

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

MEETING DATE: Monday March 11, 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 February 12, 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. Budget / Finance
- XI. Old Business**
- XII. New Business**
 - A. Set budget information hearing date and time to Monday September 9, 2024 at 5:00pm and budget vote date and time to Tuesday September 17, 2024 from 9am – 7pm.
 - B. Establish window for call for nominations. Nominations open on July 1, 2024 and close July 22, 2024 at 7pm.
 - C. Delayed opening Wednesday, April 3, 2024 10am.
- XIII. Adjournment**

Next Meeting – April 8, 2024

Directors Report February 2024

Building and Grounds

The staff restroom had a clog at the point where waste exits the building (February 8th). Coastline responded early on Friday, February 9th and removed the clog. They noted that the concrete floor at one of the manholes was completely gone and would need to be rebuilt – they hypothesized that this was causing part of the issue because waste was not able to keep moving through the system and instead was building up. They provided a quote to rebuild the concrete floor, about \$1,000. I've reached out to them to find out when they can come do the work.

The Library was closed on Tuesday February 13th due to the winter weather event.

The new bottle fill station was installed on Tuesday February 20th and several patrons have already commented to the circulation staff that they were happy to see it back up and running.

Programs and Services

On Friday February 9th the library took part in P.S. I Love You Day. The staff wore purple, there were signs posted throughout the building and Sharon ran a social media campaign. We are now signed up for P.S. I Love You Day and will receive correspondence from the organization for the upcoming day in 2025 (date has been set for February 14, 2025).

I'm very excited to announce that we will be purchasing Fiero Code for our patrons. Fiero Code is a learn-to-code software program that teaches the skills necessary to make websites, apps, programs, animations, and video games. Patrons can sign up for self-guided independent learning or join a code club at the Library.

On Thursday February 29th we had a showing of the film Oppenheimer and had a strong turnout of over 20+ viewers!

Upcoming programs and events to note:

Coffee with a Cop – March 8, 2024 at 10am – 12pm.

Free Educational Medicare Seminar – March 12, 2024 at 10am.

An Old Fashion Irish Sing Along – March 15, 2024 at 5:30pm.

The Roosevelt Women: Exceptional Ladies of New York State (zoom) – March 20, 2024 7pm.

Starting Your Organic Vegetable Garden – March 23, 2024 at 10:30am.

Mindfulness Series with Donna Nesteruk – March 26, 2024 at 5:30pm.

Friends of the Library

The next Friends meeting is Tuesday April 16th at 9:30am. The Friends have agreed to sponsor the 2024 Health Fair Walk and will assist with purchasing t-shirts for the event.

The Friends Irish Tea on Thursday March 14th at 12pm is sold out!

Administrative

Advocacy Day 2024

On February 6th and 7th, I had the opportunity to visit our state capital in Albany where I networked with colleagues across New York State and represented the Mattituck-Laurel Library in meetings with our elected officials who represent the 1st District: Senator Anthony Palumbo and Assemblymember Fred Thiele.

This was my second year attending Advocacy Day. Libraries are well-received by our elected officials, and the New York Library Association (NYLA) always does a great job of prepping library champions so we all have a common voice.

Our meetings were productive; we took our time explaining to our legislators all the things that libraries do for their communities beyond circulating books and other items: providing safe spaces, Wi-Fi access, computers and technology, tech assistance, a library of things, social work interns, classes and programs, notaries, a seed library, eBooks and digital resources, streaming services, community meeting spaces, and so much more!

It's important for our lawmakers to keep funding budget items like library aid and library construction. Construction grant funding is vital for libraries like Mattituck-Laurel as it allows us to address aging infrastructure without taking away from budget monies or completely draining our capital reserve funds.

As a library champion, I'm thrilled that the Executive Budget includes funding for NOVELny (online databases available to every New Yorker, free of charge), which is a new allocation for 2025. I hope to see an increase in library aid, library construction, and library materials aid. I also hope that the legislators focus their priorities on protecting patron access to library materials and services.

Though Advocacy Day has concluded, there is always time to take action by [clicking here](#).

A complete listing of NYLA's 2024 legislative priorities can be found [here](#).

On February 12th I attended a productive meeting with the staff safety committee, the committee is currently reviewing a draft of the safety and disaster plan, once I have their feedback on the plan as whole, I will be meeting with the personnel / policy committee to review the document.

The full staff meeting took place via Zoom on Tuesday, February 13th, the staff were trained using the NYS Sexual Harassment Training – all staff have completed training for 2024. I am working on rescheduling the EAP workshop to the April staff meeting and am requesting a delayed opening at 10am on Wednesday April 3rd to accommodate the workshop.

I was very excited to be included with two other Directors from Zone 1 in a recorded zoom conversation with Kevin Verbesey about our libraries and each administrator's budget planning

process. The intention is to utilize these videos for the administrative courses as well as trustee training across NYS. It was a fun experience and I'm happy to share and pass on any knowledge I've learned! Once the video series is live, I'll share it with the Board.

I have been meeting with a group of staff, Friends, and Jim regarding a health fair that we are planning for April. Sara has been working to arrange all the vendors and activities and the Friends will be sponsoring a walk.

As we inch closer to the spring and summer there are a couple of pending items that the building and grounds committee needs to discuss including shade in the greenspace and a location for the Percussion Play Instruments.

I have received another thank you note from a staff member to the Board as well as a positive patron interaction from Jerry – attached for all to read.

Meetings Attended

February 1 – Committee: Long Range Planning & Building and Grounds

February 5 – Health Fair

February 6-7 – Advocacy Day, Albany

February 12 – Staff Safety Committee

February 12 – Department Heads

February 13 – Full Staff Meeting (zoom)

February 14 – Meeting with Kevin, Budgets/Planning (zoom)

February 15 – Reference Staff Meeting

February 15 – Omnibus Grant – FOL

February 16 – PLDA Zone 1 Directors Meeting @ Rogers Memorial (Southampton)

February 20 – Omnibus Grant – FOL (phone)

February 22 – The Retreat: Partnering to Provide Safety & Support (zoom)

February 26 – Health Fair

February 26 – MLCA Zoning Meeting

February 27 – Youth Services Advisory Committee @ SCLS

February 28 – Committee: Budget / Finance

February 29 – Feiro Code Demo (zoom)

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - February 2024

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - During the month of February, I spent a lot of time focusing on Health fair planning, Omnibus award paperwork, program planning and performance evals Ann and I also began a new weeding project. See below for more information.

