

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

January 22, 2024

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

- C. CONTINUING EDUCATION

- D. CONTRACTS / RENEWALS

- E. POLICIES

- X. EXECUTIVE SESSION

- XI. ADJOURNMENT

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

February 26, 2024 @ 7:00 PM

DRAFT
UNAPPROVED

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

MINUTES OF DECEMBER 18, 2023 BOARD MEETING

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

CALL TO ORDER

Present were Trustees Gross, Dubois and Furnari, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak and Secretary Stirber.

PRESENT

PERIOD OF PUBLIC EXPRESSION

Motion by Dubois, second by Furnari, to accept the minutes of the November 27, 2023 regular meeting of the Board of Trustees. Carried 3-0.

**APPROVAL OF
MINUTES**

Motion by Furnari, second by Dubois, to approve the following Operating Fund Schedule of Claims dated December 18, 2023. Carried 3-0.

**SCHEDULE OF
CLAIMS**

Motion by Furnari, second by Dubois, to approve the Operating Financial Report for November 2023. Carried 3-0.

**FINANCIAL
REPORTS**

Motion by Furnari, second by Dubois, to approve the Capital Fund Financial Report for November 2023. Carried 3-0.

Ms. Rosalia took a moment to thank the Trustees for the recent staff event that took place at Herkimer. The Director also thanked Kathi Bertos for her help with organizing the event. She reported that although the event was well attended they will be surveying staff to see if holding the event in January next year would insure that all staff can attend. The Director reported that she recently met with representatives from the Beechwood organization to coordinate

DIRECTOR

efforts for the park space located across the street from the Neighborhood Road branch. We have a contract with the Town of Brookhaven for \$1,000,000 to improve and develop that property. Beechwood provided copies of a conceptual plan and mentioned that they would like to be involved with details such as choosing the stone color and lighting. We are going to discuss this plan with H2M. Beechwood did mention that they are two years away from finalizing their plans and 2-10 years from actual construction. The Director informed the Trustees that the budget vote date in April is the same date as a presidential primary. Tara will be reporting more on this matter but it is something that should be discussed tonight. Ms. Rosalia reported that Mark Grossman is trying to set up a tour of the main building with our elected officials, and at that time would like to take a photo for the grant that has been allocated to the library. It would be a nice opportunity for the Trustees to see the progress on the main building. The tour will take place sometime during the first two weeks of January. Department heads have been working on their budgets and the timeline to complete this process has been moved so that the budget is available in January. The Director informed the Board that she recently met with A+ and Dave Belmonte. The Director provided an update of the main building. The walls in the front of the main building have no windows and can be designated a video wall if pricing is appropriate. News, local art history and program details for the current day can be displayed and be very eye catching. The Director is hoping that the pricing is achievable. The Department Heads are working on furniture plans. Unfortunately, there was no toddler furniture in the design for the Children's Department so they are back to square one. Ms. Rosalia continued with her report informing the board that Lorraine Squires has been working on policy revisions (library cards, meeting rooms and account information). These are included in tonight's meeting packet and the trustees can either review for a while or approve. Finally, the Director reported that the Trustees are required to take two hours of training each year. It can be at a conference they attended, a SCLS event or on-line training. If they need more information on this they can reach out for website information and log on info.

The Assistant Director reported that the New York State Presidential Primary will be held April 2nd. As was mentioned earlier in the meeting that is the date we chose for the budget vote. Unfortunately, there will be no guarantee that voting machines and election workers would be available that day. It is probably in our best interests to change the date to later in April. If we want to stay with the original date another option would be to go to paper ballots. The Board of Elections requested that we call after New Year's with any changes.

**ASSISTANT
DIRECTOR**

The Business Manager reported that we are wrapping up benefits open enrollment and updating new amounts on our medical insurance and flexible spending plans. In addition, we have completed the renewal inter-municipal agreement with the Town of Brookhaven for the premises at Herkimer for one more year. Mr. Nowak reported that our labor attorney has decided to leave Lamb & Barnosky and will be joining a new firm. He would like to continue to represent us at our existing rate. The Business Manager reported that Steve Burg and Kathi Bertos have been working diligently on the Push to Talk contract. These are cellular units that will allow us to communicate wirelessly similar to walkie talkies. Mr. Nowak reported that we are working on all year end payroll calculations, including the part-time holiday bonus and longevity awards acknowledging 5-year anniversaries. In addition, the 1099's are being worked on. Mr. Nowak reported that we recently spoke again with the New York State Employee Retirement System and we are another step closer to enhanced reporting. Baldessari & Coster completed their field work and we are now working on post field work punch list. We expect them to do a presentation at the February Board Meeting and it appears we will get a report similar to last year.

**BUSINESS
MANAGER**

Motion by Dubois, second by Furnari, to approve the CS-150 report with the Director's recommended personnel changes. Carried 3-0.

**PERSONNEL
CHANGES**

1. Library Ideas, LLC (Freegal Music)

**CONTRACTS/
RENEWALS**

Motion by Furnari, second by Dubois, to approve the subscription renewal with Library Ideas, LLC at an annual cost of \$11,638.00. Carried 3-0.

2. Peconic Solutions

Motion by Dubois, second by Furnari, to approve the Project Development & Funding Proposal with Peconic Solutions at a cost of \$10,000.00. Carried 3-0.

3. USI Consulting Group

Motion by Furnari, second by Dubois, to approve the agreement USI Consulting Group (SCLS) at a cost of \$1,925.00 per valuation and \$365.00 per disclosure update. Carried 3-0.

4. FIRST Net

Motion by Dubois, second by Furnari, to approve the agreement with FirstNet ATT, under New York State Office of General Services Contract #85673511, at a cost of \$22.50 per month/per unit for ‘Push to Talk’ wireless services. Carried 3-0.

- 1. Public Library Association 2024 Conference
<http://www.placonference.org>

CONTINUING EDUCATION

Motion by Furnari, second by Dubois, to approve the Board, Director, Assistant Director, Department Heads and/or designated staff to attend the Public Library Association 2024 Conference to be held April 3rd —April 5th, 2024 in Columbus, OH at a cost not to exceed \$2,500 per person. Carried 3-0.

Motion by Dubois, second by Furnari, to ratify the Board, Director, Assistant Director, Department Heads and/or designated staff’s attendance at The Mastics and Shirley Chamber of Commerce 2023 Installation of Officers Dinner at La Buena Vida Restaurant on December 14, 2023 at a cost of \$25.00 for members and \$35 for nonmembers. Carried 3-0.

COMMUNITY EVENT

Motion by Furnari, second by Dubois, to table the adoption of the policies presented at the meeting until next month. Carried 3-0.

POLICIES

Motion by Dubois, second by Furnari, to move into Executive Session at 7:42 pm to discuss a contractual issue. Carried 3-0.

EXECUTIVE SESSION

Motion by Dubois, second by Furnari, to leave Executive Session at 8:09 pm. Carried 3-0.

Motion by Dubois, second by Furnari, to appoint Chris Ricciardi as a trustee of the Mastics-Moriches-Shirley Community Library through June 30, 2024. Carried 3-0.

Motion by Furnari, second by Dubois, to adjourn the meeting at 8:10 **ADJOURNMENT**
pm. Carried 3-0.

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary

**MASTICS-MORICHES-SHIRLEY COMMUNITY
LIBRARY**

OPERATING FUNDS FINANCIAL REPORTS

(PROFIT & LOSS OVERVIEW AND OPERATING ACCOUNTS)

DECEMBER 2023

PREPARED & SUBMITTED BY:

**CHRISTOPHER NOWAK
BUSINESS MANAGER**

MMSCL
 Operating Funds Monthly Report
December 2023

PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
MONEY MARKET	\$ 3,664,025.84	\$ 22,439.96	\$ 579,521.71	\$ 9,172.93	\$ 3,116,117.02
CREDIT CARD M.M.	\$ 30,112.00	\$ 1,327.58	\$ 186.05	\$ 2.61	\$ 31,256.14
OPERATING	\$ 1,044,939.67	\$ 107,098.01	\$ 1,098,268.14	\$ 33.38	\$ 53,802.92
PAYROLL	\$ 22,388.02	\$ 471,981.62	\$ 465,427.30	\$ -	\$ 28,942.34
BOND REFERENDUM	\$ 3,534,285.31	\$ -	\$ 1,536,619.75	\$ 7,706.61	\$ 2,005,372.17
					<u>\$ 5,235,490.59</u>
				TOTAL CASH	<u><u>\$ 5,235,490.59</u></u>

BOT Meeting:
 January 22, 2024

MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Profit & Loss Budget Overview

July through December 2023

								TOTAL		
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jul - Dec 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	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	116.86	719.00	3,000.00	-2,281.00	23.97%
2360 · CONTRACTS WITH OTHER LIBR.	0.00	127,281.19	0.00	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	30,138.26	27,500.76	22,778.98	7,739.99	168,226.97	80,000.00	88,226.97	210.28%
2650 · SALES OF EXCESS MATERIAL	2.00	8.50	25.60	5.00	5.50	4.00	50.60			
2671 · FEDERAL & STATE GRANTS	0.00	0.00	380,250.00	0.00	0.00	0.00	380,250.00			
2701 · REFUNDS	0.00	0.00	0.00	2,137.25	0.00	0.00	2,137.25			
2701A · E-RATE REBATES	0.00	0.00	0.00	0.00	0.00	18,087.30	18,087.30			
2705 · GIFTS AND DONATIONS	0.05	0.01	28.97	5.00	0.60	0.00	34.63			
2760 · SYSTEM & STATE AID	0.00	13,439.00	0.00	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	0.00	237.27			
2771 · COPIER REVENUE - CONTRACT (R)	424.25	560.22	631.33	672.25	900.55	619.05	3,807.65	9,250.00	-5,442.35	41.16%
2771A · COPIER REVENUE - INHOUSE (N)	0.00	191.00	165.00	205.00	80.00	120.00	761.00			
2772 · READER-PRINTER REVENUE	0.00	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	445.00	2,190.00			
2800 · PROGRAM RECEIPTS										
2805 · Program Receipts - Adult	470.00	285.00	540.00	4,544.00	1,820.00	370.00	8,029.00			
2820 · Venue Resales	-4,398.80	5,724.00	-7,263.00	189.00	567.00	567.00	-4,614.80			
2800 · PROGRAM RECEIPTS - Other	0.00	0.00	0.00	0.00	0.00	2.50	2.50	3,500.00	-3,497.50	0.07%
Total 2800 · PROGRAM RECEIPTS	-3,928.80	6,009.00	-6,723.00	4,733.00	2,387.00	939.50	3,416.70	3,500.00	-83.30	97.62%
2999 · Lost Books	0.00	0.00	16.99	0.00	0.00	0.00	16.99			
Total Income	36,770.26	188,334.80	405,100.67	35,945.74	26,432.38	28,071.70	720,655.55	11,540,375.00	-10,819,719.45	6.25%
Gross Profit	36,770.26	188,334.80	405,100.67	35,945.74	26,432.38	28,071.70	720,655.55	11,540,375.00	-10,819,719.45	6.25%
Expense										
6000 · SALARIES AND WAGES										

