

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

MEETING DATE: Monday April 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 March 11, 2024 Regular Board Meeting**
- V. Period of Public Expression**
- VI. Approval of Treasurer's Report**
- VII. Director's Report**
- VIII. President's Remarks**
- IX. Committee Reports**
 - A. Building / Grounds & Long-Range Planning
- X. Old Business**
 - A. 2025 Draft Budget
- XI. New Business**
- XII. Adjournment**

Next Meeting – May 13, 2024

Directors Report March 2024

Building and Grounds

On Wednesday March 13th Suffolk Security was on site to perform our annual fire inspection.

We had our annual backflow testing on Thursday, March 28th – everything passed, and the reports have been filed with Suffolk County Water Authority.

I'm still waiting on Coastline to schedule the work to rebuild the concrete floor for one of the manholes. So far, all flushing is status quo and there have been no clogs or backups, even with all the rain we've had.

I'm also waiting for Astoria Communications to order the new equipment for the meeting room, which will streamline the process for connecting and using the A/V system as well as update the Blu-Ray player.

Programs and Services

There have been a few updates to our website over the past month. We now have a [Donations page](#) complete with the option for folks to donate online with a credit card or through their bank account. I'm working with Library Market to add a Donations button at the top of our page. The second page that has been added, with Ella's assistance, is the [Community Resources page](#). I will demo both these pages at the Board Meeting on April 8th.

Kudos to Sharon, Ann and Sara for the Health Fair promo video that has been shared across social media to promote the Health Fair on April 20th. I recognize that not everyone is connected on social media so I will share this at the Board Meeting as well.

Wednesday March 27th was a very busy day at our Library! The blood drive took place, where 70 pints of blood were donated, saving potentially 210 lives. Crochet and chat met in the local history area on the first floor, our public computers were full, there were patrons using the quieter areas of the building for studying/reading. The building was buzzing with activity.

The total solar eclipse will take place on Monday, April 8th, we will experience ~90% coverage, the event starts at 2:13pm, we will experience max eclipse at 3:27pm and it will end at 4:37pm. We ran a pre-registration for eclipse glasses for most of the month of March. Folks who pre-registered needed a Mattituck-Laurel card and could reserve 2/card. Leftover glasses are being offered on a first come first serve basis.

The health fair is coming up on Saturday April 20th, starting with an (optional) 1.2 mile walk at 10:30am and the fair with vendors starting at 11am. The vendors will be on site until 2pm. I have corresponded with Sonia Spar who will be present at the fair to assist our Spanish speaking patrons.

Upcoming programs and events to note:

Move into Health with the Mattituck-Laurel Library – April 20, 2024 at 10:30am – 2pm.

Carole King Tribute: A Performance by Gail Storm – April 27, 2024 at 2pm.

12 Tips for Reducing Your Prescription Drug Cost – May 1, 2024 at 10am

Good Vibrations: Sound Journey with music therapist Kathy Pasca – May 2, 2024 5:30pm.

Spring and Summer Wellness with Janice Imbrogno – May 4, 2024 at 11:30am.

Friends of the Library

The next Friends meeting is Tuesday April 16th at 9:30am. I had the opportunity to attend the Irish Tea sponsored by the Friends. It was a wonderful time with delicious food and lovely company.

Administrative

On Thursday March 28th Sharon and I met with Tom from Pine Barrens Press to discuss changing up the newsletter to be consistent with our branding. Tom is going to mockup an example and have it within the next week. We are aiming to implement these changes for the May/June newsletter. We also talked about adding more photos and grouping like programs so there is more ease of use for patrons to find things that they might specifically be looking for.

I spoke with Shawn Petretti from the school district and expressed that the library would like to strengthen our partnership with the school and resume some of the work we had been doing with the district pre-pandemic. Shawn informed me that there is a full-time school librarian that is shared between the high school and the elementary school. Our library and Cutchogue New Suffolk Free Library share the district, so Marissa has been working with staff there to resume the partnership with MHS. There is a tentative plan to offer the Brainfuse training in the classrooms in September.

I was able to meet with Marissa and we discussed teen stats and programs. Marissa has increased teen involvement from 2022 to 2023, she's increased her programming approximately 35%, seen an approximate increase of 67% for teen participants and had an approximate 44% increase in summer reading participants. Over the past 6 months alone Marissa has offered 17 programs with 8 of those being grab and go's, 3 of the 8 were community service opportunities. Marissa has done a wonderful job with possibly one of the most difficult age groups to engage and retain for libraries.

A full staff meeting will take place Wednesday April 3rd, we will be joined by a representative from EAP to discuss civility in the workplace. This ties in nicely with a recent campaign led by The Society of Human Resource Management, *Be a Catalyst for Civility*, which has been shared with department heads.

The group of staff, Friends, and Jim continues to meet to discuss the health fair. Sara has organized all the vendors and is currently working on the layout and schedule for the day. T-shirts have been ordered and we are getting very close to the event.

The building and grounds committee is planning to meet with the architect to discuss shade in the greenspace. Once the shade type and location are decided the committee can move ahead with a recommendation to the Board and then a location for the Percussion Play Instruments can be decided and they will be ordered.

There is no personnel report this month.

Meetings Attended

March 6 – PALS Executive Board Meeting (zoom)

March 7 – Fiero Code Onboarding

March 7 – Committee: Long Range Planning / Building & Grounds

March 8 – Coffee with a Cop

March 11 – Department Heads

March 12 – ADP with Melissa

March 14 – Trauma & Censorship in the Library Webinar

March 14 – Health Fair

March 18 – Reference Department Meeting

March 21 – Health Fair

March 22 – PLDA Zone 1 Directors Meeting @ Riverhead Library

March 25 – PLDA Executive Board Meeting

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - March 2024

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - March was a busy month in the adult reference department. Programs have been well attended. I have been working on learning Fiero Code, our new online coding resource. I have also been working on health fair planning, acquiring law services through Nassau Suffolk Law Services, working on putting together our seed library, planning programs for summer and fall, assisting patrons with various requests and working on our weeding project.

