

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

MEETING DATE: Monday August 12, 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 July 8, 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. Independent Audit – Engagement Letter
 - B. October Meeting
- XII. Period of Public Expression
- XIII. Adjournment

Next Meeting – September 9, 2024

Directors Report July 2024

Building and Grounds

On July 16th the alarm panel indicated that a carbon monoxide sensor needed to be changed out. Suffolk Security was on site on July 18th to change the sensor.

The HVAC was struggling to keep the building cool on July 16th, Kolb was alerted of the situation and was able to send someone out that afternoon, it was determined that the blower motor had a broken belt. The technician was able to repair the broken belt and the system was functioning by the end of the day.

The Percussion Play instruments have been manufactured and were shipped on July 30th. Delivery is expected within the next two weeks.

Programs and Services

Code club started on July 9th; we had four participants at our first meeting. We have had some drop off but consistently get 1-2 participants for each club. The facilitators will meet once we wrap the summer club and will discuss a fall or winter club, the day and time for the summer club did not seem to be a good fit for our patrons.

Despite the weather forecast our outdoor family movie took place on Friday July 12th. We had a smaller turnout than anticipated, however those that did attend were thrilled with the event, the greenspace, and the refreshments we provided.

We have seen several folks participating in the summer tour and have had a lot of positive comments about our library!

Upcoming programs and events to note:

Self Defense for Women – August 6, 5pm – 7pm

End of Summer Celebration – August 14, 11am – 3pm

American Girl Celebratory Tea party, Author Talk & Silent Auction – August 17, 11am – 12pm

Book Talk with Richard Olsen-Harbich – August 29, 4pm – 6:30pm

Friends of the Library

I attended the Friends meeting on Tuesday July 16th, the annual membership mailing took place on August 1st at 9am.

The Friends are currently organizing for the hot dog picnic on August 14th at 12pm.

The next Friends meeting is Tuesday September 17th at 9:30am.

Administrative

PALS staff visited our library on Monday July 8th to conduct a training for our staff and other zone 1 libraries staff. The group showed an interested in more advanced trainings, I will be working with the PALS staff to schedule something in the fall.

I was contacted by Hannah Boyd and Remy Trynieszewski who are working together to complete their Girl Scouts Silver Project. Hannah and Remy have been working with the Atlantic Marine Conservation Society and UpSculpt to learn how to collect, clean and sort waste that they find on the beaches and eventually form it into a sculpture. They wish to unveil their sculpture at the Library and give it a semipermanent home where folks can view their work and become informed about the danger that debris presents to sea life.

Casi Burns who is an LIS student and colleague from Westhampton Free Library contacted me to see if we could assist her with an interview assignment. Casi came to our Library on July 11th and interviewed Jackie, Sara, and me. Assisting LIS students with projects and/or assignments is always welcome, and it helps expose our staff to different ideas and information.

The Street Fair took place on July 13th, it started off rainy and quiet but picked up as the day went on. We sold \$93 in raffle tickets for the Friends and greeted many of our patrons and even made new connections. The SLED featured Mario Kart and greenscreen photos.

I was invited to take part in an interview with The Suffolk Times for the American Girl Doll Program. I will be sure to share the article once it is published.

I also reached out to The Suffolk Times regarding Bev's retirement, I felt that it would be a noteworthy story considering Bev's importance to the Library and our community. A reporter interviewed Bev and the story should be in the August 8th edition of the newspaper.

I plan to meet with both Bev and Sara to discuss Bev's job description and how the adult services department is going to move ahead regarding those job duties considering Bev's retirement is about a month away.

We received two petitions back for the trustee election, both Mary Sanchez and John Carter will be on the ballot for the September election.

We received the engagement letter from the auditors, it is included for everyone to review prior to accepting to engage the independent auditors for the 2023 audit.

Due to the Columbus Day holiday the Board meeting was scheduled for October 21st, two of our officers, Jim and Mary have conflicts with that date. There will be time for discussion whether to move the meeting date to October 28th or to cancel the meeting. Note that the November meeting was also impacted by a holiday, Veteran's Day and has been scheduled for November 18th.

The Tuesday Crew has asked me to call 811 and receive clearance from the five utility companies before they start the food pantry project. I have opened a ticket with 811 and am waiting on the utilities to confirm that there is no electric, gas, or telecommunications lines where we want the pantry installed.

The RBS account has been established under the Library's name and is set for the Tuesday Crew to utilize once the project is underway.

I still have not had any contact from Wm. J. Mills & Co, next time I head to Greenport I will stop in if they are open and see if there is someone I can speak with in person.

I did not receive follow up from the staff member arranging the author talk on August 29th re: serving wine at the event, therefore a special event permit from the SLA was not needed nor was a special event rider for our insurance.

Meetings Attended

July 5 – Code Club Facilitators Meeting

July 9 – Code Club

July 11 – LIS Student Interview

July 11 – Committee: Long Range Planning / Building & Grounds

July 12 – Outdoor Family Movie

July 13 – Mattituck Street Fair

July 15 – Department Heads Meeting

July 16 – Friends of the Library Meeting

July 16 – Code Club

July 16 – Suffolk Times Interview

July 17 – PALS Executive Board Meeting

July 17 – Committee: Long Range Planning / Building & Grounds

July 23 – Reference Department Meeting

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - July 2024

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - Summer is off to a great start. Many patrons are coming in to participate in the summer library tour. Program planning for winter is in full swing. The reference department continues to meet regularly to plan our American Girl celebratory tea party in August. Our ad-hoc committee was interviewed by a writer from *The Suffolk Times*, who plans on featuring our event in an upcoming issue of *The Suffolk Times*. Jerry is out until further notice. The reference department is working to cover his responsibilities and his shifts to the best of our abilities. Weeding and collection development are ongoing.

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

Date	Meeting
7/8/24	Create Lists Training
7/10/24	Girl Scout Project Meeting
7/11/24	Meeting with MLIS student
7/15/24	Department Heads Meeting
7/16/24	Meeting with Ana Borruto of the Suffolk Times
7/23/24	Reference Department Meeting
7/29/24	Meeting with John Ribiero
7/30/24	American Girl Meeting

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

Date	Program	Statistics	Program Platform/Notes
Mondays in July	Chair Strength and Stretch	22 each session	In person
Tuesdays in July	Fiero Code Club	9	In person; statistics reflect a variety of age groups
Ongoing in July	July Reading Challenge	30	Patrons participate on their own
Tuesdays in July	Book Discussion Group	8	In person; offered by Jerry Matovcik (1st of 2 groups)
Wednesdays in July	Book Discussion Group	8	In person; offered by Jerry Matovcik (2nd of 2 groups)

Wednesdays in July	Yoga	6 each session plus 3 walk-ins	In person
By appointment	One-on-one technology appointments	18	In person; offered by Sharon Twickler
7/2/24	Part I. A Cicada Shell: Introduction to Writing Haiku	Stats unavailable	In person; offered by Jerry Matovcik
7/8/24	Alzheimer's Caregiver Support Group	7	In person; offered by a volunteer from the Alzheimer's Association
7/9/24	Part II. The Seeker's Path: The Easy Way to Write Haiku	Stats Unavailable	In person; offered by Jerry Matovcik
7/10/24	Victorian Aromatherapy	11	In person
7/11/24	Battle of the Atlantic Part 1	17	In person; offered by John Ribiero and Jerry Matovcik
7/11/24	Mini Seashell Mandalas	20	In person and grab-and-go (hybrid)
7/12/24	Literary Cafe	12	In person; offered by Bev Wowak
7/12/24	Pioneers of Rock and Roll	54	Virtual
7/16/24	Hoopiness: Adult Hula Hooping Class	12	In person
7/17/24	Invitation to the Opera: <i>Akhnaten</i>	6	In person
7/18/24	Sun vs. Skin	39	Virtual
7/18/24	Alternate Thursday Films: <i>Miracles From Heaven</i>	4	In person
7/18/24	Author Talk: Kara Thomas on her newest novel <i>Lost to Dune Road</i>	12	In person
7/18/24	Painting with Lisa Baglivi	14	In person
7/22/24	Beaded Wind Chimes	16	In person
7/23/24	Part III. Spicy Radish: The Easy Way to Write Haiku	N/A	Canceled due to staff absence
7/23/24	Home and Auto Insurance	N/A	Canceled due to low enrollment

	Market Update		
7/24/24	Book Discussion Group	15	In person; offered by Bev Wowak
7/25/24	Artificial Intelligence	9	Virtual
7/29/24	Mindfulness	9	In person

*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 winter program planning. Some winter programs include, but are not limited to: . Fall prevention, The Lucille Ball Story, Salsa dancing and more.