								TOTAL		
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jul - Dec 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	45,893.78	294,916.29	574,870.00	-279,953.71	51.3%
6141C - PROFESSIONAL (C&P)	25,740.57	26,943.61	40,414.31	26,427.04	26,158.81	27,180.14	172,864.48	338,588.00	-165,723.52	51.06%
6141D - PROFESSIONAL (DIGITAL)	18,938.04	21,145.58	31,831.23	21,410.28	21,753.74	21,209.30	136,288.17	267,103.00	-130,814.83	51.03%
6141N - PROFESSIONAL (TEEN)	25,264.06	25,590.19	38,216.09	25,650.44	25,802.52	26,259.98	166,783.28	317,449.00	-150,665.72	52.54%
6141S - COMM SERV LIBR (SVC)	4,696.80	0.00	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	10,542.02	67,354.12	160,758.00	-93,403.88	41.9%
Total 6141 - PROFESSIONAL SALARIES	131,990.00	128,176.32	193,096.23	129,366.19	129,189.18	131,085.22	842,903.14	1,783,816.00	-940,912.86	47.25%
6142 - CLERICAL SALARIES										
6142A - CLERICAL (ADULT)	6,835.27	7,011.32	9,352.82	6,500.50	7,195.02	6,442.89	43,337.82	94,129.00	-50,791.18	46.04%
6142C - CLERICAL (C&P)	10,979.75	12,694.11	19,179.07	13,315.10	13,364.53	12,297.14	81,829.70	134,251.00	-52,421.30	60.95%
6142D - CLERICAL (DIGITAL)	6,371.35	6,143.63	10,335.76	6,973.28	6,483.97	7,584.40	43,892.39	58,627.00	-14,734.61	74.87%
6142G - CLERICAL (GEN)	10,619.15	10,613.25	16,332.14	10,628.58	14,445.86	14,692.28	77,331.26	136,633.00	-59,301.74	56.6%
6142L - CLERICAL (LIT)	19,072.03	19,247.02	27,942.05	19,363.99	19,457.27	19,803.10	124,885.46	264,364.00	-139,478.54	47.24%
6142N - CLERICAL (TEEN)	6,437.32	6,283.68	10,248.53	7,192.33	7,376.74	8,207.96	45,746.56	37,524.00	8,222.56	121.91%
6142R - CLERICAL (CIRC)	16,928.88	17,263.03	25,904.73	16,148.61	18,010.49	19,466.05	113,721.79	279,664.00	-165,942.21	40.66%
6142S - CLERICAL (SVC)	0.00	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	0.00	0.0%
6142X - CLERICAL (WIRES)	401.08	621.34	523.03	381.45	660.67	599.17	3,186.74	19,329.00	-16,142.26	16.49%
Total 6142 - CLERICAL SALARIES	77,644.83	79,877.38	119,818.13	80,503.84	86,994.55	89,092.99	533,931.72	1,024,521.00	-490,589.28	52.12%
6143 - PAGE SALARIES										
6143A - PAGE (ADULT)	8,346.69	9,009.78	12,742.38	9,251.65	9,679.79	10,746.43	59,776.72	121,181.00	-61,404.28	49.33%
6143C - PAGE (C&P)	8,299.33	9,158.22	10,362.91	9,192.36	8,759.17	8,320.38	54,092.37	104,075.00	-49,982.63	51.97%
6143G - PAGE (GEN)	0.00	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	1,334.75	7,876.27	9,807.00	-1,930.73	80.31%
6143N - PAGE (TEEN)	0.00	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	0.00	0.0%
6143T - PAGE (TECH)	0.00	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	20,401.56	121,745.36	243,643.00	-121,897.64	49.97%
6144 - CUSTODIAL										

	TOTAL									
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
6144G · CUSTODIAL	17,677.78	18,576.78	28,762.47	20,255.02	21,269.55	23,016.36	129,557.96	255,731.00	-126,173.04	50.66%
Total 6144 · CUSTODIAL	17,677.78	18,576.78	28,762.47	20,255.02	21,269.55	23,016.36	129,557.96	255,731.00	-126,173.04	50.66%
6145 · SECURITY										
6145G · SECURITY	31,496.19	31,969.54	50,887.41	35,412.42	36,005.08	37,944.72	223,715.36	334,241.00	-110,525.64	66.93%
Total 6145 · SECURITY	31,496.19	31,969.54	50,887.41	35,412.42	36,005.08	37,944.72	223,715.36	334,241.00	-110,525.64	66.93%
6146 · TECHNICIAN										
6146W · TECHNICAL (WIRES)	14,771.88	9,459.19	14,622.92	9,746.07	9,923.79	10,718.50	69,242.35	129,677.00	-60,434.65	53.4%
Total 6146 · TECHNICIAN	14,771.88	9,459.19	14,622.92	9,746.07	9,923.79	10,718.50	69,242.35	129,677.00	-60,434.65	53.4%
6147 · ADMINISTRATIVE										
Total 6147 · ADMINISTRATIVE	42,625.72	34,725.58	52,088.37	34,725.58	34,725.58	34,725.58	233,616.41	429,665.00	-196,048.59	54.37%
Total 6000 · SALARIES AND WAGES	333,989.08	322,281.98	483,804.40	329,811.43	337,840.48	346,984.93	2,154,712.30	4,201,294.00	-2,046,581.70	51.29%
6200 · EMPLOYEE BENEFITS										
9010 · RETIREMENT	0.00	0.00	0.00	0.00	415,995.00	0.00	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	24,811.33	157,317.39	310,000.00	-152,682.61	50.75%
9040 · WORKERS' COMPENSATION	0.00	0.00	-17,143.00	0.00	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	0.00	2,652.00	2,500.00	152.00	106.08%
9055 · DISABILITY INSURANCE	1,561.49	1,526.91	1,576.04	1,576.04	1,576.04	1,667.78	9,484.30	16,500.00	-7,015.70	57.48%
9060 · MEDICAL INSURANCE	88,459.99	87,110.15	83,518.90	88,433.47	87,275.05	96,810.30	531,607.86	1,045,015.00	-513,407.14	50.87%
6200 · EMPLOYEE BENEFITS - Other	164.90	164.90	164.90	164.90	0.00	0.00	659.60			
Total 6200 · EMPLOYEE BENEFITS	114,904.88	112,641.07	103,904.56	116,848.24	528,984.99	123,289.41	1,100,573.15	1,838,347.00	-737,773.85	59.87%
6410A · BOOKS (ADULT)										
6410A.e · E-BOOKS (ADULT)	2,093.14	0.00	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	8,160.63	5,418.93	54,226.17	150,000.00	-95,773.83	36.15%
Total 6410A · BOOKS (ADULT)	16,359.34	4,691.52	2,747.57	18,941.32	8,160.63	5,418.93	56,319.31	150,000.00	-93,680.69	37.55%
6410C · BOOKS (C&P)	1,925.41	2,243.72	640.80	950.27	1,687.38	7,975.67	15,423.25	70,000.00	-54,576.75	22.03%
6410L · BOOKS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6410N · BOOKS (TEEN)	595.94	383.51	963.60	746.34	405.34	546.53	3,641.26	22,000.00	-18,358.74	16.55%
6410T · BOOKS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6411A · MICRO/REF CD (ADULT)	4,196.61	3,926.51	6,239.68	604.41	13,939.16	447.51	29,353.88	45,000.00	-15,646.12	65.23%
6411C · MICRO/REF CD (C&P)	4,025.74	2,412.52	6,144.54	483.52	3,009.33	358.08	16,433.73	15,000.00	1,433.73	109.56%

								TOTAL		
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
6411L · MICRO/REF CD (LIT)	0.00	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	89.43	12,689.80	15,000.00	-2,310.20	84.6%
6412A · RECORDINGS (ADULT)	196.92	93.46	152.69	287.38	0.00	562.83	1,293.28	40,000.00	-38,706.72	3.23%
6412C · RECORDINGS (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
6412L · RECORDINGS (LIT)	0.00	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	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	359.93	15,045.71	33,000.00	-17,954.29	45.59%
6413C · PERIODICALS (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6413D · PERIODICALS (ADM)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6413G · PERIODICALS (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6413L · PERIODICALS (LIT)	0.00	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	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	0.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417A · VIDEOS (ADULT)	2,570.44	1,090.25	1,306.81	1,401.45	966.56	926.88	8,262.39	90,000.00	-81,737.61	9.18%
6417C · VIDEOS (C&P)	130.00	372.49	296.46	271.81	83.99	997.96	2,152.71	15,000.00	-12,847.29	14.35%
6417L · VIDEOS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417N · VIDEOS (TEEN)	550.50	119.98	339.83	0.00	425.31	119.76	1,555.38	6,000.00	-4,444.62	25.92%
6419G · SOFTWARE (GEN)	5,367.37	10,224.29	957.39	4,114.41	7,779.56	6,969.81	35,412.83	45,000.00	-9,587.17	78.7%
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6419T · SOFTWARE (TECH)	8,867.94	0.00	0.00	0.00	809.23	573.30	10,250.47	1,500.00	8,750.47	683.37%
6419W · SOFTWARE (WIRES)	0.00	0.00	0.00	0.00	0.00	4,745.15	4,745.15	10,000.00	-5,254.85	47.45%
6428D · MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6429C · REALIA (C&P)	0.00	0.00	0.00	0.00	0.00	348.35	348.35	650.00	-301.65	53.59%
6429L · REALIA (LIT)	0.00	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	5,930.36	44,373.52	61,362.00	-16,988.48	72.31%
6431D · TELECOMMUNICATIONS	29,700.00	0.00	0.00	0.00	0.00	0.00	29,700.00	65,000.00	-35,300.00	45.69%
6432G · CARTAGE	940.00	470.00	470.00	470.00	470.00	470.00	3,290.00	3,420.00	-130.00	96.2%
6433G · POSTAGE	3,337.48	3,682.02	3,312.95	4,164.82	3,477.87	3,633.92	21,609.06	32,000.00	-10,390.94	67.53%
6434A · PRINTING (ADULT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434C · PRINTING (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%

TOTAL

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
6434G · PRINTING (GEN)	25,154.00	11,628.00	11,628.00	11,628.00	11,628.00	11,628.00	83,294.00	100,000.00	-16,706.00	83.29%
6434L · PRINTING (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434N · PRINTING (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,090.00	-1,090.00	0.0%
6434R · PRINTING (CIRC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
6434S · PRINTING (COMM SRV)	2,895.00	366.75	575.00	0.00	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	22.27	518.03	4,000.00	-3,481.97	12.95%
6435C · CED, CONF & TRAVEL (C&P)	180.80	0.00	0.00	140.00	35.00	0.00	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	4,547.96	543.27	8,808.71	15,000.00	-6,191.29	58.73%
6435Dig · CED, CONF & TRAVEL (DIGITAL)	0.00	200.00	199.00	34.98	9.10	4.55	447.63	5,000.00	-4,552.37	8.95%
6435G · CED, CONF & TRAVEL (GEN)	180.80	0.00	0.00	0.00	46.18	45.26	272.24	1,000.00	-727.76	27.22%
6435L · CED, CONF & TRAVEL (LIT)	180.80	128.81	288.80	111.56	189.09	30.86	929.92	4,000.00	-3,070.08	23.25%
6435N · CED, CONF & TRAVEL (TEEN)	180.80	0.00	290.00	70.00	889.59	0.00	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	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	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	0.00	495.76	0.00	495.76	100.0%
6435W · CED, CONF & TRAVEL (WIRES)	193.24	0.00	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	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	5,796.93	32,959.28	55,000.00	-22,040.72	59.93%
6437C · PROGRAMS (C&P)	7,242.33	3,327.05	4,255.52	7,980.87	3,803.03	5,813.69	32,422.49	60,000.00	-27,577.51	54.04%
6437D · PROGRAMS (DIGITAL)	2,990.35	2,095.43	1,536.26	1,592.28	1,770.46	1,527.73	11,512.51	15,000.00	-3,487.49	76.75%
6437L · PROGRAMS (LIT)	1,397.91	14,365.47	352.33	6,323.96	18,000.70	8,216.45	48,656.82	85,000.00	-36,343.18	57.24%
6437N · PROGRAMS (TEEN)	1,607.76	1,880.05	1,230.70	1,097.13	1,235.33	3,074.52	10,125.49	22,000.00	-11,874.51	46.03%
6437P · PROFESSIONAL FEES										
643760 · PLANTINGS	0.00	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	4,227.00	36,336.70	130,000.00	-93,663.30	27.95%
643770 · CONTINGENCY	0.00	5,000.00	0.00	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	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	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	0.00	7,000.00	-7,000.00	0.0%
6437P11 · FSA ADMINISTRATION	132.50	132.50	132.50	132.50	132.50	132.50	795.00	1,620.00	-825.00	49.07%
6437P12 · PAYROLL SERVICES	1,634.70	152.58	1,538.63	3,718.80	1,655.61	1,920.27	10,620.59	22,000.00	-11,379.41	48.28%

