

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

**MEETING DATE: Monday February 12, 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 January 8, 2024 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
  - B. Policy / Personnel
- XI. Old Business**
  - A. A/V System Upgrade
- XII. New Business**
  - A. Approval of the 2023 NYS Annual Report
  - B. Approval of Advocacy Day expenses
  - C. Approval of LIPA PILOT Agreement 2023-2024 Tax Year
- XIII. Adjournment**

**Next Meeting – March 11, 2024**

**MATTITUCK-LAUREL LIBRARY**  
**MINUTES OF THE REGULAR MONTHLY MEETING**  
February 12, 2024

**Present**

Jim Underwood, President  
Nick Timpone, Vice-President  
Katie O'Rourke, Secretary  
Colleen Grattan-Arnoff, Trustee  
Mary Sanchez, Trustee  
Shauna Scholl, Director

**Absent with Excuse**

Peter Kren, Trustee  
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.  
(Colleen, Mary; unanimous (5-0))

**IV. Review and Approval of the Minutes of January 8, 2024 Regular Board Meeting**

The minutes of the meeting held January 8, 2024 were approved.  
(Nick, Mary; 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 JANUARY warrant:

OPERATING ACCOUNT	\$173,124.27
CULTURAL ACTIVITIES FUND	2,813.96
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	20.68

Donations in excess of \$1,000  
\$5,000 Ira A. Roschelle MD Fam Fnd.  
(Colleen, Mary; 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.  
(Nick, Colleen; 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, Nick; unanimous (5-0))

Shauna announced that the library would be closed on Tuesday, February 13, 2024 out of an abundance of caution due to inclement weather. The staff workshop scheduled for February 13, 2024 will be postponed until April. Staff will be participating in a mandatory sexual harassment training via zoom on the morning of the February 13th. Shauna acknowledged Sharon for her management of the library's social media pages. #psiloveyouday2024, a mental health awareness day to share the message that love is meant to be given, and #LibraryChangedMyLife, a county wide project, are great highlights of the wonderful work Sharon is doing. Shauna will be looking for a new supplemental insurance product. Gerry shared with Shauna that a patron who has been visiting the library daily for many months reported that she passed her PA exam and will begin work at Stony Brook University Hospital.

**IX. President's Remarks** Jim shared that he has been working with Shauna and Sara on plans for the Health Fair which will take place on April 20, 2024. This event will include a walk and displays.

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

*A. Building /Grounds & Long-Range Planning* The committee met on January 18, 2024 with Kevin Verbesey, Director of SCLS. He provided details on DASNY funding and emphasized the necessity for the Library's inclusion in legislation to qualify for financing projects through the dormitory authority. Committee met again on February 1, 2024. The committee discussed the installation of two 20' x 20' shades for the green space. The next meeting is planned for March.

*B. Policy / Personnel* The committee met on January 30, 2024. Discussion ensued concerning a Retirement Incentive.

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

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

Motion to approve the estimate to update the A/V system.  
Contingent upon not hearing back from North Fork Custom Audio and Video by February 26, 2024.  
(Katie, Colleen; unanimous (5-0))

#### **XII. New Business**

##### *A. Approval of the 2023 NYS Annual Report*

Motion to approve the 2023 NYS Annual Report.  
(Mary, Colleen; unanimous (5-0))

*B. Approval of Advocacy Day expenses*

Motion to approve Advocacy Day expenses.

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

*C. Approval of LIPA PILOT Agreement 2023-2024 Tax Year*

Motion to approve the LIPA PILOT Agreement 2023-2024 Tax Year

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

**XIII. Period of Public Expression**

A second period of public expression was added (all members in agreement) to accommodate a member of the public who spoke on subjects of resolution.

**XIV. Adjournment**

Motion to adjourn at 6:30PM

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

**Dates of Future Board Meetings**

Monday, March 11, 2024

Monday, April 8, 2024

Monday, May 13, 2024

Respectfully submitted,

Katie O'Rourke

Secretary



# Mattituck-Laurel **LIBRARY**

## Warrants / Expenses

These are the expenses for the month and year of January 2024

Approved at the Library Board Meeting on February 12, 2024

**Operating Account Total**      \$ 173,124.27

    Payroll      \$ 72,830.66

    Non Payroll      \$ 100,293.61

**Cultural Activities Fund**      \$ 2,813.96

**Money Market Account**      \$0

**Building Fund Savings**      \$0

**Building Fund Checking**      \$ 20.68

Donations in excess of \$1,000      \$5,000 Ira A. Roschelle MD Fam Fnd

02/05/24

**Mattituck-Laurel Library  
Fund Balance Report**

	<u>Jan 24</u>
<b>General Fund</b>	
Operating Fund	445,768.00
Building Fund	
Checking	285,714.32
Savings	57,306.49
	<u>343,020.81</u>
<b>Total General Fund</b>	788,788.81
<b>Cultural Activities Fund</b>	
Coffee Machine	529.67
Teen Programs	21.12
Children's Programs	1,226.17
Staff Activity Fund	1,931.04
Adult Programs Wash Acco...	7,608.60
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
	<u>12,038.63</u>
<b>Total Cultural Activities Fund</b>	12,038.63
<b>Gift and Trust Fund - MM</b>	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	16,432.01
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
	<u>636,167.59</u>
<b>Total Gift and Trust Fund - MM</b>	636,167.59
<b>TOTAL</b>	<u><u>1,436,995.03</u></u>

