

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

MEETING DATE: Monday July 8, 2024

MEETING TIME: 6:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of the Agenda**
- IV. Review and Approval of the Minutes of June 10, 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. Revise Policy: Nursing Mothers in the Workplace
 - B. Adopt Leave Policy – Prenatal Personal Leave
 - C. Riverhead Building Supply Credit Application
- XII. Period of Public Expression**
- XIII. Adjournment**

Next Meeting – August 12, 2024

MATTITUCK-LAUREL LIBRARY
3BBDAH76 MINUTES OF THE REGULAR MONTHLY MEETING
July 8, 2024

Present

Jim Underwood, President
Mary Sanchez, Vice President
Colleen Grattan-Arnoff, Treasurer
Katie O'Rourke, Secretary
John Carter, Trustee
Peter Kren, Trustee
Randi Teitel, Trustee
Shauna Scholl, Director

Absent

none

I. Call To Order/II. Pledge of Allegiance

Jim called the meeting to order at 6:02PM, with a quorum present.

III. Approval of the Agenda

The agenda was adopted.
(John, Peter; unanimous (7-0))

IV. Review and Approval of the Minutes of June 10, 2024 Regular Board Meeting

The minutes of the meetings held June 10, 2024 were approved.
(Mary, Colleen; unanimous (7-0))

V. Approval of Treasurer's Report

Warrants

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

OPERATING ACCOUNT	\$129,742.17
CULTURAL ACTIVITIES FUND	1,940.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	2,646.25

Donations in excess of \$1,000
\$1,000 Friends of the Mattituck-Laurel Library for Health Fair T-shirts
(Peter, Randi; unanimous (7-0))

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, Colleen; unanimous (7-0))

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, John; unanimous (7-0))

Shauna shared some highlights with the Board. Three Mattituck High School seniors were the recipients of the Friend's Scholarship. Friends will continue with monthly raffles to support the Friend's Scholarship Fund. Shauna is grateful to the Friends for their continued generosity. Shauna received updates from Tom Volz, there are two policies on this month's agenda in response to Tom's memos. The wording has been taken from the memo and is reflected in the revised policies. Some Board members were asked to visit Dime Bank in Mattituck to sign signature cards/the resolution. The Alzheimer's Association support group facilitator was invited to Town Hall to speak about advocacy and resources on the East End and our library was mentioned as a community partner due to the caregiver support group meeting here. The family film, Migration, will be shown outdoors, weather permitting, on Friday, July 12th. On Saturday, July 13th, the 46th annual Street Fair will take place on Old Sound Avenue, at the intersection of Love Lane, the SLED (Suffolk Libraries Empowering Discovery) Mobile Library will be at this fun event. There will be an American Girl Celebratory Tea Party and Author Talk on Saturday, August 17th. To kick off this big event patrons are asked to send pictures of themselves, and their doll and stories of childhood play with their dolls, siblings, and friends. And finally, an engaged couple who have a great fondness of libraries and reading asked if they can take their engagement photos in the library, after hours.

VIII. President's Remarks

Jim reported that Bev Wowak accepted the voluntary retirement incentive. Bev has been invited to attend the August Board Meeting. Jim acknowledged Bev's contributions to the library, her knowledge and expertise will be tough to replace. There will be an open house to honor Bev's retirement on Thursday, September 5th from 4PM – 7PM.

IX. Committee Reports

A. Building / Grounds & Long-Range Planning

The building committee met on June 11th with the architect and conversation continues about the interior building renovations. A 2022 Sand Pebble report indicated that updates are necessary on the roof angles and drainage, HVAC, elevator, windows etc. Renderings from the architect may be ready shortly and a meeting with the public will be scheduled to share this work. The installation of the shade system is ongoing, Shauna is waiting on an estimate from Wm. J. Mills & Co., Jim spoke about reinstalling the shade sail from last year once the pilings have been secured.

X. Old Business

none

XI. New Business

A. Revise Policy: Nursing Mothers in the Workplace

Motion to accept Nursing Mothers in the Workplace revised policy
(Mary, Peter; (7-0))

B. Adopt Leave Policy – Prenatal Personal Leave

Motion to adopt Leave Policy – Prenatal Personal Leave law changing January 1, 2025
(Peter, John; (7-0))

C. Riverhead Building Supply Credit Application

Motion to approve Riverhead Building Supply Credit Application for the little free food pantry
(Katie, John; (7-0))

XII. Period of Public Expression

Public comment was given by community members.