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

Date	Meeting
3/7	Fiero Code Training
3/11	Health Fair Meeting
3/18	Department Heads Meeting
3/19	Law Services Meeting @ SCLS
3/21	Health Fair Meeting
3/28	Health Fair Meeting

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

Date	Program	Statistics	Program Platform/Notes
Mondays in March	Chair Strength and Stretch	27 each session	In person
Tuesdays in March	Book Discussion Group: <i>Moby Dick</i>	8	In person; offered by Jerry Matovcik (1st of 2 groups)
Wednesdays in March	Book Discussion Group: <i>Moby Dick</i>	8	In person; offered by Jerry Matovcik (2nd of 2 groups)
Wednesdays, 3/6 and 3/13	Writing with Pat	5 each session	In person
Wednesdays in March	Yoga	14 each session plus 5 walk-ins	In person
Wednesdays: 3/13, 3/20 and 3/27	Learn to Draw Beginner Series with Lisa Baglivi	14	In person; 6 additional patrons registered and had to cancel their registration
3/21	Alternate Thursday films	9	In person; coordinated by Jerry Matovcik

3/4 and 3/18	Caregiver Support Group	5 each session	In person; offered by Ella Engel-Snow and a representative from the Alzheimer's Association
Ongoing	One-on-one Tech Appointments	7	In person; offered by Sharon
Available March 1st while supplies last	Chef Rob's Irish Soda Bread grab-and-go kits	37	Grab-and-go; very popular
3/3	Perfect Combination: A Tribute to the Legends	25+	In person
3/4	Smartphone Photography 101	25	In person; Smartphone Photography 102 was scheduled in May due to patron feedback and requests
3/7	First-Time Homebuyers Seminar	4	In person
3/8	Literary Cafe		In person; offered by Bev Wowak
3/8	Coffee with a Cop	50+	In person
3/12	Free Educational Medicare Seminar	4	In person
Tuesdays: 3/12, 3/19 and 3/26	Beginner's Crochet Class	5	In person; 5 additional patrons canceled.
Wednesdays: 3/13, 3/20, 3/27	Intermediate Crochet Class	7	In person
3/14	The Betty White Story	39	Virtual; co-sponsored by Southold Free Library and North Shore Public Library; hosted by Mattituck-Laurel Library
3/15	An Old Fashioned Irish Sing long	20	In person
3/16	Defensive Driving	18	In person
3/20	Invitation to the Opera: Tchaikovsky's Eugene Lonegin	10	In person; offered by Jerry Matovcik

3/20	The Roosevelt Women: Exceptional Women of New York State	98	Virtual; this was an EEPA program hosted by Westhampton Free Library.
3/21	East End Libraries Present: Weight Loss - Is Medication the Solution?	Stats Unavailable	Virtual; this was an EEPA program hosted by Westhampton Free Library and Stony Brook Southampton Hospital
3/21	The Sun Will Darken on April 8th	85	Virtual; this was an EEPA program hosted by Westhampton Free Library
3/23	Starting Your Own Organic Vegetable Garden	31	In person
3/26	Mindfulness with Donna Nesteruk	5	In person; 10 registered, 5 showed up
3/27	Blood Drive	70	In person; 70 pints of blood potentially saves 210 lives!

*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.

Program Planning - Spring programming is underway. Summer and fall programming have begun. Some summer programs that have been booked so far include, but are not limited to: Fig Growing, Boater Safety, Aromatherapy, Beach Glass Mandalas, Hula Hooping for Adults, Artificial Intelligence, Pizza Making 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 getting creative with social media posts by including staff in the posts

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 continue working on weeding the nonfiction and reference materials areas of the library. This project will be ongoing.

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 - For the month of March, we gave out 37 Irish Soda Bread grab-and-go kits from Chef Rob. The kits were very popular and had a long waiting list. I have

booked this program again for next year. For the month of April we will be giving out spring-themed embroidery kits.

Other -

- Library of Things - I continue to assist with processing items in our Library of Things as needed. There is an ongoing discussion about increasing storage for our library of things so that we can continue to expand it.
- Miscellaneous -
We are excited to launch our new e-resource, Fiero Code. Several staff members have been given links to training videos, which will help the library to start a coding club for all ages.

The seed library has been set up and is in the reference area. Patrons are able to take 2 seed packets per month free of charge. We will be able to request more donations in January 2025.

I have been in contact with Nassau Suffolk Law Services about getting a lawyer to offer some basic legal services to patrons on a monthly basis.

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).

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.

- 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. Ella has also been collaborating with Jerry and Marissa to do a teen poetry presentation at Mattituck High School.

Date: April 3, 2024

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: March 2024 Wrap-up

Our Numbers are as follows:

Programs: 93

Book pulls 159 In Person help: 9

GENERAL INFORMATION

We continue to add to our circulating toy collection. With each Penworthy book purchase we earn points used to choose prizes. We chose a STEM pixel art challenge to use at the STEM Table and Space Rover Deluxe Coding Set to circulate. We also received a new table top JENGA along with a new board game Operation from the Amityville Library. The library was going through some of their toys and put them up for grabs.

We continue weeding this month. We are mostly through the paperbacks. This allows us to have a number of discarded books available to the Friends for book sales over the summer months.

Borrowing from the SCLS Lending Library is a win-win situation. Our patrons are thrilled when they come in and can play Giant Connect Four, construction blocks and Dinosaur Bones right here in the children's room. We just put in reservations for the croquet set we will be putting in the Green Space over the summer

The STEM table continues to attract patrons. This past month we featured, hidden gold coins, bristle block building, and tabletop Jenga. Sensory experiences were handprints to experience hard, fluffy, squishy, crinkly and rough. We created a literature character basketball game to introduce some familiar as well as some tried and true characters.

The TWEEN Place featured a puzzle table along with the game SIMON and GeoStix for building.

Among the Early Reader section we have provided fine motor skill activities such as cutting, tracing and penmanship.

The collection of thematic coloring sheets and coloring books attract parents as well as teachers. We have regulars who come in to grab them.

MEETINGS

March 7th Karen attended the FIERO Coding webinar.

March 7th and 8th Karen provided story times at A Time to Grow Preschool. The theme was Frogs.

March 11th Karen attended the Department Head Meeting with Shauna. All children's room staff were informed on topics discussed.

March 12th Karen attended the Family Place Webinar on Parent TV. This free online service for participating libraries provides over 2000 parenting videos accessible with a library card.

March 19th Karen attended the Booklist webinar All about Picture Books.

March 22th Karen attended summer shared program meeting at the Cutchogue New Suffolk Library.

March 26th Karen attended the Booklist Webinar on Strong Women and Girls.

