

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

MEETING DATE: Monday June 10, 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 May 13, 2024 Regular Board Meeting
- V. Approval of Treasurer's Report
- VI. Approval of the Personnel Report
- VII. Director's Report
- VIII. President's Remarks
- IX. Committee Reports
 - A. Building / Grounds & Long-Range Planning
- X. Old Business
- XI. New Business
 - A. Reorganization of the Board
 - B. Legal Counsel 2024/2025 Retainer Agreement
 - C. Approve Budget Message
 - D. Temporary Beer, Wine, and Cider Permit SLA
 - E. Approve expense for Percussion Play Rainbow Trio (Roschelle Grant)
 - F. Voluntary Retirement Incentive
- XII. Period of Public Expression
- XIII. Executive Session *to discuss the employment history of a particular person*
- XIV. Adjournment

Next Meeting – July 8, 2024

Directors Report May 2024

Building and Grounds

The lower-level restroom faucet was not working (again), the plumbers were called on Monday, May 13th and returned to replace the faucet on May 22nd, it is now working.

Astoria Communications completed the work to upgrade the A/V system on Tuesday May 14th and returned on Thursday May 16th to train staff and customize the panel display for our use. Using the system is much more streamlined and straightforward.

On May 23rd a leak was found under the sink in the staff room. Calvin investigated the leak but was concerned with the age of everything that when he started to work on it, it could lead to a larger mess or issue. The plumbers were back on Tuesday May 28th to replace that faucet.

On May 29th a mouse made an appearance in the meeting room during the yoga class. Yoga moved outside to the greenspace to complete their class and I left a message for Hampton's Pest – traps were placed early Thursday morning in the server room and the children's storage closet. There was an open bag of birdseed in the children's closet that the exterminator found as the possible cause for attracting the mouse.

Trimbles will be transplanting the tall plants in the garden beds of the sign out front in some of the bare spots at the front door entry. They will be planting smaller, lower growing plants in their place.

The lights on the sign in front are out again – the existing lighting is decaying from moisture; each time the electricians complete a repair a bit of section is lost, and it creates a dark spot. There is a new type of lighting, which will be better protected and will be one constant strip instead of individual dots. The new product will be better suited for outdoor use with soldered connections and all connection points being sealed with a heat shrink kit. It will be a couple of weeks until the electricians are able to complete this work. I have attached the quote for everyone to look over.

I have received a formal quote from Percussion Play for the Rainbow Trio – I would like to have these installed in the greenspace before the end of the season. The Roschelle Foundation has already awarded the money to fund this addition to the greenspace. Formal Board approval is requested.

Programs and Services

All the departments are gearing up for the summer. Our code clubs will be starting during the height of summer programming on Tuesday July 2nd and will run every Tuesday until August 13th from 11am – 12pm. Each of the departments will have trained facilitators ready to assist with the club.

Upcoming programs and events to note:

Maximize Your Social Security Benefits in Retirement – June 18, 2024 at 5:30pm – 6:30pm.

Ticks & Tick-Borne Disease (zoom) – June 20, 2024 at 12pm – 1pm.

Smartphone Photography 103 – June 24, 2024 at 5pm – 7pm.

Rosie the Riveters - WWII – June 25, 2024 at 5:30pm – 7pm.

Part I. A Cicada Shell: Introduction to Writing Haiku – July 2, 2024 at 11am – 12:30pm.

Friends of the Library

I attended the Friends meeting on Tuesday May 21st, the Friends will be working on their membership mailing in July and are currently planning for the Hot Dog Picnic. Scholarship winners were chosen, awarding three scholarships, one for \$1,000 and two \$700 scholarships. The scholarship committee continues to work on adding to the list of sponsors for the raffle, which proceeds will support the 2025 scholarship fund. Currently, there are over 25 local businesses that have donated towards raffle prizes.

The next Friends meeting is Tuesday June 18th at 9:30am.

Administrative

Jackie and I acted quickly to conduct interviews for the position of P/T Circulation Clerk. We felt there was a time crunch to get someone on-boarded and trained before our busy season starts. I'm thrilled that we have hired two candidates that will be a valuable addition to the circulation team and library.

Budget packets in both English and Spanish are included in this month's Board materials packet. The budget packets include the budget message (which requires Board approval, agenda item E), the tax rate sheet and the entire proposed budget. These packets will be posted on the website, while the budget message and a budget summary will be printed in the July / August newsletter.

Ella's last day was May 13th; we had a small celebration for Ella to thank her for her commitment to the Library and for all the work that she has done for us. Ella will be missed by the staff and our patrons.

I recently had a patron approach me about extending our operating hours during the week beyond 7pm to 8pm. This is the first patron to bring this to my attention. My two reservations about adjusting operating hours at this time are the financial implications and how it will affect staff morale. My preliminary calculations revealed that keeping the building open an extra hour Mon – Fri would increase the expenditure for staff salaries approx. \$20,000 for 1 year. The second concern of staff morale is of course introducing such a change at a time when everything has been copasetic. The staff are happy and comfortable with the 7pm closing time. I realize this must be balanced with how we serve our community. I will note that we do open a half hour earlier than our surrounding libraries and are open Sundays September – June while many are only open November – March. I have also considered our recent community survey, which asked the community "How satisfied are you with the Library hours of operation?"

Responses were to be rated on a scale from 1 to 5, with 1 being least satisfied and 5 being most satisfied. We received seven 3's, twenty-one 4's, and ninety-four 5's.

The Sierra migration to new servers took place on May 22nd, we did experience some downtime but were finally up and running by 1:30pm that afternoon.

Mr. Gibbons reached out to the Board regarding a program that he and Jim had spoken about in the past. I responded and gave his information to Sara to schedule a lecture – he will be offering a lecture about climate change to our patrons gratis.

I have enrolled our Library in the NexTrex plastic bag and film recycling program. We will have a collection bin at our Library where folks may recycle any pliable plastic, if we collect 1,000 lbs. in one year we will receive a bench made of recycled plastic. SCLS has agreed to assist the libraries with pick up of the recycled plastic and dropping it off at a shipping location.

Our library will be listed again as a cooling center with the NYS Department of Health. This also places our facility on the PSEG Critical Facility Listing on the electric outage management system.

In April 2024, a charge from Heartland appeared on our Operating Account bank statement that was unusual. Melissa inquired about this charge from Heartland, and it revealed what is described in the narrative below.

The library engaged Heartland as our payroll processor in January 2022. In May 2022, we received a notice from the NY State Unemployment Insurance Division stating that we were overpaid. We discovered that the library had been self-insured (reimbursable) for State Unemployment Insurance and when Heartland remitted the 1st Quarter 2022 payment, the State showed it as an overpayment. In speaking with Heartland, we decided to continue with the new status as not self-insured with NY SUI. In October 2022, Heartland advised that NY State SUI had applied our payments, and all was resolved.

In April 2024, our inquiry with Heartland revealed that our status with NY SUI had never been changed and we have been self-insured all along. This means that NY State SUI has approximately \$26,500 that we have requested be refunded. Through Heartland, we have submitted our refund request. We have discontinued remitting SUI tax to NY State and will remain self-insured. Some may recollect that in 2023 the budget included a newly added line item for NY SUI since the Library was no longer going to be self-insured. Going into 2025 this line item will be reallocated to the clerical salaries line in the budget. This will be reflected in December when the Board approves the final budget for 2025.

The Square register is up and running just in time for summer – I'm looking forward to being able to better serve our patrons by taking credit card payments. There is a \$5 minimum and for now the Library will absorb the fees. I did speak with the libraries in our zone who use Square, and they also absorb the fees.

I am currently in the process to become a notary. I will be taking a prep class through Suffolk County Community College and hope to take the test sometime this summer. We have a serious need for notaries on staff and I would like to have enough that we can move away from offering the service by appointment only and instead notarize on demand. I have asked for volunteers but may have to assign the duty to some staff if I do not have enough volunteers.

Content for the July / August newsletter was due on Wednesday June 5th.

The next full staff meeting will be held on Thursday June 13th at 8am. We will have a regular staff meeting with library wide updates and each department and staff member will have an opportunity to share before we launch into a busy summer.

Shade for the greenspace is still a topic of discussion with the building and grounds committee. The pergola idea was shared with department heads and feedback has been communicated to the architects.

Meetings Attended

May 1 – PALS Executive Board Meeting

May 1 – Committee: Long Range Planning / Building & Grounds

May 13 – Staff Safety Committee

May 16 – John Meere (Heartland) & Melissa, SUI Issue

May 17 – PLDA Scholarship Fundraiser

May 20 – PLDA Executive Board Meeting @ SCLS

May 20 – Committee: Long Range Planning / Building & Grounds

May 21 – Friends of the Library Meeting

May 21 – Department Heads Meeting

May 24 – PLDA Zone 1 Director's Meeting @ Shelter Island Public Library

May 30 – Sierra Update, SCLS

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - May 2024

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - Spring and summer programming are in full swing; fall and winter program planning are underway. The reference department has been collaborating on an exciting program in August: American Girl Celebratory Tea Party, Author Talk and Silent Auction. Ella's last day was May 20th. She created a resources binder for staff, assisted patrons with various needs, started a caregiver support group, assisted with our health fair and helped with the community resources page on our website. She will be missed. Programming statistics remain steady. We were able to have a concert outdoors this month; however, many patrons complained about the lack of shade. Weeding the nonfiction collection is ongoing and we hope to begin shelf shifting very soon.

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

| Date | Meeting |
|---------|--------------------------------|
| 5/7/24 | American Girl program meeting |
| 5/9/24 | Long Island Library Conference |
| 5/14/24 | East End Programmer's Meeting |
| 5/21/24 | Department Heads Meeting |
| 5/23/24 | American Girl program meeting |

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

| Date | Program | Statistics | Program Platform/Notes |
|-------------------|--|-----------------|---|
| Ongoing in May | Savvy Sightseer: Go West! National Parks and Canyons | 11 | Pre-recorded video |
| Mondays in May | Chair Strength and Stretch | 25 each session | In person |
| Tuesdays in May | Book Discussion Group | 8 | In person; offered by Jerry Matovcik (1st of 2 groups) |
| Tuesdays in May | Beginner's Crochet Class | N/A | Canceled due to low enrollment |
| Wednesdays in May | Intermediate Crochet Class | 7 | In person |
| Wednesdays in May | Book Discussion Group | 8 | In person; offered by Jerry Matovcik (2nd of 2 groups). |

| | | | |
|---------------------------------|---|-------------------------------|--|
| Wednesdays in May | Yoga | 7 each session plus 1 walk-in | In person |
| Wednesdays and Thursdays in May | One-on-one technology appointments | 9 | In person; offered by Sharon Twickler |
| 5/1/24 | Tips for Reducing Your Rx Drug Cost | N/A | Canceled due to low enrollment |
| 5/2/24 | Good Vibrations: Sound Journey with Music Therapist Kathy Pasca | 8 | In person |
| 5/4/24 | Spring Aromatherapy | 8 | In person |
| 5/5/24 | Sound, Shore, Bay and Ocean Sea Shanties | 5 | In person |
| 5/7/24 | Intro to Excel | 6 | In person |
| 5/9/24 | Skillet Shrimp Fajitas with Chef Rob | 24 | In person |
| 5/9/24 | Alternate Thursday films | 1 | In person; coordinated by Jerry Matovcik |
| 5/11 and 5/18 | Sunflower Mosaic | 8 | In person |
| 5/13/24 | Smartphone Photography 102 | 17 | In person; 21 registered, 17 attended; patrons requested Smartphone Photography 103, which we scheduled for June 24, 2024. |
| 5/13/24 | Alzheimer's Caregiver Support Group | 7 | In person, offered by Ella Engel-Snow , social work intern |
| 5/14/24 | Spring Beach Bottle | 15 | 25 registered; 15 attended |
| 5/15/24 | Managing Paper (Without Losing Your Mind) via Zoom | 67 | This is an EEPA program hosted by Westhampton Free Library |
| 5/16/24 | Osteoporosis | 88 | This is an EEPA program hosted by East Hampton Library and Stony Brook Southampton Hospital |
| 5/16/24 | Wills and Trusts with Burner-Prudenti Law Group | 13 | In person |

| | | | |
|---------|---|------------------|---|
| 5/17/24 | Using Them Up: How the World Makes Leftovers Taste Like New | 40 | This is an EEPA program hosted by Shelter Island Public Library |
| 5/19/24 | The Earthtones | Approximately 25 | In person |
| 5/21/24 | Seaglass Jewelry | 15 | In person |
| 5/29/24 | Invitation to the Opera: <i>Verdi's Falstaff</i> | 4 | In person |
| 5/30/24 | Hike at Cranberry Bog Preserve | 7 | In person, offsite |

*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 - I am currently working on fall and winter program planning. Some of the fall programs that are lined up at this time include, but are not limited to: Canning and Preserving your Harvest, Intro to Family History and Genealogy, Wreath Making, Bullet Journaling, Sound Bowl, and more. Some winter programs include, but are not limited to: Chef Rob, Climate Change, Lady Blue Saxophone Quartet 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. Circulation puts programs on the sandwich board outside and flyers are posted around the building. Sharon continues to promote via 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 continue to work on weeding the nonfiction and reference collections. This project will be ongoing. I will be asking for help with shelf shifting so we can condense the shelves.

Newspapers and Electronic Resources - All newspaper subscriptions and e-resources are up to date at this time. We recently renewed Data Axle (formerly RefUSA) and added Fiero Code e-resources.