								TOTAL		
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
6437P13 · ARMORED CAR SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P14 · PIANO TUNING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	0.00	0.00	0.00	0.00	44.07	0.00	44.07	500.00	-455.93	8.81%
6437P16 · STAFF BACKGROUND SCREEN	919.56	341.72	0.00	169.63	0.00	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	17.75	90.50	150.00	-59.50	60.33%
6437P3 · APPRAISAL SERVICES	0.00	235.00	0.00	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	3,403.41	2,262.91	36,925.18	85,000.00	-48,074.82	43.44%
6437P5 · BACKFLOW INSPECTION	275.00	0.00	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	0.00	0.0%
6437P7 · COLLECTION AGENCY	0.00	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	0.00	330.00	400.00	-70.00	82.5%
6437P9 · EAP	0.00	4,732.00	0.00	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	15,800.59	8,560.43	100,664.95	289,195.00	-188,530.05	34.81%
6438 · DUES	0.00	0.00	175.00	0.00	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	0.00	1,500.00	-1,500.00	0.0%
6439C · EQUIPMENT R & M (C&P)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550.00	-550.00	0.0%
6439G · EQUIPMENT R & M (GEN)	3,503.48	3,651.63	2,945.76	3,267.52	4,016.08	3,444.16	20,828.63	65,000.00	-44,171.37	32.04%
6439N · EQUIPMENT R & M (TEEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
6439R · EQUIPMENT R & M (CIRC)	11,269.84	2,050.00	0.00	11,269.84	0.00	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	0.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	12,960.00	0.00	0.00	0.00	1,111.10	725.00	14,796.10	20,000.00	-5,203.90	73.98%
6450E · ELECTRICITY	2,952.78	2,727.22	2,832.70	2,279.52	2,411.04	5,126.59	18,329.85	150,000.00	-131,670.15	12.22%
6450F · FUEL/GAS	722.87	483.87	326.06	533.25	631.55	794.55	3,492.15	18,000.00	-14,507.85	19.4%
6450W · WATER	262.61	740.95	0.00	209.21	181.18	0.00	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	7,041.58	12,287.23	20,000.00	-7,712.77	61.44%
6452G · BLDG ALTERATION AND MAINT	8,279.87	2,346.29	5,527.09	3,477.87	13,622.20	6,886.69	40,140.01	105,000.00	-64,859.99	38.23%
6454 · INSURANCE	60,706.91	0.00	-4,383.30	5,596.00	0.00	0.00	61,919.61	90,000.00	-28,080.39	68.8%
6485G · Bank Fees	343.90	377.49	264.36	392.23	261.59	435.20	2,074.77			
6601 · BOND PRINCIPAL	0.00	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	0.00	459,960.35	803,194.00	-343,233.65	57.27%
69800 · Uncategorized Expenses										

								TOTAL		
	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
6990 · BRANCH Operations	4,532.70	4,134.69	4,147.52	3,839.33	3,718.40	3,738.23	24,110.87	999,500.00	-975,389.13	2.41%
Total 69800 · Uncategorized Expenses	4,532.70	4,134.69	4,147.52	3,839.33	3,718.40	3,738.23	24,110.87	999,500.00	-975,389.13	2.41%
7203 · EQUIPMENT - Capital Purchases										
7203A · EQUIPMENT ADULT	6,441.00	0.00	0.00	556.69	0.00	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	323.57	783.47	30,000.00	-29,216.53	2.61%
7203D · EQUIPMENT ADMIN	0.00	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	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	0.00	0.0%
7203N · EQUIPMENT TEEN	0.00	0.00	0.00	0.00	1,193.28	0.00	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	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	0.00	0.0%
7203W · EQUIPMENT WIRE	24,576.59	122.00	1,934.10	621.60	5,108.48	15,071.82	47,434.59	334,195.00	-286,760.41	14.19%
7203 · EQUIPMENT - Capital Purchases - Other	0.00	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	15,395.39	56,409.03	976,610.00	-920,200.97	5.78%
Total Expense	750,858.47	549,520.92	690,338.56	576,294.69	1,478,704.87	599,600.09	4,645,317.60	11,540,375.00	-6,895,057.40	40.25%
Net Ordinary Income	-714,088.21	-361,186.12	-285,237.89	-540,348.95	-1,452,272.49	-571,528.39	-3,924,662.05	0.00	-3,924,662.05	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	1,371,681.53	453,272.06	6,699,340.34			
Total Other Expense	1,774,332.10	1,043,887.40	813,938.22	1,242,229.03	1,371,681.53	453,272.06	6,699,340.34			
Net Other Income	-1,774,332.10	-1,043,887.40	-813,938.22	-1,242,229.03	-1,371,681.53	-453,272.06	-6,699,340.34	0.00	-6,699,340.34	100.0%
Net Income	-2,488,420.31	-1,405,073.52	-1,099,176.11	-1,782,577.98	-2,823,954.02	-1,024,800.45	-10,624,002.39	0.00	-10,624,002.39	100.0%

Mastics Moriches Shirley Community Library
January 16, 2024
Payroll Benefits Warrant

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	EFT	01/19/2024	1094 The NYS Deferred Compensation Plan	L0226 · FLUSHING BANK - PAYROLL	
	Bill	01192024	01/19/2024		L0173 · 457B NYS DEFERRED COMP	\$ (2,734.36)
TOTAL						\$ (2,734.36)
	Bill Pmt -Check	EFT	01/19/2024	1099 NYS Employees' Retirement System	L0226 · FLUSHING BANK - PAYROLL	
	Bill	01192024	01/19/2024		L0163 · RC ERS CONTRIBUTIONS	\$ (3,556.66)
					L0161 · RL - ERS LOAN	\$ (894.00)
					L0160.1 · MA - ERS ARREARS (MANDATORY)	\$ (389.22)
					L0164 · RD ERS CONTRIBUTIONS ADDIT	\$ -
TOTAL						\$ (4,839.88)
	Bill Pmt -Check	7700	01/19/2024	1095 Met Life	L0226 · FLUSHING BANK - PAYROLL	
	Bill	01192024	01/19/2024		L0171 · 403B MET LIFE	\$ (1,700.00)
TOTAL						\$ (1,700.00)
	Bill Pmt -Check	7701	01/19/2024	1096.1 Empower Life & Annuity Ins. Co. NY	L0226 · FLUSHING BANK - PAYROLL	
	Bill	01192024	01/19/2024		L0172 · 403B PRUDENTIAL	\$ (100.00)
TOTAL						\$ (100.00)
	Bill Pmt -Check	7702	01/19/2024	1115 AFLAC	L0226 · FLUSHING BANK - PAYROLL	
	Bill	344258	01/19/2024		L0625 · AFLAC PRE-TAX	\$ (1,229.63)
					L0626 · AFLAC POST-TAX	\$ (80.62)
TOTAL						\$ (1,310.25)
	Bill Pmt -Check	7703	01/19/2024	CSEA, Inc.	L0226 · FLUSHING BANK - PAYROLL	
	Bill	01192024	01/19/2024		L0500 · CSEA UNION DUES	\$ (1,499.13)
TOTAL						\$ (1,499.13)
					TOTAL	\$ (12,183.62)

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**

CAPITAL FUND FINANCIAL REPORT

DECEMBER 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		\$ 6,227,179.63	\$ 17,211.70	\$ -	\$ 6,244,391.33
January-24					
February-24					
March-24					
April-24					
May-24					
June-24					
				Grand Total :	\$ 6,244,391.33

**SCHEDULE OF CLAIMS
PRESENTED JANUARY 22, 2024**

PREPAY PAYABLES WARRANT #1		\$	40,664.86
PAYABLES WARRANT #2		\$	1,061,151.29
PAYROLL WARRANT W.E.	12/19/2023	\$	166,311.81
PAYROLL BENEFITS WARRANT		\$	12,571.70
PAYROLL WARRANT W.E.	1/2/2024	\$	154,303.30
PAYROLL BENEFITS WARRANT		\$	115,244.87
PAYROLL WARRANT W.E.	1/16/2024	\$	169,308.47
PAYROLL BENEFITS WARRANT		\$	12,183.62
		\$	1,731,739.92

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

Secretary

Mastics Moriches Shirley Community Library
JANUARY 22, 2024
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66752	12/19/2023	PSEGLI	L0225 · FLUSHING BANK - OPERATING	
Bill	1106--120623 act7525	12/06/2023		6450E · ELECTRICITY	-2,518.87
Bill	1106--120623 act7541	12/06/2023		6450E · ELECTRICITY	-412.54
TOTAL					<u>-2,931.41</u>
Bill Pmt -Check	66753	12/21/2023	Quadient Finance USA, Inc. -- pstg refill	L0225 · FLUSHING BANK - OPERATING	
Bill	121523	12/15/2023		6433G · POSTAGE	-600.00
TOTAL					<u>-600.00</u>
Bill Pmt -Check	66754	12/21/2023	Sam's Club	L0225 · FLUSHING BANK - OPERATING	
Bill	120823	12/08/2023		6435D · CED, CONF & TRAVEL (ADM)	-144.15
TOTAL					<u>-144.15</u>
Bill Pmt -Check	66755	12/27/2023	PSEGLI	L0225 · FLUSHING BANK - OPERATING	
Bill	11/11-12/23 act7561	12/12/2023		6450E · ELECTRICITY	-247.29
TOTAL					<u>-247.29</u>
Bill Pmt -Check	66756	12/29/2023	Amazon Business	L0225 · FLUSHING BANK - OPERATING	
Bill	1WD4-Q171-49WT	12/15/2023		6410A · BOOKS (ADULT)	-284.62
				6435D · CED, CONF & TRAVEL (ADM)	-106.99
				6429C · REALIA (C&P)	-202.48
				6417C · VIDEOS (C&P)	-119.98
				6417N · VIDEOS (TEEN)	-119.98
				6430G · OFFICE AND LIBRARY SUPPLIES	-242.23
				6437A · PROGRAMS (ADULT)	-75.93

Mastics Moriches Shirley Community Library
JANUARY 22, 2024
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
				6437D · PROGRAMS (DIGITAL)	-18.98
				6437N · PROGRAMS (TEEN)	-104.81
				6451G · CUSTODIAL SUPPLIES	-6,735.28
				6410A · BOOKS (ADULT)	-8.72
TOTAL					<u>-8,020.00</u>
Bill Pmt -Check	66757	12/29/2023	American Express	L0225 · FLUSHING BANK - OPERATING	
Bill	121423	12/14/2023		6410A · BOOKS (ADULT)	-53.97
				6413A · PERIODICALS (ADULT)	-153.47
				6413A · PERIODICALS (ADULT)	-206.46
				6417C · VIDEOS (C&P)	-755.08
				6419G · SOFTWARE (GEN)	-5,769.81
				6430G · OFFICE AND LIBRARY SUPPLIES	-1,012.00
				6433G · POSTAGE	-140.55
				6435D · CED, CONF & TRAVEL (ADM)	-74.00
				643765 · PROMOTION AND PUBLICITY	-227.00
				6437A · PROGRAMS (ADULT)	-160.00
				6437C · PROGRAMS (C&P)	-130.00
				6437N · PROGRAMS (TEEN)	-130.00
				6437N · PROGRAMS (TEEN)	-17.99
				6452G · BLDG ALTERATION AND MAINT	-828.00
				6990 · BRANCH Operations	-535.75
TOTAL					<u>-10,194.08</u>
Bill Pmt -Check	66758	12/29/2023	National Grid	L0225 · FLUSHING BANK - OPERATING	
Bill	121923 Moriches	12/19/2023		6450F · FUEL/GAS	-552.41
TOTAL					<u>-552.41</u>

Mastics Moriches Shirley Community Library
JANUARY 22, 2024
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66759	12/29/2023	Paychex of New York LLC	L0225 · FLUSHING BANK - OPERATING	
Bill	2023122800	12/28/2023		6437P12 · PAYROLL SERVICES	-1,767.69
TOTAL					<u>-1,767.69</u>
Bill Pmt -Check	66760	12/29/2023	PSEGLI	L0225 · FLUSHING BANK - OPERATING	
Bill	1112-121623 act7561	12/16/2023		6450E · ELECTRICITY	-273.09
TOTAL					<u>-273.09</u>
Bill Pmt -Check	66761	12/29/2023	PSEGLI -- NeighborhoodRdMasticBeach	L0225 · FLUSHING BANK - OPERATING	
Bill	1115--121423 act3511	12/14/2023		6450E · ELECTRICITY	-269.18
Bill	1115--121423 act3541	12/14/2023		6450E · ELECTRICITY	-431.45
Bill	1115--121423 act3561	12/14/2023		6990 · BRANCH Operations	-1,030.48
TOTAL					<u>-1,731.11</u>
Bill Pmt -Check	66762	01/04/2024	Home Depot Credit Services	L0225 · FLUSHING BANK - OPERATING	
Bill	122023	12/20/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-20.51
				6451G · CUSTODIAL SUPPLIES	-63.75
TOTAL					<u>-84.26</u>
Bill Pmt -Check	66763	01/04/2024	PSEGLI -- Moriches	L0225 · FLUSHING BANK - OPERATING	
Bill	1114--121423 Act5041	12/14/2023		6450E · ELECTRICITY	-974.17
TOTAL					<u>-974.17</u>

