OPERATING	
Bill	113023	11/30/2023		6437L · PROGRAMS (LIT)	-382.50
TOTAL					<u>-382.50</u>
Bill Pmt -Check	1448	12/18/2023	Dynaire LLC	L0229 - FLUSHING BANK - BOND Referendum	
Bill	App No 11 MainLib	11/30/2023		7500 · BUILDING IMPROVEMENTS	-190,546.25
TOTAL					<u>-190,546.25</u>
Check	66675	12/18/2023	East End Sign Design	L0225 - FLUSHING BANK - OPERATING	
				L0601 · ACCOUNTS PAYABLE -AUDITOR	-680.00
TOTAL					<u>-680.00</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66676	12/18/2023	East Hampton Library	L0225 - FLUSHING BANK - OPERATING	
Bill	111323	11/13/2023		6410N · BOOKS (TEEN)	-7.95
TOTAL					<u>-7.95</u>
Bill Pmt -Check	66677	12/18/2023	Enviroscience Consultants, Inc.	L0225 - FLUSHING BANK - OPERATING	
Bill	35779 Moriches	11/27/2023		6452G · BLDG ALTERATION AND MAINT	-1,375.00
TOTAL					<u>-1,375.00</u>
Bill Pmt -Check	66678	12/18/2023	EnvisionWare Inc.	L0225 - FLUSHING BANK - OPERATING	
Bill	INV-US-68854 PSHRUM	11/30/2023		6439W · EQUIPMENT R & M (WIRES)	-780.00
Bill	INV-US-68647ecsT915Y	12/01/2023		6419T · SOFTWARE (TECH)	-573.30
Bill	INV-US-68646 LPT-MPS	12/01/2023		6439W · EQUIPMENT R & M (WIRES)	-725.00
TOTAL					<u>-2,078.30</u>
Bill Pmt -Check	66679	12/18/2023	Farra, Ashley N.	L0225 - FLUSHING BANK - OPERATING	
Bill	112823	11/28/2023		6437L · PROGRAMS (LIT)	-204.00
TOTAL					<u>-204.00</u>
Bill Pmt -Check	66680	12/18/2023	Fisher, Nichole	L0225 - FLUSHING BANK - OPERATING	
Bill	111523	11/15/2023		6437A · PROGRAMS (ADULT)	-315.00
TOTAL					<u>-315.00</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66681	12/18/2023	Franco Moran, Alejandra	L0225 - FLUSHING BANK - OPERATING	
Bill	112823	11/28/2023		6437L · PROGRAMS (LIT)	-204.00
TOTAL					<u>-204.00</u>
Bill Pmt -Check	66682	12/18/2023	Franco, Corinne	L0225 - FLUSHING BANK - OPERATING	
Bill	111523	11/15/2023		6437A · PROGRAMS (ADULT)	-100.00
Bill	120623	12/06/2023		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-200.00</u>
Bill Pmt -Check	66683	12/18/2023	Fratellis Restaurant and Pizzeria	L0225 - FLUSHING BANK - OPERATING	
Bill	121123	12/11/2023		6435D · CED, CONF & TRAVEL (ADM)	-56.80
TOTAL					<u>-56.80</u>
Bill Pmt -Check	66684	12/18/2023	Gaetano's Pizza Inc. -- Nino's Pizza	L0225 - FLUSHING BANK - OPERATING	
Bill	Nov 2023	11/30/2023		6435L · CED, CONF & TRAVEL (LIT)	-49.90
				6437N · PROGRAMS (TEEN)	-183.00
TOTAL					<u>-232.90</u>
Bill Pmt -Check	66685	12/18/2023	Galvez Moreno, Viodelda S.	L0225 - FLUSHING BANK - OPERATING	
Bill	112923	11/29/2023		6437L · PROGRAMS (LIT)	-408.00
TOTAL					<u>-408.00</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66686	12/18/2023	George, Ivette	L0225 · FLUSHING BANK - OPERATING	
Bill	120123	12/01/2023		6437L · PROGRAMS (LIT)	-1,256.00
TOTAL					<u>-1,256.00</u>
Bill Pmt -Check	66687	12/18/2023	Gondal, Gul Sanobar	L0225 · FLUSHING BANK - OPERATING	
Bill	113023	11/30/2023		6437L · PROGRAMS (LIT)	-280.50
TOTAL					<u>-280.50</u>
Bill Pmt -Check	66688	12/18/2023	Grainger	L0225 · FLUSHING BANK - OPERATING	
Bill	9922022422	12/01/2023		6451G · CUSTODIAL SUPPLIES	-43.44
TOTAL					<u>-43.44</u>
Bill Pmt -Check	1449	12/18/2023	H2M architects + engineers	L0229 · FLUSHING BANK - BOND Referendum	
Bill	254401	11/08/2023		7500 · BUILDING IMPROVEMENTS	-12,292.46
Bill	254402	11/08/2023		7500 · BUILDING IMPROVEMENTS	-756.00
TOTAL					<u>-13,048.46</u>
Bill Pmt -Check	66689	12/18/2023	Hartcorn Plmbg & Heating Inc	L0225 · FLUSHING BANK - OPERATING	
Bill	88631	11/27/2023		6452G · BLDG ALTERATION AND MAINT	-2,900.00
Bill	88633	11/28/2023		6452G · BLDG ALTERATION AND MAINT	-3,445.00
TOTAL					<u>-6,345.00</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66690	12/18/2023	Hartcorn Plmbg & Heating Inc	L0225 - FLUSHING BANK - OPERATING	
Bill	88712	12/05/2023		6452G · BLDG ALTERATION AND MAINT	-694.47
Bill	88501	12/12/2023		6452G · BLDG ALTERATION AND MAINT	-1,981.97
TOTAL					<u>-2,676.44</u>
Bill Pmt -Check	1450	12/18/2023	Hartcorn Plmbg & Heating Inc	L0229 - FLUSHING BANK - BOND Referendum	
Bill	App 6 MainLib Sprklr	11/30/2023		7500 · BUILDING IMPROVEMENTS	-9,500.00
TOTAL					<u>-9,500.00</u>
Bill Pmt -Check	66691	12/18/2023	Heavey, Anne M.	L0225 - FLUSHING BANK - OPERATING	
Bill	121123	12/11/2023		6437A · PROGRAMS (ADULT)	-460.00
TOTAL					<u>-460.00</u>
Bill Pmt -Check	66692	12/18/2023	Henn, JoAnn	L0225 - FLUSHING BANK - OPERATING	
Bill	111423	11/14/2023		6437A · PROGRAMS (ADULT)	-80.00
Bill	111623	11/16/2023		6437A · PROGRAMS (ADULT)	-80.00
Bill	092823	12/07/2023		6437A · PROGRAMS (ADULT)	-80.00
Bill	101223	12/07/2023		6437A · PROGRAMS (ADULT)	-80.00
TOTAL					<u>-320.00</u>
Bill Pmt -Check	66693	12/18/2023	Howard, Molly C.	L0225 - FLUSHING BANK - OPERATING	
Bill	111823	11/18/2023		6437A · PROGRAMS (ADULT)	-100.00
Bill	112523	11/25/2023		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-200.00</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66694	12/18/2023	Ingram Library Services	L0225 - FLUSHING BANK - OPERATING	
Bill	60291783	11/27/2023		6410C · BOOKS (C&P)	-112.25
Bill	67667131	11/28/2023		6410C · BOOKS (C&P)	-129.18
Bill	67668966	12/06/2023		6410C · BOOKS (C&P)	-20.32
TOTAL					<u>-261.75</u>
Bill Pmt -Check	1451	12/18/2023	J.P. Daly & Sons, Inc.	L0229 - FLUSHING BANK - BOND Referendum	
Bill	Req 7 MainLib	11/24/2023		7500 · BUILDING IMPROVEMENTS	-319,611.62
TOTAL					<u>-319,611.62</u>
Bill Pmt -Check	1452	12/18/2023	J.P. Daly & Sons, Inc.	L0229 - FLUSHING BANK - BOND Referendum	
Bill	Req 12	10/31/2023		7500 · BUILDING IMPROVEMENTS	-57,717.14
TOTAL					<u>-57,717.14</u>
Bill Pmt -Check	66695	12/18/2023	Janowitz, Laurie	L0225 - FLUSHING BANK - OPERATING	
Bill	120423	12/04/2023		6437A · PROGRAMS (ADULT)	-325.00
TOTAL					<u>-325.00</u>
Bill Pmt -Check	66696	12/18/2023	Jin, Elizabeth	L0225 - FLUSHING BANK - OPERATING	
Bill	112923	11/29/2023		6437A · PROGRAMS (ADULT)	-400.00
TOTAL					<u>-400.00</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66697	12/18/2023	Jorgensen, Kerrilynn - staff	L0225 - FLUSHING BANK - OPERATING	
Bill	121323	12/13/2023		6435A - CED, CONF & TRAVEL (ADULT)	-22.27
TOTAL					<u>-22.27</u>
Bill Pmt -Check	66698	12/18/2023	Joyful Day Ceremonies LLC	L0225 - FLUSHING BANK - OPERATING	
Bill	120723	12/07/2023		6437A - PROGRAMS (ADULT)	-250.00
TOTAL					<u>-250.00</u>
Bill Pmt -Check	66699	12/18/2023	Kanopy Inc	L0225 - FLUSHING BANK - OPERATING	
Bill	376369-PPU	11/30/2023		6417A - VIDEOS (ADULT)	-251.00
				6417C - VIDEOS (C&P)	-5.00
TOTAL					<u>-256.00</u>
Bill Pmt -Check	66700	12/18/2023	Kevin A. Seaman, Esq.	L0225 - FLUSHING BANK - OPERATING	
Bill	120123	12/01/2023		6437P4 - ATTORNEY	-137.50
TOTAL					<u>-137.50</u>
Bill Pmt -Check	66701	12/18/2023	Kidnastics	L0225 - FLUSHING BANK - OPERATING	
Bill	121123	12/11/2023		6437C - PROGRAMS (C&P)	-275.00
TOTAL					<u>-275.00</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66702	12/18/2023	King Kullen	L0225 - FLUSHING BANK - OPERATING	
Bill	233001397761	10/27/2023		6437N · PROGRAMS (TEEN)	-23.44
Bill	233081310021	11/04/2023		6437N · PROGRAMS (TEEN)	-13.96
Bill	233200528831	11/16/2023		6437N · PROGRAMS (TEEN)	-9.68
Bill	233200747341	11/16/2023		6437N · PROGRAMS (TEEN)	-9.68
Bill	233311345341	11/27/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-8.19
Bill	233320554061	11/28/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-17.57
TOTAL					<u>-82.52</u>
Bill Pmt -Check	66703	12/18/2023	KL Home Inspection Services LLC	L0225 - FLUSHING BANK - OPERATING	
Bill	120923	12/09/2023		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					<u>-200.00</u>
Bill Pmt -Check	66704	12/18/2023	Kyle, Stephanie -- staff	L0225 - FLUSHING BANK - OPERATING	
Bill	111328	11/13/2023		6437N · PROGRAMS (TEEN)	-17.50
				6437A · PROGRAMS (ADULT)	-17.50
TOTAL					<u>-35.00</u>
Bill Pmt -Check	66705	12/18/2023	Language Line Services Inc	L0225 - FLUSHING BANK - OPERATING	
Bill	11163917	11/30/2023		6437P17 · TRANSLATION SERVICES	-8.00
TOTAL					<u>-8.00</u>
Bill Pmt -Check	66706	12/18/2023	Le Petite Picassos	L0225 - FLUSHING BANK - OPERATING	
Bill	111723	11/17/2023		6437C · PROGRAMS (C&P)	-325.00
TOTAL					<u>-325.00</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66707	12/18/2023	Library Market	L0225 - FLUSHING BANK - OPERATING	
Bill	3005	11/03/2023		6419G · SOFTWARE (GEN)	-5,000.00
TOTAL					<u>-5,000.00</u>
Bill Pmt -Check	66708	12/18/2023	Little Miss Workbench Inc	L0225 - FLUSHING BANK - OPERATING	
Bill	120623	12/06/2023		6437A · PROGRAMS (ADULT)	-400.00
TOTAL					<u>-400.00</u>
Bill Pmt -Check	1453	12/18/2023	Lizardos Engineering Associates PC	L0229 - FLUSHING BANK - BOND Referendum	
Bill	10295.00-47259 Mor	10/20/2023		7500 · BUILDING IMPROVEMENTS	-900.00
Bill	10295.00-47425 Mor	11/20/2023		7500 · BUILDING IMPROVEMENTS	-1,066.81
TOTAL					<u>-1,966.81</u>
Bill Pmt -Check	1454	12/18/2023	Lizardos Engineering Associates PC	L0229 - FLUSHING BANK - BOND Referendum	
Bill	10296.00-47260 MBch	10/20/2023		7500 · BUILDING IMPROVEMENTS	-875.00