Social Media/Marketing - Diana continues to make adult program flyers and promote via a variety of marketing platforms. 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 have consulted with Jackie to begin the shelf shifting process.

Newspapers and Electronic Resources - All newspaper subscriptions and e-resources are up to date at this time.

Adult Grab-and-Go Kits - Grab-and-go kits will be offered on a rolling basis, as we are able to make them. We will be taking a break for the summer and will revisit the possibility of offering them again in the fall.

Other -

- **Library of Things** - I continue to assist with processing items in our Library of Things as needed. Several items from the Library of Things needed to be replaced, including Connect 4 and Cornhole. There are currently two other items that are “in tech services” and will be evaluated as well.
- **Miscellaneous** - Jerry is out until further notice. The reference department has begun working together to cover his roles and responsibilities, weekend shifts, etc. while he is out. His Tuesday book discussion group has been disbanded at this time, but some of the participants of the Tuesday group joined his Wednesday book discussion group. His Wednesday group will be facilitated by one of the participants in the group until Jerry’s return.

We have noticed a lot of patrons participating in the summer library tour. Many of the patrons who come in compliment our library and staff.

I will be touching base with Shauna regarding how the adult reference department will be handling Bev's retirement.

The reference department continues to meet regularly to plan our American Girl celebratory tea party in August. Our ad-hoc committee was interviewed by a writer for *The Suffolk Times*, who plans on featuring our event in an upcoming issue of *The Suffolk Times*.

- Social Work - Leah Topek-Walker of Stony Brook University is still trying to secure a social work intern for us in the fall.

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

Summary – Summer is in full swing and I have been running summer programs, managing the Teen Summer Reading program, attending meetings and trainings, improving the teen social media, and providing community service opportunities for teens coming in looking for them. The teen space has also been busy this month and I have been continuously replenishing crafts and updating book displays. I have been making bookmarks for patrons using the 3D printer and fulfilling requests. I also was one of the facilitators for Fiero Code this month. I have been helping the adult services department with their Dolls of Our Lives Book Discussion and Tea Party program. 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 July:

Date	Meeting
07/05	Facilitator Meeting for Fiero Code
07/11	American Girl Committee Meeting
07/15	Department Heads Meeting
07/23	Reference Department Meeting
07/30	American Girl Committee Meeting

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

Date	Program	Statistics
07/08	Green Teens (Community Service)	4
07/08	SAT Prep for Teens	3
07/09	Create your own auto powered memory game	11
07/10	Summer fun with aromatherapy and essential oils	21
07/11	Sea shell mandalas	20
07/13	Weaving workshop for teens	6

07/15	Ice cream sandwich cookies with Chef Rob	33
07/16	Gaming Night at Riverhead Tanger Outlets	40
07/19	Skating at the Greenport American Legion	38
07/19	Self Defense for Teens	19
07/22	Zip lining trip at the Adventure Park of Long Island	29
07/25	Henna Tattoos for Teens	15
07/26	Lays Potato Chip Challenge	18
07/29	Optical Illusion Workshop	21
07/31	Pet Portraits for tweens/teens (Community Service)	15

Summer Reading Challenge- The Summer Reading challenge has been going well. Our numbers are on track with last year. I have had many teens complete the program multiple times this month. I have had a lot of good readers to the point where I have had to replenish the drawer prizes, which were fully stocked at the beginning of challenge.

Social Media/Marketing- I continue 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 for teens. 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.

Stats: - Bookmarks (12), Letters to seniors (4), Letters to Veterans (10), Postcards (10), Kindness Rocks (20), Dog toys (2).

Teen Space –For the month of July, I displayed a combination of new or low circulating fantasy and romance books. The guessing jar has also been updated. July's guessing jar had **36** participants. The DIY grab and go kits are placed in the Creation Station on an ongoing basis. I have had to replenish this

area a few times this month. 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 am currently working on the content for the September/October newsletter.

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 have had 4 requests this month.

Tech Appointments- I took on several nonscheduled tech appointments this month.

Fiero Code- This month I have also been a facilitator for the Fiero Code Club here at the Library. I have worked with Sharon and we alternate the Tuesdays with the Children's dept. We have had between 2-5 patrons show each week. They are really enjoying learning about coding and doing coding projects.

American Girl Interview with the Suffolk Times- Sara, Shauna, Sharon and I recently did an interview with the Suffolk Times to discuss the upcoming 'Dolls of Our Lives' book discussion program as well as our own personal experiences with American Girl Dolls growing up. I am also part of the 'American Girl Committee' which helps with planning for the event.

Date: August 2, 2024

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Department

Subject: July 2024

Programs: 1150 Fiero Code attendance: 9 (attendees across departments)

In Person help: 224

Book Pulls: 169

GENERAL INFORMATION

The lazy, hazy, crazy days of summer are here, and having ample space for a children's room makes us a prime destination for families visiting the East End. The rooms are bustling with activities, games, and opportunities for making friends.

This year, the SCLS summer tour has seen an increase in visitors compared to last year. It's gratifying to hear so many positive comments about our room decorations, activities, and friendly staff.

The green space continues to be a popular spot in the early morning hours. However, it gets quite hot once the sun hits around 11:15 a.m. Recently, we enjoyed a pleasant breeze and decided to hold the Jack Licitra music program in the green space. Unfortunately, a puddle formed in one area, and some of the kids ended up getting wet. Sometimes, despite our best efforts, things don't always go as planned.

Throughout the month, summer reading participation has steadily increased. Currently, we have 190 children enrolled in the summer reading program, matching last year's numbers. Families are enthusiastic about the variety of prizes we offer, and children are eager to keep reading to earn raffle tickets. Those who are participating are reading extensively.

We request items from the system about a year in advance to ensure that these games complement the other activities available in our rooms. This allows families and children to fully enjoy their time with us. While the room may become noisy and bustling, the exuberant laughter makes it all worthwhile.

On Wednesday, the 17th, we had the pleasure of meeting grandparents visiting from Massachusetts. Their son and his family live in Southold, and they wanted to spend time at our library with their granddaughter. Unfortunately, the grandfather, became unsteady and experienced a blood pressure issue. We promptly seated him, and after consulting with his wife, we called for an ambulance. On Tuesday, the 30th, the wife returned to the library to express her gratitude for our assistance and for making her feel supported during a stressful time.

PROGRAMS

Our programs have consistently attracted strong attendance. As some of our regular summer participants are aging out, we're encouraging them to engage in both the teen summer reading program and other teen activities. This year, Kate Dowling, a long-time supporter whose family has been frequenting our library for years, offered to provide free SAT review class as a way to give back. I connected her with Marissa in the Teen Department. It's wonderful to see how much our summer patrons value the library and want to contribute. We're thankful that our regulars view the library as a key part of their summer, alongside sailing, beach trips, and other activities.

In July, we hosted over 44 programs and offered engaging activities at the STEM table, including thematic crafts that involved cutting and gluing. The children created more than 200 craft projects throughout the month.

One of the highlights of our summer was the kick-off event featuring Bouncy Houses at the village green in Cutchogue. Although we faced some initial electrical issues, we quickly relocated one of the houses across the street, where the festivities continued. The BenAnna band energized our meeting room, and Heather's "Shake and Make Music" session drew in new parents enjoying the holiday weekend. The kids had a blast with the marshmallow games, and our collaboration with neighboring libraries is always a win. Many attended the STEM Science program in Southold and the Storybook Theatre program in Cutchogue. The face painting from Storyfaces consistently dazzles families with its results. This year, we introduced two age-specific Hula Hooping classes, which were such a success that we're bringing the instructor back by popular demand. This month offered something for everyone. Our patrons traveled among libraries, joined reading clubs, and spent time with friends at our library.

MEETINGS

July 15th Karen attended the Department Head Meeting hosted by Shauna.