**Mattituck-Laurel Library**  
**Monthly Expense Report - Operating Fund (Non Payroll)**  
**January 2024**

<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>				
01/25/2024	Discount School Supply	Pom poms, Wiggly eyes	58.18	58.18
Total Youth Arts & Crafts				58.18
<b>Youth DVD's</b>				
01/02/2024	Midwest Tape	504818363	10.49	10.49
01/09/2024	Midwest Tape	504862960	17.48	17.48
01/30/2024	Midwest Tape	504909726	24.49	24.49
Total Youth DVD's				52.46
<b>Youth Computer Software</b>				
01/18/2024	Business Card	Switch Fae, Pimkin4, M...	447.35	447.35
01/18/2024	Business Card	Dredge	29.99	29.99
Total Youth Computer Software				477.34
<b>Youth Books</b>				
01/03/2024	B&T Juvenile Account	December invoices	1,041.52	1,041.52
01/18/2024	Business Card	Freddie Snowman	10.99	10.99
Total Youth Books				1,052.51
Total Youth Materials				1,640.49
<b>Adult Materials</b>				
<b>DVD/Music CD</b>				
01/02/2024	Midwest Tape	504818364	17.49	17.49
01/05/2024	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
01/09/2024	Midwest Tape	504832808	20.99	20.99
Total DVD/Music CD				63.48
<b>Digital Material Subscriptions</b>				
01/02/2024	Kanopy, Inc.	Invoice #380284-PPU	129.00	129.00
01/02/2024	Midwest Tape	Hoopla / Month Ending ...	191.62	191.62
Total Digital Material Subscriptions				320.62
<b>Adult Books</b>				
01/03/2024	B&T Adult Account	December invoices	752.85	752.85
01/18/2024	Business Card	Grace in Aging, Girl Mis...	36.94	36.94
Total Adult Books				789.79
<b>Reference Books and Data Bases</b>				
01/25/2024	Demco Software	Brain HQ Annual 6.12.2...	666.67	666.67
Total Reference Books and Data Bases				666.67
<b>Adult Ref Books</b>				
<b>Local History</b>				
01/02/2024	PastPerfect Software, Inc.	Annual Hosting from Ja...	475.00	475.00
Total Local History				475.00
Total Adult Ref Books				475.00
<b>Large Print Books</b>				
01/03/2024	B&T Adult Account	December invoices	127.98	127.98
Total Large Print Books				127.98

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**Mattituck-Laurel Library**  
**Monthly Expense Report - Operating Fund (Non Payroll)**  
**January 2024**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
<b>Newspapers</b>				
01/02/2024	Newsday	From 1/11/24 to 3/6/24	287.92	287.92
01/05/2024	Daily News	Pays through 02/09/24	90.00	90.00
Total Newspapers				377.92
Total Adult Materials				2,821.46
<b>Teen Materials</b>				
01/05/2024	B&T Teen Account	December invoices	106.11	106.11
01/18/2024	Business Card	Books - multiple	108.07	108.07
Total Teen Materials				214.18
Total Library Materials				4,676.13
<b>Technology</b>				
01/05/2024	P.M. Communications Corp.	Monthly Maintenance	117.89	117.89
01/18/2024	Business Card	EVA case	13.48	13.48
Total Technology				131.37
<b>Operations and Maintenance</b>				
<b>Building Maintenance</b>				
<b>Aquarium Maintenance</b>				
01/18/2024	Living Art Aquariums	Service 12/12/23, 12/27/...	220.00	220.00
Total Aquarium Maintenance				220.00
<b>Exterminator</b>				
01/11/2024	Hampton Pest Management, Inc.	Termite Bait Station	85.00	85.00
01/11/2024	Hampton Pest Management, Inc.	Rodent Control	125.00	125.00
Total Exterminator				210.00
<b>Security Monitoring</b>				
01/05/2024	Suffolk Security Systems, Inc.	Digital Monitoring 02/01/...	122.85	122.85
Total Security Monitoring				122.85
<b>Fire Sprinkler Test</b>				
01/18/2024	STAT Inspection	Annual Inspection Contr...	1,250.00	1,250.00
Total Fire Sprinkler Test				1,250.00
<b>Other Building Maint.</b>				
01/26/2024	Custom Lighting of Suffolk, Inc.	Tripped Breaker Staff Of...	150.00	150.00
Total Other Building Maint.				150.00
Total Building Maintenance				1,952.85
<b>Electric</b>				
01/02/2024	PSEGLI	Service from Nov 20, 20...	1,304.27	1,304.27
01/30/2024	PSEGLI	Service from Dec 19, 20...	1,618.03	1,618.03
Total Electric				2,922.30
<b>Gas</b>				
01/25/2024	National Grid	Dec 18, 2023 to Jan 18,...	1,375.99	1,375.99
Total Gas				1,375.99
<b>Water</b>				
<b>North Fork Water</b>				