Bill	10296.00-47426 MBch	11/20/2023		7500 · BUILDING IMPROVEMENTS	-1,000.00
TOTAL					<u>-1,875.00</u>
Bill Pmt -Check	66709	12/18/2023	Lopez Reynoso, Fausto D.	L0225 - FLUSHING BANK - OPERATING	
Bill	112923	11/29/2023		6437L · PROGRAMS (LIT)	-204.00
TOTAL					<u>-204.00</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66710	12/18/2023	Main Street Screen Printing Inc.	L0225 - FLUSHING BANK - OPERATING	
Bill	2458	11/30/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-1,310.00
TOTAL					<u>-1,310.00</u>
Bill Pmt -Check	66711	12/18/2023	Mata Castillo, Julia	L0225 - FLUSHING BANK - OPERATING	
Bill	120123	12/01/2023		6437L · PROGRAMS (LIT)	-705.50
TOTAL					<u>-705.50</u>
Bill Pmt -Check	66712	12/18/2023	Maximum Security	L0225 - FLUSHING BANK - OPERATING	
Bill	25468	11/30/2023		7500 · BUILDING IMPROVEMENTS	-14,297.00
TOTAL					<u>-14,297.00</u>
Bill Pmt -Check	66713	12/18/2023	McKula, Inc.	L0225 - FLUSHING BANK - OPERATING	
Bill	4631	12/01/2023		6419G · SOFTWARE (GEN)	-1,200.00
TOTAL					<u>-1,200.00</u>
Bill Pmt -Check	66714	12/18/2023	Mederos, Merlin Yaneth	L0225 - FLUSHING BANK - OPERATING	
Bill	111323	11/13/2023		6437L · PROGRAMS (LIT)	-246.50
TOTAL					<u>-246.50</u>
Bill Pmt -Check	66715	12/18/2023	Medina Paredes, Jhanneth Del Rocio	L0225 - FLUSHING BANK - OPERATING	
Bill	112723	11/27/2023		6437L · PROGRAMS (LIT)	-204.00
TOTAL					<u>-204.00</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66716	12/18/2023	Midwest Tape, LLC	L0225 - FLUSHING BANK - OPERATING	
Bill	504647861	11/16/2023		6417A · VIDEOS (ADULT)	-89.74
Bill	504647862	11/16/2023		6417A · VIDEOS (ADULT)	-39.89
Bill	504682124	11/27/2023		6417A · VIDEOS (ADULT)	-57.55
Bill	504708266	11/30/2023		6417A · VIDEOS (ADULT)	-75.15
Bill	504708267	11/30/2023		6417A · VIDEOS (ADULT)	-70.86
Bill	504719101 Hoopla	11/30/2023		6411A · MICRO/REF CD (ADULT)	-527.92
				6411C · MICRO/REF CD (C&P)	-422.33
				6411N · MICRO/REF CD (TEEN)	-105.58
Bill	504743119	12/06/2023		6417C · VIDEOS (C&P)	-10.45
Bill	504743115	12/06/2023		6417A · VIDEOS (ADULT)	-295.69
Bill	504743116	12/06/2023		6412A · RECORDINGS (ADULT)	-47.23
Bill	504743118	12/06/2023		6417A · VIDEOS (ADULT)	-131.14
Bill	504743160	12/06/2023		6417C · VIDEOS (C&P)	-66.98
TOTAL					<u>-1,940.51</u>
Bill Pmt -Check	66717	12/18/2023	Migoya-Schlie, Catherine Victoria	L0225 - FLUSHING BANK - OPERATING	
Bill	120123	12/01/2023		6437L · PROGRAMS (LIT)	-884.00
TOTAL					<u>-884.00</u>
Bill Pmt -Check	66718	12/18/2023	Murphy, Carmen	L0225 - FLUSHING BANK - OPERATING	
Bill	113023	11/30/2023		6437L · PROGRAMS (LIT)	-272.00
TOTAL					<u>-272.00</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66719	12/18/2023	Newman, Robert L.	L0225 - FLUSHING BANK - OPERATING	
Bill	113023	11/30/2023		6437L · PROGRAMS (LIT)	-204.00
TOTAL					<u>-204.00</u>
Bill Pmt -Check	66720	12/18/2023	Nunez Vargas, Amanda	L0225 - FLUSHING BANK - OPERATING	
Bill	112923	11/29/2023		6437L · PROGRAMS (LIT)	-255.00
TOTAL					<u>-255.00</u>
Bill Pmt -Check	66721	12/18/2023	NYSID	L0225 - FLUSHING BANK - OPERATING	
Bill	1028113	11/01/2023		6437P15 · DOCUMENT MANAGEMENT/DESTF	-44.07
TOTAL					<u>-44.07</u>
Bill Pmt -Check	66722	12/18/2023	NYSPSP	L0225 - FLUSHING BANK - OPERATING	
Bill	2263838	11/09/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-979.26
TOTAL					<u>-979.26</u>
Bill Pmt -Check	66723	12/18/2023	Oriental Trading Company, Inc	L0225 - FLUSHING BANK - OPERATING	
Bill	72830182101	11/22/2023		6437A · PROGRAMS (ADULT)	-57.60
				6437N · PROGRAMS (TEEN)	-57.60
				6437C · PROGRAMS (C&P)	-57.60
TOTAL					<u>-172.80</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	66724	12/18/2023	Pesantez-Medina, Diana Michell	L0225 - FLUSHING BANK - OPERATING	
	Bill	120123	12/01/2023		6437L - PROGRAMS (LIT)	-705.50
TOTAL						<u>-705.50</u>
	Bill Pmt -Check	66725	12/18/2023	Piguave, Rosa Maria	L0225 - FLUSHING BANK - OPERATING	
	Bill	113023	11/30/2023		6437L - PROGRAMS (LIT)	-408.00
TOTAL						<u>-408.00</u>
	Bill Pmt -Check	1455	12/18/2023	Preferred Construction, Inc.	L0229 - FLUSHING BANK - BOND Referendum	
	Bill	App 8 RoughCrp MainL	11/30/2023		7500 - BUILDING IMPROVEMENTS	-26,600.00
TOTAL						<u>-26,600.00</u>
	Bill Pmt -Check	66726	12/18/2023	Quintanilla, Jocelyn Tatiana	L0225 - FLUSHING BANK - OPERATING	
	Bill	112923	11/29/2023		6437L - PROGRAMS (LIT)	-204.00
TOTAL						<u>-204.00</u>
	Bill Pmt -Check	66727	12/18/2023	Ray-Block Stationery Co. Inc.	L0225 - FLUSHING BANK - OPERATING	
	Bill	IN117281	12/11/2023		6439G - EQUIPMENT R & M (GEN)	-562.08
TOTAL						<u>-562.08</u>
	Bill Pmt -Check	66728	12/18/2023	Roeder, Kathy	L0225 - FLUSHING BANK - OPERATING	
	Bill	112723	11/27/2023		6437C - PROGRAMS (C&P)	-120.00
	Bill	120423	12/04/2023		6437C - PROGRAMS (C&P)	-120.00
TOTAL						<u>-240.00</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66729	12/18/2023	Rondon, Miriam	L0225 - FLUSHING BANK - OPERATING	
Bill	112723	11/27/2023		6437L - PROGRAMS (LIT)	-204.00
TOTAL					<u>-204.00</u>
Bill Pmt -Check	66730	12/18/2023	Ruiz, Maria J. - staff	L0225 - FLUSHING BANK - OPERATING	
Bill	112123	11/21/2023		6435L - CED, CONF & TRAVEL (LIT)	-83.19
TOTAL					<u>-83.19</u>
Bill Pmt -Check	66731	12/18/2023	Sachem Public Library	L0225 - FLUSHING BANK - OPERATING	
Bill	111323	11/13/2023		6410N - BOOKS (TEEN)	-9.99
TOTAL					<u>-9.99</u>
Bill Pmt -Check	1456	12/18/2023	Sandpebble Preconstruction Inc.	L0229 - FLUSHING BANK - BOND Referendum	
Bill	PostRef ProjReq 44	12/07/2023		7500 - BUILDING IMPROVEMENTS	-3,745.90
				7500 - BUILDING IMPROVEMENTS	-5,900.97
				7500 - BUILDING IMPROVEMENTS	-91,065.71
TOTAL					<u>-100,712.58</u>
Bill Pmt -Check	66732	12/18/2023	Sapio, Miranda B.	L0225 - FLUSHING BANK - OPERATING	
Bill	113023	11/30/2023		6437L - PROGRAMS (LIT)	-408.00
TOTAL					<u>-408.00</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66733	12/18/2023	Searles Graphics, Inc.	L0225 - FLUSHING BANK - OPERATING	
Bill	22268	11/28/2023		6434G · PRINTING (GEN)	-11,628.00
TOTAL					<u>-11,628.00</u>
Bill Pmt -Check	66734	12/18/2023	Sevilla, Lorgia Ana	L0225 - FLUSHING BANK - OPERATING	
Bill	113023	11/30/2023		6437L · PROGRAMS (LIT)	-760.00
TOTAL					<u>-760.00</u>
Bill Pmt -Check	66735	12/18/2023	Shattes, Krista	L0225 - FLUSHING BANK - OPERATING	
Bill	112123	11/21/2023		6437A · PROGRAMS (ADULT)	-100.00
Bill	112823	11/28/2023		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-200.00</u>
Bill Pmt -Check	66736	12/18/2023	Staples Advantage	L0225 - FLUSHING BANK - OPERATING	
Bill	8072246877	11/10/2023	Staples Advantage	L0600 · ACCOUNTS PAYABLE	0.00
Bill	8072320688	11/17/2023		6451G · CUSTODIAL SUPPLIES	-502.30
				6430G · OFFICE AND LIBRARY SUPPLIES	-194.15
				6451G · CUSTODIAL SUPPLIES	-211.86
				6430G · OFFICE AND LIBRARY SUPPLIES	-144.70
Bill	8072384342	11/24/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-36.66
Bill	8072454849	12/01/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-173.54
TOTAL					<u>-1,263.21</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	1457	12/18/2023	Strunk-Albert Engineering	L0229 - FLUSHING BANK - BOND Referendum	
Bill	12007 Moriches	11/29/2023		7500 - BUILDING IMPROVEMENTS	-4,700.00
TOTAL					<u>-4,700.00</u>
Bill Pmt -Check	1458	12/18/2023	Strunk-Albert Engineering	L0229 - FLUSHING BANK - BOND Referendum	
Bill	12006 MBch	11/29/2023		7500 - BUILDING IMPROVEMENTS	-4,700.00
TOTAL					<u>-4,700.00</u>
Bill Pmt -Check	66737	12/18/2023	Suazo Giron, Ashley J	L0225 - FLUSHING BANK - OPERATING	
Bill	112923	11/29/2023		6437L - PROGRAMS (LIT)	-450.50
TOTAL					<u>-450.50</u>
Bill Pmt -Check	66738	12/18/2023	Suburban Turf & Scapes Inc	L0225 - FLUSHING BANK - OPERATING	
Bill	3462	11/21/2023		6452G - BLDG ALTERATION AND MAINT	-100.00
TOTAL					<u>-100.00</u>
Bill Pmt -Check	66739	12/18/2023	Suffolk Cooperative Library System	L0225 - FLUSHING BANK - OPERATING	
Bill	90869 NatlGeoKids	11/22/2023		6411C - MICRO/REF CD (C&P)	-500.00
TOTAL					<u>-500.00</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66740	12/18/2023	Suffolk Cooperative Library System	L0225 - FLUSHING BANK - OPERATING	
Bill	90979 SWANK 2yr4bldg	12/05/2023		6437A · PROGRAMS (ADULT)	-880.00
				6437C · PROGRAMS (C&P)	-880.00
				6437N · PROGRAMS (TEEN)	-880.00
TOTAL					<u>-2,640.00</u>
Bill Pmt -Check	66741	12/18/2023	Suffolk Cooperative Library System	L0225 - FLUSHING BANK - OPERATING	
Bill	91022 ABCMouseHome	12/12/2023		6437C · PROGRAMS (C&P)	-1,563.21
TOTAL					<u>-1,563.21</u>
Bill Pmt -Check	66742	12/18/2023	Suffolk County Locksmith, Inc.	L0225 - FLUSHING BANK - OPERATING	
Bill	126249	11/30/2023		6451G · CUSTODIAL SUPPLIES	-3.75
TOTAL					<u>-3.75</u>
Bill Pmt -Check	66743	12/18/2023	Tend Coffee	L0225 - FLUSHING BANK - OPERATING	
Bill	5531	11/17/2023		6435D · CED, CONF & TRAVEL (ADM)	-350.00
TOTAL					<u>-350.00</u>
Bill Pmt -Check	66744	12/18/2023	ULINE	L0225 - FLUSHING BANK - OPERATING	
Bill	171419192	11/28/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-87.89
TOTAL					<u>-87.89</u>