Meetings - I attended the following meetings during the month of February:

Date	Meeting
2/5/24	Health fair meeting
2/6/24	Omnibus Award Training
2/12/24	Department Heads' Meeting
2/12/24	Health fair meeting
2/21/24	New Employee Check in
2/26/24	East End Heads of Reference Meeting
2/26/24	Health fair meeting
2/27/24	Health Resources Seminar
2/27/24	Performance Eval
2/28/24	Performance Eval
2/28/24	Performance Eval
2/29/24	Homelessness Training

Programming - The following adult programs were offered during the month of February:

Date	Program	Statistics	Program Platform/Notes
Mondays in February	Chair Strength and Stretch	27 each session	In person
Tuesdays in February	Book Discussion Group: <i>Moby Dick</i>	8	In person; offered by Jerry Matovcik (1st of 2 groups)
Tuesdays in February	Poetry, Music and Art series via Zoom	9 each session	Virtual; offered by Jerry Matovcik
Wednesdays in February	Book Discussion Group: <i>Moby Dick</i>	8	In person; offered by Jerry Matovcik (2nd of 2 groups)

Wednesdays in February	Writing with Pat	5	In person
Wednesdays in February	Yoga	6 each session plus one walk-in	In person
Every other Thursday in February	Alternate Thursday films	4 one session; 12 second session	In person; coordinated by Jerry Matovcik
2/2 and 2/16	Tai Chi	9	In person
2/5 and 2/20	Caregiver Support Group	3 first session; 5 second session	In person; offered by Ella Engel-Snow and a representative from the Alzheimer's Association
Ongoing	One-on-one Tech Appointments	16	In person; offered by Sharon, with some walk-ins accommodated by Marissa and Sara
2/3	<i>Spark: Robin Williams and his Battle with Lewy Body Dementia</i> documentary	9	In person
2/7	Invitation to the Opera: <i>Rigoletto</i>	12	In person; offered by Jerry Matovcik
2/7	Tips for Successful Aging in Place*	3	Virtual; this was a free shared EEPA program hosted by Amagansett Free Library
2/7	Black Joy Celebration of Black History Month*	3	Virtual; this was a shared EEPA program hosted by Hampton Library
2/8	Love is in the Air	6	Virtual; this was a shared program co-sponsored by Southold and Mattituck-Laurel Library and hosted by North Shore Public Library
2/9	Literary Cafe	9	In person; offered by Bev
2/11	Sip and Sing with Valerie DiLorenzo*	2	Virtual; this was a shared EEPA program hosted by Hampton Library
2/12	Fall Prevention with Dr. Elizabeth White-Fricker	8	In person

2/13	Maximize Your Social Security Benefits in Retirement	N/A	Canceled due to snow day; rescheduled in June
2/15	Women's Heart Health*	2	Virtual; this was a free EEPA program offered by Stony Brook Southampton Hospital and hosted by Hampton Bays Public Library
2/16	Gene Casey in concert	100+	In person; hosted by Cutchogue-New Suffolk Free Library and co-sponsored by Southold and Mattituck-Laurel Libraries
2/20	Dinner and a cookbook	28	In person; offered by Bev
2/21	Billy Joel's New York*	11	Virtual; this was a shared EEPA program hosted by Westhampton Free Library
2/22	Operation Barbarossa: Hitler Invades Russia	16	In person; offered by Jerry Matovcik and John Ribeiro
2/22	John Lennon: <i>Watching the Wheels</i>	50+	Virtual; hosted by Mattituck-Laurel Library and co-sponsored by Southold Free Library
2/26	Everglades 101	6	Virtual; this was a free shared program hosted by North Shore Public Library and co-sponsored by Southold and Mattituck-Laurel Library
2/27	Mardi Gras: A Further Taste of New Orleans	30 plus 9 on a waitlist	In person; hosted by Mattituck-Laurel Library and co-sponsored by Southold Free Library
2/28	John Kendrick presents: Lena Horne	50+	Virtual; hosted by Southold Free Library and co-sponsored by Mattituck-Laurel Library

*Statistics for virtual shared EEPA programs do not definitively represent the number of Mattituck-Laurel Library patrons that attended the program. Final statistics are kept by the host library but do not indicate the number of attendees by specific library. Shared programs are typically low cost and/or free for participating libraries.

Planning for Spring/Summer - Program planning for spring is complete and summer program planning is underway. Some programs that have been booked for the spring include, but are not limited to: The Betty White Story, Irish Soda Bread kits, Defensive Driving, Intro to Drawing series, smartphone photography, Mindfulness series, a guided hike at Hallock State Preserve, Tortilla Making, bridge classes, suicide prevention and more.

Social Media/Marketing - Diana continues to make adult program flyers. I include information about all programs in our e-newsletter and print newsletter. I also post flyers around our building and advertise them using the library's sandwich board sign outside. Sharon has been diligently promoting our events and services on social media.

Adult Nonfiction and Audiobook Collection - I continue to order nonfiction and reference materials on a monthly basis after reading book reviews in periodicals. Ann and I are working on a big weeding project for the nonfiction and reference collections.

Newspapers and Electronic Resources - All newspaper subscriptions and e-resources are up to date at this time. I am noticing a general trend that the cost of newspaper subscriptions has been increasing. At this time our budget allows us to continue renewing newspaper subscriptions; however, I will continue to monitor subscription renewal prices.

Adult Grab-and-Go Kits - We did not offer a grab-and-go kit during the month of February, but I have purchased Irish Soda Bread grab-and-go kits from Chef Rob to give out in March.

Other -

- **Library of Things** - I continue to assist with processing items in our Library of Things as needed. We recently added a board game to our library of things that is intended to help individuals with cognitive decline and memory difficulties.
- **Miscellaneous** - I attended an Omnibus award training on February 6th and have been assisting the Friends with the paperwork and procedure.

Tax documents and instructions have been organized and placed in the local history area for patrons.

The English Conversation Group remains steady with 3 patrons attending regularly each week. We have a patron volunteer, Elise Calabrese, who makes this program possible.

MahJongg and Bridge groups continue to meet each week. MahJongg meets on Mondays and Fridays; Bridge meets on Wednesdays. The North Fork Anglers also meet the last Thursday of each month (except November and December).

We are noticing an increase in room reservation requests from patrons. We continue to offer rooms on a first-come, first-serve basis.

Several staff members and I have been meeting with Jim, board president, to plan our library's health fair on 4/20/24. We currently have several vendors attending and health-related activities planned.

Performance evals for all staff in the reference department are complete.

- Social Work - Ella continues to run her caregiver support group, take patron appointments and phone calls, and assist with planning for our health fair on 4/20/24.

Date: March 3, 2024

To: Shauna Scholl
From: Karen Letteriello
Youth and Parenting Services

Subject: February 2024 Wrap-up

Our Numbers are as follows:
Program: 220
Book pulls: 189 In person help: 52

GENERAL INFORMATION

Weeding was completed within the early reader collection. A patron had asked for early reader graphic novels. This set us on a path where Elizabeth went through every book and came across books whose format was graphic comic boxed. We have now created a new shelf devoted specifically to this collection. We recently revamped this area and now provide pre reading activities such as cutting lines and tracing letters.

Our technology is currently being updated. All three iPads were set up with the protective covers. They are now synced to each other and geotagged in the event they are used out in the greenspace. Elizabeth continues to update the Laptops to get ready for our own Minecraft programs.

Work was completed on the March/April print newsletter.

MEETINGS

Friday February 3rd in the afternoon Karen visited A Time to Grow Preschool in Southold. We shared stories about hugs and valentines. We then made a heart hug.

Tuesday, February 6th Karen attended the Family Place Distinguished Speakers workshop. The topic was Executive Function.

Monday, February 12th Elizabeth attended Library Safety Committee Meeting.

Monday, February 12th Karen attended the Health Fair Committee Meeting.

Tuesday, February 13th Shauna scheduled a Full Staff meeting. The entire department attended on zoom as the library was closed for a snow day. We all earned our annual Sexual Harassment Certificates.

Tuesday, February 20th Karen attended the online webinar sponsored by Library Journal. The topic was Spanish Books for Kids.