XIII. Adjournment

Motion to adjourn at 6:26PM
(John, Mary; unanimous (7-0))

Dates of Future Board Meetings

Monday, August 12, 2024

Monday, September 9, 2024

Monday, October 21, 2024

Respectfully submitted,
Katie O'Rourke
Secretary



Mattituck-Laurel LIBRARY

Warrants / Expenses

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

Approved at the Library Board Meeting on July 8, 2024

Operating Account Total \$ 129,742.17

 Payroll \$ 74,629.98

 Non Payroll \$ 55,112.19

Cultural Activities Fund \$ 1,940.00

Money Market Account \$0

Building Fund Savings \$0

Building Fund Checking \$ 2,646.25

Donations in excess of \$1,000 \$1000.00 Friends of the Mattituck-Laurel
Library for Health Fair T-shirts

07/02/24

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Jun 24</u>
General Fund	
Operating Fund	574,928.05
Building Fund	
Checking	281,481.09
Savings	57,307.93
	<hr/>
Total Building Fund	338,789.02
	<hr/>
Total General Fund	913,717.07
Cultural Activities Fund	
Coffee Machine	668.67
Teen Programs	-24.24
Children's Programs	1,226.17
Staff Activity Fund	1,550.06
Adult Programs Wash Acco...	7,423.43
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
	<hr/>
Total Cultural Activities Fund	11,566.12
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	16,561.87
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	636,297.45
	<hr/>
TOTAL	1,561,580.64

07/02/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Library Materials				
Youth Materials				
Youth DVD's				
06/06/2024	Midwest Tape	505545351	13.99	13.99
06/06/2024	Midwest Tape	505545355	24.49	24.49
Total Youth DVD's				38.48
Youth Books				
06/03/2024	B&T Juvenile Account	May invoices	1,109.32	1,109.32
Total Youth Books				1,109.32
Total Youth Materials				1,147.80
Adult Materials				
DVD/Music CD				
06/04/2024	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
06/06/2024	Midwest Tape	505545350	13.99	13.99
06/06/2024	Midwest Tape	505545352	23.79	23.79
06/06/2024	Midwest Tape	505545353	23.79	23.79
06/11/2024	Midwest Tape	505552417	24.49	24.49
06/11/2024	Midwest Tape	505552418	18.19	18.19
06/11/2024	Midwest Tape	505552419	20.99	20.99
06/30/2024	Midwest Tape	505608774	20.99	20.99
06/30/2024	Midwest Tape	505615195	12.59	12.59
06/30/2024	Midwest Tape	505615197	12.59	12.59
06/30/2024	Midwest Tape	505615198	11.19	11.19
06/30/2024	Midwest Tape	505615199	28.69	28.69
06/30/2024	Midwest Tape	505666035	20.99	20.99
06/30/2024	Midwest Tape	505666036	113.35	113.35
Total DVD/Music CD				370.63
Digital Material Subscriptions				
06/04/2024	Kanopy, Inc.	118 Tickets, 1 Credit	123.00	123.00
06/04/2024	Midwest Tape	Hoopla month ending 5/...	154.68	154.68
06/13/2024	Library Ideas, LLC	Freegal Music & Streami...	3,780.00	3,780.00
Total Digital Material Subscriptions				4,057.68
Adult Books				
06/04/2024	B&T Adult Account	May Invoices	436.11	436.11
06/17/2024	Business Card	Typhoon, Notary	28.98	28.98
Total Adult Books				465.09
Large Print Books				
06/04/2024	B&T Adult Account	May Invoices	161.74	161.74
Total Large Print Books				161.74
Newspapers				
06/10/2024	Newsday	Subscription from 06/21/...	319.92	319.92
06/25/2024	BookPage	Book Page Pring / 12 m...	414.00	414.00
Total Newspapers				733.92
Total Adult Materials				5,789.06
Teen Materials				
06/04/2024	B&T Teen Account	May invoices	160.07	160.07
Total Teen Materials				160.07

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Library Materials				7,096.93
Capital Expenditures				
06/13/2024	Percussion Play, Ltd.	Percussion Instruments ...	5,275.20	5,275.20
Total Capital Expenditures				5,275.20
Technology				
06/06/2024	PM Communications Corp.	Monthly Maintenance	117.89	117.89
06/17/2024	Business Card	Square Register	1,199.49	1,199.49
Total Technology				1,317.38
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
06/13/2024	Living Art Aquariums	Service 5/1/24,5/15/24,5...	321.73	321.73
Total Aquarium Maintenance				321.73
Exterminator				
06/04/2024	Hampton Pest Management, Inc.	Rodent Control	125.00	125.00
Total Exterminator				125.00
Elevator Maint.				
06/03/2024	Champion Elevator	Quarterly Maintenance / ...	1,341.87	1,341.87
Total Elevator Maint.				1,341.87
Other Building Maint.				
06/03/2024	Mattituck Plumbing & Heating	Replaced Faucets in Sta...	1,383.00	1,383.00
Total Other Building Maint.				1,383.00
Total Building Maintenance				3,171.60
Electric				
06/30/2024	PSEGLI	Service from May 21, 20...	2,367.35	2,367.35
Total Electric				2,367.35
Gas				
06/30/2024	National Grid	Billing period Maty 17, 2...	62.07	62.07
Total Gas				62.07
Grounds Maintenance				
Other Grounds Maintenance				
06/04/2024	Twin Fork Landscape Contracti...	5 Cuts 4/30,5/6,5/14,5/2...	595.00	595.00
06/14/2024	Twin Fork Landscape Contracti...	Shearing w/ Bed Mainte...	1,695.00	1,695.00
06/30/2024	Twin Fork Landscape Contracti...	4 Cuts 6/4,6/11,6/18,6/2...	290.00	290.00
Total Other Grounds Maintenance				2,580.00
Total Grounds Maintenance				2,580.00
Water				
SCWA				
06/06/2024	Suffolk County Water Authority	Service from Mar 01, 20...	379.58	379.58
Total SCWA				379.58
Total Water				379.58
Garbage Removal				