Mastics Moriches Shirley Community Library
JANUARY 22, 2024
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66764	01/04/2024	T-Mobile	L0225 · FLUSHING BANK - OPERATING	
Bill	122323	12/23/2023		6437D · PROGRAMS (DIGITAL)	-1,508.75
TOTAL					<u>-1,508.75</u>
Bill Pmt -Check	66765	01/04/2024	Wex Bank	L0225 · FLUSHING BANK - OPERATING	
Bill	94217699	12/31/2023		6450F · FUEL/GAS	-133.02
				6450F · FUEL/GAS	-109.12
TOTAL					<u>-242.14</u>
Bill Pmt -Check	66766	01/11/2024	New York State Unemployment Insurance	L0225 · FLUSHING BANK - OPERATING	
Bill	01/01/24 4Q23-BR	01/02/2024		9050 · UNEMPLOYMENT INSURANCE	-442.00
TOTAL					<u>-442.00</u>
Bill Pmt -Check	66767	01/22/2024	Void - print error	L0225 · FLUSHING BANK - OPERATING	
TOTAL					0.00
Bill Pmt -Check	66768	01/16/2024	Xerox Financial Services	L0225 · FLUSHING BANK - OPERATING	
Bill	5266053	01/12/2024		6439G · EQUIPMENT R & M (GEN)	-2,882.08
TOTAL					<u>-2,882.08</u>
Bill Pmt -Check	66769	01/16/2024	Postmaster MasticBeach	L0225 · FLUSHING BANK - OPERATING	
Bill	NL022024	01/16/2024		6433G · POSTAGE	-2,897.30
TOTAL					<u>-2,897.30</u>

Mastics Moriches Shirley Community Library
JANUARY 22, 2024
PREPAY WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66770	01/18/2024	Paychex	L0225 · FLUSHING BANK - OPERATING	
Bill	Stmnt 28362839	01/08/2024		6437P12 · PAYROLL SERVICES	-206.79
TOTAL					<u>-206.79</u>
Bill Pmt -Check	66771	01/18/2024	PSEGLI	L0225 · FLUSHING BANK - OPERATING	
Bill	120623-010524act7541	01/05/2024		6450E · ELECTRICITY	-444.19
Bill	120623-010524act7525	01/05/2024		6450E · ELECTRICITY	-4,204.18
TOTAL					<u>-4,648.37</u>
Bill Pmt -Check	66772	01/18/2024	Sam's Club	L0225 · FLUSHING BANK - OPERATING	
Bill	010824	01/08/2024		6430G · OFFICE AND LIBRARY SUPPLIES	-201.59
				6435D · CED, CONF & TRAVEL (ADM)	-70.92
				6437L · PROGRAMS (LIT)	-45.26
TOTAL					<u>-317.77</u>

**I hereby certify that at a meeting on January 22, 2024
the above vouchers were approved and authorized.**

Signed: _____

-40,664.86

Mastics Moriches Shirley Community Library
JANUARY 22, 2024
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	66773	01/22/2024	4imprint	L0225 · FLUSHING BANK - OPERATING	
	Bill	12004195	12/08/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-462.75
TOTAL						-462.75
	Bill Pmt -Check	1461	01/22/2024	A.M. Marca, Inc.	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	1605 MainLibrary	12/14/2023		7500 · BUILDING IMPROVEMENTS	-6,074.89
TOTAL						-6,074.89
	Bill Pmt -Check	66774	01/22/2024	A+ Technology Security Solutions, Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	IN138089	01/09/2024		7203W · EQUIPMENT WIRE	-20,843.79
TOTAL						-20,843.79
	Bill Pmt -Check	66775	01/22/2024	Acosta Moreno, Alba A.	L0225 · FLUSHING BANK - OPERATING	
	Bill	121323	12/13/2023		6437L · PROGRAMS (LIT)	-161.50
TOTAL						-161.50
	Bill Pmt -Check	66776	01/22/2024	ALA (Membership)	L0225 · FLUSHING BANK - OPERATING	
	Bill	2024renew KR 1062470	01/04/2024		6438 · DUES	-317.00
TOTAL						-317.00
	Bill Pmt -Check	66777	01/22/2024	ALA Conference	L0225 · FLUSHING BANK - OPERATING	
	Bill	PLA2024REG27	01/12/2024		6435D · CED, CONF & TRAVEL (ADM)	-694.00
					6435T · CED, CONF & TRAVEL (TECH)	-552.00
TOTAL						-1,246.00

Mastics Moriches Shirley Community Library
JANUARY 22, 2024
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66778	01/22/2024	All Out Fire	L0225 · FLUSHING BANK - OPERATING	
Bill	38546	01/09/2024		6452G · BLDG ALTERATION AND MAINT	-167.50
Bill	38547	01/09/2024		6452G · BLDG ALTERATION AND MAINT	-111.50
TOTAL					<u>-279.00</u>
Bill Pmt -Check	66779	01/22/2024	Argueta De Fuentes, Rosa E. (prevFuentes)	L0225 · FLUSHING BANK - OPERATING	
Bill	120623	12/06/2023		6437L · PROGRAMS (LIT)	-95.00
TOTAL					<u>-95.00</u>
Bill Pmt -Check	1462	01/22/2024	Ashlar Contracting LLC	L0229 · FLUSHING BANK - BOND Referendum	
Bill	9 Drywall MainLib	12/31/2023		7500 · BUILDING IMPROVEMENTS	-132,000.65
TOTAL					<u>-132,000.65</u>
Bill Pmt -Check	66780	01/22/2024	Ashton, Ruth	L0225 · FLUSHING BANK - OPERATING	
Bill	120623	12/06/2023		6437L · PROGRAMS (LIT)	-126.00
TOTAL					<u>-126.00</u>
Bill Pmt -Check	66781	01/22/2024	Baker & Taylor	L0225 · FLUSHING BANK - OPERATING	
Bill	5018650027	12/04/2023		6410A · BOOKS (ADULT)	-1,287.37
Bill	5018641407	12/11/2023		6410N · BOOKS (TEEN)	-178.04
Bill	5018657597	12/11/2023		6410N · BOOKS (TEEN)	-244.29
Bill	5018657762	12/12/2023		6410A · BOOKS (ADULT)	-924.89
Bill	5018666072	12/19/2023		6410A · BOOKS (ADULT)	-967.68
Bill	5018669362	12/19/2023		6410C · BOOKS (C&P)	-938.03
Bill	5018678150	12/21/2023		6410A · BOOKS (ADULT)	-1,044.09

Mastics Moriches Shirley Community Library

JANUARY 22, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill	5018662290	12/26/2023		6410C · BOOKS (C&P)	-18.89
Bill	5018675971	12/27/2023		6410N · BOOKS (TEEN)	-124.20
Bill	5018678796	12/27/2023		6410C · BOOKS (C&P)	-3,250.48
Bill	5018686743	12/28/2023		6410A · BOOKS (ADULT)	-754.55
Bill	5018678812	12/29/2023		6410C · BOOKS (C&P)	-2,005.90
Bill	5018694029	01/10/2024		6410N · BOOKS (TEEN)	-65.29
Bill	5018695659	01/10/2024		6410A · BOOKS (ADULT)	-504.19
TOTAL					<u>-12,307.89</u>
Bill Pmt -Check	66782	01/22/2024	Beach Oak Designs	L0225 · FLUSHING BANK - OPERATING	
Bill	121223 MBch	12/12/2023		6437A · PROGRAMS (ADULT)	-150.00
Bill	010924 MBch	01/09/2024		6437A · PROGRAMS (ADULT)	-150.00
TOTAL					<u>-300.00</u>
Bill Pmt -Check	66783	01/22/2024	Benitez, Cesy Noemy	L0225 · FLUSHING BANK - OPERATING	
Bill	120723	12/07/2023		6437L · PROGRAMS (LIT)	-119.00
TOTAL					<u>-119.00</u>
Bill Pmt -Check	66784	01/22/2024	Bertos, Kathleen - Staff	L0225 · FLUSHING BANK - OPERATING	
Bill	123123	12/31/2023		6435G · CED, CONF & TRAVEL (GEN)	-45.26
TOTAL					<u>-45.26</u>
Bill Pmt -Check	66785	01/22/2024	Bleidner, Gloria	L0225 · FLUSHING BANK - OPERATING	
Bill	121323	12/13/2023		6437A · PROGRAMS (ADULT)	-100.00
Bill	011024	01/10/2024		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-200.00</u>

Mastics Moriches Shirley Community Library
JANUARY 22, 2024
WARRANT

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	66786	01/22/2024	Blick Art Materials	L0225 - FLUSHING BANK - OPERATING	
	Bill	2015308	12/08/2023		6437N - PROGRAMS (TEEN)	-338.97
TOTAL						<u>-338.97</u>
	Bill Pmt -Check	66787	01/22/2024	Book Page	L0225 - FLUSHING BANK - OPERATING	
	Bill	S81698 2/24-01/25	01/08/2024		6413A - PERIODICALS (ADULT)	-744.00
TOTAL						<u>-744.00</u>
	Bill Pmt -Check	66788	01/22/2024	CALLAHEAD	L0225 - FLUSHING BANK - OPERATING	
	Bill	205294 MB BusOfc	01/05/2024		6990 - BRANCH Operations	-415.00
TOTAL						<u>-415.00</u>
	Bill Pmt -Check	66789	01/22/2024	CALLAHEAD	L0225 - FLUSHING BANK - OPERATING	
	Bill	1887124 MB Lit	12/15/2023		6990 - BRANCH Operations	-399.00
	Bill	1896618 MB Lit	01/12/2024		6990 - BRANCH Operations	-399.00
TOTAL						<u>-798.00</u>
	Bill Pmt -Check	1463	01/22/2024	CALLAHEAD	L0229 - FLUSHING BANK - BOND Referendum	
	Bill	1886136 Main Lib	12/14/2023		7500 - BUILDING IMPROVEMENTS	-624.00
TOTAL						<u>-624.00</u>

Mastics Moriches Shirley Community Library
JANUARY 22, 2024
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66790	01/22/2024	Cassone Leasing, Inc.	L0225 · FLUSHING BANK - OPERATING	
Bill	1202257 MasticB--Lit	01/01/2024		6990 · BRANCH Operations	-485.00
Bill	1202858 BusOfc MBch	01/01/2024		6990 · BRANCH Operations	-873.00
TOTAL					<u>-1,358.00</u>
Bill Pmt -Check	1464	01/22/2024	Cassone Leasing, Inc.	L0229 · FLUSHING BANK - BOND Referendum	
Bill	1202899 MainLib	01/01/2024		7500 · BUILDING IMPROVEMENTS	-646.00
TOTAL					<u>-646.00</u>
Bill Pmt -Check	66791	01/22/2024	CDW Government, Inc.	L0225 · FLUSHING BANK - OPERATING	
Bill	NK41320	12/04/2023		7203W · EQUIPMENT WIRE	-321.72
TOTAL					<u>-321.72</u>
Bill Pmt -Check	66792	01/22/2024	Chamber of Commerce of the Mastics & Shir	L0225 · FLUSHING BANK - OPERATING	
Bill	2024 membership dues	01/17/2024		6438 · DUES	-125.00
TOTAL					<u>-125.00</u>
Bill Pmt -Check	66793	01/22/2024	Colonial Youth & Family Services Inc	L0225 · FLUSHING BANK - OPERATING	
Bill	121223	12/12/2023		6437A · PROGRAMS (ADULT)	-60.00
Bill	010224	01/02/2024		6437A · PROGRAMS (ADULT)	-60.00
Bill	010924	01/09/2024		6437A · PROGRAMS (ADULT)	-60.00
TOTAL					<u>-180.00</u>

Mastics Moriches Shirley Community Library

JANUARY 22, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66794	01/22/2024	Colson, Doris J.	L0225 · FLUSHING BANK - OPERATING	
Bill	120623	12/06/2023		6437L · PROGRAMS (LIT)	-136.00
TOTAL					<u>-136.00</u>
Bill Pmt -Check	66795	01/22/2024	Commander Power Systems	L0225 · FLUSHING BANK - OPERATING	
Bill	0000031177	11/17/2023		6452G · BLDG ALTERATION AND MAINT	-1,027.87
Bill	0000031211	11/20/2023		6452G · BLDG ALTERATION AND MAINT	-904.44
TOTAL					<u>-1,932.31</u>
Bill Pmt -Check	66796	01/22/2024	Connection	L0225 · FLUSHING BANK - OPERATING	
Bill	74846592	12/28/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-740.34
Bill	74846593	12/28/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-740.34
TOTAL					<u>-1,480.68</u>
Bill Pmt -Check	66797	01/22/2024	Cradle of Aviation Museum	L0225 · FLUSHING BANK - OPERATING	
Bill	renew Jan-Dec2024	12/19/2023		6437A · PROGRAMS (ADULT)	-418.00
				6437C · PROGRAMS (C&P)	-416.00
				6437N · PROGRAMS (TEEN)	-416.00
TOTAL					<u>-1,250.00</u>
Bill Pmt -Check	66798	01/22/2024	Curiously Creative Candles	L0225 · FLUSHING BANK - OPERATING	
Bill	122023	12/20/2023		6437A · PROGRAMS (ADULT)	-275.00
TOTAL					<u>-275.00</u>

