

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

MEETING DATE: Monday September 9, 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 August 12, 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. NYLA Conference Attendance
 - B. Credit Cards for Department Heads
 - C. Closure on 12/12 for Staff Development Day
- XII. Period of Public Expression
- XIII. Adjournment

Next Meeting – October 28, 2024

Directors Report August 2024

Building and Grounds

On Thursday August 1st the HVAC in the computer area was making a thumping sound, the building was still able to maintain a cool temperature. Kolb responded on Monday August 5th and replaced a broken belt on one of the units.

The Tuesday Crew is finishing up a summer job at Hallockville and will start to work on our little free food pantry this fall. One of the conditions of the Tuesday Crew was for us to receive clearance that there was no gas, water, electric or telecommunication lines in the area where they plan to install the pantry. I engaged 811 on August 5th and the markup was completed on August 21st. The East side of the property is where all the utilities connect from the street to the building, and you may have noticed the markings and flags there.

I had noticed that the outdoor sign lights were on all day Monday August 5th and again on Tuesday the 6th, upon contacting CLOS they sent someone on Wednesday and replaced the photo sensor.

I reached out to Jeff Owen from Owen Bros. in the beginning of August regarding the sinking in the back of the parking lot – I finally received word that he will be sending a crew to address the issue sometime in September.

We received the Percussion Play instruments. Karen and I will work together to find a suitable location to install them in the greenspace and I will discuss the location with the building and grounds committee.

Programs and Services

The End of Summer picnic took place on Wednesday August 14th, it was well attended with 168 attendees, everyone had a blast! Karen arranged a petting zoo in the greenspace, hotdogs and ice cream were enjoyed and the SLED was a huge hit. I am incredibly grateful to Karen and her team for yet another successful summer reading program!

Our blood drive took place on Thursday August 15th, 55 pints of blood were collected, which potentially saves 165 lives.

The American Girl Doll program took place on Saturday August 17th and was phenomenal. Kudos to Sara and the adult services department for collaborating and offering this program. The attendees had a wonderful time and were so appreciative to be there and commented on how lovely it was.

We wrapped up the Suffolk Libraries Summer Tour on August 31st. It was fun watching folks search around the building for our artifact and it was equally wonderful to hear visitors saying wonderful things about our library.

On August 15th I met with Karen and her team to discuss plans for our 5th annual pumpkin lighting event.

We are planning to attend the Cutchogue East Trunk or Treat again this year, unfortunately the SLED was booked for the date that was chosen but the SCLS Lending Library Staff were willing to offer us the Tech Van, which will also be decorated – just not as intricate as the SLED usually is.

This year during the month of October for the Great Give Back we will be collecting items to help put together a Thanksgiving dinner, all items will be donated to CAST, thank you to JoAnne for coordinating this effort.

Upcoming programs and events to note:

Milagro: Santana Tribute Band – September 14, 2pm

Crustless Apple Pie with Chef Rob – September 17, 5:30pm

Preserving Your Organic Harvest – September 28, 10:30am

Engage with Stony Brook Medicine Physicians: Q&A Forum – September 30, 5:30pm

5th Annual Pumpkin Carving Display – October 14, 4pm – 7pm

Friends of the Library

The Friends membership mailing was completed August 1st. This year the Friends are accepting credit cards for membership; they will determine whether it is cost effective to continue offering the convenience of paying by credit card for the 2025 mailing.

A very big thank you to the Friends for their donations towards summer programming, the omnibus grant and assisting with the hot dog picnic. We are looking forward to an exciting fall and their continued support for our annual pumpkin lighting event.

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

Administrative

I am planning on attending the NYLA conference on behalf of the library again this year. I am asking for expenditure approval for lodging (paperwork attached).

I am requesting approval to add two credit cards to our existing line of credit with Bank of America, the two cards will be for Sara and Karen's use as department heads. We currently only have one card on the account which is kept in my office. Both cards will have a set credit limit of \$500 since it aligns with our current purchasing policy.

We had a full staff meeting on August 20th, updates were shared, including the most recent renovation plans and renderings, each department had a chance to recap summer and share about upcoming fall plans. The next full staff meeting is Wednesday October 23rd. The last staff meeting for the year is scheduled for December 12th. My plan was to request that the library close for the day so that we can have another opportunity for a staff development day, the request to close is on this month's agenda.

I reached out to Senator Palumbo's office on August 22nd to inquire about the NYSDOT investigation into the crosswalk in front of the library. The state is planning to move the existing crosswalk that is in front of the library and move it down to the corner by the church where they will be making it ADA compliant and adding warning lights, so it is more visible. The bid opening for this project is scheduled for the fall of 2025, it probably wouldn't be until the spring of 2026 by the time work begins. I felt that what NYSDOT was planning to do did not address our original issue of crosswalk safety in front of the library, so I wrote to the Regional Director for Suffolk County. I have included the letter with packets for everyone to review. At the writing of my report, I have not received a response.

On Sunday August 25th we celebrated Bev at the Veteran's Park Community Room. Current staff and former staff joined together to wish Bev well in her retirement.

I met with Bev and Sara to discuss Bev's job description and how the adult services department is going to move ahead with those job duties. Sara and I have discussed the possibility of a F/T Programming Coordinator position and I plan to meet with the personnel and policy committee to discuss the position further.

Rich Olsen Harbich was able to provide a tasting at the August 29th book talk. Rich provided all paperwork necessary, liquor license and liability insurance.

Reminder that the annual budget vote and trustee election is taking place on Tuesday September 17th from 9am – 7pm.

The community meeting is scheduled for Tuesday October 1st at 6:30pm. I plan to present regarding library programs and services and how we are adapting to a changing community (and world!) and the architects will present the proposed plans and share renderings.

The October Board meeting has been scheduled for October 28th.

Meetings Attended

August 6 – Reference Department Meeting

August 6 – Met with Bev & Sara re: Bev's job duties

August 7 – Committee: Long Range Planning / Building & Grounds

August 14 – End of Summer Picnic

August 15 – Pumpkin Carving Event Planning w. Youth & Parenting Dept.

August 17 – American Girl Doll Program

August 20 – Full Staff Meeting

August 27 – Hazel Kahan Book Talk

August 29 – Rich Olsen Harbich Book Talk

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - August 2024

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - Programming stats remain steady. Program planning for winter is underway. Bev's last day of work will be September 12th. The reference department wishes her well. Maintenance of the library of things, collection development and weeding are ongoing. Our American Girl tea party and author talk was a success. At this time we do not have a social work intern lined up for us this year. I am in contact with Leah Topek-Walker from Stony Brook University, who is trying to find one for us.

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

Date	Meeting
8/1/24	Meeting with presenter
8/6/24	Reference Department Meeting
8/6/24	Meeting with Shauna and Bev Re: Bev's retirement
9/12/24	Meeting with Alzheimer's Caregiver Support Group Facilitator
8/14/24	Intro to Canva Workshop
8/27/24	Reference Department Meeting

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

Date	Program	Statistics	Program Platform/Notes
Mondays in August	Chair Strength and Stretch	27 each session with a waitlist	In person
8/6/24 and 8/13/24	Fiero Code Club	2 on 8/6 and 0 on 8/13	In person; statistics reflect a variety of age groups
Ongoing in August	August Reading Challenge	44	Patrons participate on their own; offered by Bev Wowak
Tuesdays in August	Book Discussion Group	N/A	Canceled due to extended staff absence; the group did not wish to run a patron-led group.

