

# **MEETING OF THE BOARD OF TRUSTEES**

**OF THE**

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

(Mastic Recreation Center)

**August 26, 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. CRS
  - 5. LITERACY SERVICES
  - 6. DIGITAL SERVICES
  - 7. INFORMATION TECHNOLOGY
  
- B. PERSONNEL
  - 1. RECOMMENDED CHANGES
  
- C. CONTINUING EDUCATION
  
- D. CONTRACTS / RENEWALS
  
- E. SEQRA – OUTDOOR LEARNING CENTER

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**X. EXECUTIVE SESSION**

**XI. ADJOURNMENT**

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

**September 23, 2024 @ 7:00PM**

# **DRAFT**

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

### **MINUTES OF JULY 22, 2024 ORGANIZATIONAL MEETING**

Trustee Maiorana called the organizational meeting to order at 7:00 pm. **CALL TO ORDER**

Present were Trustees Maiorana, Gross, Dubois, Furnari and Ricciardi, Director Rosalia, Assistant Director D'Amato, Business Manager Nowak, and Secretary Stirber. Mark Grossman and Chris Barletta from Sandpebble attended as guests. Rick Wiedersum of H2M Architects, attended via video teleconference. **PRESENT**

Motion by Gross, second by Furnari, to appoint Joseph Maiorana as President. Carried 5-0. **APPOINTMENT OF OFFICERS**

Motion by Dubois, second by Furnari, to appoint Wendy Gross as Vice President. Carried 5-0.

Motion by Dubois, second by Gross, to appoint Joseph Furnari as Clerk. Carried 5-0.

Motion by Gross, second by Furnari, to appoint Lorraine Squires as Treasurer. Carried 5-0. **APPOINTMENTS**

Motion by Furnari, second by Dubois, to appoint Kerrilynn Jorgensen as Assistant Treasurer. Carried 5-0.

Motion by Gross, second by Furnari, to appoint Joseph Schiano as Claims Auditor of the Mastics-Moriches-Shirley Community Library at a fee of \$6,000.00 per annum. Carried 5-0. **CLAIMS AUDITOR**

Motion by Ricciardi, second by Dubois, to appoint Kevin Seaman as the general legal counsel for the Mastics-Moriches-Shirley Community Library, at a semiannual retainer of \$9,000.00. Carried 5-0.

**ATTORNEYS**

Motion by Furnari, second by Ricciardi, to appoint Keane & Beane as labor legal counsel for the Mastics-Moriches-Shirley Community Library, at a monthly retainer of approximately \$2,042.00. Carried 5-0.

Motion by Dubois, second by Furnari, to appoint Baldessari & Coster LLP as the accounting firm for the Mastics-Moriches-Shirley Community Library at an annual fee of approximately \$25,000.00. In the course of this appointment the accounting firm shall review monthly accounting and financial reports, review internal accounting work performed, prepare the Library's annual state reports, provide accounting advice, and conduct the annual certified audit. The cost of any other extra work shall be negotiated by the Library Director and reported to the Board of Trustees. Carried 5-0.

**ACCOUNTANT**

Motion by Gross, second by Dubois, to appoint Joseph P. Price/Epic Brokers Cook Maran Agency as the Mastics-Moriches-Shirley Community Library's Insurance Agent. Carried 5-0.

**INSURANCE  
AGENT**

Motion by Ricciardi, second by Dubois, to appoint Chris Nowak as Records Management Officer. Carried 5-0.

**RECORDS  
MANAGEMENT**

Motion by Dubois, second by Furnari, to appoint Kerri Rosalia as the Custodian of Public Records and Freedom of Information Officer. Carried 5-0.

**CUSTODIAN OF  
PUBLIC  
RECORDS**

Motion by Furnari, second by Gross, to appoint Chris Nowak as the Affirmative Action Officer. Carried 5-0.

**AFFIRMATIVE  
ACTION OFFICER**

Motion by Furnari, second by Dubois, to designate Flushing Bank as legal depository of monies belonging to the Mastics-Moriches-Shirley Community Library of the Township of Brookhaven, County of Suffolk, State of New York, and that monies belonging to said Library shall be deposited in accordance with Library policy and General Municipal Law. Carried 5-0.

**DEPOSITORIES**

Motion by Gross, second by Furnari, to authorize Kerri Rosalia and Chris Nowak, Director, and Business Manager of the Mastics-Moriches-Shirley Community Library respectively, to negotiate jointly the purchase of investment vehicles for Library funds. Such investments shall be executed in accordance with Library policy and General Municipal Law. The Board of Trustees hereby designates as depositories of Library investments any financial institution which meets the criteria of the Library's investment policy and General Municipal Law for such investments. Preference however shall be given to institutions housed within the boundaries of the Library District. Carried 5-0.

**LIBRARY  
INVESTMENTS**

Motion by Dubois, second by Gross, to designate the *Long Island Advance* and *The South Shore Press*, as the newspapers which will carry required legal notices of the Mastics-Moriches-Shirley Community Library. Carried 5-0.

**OFFICIAL  
NEWSPAPERS**

Motion by Gross, second by Ricciardi, that the annual budget vote and trustee election will be held on Tuesday April 1, 2025. Carried 5-0.

**ANNUAL BUDGET  
VOTE AND  
TRUSTEE  
ELECTION**

Motion by Dubois , second by Gross, that petty cash funds be established as follows for FY 2024-2025:

**PETTY CASH FUNDS**

DEPARTMENT CUSTODIAN AMOUNT

Reference and Adult	Kerrilynn Jorgensen	\$100.00
Children & Parents’	Sylvia Maurer	\$100.00
Literacy Department	Lindsay Davis	\$100.00
CRS Department	Lorraine Squires	\$200.00
Business Office	Chris Nowak	\$150.00
Teen	Erika Irish	\$100.00
Information Technology	D. Belmonte	\$ 50.00

Carried 5-0.

Motion by Furnari, second by Gross, to reappoint Tara D’Amato as the Executive Director of the Community Library Friends of the Arts, Inc. of the Mastics-Moriches-Shirley Community Library at no fee. Carried 5-0.

**FRIENDS OF THE ARTS EXECUTIVE DIRECTOR**

Motion by Furnari, second by Gross, to reappoint the following as members of the Steering Committee of the Mastics-Moriches-Shirley Community Library Friends of the Arts, Inc. for FY 2024-2025: Michael Cordaro and Cynthia Sciacca. Carried 5-0.

**FRIENDS OF THE ARTS STEERING COMMITTEE**

Motion by Furnari, second by Dubois, to appoint Lindsay Davis as the Executive Director of the Community Family Literacy Project. Inc., at no fee. Carried 4-0.

**FAMILY LITERACY PROJECT EXECUTIVE DIRECTOR**

Motion by Gross, second by Furnari, to appoint the following as members of the Steering Committee of the Community Family Literacy Project for FY 2024 - 2025: Diana Davies, Michele DelMonte, Kerrilynn Jorgensen, Luz Gonzalez, Karen Dunne Kesnig and James Mazzarella. Carried 5-0.

**FAMILY LITERACY PROJECT STEERING COMITTEE**

Motion by Gross, second by Dubois, to maintain a reserve fund of approximately \$5,000.00 for the Mastics-Moriches-Shirley Community Library to pay current claims for unemployment as presented. Carried 5-0.

**UNEMPLOYMENT  
INSURANCE  
ACCOUNT**

Motion by Gross, second by Ricciardi, to maintain a reserve fund in the amount of \$555,555.00 for the Mastics-Moriches-Shirley Community Library to pay vacation and sick pay to resignees/retirees, if necessary. Carried 5-0.

**VACATION AND  
SICK PAY  
ACCOUNT**

Motion by Furnari, second by Gross, to adjourn the organizational meeting at 7:13 pm. Carried 5-0.

**ADJOURNMENT**

Respectfully submitted by,

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Madeline Stirber, Secretary

# **DRAFT**

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

### **MINUTES OF JULY 22, 2024 BOARD MEETING**

Trustee Maiorana called the meeting to order at 7:13 pm.

#### **CALL TO ORDER**

Present were Trustees Maiorana, Gross, Dubois, Furnari and Ricciardi, Director Rosalia, Assistant Director D’Amato, Business Manager Nowak, and Secretary Stirber. Mark Grossman and Chris Barletta from Sandpebble attended as guests. Rick Wiedersum of H2M Architects, attended via video teleconference.

#### **PRESENT**

#### **PERIOD OF PUBLIC EXPRESSION**

Motion by Furnari, second by Dubois, to accept the minutes of the June 24, 2024 Meeting of the Board of Trustees. Carried 5-0.

#### **APPROVAL OF MINUTES**

Motion by Furnari, second by Gross, to accept the minutes of the July 12, 2024 Special Meeting of the Board of Trustees. Carried 5-0.

Motion by Ricciardi, second by Gross, to approve the following Operating Fund Schedule of Claims dated July 22, 2024. Carried 5-0.

#### **SCHEDULE OF CLAIMS**

The Director began her report informing the Board that all information has been provided to complete the most recent round of grant applications. Ms. Rosalia then reported that progress is being made on the final touches at the main building. A purchase order has been issued for the furniture and Steve Burg has ordered the equipment for the maker space. The most recent developments inside the building include computers being installed at circulation, the café area is complete, tile is up and cabinetry has been installed. In addition, glass walls and doors have been installed in certain areas throughout the building. The alarm system is in and we are receiving quotes for monitoring both the security and fire alarm systems. The internet and IT systems are being worked on throughout the building.

#### **DIRECTOR**



Ms. Rosalia reported that the parking lot has been completed and the white parking lines have been painted. There was an issue with the paving and our neighbor's sanitary system and we are working with King Kullen representatives on that. The contractors are in final stages of putting together a punch list that will be addressed in the next few weeks. Ms. Rosalia reported to the Board that the elevator is having some issues and there is a delay in getting it operational. The Director then provided a sample of the lettering for the signage on the outside of the building. She explained that there is extensive signage that needs to be completed on the inside of the building including exit lighting and signs for the stairwells. The Director then explained that KLH will do the initial inspections and the State Education Department will confirm that we meet the current codes. We are hoping that the fire marshal will sign off on the building next month.

The Assistant Director began her report informing the board that the departments are all going through some hiring as evidenced by this month's CS-150. Ms. D'Amato reported that the concert series has begun and about 130-140 people attended the first concert. The next concert was more low-key event than the first with about 60 people but the weather has cooperated for all events so far. Ms. D'Amato reported that National Night Out is coming up on August 6<sup>th</sup> at the William Floyd High School. It is an amazing event for the community where local civic groups emphasize that safe streets mean a safe community.

**ASSISTANT  
DIRECTOR**

Mr. Nowak reported that our workers compensation audit is complete and our exposure rating is less than last year which should mean a refund. Mr. Nowak informed the board that it is the end of the fiscal year and once the auditors complete the audit the financial statements will be final. We are hoping that they can work at the 407 location when they come in September. In June we received the balance of the property tax receipts from the school district. The Business Manager reported that we will be meeting with a representative from Aflac to address our existing employee policies. Mr. Nowak informed the Board that we would be having an insurance inspection tomorrow at 407 with Utica. He then reported that the final adjustments have been made in the Stipulation of Agreement and it should be finalized later tomorrow. Finally, Mr. Nowak mentioned that we are communicating with King Kullen on the paving issues in the parking lot.

**BUSINESS  
MANAGER**

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

**PERSONNEL  
CHANGES**

**1. BOARD OF TRUSTEE MEETINGS – Fiscal Year 2024-2025**

**LIBRARY  
CALENDARS**

Motion by Furnari, second by Gross, to adopt the Library Board Meeting Calendar for FY 2024-2025 as presented (or amended). Carried 5-0.

**2. HOLIDAYS - Calendar Year 2025**

Motion by Gross, second by Dubois, to adopt the Library Holiday Calendar for CY 2025 as presented (or amended). Carried 5-0.

**1. Reading House LLC**

**CONTRACTS/  
RENEWALS**

Motion by Furnari, second by Dubois, to approve the agreement with Reading House LLC for a one-year subscription to new book alerts and author check service at a cost of \$3,000.00. Carried 5-0.

**2. Library Café Agreement**

Motion by Dubois, second by Gross, to table the approval of the Café agreement. Carried 5-0.

**3. Niche Academy**

Motion by Furnari, second by Riccardi, to approve the agreement with Niche Academy LLC for a one-year subscription to their online learning platform at a cost of \$1,920.00. Carried 5-0.

**4. T-Mobile for Government**

Motion by Furnari, second by Riccardi, to approve the agreement with T-Mobile for Government for a one-year subscription to their mobile hotspots for lending to Library patrons at a cost of \$1,578.50 per month. Carried 5-0.

**5. Blinds to Go**

Motion by Gross, second by Furnari, to approve the agreement with Blinds to Go to measure, furnish and install blinds at the Moriches Branch at a cost of \$11,661.53. Carried 5-0.

Motion by Dubois, second by Furnari, to move into Executive Session at 7:36 pm to discuss a contractual issue. Carried 5-0.

**EXECUTIVE  
SESSION**

Motion by Dubois, second by Gross, to leave Executive Session at 8:13 pm. Carried 5-0.

