

**MATTITUCK-LAUREL LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING  
AGENDA**

**MEETING DATE:       Monday January 8, 2024**

**MEETING TIME:       6:00 PM**

- I.       Call to Order**
- II.       Pledge of Allegiance**
- III.       Approval of the Agenda**
- IV.       Review and Approval of the Minutes of December 18, 2023 Regular Board Meeting**
- V.       Period of Public Expression**
- VI.       Approval of Treasurer’s Report**
- VII.       Approval of Personnel Report**
- VIII.       Director’s Report**
- IX.       President’s Remarks**
- X.       Committee Reports**
  - A. Building / Grounds & Long-Range Planning
- XI.       Old Business**
- XII.       New Business**
  - A. Approve mileage reimbursement rate for 2024, .67 cents/mile.
  - B. Equipment removal request
  - C. A/V System Upgrade
  - D. 2025 Holiday Closings
  - E. 2025 Board Meeting Dates
  - F. Approve 2024 Final Budget
  - G. 2023 Fund Balance Allocation
  - H. 2023 Report to the Community
  - I. Delayed opening 2/13 – staff workshop
- XIII.       Adjournment**

**Next Meeting – February 12, 2024**

**MATTITUCK-LAUREL LIBRARY**  
**APPROVED MINUTES OF THE REGULAR MONTHLY MEETING**  
January 8, 2024

**Present**

Jim Underwood, President  
Katie O'Rourke, Secretary  
Colleen Grattan-Arnoff, Trustee  
Peter Kren, Trustee  
Mary Sanchez, Trustee  
Shauna Scholl, Director

**Absent with Excuse**

Nick Timpone, Vice-President  
Karenann Volinski, Treasurer

**I. Call To Order/II. Pledge of Allegiance**

Jim called the meeting to order at 6PM, with a quorum present.

**III. Approval of the Agenda**

The agenda was adopted.  
(Peter, Colleen; unanimous (5-0))

**IV. Review and Approval of the Minutes of December 18, 2023 Regular Board Meeting**

The minutes of the meetings held December 18, 2023 were approved.  
(Colleen, Peter; unanimous (5-0))

**V. Period of Public Expression**

none

**VI. Approval of Treasurer's Report**

**Warrants**

Jim reviewed the warrants with the Board.

The Board approved payment of the following DECEMBER warrant:

OPERATING ACCOUNT	\$99,552.40
CULTURAL ACTIVITIES FUND	1,580.59
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	6.34

Donations in excess of \$1,000

\$10,000 from Garrett Moore in memory of his wife, Barbara Moore.

(Mary, Colleen; unanimous (5-0))

#### **VII. Approval of Personnel Report**

The Personnel report was presented in written format. The Board reviewed the personnel report with interest. The Personnel Report was approved.

(Katie, Mary; unanimous (5-0))

#### **VIII. Director's Report**

The Director's report was presented in written format. The Board reviewed the director's report with interest. The Director's Report was approved.

(Mary, Peter; unanimous (5-0))

Shauna shared that the required two-hour trustee training for 2023 has been completed by all trustees. She is already planning for the 2024 training in March or April. Shauna acknowledged the Ira A. Roschelle MD Family Foundation for their generous donation of \$5,000. Their support enabled the library to acquire the Percussion Play Rainbow Collection for the greenspace. The building & grounds committee will meet to discuss the placement of this permanent installation. Shauna discussed using monies from the fund balance to install a better suited shade sail for the greenspace. Library Advocacy Day will be held on February 6 & 7, 2024 in Albany, NY. Shauna expressed an interest in attending.

#### **IX. President's Remarks**

Jim shared that the Cutchogue New Suffolk Free Library has a "donate" button on their website home page. When clicked the button navigates you to a gift page. Patrons can make a donation or buy a brick to support their community library. Donors input their debit/credit card information or use their PayPal account. Discussion ensued and the board learned that the Southold Free Library also has a "donate" button, this is something to consider for our library.

#### **X. Committee Reports**

*A. Build /Grounds & Long-Range Planning* The committee met on January 4, 2024. Discussion ensued about exploring ideas for an interior building renovation.

#### **XI. Old Business**

none

## **XII. New Business**

### **A. Approve mileage reimbursement rate for 2024, .67 cents/mile**

Motion to approve mileage reimbursement rate.

(Peter, Colleen; unanimous (5-0))

### **B. Equipment removal request**

Motion to approve equipment removal request.

(Mary, Peter; (5-0))

### **C. A/V System Upgrade**

Tabled, Shauna will get another estimate.

### **D. 2025 Holiday Closings**

Motion to approve 2025 Holiday Closings.

(Katie, Colleen; 5-0))

### **E. 2025 Board Meeting Dates**

Motion to approve 2025 Board Meeting Dates.

(Mary, Peter; 5-0))

### **F. Approve 2024 Final Budget**

Motion to approve 2024 Final Budget.

(Mary, Katie; 5-0))

### **G. 2023 Fund Balance Allocation**

Motion to approve 2023 Fund Balance Allocation. Fund Balance of \$67,841.00 will be allocated to loan payment, \$2,000.00 to the staff activity fund, and \$160,266.74 to the Capital Reserve Fund, (earmarking \$20,000.00 for a shade sail and the remaining \$140,266.74 for emergency expenses).

