

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

MEETING DATE: Monday May 13, 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 April 8, 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
 - B. Budget & Finance
 - C. Personnel & Policy
- X. Old Business**
- XI. New Business**
 - A. Precautionary tax cap resolution
 - B. Approval of 2025 Draft Budget
 - C. Revise Policy: Public Participation at Board Meetings
- XII. Adjournment**

Next Meeting – June 10, 2024

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
May 13, 2024

Present

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

Absent with Excuse

Karenann Volinski, Treasurer

I. Call To Order/II. Pledge of Allegiance

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

III. Approval of the Agenda

The agenda was adopted.
(Peter, Mary; unanimous (6-0))

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

The minutes of the meetings held April 8, 2024 were approved.
(Nick, Colleen; unanimous (6-0))

V. Period of Public Expression

A community member spoke to agenda items.

VI. Approval of Treasurer's Report

Warrants

Colleen reviewed the warrants with the Board.
The Board approved payment of the following APRIL warrant:

OPERATING ACCOUNT

\$110,627.67

CULTURAL ACTIVITIES FUND

4,290.98

MONEY MARKET ACCOUNT

.00

BUILDING FUND SAVINGS

.00

BUILDING FUND CHECKING

.00

Donations in excess of \$1,000
none
(Mary, Peter; unanimous (6-0))

VII. Director's Report

The Director's report was presented in written format. The Board reviewed the director's report with interest. The Director's Report was approved.
(Nick, Colleen; unanimous (6-0))

Shauna shared that she is interviewing for an open circulation position. She informed the board that paid sick leave for covid illnesses is expected to expire in July of 2025. Shauna is now including a new statistical breakdown titled *Monthly Impact* in the monthly packet. This will provide a clear picture of what is happening at the library. The Board was given and email addresses, which is posted to the webpage. New mesh folding chairs and a Square register will be purchased. The Square register is helpful because so many people do not carry cash. This new system allows patrons to use a credit card to pay for copies, faxes, etc. Shauna showed us a new outdoor sign donated by Ryan's Team. The 988 sign includes a phone/text crisis number to assist those seeking help. Finally, Shauna reviewed the cautionary tax cap override resolution with the Board. Due to the Library's fiscal year being a calendar year the community growth factor from the Office of the State Comptroller is not yet available to calculate the tax levy. The cautionary override allows the Board to adopt a budget with incomplete information to calculate the tax levy while meeting requirements for the tax cap law.

VIII. President's Remarks Jim began by welcoming Kevin Verbese from the Suffolk County Library System. Kevin conducted trustee training after the board meeting adjourned. Jim shared that the Health Fair took place on April 20, 2024 and it was a huge success. He expressed his gratitude to the library staff, Friends representatives, Ella, and the community supporters. Jim also announced that the social worker's last day is soon approaching. The caregiver's support group she ran will continue to meet with a volunteer from the Alzheimer's Association.

IX. Committee Reports

A. Building /Grounds & Long-Range Planning The committee met with the architect and continues to discuss the interior building renovations and the installation of a shade system to protect the children who will be playing in the greenspace this summer as well as the patrons who will attend various summer events. Renderings of the interior updates are expected soon.

B. Budget & Finance The committee met to discuss the 2025 budget. The committee recommends staying within the tax cap and will need to pass a cautionary tax cap override resolution.

C. Personnel & Policy The committee discussed moving the period of public expression or adding a second period of public expression. Data collected from a survey of 29 responding libraries was considered during this discussion.

X. Old Business

none

XI. New Business

A. Precautionary tax cap resolution

Whereas, the adoption of the 2025 budget for the Mattituck-Laurel Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Mattituck-Laurel Library voted and approved to exceed the tax levy limit for 2025 by at least the sixty percent of the board of trustees as required by state law on May 13, 2024.

*Motion to approve Precautionary Tax Cap Resolution.
(Peter, Nick; (6-0))*

B. Approval of 2025 Draft Budget

*Motion to approve 2025 Draft Budget.
(Mary, Peter; (6-0))*

C. Revise Policy: Public Participation at Board Meetings

*Motion to approve Public Participation Policy.
(Katie, Nick; (6-0))*

XII. Adjournment

*Motion to adjourn at 6:20PM
(Mary, Peter; unanimous (6-0))*

Dates of Future Board Meetings

*Monday, June 10, 2024
Monday, July 8, 2024
Monday, August 12, 2024*

*Respectfully submitted,
Katie O'Rourke
Secretary*



Mattituck-Laurel **LIBRARY**

Warrants / Expenses

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

Approved at the Library Board Meeting on May 13, 2024

Operating Account Total	\$ 110,627.67
Payroll	\$ 74,886.78
Non Payroll	\$ 35,740.89
Cultural Activities Fund	\$ 4,290.98
Money Market Account	\$0
Building Fund Savings	\$0
Building Fund Checking	\$0
Donations in excess of \$1,000	None