Mastics Moriches Shirley Community Library

JANUARY 22, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66799	01/22/2024	Currao-McAleavey, Carmella	L0225 · FLUSHING BANK - OPERATING	
Bill	010424 adults	01/04/2024		6437A · PROGRAMS (ADULT)	-125.00
Bill	010424 teens	01/04/2024		6437N · PROGRAMS (TEEN)	-125.00
TOTAL					<u>-250.00</u>
Bill Pmt -Check	66800	01/22/2024	Day Elevator & Lift	L0225 · FLUSHING BANK - OPERATING	
Bill	33137	01/12/2024		7500 · BUILDING IMPROVEMENTS	-9,037.50
TOTAL					<u>-9,037.50</u>
Bill Pmt -Check	66801	01/22/2024	Demco	L0225 · FLUSHING BANK - OPERATING	
Bill	7414148	12/19/2023		6410C · BOOKS (C&P)	-226.60
Bill	7415543	12/26/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-906.57
TOTAL					<u>-1,133.17</u>
Bill Pmt -Check	66802	01/22/2024	Displays2Go	L0225 · FLUSHING BANK - OPERATING	
Bill	PSI2282660	12/19/2023		7203C · EQUIPMENT C & P	-323.57
TOTAL					<u>-323.57</u>
Bill Pmt -Check	66803	01/22/2024	Dolma, Dekyi	L0225 · FLUSHING BANK - OPERATING	
Bill	120723	12/07/2023		6437L · PROGRAMS (LIT)	-127.50
TOTAL					<u>-127.50</u>

Mastics Moriches Shirley Community Library
JANUARY 22, 2024
WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66804	01/22/2024	East End Screen Printing & Embroidery	L0225 · FLUSHING BANK - OPERATING	
Bill	52801	12/11/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-555.00
TOTAL					<u>-555.00</u>
Bill Pmt -Check	66805	01/22/2024	EnvisionWare Inc.	L0225 · FLUSHING BANK - OPERATING	
Bill	INV-US-68952 Cloud9	12/21/2023		6419W · SOFTWARE (WIRES)	-4,745.15
Bill	INV-US-69005 LPT-MPS	01/01/2024		6439W · EQUIPMENT R & M (WIRES)	-1,150.00
TOTAL					<u>-5,895.15</u>
Bill Pmt -Check	66806	01/22/2024	Factory Direct Party	L0225 · FLUSHING BANK - OPERATING	
Bill	Control# 15903548	01/11/2024		6430G · OFFICE AND LIBRARY SUPPLIES	-232.24
TOTAL					<u>-232.24</u>
Bill Pmt -Check	66807	01/22/2024	Farra, Ashley N.	L0225 · FLUSHING BANK - OPERATING	
Bill	120523	12/05/2023		6437L · PROGRAMS (LIT)	-68.00
TOTAL					<u>-68.00</u>
Bill Pmt -Check	66808	01/22/2024	Franco Moran, Alejandra	L0225 · FLUSHING BANK - OPERATING	
Bill	120723	12/07/2023		6437L · PROGRAMS (LIT)	-187.00
TOTAL					<u>-187.00</u>

Mastics Moriches Shirley Community Library

JANUARY 22, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66809	01/22/2024	Franco, Corinne	L0225 · FLUSHING BANK - OPERATING	
Bill	122023	12/20/2023		6437A · PROGRAMS (ADULT)	-100.00
Bill	010324	01/03/2024		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-200.00</u>
Bill Pmt -Check	66810	01/22/2024	Fratellis Restaurant and Pizzeria	L0225 · FLUSHING BANK - OPERATING	
Bill	121523	12/15/2023		6437N · PROGRAMS (TEEN)	-35.90
Bill	010524	01/05/2024		6437N · PROGRAMS (TEEN)	-35.90
TOTAL					<u>-71.80</u>
Bill Pmt -Check	66811	01/22/2024	Galvez Moreno, Viodelda S.	L0225 · FLUSHING BANK - OPERATING	
Bill	120723	12/07/2023		6437L · PROGRAMS (LIT)	-255.00
TOTAL					<u>-255.00</u>
Bill Pmt -Check	66812	01/22/2024	George, Ivette	L0225 · FLUSHING BANK - OPERATING	
Bill	120823	12/08/2023		6437L · PROGRAMS (LIT)	-272.00
TOTAL					<u>-272.00</u>
Bill Pmt -Check	66813	01/22/2024	Gondal, Gul Sanobar	L0225 · FLUSHING BANK - OPERATING	
Bill	120723	12/07/2023		6437L · PROGRAMS (LIT)	-102.00
TOTAL					<u>-102.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66814	01/22/2024	GR8SKATES LLC	L0225 - FLUSHING BANK - OPERATING	
Bill	011124	01/11/2024		6437C - PROGRAMS (C&P)	-1,900.00
TOTAL					<u>-1,900.00</u>
Bill Pmt -Check	66815	01/22/2024	Grainger	L0225 - FLUSHING BANK - OPERATING	
Bill	9927824327	12/07/2023		6451G - CUSTODIAL SUPPLIES	-36.45
Bill	9940938666	12/19/2023		6452G - BLDG ALTERATION AND MAINT	-130.32
TOTAL					<u>-166.77</u>
Bill Pmt -Check	1465	01/22/2024	H2M architects + engineers	L0229 - FLUSHING BANK - BOND Referendum	
Bill	256714	12/27/2023		7500 - BUILDING IMPROVEMENTS	-233.61
Bill	256713	12/27/2023		7500 - BUILDING IMPROVEMENTS	-3,347.00
TOTAL					<u>-3,580.61</u>
Bill Pmt -Check	66816	01/22/2024	Hartcorn Plmbg & Heating Inc	L0225 - FLUSHING BANK - OPERATING	
Bill	88832	12/13/2023		6452G - BLDG ALTERATION AND MAINT	-1,400.08
Bill	88833	12/13/2023		6452G - BLDG ALTERATION AND MAINT	-175.00
Bill	88846	12/15/2023		6452G - BLDG ALTERATION AND MAINT	-1,256.97
TOTAL					<u>-2,832.05</u>
Bill Pmt -Check	66817	01/22/2024	Howard, Molly C.	L0225 - FLUSHING BANK - OPERATING	
Bill	010824	01/08/2024		6437A - PROGRAMS (ADULT)	-100.00
TOTAL					<u>-100.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66818	01/22/2024	Ingram Library Services	L0225 - FLUSHING BANK - OPERATING	
Bill	67669396	12/07/2023		6410C - BOOKS (C&P)	-49.95
Bill	67669397	12/07/2023		6410C - BOOKS (C&P)	-88.55
Bill	60298107	12/20/2023		6410C - BOOKS (C&P)	-74.66
Bill	60298108	12/20/2023		6410C - BOOKS (C&P)	-63.92
Bill	60298109	12/20/2023		6410C - BOOKS (C&P)	-45.57
Bill	67673010	12/21/2023		6410C - BOOKS (C&P)	-20.32
Bill	67673011	12/21/2023		6410C - BOOKS (C&P)	-93.48
Bill	67677332	01/10/2024		6410C - BOOKS (C&P)	-72.45
TOTAL					<u>-508.90</u>
Bill Pmt -Check	1466	01/22/2024	J.P. Daly & Sons, Inc.	L0229 - FLUSHING BANK - BOND Referendum	
Bill	Req 8 MainLib	01/22/2024		7500 - BUILDING IMPROVEMENTS	-288,856.05
TOTAL					<u>-288,856.05</u>
Bill Pmt -Check	66819	01/22/2024	Janowitz, Laurie	L0225 - FLUSHING BANK - OPERATING	
Bill	011024	01/03/2024		6437A - PROGRAMS (ADULT)	-325.00
TOTAL					<u>-325.00</u>
Bill Pmt -Check	66820	01/22/2024	Jodlowski, Stephanie Ann (prevLoviglio)	L0225 - FLUSHING BANK - OPERATING	
Bill	010624	01/06/2024		6437A - PROGRAMS (ADULT)	-250.00
TOTAL					<u>-250.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66821	01/22/2024	Joyful Day Ceremonies LLC	L0225 · FLUSHING BANK - OPERATING	
Bill	010424	01/04/2024		6437A · PROGRAMS (ADULT)	-250.00
TOTAL					<u>-250.00</u>
Bill Pmt -Check	66822	01/22/2024	Kanopy Inc	L0225 · FLUSHING BANK - OPERATING	
Bill	380160-PPU	12/31/2023		6417A · VIDEOS (ADULT)	-219.00
				6417C · VIDEOS (C&P)	-5.00
TOTAL					<u>-224.00</u>
Bill Pmt -Check	66823	01/22/2024	Karant, Roberta	L0225 · FLUSHING BANK - OPERATING	
Bill	121923	12/19/2023		6437C · PROGRAMS (C&P)	-690.00
TOTAL					<u>-690.00</u>
Bill Pmt -Check	66824	01/22/2024	Kelly-Edmunds, Anne M.	L0225 · FLUSHING BANK - OPERATING	
Bill	121423	12/14/2023		6437A · PROGRAMS (ADULT)	-150.00
Bill	011124	01/11/2024		6437A · PROGRAMS (ADULT)	-150.00
TOTAL					<u>-300.00</u>
Bill Pmt -Check	66825	01/22/2024	Kevin A. Seaman, Esq.	L0225 · FLUSHING BANK - OPERATING	
Bill	Jan-Jun 2024	01/01/2024		6437P4 · ATTORNEY	-8,750.00
Bill	010124	01/01/2024		6437P4 · ATTORNEY	-880.00
TOTAL					<u>-9,630.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66826	01/22/2024	King Kullen	L0225 · FLUSHING BANK - OPERATING	
Bill	233381354741	12/04/2023		6437L · PROGRAMS (LIT)	-25.95
Bill	233520617151	12/05/2023		6437N · PROGRAMS (TEEN)	-35.12
Bill	233410414131	12/06/2023		6437N · PROGRAMS (TEEN)	-93.50
Bill	233421361671	12/08/2023		6435D · CED, CONF & TRAVEL (ADM)	-161.33
Bill	233480236691	12/14/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-17.24
Bill	233491373211	12/15/2023		6437N · PROGRAMS (TEEN)	-9.59
Bill	233531380311	12/19/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-19.98
Bill	233540242371	12/20/2023	King Kullen	L0600 · ACCOUNTS PAYABLE	0.00
TOTAL					<u>-362.71</u>
Bill Pmt -Check	66827	01/22/2024	Lakeshore Learning Materials	L0225 · FLUSHING BANK - OPERATING	
Bill	783457121223	12/12/2023		6429C · REALIA (C&P)	-145.85
Bill	886136122023	12/20/2023		6437C · PROGRAMS (C&P)	-502.73
Bill	107647122923	12/29/2023		6437C · PROGRAMS (C&P)	-25.75
TOTAL					<u>-674.33</u>
Bill Pmt -Check	66828	01/22/2024	Lamb & Barnosky, LLP	L0225 · FLUSHING BANK - OPERATING	
Bill	146228	11/30/2023		6437P4 · ATTORNEY	-2,041.66
Bill	146160	12/18/2023		6437P4 · ATTORNEY	-83.75
Bill	146541	12/24/2023		6437P4 · ATTORNEY	-2,041.66
TOTAL					<u>-4,167.07</u>
Bill Pmt -Check	66829	01/22/2024	Language Line Services Inc	L0225 · FLUSHING BANK - OPERATING	
Bill	11189184	12/31/2023		6437P17 · TRANSLATION SERVICES	-17.75
TOTAL					<u>-17.75</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66830	01/22/2024	Long Island Children's Museum	L0225 · FLUSHING BANK - OPERATING	
Bill	rnwl 2024	12/13/2023		6437A · PROGRAMS (ADULT)	-868.00
				6437C · PROGRAMS (C&P)	-866.00
				6437N · PROGRAMS (TEEN)	-866.00
TOTAL					<u>-2,600.00</u>
Bill Pmt -Check	66831	01/22/2024	Long Island Museum	L0225 · FLUSHING BANK - OPERATING	
Bill	renewal Jan24-Jan25	01/08/2024		6437A · PROGRAMS (ADULT)	-150.00
				6437C · PROGRAMS (C&P)	-150.00
				6437N · PROGRAMS (TEEN)	-150.00
TOTAL					<u>-450.00</u>
Bill Pmt -Check	66832	01/22/2024	Lopez Reynoso, Fausto D.	L0225 · FLUSHING BANK - OPERATING	
Bill	120723	12/07/2023		6437L · PROGRAMS (LIT)	-187.00
TOTAL					<u>-187.00</u>
Bill Pmt -Check	66833	01/22/2024	Mark Grossman Public Relations	L0225 · FLUSHING BANK - OPERATING	
Bill	1223-MMS	12/19/2023		643765 · PROMOTION AND PUBLICITY	-4,000.00
Bill	0124-MMS	01/17/2024		643765 · PROMOTION AND PUBLICITY	-4,000.00
TOTAL					<u>-8,000.00</u>
Bill Pmt -Check	66834	01/22/2024	Mata Castillo, Julia	L0225 · FLUSHING BANK - OPERATING	
Bill	120823	12/08/2023		6437L · PROGRAMS (LIT)	-348.50
TOTAL					<u>-348.50</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66835	01/22/2024	Maximum Security	L0225 · FLUSHING BANK - OPERATING	
Bill	25664	12/31/2023		7500 · BUILDING IMPROVEMENTS	-14,425.18
TOTAL					-14,425.18
Bill Pmt -Check	66836	01/22/2024	Mederos, Merlin Yaneth	L0225 · FLUSHING BANK - OPERATING	
Bill	120823	12/08/2023		6437L · PROGRAMS (LIT)	-85.00
TOTAL					-85.00
Bill Pmt -Check	66837	01/22/2024	Medina Paredes, Jhanneth Del Rocio	L0225 · FLUSHING BANK - OPERATING	
Bill	120723	12/07/2023		6437L · PROGRAMS (LIT)	-187.00
TOTAL					-187.00
Bill Pmt -Check	66838	01/22/2024	Midwest Tape, LLC	L0225 · FLUSHING BANK - OPERATING	
Bill	504781253	12/13/2023		6417A · VIDEOS (ADULT)	-126.12
Bill	504781254	12/13/2023		6412A · RECORDINGS (ADULT)	-250.69
Bill	504781255	12/13/2023		6412A · RECORDINGS (ADULT)	-39.23
Bill	504781257	12/13/2023		6417A · VIDEOS (ADULT)	-82.25
Bill	504813260	12/20/2023		6412A · RECORDINGS (ADULT)	-81.46
Bill	504813262	12/20/2023		6412A · RECORDINGS (ADULT)	-76.23
Bill	504813263	12/20/2023		6417A · VIDEOS (ADULT)	-25.57
Bill	504812608	12/27/2023		6417A · VIDEOS (ADULT)	-22.24
Bill	504838180	12/27/2023		6417A · VIDEOS (ADULT)	-24.87
Bill	504858138	12/31/2023	hoopla	6411A · MICRO/REF CD (ADULT)	-447.51
				6411C · MICRO/REF CD (C&P)	-358.08
				6411N · MICRO/REF CD (TEEN)	-89.43
TOTAL					-1,623.68