(Peter, Mary; 5-0))

### **H. 2023 Report to the Community**

Motion to approve 2023 Report to the Community.

(Katie, Colleen; 5-0))

### **I. Delayed opening 2/13/24 – staff workshop**

Motion to approve delayed opening on 2/13/24 for staff workshop.

(Colleen, Mary; 5-0))

## **XIII. Adjournment**

Motion to adjourn at 6:50PM

(Peter, Colleen; unanimous (5-0))

## **Dates of Future Board Meetings**

Monday, February 12, 2024

Monday, March 11, 2024

Monday, April 8, 2024

Respectfully submitted,

Katie O'Rourke

Secretary



01/04/24

Mattituck-Laurel Library  
Fund Balance Report

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	<u>Jan - Dec 23</u>
<b>General Fund</b>	
Operating Fund	230,107.74
Building Fund	
Checking	285,735.00
Savings	57,306.49
	<hr/>
Total Building Fund	343,041.49
	<hr/>
<b>Total General Fund</b>	573,149.23
	<hr/>
<b>Cultural Activities Fund</b>	
Coffee Machine	507.67
Teen Programs	21.12
Children's Programs	1,226.17
Staff Activity Fund	-68.96
Adult Programs Wash Acco...	8,535.75
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
	<hr/>
<b>Total Cultural Activities Fund</b>	10,943.78
	<hr/>
<b>Gift and Trust Fund - MM</b>	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	11,408.39
Capital Reserve Fund	400,136.70
Unemployment Insurance	30,000.00
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<b>Total Gift and Trust Fund - MM</b>	470,877.23
	<hr/>
<b>TOTAL</b>	<b>1,054,970.24</b>
	<hr/> <hr/>

01/02/24

**Mattituck-Laurel Library**  
**Monthly Expense Report - Operating Fund (Non Payroll)**  
**December 2023**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
<b>Library Materials</b>				
<b>Youth Materials</b>				
<b>Youth Arts &amp; Crafts</b>				
12/19/2023	Elan Financial Services	Fun Express various	124.98	124.98
Total Youth Arts & Crafts				124.98
<b>Youth Computer Software</b>				
12/12/2023	Business Card	Hogwarts Switch, Super ...	119.87	119.87
Total Youth Computer Software				119.87
<b>Youth Books</b>				
12/05/2023	B&T Juvenile Account	November invoices	274.76	274.76
12/28/2023	Penworthy	Qty 16 Children's books	315.06	315.06
Total Youth Books				589.82
Total Youth Materials				834.67
<b>Adult Materials</b>				
<b>DVD/Music CD</b>				
12/05/2023	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
12/06/2023	Midwest Tape	504701914	20.29	20.29
12/06/2023	Midwest Tape	504701915	20.99	20.99
12/06/2023	Midwest Tape	504701917	20.99	20.99
12/06/2023	Midwest Tape	504701918	13.99	13.99
12/19/2023	Midwest Tape	504736548	20.99	20.99
12/19/2023	Midwest Tape	504763300	24.49	24.49
12/19/2023	Midwest Tape	504763302	12.59	12.59
12/19/2023	Midwest Tape	504763303	12.59	12.59
Total DVD/Music CD				171.92
<b>Digital Material Subscriptions</b>				
12/01/2023	Kanopy, Inc.	Invoice #376575-PPU	149.00	149.00
12/05/2023	Midwest Tape	Hoopla Month Ending 1...	178.49	178.49
Total Digital Material Subscriptions				327.49
<b>Adult Books</b>				
12/08/2023	B&T Adult Account	November invoices	1,269.31	1,269.31
12/12/2023	Business Card	Flash cards, NOFO Win...	104.13	104.13
Total Adult Books				1,373.44
<b>Reference Books and Data Bases</b>				
12/28/2023	SCLS	SCOPE Directory of Suff...	15.00	15.00
Total Reference Books and Data Bases				15.00
<b>Large Print Books</b>				
12/08/2023	B&T Adult Account	November invoices	202.54	202.54
Total Large Print Books				202.54
<b>Newspapers</b>				
12/15/2023	Daily News	Pays through 1/13/24	90.00	90.00
Total Newspapers				90.00
Total Adult Materials				2,180.39
<b>Teen Materials</b>				
12/01/2023	B&T Teen Account	November invoices	142.66	142.66