05/02/24

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Apr 24</u>
General Fund	
Operating Fund	273,108.54
Building Fund	
Checking	285,741.34
Savings	57,307.93
	<hr/>
Total Building Fund	343,049.27
	<hr/>
Total General Fund	616,157.81
Cultural Activities Fund	
Coffee Machine	615.67
Teen Programs	-24.24
Children's Programs	1,226.17
Staff Activity Fund	1,550.06
Adult Programs Wash Acco...	7,045.48
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
	<hr/>
Total Cultural Activities Fund	11,135.17
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	16,510.44
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	636,246.02
	<hr/>
TOTAL	1,263,539.00

05/02/24

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

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
04/19/2024	Business Card	Fishing line,cardstock, s...	189.10	189.10
Total Youth Arts & Crafts				189.10
Youth DVD's				
04/19/2024	Business Card	Jack & Beanstalk	6.49	6.49
Total Youth DVD's				6.49
Youth Computer Software				
04/19/2024	Business Card	Switch/Peach,Overcook...	284.50	284.50
Total Youth Computer Software				284.50
Youth Books				
04/05/2024	B&T Juvenile Account	March invoices	1,293.72	1,293.72
Total Youth Books				1,293.72
Total Youth Materials				1,773.81
Adult Materials				
DVD/Music CD				
04/03/2024	Midwest Tape	505258432	132.23	132.23
04/03/2024	Midwest Tape	505246971	23.09	23.09
04/04/2024	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
04/12/2024	Midwest Tape	Invoice no. 505301913	59.47	59.47
04/19/2024	Midwest Tape	505326904	20.99	20.99
04/19/2024	Midwest Tape	505326902	20.99	20.99
04/25/2024	Midwest Tape	505365291	32.87	32.87
04/25/2024	Midwest Tape	505365293	45.48	45.48
04/25/2024	Midwest Tape	505365294	23.79	23.79
Total DVD/Music CD				383.91
Digital Material Subscriptions				
04/01/2024	Kanopy, Inc.	173 Tickets	173.00	173.00
04/02/2024	Midwest Tape	Hoopla month ending 03...	162.32	162.32
Total Digital Material Subscriptions				335.32
Adult Books				
04/05/2024	B&T Adult Account	March invoices	832.59	832.59
04/19/2024	Business Card	Grace in Aging,Shakesp...	358.85	358.85
Total Adult Books				1,191.44
Large Print Books				
04/05/2024	B&T Adult Account	March invoices	662.20	662.20
Total Large Print Books				662.20
Newspapers				
04/02/2024	Daily News	Pays through 05/09/2024	90.00	90.00
04/15/2024	Newsday	Subscription from 04/28/...	319.92	319.92
Total Newspapers				409.92
Total Adult Materials				2,982.79
Teen Materials				
04/05/2024	B&T Teen Account	March invoices	247.90	247.90

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Teen Materials				247.90
Total Library Materials				5,004.50
Capital Expenditures				
04/23/2024	Coastline Cesspool & Drain Se...	Rebuilt floor of 2nd man...	750.00	750.00
Total Capital Expenditures				750.00
Technology				
04/04/2024	PM Communications Corp.	Monthly Maintenance	117.89	117.89
04/11/2024	PM Communications Corp.	Recorded message cha...	125.00	125.00
Total Technology				242.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
04/11/2024	Living Art Aquariums	Service 3/6/24, 3/22/24 ...	420.00	420.00
Total Aquarium Maintenance				420.00
Exterminator				
04/19/2024	Hampton Pest Management, Inc.	Termit Bait Station	85.00	85.00
04/19/2024	Hampton Pest Management, Inc.	Rodent Control	125.00	125.00
Total Exterminator				210.00
Alarm Test				
04/04/2024	Suffolk Security Systems, Inc.	Annual Fire Inspection	225.00	225.00
Total Alarm Test				225.00
Elevator Maint.				
04/16/2024	Champion Elevator	2024 Elevator Inspection	600.00	600.00
Total Elevator Maint.				600.00
Security Monitoring				
04/04/2024	Suffolk Security Systems, Inc.	Standard Digital Monitori...	122.85	122.85
Total Security Monitoring				122.85
Water Backflow Test				
04/01/2024	JJ Simms Valve Testing	Annual Testing & Paper...	260.00	260.00
Total Water Backflow Test				260.00
Piano Tuning				
04/26/2024	Douglas Gregg	Piano Tuning	165.00	165.00
Total Piano Tuning				165.00
Other Building Maint.				
04/04/2024	Shauna Scholl.	10 Keys / 5 Interior door...	70.00	70.00
04/23/2024	Coastline Cesspool & Drain Se...	Vac truck service to clea...	650.00	650.00
Total Other Building Maint.				720.00
Total Building Maintenance				2,722.85
Custodial Supplies				
04/19/2024	Herman Butts.	Light Ballasts @ Circ	38.97	38.97
Total Custodial Supplies				38.97