Motion by Furnari, second by Dubois, to approve the agreement with Brewport Coffee House as the operator of the Library's café in the Shirley location. Brewport Coffee House will pay to the Library a monthly 'rent' of \$100. Carried 5-0.

Motion by Furnari, second by Ricciardi, to approve the agreement with National Library Relocations, Inc., at a cost of \$17,128.00. Carried 5-0.

Motion by Furnari, second by Gross, to adjourn the meeting at 8:14 pm. Carried 5-0.

**ADJOURNMENT**

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***OPERATING FUNDS FINANCIAL REPORTS***

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

**JULY 2024**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

MMSCL  
 Operating Funds Monthly Report  
July 2024

PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
MONEY MARKET	\$ 5,637,068.45	\$ 181,171.57	\$ 1,774,852.00	\$ 21,267.05	\$ 4,064,655.07
CREDIT CARD M.M.	\$ 58,601.92	\$ 7,067.51	\$ 819.21	\$ 5.23	\$ 64,855.45
OPERATING	\$ 670,420.85	\$ 1,126,620.14	\$ 1,201,848.75	\$ 33.02	\$ 595,225.26
PAYROLL	\$ 30,916.46	\$ 648,231.86	\$ 483,155.13	\$ -	\$ 195,993.19
BOND REFERENDUM	\$ 462.65	\$ -	\$ 333.74	\$ 0.64	\$ 129.55
					<u>\$ 4,920,858.52</u>
				<b>TOTAL CASH</b>	<u><u>\$ 4,920,858.52</u></u>

BOT Meeting:  
 August 26, 2024

# MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

## Profit & Loss Budget Overview

July 2024

	Jul 24	% of Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
2000 · PROPERTY TAX REVENUES	0.00	0.0%
2082 · FINES AND FEES	120.01	4.8%
2360 · CONTRACTS WITH OTHER LIBR.	161,193.93	107.46%
2401 · INTEREST	21,305.94	9.47%
2650 · SALES OF EXCESS MATERIAL	2.50	
2701 · REFUNDS	0.00	0.0%
2705 · GIFTS AND DONATIONS	10.10	
2760 · SYSTEM & STATE AID	13,966.00	93.11%
2770 · UNCLASSIFIED REVENUE	9.90	
2771 · COPIER REVENUE - CONTRACT (R)	909.88	11.37%
2771A · COPIER REVENUE - INHOUSE (N)	120.00	
2772 · READER-PRINTER REVENUE	0.00	0.0%
2772A · ADULT-ADULT PRINTER	160.00	
2800 · PROGRAM RECEIPTS		
2805 · Program Receipts - Adult	621.00	
2820 · Venue Resales	6,517.50	
2800 · PROGRAM RECEIPTS - Other	0.00	0.0%
<b>Total 2800 · PROGRAM RECEIPTS</b>	<b>7,138.50</b>	<b>142.77%</b>
<b>Total Income</b>	<b>204,936.76</b>	<b>1.68%</b>
<b>Gross Profit</b>	<b>204,936.76</b>	<b>1.68%</b>
<b>Expense</b>		
6000 · SALARIES AND WAGES		
6141 · PROFESSIONAL SALARIES		

	<b>Jul 24</b>	<b>% of Budget</b>
6141A · PROFESSIONAL (ADULT)	47,070.22	6.49%
6141C · PROFESSIONAL (C&P)	27,646.88	5.8%
6141D · PROFESSIONAL (DIGITAL)	20,342.54	5.45%
6141G · PROFESSIONAL (GEN)	0.00	0.0%
6141N · PROFESSIONAL (TEEN)	24,281.19	4.79%
6141S · COMM SERV LIBR (SVC)	0.00	0.0%
6141T · PROFESSIONAL (TECH)	9,372.70	5.75%
<b>Total 6141 · PROFESSIONAL SALARIES</b>	<b>128,713.53</b>	<b>5.73%</b>
<b>6142 · CLERICAL SALARIES</b>		
6142A · CLERICAL (ADULT)	10,714.72	6.04%
6142C · CLERICAL (C&P)	11,507.23	6.61%
6142D · CLERICAL (DIGITAL)	6,568.96	10.94%
6142G · CLERICAL (GEN)	15,370.60	8.46%
6142L · CLERICAL (LIT)	21,059.38	6.18%
6142N · CLERICAL (TEEN)	7,030.73	3.47%
6142R · CLERICAL (CIRC)	18,295.22	3.99%
6142S · CLERICAL (SVC)	0.00	0.0%
6142T · CLERICAL (TECH)	0.00	0.0%
6142X · CLERICAL (WIRES)	557.70	3.11%
<b>Total 6142 · CLERICAL SALARIES</b>	<b>91,104.54</b>	<b>5.65%</b>
<b>6143 · PAGE SALARIES</b>		
6143A · PAGE (ADULT)	8,525.39	4.33%
6143C · PAGE (C&P)	7,994.95	4.2%
6143G · PAGE (GEN)	0.00	0.0%
6143L · PAGE (LIT)	1,462.82	6.92%
6143N · PAGE (TEEN)	0.00	0.0%
6143R · PAGE (CIRC)	0.00	0.0%
6143T · PAGE (TECH)	0.00	0.0%

	<b>Jul 24</b>	<b>% of Budget</b>
<b>Total 6143 · PAGE SALARIES</b>	17,983.16	3.82%
<b>6144 · CUSTODIAL</b>		
<b>6144G · CUSTODIAL</b>	20,547.19	3.45%
<b>Total 6144 · CUSTODIAL</b>	20,547.19	3.45%
<b>6145 · SECURITY</b>		
<b>6145G · SECURITY</b>	29,764.23	6.33%
<b>Total 6145 · SECURITY</b>	29,764.23	6.33%
<b>6146 · TECHNICIAN</b>		
<b>6146W · TECHNICAL (WIRES)</b>	10,642.58	5.47%
<b>Total 6146 · TECHNICIAN</b>	10,642.58	5.47%
<b>6147 · ADMINISTRATIVE</b>		
<b>Total 6147 · ADMINISTRATIVE</b>	43,320.46	9.25%
<b>Total 6000 · SALARIES AND WAGES</b>	342,075.69	5.65%
<b>6200 · EMPLOYEE BENEFITS</b>		
<b>9010 · RETIREMENT</b>	0.00	0.0%
<b>9030 · SOCIAL SECURITY</b>	25,299.58	6.27%
<b>9040 · WORKERS' COMPENSATION</b>	0.00	0.0%
<b>9050 · UNEMPLOYMENT INSURANCE</b>	0.00	0.0%
<b>9055 · DISABILTY INSURANCE</b>	1,658.55	8.83%
<b>9060 · MEDICAL INSURANCE</b>	104,991.25	8.58%
<b>Total 6200 · EMPLOYEE BENEFITS</b>	131,949.38	5.97%
<b>6410A · BOOKS (ADULT)</b>	2,842.54	1.9%
<b>6410C · BOOKS (C&amp;P)</b>	1,823.71	2.61%
<b>6410L · BOOKS (LIT)</b>	0.00	0.0%
<b>6410N · BOOKS (TEEN)</b>	458.73	2.09%
<b>6410T · BOOKS (TECH)</b>	0.00	0.0%
<b>6411A · MICRO/REF CD (ADULT)</b>	7,448.91	16.55%
<b>6411C · MICRO/REF CD (C&amp;P)</b>	559.13	3.73%



	<b>Jul 24</b>	<b>% of Budget</b>
6411L · MICRO/REF CD (LIT)	0.00	0.0%
6411N · MICRO/REF CD (TEEN)	139.78	0.93%
6412A · RECORDINGS (ADULT)	701.99	1.76%
6412C · RECORDINGS (C&P)	488.40	4.88%
6412L · RECORDINGS (LIT)	0.00	0.0%
6412N · RECORDINGS (TEEN)	0.00	0.0%
6413A · PERIODICALS (ADULT)	3,461.48	10.49%
6413C · PERIODICALS (C&P)	0.00	0.0%
6413D · PERIODICALS (ADM)	0.00	0.0%
6413G · PERIODICALS (GEN)	0.00	0.0%
6413L · PERIODICALS (LIT)	0.00	0.0%
6413N · PERIODICALS (TEEN)	0.00	0.0%
6413T · PERIODICALS (TECH)	0.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	0.0%
6417A · VIDEOS (ADULT)	703.86	0.78%
6417C · VIDEOS (C&P)	5.00	0.03%
6417L · VIDEOS (LIT)	0.00	0.0%
6417N · VIDEOS (TEEN)	0.00	0.0%
6419G · SOFTWARE (GEN)	6,232.78	13.85%
6419N · SOFTWARE (TEEN)	0.00	0.0%
6419T · SOFTWARE (TECH)	9,396.03	626.4%
6419W · SOFTWARE (WIRES)	0.00	0.0%
6428D · MISCELLANEOUS	0.00	0.0%
6429C · REALIA (C&P)	0.00	0.0%
6429L · REALIA (LIT)	0.00	0.0%
6430G · OFFICE AND LIBRARY SUPPLIES	6,358.54	7.48%
6431D · TELECOMMUNICATIONS	42,727.37	54.2%
6432G · CARTAGE	470.00	6.67%

	<b>Jul 24</b>	<b>% of Budget</b>
6433G · POSTAGE	3,764.47	7.53%
6434A · PRINTING (ADULT)	0.00	0.0%
6434C · PRINTING (C&P)	0.00	0.0%
6434G · PRINTING (GEN)	11,628.00	8.02%
6434L · PRINTING (LIT)	0.00	0.0%
6434N · PRINTING (TEEN)	0.00	0.0%
6434R · PRINTING (CIRC)	0.00	0.0%
6434S · PRINTING (COMM SRV)	0.00	0.0%
6435A · CED, CONF & TRAVEL (ADULT)	228.28	7.61%
6435C · CED, CONF & TRAVEL (C&P)	1,463.26	48.78%
6435D · CED, CONF & TRAVEL (ADM)	2,745.65	18.3%
6435Dig · CED, CONF & TRAVEL (DIGITAL)	370.30	12.34%
6435G · CED, CONF & TRAVEL (GEN)	-74.00	-7.4%
6435L · CED, CONF & TRAVEL (LIT)	175.00	5.83%
6435N · CED, CONF & TRAVEL (TEEN)	175.00	5.83%
6435R · CED, CONF & TRAVEL (CIRC)	175.00	5.83%
6435S · CED, CONF & TRAV (COMM SRV)	0.00	0.0%
6435T · CED, CONF & TRAVEL (TECH)	0.00	0.0%
6435W · CED, CONF & TRAVEL (WIRES)	175.00	17.5%
6436 · CONTRACTS	0.00	0.0%
6437A · PROGRAMS (ADULT)	8,644.89	14.41%
6437C · PROGRAMS (C&P)	4,321.30	6.65%
6437D · PROGRAMS (DIGITAL)	897.66	3.59%
6437L · PROGRAMS (LIT)	2,571.75	2.57%
6437N · PROGRAMS (TEEN)	2,866.75	13.03%
6437P · PROFESSIONAL FEES		
643760 · PLANTINGS	0.00	0.0%
643765 · PROMOTION AND PUBLICITY	8,027.00	6.18%

	<b>Jul 24</b>	<b>% of Budget</b>
643770 - CONTINGENCY	0.00	0.0%
6437P01 - ACCOUNTANT/AUDITOR	1,275.00	4.9%
6437P02 - AUDITOR	0.00	0.0%
6437P10 - ELECTION	4.50	0.06%
6437P11 - FSA ADMINISTRATION	132.50	8.18%
6437P12 - PAYROLL SERVICES	223.45	1.02%
6437P13 - ARMORED CAR SERVICE	0.00	0.0%
6437P14 - PIANO TUNING	0.00	0.0%
6437P15 - DOCUMENT MANAGEMENT/DESTRUCTION	0.00	0.0%
6437P16 - STAFF BACKGROUND SCREEN	0.00	0.0%
6437P17 - TRANSLATION SERVICES	8.75	5.83%
6437P3 - APPRAISAL SERVICES	240.00	48.0%
6437P4 - ATTORNEY	11,041.67	12.99%
6437P5 - BACKFLOW INSPECTION	0.00	0.0%
6437P6 - BOARD SECRETARY	0.00	0.0%
6437P7 - COLLECTION AGENCY	0.00	0.0%
6437P8 - DENITE SYSTEMS ANALYSIS	0.00	0.0%
6437P9 - EAP	0.00	0.0%
<b>Total 6437P - PROFESSIONAL FEES</b>	<b>20,952.87</b>	<b>7.25%</b>
6438 - DUES	0.00	0.0%
6439A - EQUIPMENT R & M (ADULT)	0.00	0.0%
6439C - EQUIPMENT R & M (C&P)	0.00	0.0%
6439G - EQUIPMENT R & M (GEN)	3,313.79	5.1%
6439N - EQUIPMENT R & M (TEEN)	0.00	0.0%
6439R - EQUIPMENT R & M (CIRC)	11,923.49	26.5%
6439T - EQUIPMENT R & M (TECH)	0.00	0.0%
6439W - EQUIPMENT R & M (WIRES)	0.00	0.0%
6450E - ELECTRICITY	7,813.52	7.81%