Wednesdays in August	Book Discussion Group	8	In person; this group is patron-led in Jerry's absence
Wednesdays in August	Yoga	6 each session plus 7 walk-ins	In person
By appointment	One-on-one technology appointments	10	In person; offered by Sharon Twickler
8/1/24	Alternate Thursday Films	3	In person
8/1/24	Brazilian BBQ	N/A	Canceled by the programmer; rescheduled to October with a new menu selection
8/5/24	Mindfulness	9 registered; 4 attended	In person
8/6/24	Browsing Under an Umbrella: The Easy Way to Write Haiku	N/A	Canceled due to extended staff absence
8/6/24	Battle of the Atlantic	8	In person
8/6/24	Self-defense for women	23 registered; 17 attended	In person
8/8/24	Long Island Firsts: Making History in Our Own Backyard	44	Virtual
8/9/24	The Pioneers of Rock and Roll	30	Virtual (Shared EEPA program; Shelter Island Public Library hosted)*
8/12/24	Alzheimer's Caregiver Support Group	7	In person; offered by a volunteer from the Alzheimer's Association
8/13/24	Explore the Art of Pizza with Gaetano Giordano	20 registered; 12 attended	In person
8/14/24	Jane Austen Book Club Author Talk	Stats Unavailable	Virtual (Shared EEPA program; Westhampton Free Library hosted)*
8/15/24	Blood Drive	55	55 pints of blood collected, potentially saving 165 lives!
8/15/24	Breastfeeding Support	Stats Unavailable	Virtual (EEPA and SBSH program)*

8/15/24	Native Plants	N/A	Canceled due to the presenter's technical difficulties. Rescheduled date in September. Offered virtually
8/17/24	American Girl Celebratory Tea Party, Author Talk and Silent Auction	30 registered; 23 attended	In person
8/22/24	Book, Dinner and a Movie	12	In person; offered by Bev Wowak
8/27/24	Author Talk with Hazel Selzer Kahn	6	In person; offered by Bev Wowak
8/29/24	Book Talk with Richard Olsen-Harbich	20	In person; offered by Bev Wowak
8/31/24	Build Your Own Cheese Board	25	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 - Fall program planning is complete. I am currently working on winter program planning. Some upcoming winter programs include, but are not limited to: DIY cardmaking, Hula Hooping for Adults, Fall Prevention, Lucille Ball, 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 is ongoing. Jackie and Robert have begun the shelf shifting process. I am also speaking with Shauna about getting the empty shelving taken down in the near future.

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

Museum Passes - Due to low circulation and high cost, we have decided not to renew the pass to the Intrepid Museum. The Long Island Science Center pass has been renewed for another year. All museum passes are now offered as printable passes rather than circulating passes that need to be picked up and returned to the library.

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. Some items that require replacement or repair have been sent to me by circulation. I will evaluate and replace or repair as necessary.
- 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.

Bev's last day will be September 12th. After speaking with Shauna, Bev, and the reference department, Shauna and I have decided to explore the possibility of creating a programming coordinator position. This would mean that I would step down from my programming responsibilities and assume some of Bev's responsibilities. Details are in the works.

Our American Girl tea party and author talk was a success. We are grateful to the Friends of the Mattituck-Laurel Library for their contribution toward this program, as well as the generous donation from Special Effects Salon, Spa and Tea Room, who offered a gift certificate for "tea for two" as a raffle prize. We sold out of the *Dolls of Our Lives: Why We Can't Quit American Girl* book that we sold at a discounted rate and made some of our money back in raffle ticket sales.

- Social Work - Leah Topek-Walker of Stony Brook University is still trying to secure a social work intern for us in the fall. TBD whether or not we will have one this year.

Mattituck-Laurel Library
Teen Services Board Report – August 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 August:

Date	Meeting
08/06	American Girl Committee Meeting
8/14	Canva Training from SCLA
08/15	Britannia Database Updates
08/20	Full Staff Meeting
08/27	Reference Department Meeting

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

Date	Program	Statistics
08/02	Power of Sound	6 (registered). Only 1/6 who signed up attended this program.
08/05	Chef Rob Panini Class	20
08/10	Creative Makerspace for Teens	8
06/24-08/17	Summer Reading for Teens	54

Summer Reading- This year's summer reading program has been running smoothly. We have more teens than last year and these teens and they are also good readers. I let them complete the challenge as many times as they like many of the teens have completed the challenge over five times this month. **The total number of teens who registered was 54.**

Raffle ticket stats: Teens received 10 white tickets to choose amongst the gift cards, and 1 blue ticket which could be used for either grand prize, every time they completed the program.

In total we had 541 raffle tickets

Grand prize: 49 tickets were entered in this raffle

Amazon: 165 tickets were entered in this raffle

Target: 95 tickets were entered in this raffle

Starbucks: 58 tickets were entered in this raffle

Magic Fountain: 106 tickets were entered in this raffle

Ammirati's: 68 tickets were entered in this raffle

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 weekly 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. We have been getting an influx of the kindness rocks and so I have asked the circulations staff to help start giving them out for the patrons to take and put in their own gardens. The bookmarks are put up at circulation for patrons to take and use.

Stats: - Bookmarks (12), Letters to seniors (10), Kindness Rocks (40), Dog toys (2).

Hotdog Picnic-We had 1 teen volunteer this year to assist the friends with their annual end of summer hotdog picnic.

Teen Space –For the month of August, I displayed a combination of new or low circulating fantasy and romance books. The guessing jar has also been updated. August's guessing jar had 25 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 continue to add to the community service and events board in the Teen Space.

Print Newsletter–This month I submitted the content for the September/October newsletter. I am also working on the November/December 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 also made a dozen or so prints for the kids for the Hotdog Picnic. They were all taken as well.

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, which wrapped up this month. 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.

Dolls of Our Lives Book Talk and Celebratory Tea Party- Over the past few months I, along with several other adult services staff members, have been part of the 'American Girl Committee' which helped Sara with her American girl book talk and program. We have been writing stories, helping promote, planning prizes, picking out materials, etc. The program took place on August 17th and it was a huge success.

Date: September 4, 2024

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: August 2024 Wrap-up

Our Numbers are as follows:

In Person programs: 373
Reference questions and book pulls 275

General Information

Summer is a special time for our library, as we welcome patrons from not only our district but also from other states and countries. This year, the Suffolk County Library summer tour has played a key role in encouraging visitors to explore various libraries, and we consistently receive feedback about the warm, inviting atmosphere of our space. Many patrons pause just inside the door to take in the vibrant decorations, diverse activities, and, of course, the captivating fish tank. We take immense pride in creating an environment that attracts visitors and encourages them to spend quality time here with their children. This aligns perfectly with the concept of the "third space," where the library serves as a communal hub for conversation, friendship, and connection. While we embraced this ideal when we first became a family Place library, we continue to evolve to better serve our community.

Our summer reading program, highly praised by patrons from both our library and neighboring libraries, stands out for its exceptional quality. We are deeply grateful to the Friends of the Library for their generous funding, which supports our diverse range of programs and reading incentives. The reading program along with the weekly guesses are designed to foster a love of reading and encourage children to continue reading all summer to earn a chance at those raffle prizes.