05/02/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Electric				
04/26/2024	PSEGLI	Service from Mar 20 , 20...	1,418.17	1,418.17
Total Electric				1,418.17
Gas				
04/23/2024	National Grid	Billing period Mar 19, 20...	765.90	765.90
Total Gas				765.90
Grounds Maintenance				
Sprinkler Maintenance				
04/10/2024	Lindsay Irrigation, Inc.	Spring start up, replaced...	220.00	220.00
Total Sprinkler Maintenance				220.00
Total Grounds Maintenance				220.00
Water				
North Fork Water				
04/19/2024	ReadyRefresh	Qty 7 Bottles of Water (...)	123.92	123.92
Total North Fork Water				123.92
Total Water				123.92
Garbage Removal				
04/03/2024	Mattituck Environmental Services	4 YD Trash Service	252.72	252.72
Total Garbage Removal				252.72
Total Operations and Maintenance				5,542.53
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
04/19/2024	Optimum	Billing period 4/16 - 5/15	245.00	245.00
Total Optimum Internet Service				245.00
Computer/Network Maintenance				
04/25/2024	L2J Consulting, Inc.	Monthly IT Support / Apr...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
04/12/2024	Business Card	Education.com / Teache...	119.88	119.88
04/19/2024	Elan Financial Services	DRI*CrashPlan	32.55	32.55
Total Computer Software Licenses				152.43
Total Maintenance Office Equipment				1,397.43
Membership				
Museum Passes				
04/19/2024	Elan Financial Services	Parrish Art Museum	200.00	200.00
Total Museum Passes				200.00
Total Membership				200.00
Postage				
Postage & Stamps				
04/03/2024	Postmaster	200 Forever stamps @ ...	136.00	136.00
04/19/2024	Elan Financial Services	Postage for leaf engraving	1.63	1.63

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

Date	Name	Memo	Original Amount	Paid Amount
Total Postage & Stamps				137.63
Total Postage				137.63
Printing & Advertising				
Other printing & advertising				
04/09/2024	Floyd Memorial Library.	Ad in Suffolk Times Spri...	143.75	143.75
04/19/2024	Elan Financial Services	Facebook promotion for ...	16.00	16.00
04/19/2024	Business Card	T-shirts Health Fair	1,357.21	1,357.21
Total Other printing & advertising				1,516.96
Newsletter printing				
04/29/2024	Pine Barrens Printing	May/June Newsletter	3,708.00	3,708.00
Total Newsletter printing				3,708.00
Total Printing & Advertising				5,224.96
Professional Fees				
PALS Membership				
04/24/2024	SCLS-PALS	2nd Quarter 2024 - PAL...	2,798.69	2,798.69
Total PALS Membership				2,798.69
SCLS/Overdue Notices				
04/02/2024	SCLS	Overdues - Processed &...	30.72	30.72
Total SCLS/Overdue Notices				30.72
Total Professional Fees				2,829.41
Programs - Adult				
Adult Reading Club & Book Discu				
04/19/2024	Business Card	Qty 16 Bks Two Nights ...	525.99	525.99
Total Adult Reading Club & Book Discu				525.99
Adult Programs				
04/08/2024	Lee McAllister	Hallock Park Hike 4/9/24	275.00	275.00
04/18/2024	Frances E. Castan	Spring Reading 4/18/24	150.00	150.00
04/18/2024	Knightlee, LLC	Health Fair 4/20/24	300.00	300.00
04/19/2024	Elan Financial Services	Embroidery Craft Kits / ...	80.79	80.79
04/19/2024	Elan Financial Services	Zoom	63.96	63.96
04/19/2024	Canio Pavone	Spring Reading 4/18/24	150.00	150.00
04/19/2024	Business Card	Opera DVD, Candlemak...	45.81	45.81
04/20/2024	Westhampton Free Library	Louis Armstrong 4/16/24...	50.00	50.00
04/22/2024	Alice Jones	Crochet series March, A...	720.00	720.00
04/24/2024	Arnold Fisher	Intermediate Bridge Seri...	520.00	520.00
Total Adult Programs				2,355.56
Total Programs - Adult				2,881.55
Programs - Juvenile				
04/01/2024	Joanne Hruz.	Reimburse Snacks & Ite...	58.96	58.96
04/09/2024	Long Island Science Center	Action Contraption 4/11/...	285.00	285.00
04/15/2024	Carmen Campos	Bilingual Story Time & P...	400.00	400.00
04/18/2024	Judy Wilson	Grow & Taste Garden 4/...	275.00	275.00
04/18/2024	Knightlee, LLC	Health Fair 4/20/24	300.00	300.00
04/19/2024	Elan Financial Services	Hand Puppets	112.95	112.95
04/19/2024	Karen Letteriello.	Cupcakes, pasta, eyes, j...	31.40	31.40
04/19/2024	Business Card	Sugar, Cookies, Palm tre...	50.50	50.50
04/22/2024	Happy Feet Suffolk	Toddler & Musical Kids ...	350.00	350.00