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
06/30/2024	Mattituck Environmental Services	4 Yd Trash Service	252.72	252.72
Total Garbage Removal				252.72
Total Operations and Maintenance				8,813.32
Miscellaneous Expense				
Legal Fees				
06/11/2024	Volz & Vigliotta, PLLC	Personnel Matters / Dire...	120.00	120.00
Total Legal Fees				120.00
Maintenance Office Equipment				
Optimum Internet Service				
06/17/2024	Optimum	Billing period 06/16/24 t...	245.00	245.00
Total Optimum Internet Service				245.00
Computer/Network Maintenance				
06/30/2024	L2J Consulting, Inc.	Monthly IT Support - Jun...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
06/30/2024	Elan Financial Services	DRI*CrashPlan	32.55	32.55
Total Computer Software Licenses				32.55
Total Maintenance Office Equipment				1,277.55
Membership				
Museum Passes				
06/11/2024	Business Card	Met Opera Annual Fee	149.99	149.99
Total Museum Passes				149.99
Total Membership				149.99
Postage				
Post Office Box Fee				
06/04/2024	Postmaster	Annual Fee for Box #1437	188.00	188.00
Total Post Office Box Fee				188.00
Total Postage				188.00
Printing & Advertising				
Other printing & advertising				
06/06/2024	Floyd Memorial Library.	Ad Suffolk Times Summ...	143.75	143.75
06/14/2024	Mattituck Chamber of Commerce	2024 Street Fair July 13th	150.00	150.00
Total Other printing & advertising				293.75
Newsletter printing				
06/30/2024	Pine Barrens Printing	July/August Newsletter	4,671.00	4,671.00
Total Newsletter printing				4,671.00
Total Printing & Advertising				4,964.75
Professional Fees				
SCLS Telecommunications				
06/30/2024	SCLS-Telecommunications	200 Mbps Yr 25 (7/1/24-...	9,900.00	9,900.00
Total SCLS Telecommunications				9,900.00

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
SCLS/Overdue Notices				
06/04/2024	SCLS	Overdues - Processes &...	14.08	14.08
Total SCLS/Overdue Notices				14.08
Total Professional Fees				9,914.08
Programs - Adult				
Adult Reading Club & Book Discu				
06/17/2024	Business Card	Candles, card games, B...	729.74	729.74
06/30/2024	Elan Financial Services	Bev's order includes sal...	191.18	191.18
Total Adult Reading Club & Book Discu				920.92
Adult Programs				
06/03/2024	Doreen M. Monteleone-Nyman	How to Grow Figs 6/4/24	200.00	200.00
06/06/2024	Lee McAllister	Cranberry Bog Hike 5/3...	275.00	275.00
06/11/2024	Brilliance Publishing, Inc.	Lost to Dune Road - Qty...	101.94	101.94
06/12/2024	Westhampton Free Library	Queer Pride on the Low...	50.00	50.00
06/17/2024	Business Card	Table covers, Plates, Ta...	131.42	131.42
06/30/2024	Elan Financial Services	Zoom	63.96	63.96
06/30/2024	Holly Kix	Smartphone Photograph...	275.00	275.00
06/30/2024	Organize Me! of NY, LLC	Getting Organized 6/20/...	475.00	475.00
Total Adult Programs				1,572.32
Total Programs - Adult				2,493.24
Programs - Juvenile				
06/30/2024	Nicole Summers Sparling	Baby boogie, Toddler ta...	350.00	350.00
Total Programs - Juvenile				350.00
Programs - Summer				
06/03/2024	Noah's Ark Animal Workshop, I...	15" Marshmallow Bunny...	2,023.50	2,023.50
06/30/2024	Rob Scott	Campfire Cupcakes 6/2...	350.00	350.00
Total Programs - Summer				2,373.50
Programs - Teen				
06/11/2024	John J. Schwetje	Global History Regents ...	200.00	200.00
06/17/2024	Business Card	Paint, Canvas, Candy, ...	316.09	316.09
06/17/2024	Therese M. Lengyel	Chemistry Regents Revi...	200.00	200.00
06/17/2024	John Albers	Geometry Regents Revi...	200.00	200.00
Total Programs - Teen				916.09
Supplies - Library				
06/04/2024	The Library Store	Classification Labels - C...	37.79	37.79
06/06/2024	Demco	Various Labels for Yout...	309.98	309.98
06/06/2024	Orlowski Hardware Company, I...	Plastic Ribs	6.79	6.79
06/17/2024	Business Card	Card, Light, Cart, Regist...	205.51	205.51
06/30/2024	Demco	Graphics Sign Holder 47...	287.00	287.00
06/30/2024	Elan Financial Services	Time Review credit \$63...	4.35	4.35
Total Supplies - Library				851.42
Supplies - Office				
06/04/2024	Quill Corporation	Napkins, Coffeemate	46.66	46.66
06/04/2024	Quill Corporation	Fax Cartridge / Brother ...	44.98	44.98
06/04/2024	Quill Corporation	Kleenex, Envelope 6.5x...	64.98	64.98
06/13/2024	Quill Corporation	Canon e20 black toner	112.99	112.99
06/14/2024	Quill Corporation	Envelopes, Book Tape, ...	217.48	217.48
06/17/2024	Business Card	Binder clips	5.62	5.62
06/30/2024	Quill Corporation	Shredder wastebags, C...	82.49	82.49