01/02/24

**Mattituck-Laurel Library**  
**Monthly Expense Report - Operating Fund (Non Payroll)**  
**December 2023**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Teen Materials				142.66
Total Library Materials				3,157.72
<b>Capital Expenditures</b>				
12/01/2023	Quill Corporation	Qty 3 - Chairs / Dexley b...	608.19	608.19
12/12/2023	Business Card	2 sets Lifepak cr plus ex...	589.85	589.85
12/12/2023	Business Card	Ubiquiti Networks UniFi ...	400.32	400.32
Total Capital Expenditures				1,598.36
<b>Technology</b>				
12/01/2023	Shauna Scholl.	Reimburse Apple 12W ...	38.00	38.00
12/05/2023	P.M. Communications Corp.	Monthly Maintenance	117.89	117.89
12/12/2023	Business Card	Qty 3 Acer Aspire A315-...	1,049.97	1,049.97
Total Technology				1,205.86
<b>Operations and Maintenance</b>				
<b>Building Maintenance</b>				
<b>Aquarium Maintenance</b>				
12/19/2023	Living Art Aquariums	Service 11/15/23 and 11...	200.00	200.00
Total Aquarium Maintenance				200.00
<b>Exterminator</b>				
12/12/2023	Hampton Pest Management, Inc.	Rodent Control	125.00	125.00
Total Exterminator				125.00
<b>Elevator Maint.</b>				
12/01/2023	Champion Elevator	Quarterly Maintenance f...	1,219.88	1,219.88
Total Elevator Maint.				1,219.88
<b>Other Building Maint.</b>				
12/05/2023	Custom Lighting of Suffolk, Inc.	Sign Light troubleshooti...	155.00	155.00
12/26/2023	Mattituck Plumbing & Heating	Repaired broken toilet 1...	191.00	191.00
Total Other Building Maint.				346.00
Total Building Maintenance				1,890.88
<b>Electric</b>				
12/01/2023	PSEGLI	Service from Oct 20, 20...	1,374.85	1,374.85
Total Electric				1,374.85
<b>Gas</b>				
12/26/2023	National Grid	Nov 16, 2023 to Dec 18,...	972.00	972.00
Total Gas				972.00
<b>Grounds Maintenance</b>				
<b>Other Grounds Maintenance</b>				
12/26/2023	Twin Fork Landscape Contracti...	Fall clean up 11/24/23 &...	1,625.00	1,625.00
Total Other Grounds Maintenance				1,625.00
Total Grounds Maintenance				1,625.00
<b>Garbage Removal</b>				
12/15/2023	Mattituck Enviro Services	4 YD Trash Service	252.72	252.72
Total Garbage Removal				252.72

01/02/24

**Mattituck-Laurel Library**  
**Monthly Expense Report - Operating Fund (Non Payroll)**  
**December 2023**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Operations and Maintenance				6,115.45
<b>Miscellaneous Expense</b>				
<b>Maintenance Office Equipment</b>				
<b>Optimum Internet Service</b>				
12/19/2023	Optimum	Billing period 12/16 - 1/15	245.32	245.32
Total Optimum Internet Service				245.32
<b>Computer/Network Maintenance</b>				
12/05/2023	L2J Consulting, Inc.	Monthly IT Support - De...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
<b>Computer Software Licenses</b>				
12/19/2023	Elan Financial Services	DRI Crashplan	32.55	32.55
Total Computer Software Licenses				32.55
Total Maintenance Office Equipment				1,277.87
<b>Membership</b>				
<b>Professional Memberships</b>				
12/19/2023	Elan Financial Services	ALA Annual Membershi...	162.00	162.00
Total Professional Memberships				162.00
<b>Museum Passes</b>				
12/19/2023	Elan Financial Services	Guggenheim Museum	500.00	500.00
Total Museum Passes				500.00
Total Membership				662.00
<b>Professional Fees</b>				
<b>SCLS/Overdue Notices</b>				
12/05/2023	SCLS	Overdues - Processed &...	26.46	26.46
Total SCLS/Overdue Notices				26.46
Total Professional Fees				26.46
<b>Programs - Adult</b>				
<b>Motion Picture/Music Licensing</b>				
12/08/2023	SCLS	SWANK Movie Licensin...	244.00	244.00
Total Motion Picture/Music Licensing				244.00
<b>Adult Reading Club &amp; Book Discu</b>				
12/12/2023	Business Card	Qty 5 Handmaid Books	80.00	80.00
Total Adult Reading Club & Book Discu				80.00
<b>Adult Programs</b>				
12/05/2023	Lee McAllister	Laurel Lake Hike 12.6.23	275.00	275.00
12/05/2023	Lisa Baglivi	Learn to Draw 12.5.23	350.00	350.00
12/12/2023	Southold Library	Classic Television Holid...	100.00	100.00
12/12/2023	Alice Jones	Crochet Series 11.7.23 t...	360.00	360.00
12/15/2023	Jeanne Schnupp	Savvy Sightseer Go We...	100.00	100.00
12/15/2023	Organize Me! Of NY, LLC	How to Manage Paper 1...	250.00	250.00
12/19/2023	Elan Financial Services	Gnomes / Oriental Trading	55.40	55.40
12/19/2023	Elan Financial Services	Zoom	63.96	63.96
Total Adult Programs				1,554.36