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
04/23/2024	Long Island Science Center	LEGO Engineering 4/25/...	285.00	285.00
Total Programs - Juvenile				2,148.81
Programs - Summer				
04/19/2024	Elan Financial Services	Sand Art, Garland,Balls,...	112.80	112.80
04/19/2024	Business Card	camping decor, banner, ...	152.61	152.61
Total Programs - Summer				265.41
Programs - Teen				
04/19/2024	Elan Financial Services	Posters, Bookmarks, Pe...	140.83	140.83
04/19/2024	Business Card	String craft kit ,Flower ki...	203.57	203.57
Total Programs - Teen				344.40
Supplies - Library				
04/02/2024	Quill Corporation	Brother drum 720	135.99	135.99
04/05/2024	Orlowski Hardware Company, I...	Raid Ant Bait, Five Keys	23.03	23.03
04/09/2024	Demco	Book Tape, Color coded...	79.82	79.82
04/12/2024	Quill Corporation	Coffeemate, Kcups Coffee	71.95	71.95
04/12/2024	Quill Corporation	Facial tissue 160/bx 3 Pk	35.16	35.16
04/19/2024	Elan Financial Services	Business Cards for Sha...	235.00	235.00
04/19/2024	Elan Financial Services	Cricut	9.99	9.99
04/19/2024	Business Card	First Aid Kit, cold packs,...	212.22	212.22
04/22/2024	Quill Corporation	Qty 5 - 12 oz Cup for hot...	74.95	74.95
04/23/2024	Shauna Scholl.	Cookie platter, Qty 2 Cr...	22.97	22.97
04/29/2024	Quill Corporation	Lid dome 12-16 oz hot c...	34.77	34.77
Total Supplies - Library				935.85
Supplies - Office				
04/05/2024	Quill Corporation	3x3 Self stick notes	18.58	18.58
04/19/2024	Business Card	Glass wipes	17.99	17.99
Total Supplies - Office				36.57
Supplies - Paper				
04/29/2024	Quill Corporation	11x17 copy paper	74.99	74.99
Total Supplies - Paper				74.99
Telephone				
04/19/2024	Optimum	Billing period 4/16 - 5/15	154.37	154.37
Total Telephone				154.37
Travel				
04/01/2024	Joanne Hruz.	Reimburse Mileage Sgt...	69.41	69.41
04/19/2024	Karen Letteriello.	Mileage Reimbursement...	21.44	21.44
Total Travel				90.85
Workshops				
04/19/2024	Elan Financial Services	Cycle of True Mktg Web...	49.00	49.00
Total Workshops				49.00
Total Miscellaneous Expense				16,771.23
Debt Service Total				
Mortgage Interest				
04/15/2024	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74
Total Mortgage Interest				7,429.74

05/02/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
	Total Debt Service Total			<u>7,429.74</u>
TOTAL				<u>35,740.89</u>

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

	Apr 24
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	32,125.50
Interest	2.83
Direct Public Support	333.45
Fines	75.51
Library Materials Paid For	31.00
Copy Machine	507.20
Refunds	2,813.40
	35,888.89
Total Income	35,888.89
Gross Profit	35,888.89
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	26,882.69
Clerical	30,673.64
Custodian	3,746.98
	61,303.31
Total Salaries	61,303.31
Benefits	
Fica	4,486.71
Disability Insurance	866.29
Medical Insurance	3,942.21
Retirement	6,256.53
Unemployment Insurance	1,031.32
	16,583.06
Total Benefits	16,583.06
Total Payroll Expenses	77,886.37
Library Materials	
Youth Materials	
Youth Arts & Crafts	189.10
Youth DVD's	6.49
Youth Computer Software	284.50
Youth Books	1,293.72
	1,773.81
Total Youth Materials	1,773.81
Adult Materials	
DVD/Music CD	383.91
Digital Material Subscriptions	335.32
Adult Books	1,191.44
Large Print Books	662.20
Newspapers	409.92
	2,982.79
Total Adult Materials	2,982.79
Teen Materials	247.90
	5,004.50
Total Library Materials	5,004.50
Capital Expenditures	750.00

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

	Apr 24
Technology	242.89
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	420.00
Exterminator	210.00
Alarm Test	225.00
Elevator Maint.	600.00
Security Monitoring	122.85
Water Backflow Test	260.00
Piano Tuning	165.00
Other Building Maint.	720.00
Total Building Maintenance	2,722.85
Custodial Supplies	38.97
Electric	1,418.17
Gas	765.90
Grounds Maintenance	
Sprinkler Maintenance	220.00
Total Grounds Maintenance	220.00
Water	
North Fork Water	123.92
Total Water	123.92
Garbage Removal	252.72
Total Operations and Maintenance	5,542.53
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	245.00
Computer/Network Maintenance	1,000.00
Computer Software Licenses	152.43
Total Maintenance Office Equipm...	1,594.83
Membership	
Museum Passes	200.00
Total Membership	200.00
Postage	
Postage & Stamps	137.63
Total Postage	137.63
Printing & Advertising	
Other printing & advertising	1,516.96
Newsletter printing	3,708.00
Total Printing & Advertising	5,224.96
Professional Fees	