07/02/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
06/30/2024	Quill Corporation	Toner cartridges / HP, c...	383.97	383.97
Total Supplies - Office				959.17
Supplies - Paper				
06/30/2024	Quill Corporation	8.5 x 11 copy paper	391.02	391.02
Total Supplies - Paper				391.02
Telephone				
06/17/2024	Optimum	Billing period 06/16/24 t...	154.37	154.37
Total Telephone				154.37
Travel				
06/10/2024	Karen Letteriello.	Reimburse Mileage to S...	21.44	21.44
Total Travel				21.44
Workshops				
06/12/2024	Jenna Geiser	Notary Prep Course SC...	55.00	55.00
Total Workshops				55.00
Total Miscellaneous Expense				25,179.62
Debt Service Total				
Mortgage Interest				
06/17/2024	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				55,112.19

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

	Jun 24
Ordinary Income/Expense	
Income	
PILOT Funds	5,550.18
Mattituck-Cutchoque School Dist	431,886.54
Interest	3.88
Direct Public Support	1,044.10
Fines	76.29
Library Materials Paid For	63.89
Copy Machine	687.21
	439,312.09
Total Income	439,312.09
Gross Profit	439,312.09
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	26,882.69
Clerical	31,451.95
Custodian	3,651.64
	61,986.28
Benefits	
Fica	4,538.97
Disability Insurance	-286.12
Medical Insurance	5,438.40
Retirement	4,175.27
	13,866.52
Total Payroll Expenses	75,852.80
Library Materials	
Youth Materials	
Youth DVD's	38.48
Youth Books	1,109.32
	1,147.80
Adult Materials	
DVD/Music CD	370.63
Digital Material Subscriptions	4,057.68
Adult Books	465.09
Large Print Books	161.74
Newspapers	733.92
	5,789.06
Teen Materials	160.07
Total Library Materials	7,096.93
Capital Expenditures	5,275.20
Technology	1,317.38
Operations and Maintenance	
Building Maintenance	

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

	Jun 24
Aquarium Maintenance	321.73
Exterminator	125.00
Elevator Maint.	1,341.87
Other Building Maint.	1,383.00
Total Building Maintenance	3,171.60
Electric	2,367.35
Gas	62.07
Grounds Maintenance	
Other Grounds Maintenance	2,580.00
Total Grounds Maintenance	2,580.00
Water	
SCWA	379.58
Total Water	379.58
Garbage Removal	252.72
Total Operations and Maintenance	8,813.32
Miscellaneous Expense	
Legal Fees	120.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	245.00
Computer/Network Maintenance	1,000.00
Computer Software Licenses	32.55
Total Maintenance Office Equipm...	1,474.95
Membership	
Museum Passes	149.99
Total Membership	149.99
Postage	
Post Office Box Fee	188.00
Total Postage	188.00
Printing & Advertising	
Other printing & advertising	293.75
Newsletter printing	4,671.00
Total Printing & Advertising	4,964.75
Professional Fees	
Payroll Processing	507.70
SCLS Telecommunications	9,900.00
SCLS/Overdue Notices	14.08
Total Professional Fees	10,421.78
Programs - Adult	
Adult Reading Club & Book Dis...	920.92