Adult Grab-and-Go Kits - For the month of May, we gave out 20 beeswax candle grab-and-go kits. We will be taking a break over the summer and will revisit grab-and-go ideas for September.

Other -

- Library of Things - I continue to assist with processing items in our Library of Things as needed.
- Miscellaneous - Omnibus Award paperwork has been submitted and we are awaiting a response from Suffolk County.

The reference department has been collaborating on an exciting program happening on August 17, 2024. We will be having an American Girl Celebratory Tea Party, Author Talk and Silent Auction starting at 11 a.m. One of the co-authors of *Dolls of Our Lives: Why We Can't Quit American Girl* and co-host of the popular podcast *Dolls of Our Lives* will be here for an "In Conversation With" style talk about her book with a book signing to follow. We will also be serving tea and pastries, and will be having a silent auction with a grand prize of a gift certificate for an American Girl doll, a tea basket including a gift certificate for tea for two at *Special Effects* in Greenport, and more great prizes. I have written a letter to the Friends asking for a donation toward this very special program. We have also been asking patrons to submit short stories and pictures about why they loved their American Girl dolls, etc., which we will have on a looping slideshow at our event.

We were able to host a concert outside on our greenspace, and while patrons enjoyed the performance, a lot of patrons complained about the lack of shading in the greenspace and some patrons left or chose to take breaks inside the building because the heat made them uncomfortable.

- Social Work - Ella's last day was May 20, 2023. During her time with us, she was instrumental in helping with the health fair, assisting patrons with various requests, and starting our caregiver's support group through the Alzheimer's Association. Ella also created a resource binder for staff and assisted Shauna with our community resources page on our website. Ella was able to secure a volunteer from the Alzheimer's Association to take over the caregiver support group that she started. The volunteer will be available to facilitate this group on the second Monday of each month from 10-11:30 a.m. The group has chosen to continue meeting bi-weekly and will meet without a facilitator every other week.

I will be reaching out to Valerie Lewis and Leah Topek-Walker about getting another social work intern in the fall.

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

Summary – This month I have been planning programming and events for summer. I have been running spring programs, attending meetings and trainings, improving the teen social media, and providing community service opportunities for 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 May.

| Date | Meeting |
|-------|---------------------------------|
| 05/02 | Book Buzz Training YA |
| 05/02 | Scholarship Committee Meeting |
| 05/03 | Meeting with GWC leader, Lina |
| 05/07 | American Girl Committee Meeting |
| 05/16 | Summer Tour Training |
| 05/21 | Department Heads Meeting |
| 05/23 | Teens Are Alright Training |
| 05/23 | American Girl Committee Meeting |

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

| Date | Program | Statistics |
|-------------|-----------------------|------------|
| 05/01-05/31 | String Art Kits | 10 |
| 05/02 | Music Therapy Program | n/a |
| 05/11 | Teen Advisory Board | n/a |
| 05/17 | CAST Teen Night | 55 |

| | | |
|-------|-----------------------------|-----|
| 05/21 | Sea glass Jewelry for Teens | 12 |
| 05/21 | Community Service Fair MHS | 455 |

Social Media/Marketing- This month I have been working with Sharon to try and use the Instagram and Facebook pages. 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.

Dog Toys: 4

Mattituck High School- Kristie, the Cutchogue Teen Librarian and myself attended the Mattituck High School Community Service Fair. We provided all of our ongoing community service programs and kits as well as our contact information and other library services. According to the high school we served 455 students.

CAST Teen Night- Our local CAST recently held their 2nd annual Teen Night, and I represented Mattituck Library at the event. Along with Cutchogue, Southold and Greenport libraries we were in charge of the ice cream float table and Just Dance table. We provided resources for many teens in the community and also gave away a ‘North Fork Library Swag’ basket in which I donated some teen books and made 3D prints for.

Girls Who Code-Girls Who Code has ended. The leader and all of the members in her group are graduating seniors. With the start of Fiero Code this summer, I hope to maybe start another teen led coding group.

Teen Space –For the month of May, I displayed books for Mental Health Awareness Month. The guessing jar has also been updated. May’s guessing jar had 8 participants. The DIY grab and go kits are placed in the Creation Station on an ongoing basis. 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 submitted the content for the May/June newsletter and am currently working on the content for the 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-I am continuing to print bookmarks for the patrons. The bookmarks have been being taken regularly. **I had one 3D print request this month.**

Date: June 5, 2024

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: May 2024 Wrap-up

Our Numbers are as follows:

Programs: 93
In Person help: 67
Book pulls 179

GENERAL INFORMATION

This month the summer reading program set up was completed. We have tested the online program and all seems to be ready to go. The end of summer program will feature the Petting Zoo followed by a Hot Dog picnic sponsored by the Friends of the Library.

The STEM table provided two activities this month: Air Hockey game and Locks and keys. The air hockey was a huge hit. The strikers and pucks were items we picked up when another library decided to excess them. We then placed a mat onto the STEM table for easy gliding. It was a big hit. The second item this month were 10 locks and keys. The idea was to encourage fine motor skills. Unfortunately a week in, two of the locks have disappeared. We searched but are unable to find them. Hopefully one day they will turn up.

MEETINGS

May 16th Karen attended the summer tour training.

May 17th Karen attended the SLJ webinar Manga PowerPoint Party.

May 21st Karen attended Booklist Webinar Page Turing Picture Books.

May 23rd Karen attended the Booklist Webinar: The Science of Reading Phonics and Decodables.

May 29th Karen attended the Booklist webinar fall 2024 Librarian Preview through Harper Collins.

PROGRAMS

FAMILY

The movie this month was *The Tale of Despereaux*. Author Kate DiCamillo is a favorite among the elementary students. Our Family program was paper airplanes. Families were given colorful paper and instructions to fold and fly.

Birth – Preschool

The Parent/Child Rhyme and Play continues to be well attended on Wednesday mornings. The program features plenty of both gross and fine motor skill toys, a craft and ending with a circle time of rhymes and bubbles. Music with Happy Feet brings in a number of children. We are the only library on the North Fork to offer this program. Always a hit are the Babies Boogie and Toddler Tango classes. Lastly this month we offered Red White and Blue Process Art for the youngest. They so enjoyed creating fire works with both rubber banded straws as well as paper towel rolls. We then used painters tape to block out and design patriotic hats and eagles.

Kindergarten – 6th Grade

Painted Pasta Flowers brought out the artist in a few of the kids. One third grader used pasta to design *A Starry Night* by Vincent van Gogh. This year we were shocked to find no interest in creating Light Saber Swords. Perhaps the force has left. Of course LEGO attendance was consistent.

OVERALL

Our department is a meeting place for young moms, nannies and children. We will continue to provide stay and play type activities for this age group.

We started putting toys out in the green space on Wednesdays. It is nice to see young families enjoying the early morning hours here.

The Preschool Visit this month was the last of the year. We shared stories about birds and created a craft where the bird would fly in and out of the nest. Going to the preschool for both the 2 year old class and then back the next day for the 3 and 4 year olds has been a benefit to both the kids and the library. Some of the parents have brought their children in and now come to this library on a regular basis.



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May 10, 2024

MEMORANDUM

TO: Boards of Trustees
Library Directors

RE: COVID-19 Paid Leave - Expiration

Please be advised that the New York State Legislature has passed a budget for fiscal year 2025 which provides that the NY COVID-19 Paid Leave law shall expire on **July 31, 2025**.

As you know, the COVID-19 Paid Leave legislation, signed into law in March 2020, requires employees to be provided with certain days of paid sick leave, based on the size of the employer, if they are under an order of quarantine or isolation due to COVID-19. The legislation did not initially provide for an expiration, however, the New York State 2025 budget set the sunset date for this law as July 31, 2025. Upon its expiration, employers will no longer be required to provide paid time off due to COVID-19 under this law. Please be advised, however, that employees will still be entitled to use other qualifying leave, such as sick leave, for COVID-19-related reasons.

As you already know, New York State's separate COVID-19 vaccination paid leave law expired on December 31, 2023.

Please do not hesitate to contact our office with any questions or concerns.



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May 24, 2024

MEMORANDUM

TO: Library Directors

RE: Updates to the Nursing Mothers in the Workplace Act & Prenatal Leave

Please be advised that several provisions of New York's Labor Law have recently been amended to require employers to provide paid breaks for nursing mothers to express breast milk and paid prenatal personal leave.

Nursing Mothers in the Workplace

The Nursing Mothers in the Workplace Act, which is codified at Labor Law §206-c, has been amended, effective June 19, 2024, to require **paid** breaks for nursing mothers to express breast milk. In our memorandum dated May 22, 2023, we informed you of the requirements pursuant to the amendments to Labor Law §206-c at that time. Specifically, employers were required to provide reasonable **unpaid** breaks of approximately twenty (20) minutes or permit an employee to use paid break time or mealtime to express breast milk.

The new amendment now requires all employers to provide nursing employees a paid break time for thirty (30) minutes and to permit an employee to use an existing paid break time or mealtime for any time needed in excess of thirty (30) minutes to express breast milk. *See* Senate Bill 8306C. Please ensure policies, handbooks, and/or employee manuals are updated to reflect the new legislation, effective as of June 19, 2024.

Paid Prenatal Leave

New York Labor Law §196-b has been amended, effective January 1, 2025, requiring employers to provide twenty (20) hours¹ of paid prenatal personal leave during any 52-week calendar period. Prenatal leave must be provided in addition to sick leave.

For purposes of this statute, employer is defined as "any person, corporation, limited liability company, or association employing any individual in any occupation, industry, trade, business or

¹ Employers may, but are not required to, provide for prenatal leave in excess of twenty (20) hours. *See* Senate Bill 8305C.

service. The term “employer” shall not include a governmental agency.” *See* Labor Law §190(3). As such, the prenatal leave requirements are only applicable, at this time, to free association libraries.

Paid prenatal personal leave includes leave for “the health care services received by an employee during their pregnancy or related to such pregnancy, including physical examinations, medical procedures, monitoring and testing, and discussions with a health care provider related to the pregnancy.” *See* Senate Bill 8305C. The leave may be taken in hourly increments and benefits for such leave are to be paid in hourly installments. *Id.*

Employees must be compensated at their regular rate of pay or the applicable minimum wage requirements, whichever is greater. Importantly, employers are not required to pay an employee for unused prenatal leave upon termination, resignation, retirement, or separation from employment.

Finally, this provision now expressly states that no employer or their agent may discharge, discriminate threaten, penalize, or in any other manner discriminate or retaliate against any employee because such employee has exercised their rights afforded under this section. Please ensure policies, handbooks, and/or employee manuals are updated to reflect the new legislation, effective as of January 1, 2025.

As always, please do not hesitate to contact our office with any questions or concerns.



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May 29, 2024

MEMORANDUM

TO: Board of Trustees

Shauna Scholl
Library Director

RE: Legal Retainer

Thank you for giving us the opportunity to work with the Mattituck-Laurel Library this past year. We are proud to be a part of your team.

I have attached a proposed new retainer and would respectfully ask for your approval of it. We are requesting a moderate increase in the hourly rate. All other terms remain as they were before. Once it is approved, please return a fully executed copy to me.

We look forward to continuing to work with you in the future.

Respectfully submitted,

Thomas M. Volz

TMV:kp
Enclosures

VOLZ & VIGLIOTTA, PLLC

AGREEMENT for LEGAL SERVICES

AGREEMENT made this ____ day of _____, 2024 by and between the BOARD OF TRUSTEES OF THE MATTITUCK-LAUREL LIBRARY, hereinafter referred to as the "BOARD" and VOLZ & VIGLIOTTA, PLLC, hereinafter referred to as "ATTORNEYS."

WHEREAS, the BOARD, at a meeting of _____, 2024, retained VOLZ & VIGLIOTTA, PLLC, as Legal Counsel.

I. Term: This Agreement shall be effective _____, 2024.

II. Services:

General Counsel Services:

- A. Legal opinions pertaining to all issues under the New York State Education Law, New York State Comptroller's Opinions, and relevant federal, state and local laws, regulations and caselaw
- B. Attendance at meetings of the Board, if requested.
- C. Review of Board agenda and/or minutes, as required.
- D. Review and analysis of proposed Board policies and administrative regulations as requested.
- E. Daily advice and consultation to the Director, Board President and other designated Library officials.
- F. Monitoring of and consultation with the Director regarding new laws, legislation, and State Education Department guidelines.
- G. Opinions and guidance regarding business office matters, including procurement of goods and services, insurance coverage and risk management.
- H. Review and drafting of contracts with vendors, consultants and other service providers.
- I. Analysis of issues relative to election matters.
- J. Guidance and review of facility and operations issues.
- K. Research legal questions raised by the Library Board or Administration.

- L. Review important Library correspondence and make recommendations to the Library Board or Director.
- M. Real estate matters.

Labor Counsel Services:

- A. Day-to-day advice regarding employee issues.
- B. Recommendations and preparation of contracts if required.
- C. Handle employee complaints and assist Library with regard to personnel matters.
- D. Legal opinions pertaining to all issues under the New York State Education Law, all relevant federal, state and local laws, regulations and caselaw.
- E. Providing advice and guidance regarding the legal aspects of hiring, retention, evaluation, discipline, and direction of all staff.
- F. Preparation of terms and conditions of employment for staff.
- G. Rendering of advice and counsel regarding labor related matters such as Family and Medical Leave Act, Section 504, Americans with Disabilities Act, and the Affordable Care Act.
- H. Workshops, as requested by the Director, on conducting effective staff performance evaluations, employment discrimination, sexual harassment, or other areas of need.
- I. Counsel to the Board, Director or designated staff regarding contract grievances, if any.
- J. Attendance at meetings of the Board of Trustees, as requested.

