

**MATTITUCK-LAUREL LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING  
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. Retirement Acknowledgement – Bev Wowak**
- IX. President's Remarks**
- X. Committee Reports**
  - A. Building / Grounds & Long-Range Planning
- XI. Old Business**
- XII. New Business**
  - A. Independent Audit – Engagement Letter
  - B. October Meeting
- XIII. Period of Public Expression**
- XIV. Adjournment**

**Next Meeting – September 9, 2024**

**MATTITUCK-LAUREL LIBRARY**  
**APPROVED MINUTES OF THE REGULAR MONTHLY MEETING**  
August 12, 2024

**Present**

Jim Underwood, President  
Mary Sanchez, Vice President  
Colleen Grattan-Arnoff, Treasurer  
Katie O'Rourke, Secretary  
John Carter, Trustee  
Peter Kren, Trustee  
Randi Tietel, Trustee (arrived at 6:13PM)  
Shauna Scholl, Director

**Absent**

none

**I. Call To Order/II. Pledge of Allegiance**

Jim called the meeting to order at 6:01PM, with a quorum present.

**III. Approval of the Agenda**

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

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

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

**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	\$114,061.14
CULTURAL ACTIVITIES FUND	1,563.19
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
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  
(John, Peter; unanimous (6-0))

## **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.

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

## **VII. Director's Report**

The Director's report was presented in written format. The Board reviewed the director's report with interest. The Director's Report was approved.

(Peter, Colleen; unanimous (6-0))

Shauna shared that there will be free Suffolk County park parking permits available on a limited basis after county lawmakers approved a pilot program offering them through libraries. After the pilot program Suffolk libraries would be eligible to purchase a pack of one-time parking passes from the county. These passes can be used at Cedar Point, Cupsogue, Indian Island, Smith Point and the other county parks and beaches. Shauna has opted in for the short term pilot program and once the official program is underway our library will be enrolled. The end of summer celebration is happening on Wednesday, August 14th at 11AM. Shauna thanked the Friends for sponsoring the hot dog picnic and Karen and Daniel Goodwin (Superintendent of Highways) for planning a family friendly fenced-in petting zoo. The SLED (Suffolk Libraries Empowering Discover) Mobile Library will also be at this fun event. There will be another Blood Drive at the library on Thursday, August 15th from 12:30PM -6:30PM. Our March 27, 2024 Blood Drive saved 210 lives – 70 pints of blood were collected. The much-anticipated American Girl Celebratory Tea Party and Author Talk will take place on Saturday, August 17th at 11AM. Sara has worked hard to make this a very special event. There will be raffle tickets for a silent auction and a photo booth. Jim noted that he saw an increase in teen participation during summer programming. Shauna said that summer programming brings a boost across all departments.

## **VIII. Retirement Acknowledgement – Bev Wowak**

Shauna shared a front-page article about Bev that was published in the August 8th edition of The Suffolk Times newspaper with the Board. Coffee, cookies, and floral bouquets created a welcoming space to celebrate dear Bev. Jim, Shauna, and several community members spoke about Bev's impact as the reader's advisor for the past 34 years at the Mattituck-Laurel Library! Hundreds, if not thousands, of patrons (friends) participated in Bev's programs, she created beautiful community connections and she will be impossible to replace. Bev's celebrations continue August 25th from 12PM – 3PM at The Community Room at Veteran's Memorial Park and then on Thursday, September 5th from 4PM – 7PM right at the Mattituck Laurel Library. The Board wishes Bev a retirement full of laughter, relaxation, travel and all the things she's been looking forward to, congratulations.

## **IX. President's Remarks**

none

## **X. Committee Reports**

### *A. Building / Grounds & Long-Range Planning*

The building committee met on August 7th with the architect. This strategy meeting discussed the timeline for bringing details about the interior building renovations to the public. On Tuesday, October 1, 2024 from 6:30PM – 7:30PM the architect and renderings will be shared. There will be an opportunity for Q&A at this event.