OVERALL

July in the children's room has been both lively and bustling. It's been a pleasure to engage with so many kids and recommend books to them. We're thrilled to see so many returning to the library for summer reading and programs.

However, some patrons found the layout of the summer newsletter confusing, particularly with the interspersed children's and teen pages. We've been helping patrons navigate this by highlighting the family programs. Work on the fall newsletter continues.

This fall, our library will once again take part in the Great Give Back program, focusing on collecting items for Thanksgiving dinners. Additionally, the fall pumpkin display is set for Friday, October 11th. The children's room staff will also join the Trunk or Treat event at Cutchogue East School on Friday, October 25th.

Covati & Janhsen CPAs, P.C.
Certified Public Accountants
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Port Jefferson, New York 11777

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July 12, 2024

To the Board of Directors and Management

Mattituck-Laurel Library
13900 Main Road
Mattituck, NY 11952

We are pleased to confirm our understanding of the services we are to provide for Mattituck-Laurel Library for the year ended December 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of Mattituck-Laurel Library, which comprise the statements of financial position as of December 31, 2023, the related statements of activities, functional expenses, and cash flows for the year then ended, and the disclosures (collectively, the "financial statements").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Members of American Institute of Certified Public Accountants,
New York State Society of Certified Public Accountants

We will obtain an understanding of the Organization and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.¹

Our audit of the financial statements does not relieve you of your responsibilities.

Other Services

We will prepare the Organization's federal Form 990 for the year ended December 31, 2023 for the Internal Revenue Service based on information provided by you. We will also prepare the financial statements of Mattituck-Laurel Library in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the information return, but management must make all decisions with regard to those matters.

You agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America. You are also responsible for making drafts of financial statements, all financial records, and related

information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence.^{aa} At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

Matthew Covati is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately July 22, 2024.

We estimate that our fees for the audit and other services will be \$12,000. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

Reporting

We will issue a written report upon completion of our audit of Mattituck-Laurel Library's financial statements. Our report will be addressed to the Board of Directors of Mattituck-Laurel Library. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Covati & Janhsen CPAs, P.C.

Covati & Janhsen CPAs, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Mattituck-Laurel Library.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

7.6.24

Dear Shauna,

Thank you for the
use of the piano for my
recital - and for
having it tuned !!!

You are a blessing

Lorraine



Mattituck-Laurel **LIBRARY**

Warrants / Expenses

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

To be approved at the Library Board Meeting on August 12 , 2024

Operating Account Total	\$ 114,061.14
Payroll	\$ 74,848.29
Non Payroll	\$ 39,212.85
Cultural Activities Fund	\$ 1,563.19
Money Market Account	\$0
Building Fund Savings	\$0
Building Fund Checking	\$ 1,875.00

Donations in excess of \$1,000 \$7,000 Friends of the Mattituck-Laurel Library
for Children's Summer Programs

08/02/24

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Jul 24</u>
General Fund	
Operating Fund	738,497.52
Building Fund	
Checking	281,481.09
Savings	57,309.36
	<hr/>
Total Building Fund	338,790.45
	<hr/>
Total General Fund	1,077,287.97
	<hr/>
Cultural Activities Fund	
Coffee Machine	682.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	550.06
Adult Programs Wash Acco...	9,328.74
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	-103.19
	<hr/>
Total Cultural Activities Fund	12,650.44
	<hr/>
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	16,590.63
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	636,326.21
	<hr/>
TOTAL	1,726,264.62

08/02/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Library Materials				
Youth Materials				
Youth Computer Software				
07/19/2024	Business Card	Switch Dave the Diver	39.88	39.88
Total Youth Computer Software				39.88
Youth Books				
07/06/2024	B&T Juvenile Account	June invoices	468.10	468.10
Total Youth Books				468.10
Total Youth Materials				507.98
Adult Materials				
DVD/Music CD				
07/06/2024	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
07/06/2024	Midwest Tape	505691460	42.68	42.68
07/06/2024	Midwest Tape	505691249	30.78	30.78
07/22/2024	Midwest Tape	505715726	45.47	45.47
07/22/2024	Midwest Tape	505762102	13.99	13.99
07/22/2024	Midwest Tape	505762103	24.49	24.49
07/22/2024	Midwest Tape	505762105	24.49	24.49
07/26/2024	Midwest Tape	505783411	21.69	21.69
07/26/2024	Midwest Tape	505783413	13.99	13.99
07/30/2024	Midwest Tape	505818923	25.19	25.19
07/30/2024	Midwest Tape	505818925	13.99	13.99
Total DVD/Music CD				281.76
Digital Material Subscriptions				
07/02/2024	Midwest Tape	Hoopla for Month Endin...	223.92	223.92
07/02/2024	Kanopy, Inc.	117 Tickets	117.00	117.00
Total Digital Material Subscriptions				340.92
Adult Books				
07/08/2024	B&T Adult Account	June invoices	930.03	930.03
07/19/2024	Business Card	Haiku, Chekhov	62.46	62.46
Total Adult Books				992.49
Reference Books and Data Bases				
07/12/2024	SCLS	Data Axle-Reference So...	650.00	650.00
Total Reference Books and Data Bases				650.00
Adult Ref Books				
Local History				
07/22/2024	Elan Financial Services	Yearbook / Mattituck Hig...	98.84	98.84
Total Local History				98.84
Total Adult Ref Books				98.84
Large Print Books				
07/08/2024	B&T Adult Account	June invoices	551.20	551.20
Total Large Print Books				551.20
Newspapers				
07/03/2024	Daily News	Pays through 7/31/24	90.00	90.00
07/22/2024	Daily News	4 Weeks pays through 8...	90.00	90.00
Total Newspapers				180.00

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

Date	Name	Memo	Original Amount	Paid Amount
Total Adult Materials				3,095.21
Teen Materials				
07/06/2024	B&T Teen Account	June invoices	263.45	263.45
Total Teen Materials				263.45
Total Library Materials				3,866.64
Technology				
07/03/2024	PM Communications Corp.	Monthly Maintenance	117.89	117.89
07/19/2024	Business Card	Projector, stand	55.99	55.99
Total Technology				173.88
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
07/09/2024	Living Art Aquariums	Service 6/11/24, 6/24/24...	220.00	220.00
Total Aquarium Maintenance				220.00
HVAC Maintenance				
07/25/2024	Kolb Service Corp.	Routine A/C Service	751.12	751.12
Total HVAC Maintenance				751.12
Exterminator				
07/30/2024	Hampton Pest Management, Inc.	Termite Bait Station Ins...	120.00	120.00
07/30/2024	Hampton Pest Management, Inc.	Rodent Control	125.00	125.00
Total Exterminator				245.00
Security Monitoring				
07/03/2024	Suffolk Security Systems, Inc.	Standard Digital Monitori...	122.85	122.85
Total Security Monitoring				122.85
Piano Tuning				
07/03/2024	Douglas Gregg	Piano Tuning	170.00	170.00
Total Piano Tuning				170.00
Total Building Maintenance				1,508.97
Custodial Supplies				
07/06/2024	Emerald Island	Paper towels, toilet pap...	401.85	401.85
Total Custodial Supplies				401.85
Electric				
07/31/2024	PSEGLI	Service from Jun 20, 20...	3,464.19	3,464.19
Total Electric				3,464.19
Gas				
07/30/2024	National Grid	Billing period Jun 18, 20...	49.94	49.94
Total Gas				49.94
Grounds Maintenance				
Other Grounds Maintenance				
07/31/2024	Twin Fork Landscape Contracti...	5 Cuts - 7/1,7/9,7/16,7/2...	1,331.00	1,331.00
Total Other Grounds Maintenance				1,331.00