Litigation and Matters

- A. Civil proceedings in the state and federal courts.
- B. Administrative proceedings.
- C. Employee Discipline Proceedings.
- D. Contract grievances and arbitration, if any.

III. Legal Fee: For the above services, and other legal services as the Library may request, the fee shall be \$250.00 per hour for all attorneys and \$145.00 per hour for paralegal services. In the event of a dispute between us relating to our fees, you may have the right to arbitration of the dispute pursuant to Part 137 of the rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request.

IV. Expenses: The BOARD shall reimburse VOLZ & VIGLIOTTA, PLLC for "out-of-pocket" expenses incurred by them in the performance of their services. These shall include, but shall not be limited to travel, long-distance calls, printing, copying, Westlaw research, express mail or deliveries. Nothing hereinabove set forth shall preclude the furnishing of any of the foregoing directly by the Library and the non-necessity to procure reimbursement.


V. Termination: This Agreement may be terminated upon thirty (30) days' notice. In the event of termination prior to the end of the contract, fees would be paid pursuant to quantum meruit (at our usual hourly rate) in accordance with state law.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this __ day of _____, 2024.

MATTITUCK-LAUREL LIBRARY

Jim Underwood
President Board of Trustees

VOLZ & VIGLIOTTA, PLLC



Thomas M. Volz, Esq.



Mattituck-Laurel
LIBRARY

PO Box 1437
13900 Main Rd.
Mattituck, NY 11952

631-298-4134
www.mattitucklaurellibrary.org

Mattituck-Laurel Library: Your *Community* Library

Many of us remember visiting our local library as children and checking out books with stories about the natural order of things: the beauty of the world, the sky above us and the earth at our feet. Books that affirmed our lived experience, of a world we were bound to, with its ideas of honor, justice, friendship, courage, empathy that related to actual people and that are important for our daily life. At the library, very early on, we were assured that the world is shot through with meaning and value, and that we are its humble caretakers. In short, our childhood experience at the library served as an important part of our early introduction into a meaningful human community.

Mattituck-Laurel Library, your community library, is a vibrant, welcoming space for lifelong learning, discovery, cultural enrichment, and community engagement. We focus on offering a wide range of valuable resources as well as relevant and engaging programs that enhance the lives of our community residents. If you haven't made a connection with your library, please stop in. We are eager to welcome you.

This past year, we welcomed just over 50,000 visitors and 325 new patrons. We circulated over 80,000 items, both print and digital, with our digital resources continuing to expand in popularity. Access to eBooks, audiobooks, movies, tv series, magazines and more are made possible through our e-resources such as Hoopla, Libby, Kanopy and Flipster, to name a few. Explore our full offering of e-resources by navigating to our website; select "Research and Learn" on the menu bar, and then select "A to Z resources".

With the help of community partnerships and the careful planning of our Adult Services, Youth and Parenting, and Teen Departments, we hosted 473 programs and saw 7,800 attendees. In

2024, we hosted our first health fair, connecting our community to valuable health and wellness resources.

Our library building plays a central role in keeping our community connected not only through our materials, classes, and programs, but also through our Wi-Fi and computer services. Patrons and visitors enjoy access to our six public access computers which saw 3,294 unique sessions while our Wi-Fi had 3,686 guest connections.

Our three public meeting spaces saw increased use from various community groups, library programs and folks needing a quiet space to study, tutor, or work from home. We expanded meeting space by utilizing the kitchen for small groups and tutors as well as adding the local history area on the first floor as an open meeting space. If there's one thing we've learned over the past year, it's how differently our spaces are being used by our community. We continue to adapt and find new ways we can accommodate these changes.

For a small community library, we offer a wealth of services, resources and opportunities to connect.

For your consideration, the Board of Trustees present a budget for 2025 of \$1,739,353. This includes a Tax Levy of \$1,718,603 an increase of \$2.77 per thousand of assessed valuation. For the average household (assessed valuation of \$6,500) this year's increase amounts to approximately \$18 for the year.

Please support your community library by voting at the Budget Vote and Trustee Election at the Library on Tuesday, September 17th from 9am – 7pm. More information about the 2025 operating budget and trustee candidates will be available on the Library webpage. A Budget Information Meeting will be held at the Library on Monday, September 9th, at 5:00pm.

Mattituck-Laurel Library

January 1, 2025 - December 31, 2025 Proposed Budget

| | |
|------------------------------|-------------|
| Total Revenue: | \$1,739,353 |
| Revenue from Property Taxes: | \$1,718,603 |
| Revenue from other sources: | \$20,750 |

Assessed Valuation

2024/25 Tentative Taxable Value*

\$23,620,130

***Subject to update for the final assessment to be used for the December 2024 tax bill**

Apportionment of Taxes Between Districts

| | | |
|---------------------|-------------|----------|
| Mattituck & Laurel: | \$1,701,245 | (98.99%) |
| Riverhead: | \$17,358 | (1.01%) |
| Total: | \$1,718,603 | (100%) |

Approximate Tax Rate

(Total Tax Revenue) ÷ (Total Assessed Valuation) = Tax Rate

(\$1,718,603) ÷ (\$23,620,130) = \$72.76
Per \$1,000 of Assessed Valuation

Approximate Tax for Homeowners by Assessed Value

| | |
|---------------------------|----------|
| Assessed Value of \$5,000 | \$363.80 |
| Assessed Value of \$6,000 | \$436.56 |
| Assessed Value of \$7,000 | \$509.32 |
| Assessed Value of \$8,000 | \$582.08 |

| 2025 Budget | 2025 Proposed | 2024 Approved | % Inc/Dec 24/25 |
|-------------------------------------|----------------------|----------------------|------------------------|
| Income | | | |
| Mattituck-Cutchoque School District | 1,718,603 | 1,663,155 | 3% |
| NY State Incentive | 1,800 | 1,800 | 0% |
| Interest | 50 | 100 | -50% |
| Direct Public Support | 5,000 | 2,000 | 150% |
| Fines | 0 | 0 | 0% |
| Copy Machine | 3,500 | 2,000 | 75% |
| E-Rate Discount | 5,400 | 5,400 | 0% |
| PILOT Funds | 5,000 | 4,000 | 25% |
| Total Income | 1,739,353 | 1,678,455 | 4% |
| | | | |
| DISBURSEMENTS | | | |
| Payroll Expenses | | | |
| Professional Salaries | 362,291 | 350,493 | 3% |
| Clerical Salaries | 431,709 | 429,257 | 1% |
| Custodian | 49,050 | 47,675 | 3% |
| Sunday Overtime | 25,000 | 24,000 | 4% |
| Total Salaries | 868,050 | 851,425 | 2% |
| | | | |
| Benefits | | | |
| FICA | 64,486 | 63,298 | 2% |
| Disability Insurance | 1,200 | 1,000 | 20% |
| State Unemployment Insurance | 11,000 | 11,000 | 0% |
| Medical Insurance | 116,164 | 104,560 | 11% |
| Retirement | 75,108 | 60,017 | 25% |
| Total Benefits | 267,958 | 239,875 | 12% |
| | | | |
| Total Personnel Costs | 1,136,008 | 1,091,300 | 4% |
| | | | |
| LIBRARY MATERIALS | | | |
| Adult Materials | | | |
| Digital Material Subscriptions | 12,500 | 13,000 | -4% |
| Live-brary Downloadable Ebooks | 57,300 | 54,000 | 6% |
| Title Source | 2,400 | 1,050 | 129% |
| Adult Books | 21,500 | 21,000 | 2% |
| Reference Books & Databases | 2,000 | 2,000 | 0% |
| Local History | 1,000 | 1,000 | 0% |
| Continuations | 2,000 | 2,500 | -20% |
| Virtual Reference Collection | 5,600 | 5,500 | 2% |

| | | | |
|-------------------------------------|----------------|----------------|-------------|
| Audiobooks | 250 | 1,000 | -75% |
| DVD/Music Cd | 3,700 | 4,000 | -8% |
| Large Print Books | 5,000 | 5,000 | 0% |
| Newspapers | 7,200 | 7,000 | 3% |
| Periodicals | 5,200 | 5,000 | 4% |
| Total Adult Materials | 125,650 | 122,050 | 3% |
| | | | |
| Youth Materials | | | |
| Youth Books | 12,000 | 14,000 | -14% |
| Youth Audiobooks | 0 | 250 | -100% |
| Youth Compact Discs | 0 | 250 | -100% |
| Youth Computer Software | 1,500 | 1,500 | 0% |
| Youth DVDs | 400 | 500 | -20% |
| Arts & Crafts | 2,000 | 2,500 | -20% |
| Total Youth Materials | 15,900 | 19,000 | -16% |
| | | | |
| Teen Materials | | | |
| Teen Books | 2,500 | 2,500 | 0% |
| Total Teen Materials | 2,500 | 2,500 | 0% |
| | | | |
| Total Library Materials | 144,050 | 143,550 | 0% |
| | | | |
| Capital Expenditures | 19,000 | 19,000 | 0% |
| Technology | 9,300 | 9,200 | 1% |
| | | | |
| Operations & Maintenance | | | |
| Building Maintenance | | | |
| Aquarium Maintenance | 3,600 | 3,500 | 3% |
| Exterminator | 1,200 | 1,000 | 20% |
| False Alarms | 200 | 200 | 0% |
| Alarm Test | 200 | 200 | 0% |
| Elevator Maintenance | 5,500 | 4,500 | 22% |
| Security Monitoring | 700 | 700 | 0% |
| Water Backflow Test | 275 | 275 | 0% |
| Fire Sprinkler Test | 1,200 | 1,200 | 0% |
| HVAC Maintenance | 2,500 | 2,000 | 25% |
| Piano Tuning | 400 | 400 | 0% |
| Other Building Maintenance | 7,000 | 7,000 | 0% |
| Total Building Maintenance | 22,775 | 20,975 | 9% |
| | | | |

| | | | |
|--|----------------|----------------|------------|
| Custodial Supplies | 1,300 | 1,000 | 30% |
| | | | |
| Electric | 29,000 | 27,500 | 5% |
| Gas | 12,000 | 11,000 | 9% |
| | | | |
| Grounds Maintenance | 12,500 | 11,000 | 14% |
| Snow Removal | 4,000 | 4,500 | -11% |
| Sprinkler Maintenance | 700 | 700 | 0% |
| Total Grounds Maintenance | 17,200 | 16,200 | 6% |
| | | | |
| Insurance | | | |
| Workers Comp | 12,000 | 12,000 | 0% |
| Umbrella Package | 23,000 | 22,000 | 5% |
| Total Insurance | 35,000 | 34,000 | 3% |
| | | | |
| Water | | | |
| North Fork Water | 850 | 1,000 | -15% |
| SCWA | 3,500 | 3,500 | 0% |
| Total Water | 4,350 | 4,500 | -3% |
| | | | |
| Garbage Removal | 3,300 | 3,000 | 10% |
| Total Operation and Maintenance | 124,925 | 118,175 | 6% |
| | | | |
| Miscellaneous Expense | | | |
| Contingency | 3,000 | 3,000 | 0% |
| Legal Fees | 2,500 | 2,500 | 0% |
| Longevity Benefit | 1,500 | 1,500 | |
| | | | |
| Maintenance of Equipment | | | |
| Copy Machine | 5,500 | 8,500 | -35% |
| Computer/Network Maintenance | 12,000 | 12,000 | 0% |
| BookScan Maintenance | 750 | 700 | 7% |
| Computer Software Licenses | 9,000 | 9,000 | 0% |
| Optimum Internet Service | 3,500 | 3,200 | 9% |
| Verizon Mobile Hotspots | 2,500 | 2,400 | 4% |
| Total Maintenance of Equipment | 33,250 | 35,800 | -7% |
| | | | |
| Membership | | | |
| Museum Passes | 5,000 | 5,000 | 0% |
| Professional Memberships | 2,300 | 2,200 | 5% |

| | | | |
|---|---------------|---------------|------------|
| Mattituck Chamber of Commerce | 350 | 350 | 0% |
| Eastern Suffolk BOCES (EAP) | 800 | 800 | 0% |
| Total Membership | 8,450 | 8,350 | 1% |
| | | | |
| Postage | | | |
| Postage & Stamps | 770 | 770 | 0% |
| Mailing Permit | 300 | 250 | 20% |
| Newsletter Mailing | 2,000 | 1,500 | 33% |
| P.O. Box Fee | 200 | 160 | 25% |
| Total Postage | 3,270 | 2,680 | 22% |
| | | | |
| Printing & Advertising | | | |
| Other Printing & Advertising | 1,500 | 1,000 | 50% |
| Newsletter Printing | 21,000 | 12,000 | 75% |
| Total Printing & Advertising | 22,500 | 13,000 | 73% |
| | | | |
| SCLS Expenses | | | |
| SCLS Telecommunications | 10,500 | 10,500 | 0% |
| PALS Membership | 10,900 | 10,800 | 1% |
| Annual Audit | 15,000 | 12,500 | 20% |
| SCLS/Overdue Notices | 500 | 500 | 0% |
| SCLS Annual Membership | 12,500 | 12,000 | 4% |
| Total SCLS Expenses | 49,400 | 46,300 | 7% |
| | | | |
| Programs-Adult | | | |
| Adult Reading Club & Book Discussion | 3,500 | 3,500 | 0% |
| Adult Programs | 16,000 | 16,000 | 0% |
| Motion Picture & Music Licensing | 600 | 500 | 20% |
| Total Programs Adult | 20,100 | 20,000 | 1% |
| | | | |
| Programs-Youth/Teen/Parent | | | |
| Programs-Youth | 10,500 | 10,500 | 0% |
| Programs Summer | 8,000 | 8,000 | 0% |
| Programs - Teen | 8,000 | 8,000 | 0% |
| Total Programs Youth/Teen Parent | 26,500 | 26,500 | 0% |
| | | | |
| Payroll Processing | 8,000 | 10,500 | -24% |
| Supplies - Library | 10,500 | 10,500 | 0% |
| Supplies- Office | 4,000 | 4,000 | 0% |
| Supplies - Paper | 2,500 | 2,500 | 0% |

| | | | |
|------------------------------------|------------------|------------------|------------|
| Telephone | 2,400 | 2,200 | 9% |
| Travel | 2,400 | 2,200 | 9% |
| Workshops and Conferences | 2,300 | 2,200 | 5% |
| Staff Development | 1,000 | 1,000 | 0% |
| Tuition Reimbursement | 2,500 | 2,500 | 0% |
| Total | 35,600 | 37,600 | -5% |
| | | | |
| Total Miscellaneous Expense | 206,070 | 197,230 | 4% |
| | | | |
| Debt Service | 100,000 | 100,000 | 0% |
| | | | |
| Total Budget | 1,739,353 | 1,678,455 | |