Tuesday, February 20th Karen attended the online webinar sponsored by Booklist. The topic was Magnificent Middle Grade Reads.

Wednesday, February 21st Karen attended the online webinar introducing Fiero Code.

Wednesday, February 28th Karen attended the online webinar sponsored by Library Journal. The topic was K-12 reading trends.

Thursday, February 29th Karen attended the online webinar sponsored by Booklist. The topic was Middle Grade Reads by Newbery Authors.

PROGRAMS

FAMILY

The family story time continues to be a huge hit. This month we welcomed the Evelyn Alexander Wildlife Center and the groundhog. Patrons enjoyed the stories, crafts and of course the live groundhog.

Take your child to the library day was celebrated with Prestino's Magic Show. Families laughed and clapped as the Magician performed many different acts. Of course, pulling a real live rabbit out of a hat is the main attraction.

Fruit Loop bird feeders found families enjoying this hand eye coordination creating many different shapes of feeders. Naturally, some of the fruit loops were eaten before making to the pipe cleaners.

This month the Movie Little Giants was a huge hit. We had sixteen people in the tween place enjoying this movie. The scent of popcorn wafted through the library.

PROGRAMS

Our youngest patrons continue to fill the offered programs. The Parent/Child Rhyme and Play is an open ended play time followed by circle time of rhymes and puppets. Those attending embark on a journey of laughter and learning. The Babies Boogie and Toddler Tango classes are always an energetic time filled with music and laughter.

At the STEM table we offered a number of different activities. We began with designing hearts with yarn, creating Chinese Lanterns, Cup Art with colorful balls, finding white items, playing in white rice, building a snowman, and creating a sensory board with handprints. We make use of the lending library items for our patrons and borrowed the construction blocks. In the Tween Place we put up the puzzle table and provided Junior GeoStix as well as Simon the follow the leader toy.

This month we hired artist Chris Vivas to help our tweens create dragon shrinks in honor of Chinese New Year. Chris is a professor of Art and shares his knowledge across libraries. Attendees were able to choose dragon designs and trace them and then transfer them onto the Shrinky. Kids enjoyed learning the process as much as the finished project. The LEGO program is always well attended. With the amount of donations we

have received over the years coupled with Elizabeth's organization, kids look forward to coming here to design and create having so many options to choose from.

OVERALL

Sharon loves Fairytales and wanted to put something together to celebrate this genre. We provided Cinderella books from across the globe for her to showcase on our social media sites.

Summer reading is gearing up. We will be using READsquared, the online software again this year. We have purchased a number of prizes and decorations. The theme this year is Adventure begins at your library. We have adapted this theme to focus on camping. We requested Applebee's coupons for summer reading program completion.

Mattituck-Laurel Library
Teen Services Board Report – February 2024
 Prepared by Marissa Timm, Teen Services Librarian

Summary – This month I have been planning programming and events for both the spring and summer. I have been running winter programs, attending meetings and trainings, improving the teen social media, weeding the collection, and providing community service opportunities for the recent influx of teens coming in looking for them. I have also been rearranging the teen space as I have noticed more teens coming in after school. As always I continue to learn and grow in this role and look forward to continuing to provide services for the teens in the community.

Meetings: Meetings during the month of February.

Date	Meeting
02/12	Department Heads Meeting
02/12	Safety Committee Meeting
02/13	Staff Meeting
02/15	Reference Department Meeting
02/29	Fiero Code Demo

Programming - The following teen programs were offered during the month of February:

Date	Program	Statistics	Program Platform/Notes
02/01-02/29	Heart Stencil Coasters	10	
02/01	Chef Rob Cheesecake Muffins	15	
02/04-03/03	SAT Prep Classes	18	This was a shared program with the other Northfork Libraries.

02/13	Make your own pancakes	3	This program needed to be postponed due to the library closing for inclement weather
02/26	Decorate your own phone charger	1	This program was cancelled due to low registration.

Social Media/Marketing- This month I have been working with Sharon to try and use the Instagram and Facebook pages more. We have been working with different strategies to try and get the most engagement. I have been sending out monthly email blasts letting patrons know about community service opportunities and upcoming programs. I also continuously update the flyers in the teen space to reflect the upcoming programs and events. I also add posts to the Teen Services page on our website.

Community Service –Grab and go community service kits are available at an ongoing basis. I have continued to have an influx of students coming in looking for the grab and go community service kits. They have been taking the pet portraits, doing book reviews, letters to seniors, kindness rocks and bookmark kits. The pet portraits are donated to the North fork Animal League. The letters go the Senior Service Center. The rocks are put around local gardens or the library. The bookmarks are put up at circulation for patrons to take and use. The following is some general stats to show interest in the kits.

Book reviews: 3
Postcards: 12
Mini canvases: 10
Dog Toys: 10
Bookmarks: 70

Girls Who Code-Girls Who Code started again and runs every Monday. They are currently working on the winter challenge.

Teen Space –For the month of February, I displayed books for Black History Month. The guessing jar has also been updated. February’s guessing jar had 11 participants. The DIY grab and go kits are placed in the Creation Station on an ongoing basis. I recently updated the creation station by labeling and separating the crafts for more accessible use. Flyers are continually being updated, most recently adding information about the upcoming programs.

Print Newsletter–This month I finished the content for the March/April newsletter and have begun working on the May/June newsletter.

Teen Collection - Monthly book orders continue after reviewing School Library Journal, Publisher’s Weekly and Kirkus.I also continue to take books off new. I am continuing to change the book shelf displays to showcase books in the collection that have low circulation stats. I got these numbers from running statistical reports. I also update the Teen Services page on our website to showcase the new titles and take off old ones.

Weeding- This month I continued and completed the weeding process for the teen collection. I recently requested an updated Teen Reading List from the high school and they are currently working on getting me one. I also weeded old/outdated textbooks from the collection. In regards to the fiction collection, I weeded anything with a creation date prior to 12/2020 with less than 3 checkouts.

Misc.-

3D print requests: 4
I helped out Sharon by taking/helping with a couple of tech appointments.

Dear Board of Trustees.

I just wanted to say
personally "Thank you"
for the longevity benefit
which was approved
for years of service
at Mattituck - Laurel
Library.

Sincerely,
Leda B. Hall



Tuesday evening Poetry Series

Jerry Matovcik <jerry.matovcik@mattlibrary.org>

Thank you

2 messages

Alice [REDACTED]
To: Jerry Matovcik <jerry.matovcik@mattlibrary.org>

Tue, Feb 27, 2024 at 8:41 PM

Hi Jerry,

Again, thank you so much for these poetry sessions. They've meant a lot to me, a way to get away from neuroscience for a while and to think about literature. And all the beautiful things it connects us with.

Abby said she really enjoyed it too!

Please do it again.

Alice

--
Alice [REDACTED]
[REDACTED]

Jerry Matovcik <jerry.matovcik@mattlibrary.org>
To: Alice [REDACTED]

Wed, Feb 28, 2024 at 9:10 AM

Hi, Alice

Thank you for the compliment; it certainly encourages me to continue at some future date. I can't say enough about how I enjoyed meeting you and sharing the poetry with you and hearing about your family and meeting Abby too. Continue to have a good year. I will keep in touch.