Additionally, each August, we highlight our circulating preschool and kindergarten backpacks. Each backpack contains six carefully selected books tailored to the specific age group, further enriching our community's reading experience.

The August STEAM table had everyone, caregivers as well, enjoying various crafts to help with fine motor skills. The activities involve cutting, gluing, coloring and putting it all together. It is good to see the adults and children working together to complete the project.

In the tween place we put out various card games and puzzles. Kids find that area comfortable and tend to just hang out there. Through a recent donation of consoles for

both the PS2 and Wii along with a coloring pad, we plan on having fun with the tweens during drop in programs.

Fall programming sign up began on Monday, August 19th. Sign up is always slow this time of year as some patrons just can't get out of a summer mode. We have begun planning for the 5th annual pumpkin event. This has become a staple for our families of little ones. Pumpkin carving, games, balloons, face painting, popcorn along with hot dogs.

Meetings:

August 8th Karen attended the DK School and Library Fall Preview Webinar sponsored by Booklist. This webinar showcased new and upcoming releases.

August 20th Karen attended the Booklist webinar. The focus was picture books.

August 20th Shauna held a full staff meeting. Karen and JoAnne attended from this department.

Summer Reading Club Information

Again this summer, we used the NYS READSqured online reading program. As we have in the past, we offered both a preschool reading program and an elementary reading program. Our sign up numbers were similar to last year. We reached a total sign up of 188 readers. (having made an adjustment for duplicate accounts).

The final report numbers were sent to Youth Services at SCLS for inclusion into the New York State Report.

Summer Reading Club numbers are as follows:

Number of Children who signed up:

Birth - PreK:	42
K-6 th grade:	146
Total	188

Total number of books read by Birth-PreK club: 2614

Total number of minutes spent reading by K-6th club: 201,720

Our programs had an overall attendance of 1,523.

OVERALL

On August 14th, the Friends of the Library hosted our end-of-summer picnic, which attracted 168 attendees. This year, we were thrilled to feature Long Island Pony Parties and Petting Zoo, adding a unique touch to the festivities. We also extend our gratitude to

Superintendent of Highways Dan Goodwin for arranging snow fencing to safely separate the animals from the picnic area. Along with the SLED from SCLS, the event was a resounding success, filled with joy and smiles.

We are also grateful to Ali from Magic Fountain for sponsoring our weekly summer guessing jar, which featured ice cream sundae gift cards. A special thank you goes to the Friends of the Library for generously providing hot dogs, chips, carrots, water, and ice cream, making the day even more enjoyable. Finally, a huge thank you to Shauna, the library staff, and especially the children's department team, who worked diligently all summer to ensure a season filled with books, friendships, and fun. Each year, we look forward to welcoming back those who spend their summer on the Fork and making new friends joining the area for the first time.



Mattituck-Laurel
LIBRARY

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Mattituck, NY 11952

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Shauna Scholl
PO Box 1437
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August 22, 2024

Mr. Richard B. Causin, P.E.
State Office Building
250 Veterans Memorial Highway
Hauppauge, NY 11788

Subject: Crosswalk Safety Measures in Front of Mattituck-Laurel Library

Dear Mr. Causin,

I hope this letter finds you well. I am writing to express my deep concern regarding a tragic incident that occurred a year ago today, August 22, 2023. On that date, a fatal accident took place involving a pedestrian using the crosswalk in front of the Mattituck-Laurel Library. Following the incident, I wrote to Mr. M. T. Vijayendran, Regional Traffic Engineer, in September 2023, advocating for more visible signage to alert motorists to the presence of the crosswalk.

Today, I am reminded of this issue by two incidents that occurred this morning at the same crosswalk involving patrons of the Mattituck-Laurel Library. The first incident involved an elderly individual walking her bike across the road. She had to wait a considerable amount of time for traffic to clear in both directions, as vehicles did not stop for her. When it was finally clear, a Hampton Jitney nearly hit her as she was halfway through the westbound lane. She started waving her arms, and the bus eventually stopped, allowing her to continue crossing.

The second incident happened about an hour later. A vehicle heading westbound stopped to let a pedestrian cross, but the truck behind it went around on the shoulder and nearly hit the pedestrian.

Upon reaching out to Senator Palumbo's office, I learned that the NYSDOT plans to combine two existing crosswalks—one at Our Lady of Good Counsel Church and the other at Maple Avenue—into a single crosswalk on the west side of Reeve Avenue. I understand that this

project will consider ADA compliance and include high-visibility pedestrian warning signs (PIN 0ADA25).

Unfortunately, I do not believe this plan will address the issues at the crosswalk in front of the Mattituck-Laurel Library. While the Library's crosswalk is ADA compliant and equipped with high-visibility signs, these measures are clearly insufficient. Flashing lights, similar to those used at crosswalks in the Hamptons, would be ideal.

Additionally, Senator Palumbo's office was uncertain whether the Library crosswalk would be removed. I hope this will not be the case, as many community members rely on this crosswalk to access the Library and the funeral home across the street.

Thank you for your attention to this important issue. I look forward to a positive response from your office.

Sincerely,



Shauna Scholl

Executive Director

Mattituck-Laurel Library

631-298-4134 x104

shauna.scholl@mattlibrary.org

NYLA 2024 Conference

November 6th – November 9th, Syracuse, NY

This year's theme is Leadership at Every Level: Fund-Protect-Empower

Conference Registration: \$335 (paid)

Lodging: \$149 x 3 nights = \$447 (to be reimbursed upon approval, end of conference)

Mileage: 676 miles (round trip), \$452.92 (to be reimbursed upon approval, end of conference)



NYLA 2024 Annual Conference & Trade Show

Oncenter | Syracuse, New York | November 6-9, 2024

Hotel Accommodations

The room blocks and room rates noted below will be available until the cutoff date of Tuesday, October 1, 2024.

The Marriott



100 E Onondaga Street
Syracuse, NY 13202
(315) 474-2424

1 King Bed - \$149
2 Queen Beds - \$149

[Click here to book a room at the Marriott.](#)



Mattituck-Laurel **LIBRARY**

Warrants / Expenses

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

To be approved at the Library Board Meeting on September 9, 2024

Operating Account Total	\$ 140,400.57
Payroll	\$ 86,444.80
Non Payroll	\$ 53,955.77
Cultural Activities Fund	\$ 4,904.20
Money Market Account	\$0
Building Fund Savings	\$0
Building Fund Checking	\$ 1,130.35

Donations in excess of \$1,000 None

09/03/24

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Aug 24</u>
General Fund	
Operating Fund	602,694.19
Building Fund	
Checking	280,350.74
Savings	57,309.36
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Total Building Fund	337,660.10
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Total General Fund	940,354.29
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Cultural Activities Fund	
Coffee Machine	685.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	44.92
Adult Programs Wash Acco...	6,576.31
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	-103.19
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Total Cultural Activities Fund	9,395.87
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Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	16,616.78
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
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Total Gift and Trust Fund - MM	636,352.36
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TOTAL	1,586,102.52