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**Mattituck-Laurel Library**  
**Monthly Expense Report - Operating Fund (Non Payroll)**  
**January 2024**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
01/18/2024	ReadyFresh	Qty 7 - 5 gallon bottles o...	130.91	130.91
Total North Fork Water				130.91
Total Water				130.91
<b>Garbage Removal</b>				
01/11/2024	Mattituck Enviro Services	4 YD Trash Service	252.72	252.72
Total Garbage Removal				252.72
Total Operations and Maintenance				6,634.77
<b>Miscellaneous Expense</b>				
<b>Maintenance Office Equipment</b>				
<b>Optimum Internet Service</b>				
01/25/2024	Optimum	Bill period 1/16/24 to 2/1...	245.32	245.32
Total Optimum Internet Service				245.32
<b>Computer/Network Maintenance</b>				
01/02/2024	L2J Consulting, Inc.	Monthly IT Support - Jan...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
<b>Computer Software Licenses</b>				
01/25/2024	Elan Financial Services	Intuit,DRICrashplan,Con...	941.34	941.34
Total Computer Software Licenses				941.34
Total Maintenance Office Equipment				2,186.66
<b>Membership</b>				
<b>Professional Memberships</b>				
01/09/2024	Suffolk PLDA	2024 PLDA Membership	65.00	65.00
01/25/2024	Elan Financial Services	Suffolk County Library (...)	268.00	268.00
01/26/2024	Karen Letteriello.	Reimburse Professional ...	58.00	58.00
Total Professional Memberships				391.00
<b>Museum Passes</b>				
01/25/2024	Elan Financial Services	Frick, NY Historical	360.00	360.00
01/25/2024	Metropolitan Opera Association...	Rigoletto 2022	75.00	75.00
Total Museum Passes				435.00
Total Membership				826.00
<b>Postage</b>				
<b>Postage &amp; Stamps</b>				
01/26/2024	Postmaster	200 Forever stamps @ ...	136.00	136.00
Total Postage & Stamps				136.00
<b>Newsletter mailing</b>				
01/05/2024	Postmaster	January/February Newsl...	392.00	392.00
Total Newsletter mailing				392.00
Total Postage				528.00
<b>Printing &amp; Advertising</b>				
<b>Other printing &amp; advertising</b>				
01/30/2024	Town of Southold.	Special Event Permit 4....	500.00	500.00

**Mattituck-Laurel Library**  
**Monthly Expense Report - Operating Fund (Non Payroll)**  
**January 2024**

Date	Name	Memo	Original Amount	Paid Amount
Total Other printing & advertising				500.00
<b>Newsletter printing</b>				
01/05/2024	Pine Barrens Printing	January/February News...	3,508.00	3,508.00
Total Newsletter printing				3,508.00
Total Printing & Advertising				4,008.00
<b>Professional Fees</b>				
<b>SCLS/Overdue Notices</b>				
01/08/2024	SCLS	Overdues - Processed &...	21.42	21.42
Total SCLS/Overdue Notices				21.42
Total Professional Fees				21.42
<b>Programs - Adult</b>				
<b>Adult Programs</b>				
01/02/2024	Elise Anne Calabrese	Spanish series 11-14-23...	480.00	480.00
01/09/2024	Cutchogue-New Suffolk Library	Everly Bros. Concert 1/7...	333.00	333.00
01/09/2024	Kathy Pasca	Good Vibrations 1/9/24	300.00	300.00
01/18/2024	Business Card	Opera, Board game	52.79	52.79
01/18/2024	Rob Scott	Morrocan Stew 1.18.24	445.00	445.00
01/25/2024	Elan Financial Services	YouTube, Zoom, Seed ...	140.63	140.63
01/25/2024	Tara Penske	Winter Skin Care 1.23.24	355.00	355.00
01/25/2024	Cornell Cooperative Extension	Healthy Aging 1.25.24	150.00	150.00
01/25/2024	North Shore Public Library	Sip and Sing 1.21.24 Sh...	50.00	50.00
01/25/2024	Southold Library	The Florida Vacation 1.2...	100.00	100.00
Total Adult Programs				2,406.42
Total Programs - Adult				2,406.42
<b>Programs - Juvenile</b>				
01/08/2024	Rob Scott	Rugelach Grab & Go 1/8...	299.00	299.00
01/08/2024	Nicole Summers Sparling	Baby Boogie, Toddler T...	350.00	350.00
01/11/2024	TD3 Innovative Gaming, LLC	Minecraft Polar Bear Plu...	200.00	200.00
01/18/2024	Business Card	Knit hats	43.98	43.98
01/18/2024	Business Card	Simon game, Crayons	27.96	27.96
01/25/2024	Elan Financial Services	YouTube	46.66	46.66
01/25/2024	Discount School Supply	Scratch art, palm pipes, ...	59.90	59.90
01/30/2024	Evelyn Alexander Wildlife Resc...	Story Time w/ Groundho...	200.00	200.00
01/30/2024	Joseph Ciaravino	Prestino's Magic 2.3.24	350.00	350.00
Total Programs - Juvenile				1,577.50
<b>Programs - Summer</b>				
01/18/2024	Business Card	Flashlights, Books, Gam...	255.93	255.93
01/25/2024	Southold Library	Jack Licitra Music 7.28...	75.00	75.00
Total Programs - Summer				330.93
<b>Programs - Teen</b>				
01/18/2024	Business Card	Markers, Ceramic mugs	44.93	44.93
01/25/2024	Cutchogue-New Suffolk Library	Deposit for 10 Climbers ...	137.00	137.00
01/25/2024	Elan Financial Services	YouTube	46.66	46.66
01/25/2024	Southold Library	Roller Skating 1.20.24	100.00	100.00
01/30/2024	Rob Scott	Chef Rob Cheesecake ...	235.00	235.00
Total Programs - Teen				563.59
<b>Supplies - Library</b>				
01/05/2024	Orlowski Hardware Company, I...	16 pk AA Batteries, Pola...	27.97	27.97
01/18/2024	Business Card	Labeling Tape	12.99	12.99