Best regards,

Jerry

[Quoted text hidden]



Mattituck-Laurel **LIBRARY**

Warrants / Expenses

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

To be approved at the Library Board Meeting on March 11, 2024

Operating Account Total \$ 195,775.50

 Payroll \$ 93,892.78

 Non Payroll \$ 101,882.72

Cultural Activities Fund \$ 510.00

Money Market Account \$0

Building Fund Savings \$0

Building Fund Checking \$ 37.66

Donations in excess of \$1,000 None

03/06/24

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Feb 24</u>
General Fund	
Operating Fund	432,644.32
Building Fund	
Checking	285,676.66
Savings	57,306.49
	<hr/>
Total Building Fund	342,983.15
	<hr/>
Total General Fund	775,627.47
Cultural Activities Fund	
Coffee Machine	556.67
Teen Programs	369.78
Children's Programs	1,226.17
Staff Activity Fund	1,931.04
Adult Programs Wash Acco...	8,249.95
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
	<hr/>
Total Cultural Activities Fund	13,055.64
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	16,457.28
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	636,192.86
	<hr/>
TOTAL	1,424,875.97

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

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
02/20/2024	Business Card	Bulk Tissue Paper	7.83	7.83
Total Youth Arts & Crafts				7.83
Youth Computer Software				
02/20/2024	Business Card	Sonic Superstars	29.99	29.99
Total Youth Computer Software				29.99
Youth Books				
02/02/2024	B&T Juvenile Account	January invoices	1,584.45	1,584.45
02/20/2024	Business Card	Book by Peggy Dickerson	17.04	17.04
Total Youth Books				1,601.49
Total Youth Materials				1,639.31
Adult Materials				
DVD/Music CD				
02/08/2024	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
02/08/2024	Midwest Tape	504983082	20.99	20.99
02/08/2024	Midwest Tape	505012967	11.89	11.89
02/08/2024	Midwest Tape	505012968	20.99	20.99
02/08/2024	Midwest Tape	505012969	45.47	45.47
02/16/2024	Midwest Tape	505045046	23.09	23.09
02/16/2024	Midwest Tape	505045047	18.19	18.19
02/16/2024	Midwest Tape	505045048	216.88	216.88
02/16/2024	Midwest Tape	505045190	20.99	20.99
02/20/2024	Business Card	Pelican Brief	12.49	12.49
02/23/2024	Midwest Tape	505077280	78.35	78.35
02/23/2024	Midwest Tape	505077281	13.99	13.99
02/23/2024	Midwest Tape	505077282	31.48	31.48
Total DVD/Music CD				539.80
Live-brary Downloadable e-books				
02/08/2024	SCLS	Downloadable Media (O...	51,651.00	51,651.00
Total Live-brary Downloadable e-books				51,651.00
Digital Material Subscriptions				
02/01/2024	SCLS	TumbleBook Premium S...	479.00	479.00
02/01/2024	Kanopy, Inc.	179 Tickets	179.00	179.00
02/02/2024	Midwest Tape	Hoopla Month ending 1/...	158.28	158.28
Total Digital Material Subscriptions				816.28
Adult Books				
02/05/2024	B&T Adult Account	January Invoices	1,018.28	1,018.28
02/20/2024	Business Card	Shakespeare Measure f...	14.95	14.95
Total Adult Books				1,033.23
Large Print Books				
02/05/2024	B&T Adult Account	L9000433	203.15	203.15
Total Large Print Books				203.15
Newspapers				
02/20/2024	Newsday	From 3/5/24 to 4/29/24	287.92	287.92
02/20/2024	Elan Financial Services	D J Barron's	97.73	97.73

03/04/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
02/27/2024	Daily News	Pays through 3/19/24	131.48	131.48
Total Newspapers				517.13
Periodicals				
02/12/2024	EBSCO Subscription Services	Invoice \$4869.77 less cr...	4,838.82	4,838.82
Total Periodicals				4,838.82
Total Adult Materials				59,599.41
Total Library Materials				61,238.72
Capital Expenditures				
02/28/2024	Astoria Communications	50% Deposit on Blue Ra...	4,635.00	4,635.00
02/28/2024	Mattituck Plumbing & Heating	Replaced water fountain...	4,250.00	4,250.00
Total Capital Expenditures				8,885.00
Technology				
02/05/2024	P.M. Communications Corp.	Monthly Maintenance	117.89	117.89
02/20/2024	Elan Financial Services	Makerbot 3D Printer Ext...	379.99	379.99
02/20/2024	Elan Financial Services	Battery backup replace...	144.13	144.13
02/20/2024	Business Card	Hotspot case	15.99	15.99
02/20/2024	Business Card	IPad cases Qty 3	70.47	70.47
Total Technology				728.47
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
02/16/2024	Living Art Aquariums	Service 1/9/24 & 1/22/2...	430.00	430.00
Total Aquarium Maintenance				430.00
Elevator Maint.				
02/28/2024	Champion Elevator	Quarterly Maintenance f...	1,219.88	1,219.88
Total Elevator Maint.				1,219.88
Other Building Maint.				
02/05/2024	Suffolk Security Systems, Inc.	Replaced CR123 Lithiu...	158.50	158.50
02/14/2024	Mattituck Plumbing & Heating	Labor: Clog on Main Lin...	176.00	176.00
02/23/2024	Coastline Cesspool & Drain Se...	Vac. truck service to cle...	825.00	825.00
Total Other Building Maint.				1,159.50
Total Building Maintenance				2,809.38
Custodial Supplies				
02/14/2024	Quill Corporation	Qty 2 - Swiffer wet cloth ...	25.18	25.18
02/23/2024	Emerald Island	Black liner 100/c, 2 ply T...	467.65	467.65
02/23/2024	Emerald Island	Yellow caddy bag for 44 ...	32.00	32.00
Total Custodial Supplies				524.83
Electric				
02/28/2024	PSEGLI	Service from Jan 22, 20...	1,503.20	1,503.20
Total Electric				1,503.20
Gas				
02/23/2024	National Grid	Jan 18, 2024 to Feb 16, ...	1,393.44	1,393.44
Total Gas				1,393.44

03/04/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Grounds Maintenance				
Snow Removal				
02/01/2024	Twin Fork Landscape Contracti...	Snow Removal 1.16.24, ...	800.00	800.00
02/27/2024	Twin Fork Landscape Contracti...	Snow Removal 2/13/24 ...	725.00	725.00
Total Snow Removal				1,525.00
Total Grounds Maintenance				1,525.00
Water				
North Fork Water				
02/20/2024	ReadyRefresh	Qty 9 - 5 gallon bottles ...	168.89	168.89
Total North Fork Water				168.89
Total Water				168.89
Garbage Removal				
02/08/2024	Mattituck Enviro Services	4 YD Trash Service	252.72	252.72
Total Garbage Removal				252.72
Total Operations and Maintenance				8,177.46
Miscellaneous Expense				
Legal Fees				
02/23/2024	Volz & Vigliotta, PLLC	PILOTs Matter - review ...	120.00	120.00
Total Legal Fees				120.00
Maintenance Office Equipment				
Optimum Internet Service				
02/16/2024	Optimum	Billing period 2/16/24 to ...	245.00	245.00
Total Optimum Internet Service				245.00
Copy Machine				
02/16/2024	Precision Microproducts	Contract plus color and ...	346.24	346.24
02/16/2024	Precision Microproducts	Contract plus color and ...	501.12	501.12
Total Copy Machine				847.36
Computer/Network Maintenance				
02/06/2024	L2J Consulting, Inc.	Monthly IT Support - Fe...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
BookScan Maintenance				
02/29/2024	CCP Solutions, LLC	01/01/2024 to 12/31/202...	690.00	690.00
Total BookScan Maintenance				690.00
Computer Software Licenses				
02/05/2024	Library Market	Library Calendar: Annu...	1,500.00	1,500.00
02/05/2024	Library Market	Library Website: Annual ...	2,000.00	2,000.00
02/08/2024	Port53 Technologies Inc.	Umbrella Insights by Cis...	1,459.20	1,459.20
02/20/2024	Elan Financial Services	DRICrashPlan	32.55	32.55
Total Computer Software Licenses				4,991.75
Total Maintenance Office Equipment				7,774.11
Membership				
Professional Memberships				
02/20/2024	Elan Financial Services	SCLA Membership / Sara	55.00	55.00