09/03/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Library Materials				
Youth Materials				
Youth DVD's				
08/09/2024	Midwest Tape	505846459	23.79	23.79
Total Youth DVD's				23.79
Youth Books				
08/05/2024	B&T Juvenile Account	July invoices	718.59	718.59
Total Youth Books				718.59
Total Youth Materials				742.38
Adult Materials				
DVD/Music CD				
08/05/2024	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
08/09/2024	Midwest Tape	505846456	21.69	21.69
08/09/2024	Midwest Tape	505846458	23.79	23.79
08/23/2024	Midwest Tape	505882097	13.29	13.29
08/23/2024	Midwest Tape	505914656	25.19	25.19
08/23/2024	Midwest Tape	505914658	13.99	13.99
08/30/2024	Midwest Tape	505955670	13.99	13.99
08/30/2024	Midwest Tape	505955671	9.09	9.09
08/30/2024	Midwest Tape	505955672	191.71	191.71
Total DVD/Music CD				337.74
Digital Material Subscriptions				
08/02/2024	Kanopy, Inc.	134 Tickets	134.00	134.00
08/02/2024	Midwest Tape	Month ending 07/31/2024	187.20	187.20
Total Digital Material Subscriptions				321.20
Adult Books				
08/06/2024	B&T Adult Account	July invoices	2,093.20	2,093.20
08/16/2024	Business Card	Raise the Flag, Anton C...	46.53	46.53
Total Adult Books				2,139.73
Reference Books and Data Bases				
08/02/2024	Intelligent Direct, Inc.	Four Maps / Suffolk Cou...	246.00	246.00
Total Reference Books and Data Bases				246.00
Large Print Books				
08/06/2024	B&T Adult Account	July invoices	1,066.15	1,066.15
Total Large Print Books				1,066.15
Newspapers				
08/05/2024	Newsday	From 08/14/2024 to 10/...	319.92	319.92
08/15/2024	Daily News	Pays through 9/25/24	90.00	90.00
08/21/2024	Elan Financial Services	DJ Barrons	97.73	97.73
Total Newspapers				507.65
Total Adult Materials				4,618.47
Teen Materials				
08/05/2024	B&T Teen Account	July invoices	155.10	155.10
Total Teen Materials				155.10
Total Library Materials				5,515.95

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Technology				
08/05/2024	PM Communications Corp.	Monthly Maintenance	117.89	117.89
Total Technology				117.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
08/09/2024	Living Art Aquariums	Service 7/9/24 and 7/30/...	200.00	200.00
Total Aquarium Maintenance				200.00
Alarm Test				
08/05/2024	Southold Town Clerk	Alarm renewal expires A...	10.00	10.00
Total Alarm Test				10.00
Elevator Maint.				
08/28/2024	Champion Elevator	Quarterly Maintenance 3...	1,341.87	1,341.87
Total Elevator Maint.				1,341.87
Other Building Maint.				
08/23/2024	Suffolk Security Systems, Inc.	Replaced batteries in se...	184.00	184.00
Total Other Building Maint.				184.00
Total Building Maintenance				1,735.87
Electric				
08/28/2024	PSEGLI	Service from Jul 22, 202...	3,055.25	3,055.25
Total Electric				3,055.25
Gas				
08/30/2024	National Grid	Billing period Jul 20, 202...	42.18	42.18
Total Gas				42.18
Insurance				
Umbrella Package				
08/16/2024	Utica National Insurance Group	Commercial Umbrella P...	21,896.38	21,896.38
Total Umbrella Package				21,896.38
Total Insurance				21,896.38
Water				
North Fork Water				
08/15/2024	ReadyRefresh	Previous balance \$123....	254.83	254.83
08/19/2024	ReadyRefresh	6/13/24 to 7/12/24 previ...	123.92	123.92
Total North Fork Water				378.75
Total Water				378.75
Garbage Removal				
08/21/2024	Mattituck Environmental Services	4 YD Trash Service	252.72	252.72
Total Garbage Removal				252.72
Total Operations and Maintenance				27,361.15
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
08/23/2024	Optimum	Billing period 08/16/24 - ...	260.00	260.00
	Total Optimum Internet Service			260.00
Copy Machine				
08/28/2024	Precision Microproducts	Contract plus color and ...	763.18	763.18
08/28/2024	Precision Microproducts	Contract plus color and ...	580.83	580.83
	Total Copy Machine			1,344.01
Computer/Network Maintenance				
08/28/2024	L2J Consulting, Inc.	Monthly IT Support - Au...	1,000.00	1,000.00
	Total Computer/Network Maintenance			1,000.00
Computer Software Licenses				
08/21/2024	Elan Financial Services	DRI*CrashPlan	32.55	32.55
	Total Computer Software Licenses			32.55
	Total Maintenance Office Equipment			2,636.56
Membership				
Museum Passes				
08/09/2024	Metropolitan Opera Association...	Romeo et Juliette Scree...	75.00	75.00
	Total Museum Passes			75.00
Eastern Suffolk BOCES				
08/28/2024	Eastern Suffolk BOCES	EAP for 2023-2024 scho...	591.50	591.50
	Total Eastern Suffolk BOCES			591.50
	Total Membership			666.50
Postage				
Postage & Stamps				
08/28/2024	Postmaster	200 Forever stamps @ ...	146.00	146.00
	Total Postage & Stamps			146.00
Newsletter mailing				
08/20/2024	Postmaster	September/October Ne...	37.29	37.29
	Total Newsletter mailing			37.29
	Total Postage			183.29
Printing & Advertising				
Newsletter printing				
08/21/2024	Pine Barrens Printing	September/October Ne...	3,608.00	3,608.00
	Total Newsletter printing			3,608.00
	Total Printing & Advertising			3,608.00
Professional Fees				
SCLS/Overdue Notices				
08/21/2024	SCLS	Overdues - Processed &...	8.96	8.96
	Total SCLS/Overdue Notices			8.96
	Total Professional Fees			8.96
Programs - Adult				
Adult Reading Club & Book Discu				

Mattituck-Laurel Library

09/03/24

Monthly Expense Report - Operating Fund (Non Payroll)