	<b>Jul 24</b>	<b>% of Budget</b>
6450F · FUEL/GAS	1,168.32	9.74%
6450W · WATER	0.00	0.0%
6451G · CUSTODIAL SUPPLIES	1,588.16	7.94%
6452G · BLDG ALTERATION AND MAINT	4,010.47	6.17%
6454 · INSURANCE	0.00	0.0%
6485G · Bank Fees	644.17	
6601 · BOND PRINCIPAL	0.00	0.0%
6701 · BOND INTEREST	0.00	0.0%
69800 · Uncategorized Expenses	0.00	0.0%
7203 · EQUIPMENT - Capital Purchases		
7203A · EQUIPMENT ADULT	0.00	0.0%
7203C · EQUIPMENT C & P	0.00	0.0%
7203D · EQUIPMENT ADMIN	6,406.09	21.35%
7203G · EQUIPMENT BUS OFF	0.00	0.0%
7203L · EQUIPMENT LITERACY	0.00	0.0%
7203N · EQUIPMENT TEEN	0.00	0.0%
7203R · EQUIPMENT CIRC	7,241.50	7.24%
7203T · EQUIPMENT TECH	7,241.50	100.0%
7203W · EQUIPMENT WIRE	2,989.44	2.22%
<b>Total 7203 · EQUIPMENT - Capital Purchases</b>	<b>23,878.53</b>	<b>5.79%</b>
<b>Total Expense</b>	<b>673,264.95</b>	<b>5.51%</b>
<b>Net Ordinary Income</b>	<b>-468,328.19</b>	<b>100.0%</b>
<b>Other Income/Expense</b>		
<b>Other Expense</b>		
<b>7500 · BUILDING IMPROVEMENTS</b>	<b>741,961.96</b>	
<b>Total Other Expense</b>	<b>741,961.96</b>	
<b>Net Other Income</b>	<b>-741,961.96</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-1,210,290.15</b>	<b>100.0%</b>

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***CAPITAL FUND FINANCIAL REPORT***

**JULY 2024**

**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-24		\$ 6,363,527.99	\$ 27,004.66	\$ -	\$ 6,390,532.65
				Grand Total :	\$ 6,390,532.65

\*\*\*\*\*  
**SCHEDULE OF CLAIMS**  
**PRESENTED AUGUST 26, 2024**  
 \*\*\*\*\*

PREPAY PAYABLES WARRANT #1		\$	88,539.26
PAYABLES WARRANT #2		\$	949,843.21
PAYROLL WARRANT W.E.	7/30/2024	\$	172,672.88
PAYROLL BENEFITS WARRANT		\$	32,741.63
PAYROLL WARRANT W.E.	8/13/2024	\$	171,211.77
PAYROLL BENEFITS WARRANT		\$	118,643.81
		<b>\$</b>	<b>1,533,652.56</b>

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

\_\_\_\_\_  
 Secretary

**Mastics Moriches Shirley Community Library**  
**AUGUST 26, 2024**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67698</b>	<b>07/24/2024</b>	<b>American Express</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	071424	07/14/2024		6413A · PERIODICALS (ADULT)	-310.73
				6413A · PERIODICALS (ADULT)	-384.93
				6419G · SOFTWARE (GEN)	-6,110.07
				6430G · OFFICE AND LIBRARY SUPPLIES	-1,113.04
				6431D · TELECOMMUNICATIONS	-822.96
				6433G · POSTAGE	-118.36
				6435D · CED, CONF & TRAVEL (ADM)	-2,159.09
				6435C · CED, CONF & TRAVEL (C&P)	-1,206.44
				6435Dig · CED, CONF & TRAVEL (DIGITAL)	-149.14
				643765 · PROMOTION AND PUBLICITY	-225.79
				6437A · PROGRAMS (ADULT)	-471.18
				6437C · PROGRAMS (C&P)	-272.25
				6437N · PROGRAMS (TEEN)	-272.24
				6437N · PROGRAMS (TEEN)	-17.89
				6439G · EQUIPMENT R & M (GEN)	-37.91
				6452G · BLDG ALTERATION AND MAINT	-82.06
TOTAL					<u>-13,754.08</u>
<b>Bill Pmt -Check</b>	<b>67699</b>	<b>07/24/2024</b>	<b>AVAYA LLC</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	Strmnt 2734840981	07/18/2024		6419G · SOFTWARE (GEN)	-90.00
TOTAL					<u>-90.00</u>
<b>Bill Pmt -Check</b>	<b>67700</b>	<b>07/24/2024</b>	<b>PSEGLI -- Moriches</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	0614--071524 At5041	07/15/2024		6450E · ELECTRICITY	-1,633.15
TOTAL					<u>-1,633.15</u>



**Mastics Moriches Shirley Community Library**  
**AUGUST 26, 2024**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67701</b>	<b>07/25/2024</b>	<b>PSEGLI -- NeighborhoodRdMasticBeach</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	0615--071624 at3511	07/16/2024		6450E · ELECTRICITY	-194.16
Bill	0615--071624 at3561	07/16/2024		6450E · ELECTRICITY	-1,701.09
Bill	0615--071624 at3541	07/16/2024		6450E · ELECTRICITY	-387.24
TOTAL					<u>-2,282.49</u>
<b>Bill Pmt -Check</b>	<b>67702</b>	<b>07/25/2024</b>	<b>Amazon Business</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	1QGQ-3MW6-QQQN	07/15/2024		6410A · BOOKS (ADULT)	-63.63
				6410C · BOOKS (C&P)	-274.17
				6430G · OFFICE AND LIBRARY SUPPLIES	-143.44
				6437A · PROGRAMS (ADULT)	-70.53
				6437C · PROGRAMS (C&P)	-378.26
				6437D · PROGRAMS (DIGITAL)	-88.78
				6437N · PROGRAMS (TEEN)	-285.58
TOTAL					<u>-1,304.39</u>
<b>Bill Pmt -Check</b>	<b>67703</b>	<b>08/01/2024</b>	<b>Home Depot Credit Services</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	071924	07/19/2024		6451G · CUSTODIAL SUPPLIES	-150.97
TOTAL					<u>-150.97</u>
<b>Bill Pmt -Check</b>	<b>67704</b>	<b>08/01/2024</b>	<b>National Grid</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	071824 Moriches	07/18/2024		6450F · FUEL/GAS	-55.24
TOTAL					<u>-55.24</u>

**Mastics Moriches Shirley Community Library**  
**AUGUST 26, 2024**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67705</b>	<b>08/01/2024</b>	<b>T-Mobile</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	072324	07/23/2024		6437D · PROGRAMS (DIGITAL)	-804.28
TOTAL					<u>-804.28</u>
<b>Bill Pmt -Check</b>	<b>67706</b>	<b>08/02/2024</b>	<b>Wex Bank</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	98822047	07/31/2024		6450F · FUEL/GAS	-254.82
				6450F · FUEL/GAS	-148.68
TOTAL					<u>-403.50</u>
<b>Bill Pmt -Check</b>	<b>67707</b>	<b>08/07/2024</b>	<b>Paychex of New York LLC</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	2024080100	08/01/2024		6437P12 · PAYROLL SERVICES	-2,368.92
TOTAL					<u>-2,368.92</u>
<b>Bill Pmt -Check</b>	<b>67708</b>	<b>08/07/2024</b>	<b>Void - print error</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
TOTAL					0.00
<b>Bill Pmt -Check</b>	<b>67709</b>	<b>08/07/2024</b>	<b>Town of Brookhaven Highway Department</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	CommLibPrkngLotImpr	08/07/2024		7500 · BUILDING IMPROVEMENTS	-2,228.00
TOTAL					<u>-2,228.00</u>
<b>Bill Pmt -Check</b>	<b>67710</b>	<b>08/09/2024</b>	<b>Town of Brookhaven Highway Department</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	CommLibPrkngLotImpr	08/09/2024		7500 · BUILDING IMPROVEMENTS	-51,000.00
TOTAL					<u>-51,000.00</u>

**Mastics Moriches Shirley Community Library**  
**AUGUST 26, 2024**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67711</b>	<b>08/12/2024</b>	<b>Xerox Financial Services</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	6093202	08/12/2024		6439G · EQUIPMENT R & M (GEN)	-2,882.08
TOTAL					<u>-2,882.08</u>
<b>Bill Pmt -Check</b>	<b>67712</b>	<b>08/13/2024</b>	<b>Sam's Club</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	080824	08/08/2024		6430G · OFFICE AND LIBRARY SUPPLIES	-145.44
				6437C · PROGRAMS (C&P)	-59.96
				6437N · PROGRAMS (TEEN)	-43.02
				6451G · CUSTODIAL SUPPLIES	-83.56
TOTAL					<u>-331.98</u>
<b>Bill Pmt -Check</b>	<b>67713</b>	<b>08/14/2024</b>	<b>Postmaster MasticBeach</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	NL092024	08/16/2024		6433G · POSTAGE	-3,145.48
TOTAL					<u>-3,145.48</u>
<b>Bill Pmt -Check</b>	<b>67714</b>	<b>08/15/2024</b>	<b>PSEGLI</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	0705--080224 act7541	08/05/2024		6450E · ELECTRICITY	-283.79
Bill	0705--080624 act7561	08/09/2024		6450E · ELECTRICITY	-5,164.63
TOTAL					<u>-5,448.42</u>
<b>Bill Pmt -Check</b>	<b>67715</b>	<b>08/19/2024</b>	<b>AVAYA LLC</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	Strmnt 2734851532	08/18/2024		6419G · SOFTWARE (GEN)	-90.00
TOTAL					<u>-90.00</u>

**Mastics Moriches Shirley Community Library**  
**AUGUST 26, 2024**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	67716	08/19/2024	National Grid	L0225 · FLUSHING BANK - OPERATING	
Bill	0628--073124 ML70019	07/24/2024		6450F · FUEL/GAS	-42.83
TOTAL					<u>-42.83</u>
Bill Pmt -Check	67717	08/20/2024	Paychex	L0225 · FLUSHING BANK - OPERATING	
Bill	Strmnt 29467996	08/17/2024		6437P12 · PAYROLL SERVICES	-223.45
TOTAL					<u>-223.45</u>
Bill Pmt -Check	67718	08/21/2024	Quadient Finance USA, Inc. -- pstg refill	L0225 · FLUSHING BANK - OPERATING	
Bill	081524	08/15/2024		6433G · POSTAGE	-300.00
TOTAL					<u>-300.00</u>

**I hereby certify that at a meeting on August 26, 2024  
the above vouchers were approved and authorized.**

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

**-88,539.26**

# Mastics Moriches Shirley Community Library

AUGUST 26, 2024

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67719</b>	<b>08/26/2024</b>	<b>4imprint</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	12858793	08/12/2024		6430G · OFFICE AND LIBRARY SUPPLIES	-317.19
TOTAL					<u>-317.19</u>
<b>Bill Pmt -Check</b>	<b>67720</b>	<b>08/26/2024</b>	<b>Acosta Moreno, Alba A.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	070824	07/08/2024		6437L · PROGRAMS (LIT)	-25.50
TOTAL					<u>-25.50</u>
<b>Bill Pmt -Check</b>	<b>67721</b>	<b>08/26/2024</b>	<b>American Button Machines</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	256076	07/16/2024		6437N · PROGRAMS (TEEN)	-100.10
TOTAL					<u>-100.10</u>
<b>Bill Pmt -Check</b>	<b>67722</b>	<b>08/26/2024</b>	<b>Archampong, Chevonne A.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	073124	07/31/2024		6437L · PROGRAMS (LIT)	-544.00
TOTAL					<u>-544.00</u>
<b>Bill Pmt -Check</b>	<b>67723</b>	<b>08/26/2024</b>	<b>Ashton, Ruth</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	070824	07/08/2024		6437L · PROGRAMS (LIT)	-31.50
TOTAL					<u>-31.50</u>
<b>Bill Pmt -Check</b>	<b>67724</b>	<b>08/26/2024</b>	<b>Baker &amp; Taylor</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	5018922767	07/15/2024		6410A · BOOKS (ADULT)	-486.84
Bill	5018977729	07/15/2024		6410N · BOOKS (TEEN)	-199.32
Bill	5018971509	07/15/2024		6410C · BOOKS (C&P)	-707.31