Mattituck-Laurel
LIBRARY

PO Box 1437
13900 Main Rd.
Mattituck, NY 11952

631-298-4134
www.mattitucklaurellibrary.org

Biblioteca Mattituck-Laurel: su biblioteca *comunitaria*

Muchos de nosotros recordamos haber visitado nuestra biblioteca local cuando éramos niños y haber sacado libros con historias sobre el orden natural de las cosas: la belleza del mundo, el cielo sobre nosotros y la tierra a nuestros pies. Libros que afirmaron nuestra experiencia vivida, de un mundo al que estábamos atados, con sus ideas de honor, justicia, amistad, coraje, empatía que se relacionaban con personas reales y que son importantes para nuestra vida diaria. En la biblioteca, desde muy temprano, nos aseguraron que el mundo está lleno de significado y valor, y que nosotros somos sus humildes cuidadores. En resumen, nuestra experiencia infantil en la biblioteca sirvió como una parte importante de nuestra introducción temprana a una comunidad humana significativa.

La biblioteca Mattituck-Laurel, su biblioteca comunitaria, es un espacio vibrante y acogedor para el aprendizaje, el descubrimiento, el enriquecimiento cultural y la participación comunitaria durante toda la vida. Nos enfocamos en ofrecer una amplia gama de recursos valiosos, así como programas relevantes y atractivos que mejoren las vidas de los residentes de nuestra comunidad. Si no se ha conectado con su biblioteca, visite. Estamos ansiosos por darle la bienvenida.

El año pasado, dimos la bienvenida a poco más de 50.000 visitantes y 325 nuevos clientes. Distribuimos más de 80.000 artículos, tanto impresos como digitales, y nuestros recursos digitales siguen ganando popularidad. El acceso a libros electrónicos, audiolibros, películas, series de televisión, revistas y más es posible a través de nuestros recursos electrónicos como Hoopla, Libby, Kanopy y Flipster, por nombrar algunos. Explore nuestra oferta completa de recursos electrónicos navegando a nuestro sitio web; seleccione "Investigar y aprender" en la barra de menú y luego seleccione "Recursos de la A a la Z".

Con la ayuda de asociaciones comunitarias y la cuidadosa planificación de nuestros Departamentos de Servicios para Adultos, Jóvenes y Padres y Adolescentes, organizamos 473 programas y asistimos

a 7,800 asistentes. En 2024, organizamos nuestra primera feria de salud, conectando a nuestra comunidad con valiosos recursos de salud y bienestar.

El edificio de nuestra biblioteca juega un papel central para mantener a nuestra comunidad conectada no solo a través de nuestros materiales, clases y programas, sino también a través de nuestros servicios de computación y Wi-Fi. Los clientes y visitantes disfrutaron de acceso a nuestras seis computadoras de acceso público que tuvieron 3294 sesiones únicas, mientras que nuestro Wi-Fi tuvo 3686 conexiones de invitados.

Nuestros tres espacios de reunión públicos vieron un mayor uso por parte de varios grupos comunitarios, programas de biblioteca y personas que necesitaban un espacio tranquilo para estudiar, dar clases particulares o trabajar desde casa. Ampliamos el espacio para reuniones utilizando la cocina para grupos pequeños y tutores, además de agregar el área de historia local en el primer piso como un espacio abierto para reuniones. Si hay algo que hemos aprendido durante el año pasado es la forma diferente en que nuestra comunidad utiliza nuestros espacios. Seguimos adaptándonos y encontrando nuevas formas de adaptarnos a estos cambios.

Para una pequeña biblioteca comunitaria, ofrecemos una gran cantidad de servicios, recursos y oportunidades para conectarse.

Para su consideración, el Patronato presenta un presupuesto para el año 2025 de \$1,739,353. Esto incluye un gravamen fiscal de \$1,718,603 y un aumento de \$2,77 por cada mil de valoración tasada. Para el hogar promedio (valoración tasada de \$6,500), el aumento de este año asciende a aproximadamente \$18 por año.

Apoye a la biblioteca de su comunidad votando en la votación del presupuesto y la elección del administrador en la biblioteca el martes 17 de septiembre ^{de} 9 am a 7 pm. Más información sobre el presupuesto operativo para 2025 y los candidatos a fideicomisarios estarán disponibles en la página web de la Biblioteca. Se llevará a cabo una reunión de información sobre el presupuesto en la biblioteca el lunes 9 ^{de} septiembre a las 5:00 pm.

Mattituck-Laurel Library

1 de enero de 2025 - 31 de diciembre de 2025 Presupuesto

| | |
|--|-------------|
| Los ingresos totales: | \$1,739,353 |
| Ingresos pro Impuestos a la Propiedad: | \$1,718,603 |
| Ingresos de otras fuentes | \$20,750 |

Valoración Tasada
2024/25 Valor imponible tentativo*
\$23,620,130

***Sujeto a actualización para la evaluación final que se utilizará para la factura de impuestos de diciembre de 2024**

Valoración Tasada

| | | |
|---------------------|-------------|----------|
| Mattituck y Laurel: | \$1,701,245 | (98.99%) |
| Riverhead: | \$17,358 | (1.01%) |
| Total: | \$1,718,603 | (100%) |

Tasa de impuesto aproximada

(Ingresos fiscales totales) ÷ (Valoración tasada total) = Tasa fiscal

(\$1,718,603) ÷ (\$23,620,130) = \$72.76
Por \$1,000 de Valoración Tasada

Impuesto aproximado para propietarios de viviendas por valor tasado

| | |
|-------------------------|----------|
| Valor tasado de \$5,000 | \$363.80 |
| Valor tasado de \$6,000 | \$436.56 |
| Valor tasado de \$7,000 | \$509.32 |
| Valor tasado de \$8,000 | \$582.08 |

| Presupuesto 2025 | 2025 Propuesto | 2024 Aprobado | % + / - 24/25 |
|--|-----------------------|----------------------|----------------------|
| Ingreso | | | |
| Distrito escolar Mattituck-Cutchogue | 1,718,603 | 1,663,155 | 3% |
| Incentivo del estado de Nueva York | 1,800 | 1,800 | 0% |
| Interés | 50 | 100 | -50% |
| Apoyo público directo | 5,000 | 2,000 | 150% |
| Multas | 0 | 0 | 0% |
| Maquina de copiar | 3,500 | 2,000 | 75% |
| Descuento de tarifa electrónica | 5,400 | 5,400 | 0% |
| Fondos PILOTO | 5,000 | 4,000 | 25% |
| Ingresos totales | 1,739,353 | 1,678,455 | 4% |
| | | | |
| DESEMBOLSOS | | | |
| Gastos de nómina | | | |
| Salarios profesionales | 362,291 | 350,493 | 3% |
| Sueldos de administrativo | 431,709 | 429,257 | 1% |
| Custodio | 49,050 | 47,675 | 3% |
| Domingo horas extras | 25,000 | 24,000 | 4% |
| Salarios totales | 868,050 | 851,425 | 2% |
| | | | |
| Beneficios | | | |
| FICA | 64,486 | 63,298 | 2% |
| Los seguros de invalidez | 1,200 | 1,000 | 20% |
| Seguro Estatal de Desempleo | 11,000 | 11,000 | 0% |
| Seguro médico | 116,164 | 104,560 | 11% |
| Jubilación | 75,108 | 60,017 | 25% |
| Beneficios totales | 267,958 | 239,875 | 12% |
| | | | |
| Costos totales de personal | 1,136,008 | 1,091,300 | 4% |
| | | | |
| MATERIALES DE LA BIBLIOTECA | | | |
| Materiales para adultos | | | |
| Suscripciones de material digital | 12,500 | 13,000 | -4% |
| Libros electrónicos descargables de Live | 57,300 | 54,000 | 6% |
| Fuente del título | 2,400 | 1,050 | 129% |
| Libros para adultos | 21,500 | 21,000 | 2% |
| Libros de referencia y bases de datos | 2,000 | 2,000 | 0% |
| Historia local | 1,000 | 1,000 | 0% |
| Continuaciones | 2,000 | 2,500 | -20% |
| Colección de referencia virtual | 5,600 | 5,500 | 2% |

| | | | |
|---|----------------|----------------|-------------|
| Audiolibros | 250 | 1,000 | -75% |
| DVD/CD de música | 3,700 | 4,000 | -8% |
| Libros con letra grande | 5,000 | 5,000 | 0% |
| Periódicos | 7,200 | 7,000 | 3% |
| Publicaciones periódicas | 5,200 | 5,000 | 4% |
| Materiales totales para adultos | 125,650 | 122,050 | 3% |
| | | | |
| Materiales para jóvenes | | | |
| Libros juveniles | 12,000 | 14,000 | -14% |
| Audiolibros juveniles | 0 | 250 | -100% |
| Discos compactos juveniles | 0 | 250 | -100% |
| Software informático para jóvenes | 1,500 | 1,500 | 0% |
| DVD juveniles | 400 | 500 | -20% |
| Arte y Artesanía | 2,000 | 2,500 | -20% |
| Total de materiales para jóvenes | 15,900 | 19,000 | -16% |
| | | | |
| Materiales para adolescentes | | | |
| Libros para adolescentes | 2,500 | 2,500 | 0% |
| Materiales totales para adolescentes | 2,500 | 2,500 | 0% |
| | | | |
| Materiales totales de la biblioteca | 144,050 | 143,550 | 0% |
| | | | |
| Los gastos de capital | 19,000 | 19,000 | 0% |
| Tecnología | 9,300 | 9,200 | 1% |
| | | | |
| Operaciones y mantenimiento | | | |
| Mantenimiento del edificio | | | |
| Mantenimiento del acuario | 3,600 | 3,500 | 3% |
| Exterminador | 1,200 | 1,000 | 20% |
| Alarmas falsas | 200 | 200 | 0% |
| Prueba de alarma | 200 | 200 | 0% |
| Mantenimiento de ascensores | 5,500 | 4,500 | 22% |
| Monitoreo de seguridad | 700 | 700 | 0% |
| Prueba de reflujo de agua | 275 | 275 | 0% |
| Prueba de rociadores contra incendios | 1,200 | 1,200 | 0% |
| Mantenimiento de climatización | 2,500 | 2,000 | 25% |
| Afinación de pianos | 400 | 400 | 0% |
| Otro mantenimiento de edificios | 7,000 | 7,000 | 0% |
| Mantenimiento total del edificio | 22,775 | 20,975 | 9% |
| | | | |

| | | | |
|--|----------------|----------------|------------|
| Suministros de custodia | 1,300 | 1,000 | 30% |
| | | | |
| Eléctrico | 29,000 | 27,500 | 5% |
| Gas | 12,000 | 11,000 | 9% |
| | | | |
| Mantenimiento de terrenos | 12,500 | 11,000 | 14% |
| Remoción de nieve | 4,000 | 4,500 | -11% |
| Mantenimiento de rociadores | 700 | 700 | 0% |
| Mantenimiento total del terreno | 17,200 | 16,200 | 6% |
| | | | |
| Seguro | | | |
| Compensación de trabajadores | 12,000 | 12,000 | 0% |
| Paquete paraguas | 23,000 | 22,000 | 5% |
| Seguro Total | 35,000 | 34,000 | 3% |
| | | | |
| Agua | | | |
| Agua de la bifurcación norte | 850 | 1,000 | -15% |
| SCWA | 3,500 | 3,500 | 0% |
| Agua total | 4,350 | 4,500 | -3% |
| | | | |
| Removedor de basura | 3,300 | 3,000 | 10% |
| Operación y mantenimiento totales | 124,925 | 118,175 | 6% |
| | | | |
| Gastos diversos | | | |
| Contingencia | 3,000 | 3,000 | 0% |
| Honorarios legales | 2,500 | 2,500 | 0% |
| Beneficio de longevidad | 1,500 | 1,500 | |
| | | | |
| Mantenimiento de equipo | | | |
| Maquina de copiar | 5,500 | 8,500 | -35% |
| Mantenimiento de computadoras/redes | 12,000 | 12,000 | 0% |
| Mantenimiento de BookScan | 750 | 700 | 7% |
| Licencias de software informático | 9,000 | 9,000 | 0% |
| Servicio de Internet óptimo | 3,500 | 3,200 | 9% |
| Puntos de acceso móvil de Verizon | 2,500 | 2,400 | 4% |
| Mantenimiento Total de Equipos | 33,250 | 35,800 | -7% |
| | | | |
| Afiliación | | | |
| Pases para museos | 5,000 | 5,000 | 0% |
| membresía profesional | 2,300 | 2,200 | 5% |