01/02/24

**Mattituck-Laurel Library**  
**Monthly Expense Report - Operating Fund (Non Payroll)**  
**December 2023**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Programs - Adult				1,878.36
<b>Programs - Juvenile</b>				
12/12/2023	Nicole Summers Sparling	Baby Boogie, Toddler T...	350.00	350.00
12/19/2023	Elan Financial Services	Dollar Tree , Jars, Moss,...	114.05	114.05
Total Programs - Juvenile				464.05
<b>Programs - Summer</b>				
12/19/2023	Elan Financial Services	Fun Express various	630.91	630.91
Total Programs - Summer				630.91
<b>Programs - Teen</b>				
12/06/2023	Marissa Timm	Reimburse Pizza for Te...	24.79	24.79
12/12/2023	Business Card	Gift Cards, Paint brush,...	286.24	286.24
Total Programs - Teen				311.03
<b>Supplies - Library</b>				
12/01/2023	Orlowski Hardware Company, I...	Wall plate	2.97	2.97
12/12/2023	Business Card	CEC Industries #1769 B...	7.80	7.80
12/19/2023	Elan Financial Services	Cricut	9.99	9.99
12/19/2023	Elan Financial Services	Green Paper Products / ...	91.40	91.40
12/26/2023	Brodart	Color coding labels, pre-...	61.76	61.76
12/26/2023	Quill Corporation	File folder ltr size, Coffee	76.75	76.75
Total Supplies - Library				250.67
<b>Supplies - Office</b>				
12/19/2023	Elan Financial Services	Intuit 1099 forms	72.99	72.99
12/19/2023	Quill Corporation	HP 414A Black toner ca...	92.99	92.99
12/19/2023	W.B. Mason Co., Inc.	Toner, Coffe cups	130.96	130.96
12/28/2023	W.B. Mason Co., Inc.	Desk calendar refill	2.74	2.74
12/28/2023	W.B. Mason Co., Inc.	Planner	6.28	6.28
Total Supplies - Office				305.96
<b>Telephone</b>				
12/19/2023	Optimum	Billing period 12/16 - 1/15	154.75	154.75
Total Telephone				154.75
<b>Workshops</b>				
12/19/2023	Elan Financial Services	RASD Luncheon Sara C...	15.00	15.00
Total Workshops				15.00
Total Miscellaneous Expense				5,977.06
<b>Debt Service Total</b>				
<b>Mortgage Interest</b>				
12/20/2023	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74
Total Mortgage Interest				7,429.74
Total Debt Service Total				7,429.74
<b>TOTAL</b>				<b>25,484.19</b>

Mattituck-Laurel Library  
Monthly Budget Report With Current Month  
December 2023

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	<u>Dec 23</u>
Ordinary Income/Expense	
Income	
Interest	2.25
Direct Public Support	602.60
Fines	0.05
Library Materials Paid For	236.91
Copy Machine	272.35
E-Rate Discount	5,167.80
Total Income	<u>6,281.96</u>
Gross Profit	6,281.96
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	26,051.16
Clerical	32,444.68
Custodian	3,608.94
Total Salaries	<u>62,104.78</u>
Benefits	
Fica	4,485.22
Disability Insurance	-300.37
Medical Insurance	5,455.28
Retirement	5,112.32
Unemployment Insurance	186.21
Total Benefits	<u>14,938.66</u>
Total Payroll Expenses	77,043.44
Library Materials	
Youth Materials	
Youth Arts & Crafts	124.98
Youth Computer Software	119.87
Youth Books	589.82
Total Youth Materials	<u>834.67</u>
Adult Materials	
DVD/Music CD	171.92
Digital Material Subscriptions	327.49
Adult Books	1,373.44
Reference Books and Data Ba...	15.00
Large Print Books	202.54
Newspapers	90.00
Total Adult Materials	<u>2,180.39</u>
Teen Materials	<u>142.66</u>
Total Library Materials	3,157.72
Capital Expenditures	1,598.36
Technology	1,205.86

Mattituck-Laurel Library  
 Monthly Budget Report With Current Month  
 December 2023

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	Dec 23
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	200.00
Exterminator	125.00
Elevator Maint.	1,219.88
Other Building Maint.	346.00
Total Building Maintenance	1,890.88
Electric	1,374.85
Gas	972.00
Grounds Maintenance	
Other Grounds Maintenance	1,625.00
Total Grounds Maintenance	1,625.00
Garbage Removal	252.72
Total Operations and Maintenance	6,115.45
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	118.44
Optimum Internet Service	245.32
Computer/Network Maintenance	1,000.00
Computer Software Licenses	32.55
Total Maintenance Office Equipm...	1,396.31
Membership	
Professional Memberships	162.00
Museum Passes	500.00
Total Membership	662.00
Professional Fees	
Payroll Processing	735.05
SCLS/Overdue Notices	26.46
Total Professional Fees	761.51
Programs - Adult	
Motion Picture/Music Licensing	244.00
Adult Reading Club & Book Dis...	80.00
Adult Programs	1,554.36
Total Programs - Adult	1,878.36
Programs - Juvenile	464.05
Programs - Summer	630.91
Programs - Teen	311.03
Supplies - Library	250.67
Supplies - Office	305.96
Telephone	154.75
Workshops	15.00
Total Miscellaneous Expense	6,830.55

Mattituck-Laurel Library  
Monthly Budget Report With Current Month  
December 2023

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	Dec 23
Debt Service Total	
Mortgage Interest	7,429.74
Total Debt Service Total	7,429.74
Total Expense	103,381.12
Net Ordinary Income	-97,099.16
Net Income	-97,099.16