# Mastics Moriches Shirley Community Library

AUGUST 26, 2024

## WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill	5018981563	07/15/2024		6410C · BOOKS (C&P)	-642.41
Bill	5019000996	07/15/2024		6410C · BOOKS (C&P)	-253.25
Bill	5019024442	07/23/2024		6412C · RECORDINGS (C&P)	-88.80
Bill	5018997899	07/24/2024		6410N · BOOKS (TEEN)	-29.65
Bill	5019006235	07/30/2024		6410N · BOOKS (TEEN)	-229.76
Bill	5019006300	07/31/2024		6410A · BOOKS (ADULT)	-650.94
Bill	5019011032	08/02/2024		6410C · BOOKS (C&P)	-1,716.73
Bill	5019015112	08/05/2024		6410A · BOOKS (ADULT)	-1,469.09
Bill	5018994545	08/06/2024		6410A · BOOKS (ADULT)	-381.82
TOTAL					<u>-6,855.92</u>
<b>Bill Pmt -Check</b>	<b>67725</b>	<b>08/26/2024</b>	<b>Beach Oak Designs</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	081324 Morich	08/13/2024		6437A · PROGRAMS (ADULT)	-150.00
TOTAL					<u>-150.00</u>
<b>Bill Pmt -Check</b>	<b>67726</b>	<b>08/26/2024</b>	<b>BenAnna Band</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	081024	08/10/2024		6437C · PROGRAMS (C&P)	-350.00
TOTAL					<u>-350.00</u>
<b>Bill Pmt -Check</b>	<b>67727</b>	<b>08/26/2024</b>	<b>Bertos, Kathleen - Staff</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	JuneJuly2024	08/09/2024		6435G · CED, CONF & TRAVEL (GEN)	-76.78
TOTAL					<u>-76.78</u>
<b>Bill Pmt -Check</b>	<b>67728</b>	<b>08/26/2024</b>	<b>Blick Art Materials</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	3522974	08/09/2024		6437N · PROGRAMS (TEEN)	-124.98
TOTAL					<u>-124.98</u>

Mastics Moriches Shirley Community Library

AUGUST 26, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67729</b>	<b>08/26/2024</b>	<b>Blinds To Go (US) Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	994-156149	08/07/2024		7203A · EQUIPMENT ADULT	-2,332.31
				7203C · EQUIPMENT C & P	-2,332.31
				7203N · EQUIPMENT TEEN	-2,332.31
				7203R · EQUIPMENT CIRC	-2,332.30
				7203D · EQUIPMENT ADMIN	-2,332.30
TOTAL					<u>-11,661.53</u>
<b>Bill Pmt -Check</b>	<b>67730</b>	<b>08/26/2024</b>	<b>Brennan, Joanna</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	073024	07/30/2024		6437A · PROGRAMS (ADULT)	-27.00
TOTAL					<u>-27.00</u>
<b>Bill Pmt -Check</b>	<b>67731</b>	<b>08/26/2024</b>	<b>Brookhaven Locksmiths, Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	176074	08/07/2024		6452G · BLDG ALTERATION AND MAINT	-180.00
TOTAL					<u>-180.00</u>
<b>Bill Pmt -Check</b>	<b>67732</b>	<b>08/26/2024</b>	<b>Burns, Melissa A.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	071724	07/17/2024		6437N · PROGRAMS (TEEN)	-237.27
Bill	081224	08/12/2024		6437N · PROGRAMS (TEEN)	-241.20
TOTAL					<u>-478.47</u>

Mastics Moriches Shirley Community Library

AUGUST 26, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67733</b>	<b>08/26/2024</b>	<b>CALLAHEAD</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	1974141 MB BusOfc	07/22/2024		6452G · BLDG ALTERATION AND MAINT	-415.00
Bill	1984644 MB BusOfc	08/16/2024		6452G · BLDG ALTERATION AND MAINT	-415.00
Bill	1986212 MB BusOfc	08/20/2024		6451G · CUSTODIAL SUPPLIES	-40.00
TOTAL					<u>-870.00</u>
<b>Bill Pmt -Check</b>	<b>67734</b>	<b>08/26/2024</b>	<b>CALLAHEAD</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	1976508 MB Lit	07/29/2024		6452G · BLDG ALTERATION AND MAINT	-799.00
TOTAL					<u>-799.00</u>
<b>Bill Pmt -Check</b>	<b>67832</b>	<b>08/26/2024</b>	<b>CALLAHEAD</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	1975008 Main Lib	07/25/2024		7500 · BUILDING IMPROVEMENTS	-624.00
TOTAL					<u>-624.00</u>
<b>Bill Pmt -Check</b>	<b>67735</b>	<b>08/26/2024</b>	<b>Cassone Leasing, Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	1242083 MasticB--Lit	08/01/2024		6452G · BLDG ALTERATION AND MAINT	-485.00
Bill	1242601 BusOfc MBch	08/01/2024		6452G · BLDG ALTERATION AND MAINT	-873.00
TOTAL					<u>-1,358.00</u>
<b>Bill Pmt -Check</b>	<b>67736</b>	<b>08/26/2024</b>	<b>Cassone Leasing, Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	R-1911244 MainLib	08/13/2024		6452G · BLDG ALTERATION AND MAINT	-650.14
TOTAL					<u>-650.14</u>



**Mastics Moriches Shirley Community Library**

**AUGUST 26, 2024**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67737</b>	<b>08/26/2024</b>	<b>CDW Government, Inc.</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	SK91118	07/19/2024		7203W - EQUIPMENT WIRE	-719.25
Bill	ST30925	08/08/2024		7203W - EQUIPMENT WIRE	-317.22
Bill	ST42910	08/08/2024		7203W - EQUIPMENT WIRE	-4,740.50
Bill	ST84748	08/09/2024		7203W - EQUIPMENT WIRE	-4,071.75
Bill	AA1C85G	08/12/2024		7203W - EQUIPMENT WIRE	-722.07
Bill	AA1GJ2B	08/12/2024		7203W - EQUIPMENT WIRE	-910.60
TOTAL					<u>-11,481.39</u>
<b>Bill Pmt -Check</b>	<b>67738</b>	<b>08/26/2024</b>	<b>Central Islip Public Library</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	081524	08/15/2024		6410A - BOOKS (ADULT)	-17.00
TOTAL					<u>-17.00</u>
<b>Bill Pmt -Check</b>	<b>67739</b>	<b>08/26/2024</b>	<b>Connection</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	75357528	07/16/2024		6430G - OFFICE AND LIBRARY SUPPLIES	-740.34
Bill	75289077 dt 05/10/24	07/18/2024		6430G - OFFICE AND LIBRARY SUPPLIES	-740.34
Bill	75289078 dt 05/10/24	07/18/2024		6430G - OFFICE AND LIBRARY SUPPLIES	-1,163.39
Bill	75538360	07/27/2024		6430G - OFFICE AND LIBRARY SUPPLIES	-423.05
Bill	75572927	08/08/2024		6430G - OFFICE AND LIBRARY SUPPLIES	-740.34
Bill	75141633	08/12/2024		6430G - OFFICE AND LIBRARY SUPPLIES	-423.05
Bill	75046972 orig022924	08/22/2024	Connection	L0600 - ACCOUNTS PAYABLE	0.00
TOTAL					<u>-4,230.51</u>

**Mastics Moriches Shirley Community Library**

**AUGUST 26, 2024**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67740</b>	<b>08/26/2024</b>	<b>Currao-McAleavey, Carmella</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	071124 teens	07/11/2024		6437N · PROGRAMS (TEEN)	-125.00
Bill	080924 teens	08/09/2024		6437N · PROGRAMS (TEEN)	-200.00
TOTAL					<u>-325.00</u>
<b>Bill Pmt -Check</b>	<b>67741</b>	<b>08/26/2024</b>	<b>D-Tech International USA LLC</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	2933	08/13/2024		6439R · EQUIPMENT R & M (CIRC)	-2,050.00
TOTAL					<u>-2,050.00</u>
<b>Bill Pmt -Check</b>	<b>67742</b>	<b>08/26/2024</b>	<b>Dantzler, Erica</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	072724	07/27/2024		6437C · PROGRAMS (C&P)	-175.00
TOTAL					<u>-175.00</u>
<b>Bill Pmt -Check</b>	<b>67743</b>	<b>08/26/2024</b>	<b>Demco</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	7516846	08/07/2024		6430G · OFFICE AND LIBRARY SUPPLIES	-560.40
TOTAL					<u>-560.40</u>
<b>Bill Pmt -Check</b>	<b>67744</b>	<b>08/26/2024</b>	<b>Diaz III, Humberto</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	081724	08/17/2024		6437A · PROGRAMS (ADULT)	-320.00
TOTAL					<u>-320.00</u>

**Mastics Moriches Shirley Community Library**

**AUGUST 26, 2024**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67745</b>	<b>08/26/2024</b>	<b>Dynaire LLC</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	7509	08/05/2024		6452G · BLDG ALTERATION AND MAINT	-5,115.00
Bill	7519	08/05/2024		6452G · BLDG ALTERATION AND MAINT	-5,115.00
TOTAL					<u>-10,230.00</u>
<b>Bill Pmt -Check</b>	<b>67746</b>	<b>08/26/2024</b>	<b>East End Sign Design</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	36011	07/17/2024		6437A · PROGRAMS (ADULT)	-228.00
				6437C · PROGRAMS (C&P)	-226.00
				6437N · PROGRAMS (TEEN)	-226.00
TOTAL					<u>-680.00</u>
<b>Bill Pmt -Check</b>	<b>67747</b>	<b>08/26/2024</b>	<b>EBSCO A</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	9258018	07/03/2024		6413A · PERIODICALS (ADULT)	-2,762.10
TOTAL					<u>-2,762.10</u>
<b>Bill Pmt -Check</b>	<b>67748</b>	<b>08/26/2024</b>	<b>EnvisionWare Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	INV-US-71576 MLgate	07/22/2024		7203T · EQUIPMENT TECH	-5,329.00
				7203R · EQUIPMENT CIRC	-5,329.00
Bill	INV-US-71640 MLmaint	07/24/2024		6419T · SOFTWARE (TECH)	-7,729.05
Bill	INV-US-71868 MLgate	07/31/2024		7203T · EQUIPMENT TECH	-1,912.50
				7203R · EQUIPMENT CIRC	-1,912.50
Bill	INV-US-72018 MLgate	08/10/2024		7203T · EQUIPMENT TECH	-1,705.00
				7203R · EQUIPMENT CIRC	-1,705.00
TOTAL					<u>-25,622.05</u>

Mastics Moriches Shirley Community Library

AUGUST 26, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67749</b>	<b>08/26/2024</b>	<b>Faronics Technologies USA Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	INUS0227145 renewals	08/14/2024		6419W · SOFTWARE (WIRES)	-12,741.87
TOTAL					<u>-12,741.87</u>
<b>Bill Pmt -Check</b>	<b>67750</b>	<b>08/26/2024</b>	<b>Fastenal Company</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	NYBEP67450	07/17/2024		6451G · CUSTODIAL SUPPLIES	-132.22
Bill	NYBEP67606	08/01/2024		6451G · CUSTODIAL SUPPLIES	-78.56
Bill	NYBEP67720	08/13/2024		6451G · CUSTODIAL SUPPLIES	-423.96
TOTAL					<u>-634.74</u>
<b>Bill Pmt -Check</b>	<b>67751</b>	<b>08/26/2024</b>	<b>Fattizzo, Daria Anne</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	072424	07/24/2024		6437L · PROGRAMS (LIT)	-208.25
TOTAL					<u>-208.25</u>
<b>Bill Pmt -Check</b>	<b>67752</b>	<b>08/26/2024</b>	<b>Franco, Corinne</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	071724	07/17/2024		6437A · PROGRAMS (ADULT)	-100.00
Bill	080724	08/07/2024		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-200.00</u>
<b>Bill Pmt -Check</b>	<b>67753</b>	<b>08/26/2024</b>	<b>Franzino, Aprillynn -- staff</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	080724	08/07/2024		6437C · PROGRAMS (C&P)	-46.75
TOTAL					<u>-46.75</u>

Mastics Moriches Shirley Community Library

AUGUST 26, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67754</b>	<b>08/26/2024</b>	<b>George, Ivette</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	071124	07/11/2024		6437L · PROGRAMS (LIT)	-136.00
TOTAL					<u>-136.00</u>
<b>Bill Pmt -Check</b>	<b>67755</b>	<b>08/26/2024</b>	<b>Gondal, Gul Sanobar</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	080124	08/01/2024		6437L · PROGRAMS (LIT)	-382.50
TOTAL					<u>-382.50</u>
<b>Bill Pmt -Check</b>	<b>67756</b>	<b>08/26/2024</b>	<b>Grainger</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	9186632957	07/18/2024		6451G · CUSTODIAL SUPPLIES	-96.66
				6430G · OFFICE AND LIBRARY SUPPLIES	-161.66
Bill	9207845307	08/07/2024		6451G · CUSTODIAL SUPPLIES	-116.52
TOTAL					<u>-374.84</u>
<b>Bill Pmt -Check</b>	<b>67757</b>	<b>08/26/2024</b>	<b>Griffin Group Global</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	31-2024	07/31/2024		6435A · CED, CONF & TRAVEL (ADULT)	-175.00
				6435C · CED, CONF & TRAVEL (C&P)	-175.00
				6435D · CED, CONF & TRAVEL (ADM)	-175.00
				6435Dig · CED, CONF & TRAVEL (DIGITAL)	-175.00
				6435G · CED, CONF & TRAVEL (GEN)	-175.00
				6435L · CED, CONF & TRAVEL (LIT)	-175.00
				6435N · CED, CONF & TRAVEL (TEEN)	-175.00
				6435R · CED, CONF & TRAVEL (CIRC)	-175.00
				6435W · CED, CONF & TRAVEL (WIRES)	-175.00
TOTAL					<u>-1,575.00</u>