August 2024

Date	Name	Memo	Original Amount	Paid Amount
08/16/2024	Business Card	Gift bags, Qty 4 Farewel...	155.09	155.09
08/21/2024	Elan Financial Services	Qty 2 Books- Farewell M...	42.55	42.55
Total Adult Reading Club & Book Discu				197.64
Adult Programs				
08/05/2024	Donna L. Nesteruk	Mindful Series 7/29 & 8/5	450.00	450.00
08/05/2024	Marissa Timm	Gift Cards	75.98	75.98
08/06/2024	Edward J. Moreno	Self Defense for Wome...	200.00	200.00
08/07/2024	Sara Colichio.	Catalogues, Magazines,...	296.52	296.52
08/09/2024	Eco-Photo Explorers	Long Island Firsts 8/8/24	200.00	200.00
08/09/2024	Sharon Twickler	Reimburse Raffle items	13.97	13.97
08/13/2024	Pizza by Tano, Inc.	Pizza 8/13/24	300.00	300.00
08/15/2024	Mary Mahoney	American Girl Doll 8/17/24	600.00	600.00
08/16/2024	Business Card	Qty 15 American Girl Bo...	234.90	234.90
08/21/2024	Elan Financial Services	Zoom	63.96	63.96
08/21/2024	Elan Financial Services	American Girl photo pro...	26.68	26.68
08/21/2024	Sara Colichio.	American Girl Tea Party ...	95.12	95.12
Total Adult Programs				2,557.13
Total Programs - Adult				2,754.77
Programs - Summer				
08/05/2024	Rob Scott	Ice Cream Cupcakes 8/...	350.00	350.00
08/06/2024	Cornell Cooperative Extension	Hop to It 8/5/24 / Bookin...	225.00	225.00
08/07/2024	Regina Mauceri Melodies, Inc.	Keyboarding 5/8/24	460.00	460.00
08/12/2024	Nicole Summers Sparling	Baby Boogie, Toddler Ta...	350.00	350.00
08/13/2024	Long Island Pony Parties & Pet...	Petting Zoo 8/14/24	475.00	475.00
08/16/2024	Karen Letteriello.	Reimburse Gift cards - ...	45.00	45.00
Total Programs - Summer				1,905.00
Programs - Teen				
08/05/2024	Kathy Pasca	Sound 8/2/24	300.00	300.00
08/05/2024	Marissa Timm	Gift Cards	50.00	50.00
08/07/2024	Rob Scott	Panini / Teens 8/5/24	350.00	350.00
08/16/2024	Business Card	Gift card, Puzzles, Snac...	207.50	207.50
08/21/2024	Elan Financial Services	T-shirts	102.07	102.07
08/21/2024	Elan Financial Services	Gift cards	25.00	25.00
Total Programs - Teen				1,034.57
Supplies - Library				
08/02/2024	Orlowski Hardware Company, I...	Batteries for Children's ...	63.47	63.47
08/07/2024	Sara Colichio.	Poster Board	5.59	5.59
08/16/2024	Business Card	Technology -Square Re...	154.44	154.44
08/21/2024	Elan Financial Services	Cricut	9.99	9.99
08/21/2024	Sara Colichio.	Hot Water Dispenser	59.85	59.85
08/21/2024	Shauna Scholl.	Tumblers, Sparkling Jui...	73.77	73.77
Total Supplies - Library				367.11
Supplies - Office				
08/09/2024	Quill Corporation	Cups hot perfect touch 1...	100.31	100.31
08/09/2024	Quill Corporation	Coffeemate 180/ct	20.59	20.59
08/16/2024	Business Card	Gorilla Glue	7.88	7.88
08/28/2024	Quill Corporation	Binder clips 2x1, Planne...	76.78	76.78
08/28/2024		Service Charge	10.00	10.00
Total Supplies - Office				215.56
Telephone				
08/23/2024	Optimum	Billing period 08/16/24 - ...	145.72	145.72

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Telephone				145.72
Staff Development				
08/21/2024	Elan Financial Services	Zoom Educational Vide...	5.00	5.00
Total Staff Development				5.00
Total Miscellaneous Expense				13,531.04
Debt Service Total				
Mortgage Interest				
08/19/2024	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				53,955.77

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

	Aug 24
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	0.00
Interest	5.64
Direct Public Support	
Programs & Tickets Paid For	504.70
Direct Public Support - Other	1,130.20
	1,634.90
Total Direct Public Support	1,634.90
Fines	63.52
Library Materials Paid For	196.49
Copy Machine	736.00
	2,636.55
Total Income	2,636.55
Gross Profit	2,636.55
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	33,603.34
Clerical	33,951.55
Custodian	4,810.25
	72,365.14
Total Salaries	72,365.14
Benefits	
Fica	5,331.96
Disability Insurance	-334.48
Medical Insurance	3,916.59
Retirement	2,532.49
Unemployment Insurance	-11.47
	11,435.09
Total Benefits	11,435.09
Total Payroll Expenses	83,800.23
Library Materials	
Youth Materials	
Youth DVD's	23.79
Youth Books	718.59
	742.38
Total Youth Materials	742.38
Adult Materials	
DVD/Music CD	337.74
Digital Material Subscriptions	321.20
Adult Books	2,139.73
Reference Books and Data Ba...	246.00
Large Print Books	1,066.15
Newspapers	507.65
	4,618.47
Total Adult Materials	4,618.47
Teen Materials	155.10
	155.10

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

	<u>Aug 24</u>
Total Library Materials	5,515.95
Technology	117.89
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	200.00
Alarm Test	10.00
Elevator Maint.	1,341.87
Other Building Maint.	<u>184.00</u>
Total Building Maintenance	1,735.87
Electric	3,055.25
Gas	42.18
Insurance	
Umbrella Package	<u>21,896.38</u>
Total Insurance	21,896.38
Water	
North Fork Water	<u>378.75</u>
Total Water	378.75
Garbage Removal	<u>252.72</u>
Total Operations and Maintenance	27,361.15
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	260.00
Copy Machine	1,344.01
Computer/Network Maintenance	1,000.00
Computer Software Licenses	<u>32.55</u>
Total Maintenance Office Equipm...	2,833.96
Membership	
Museum Passes	75.00
Eastern Suffolk BOCES	<u>591.50</u>
Total Membership	666.50
Postage	
Postage & Stamps	146.00
Newsletter mailing	<u>37.29</u>
Total Postage	183.29
Printing & Advertising	
Newsletter printing	<u>3,608.00</u>
Total Printing & Advertising	3,608.00
Professional Fees	
Payroll Processing	610.40
SCLS/Overdue Notices	<u>8.96</u>

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

	Aug 24
Total Professional Fees	619.36
Programs - Adult	
Adult Reading Club & Book Dis...	197.64
Adult Programs	2,557.13
Total Programs - Adult	2,754.77
Programs - Summer	1,905.00
Programs - Teen	1,034.57
Supplies - Library	367.11
Supplies - Office	215.56
Telephone	145.72
Staff Development	5.00
Total Miscellaneous Expense	14,338.84
Debt Service Total	
Mortgage Interest	7,429.74
Total Debt Service Total	7,429.74
Total Expense	138,563.80
Net Ordinary Income	-135,927.25
Net Income	-135,927.25

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

	Jan - Aug 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	13,024.10	4,000.00	9,024.10	325.6%
Mattituck-Cutchoogue 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	30.85	100.00	-69.15	30.9%
Direct Public Support				
Programs & Tickets Paid For	504.70			
Direct Public Support - Other	12,881.86	2,000.00	10,881.86	644.1%
Total Direct Public Support	13,386.56	2,000.00	11,386.56	669.3%
Fines	519.75			
Library Materials Paid For	676.69			
Copy Machine	4,920.50	2,000.00	2,920.50	246.0%
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	1,725,604.19	1,678,455.00	47,149.19	102.8%
Gross Profit	1,725,604.19	1,678,455.00	47,149.19	102.8%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	234,171.42	350,493.00	-116,321.58	66.8%
Clerical	263,394.17	453,257.00	-189,862.83	58.1%
Custodian	32,515.68	47,675.00	-15,159.32	68.2%
Total Salaries	530,081.27	851,425.00	-321,343.73	62.3%
Benefits				
Fica	38,854.43	63,298.00	-24,443.57	61.4%
Disability Insurance	1,149.56	1,000.00	149.56	115.0%
Medical Insurance	34,954.91	104,560.00	-69,605.09	33.4%
Retirement	33,989.95	60,017.00	-26,027.05	56.6%
Unemployment Insurance	6,248.72	11,000.00	-4,751.28	56.8%
Total Benefits	115,197.57	239,875.00	-124,677.43	48.0%
Total Payroll Expenses	645,278.84	1,091,300.00	-446,021.16	59.1%
Library Materials				
Youth Materials				
Youth Arts & Crafts	260.60	2,500.00	-2,239.40	10.4%
Youth DVD's	238.76	500.00	-261.24	47.8%
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	8,184.84	14,000.00	-5,815.16	58.5%
Total Youth Materials	9,763.22	19,000.00	-9,236.78	51.4%
Adult Materials				
DVD/Music CD	2,504.87	4,000.00	-1,495.13	62.6%
Live-brary Downloadable e-bo...	51,651.00	54,000.00	-2,349.00	95.7%
Digital Material Subscriptions	7,776.57	13,000.00	-5,223.43	59.8%
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	10,215.37	21,000.00	-10,784.63	48.6%
Reference Books and Data Ba...	1,562.67	2,000.00	-437.33	78.1%
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%