| | | | |
|---|---------------|---------------|------------|
| Cámara de Comercio de Mattituck | 350 | 350 | 0% |
| BOCES del este de Suffolk (EAP) | 800 | 800 | 0% |
| Membresía total | 8,450 | 8,350 | 1% |
| | | | |
| Gastos de envío | | | |
| Sellos | 770 | 770 | 0% |
| Permiso de envío | 300 | 250 | 20% |
| Envío de boletines | 2,000 | 1,500 | 33% |
| Tarifa de apartado postal | 200 | 160 | 25% |
| Envío total | 3,270 | 2,680 | 22% |
| | | | |
| Impresión y publicidad | | | |
| Otra impresión y publicidad | 1,500 | 1,000 | 50% |
| Impresión de boletines | 21,000 | 12,000 | 75% |
| Impresión total y publicidad | 22,500 | 13,000 | 73% |
| | | | |
| Gastos SCLS | | | |
| SCLS Telecomunicaciones | 10,500 | 10,500 | 0% |
| Membresía PALS | 10,900 | 10,800 | 1% |
| Auditoría anual | 15,000 | 12,500 | 20% |
| SCLS/Avisos vencidos | 500 | 500 | 0% |
| Membresía anual SCLS | 12,500 | 12,000 | 4% |
| Gastos totales de SCLS | 49,400 | 46,300 | 7% |
| | | | |
| Programas-Adultos | | | |
| Club de lectura para adultos y debate s | 3,500 | 3,500 | 0% |
| Programas para adultos | 16,000 | 16,000 | 0% |
| Licencias de películas y música | 600 | 500 | 20% |
| Total Programas Adulto | 20,100 | 20,000 | 1% |
| | | | |
| Programas: jóvenes/adolescentes/padres | | | |
| Programas-Juventud | 10,500 | 10,500 | 0% |
| Programas Verano | 8,000 | 8,000 | 0% |
| Programas - Adolescente | 8,000 | 8,000 | 0% |
| Total de programas Padres jóvenes/adol | 26,500 | 26,500 | 0% |
| | | | |
| Procesamiento de nómina | 8,000 | 10,500 | -24% |
| Suministros - Biblioteca | 10,500 | 10,500 | 0% |
| Suministros- Oficina | 4,000 | 4,000 | 0% |
| Suministros - Papel | 2,500 | 2,500 | 0% |

| | | | |
|--------------------------------|------------------|------------------|------------|
| Teléfono | 2,400 | 2,200 | 9% |
| Viajar | 2,400 | 2,200 | 9% |
| Talleres y Conferencias | 2,300 | 2,200 | 5% |
| Personal de desarrollo | 1,000 | 1,000 | 0% |
| Reembolso de matricula | 2,500 | 2,500 | 0% |
| Total | 35,600 | 37,600 | -5% |
| | | | |
| Gastos diversos totales | 206,070 | 197,230 | 4% |
| | | | |
| Servicio de deuda | 100,000 | 100,000 | 0% |
| | | | |
| Presupuesto total | 1,739,353 | 1,678,455 | |

Quotation



Percussion Play Ltd
 Unit 501, Dunsbury Park
 Brooklime Way
 Havant
 Hampshire
 PO9 4FF

UK/ROW +44 (0) 1730 235180
 USA/CAN +1 (866) 882-9170

info@percussionplay.com
 www.percussionplay.com

Invoice To:
 Mattituck-Laurel Library
 PO Box 1437
 13900 Main Road
 Mattituck
 NY
 11952
 United States of America
 Shauna Schooll
 Tel: 6312984134
 Email: shauna.scholl@mattlibrary.org
 Tax ID: 0
 Purchase Order Number
 Customer Job Reference Mattituck-Laurel Library

Deliver To:
 Invoice Address
 Our Job Reference QU/93528
 Quotation Date: 30-May-2024

Delivery Lead Time (days) 00
 Quotation Valid Until: 29-Jun-2024

| Part Number: | Part Description: | Part Text: | Qty: | Unit Price: | Value: |
|---|--|---------------------------------------|------|-------------|----------|
| PLEASE NOTE: DELIVERIES CAN TAKE PLACE UP TO THE CLOSE OF BUSINESS ON THE DELIVERY DATE AND WE THEREFORE RECOMMEND NOT TO PLAN INSTALLATION DATE TO COINCIDE WITH THE EXACT DATE OF DELIVERY. | | | | | |
| PPRAINXXXG | Rainbow Trio (Set) (Ground Fix) | Comprised of (See Below) | 1 | 4,710.00 | 4,710.00 |
| PPRAINBONG | Rainbow Trio Bongos (Ground Fix) | | 1 | 0.00 | 0.00 |
| PPRAINMETG | Rainbow Trio Metallophone (Ground Fix) | | 1 | 0.00 | 0.00 |
| PPRAINCHIG | Rainbow Trio Chimes (Ground Fix) | | 1 | 0.00 | 0.00 |
| DELIVERY | Delivery | Incoterms DDP (Duties and Taxes Paid) | 1 | 565.20 | 565.20 |

| | | |
|------------------|---------------------------|----------|
| Additional Text: | Sub Total USD (Excl. TAX) | 5,275.20 |
| | 0.00% TAX | 0.00 |
| | Total USD (Incl. TAX) | 5,275.20 |

THIS QUOTATION IS TO SUPPLY ONLY NOT INCLUDING INSTALLATION. INTERNATIONAL COMMERCIAL TERMS AS SPECIFIED ABOVE (INCOTERMS 2010)

PLEASE QUOTE OUR JOB REFERENCE QU93528 WHEN MAKING ENQUIRES.PERCUSION PLAY TERMS AND CONDITIONS OF SALES APPLY. ERRORS AND OMISSIONS EXCEPTED.

File Path: F:\Percussion Play\Production\QUOTATIONS\QU_93500-93599\QU_93528 (ZZZZ005) (Quotation)

Last Printed/Modified: 30/05/2024 07:50

**Mattituck-Laurel Library
Retirement Incentive**

Be it resolved that the following Retirement Incentive for Mattituck-Laurel Library Employees be approved:

All eligible Mattituck-Laurel Library employees will be entitled to the following benefits, terms and conditions provided that a retirement request is submitted to the Mattituck-Laurel Library Board of Trustees between March 1, 2024, and July 15, 2024 and that the employee retires on or before December 31, 2024.

Service Requirement:

Employees must be classified as FULL TIME and have a minimum of 20 years of employment with Mattituck-Laurel Library. (Hire date must be prior to January 1, 2004)

Incentive Amount:

A one-time cash payment equivalent to 65% of the employee's annual salary as of March 1, 2024.

Cash payment will be in the form of a payroll check subject to all required state and federal tax deductions.

Payment will include the Library's contribution to the DC plan (9%) based upon the gross amount of the calculated incentive.

Once submitted employees are not able to rescind retirement status.

This incentive supersedes any previous incentives offered by the Mattituck-Laurel Library Board of Trustees.

Approved by the Mattituck-Laurel Library Board of Trustees, _____



Mattituck-Laurel **LIBRARY**

Warrants / Expenses

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

To be approved at the Library Board Meeting on June 10, 2024

| | |
|---------------------------------|---------------|
| Operating Account Total | \$ 142,120.39 |
| Payroll | \$ 89,958.89 |
| Non Payroll | \$ 52,161.50 |
| Cultural Activities Fund | \$ 641.00 |
| Money Market Account | \$0 |
| Building Fund Savings | \$0 |
| Building Fund Checking | \$1,614.00 |
| Donations in excess of \$1,000 | None |

06/03/24

**Mattituck-Laurel Library
Fund Balance Report**

| | <u>Jan - May 24</u> |
|---------------------------------------|---------------------|
| General Fund | |
| Operating Fund | 267,286.05 |
| Building Fund | |
| Checking | 284,127.34 |
| Savings | 57,307.93 |
| | <hr/> |
| Total Building Fund | 341,435.27 |
| | <hr/> |
| Total General Fund | 608,721.32 |
| | <hr/> |
| Cultural Activities Fund | |
| Coffee Machine | 646.67 |
| Teen Programs | -24.24 |
| Children's Programs | 1,226.17 |
| Staff Activity Fund | 1,550.06 |
| Adult Programs Wash Acco... | 8,650.80 |
| Designated Gifts | 657.80 |
| Parent-Toddler Programs | 64.23 |
| Staff Ordering Account | 0.00 |
| | <hr/> |
| Total Cultural Activities Fund | 12,771.49 |
| | <hr/> |
| Gift and Trust Fund - MM | |
| Claire Lincoln Memorial | 2,637.09 |
| Local History Books | 26,695.05 |
| Undesignated & Interest | 16,537.46 |
| Capital Reserve Fund | 560,403.44 |
| Unemployment Insurance | 30,000.00 |
| | <hr/> |
| Total Gift and Trust Fund - MM | 636,273.04 |
| | <hr/> |
| TOTAL | 1,257,765.85 |

06/03/24

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

| Date | Name | Memo | Original Amount | Paid Amount |
|---------------------------------------|-------------------------|-----------------------------|-----------------|-------------|
| Library Materials | | | | |
| Youth Materials | | | | |
| Youth Arts & Crafts | | | | |
| 05/20/2024 | Business Card | Stickers | 5.49 | 5.49 |
| Total Youth Arts & Crafts | | | | 5.49 |
| Youth DVD's | | | | |
| 05/02/2024 | Midwest Tape | 505404310 | 78.36 | 78.36 |
| 05/14/2024 | Midwest Tape | 505436342 | 13.99 | 13.99 |
| Total Youth DVD's | | | | 92.35 |
| Youth Computer Software | | | | |
| 05/20/2024 | Business Card | Freddy,Rollercoaster,Re... | 197.37 | 197.37 |
| Total Youth Computer Software | | | | 197.37 |
| Youth Books | | | | |
| 05/03/2024 | B&T Juvenile Account | April invoices | 1,126.22 | 1,126.22 |
| 05/21/2024 | Elan Financial Services | Your Heart's Voice | 25.53 | 25.53 |
| Total Youth Books | | | | 1,151.75 |
| Total Youth Materials | | | | 1,446.96 |
| Adult Materials | | | | |
| DVD/Music CD | | | | |
| 05/02/2024 | Midwest Tape | 505404312 | 73.47 | 73.47 |
| 05/02/2024 | Midwest Tape | 505404311 | 77.66 | 77.66 |
| 05/03/2024 | ELM USA, Inc. | PRO-03584B Monthly m... | 25.00 | 25.00 |
| 05/14/2024 | Midwest Tape | 505436343 | 16.09 | 16.09 |
| 05/14/2024 | Midwest Tape | 505436344 | 24.49 | 24.49 |
| 05/14/2024 | Midwest Tape | 505436345 | 16.09 | 16.09 |
| 05/14/2024 | Midwest Tape | 505436347 | 18.19 | 18.19 |
| 05/20/2024 | Business Card | Planets | 19.99 | 19.99 |
| 05/21/2024 | Midwest Tape | 505468381 | 17.49 | 17.49 |
| 05/21/2024 | Midwest Tape | 505467809 | 45.47 | 45.47 |
| 05/31/2024 | Midwest Tape | 505504314 | 20.99 | 20.99 |
| Total DVD/Music CD | | | | 354.93 |
| Digital Material Subscriptions | | | | |
| 05/02/2024 | Midwest Tape | Hoopla Month ending 4/... | 160.02 | 160.02 |
| 05/02/2024 | Kanopy, Inc. | 99 Tickets, 1 Credit | 104.00 | 104.00 |
| Total Digital Material Subscriptions | | | | 264.02 |
| Adult Books | | | | |
| 05/03/2024 | B&T Adult Account | April invoices | 1,915.30 | 1,915.30 |
| 05/20/2024 | Business Card | Poetry, Dementia, Haiku... | 518.37 | 518.37 |
| Total Adult Books | | | | 2,433.67 |
| Large Print Books | | | | |
| 05/03/2024 | B&T Adult Account | April invoices | 241.88 | 241.88 |
| Total Large Print Books | | | | 241.88 |
| Newspapers | | | | |
| 05/13/2024 | The New York Times | Monday-Sunday Home ... | 1,208.95 | 1,208.95 |
| 05/14/2024 | Daily News | Pays through 7/4/24 - \$... | 180.00 | 180.00 |
| 05/15/2024 | East End Beacon, Inc. | 12 month Subscription | 20.00 | 20.00 |
| 05/20/2024 | Business Card | ANC Newspapers | 81.36 | 81.36 |