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**Mattituck-Laurel Library**  
**Monthly Expense Report - Operating Fund (Non Payroll)**  
**January 2024**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
01/25/2024	Elan Financial Services	Aunt Flow,Cricut	159.99	159.99
01/25/2024	Quill Corporation	Fellowes Shredder Oil	7.75	7.75
01/25/2024	Quill Corporation	Book tape 4x15 yds, Sc...	275.90	275.90
01/25/2024	Sara Colichio.	Reimburse Paper goods...	76.12	76.12
Total Supplies - Library				560.72
<b>Supplies - Office</b>				
01/02/2024	Quill Corporation	Brother tn420 black toner	42.99	42.99
01/11/2024	Cash	Petty Cash Replenishm...	50.00	50.00
01/25/2024	Quill Corporation	Napkins, Clorox wipes, ...	60.89	60.89
Total Supplies - Office				153.88
<b>Supplies - Paper</b>				
01/25/2024	Quill Corporation	8 Boxes 8.5x11 White P...	262.72	262.72
Total Supplies - Paper				262.72
<b>Telephone</b>				
01/25/2024	Optimum	Bill period 1/16/24 to 2/1...	154.76	154.76
Total Telephone				154.76
Total Miscellaneous Expense				13,580.60
<b>Debt Service Total</b>				
<b>Mortgage Interest</b>				
01/17/2024	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74
01/22/2024	Dime Community Bank	2023 Y/E Fund Balance ...	67,841.00	67,841.00
Total Mortgage Interest				75,270.74
Total Debt Service Total				75,270.74
<b>TOTAL</b>				<b>100,293.61</b>

Mattituck-Laurel Library  
Monthly Budget Report With Year To Date  
January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	0.00	4,000.00	-4,000.00	0.0%
Mattituck-Cutchoque School Dist	553,109.07	1,663,155.00	-1,110,045.93	33.3%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	2.45	100.00	-97.55	2.5%
Direct Public Support	750.56	2,000.00	-1,249.44	37.5%
Fines	131.56			
Library Materials Paid For	54.60			
Copy Machine	523.55	2,000.00	-1,476.45	26.2%
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Fund Balance Brought Forward	67,841.00			
<b>Total Income</b>	<b>622,412.79</b>	<b>1,678,455.00</b>	<b>-1,056,042.21</b>	<b>37.1%</b>
Gross Profit	622,412.79	1,678,455.00	-1,056,042.21	37.1%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	29,706.24	350,493.00	-320,786.76	8.5%
Clerical	29,301.93	453,257.00	-423,955.07	6.5%
Custodian	3,516.05	47,675.00	-44,158.95	7.4%
<b>Total Salaries</b>	<b>62,524.22</b>	<b>851,425.00</b>	<b>-788,900.78</b>	<b>7.3%</b>
Benefits				
Fica	4,252.38	63,298.00	-59,045.62	6.7%
Disability Insurance	994.67	1,000.00	-5.33	99.5%
Medical Insurance	3,721.37	104,560.00	-100,838.63	3.6%
Retirement	611.80	60,017.00	-59,405.20	1.0%
Unemployment Insurance	2,124.60	11,000.00	-8,875.40	19.3%
<b>Total Benefits</b>	<b>11,704.82</b>	<b>239,875.00</b>	<b>-228,170.18</b>	<b>4.9%</b>
<b>Total Payroll Expenses</b>	<b>74,229.04</b>	<b>1,091,300.00</b>	<b>-1,017,070.96</b>	<b>6.8%</b>
Library Materials				
Youth Materials				
Youth Arts & Crafts	58.18	2,500.00	-2,441.82	2.3%
Youth DVD's	52.46	500.00	-447.54	10.5%
Youth Computer Software	477.34	1,500.00	-1,022.66	31.8%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	1,052.51	14,000.00	-12,947.49	7.5%
<b>Total Youth Materials</b>	<b>1,640.49</b>	<b>19,000.00</b>	<b>-17,359.51</b>	<b>8.6%</b>
Adult Materials				
DVD/Music CD	63.48	4,000.00	-3,936.52	1.6%
Live-brary Downloadable e-bo...	0.00	54,000.00	-54,000.00	0.0%
Digital Material Subscriptions	320.62	13,000.00	-12,679.38	2.5%
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	789.79	21,000.00	-20,210.21	3.8%
Reference Books and Data Ba...	666.67	2,000.00	-1,333.33	33.3%
Adult Ref Books				
Local History	475.00	1,000.00	-525.00	47.5%
Continuations	0.00	2,500.00	-2,500.00	0.0%
<b>Total Adult Ref Books</b>	<b>475.00</b>	<b>3,500.00</b>	<b>-3,025.00</b>	<b>13.6%</b>
Virtual Reference Collection	0.00	5,500.00	-5,500.00	0.0%
Adult Audio Books	0.00	1,000.00	-1,000.00	0.0%