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Grounds Maintenance				1,331.00
Water				
North Fork Water				
07/17/2024	ReadyRefresh	Qty 7 - 5 gallon Water	123.92	123.92
Total North Fork Water				123.92
Total Water				123.92
Garbage Removal				
07/30/2024	Mattituck Environmental Services	4 YD Trash Service	252.72	252.72
Total Garbage Removal				252.72
Total Operations and Maintenance				7,132.59
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
07/22/2024	Optimum	Billing period 7/16/24 to ...	245.00	245.00
Total Optimum Internet Service				245.00
Computer/Network Maintenance				
07/26/2024	L2J Consulting, Inc.	Monthly IT Support - Jul...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
07/02/2024	OCLC Inc.	Museum Key Svc dates ...	697.69	697.69
07/22/2024	Elan Financial Services	DRI*CrashPlan	32.55	32.55
Total Computer Software Licenses				730.24
Total Maintenance Office Equipment				1,975.24
Membership				
Professional Memberships				
07/02/2024	New York Library Association	Membership One Year t...	1,085.00	1,085.00
Total Professional Memberships				1,085.00
Museum Passes				
07/26/2024	Metropolitan Opera Association...	Aknaten Opera 7/17/24	75.00	75.00
Total Museum Passes				75.00
Total Membership				1,160.00
Postage				
Postage & Stamps				
07/02/2024	Postmaster	200 Forever stamps @ ...	136.00	136.00
Total Postage & Stamps				136.00
Newsletter mailing				
07/02/2024	Postmaster	July/August Newsletter ...	406.00	406.00
Total Newsletter mailing				406.00
Total Postage				542.00
Printing & Advertising				
Other printing & advertising				

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

Date	Name	Memo	Original Amount	Paid Amount
07/23/2024	SCLS	SLED / Mattituck Street ...	600.00	600.00
	Total Other printing & advertising			600.00
	Total Printing & Advertising			600.00
Professional Fees				
PALS Membership				
07/09/2024	SCLS-PALS	3rd Quarter 2024 - PAL...	2,798.69	2,798.69
	Total PALS Membership			2,798.69
SCLS/Overdue Notices				
07/06/2024	SCLS	Overdues - Processed &...	16.64	16.64
	Total SCLS/Overdue Notices			16.64
	Total Professional Fees			2,815.33
Programs - Adult				
Motion Picture/Music Licensing				
07/23/2024	SCLS	Set up & breakdown out...	210.00	210.00
	Total Motion Picture/Music Licensing			210.00
Adult Reading Club & Book Discu				
07/19/2024	Business Card	T shirts, Card games, B...	277.45	277.45
	Total Adult Reading Club & Book Discu			277.45
Adult Programs				
07/06/2024	Tara Penske	Aromatherapy 7/10/24 T...	355.00	355.00
07/15/2024	Jeannie Pendergrass	Hoopiness 7/16/24	200.00	200.00
07/16/2024	Lisa Baglivi	Painting 7/18/24	350.00	350.00
07/18/2024	Jeannie Pendergrass	Hula Hoop 7/24/27 / Tw...	360.00	360.00
07/18/2024	Jacqueline Parente	Windchimes 7/22/24	350.00	350.00
07/19/2024	Business Card	Library of Things, Darts, ...	230.49	230.49
07/19/2024	Business Card	American Girl Tea, Teac...	55.00	55.00
07/22/2024	Elan Financial Services	Zoom	63.96	63.96
07/22/2024	Elan Financial Services	Barrow House Gift Card ...	50.00	50.00
07/26/2024	Jon Knows How LLC	Intro to AI 7/25/24	275.00	275.00
07/31/2024	Shelter Island Public Library	Pioneers of Rock n Roll ...	50.00	50.00
	Total Adult Programs			2,339.45
	Total Programs - Adult			2,826.90
Programs - Summer				
07/02/2024	Cutchogue-New Suffolk Free Li...	Bunny House 7/1/24 - S...	128.75	128.75
07/02/2024	BenAnna Band	BenAnna Band 7/3/24	400.00	400.00
07/02/2024	Shake n Make Music LLC	Shake n Make Music for...	300.00	300.00
07/06/2024	Nicole Summers Sparling	Baby Boogie, Toddler T...	350.00	350.00
07/09/2024	Kidnastics	Kidnastics Toddler, Pres...	550.00	550.00
07/15/2024	James A. Ciervo	Guinea Pig 7/17/24	300.00	300.00
07/15/2024	Agostino Arts, LLC	Storyfaces 7/16/24	550.00	550.00
07/16/2024	Cutchogue-New Suffolk Free Li...	Bright Star Theatre 7/18/...	240.00	240.00
07/16/2024	Cactus Head Puppets	Magnificent Monster Cir...	705.00	705.00
07/17/2024	Southold Free Library	Science Heroes 7/12/24	100.00	100.00
07/18/2024	Cutchogue-New Suffolk Free Li...	Jack Licitra Music 7/26/...	75.00	75.00
07/18/2024	Erica Dantzier	Double Dutch Jump Rop...	200.00	200.00
07/18/2024	Happy Feet Suffolk	Happy Feet, Baby, Todd...	525.00	525.00
07/18/2024	Sweetbriar Nature Center	Are You My Mommy 7/2...	375.00	375.00
07/18/2024	Theresa's Programs LLC	Pet Portraits 7/31/24	225.00	225.00

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

Date	Name	Memo	Original Amount	Paid Amount
Total Programs - Summer				5,023.75
Programs - Teen				
07/02/2024	Cutchogue-New Suffolk Free Li...	Adventure Park 7/8/24 - ...	492.00	492.00
07/06/2024	Jon Knows How LLC	Create Memory Game 7...	500.00	500.00
07/06/2024	Tara Penske	Aromatherapy 7/10/24 T...	300.00	300.00
07/11/2024	Judy Wilson	Weaving 7/13/24	275.00	275.00
07/11/2024	MD Design Studio	Seashell Mandala 7/11/24	460.00	460.00
07/12/2024	Cutchogue-New Suffolk Free Li...	Arcade 7/15/24	166.00	166.00
07/16/2024	Marissa Timm	Reimburse Ice cream fo...	31.96	31.96
07/16/2024	Cutchogue-New Suffolk Free Li...	Self Defense for Teens ...	75.00	75.00
07/18/2024	Marissa Timm	Reimburse Snacks for T...	27.76	27.76
07/18/2024	Eakta Gandhi	Henna Tattoos for Teen...	275.00	275.00
07/18/2024	Chris Vivas	Optical Illusion 7/29/24	275.00	275.00
07/18/2024	Theresa's Programs LLC	Pet Portraits 7/31/24	225.00	225.00
07/19/2024	Business Card	Ice cream supplies, Ca...	252.39	252.39
07/23/2024	Southold Free Library	Roller Skating 7/19/24	76.00	76.00
07/26/2024	Marissa Timm	Reimburse Snacks for T...	29.90	29.90
07/30/2024	Rob Scott	Ice cream sandwich 7/1...	450.00	450.00
Total Programs - Teen				3,911.01
Supplies - Library				
07/02/2024	Sarah Pillai	Refund Patron Lost Boo...	20.00	20.00
07/06/2024	Quill Corporation	Scotch tape	45.98	45.98
07/06/2024	Quill Corporation	Sugar, Kcup coffee, HP ...	153.94	153.94
07/11/2024	Quill Corporation	Conex galaxy 5 oz 100/pk	37.45	37.45
07/12/2024	Quill Corporation	8 /12 w x11 h double-foot	110.94	110.94
07/15/2024	Shauna Scholl.	Outdoor Movie Night / C...	97.03	97.03
07/19/2024	Business Card	Snacks	12.97	12.97
07/22/2024	Elan Financial Services	Cricut	9.99	9.99
07/22/2024	Elan Financial Services	Aunt Flow Cartridge Pad...	140.00	140.00
07/25/2024	Jenna Geiser	Reimburse Notary Suppl...	58.67	58.67
07/30/2024	Quill Corporation	Letter brochure holder	62.98	62.98
07/30/2024	Quill Corporation	Book Tape, Kcups	146.48	146.48
07/30/2024	Quill Corporation	Chairs Qty 2 for Circ / D...	325.48	325.48
Total Supplies - Library				1,221.91
Supplies - Office				
07/06/2024	Orlowski Hardware Company, I...	Latex gloves	3.99	3.99
07/06/2024	Quill Corporation	Clorox wipes, coffeemat...	67.16	67.16
07/11/2024	Cash	Cash for Change @ Str...	100.00	100.00
07/11/2024	Quill Corporation	Brother tn420 black toner	44.99	44.99
07/12/2024	Quill Corporation	Self stick notes 3x3	11.64	11.64
07/22/2024	Quill Corporation	Stapler, Tape dispenser	44.35	44.35
07/26/2024	Barbara Reuschle	Lost Book Found / Refu...	12.99	12.99
07/26/2024	Hope Buerkle	Lost Book Found / Refu...	18.99	18.99
Total Supplies - Office				304.11
Telephone				
07/22/2024	Optimum	Billing period 7/16/24 to ...	154.75	154.75
Total Telephone				154.75
Workshops				
07/18/2024	Jenna Geiser	Reimburse Notary exam...	75.00	75.00
Total Workshops				75.00
Total Miscellaneous Expense				20,610.00
Debt Service Total				