March 28th Karen attended the Library Journal Webinar on Graphic Novels for people of all ages.

PROGRAMS

FAMILY

This month we provided three family programs. The first was a grab and go Chocolate Pizza from the Chocolicious Chocolatier. Two of children's favorite foods!! Second was Frog Fun for Families. Children loved the books, hopping around on the lily pads and of course, feeding bugs to the Frog. Along with Frog masks, we also decorated Frog Cupcakes. We showed the film Because of Winn Dixie based on the book by Kate DiCamillo. The room was filled with laughter and the aroma of popcorn.

PROGRAMS

Birth - Preschool

Babies Boogie and Toddler Tango are very popular. These classes find out of district patrons waitlisted. We are the only library offering these programs for this age group. Whenever possible, we always include neighboring patrons.

The Parent/Child Rhyme and Play is our program for the little ones. This class provides those Birth through age 3 the opportunity for both gross and fine motor development. Toys are placed around the room and craft activities at tables. After forty minutes of play, we then sing the cleanup song and enjoy nursery rhymes, songs and puppets.

Elementary

The drop in video retro games always brings in a crowd. There is no need to register, we have the systems up and running which encourage kids to stay and play. Read to a Dog has children reading out loud while Blitzen lays on a rug next to them.

Kids enjoyed making the Talking Stick with Judy Wilson. Whoever holds the stick has the power of words and all must be respectful and listen. Each child created their own individualized talking stick.

The Long Island Science Center provided a Junior Engineer Program called Straw Rockets. Students were taught about rocket design and trajectory. An air pumper was the force that helped propel the student rockets into the air. There was plenty of high flying fun.

The LEGO classes are still popular. We have received even more donated LEGO and our students are thrilled with the building opportunities.

OVERALL

Preparations continue for summer reading. Next month we will concentrate on getting the parameters set for this online program.

A strange noise started coming from the SMART TABLE. We sent a video to the company in hopes they might help. It seems the hardware for the SMART Table is no longer available. The technician did provide a few possible troubleshooting actions we will follow in hopes the table will be able to be used again. In the meantime we have investigated other possible tables. We will be visiting the Cutchogue New Suffolk Library and take a look at the Kidzpace Touch2Play wall mounted unit as well as visiting the Southold Library to take a look at the Play table.

Mattituck-Laurel Library
Teen Services Board Report – March 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 spring programs, attending meetings and trainings, improving the teen social media, 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 March.

Date	Meeting
03/07	Feiro Code Demo
03/11	North Fork Teen Librarians Meeting
03/11	Department Heads Meeting
03/13	Summer Reading Training
03/15	Brainfuse Meeting
03/19	Reference Meeting
03/22	Feiro Code Training
03/25	Safety Committee Training
03/26	CollegeNow Training

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

Date	Program	Statistics
03/01-03/31	Mini canvas painting for community service	15
03/07	Super Smash Brothers on the Switch	1
03/12	Walking Dessert Tacos	6
03/18	Washi Tape Collage Boards	2

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 doing book reviews, writing letters to seniors/veterans, decorating kindness rocks and creating bookmarks. The letters go the Senior Service Center and The Veterans Committee. 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: 7

Letters: 14

Rocks: 5

Bookmarks: 20

Prom Dress Drive-This month also started the Prom Dress Drive, which we are participating in collaboration with the Town of Southold Youth Bureau and other East End Libraries. So far we have had 20 dresses donated.

Girls Who Code-Girls Who Code started again and runs every Wednesday.

Teen Space –For the month of March, I displayed books for Women’s History Month. The guessing jar has also been updated. March’s guessing jar had 14 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. I also created a community service and events board in the Teen Space. This should help high light both in person and grab and go volunteer opportunities for the teens.

Print Newsletter–This month I have been working on the content for both the May/June and June/July newsletters.

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.

Misc.-

3D Printer- This month I found and printed bookmarks for the upcoming holidays of St. Patrick’s Day and Easter. The bookmarks have been being taken regularly. I had 1 3D print request this month.

I helped out Sharon by taking/helping with a couple of tech appointments.

3/25/24

Dear Marissa ~

Thank you so very much
for all your help connecting me
to my 11 AM Zoom call last

Friday! You were a life saver!

I so appreciate your patience
& kindness! Best, Jane McLaughlin :)

3/25/24

Dear Ann ~

Thank you so very much
for all your help last Friday
while Maussia was helping me
get connected to a Zoom call ~
Setting up the table + chair for me
made all the difference! So many
thanks again! Best Jane McLaughlin ☺

From a patron on our Facebook page



Christine [REDACTED]

Just love all the varied programming and community support that [Mattituck-Laurel Library](#) provides. Thank you!

1h Like Reply



Mattituck-Laurel **LIBRARY**

Warrants / Expenses

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

To be approved at the Library Board Meeting on April 8, 2024

Operating Account Total \$ 107,842.77

 Payroll \$ 74,815.93

 Non Payroll \$ 33,026.84

Cultural Activities Fund \$ 2,494.45

Money Market Account \$0

Building Fund Savings \$0

Building Fund Checking \$0

Donations in excess of \$1,000 None

04/02/24

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Mar 24</u>
General Fund	
Operating Fund	351,665.88
Building Fund	
Checking	285,741.34
Savings	57,307.93
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Total Building Fund	343,049.27
	<hr/>
Total General Fund	694,715.15
Cultural Activities Fund	
Coffee Machine	591.67
Teen Programs	1,183.32
Children's Programs	1,226.17
Staff Activity Fund	1,931.04
Adult Programs Wash Acco...	8,143.45
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
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Total Cultural Activities Fund	13,797.68
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	16,482.55
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
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Total Gift and Trust Fund - MM	636,218.13
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TOTAL	1,344,730.96