Mattituck-Laurel Library  
Monthly Budget Report With Year To Date  
January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
Large Print Books	127.98	5,000.00	-4,872.02	2.6%
Newspapers	377.92	7,000.00	-6,622.08	5.4%
Periodicals	0.00	5,000.00	-5,000.00	0.0%
<b>Total Adult Materials</b>	<b>2,821.46</b>	<b>122,050.00</b>	<b>-119,228.54</b>	<b>2.3%</b>
Teen Materials	214.18	2,500.00	-2,285.82	8.6%
<b>Total Library Materials</b>	<b>4,676.13</b>	<b>143,550.00</b>	<b>-138,873.87</b>	<b>3.3%</b>
Capital Expenditures	0.00	19,000.00	-19,000.00	0.0%
Technology	131.37	9,200.00	-9,068.63	1.4%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	220.00	3,500.00	-3,280.00	6.3%
HVAC Maintenance	0.00	2,000.00	-2,000.00	0.0%
Exterminator	210.00	1,000.00	-790.00	21.0%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	0.00	200.00	-200.00	0.0%
Elevator Maint.	0.00	4,500.00	-4,500.00	0.0%
Security Monitoring	122.85	700.00	-577.15	17.6%
Water Backflow Test	0.00	275.00	-275.00	0.0%
Fire Sprinkler Test	1,250.00	1,200.00	50.00	104.2%
Piano Tuning	0.00	400.00	-400.00	0.0%
Other Building Maint.	150.00	7,000.00	-6,850.00	2.1%
<b>Total Building Maintenance</b>	<b>1,952.85</b>	<b>20,975.00</b>	<b>-19,022.15</b>	<b>9.3%</b>
Custodial Supplies	0.00	1,000.00	-1,000.00	0.0%
Electric	2,922.30	27,500.00	-24,577.70	10.6%
Gas	1,375.99	11,000.00	-9,624.01	12.5%
Grounds Maintenance				
Snow Removal	0.00	4,500.00	-4,500.00	0.0%
Sprinkler Maintenance	0.00	700.00	-700.00	0.0%
Other Grounds Maintenance	0.00	11,000.00	-11,000.00	0.0%
<b>Total Grounds Maintenance</b>	<b>0.00</b>	<b>16,200.00</b>	<b>-16,200.00</b>	<b>0.0%</b>
Insurance				
Workers' Comp.	0.00	12,000.00	-12,000.00	0.0%
Umbrella Package	0.00	22,000.00	-22,000.00	0.0%
<b>Total Insurance</b>	<b>0.00</b>	<b>34,000.00</b>	<b>-34,000.00</b>	<b>0.0%</b>
Water				
North Fork Water	130.91	1,000.00	-869.09	13.1%
SCWA	0.00	3,500.00	-3,500.00	0.0%
<b>Total Water</b>	<b>130.91</b>	<b>4,500.00</b>	<b>-4,369.09</b>	<b>2.9%</b>
Garbage Removal	252.72	3,000.00	-2,747.28	8.4%
<b>Total Operations and Maintenance</b>	<b>6,634.77</b>	<b>118,175.00</b>	<b>-111,540.23</b>	<b>5.6%</b>
Miscellaneous Expense				
Longevity Benefit	1,380.35	1,500.00	-119.65	92.0%
Legal Fees	0.00	2,500.00	-2,500.00	0.0%
Contingency	0.00	3,000.00	-3,000.00	0.0%
Maintenance Office Equipment				
Verizon Mobile Hotspots	231.24	2,400.00	-2,168.76	9.6%
Optimum Internet Service	245.32	3,200.00	-2,954.68	7.7%
Copy Machine	0.00	8,500.00	-8,500.00	0.0%
Computer/Network Maintenance	1,000.00	12,000.00	-11,000.00	8.3%
BookScan Maintenance	0.00	700.00	-700.00	0.0%