08/02/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Mortgage Interest				
07/15/2024	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				39,212.85

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

	Jul 24
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	268,690.70
NY State Incentive	1,683.00
Interest	6.64
Direct Public Support	8,692.35
Fines	25.98
Library Materials Paid For	158.83
Copy Machine	1,053.15
Refunds	394.85
Total Income	280,705.50
Gross Profit	280,705.50
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	26,882.68
Clerical	31,464.92
Custodian	3,828.44
Total Salaries	62,176.04
Benefits	
Fica	4,553.46
Disability Insurance	892.12
Medical Insurance	4,171.63
Retirement	6,475.08
Unemployment Insurance	11.47
Total Benefits	16,103.76
Total Payroll Expenses	78,279.80
Library Materials	
Youth Materials	
Youth Computer Software	39.88
Youth Books	468.10
Total Youth Materials	507.98
Adult Materials	
DVD/Music CD	281.76
Digital Material Subscriptions	340.92
Adult Books	992.49
Reference Books and Data Ba...	650.00
Adult Ref Books	
Local History	98.84
Total Adult Ref Books	98.84
Large Print Books	551.20
Newspapers	180.00
Total Adult Materials	3,095.21

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

	Jul 24
Teen Materials	263.45
Total Library Materials	3,866.64
Technology	173.88
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	220.00
HVAC Maintenance	751.12
Exterminator	245.00
Security Monitoring	122.85
Piano Tuning	170.00
Total Building Maintenance	1,508.97
Custodial Supplies	401.85
Electric	3,464.19
Gas	49.94
Grounds Maintenance	
Other Grounds Maintenance	1,331.00
Total Grounds Maintenance	1,331.00
Water	
North Fork Water	123.92
Total Water	123.92
Garbage Removal	252.72
Total Operations and Maintenance	7,132.59
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	245.00
Computer/Network Maintenance	1,000.00
Computer Software Licenses	730.24
Total Maintenance Office Equipm...	2,172.64
Membership	
Professional Memberships	1,085.00
Museum Passes	75.00
Total Membership	1,160.00
Postage	
Postage & Stamps	136.00
Newsletter mailing	406.00
Total Postage	542.00
Printing & Advertising	
Other printing & advertising	600.00
Total Printing & Advertising	600.00

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

	Jul 24
Professional Fees	
Payroll Processing	559.78
PALS Membership	2,798.69
SCLS/Overdue Notices	16.64
	<hr/>
Total Professional Fees	3,375.11
Programs - Adult	
Motion Picture/Music Licensing	210.00
Adult Reading Club & Book Dis...	277.45
Adult Programs	2,339.45
	<hr/>
Total Programs - Adult	2,826.90
Programs - Summer	5,023.75
Programs - Teen	3,911.01
Supplies - Library	1,221.91
Supplies - Office	304.11
Telephone	154.75
Workshops	75.00
	<hr/>
Total Miscellaneous Expense	21,367.18
Debt Service Total	
Mortgage Interest	7,429.74
	<hr/>
Total Debt Service Total	7,429.74
Total Expense	<hr/> 118,249.83
Net Ordinary Income	<hr/> 162,455.67
Net Income	<hr/> <hr/> 162,455.67

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

	Jan - Jul 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	13,024.10	4,000.00	9,024.10	325.6%
Mattituck-Cutchogue School Dist	1,619,883.49	1,663,155.00	-43,271.51	97.4%
NY State Incentive	1,863.00	1,800.00	63.00	103.5%
Interest	25.21	100.00	-74.79	25.2%
Direct Public Support	11,751.66	2,000.00	9,751.66	587.6%
Fines	456.23			
Library Materials Paid For	480.20			
Copy Machine	4,184.50	2,000.00	2,184.50	209.2%
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	3,458.25			
Fund Balance Brought Forward	67,841.00			
Total Income	1,722,967.64	1,678,455.00	44,512.64	102.7%
Gross Profit	1,722,967.64	1,678,455.00	44,512.64	102.7%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	200,568.08	350,493.00	-149,924.92	57.2%
Clerical	229,442.62	453,257.00	-223,814.38	50.6%
Custodian	27,705.43	47,675.00	-19,969.57	58.1%
Total Salaries	457,716.13	851,425.00	-393,708.87	53.8%
Benefits				
Fica	33,522.47	63,298.00	-29,775.53	53.0%
Disability Insurance	1,484.04	1,000.00	484.04	148.4%
Medical Insurance	31,038.32	104,560.00	-73,521.68	29.7%
Retirement	31,457.46	60,017.00	-28,559.54	52.4%
Unemployment Insurance	6,210.96	11,000.00	-4,789.04	56.5%
Total Benefits	103,713.25	239,875.00	-136,161.75	43.2%
Total Payroll Expenses	561,429.38	1,091,300.00	-529,870.62	51.4%
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	1,079.02	1,500.00	-420.98	71.9%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	7,466.25	14,000.00	-6,533.75	53.3%
Total Youth Materials	9,020.84	19,000.00	-9,979.16	47.5%
Adult Materials				
DVD/Music CD	2,167.13	4,000.00	-1,832.87	54.2%
Live-brary Downloadable e-bo...	51,651.00	54,000.00	-2,349.00	95.7%
Digital Material Subscriptions	7,455.37	13,000.00	-5,544.63	57.3%
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	8,075.64	21,000.00	-12,924.36	38.5%
Reference Books and Data Ba...	1,316.67	2,000.00	-683.33	65.8%
Adult Ref Books				
Local History	573.84	1,000.00	-426.16	57.4%
Continuations	0.00	2,500.00	-2,500.00	0.0%
Total Adult Ref Books	573.84	3,500.00	-2,926.16	16.4%
Virtual Reference Collection	0.00	5,500.00	-5,500.00	0.0%

1:04 PM
08/02/24
Cash Basis

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

	Jan - Jul 24	Budget	\$ Over Budget	% of Budget
Adult Audio Books	0.00	1,000.00	-1,000.00	0.0%
Large Print Books	2,204.64	5,000.00	-2,795.36	44.1%
Newspapers	4,078.93	7,000.00	-2,921.07	58.3%
Periodicals	4,838.82	5,000.00	-161.18	96.8%
Total Adult Materials	82,362.04	122,050.00	-39,687.96	67.5%
Teen Materials	1,107.13	2,500.00	-1,392.87	44.3%
Total Library Materials	92,490.01	143,550.00	-51,059.99	64.4%
Capital Expenditures	20,295.20	19,000.00	1,295.20	106.8%
Technology	2,829.77	9,200.00	-6,370.23	30.8%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,036.73	3,500.00	-1,463.27	58.2%
HVAC Maintenance	751.12	2,000.00	-1,248.88	37.6%
Exterminator	790.00	1,000.00	-210.00	79.0%
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	368.55	700.00	-331.45	52.7%
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	335.00	400.00	-65.00	83.8%
Other Building Maint.	3,696.50	7,000.00	-3,303.50	52.8%
Total Building Maintenance	12,874.65	20,975.00	-8,100.35	61.4%
Custodial Supplies	986.61	1,000.00	-13.39	98.7%
Electric	14,638.91	27,500.00	-12,861.09	53.2%
Gas	5,180.46	11,000.00	-5,819.54	47.1%
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	9,231.00	11,000.00	-1,769.00	83.9%
Total Grounds Maintenance	10,976.00	16,200.00	-5,224.00	67.8%
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	766.55	1,000.00	-233.45	76.7%
SCWA	1,168.29	3,500.00	-2,331.71	33.4%
Total Water	1,934.84	4,500.00	-2,565.16	43.0%
Garbage Removal	2,021.76	3,000.00	-978.24	67.4%
Total Operations and Maintenance	56,870.23	118,175.00	-61,304.77	48.1%
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	1,415.64	2,400.00	-984.36	59.0%
Optimum Internet Service	1,715.32	3,200.00	-1,484.68	53.6%
Copy Machine	2,064.11	8,500.00	-6,435.89	24.3%
Computer/Network Maintenance	7,000.00	12,000.00	-5,000.00	58.3%

