

**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

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
June 10, 2024

Present

Jim Underwood, President
Katie O'Rourke, Secretary
Colleen Grattan-Arnoff, Trustee
Peter Kren, Trustee
Mary Sanchez, Trustee
John Carter, Trustee (appointed to fill term ending November 2024)
Shauna Scholl, Director

Absent with Excuse

Nick Timpone, Vice-President
Karenann Volinski, Treasurer
Randi Teitel, Trustee (appointed to fill term ending November 2026)

I. Call To Order/II. Pledge of Allegiance

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

III. Approval of the Agenda

The agenda was adopted.
(Colleen, Peter; unanimous (5-0))

IV. Review and Approval of the Minutes of May 13, 2024 Regular Board Meeting

The minutes of the meetings held May 13, 2024 were approved.
(Mary, Colleen; unanimous (5-0))

V. Approval of Treasurer's Report

Warrants

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

OPERATING ACCOUNT	\$142,120.39
CULTURAL ACTIVITIES FUND	641.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	1,614.00

Donations in excess of \$1,000
none
(Peter, Mary; unanimous (5-0))

VI. Approval of the Personnel Report

The Personnel report was presented in written format. The Board reviewed the personnel report with interest. The Personnel Report was approved.
(Mary, Peter; unanimous (5-0))

VII. Director's Report

The Director's report was presented in written format. The Board reviewed the director's report with interest. The Director's Report was approved.
(Peter, Mary; unanimous (5-0))

A little free food pantry will be positioned on the grounds of the library. Tuesday Crew, a group of volunteers that does carpentry and craftsmanship for nonprofits, will assist with this project. Shauna met with a community member that is willing to donate fresh produce to the pantry. Trimble's transplanted the tall plants in the garden beds out front and filled in some of the bare spots at the front door entry. Then they planted smaller, lower growing plants in front of the library sign. New lighting, better suited for outdoor use, has been installed on the sign out front. Shauna was happy to report that there were no other mouse sitings. Three staff members will be taking prep classes and the test to become notaries. The print newsletter for the months of July and August will be sent out shortly. All departments are gearing up for summer, since Memorial Day traffic at the library has picked up, a lot more teens have been visiting. Bev's summer book club theme is about murder mysteries, a fun post was put out on social media. Jim commented on items Shauna covered in her written report. Discussion ensued about extending operating hours during the week, an upcoming gratis climate change lecture, the NexTrex plastic bag recycling program, and a refund from Heartland.

VIII. President's Remarks

none

IX. Committee Reports

A. Building / Grounds & Long-Range Planning

The building committee and then the department heads met with the architect and conversation continues about the interior building renovations. Renderings may be ready shortly. The installation of a shade system is ongoing, Shauna is taking a meeting with Wm. J. Mills & Co.

X. Old Business

none

XI. New Business

A. Reorganization of the Board

Jim read a press release acknowledging the resignation of two board members, this document will be shared to the library webpage.

- i. Accept resignations*
- ii. Appoint new trustees*

Motion to accept resignations of Nick Timpone and Karenann Volinski; and appoint new trustees, John Carter and Randi Tietel.
(Mary, Katie; unanimous (5-0))

iii. Reorganization of officers

Motion to appoint Mary Sanchez as Vice-President; and Colleen Grattan-Arnoff as Treasurer.
(Peter, Katie; unanimous (5-0))

B. Legal Counsel 2024/2025 Retainer Agreement

Motion to approve legal counsel 2024/2025 retainer agreement
(Colleen, Peter; unanimous (6-0))

C. Approve Budget Message

Motion to approve budget message.
(Katie, Mary; unanimous (6-0))

D. Temporary Beer, Wine, and Cider Permit SLA

Motion to approve temporary beer, wine, and cider permit contingent upon insurance cost, maintaining a limit of \$500 or lower.
(Peter, Colleen; unanimous (6-0))

E. Approve expense for Percussion Play Rainbow Trio (Roschelle Grant)

Motion to approve expense for Percussion Play Rainbow Trio
(Mary, Katie; unanimous (6-0))

F. Voluntary Retirement Incentive

This business to be discussed in executive session.

XII. Period of Public Expression

Community members spoke to agenda items.

XIII. Executive Session to discuss the employment history of a particular person

Motion to move into executive session made at 6:40PM
(Peter, John; unanimous (6-0))

The board left executive session at 7:24PM.

Revise: Voluntary Retirement Incentive

Motion to accept amended policy.

(Mary, John; unanimous (6-0))

XIV. Adjournment

Motion to adjourn at 7:27PM
(John, Colleen; unanimous (6-0))

Dates of Future Board Meetings

Monday, July 8, 2024
Monday, August 12, 2024
Monday, September 9, 2024

Respectfully submitted,
Katie O'Rourke
Secretary



Mattituck-Laurel LIBRARY

Warrants / Expenses

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

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				

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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%

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
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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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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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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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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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%

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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

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

TOTAL	Type	Date	Name	Memo	Paid Amount
					<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