Mattituck-Laurel Library  
Monthly Budget Report With Year To Date  
January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	12,670.19	4,000.00	8,670.19	316.8%
Mattituck-Cutchogue School Dist	1,581,543.09	1,581,499.00	44.09	100.0%
NY State Incentive	1,800.00	1,800.00	0.00	100.0%
Interest	48.50	100.00	-51.50	48.5%
Direct Public Support				
Programs & Tickets Paid For	1,917.70			
Direct Public Support - Other	10,102.11	2,000.00	8,102.11	505.1%
Total Direct Public Support	12,019.81	2,000.00	10,019.81	601.0%
Fines	760.31	0.00	760.31	100.0%
Library Materials Paid For	938.95			
Copy Machine	5,152.85	2,000.00	3,152.85	257.6%
Designated Gifts	10,000.00			
E-Rate Discount	10,335.60	5,400.00	4,935.60	191.4%
Refunds	11,578.23			
Fund Balance Brought Forward	76,425.44			
Total Income	1,723,272.97	1,596,799.00	126,473.97	107.9%
Gross Profit	1,723,272.97	1,596,799.00	126,473.97	107.9%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	318,334.38	334,851.00	-16,516.62	95.1%
Clerical	373,046.96	429,895.00	-56,848.04	86.8%
Custodian	31,996.27	47,477.00	-15,480.73	67.4%
Total Salaries	723,377.61	812,223.00	-88,845.39	89.1%
Benefits				
Fica	52,584.98	60,342.00	-7,757.02	87.1%
Disability Insurance	1,088.21	1,000.00	88.21	108.8%
Medical Insurance	50,162.86	89,240.00	-39,077.14	56.2%
Retirement	41,145.95	50,749.00	-9,603.05	81.1%
Unemployment Insurance	9,558.72	10,000.00	-441.28	95.6%
Total Benefits	154,540.72	211,331.00	-56,790.28	73.1%
Total Payroll Expenses	877,918.33	1,023,554.00	-145,635.67	85.8%
Library Materials				
Youth Materials				
Youth Arts & Crafts	633.55	2,500.00	-1,866.45	25.3%
Youth DVD's	277.74	500.00	-222.26	55.5%
Youth Computer Software	1,146.27	1,500.00	-353.73	76.4%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	9,343.56	14,000.00	-4,656.44	66.7%
Total Youth Materials	11,401.12	19,000.00	-7,598.88	60.0%
Adult Materials				
DVD/Music CD	3,565.95	4,000.00	-434.05	89.1%
Live-brary Downloadable e-bo...	49,295.00	51,000.00	-1,705.00	96.7%
Digital Material Subscriptions	9,286.20	12,500.00	-3,213.80	74.3%
Title Source	2,310.00	1,050.00	1,260.00	220.0%
Adult Books	21,102.87	21,000.00	102.87	100.5%
Reference Books and Data Ba...	1,452.78	1,500.00	-47.22	96.9%
Adult Ref Books				
Local History	520.00	1,000.00	-480.00	52.0%

Mattituck-Laurel Library  
Monthly Budget Report With Year To Date  
January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Continuations	73.45	2,500.00	-2,426.55	2.9%
Total Adult Ref Books	593.45	3,500.00	-2,906.55	17.0%
Virtual Reference Collection	5,225.00	5,300.00	-75.00	98.6%
Adult Audio Books	1,860.55	1,000.00	860.55	186.1%
Large Print Books	3,966.31	4,500.00	-533.69	88.1%
Newspapers	6,541.03	7,000.00	-458.97	93.4%
Periodicals	4,861.75	4,500.00	361.75	108.0%
Total Adult Materials	110,060.89	116,850.00	-6,789.11	94.2%
Teen Materials	1,690.61	3,500.00	-1,809.39	48.3%
Total Library Materials	123,152.62	139,350.00	-16,197.38	88.4%
Capital Expenditures	9,063.98	19,000.00	-9,936.02	47.7%
Technology	9,245.38	9,000.00	245.38	102.7%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,843.33	3,500.00	-656.67	81.2%
HVAC Maintenance	3,687.87	2,000.00	1,687.87	184.4%
Exterminator	1,520.00	1,000.00	520.00	152.0%
False Alarms	110.00	200.00	-90.00	55.0%
Alarm Test	0.00	200.00	-200.00	0.0%
Elevator Maint.	5,368.62	4,000.00	1,368.62	134.2%
Security Monitoring	238.90	700.00	-461.10	34.1%
Water Backflow Test	260.00	275.00	-15.00	94.5%
Fire Sprinkler Test	1,000.00	1,200.00	-200.00	83.3%
Piano Tuning	0.00	400.00	-400.00	0.0%
Other Building Maint.	9,442.73	7,000.00	2,442.73	134.9%
Total Building Maintenance	24,471.45	20,475.00	3,996.45	119.5%
Custodial Supplies	1,296.14	900.00	396.14	144.0%
Electric	20,046.82	26,400.00	-6,353.18	75.9%
Gas	7,463.33	11,000.00	-3,536.67	67.8%
Grounds Maintenance				
Snow Removal	470.00	4,500.00	-4,030.00	10.4%
Sprinkler Maintenance	626.00	500.00	126.00	125.2%
Other Grounds Maintenance	11,917.50	11,000.00	917.50	108.3%
Total Grounds Maintenance	13,013.50	16,000.00	-2,986.50	81.3%
Insurance				
Workers' Comp.	8,145.00	12,000.00	-3,855.00	67.9%
Umbrella Package	21,603.31	22,000.00	-396.69	98.2%
Total Insurance	29,748.31	34,000.00	-4,251.69	87.5%
Water				
North Fork Water	795.45	350.00	445.45	227.3%
SCWA	1,439.27	3,300.00	-1,860.73	43.6%
Total Water	2,234.72	3,650.00	-1,415.28	61.2%
Garbage Removal	3,217.26	3,000.00	217.26	107.2%
Total Operations and Maintenance	101,491.53	115,425.00	-13,933.47	87.9%
Miscellaneous Expense				
Legal Fees	2,854.50	2,500.00	354.50	114.2%
Contingency	1,992.00	3,000.00	-1,008.00	66.4%
Maintenance Office Equipment				