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

	Jun 24
Adult Programs	<u>1,572.32</u>
Total Programs - Adult	2,493.24
Programs - Juvenile	350.00
Programs - Summer	2,373.50
Programs - Teen	916.09
Supplies - Library	851.42
Supplies - Office	959.17
Supplies - Paper	391.02
Telephone	154.37
Travel	21.44
Workshops	<u>55.00</u>
Total Miscellaneous Expense	25,884.72
Debt Service Total	
Mortgage Interest	<u>7,429.74</u>
Total Debt Service Total	<u>7,429.74</u>
Total Expense	<u>131,670.09</u>
Net Ordinary Income	<u>307,642.00</u>
Net Income	<u><u>307,642.00</u></u>

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

	Jan - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	13,024.10	4,000.00	9,024.10	325.6%
Mattituck-Cutchoque School Dist	1,351,192.79	1,663,155.00	-311,962.21	81.2%
NY State Incentive	180.00	1,800.00	-1,620.00	10.0%
Interest	18.57	100.00	-81.43	18.6%
Direct Public Support	3,059.31	2,000.00	1,059.31	153.0%
Fines	430.25			
Library Materials Paid For	292.57			
Copy Machine	3,131.35	2,000.00	1,131.35	156.6%
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	1,442,233.34	1,678,455.00	-236,221.66	85.9%
Gross Profit	1,442,233.34	1,678,455.00	-236,221.66	85.9%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	173,685.40	350,493.00	-176,807.60	49.6%
Clerical	197,977.70	453,257.00	-255,279.30	43.7%
Custodian	23,876.99	47,675.00	-23,798.01	50.1%
Total Salaries	395,540.09	851,425.00	-455,884.91	46.5%
Benefits				
Fica	28,969.01	63,298.00	-34,328.99	45.8%
Disability Insurance	591.92	1,000.00	-408.08	59.2%
Medical Insurance	26,866.69	104,560.00	-77,693.31	25.7%
Retirement	24,982.38	60,017.00	-35,034.62	41.6%
Unemployment Insurance	6,199.49	11,000.00	-4,800.51	56.4%
Total Benefits	87,609.49	239,875.00	-152,265.51	36.5%
Total Payroll Expenses	483,149.58	1,091,300.00	-608,150.42	44.3%
Library Materials				
Youth Materials				
Youth Arts & Crafts	260.60	2,500.00	-2,239.40	10.4%
Youth DVD's	214.97	500.00	-285.03	43.0%
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	6,998.15	14,000.00	-7,001.85	50.0%
Total Youth Materials	8,512.86	19,000.00	-10,487.14	44.8%
Adult Materials				
DVD/Music CD	1,885.37	4,000.00	-2,114.63	47.1%
Live-brary Downloadable e-bo...	51,651.00	54,000.00	-2,349.00	95.7%
Digital Material Subscriptions	7,114.45	13,000.00	-5,885.55	54.7%
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	7,083.15	21,000.00	-13,916.85	33.7%
Reference Books and Data Ba...	666.67	2,000.00	-1,333.33	33.3%
Adult Ref Books				
Local History	475.00	1,000.00	-525.00	47.5%
Continuations	0.00	2,500.00	-2,500.00	0.0%
Total Adult Ref Books	475.00	3,500.00	-3,025.00	13.6%
Virtual Reference Collection	0.00	5,500.00	-5,500.00	0.0%