03/04/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Professional Memberships				55.00
Mattituck Chamber of Commerce				
02/01/2024	Mattituck Chamber of Commerce	Membership Dues 2024	125.00	125.00
Total Mattituck Chamber of Commerce				125.00
Total Membership				180.00
Printing & Advertising				
Other printing & advertising				
02/09/2024	Rogers Memorial Library	Voz Latina 12 month Ad...	192.00	192.00
Total Other printing & advertising				192.00
Total Printing & Advertising				192.00
Professional Fees				
PALS Membership				
02/08/2024	SCLS-PALS	1st Quarter 2024 - PAL...	2,798.69	2,798.69
Total PALS Membership				2,798.69
SCLS/Overdue Notices				
02/02/2024	SCLS	Overdues - Processed &...	23.94	23.94
Total SCLS/Overdue Notices				23.94
Total Professional Fees				2,822.63
Programs - Adult				
Adult Reading Club & Book Discu				
02/20/2024	Business Card	Qty 25 -Kitchen Table B...	867.23	867.23
Total Adult Reading Club & Book Discu				867.23
Adult Programs				
02/02/2024	Gerard Matovcik.	Reimburse for Snacks / ...	15.99	15.99
02/09/2024	Norrh Shore Public Library	Love is in the Air 2/8/24 ...	100.00	100.00
02/12/2024	Hampton Library	Black Joy 2/7/24 - Share...	25.00	25.00
02/12/2024	North Shore Public Library	Sip and Sing, LOVE 2/1...	50.00	50.00
02/20/2024	Cutchogue-New Suffolk Free Li...	Gene Casey 2.18.24 Sh...	200.00	200.00
02/20/2024	Elan Financial Services	Zoom	63.96	63.96
02/27/2024	Clive Young	John Lennon 2/22/24	250.00	250.00
02/27/2024	Westhampton Free Library	Billy Joel 2/21/24 / Shar...	50.00	50.00
Total Adult Programs				754.95
Total Programs - Adult				1,622.18
Programs - Juvenile				
02/02/2024	Chris Vivas	Dragon Wkshp 2/12/24	275.00	275.00
02/05/2024	Karen Letteriello.	Reimburse for Juvenile ...	34.11	34.11
02/14/2024	Nicole Summers Sparling	Baby Boogie, Toddler T...	350.00	350.00
02/20/2024	Business Card	Batteries, Webcam, Char...	90.68	90.68
Total Programs - Juvenile				749.79
Programs - Teen				
02/20/2024	Business Card	Snacks, Markers, Cookin...	105.93	105.93
Total Programs - Teen				105.93
Supplies - Library				
02/01/2024	Orlowski Hardware Company, I...	16 pack AAA Batteries	19.49	19.49
02/05/2024	Quill Corporation	Fellowes menu size lami...	55.65	55.65

03/04/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
02/05/2024	Quill Corporation	Thermal laminator pouc...	27.92	27.92
02/14/2024	Quill Corporation	Qty 4 - Kcups 24/bx , Qt...	66.95	66.95
02/20/2024	SCLS	3 1/8" x 200' EcoChit Ph...	134.97	134.97
02/20/2024	Elan Financial Services	Claire's Corner Dome R...	86.33	86.33
02/20/2024	Elan Financial Services	Cricut	9.99	9.99
02/20/2024	Elan Financial Services	File bars for file cabinets	79.10	79.10
02/20/2024	Business Card	Tablet mount, cleaning ...	33.77	33.77
Total Supplies - Library				514.17
Supplies - Office				
02/12/2024	Business Card	Amazon Prime Member...	220.00	220.00
02/14/2024	Quill Corporation	White out, Pens, Qty 2 - ...	59.26	59.26
02/27/2024	Quill Corporation	Band aids, Green tea K...	67.97	67.97
Total Supplies - Office				347.23
Telephone				
02/16/2024	Optimum	Billing period 2/16/24 to ...	154.80	154.80
Total Telephone				154.80
Travel				
02/01/2024	Joanne Hruz.	Mileage Reimbursement...	46.36	46.36
02/01/2024	Karen Letteriello.	Mileage Reimbursement...	131.86	131.86
02/12/2024	Karen Letteriello.	Mileage Reimbursement...	60.43	60.43
02/16/2024	Sauna Scholl.	Mileage to Albany @ \$3...	521.84	521.84
Total Travel				760.49
Workshops				
02/20/2024	Elan Financial Services	LILC Ticket / Sara	80.00	80.00
Total Workshops				80.00
Total Miscellaneous Expense				15,423.33
Debt Service Total				
Mortgage Interest				
02/20/2024	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
TOTAL				101,882.72

Mattituck-Laurel Library
 Monthly Budget Report With Current Month
 February 2024

	Feb 24
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	180,494.43
Interest	4.05
Direct Public Support	95.20
Fines	49.39
Copy Machine	571.84
	181,214.91
Total Income	181,214.91
Gross Profit	181,214.91
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	33,603.35
Clerical	38,306.50
Custodian	4,656.86
	76,566.71
Total Salaries	76,566.71
Benefits	
Fica	5,620.42
Disability Insurance	-351.48
Medical Insurance	4,409.72
Retirement	2,876.98
Unemployment Insurance	2,540.12
	15,095.76
Total Benefits	15,095.76
Total Payroll Expenses	91,662.47
Library Materials	
Youth Materials	
Youth Arts & Crafts	7.83
Youth Computer Software	29.99
Youth Books	1,601.49
	1,639.31
Total Youth Materials	1,639.31
Adult Materials	
DVD/Music CD	539.80
Live-brary Downloadable e-bo...	51,651.00
Digital Material Subscriptions	816.28
Adult Books	1,033.23
Large Print Books	203.15
Newspapers	517.13
Periodicals	4,838.82
	59,599.41
Total Adult Materials	59,599.41
Total Library Materials	61,238.72
Capital Expenditures	8,885.00
Technology	728.47
Operations and Maintenance	
Building Maintenance	

Mattituck-Laurel Library
 Monthly Budget Report With Current Month
 February 2024