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

	Apr 24
Payroll Processing	621.57
PALS Membership	2,798.69
SCLS/Overdue Notices	30.72
Total Professional Fees	3,450.98
Programs - Adult	
Adult Reading Club & Book Dis...	525.99
Adult Programs	2,355.56
Total Programs - Adult	2,881.55
Programs - Juvenile	2,148.81
Programs - Summer	265.41
Programs - Teen	344.40
Supplies - Library	935.85
Supplies - Office	36.57
Supplies - Paper	74.99
Telephone	154.37
Travel	90.85
Workshops	49.00
Total Miscellaneous Expense	17,590.20
Debt Service Total	
Mortgage Interest	7,429.74
Total Debt Service Total	7,429.74
Total Expense	114,446.23
Net Ordinary Income	-78,557.34
Net Income	-78,557.34

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

	Jan - Apr 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	792,812.77	1,663,155.00	-870,342.23	47.7%
NY State Incentive	180.00	1,800.00	-1,620.00	10.0%
Interest	12.53	100.00	-87.47	12.5%
Direct Public Support	1,988.06	2,000.00	-11.94	99.4%
Fines	353.81			
Library Materials Paid For	156.55			
Copy Machine	2,142.99	2,000.00	142.99	107.1%
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	2,813.40			
Fund Balance Brought Forward	67,841.00			
Total Income	868,301.11	1,678,455.00	-810,153.89	51.7%
Gross Profit	868,301.11	1,678,455.00	-810,153.89	51.7%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	113,199.36	350,493.00	-237,293.64	32.3%
Clerical	128,445.77	453,257.00	-324,811.23	28.3%
Custodian	15,620.94	47,675.00	-32,054.06	32.8%
Total Salaries	257,266.07	851,425.00	-594,158.93	30.2%
Benefits				
Fica	18,797.97	63,298.00	-44,500.03	29.7%
Disability Insurance	1,230.03	1,000.00	230.03	123.0%
Medical Insurance	17,511.70	104,560.00	-87,048.30	16.7%
Retirement	17,786.72	60,017.00	-42,230.28	29.6%
Unemployment Insurance	7,230.81	11,000.00	-3,769.19	65.7%
Total Benefits	62,557.23	239,875.00	-177,317.77	26.1%
Total Payroll Expenses	319,823.30	1,091,300.00	-771,476.70	29.3%
Library Materials				
Youth Materials				
Youth Arts & Crafts	255.11	2,500.00	-2,244.89	10.2%
Youth DVD's	84.14	500.00	-415.86	16.8%
Youth Computer Software	841.77	1,500.00	-658.23	56.1%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	4,737.08	14,000.00	-9,262.92	33.8%
Total Youth Materials	5,918.10	19,000.00	-13,081.90	31.1%
Adult Materials				
DVD/Music CD	1,159.81	4,000.00	-2,840.19	29.0%
Live-brary Downloadable e-bo...	51,651.00	54,000.00	-2,349.00	95.7%
Digital Material Subscriptions	2,792.75	13,000.00	-10,207.25	21.5%
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	4,184.39	21,000.00	-16,815.61	19.9%
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%

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

	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
Adult Audio Books	0.00	1,000.00	-1,000.00	0.0%
Large Print Books	1,249.82	5,000.00	-3,750.18	25.0%
Newspapers	1,576.97	7,000.00	-5,423.03	22.5%
Periodicals	4,838.82	5,000.00	-161.18	96.8%
Total Adult Materials	68,595.23	122,050.00	-53,454.77	56.2%
Teen Materials	683.61	2,500.00	-1,816.39	27.3%
Total Library Materials	75,196.94	143,550.00	-68,353.06	52.4%
Capital Expenditures	10,385.00	19,000.00	-8,615.00	54.7%
Technology	1,220.62	9,200.00	-7,979.38	13.3%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	1,270.00	3,500.00	-2,230.00	36.3%
HVAC Maintenance	0.00	2,000.00	-2,000.00	0.0%
Exterminator	420.00	1,000.00	-580.00	42.0%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	225.00	200.00	25.00	112.5%
Elevator Maint.	1,819.88	4,500.00	-2,680.12	40.4%
Security Monitoring	245.70	700.00	-454.30	35.1%
Water Backflow Test	260.00	275.00	-15.00	94.5%
Fire Sprinkler Test	1,250.00	1,200.00	50.00	104.2%
Piano Tuning	165.00	400.00	-235.00	41.3%
Other Building Maint.	2,029.50	7,000.00	-4,970.50	29.0%
Total Building Maintenance	7,685.08	20,975.00	-13,289.92	36.6%
Custodial Supplies	563.80	1,000.00	-436.20	56.4%
Electric	7,249.21	27,500.00	-20,250.79	26.4%
Gas	4,713.22	11,000.00	-6,286.78	42.8%
Grounds Maintenance				
Snow Removal	1,525.00	4,500.00	-2,975.00	33.9%
Sprinkler Maintenance	220.00	700.00	-480.00	31.4%
Other Grounds Maintenance	4,700.00	11,000.00	-6,300.00	42.7%
Total Grounds Maintenance	6,445.00	16,200.00	-9,755.00	39.8%
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	423.72	1,000.00	-576.28	42.4%
SCWA	788.71	3,500.00	-2,711.29	22.5%
Total Water	1,212.43	4,500.00	-3,287.57	26.9%
Garbage Removal	1,010.88	3,000.00	-1,989.12	33.7%
Total Operations and Maintenance	28,879.62	118,175.00	-89,295.38	24.4%
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	823.44	2,400.00	-1,576.56	34.3%
Optimum Internet Service	980.32	3,200.00	-2,219.68	30.6%
Copy Machine	847.36	8,500.00	-7,652.64	10.0%
Computer/Network Maintenance	4,000.00	12,000.00	-8,000.00	33.3%