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 08/02/24
 Cash Basis

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

	Jan - Jul 24	Budget	\$ Over Budget	% of Budget
BookScan Maintenance	690.00	700.00	-10.00	98.6%
Computer Software Licenses	7,412.61	9,000.00	-1,587.39	82.4%
Total Maintenance Office Equip...	20,297.68	35,800.00	-15,502.32	56.7%
Membership				
Professional Memberships	1,531.00	2,200.00	-669.00	69.6%
Museum Passes	1,684.99	5,000.00	-3,315.01	33.7%
Mattituck Chamber of Commer...	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	3,340.99	8,350.00	-5,009.01	40.0%
Postage				
Postage & Stamps	409.63	770.00	-360.37	53.2%
Mailing Permit	320.00	250.00	70.00	128.0%
Newsletter mailing	1,610.26	1,500.00	110.26	107.4%
Post Office Box Fee	188.00	160.00	28.00	117.5%
Total Postage	2,527.89	2,680.00	-152.11	94.3%
Printing & Advertising				
Other printing & advertising	3,230.36	1,000.00	2,230.36	323.0%
Newsletter printing	15,395.00	12,000.00	3,395.00	128.3%
Total Printing & Advertising	18,625.36	13,000.00	5,625.36	143.3%
Professional Fees				
Payroll Processing	3,899.15	10,500.00	-6,600.85	37.1%
SCLS Telecommunications	9,900.00	10,500.00	-600.00	94.3%
PALS Membership	8,396.07	10,800.00	-2,403.93	77.7%
Annual audit	650.00	12,500.00	-11,850.00	5.2%
SCLS/Overdue Notices	160.56	500.00	-339.44	32.1%
SCLS/Annual Membership	11,841.00	12,000.00	-159.00	98.7%
Total Professional Fees	34,846.78	56,800.00	-21,953.22	61.3%
Programs - Adult				
Motion Picture/Music Licensing	297.49	500.00	-202.51	59.5%
Adult Reading Club & Book Di...	3,106.85	3,500.00	-393.15	88.8%
Adult Programs	14,253.07	16,000.00	-1,746.93	89.1%
Total Programs - Adult	17,657.41	20,000.00	-2,342.59	88.3%
Programs - Juvenile	7,112.69	10,500.00	-3,387.31	67.7%
Programs - Summer	8,068.45	8,000.00	68.45	100.9%
Programs - Teen	6,616.30	8,000.00	-1,383.70	82.7%
Supplies - Library	4,738.48	10,500.00	-5,761.52	45.1%
Supplies - Office	2,142.56	4,000.00	-1,857.44	53.6%
Supplies - Paper	728.73	2,500.00	-1,771.27	29.1%
Telephone	1,082.22	2,200.00	-1,117.78	49.2%
Travel	872.78	2,200.00	-1,327.22	39.7%
Workshops	331.68	2,200.00	-1,868.32	15.1%
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	130,706.35	197,230.00	-66,523.65	66.3%
Debt Service Total				
Mortgage Principal	111,008.28			
Mortgage Interest	8,840.90			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	119,849.18	100,000.00	19,849.18	119.8%

1:04 PM
08/02/24
Cash Basis

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

	Jan - Jul 24	Budget	\$ Over Budget	% of Budget
Total Expense	984,470.12	1,678,455.00	-693,984.88	58.7%
Net Ordinary Income	738,497.52	0.00	738,497.52	100.0%
Net Income	<u>738,497.52</u>	<u>0.00</u>	<u>738,497.52</u>	<u>100.0%</u>

08/02/24

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Bill	07/15/2024	Mity-Lite Inc.	Qty 25 MeshOne...	-1,875.00
Total Checking				-1,875.00
Total Building Fund				-1,875.00
Total General Fund				-1,875.00
Cultural Activities Fund				
Coffee Machine				
Deposit	07/01/2024		Coffee	2.00
Deposit	07/08/2024		Coffee	5.00
Deposit	07/15/2024		Coffee	1.00
Deposit	07/22/2024		Coffee	4.00
Deposit	07/29/2024		Coffee	2.00
Total Coffee Machine				14.00
Teen Programs				
Deposit	07/08/2024		Zip Line / Teen	59.60
Deposit	07/15/2024		Zip Line / Teens	59.60
Deposit	07/22/2024		Zip Line / Teens	149.00
Total Teen Programs				268.20
Staff Activity Fund				
Bill	07/06/2024	Mattituck Park District	Security Deposit ...	-700.00
Bill	07/06/2024	Mattituck Park District	Event 8/25/24 R...	-300.00
Total Staff Activity Fund				-1,000.00
Adult Programs Wash Account				
Deposit	07/01/2024		Aerobics	350.00
Deposit	07/01/2024		Cooking	30.00
Deposit	07/01/2024		Arts and Crafts	20.00
Deposit	07/01/2024		LI Aquarium Tick...	54.00
Deposit	07/01/2024		Aerobics	269.44
Deposit	07/01/2024		Yoga	77.38
Deposit	07/01/2024		Cooking (BBQ & ...	112.92
Deposit	07/01/2024		Arts & Crafts (Se...	37.64
Deposit	07/08/2024		Aerobics	67.36
Deposit	07/08/2024		Yoga	154.76
Deposit	07/08/2024		Cooking	9.41
Deposit	07/08/2024		LI Aquarium Tick...	189.00
Deposit	07/15/2024		Aerobics	35.00
Deposit	07/15/2024		Yoga	80.00
Deposit	07/15/2024		Cooking	30.00
Deposit	07/15/2024		Arts/Crafts	10.00
Deposit	07/15/2024		LI Aquarium Tick...	81.00
Deposit	07/15/2024		Aerobics	67.36
Deposit	07/15/2024		Cooking / Cheese	47.05
Deposit	07/15/2024		Arts/Crafts Seas...	56.46
Bill	07/15/2024	MD Design Studio	Seashell Mandal...	-460.00
Bill	07/16/2024	Jane Kropp	Refund Chair Str...	-35.00

08/02/24

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

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Deposit	07/22/2024		Yoga	160.00
Deposit	07/22/2024		Cooking	20.00
Deposit	07/22/2024		Yoga	19.12
Deposit	07/22/2024		Cheese	9.41
Deposit	07/29/2024		Yoga Walk in	20.00
Deposit	07/29/2024		Cooking	10.00
Deposit	07/29/2024		LI Aquarium Tick...	383.00
Total Adult Programs Wash Account				1,905.31
Staff Ordering Account				
Check	07/11/2024	Dime Community Bank	Checks order	-103.19
Total Staff Ordering Account				-103.19
Total Cultural Activities Fund				1,084.32
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	07/31/2024		Interest	28.76
Total Undesignated & Interest				28.76
Total Gift and Trust Fund - MM				28.76
TOTAL				-761.92