04/02/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Library Materials				
Youth Materials				
Youth DVD's				
03/12/2024	Midwest Tape	505144459	25.19	25.19
Total Youth DVD's				25.19
Youth Computer Software				
03/18/2024	Business Card	Mario vs Donkey Kong	49.94	49.94
Total Youth Computer Software				49.94
Youth Books				
03/05/2024	B&T Juvenile Account	February invoices	473.42	473.42
03/07/2024	Penworthy	Qty 15 Various Children'...	315.94	315.94
Total Youth Books				789.36
Total Youth Materials				864.49
Adult Materials				
DVD/Music CD				
03/05/2024	Midwest Tape	505110973	13.29	13.29
03/05/2024	Midwest Tape	505110971	12.59	12.59
03/05/2024	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
03/12/2024	Midwest Tape	505144456	24.49	24.49
03/12/2024	Midwest Tape	505144458	45.48	45.48
03/27/2024	Midwest Tape	505210387	12.59	12.59
03/27/2024	Midwest Tape	505210388	24.49	24.49
03/27/2024	Midwest Tape	505175406	14.69	14.69
Total DVD/Music CD				172.62
Digital Material Subscriptions				
03/01/2024	Kanopy, Inc.	145 Tickets, 1 Credit	150.00	150.00
03/05/2024	Midwest Tape	Hoopla Month Ending 0...	175.53	175.53
03/27/2024	Library Ideas, LLC	Fiero Code Annual Subs...	995.00	995.00
Total Digital Material Subscriptions				1,320.53
Adult Books				
03/05/2024	B&T Adult Account	February invoices	1,105.63	1,105.63
03/18/2024	Business Card	Books - 7 Habits Effectiv...	64.30	64.30
Total Adult Books				1,169.93
Large Print Books				
03/05/2024	B&T Adult Account	February invoices	256.49	256.49
Total Large Print Books				256.49
Newspapers				
03/05/2024	The New York Times	Large Print Weekly / Ser...	182.00	182.00
03/18/2024	Daily News	Pays through 04/15/2024	90.00	90.00
Total Newspapers				272.00
Total Adult Materials				3,191.57
Teen Materials				
03/05/2024	B&T Teen Account	February invoices	129.45	129.45
03/18/2024	Business Card	College Books	92.08	92.08
Total Teen Materials				221.53

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Library Materials				4,277.59
Capital Expenditures				
03/05/2024	Coastline Cesspool & Drain Se...	50% Deposit to Rebuild ...	750.00	750.00
Total Capital Expenditures				750.00
Technology				
03/06/2024	P.M. Communications Corp.	Monthly Maintenance	117.89	117.89
Total Technology				117.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
03/12/2024	Living Art Aquariums	Service 2/6/24 and 2/21/...	200.00	200.00
Total Aquarium Maintenance				200.00
Total Building Maintenance				200.00
Electric				
03/27/2024	PSEGLI	Service from Feb 21, 20...	1,405.54	1,405.54
Total Electric				1,405.54
Gas				
03/25/2024	National Grid	Feb 16, 2024 to Mar 19, ...	1,177.89	1,177.89
Total Gas				1,177.89
Grounds Maintenance				
Other Grounds Maintenance				
03/25/2024	Twin Fork Landscape Contracti...	Spring Clean-up	4,700.00	4,700.00
Total Other Grounds Maintenance				4,700.00
Total Grounds Maintenance				4,700.00
Water				
SCWA				
03/07/2024	Suffolk County Water Authority	Nov 30, 2023 - Feb 29, ...	788.71	788.71
Total SCWA				788.71
Total Water				788.71
Garbage Removal				
03/06/2024	Mattituck Environmental Services	4 YD Trash Service	252.72	252.72
Total Garbage Removal				252.72
Total Operations and Maintenance				8,524.86
Miscellaneous Expense				
Legal Fees				
03/12/2024	Volz & Vigliotta, PLLC	Incentive Issues	96.00	96.00
Total Legal Fees				96.00
Maintenance Office Equipment				
Optimum Internet Service				
03/18/2024	Optimum	Billing period 03/16/24 t...	245.00	245.00
Total Optimum Internet Service				245.00

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Computer/Network Maintenance				
03/27/2024	L2J Consulting, Inc.	Monthly IT Support - Ma...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
03/20/2024	Elan Financial Services	DRICrashPlan	32.55	32.55
Total Computer Software Licenses				32.55
Total Maintenance Office Equipment				1,277.55
Membership				
Museum Passes				
03/07/2024	Children's Museum of the East ...	1 Membership	400.00	400.00
03/20/2024	Elan Financial Services	Heckscher Museum	250.00	250.00
Total Museum Passes				650.00
Total Membership				650.00
Postage				
Mailing Permit				
03/15/2024	Postmaster	Permit # 41, USPS Mark...	320.00	320.00
Total Mailing Permit				320.00
Newsletter mailing				
03/06/2024	Postmaster	Mar/Apr Newsletter maili...	406.26	406.26
Total Newsletter mailing				406.26
Total Postage				726.26
Printing & Advertising				
Newsletter printing				
03/01/2024	Pine Barrens Printing	March/April Newsletter	3,508.00	3,508.00
Total Newsletter printing				3,508.00
Total Printing & Advertising				3,508.00
Professional Fees				
Annual audit				
03/15/2024	SCLS	OPEB-GASB-75 / Initial ...	650.00	650.00
Total Annual audit				650.00
SCLS/Overdue Notices				
03/05/2024	SCLS	Overdues - Processed &...	25.60	25.60
Total SCLS/Overdue Notices				25.60
Total Professional Fees				675.60
Programs - Adult				
Motion Picture/Music Licensing				
03/12/2024	SCLS	MPLC Movie Licensing ...	87.49	87.49
Total Motion Picture/Music Licensing				87.49
Adult Reading Club & Book Discu				
03/18/2024	Business Card	T-shirts, Candles, Book ...	69.93	69.93
03/20/2024	Elan Financial Services	T-Shirts	265.48	265.48