Mastics Moriches Shirley Community Library
DECEMBER 18, 2023
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	1459	12/18/2023	Universal Testing & Inspection Services	L0229 - FLUSHING BANK - BOND Referendum	
Bill	23-0487R MainLib	11/16/2023		7500 - BUILDING IMPROVEMENTS	-400.00
TOTAL					<u>-400.00</u>
Bill Pmt -Check	66745	12/18/2023	Vail, Amy	L0225 - FLUSHING BANK - OPERATING	
Bill	112723	11/27/2023		6437C - PROGRAMS (C&P)	-225.00
TOTAL					<u>-225.00</u>
Bill Pmt -Check	66746	12/18/2023	Vergara, Josmary A.	L0225 - FLUSHING BANK - OPERATING	
Bill	111623	11/16/2023		6437L - PROGRAMS (LIT)	-136.00
TOTAL					<u>-136.00</u>
Bill Pmt -Check	66747	12/18/2023	W. B. Mason Co., Inc.	L0225 - FLUSHING BANK - OPERATING	
Bill	242566725	11/14/2023		6430G - OFFICE AND LIBRARY SUPPLIES	-197.94
Bill	242693870	11/20/2023		6430G - OFFICE AND LIBRARY SUPPLIES	-49.38
TOTAL					<u>-247.32</u>
Bill Pmt -Check	66748	12/18/2023	Waldner's Business Environments, Inc.	L0225 - FLUSHING BANK - OPERATING	
Bill	432990	11/22/2023		6430G - OFFICE AND LIBRARY SUPPLIES	-291.24
TOTAL					<u>-291.24</u>