11:49 AM
07/02/24
Cash Basis

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

	Jan - Jun 24	Budget	\$ Over Budget	% of Budget
Adult Audio Books	0.00	1,000.00	-1,000.00	0.0%
Large Print Books	1,653.44	5,000.00	-3,346.56	33.1%
Newspapers	3,898.93	7,000.00	-3,101.07	55.7%
Periodicals	4,838.82	5,000.00	-161.18	96.8%
Total Adult Materials	79,266.83	122,050.00	-42,783.17	64.9%
Teen Materials	843.68	2,500.00	-1,656.32	33.7%
Total Library Materials	88,623.37	143,550.00	-54,926.63	61.7%
Capital Expenditures	20,295.20	19,000.00	1,295.20	106.8%
Technology	2,655.89	9,200.00	-6,544.11	28.9%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	1,816.73	3,500.00	-1,683.27	51.9%
HVAC Maintenance	0.00	2,000.00	-2,000.00	0.0%
Exterminator	545.00	1,000.00	-455.00	54.5%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	225.00	200.00	25.00	112.5%
Elevator Maint.	3,161.75	4,500.00	-1,338.25	70.3%
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.	3,696.50	7,000.00	-3,303.50	52.8%
Total Building Maintenance	11,365.68	20,975.00	-9,609.32	54.2%
Custodial Supplies	584.76	1,000.00	-415.24	58.5%
Electric	11,174.72	27,500.00	-16,325.28	40.6%
Gas	5,130.52	11,000.00	-5,869.48	46.6%
Grounds Maintenance				
Snow Removal	1,525.00	4,500.00	-2,975.00	33.9%
Sprinkler Maintenance	220.00	700.00	-480.00	31.4%
Other Grounds Maintenance	7,900.00	11,000.00	-3,100.00	71.8%
Total Grounds Maintenance	9,645.00	16,200.00	-6,555.00	59.5%
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	1,168.29	3,500.00	-2,331.71	33.4%
Total Water	1,810.92	4,500.00	-2,689.08	40.2%
Garbage Removal	1,769.04	3,000.00	-1,230.96	59.0%
Total Operations and Maintenance	49,737.64	118,175.00	-68,437.36	42.1%
Miscellaneous Expense				
Longevity Benefit	1,380.35	1,500.00	-119.65	92.0%
Legal Fees	336.00	2,500.00	-2,164.00	13.4%
Contingency	0.00	3,000.00	-3,000.00	0.0%
Maintenance Office Equipment				
Verizon Mobile Hotspots	1,218.24	2,400.00	-1,181.76	50.8%
Optimum Internet Service	1,470.32	3,200.00	-1,729.68	45.9%
Copy Machine	2,064.11	8,500.00	-6,435.89	24.3%
Computer/Network Maintenance	6,000.00	12,000.00	-6,000.00	50.0%

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

	Jan - Jun 24	Budget	\$ Over Budget	% of Budget
BookScan Maintenance	690.00	700.00	-10.00	98.6%
Computer Software Licenses	6,682.37	9,000.00	-2,317.63	74.2%
Total Maintenance Office Equip...	18,125.04	35,800.00	-17,674.96	50.6%
Membership				
Professional Memberships	1,531.00	2,200.00	-669.00	69.6%
Museum Passes	1,609.99	5,000.00	-3,390.01	32.2%
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	3,265.99	8,350.00	-5,084.01	39.1%
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	188.00	160.00	28.00	117.5%
Total Postage	1,985.89	2,680.00	-694.11	74.1%
Printing & Advertising				
Other printing & advertising	2,630.36	1,000.00	1,630.36	263.0%
Newsletter printing	15,395.00	12,000.00	3,395.00	128.3%
Total Printing & Advertising	18,025.36	13,000.00	5,025.36	138.7%
Professional Fees				
Payroll Processing	3,339.37	10,500.00	-7,160.63	31.8%
SCLS Telecommunications	9,900.00	10,500.00	-600.00	94.3%
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	143.92	500.00	-356.08	28.8%
SCLS/Annual Membership	11,841.00	12,000.00	-159.00	98.7%
Total Professional Fees	31,471.67	56,800.00	-25,328.33	55.4%
Programs - Adult				
Motion Picture/Music Licensing	87.49	500.00	-412.51	17.5%
Adult Reading Club & Book Di...	2,829.40	3,500.00	-670.60	80.8%
Adult Programs	11,913.62	16,000.00	-4,086.38	74.5%
Total Programs - Adult	14,830.51	20,000.00	-5,169.49	74.2%
Programs - Juvenile	7,112.69	10,500.00	-3,387.31	67.7%
Programs - Summer	3,044.70	8,000.00	-4,955.30	38.1%
Programs - Teen	2,705.29	8,000.00	-5,294.71	33.8%
Supplies - Library	3,516.57	10,500.00	-6,983.43	33.5%
Supplies - Office	1,838.45	4,000.00	-2,161.55	46.0%
Supplies - Paper	728.73	2,500.00	-1,771.27	29.1%
Telephone	927.47	2,200.00	-1,272.53	42.2%
Travel	872.78	2,200.00	-1,327.22	39.7%
Workshops	256.68	2,200.00	-1,943.32	11.7%
Staff Development	0.00	1,000.00	-1,000.00	0.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	110,424.17	197,230.00	-86,805.83	56.0%
Debt Service Total				
Mortgage Principal	103,722.12			
Mortgage Interest	8,697.32			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	112,419.44	100,000.00	12,419.44	112.4%

11:49 AM
07/02/24
Cash Basis

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

	Jan - Jun 24	Budget	\$ Over Budget	% of Budget
Total Expense	867,305.29	1,678,455.00	-811,149.71	51.7%
Net Ordinary Income	574,928.05	0.00	574,928.05	100.0%
Net Income	<u>574,928.05</u>	<u>0.00</u>	<u>574,928.05</u>	<u>100.0%</u>