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

	Jan - Aug 24	Budget	\$ Over Budget	% of Budget
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%
Adult Audio Books	0.00	1,000.00	-1,000.00	0.0%
Large Print Books	3,270.79	5,000.00	-1,729.21	65.4%
Newspapers	4,586.58	7,000.00	-2,413.42	65.5%
Periodicals	4,838.82	5,000.00	-161.18	96.8%
Total Adult Materials	86,980.51	122,050.00	-35,069.49	71.3%
Teen Materials	1,262.23	2,500.00	-1,237.77	50.5%
Total Library Materials	98,005.96	143,550.00	-45,544.04	68.3%
Capital Expenditures	20,295.20	19,000.00	1,295.20	106.8%
Technology	2,947.66	9,200.00	-6,252.34	32.0%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,236.73	3,500.00	-1,263.27	63.9%
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	235.00	200.00	35.00	117.5%
Elevator Maint.	4,503.62	4,500.00	3.62	100.1%
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.	3,880.50	7,000.00	-3,119.50	55.4%
Total Building Maintenance	14,610.52	20,975.00	-6,364.48	69.7%
Custodial Supplies	986.61	1,000.00	-13.39	98.7%
Electric	17,694.16	27,500.00	-9,805.84	64.3%
Gas	5,222.64	11,000.00	-5,777.36	47.5%
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	21,896.38	22,000.00	-103.62	99.5%
Total Insurance	30,153.38	34,000.00	-3,846.62	88.7%
Water				
North Fork Water	1,021.38	1,000.00	21.38	102.1%
SCWA	1,168.29	3,500.00	-2,331.71	33.4%
Total Water	2,189.67	4,500.00	-2,310.33	48.7%
Garbage Removal	2,274.48	3,000.00	-725.52	75.8%
Total Operations and Maintenance	84,107.46	118,175.00	-34,067.54	71.2%
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	1,613.04	2,400.00	-786.96	67.2%

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

	Jan - Aug 24	Budget	\$ Over Budget	% of Budget
Optimum Internet Service	1,975.32	3,200.00	-1,224.68	61.7%
Copy Machine	3,408.12	8,500.00	-5,091.88	40.1%
Computer/Network Maintenance	8,000.00	12,000.00	-4,000.00	66.7%
BookScan Maintenance	690.00	700.00	-10.00	98.6%
Computer Software Licenses	7,445.16	9,000.00	-1,554.84	82.7%
Total Maintenance Office Equip...	23,131.64	35,800.00	-12,668.36	64.6%
Membership				
Professional Memberships	1,531.00	2,200.00	-669.00	69.6%
Museum Passes	1,759.99	5,000.00	-3,240.01	35.2%
Mattituck Chamber of Commer...	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	591.50	800.00	-208.50	73.9%
Total Membership	4,007.49	8,350.00	-4,342.51	48.0%
Postage				
Postage & Stamps	555.63	770.00	-214.37	72.2%
Mailing Permit	320.00	250.00	70.00	128.0%
Newsletter mailing	1,647.55	1,500.00	147.55	109.8%
Post Office Box Fee	188.00	160.00	28.00	117.5%
Total Postage	2,711.18	2,680.00	31.18	101.2%
Printing & Advertising				
Other printing & advertising	3,230.36	1,000.00	2,230.36	323.0%
Newsletter printing	19,003.00	12,000.00	7,003.00	158.4%
Total Printing & Advertising	22,233.36	13,000.00	9,233.36	171.0%
Professional Fees				
Payroll Processing	4,460.32	10,500.00	-6,039.68	42.5%
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	169.52	500.00	-330.48	33.9%
SCLS/Annual Membership	11,841.00	12,000.00	-159.00	98.7%
Total Professional Fees	35,416.91	56,800.00	-21,383.09	62.4%
Programs - Adult				
Motion Picture/Music Licensing	297.49	500.00	-202.51	59.5%
Adult Reading Club & Book Di...	3,304.49	3,500.00	-195.51	94.4%
Adult Programs	16,810.20	16,000.00	810.20	105.1%
Total Programs - Adult	20,412.18	20,000.00	412.18	102.1%
Programs - Juvenile				
Programs - Summer	7,112.69	10,500.00	-3,387.31	67.7%
Programs - Teen	9,973.45	8,000.00	1,973.45	124.7%
Supplies - Library	7,650.87	8,000.00	-349.13	95.6%
Supplies - Office	5,105.59	10,500.00	-5,394.41	48.6%
Supplies - Paper	2,358.12	4,000.00	-1,641.88	59.0%
Telephone	728.73	2,500.00	-1,771.27	29.1%
Travel	1,227.94	2,200.00	-972.06	55.8%
Workshops	872.78	2,200.00	-1,327.22	39.7%
Staff Development	331.68	2,200.00	-1,868.32	15.1%
Tuition Reimbursement	5.00	1,000.00	-995.00	0.5%
	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	144,995.96	197,230.00	-52,234.04	73.5%
Debt Service Total				
Mortgage Principal	118,317.03			
Mortgage Interest	8,961.89			

11:12 AM
09/03/24
Cash Basis

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

	Jan - Aug 24	Budget	\$ Over Budget	% of Budget
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	127,278.92	100,000.00	27,278.92	127.3%
Total Expense	1,122,910.00	1,678,455.00	-555,545.00	66.9%
Net Ordinary Income	602,694.19	0.00	602,694.19	100.0%
Net Income	602,694.19	0.00	602,694.19	100.0%

09/03/24

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Bill	08/09/2024	Custom Lighting of Suffol...	Balance due on ...	-725.00
Bill	08/15/2024	James Underwood	Reimburse suppl...	-68.39
Bill	08/21/2024	Elan Financial Services	10'x10' Canopy -...	-336.96
Total Checking				-1,130.35
Total Building Fund				-1,130.35
Total General Fund				-1,130.35
Cultural Activities Fund				
Coffee Machine				
Deposit	08/05/2024		Coffee	1.00
Deposit	08/12/2024		Coffee	1.00
Deposit	08/26/2024		Coffee	1.00
Total Coffee Machine				3.00
Staff Activity Fund				
Deposit	08/12/2024	Better World Books	Discarded Books...	134.06
Bill	08/15/2024	Shauna Scholl.	Reimburse Flow...	-51.97
Bill	08/21/2024	Shauna Scholl.	Reimburse snac...	-62.58
Bill	08/28/2024	Ammirati's of Love Lane	Bev Retirement ...	-524.65
Total Staff Activity Fund				-505.14
Adult Programs Wash Account				
Deposit	08/05/2024		Yoga Walk in x 2	40.00
Deposit	08/05/2024		LI Aquarium Tick...	162.00
Deposit	08/06/2024		Aerobics	101.04
Deposit	08/12/2024		Aerobics	35.00
Deposit	08/12/2024		Yoga Walk in	20.00
Deposit	08/12/2024		LI Aquarium Tick...	297.00
Deposit	08/12/2024		Cooking	56.46
Bill	08/16/2024	SCLS	LI Aquarium Tick...	-2,700.00
Deposit	08/19/2024		Seashell 4 x \$9.4...	47.05
Deposit	08/19/2024		Yoga Walk in	20.00
Deposit	08/19/2024		Arts/Crafts / Sea...	10.00
Deposit	08/19/2024		Books \$160 / Ra...	325.00
Deposit	08/26/2024		Arts/Crafts Seas...	18.82
Deposit	08/26/2024		Cooking/Chef Rob	18.82
Deposit	08/26/2024		Yoga series	77.38
Deposit	08/26/2024		Aerobics	30.00
Deposit	08/26/2024		Yoga walk-in	20.00
Deposit	08/26/2024		Cooking	10.00
Deposit	08/26/2024		LI Aquarium Tick...	189.00
Deposit	08/26/2024		Defensive Driving	35.00
Bill	08/28/2024	Rosemary Martilotta	Yoga series 7/17...	-620.00
Bill	08/28/2024	Laurie Short	Chair Strength s...	-385.00
Bill	08/30/2024	Raven Janoski	Cheese Board 8/...	-560.00
Total Adult Programs Wash Account				-2,752.43