Mattituck-Laurel Library  
Monthly Budget Report With Year To Date  
January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
Computer Software Licenses	941.34	9,000.00	-8,058.66	10.5%
Total Maintenance Office Equip...	2,417.90	35,800.00	-33,382.10	6.8%
Membership				
Professional Memberships	391.00	2,200.00	-1,809.00	17.8%
Museum Passes	435.00	5,000.00	-4,565.00	8.7%
Mattituck Chamber of Commer...	0.00	350.00	-350.00	0.0%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	826.00	8,350.00	-7,524.00	9.9%
Postage				
Postage & Stamps	136.00	770.00	-634.00	17.7%
Mailing Permit	0.00	250.00	-250.00	0.0%
Newsletter mailing	392.00	1,500.00	-1,108.00	26.1%
Post Office Box Fee	0.00	160.00	-160.00	0.0%
Total Postage	528.00	2,680.00	-2,152.00	19.7%
Printing & Advertising				
Other printing & advertising	500.00	1,000.00	-500.00	50.0%
Newsletter printing	3,508.00	12,000.00	-8,492.00	29.2%
Total Printing & Advertising	4,008.00	13,000.00	-8,992.00	30.8%
Professional Fees				
Payroll Processing	510.55	10,500.00	-9,989.45	4.9%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	0.00	10,800.00	-10,800.00	0.0%
Annual audit	0.00	12,500.00	-12,500.00	0.0%
SCLS/Overdue Notices	21.42	500.00	-478.58	4.3%
SCLS/Annual Membership	0.00	12,000.00	-12,000.00	0.0%
Total Professional Fees	531.97	56,800.00	-56,268.03	0.9%
Programs - Adult				
Motion Picture/Music Licensing	0.00	500.00	-500.00	0.0%
Adult Reading Club & Book Di...	0.00	3,500.00	-3,500.00	0.0%
Adult Programs	2,406.42	16,000.00	-13,593.58	15.0%
Total Programs - Adult	2,406.42	20,000.00	-17,593.58	12.0%
Programs - Juvenile	1,577.50	10,500.00	-8,922.50	15.0%
Programs - Summer	330.93	8,000.00	-7,669.07	4.1%
Programs - Teen	563.59	8,000.00	-7,436.41	7.0%
Supplies - Library	560.72	10,500.00	-9,939.28	5.3%
Supplies - Office	153.88	4,000.00	-3,846.12	3.8%
Supplies - Paper	262.72	2,500.00	-2,237.28	10.5%
Telephone	154.76	2,200.00	-2,045.24	7.0%
Travel	0.00	2,200.00	-2,200.00	0.0%
Workshops	0.00	2,200.00	-2,200.00	0.0%
Staff Development	0.00	1,000.00	-1,000.00	0.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	15,702.74	197,230.00	-181,527.26	8.0%
Debt Service Total				
Mortgage Interest	75,270.74			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	75,270.74	100,000.00	-24,729.26	75.3%
Total Expense	176,644.79	1,678,455.00	-1,501,810.21	10.5%

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02/05/24  
Cash Basis

Mattituck-Laurel Library  
Monthly Budget Report With Year To Date  
January 2024

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	Jan 24	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	445,768.00	0.00	445,768.00	100.0%
Net Income	445,768.00	0.00	445,768.00	100.0%

02/05/24

**Mattituck-Laurel Library**  
**Monthly Income & Expense Report - All Other Funds**  
**January 2024**

Type	Date	Name	Memo	Paid Amount
<b>General Fund</b>				
<b>Building Fund</b>				
<b>Checking</b>				
General Journal	01/01/2024			285,735.00
Check	01/12/2024		Service Charge	-20.68
Total Checking				285,714.32
<b>Savings</b>				
General Journal	01/01/2024			57,306.49
Total Savings				57,306.49
Total Building Fund				343,020.81
Total General Fund				343,020.81
<b>Cultural Activities Fund</b>				
<b>Coffee Machine</b>				
General Journal	01/01/2024			507.67
Deposit	01/02/2024		Coffee	2.00
Deposit	01/16/2024		Coffee	3.00
Deposit	01/22/2024		Coffee	10.00
Deposit	01/29/2024		Coffee	6.50
Deposit	01/30/2024		Coffee	0.50
Total Coffee Machine				529.67
<b>Teen Programs</b>				
General Journal	01/01/2024			21.12
Total Teen Programs				21.12
<b>Children's Programs</b>				
General Journal	01/01/2024			1,226.17
Total Children's Programs				1,226.17
<b>Staff Activity Fund</b>				
General Journal	01/01/2024			-68.96
Total Staff Activity Fund				-68.96
<b>Adult Programs Wash Account</b>				
General Journal	01/01/2024			8,535.75
Deposit	01/02/2024		Museum	60.00
Deposit	01/02/2024		LI Aquarium Tick...	567.00
Deposit	01/04/2024		Mardi Gras	94.10
Deposit	01/04/2024		Aerobics	86.78
Deposit	01/04/2024		Yoga	77.38
Deposit	01/08/2024		Yoga	80.00
Deposit	01/08/2024		Cooking	60.00
Deposit	01/08/2024		Tai Chi	180.00
Bill	01/11/2024	SCLS	LI Aquarium Tick...	-2,700.00
Deposit	01/11/2024		Chef Rob	65.87
Deposit	01/16/2024		Cooking	30.00
Deposit	01/16/2024		LI Aquarium Tick...	54.00
Deposit	01/19/2024		Yoga	154.76