Mastics Moriches Shirley Community Library

AUGUST 26, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	67758	08/26/2024	Guise, Carolyn	L0225 - FLUSHING BANK - OPERATING	
Bill	080924	08/09/2024		6437A - PROGRAMS (ADULT)	-200.00
TOTAL					-200.00
Bill Pmt -Check	67759	08/26/2024	H2M architects + engineers	L0225 - FLUSHING BANK - OPERATING	
Bill	266049	07/26/2024		7500 - BUILDING IMPROVEMENTS	-2,320.00
TOTAL					-2,320.00
Bill Pmt -Check	67760	08/26/2024	Hargadon, Steven D.	L0225 - FLUSHING BANK - OPERATING	
Bill	07242024-488	07/24/2024		6435C - CED, CONF & TRAVEL (C&P)	-149.00
TOTAL					-149.00
Bill Pmt -Check	67761	08/26/2024	Hartcorn Plmbg & Heating Inc	L0225 - FLUSHING BANK - OPERATING	
Bill	90987	07/24/2024		6452G - BLDG ALTERATION AND MAINT	-556.97
TOTAL					-556.97
Bill Pmt -Check	67833	08/26/2024	Hartcorn Plmbg & Heating Inc	L0225 - FLUSHING BANK - OPERATING	
Bill	App 8 MainLib Sprklr	07/31/2024		7500 - BUILDING IMPROVEMENTS	-3,325.00
TOTAL					-3,325.00
Bill Pmt -Check	67834	08/26/2024	Hartcorn Plmbg & Heating Inc	L0225 - FLUSHING BANK - OPERATING	
Bill	App 9 MainLib Plumb	07/31/2024		7500 - BUILDING IMPROVEMENTS	-19,000.00
TOTAL					-19,000.00

**Mastics Moriches Shirley Community Library**

**AUGUST 26, 2024**

**WARRANT**

	<b>Type</b>	<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Paid Amount</b>
	<b>Bill Pmt -Check</b>	<b>67762</b>	<b>08/26/2024</b>	<b>Heavey, Anne M.</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
	Bill	071524	07/15/2024		6437A · PROGRAMS (ADULT)	<u>-365.00</u>
TOTAL						-365.00
	<b>Bill Pmt -Check</b>	<b>67763</b>	<b>08/26/2024</b>	<b>Industrial Appraisal Company</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
	Bill	4699425 07/01/24	07/31/2024		6437P3 · APPRAISAL SERVICES	<u>-240.00</u>
TOTAL						-240.00
	<b>Bill Pmt -Check</b>	<b>67764</b>	<b>08/26/2024</b>	<b>Islip Public Library</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
	Bill	081924	08/19/2024		6419G · SOFTWARE (GEN)	<u>-59.99</u>
TOTAL						-59.99
	<b>Bill Pmt -Check</b>	<b>67765</b>	<b>08/26/2024</b>	<b>Janowitz, Laurie</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
	Bill	080724	08/07/2024		6437A · PROGRAMS (ADULT)	<u>-325.00</u>
TOTAL						-325.00
	<b>Bill Pmt -Check</b>	<b>67766</b>	<b>08/26/2024</b>	<b>Jimenez, Alicia -- staff</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
	Bill	Apr--Jun 2024	08/15/2024		6435L · CED, CONF & TRAVEL (LIT)	<u>-82.01</u>
TOTAL						-82.01
	<b>Bill Pmt -Check</b>	<b>67767</b>	<b>08/26/2024</b>	<b>Jorgensen, Kerrilynn - staff</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
	Bill	071824	07/18/2024		6435A · CED, CONF & TRAVEL (ADULT)	<u>-53.28</u>
TOTAL						-53.28

**Mastics Moriches Shirley Community Library**

**AUGUST 26, 2024**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67768</b>	<b>08/26/2024</b>	<b>Joseph A. Schiano, CPA, P.C.</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	2024-129	08/02/2024		6437P02 - AUDITOR	-500.00
Bill	2024-130	08/14/2024		6437P02 - AUDITOR	-500.00
TOTAL					<u>-1,000.00</u>
<b>Bill Pmt -Check</b>	<b>67769</b>	<b>08/26/2024</b>	<b>Joyful Day Ceremonies LLC</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	071124	07/11/2024		6437A - PROGRAMS (ADULT)	-250.00
Bill	080124	08/01/2024		6437A - PROGRAMS (ADULT)	-250.00
TOTAL					<u>-500.00</u>
<b>Bill Pmt -Check</b>	<b>67770</b>	<b>08/26/2024</b>	<b>Kanopy Inc</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	409138-PPU	07/31/2024		6417A - VIDEOS (ADULT)	-163.00
				6417C - VIDEOS (C&P)	-5.00
TOTAL					<u>-168.00</u>
<b>Bill Pmt -Check</b>	<b>67771</b>	<b>08/26/2024</b>	<b>Karant, Roberta</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	072324	07/23/2024		6437C - PROGRAMS (C&P)	-690.00
TOTAL					<u>-690.00</u>
<b>Bill Pmt -Check</b>	<b>67772</b>	<b>08/26/2024</b>	<b>Keane &amp; Beane, P.C.</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	108061	08/21/2024		6437P4 - ATTORNEY	-1,088.75
Bill	108062	08/21/2024		6437P4 - ATTORNEY	-2,041.67
Bill	108063	08/21/2024		6437P4 - ATTORNEY	-83.75
TOTAL					<u>-3,214.17</u>



**Mastics Moriches Shirley Community Library**

**AUGUST 26, 2024**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67773</b>	<b>08/26/2024</b>	<b>Kelly-Edmunds, Anne M.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	070824	08/12/2024		6437A · PROGRAMS (ADULT)	-150.00
TOTAL					<u>-150.00</u>
<b>Bill Pmt -Check</b>	<b>67774</b>	<b>08/26/2024</b>	<b>King Kullen</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	350601222418	07/02/2024		6437N · PROGRAMS (TEEN)	-111.69
Bill	352100212418	07/02/2024		6437N · PROGRAMS (TEEN)	-13.95
Bill	350601122418	07/05/2024		6437N · PROGRAMS (TEEN)	-31.81
Bill	350300452419	07/09/2024		6437N · PROGRAMS (TEEN)	-48.18
Bill	650400062419	07/11/2024		6437N · PROGRAMS (TEEN)	-67.82
Bill	352200222419	07/11/2024		6437N · PROGRAMS (TEEN)	-15.05
TOTAL					<u>-288.50</u>
<b>Bill Pmt -Check</b>	<b>67775</b>	<b>08/26/2024</b>	<b>Language Line Services Inc</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	11364803	07/31/2024		6437P17 · TRANSLATION SERVICES	-8.75
TOTAL					<u>-8.75</u>
<b>Bill Pmt -Check</b>	<b>67835</b>	<b>08/26/2024</b>	<b>Laser Industries Inc</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	App 2 MainLib	07/21/2024		7500 · BUILDING IMPROVEMENTS	-157,700.00
TOTAL					<u>-157,700.00</u>
<b>Bill Pmt -Check</b>	<b>67776</b>	<b>08/26/2024</b>	<b>Marin, Sarah Victoria</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	073124	07/31/2024		6437L · PROGRAMS (LIT)	-977.50
TOTAL					<u>-977.50</u>

Mastics Moriches Shirley Community Library

AUGUST 26, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67777</b>	<b>08/26/2024</b>	<b>Mark Grossman Public Relations</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	0824-MMS	08/20/2024		643765 · PROMOTION AND PUBLICITY	-4,000.00
TOTAL					<u>-4,000.00</u>
<b>Bill Pmt -Check</b>	<b>67778</b>	<b>08/26/2024</b>	<b>Mata Castillo, Julia</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	080924	08/09/2024		6437L · PROGRAMS (LIT)	-718.25
TOTAL					<u>-718.25</u>
<b>Bill Pmt -Check</b>	<b>67779</b>	<b>08/26/2024</b>	<b>Maximum Security</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	27039	07/31/2024		7500 · BUILDING IMPROVEMENTS	-13,568.38
TOTAL					<u>-13,568.38</u>
<b>Bill Pmt -Check</b>	<b>67780</b>	<b>08/26/2024</b>	<b>Mederos, Merlin Yaneth</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	080924	08/09/2024		6437L · PROGRAMS (LIT)	-811.75
TOTAL					<u>-811.75</u>
<b>Bill Pmt -Check</b>	<b>67781</b>	<b>08/26/2024</b>	<b>Midwest Tape, LLC</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	505771428	07/16/2024		6417A · VIDEOS (ADULT)	-82.31
Bill	505771429	07/16/2024		6417A · VIDEOS (ADULT)	-39.24
Bill	505796500	07/22/2024		6417A · VIDEOS (ADULT)	-77.69
Bill	505803160	07/22/2024		6412A · RECORDINGS (ADULT)	-265.15
Bill	505803161	07/23/2024		6417A · VIDEOS (ADULT)	-34.24
Bill	505830424	07/31/2024		6412A · RECORDINGS (ADULT)	-96.46
Bill	505830425	07/31/2024		6412A · RECORDINGS (ADULT)	-239.92
Bill	505830427	07/31/2024		6417A · VIDEOS (ADULT)	-165.63

Mastics Moriches Shirley Community Library

AUGUST 26, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill	505841220 Hoopla	07/31/2024		6411A · MICRO/REF CD (ADULT)	-698.91
				6411C · MICRO/REF CD (C&P)	-559.13
				6411N · MICRO/REF CD (TEEN)	-139.78
Bill	505872623	08/08/2024		6412A · RECORDINGS (ADULT)	-68.23
Bill	505872625	08/08/2024		6412A · RECORDINGS (ADULT)	-68.23
Bill	505872626	08/08/2024		6417A · VIDEOS (ADULT)	-189.86
Bill	505872627	08/08/2024		6417A · VIDEOS (ADULT)	-138.18
Bill	505904236	08/14/2024		6412A · RECORDINGS (ADULT)	-585.84
Bill	505904237	08/14/2024		6412A · RECORDINGS (ADULT)	-44.23
Bill	505904239	08/14/2024		6417A · VIDEOS (ADULT)	-55.88
TOTAL					<u>-3,548.91</u>
<b>Bill Pmt -Check</b>	<b>67782</b>	<b>08/26/2024</b>	<b>Migoya-Schlie, Catherine Victoria</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	080224	08/02/2024		6437L · PROGRAMS (LIT)	-816.00
TOTAL					<u>-816.00</u>
<b>Bill Pmt -Check</b>	<b>67783</b>	<b>08/26/2024</b>	<b>Mininni, Patricia - staff</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	ALAConfSanDiegoReimb	08/07/2024		6435C · CED, CONF & TRAVEL (C&P)	-389.65
TOTAL					<u>-389.65</u>
<b>Bill Pmt -Check</b>	<b>67784</b>	<b>08/26/2024</b>	<b>Molina Argueta, Merari S</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	080924	08/09/2024		6437L · PROGRAMS (LIT)	-446.25
TOTAL					<u>-446.25</u>

**Mastics Moriches Shirley Community Library**

**AUGUST 26, 2024**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67785</b>	<b>08/26/2024</b>	<b>Montalvo, Michael T.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	080124	08/01/2024		6437L · PROGRAMS (LIT)	-272.00
TOTAL					<u>-272.00</u>
<b>Bill Pmt -Check</b>	<b>67786</b>	<b>08/26/2024</b>	<b>Museum of the City of New York</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	renewal2024-2025	07/17/2024		6437A · PROGRAMS (ADULT)	-84.00
				6437C · PROGRAMS (C&P)	-83.00
				6437N · PROGRAMS (TEEN)	-83.00
TOTAL					<u>-250.00</u>
<b>Bill Pmt -Check</b>	<b>67787</b>	<b>08/26/2024</b>	<b>My Classy Baby</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	071824	07/18/2024		6437C · PROGRAMS (C&P)	-100.00
Bill	072524	07/25/2024		6437C · PROGRAMS (C&P)	-100.00
TOTAL					<u>-200.00</u>
<b>Bill Pmt -Check</b>	<b>67836</b>	<b>08/26/2024</b>	<b>National Library Relocations, Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	0019363	07/20/2024		7500 · BUILDING IMPROVEMENTS	-1,408.34
TOTAL					<u>-1,408.34</u>
<b>Bill Pmt -Check</b>	<b>67788</b>	<b>08/26/2024</b>	<b>Nunez Vargas, Amanda</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	080224	08/02/2024		6437L · PROGRAMS (LIT)	-467.50
TOTAL					<u>-467.50</u>