07/02/24

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Bill	06/12/2024	MityLite Inc.	Qty 25 MeshOne...	-1,875.00
Bill	06/13/2024	Trimble's of Corchaug N...	Landscape plants	-771.25
Total Checking				-2,646.25
Total Building Fund				-2,646.25
Total General Fund				-2,646.25
Cultural Activities Fund				
Coffee Machine				
Deposit	06/03/2024		Coffee	3.00
Deposit	06/10/2024		Coffee	9.00
Deposit	06/17/2024		Coffee	6.00
Deposit	06/29/2024		Coffee	4.00
Total Coffee Machine				22.00
Adult Programs Wash Account				
Deposit	06/03/2024		Yoga Walk in	20.00
Deposit	06/03/2024		LI Aquarium Tick...	135.00
Deposit	06/03/2024		Defensive Driving	35.00
Deposit	06/03/2024		Defensive Drivin...	67.36
Deposit	06/10/2024		Defensive Driving	33.68
Deposit	06/10/2024		Yoga Walk in	20.00
Deposit	06/10/2024		LI Aquarium Tick...	108.00
Deposit	06/17/2024		Yoga	20.00
Deposit	06/17/2024		LI Aquarium Tick...	108.00
Deposit	06/17/2024		Defensive Drivin...	134.72
Bill	06/17/2024	Rosemary Martilotta	Yoga / Series 7x...	-580.00
Bill	06/18/2024	Suffolk Safety Program	Defensive Drivin...	-560.00
Deposit	06/29/2024		Cooking	10.00
Deposit	06/29/2024		BBQ \$70, Chees...	20.87
Bill	06/30/2024	Laurie Short	Chair Strength S...	-440.00
Bill	06/30/2024	Alice Jones	Intermediate Cro...	-360.00
Total Adult Programs Wash Account				-1,227.37
Total Cultural Activities Fund				-1,205.37
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	06/28/2024		Interest	24.41
Total Undesignated & Interest				24.41
Total Gift and Trust Fund - MM				24.41
TOTAL				-3,827.21