04/02/24

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

Date	Name	Memo	Original Amount	Paid Amount
Total Adult Reading Club & Book Discu				335.41
Adult Programs				
03/04/2024	Rob Scott	Irish Soda Bread 3.1.24	443.00	443.00
03/05/2024	Southold Free Library	Lena Horne 2.27.24 / Sh...	150.00	150.00
03/06/2024	Holly Kix	Smartphone Photograph...	275.00	275.00
03/15/2024	St. George Living History Prod...	Betty White Story 3/14/24	200.00	200.00
03/18/2024	Business Card	Jenufa Opera DVD	26.49	26.49
03/20/2024	Westhampton Free Library	Women's History 3/20/24	50.00	50.00
03/20/2024	Lisa Baglivi	Drawing series March 6,...	350.00	350.00
03/20/2024	Renato Stafford	Start Your Garden 3/23/24	300.00	300.00
03/20/2024	Westhampton Free Library	Sun Will Darken 3/21/24...	50.00	50.00
03/20/2024	Elan Financial Services	Zoom	63.96	63.96
03/25/2024	Donna L. Nesteruk	Mindfulness 3/26/24 Se...	225.00	225.00
Total Adult Programs				2,133.45
Total Programs - Adult				2,556.35
Programs - Juvenile				
03/04/2024	Nicole Summers Sparling	Baby Boogie, Toddler T...	350.00	350.00
03/18/2024	Judy Wilson	Talking Stick 3/19/24	275.00	275.00
03/20/2024	Chocolicious Chocolatier, Inc.	Chocolate Pizza 3/14/24	296.00	296.00
03/25/2024	Long Island Science Center	Straw Rockets 3/26/24	285.00	285.00
03/27/2024	Karen Letteriello.	Reimburse Cupcakes, H...	24.99	24.99
03/28/2024	Rob Scott	Spring Cupcakes 4/1/24	350.00	350.00
Total Programs - Juvenile				1,580.99
Programs - Teen				
03/18/2024	Business Card	Paint and Soap making ...	87.36	87.36
03/28/2024	Rob Scott	Lemon Cookies 4/1/24	235.00	235.00
Total Programs - Teen				322.36
Supplies - Library				
03/12/2024	Quill Corporation	Kcup tea, coffee, Hot cups	120.13	120.13
03/18/2024	Business Card	Book - Wellness in Wor...	1.00	1.00
03/20/2024	Elan Financial Services	Cricut	9.99	9.99
03/20/2024	Elan Financial Services	Green paper products / ...	55.66	55.66
03/20/2024	Elan Financial Services	Leaf Engraving	13.05	13.05
Total Supplies - Library				199.83
Supplies - Office				
03/05/2024	Quill Corporation	File folder, Coffeemate ...	42.78	42.78
03/07/2024	Colleen Montgomery	Lost Book Found / Refu...	7.99	7.99
03/12/2024	Hauppauge Public Library	Replacement "Eat Right ...	27.00	27.00
03/18/2024	Quill Corporation	12 pk Paper towel, 6 pk ...	82.57	82.57
03/18/2024	Business Card	Planner, Vornado space...	1.00	1.00
Total Supplies - Office				161.34
Telephone				
03/18/2024	Optimum	Billing period 03/16/24 t...	154.80	154.80
Total Telephone				154.80
Workshops				
03/18/2024	Beverly Wowak.	Simon & Schuster Celeb...	17.68	17.68
Total Workshops				17.68
Total Miscellaneous Expense				11,926.76

04/02/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Debt Service Total				
Mortgage Interest				
03/18/2024	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				33,026.84

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

	Mar 24
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	27,083.77
NY State Incentive	180.00
Interest	3.20
Direct Public Support	808.85
Fines	97.35
Library Materials Paid For	70.95
Copy Machine	540.40
	28,784.52
Total Income	28,784.52
Gross Profit	28,784.52
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	26,922.14
Clerical	30,163.70
Custodian	3,701.05
	60,786.89
Benefits	
Fica	4,438.46
Disability Insurance	-279.45
Medical Insurance	5,438.40
Retirement	4,126.35
Unemployment Insurance	1,534.77
	15,258.53
Total Payroll Expenses	76,045.42
Library Materials	
Youth Materials	
Youth DVD's	25.19
Youth Computer Software	49.94
Youth Books	789.36
	864.49
Total Youth Materials	864.49
Adult Materials	
DVD/Music CD	172.62
Digital Material Subscriptions	1,320.53
Adult Books	1,169.93
Large Print Books	256.49
Newspapers	272.00
	3,191.57
Total Adult Materials	3,191.57
Teen Materials	221.53
	4,277.59
Total Library Materials	4,277.59
Capital Expenditures	750.00
Technology	117.89

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

	Mar 24
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	200.00
Total Building Maintenance	200.00
Electric	1,405.54
Gas	1,177.89
Grounds Maintenance	
Other Grounds Maintenance	4,700.00
Total Grounds Maintenance	4,700.00
Water	
SCWA	788.71
Total Water	788.71
Garbage Removal	252.72
Total Operations and Maintenance	8,524.86
Miscellaneous Expense	
Legal Fees	96.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	245.00
Computer/Network Maintenance	1,000.00
Computer Software Licenses	32.55
Total Maintenance Office Equipm...	1,474.95
Membership	
Museum Passes	650.00
Total Membership	650.00
Postage	
Mailing Permit	320.00
Newsletter mailing	406.26
Total Postage	726.26
Printing & Advertising	
Newsletter printing	3,508.00
Total Printing & Advertising	3,508.00
Professional Fees	
Payroll Processing	493.30
Annual audit	650.00
SCLS/Overdue Notices	25.60
Total Professional Fees	1,168.90
Programs - Adult	
Motion Picture/Music Licensing	87.49
Adult Reading Club & Book Dis...	335.41

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

	Mar 24
Adult Programs	<u>2,133.45</u>
Total Programs - Adult	2,556.35
Programs - Juvenile	1,580.99
Programs - Teen	322.36
Supplies - Library	199.83
Supplies - Office	161.34
Telephone	154.80
Workshops	<u>17.68</u>
Total Miscellaneous Expense	12,617.46
Debt Service Total	
Mortgage Interest	<u>7,429.74</u>
Total Debt Service Total	<u>7,429.74</u>
Total Expense	<u>109,762.96</u>
Net Ordinary Income	<u>-80,978.44</u>
Net Income	<u><u>-80,978.44</u></u>