Mastics Moriches Shirley Community Library

AUGUST 26, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67789</b>	<b>08/26/2024</b>	<b>NYSID</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	1062792	08/02/2024		6437P15 · DOCUMENT MANAGEMENT/DESTE	-115.18
TOTAL					<u>-115.18</u>
<b>Bill Pmt -Check</b>	<b>67790</b>	<b>08/26/2024</b>	<b>O'Connell, Linda</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	072524	07/25/2024		6437A · PROGRAMS (ADULT)	-318.00
TOTAL					<u>-318.00</u>
<b>Bill Pmt -Check</b>	<b>67791</b>	<b>08/26/2024</b>	<b>Old Bethpage Village Restoration</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	Apr-Nov 2024	07/29/2024		6437C · PROGRAMS (C&P)	-218.00
				6437A · PROGRAMS (ADULT)	-216.00
				6437N · PROGRAMS (TEEN)	-216.00
TOTAL					<u>-650.00</u>
<b>Bill Pmt -Check</b>	<b>67792</b>	<b>08/26/2024</b>	<b>Old Westbury Gardens</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	071724 rnlw2023-2024	07/17/2024		6437A · PROGRAMS (ADULT)	-334.00
				6437C · PROGRAMS (C&P)	-333.00
				6437N · PROGRAMS (TEEN)	-333.00
TOTAL					<u>-1,000.00</u>
<b>Bill Pmt -Check</b>	<b>67793</b>	<b>08/26/2024</b>	<b>Oriental Trading Company, Inc</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	73205423101	07/24/2024		6437C · PROGRAMS (C&P)	-292.72
Bill	73214709801	07/31/2024		6430G · OFFICE AND LIBRARY SUPPLIES	-37.90
Bill	73222915701	08/08/2024		6437C · PROGRAMS (C&P)	-76.91
TOTAL					<u>-407.53</u>

**Mastics Moriches Shirley Community Library**

**AUGUST 26, 2024**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67794</b>	<b>08/26/2024</b>	<b>Pesantez-Medina, Diana Michell</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	071724	07/17/2024		6437L · PROGRAMS (LIT)	<u>-348.50</u>
TOTAL					-348.50
<b>Bill Pmt -Check</b>	<b>67795</b>	<b>08/26/2024</b>	<b>Piguave, Rosa Maria</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	073024	07/30/2024		6437L · PROGRAMS (LIT)	<u>-272.00</u>
TOTAL					-272.00
<b>Bill Pmt -Check</b>	<b>67796</b>	<b>08/26/2024</b>	<b>Piper-Gebhard, Randi</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	080124	08/01/2024		6437L · PROGRAMS (LIT)	<u>-544.00</u>
TOTAL					-544.00
<b>Bill Pmt -Check</b>	<b>67837</b>	<b>08/26/2024</b>	<b>Preferred Construction, Inc.</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	App 4 Flooring MainL	07/31/2024		7500 · BUILDING IMPROVEMENTS	<u>-87,567.69</u>
TOTAL					-87,567.69
<b>Bill Pmt -Check</b>	<b>67797</b>	<b>08/26/2024</b>	<b>Quadient Leasing USA, Inc.</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	Q1455749	08/19/2024		6439G · EQUIPMENT R & M (GEN)	<u>-518.31</u>
TOTAL					-518.31

Mastics Moriches Shirley Community Library

AUGUST 26, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67798</b>	<b>08/26/2024</b>	<b>Quill</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	39546926	07/16/2024		6430G · OFFICE AND LIBRARY SUPPLIES	-40.44
Bill	39851397	08/02/2024		6430G · OFFICE AND LIBRARY SUPPLIES	-53.00
Bill	39924645	08/07/2024		6451G · CUSTODIAL SUPPLIES	-292.32
TOTAL					<u>-385.76</u>
<b>Bill Pmt -Check</b>	<b>67799</b>	<b>08/26/2024</b>	<b>Ray-Block Stationery Co. Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	IN134438	08/15/2024		6439G · EQUIPMENT R & M (GEN)	-471.92
TOTAL					<u>-471.92</u>
<b>Bill Pmt -Check</b>	<b>67800</b>	<b>08/26/2024</b>	<b>Reading House, LLC</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	INV-34831 1yr7/24-25	07/01/2024		643765 · PROMOTION AND PUBLICITY	-3,000.00
TOTAL					<u>-3,000.00</u>
<b>Bill Pmt -Check</b>	<b>67801</b>	<b>08/26/2024</b>	<b>Renteria-Merced, Leydy A.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	080124	08/01/2024		6437L · PROGRAMS (LIT)	-544.00
TOTAL					<u>-544.00</u>
<b>Bill Pmt -Check</b>	<b>67802</b>	<b>08/26/2024</b>	<b>ReWild Long Island Inc</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	071624	07/16/2024		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					<u>-200.00</u>

Mastics Moriches Shirley Community Library

AUGUST 26, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67803</b>	<b>08/26/2024</b>	<b>Riverhead Free Library</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	051524	08/15/2024		6410A · BOOKS (ADULT)	-10.00
TOTAL					<u>-10.00</u>
<b>Bill Pmt -Check</b>	<b>67804</b>	<b>08/26/2024</b>	<b>Romero, Anna -- staff</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	06/26/24	08/01/2024		6435Dig · CED, CONF & TRAVEL (DIGITAL)	-15.28
TOTAL					<u>-15.28</u>
<b>Bill Pmt -Check</b>	<b>67805</b>	<b>08/26/2024</b>	<b>Ruiz, Maria J. - staff</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	Jul--Aug 2024	08/15/2024		6435L · CED, CONF & TRAVEL (LIT)	-21.44
Bill	Jul3--Aug6 2024	08/15/2024		6435L · CED, CONF & TRAVEL (LIT)	-69.74
TOTAL					<u>-91.18</u>
<b>Bill Pmt -Check</b>	<b>67838</b>	<b>08/26/2024</b>	<b>Sandpebble Preconstruction Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	PostRef ProjReq 52	08/12/2024		7500 · BUILDING IMPROVEMENTS	-1,911.60
				7500 · BUILDING IMPROVEMENTS	-99,876.26
TOTAL					<u>-101,787.86</u>
<b>Bill Pmt -Check</b>	<b>67806</b>	<b>08/26/2024</b>	<b>Sapio, Miranda B.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	080124	08/01/2024		6437L · PROGRAMS (LIT)	-476.00
TOTAL					<u>-476.00</u>



**Mastics Moriches Shirley Community Library**

**AUGUST 26, 2024**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67807</b>	<b>08/26/2024</b>	<b>Scholastic Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	61361906	07/02/2024		6437C · PROGRAMS (C&P)	-171.00
Bill	61363490	07/03/2024		6437C · PROGRAMS (C&P)	-294.85
TOTAL					<u>-465.85</u>
<b>Bill Pmt -Check</b>	<b>67808</b>	<b>08/26/2024</b>	<b>SCLA</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	01389 Canva	08/01/2024		6435L · CED, CONF & TRAVEL (LIT)	-5.00
Bill	01388 Canva	08/01/2024		6435L · CED, CONF & TRAVEL (LIT)	-5.00
Bill	01387 Canva	08/01/2024		6435L · CED, CONF & TRAVEL (LIT)	-5.00
TOTAL					<u>-15.00</u>
<b>Bill Pmt -Check</b>	<b>67809</b>	<b>08/26/2024</b>	<b>Searles Graphics, Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	23381	07/18/2024		6434G · PRINTING (GEN)	-11,628.00
TOTAL					<u>-11,628.00</u>
<b>Bill Pmt -Check</b>	<b>67810</b>	<b>08/26/2024</b>	<b>Sevilla, Lorgia Ana</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	070824	07/08/2024		6437L · PROGRAMS (LIT)	-28.50
TOTAL					<u>-28.50</u>
<b>Bill Pmt -Check</b>	<b>67811</b>	<b>08/26/2024</b>	<b>Shattes, Krista</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	071624	07/16/2024		6437A · PROGRAMS (ADULT)	-100.00
Bill	072324	07/23/2024		6437A · PROGRAMS (ADULT)	-100.00
Bill	073024	07/30/2024		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-300.00</u>

Mastics Moriches Shirley Community Library

AUGUST 26, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67812</b>	<b>08/26/2024</b>	<b>Sievers, Sandra D.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	081424	08/14/2024		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-100.00</u>
<b>Bill Pmt -Check</b>	<b>67813</b>	<b>08/26/2024</b>	<b>Smith Point Bait Beach &amp; Tackle</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	ClvrID G6VP0WMSXTS86	08/06/2024		6437N · PROGRAMS (TEEN)	-56.66
TOTAL					<u>-56.66</u>
<b>Bill Pmt -Check</b>	<b>67814</b>	<b>08/26/2024</b>	<b>Stacchiola, Sofia Marina</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	080224	08/02/2024		6437L · PROGRAMS (LIT)	-994.50
TOTAL					<u>-994.50</u>
<b>Bill Pmt -Check</b>	<b>67815</b>	<b>08/26/2024</b>	<b>Staples</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	7000659594 BOS	07/16/2024		6451G · CUSTODIAL SUPPLIES	-134.00
Bill	7001386193 BOS	07/16/2024		6430G · OFFICE AND LIBRARY SUPPLIES	-52.84
TOTAL					<u>-186.84</u>
<b>Bill Pmt -Check</b>	<b>67816</b>	<b>08/26/2024</b>	<b>Staples</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	7001337631	07/12/2024		6451G · CUSTODIAL SUPPLIES	-201.73
				6430G · OFFICE AND LIBRARY SUPPLIES	-549.95
Bill	7000921956	07/15/2024		6430G · OFFICE AND LIBRARY SUPPLIES	-39.64
Bill	7000921956	07/15/2024		6451G · CUSTODIAL SUPPLIES	-172.27
Bill	7000224732	07/16/2024		6451G · CUSTODIAL SUPPLIES	-215.64
				6437P10 · ELECTION	-4.50
				6437C · PROGRAMS (C&P)	-7.44

**Mastics Moriches Shirley Community Library**

**AUGUST 26, 2024**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
Bill	7000224732	07/16/2024		6430G · OFFICE AND LIBRARY SUPPLIES	-25.46
Bill	7000715228	07/16/2024		6451G · CUSTODIAL SUPPLIES	-143.90
Bill	7000715228	07/16/2024		6437N · PROGRAMS (TEEN)	-12.66
				6430G · OFFICE AND LIBRARY SUPPLIES	-3.85
				6451G · CUSTODIAL SUPPLIES	-208.84
Bill	7001413434	07/19/2024		6451G · CUSTODIAL SUPPLIES	-76.38
				6437N · PROGRAMS (TEEN)	-12.66
				6430G · OFFICE AND LIBRARY SUPPLIES	-262.83
Bill	7001526491	07/26/2024		6430G · OFFICE AND LIBRARY SUPPLIES	-78.70
Bill	7001630218	08/02/2024		6430G · OFFICE AND LIBRARY SUPPLIES	-84.88
Bill	7001711523	08/09/2024		6430G · OFFICE AND LIBRARY SUPPLIES	-2.64
				6430G · OFFICE AND LIBRARY SUPPLIES	-121.84
				6451G · CUSTODIAL SUPPLIES	-4.32
				6451G · CUSTODIAL SUPPLIES	-188.74
				6430G · OFFICE AND LIBRARY SUPPLIES	-17.01
				6451G · CUSTODIAL SUPPLIES	-22.28
				6430G · OFFICE AND LIBRARY SUPPLIES	-41.34
TOTAL					<u>-2,499.50</u>
<b>Bill Pmt -Check</b>	<b>67817</b>	<b>08/26/2024</b>	<b>Suburban Turf &amp; Scapes Inc</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	4450 Moriches	08/01/2024		6452G · BLDG ALTERATION AND MAINT	-170.00
Bill	4459 Moriches	08/01/2024		6452G · BLDG ALTERATION AND MAINT	-1,500.00
Bill	4463 MBch	08/01/2024		6452G · BLDG ALTERATION AND MAINT	-450.00
Bill	4643	08/14/2024		6452G · BLDG ALTERATION AND MAINT	-1,030.00
TOTAL					<u>-3,150.00</u>

# Mastics Moriches Shirley Community Library

## AUGUST 26, 2024

### WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67818</b>	<b>08/26/2024</b>	<b>Suffolk Cooperative Library System</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	92620 Adventure Tkts	07/26/2024		2820 - Venue Resales	-1,375.00
TOTAL					<u>-1,375.00</u>
<b>Bill Pmt -Check</b>	<b>67819</b>	<b>08/26/2024</b>	<b>Suffolk Cooperative Library System</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	92592 GASB-75	07/29/2024		6437P01 - ACCOUNTANT/AUDITOR	-1,275.00
TOTAL					<u>-1,275.00</u>
<b>Bill Pmt -Check</b>	<b>67820</b>	<b>08/26/2024</b>	<b>Suffolk Cooperative Library System - TELE</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	73949 orig062024	07/01/2024		6431D - TELECOMMUNICATIONS	-12,200.00
				6431D - TELECOMMUNICATIONS	-9,900.00
				6431D - TELECOMMUNICATIONS	-9,900.00
				6431D - TELECOMMUNICATIONS	-9,900.00
TOTAL					<u>-41,900.00</u>
<b>Bill Pmt -Check</b>	<b>67821</b>	<b>08/26/2024</b>	<b>Suffolk County Vanderbilt Museum</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	Sept 2024-2025	08/07/2024		6437A - PROGRAMS (ADULT)	-368.00
				6437C - PROGRAMS (C&P)	-366.00
				6437N - PROGRAMS (TEEN)	-366.00
TOTAL					<u>-1,100.00</u>
<b>Bill Pmt -Check</b>	<b>67822</b>	<b>08/26/2024</b>	<b>Summers-Sparling, Nicole (prevSparling</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	071624	07/16/2024		6437C - PROGRAMS (C&P)	-325.00
TOTAL					<u>-325.00</u>