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

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	06/03/2024	12527	B&T Juvenile Acco...	L 935700	-1,109.32
Bill Pmt -Check	06/03/2024	12528	Champion Elevator	Cstmr MATTITUCK-LAU...	-1,341.87
Bill Pmt -Check	06/03/2024	12529	Mattituck Plumbing ...	Acct MAT-LIB, Invoice 5...	-1,383.00
Bill Pmt -Check	06/03/2024	12530	Noah's Ark Animal ...	Invoice N0992	-2,023.50
Bill Pmt -Check	06/03/2024	12531	Doreen M. Monte...	How to Grow Figs 6/4/24	-200.00
Bill Pmt -Check	06/04/2024	12532	BookPage	Acct M0367, In S82947	-414.00
Bill Pmt -Check	06/04/2024	12533	ELM USA, Inc.	Invoice 67848	-25.00
Bill Pmt -Check	06/04/2024	12534	Hampton Pest Man...	Acct 2450, Inv 70884	-125.00
Bill Pmt -Check	06/04/2024	12535	Kanopy, Inc.	Invoice 402013-PPU	-123.00
Bill Pmt -Check	06/04/2024	12536	Midwest Tape	11952	-154.68
Bill Pmt -Check	06/04/2024	12537	Postmaster	Annual Fee for Box #1437	-188.00
Bill Pmt -Check	06/04/2024	12538	Quill Corporation	03047280	-156.62
Bill Pmt -Check	06/04/2024	12539	SCLS	MATT	-14.08
Bill Pmt -Check	06/04/2024	12540	The Library Store	Cstmr 20058, Inv 689837	-37.79
Bill Pmt -Check	06/04/2024	12541	Twin Fork Landsca...	Invoice 26920	-595.00
Bill Pmt -Check	06/04/2024	12542	B&T Adult Account	L 90004-3	-597.85
Bill Pmt -Check	06/04/2024	12543	B&T Teen Account	L943258	-160.07
Bill Pmt -Check	06/06/2024	12544	Demco	810225915	-309.98
Bill Pmt -Check	06/06/2024	12545	Floyd Memorial Libr...	Ad Suffolk Times Summ...	-143.75
Bill Pmt -Check	06/06/2024	12546	Lee McAllister	Cranberry Bog Hike 5/30...	-275.00
Bill Pmt -Check	06/06/2024	12547	Midwest Tape	11952	-100.05
Bill Pmt -Check	06/06/2024	12548	Orlowski Hardware ...	Stmnt 4/29/24 to 5/28/24	-6.79
Bill Pmt -Check	06/06/2024	12549	PM Communication...	Invoice 43256	-117.89
Bill Pmt -Check	06/06/2024	12550	Suffolk County Wat...	Acct 3000390878	-379.58
Bill Pmt -Check	06/10/2024	12551	NYS Employees He...	03909	-7,829.60
Bill Pmt -Check	06/10/2024	12552	Karen Letteriello.	Reimburse Mileage to S...	-21.44
Bill Pmt -Check	06/10/2024	12553	Newsday	Acct 40410623	-319.92
Bill Pmt -Check	06/11/2024	12554	Brilliance Publishin...	VOID: Invoice IN163814...	0.00
Bill Pmt -Check	06/11/2024	12555	Business Card	5474 9700 8150 2023	-149.99
Bill Pmt -Check	06/11/2024	12556	Midwest Tape	11952	-63.67
Bill Pmt -Check	06/11/2024	12557	John J. Schwetje	Global History Regents ...	-200.00
Bill Pmt -Check	06/11/2024	12558	Brilliance Publishin...	Invoice IN1638147, Cst...	-101.94
Bill Pmt -Check	06/11/2024	12559	Volz & Vigliotta, PL...	Acct MLL-01M, Stmnt 56...	-120.00
Bill Pmt -Check	06/12/2024	12560	Jenna Geiser	Notary Prep Course SC...	-55.00
Bill Pmt -Check	06/12/2024	12561	Westhampton Free ...	Invoice 06052024MA	-50.00
Bill Pmt -Check	06/13/2024	12562	Library Ideas, LLC	Invoice #114196	-3,780.00
Bill Pmt -Check	06/13/2024	12563	Living Art Aquariums	Invoice 2001	-321.73
Bill Pmt -Check	06/13/2024	12564	Percussion Play, Ltd.	Job ref. SO/21047, PO ...	-5,275.20
Bill Pmt -Check	06/13/2024	12565	Quill Corporation	03047280	-112.99
Bill Pmt -Check	06/14/2024	12566	Mattituck Chamber ...	2024 Street Fair July 13th	-150.00
Bill Pmt -Check	06/14/2024	12567	Quill Corporation	03047280	-217.48
Bill Pmt -Check	06/14/2024	12568	Twin Fork Landsca...	Invoice 27036	-1,695.00
Bill Pmt -Check	06/17/2024	12569	Business Card	5474 1518 7474 0647	-2,616.85
Bill Pmt -Check	06/17/2024	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	06/17/2024	12570	John Albers	Geometry Regents Revi...	-200.00
Bill Pmt -Check	06/17/2024	12571	Optimum	Acct. no. 07839-381822-...	-399.37
Bill Pmt -Check	06/17/2024	12572	Therese M. Lengyel	Chemistry Regents Revi...	-200.00
Bill Pmt -Check	06/30/2024	12573	Aflac	Acct NQH35, Inv 444334	-51.24
Bill Pmt -Check	06/30/2024	12574	Daniel J. Faraone	Medicare Reimburseme...	-562.50
Bill Pmt -Check	06/30/2024	12575	Demco	810225915	-287.00
Bill Pmt -Check	06/30/2024	12576	Elan Financial Servi...	4798 5101 7200 1022	-292.04
Bill Pmt -Check	06/30/2024	12577	Garrett H. Moore	Medicare Reimburseme...	-384.00
Bill Pmt -Check	06/30/2024	12578	Holly Kix	Smartphone Photograph...	-275.00
Bill Pmt -Check	06/30/2024	12579	Kay Zegel.	Medicare Reimburseme...	-562.50
Bill Pmt -Check	06/30/2024	12580	L2J Consulting, Inc.	Invoice 062024	-1,000.00
Bill Pmt -Check	06/30/2024	12581	Mattituck Environm...	Invoice 5939136, Cstmr ...	-252.72
Bill Pmt -Check	06/30/2024	12582	Midwest Tape	11952	-220.39
Bill Pmt -Check	06/30/2024	12583	National Grid	Act 43544-64005	-62.07
Bill Pmt -Check	06/30/2024	12584	Nicole Summers Sp...	Baby boogie, Toddler ta...	-350.00
Bill Pmt -Check	06/30/2024	12585	Organize Me! of NY...	Getting Organized 6/20/...	-475.00
Bill Pmt -Check	06/30/2024	12586	Pine Barrens Printing	Invoice 34347	-4,671.00
Bill Pmt -Check	06/30/2024	12587	PSEGLI	Cstmr 0295-3001-61-3, ...	-2,367.35
Bill Pmt -Check	06/30/2024	12588	Quill Corporation	03047280	-857.48
Bill Pmt -Check	06/30/2024	12589	Rob Scott	Campfire Cupcakes 6/27...	-350.00

07/02/24

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

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Bill Pmt -Check	06/30/2024	12590	SCLS-Telecommun...	Invoice 73950	-9,900.00
Bill Pmt -Check	06/30/2024	12591	Twin Fork Landsca...	Invoice 27087	-290.00
Bill Pmt -Check	06/30/2024	12592	Verizon	Acct. 242398426-00001,...	-197.40
Total BNB Operating Checking					-64,699.43
TOTAL					-64,699.43