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

	Jan - Mar 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	760,687.27	1,663,155.00	-902,467.73	45.7%
NY State Incentive	180.00	1,800.00	-1,620.00	10.0%
Interest	9.70	100.00	-90.30	9.7%
Direct Public Support	1,654.61	2,000.00	-345.39	82.7%
Fines	278.30			
Library Materials Paid For	125.55			
Copy Machine	1,635.79	2,000.00	-364.21	81.8%
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Fund Balance Brought Forward	67,841.00			
Total Income	832,412.22	1,678,455.00	-846,042.78	49.6%
Gross Profit	832,412.22	1,678,455.00	-846,042.78	49.6%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	86,316.67	350,493.00	-264,176.33	24.6%
Clerical	97,772.13	453,257.00	-355,484.87	21.6%
Custodian	11,873.96	47,675.00	-35,801.04	24.9%
Total Salaries	195,962.76	851,425.00	-655,462.24	23.0%
Benefits				
Fica	14,311.26	63,298.00	-48,986.74	22.6%
Disability Insurance	363.74	1,000.00	-636.26	36.4%
Medical Insurance	13,569.49	104,560.00	-90,990.51	13.0%
Retirement	11,530.19	60,017.00	-48,486.81	19.2%
Unemployment Insurance	6,199.49	11,000.00	-4,800.51	56.4%
Total Benefits	45,974.17	239,875.00	-193,900.83	19.2%
Total Payroll Expenses	241,936.93	1,091,300.00	-849,363.07	22.2%
Library Materials				
Youth Materials				
Youth Arts & Crafts	66.01	2,500.00	-2,433.99	2.6%
Youth DVD's	77.65	500.00	-422.35	15.5%
Youth Computer Software	557.27	1,500.00	-942.73	37.2%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	3,443.36	14,000.00	-10,556.64	24.6%
Total Youth Materials	4,144.29	19,000.00	-14,855.71	21.8%
Adult Materials				
DVD/Music CD	775.90	4,000.00	-3,224.10	19.4%
Live-brary Downloadable e-bo...	51,651.00	54,000.00	-2,349.00	95.7%
Digital Material Subscriptions	2,457.43	13,000.00	-10,542.57	18.9%
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	2,992.95	21,000.00	-18,007.05	14.3%
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 March 2024

	Jan - Mar 24	Budget	\$ Over Budget	% of Budget
Large Print Books	587.62	5,000.00	-4,412.38	11.8%
Newspapers	1,167.05	7,000.00	-5,832.95	16.7%
Periodicals	4,838.82	5,000.00	-161.18	96.8%
Total Adult Materials	65,612.44	122,050.00	-56,437.56	53.8%
Teen Materials	435.71	2,500.00	-2,064.29	17.4%
Total Library Materials	70,192.44	143,550.00	-73,357.56	48.9%
Capital Expenditures	9,635.00	19,000.00	-9,365.00	50.7%
Technology	977.73	9,200.00	-8,222.27	10.6%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	850.00	3,500.00	-2,650.00	24.3%
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.	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	4,962.23	20,975.00	-16,012.77	23.7%
Custodial Supplies	524.83	1,000.00	-475.17	52.5%
Electric	5,831.04	27,500.00	-21,668.96	21.2%
Gas	3,947.32	11,000.00	-7,052.68	35.9%
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	4,700.00	11,000.00	-6,300.00	42.7%
Total Grounds Maintenance	6,225.00	16,200.00	-9,975.00	38.4%
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	788.71	3,500.00	-2,711.29	22.5%
Total Water	1,088.51	4,500.00	-3,411.49	24.2%
Garbage Removal	758.16	3,000.00	-2,241.84	25.3%
Total Operations and Maintenance	23,337.09	118,175.00	-94,837.91	19.7%
Miscellaneous Expense				
Longevity Benefit	1,380.35	1,500.00	-119.65	92.0%
Legal Fees	216.00	2,500.00	-2,284.00	8.6%
Contingency	0.00	3,000.00	-3,000.00	0.0%
Maintenance Office Equipment				
Verizon Mobile Hotspots	626.04	2,400.00	-1,773.96	26.1%
Optimum Internet Service	735.32	3,200.00	-2,464.68	23.0%
Copy Machine	847.36	8,500.00	-7,652.64	10.0%
Computer/Network Maintenance	3,000.00	12,000.00	-9,000.00	25.0%
BookScan Maintenance	690.00	700.00	-10.00	98.6%

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

	Jan - Mar 24	Budget	\$ Over Budget	% of Budget
Computer Software Licenses	5,965.64	9,000.00	-3,034.36	66.3%
Total Maintenance Office Equip...	11,864.36	35,800.00	-23,935.64	33.1%
Membership				
Professional Memberships	446.00	2,200.00	-1,754.00	20.3%
Museum Passes	1,085.00	5,000.00	-3,915.00	21.7%
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	1,656.00	8,350.00	-6,694.00	19.8%
Postage				
Postage & Stamps	136.00	770.00	-634.00	17.7%
Mailing Permit	320.00	250.00	70.00	128.0%
Newsletter mailing	798.26	1,500.00	-701.74	53.2%
Post Office Box Fee	0.00	160.00	-160.00	0.0%
Total Postage	1,254.26	2,680.00	-1,425.74	46.8%
Printing & Advertising				
Other printing & advertising	692.00	1,000.00	-308.00	69.2%
Newsletter printing	7,016.00	12,000.00	-4,984.00	58.5%
Total Printing & Advertising	7,708.00	13,000.00	-5,292.00	59.3%
Professional Fees				
Payroll Processing	1,599.85	10,500.00	-8,900.15	15.2%
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	650.00	12,500.00	-11,850.00	5.2%
SCLS/Overdue Notices	70.96	500.00	-429.04	14.2%
SCLS/Annual Membership	0.00	12,000.00	-12,000.00	0.0%
Total Professional Fees	5,119.50	56,800.00	-51,680.50	9.0%
Programs - Adult				
Motion Picture/Music Licensing	87.49	500.00	-412.51	17.5%
Adult Reading Club & Book Di...	1,202.64	3,500.00	-2,297.36	34.4%
Adult Programs	5,294.82	16,000.00	-10,705.18	33.1%
Total Programs - Adult	6,584.95	20,000.00	-13,415.05	32.9%
Programs - Juvenile	3,908.28	10,500.00	-6,591.72	37.2%
Programs - Summer	330.93	8,000.00	-7,669.07	4.1%
Programs - Teen	991.88	8,000.00	-7,008.12	12.4%
Supplies - Library	1,274.72	10,500.00	-9,225.28	12.1%
Supplies - Office	662.45	4,000.00	-3,337.55	16.6%
Supplies - Paper	262.72	2,500.00	-2,237.28	10.5%
Telephone	464.36	2,200.00	-1,735.64	21.1%
Travel	760.49	2,200.00	-1,439.51	34.6%
Workshops	97.68	2,200.00	-2,102.32	4.4%
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	44,536.93	197,230.00	-152,693.07	22.6%
Debt Service Total				
Mortgage Principal	81,980.32			
Mortgage Interest	8,149.90			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	90,130.22	100,000.00	-9,869.78	90.1%
Total Expense	480,746.34	1,678,455.00	-1,197,708.66	28.6%