Mastics Moriches Shirley Community Library

DECEMBER 18, 2023

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66749	12/18/2023	Wilson, Alexander B.	L0225 - FLUSHING BANK - OPERATING	
Bill	111523 teens	11/15/2023		6437N · PROGRAMS (TEEN)	-40.00
Bill	111523 adults	11/15/2023		6437A · PROGRAMS (ADULT)	-80.00
Bill	112923 adults	11/29/2023		6437A · PROGRAMS (ADULT)	-80.00
Bill	112923 teens	11/29/2023		6437N · PROGRAMS (TEEN)	-40.00
TOTAL					<u>-240.00</u>
Bill Pmt -Check	66750	12/18/2023	Winters Bros. Hauling of LI, LLC	L0225 - FLUSHING BANK - OPERATING	
Bill	003599724 MBch	11/30/2023		6432G · CARTAGE	-235.00
Bill	003600323 Moriches	11/30/2023		6432G · CARTAGE	-235.00
TOTAL					<u>-470.00</u>
Bill Pmt -Check	1460	12/18/2023	Winters Bros. Hauling of LI, LLC	L0229 - FLUSHING BANK - BOND Referendum	
Bill	3568708 MainLib	11/11/2023		7500 · BUILDING IMPROVEMENTS	-605.00
Bill	3580139 MainLib	11/25/2023		7500 · BUILDING IMPROVEMENTS	-605.00
Bill	3599191 MainLib	11/30/2023		7500 · BUILDING IMPROVEMENTS	-605.00
TOTAL					<u>-1,815.00</u>
Bill Pmt -Check	66751	12/18/2023	Xerox Financial Services	L0225 - FLUSHING BANK - OPERATING	
Bill	5141806	12/12/2023		6439G · EQUIPMENT R & M (GEN)	-2,882.08
TOTAL					<u>-2,882.08</u>