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Mattituck-Laurel Library  
Monthly Budget Report With Year To Date  
January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Verizon Mobile Hotspots	1,421.28	1,500.00	-78.72	94.8%
Optimum Internet Service	2,926.10	3,000.00	-73.90	97.5%
Copy Machine	4,431.35	8,500.00	-4,068.65	52.1%
Computer/Network Maintenance	12,000.00	12,000.00	0.00	100.0%
BookScan Maintenance	685.00	650.00	35.00	105.4%
Computer Software Licenses	6,374.84	8,500.00	-2,125.16	75.0%
<b>Total Maintenance Office Equip...</b>	<b>27,838.57</b>	<b>34,150.00</b>	<b>-6,311.43</b>	<b>81.5%</b>
<b>Membership</b>				
Professional Memberships	2,142.90	2,000.00	142.90	107.1%
Museum Passes	5,059.99	5,000.00	59.99	101.2%
Mattituck Chamber of Commer...	0.00	350.00	-350.00	0.0%
Eastern Suffolk BOCES	591.50	800.00	-208.50	73.9%
<b>Total Membership</b>	<b>7,794.39</b>	<b>8,150.00</b>	<b>-355.61</b>	<b>95.6%</b>
<b>Postage</b>				
Postage & Stamps	650.70	650.00	0.70	100.1%
Mailing Permit	290.00	250.00	40.00	116.0%
Newsletter mailing	1,863.78	1,400.00	463.78	133.1%
Post Office Box Fee	178.00	160.00	18.00	111.3%
<b>Total Postage</b>	<b>2,982.48</b>	<b>2,460.00</b>	<b>522.48</b>	<b>121.2%</b>
<b>Printing &amp; Advertising</b>				
Other printing & advertising	3,716.03	1,000.00	2,716.03	371.6%
Newsletter printing	20,379.00	11,000.00	9,379.00	185.3%
<b>Total Printing &amp; Advertising</b>	<b>24,095.03</b>	<b>12,000.00</b>	<b>12,095.03</b>	<b>200.8%</b>
<b>Professional Fees</b>				
Payroll Processing	6,520.91	10,000.00	-3,479.09	65.2%
SCLS Telecommunications	9,900.00	10,500.00	-600.00	94.3%
PALS Membership	10,581.04	10,710.00	-128.96	98.8%
Annual audit	14,490.00	12,500.00	1,990.00	115.9%
SCLS/Overdue Notices	256.44	500.00	-243.56	51.3%
SCLS/Annual Membership	11,968.00	12,000.00	-32.00	99.7%
<b>Total Professional Fees</b>	<b>53,716.39</b>	<b>56,210.00</b>	<b>-2,493.61</b>	<b>95.6%</b>
<b>Programs - Adult</b>				
Motion Picture/Music Licensing	572.12	500.00	72.12	114.4%
Adult Reading Club & Book Di...	4,171.92	3,500.00	671.92	119.2%
Adult Programs	24,896.07	16,000.00	8,896.07	155.6%
<b>Total Programs - Adult</b>	<b>29,640.11</b>	<b>20,000.00</b>	<b>9,640.11</b>	<b>148.2%</b>
Programs - Juvenile	10,847.91	10,000.00	847.91	108.5%
Programs - Summer	13,015.42	7,500.00	5,515.42	173.5%
Programs - Teen	7,164.71	6,500.00	664.71	110.2%
Supplies - Library	7,766.59	10,500.00	-2,733.41	74.0%
Supplies - Office	3,694.74	4,000.00	-305.26	92.4%
Supplies - Paper	1,166.88	2,500.00	-1,333.12	46.7%
Telephone	1,868.68	2,000.00	-131.32	93.4%
Travel	1,201.93	2,000.00	-798.07	60.1%
Workshops	861.00	2,000.00	-1,139.00	43.1%
Staff Development	0.00	1,000.00	-1,000.00	0.0%
Tuition Reimbursement	1,280.00	4,000.00	-2,720.00	32.0%
<b>Total Miscellaneous Expense</b>	<b>199,781.33</b>	<b>190,470.00</b>	<b>9,311.33</b>	<b>104.9%</b>
<b>Debt Service Total</b>				
Mortgage Principal	136,714.96			
Mortgage Interest	35,797.10			