	Feb 24
Aquarium Maintenance	430.00
Elevator Maint.	1,219.88
Other Building Maint.	1,159.50
Total Building Maintenance	2,809.38
Custodial Supplies	524.83
Electric	1,503.20
Gas	1,393.44
Grounds Maintenance	
Snow Removal	1,525.00
Total Grounds Maintenance	1,525.00
Water	
North Fork Water	168.89
Total Water	168.89
Garbage Removal	252.72
Total Operations and Maintenance	8,177.46
Miscellaneous Expense	
Legal Fees	120.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	245.00
Copy Machine	847.36
Computer/Network Maintenance	1,000.00
BookScan Maintenance	690.00
Computer Software Licenses	4,991.75
Total Maintenance Office Equipm...	7,971.51
Membership	
Professional Memberships	55.00
Mattituck Chamber of Commer...	125.00
Total Membership	180.00
Printing & Advertising	
Other printing & advertising	192.00
Total Printing & Advertising	192.00
Professional Fees	
Payroll Processing	596.00
PALS Membership	2,798.69
SCLS/Overdue Notices	23.94
Total Professional Fees	3,418.63
Programs - Adult	
Adult Reading Club & Book Dis...	867.23
Adult Programs	754.95

Mattituck-Laurel Library
Monthly Budget Report With Current Month
February 2024

	<u>Feb 24</u>
Total Programs - Adult	1,622.18
Programs - Juvenile	749.79
Programs - Teen	105.93
Supplies - Library	514.17
Supplies - Office	347.23
Telephone	154.80
Travel	760.49
Workshops	<u>80.00</u>
Total Miscellaneous Expense	16,216.73
Debt Service Total	
Mortgage Interest	<u>7,429.74</u>
Total Debt Service Total	<u>7,429.74</u>
Total Expense	<u>194,338.59</u>
Net Ordinary Income	<u>-13,123.68</u>
Net Income	<u><u>-13,123.68</u></u>

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

	Jan - Feb 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	733,603.50	1,663,155.00	-929,551.50	44.1%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	6.50	100.00	-93.50	6.5%
Direct Public Support	845.76	2,000.00	-1,154.24	42.3%
Fines	180.95			
Library Materials Paid For	54.60			
Copy Machine	1,095.39	2,000.00	-904.61	54.8%
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Fund Balance Brought Forward	67,841.00			
Total Income	803,627.70	1,678,455.00	-874,827.30	47.9%
Gross Profit	803,627.70	1,678,455.00	-874,827.30	47.9%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	59,394.53	350,493.00	-291,098.47	16.9%
Clerical	67,608.43	453,257.00	-385,648.57	14.9%
Custodian	8,172.91	47,675.00	-39,502.09	17.1%
Total Salaries	135,175.87	851,425.00	-716,249.13	15.9%
Benefits				
Fica	9,872.80	63,298.00	-53,425.20	15.6%
Disability Insurance	643.19	1,000.00	-356.81	64.3%
Medical Insurance	8,131.09	104,560.00	-96,428.91	7.8%
Retirement	7,403.84	60,017.00	-52,613.16	12.3%
Unemployment Insurance	4,664.72	11,000.00	-6,335.28	42.4%
Total Benefits	30,715.64	239,875.00	-209,159.36	12.8%
Total Payroll Expenses	165,891.51	1,091,300.00	-925,408.49	15.2%
Library Materials				
Youth Materials				
Youth Arts & Crafts	66.01	2,500.00	-2,433.99	2.6%
Youth DVD's	52.46	500.00	-447.54	10.5%
Youth Computer Software	507.33	1,500.00	-992.67	33.8%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	2,654.00	14,000.00	-11,346.00	19.0%
Total Youth Materials	3,279.80	19,000.00	-15,720.20	17.3%
Adult Materials				
DVD/Music CD	603.28	4,000.00	-3,396.72	15.1%
Live-brary Downloadable e-bo...	51,651.00	54,000.00	-2,349.00	95.7%
Digital Material Subscriptions	1,136.90	13,000.00	-11,863.10	8.7%
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	1,823.02	21,000.00	-19,176.98	8.7%
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%
Total Adult Ref Books	475.00	3,500.00	-3,025.00	13.6%
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 through February 2024

	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
Large Print Books	331.13	5,000.00	-4,668.87	6.6%
Newspapers	895.05	7,000.00	-6,104.95	12.8%
Periodicals	4,838.82	5,000.00	-161.18	96.8%
Total Adult Materials	62,420.87	122,050.00	-59,629.13	51.1%
Teen Materials	214.18	2,500.00	-2,285.82	8.6%
Total Library Materials	65,914.85	143,550.00	-77,635.15	45.9%
Capital Expenditures	8,885.00	19,000.00	-10,115.00	46.8%
Technology	859.84	9,200.00	-8,340.16	9.3%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	650.00	3,500.00	-2,850.00	18.6%
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.	1,219.88	4,500.00	-3,280.12	27.1%
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.	1,309.50	7,000.00	-5,690.50	18.7%
Total Building Maintenance	4,762.23	20,975.00	-16,212.77	22.7%
Custodial Supplies	524.83	1,000.00	-475.17	52.5%
Electric	4,425.50	27,500.00	-23,074.50	16.1%
Gas	2,769.43	11,000.00	-8,230.57	25.2%
Grounds Maintenance				
Snow Removal	1,525.00	4,500.00	-2,975.00	33.9%
Sprinkler Maintenance	0.00	700.00	-700.00	0.0%
Other Grounds Maintenance	0.00	11,000.00	-11,000.00	0.0%
Total Grounds Maintenance	1,525.00	16,200.00	-14,675.00	9.4%
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%
Total Insurance	0.00	34,000.00	-34,000.00	0.0%
Water				
North Fork Water	299.80	1,000.00	-700.20	30.0%
SCWA	0.00	3,500.00	-3,500.00	0.0%
Total Water	299.80	4,500.00	-4,200.20	6.7%
Garbage Removal	505.44	3,000.00	-2,494.56	16.8%
Total Operations and Maintenance	14,812.23	118,175.00	-103,362.77	12.5%
Miscellaneous Expense				
Longevity Benefit	1,380.35	1,500.00	-119.65	92.0%
Legal Fees	120.00	2,500.00	-2,380.00	4.8%
Contingency	0.00	3,000.00	-3,000.00	0.0%
Maintenance Office Equipment				
Verizon Mobile Hotspots	428.64	2,400.00	-1,971.36	17.9%
Optimum Internet Service	490.32	3,200.00	-2,709.68	15.3%
Copy Machine	847.36	8,500.00	-7,652.64	10.0%
Computer/Network Maintenance	2,000.00	12,000.00	-10,000.00	16.7%
BookScan Maintenance	690.00	700.00	-10.00	98.6%