**I hereby certify that at a meeting on December 18, 2023
the above vouchers were approved and authorized.**

Signed: _____ -1,323,153.87

Mastics Moriches Shirley Community Library

November 21, 2023

Payroll Benefits Warrant

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	EFT	11/24/2023	1094 The NYS Deferred Compensation Plan	L0226 · FLUSHING BANK - PAYROLL	
Bill	11242023	11/24/2023		L0173 · 457B NYS DEFERRED COMP	\$ (2,538.48)
TOTAL					\$ (2,538.48)
Bill Pmt -Check	EFT	11/24/2023	1099 NYS Employees' Retirement System	L0226 · FLUSHING BANK - PAYROLL	
Bill	11242023	11/24/2023		L0163 · RC ERS CONTRIBUTIONS	\$ (3,639.76)
				L0161 · RL - ERS LOAN	\$ (2,171.23)
				L0160.1 · MA - ERS ARREARS (MANDATORY)	\$ (211.24)
TOTAL					\$ (6,209.00)
Bill Pmt -Check	7645	11/24/2023	1095 Met Life	L0226 · FLUSHING BANK - PAYROLL	
Bill	11242023	11/24/2023		L0171 · 403B MET LIFE	\$ (1,700.00)
TOTAL					\$ (1,700.00)
Bill Pmt -Check	7646	11/24/2023	1096.1 Empower Life & Annuity Ins. Co. NY	L0226 · FLUSHING BANK - PAYROLL	
Bill	11242023	11/24/2023		L0172 · 403B PRUDENTIAL	\$ (100.00)
TOTAL					\$ (100.00)
Bill Pmt -Check	7647	11/24/2023	1115 AFLAC	L0226 · FLUSHING BANK - PAYROLL	
Bill	307208	11/24/2023		L0625 · AFLAC PRE-TAX	\$ (1,229.63)
				L0626 · AFLAC POST-TAX	\$ (80.62)
TOTAL					\$ (1,310.25)
Bill Pmt -Check	7648	11/24/2023	CSEA, Inc.	L0226 · FLUSHING BANK - PAYROLL	
Bill	11242023	11/24/2023		L0500 · CSEA UNION DUES	\$ (1,377.75)
TOTAL					\$ (1,377.75)
				TOTAL	\$ (13,142.10)

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

Signed: _____
Title: Secretary

Mastics Moriches Shirley Community Library
December 5, 2023
Payroll Benefits Warrant

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	EFT	12/08/2023	1094 The NYS Deferred Compensation Plan	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	12082023	12/08/2023		L0173 · 457B NYS DEFERRED COMP	\$ (2,473.81)
						<u>\$ (2,473.81)</u>
	Bill Pmt -Check	7649	12/08/2023	1095 Met Life	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	12082023	12/08/2023		L0171 · 403B MET LIFE	\$ (1,700.00)
						<u>\$ (1,700.00)</u>
	Bill Pmt -Check	7650	12/08/2023	1096.1 Empower Life & Annuity Ins. Co. NY	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	12082023	12/08/2023		L0172 · 403B PRUDENTIAL	\$ (100.00)
						<u>\$ (100.00)</u>
	Bill Pmt -Check	7651	12/08/2023	1098 State Of NY Department of Civil Serv	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	601	12/08/2023		9060 · MEDICAL INSURANCE	\$ (102,510.85)
						<u>\$ (102,510.85)</u>
	Bill Pmt -Check	7652-7671	12/08/2023	Medicare Reimbursements	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	12082023	12/08/2023		9060 · MEDICAL INSURANCE	\$ (5,252.50)
						<u>\$ (5,252.50)</u>
	Bill Pmt -Check	7672	12/08/2023	1114 Hartford Insurance Company	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	414283932827	12/08/2023		L0196 · LONG TER	\$ (156.00)
					9055 · DISABILTY INSURANCE	\$ (1,667.78)
						<u>\$ (1,823.78)</u>
	Bill Pmt -Check	7673	12/08/2023	CSEA, Inc.	L0226 · FLUSHING BANK - PAYROLL	
TOTAL	Bill	12082023	12/08/2023		L0500 · CSEA UNION DUES	\$ (1,385.11)
						<u>\$ (1,385.11)</u>
					TOTAL	\$ (115,246.05)

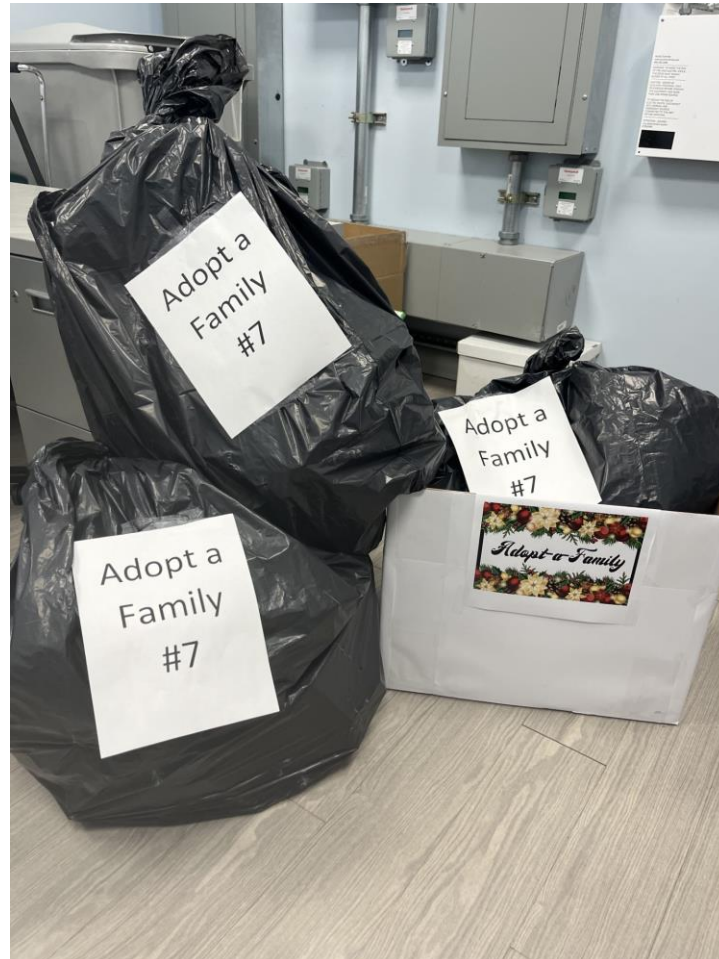
I hereby certify that at a meeting of the board on _____
the above vouchers were approved and authorized.