09/03/24

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

Type	Date	Name	Memo	Paid Amount
Total Cultural Activities Fund				-3,254.57
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	08/30/2024		Interest	26.15
Total Undesignated & Interest				26.15
Total Gift and Trust Fund - MM				26.15
TOTAL				-4,358.77

Mattituck-Laurel Library

Monthly Bill Payments

As of August 31, 2024

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	08/02/2024	12687	Intelligent Direct, Inc.	Invoice 10271388	-246.00
Bill Pmt -Check	08/02/2024	12688	Kanopy, Inc.	Invoice #409206-PPU	-134.00
Bill Pmt -Check	08/02/2024	12689	Midwest Tape	11952	-187.20
Bill Pmt -Check	08/02/2024	12690	Orlowski Hardware ...	Acct 584177	-63.47
Bill Pmt -Check	08/05/2024	12691	B&T Juvenile Acco...	L 935700	-718.59
Bill Pmt -Check	08/05/2024	12692	B&T Teen Account	L943258	-155.10
Bill Pmt -Check	08/05/2024	12693	Donna L. Nesteruk	Mindful Series 7/29 & 8/5	-450.00
Bill Pmt -Check	08/05/2024	12694	ELM USA, Inc.	Invoice 69401	-25.00
Bill Pmt -Check	08/05/2024	12695	Kathy Pasca	Sound 8/2/24	-300.00
Bill Pmt -Check	08/05/2024	12696	Newsday	Acct 40410623	-319.92
Bill Pmt -Check	08/05/2024	12697	PM Communication...	Invoice 43527	-117.89
Bill Pmt -Check	08/05/2024	12698	Rob Scott	Ice Cream Cupcakes 8/5...	-350.00
Bill Pmt -Check	08/05/2024	12699	Southold Town Clerk	109-O	-10.00
Bill Pmt -Check	08/05/2024	12700	NYS Employees He...	03909	-7,829.60
Bill Pmt -Check	08/05/2024	12701	Marissa Timm	Reimburse Gift Cards	-125.98
Bill Pmt -Check	08/06/2024	12702	Cornell Cooperative...	Hop to It 8/5/24 / Bookin...	-225.00
Bill Pmt -Check	08/06/2024	12703	B&T Adult Account	L 90004-3	-3,159.35
Bill Pmt -Check	08/06/2024	12704	Edward J. Moreno	Self Defense for Women...	-200.00
Bill Pmt -Check	08/07/2024	12705	Regina Mauceri Mel...	Keyboarding 5/8/24	-460.00
Bill Pmt -Check	08/07/2024	12706	Rob Scott	Panini / Teens 8/5/24	-350.00
Bill Pmt -Check	08/07/2024	12707	Sara Colichio.	Reimburse American Gir...	-302.11
Bill Pmt -Check	08/09/2024	12708	Eco-Photo Explorers	Long Island Firsts 8/8/24	-200.00
Bill Pmt -Check	08/09/2024	12709	Living Art Aquariums	Invoice no. 2046	-200.00
Bill Pmt -Check	08/09/2024	12710	Metropolitan Opera ...	Met Opera M455	-75.00
Bill Pmt -Check	08/09/2024	12711	Midwest Tape	11952	-69.27
Bill Pmt -Check	08/09/2024	12712	Quill Corporation	03047280	-120.90
Bill Pmt -Check	08/09/2024	12713	Sharon Twickler	Reimburse Raffle items	-13.97
Bill Pmt -Check	08/12/2024	12714	Nicole Summers Sp...	Baby Boogie, Toddler Ta...	-350.00
Bill Pmt -Check	08/13/2024	12715	Long Island Pony P...	Petting Zoo 8/14/24	-475.00
Bill Pmt -Check	08/13/2024	12716	Pizza by Tano, Inc.	Pizza 8/13/24	-300.00
Bill Pmt -Check	08/15/2024	12717	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	08/15/2024	12718	Mary Mahoney	American Girl Doll 8/17/24	-600.00
Bill Pmt -Check	08/15/2024	12719	Shauna Scholl.	VOID: Reimburse Flowe...	0.00
Bill Pmt -Check	08/15/2024	12720	ReadyRefresh	Acct 0140002023, Inv 0...	-254.83
Bill Pmt -Check	08/16/2024	12721	Utica National Insur...	Acct 101096305	-21,896.38
Bill Pmt -Check	08/16/2024	12722	Karen Letteriello.	Reimburse Gift cards - S...	-45.00
Bill Pmt -Check	08/16/2024	12723	Business Card	5474 1518 7474 0647	-806.34
Bill Pmt -Check	08/19/2024	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	08/19/2024	12642A	ReadyRefresh	Inv 04G0140002023	-123.92
Bill Pmt -Check	08/20/2024	12724	Postmaster	Permit no. 41	-37.29
Bill Pmt -Check	08/21/2024	12725	Elan Financial Servi...	4798 5101 7200 1022	-405.53
Bill Pmt -Check	08/21/2024	12726	Mattituck Environm...	Cstmr 11-0001422-0, In...	-252.72
Bill Pmt -Check	08/21/2024	12727	Optimum	VOID: Acct 07839-3818...	0.00
Bill Pmt -Check	08/21/2024	12728	Pine Barrens Printing	Invoice 34407	-3,608.00
Bill Pmt -Check	08/21/2024	12729	Sara Colichio.	Reimburse Progam and ...	-154.97
Bill Pmt -Check	08/21/2024	12730	SCLS	MATT	-8.96
Bill Pmt -Check	08/21/2024	12731	Shauna Scholl.	Reimburse items for Op...	-73.77
Bill Pmt -Check	08/23/2024	12732	Aflac	Acct NQH35, Inv 479597	-51.24
Bill Pmt -Check	08/23/2024	12733	Midwest Tape	11952	-52.47
Bill Pmt -Check	08/23/2024	12734	Suffolk Security Sys...	1720	-184.00
Bill Pmt -Check	08/23/2024	12735	Optimum	Acct 07839-381822-01-2	-405.72
Bill Pmt -Check	08/28/2024	12737	Champion Elevator	Cstmr MATTITUCK-LAU...	-1,341.87
Bill Pmt -Check	08/28/2024	12738	Eastern Suffolk BO...	Invoice 951-25A	-591.50
Bill Pmt -Check	08/28/2024	12739	L2J Consulting, Inc.	Invoice #082024	-1,000.00
Bill Pmt -Check	08/28/2024	12740	Precision Microprod...		-1,344.01
Bill Pmt -Check	08/28/2024	12741	PSEGLI	Cstmr 0295-3001-61-3, ...	-3,055.25
Bill Pmt -Check	08/28/2024	12742	Quill Corporation	03047280	-76.78
Bill Pmt -Check	08/28/2024	12743	Verizon	Acct. 242398426-00001,...	-197.40
Bill Pmt -Check	08/28/2024	12744	Postmaster	200 Forever stamps @ \$...	-146.00
Bill Pmt -Check	08/30/2024	12745	Midwest Tape	11952	-214.79
Bill Pmt -Check	08/30/2024	12746	National Grid	Acct 43544-64005	-42.18
Total BNB Operating Checking					-62,024.01