06/03/24

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

| Date | Name | Memo | Original Amount | Paid Amount |
|-----------------------------------|----------------------------------|------------------------------|-----------------|-------------|
| 05/21/2024 | Elan Financial Services | DJ Barrons | 97.73 | 97.73 |
| Total Newspapers | | | | 1,588.04 |
| Total Adult Materials | | | | 4,882.54 |
| Total Library Materials | | | | 6,329.50 |
| Capital Expenditures | | | | |
| 05/21/2024 | Astoria Communications | Balance due on Blue Ra... | 4,635.00 | 4,635.00 |
| Total Capital Expenditures | | | | 4,635.00 |
| Technology | | | | |
| 05/03/2024 | PM Communications Corp. | Monthly Maintenance | 117.89 | 117.89 |
| Total Technology | | | | 117.89 |
| Operations and Maintenance | | | | |
| Building Maintenance | | | | |
| Aquarium Maintenance | | | | |
| 05/14/2024 | Living Art Aquariums | Service 4/3/24 and 4/16/... | 225.00 | 225.00 |
| Total Aquarium Maintenance | | | | 225.00 |
| Other Building Maint. | | | | |
| 05/14/2024 | Mattituck Plumbing & Heating | Faucet | 284.00 | 284.00 |
| Total Other Building Maint. | | | | 284.00 |
| Total Building Maintenance | | | | 509.00 |
| Custodial Supplies | | | | |
| 05/20/2024 | Business Card | Lightbulbs | 20.96 | 20.96 |
| Total Custodial Supplies | | | | 20.96 |
| Electric | | | | |
| 05/28/2024 | PSEGLI | Service from Apr 19,202... | 1,558.16 | 1,558.16 |
| Total Electric | | | | 1,558.16 |
| Gas | | | | |
| 05/22/2024 | National Grid | Billing period Apr 17, 20... | 355.23 | 355.23 |
| Total Gas | | | | 355.23 |
| Grounds Maintenance | | | | |
| Other Grounds Maintenance | | | | |
| 05/02/2024 | Twin Fork Landscape Contracti... | Three Cuts 4/11,4/16,4/... | 365.00 | 365.00 |
| 05/14/2024 | Twin Fork Landscape Contracti... | Lime application 4/9/24 | 255.00 | 255.00 |
| Total Other Grounds Maintenance | | | | 620.00 |
| Total Grounds Maintenance | | | | 620.00 |
| Insurance | | | | |
| Workers' Comp. | | | | |
| 05/17/2024 | Utica National Insurance Group | Workers Comp Ins Ren... | 8,257.00 | 8,257.00 |
| Total Workers' Comp. | | | | 8,257.00 |
| Total Insurance | | | | 8,257.00 |
| Water | | | | |
| North Fork Water | | | | |

06/03/24

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

| <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Original Amount</u> | <u>Paid Amount</u> |
|---|-----------------------------------|-------------------------------|------------------------|--------------------|
| 05/16/2024 | ReadyRefresh | Qty 7 Water / 5 gallon b... | 218.91 | 218.91 |
| Total North Fork Water | | | | 218.91 |
| Total Water | | | | 218.91 |
| Garbage Removal | | | | |
| 05/02/2024 | Mattituck Environmental Services | 4 YD Trash Service | 252.72 | 252.72 |
| 05/31/2024 | Mattituck Environmental Services | 4 YD Trash Service | 252.72 | 252.72 |
| Total Garbage Removal | | | | 505.44 |
| Total Operations and Maintenance | | | | 12,044.70 |
| Miscellaneous Expense | | | | |
| Maintenance Office Equipment | | | | |
| Optimum Internet Service | | | | |
| 05/21/2024 | Optimum | Billing period 05/16/24 t... | 245.00 | 245.00 |
| Total Optimum Internet Service | | | | 245.00 |
| Copy Machine | | | | |
| 05/28/2024 | Precision Microproducts | Contract plus color and ... | 512.18 | 512.18 |
| 05/28/2024 | Precision Microproducts | Contract plus color and ... | 704.57 | 704.57 |
| Total Copy Machine | | | | 1,216.75 |
| Computer/Network Maintenance | | | | |
| 05/28/2024 | L2J Consulting, Inc. | Monthly IT Support / Ma... | 1,000.00 | 1,000.00 |
| Total Computer/Network Maintenance | | | | 1,000.00 |
| Computer Software Licenses | | | | |
| 05/02/2024 | Traf-Sys, Inc. | Annual Data Hosting 5.2... | 240.00 | 240.00 |
| 05/21/2024 | Elan Financial Services | DRI CrashPlan | 32.55 | 32.55 |
| 05/21/2024 | Elan Financial Services | Constant Contact | 259.20 | 259.20 |
| Total Computer Software Licenses | | | | 531.75 |
| Total Maintenance Office Equipment | | | | 2,993.50 |
| Membership | | | | |
| Professional Memberships | | | | |
| 05/02/2024 | New York Library Association | Membership One Year t... | 1,085.00 | 1,085.00 |
| Total Professional Memberships | | | | 1,085.00 |
| Museum Passes | | | | |
| 05/22/2024 | South Fork Natural History Mus... | Museum Membership | 100.00 | 100.00 |
| 05/29/2024 | Metropolitan Opera Association... | Werther (2014) One tim... | 75.00 | 75.00 |
| Total Museum Passes | | | | 175.00 |
| Total Membership | | | | 1,260.00 |
| Postage | | | | |
| Newsletter mailing | | | | |
| 05/29/2024 | Postmaster | May/June Newsletter Ma... | 406.00 | 406.00 |
| Total Newsletter mailing | | | | 406.00 |
| Total Postage | | | | 406.00 |
| Printing & Advertising | | | | |
| Other printing & advertising | | | | |
| 05/21/2024 | Elan Financial Services | Classifieds Ad for Circ / ... | 118.66 | 118.66 |

06/03/24

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

| Date | Name | Memo | Original Amount | Paid Amount |
|--|----------------------------------|----------------------------|-----------------|-------------|
| 05/21/2024 | Elan Financial Services | Facebook Ads | 8.99 | 8.99 |
| Total Other printing & advertising | | | | 127.65 |
| Total Printing & Advertising | | | | 127.65 |
| Professional Fees | | | | |
| SCLS/Overdue Notices | | | | |
| 05/14/2024 | SCLS | Overdues-Processed & ... | 28.16 | 28.16 |
| Total SCLS/Overdue Notices | | | | 28.16 |
| SCLS/Annual Membership | | | | |
| 05/03/2024 | SCLS | Member Library Support... | 11,841.00 | 11,841.00 |
| Total SCLS/Annual Membership | | | | 11,841.00 |
| Total Professional Fees | | | | 11,869.16 |
| Programs - Adult | | | | |
| Adult Reading Club & Book Discu | | | | |
| 05/20/2024 | Business Card | Qty 15 - Tournament bo... | 179.85 | 179.85 |
| Total Adult Reading Club & Book Discu | | | | 179.85 |
| Adult Programs | | | | |
| 05/14/2024 | Kathy Pasca | Good Vibrations 5/2/24 | 300.00 | 300.00 |
| 05/14/2024 | Home Health and Spirit Corpor... | Spring Aromatherapy 5/... | 325.00 | 325.00 |
| 05/14/2024 | Sharper Training Solutions | Intro to Excel 5/7/24 | 250.00 | 250.00 |
| 05/14/2024 | Rob Scott | Shrimp Fajitas 5/9/24 | 445.00 | 445.00 |
| 05/14/2024 | Holly Kix | Smartphone Photograph... | 200.00 | 200.00 |
| 05/14/2024 | Evelyn Palladino | Spring Beach Bottle 5/1... | 375.00 | 375.00 |
| 05/20/2024 | Business Card | Candles | 31.96 | 31.96 |
| 05/21/2024 | Elan Financial Services | Zoom | 63.96 | 63.96 |
| 05/21/2024 | Home Health and Spirit Corpor... | Aromatherapy 5/4/24 ba... | 200.00 | 200.00 |
| 05/21/2024 | Holly Kix | Smartphone Photograph... | 75.00 | 75.00 |
| 05/23/2024 | Robyn Romanoff | Sea glass Jewelry 5/21/24 | 425.00 | 425.00 |
| Total Adult Programs | | | | 2,690.92 |
| Total Programs - Adult | | | | 2,870.77 |
| Programs - Juvenile | | | | |
| 05/02/2024 | Happy Feet Suffolk | Toddler & Baby Music 5/... | 350.00 | 350.00 |
| 05/14/2024 | Nicole Summers Sparling | Baby Boogie, Toddler T... | 350.00 | 350.00 |
| 05/20/2024 | Business Card | Batteries | 5.60 | 5.60 |
| Total Programs - Juvenile | | | | 705.60 |
| Programs - Summer | | | | |
| 05/14/2024 | Joanne Hruz. | Reimburse Smores Kits-... | 29.98 | 29.98 |
| 05/20/2024 | Business Card | Checkers, Monopoly | 44.88 | 44.88 |
| Total Programs - Summer | | | | 74.86 |
| Programs - Teen | | | | |
| 05/20/2024 | Business Card | Bird feeder, Rocks, Gno... | 87.92 | 87.92 |
| 05/23/2024 | Robyn Romanoff | Sea glass Jewelry 5/21/24 | 365.00 | 365.00 |
| Total Programs - Teen | | | | 452.92 |
| Supplies - Library | | | | |
| 05/03/2024 | Orlowski Hardware Company, I... | 8 pk C batteries, WD40,... | 36.46 | 36.46 |
| 05/20/2024 | Business Card | AED Cabinet, Health Fai... | 368.14 | 368.14 |
| 05/21/2024 | Elan Financial Services | Cricut | 9.99 | 9.99 |

06/03/24

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

| <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Original Amount</u> | <u>Paid Amount</u> |
|-----------------------------|---------------------|------------------------------|------------------------|--------------------|
| 05/21/2024 | Sharon Twickler | Reimburse Wall file holder | 39.99 | 39.99 |
| Total Supplies - Library | | | | 454.58 |
| Supplies - Office | | | | |
| 05/14/2024 | Quill Corporation | Paper punch, hand sanit... | 28.75 | 28.75 |
| 05/15/2024 | Mary Regan | Refund Patron / Lost ite... | 31.00 | 31.00 |
| 05/16/2024 | | Service Charge | 15.00 | 15.00 |
| 05/20/2024 | Business Card | Corkboard | 48.54 | 48.54 |
| 05/21/2024 | Quill Corporation | Fax cartridge, rubber ba... | 56.97 | 56.97 |
| Total Supplies - Office | | | | 180.26 |
| Telephone | | | | |
| 05/21/2024 | Optimum | Billing period 05/16/24 t... | 154.37 | 154.37 |
| Total Telephone | | | | 154.37 |
| Workshops | | | | |
| 05/29/2024 | Shauna Scholl. | Notary Prep Class SCC... | 55.00 | 55.00 |
| Total Workshops | | | | 55.00 |
| Total Miscellaneous Expense | | | | 21,604.67 |
| Debt Service Total | | | | |
| Mortgage Interest | | | | |
| 05/20/2024 | 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 | | | | 52,161.50 |

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

| | May 24 |
|---------------------------------|------------|
| Ordinary Income/Expense | |
| Income | |
| Mattituck-Cutchogue School Dist | 133,967.40 |
| Interest | 2.16 |
| Direct Public Support | 27.15 |
| Fines | 0.15 |
| Library Materials Paid For | 72.13 |
| Copy Machine | 301.15 |
| Refunds | 250.00 |
| | 134,620.14 |
| Total Income | 134,620.14 |
| Gross Profit | 134,620.14 |
| Expense | |
| Payroll Expenses | |
| Salaries | |
| Professional Salaries | 33,603.35 |
| Clerical | 38,079.98 |
| Custodian | 4,604.41 |
| | 76,287.74 |
| Benefits | |
| Fica | 5,632.07 |
| Disability Insurance | -351.99 |
| Medical Insurance | 3,916.59 |
| Retirement | 3,020.39 |
| Unemployment Insurance | -1,031.32 |
| | 11,185.74 |
| Total Payroll Expenses | 87,473.48 |
| Library Materials | |
| Youth Materials | |
| Youth Arts & Crafts | 5.49 |
| Youth DVD's | 92.35 |
| Youth Computer Software | 197.37 |
| Youth Books | 1,151.75 |
| | 1,446.96 |
| Adult Materials | |
| DVD/Music CD | 354.93 |
| Digital Material Subscriptions | 264.02 |
| Adult Books | 2,433.67 |
| Large Print Books | 241.88 |
| Newspapers | 1,588.04 |
| | 4,882.54 |
| Total Library Materials | 6,329.50 |
| Capital Expenditures | 4,635.00 |
| Technology | 117.89 |
| Operations and Maintenance | |

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

| | May 24 |
|------------------------------------|-----------|
| Building Maintenance | |
| Aquarium Maintenance | 225.00 |
| Other Building Maint. | 284.00 |
| | 509.00 |
| Total Building Maintenance | 509.00 |
| Custodial Supplies | 20.96 |
| Electric | 1,558.16 |
| Gas | 355.23 |
| Grounds Maintenance | |
| Other Grounds Maintenance | 620.00 |
| | 620.00 |
| Total Grounds Maintenance | 620.00 |
| Insurance | |
| Workers' Comp. | 8,257.00 |
| | 8,257.00 |
| Total Insurance | 8,257.00 |
| Water | |
| North Fork Water | 218.91 |
| | 218.91 |
| Total Water | 218.91 |
| Garbage Removal | 505.44 |
| | 505.44 |
| Total Operations and Maintenance | 12,044.70 |
| Miscellaneous Expense | |
| Maintenance Office Equipment | |
| Verizon Mobile Hotspots | 197.40 |
| Optimum Internet Service | 245.00 |
| Copy Machine | 1,216.75 |
| Computer/Network Maintenance | 1,000.00 |
| Computer Software Licenses | 531.75 |
| | 3,190.90 |
| Total Maintenance Office Equipm... | 3,190.90 |
| Membership | |
| Professional Memberships | 1,085.00 |
| Museum Passes | 175.00 |
| | 1,260.00 |
| Total Membership | 1,260.00 |
| Postage | |
| Newsletter mailing | 406.00 |
| | 406.00 |
| Total Postage | 406.00 |
| Printing & Advertising | |
| Other printing & advertising | 127.65 |
| | 127.65 |
| Total Printing & Advertising | 127.65 |
| Professional Fees | |
| Payroll Processing | 610.25 |
| SCLS/Overdue Notices | 28.16 |