## **XI. Old Business**

none

## **XII. New Business**

### *A. Independent Audit – Engagement Letter*

Motion to approve the Independent Audit - Engagement Letter  
(Peter, Mary; unanimous (7-0))

### *B. October Meeting*

Motion to approve moving the date of the October Board Meeting to October 28, 2024  
(John, Peter; unanimous (7-0))

## **XIII. Period of Public Expression**

Public comment was given by community members.

## **XIV. Adjournment**

Motion to adjourn at 6:29PM  
(Mary, John; unanimous (7-0))

## **Dates of Future Board Meetings**

Monday, September 9, 2024

Monday, October 28, 2024

Monday, November 18, 2024

Respectfully submitted,  
Katie O'Rourke  
Secretary



# Mattituck-Laurel LIBRARY

## Warrants / Expenses

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

Approved at the Library Board Meeting on August 12 , 2024

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

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

CGA

08/02/24

Mattituck-Laurel Library  
Fund Balance Report

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	<u>Jan - Jul 24</u>
<b>General Fund</b>	
Operating Fund	738,497.52
Building Fund	
Checking	281,481.09
Savings	57,309.36
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<b>Total Building Fund</b>	338,790.45
	<hr/>
<b>Total General Fund</b>	1,077,287.97
	<hr/>
<b>Cultural Activities Fund</b>	
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/>
<b>Total Cultural Activities Fund</b>	12,650.44
	<hr/>
<b>Gift and Trust Fund - MM</b>	
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
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<b>Total Gift and Trust Fund - MM</b>	636,326.21
	<hr/>
<b>TOTAL</b>	<b>1,726,264.62</b>

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>
<b>Library Materials</b>				
<b>Youth Materials</b>				
<b>Youth Computer Software</b>				
07/19/2024	Business Card	Switch Dave the Diver	39.88	39.88
	Total Youth Computer Software			39.88
<b>Youth Books</b>				
07/06/2024	B&T Juvenile Account	June invoices	468.10	468.10
	Total Youth Books			468.10
	Total Youth Materials			507.98
<b>Adult Materials</b>				
<b>DVD/Music CD</b>				
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
<b>Digital Material Subscriptions</b>				
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
<b>Adult Books</b>				
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
<b>Reference Books and Data Bases</b>				
07/12/2024	SCLS	Data Axle-Reference So...	650.00	650.00
	Total Reference Books and Data Bases			650.00
<b>Adult Ref Books</b>				
<b>Local History</b>				
07/22/2024	Elan Financial Services	Yearbook / Mattituck Hig...	98.84	98.84
	Total Local History			98.84
	Total Adult Ref Books			98.84
<b>Large Print Books</b>				
07/08/2024	B&T Adult Account	June invoices	551.20	551.20
	Total Large Print Books			551.20
<b>Newspapers</b>				
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**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Adult Materials				3,095.21
<b>Teen Materials</b>				
07/06/2024	B&T Teen Account	June invoices	263.45	263.45
Total Teen Materials				263.45
Total Library Materials				3,866.64
<b>Technology</b>				
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
<b>Operations and Maintenance</b>				
<b>Building Maintenance</b>				
<b>Aquarium Maintenance</b>				
07/09/2024	Living Art Aquariums	Service 6/11/24, 6/24/24...	220.00	220.00
Total Aquarium Maintenance				220.00
<b>HVAC Maintenance</b>				
07/25/2024	Kolb Service Corp.	Routine A/C Service	751.12	751.12
Total HVAC Maintenance				751.12
<b>Exterminator</b>				
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
<b>Security Monitoring</b>				
07/03/2024	Suffolk Security Systems, Inc.	Standard Digital Monitori...	122.85	122.85
Total Security Monitoring				122.85
<b>Piano Tuning</b>				
07/03/2024	Douglas Gregg	Piano Tuning	170.00	170.00
Total Piano Tuning				170.00
Total Building Maintenance				1,508.97
<b>Custodial Supplies</b>				
07/06/2024	Emerald Island	Paper towels, toilet pap...	401.85	401.85
Total Custodial Supplies				401.85
<b>Electric</b>				
07/31/2024	PSEGLI	Service from Jun 20, 20...	3,464.19	3,464.19
Total Electric				3,464.19
<b>Gas</b>				
07/30/2024	National Grid	Billing period Jun 18, 20...	49.94	49.94
Total Gas				49.94
<b>Grounds Maintenance</b>				
<b>Other Grounds Maintenance</b>				
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
<b>Water</b>				
<b>North Fork Water</b>				
07/17/2024	ReadyRefresh	Qty 7 - 5 gallon Water	123.92	123.92
Total North Fork Water				123.92
Total Water				123.92
<b>Garbage Removal</b>				
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
<b>Miscellaneous Expense</b>				
<b>Maintenance Office Equipment</b>				
<b>Optimum Internet Service</b>				
07/22/2024	Optimum	Billing period 7/16/24 to ...	245.00	245.00
Total Optimum Internet Service				245.00
<b>Computer/Network Maintenance</b>				
07/26/2024	L2J Consulting, Inc.	Monthly IT Support - Jul...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
<b>Computer Software Licenses</b>				
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
<b>Membership</b>				
<b>Professional Memberships</b>				
07/02/2024	New York Library Association	Membership One Year t...	1,085.00	1,085.00
Total Professional Memberships				1,085.00
<b>Museum Passes</b>				
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
<b>Postage</b>				
<b>Postage &amp; Stamps</b>				
07/02/2024	Postmaster	200 Forever stamps @ ...	136.00	136.00
Total Postage & Stamps				136.00
<b>Newsletter mailing</b>				
07/02/2024	Postmaster	July/August Newsletter ...	406.00	406.00
Total Newsletter mailing				406.00
Total Postage				542.00
<b>Printing &amp; Advertising</b>				
<b>Other printing &amp; advertising</b>				