09/03/24

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

	Type	Date	Num	Name	Memo	Amount
TOTAL						<u>-62,024.01</u>

MONTHLY IMPACT

AUGUST 2024

7,329 ITEMS
CHECKED
OUT

3,491 books & other items
3,838 ebooks & digital items

books & other items
- 324 July (3,815)
+ 3 August 2023 (3,488)



DIGITAL
MATERIAL
CIRCULATION **3,838**

Flipster **52**
Freegal (downloads) **173**
Freegal (streamed) **355**

Hoopla **87**
Kanopy **189**
Overdrive **2,566**
WAM **416**



- 435 July (4,273)
- 1,782 August 2023 (5,620)

300



public computer sessions

345



ILL's incoming

403

ILL's outgoing

36

new patrons



434

guest Wi-Fi connections

339

materials
added

Library Programs **38**
Community Groups **23**
Tutors **3**

65

room use



5,421

visitors

- 711 July (6,132)
- 229 August 2023 (5,650)
Busiest day of the week -
Thursdays (1,147)

Adult Services **469**
Teen Services **83**
Youth & Parenting Services **373**



925

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	3,491
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	18,868

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	17					161
106 - DVD	128	121	137	138	130	106	116	164					1,040
110 - Magazines	15	46	22	20	25	29	44	41					242
120 - Fiction	303	315	285	324	311	341	456	457					2,792
121 - Nonfiction	172	144	174	144	139	137	168	162					1,240
122 - Biography	24	28	26	17	18	33	37	32					215
125 - Paperback	65	51	68	58	57	47	83	77					506
126 - Large Print	205	161	156	194	168	166	248	240					1,538
127 - Oversize	1	2	0	0	0	1	3	1					8
131 - Mystery	86	78	68	89	93	133	127	169					843
151 - Audiobooks	22	23	34	23	32	23	37	38					232
160 - DVD New	99	83	110	88	67	64	97	107					715
161 - DVD NF	4	6	4	9	1	3	4	6					37
700- Library of Things	12	10	3	8	10	31	25	25					124
Total	1,157	1,086	1116	1,121	1089	1124	1464	1536	0	0	0	0	9,693

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	0					4
304 - Tween Video Games	28	25	19	18	9	29	36	28					192
306 - Youth DVD	22	26	36	25	17	32	18	49					225
320 - Tween Chapter/Graphic	94	119	153	161	79	241	737	638					2,222
321 - Youth Nonfiction	100	83	110	145	126	61	210	169					1,004
322 - Youth Biography	3	13	4	1	2	6	20	11					60
325 - Tween Paperback	27	32	33	54	46	54	175	86					507
330 - Youth Picture Book	152	143	168	165	134	155	392	379					1,688
331 - Youth Boardbook	55	45	74	42	39	40	95	69					459
332 - Youth Easy Reader	38	51	40	62	40	77	258	150					716
337 - Tween Books New	21	27	35	34	11	45	67	77					317
353 - Youth DVD NF	0	0	0	0	0	0	0	0					0
364 - Parenting Material	7	6	12	7	9	9	21	19					90
650 - Youth Spanish	5	1	4		13	9	25	10					67
Total	553	574	688	714	525	758	2054	1685	0	0	0	0	7551

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	11					24
220 - Teen Fiction	22	13	9	22	16	62	62	49					255
221 - Teen Nonfiction	1	3	5	0	5	5	3	2					24
222 - Teen Bios	0	0	1	0	0	1	1	0					3
224 - Teen Graphic Novels	2	6	4	4	2	14	15	6					53
237 - New Teen Fiction	3	1	0	4	1	2	8	2					21
251 - Teen BOCD	1	0	0	0	0	0	0	0					1
275 - Teen Reading List	1	0	1	2	0	1	5	4					14
Total	30	23	20	38	24	85	101	74	0	0	0	0	395

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	52					397
Freegal downloads	140	152	105	109	126	159	164	173					1128
Freegal streaming	885	944	299	531	788	644	468	355					4914
Hoopla (items)	72	78	72	72	67	99	75	87					622
Kanopy (tickets)	179	145	173	100	119	117	134	189					1156
Overdrive (items)	2514	2515	2581	2405	2440	2313	2636	2566					19970
WAM	212	513	822	765	240	697	758	416					4423
Totals	4067	4401	4104	4021	3820	4086	4273	3838	0	0	0		32610

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	11					79
Public computer sessions	206	248	269	307	271	288	331	300					2,220
Guest wifi connections	280	206	264	256	295	305	481	434					2,521
Door count	3,663	3,600	4,219	4,667	3,812	4,064	6,132	5,421					35,578
Total Views (Website)	12,000	11,000	13,000	16,000	13,000	18,000	16,000	24,000					123,000
Total Events (Website)	29,000	27,000	29,000	34,000	31,000	39,000	37,000	44,000					270,000
Totals	45,162	42,068	46,758	55,243	48,385	61,668	59,948	74,166	0	0	0	0	433,398

NEW PATRON REGISTRATIONS

AUGUST 2024

Adult Year Round	25
Youth Year Round	11
Teen	
2 ND Address	
Summer	
Total:	36

MEETING ROOM USE REPORT-AUGUST 2024

The following groups used the 3 meeting rooms AUGUST 2024

Community Room

The Power of Sound
Chair aerobics
Melting Ice Cream Cone Cupcakes
Make Your Own Panini with Chef Rob
Hope to It
Self Defense for Women
Yoga
Keyboarding for Preschoolers
Let's Go Fly A Kite
Babies Boogie
Toddlers Tango
Explore the "Art of Pizza"
Blood Drive
American Girl Celebratory Tea Party & Author Talk
Book, Dinner & Movie
Author Talk – Sun, Sea, Soul & Wine
Build Your Own Cheese Board

Conference Room

Mattituck Community Fund
Mah Jongg
Mindfulness Series with Donna Nesteruk
Fiero Code Club
Bridge
Crochet & Chat
Medicare
Well Spoken Writers Group
Recorder Group
Project for Work
Artist Reception

Craft Room

Tutor (2)
Friends Mailing
Fiero Club
Book Discussion
Literary Café
Alzheimer's Caregiver Support
Rehearsal

Kitchen

Tutor (1)

Tutors-3

Community Groups- 23

Library Programs-38

Local History-1