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

| | May 24 |
|----------------------------------|------------|
| SCLS/Annual Membership | 11,841.00 |
| Total Professional Fees | 12,479.41 |
| Programs - Adult | |
| Adult Reading Club & Book Dis... | 179.85 |
| Adult Programs | 2,690.92 |
| Total Programs - Adult | 2,870.77 |
| Programs - Juvenile | 705.60 |
| Programs - Summer | 74.86 |
| Programs - Teen | 452.92 |
| Supplies - Library | 454.58 |
| Supplies - Office | 180.26 |
| Telephone | 154.37 |
| Workshops | 55.00 |
| Total Miscellaneous Expense | 22,412.32 |
| Debt Service Total | |
| Mortgage Interest | 7,429.74 |
| Total Debt Service Total | 7,429.74 |
| Total Expense | 140,442.63 |
| Net Ordinary Income | -5,822.49 |
| Net Income | -5,822.49 |

11:57 AM
 06/03/24
 Cash Basis

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

| | Jan - May 24 | Budget | \$ Over Budget | % of Budget |
|---------------------------------|--------------|--------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| PILOT Funds | 0.00 | 4,000.00 | -4,000.00 | 0.0% |
| Mattituck-Cutchogue School Dist | 926,780.17 | 1,663,155.00 | -736,374.83 | 55.7% |
| NY State Incentive | 180.00 | 1,800.00 | -1,620.00 | 10.0% |
| Interest | 14.69 | 100.00 | -85.31 | 14.7% |
| Direct Public Support | 2,015.21 | 2,000.00 | 15.21 | 100.8% |
| Fines | 353.96 | | | |
| Library Materials Paid For | 228.68 | | | |
| Copy Machine | 2,444.14 | 2,000.00 | 444.14 | 122.2% |
| E-Rate Discount | 0.00 | 5,400.00 | -5,400.00 | 0.0% |
| Refunds | 3,063.40 | | | |
| Fund Balance Brought Forward | 67,841.00 | | | |
| Total Income | 1,002,921.25 | 1,678,455.00 | -675,533.75 | 59.8% |
| Gross Profit | 1,002,921.25 | 1,678,455.00 | -675,533.75 | 59.8% |
| Expense | | | | |
| Payroll Expenses | | | | |
| Salaries | | | | |
| Professional Salaries | 146,802.71 | 350,493.00 | -203,690.29 | 41.9% |
| Clerical | 166,525.75 | 453,257.00 | -286,731.25 | 36.7% |
| Custodian | 20,225.35 | 47,675.00 | -27,449.65 | 42.4% |
| Total Salaries | 333,553.81 | 851,425.00 | -517,871.19 | 39.2% |
| Benefits | | | | |
| Fica | 24,430.04 | 63,298.00 | -38,867.96 | 38.6% |
| Disability Insurance | 878.04 | 1,000.00 | -121.96 | 87.8% |
| Medical Insurance | 21,428.29 | 104,560.00 | -83,131.71 | 20.5% |
| Retirement | 20,807.11 | 60,017.00 | -39,209.89 | 34.7% |

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

| | Jan - May 24 | Budget | \$ Over Budget | % of Budget |
|---------------------------------|--------------|--------------|----------------|-------------|
| Unemployment Insurance | 6,199.49 | 11,000.00 | -4,800.51 | 56.4% |
| Total Benefits | 73,742.97 | 239,875.00 | -166,132.03 | 30.7% |
| Total Payroll Expenses | 407,296.78 | 1,091,300.00 | -684,003.22 | 37.3% |
| Library Materials | | | | |
| Youth Materials | | | | |
| Youth Arts & Crafts | 260.60 | 2,500.00 | -2,239.40 | 10.4% |
| Youth DVD's | 176.49 | 500.00 | -323.51 | 35.3% |
| Youth Computer Software | 1,039.14 | 1,500.00 | -460.86 | 69.3% |
| Youth Compact Discs | 0.00 | 250.00 | -250.00 | 0.0% |
| Youth Audio Books | 0.00 | 250.00 | -250.00 | 0.0% |
| Youth Books | 5,888.83 | 14,000.00 | -8,111.17 | 42.1% |
| Total Youth Materials | 7,365.06 | 19,000.00 | -11,634.94 | 38.8% |
| Adult Materials | | | | |
| DVD/Music CD | 1,514.74 | 4,000.00 | -2,485.26 | 37.9% |
| Live-brary Downloadable e-bo... | 51,651.00 | 54,000.00 | -2,349.00 | 95.7% |
| Digital Material Subscriptions | 3,056.77 | 13,000.00 | -9,943.23 | 23.5% |
| Title Source | 0.00 | 1,050.00 | -1,050.00 | 0.0% |
| Adult Books | 6,618.06 | 21,000.00 | -14,381.94 | 31.5% |
| 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% |
| Large Print Books | 1,491.70 | 5,000.00 | -3,508.30 | 29.8% |

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 Cash Basis

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

| | Jan - May 24 | Budget | \$ Over Budget | % of Budget |
|----------------------------|--------------|------------|----------------|-------------|
| Newspapers | 3,165.01 | 7,000.00 | -3,834.99 | 45.2% |
| Periodicals | 4,838.82 | 5,000.00 | -161.18 | 96.8% |
| Total Adult Materials | 73,477.77 | 122,050.00 | -48,572.23 | 60.2% |
| Teen Materials | 683.61 | 2,500.00 | -1,816.39 | 27.3% |
| Total Library Materials | 81,526.44 | 143,550.00 | -62,023.56 | 56.8% |
| Capital Expenditures | 15,020.00 | 19,000.00 | -3,980.00 | 79.1% |
| Technology | 1,338.51 | 9,200.00 | -7,861.49 | 14.5% |
| Operations and Maintenance | | | | |
| Building Maintenance | | | | |
| Aquarium Maintenance | 1,495.00 | 3,500.00 | -2,005.00 | 42.7% |
| 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. | 2,313.50 | 7,000.00 | -4,686.50 | 33.1% |
| Total Building Maintenance | 8,194.08 | 20,975.00 | -12,780.92 | 39.1% |
| Custodial Supplies | 584.76 | 1,000.00 | -415.24 | 58.5% |
| Electric | 8,807.37 | 27,500.00 | -18,692.63 | 32.0% |
| Gas | 5,068.45 | 11,000.00 | -5,931.55 | 46.1% |
| Grounds Maintenance | | | | |
| Snow Removal | 1,525.00 | 4,500.00 | -2,975.00 | 33.9% |

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 Cash Basis

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

| | Jan - May 24 | Budget | \$ Over Budget | % of Budget |
|---|------------------|-------------------|-------------------|--------------|
| Sprinkler Maintenance | 220.00 | 700.00 | -480.00 | 31.4% |
| Other Grounds Maintenance | 5,320.00 | 11,000.00 | -5,680.00 | 48.4% |
| Total Grounds Maintenance | 7,065.00 | 16,200.00 | -9,135.00 | 43.6% |
| Insurance | | | | |
| Workers' Comp. | 8,257.00 | 12,000.00 | -3,743.00 | 68.8% |
| Umbrella Package | 0.00 | 22,000.00 | -22,000.00 | 0.0% |
| Total Insurance | 8,257.00 | 34,000.00 | -25,743.00 | 24.3% |
| Water | | | | |
| North Fork Water | 642.63 | 1,000.00 | -357.37 | 64.3% |
| SCWA | 788.71 | 3,500.00 | -2,711.29 | 22.5% |
| Total Water | 1,431.34 | 4,500.00 | -3,068.66 | 31.8% |
| Garbage Removal | 1,516.32 | 3,000.00 | -1,483.68 | 50.5% |
| Total Operations and Maintenance | 40,924.32 | 118,175.00 | -77,250.68 | 34.6% |
| 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 | 1,020.84 | 2,400.00 | -1,379.16 | 42.5% |
| Optimum Internet Service | 1,225.32 | 3,200.00 | -1,974.68 | 38.3% |
| Copy Machine | 2,064.11 | 8,500.00 | -6,435.89 | 24.3% |
| Computer/Network Maintenance | 5,000.00 | 12,000.00 | -7,000.00 | 41.7% |
| BookScan Maintenance | 690.00 | 700.00 | -10.00 | 98.6% |
| Computer Software Licenses | 6,649.82 | 9,000.00 | -2,350.18 | 73.9% |

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 Cash Basis

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

| | Jan - May 24 | Budget | \$ Over Budget | % of Budget |
|-----------------------------------|--------------|-----------|----------------|-------------|
| Total Maintenance Office Equip... | 16,650.09 | 35,800.00 | -19,149.91 | 46.5% |
| Membership | | | | |
| Professional Memberships | 1,531.00 | 2,200.00 | -669.00 | 69.6% |
| Museum Passes | 1,460.00 | 5,000.00 | -3,540.00 | 29.2% |
| 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 | 3,116.00 | 8,350.00 | -5,234.00 | 37.3% |
| Postage | | | | |
| Postage & Stamps | 273.63 | 770.00 | -496.37 | 35.5% |
| Mailing Permit | 320.00 | 250.00 | 70.00 | 128.0% |
| Newsletter mailing | 1,204.26 | 1,500.00 | -295.74 | 80.3% |
| Post Office Box Fee | 0.00 | 160.00 | -160.00 | 0.0% |
| Total Postage | 1,797.89 | 2,680.00 | -882.11 | 67.1% |
| Printing & Advertising | | | | |
| Other printing & advertising | 2,336.61 | 1,000.00 | 1,336.61 | 233.7% |
| Newsletter printing | 10,724.00 | 12,000.00 | -1,276.00 | 89.4% |
| Total Printing & Advertising | 13,060.61 | 13,000.00 | 60.61 | 100.5% |
| Professional Fees | | | | |
| Payroll Processing | 2,831.67 | 10,500.00 | -7,668.33 | 27.0% |
| 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 | 129.84 | 500.00 | -370.16 | 26.0% |
| SCLS/Annual Membership | 11,841.00 | 12,000.00 | -159.00 | 98.7% |
| Total Professional Fees | 21,049.89 | 56,800.00 | -35,750.11 | 37.1% |

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 Cash Basis

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

| | Jan - May 24 | Budget | \$ Over Budget | % of Budget |
|---------------------------------|--------------|--------------|----------------|-------------|
| Programs - Adult | | | | |
| Motion Picture/Music Licensing | 87.49 | 500.00 | -412.51 | 17.5% |
| Adult Reading Club & Book Di... | 1,908.48 | 3,500.00 | -1,591.52 | 54.5% |
| Adult Programs | 10,341.30 | 16,000.00 | -5,658.70 | 64.6% |
| Total Programs - Adult | 12,337.27 | 20,000.00 | -7,662.73 | 61.7% |
| Programs - Juvenile | 6,762.69 | 10,500.00 | -3,737.31 | 64.4% |
| Programs - Summer | 671.20 | 8,000.00 | -7,328.80 | 8.4% |
| Programs - Teen | 1,789.20 | 8,000.00 | -6,210.80 | 22.4% |
| Supplies - Library | 2,665.15 | 10,500.00 | -7,834.85 | 25.4% |
| Supplies - Office | 879.28 | 4,000.00 | -3,120.72 | 22.0% |
| Supplies - Paper | 337.71 | 2,500.00 | -2,162.29 | 13.5% |
| Telephone | 773.10 | 2,200.00 | -1,426.90 | 35.1% |
| Travel | 851.34 | 2,200.00 | -1,348.66 | 38.7% |
| Workshops | 201.68 | 2,200.00 | -1,998.32 | 9.2% |
| 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 | 84,539.45 | 197,230.00 | -112,690.55 | 42.9% |
| Debt Service Total | | | | |
| Mortgage Principal | 96,447.79 | | | |
| Mortgage Interest | 8,541.91 | | | |
| Debt Service Total - Other | 0.00 | 100,000.00 | -100,000.00 | 0.0% |
| Total Debt Service Total | 104,989.70 | 100,000.00 | 4,989.70 | 105.0% |
| Total Expense | 735,635.20 | 1,678,455.00 | -942,819.80 | 43.8% |
| Net Ordinary Income | 267,286.05 | 0.00 | 267,286.05 | 100.0% |
| Net Income | 267,286.05 | 0.00 | 267,286.05 | 100.0% |