**Mastics Moriches Shirley Community Library**

**AUGUST 26, 2024**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67823</b>	<b>08/26/2024</b>	<b>Super Soccer Stars - LLC-P</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	080324	08/03/2024		6437C · PROGRAMS (C&P)	-120.00
TOTAL					<u>-120.00</u>
<b>Bill Pmt -Check</b>	<b>67824</b>	<b>08/26/2024</b>	<b>TG Elliott Group Inc</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	App 2 MainLib	07/30/2024		7500 · BUILDING IMPROVEMENTS	-77,899.50
TOTAL					<u>-77,899.50</u>
<b>Bill Pmt -Check</b>	<b>67825</b>	<b>08/26/2024</b>	<b>TG Elliott Group Inc</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	App 3 Moriches	07/31/2024		7500 · BUILDING IMPROVEMENTS	-26,177.30
Bill	RtnSecurity Moriches	07/31/2024		7500 · BUILDING IMPROVEMENTS	-20,390.00
TOTAL					<u>-46,567.30</u>
<b>Bill Pmt -Check</b>	<b>67826</b>	<b>08/26/2024</b>	<b>TG Elliott Group Inc</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	App 3 MBch	07/31/2024		7500 · BUILDING IMPROVEMENTS	-25,966.57
Bill	ReturnSecurity MBch	07/31/2024		7500 · BUILDING IMPROVEMENTS	-15,123.50
TOTAL					<u>-41,090.07</u>
<b>Bill Pmt -Check</b>	<b>67839</b>	<b>08/26/2024</b>	<b>Torino Industrial Fabrication</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	App 6 Main Lib	07/31/2024		7500 · BUILDING IMPROVEMENTS	-86,825.01
TOTAL					<u>-86,825.01</u>

Mastics Moriches Shirley Community Library

AUGUST 26, 2024

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67827</b>	<b>08/26/2024</b>	<b>ULINE</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	180570226	07/14/2024		7203D · EQUIPMENT ADMIN	-4,277.87
Bill	181046599	07/26/2024		7203D · EQUIPMENT ADMIN	-2,128.22
Bill	181484065	08/06/2024		6430G · OFFICE AND LIBRARY SUPPLIES	-474.06
TOTAL					<u>-6,880.15</u>
<b>Bill Pmt -Check</b>	<b>67828</b>	<b>08/26/2024</b>	<b>Vail, Amy</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	073024	07/30/2024		6437C · PROGRAMS (C&P)	-225.00
TOTAL					<u>-225.00</u>
<b>Bill Pmt -Check</b>	<b>67840</b>	<b>08/26/2024</b>	<b>W. B. Mason Co., Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	ProForma SF00334355	07/31/2024		7500 · BUILDING IMPROVEMENTS	-104,460.41
TOTAL					<u>-104,460.41</u>
<b>Bill Pmt -Check</b>	<b>67829</b>	<b>08/26/2024</b>	<b>Wilson, Alexander B.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	071024 adults	07/10/2024		6437A · PROGRAMS (ADULT)	-125.00
Bill	071024 teens	07/10/2024		6437N · PROGRAMS (TEEN)	-62.50
Bill	071024 teens LetTalk	07/10/2024		6437N · PROGRAMS (TEEN)	-62.50
Bill	071724 adults	07/17/2024		6437A · PROGRAMS (ADULT)	-125.00
Bill	071724 teens	07/17/2024		6437N · PROGRAMS (TEEN)	-62.50
Bill	071724 teens LetTalk	07/17/2024		6437N · PROGRAMS (TEEN)	-62.50
Bill	072424 adults	07/24/2024		6437A · PROGRAMS (ADULT)	-125.00
Bill	072424 teens	07/24/2024		6437N · PROGRAMS (TEEN)	-62.50
Bill	072424 teens LetTalk	07/24/2024		6437N · PROGRAMS (TEEN)	-62.50
Bill	080724 adults	08/07/2024		6437A · PROGRAMS (ADULT)	-125.00
TOTAL					<u>-875.00</u>

**Mastics Moriches Shirley Community Library**

**AUGUST 26, 2024**

**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>67830</b>	<b>08/26/2024</b>	<b>Wine Barn &amp; Farmers Market - Florist Barn</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	000276	07/30/2024		6437A · PROGRAMS (ADULT)	-200.00
TOTAL					<u>-200.00</u>
<b>Bill Pmt -Check</b>	<b>67831</b>	<b>08/26/2024</b>	<b>Winters Bros. Hauling of LI, LLC</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	004044551 MBch	07/31/2024		6432G · CARTAGE	-235.00
Bill	004045467 Moriches	07/31/2024		6432G · CARTAGE	-235.00
TOTAL					<u>-470.00</u>
<b>Bill Pmt -Check</b>	<b>67841</b>	<b>08/26/2024</b>	<b>Winters Bros. Hauling of LI, LLC</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	3994648 MainLib	07/06/2024		7500 · BUILDING IMPROVEMENTS	-1,210.00
Bill	4004029 MainLib	07/20/2024		7500 · BUILDING IMPROVEMENTS	-325.00
Bill	4044109 MainLib	07/31/2024		7500 · BUILDING IMPROVEMENTS	-325.00
TOTAL					<u>-1,860.00</u>
<b>I hereby certify that at a meeting on August 26, 2024</b>				<b>Signed: _____</b>	<b>-949,843.21</b>
<b>the above vouchers were approved and authorized.</b>					

**MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY**

JULY 30, 2024

**PAYROLL BENEFITS WARRANT**

<b>Type</b>	<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Paid Amount</b>
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>08/02/2024</b>	<b>1094 The NYS Deferred Compensation Plan</b>	<b>L0226 - FLUSHING BANK - PAYROLL</b>	
Bill	08022024	08/02/2024		L0173 - 457B NYS DEFERRED COMP	\$ (3,528.59)
TOTAL					\$ (3,528.59)
<b>Bill Pmt -Check</b>	<b>7875</b>	<b>08/02/2024</b>	<b>1095 Met Life</b>	<b>L0226 - FLUSHING BANK - PAYROLL</b>	
Bill	08022024	08/02/2024		L0171 - 403B MET LIFE	\$ (20,387.87)
TOTAL					\$ (20,387.87)
<b>Bill Pmt -Check</b>	<b>7876</b>	<b>08/02/2024</b>	<b>1096.1 Empower Life &amp; Annuity Ins. Co. NY</b>	<b>L0226 - FLUSHING BANK - PAYROLL</b>	
Bill	08022024	08/02/2024		L0172 - 403B PRUDENTIAL	\$ (100.00)
TOTAL					\$ (100.00)
<b>Bill Pmt -Check</b>	<b>7877-7895</b>	<b>08/02/2024</b>	<b>Medicare Reimbursements</b>	<b>L0226 - FLUSHING BANK - PAYROLL</b>	
Bill	08022024	08/02/2024		9060 - MEDICAL INSURANCE	\$ (5,400.40)
TOTAL					\$ (5,400.40)
<b>Bill Pmt -Check</b>	<b>7896</b>	<b>08/02/2024</b>	<b>1114 Hartford Insurance Company</b>	<b>L0226 - FLUSHING BANK - PAYROLL</b>	
Bill	414289323183	08/02/2024		L0196 - LONG TER	\$ (170.00)
				9055 - DISABILTY INSURANCE	\$ (1,683.76)
TOTAL					\$ (1,853.76)
<b>Bill Pmt -Check</b>	<b>7897</b>	<b>08/02/2024</b>	<b>CSEA, Inc.</b>	<b>L0226 - FLUSHING BANK - PAYROLL</b>	
Bill	08022024	08/02/2024		L0500 - CSEA UNION DUES	\$ (1,471.01)
TOTAL					\$ (1,471.01)
<b>TOTAL</b>					<b>\$ (32,741.63)</b>

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



**MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY  
AUGUST 13, 2024  
PAYROLL BENEFITS WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>08/16/2024</b>	<b>1094 The NYS Deferred Compensation Plan</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
Bill	08162024	08/16/2024		L0173 · 457B NYS DEFERRED COMP	\$ (3,699.67)
<b>TOTAL</b>					<b>\$ (3,699.67)</b>
<b>Bill Pmt -Check</b>	<b>7898</b>	<b>08/16/2024</b>	<b>1095 Met Life</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
Bill	08162024	08/16/2024		L0171 · 403B MET LIFE	\$ (1,400.00)
<b>TOTAL</b>					<b>\$ (1,400.00)</b>
<b>Bill Pmt -Check</b>	<b>7899</b>	<b>08/16/2024</b>	<b>1096.1 Empower Life &amp; Annuity Ins. Co. NY</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
Bill	08162024	08/16/2024		L0172 · 403B PRUDENTIAL	\$ (100.00)
<b>TOTAL</b>					<b>\$ (100.00)</b>
<b>Bill Pmt -Check</b>	<b>7900</b>	<b>08/16/2024</b>	<b>1098 State Of NY Department of Civil Serv</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
Bill	609	08/16/2024		9060 · MEDICAL INSURANCE	\$ (110,709.04)
<b>TOTAL</b>					<b>\$ (110,709.04)</b>
<b>Bill Pmt -Check</b>	<b>7901</b>	<b>08/16/2024</b>	<b>1115 AFLAC</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
Bill	08/16/2024	08/16/2024		L0625 · AFLAC PRE-TAX	\$ (1,216.50)
				L0626 · AFLAC POST-TAX	\$ (80.62)
<b>TOTAL</b>					<b>\$ (1,297.12)</b>
<b>Bill Pmt -Check</b>	<b>7902</b>	<b>08/16/2024</b>	<b>CSEA, Inc.</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
Bill	08162024	08/16/2024		L0500 · CSEA UNION DUES	\$ (1,437.98)
<b>TOTAL</b>					<b>\$ (1,437.98)</b>
				<b>TOTAL</b>	<b>\$ (118,643.81)</b>

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







<b>Library Wide</b>	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total					
<b>Website Visits</b>													-					
Adult													-					
Children's													-					
Teen													-					
Program Calendar													-					
Library Link													-					
CommunityLibrary.org													-					
Facebook	13351												13,351					
Mobile App	991												991					
instagram	2,234												-					
<b>Circulation Data</b>	<b>7,096</b>	-	-	-	-	-	-	-	-	-	-	-	<b>7,096</b>					
Renewals by patrons (web)	7,096												7,096					
ILLS out	306												306					
ILLS in	1,093												1,093					
Holds	1,958												1,958					
Filled Holds	1,411												1,411					1411
<b>Miscellaneous Circulation</b>	<b>127</b>	-	-	-	-	-	-	-	-	-	-	-	<b>127</b>					
Museum Pass Checkouts	127												127					
<b>Circulation by Item Type - Digital Downloads</b>	<b>8,343</b>	-	-	-	-	-	-	-	-	-	-	-	<b>8,343</b>					
Overdrive/Libby	6,230												6,230					
Hoopla	673												673					
Kanopy	212												212					
Freegal	1,135												1,135					
PressReader													-					
Flipster	93												93					
<b>Successful Retrieval of Electronic Information</b>	<b>-</b>	-	-	-	-	-	-	-	-	-	-	-	<b>-</b>					
SCLS databases (WAM Stat Totals)													-					
<b>Reference Questions</b>	<b>74</b>	-	-	-	-	-	-	-	-	-	-	-	<b>74</b>					
Chat Reference	74												74					
<b>Programs, Offsite Attendance</b>	<b>323</b>	-	-	-	-	-	-	-	-	-	-	-	<b>323</b>					
<b>Programs, Offsite Sessions</b>	<b>20</b>	-	-	-	-	-	-	-	-	-	-	-	<b>20</b>					
Adult	306												306					
Adult # of Sessions	17												17					
Children's	17												17					
Children's # of Sessions	3												3					
Teen													-					
Teen # of Sessions													-					
Community Services													-					
Community Services # of Sessions													-					
Outside Organizations													-					
Outside Organizations # of Sessions													-					
<b>Programs, Digital Attendance</b>	<b>19</b>	-	-	-	-	-	-	-	-	-	-	-	<b>19</b>					
<b>Programs, Digital Sessions</b>	<b>4</b>	-	-	-	-	-	-	-	-	-	-	-	<b>4</b>					
Adult													-					
Adult # of Sessions													-					
Children's	19												19					
Children's # of Sessions	4												4					
Teen													-					
Teen # of Sessions													-					
Community Services													-					
Community Services # of Sessions													-					
Outside Organizations													-					
Outside Organizations # of Sessions													-					
<b>Programs, Literacy Attendance</b>	<b>-</b>	-	-	-	-	-	-	-	-	-	-	-	<b>-</b>					
<b>Programs, Literacy Sessions</b>	<b>-</b>	-	-	-	-	-	-	-	-	-	-	-	<b>-</b>					
In-house Attendance													-					





## RASD August 2024 Board Report

Submitted by Kerrilynn Jorgensen

Staff at both branches observed that the reference desk appeared busier this July compared to last year. Analyzing the data, we see that both branches experienced higher activity in July 2024 than in July 2023. Specifically, Mastic Beach saw a 7% increase in reference questions and a 5% rise in information inquiries. Remarkably, Moriches reported a 54% increase in reference questions and a 44% increase in information inquiries. The rise in usage at both of our locations is thrilling. We owe this success to our dedicated staff, who deliver outstanding service, as well as our innovative and varied programming.