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

	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
BookScan Maintenance	690.00	700.00	-10.00	98.6%
Computer Software Licenses	6,118.07	9,000.00	-2,881.93	68.0%
Total Maintenance Office Equip...	13,459.19	35,800.00	-22,340.81	37.6%
Membership				
Professional Memberships	446.00	2,200.00	-1,754.00	20.3%
Museum Passes	1,285.00	5,000.00	-3,715.00	25.7%
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	1,856.00	8,350.00	-6,494.00	22.2%
Postage				
Postage & Stamps	273.63	770.00	-496.37	35.5%
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	1,391.89	2,680.00	-1,288.11	51.9%
Printing & Advertising				
Other printing & advertising	2,208.96	1,000.00	1,208.96	220.9%
Newsletter printing	10,724.00	12,000.00	-1,276.00	89.4%
Total Printing & Advertising	12,932.96	13,000.00	-67.04	99.5%
Professional Fees				
Payroll Processing	2,221.42	10,500.00	-8,278.58	21.2%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	5,597.38	10,800.00	-5,202.62	51.8%
Annual audit	650.00	12,500.00	-11,850.00	5.2%
SCLS/Overdue Notices	101.68	500.00	-398.32	20.3%
SCLS/Annual Membership	0.00	12,000.00	-12,000.00	0.0%
Total Professional Fees	8,570.48	56,800.00	-48,229.52	15.1%
Programs - Adult				
Motion Picture/Music Licensing	87.49	500.00	-412.51	17.5%
Adult Reading Club & Book Di...	1,728.63	3,500.00	-1,771.37	49.4%
Adult Programs	7,650.38	16,000.00	-8,349.62	47.8%
Total Programs - Adult	9,466.50	20,000.00	-10,533.50	47.3%
Programs - Juvenile	6,057.09	10,500.00	-4,442.91	57.7%
Programs - Summer	596.34	8,000.00	-7,403.66	7.5%
Programs - Teen	1,336.28	8,000.00	-6,663.72	16.7%
Supplies - Library	2,210.57	10,500.00	-8,289.43	21.1%
Supplies - Office	699.02	4,000.00	-3,300.98	17.5%
Supplies - Paper	337.71	2,500.00	-2,162.29	13.5%
Telephone	618.73	2,200.00	-1,581.27	28.1%
Travel	851.34	2,200.00	-1,348.66	38.7%
Workshops	146.68	2,200.00	-2,053.32	6.7%
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	62,127.13	197,230.00	-135,102.87	31.5%
Debt Service Total				
Mortgage Principal	89,212.69			
Mortgage Interest	8,347.27			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	97,559.96	100,000.00	-2,440.04	97.6%

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05/02/24
Cash Basis

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

	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
Total Expense	595,192.57	1,678,455.00	-1,083,262.43	35.5%
Net Ordinary Income	273,108.54	0.00	273,108.54	100.0%
Net Income	273,108.54	0.00	273,108.54	100.0%