06/03/24

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

| Type | Date | Name | Memo | Paid Amount |
|------------------------------------|------------|------------------------------|----------------------|-------------|
| General Fund | | | | |
| Building Fund | | | | |
| Checking | | | | |
| Bill | 05/17/2024 | Business Card | Weathervane | -564.00 |
| Bill | 05/29/2024 | Custom Lighting of Suffol... | Deposit / Sign Li... | -1,050.00 |
| Total Checking | | | | -1,614.00 |
| Total Building Fund | | | | -1,614.00 |
| Total General Fund | | | | -1,614.00 |
| Cultural Activities Fund | | | | |
| Coffee Machine | | | | |
| Deposit | 05/13/2024 | | Coffee | 11.00 |
| Deposit | 05/13/2024 | | Coffee | 4.00 |
| Deposit | 05/20/2024 | | Coffee | 7.00 |
| Deposit | 05/28/2024 | | Coffee | 9.00 |
| Total Coffee Machine | | | | 31.00 |
| Adult Programs Wash Account | | | | |
| Deposit | 05/02/2024 | | Aromatherapy | 56.46 |
| Deposit | 05/02/2024 | | Yoga Series | 154.76 |
| Deposit | 05/02/2024 | | Yoga walk in | 19.12 |
| Deposit | 05/02/2024 | | Sunflower | 28.23 |
| Deposit | 05/02/2024 | | Aerobics | 501.02 |
| Deposit | 05/02/2024 | | Defensive Drivin... | 203.01 |
| Deposit | 05/02/2024 | | Defensive Drivin... | 33.68 |
| Deposit | 05/02/2024 | | Chef Rob | 94.10 |
| Deposit | 05/13/2024 | | Aerobics | 440.00 |
| Deposit | 05/13/2024 | | Yoga | 80.00 |
| Deposit | 05/13/2024 | | Cooking | 50.00 |
| Deposit | 05/13/2024 | | Arts & Crafts | 10.00 |
| Deposit | 05/13/2024 | | Yoga | 160.00 |
| Deposit | 05/13/2024 | | Crochet | 10.00 |
| Deposit | 05/13/2024 | | Defensive Driving | 70.00 |
| Deposit | 05/15/2024 | | Yoga series | 77.38 |
| Deposit | 05/15/2024 | | Yoga walk-in | 19.12 |
| Deposit | 05/15/2024 | | Sunflower | 9.41 |
| Deposit | 05/15/2024 | | Crochet / Interm... | 28.23 |
| Deposit | 05/15/2024 | | Aromatherapy x 2 | 18.82 |
| Bill | 05/22/2024 | Gabriella Grama | Sunflower Mosai... | -641.00 |
| Deposit | 05/23/2024 | | Aerobics | 115.62 |
| Deposit | 05/23/2024 | | Defensive Driving | 67.36 |
| Total Adult Programs Wash Account | | | | 1,605.32 |
| Total Cultural Activities Fund | | | | 1,636.32 |
| Gift and Trust Fund - MM | | | | |
| Undesignated & Interest | | | | |
| Deposit | 05/31/2024 | | Interest | 27.02 |
| Total Undesignated & Interest | | | | 27.02 |
| Total Gift and Trust Fund - MM | | | | 27.02 |

06/03/24

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

| | Type | Date | Name | Memo | Paid Amount |
|-------|------|------|------|------|--------------|
| TOTAL | | | | | <u>49.34</u> |

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

| Type | Date | Num | Name | Memo | Amount |
|-------------------------------|------------|-------|-------------------------|-----------------------------|-------------------|
| Operating Checking | | | | | |
| Total Operating Checking | | | | | |
| BNB Operating Checking | | | | | |
| Bill Pmt -Check | 05/02/2024 | 12470 | Midwest Tape | 11952 | -160.02 |
| Bill Pmt -Check | 05/02/2024 | 12471 | Happy Feet Suffolk | Toddler & Baby Music 5/... | -350.00 |
| Bill Pmt -Check | 05/02/2024 | 12472 | Kanopy, Inc. | Invoice #398248-PPU | -104.00 |
| Bill Pmt -Check | 05/02/2024 | 12473 | Mattituck Environm... | Cstmr 11-0001422-0, In... | -252.72 |
| Bill Pmt -Check | 05/02/2024 | 12474 | Midwest Tape | 11952 | -229.49 |
| Bill Pmt -Check | 05/02/2024 | 12475 | New York Library A... | Invoice 1188 | -1,085.00 |
| Bill Pmt -Check | 05/02/2024 | 12476 | Traf-Sys, Inc. | Cstmr Mattituck-Laurel L... | -240.00 |
| Bill Pmt -Check | 05/02/2024 | 12477 | Twin Fork Landsca... | Invoice 26734 | -365.00 |
| Bill Pmt -Check | 05/03/2024 | 12478 | B&T Adult Account | L 90004-3 | -2,157.18 |
| Bill Pmt -Check | 05/03/2024 | 12479 | B&T Juvenile Acco... | L 935700 | -1,126.22 |
| Bill Pmt -Check | 05/03/2024 | 12480 | Orlowski Hardware ... | Acct 584177, Stmnt 3/29... | -36.46 |
| Bill Pmt -Check | 05/03/2024 | 12481 | PM Communication... | Invoice 43125 | -117.89 |
| Bill Pmt -Check | 05/03/2024 | 12482 | SCLS | MATT | -11,841.00 |
| Bill Pmt -Check | 05/03/2024 | 12483 | ELM USA, Inc. | Invoice 67011 | -25.00 |
| Bill Pmt -Check | 05/13/2024 | 12484 | NYS Employees He... | 03909 | -7,829.60 |
| Bill Pmt -Check | 05/13/2024 | 12485 | The New York Times | Inv 2B10CC72418 | -1,208.95 |
| Bill Pmt -Check | 05/14/2024 | 12486 | Nicole Summers Sp... | Baby Boogie, Toddler T... | -350.00 |
| Bill Pmt -Check | 05/14/2024 | 12487 | Evelyn Palladino | Spring Beach Bottle 5/1... | -375.00 |
| Bill Pmt -Check | 05/14/2024 | 12488 | Holly Kix | Smartphone Photograph... | -200.00 |
| Bill Pmt -Check | 05/14/2024 | 12489 | Home Health and S... | Spring Aromatherapy 5/... | -325.00 |
| Bill Pmt -Check | 05/14/2024 | 12490 | Kathy Pasca | Good Vibrations 5/2/24 | -300.00 |
| Bill Pmt -Check | 05/14/2024 | 12491 | Rob Scott | Shrimp Fajitas 5/9/24 | -445.00 |
| Bill Pmt -Check | 05/14/2024 | 12492 | Sharper Training So... | Intro to Excel 5/7/24 | -250.00 |
| Bill Pmt -Check | 05/14/2024 | 12493 | Daily News | Account number 4090496 | -180.00 |
| Bill Pmt -Check | 05/14/2024 | 12494 | Joanne Hruz. | Reimburse Smores Kits... | -29.98 |
| Bill Pmt -Check | 05/14/2024 | 12495 | Living Art Aquariums | Invoice 1985 | -225.00 |
| Bill Pmt -Check | 05/14/2024 | 12496 | Mattituck Plumbing ... | Acct # MAT-LIB, Invoice... | -284.00 |
| Bill Pmt -Check | 05/14/2024 | 12497 | Midwest Tape | 11952 | -88.85 |
| Bill Pmt -Check | 05/14/2024 | 12498 | Quill Corporation | 03047280 | -28.75 |
| Bill Pmt -Check | 05/14/2024 | 12499 | SCLS | MATT | -28.16 |
| Bill Pmt -Check | 05/14/2024 | 12500 | Twin Fork Landsca... | Invoice 26856 | -255.00 |
| Bill Pmt -Check | 05/15/2024 | 12501 | East End Beacon, I... | 12 month Subscription | -20.00 |
| Bill Pmt -Check | 05/15/2024 | 12502 | Mary Regan | Refund Patron / Lost ite... | -31.00 |
| Bill Pmt -Check | 05/16/2024 | 12503 | ReadyRefresh | Acct 0140002023, Inv 0... | -218.91 |
| Bill Pmt -Check | 05/17/2024 | 12504 | Utica National Insur... | Acct 100948647, Policy ... | -8,257.00 |
| Bill Pmt -Check | 05/20/2024 | 12505 | Business Card | 5474 1518 7474 0647 | -1,610.43 |
| Bill Pmt -Check | 05/20/2024 | ACH | Dime Community B... | Payment to Bus Term L... | -7,429.74 |
| Bill Pmt -Check | 05/21/2024 | 12506 | Astoria Communica... | Cstmr MA105, Order 83... | -4,635.00 |
| Bill Pmt -Check | 05/21/2024 | 12507 | Elan Financial Servi... | 4798 5101 7200 1022 | -616.61 |
| Bill Pmt -Check | 05/21/2024 | 12508 | Holly Kix | Smartphone Photograph... | -75.00 |
| Bill Pmt -Check | 05/21/2024 | 12509 | Home Health and S... | Aromatherapy 5/4/24 bal... | -200.00 |
| Bill Pmt -Check | 05/21/2024 | 12510 | Midwest Tape | 11952 | -62.96 |
| Bill Pmt -Check | 05/21/2024 | 12511 | Optimum | Acct. no. 07839-381822-... | -399.37 |
| Bill Pmt -Check | 05/21/2024 | 12512 | Quill Corporation | 03047280 | -56.97 |
| Bill Pmt -Check | 05/21/2024 | 12513 | Sharon Twickler | Reimburse Wall file holder | -39.99 |
| Bill Pmt -Check | 05/22/2024 | 12514 | National Grid | Acct 43544-64005 | -355.23 |
| Bill Pmt -Check | 05/22/2024 | 12515 | South Fork Natural ... | Museum Membership | -100.00 |
| Bill Pmt -Check | 05/23/2024 | 12516 | Aflac | Acct NQH35, Inv 426084 | -51.24 |
| Bill Pmt -Check | 05/23/2024 | 12517 | Robyn Romanoff | Sea glass Jewelry 5/21/24 | -790.00 |
| Bill Pmt -Check | 05/28/2024 | 12518 | Precision Microprod... | | -1,216.75 |
| Bill Pmt -Check | 05/28/2024 | 12519 | PSEGLI | Cstmr 0295-3001-61-3, ... | -1,558.16 |
| Bill Pmt -Check | 05/28/2024 | 12520 | L2J Consulting, Inc. | Invoice 052024 | -1,000.00 |
| Bill Pmt -Check | 05/29/2024 | 12521 | Metropolitan Opera ... | Met Opera M435 | -75.00 |
| Bill Pmt -Check | 05/29/2024 | 12522 | Shauna Scholl. | Notary Prep Class SCC... | -55.00 |
| Bill Pmt -Check | 05/29/2024 | 12523 | Verizon | Acct. 242398426-00001,... | -197.40 |
| Bill Pmt -Check | 05/29/2024 | 12524 | Postmaster | Permit no. 41 | -406.00 |
| Bill Pmt -Check | 05/31/2024 | 12525 | Mattituck Environm... | Cstmr 11-0001422-0, In... | -252.72 |
| Bill Pmt -Check | 05/31/2024 | 12526 | Midwest Tape | 11952 | -20.99 |
| Total BNB Operating Checking | | | | | -60,224.74 |
| TOTAL | | | | | -60,224.74 |

MONTHLY IMPACT

MAY 2024

5,605 ITEMS CHECKED OUT

1,785 books & other items
3,820 ebooks & digital items

books & other items
-213 April (1,998)
-277 May 2023 (2,062)



DIGITAL MATERIAL CIRCULATION **3,820**

Flipster **40**
Freegal (downloads) **126**
Freegal (streamed) **788**

Hoopla **67**
Kanopy **119**
Overdrive **2,440**
WAM **240**



-201 April (4,021)
+727 May 2023 (3,093)

271 
public computer sessions

311 
ILL's incoming **420**
ILL's outgoing

12 
new patrons

 **295**
guest Wi-Fi connections

236
materials added

Library Programs **50**
Community Groups **19**
Tutors **12**

93
room use

 **3,812**
visitors

-855 April (4,667)
-2 May 2023 (3,814)
Busiest day of the week -
Thursdays (847)

Adult Services **583**
Teen Services **532**
Youth & Parenting Services **93**



1,208
program attendance



Mattituck-Laurel
LIBRARY

13900 Main Rd. | PO Box 1437

Mattituck, NY 11952

631-298-4134

www.mattitucklaurellibrary.org

| 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 | 1,998 |
| May | 3,080 | 0 | 2,101 | 2,150 | 2,062 | 1,785 |
| 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 | 9,453 |

MEETING ROOM USE REPORT-MAY 2024

The following groups used the 3 meeting rooms MAY 2024

Community Room

| | |
|---------------------------------------|--------------------------------------|
| P/C Rhyme & Play | Alternate Thursday Film |
| The Cedarettes | Skillet Shrimp Fajitas with Chef Rob |
| Good Vibrations | Sock Puppets |
| Light Saber | Chair aerobics |
| Spring Aromatherapy | Yoga |
| Sound Shore, Bay & Ocean Concert | Spring Beach Bottle |
| Baby Music with Happy Feet | Babies Boogie |
| Toddler Music with Happy Feet | The Earthtones |
| Intro to Microsoft Excel | Smartphone Photography 102 |
| Sunflower Mosaic-Two Part Series | Toddlers Tango |
| Lego 4-6 | Sea Glass Jewelry Making |
| Paper Airplanes Family Program | North Fork Monarchs |
| Invitation to Opera: Verdi's Falstaff | North Fork Anglers |

Conference Room

Mah Jongg
Bridge
Spanish Language Group
Cutchogue Homeowners
Teen Advisory Board
East End Lions
Medicare

Craft Room

Tutor (5)
12 Tips for Reducing Your Prescription Drug Costs
Painted Pasta Flowers
Book Discussion with Jerry
Fun Festive Book Party
Literary Café
Well Spoken Writer's Club
Alzheimer's Group
Read to a Dog
Wills & Trusts Burner Law Group

Kitchen

Tutor (7)

Tutors-12
Community Groups-19
Library Programs-50
Local History-12

NEW PATRON REGISTRATIONS

MAY 2024

| | |
|-------------------------|-----------|
| Adult Year Round | 8 |
| Youth Year Round | 1 |
| Teen | 1 |
| 2 ND Address | 2 |
| Total: | 12 |