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66839	01/22/2024	Migoya-Schlie, Catherine Victoria	L0225 · FLUSHING BANK - OPERATING	
Bill	120823	12/08/2023		6437L · PROGRAMS (LIT)	-323.00
TOTAL					<u>-323.00</u>
Bill Pmt -Check	66840	01/22/2024	Murphy, Carmen	L0225 · FLUSHING BANK - OPERATING	
Bill	120723	12/07/2023		6437L · PROGRAMS (LIT)	-187.00
TOTAL					<u>-187.00</u>
Bill Pmt -Check	66841	01/22/2024	Naela's Organics Inc	L0225 · FLUSHING BANK - OPERATING	
Bill	102623	01/02/2024		6437A · PROGRAMS (ADULT)	-500.00
TOTAL					<u>-500.00</u>
Bill Pmt -Check	66842	01/22/2024	National Association of Town Watch	L0225 · FLUSHING BANK - OPERATING	
Bill	17950 2024membership	01/07/2024		6437A · PROGRAMS (ADULT)	-11.67
				6437C · PROGRAMS (C&P)	-11.67
				6437N · PROGRAMS (TEEN)	-11.66
TOTAL					<u>-35.00</u>
Bill Pmt -Check	1467	01/22/2024	National Construction Rentals, Inc	L0229 · FLUSHING BANK - BOND Referendum	
Bill	7267039 Main Lib	12/20/2023		7500 · BUILDING IMPROVEMENTS	-1,871.90
TOTAL					<u>-1,871.90</u>

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	66843	01/22/2024	National Learning Corporation	L0225 · FLUSHING BANK - OPERATING	
	Bill	11302023-3	11/30/2023		6410A · BOOKS (ADULT)	-412.01
TOTAL						<u>-412.01</u>
	Bill Pmt -Check	66844	01/22/2024	New York SAMPO	L0225 · FLUSHING BANK - OPERATING	
	Bill	CNowak2024	01/17/2024		6438 · DUES	-75.00
TOTAL						<u>-75.00</u>
	Bill Pmt -Check	66845	01/22/2024	Newman, Robert L.	L0225 · FLUSHING BANK - OPERATING	
	Bill	120723	12/07/2023		6437L · PROGRAMS (LIT)	-119.00
TOTAL						<u>-119.00</u>
	Bill Pmt -Check	66846	01/22/2024	Nunez Vargas, Amanda	L0225 · FLUSHING BANK - OPERATING	
	Bill	120623	12/06/2023		6437L · PROGRAMS (LIT)	-85.00
TOTAL						<u>-85.00</u>
	Bill Pmt -Check	66847	01/22/2024	O'Connell, Linda	L0225 · FLUSHING BANK - OPERATING	
	Bill	121423	12/14/2023		6437A · PROGRAMS (ADULT)	-240.00
TOTAL						<u>-240.00</u>
	Bill Pmt -Check	66848	01/22/2024	ODP Business Solutions	L0225 · FLUSHING BANK - OPERATING	
	Bill	345652778001	12/26/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-12.80
TOTAL						<u>-12.80</u>

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	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	66849	01/22/2024	Oriental Trading Company, Inc	L0225 · FLUSHING BANK - OPERATING	
	Bill	72910995301	12/29/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-57.46
TOTAL						<u>-57.46</u>
	Bill Pmt -Check	1468	01/22/2024	Palace Electrical Contractors, Inc.	L0229 · FLUSHING BANK - BOND Referendum	
	Bill	Inv 7F	11/10/2023		7500 · BUILDING IMPROVEMENTS	-96,770.09
TOTAL						<u>-96,770.09</u>
	Bill Pmt -Check	66850	01/22/2024	Pesantez-Medina, Diana Michell	L0225 · FLUSHING BANK - OPERATING	
	Bill	121323	12/13/2023		6437L · PROGRAMS (LIT)	-323.00
TOTAL						<u>-323.00</u>
	Bill Pmt -Check	66851	01/22/2024	Piguave, Rosa Maria	L0225 · FLUSHING BANK - OPERATING	
	Bill	120723	12/07/2023		6437L · PROGRAMS (LIT)	-187.00
TOTAL						<u>-187.00</u>
	Bill Pmt -Check	66852	01/22/2024	Quintanilla, Jocelyn Tatiana	L0225 · FLUSHING BANK - OPERATING	
	Bill	120723	12/07/2023		6437L · PROGRAMS (LIT)	-187.00
TOTAL						<u>-187.00</u>
	Bill Pmt -Check	66853	01/22/2024	Ray-Block Stationery Co. Inc.	L0225 · FLUSHING BANK - OPERATING	
	Bill	IN119388	01/12/2024		6439G · EQUIPMENT R & M (GEN)	-383.00
TOTAL						<u>-383.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66854	01/22/2024	Roeder, Kathy M.	L0225 · FLUSHING BANK - OPERATING	
Bill	121823	12/18/2023		6437C · PROGRAMS (C&P)	-120.00
Bill	010824	01/08/2024		6437C · PROGRAMS (C&P)	-120.00
TOTAL					<u>-240.00</u>
Bill Pmt -Check	66855	01/22/2024	Rondon, Miriam	L0225 · FLUSHING BANK - OPERATING	
Bill	120723	12/07/2023		6437L · PROGRAMS (LIT)	-187.00
TOTAL					<u>-187.00</u>
Bill Pmt -Check	66856	01/22/2024	Ruiz, Maria J. - staff	L0225 · FLUSHING BANK - OPERATING	
Bill	121923	12/19/2023		6435L · CED, CONF & TRAVEL (LIT)	-30.86
TOTAL					<u>-30.86</u>
Bill Pmt -Check	1469	01/22/2024	Sandpebble Preconstruction Inc.	L0229 · FLUSHING BANK - BOND Referendum	
Bill	PostRef ProjReq 45	01/10/2024		7500 · BUILDING IMPROVEMENTS	-1,523.98
				7500 · BUILDING IMPROVEMENTS	-1,985.45
				7500 · BUILDING IMPROVEMENTS	-96,273.78
TOTAL					<u>-99,783.21</u>
Bill Pmt -Check	66857	01/22/2024	Sapio, Miranda B.	L0225 · FLUSHING BANK - OPERATING	
Bill	120723	12/07/2023		6437L · PROGRAMS (LIT)	-136.00
TOTAL					<u>-136.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66858	01/22/2024	Sayville Library	L0225 · FLUSHING BANK - OPERATING	
Bill	121323	12/13/2023		6412A · RECORDINGS (ADULT)	-67.99
TOTAL					<u>-67.99</u>
Bill Pmt -Check	1470	01/22/2024	Schindler Elevator Corporation	L0229 · FLUSHING BANK - BOND Referendum	
Bill	App 3 Elevator MainL	12/13/2023		7500 · BUILDING IMPROVEMENTS	-34,857.32
TOTAL					<u>-34,857.32</u>
Bill Pmt -Check	66859	01/22/2024	Scope	L0225 · FLUSHING BANK - OPERATING	
Bill	56122	12/14/2023		6410A · BOOKS (ADULT)	-93.00
TOTAL					<u>-93.00</u>
Bill Pmt -Check	66860	01/22/2024	Searles Graphics, Inc.	L0225 · FLUSHING BANK - OPERATING	
Bill	22374	12/15/2023		6434G · PRINTING (GEN)	-11,628.00
TOTAL					<u>-11,628.00</u>
Bill Pmt -Check	66861	01/22/2024	Sevilla, Lorgia Ana	L0225 · FLUSHING BANK - OPERATING	
Bill	121323	12/13/2023		6437L · PROGRAMS (LIT)	-294.50
TOTAL					<u>-294.50</u>
Bill Pmt -Check	66862	01/22/2024	Shattes, Krista	L0225 · FLUSHING BANK - OPERATING	
Bill	010224	01/02/2024		6437A · PROGRAMS (ADULT)	-100.00
Bill	010924	01/09/2024		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-200.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66863	01/22/2024	Shore To Shore Land Management Inc	L0225 - FLUSHING BANK - OPERATING	
Bill	1255 Retainer	01/16/2024		6452G - BLDG ALTERATION AND MAINT	-500.00
				6452G - BLDG ALTERATION AND MAINT	-500.00
Bill	1262 Moriches	01/16/2024		6452G - BLDG ALTERATION AND MAINT	-1,643.00
Bill	1263 MBch	01/16/2024		6452G - BLDG ALTERATION AND MAINT	-1,825.00
Bill	1278 MBch	01/17/2024		6452G - BLDG ALTERATION AND MAINT	-580.00
Bill	1279 Moriches	01/17/2024		6452G - BLDG ALTERATION AND MAINT	-593.00
TOTAL					<u>-5,641.00</u>
Bill Pmt -Check	66864	01/22/2024	Sievers, Sandra D.	L0225 - FLUSHING BANK - OPERATING	
Bill	122323	12/13/2023		6437A - PROGRAMS (ADULT)	-100.00
Bill	011024	01/10/2024		6437A - PROGRAMS (ADULT)	-100.00
TOTAL					<u>-200.00</u>
Bill Pmt -Check	66865	01/22/2024	Staples	L0225 - FLUSHING BANK - OPERATING	
Bill	8072533142	12/08/2023		6451G - CUSTODIAL SUPPLIES	-26.13
				6430G - OFFICE AND LIBRARY SUPPLIES	-7.03
				6430G - OFFICE AND LIBRARY SUPPLIES	-20.20
Bill	8072610872	12/15/2023		6430G - OFFICE AND LIBRARY SUPPLIES	-15.71
Bill	8072685392	12/22/2023		6430G - OFFICE AND LIBRARY SUPPLIES	-88.46
				6437L - PROGRAMS (LIT)	-10.00
				6430G - OFFICE AND LIBRARY SUPPLIES	-43.24
				6451G - CUSTODIAL SUPPLIES	-155.62
				6430G - OFFICE AND LIBRARY SUPPLIES	-321.02