The Reference Department has just completed another successful summer reading program, with 188 adult patrons signing up for the club. Our final raffle drawing took place this past Monday, and we're excited to announce that Ed Fitzgerald, a favorite among patrons, staff, and friends, was the lucky winner! Congratulations to all of our winners, and we look forward to an even bigger turnout next year once the main building reopens.

Our summer concluded with a series of new and successful programs that attracted many new visitors to the library. We enjoyed evening beach strolls at Smith Point and explored treasure hunting with metal detectors, thanks to Security Guard Dan Rudek. Additionally, we shared our passion for reading through our What's On Your Nightstand book club, which took place at the Wine Barn across from our Moriches Branch.







Erika Irish

Teen Services

July 2024

Mastic Beach Statistics
Computers: 465
Reference Questions: 36
Other Questions: 242
Programs/Attendance: 26/100

Moriches
Computers: 96
Reference Questions: 19
Other Questions: 75
Programs/Attendance: 22/31

Off-Site Class Visits
7/17: 183
7/18: 84
7/25: 103
7/30: 109

This year's Summer Reading Club has 92 participants compared to 64 participants last year. We are very happy to see more teens sign up. Popular programs this month have been our food programs (waffles and ice cream and corndogs and cornhole).

Fishing and crabbing has been popular again this year. Patrons of all ages really enjoy attending this program.



We hired Kyle Fichtner back, we are very happy to have him and his programs ideas back here. Maria Doran and I interviewed for a new FT librarian during the month. We found Teresa Acierno who we believe will be an excellent addition to the department and are looking forward to seeing what she has to offer.



August 26, 2024

Sylvia Maurer

July is always the time to shine for the Children's and Parents' Services Department. This month, we offered 79 program sessions through our two branches, offsite locations and Zoom. We had over 1,799 people participate in these programs.

We had 280 more children sign up for our Summer Reading Program throughout the month. Every day we had lines of children excited to show staff how many hours they read so they can receive their stickers and raffle tickets towards prizes at the end of the summer. Children were also able to complete a minimum of 5 summer activities to choose a large prize from our treasure chest.

This July, started the Teachers' Story Corner program where teachers from the William Floyd School District volunteer their time to come to the library to read to families. The families in our district look forward to this program where they get to see past teachers and catch up. This July, we had 3 Thursday evenings spent with teachers at the Mastic Beach Branch. Our program room was bursting at the seams with over 40 attendees at each session. August will start our Moriches Branch sessions. A big thank you to Wendy Gross for getting all of the teachers for this program and organizing the schedule so we have a great storytime to offer each week.





August 2024

Compiled by: Stephen Burg

Over the past month, The Digital Services Department conducted four computer classes: Computer Basics, Cricut Koozies, Genealogy, and Cricut Bookmarks. Twenty-five people attended the four classes. We conducted 44 one-on-one tech appointments covering various topics. The department continues to curate the library's social media platforms.



Digital Equipment Circulation FY 24-25	July Checkouts	July Renewals
HOTSPOT icode1 168	27	1
IPADS icode1 182	1	0
Video2Digital and GOPRO icode1 703	0	0

Herkimer Stats	July
Questions	
Reference Questions	75
Other Questions	147
<b>Computer usage</b>	
number of sessions	639

August 2024

Compiled by: Stephen Burg

## Summer series collaboration with the Literacy Department

During the month of July, The Digital Services Department collaborated with the Literacy Department to offer a 4-part series of Cricut classes. Stephen Young was the lead instructor for the department. On Thursday nights during the month of July, he instructed the group on how to make different projects with the library's Cricut machine. Projects included: A framed sign, personalized makeup bags, water bottles, and aprons. This was a very successful collaboration that introduced the literacy students to some of the great things they can make with the Cricut.



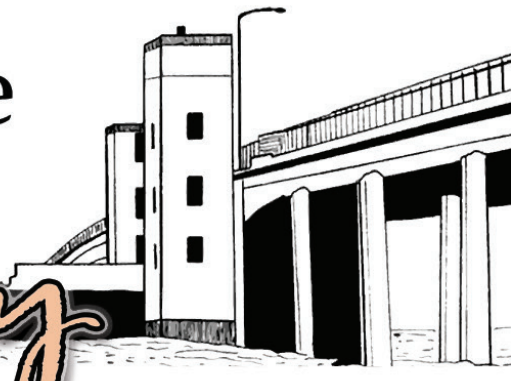
# Digital Services July Stats

Column1	July
<b>Facebook</b>	
page views	2163
post reach	13351
<b>Instagram</b>	
reach	2,234
Impressions	183
Followers	1456
<b>YouTube</b>	
views	902
subscriber	693
<b>Chat/Text Ref</b>	
text/email	74
<b>overdrive</b>	
ebooks	3679
audio books	2551
total	6230
<b>flipster</b>	
online views	93
<b>Freegal</b>	
downloads	199
streamed	936
both:	1135
<b>Hoopla</b>	
new patrons	17
check outs	673
<b>Kanopy</b>	
downloads	212
<b>HOOPLA + KANOPY:</b>	885



# Smith Point Bridge 5K Run

## for Literacy



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

**Saturday, September 7, 2024**

**9:00 a.m. Rain or Shine**

**Online Registration: [5Kbridgerun.communitylibrary.org](https://5Kbridgerun.communitylibrary.org)**

- Pre-registration is \$30 (in-person and virtual run)  
Race Day registration is \$35 (cash)
- Get your name on your bib by 8/16/24
- Mailed registrations must be received by 5 p.m. on Thursday, September 5<sup>th</sup>, 2024
- Entry fees are non-refundable
- Sanctioned by USATF  
Timing by elitefeats
- Free performance T-shirts for first 400 registrants
- Awards will be presented to top 3 male and female overall and top 3 male and female in each age group
- Call (631) 399-1511 x2002 for more information
- Parking fee in effect after 8:30 a.m.
- Long Island Expressway to Exit 68 South. Stay on William Floyd Parkway for approximately 7.5 miles. Parkway ends at Smith Point Park.



(Please Print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Age on Race Day: \_\_\_\_\_

Adult T-Shirt Size    \_\_\_SM    \_\_\_MED    \_\_\_LRG    \_\_\_XLRG

Male

Female

### WAIVER

I know that running a road race is potentially a hazardous activity. I should not enter unless I am medically able and properly trained. I assume all risks associated with this event including, but not limited to falls, contact with other participants, the effects of weather, including heat/humidity, dehydration, traffic & road conditions, all such risks being known & appreciated by me. Having read this waiver & knowing these facts & in consideration of your accepting my entry, I, for myself & anyone entitled to act on my behalf, waive and release the County of Suffolk, Town of Brookhaven, Mastics-Moriches-Shirley Community Library, Community Family Literacy Project Inc., all trustees, all sponsors, Race Directors, their agents, volunteers, their representatives and successors from all claims or liabilities of any kind arising out of my participation in this event. I grant permission to use any photographs, motion pictures, recordings, & any other record of this event for any legitimate purpose. Participants under 18 must be accompanied by an adult.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(if under 18, signature of parent or legal guardian)

Please make checks payable to: **Community Family Literacy Project, Inc.**

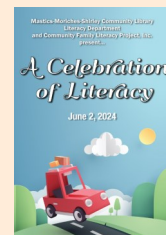
Please mail completed application along with payment to:

Community Family Literacy Project, Inc.  
407 William Floyd Parkway, Shirley, NY 11967



## A Celebration of Literacy

The Literacy Department hosted our annual *Celebration of Literacy* in June and we welcomed 19 new citizens from 10 countries around the world. We offered 7 citizenship scholarships to current citizenship students after a rigorous application process. We are proud of this year's honorees and happy to support your journey!



This year's ceremony was the best yet. Many of our guests said that this annual celebration is one of the favorites on their calendar each year. Thank you to William Floyd School District and WF High School, thanks to our elected officials, library staff, Literacy students and families, instructors, and childcare workers! Joining us on this special day were Thalia Olaya, Representative for Governor Hochul, Assemblyman Joe DeStefano, Legislator Jim Mazzarella, Supervisor Dan Panico, and Councilwoman Karen Dunne Kesnig.

To add to the festivities, we thank WFHS NJROTC Color Guard for presenting the flags, the trio of WFHS chorus students for singing the National Anthem, and the WFHS Latin Dance Team for a vibrant routine and fun performance.



## Words of Our Time

Our instructors are proud of their students and awarded Certificates of Recognition- student's earned certificates for either excellent achievement or attendance. This year's book of student writing, *Words of Our Time*, was published and presented at the celebration. It is our 13th edition.

WOOT gives us a glance into the lives of our adult learners- we read their stories and hear their voices. Some students read their stories at the microphone during the ceremony!

Thank you to our authors! Use the QR code to read the digital edition. Thank you to our instructors, pictured below.





NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
APT	Howard, Anna		Librarian Trainee	\$22.25/HR	Up to 17.5 Hours	07/22/24	
APT	Montero, Shaina		Librarian Trainee	\$22.25/HR	Up to 17.5 Hours	07/22/24	
APT	McClintock, James		Guard	\$21.50	Up to 17.5 Hours	08/16/24	
APT	Rivera, Delfina		Guard	\$21.50	Up to 17.5 Hours	08/13/24	

DID YOU: 1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old?  
 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?

APPROVED  
 DISAPPROVED

APPROVED AS NOTED

The above changes are hereby certified as being in accordance with Civil Service requirements.  
 Signature of Appointing Authority

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
RL	Parmasar, Kavita		Page	\$16.38/HR	Up to 17.5 Hours	07/16/24	
APT	Parmasar, Kavita		Librarian Trainee	\$22.25/HR	Up to 17.5 Hours	07/17/24	
RL	Bendjy, Scott		Lib I Children's & Parents' Services	\$ 61,164.22		08/13/24	
A	Bendjy, Scott		Librarian II	\$ 64,500.00		08/14/24	

DID YOU:  1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old?  
 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?  
 **APPROVED**  
 **APPROVED AS NOTED**

The above changes are hereby certified as being in accordance with Civil Service requirements.

Signature of Appointing Authority

**REPORT OF PERSONNEL CHANGES**  
**SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE**

**DATE PREPARED:**  
**08/26/24**

**JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**PAGE 3 of 5**

NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
AT	Franzino, Emily		Library Clerk	\$16.00/HR	Up to 17.5 Hours	06/19/24	
TRS	Franzino, Emily		Library Clerk (Salary increase reported 7/22/24)	\$16.38/HR	Up to 17.5 Hours	08/20/24	
AT	Narcisse, Faith		Library Clerk	\$16.00/HR	Up to 17.5 Hours	06/19/24	
TRS	Narcisse, Faith		Library Clerk (Salary increase reported 7/22/24)	\$16.38/HR	Up to 17.5 Hours	07/28/24	
TRS	Hopkins, Caitlin		Page	\$16.38/HR	Up to 17.5 Hours	08/01/24	

**DID YOU:** 1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old?

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?

**APPROVED**  **DISAPPROVED**

**APPROVED AS NOTED**

The above changes are hereby certified as being in accordance with Civil Service requirements.

Signature of Appointing Authority

REPORT OF PERSONNEL CHANGES		SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE		DATE PREPARED:			
				08/26/24			
JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY							
NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
TRS	Marguiles, Makayla		Page		Up to 17.5 Hours	08/07/24	
TRS	Soares, Michael A.		Page	\$16.38/HR	Up to 17.5 Hours	8/12/2024	
LA	De La Beij, Monique		Page	\$16.38/HR	Up to 17.5 Hours	07/20/2024-08/16/24	
RE	De La Beij, Monique		Page	\$16.38/HR	Up to 17.5 Hours	8/17/2024	
<p><b>DID YOU:</b></p> <ul style="list-style-type: none"> <li>1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? <input type="checkbox"/></li> <li>2. Request and canvas an eligible list for all competitive positions? <input type="checkbox"/></li> <li>3. Submit Application for Employment (CS-205) on all provisional, temp &amp; non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application <input type="checkbox"/></li> <li>4. Submit a personnel change on the previous incumbent shown above? <input type="checkbox"/></li> </ul>						<p>The above changes are hereby certified as being in accordance with Civil Service requirements.</p> <p>Signature of Appointing Authority</p>	
<p><input type="checkbox"/> <b>APPROVED</b></p> <p><input type="checkbox"/> <b>APPROVED AS NOTED</b></p>							

**DISAPPROVED**

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
LA	Parisi, Michael		Guard	\$22.02/HR	Up to 17.5 Hours	07/26/24-10/26/24	
RE	Cannet, Sherry		Page	\$16.38/HR	Up to 17.5 Hours	08/08/24	

DID YOU:  1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old?  
 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?

**APPROVED**  
 **APPROVED AS NOTED**

The above changes are hereby certified as being in accordance with Civil Service requirements.

Signature of Appointing Authority