02/05/24

**Mattituck-Laurel Library**  
**Monthly Income & Expense Report - All Other Funds**  
**January 2024**

Type	Date	Name	Memo	Paid Amount
Deposit	01/22/2024		Yoga	80.00
Deposit	01/22/2024		Cooking	10.00
Deposit	01/22/2024		Natural History ...	50.00
Bill	01/25/2024	Cathy Hinderliter	Refund Chair Str...	-45.00
Deposit	01/26/2024		Tai Chi	57.96
Deposit	01/29/2024		Writing	75.00
Deposit	01/30/2024		Defensive Driving	35.00
Total Adult Programs Wash Account				7,608.60
<b>Designated Gifts</b>				
General Journal	01/01/2024			657.80
Total Designated Gifts				657.80
<b>Parent-Toddler Programs</b>				
General Journal	01/01/2024			64.23
Total Parent-Toddler Programs				64.23
<b>Staff Ordering Account</b>				
General Journal	01/01/2024			0.00
Total Staff Ordering Account				0.00
Total Cultural Activities Fund				10,038.63
<b>Gift and Trust Fund - MM</b>				
<b>Claire Lincoln Memorial</b>				
General Journal	01/01/2024			2,637.09
Total Claire Lincoln Memorial				2,637.09
<b>Local History Books</b>				
General Journal	01/01/2024			26,695.05
Total Local History Books				26,695.05
<b>Undesignated &amp; Interest</b>				
Deposit	01/01/2024	Ira A. Roschelle MD Fam...	Ira A. Roschelle ...	5,000.00
General Journal	01/01/2024			11,408.39
Deposit	01/31/2024		Interest	23.62
Total Undesignated & Interest				16,432.01
<b>Capital Reserve Fund</b>				
General Journal	01/01/2024			400,136.70
Total Capital Reserve Fund				400,136.70
<b>Unemployment Insurance</b>				
General Journal	01/01/2024			30,000.00
Total Unemployment Insurance				30,000.00
Total Gift and Trust Fund - MM				475,900.85
<b>TOTAL</b>				<b>828,960.29</b>