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Type	Num	Date	Name	Account	Paid Amount
Bill	8072813107	01/05/2024		6430G · OFFICE AND LIBRARY SUPPLIES	-12.83
				6430G · OFFICE AND LIBRARY SUPPLIES	-7.86
				6437L · PROGRAMS (LIT)	-7.17
TOTAL					<u>-715.27</u>
Bill Pmt -Check	66866	01/22/2024	Staples	L0225 · FLUSHING BANK - OPERATING	
Bill	8072646157 BOS	12/16/2023		6437N · PROGRAMS (TEEN)	-21.64
Bill	8072879956 BOS	01/11/2024		6451G · CUSTODIAL SUPPLIES	-175.32
TOTAL					<u>-196.96</u>
Bill Pmt -Check	66867	01/22/2024	Suazo Giron, Ashley J	L0225 · FLUSHING BANK - OPERATING	
Bill	120723	12/07/2023		6437L · PROGRAMS (LIT)	-144.50
TOTAL					<u>-144.50</u>
Bill Pmt -Check	66868	01/22/2024	Suffolk Cooperative Library System	L0225 · FLUSHING BANK - OPERATING	
Bill	91037 WorldBook2024	12/15/2023		6410C · BOOKS (C&P)	-1,079.00
TOTAL					<u>-1,079.00</u>
Bill Pmt -Check	66869	01/22/2024	TG Elliott Group Inc	L0225 · FLUSHING BANK - OPERATING	
Bill	App 2 Moriches	11/30/2023		7500 · BUILDING IMPROVEMENTS	-92,972.70
TOTAL					<u>-92,972.70</u>
Bill Pmt -Check	66870	01/22/2024	TG Elliott Group Inc	L0225 · FLUSHING BANK - OPERATING	
Bill	App 2 MBch	12/31/2023		7500 · BUILDING IMPROVEMENTS	-80,143.43
TOTAL					<u>-80,143.43</u>

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WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66871	01/22/2024	TG Elliott Group Inc	L0225 - FLUSHING BANK - OPERATING	
Bill	App 1 MainLib	12/31/2023		7500 - BUILDING IMPROVEMENTS	-27,208.00
TOTAL					-27,208.00
Bill Pmt -Check	66872	01/22/2024	Townline Security Systems	L0225 - FLUSHING BANK - OPERATING	
Bill	4549 MB	12/16/2023		6452G - BLDG ALTERATION AND MAINT	-209.94
Bill	4550 Mor	12/16/2023		6452G - BLDG ALTERATION AND MAINT	-209.94
Bill	4625 MB Insp	01/02/2024		6452G - BLDG ALTERATION AND MAINT	-1,500.00
Bill	4626 MB Insp	01/02/2024		6452G - BLDG ALTERATION AND MAINT	-1,500.00
TOTAL					-3,419.88
Bill Pmt -Check	66873	01/22/2024	True Nature Landscaping - NghbrhdRd MB	L0225 - FLUSHING BANK - OPERATING	
Bill	178925	01/05/2024		6452G - BLDG ALTERATION AND MAINT	-950.00
TOTAL					-950.00
Bill Pmt -Check	66874	01/22/2024	Vail, Amy	L0225 - FLUSHING BANK - OPERATING	
Bill	121123	12/11/2023		6437C - PROGRAMS (C&P)	-225.00
TOTAL					-225.00
Bill Pmt -Check	66875	01/22/2024	Vertical Transportation Experts LLC	L0225 - FLUSHING BANK - OPERATING	
Bill	App 3 MainLib	12/31/2023		7500 - BUILDING IMPROVEMENTS	-46,312.50
TOTAL					-46,312.50

Mastics Moriches Shirley Community Library

JANUARY 22, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66876	01/22/2024	W. B. Mason Co., Inc.	L0225 · FLUSHING BANK - OPERATING	
Bill	243190028	12/12/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-428.87
Bill	243422622	12/26/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-25.60
TOTAL					<u>-454.47</u>
Bill Pmt -Check	1471	01/22/2024	W. B. Mason Co., Inc.	L0229 · FLUSHING BANK - BOND Referendum	
Bill	233005734	12/28/2023		7500 · BUILDING IMPROVEMENTS	-3,000.00
TOTAL					<u>-3,000.00</u>
Bill Pmt -Check	66877	01/22/2024	Wilson, Alexander B.	L0225 · FLUSHING BANK - OPERATING	
Bill	121323 adults	12/13/2023		6437A · PROGRAMS (ADULT)	-120.00
Bill	122023 adults	12/20/2023		6437A · PROGRAMS (ADULT)	-80.00
Bill	011024 teens	01/10/2024		6437N · PROGRAMS (TEEN)	-62.50
TOTAL					<u>-262.50</u>
Bill Pmt -Check	66878	01/22/2024	Winters Bros. Hauling of LI, LLC	L0225 · FLUSHING BANK - OPERATING	
Bill	003652611 MBch	12/31/2023		6432G · CARTAGE	-235.00
Bill	003653185 Moriches	12/31/2023		6432G · CARTAGE	-235.00
TOTAL					<u>-470.00</u>

Mastics Moriches Shirley Community Library

JANUARY 22, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	1472	01/22/2024	Winters Bros. Hauling of LI, LLC	L0229 - FLUSHING BANK - BOND Referendum	
Bill	3619957 MainLib	12/09/2023		7500 - BUILDING IMPROVEMENTS	-1,210.00
Bill	3625581 MainLib	12/16/2023		7500 - BUILDING IMPROVEMENTS	-605.00
TOTAL					<u>-1,815.00</u>

I hereby certify that at a meeting on January 22, 2024
the above vouchers were approved and authorized.

Signed: _____

-1,061,151.29

Mastics Moriches Shirley Community Library
December 19, 2023
Payroll Benefits Warrant

	Type	Num	Date	Name	Account	Paid Amount
	Bill Pmt -Check	EFT	12/22/2023	1094 The NYS Deferred Compensation Plan	L0226 · FLUSHING BANK - PAYROLL	
	Bill	12222023	12/22/2023		L0173 · 457B NYS DEFERRED COMP	\$ (2,512.02)
TOTAL						<u>\$ (2,512.02)</u>
	Bill Pmt -Check	EFT	12/22/2023	1099 NYS Employees' Retirement System	L0226 · FLUSHING BANK - PAYROLL	
	Bill	12222023	12/22/2023		L0163 · RC ERS CONTRIBUTIONS	\$ (3,784.39)
					L0161 · RL - ERS LOAN	\$ (1,452.00)
					L0160.1 · MA - ERS ARREARS (MANDATORY)	\$ (110.00)
					L0164 · RD ERS CONTRIBUTIONS ADDIT	\$ (169.22)
TOTAL						<u>\$ (5,515.61)</u>
	Bill Pmt -Check	7674	12/22/2023	1095 Met Life	L0226 · FLUSHING BANK - PAYROLL	
	Bill	12222023	12/22/2023		L0171 · 403B MET LIFE	\$ (1,700.00)
TOTAL						<u>\$ (1,700.00)</u>
	Bill Pmt -Check	7675	12/22/2023	1096.1 Empower Life & Annuity Ins. Co. NY	L0226 · FLUSHING BANK - PAYROLL	
	Bill	12222023	12/22/2023		L0172 · 403B PRUDENTIAL	\$ (100.00)
TOTAL						<u>\$ (100.00)</u>
	Bill Pmt -Check	7676	12/22/2023	1115 AFLAC	L0226 · FLUSHING BANK - PAYROLL	
	Bill	325686	12/22/2023		L0625 · AFLAC PRE-TAX	\$ (1,229.63)
					L0626 · AFLAC POST-TAX	\$ (80.62)
TOTAL						<u>\$ (1,310.25)</u>
	Bill Pmt -Check	7677	12/22/2023	CSEA, Inc.	L0226 · FLUSHING BANK - PAYROLL	
	Bill	12222023	12/22/2023		L0500 · CSEA UNION DUES	\$ (1,433.82)
TOTAL						<u>\$ (1,433.82)</u>
					TOTAL	\$ (12,571.70)

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

Signed: _____
Title: Secretary

Mastics Moriches Shirley Community Library

January 2, 2024

Payroll Benefits Warrant

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	EFT	01/05/2024	1094 The NYS Deferred Compensation Plan	L0226 · FLUSHING BANK - PAYROLL	
Bill	01052024	01/05/2024		L0173 · 457B NYS DEFERRED COMP	\$ (2,679.72)
TOTAL					\$ (2,679.72)
Bill Pmt -Check	7678	01/05/2024	1095 Met Life	L0226 · FLUSHING BANK - PAYROLL	
Bill	01052024	01/05/2024		L0171 · 403B MET LIFE	\$ (1,700.00)
TOTAL					\$ (1,700.00)
Bill Pmt -Check	7679	01/05/2024	1096.1 Empower Life & Annuity Ins. Co. NY	L0226 · FLUSHING BANK - PAYROLL	
Bill	01052024	01/05/2024		L0172 · 403B PRUDENTIAL	\$ (100.00)
TOTAL					\$ (100.00)
Bill Pmt -Check	7680-7694	01/05/2024	Medicare Reimbursements	L0226 · FLUSHING BANK - PAYROLL	
	7697-7698				
Bill	01052024	01/05/2024		9060 · MEDICAL INSURANCE	\$ (5,051.00)
TOTAL					\$ (5,051.00)
Bill Pmt -Check	7695	01/05/2024	1114 Hartford Insurance Company	L0226 · FLUSHING BANK - PAYROLL	
Bill	414281926238	01/05/2024		L0196 · LONG TER	\$ (152.00)
				9055 · DISABILITY INSURANCE	\$ (1,563.44)
TOTAL					\$ (1,715.44)
Bill Pmt -Check	7696	01/05/2024	CSEA, Inc.	L0226 · FLUSHING BANK - PAYROLL	
Bill	01052024	01/05/2024		L0500 · CSEA UNION DUES	\$ (1,487.86)
TOTAL					\$ (1,487.86)
Bill Pmt -Check	7699	01/05/2024	1098 State Of NY Department of Civil Serv	L0226 · FLUSHING BANK - PAYROLL	
Bill	602	01/05/2024		9060 · MEDICAL INSURANCE	\$ (102,510.85)
TOTAL					\$ (102,510.85)
				TOTAL	\$ (115,244.87)

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

Signed: _____
Title: Secretary

Director's Report

January 2024

Library Budget

- NYS Tax Cap 2%
- Budget Vote and Trustee Election is 4/2/24
- Early Voting Law does apply to libraries. The state is preparing guidance and training for School districts in time for their May votes, but we will not have guidance before our vote. Our attorney is helping us navigate requirements for our legal notice.
- A draft budget is being prepared for Board review.

Library Aid

Gov. Hochul's budget book has been released and it includes an increase in Library Operating Aid to \$102.1M, the same level of Construction Aid as last year (34M), and \$3M for NOVELNY, a free online library of magazines, newspapers, maps, charts, research, and reference books available to all New Yorkers.

Library Advocacy Day – February 7th: A coordinated day of action to meet with NYS elected officials in Albany.

If interested you can make the trip via the SCLA bus. [Registration](#) for a seat on the SCLA-sponsored Advocacy bus is now open. There is no charge for the one-day round-trip ride. Handouts will be provided on the ride to Albany.

If you want to know more about Advocacy day you can attend information sessions online or in person at SCLS. Advocacy Day 101 sessions will be held on January 30 at 2 pm or February 1 at 10 am.

Please register:

January 30, 2 PM - <https://portal.suffolklibrarysystem.org/event/advocacy-day-101-23042>

February 1, 10 AM - <https://portal.suffolklibrarysystem.org/event/advocacy-day-101-23047>

Construction Update

Exterior Work

- **Roof:** The installation of perimeter roof metal is set to complete this month, a crucial element in safeguarding our building against the elements.
- **Siding and Trim:** With all windows and doors now in place, the exterior siding and trim work is almost finished.

Interior

- **Framing:** The adult and lobby area framing continues to progress.
- **Basement and Cellar Levels:** The cellar level now has completed ceilings and lighting, with walls now being painted. In the teen section, painting is finished, and ceiling and lighting installations are underway.
- **Children's Area:** Tape and spackle work in the children's area will be followed by painting and ceiling installations.
- **Administrative and Staff Areas:** These spaces have been drywalled, with tape and spackle work underway.
- **Community Room:** The drywall work for our community room is ongoing.
- **Electrical and Finishes:** Electrical panel tie-ins continue. The start of ceramic tile and flooring work in various areas next month marks a significant step towards finalizing our interior.