05/02/24

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

Type	Date	Name	Memo	Paid Amount
Cultural Activities Fund				
Coffee Machine				
Deposit	04/01/2024		Coffee	5.00
Deposit	04/08/2024		Coffee	6.00
Deposit	04/15/2024		Coffee	3.00
Deposit	04/22/2024		Coffee	4.00
Deposit	04/29/2024		Coffee	6.00
Total Coffee Machine				24.00
Teen Programs				
Deposit	04/11/2024		SAT x 2	232.44
Deposit	04/15/2024		SAT Prep / Debr...	120.00
Bill	04/26/2024	Christian Murphy	SAT Prep	-1,560.00
Total Teen Programs				-1,207.56
Staff Activity Fund				
Bill	04/04/2024	Shauna Scholl.	Reimburse Snac...	-81.18
Bill	04/09/2024	Ammirati's of Love Lane	Staff Lunch for Li...	-299.80
Total Staff Activity Fund				-380.98
Adult Programs Wash Account				
Deposit	04/01/2024		Bracelet	5.00
Deposit	04/01/2024		LI Aquarium Tick...	459.00
Deposit	04/08/2024		LI Aquarium Tick...	108.00
Bill	04/09/2024	Raven Janoski	Cheese Board 4/...	-560.00
Deposit	04/11/2024		Bracelet x 4	18.20
Deposit	04/15/2024		LI Aquarium Tick...	162.00
Deposit	04/15/2024		Yoga	20.00
Deposit	04/15/2024		Cooking	20.00
Deposit	04/15/2024		Arts & Crafts	10.00
Bill	04/16/2024	Donna Irvine	Bracelet making ...	-200.00
Bill	04/18/2024	Southold Free Library	Tortilla 4/6/24 Sh...	-200.00
Bill	04/20/2024	Donna Irvine	Bracelet Making ...	-150.00
Deposit	04/22/2024		Natural History ...	30.00
Deposit	04/25/2024		Bracelet	4.55
Deposit	04/25/2024		Crochet	9.41
Deposit	04/25/2024		Sunflower	9.41
Deposit	04/25/2024		Chef Rob	56.46
Bill	04/26/2024	Rosemary Martilotta	Yoga Series Mar...	-1,240.00
Deposit	04/29/2024		Cooking	30.00
Deposit	04/29/2024		Arts/Crafts	20.00
Deposit	04/29/2024		LI Aquarium Tick...	270.00
Deposit	04/29/2024		Crochet	20.00
Total Adult Programs Wash Account				-1,097.97
Total Cultural Activities Fund				-2,662.51
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	04/30/2024		Interest	27.89
Total Undesignated & Interest				27.89

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

Type	Date	Name	Memo	Paid Amount
Total Gift and Trust Fund - MM				27.89
TOTAL				-2,634.62