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Mattituck-Laurel Library  
Monthly Budget Report With Year To Date  
January through December 2023

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	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	172,512.06	100,000.00	72,512.06	172.5%
Total Expense	1,493,165.23	1,596,799.00	-103,633.77	93.5%
Net Ordinary Income	230,107.74	0.00	230,107.74	100.0%
Net Income	<u>230,107.74</u>	<u>0.00</u>	<u>230,107.74</u>	<u>100.0%</u>

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**Mattituck-Laurel Library**  
**Monthly Income & Expense Report - All Other Funds**  
**December 2023**

Type	Date	Name	Memo	Paid Amount
<b>General Fund</b>				
<b>Building Fund</b>				
<b>Checking</b>				
Check	12/15/2023		Service Charge	-6.34
Total Checking				-6.34
<b>Savings</b>				
Deposit	12/31/2023		Interest for Octo...	1.43
Total Savings				1.43
Total Building Fund				-4.91
Total General Fund				-4.91
<b>Cultural Activities Fund</b>				
<b>Coffee Machine</b>				
Deposit	12/04/2023		Coffee	6.00
Deposit	12/11/2023		Coffee	5.00
Deposit	12/18/2023		Coffee	7.00
Deposit	12/26/2023		Coffee	2.00
Total Coffee Machine				20.00
<b>Staff Activity Fund</b>				
Bill	12/12/2023	Lucia Restaurant	Staff Luncheon 1...	-360.00
Bill	12/12/2023	Denise Riecker	Reimburse Staff ...	-31.87
Bill	12/19/2023	Sara Colichio.	Reimburse Bagel...	-23.72
Total Staff Activity Fund				-415.59
<b>Adult Programs Wash Account</b>				
Deposit	12/04/2023		Yoga	60.00
Deposit	12/04/2023		Cooking	20.00
Deposit	12/11/2023		Yoga	20.00
Deposit	12/11/2023		Arts & Crafts	5.00
Deposit	12/18/2023		Yoga	20.00
Deposit	12/18/2023		LI Aquarium Tick...	243.00
Bill	12/19/2023	Laurie Short	Chair Strength S...	-385.00
Deposit	12/20/2023		Tai Chi	231.84
Deposit	12/20/2023		Aerobics	347.12
Deposit	12/20/2023		Mardi Gras	18.82
Deposit	12/20/2023		Chef Rob Holiday	-20.00
Deposit	12/20/2023		Chef Rob Holiday	9.41
Deposit	12/20/2023		Chef Rob Soup	65.87
Deposit	12/26/2023		Aerobics	575.00
Deposit	12/26/2023		Yoga	20.00
Deposit	12/26/2023		Cooking	10.00
Deposit	12/26/2023		LI Aquarium Tick...	27.00
Deposit	12/26/2023		Tai Chi	60.00
Bill	12/27/2023	Rosemary Martilotta	Yoga Series 11/8...	-760.00
Deposit	12/28/2023		Aerobics	173.56
Deposit	12/28/2023		Mardi Gras	18.82
Deposit	12/28/2023		Chef Rob	9.41
Total Adult Programs Wash Account				769.85

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**Mattituck-Laurel Library**  
**Monthly Income & Expense Report - All Other Funds**  
**December 2023**

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<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Total Cultural Activities Fund				374.26
<b>Gift and Trust Fund - MM</b>				
<b>Local History Books</b>				
Deposit	12/18/2023	Academy Printing Services	Article in Peconic...	200.00
Total Local History Books				200.00
<b>Undesignated &amp; Interest</b>				
Deposit	12/29/2023	Garrett H. Moore	In Memory of Bar...	10,000.00
Deposit	12/29/2023		Interest	18.30
Total Undesignated & Interest				10,018.30
Total Gift and Trust Fund - MM				10,218.30
<b>TOTAL</b>				<b><u>10,587.65</u></b>