Signed: _____
Title: Secretary

RASD December 2023 Board Report

Submitted by Kerrilynn Jorgensen

The library collaborated with Colonial Youth and Family Services for their yearly holiday Adopt a Family drive. Our team graciously contributed gift cards, purchased items from the family's wish list, and donated a total of \$565. Erika Irish and I had the opportunity to shop at local stores, acquiring the requested items and ensuring that this Christmas became a truly enchanting season for the family. Witnessing our community unite to support others is indeed a heartwarming experience.



On December 4th, I participated in two training sessions at the Suffolk Cooperative Library System. The initial one focused on Response of Suffolk and the 988-suicide prevention and crisis hotline. The presenter delivered a comprehensive and enlightening overview of the system, incorporating local and national statistics. Additionally, she provided insights into promoting this service to our patrons. The second presentation centered around Narcan training, where all attendees were provided with a Narcan kit. It was emphasized that if the kit expires or is used, replacements are available at no cost.

Teen Services Board Report

November 2023

Erika Irish

Mastic Beach
Reference: 24
Other: 220
Computers: 166
Program Sessions: 30
Program Attendance: 61

Moriches
Reference: 11
Other: 54
Computers: 49
Program Sessions: 33
Program Attendance: 77

At the beginning of November, I had the opportunity to attend NYLA. While we do many of the things that, the speakers were speaking about, I did get other idea on how to promote, material to purchase.

One of the sessions I attended was:

Reviving Teen Engagement through “Subscription Service” Programming

Sam Bortle Adelman

Combining traditional readers’ advisory with “subscription service” style programming, Teen Book Boxes have proven to be an exciting jumping-off point for connection and relationship building with teens in our community. This program will explain the process of building a subscription box service from the ground up, with the aim of empowering librarians to create similar programs at their libraries!

Examples given: Hello Fresh, Owl Crate, Birtch Box

Our pilot program with William Floyd Middle School continues be successful. They are seeing about 40 students each week at the programs (Anime Club, Art Club and Book Club) we are having there.

I have been working on the strategic plan for the department as well as planning on how we are going to staff the main building when it it opens. As well as our goals on how to reach more teens and have them come to the library for more than just the community service opportunities. It is a very exciting time.

December 18, 2023

Sylvia Maurer

November was a delightfully busy month for the Children's and Parents' Services Department.

We wished Darlene Billows a happy retirement this month. She has worked for the library for 39 years. She started as a page in the Children's Department and moved to Technical Services as a library clerk. In 2016 she moved back upstairs to join the Children's Department again working as a senior library clerk. Darlene was an integral part of the CPSD team and she will be missed but we are excited to watch her enjoy her retirement. April Franzino, a CPSD page, was hired as a full-time library clerk to take over Darlene's responsibilities.

This month Janet Klement, part-time library assistant, took the reins and worked with all of the department staff to transform our spaces into a dinosaur lovers dream during Dinovember. We had dinosaur themed programs and activities available for all ages throughout the month. The rooms were covered with dinosaurs to play and interact with. The families especially loved the Jeep photo station where they could take a picture of themselves being chased by a dinosaur. We are looking forward to creating more themes like this in the future.



SCORE Business Workshop

The Literacy Department partnered with SCORE for the first time to offer a workshop in Spanish! Thanks to Clarita Ortega, patrons learned the basics of starting a business on a small budget. This workshop included information about marketing basics, legal entity structures, and tools to set up a business plan. It was well attended by over 30 patrons on a Saturday morning at Mastic Recreation Center. We are looking forward to the next workshop, in Spanish, with SCORE in January: Build Your Business with Social Media.



Renaissance Faire

Hear Ye, Hear Ye! Good morrow. We had a wonderful time at the Renaissance Fair at the Moriches Branch on November 4. Huzzah! Literacy staff member, Sir Vincent, offered a jeweled crown craft for our guest lords and ladies, lads and lasses. Fair thee well!



The Wonderful World of Books

Our Reading Buddies program partners staff & teen volunteers with the school age children who enjoy an enrichment program while their parents attend English classes at William Floyd High School. The Reading Buddies and kids read together each week and discover the wonderful world of books!

Additionally, our book giveaways help families build their home libraries and encourage reading at home.



Happy Reading!

Our toddlers enjoy a weekly Family Literacy class with their caregiver as well as a special story time each week. They practice their early literacy and school readiness skills by learning shapes, colors, letters, and more.

Our school age kids enjoyed a read aloud of Change Sings by Amanda Gorman; it was paired with a guitar craft. The book's message is "anything is possible when our voices join together." They each took a copy of the book home.



Monthly Statistics for October

Virtual Attendance: 224
Virtual Sessions: 15

continued

In-Person Attendance (off site): 1,488 adults
In-Person Attendance (off site): 232 toddlers
In-Person Attendance (off site): 207 school age
Off Site Sessions: 169 sessions

GR8 Skates

The Literacy Department celebrated the holidays with our staff, students, and their families at GR8 Skates. We had a record turnout of 455 people! Everyone had a wonderful time roller skating, eating pizza, playing arcade games, testing their luck on our raffle prizes, and taking pictures with Santa. Thank you to the Community Family Literacy Project for sponsoring the party and providing an opportunity for food, friendship, and fun. Happy holidays!



Happy Holidays

Congratulations to our littlest Literacy learners! These toddlers and their parent or caregiver successfully completed four months of Family Literacy classes during which they practiced their language and learning skills. They celebrated their last day with certificates, gifts, photos, and handmade glitter ornaments. See you next year!



Monthly Statistics for November

Virtual Attendance: 119 adults
Virtual Sessions: 13

continued

In-Person Attendance (off site): 1,259 adults
In-Person Attendance (off site): 196 toddlers
In-Person Attendance (off site): 191 school age
Off Site Sessions: 143

Party Time

Thank you to the MMSCL Board of Trustees and Administration for the delicious holiday feast at Mastic Recreation Center! We had a nice time together and we appreciate your support. Congratulations to the Literacy staff for your milestones of service to the MMSCL community. From 3 months to 11 years employed in our dept., every day is a pleasure!

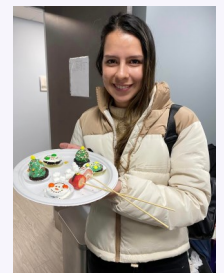


A Tasty Treat

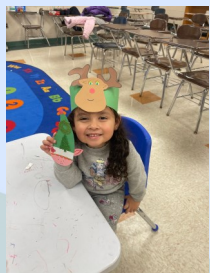
Making chocolate covered strawberries is as 1-2-3!
This tasty treat can be customized for any occasion.

- 1- Buy supplies
- 2- Melt chocolate
- 3- Dip and decorate

One of our talented students, Nancy, shared her expertise for making delicious desserts. She showed our Mujeres Latinas how to make holiday themed chocolate covered strawberries. They made snowmen, trees, and Santa suits. Thanks to CFLP for the supplies!



A Crafty Christmas



DIGITAL SERVICES DEPARTMENT

December 2023

Compiled by: Stephen Burg

Over the past month, The Digital Services Department conducted four computer classes, covering online publishing, finding recipes online, Cricut oven mitts, and Cricut makeup bags. We also conducted 24 one-on-one tech appointments covering various topics. The department continues to curate the library's social media platforms. Within the statistics section of this month's report is a section showing statistics from the Technology Lab at Herkimer to show a clearer picture of the public use of the space.