12:31 PM
04/02/24
Cash Basis

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

	<u>Jan - Mar 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	351,665.88	0.00	351,665.88	100.0%
Net Income	<u>351,665.88</u>	<u>0.00</u>	<u>351,665.88</u>	<u>100.0%</u>

04/02/24

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Deposit	03/12/2024		Bank service cha...	64.68
Total Checking				64.68
Savings				
Deposit	03/29/2024		Interest	1.44
Total Savings				1.44
Total Building Fund				66.12
Total General Fund				66.12
Cultural Activities Fund				
Coffee Machine				
Deposit	03/04/2024		Coffee	9.00
Deposit	03/11/2024		Coffee	11.00
Deposit	03/18/2024		Coffee	12.00
Deposit	03/25/2024		Coffee	3.00
Total Coffee Machine				35.00
Teen Programs				
Deposit	03/07/2024		SAT Prep	232.44
Deposit	03/13/2024		SAT	232.44
Deposit	03/21/2024		SAT Prep	232.44
Deposit	03/28/2024		SAT	116.22
Total Teen Programs				813.54
Adult Programs Wash Account				
Bill	03/01/2024	Brian D. Collins	Mardi Gras 2.27....	-434.00
Bill	03/01/2024	Rosemary Martilotta	Yoga Series Jan-...	-500.00
Deposit	03/04/2024		Aerobics	20.00
Deposit	03/04/2024		Cooking	50.00
Deposit	03/04/2024		Arts/Crafts	5.00
Deposit	03/04/2024		LI Aquarium Tick...	81.00
Deposit	03/04/2024		Defensive Driving	35.00
Deposit	03/07/2024		Yoga walk in	38.24
Deposit	03/07/2024		Yoga series	232.14
Deposit	03/07/2024		Defensive Driving	169.02
Deposit	03/07/2024		Cheese	28.23
Deposit	03/07/2024		Bracelet	4.55
Deposit	03/07/2024		Tortilla	9.41
Deposit	03/11/2024		Yoga	500.00
Deposit	03/11/2024		Cooking	60.00
Deposit	03/11/2024		LI Aquarium Tick...	314.00
Deposit	03/11/2024		Defensive Driving	70.00
Bill	03/12/2024	Patricia Arslanian	Writing with Pat /...	-500.00
Deposit	03/13/2024		Defensive Driving	33.68
Deposit	03/13/2024		Yoga walk in	19.12
Deposit	03/13/2024		Bracelet	4.55
Deposit	03/13/2024		Cheese	28.23
Deposit	03/18/2024	Southold Free Library	Mardi Gras / Sha...	182.00

04/02/24

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

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Deposit	03/18/2024		Yoga	180.00
Deposit	03/18/2024		Cooking	50.00
Deposit	03/18/2024		LI Aquarium Tick...	81.00
Deposit	03/18/2024		Defensive Driving	140.00
Bill	03/18/2024	Suffolk Safety Program	Defensive Drivin...	-560.00
Bill	03/20/2024	Laurie Short	Chair Strength 2...	-495.00
Deposit	03/21/2024		Cheese Board	18.82
Deposit	03/21/2024		Bracelet Making	4.55
Deposit	03/25/2024		Yoga	20.00
Deposit	03/28/2024		Bracelet / 2 refun...	-5.45
Deposit	03/28/2024		Tortilla	9.41
Total Adult Programs Wash Account				-106.50
Total Cultural Activities Fund				742.04
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	03/29/2024		Interest	25.27
Total Undesignated & Interest				25.27
Total Gift and Trust Fund - MM				25.27
TOTAL				833.43