**Mattituck-Laurel Library**  
**Monthly Bill Payments**  
**As of December 31, 2023**

Type	Date	Num	Name	Memo	Amount
<b>Operating Checking</b>					
Total Operating Checking					
<b>BNB Operating Checking</b>					
Bill Pmt -Check	12/01/2023	12159	Champion Elevator	Invoice 2189988	-1,219.88
Bill Pmt -Check	12/01/2023	12160	Kanopy, Inc.	Invoice #376575-PPU	-149.00
Bill Pmt -Check	12/01/2023	12161	Orlowski Hardware ...	Acct 584177	-2.97
Bill Pmt -Check	12/01/2023	12162	PSEGLI	Cstmr ID 0295-3001-61-...	-1,374.85
Bill Pmt -Check	12/01/2023	12163	Quill Corporation	03047280	-608.19
Bill Pmt -Check	12/01/2023	12164	B&T Teen Account	L943258	-142.66
Bill Pmt -Check	12/01/2023	12165	Shauna Scholl.	Reimburse Apple Adapt...	-38.00
Bill Pmt -Check	12/04/2023	12166	NYS Employees He...	03909	-7,829.60
Bill Pmt -Check	12/05/2023	12167	B&T Juvenile Acco...	L 935700	-274.76
Bill Pmt -Check	12/05/2023	12168	Custom Lighting of ...	Invoice no. 12560	-155.00
Bill Pmt -Check	12/05/2023	12169	ELM USA, Inc.	Invoice 63209	-25.00
Bill Pmt -Check	12/05/2023	12170	L2J Consulting, Inc.	Invoice 122023	-1,000.00
Bill Pmt -Check	12/05/2023	12171	Lee McAllister	Laurel Lake Hike 12.6.23	-275.00
Bill Pmt -Check	12/05/2023	12172	Lisa Baglivi	Learn to Draw 12.5.23	-350.00
Bill Pmt -Check	12/05/2023	12173	Midwest Tape	11952	-178.49
Bill Pmt -Check	12/05/2023	12174	P.M. Communicatio...	Invoice 42455	-117.89
Bill Pmt -Check	12/05/2023	12175	SCLS	MATT	-26.46
Bill Pmt -Check	12/06/2023	12176	Marissa Timm	Reimburse Pizza for Tee...	-24.79
Bill Pmt -Check	12/06/2023	12177	Midwest Tape	11952	-76.26
Bill Pmt -Check	12/08/2023	12178	B&T Adult Account	L 90004-3	-1,471.85
Bill Pmt -Check	12/08/2023	12179	SCLS	MATT	-244.00
Bill Pmt -Check	12/12/2023	12180	Alice Jones	Crochet Series 11.7.23 t...	-360.00
Bill Pmt -Check	12/12/2023	12181	Hampton Pest Man...	Invoice 63665	-125.00
Bill Pmt -Check	12/12/2023	12182	Nicole Summers Sp...	Baby Boogie, Toddler T...	-350.00
Bill Pmt -Check	12/12/2023	12183	Southold Library	Classic Television Holid...	-100.00
Bill Pmt -Check	12/12/2023	12184	Business Card	5474 9700 8150 2023	-2,638.18
Bill Pmt -Check	12/15/2023	12185	Daily News	Acct. 4090496	-90.00
Bill Pmt -Check	12/15/2023	12186	Jeanne Schnupp	Savvy Sightseer Go We...	-100.00
Bill Pmt -Check	12/15/2023	12187	Mattituck Enviro Se...	Cstmr 11-0001422-0, In...	-252.72
Bill Pmt -Check	12/15/2023	12188	Organize Me! Of N...	How to Manage Paper 1...	-250.00
Bill Pmt -Check	12/19/2023	12189	Elan Financial Servi...	4798 5101 7200 1022	-1,873.23
Bill Pmt -Check	12/19/2023	12190	Living Art Aquariums	Invoice no. 1879	-200.00
Bill Pmt -Check	12/19/2023	12191	Midwest Tape	11952	-70.66
Bill Pmt -Check	12/19/2023	12192	Optimum	Acct. no. 07839-381822-...	-400.07
Bill Pmt -Check	12/19/2023	12193	Quill Corporation	03047280	-92.99
Bill Pmt -Check	12/19/2023	12194	W.B. Mason Co., Inc.	Cstmr C2001734, Inv. 2...	-130.96
Bill Pmt -Check	12/20/2023	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	12/26/2023	12195	Brodart	318719	-61.76
Bill Pmt -Check	12/26/2023	12196	Mattituck Plumbing ...	Acct #MAT-LIB, Invoice ...	-191.00
Bill Pmt -Check	12/26/2023	12197	National Grid	Acct 43544-64005	-972.00
Bill Pmt -Check	12/26/2023	12198	Quill Corporation	03047280	-76.75
Bill Pmt -Check	12/26/2023	12199	Twin Fork Landscap...	Invoice #26523	-1,625.00
Bill Pmt -Check	12/26/2023	12200	Verizon	Acct. 242398426-00001,...	-118.44
Bill Pmt -Check	12/26/2023	12201	Daniel J. Faraone	Medicare Reimburseme...	-562.50
Bill Pmt -Check	12/26/2023	12202	Garrett H. Moore	Medicare Reimburseme...	-384.00
Bill Pmt -Check	12/26/2023	12203	Kay Zegel.	Medicare Reimburseme...	-562.50
Bill Pmt -Check	12/28/2023	12204	Aflac	Acct NQH35, Inv. 334429	-189.00
Bill Pmt -Check	12/28/2023	12205	Penworthy	Cstmr 00-5320020_001,...	-315.06
Bill Pmt -Check	12/28/2023	12206	SCLS	MATT	-15.00
Bill Pmt -Check	12/28/2023	12207	W.B. Mason Co., Inc.		-9.02
Bill Pmt -Check	12/28/2023	12208	AFLAC INC	Grp AFA0017018, Inv. 4...	-272.16
Total BNB Operating Checking					-35,402.39
<b>TOTAL</b>					<b>-35,402.39</b>