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

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	07/02/2024	12593	New York Library A...	Invoice 1188	-1,085.00
Bill Pmt -Check	07/02/2024	12594	Cutchogue-New Suf...	Bunny House 7/1/24 - S...	-128.75
Bill Pmt -Check	07/02/2024	12595	Kanopy, Inc.	Invoice #405591-PPU	-117.00
Bill Pmt -Check	07/02/2024	12596	Midwest Tape	11952	-223.92
Bill Pmt -Check	07/02/2024	12597	OCLC Inc.		-697.69
Bill Pmt -Check	07/02/2024	12598	Sarah Pillai	Refund Patron Lost Boo...	-20.00
Bill Pmt -Check	07/02/2024	12599	Cutchogue-New Suf...	Adventure Park 7/8/24 - ...	-492.00
Bill Pmt -Check	07/02/2024	12600	BenAnna Band	BenAnna Band 7/3/24	-400.00
Bill Pmt -Check	07/02/2024	12601	Shake n Make Musi...	Shake n Make Music for ...	-300.00
Bill Pmt -Check	07/02/2024	12602	Postmaster	Permit no. 41	-406.00
Bill Pmt -Check	07/02/2024	12603	Postmaster	200 Forever stamps @ \$...	-136.00
Bill Pmt -Check	07/03/2024	12604	Daily News	Account number 4090496	-90.00
Bill Pmt -Check	07/03/2024	12605	Douglas Gregg	Piano Tuning	-170.00
Bill Pmt -Check	07/03/2024	12606	PM Communication...	Invoice #43387	-117.89
Bill Pmt -Check	07/03/2024	12607	Suffolk Security Sys...	1720	-122.85
Bill Pmt -Check	07/06/2024	12608	B&T Juvenile Acco...	L 935700	-468.10
Bill Pmt -Check	07/06/2024	12609	B&T Teen Account	L943258	-263.45
Bill Pmt -Check	07/06/2024	12610	ELM USA, Inc.	Invoice 68652	-25.00
Bill Pmt -Check	07/06/2024	12611	Emerald Island	940058	-401.85
Bill Pmt -Check	07/06/2024	12612	Jon Knows How LLC	Create Memory Game 7/...	-500.00
Bill Pmt -Check	07/06/2024	12613	Midwest Tape	11952	-73.46
Bill Pmt -Check	07/06/2024	12614	Nicole Summers Sp...	Baby Boogie, Toddler T...	-350.00
Bill Pmt -Check	07/06/2024	12615	Orlowski Hardware ...	Acct 584177	-3.99
Bill Pmt -Check	07/06/2024	12616	Quill Corporation	03047280	-267.08
Bill Pmt -Check	07/06/2024	12617	SCLS	MATT	-16.64
Bill Pmt -Check	07/06/2024	12618	Tara Penseke	Aromatherapy 7/10/24 T...	-655.00
Bill Pmt -Check	07/08/2024	12619	B&T Adult Account	L 90004-3	-1,481.23
Bill Pmt -Check	07/09/2024	12620	NYS Employees He...	03909	-8,059.02
Bill Pmt -Check	07/09/2024	12621	Living Art Aquariums	Invoice 2027	-220.00
Bill Pmt -Check	07/09/2024	12622	SCLS-PALS	Invoice #81910	-2,798.69
Bill Pmt -Check	07/09/2024	12623	Kidnastics	Kidnastics Toddler, Pres...	-550.00
Bill Pmt -Check	07/11/2024	12624	Cash	Cash for Change @ Stre...	-100.00
Bill Pmt -Check	07/11/2024	12625	Judy Wilson	Weaving 7/13/24	-275.00
Bill Pmt -Check	07/11/2024	12626	MD Design Studio	Seashell Mandala 7/11/24	-460.00
Bill Pmt -Check	07/11/2024	12627	Quill Corporation	03047280	-82.44
Bill Pmt -Check	07/12/2024	12628	Cutchogue-New Suf...	Arcade 7/15/24	-166.00
Bill Pmt -Check	07/12/2024	12629	Quill Corporation	03047280	-122.58
Bill Pmt -Check	07/12/2024	12630	Rob Scott	VOID: Ice cream sandwi...	0.00
Bill Pmt -Check	07/12/2024	12631	SCLS	MATT	-650.00
Bill Pmt -Check	07/12/2024	12632	Southold Free Library	VOID: Science Heroes 7...	0.00
Bill Pmt -Check	07/15/2024	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	07/15/2024	12633	Agostino Arts. LLC	Storyfaces 7/16/24	-550.00
Bill Pmt -Check	07/15/2024	12634	James A. Ciervo	Guinea Pig 7/17/24	-300.00
Bill Pmt -Check	07/15/2024	12635	Jeannie Pendergrass	Hoopiness 7/16/24	-200.00
Bill Pmt -Check	07/15/2024	12636	Shauna Scholl.	Reimburse Movie snacks	-97.03
Bill Pmt -Check	07/16/2024	12637	Marissa Timm	Reimburse Ice cream for...	-31.96
Bill Pmt -Check	07/16/2024	12638	Cactus Head Puppets	Magnificent Monster Cir...	-705.00
Bill Pmt -Check	07/16/2024	12639	Cutchogue-New Suf...	Bright Star Theatre 7/18/...	-240.00
Bill Pmt -Check	07/16/2024	12640	Cutchogue-New Suf...	Self Defense for Teens ...	-75.00
Bill Pmt -Check	07/16/2024	12641	Lisa Baglivi	Painting 7/18/24	-350.00
Bill Pmt -Check	07/17/2024	12642	ReadyRefresh	Acct 0140002023, Inv 0...	-123.92
Bill Pmt -Check	07/17/2024	12643	Southold Free Library	Science Heroes 7/12/24	-100.00
Bill Pmt -Check	07/18/2024	12644	Jenna Geiser	Reimburse Notary exam...	-75.00
Bill Pmt -Check	07/18/2024	12645	Marissa Timm	Reimburse Snacks for T...	-27.76
Bill Pmt -Check	07/18/2024	12646	Chris Vivas	Optical Illusion 7/29/24	-275.00
Bill Pmt -Check	07/18/2024	12647	Cutchogue-New Suf...	Jack Licitra Music 7/26/2...	-75.00
Bill Pmt -Check	07/18/2024	12648	Eakta Gandhi	Henna Tattoos for Teen...	-275.00
Bill Pmt -Check	07/18/2024	12649	Erica Dantzier	Double Dutch Jump Rod...	-200.00
Bill Pmt -Check	07/18/2024	12650	Happy Feet Suffolk	Happy Feet, Baby, Todd...	-525.00
Bill Pmt -Check	07/18/2024	12651	Jacqueline Parente	Windchimes 7/22/24	-350.00
Bill Pmt -Check	07/18/2024	12652	Jeannie Pendergrass	Hula Hoop 7/24/27 / Two...	-360.00
Bill Pmt -Check	07/18/2024	12653	Sweetbriar Nature ...	Are You My Mommy 7/2...	-375.00
Bill Pmt -Check	07/18/2024	12654	TD3 Innovative Ga...	VOID: Minecraft 7/23/24 ...	0.00
Bill Pmt -Check	07/18/2024	12655	Theresa's Program...	Pet Portraits 7/31/24	-450.00

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

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	07/19/2024	12656	Shelterpoint Life Ins...	Policy D242574	-1,178.82
Bill Pmt -Check	07/19/2024	12657	Business Card	5474 1518 7474 0647	-986.63
Bill Pmt -Check	07/22/2024	12658	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	07/22/2024	12659	Elan Financial Servi...	4798 5101 7200 1022	-395.34
Bill Pmt -Check	07/22/2024	12660	Midwest Tape	11952	-108.44
Bill Pmt -Check	07/22/2024	12661	Optimum	Acct 07839-381822-01-2	-399.75
Bill Pmt -Check	07/22/2024	12662	Quill Corporation	03047280	-44.35
Bill Pmt -Check	07/22/2024	12663	Shelter Island Publi...	VOID: Pioneers of Rock ...	0.00
Bill Pmt -Check	07/23/2024	12664	SCLS	MATT	-810.00
Bill Pmt -Check	07/23/2024	12665	Southold Free Library	Roller Skating 7/19/24	-76.00
Bill Pmt -Check	07/25/2024	12666	Aflac	Acct NQH35, Inv 461985	-64.05
Bill Pmt -Check	07/25/2024	12667	Kolb Service Corp.	Invoice 4505-209	-751.12
Bill Pmt -Check	07/25/2024	12668	Jenna Geiser	VOID: Reimburse Notar...	0.00
Bill Pmt -Check	07/25/2024	12669	Jenna Geiser	Reimburse Notary Suppl...	-58.67
Bill Pmt -Check	07/26/2024	12670	Barbara Reuschle	Lost Book Found / Refu...	-12.99
Bill Pmt -Check	07/26/2024	12671	Hope Buerkle	Lost Book Found / Refu...	-18.99
Bill Pmt -Check	07/26/2024	12672	Jon Knows How LLC	Intro to AI 7/25/24	-275.00
Bill Pmt -Check	07/26/2024	12673	L2J Consulting, Inc.	Invoice 072024	-1,000.00
Bill Pmt -Check	07/26/2024	12674	Marissa Timm	Reimburse Snacks for T...	-29.90
Bill Pmt -Check	07/26/2024	12675	Metropolitan Opera ...	Met Opera M445	-75.00
Bill Pmt -Check	07/26/2024	12676	Midwest Tape	11952	-35.68
Bill Pmt -Check	07/26/2024	12677	Verizon	Acct. 242398426-00001,...	-197.40
Bill Pmt -Check	07/30/2024	12678	Hampton Pest Man...		-245.00
Bill Pmt -Check	07/30/2024	12679	Mattituck Environm...	Cstmr 11-0001422-0 Inv...	-252.72
Bill Pmt -Check	07/30/2024	12680	Midwest Tape	11952	-39.18
Bill Pmt -Check	07/30/2024	12681	National Grid	Acct 43544-64005	-49.94
Bill Pmt -Check	07/30/2024	12682	Quill Corporation	03047280	-534.94
Bill Pmt -Check	07/30/2024	12683	Rob Scott	Ice cream sandwich 7/1...	-450.00
Bill Pmt -Check	07/31/2024	12684	PSEGLI	Cstmr 0295-3001-61-3, ...	-3,464.19
Bill Pmt -Check	07/31/2024	12685	Twin Fork Landsca...	Invoice 27230	-1,331.00
Bill Pmt -Check	07/31/2024	12686	Shelter Island Publi...	Invoice 07122024ML	-50.00
Total BNB Operating Checking					-48,712.14
TOTAL					-48,712.14