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

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	03/01/2024	12342	Kanopy, Inc.	Invoice 389542-PPU	-150.00
Bill Pmt -Check	03/01/2024	12343	Pine Barrens Printing	Invoice 34225	-3,508.00
Bill Pmt -Check	03/04/2024	12344	Nicole Summers Sp...	Baby Boogie, Toddler T...	-350.00
Bill Pmt -Check	03/04/2024	12345	Rob Scott	Irish Soda Bread 3.1.24	-443.00
Bill Pmt -Check	03/05/2024	12346	Midwest Tape	11952	-175.53
Bill Pmt -Check	03/05/2024	12347	NYS Employees He...	03909	-7,829.60
Bill Pmt -Check	03/05/2024	12348	Coastline Cesspool ...	50% Deposit to Rebuild ...	-750.00
Bill Pmt -Check	03/05/2024	12349	ELM USA, Inc.	Invoice 65495	-25.00
Bill Pmt -Check	03/05/2024	12350	Midwest Tape	11952	-25.88
Bill Pmt -Check	03/05/2024	12351	Quill Corporation	03047280	-42.78
Bill Pmt -Check	03/05/2024	12352	SCLS	MATT	-25.60
Bill Pmt -Check	03/05/2024	12353	The New York Times	Acct 802189563	-182.00
Bill Pmt -Check	03/05/2024	12354	B&T Adult Account	L 90004-3	-1,362.12
Bill Pmt -Check	03/05/2024	12355	B&T Juvenile Acco...	L 935700	-473.42
Bill Pmt -Check	03/05/2024	12356	B&T Teen Account	L943258	-129.45
Bill Pmt -Check	03/05/2024	12357	Southold Free Library	Lena Horne 2.27.24 / Sh...	-150.00
Bill Pmt -Check	03/06/2024	12358	Holly Kix	Smartphone Photograph...	-275.00
Bill Pmt -Check	03/06/2024	12359	Mattituck Environm...	Cstmr 11-0001422-0, In...	-252.72
Bill Pmt -Check	03/06/2024	12360	P.M. Communicatio...	Invoice no. 42850	-117.89
Bill Pmt -Check	03/06/2024	12361	Postmaster	Mar/Apr Newsletter maili...	-406.26
Bill Pmt -Check	03/07/2024	12362	Children's Museum ...	1 Membership	-400.00
Bill Pmt -Check	03/07/2024	12363	Suffolk County Wat...	Acct 3000390878	-788.71
Bill Pmt -Check	03/07/2024	12365	Penworthy	Cstmr 00-5320020_001,...	-315.94
Bill Pmt -Check	03/07/2024	12364	Colleen Montgomery	Lost Book Found / Refu...	-7.99
Bill Pmt -Check	03/12/2024	12366	Living Art Aquariums	Invoice 1932	-200.00
Bill Pmt -Check	03/12/2024	12367	Midwest Tape	11952	-95.16
Bill Pmt -Check	03/12/2024	12368	Quill Corporation	03047280	-120.13
Bill Pmt -Check	03/12/2024	12369	SCLS	MATT	-87.49
Bill Pmt -Check	03/12/2024	12370	Volz & Vigliotta, PL...	Acct MLL-01M, Stmtnt 54...	-96.00
Bill Pmt -Check	03/12/2024	12371	Hauppauge Public ...	Replacement "Eat Right ...	-27.00
Bill Pmt -Check	03/15/2024	12372	Postmaster	Permit # 41, USPS Mark...	-320.00
Bill Pmt -Check	03/15/2024	12373	SCLS	MATT	-650.00
Bill Pmt -Check	03/15/2024	12374	St. George Living Hi...	Betty White Story 3/14/24	-200.00
Bill Pmt -Check	03/18/2024	12375	Beverly Wowak.	Simon & Schuster Celeb...	-17.68
Bill Pmt -Check	03/18/2024	12376	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	03/18/2024	12377	Judy Wilson	Talking Stick 3/19/24	-275.00
Bill Pmt -Check	03/18/2024	12378	Optimum	Acct. no. 07839-381822-...	-399.80
Bill Pmt -Check	03/18/2024	12379	Quill Corporation	03047280	-82.57
Bill Pmt -Check	03/18/2024	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	03/18/2024	12380	Business Card	5474 1518 7474 0647	-392.10
Bill Pmt -Check	03/20/2024	12381	Chocolicious Choco...	Chocolate Pizza 3/14/24	-296.00
Bill Pmt -Check	03/20/2024	12382	Westhampton Free ...	Women's History 3/20/24	-50.00
Bill Pmt -Check	03/20/2024	12383	Lisa Baglivi	Drawing series March 6,...	-350.00
Bill Pmt -Check	03/20/2024	12384	Renato Stafford	Start Your Garden 3/23/24	-300.00
Bill Pmt -Check	03/20/2024	12385	Westhampton Free ...	Sun Will Darken 3/21/24...	-50.00
Bill Pmt -Check	03/20/2024	12386	Elan Financial Servi...	4798 5101 7200 1022	-690.69
Bill Pmt -Check	03/25/2024	12387	Donna L. Nesteruk	Mindfulness 3/26/24 Ses...	-225.00
Bill Pmt -Check	03/25/2024	12388	Long Island Scienc...	Straw Rockets 3/26/24	-285.00
Bill Pmt -Check	03/25/2024	12389	Twin Fork Landscap...	Invoice 26648	-4,700.00
Bill Pmt -Check	03/25/2024	12390	National Grid	Acct. 43544-64005	-1,177.89
Bill Pmt -Check	03/25/2024	12391	Verizon	Acct. 242398426-00001,...	-197.40
Bill Pmt -Check	03/27/2024	12392	Aflac	Acct NQH35, Inv 389536	-189.00
Bill Pmt -Check	03/27/2024	12393	Daniel J. Faraone	Medicare Reimburseme...	-562.50
Bill Pmt -Check	03/27/2024	12394	Garrett H. Moore	Medicare Reimburseme...	-384.00
Bill Pmt -Check	03/27/2024	12395	Karen Letteriello.	Reimburse Snacks	-24.99
Bill Pmt -Check	03/27/2024	12396	Kay Zegel.	Medicare Reimburseme...	-562.50
Bill Pmt -Check	03/27/2024	12397	L2J Consulting, Inc.	Invoice # 032024	-1,000.00
Bill Pmt -Check	03/27/2024	12398	Library Ideas, LLC	Invoice #111746	-995.00
Bill Pmt -Check	03/27/2024	12399	Midwest Tape	11952	-51.77
Bill Pmt -Check	03/27/2024	12400	PSEGLI	Cstmr 0295-3001-61-3, ...	-1,405.54
Bill Pmt -Check	03/28/2024	12401	Rob Scott	Spring Cupcakes 4/1/24	-350.00
Bill Pmt -Check	03/28/2024	12402	Rob Scott	Lemon Cookies 4/1/24	-235.00
Total BNB Operating Checking					-42,751.84

04/02/24

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

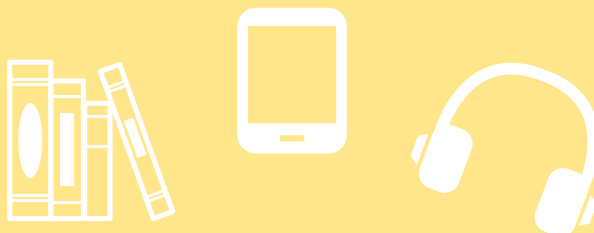
	Type	Date	Num	Name	Memo	Amount
TOTAL						<u>-42,751.84</u>

LIBRARY STATS

MARCH 2024

6,062 ITEMS CHECKED OUT

1,961 books & other items
4,104 ebooks & digital items



WIFI **264**

connections to the public wifi

269

PUBLIC COMPUTERS

log ins to the public access computers

VISITORS

4,219



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	1,961
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	5,670

NEW PATRON REGISTRATIONS

MARCH 2024

Adult Year Round	13
Youth Year Round	1
Teen	2
2 ND Address	1
Total:	17

MEETING ROOM USE REPORT-MARCH 2024

The following groups used the 3 meeting rooms MARCH 2024

Community Room

Piano Practice
Chair aerobics
Smartphone Photography 101
Babies Boogie
Toddlers Tango
Yoga
Thursday Film
First Time Homebuyers Seminar
Coffee with a Cop
Free Educational Medicare Seminar
Friends Irish Tea & Luncheon
Old Fashioned Irish Sing Along
Defensive Driving
Talking Stick with Judy Wilson
Invitation to Opera
Starting Your Organic Vegetable Garden
Frog Fun Family Story Time
Junior Engineers-Straw Rockets with LISC
Mindfulness Series with Donna Nesteruk
Blood Drive

Conference Room

Mah Jongg
Artist Reception Light Painters
Girls Who Code
Bridge
Writing with Pat
Cutchogue Homeowners
East End Lions
Italian Language Group
Medicare

Craft Room

Tutor (11)
Alzheimer's Group
Book Discussion
Drawing with Lisa
Literary Café
Walking Dessert Tacos

Kitchen

Tutor (5)