Mattituck-Laurel Library
Monthly Bill Payments
 As of April 30, 2024

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	04/01/2024	12403	JJ Simms Valve Te...	Invoice #1452	-260.00
Bill Pmt -Check	04/01/2024	12404	Joanne Hruz.		-128.37
Bill Pmt -Check	04/01/2024	12405	Kanopy, Inc.	Invoice #393788-PPU	-173.00
Bill Pmt -Check	04/02/2024	12406	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	04/02/2024	12407	Midwest Tape	11952	-162.32
Bill Pmt -Check	04/02/2024	12408	Quill Corporation	03047280	-135.99
Bill Pmt -Check	04/02/2024	12409	SCLS	MATT	-30.72
Bill Pmt -Check	04/03/2024	12410	Mattituck Environm...	Cstmr 11-0001422-0, In...	-252.72
Bill Pmt -Check	04/03/2024	12411	Midwest Tape	11952	-155.32
Bill Pmt -Check	04/03/2024	12412	Postmaster	200 Forever stamps @ \$...	-136.00
Bill Pmt -Check	04/04/2024	12413	ELM USA, Inc.	Invoice #66243	-25.00
Bill Pmt -Check	04/04/2024	12414	PM Communication...	Invoice no. 42988	-117.89
Bill Pmt -Check	04/04/2024	12415	Shauna Scholl.	Reimburse Keys made	-70.00
Bill Pmt -Check	04/04/2024	12416	Suffolk Security Sys...	1720	-347.85
Bill Pmt -Check	04/05/2024	12417	B&T Adult Account	L 90004-3	-1,494.79
Bill Pmt -Check	04/05/2024	12418	B&T Juvenile Acco...	L 935700	-1,293.72
Bill Pmt -Check	04/05/2024	12419	B&T Teen Account	L943258	-247.90
Bill Pmt -Check	04/05/2024	12420	Orlowski Hardware ...	Acct 584177	-23.03
Bill Pmt -Check	04/05/2024	12421	Quill Corporation	03047280	-18.58
Bill Pmt -Check	04/08/2024	12422	Happy Feet Suffolk	VOID: Baby Music , Tod...	0.00
Bill Pmt -Check	04/08/2024	12423	Lee McAllister	Hallock Park Hike 4/9/24	-275.00
Bill Pmt -Check	04/08/2024	12424	NYS Employees He...	03909	-7,829.60
Bill Pmt -Check	04/09/2024	12425	Demco	810225915	-79.82
Bill Pmt -Check	04/09/2024	12426	Floyd Memorial Libr...	Ad in Suffolk Times Spri...	-143.75
Bill Pmt -Check	04/09/2024	12427	Long Island Scienc...	Action Contraption 4/11/24	-285.00
Bill Pmt -Check	04/10/2024	12428	Lindsay Irrigation, Inc.	Invoice no. 18975	-220.00
Bill Pmt -Check	04/11/2024	12429	Living Art Aquariums	Invoice no. 1958	-420.00
Bill Pmt -Check	04/11/2024	12430	PM Communication...	Invoice no. 43030	-125.00
Bill Pmt -Check	04/12/2024	12431	Business Card	5474 9700 8150 2023	-119.88
Bill Pmt -Check	04/12/2024	12432	Midwest Tape	11952	-59.47
Bill Pmt -Check	04/12/2024	12433	Quill Corporation	03047280	-107.11
Bill Pmt -Check	04/15/2024	12434	Shelterpoint Life Ins...	Policy # D242574	-1,147.64
Bill Pmt -Check	04/15/2024	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	04/15/2024	12435	Carmen Campos	Bilingual Story Time & P...	-400.00
Bill Pmt -Check	04/15/2024	12436	Newsday	Acct 40410623	-319.92
Bill Pmt -Check	04/16/2024	12437	Champion Elevator	Invoice 2226490	-600.00
Bill Pmt -Check	04/18/2024	12438	Frances E. Castan	Spring Reading 4/18/24	-150.00
Bill Pmt -Check	04/18/2024	12439	Judy Wilson	Grow & Taste Garden 4/...	-275.00
Bill Pmt -Check	04/18/2024	12440	Knightlee, LLC	Health Fair 4/20/24	-600.00
Bill Pmt -Check	04/18/2024	12441	Westhampton Free ...	Invoice 04162024MA	-50.00
Bill Pmt -Check	04/19/2024	12442	Canio Pavone	Spring Reading 4/18/24	-150.00
Bill Pmt -Check	04/19/2024	12443	Elan Financial Servi...	4798 5101 7200 1022	-1,055.50
Bill Pmt -Check	04/19/2024	12444	Hampton Pest Man...		-210.00
Bill Pmt -Check	04/19/2024	12445	Herman Butts.	Light Ballasts @ Circ	-38.97
Bill Pmt -Check	04/19/2024	12446	Karen Letteriello.		-52.84
Bill Pmt -Check	04/19/2024	12447	Midwest Tape	11952	-41.98
Bill Pmt -Check	04/19/2024	12448	Optimum	Acct. no. 07839-381822-...	-399.37
Bill Pmt -Check	04/19/2024	12449	ReadyRefresh	Axxt 0140002023, Inv 04...	-123.92
Bill Pmt -Check	04/19/2024	12450	Business Card	5474 1518 7474 0647	-3,404.84
Bill Pmt -Check	04/22/2024	12451	Alice Jones	Crochet series March, A...	-720.00
Bill Pmt -Check	04/22/2024	12452	Donna L. Nesteruk	VOID: Mindfulness 2nd ...	0.00
Bill Pmt -Check	04/22/2024	12453	Happy Feet Suffolk	Toddler & Musical Kids ...	-350.00
Bill Pmt -Check	04/22/2024	12454	Quill Corporation	03047280	-74.95
Bill Pmt -Check	04/22/2024	12455	Shauna Scholl.	VOID:	0.00
Bill Pmt -Check	04/23/2024	12456	Shauna Scholl.	Reimburse Snacks for H...	-22.97
Bill Pmt -Check	04/23/2024	12457	Coastline Cesspool ...		-1,400.00
Bill Pmt -Check	04/23/2024	12458	Long Island Scienc...	LEGO Engineering 4/25/...	-285.00
Bill Pmt -Check	04/23/2024	12459	National Grid	Acct 43544-64005	-765.90
Bill Pmt -Check	04/24/2024	12460	Arnold Fisher	Intermediate Bridge Seri...	-520.00
Bill Pmt -Check	04/24/2024	12461	SCLS-PALS	Invoice 81854	-2,798.69
Bill Pmt -Check	04/25/2024	12462	Aflac	Acct NQH35, Inv 407762	-64.05
Bill Pmt -Check	04/25/2024	12463	L2J Consulting, Inc.	Invoice # 042024	-1,000.00
Bill Pmt -Check	04/25/2024	12464	Midwest Tape	11952	-102.14
Bill Pmt -Check	04/26/2024	12465	Douglas Gregg	Piano Tuning	-165.00

05/02/24

Mattituck-Laurel Library
Monthly Bill Payments
As of April 30, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	04/26/2024	12466	PSEGLI	Cstmr 0295-3001-61-3, ...	-1,418.17
Bill Pmt -Check	04/26/2024	12467	Verizon	Acct. 242398426-00001,...	-197.40
Bill Pmt -Check	04/29/2024	12468	Pine Barrens Printing	Invoice no. 34286	-3,708.00
Bill Pmt -Check	04/29/2024	12469	Quill Corporation	03047280	-109.76
Total BNB Operating Checking					-44,979.58
TOTAL					-44,979.58
