

**MATTITUCK-LAUREL LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING
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

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
September 9, 2024

Present

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

Absent

Peter Kren, Trustee
Randi Tietel, Trustee

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, Mary; unanimous (5-0))

IV. Review and Approval of the Minutes of August 12, 2024 Regular Board Meeting

The minutes of the meetings held August 12, 2024 were approved.
(Mary, Colleen; unanimous (5-0))

V. Approval of Treasurer's Report

Warrants

Colleen reviewed the warrants with the Board.

The Board approved payment of the following **AUGUST** warrant:

OPERATING ACCOUNT	\$140,400.57
CULTURAL ACTIVITIES FUND	4,904.20
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	1,130.35

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

VI. Approval of the Personnel Report

The Personnel report was presented in written format. The Board reviewed the personnel report with interest. The Personnel Report was approved.

(Mary, John; unanimous (5-0))

VII. Director's Report

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

(John, Mary; unanimous (5-0))

Shauna thanked Karen for a very successful end of summer celebration, 168 community members attended. Shauna thanked the full staff for a summer filled with fun programming and activities. The August 17th American Girl Doll program was a beautiful event, the author in attendance was excited to see all the work put into the program. Bill S8448 was signed by Governor Kathy Hochul on August 28, 2024 and the library is now eligible for DASNY financing perpetually. A new online catalog, Vega, will be available soon, staff are receiving training. This new system has an updated look and can incorporate multiple resources: books, DVDs, e-books, e-audiobooks, for an easier more convenient search. Shauna reached out to Senator Palumbo's office about the state's plans to move the existing crosswalk that is in front of the library to the corner by the church. John spoke about this issue stating that Shauna captured a very troubling moment and supported Shauna's letter to the regional director, Richard B. Causin, P. E. from the NYSDOT. Discussion ensued about continuing to reach out to town and state elected officials to ensure protections for pedestrians. Shauna plans to attend a retirement celebration for Fred Thiele, a New York State Assemblyman. Mr. Thiele served for nearly three decades, he was a strong advocate for public libraries. Bev's last day at the Mattituck-Laurel Library will be on September 12, 2024. Shauna congratulated Bev on her amazing 34 years of service. Everyone is looking forward to who were the murderers, Bev will reveal all tomorrow.

VIII. President's Remarks

Jim shared that there will be a community meeting with the architect on Tuesday, October 1st, 2024 at 6:30PM. The architect will show designs and renderings, there will be a question-and-answer period. The next regular board meeting will be held on Monday, October 28, 2024 at 6PM. Jim thought the summer went quickly, he commended the staff for the great events that took place at the library.

IX. Committee Reports

A. Building / Grounds & Long-Range Planning

The building committee met on August 7th with the architect, a September meeting is scheduled. On Tuesday, October 1, 2024 from 6:30PM – 7:30PM the architect, design, and renderings will be shared. There will be an opportunity for Q&A at this event. A spring vote is planned.

X. Old Business

none

XI. New Business

A. NYLA Conference Attendance

Motion to approve attendance at the NYLA Conference in Syracuse, NY on November 6th – November 9th, 2024
(Katie, Colleen; (5-0))

B. Credit Cards for Department Heads

Motion to approve two credit cards to our existing line of credit for department heads
(John, Mary; (5-0))

C. Closure on 12/12 for Staff Development Day

Motion to approve 12/12 closure for a staff development day
(Mary, Katie; (5-0))

XII. Period of Public Expression

Public comment was given by community members.

XIII. Adjournment

Motion to adjourn at 6:44PM
(John, Mary; unanimous (5-0))

Dates of Future Board Meetings

Monday, October 28, 2024
Monday, November 18, 2024
Monday, December 9, 2024

Respectfully submitted,
Katie O'Rourke
Secretary



Mattituck-Laurel LIBRARY

Warrants / Expenses

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

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

CGA. 9/9/24.

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
	<hr/>
Total Building Fund	337,660.10
	<hr/>
Total General Fund	940,354.29
	<hr/>
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
	<hr/>
Total Cultural Activities Fund	9,395.87
	<hr/>
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
	<hr/>
Total Gift and Trust Fund - MM	636,352.36
	<hr/>
TOTAL	<u>1,586,102.52</u>

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				

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

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>
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%

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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	7,112.69	10,500.00	-3,387.31	67.7%
Programs - Summer	9,973.45	8,000.00	1,973.45	124.7%
Programs - Teen	7,650.87	8,000.00	-349.13	95.6%
Supplies - Library	5,105.59	10,500.00	-5,394.41	48.6%
Supplies - Office	2,358.12	4,000.00	-1,641.88	59.0%
Supplies - Paper	728.73	2,500.00	-1,771.27	29.1%
Telephone	1,227.94	2,200.00	-972.06	55.8%
Travel	872.78	2,200.00	-1,327.22	39.7%
Workshops	331.68	2,200.00	-1,868.32	15.1%
Staff Development	5.00	1,000.00	-995.00	0.5%
Tuition Reimbursement	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			

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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%

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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

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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

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

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