Digital Equipment Circulation FY 23-24	November Checkouts	November Renewals
HOTSPOT icode1 168	20	1
IPADS icode1182	0	0
Video2Digital and GOPRO icode1 703	0	0

Herkimer Stats	November
Questions	
Reference Questions	90
Other Questions	121
Computer usage	
number of sessions	326

Digital Services November Stats

Facebook	November
page views	3385
post reach	121482
Engagement	
Instagram	
reach	1117
Impressions	192
Followers	1354
YouTube	
views	611
subscriber	647
Chat/Text Ref	
text/email	71
overdrive	
ebooks	3688
audio books	2264
flipster	
online views	218
Freegal	
downloads	218
streamed	1456
both:	1674
Hoopla	
new patrons	9
check outs	550
Kanopy	
downloads	297
HOOPLA + KANOPY:	847

JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY	PAGE 1 OF 1
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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
TRT	Billows, Darlene		Senior Library Clerk	\$51,852.06		11/28/23	
AT	Kuil, Chelsea		Library Assistant	\$33,852.00	35 Hours	01/03/23	
TM	Kuil, Chelsea		Library Assistant	\$33,852.00	35 Hours	04/03/24	
RE/APT	Kuil, Chelsea		Library Assistant	\$18.60/HR	Up to 17.5 Hours	04/04/24	

<p>DID YOU:</p> <ol style="list-style-type: none"> 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? <input type="checkbox"/> 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? <p> <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED </p> <p> <input type="checkbox"/> APPROVED AS NOTED </p>	<p>The above changes are hereby certified as being in accordance with Civil Service requirements.</p> <hr/> <p style="text-align: center;">Signature of Appointing Authority</p>
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Borrowing Policy of the Mastics-Moriches-Shirley Community Library: Revision Suggestions

BORROWING

The Board of Trustees of the Community Library is dedicated to expanding, not restricting services. However, practical and economic matters, as well as equity, dictate that no user monopolizes services to the point that others are unfairly deprived. With this in mind, the Board of Trustees has approved the accompanying chart which establishes the Library's borrowing policies.

Current Policy, last revised January 2015

The Board of Trustees of the Community Library is dedicated to expanding, not restricting services. However, practical and economic matters, as well as equity, dictate that no user monopolizes services to the point that others are deprived.

Although we do not charge overdue fines for most items, there are procedures in place to ensure that users behave responsibly with the community's resources.

- The library reserves the right to charge overdue fines for high-demand items such as hotspots and museum passes. These fines are listed with the item information.
- Borrowers are financially responsible for lost and damaged library items.
- Items that are overdue for more than 6 months are considered lost. In these cases, the cost of replacement will be charged to the patron's library record.
 - High demand items, such as hotspots and museum passes, will be marked as lost and their replacement cost will be billed to the patron within a month past their due date.
- The library cannot accept duplicate materials in lieu of the replacement fee.
- The replacement fee is the price listed in the item record. It is non-refundable.
- Patrons may also be responsible for fines or fees generated by other libraries when interlibrary loan or direct access items are returned late.
- Borrowing privileges will be suspended for patrons whose borrowed items are in billed status, or who accumulate fines and fees exceeding \$25.00. Patrons are notified of billed status via email or postal service, based on their account preferences.
- Expired cards will block patrons from borrowing, online resource access, and program registration.

The chart below lists many of the library's resources and their loan guidelines. *The library reserves the right to add to or change these guidelines as needed, with notice to the borrowers.*

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY BORROWING GUIDELINES

Item	Loan Period	MMSH Patron Limit	Auto Renew**	Out of District Patrons Borrow?
NEW Adult Fic/Mys/SFF Books	14 days	*	6x	N
NEW Teen and Childrens Books, Adult NonFic/Bio/Large Print Books, and Audiobooks	21 days	*	6x	N
NEW DVDs and Blu-Rays	7 days	10	6x	N
Books and Audiobooks	21 days	*	6x	Y
DVDs and Blu-Rays (incl Binge Boxes and Non Fiction DVDs)	7 days	10	6x	Y
Videogames	7 days	3	6x	N
HotSpots, GoPros, and iPads	14 days	1	1x	N
Music CDs	14 days	*	6x	Y
Test Books	14 days	*	6x	Y
Google Chromecasts	21 days	1	1x	N
Puzzles, Kits, and Backpacks	21 days	*	6x	N
Blood Pressure Monitors	28 days	1	No	Direct Access
Museum Passes	see website for details	1 per week	No. See website or reference desk for late fine information.	N

* A maximum of 50 items may be checked out per MMSCL library card in addition to specific item limits stated above

** Auto-Renew of item due dates occurs ONLY if: 1) the item is not reserved by anyone else & 2) the patron's library record remains in good standing

Items checked out from other libraries, either through InterLibrary Loan or Direct Access, may have different borrowing guidelines, including overdue fines.

ALL ITEMS: Replacement Cost = price listed in item record. Replacement fees are charged when an item is so long overdue that the Library needs to replace the item, as noted in the patron's library record. There are no refunds on payments for replacements.

Out-of-District Patrons are governed by their Home Library's lending rules for items they borrow from MMSCL.

CURRENT Meeting Room Policy

The Meeting Rooms of the Community Library are available for nonprofit educational, recreational, cultural and civic purposes on an equitable basis, without regards to the beliefs or affiliations of individuals or groups requesting their use.

Use of Library Meeting Rooms by Community groups, organizations or individuals in no way implies endorsement of their policies or activities by the Library or anyone connected with the Library.

(MOVED: The Library may prohibit meeting room use during infectious disease outbreaks/public health emergencies that warrant limiting the number of patrons that are in the building at one time, or when social distancing measures are placed in effect by local, town, county or state directive or emergency order.)

Applicants requesting the use of the Meeting Rooms agree to the following conditions and procedures:

1. A completed application form must be submitted to the circulation desk supervisor, no earlier than six months prior to the event. The application must be signed by an authorized representative of the group who is a district resident and 18 years of age or older, who has a current MMSCL Library card in good standing, and who will attend the meeting.
2. All applications will be submitted to the Library Director for final approval.
3. Meeting Room space is only available during regular Library hours.
4. All meetings are to be open to the public.
5. No admission fees are to be charged. Donations may not be solicited nor may any items be sold.
6. Regular Library service takes precedence over all other activities. The use of Meeting Room space cannot interfere with the operation of the Library. People attending meetings held in the Library will park on the street or in the shopping center parking lots, rather than in the spaces provided for regular Library patrons.

PROPOSED Meeting Room Policy

The Meeting Rooms of the Community Library are available for nonprofit educational, recreational, cultural and civic purposes on an equitable basis, without regards to the beliefs or affiliations of individuals or groups requesting their use.

Use of Library Meeting Rooms by Community groups, organizations or individuals in no way implies endorsement of their policies or activities by the Library or anyone connected with the Library.