# Mattituck-Laurel Library

## Monthly Bill Payments

As of January 31, 2024

Type	Date	Num	Name	Memo	Amount
<b>Operating Checking</b>					
Total Operating Checking					
<b>BNB Operating Checking</b>					
Bill Pmt -Check	01/02/2024	12209	Elise Anne Calabrese	Spanish series 11-14-23...	-480.00
Bill Pmt -Check	01/02/2024	12210	Kanopy, Inc.	Invoice #380284-PPU	-129.00
Bill Pmt -Check	01/02/2024	12211	L2J Consulting, Inc.	Invoice #012024	-1,000.00
Bill Pmt -Check	01/02/2024	12212	Midwest Tape	11952	-27.98
Bill Pmt -Check	01/02/2024	12213	Newsday	Acct 40410623	-287.92
Bill Pmt -Check	01/02/2024	12214	PastPerfect Softwar...	Cstmr #39482, Invoice #...	-475.00
Bill Pmt -Check	01/02/2024	12215	PSEGLI	Cstmr ID 0295-3001-61-...	-1,304.27
Bill Pmt -Check	01/02/2024	12216	Quill Corporation	03047280	-42.99
Bill Pmt -Check	01/02/2024	12217	Midwest Tape	11952	-191.62
Bill Pmt -Check	01/03/2024	12218	B&T Juvenile Acco...	L 935700	-1,041.52
Bill Pmt -Check	01/03/2024	12219	B&T Adult Account	L 90004-3	-880.83
Bill Pmt -Check	01/05/2024	12220	B&T Teen Account	L943258	-106.11
Bill Pmt -Check	01/05/2024	12221	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	01/05/2024	12222	ELM USA, Inc.	Invoice no. 63822	-25.00
Bill Pmt -Check	01/05/2024	12223	Orlowski Hardware ...	Acct 584177	-27.97
Bill Pmt -Check	01/05/2024	12224	P.M. Communicatio...	Invoice no. 42575	-117.89
Bill Pmt -Check	01/05/2024	12225	Pine Barrens Printing	Invoice 34141	-3,508.00
Bill Pmt -Check	01/05/2024	12226	Postmaster	Permit no. 41	-392.00
Bill Pmt -Check	01/05/2024	12227	Suffolk Security Sys...	1720	-122.85
Bill Pmt -Check	01/08/2024	12228	Nicole Summers Sp...	Baby Boogie, Toddler T...	-350.00
Bill Pmt -Check	01/08/2024	12229	Rob Scott	Rugelach Grab & Go 1/8...	-299.00
Bill Pmt -Check	01/08/2024	12230	SCLS	MATT	-21.42
Bill Pmt -Check	01/09/2024	12231	Cutchogue-New Suf...	Everly Bros. Concert 1/7...	-333.00
Bill Pmt -Check	01/09/2024	12232	Kathy Pasca	Good Vibrations 1/9/24	-300.00
Bill Pmt -Check	01/09/2024	12233	Midwest Tape	11952	-38.47
Bill Pmt -Check	01/09/2024	12234	NYS Employees He...	03909	-7,829.60
Bill Pmt -Check	01/09/2024	12235	Suffolk PLDA	2024 PLDA Membership	-65.00
Bill Pmt -Check	01/11/2024	12236	Cash	Petty Cash Replenishment	-50.00
Bill Pmt -Check	01/11/2024	12237	Hampton Pest Man...		-210.00
Bill Pmt -Check	01/11/2024	12238	Mattituck Enviro Se...	Cstmr 11-0001422-0, In...	-252.72
Bill Pmt -Check	01/11/2024	12239	TD3 Innovative Ga...	Minecraft Polar Bear Plu...	-200.00
Bill Pmt -Check	01/17/2024	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	01/18/2024	12241	Business Card	5474 9700 8150 2023	-989.99
Bill Pmt -Check	01/18/2024	12242	Living Art Aquariums	Invoice no. 1901	-220.00
Bill Pmt -Check	01/18/2024	12243	Rob Scott	Morrocan Stew 1.18.24	-445.00
Bill Pmt -Check	01/18/2024	12244	Shelterpoint Life Ins...	Policy # D242574	-1,265.19
Bill Pmt -Check	01/18/2024	12245	Business Card	5474 1518 7474 0647	-1,475.76
Bill Pmt -Check	01/18/2024	12246	ReadyFresh	Acct 0140002023, Inv. 0...	-130.91
Bill Pmt -Check	01/18/2024	12247	STAT Inspection	Invoice #2024-0033	-1,250.00
Bill Pmt -Check	01/18/2024	12248	KSCPP	VOID: Taste of Korea 1...	0.00
Bill Pmt -Check	01/22/2024	ACH	Dime Community B...	2023 Y/E Fund Balance ...	-67,841.00
Bill Pmt -Check	01/22/2024		Mattituck-Laurel Lib...	2023 fund balance year...	-160,266.74
Bill Pmt -Check	01/22/2024		Mattituck-Laurel Lib...	2023 fund balance year...	-2,000.00
Bill Pmt -Check	01/25/2024	12249	Aflac	Acct NQH35, Inv. 352887	-236.25
Bill Pmt -Check	01/25/2024	12250	Cutchogue-New Suf...	Deposit for 10 Climbers ...	-137.00
Bill Pmt -Check	01/25/2024	12251	Demco Software	INV00014956	-666.67
Bill Pmt -Check	01/25/2024	12252	Discount School Su...	Inv. W13517860101	-118.08
Bill Pmt -Check	01/25/2024	12253	Elan Financial Servi...	4798 5101 7200 1022	-1,963.28
Bill Pmt -Check	01/25/2024	12254	Metropolitan Opera ...	Met Opera M397 Invoice	-75.00
Bill Pmt -Check	01/25/2024	12255	National Grid	Acct. 43544-64005	-1,375.99
Bill Pmt -Check	01/25/2024	12256	Optimum	Acct. no. 07839-381822-...	-400.08
Bill Pmt -Check	01/25/2024	12257	Quill Corporation	03047280	-607.26
Bill Pmt -Check	01/25/2024	12258	Sara Colichio.	Reimburse Paper goods...	-76.12
Bill Pmt -Check	01/25/2024	12259	Southold Library	Roller Skating 1.20.24	-100.00
Bill Pmt -Check	01/25/2024	12260	Tara Penske	Winter Skin Care 1.23.24	-355.00
Bill Pmt -Check	01/25/2024	12261	Verizon	Acct. 242398426-00001,...	-231.24
Bill Pmt -Check	01/25/2024	12262	Cornell Cooperative...	Healthy Aging 1.25.24	-150.00
Bill Pmt -Check	01/25/2024	12263	North Shore Public ...	Sip and Sing 1.21.24 Sh...	-50.00
Bill Pmt -Check	01/25/2024	12264	Southold Library	The Florida Vacation 1.2...	-100.00
Bill Pmt -Check	01/25/2024	12265	Southold Library	Jack Licitra Music 7.28....	-75.00
Bill Pmt -Check	01/26/2024	12266	Custom Lighting of ...	Invoice #12699	-150.00
Bill Pmt -Check	01/26/2024	12267	Karen Letteriello.	Reimburse Professional ...	-58.00
Bill Pmt -Check	01/26/2024	12268	Postmaster	200 Forever stamps @ \$...	-136.00
Bill Pmt -Check	01/30/2024	12269	Evelyn Alexander ...	Story Time w/ Groundho...	-200.00

02/05/24

**Mattituck-Laurel Library**  
**Monthly Bill Payments**  
As of January 31, 2024

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Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/30/2024	12270	Joseph Ciaravino	Prestino's Magic 2.3.24	-350.00
Bill Pmt -Check	01/30/2024	12271	Midwest Tape	11952	-24.49
Bill Pmt -Check	01/30/2024	12272	PSEGLI	Cstmr 0295-3001-61-3, ...	-1,618.03
Bill Pmt -Check	01/30/2024	12273	Town of Southold.	Special Event Permit 4.2...	-500.00
Bill Pmt -Check	01/30/2024	12274	Rob Scott	Chef Rob Cheesecake ...	-235.00
Total BNB Operating Checking					-273,502.98
<b>TOTAL</b>					<b>-273,502.98</b>