**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>
07/23/2024	SCLS	SLED / Mattituck Street ...	600.00	600.00
	Total Other printing & advertising			600.00
	Total Printing & Advertising			600.00
<b>Professional Fees</b>				
<b>PALS Membership</b>				
07/09/2024	SCLS-PALS	3rd Quarter 2024 - PAL...	2,798.69	2,798.69
	Total PALS Membership			2,798.69
<b>SCLS/Overdue Notices</b>				
07/06/2024	SCLS	Overdues - Processed &...	16.64	16.64
	Total SCLS/Overdue Notices			16.64
	Total Professional Fees			2,815.33
<b>Programs - Adult</b>				
<b>Motion Picture/Music Licensing</b>				
07/23/2024	SCLS	Set up & breakdown out...	210.00	210.00
	Total Motion Picture/Music Licensing			210.00
<b>Adult Reading Club &amp; Book Discu</b>				
07/19/2024	Business Card	T shirts, Card games, B...	277.45	277.45
	Total Adult Reading Club & Book Discu			277.45
<b>Adult Programs</b>				
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
<b>Programs - Summer</b>				
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

08/02/24

**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
<b>Programs - Teen</b>				
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
<b>Supplies - Library</b>				
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
<b>Supplies - Office</b>				
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
<b>Telephone</b>				
07/22/2024	Optimum	Billing period 7/16/24 to ...	154.75	154.75
Total Telephone				154.75
<b>Workshops</b>				
07/18/2024	Jenna Geiser	Reimburse Notary exam...	75.00	75.00
Total Workshops				75.00
Total Miscellaneous Expense				20,610.00
<b>Debt Service Total</b>				

08/02/24

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

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
<b>Mortgage Interest</b>				
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
<b>TOTAL</b>				<b>39,212.85</b>