MONTHLY IMPACT

JULY 2024

8,088 ITEMS CHECKED OUT

3,815 books & other items
4,273 ebooks & digital items

books & other items
+1,796 June (2,109)
-13 July 2023 (3,828)



DIGITAL MATERIAL CIRCULATION **4,273**

Flipster **38**
Freegal (downloads) **164**
Freegal (streamed) **468**

Hoopla **75**
Kanopy **134**
Overdrive **2,636**
WAM **758**



+187 June (4,086)
-364 July 2023 (4,637)

331



public computer sessions

363



ILL's incoming

428

ILL's outgoing

40

new patrons



481

guest Wi-Fi connections

243

materials added

Library Programs **77**
Community Groups **23**
Tutors **18**

119

room use



6,132 visitors

+2,068 June (4,064)
+499 July 2023 (5,633)
Busiest day of the week -
Wednesdays (1,355)

Adult Services **473**
Teen Services **293**
Youth & Parenting Services **1,150**



1,916 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	2,109
July	5,304	2,930	3,924	4,100	3,828	3,815
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	15,377

Monthly Circulation Statistics by Material Type 2024

Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
102 - Music CD's	21	18	29	9	38	10	19						144
106 - DVD	128	121	137	138	130	106	116						876
110 - Magazines	15	46	22	20	25	29	44						201
120 - Fiction	303	315	285	324	311	341	456						2,335
121 - Nonfiction	172	144	174	144	139	137	168						1,078
122 - Biography	24	28	26	17	18	33	37						183
125 - Paperback	65	51	68	58	57	47	83						429
126 - Large Print	205	161	156	194	168	166	248						1,298
127 - Oversize	1	2	0	0	0	1	3						7
131 - Mystery	86	78	68	89	93	133	127						674
151 - Audiobooks	22	23	34	23	32	23	37						194
160 - DVD New	99	83	110	88	67	64	97						608
161 - DVD NF	4	6	4	9	1	3	4						31
700- Library of Things	12	10	3	8	10	31	25						99
Total	1,157	1,086	1116	1,121	1089	1124	1464	0	0	0	0	0	8,157

Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
302 - Youth CD	1	3	0	0	0	0	0						4
304 - Tween Video Games	28	25	19	18	9	29	36						164
306 - Youth DVD	22	26	36	25	17	32	18						176
320 - Tween Chapter/Graphic	94	119	153	161	79	241	737						1,584
321 - Youth Nonfiction	100	83	110	145	126	61	210						835
322 - Youth Biography	3	13	4	1	2	6	20						49
325 - Tween Paperback	27	32	33	54	46	54	175						421
330 - Youth Picture Book	152	143	168	165	134	155	392						1,309
331 - Youth Boardbook	55	45	74	42	39	40	95						390
332 - Youth Easy Reader	38	51	40	62	40	77	258						566
337 - Tween Books New	21	27	35	34	11	45	67						240
353 - Youth DVD NF	0	0	0	0	0	0	0						0
364 - Parenting Material	7	6	12	7	9	9	21						71
650 - Youth Spanish	5	1	4		13	9	25						57
Total	553	574	688	714	525	758	2054	0	0	0	0	0	5866

Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
210 - Teen Magazines	0	0	0	6	0	0	7						13
220 - Teen Fiction	22	13	9	22	16	62	62						206
221 - Teen Nonfiction	1	3	5	0	5	5	3						22
222 - Teen Bios	0	0	1	0	0	1	1						3
224 - Teen Graphic Novels	2	6	4	4	2	14	15						47
237 - New Teen Fiction	3	1	0	4	1	2	8						19
251 - Teen BOCD	1	0	0	0	0	0	0						1
275 - Teen Reading List	1	0	1	2	0	1	5						10
Total	30	23	20	38	24	85	101	0	0	0	0	0	321

Digital Circulation													
2024	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Flipster (magazines)	65	54	52	39	40	57	38						345
Freegal downloads	140	152	105	109	126	159	164						955
Freegal streaming	885	944	299	531	788	644	468						4559
Hoopla (items)	72	78	72	72	67	99	75						535
Kanopy (tickets)	179	145	173	100	119	117	134						967
Overdrive (items)	2514	2515	2581	2405	2440	2313	2636						17404
WAM	212	513	822	765	240	697	758						4007
Totals	4067	4401	4104	4021	3820	4086	4273	0	0	0	0		28772

Computer/Wifi Use & Door Count													
2024	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Notary Appointments	13	14	6	13	7	11	4						68
Public computer sessions	206	248	269	307	271	288	331						1,920
Guest wifi connections	280	206	264	256	295	305	481						2,087
Door count	3,663	3,600	4,219	4,667	3,812	4,064	6,132						30,157
Total Views (Website)	12,000	11,000	13,000	16,000	13,000	18,000	16,000						99,000
Total Events (Website)	29,000	27,000	29,000	34,000	31,000	39,000	37,000						226,000
Totals	45,162	42,068	46,758	55,243	48,385	61,668	59,948	0	0	0	0	0	359,232

NEW PATRON REGISTRATIONS

JULY 2024

Adult Year Round	19
Youth Year Round	11
Teen	2
2 ND Address	3
Summer	5
Total:	40

MEETING ROOM USE REPORT-JULY 2024

The following groups used the 3 meeting rooms JULY 2024

Community Room

Chair aerobics	Yoga
M-L Civic Association	Alternative Thursday Films
Cicada Shell:Easy Way to Write Haiku	Monster Circus
The Benanna Band	Beaded Wind chimes
Marshmallow Toss Games	Double Dutch
Piano Recital	Exercise with Kerry
Babies Boogie	Minecraft Waterpark Mayhem
Toddler's Tango	Optical Illusion Workshop
The Seeker's Path:Easy Way to Write Haiku	Aromatherapy for Teens
Create Your Own Powered Memory Game	Weaving Workshop for Teens
Kidnastics Toddlers & Preschool	Christopher Agostino Story faces
Victorian Aromatherapy	Guinea Pig Funny Farm
Battle of the Atlantic Part 1	Bev's Book Discussion
Mini Seashell Mandalas-Adult & Teen	Lost to Dune with Kara Thomas
Chef Rob/Make ice cream sandwiches	Minecraft-Island Survival Test
Hoopiness:Hola Hooping Exercise Program	Acrylic Painting w/Lisa Baglivi
Invitation to Opera: Philip Glass's Akhnaten	
Browsing Under An Umbrella:Easy Way to Write Haiku	
Homeowners & Auto Insurance Market Update	

Conference Room

Tutor (1)
Mah Jongg
Crochet & Chat
Bridge
Fiero Code Club
M-L Civic Association
Medicare
Artist Reception-Lois Levy
Mattituck Community Fund
Writers Group
Mindfulness Series with Donna Nesteruk
Pet Portraits-Community Service

Craft Room

Tutor (8)	Fiero Club
Alzheimer's Support	Literary Club
Book Discussion	On Line Test
Read to A Dog	Job Interview
SAT Prep Class	Henna Tattoos
Crochet & Chat	

Kitchen

Tutor (9)

Tutors-18

Community Groups-23

Library Programs-77

Local History-1