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

	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
Computer Software Licenses	5,933.09	9,000.00	-3,066.91	65.9%
Total Maintenance Office Equip...	10,389.41	35,800.00	-25,410.59	29.0%
Membership				
Professional Memberships	446.00	2,200.00	-1,754.00	20.3%
Museum Passes	435.00	5,000.00	-4,565.00	8.7%
Mattituck Chamber of Commer...	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	1,006.00	8,350.00	-7,344.00	12.0%
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	692.00	1,000.00	-308.00	69.2%
Newsletter printing	3,508.00	12,000.00	-8,492.00	29.2%
Total Printing & Advertising	4,200.00	13,000.00	-8,800.00	32.3%
Professional Fees				
Payroll Processing	1,106.55	10,500.00	-9,393.45	10.5%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	2,798.69	10,800.00	-8,001.31	25.9%
Annual audit	0.00	12,500.00	-12,500.00	0.0%
SCLS/Overdue Notices	45.36	500.00	-454.64	9.1%
SCLS/Annual Membership	0.00	12,000.00	-12,000.00	0.0%
Total Professional Fees	3,950.60	56,800.00	-52,849.40	7.0%
Programs - Adult				
Motion Picture/Music Licensing	0.00	500.00	-500.00	0.0%
Adult Reading Club & Book Di...	867.23	3,500.00	-2,632.77	24.8%
Adult Programs	3,161.37	16,000.00	-12,838.63	19.8%
Total Programs - Adult	4,028.60	20,000.00	-15,971.40	20.1%
Programs - Juvenile	2,327.29	10,500.00	-8,172.71	22.2%
Programs - Summer	330.93	8,000.00	-7,669.07	4.1%
Programs - Teen	669.52	8,000.00	-7,330.48	8.4%
Supplies - Library	1,074.89	10,500.00	-9,425.11	10.2%
Supplies - Office	501.11	4,000.00	-3,498.89	12.5%
Supplies - Paper	262.72	2,500.00	-2,237.28	10.5%
Telephone	309.56	2,200.00	-1,890.44	14.1%
Travel	760.49	2,200.00	-1,439.51	34.6%
Workshops	80.00	2,200.00	-2,120.00	3.6%
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	31,919.47	197,230.00	-165,310.53	16.2%
Debt Service Total				
Mortgage Interest	82,700.48			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	82,700.48	100,000.00	-17,299.52	82.7%
Total Expense	370,983.38	1,678,455.00	-1,307,471.62	22.1%

11:20 AM
03/06/24
Cash Basis

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

	<u>Jan - Feb 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	<u>432,644.32</u>	<u>0.00</u>	<u>432,644.32</u>	<u>100.0%</u>
Net Income	<u>432,644.32</u>	<u>0.00</u>	<u>432,644.32</u>	<u>100.0%</u>

03/04/24

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Check	02/15/2024		Service Charge	-37.66
Total Checking				-37.66
Total Building Fund				-37.66
Total General Fund				-37.66
Cultural Activities Fund				
Coffee Machine				
Deposit	02/05/2024		Coffee	9.00
Deposit	02/12/2024		Coffee	6.00
Deposit	02/20/2024		Coffee	7.00
Deposit	02/26/2024		Coffee	5.00
Total Coffee Machine				27.00
Teen Programs				
Deposit	02/29/2024		SAT	348.66
Total Teen Programs				348.66
Adult Programs Wash Account				
Deposit	02/05/2024		Defensive Driving	35.00
Deposit	02/05/2024		Writing	300.00
Deposit	02/12/2024		Yoga	20.00
Deposit	02/12/2024		LI Aquarium Tick...	108.00
Bill	02/14/2024	Denise Gillies	Tai Chi series 1/...	-510.00
Deposit	02/20/2024		Yoga	80.00
Deposit	02/20/2024		Arts/Crafts	7.00
Deposit	02/20/2024		Museum of Natu...	45.00
Deposit	02/20/2024		LI Aquarium Tick...	135.00
Deposit	02/20/2024		Defensive Driving	70.00
Deposit	02/26/2024		Yoga	40.00
Deposit	02/29/2024		Yoga	232.14
Deposit	02/29/2024		Cheese	18.82
Deposit	02/29/2024		Tortilla	37.64
Deposit	02/29/2024		Bracelets	22.75
Total Adult Programs Wash Account				641.35
Total Cultural Activities Fund				1,017.01
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	02/29/2024		Interest	25.27
Total Undesignated & Interest				25.27
Total Gift and Trust Fund - MM				25.27
TOTAL				1,004.62