Applicants requesting the use of the meeting rooms agree to the following conditions and procedures:

1. Rooms may be booked by a library patron with an up-to-date library card, or on behalf of a cardholder in the case of tutoring/social work. Applicants must attend the booked meeting.
2. Rooms may only be used for non-profit purposes and all meetings are to be open to the public.
3. *NEW: Reservations may be made up to 3 months in advance, and no later than 2 business days in advance.*
4. You must notify the library immediately in the event of cancellation or postponement:
 - a. *NEW: Reservations will be canceled 15 minutes after the start time if the applicant is a no-show, and the room will be made available to other patrons.*
 - b. *NEW: No-shows may not reserve a room again for three months.*
5. Minors must be supervised by an adult that is present in the meeting room at all times. *NEW: In the case of children under the age of 18 who may be receiving tutoring or social services in the Library, they are the responsibility of the tutor while on Library property until they are released to a parent/guardian. Parents of children receiving*

7. The Applicant is to guarantee that the Meeting Room will be used only for the specific activity stated on the application.
8. The Applicant assumes responsibility for maintaining public order and safety in the Meeting Room, and for ensuring that all in attendance observe the Library's rules of conduct.
9. The Applicant is responsible for any loss or damages that results from use of the Meeting Room by his/her organization.
10. Groups composed of minors must be supervised by an adult that is present at all times.
11. The Applicant is to hold harmless and indemnify the Library and its Board of Trustees and staff from any liability, claim or lawsuit arising from the use of the Meeting Room.
12. The Applicant will notify the Library immediately in the event of cancellation or postponement. In the event of inclement weather, the Applicant bears the responsibility of contacting the Library to determine if the Library is open.
13. The Applicant's name and telephone number will be released to any person requesting information concerning an organization's activities or programs.

Last revised 7/25/2016

Amended 6/30/20

- tutoring/social services are strongly encouraged to remain in the Library.*
6. The library reserves the right to cancel meeting room use for any reason. In the event of inclement weather or other emergency, the applicant bears the responsibility of contacting the library.
 7. The Library may prohibit meeting room use during infectious disease outbreaks/public health emergencies that warrant limiting the number of patrons that are in the building at one time, or when social distancing measures are placed in effect by local, town, county or state directive or emergency order.
 8. *NEW: Limited food or drink may be served in the meeting rooms. Attendees may have covered drink containers and prepackaged snacks in some of the meeting rooms.*
 9. The applicant's name and contact information will be made available to any person requesting information about the meeting and/or organization.
 10. The applicant assumes responsibility for maintaining public order and safety in the Meeting Room, and for ensuring that all in attendance observe the Library's Rules of Conduct.
 11. The applicant is responsible for any damage or loss that results from the use of the meeting room.
 12. *Booking a meeting room means that you and your organization agree to abide by these rules. The applicant holds harmless and indemnifies the Library and its Board of Trustees and Staff from any liability, claim, or lawsuit arising from the use of the Meeting Room.*

The final and sole interpretation of this policy rests with the Library Board of Trustees. Implementation and enforcement are delegated to the Library Director or the Director's designee.

Proposed amendments November 2023

CURRENT Confidentiality of Library Records Policy

The Trustees of the Community Library recognize that circulation records and other records identifying the names of library users with specific materials are confidential.

The Trustees further advise all librarians and library employees that such records shall not be made available to any persons or agency except pursuant to such process or order of subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal or administrative discovery procedure or legislative investigatory power.

The Trustees of the Library have adopted the following guidelines concerning the disclosure of information about library patrons:

No information regarding or including:

1. A patron's name (or whether an individual is a registered borrower or has been a patron).
2. A patron's address.
3. A patron's telephone number.
4. The library's circulation records and their contents.
5. The Library's borrowers records and their contents.
6. The number or character of questions asked by patrons.
7. The frequency or content of a patron's lawful visits to the library or any other information supplied to the library (or gathered by it) shall not be given, made available or disclosed to any individual, corporation, institution, government agency or agency without a valid process order or subpoena.

All library employees (and those volunteers who work in its behalf) are hereby instructed to comply with these guidelines.

PROPOSED updates to Confidentiality of Library Records Policy:

Confidentiality of Library Records: The Staff and Board of Trustees of the Community Library are committed to protecting the privacy of our users and maintaining the confidentiality of library records as required under **New York law, CPLR Sec, 4509**: *"Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute."*

The Trustees of the Library have adopted the following guidelines concerning the disclosure of information about library patrons:

Information such as:

1. A library user's name or contact information,
2. Whether or not any individual has a library card with MMSCL or another library,
3. The library's usage records and their contents.

	<ol style="list-style-type: none">4. Any library borrowers' records and their contents5. The content, character, or amount of questions asked by a specific library user,6. The frequency or content of a patron's lawful visits to the library or any other information supplied to the library (or gathered by it) <p>shall not be given, made available or disclosed to any individual, corporation, institution, government agency or agency without a valid process order or subpoena.</p> <p>All library employees (and those volunteers who work on its behalf) are hereby instructed to comply with these guidelines.</p>
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CURRENT POLICY:

Registration of Borrowers

All persons who permanently reside or own property in the District may register for a library card. The Library may require proof of such residence or ownership. The Director will decide what is suitable proof.

Persons who reside in an area that contracts with the Community Library for service will be treated as if they were District residents, except: (1) preference will not be extended for employment opportunities; and, (2) the meeting room will not be available to them for booking.

Parents or guardians will choose the age at which they wish their children to receive adult cards (but in no case will it be later than the age 18). Holders of adult cards have free access to all library materials. Parents or guardians are responsible for all materials borrowed by their minor children.

PROPOSED: Registration of Borrowers Policy

The Mastics-Moriches-Shirley Community Library (MMSCL) serves the residents of the William Floyd School District (WFSD). We also have a contract with the Eastport-Manor School District (ESM) to operate as a library option for their residents.

WFSD residents and property owners are eligible for library cards, to be renewed every two years. The Director will decide what is suitable proof of residency and ownership, and our requirements will be available to the public.

Contract patrons residing in ESM are also eligible for library cards; however they must renew their library cards every year in accordance with the Suffolk Cooperative Library System's policy.

Staff members of the William Floyd school district who live in other library districts are invited to get Educator Library Cards with us. Educator cards are for accessing our physical and online collections, and cannot be used for program registration or some specialized library items. Educator cards must be renewed on a yearly basis.

Parents or guardians are responsible for all materials borrowed by their minor children.

- Children ages birth - 10 are eligible for Juvenile cards. They can borrow all items in the Childrens Department. A parent or guardian must register and sign the library card form for their children ages 11 and under.
- Teens ages 11 through 17 are eligible for Teen cards. They can borrow all items in the Teen & Childrens Departments. A parent or guardian may register their child aged 11-17 for a card, or the student may use their up-to-date WFSD school ID to register for the library card.

- Adults ages 18 and up are eligible for full service library cards. They can borrow all items in the library, including special items such as digital devices and museum passes.
- Parents/guardians may opt in their under-18 children for a library card that allows them to borrow items from the Adult, Teen, and Childrens Departments.
- Special items such as museum passes and digital devices are restricted to borrowers ages 18 and up, regardless of card type.
- Since ESM school district residents are contract patrons and the contract specifies that all household members must belong to the same library, all children ages 17 and under must be registered by a custodial parent or guardian.