Mastic Beach		July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Patron Visits		6,616	7,049	6,936	7,066	6,557	5,997	0	0	0	0	0	0	40,221
	count	6,616	7,049	6,936	7,066	6,557	5,997							
Circulation		3,006	2,699	2,168	2,691	2,549	2,034	0	0	0	0	0	0	15,147
	Staff assisted checkouts & renewals	3,006	2,699	2,168	2,691	2,549	2,034							15,147
	New Library Cards	177	178	284	263	151	117							1,170
Computer Usage		814	941	948	945	1,003	804	0	0	0	0	0	0	5,455
	Adult	630	710	701	666	669	586							3,962
	Children's	93	153	85	123	168	81							703
	Teen	91	78	162	156	166	137							790
	Public Wireless													0
	Fax/Copy/email service	417	476	362	445	257	226							2,183
Reference Questions		625	556	470	485	547	383	0	0	0	0	0	0	3,066
	Adult	354	331	347	345	365	261							2,003
	Children's	237	191	111	118	158	104							919
	Teen	34	34	12	22	24	18							144
Other Questions		1,915	1,931	1,176	1,394	1,431	1,270	0	0	0	0	0	0	9,117
	Adult	656	656	578	643	563	481							3,577
	Children's	1,098	1,010	419	570	648	592							4,337
	Teen	161	265	179	181	220	197							1,203
Programs, Attendance		1,092	2,642	889	955	1,047	769	0	0	0	0	0	0	7,394
Programs, Sessions		108	88	158	126	143	103	0	0	0	0	0	0	726
	Adult	79	49	83	62	31	22							326
	Adult # of Sessions	29	28	24	26	12	10							129
	Children's	762	2,327	477	475	616	444							5,101
	Children's # of Sessions	20	25	25	30	36	28							164
	Teen	65			42	61	75							243
	Teen # of Sessions	26		65	16	30	25							162
	Community Services													-
	Community Services # of Sessions													-
	Outside Organizations	186	266	329	376	339	228							1,724
	Outside Organizations # of Sessions	33	35	44	54	65	40							271

Moriches

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Patron Visits	3,906	5,154	5,567	6,042	6,016	5,100	0	0	0	0	0	0	31,785
count	3,906	5,154	5,567	6,042	6,016	5,100							31,785
Circulation	2,386	2,245	1,850	1,685	1,817	1,334	0	0	0	0	0	0	11,317
Staff assisted checkouts & renewals	2,386	2,245	1,850	1,685	1,817	1,334							11,317
New Library Cards	104	129	138	121	62	157							711
Computer Usage	335	359	354	351	318	309	0	0	0	0	0	0	2,026
Adult	208	287	248	256	209	235							1,443
Children's	69	72	42	50	65	54							352
Teen	58		64	45	44	20							231
Public Wireless													0
Fax/Copy/email service	285	237	188	201	129	197							1,237
Reference Questions	441	585	493	449	375	309	0	0	0	0	0	0	2,652
Adult	235	299	287	300	255	224			-				1,600
Children's	204	251	178	132	109	72							946
Teen	2	35	28	17	11	13							106
Other Questions	1,141	1,264	1,000	1,076	871	718	0	0	0	0	0	0	6,070
Adult	329	369	360	378	251	284							1,971
Children's	704	758	544	653	566	370							3,595
Teen	108	137	96	45	54	64							504
Programs, Attendance	786	2,766	417	1,042	1,292	660	0	0	0	0	0	0	6,963
Programs, Sessions	63	47	49	59	84	72	0	0	0	0	0	0	374
Adult	271	514	161	246	434	164							1,790
Adult # of Sessions	13	15	12	14	19	14							87
Children's	491	2,252	232	654	781	307							4,717
Children's # of Sessions	17	32	17	31	32	21							150
Teen	24		24	142	77	123							390
Teen # of Sessions	33		20	14	33	28							128
Community Services													-
Community Services # of Sessions													-
Outside Organizations	0	-	-	-	0	66							66
Outside Organizations # of Sessions	0	-	-	-	0	9							9

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.



January 22, 2024

Sylvia Maurer

This December, we enjoyed the celebrating all of the holidays of the season with our patrons. We offered 4 sessions of our annual Holiday House program where each family works together to decorate a gingerbread house for their home. We had 194 people attend across all 4 sessions. We were also able to offer a kids only session during the school break.

Librarian, Chris Bergendorff, offered a beginners Dungeons and Dragons program that teaches children how to play an age appropriate version of the game. Kids that enjoy this game in our department can then graduate into the teen program as they grow older. This program will run monthly.



Here, There, and Everywhere

The Literacy Department services patrons from all around the world...all around our community! Last year, our students came from 37 countries and spoke 22 languages. The top 5 languages were Spanish, French/Creole, Ukrainian, Urdu, and Turkish.



Friendly Spanish Conversation

Ms. Josmary's Friendly Spanish Conversation class is *excelente*. These *inteligente* students practiced and learned *español* while having a *muy bien* time!

During their last class of this 6-week series, everyone enjoyed plantain chips, salsa and guacamole, tres leches cake, and Mexican soda from La Placita Deli. Thank you to Literacy Department's Ellen for helping with this program each week.

Thank you for coming! ¡Gracias por venir!



Bookmarks with Blanca

Thanks to our guest instructor, Blanca, our Mujeres Latinas group learned embroidery! During this special workshop, each participant made a bookmark customized with flowers and their first initial. This creative group enjoys crafts and trying new things. They also recently created fall floral arrangements.



Monthly Statistics for December

Virtual Attendance: 46 adults
Virtual Sessions: 5

continued

In-Person Attendance (off site): 487 adults
In-Person Attendance (off site): 191 toddlers
In-Person Attendance (off site): 209 school age
Off Site Sessions: 46 sessions

January 2024

Compiled by: Stephen Burg

Over the past month, The Digital Services Department conducted three computer classes, covering Online Cricut Holiday Ornaments, Embroidered Aprons, and Excel Holiday Budget. We also conducted 16 one-on-one tech appointments covering various topics. The department continues to curate the library's social media platforms.



Digital Equipment Circulation FY 23-24	December Checkouts	December Renewals
HOTSPOT icode1 168	19	10
IPADS icode1 182	0	0
Video2Digital and GOPRO icode1 703	0	1

Herkimer Stats	December
Questions	
Reference Questions	52
Other Questions	131
Computer usage	
number of sessions	849

Digital Services December Stats

Column1	December
Facebook	
page views	2676
post reach	116733
Engagement	
Instagram	
reach	1516
Impressions	219
Followers	1360
YouTube	
views	594
subscriber	651
Chat/Text Ref	
text/email	63
overdrive	
ebooks	3249
audio books	2083
flipster	
online views	142
Freegal	
downloads	223
streamed	547
both:	770
Hoopla	
new patrons	14
check outs	442
Kanopy	
downloads	208
HOOPLA + KANOPY:	650

REPORT OF PERSONNEL CHANGES						DATE PREPARED:	
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						01/22/24	
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY						PAGE 1 OF 12	
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
A	Kuil, Linda		Page	\$29,120.00		01/03/24	
APT	Cannet, Sherry		Page	\$15.00/HR	Up to 17.5 Hours	12/19/23	
SI	Cannet, Sherry		Page	\$16.00/HR	Up to 17.5 Hours	01/01/24	
TRS	Idrovo, Joel		Library Clerk	\$15.00/HR	Up to 17.5 Hours	12/28/23	
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"/>					The above changes are hereby certified as being in accordance with Civil Service requirements.		
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?							
<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED				
<input type="checkbox"/>	APPROVED AS NOTED	<input type="checkbox"/>		Signature of Appointing Authority			

REPORT OF PERSONNEL CHANGES						DATE PREPARED:	
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						01/22/24	
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY						PAGE 2 of 12	
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
SI	Klapak, Dawn		Library Clerk	\$16.00/HR	Up to 17.5 Hours	01/01/24	
TRS	Klapak, Dawn		Library Clerk	\$16.00/HR	Up to 17.5 Hours	01/12/24	
SI	Goodwin, Dylan		Page	\$16.00/HR	Up to 17.5 Hours	01/01/24	
SI	Podlesny, Arlene		Page	\$16.00/HR	Up to 17.5 Hours	01/01/24	
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"/>					The above changes are hereby certified as being in accordance with Civil Service requirements.		
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?							
<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED				
<input type="checkbox"/>	APPROVED AS NOTED	<input type="checkbox"/>		Signature of Appointing Authority			

JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY	PAGE 3 of 12
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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
SI	Amato, Robin		Library Clerk	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Benitez, Angelica		Library Clerk Span Speaking	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Delgado, Julianna		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Hicks, Diane		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	

<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 <input type="checkbox"/> 4. Submit a personnel change on the previous incumbent shown above? <input type="checkbox"/> <p> <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <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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REPORT OF PERSONNEL CHANGES						DATE PREPARED:	
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						01/22/24	
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY						PAGE 4 of 12	
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
SI	Lizardi, Alexia		Library Clerk	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	McDonald, Matthew		Custodial Worker I	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Medina-Maldonado, Madelin		Library Clerk	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Calvo, Christine		Library Clerk	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
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"/>					The above changes are hereby certified as being in accordance with Civil Service requirements.		
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 <input type="checkbox"/>							
4. Submit a personnel change on the previous incumbent shown above? <input type="checkbox"/>					Signature of Appointing Authority		
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DISAPPROVED					
<input type="checkbox"/> APPROVED AS NOTED							

REPORT OF PERSONNEL CHANGES						DATE PREPARED:	
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						01/22/24	
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY						PAGE 5 of 12	
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
SI	Cheema, Rafay		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Clancy, Dale		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Franzino, Emily		Library Clerk	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Hopkins, Caitlin		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
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? <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?					The above changes are hereby certified as being in accordance with Civil Service requirements.		
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DISAPPROVED		Signature of Appointing Authority			
<input type="checkbox"/> APPROVED AS NOTED		<input type="checkbox"/>					

REPORT OF PERSONNEL CHANGES						DATE PREPARED:	
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						01/22/24	
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY						PAGE 6 of 12	
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
SI	Mendoza, Andrea		Library Clerk Span Speaking	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Shapiro, David		Custodial Worker I	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Smith, Deanna		Library Clerk	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Squicciarini, Patrick		Custodial Worker I	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
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"/>					The above changes are hereby certified as being in accordance with Civil Service requirements.		
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? <input type="checkbox"/>					Signature of Appointing Authority		
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DISAPPROVED					
<input type="checkbox"/> APPROVED AS NOTED							

JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY	PAGE 7 of 12
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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
SI	Toranzo, William		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Benitez, Cesy		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Buck, Vincent		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Cabrera, Jenni		Library Clerk	\$16.00/HR	Up to 17.5 Hours	1/1/2024	

<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 <input type="checkbox"/> 4. Submit a personnel change on the previous incumbent shown above? <input type="checkbox"/> <p> <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <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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REPORT OF PERSONNEL CHANGES						DATE PREPARED:	
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						01/22/24	
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY						PAGE 8 of 12	
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
SI	Cabrera, Mayra		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Catalano, Joseph		Library Clerk	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	D'Angelo, Nichole		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	De La Beij, Monique		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
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"/>					The above changes are hereby certified as being in accordance with Civil Service requirements.		
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 <input type="checkbox"/>							
4. Submit a personnel change on the previous incumbent shown above? <input type="checkbox"/>					Signature of Appointing Authority		
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DISAPPROVED					
<input type="checkbox"/> APPROVED AS NOTED							

JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY	PAGE 9 of 12
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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
SI	Fattizzo, Daria		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Fattizzo, Vincent		Library Clerk	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Ivans, Ryan		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Jimenez, Alicia		Library Clerk Span Speaking	\$16.00/HR	Up to 17.5 Hours	1/1/2024	

<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 <input type="checkbox"/> 4. Submit a personnel change on the previous incumbent shown above? <input type="checkbox"/> <p> <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <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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JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY	PAGE 10 of 12
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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
SI	Kuil, Charles Jr.		Library Clerk	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Ledermann, Allison		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	McDowell, Calista		Library Clerk	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Mulvey, Kathleen		Library Clerk	\$16.00/HR	Up to 17.5 Hours	1/1/2024	

<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 <input type="checkbox"/> 4. Submit a personnel change on the previous incumbent shown above? <input type="checkbox"/> <p> <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <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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JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY	PAGE 11 of 12
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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
SI	Ratner, Mary		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Romero, Anna		Library Clerk	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Romero, Michelle		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Serrano, Carmen		Library Clerk Span Speaking	\$16.00/HR	Up to 17.5 Hours	1/1/2024	

<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 <input type="checkbox"/> 4. Submit a personnel change on the previous incumbent shown above? <input type="checkbox"/> <p> <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <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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JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY	PAGE 12 of 12
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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
SI	Taracena, Nohemy		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
SI	Vasquez, Hector		Page	\$16.00/HR	Up to 17.5 Hours	1/1/2024	
TRS	Chandler, Erica		Librarian I	\$26.54/HR	25 Hour	1/12/2024	

<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? 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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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.