Mattituck-Laurel Library
Monthly Bill Payments
 As of February 29, 2024

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	02/01/2024	12275	Joanne Hruz.	Mileage Reimbursement...	-46.36
Bill Pmt -Check	02/01/2024	12276	Kanopy, Inc.	Invoice #385048-PPU	-179.00
Bill Pmt -Check	02/01/2024	12277	Karen Letteriello.	Mileage Reimbursement...	-131.86
Bill Pmt -Check	02/01/2024	12278	Mattituck Chamber ...	Membership Dues 2024	-125.00
Bill Pmt -Check	02/01/2024	12279	Orlowski Hardware ...	Acct 584177	-19.49
Bill Pmt -Check	02/01/2024	12280	SCLS	MATT	-479.00
Bill Pmt -Check	02/01/2024	12281	Twin Fork Landscap...	Invoice no. 26552	-800.00
Bill Pmt -Check	02/02/2024	12282	B&T Juvenile Acco...	L 935700	-1,584.45
Bill Pmt -Check	02/02/2024	12283	Chris Vivas	Dragon Wkshp 2/12/24	-275.00
Bill Pmt -Check	02/02/2024	12284	Gerard Matovcik.	Reimburse for Snacks / ...	-15.99
Bill Pmt -Check	02/02/2024	12285	Midwest Tape	11952	-158.28
Bill Pmt -Check	02/02/2024	12286	SCLS	MATT	-23.94
Bill Pmt -Check	02/05/2024	12287	P.M. Communicatio...	Invoice 42716	-117.89
Bill Pmt -Check	02/05/2024	12288	Quill Corporation	03047280	-83.57
Bill Pmt -Check	02/05/2024	12289	Suffolk Security Sys...	1720	-158.50
Bill Pmt -Check	02/05/2024	12290	Library Market	Invoice 3227	-3,500.00
Bill Pmt -Check	02/05/2024	12291	Karen Letteriello.	Reimburse for Juvenile ...	-34.11
Bill Pmt -Check	02/05/2024	12292	B&T Adult Account	L 90004-3	-1,221.43
Bill Pmt -Check	02/06/2024	12293	L2J Consulting, Inc.	Invoice # 022024	-1,000.00
Bill Pmt -Check	02/06/2024	12294	NYS Employees He...	03909	-7,829.60
Bill Pmt -Check	02/08/2024	12295	AFLAC INC	Grp AFA0017018, Bill 9...	-272.16
Bill Pmt -Check	02/08/2024	12296	AFLAC INC	Grp AFA0017018,Bill 92...	-272.16
Bill Pmt -Check	02/08/2024	12297	ELM USA, Inc.	Invoice 64841	-25.00
Bill Pmt -Check	02/08/2024	12298	Mattituck Enviro Se...	Cstmr 11-0001422-0, In...	-252.72
Bill Pmt -Check	02/08/2024	12299	Midwest Tape	11952	-99.34
Bill Pmt -Check	02/08/2024	12300	Port53 Technologie...	Invoice 10707	-1,459.20
Bill Pmt -Check	02/08/2024	12301	SCLS	MATT	-51,651.00
Bill Pmt -Check	02/08/2024	12302	SCLS-PALS	Invoice 81791	-2,798.69
Bill Pmt -Check	02/09/2024	12303	Norrrh Shore Public ...	Love is in the Air 2/8/24 ...	-100.00
Bill Pmt -Check	02/09/2024	12304	Rogers Memorial Li...	Voz Latina 12 month Ad ...	-192.00
Bill Pmt -Check	02/12/2024	12305	Hampton Library	Black Joy 2/7/24 - Share...	-25.00
Bill Pmt -Check	02/12/2024	12306	North Shore Public ...	Sip and Sing, LOVE 2/1...	-50.00
Bill Pmt -Check	02/12/2024	12307	EBSCO Subscriptio...	TN-S-59543-00	-4,838.82
Bill Pmt -Check	02/12/2024	12308	Business Card	5474 9700 8150 2023	-220.00
Bill Pmt -Check	02/12/2024	12309	Karen Letteriello.	Mileage Reimbursement	-60.43
Bill Pmt -Check	02/14/2024	12310	Nicole Summers Sp...	Baby Boogie, Toddler T...	-350.00
Bill Pmt -Check	02/14/2024	12311	Mattituck Plumbing ...	Acct MAT_LIB, Inv 50603	-176.00
Bill Pmt -Check	02/14/2024	12312	Quill Corporation	03047280	-151.39
Bill Pmt -Check	02/16/2024	12313	Living Art Aquariums	Invoice 1915	-430.00
Bill Pmt -Check	02/16/2024	12314	Midwest Tape	11952	-279.15
Bill Pmt -Check	02/16/2024	12315	Optimum	Acct. no. 07839-381822-...	-399.80
Bill Pmt -Check	02/16/2024	12316	Precision Microprod...		-847.36
Bill Pmt -Check	02/16/2024	12317	Shauna Scholl.	Reimburse Advocacy Da...	-521.84
Bill Pmt -Check	02/20/2024	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	02/20/2024	12318	Cutchogue-New Suf...	Gene Casey 2.18.24 Sh...	-200.00
Bill Pmt -Check	02/20/2024	12319	Newsday	Acct 40410623	-287.92
Bill Pmt -Check	02/20/2024	12320	ReadyRefresh	Acct 0140002023 Inv 04...	-168.89
Bill Pmt -Check	02/20/2024	12321	SCLS	MATT	-134.97
Bill Pmt -Check	02/20/2024	12322	Elan Financial Servi...	4798 5101 7200 1022	-1,028.78
Bill Pmt -Check	02/20/2024	12323	Business Card	5474 1518 7474 0647	-1,266.37
Bill Pmt -Check	02/23/2024	12324	AFLAC INC	Grp AFA0017018, Inv 4...	-272.16
Bill Pmt -Check	02/23/2024	12325	Coastline Cesspool ...	Invoice 11426	-825.00
Bill Pmt -Check	02/23/2024	12326	Emerald Island	940058	-499.65
Bill Pmt -Check	02/23/2024	12327	Midwest Tape	11952	-123.82
Bill Pmt -Check	02/23/2024	12328	National Grid	Acct. 43544-64005	-1,393.44
Bill Pmt -Check	02/23/2024	12329	Volz & Vigliotta, PL...	Acct MLL-01M, Stmnt 54...	-120.00
Bill Pmt -Check	02/27/2024	12330	Aflac	Acct NQH35, Inv 371395	-189.00
Bill Pmt -Check	02/27/2024	12331	Clive Young	John Lennon 2/22/24	-250.00
Bill Pmt -Check	02/27/2024	12332	Daily News	Acct 4090496	-131.48
Bill Pmt -Check	02/27/2024	12333	Quill Corporation	03047280	-67.97
Bill Pmt -Check	02/27/2024	12334	Twin Fork Landscap...	Invoice 26585	-725.00
Bill Pmt -Check	02/27/2024	12335	Verizon	Acct. 242398426-00001,...	-197.40
Bill Pmt -Check	02/27/2024	12336	Westhampton Free ...	Billy Joel 2/21/24 / Shar...	-50.00
Bill Pmt -Check	02/28/2024	12337	Astoria Communica...	Cstmr MA105, Order 83...	-4,635.00

03/04/24

Mattituck-Laurel Library
Monthly Bill Payments
As of February 29, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	02/28/2024	12338	Champion Elevator	Cstmr Mattituck-Laurel L...	-1,219.88
Bill Pmt -Check	02/28/2024	12339	Mattituck Plumbing ...	Acct MAT-LIB, Inv. 50696	-4,250.00
Bill Pmt -Check	02/28/2024	12340	PSEGLI	Cstmr 0295-3001-61-3, ...	-1,503.20
Bill Pmt -Check	02/29/2024	12341	CCP Solutions, LLC	Acct ML00, Invoice INV2...	-690.00
Total BNB Operating Checking					-110,915.20
TOTAL					-110,915.20

LIBRARY STATS

FEBRUARY 2024

6,195 ITEMS CHECKED OUT

1,794 books & other items
4,401 ebooks & digital items



WIFI

206

connections to the public wifi

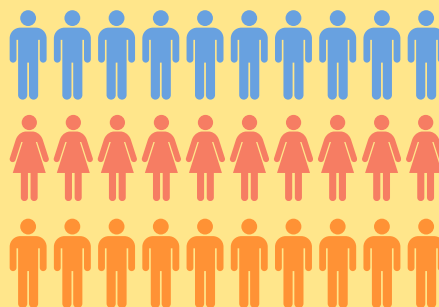
248

PUBLIC COMPUTERS

log ins to the public access computers

VISITORS

3,600



MATTITUCK-LAUREL LIBRARY



Monthly Circulation Statistics of Physical Material						
	2019	2020	2021	2022	2023	2024
January	2,871	3,117	2,256	2,215	2,051	1,915
February	2,704	2,871	2,092	2,068	2,030	1,794
March	2,882	1,255	2,329	2,165	2,293	
April	3,328	13	2,153	2,376	1,997	
May	3,080	0	2,101	2,150	2,062	
June	3,727	818	2,763	2,794	2,890	
July	5,304	2,930	3,924	4,100	3,828	
August	4,912	2,978	3,575	4,098	3,488	
September	3,242	2,677	2,539	2,412	2,426	
October	2,996	2,569	2,391	2,248	1,813	
November	2,824	2,185	2,117	2,084	1,936	
December	2,582	2,296	2,070	1,977	1,732	
Total	40,452	23,709	30,310	30,687	28,546	3,709

NEW PATRON REGISTRATIONS

FEBRUARY 2024

Adult Year Round	20
Youth Year Round	5
Teen	
2 ND Address	
Total:	25

MEETING ROOM USE REPORT-FEBRUARY 2024

The following groups used the 3 meeting rooms FEBRUARY 2024

Community Room

Thursday Movie
Storytime with Ground Hog
T'ai Chi
Spark:Robin Williams & his Battle with Lewy Body Dementia
Magic of Prestino
Invitation to Opera
Yoga
Fruit Loop Heart Bird Feeders
Piano Practice
Chair aerobics
Fall Prevention with Dr. Elizabeth White-Fricker
Llama Family Story Time
P/C Rhyme & Play
Babies Boogie
Toddlers Tango
Dinner & Cookbook
Operation Barbarossa:The World Will Hold Its Breath
Mattituck-Laurel Civic Association
Mardi Gras: A Taste of New Orleans with Chef Brian Collins
NF Anglers

Conference Room

Tutor (1)
Mah Jongg
Girls Who Code
Bridge
Italian Language Group
Southold Mothers Club
East End Lions
Yarn Decorated Phone Cords

Craft Room

Tutor (3)
Alzheimer's Group
Writing with Pat
Literary Café
Southold Mothers Club
Read to a Dog
Book Discussion
Writers Group
Job Interview via Zoom

Kitchen

Tutor (4)