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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

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	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

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	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			
<b>Total Income</b>	<b>1,722,967.64</b>	<b>1,678,455.00</b>	<b>44,512.64</b>	<b>102.7%</b>
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%
<b>Total Salaries</b>	<b>457,716.13</b>	<b>851,425.00</b>	<b>-393,708.87</b>	<b>53.8%</b>
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%
<b>Total Benefits</b>	<b>103,713.25</b>	<b>239,875.00</b>	<b>-136,161.75</b>	<b>43.2%</b>
<b>Total Payroll Expenses</b>	<b>561,429.38</b>	<b>1,091,300.00</b>	<b>-529,870.62</b>	<b>51.4%</b>
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%
<b>Total Youth Materials</b>	<b>9,020.84</b>	<b>19,000.00</b>	<b>-9,979.16</b>	<b>47.5%</b>
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%
<b>Total Adult Ref Books</b>	<b>573.84</b>	<b>3,500.00</b>	<b>-2,926.16</b>	<b>16.4%</b>
Virtual Reference Collection	0.00	5,500.00	-5,500.00	0.0%



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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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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%
<b>Total Maintenance Office Equip...</b>	<b>20,297.68</b>	<b>35,800.00</b>	<b>-15,502.32</b>	<b>56.7%</b>
<b>Membership</b>				
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%
<b>Total Membership</b>	<b>3,340.99</b>	<b>8,350.00</b>	<b>-5,009.01</b>	<b>40.0%</b>
<b>Postage</b>				
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%
<b>Total Postage</b>	<b>2,527.89</b>	<b>2,680.00</b>	<b>-152.11</b>	<b>94.3%</b>
<b>Printing &amp; Advertising</b>				
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%
<b>Total Printing &amp; Advertising</b>	<b>18,625.36</b>	<b>13,000.00</b>	<b>5,625.36</b>	<b>143.3%</b>
<b>Professional Fees</b>				
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%
<b>Total Professional Fees</b>	<b>34,846.78</b>	<b>56,800.00</b>	<b>-21,953.22</b>	<b>61.3%</b>
<b>Programs - Adult</b>				
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%
<b>Total Programs - Adult</b>	<b>17,657.41</b>	<b>20,000.00</b>	<b>-2,342.59</b>	<b>88.3%</b>
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%
<b>Total Miscellaneous Expense</b>	<b>130,706.35</b>	<b>197,230.00</b>	<b>-66,523.65</b>	<b>66.3%</b>
<b>Debt Service Total</b>				
Mortgage Principal	111,008.28			
Mortgage Interest	8,840.90			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
<b>Total Debt Service Total</b>	<b>119,849.18</b>	<b>100,000.00</b>	<b>19,849.18</b>	<b>119.8%</b>

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

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	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
<b>General Fund</b>				
<b>Building Fund</b>				
<b>Checking</b>				
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
<b>Cultural Activities Fund</b>				
<b>Coffee Machine</b>				
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
<b>Teen Programs</b>				
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
<b>Staff Activity Fund</b>				
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
<b>Adult Programs Wash Account</b>				
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

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

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<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
<b>Staff Ordering Account</b>				
Check	07/11/2024	Dime Community Bank	Checks order	-103.19
Total Staff Ordering Account				-103.19
Total Cultural Activities Fund				1,084.32
<b>Gift and Trust Fund - MM</b>				
<b>Undesignated &amp; Interest</b>				
Deposit	07/31/2024		Interest	28.76
Total Undesignated & Interest				28.76
Total Gift and Trust Fund - MM				28.76
<b>TOTAL</b>				<b>-761.92</b>

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

Type	Date	Num	Name	Memo	Amount
<b>Operating Checking</b>					
Total Operating Checking					
<b>BNB Operating Checking</b>					
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 Pense	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
<b>TOTAL</b>					<b>-48,712.14</b>