

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

MEETING DATE: Monday October 28, 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 September 9, 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
 - B. Personnel / Policy
- X. Old Business
- XI. New Business
- XII. Period of Public Expression
- XIII. Adjournment

Next Meeting – November 18, 2024

Directors Report September 2024

Building and Grounds

On Wednesday September 11th Coastline responded to the building and unclogged the manhole area where the public restrooms exit from the building to the parking lot.

Saturday September 14th was a very productive building and grounds project day. I assisted with covering the circulation desk and helped oversee the completion of refurbishing the post and the installing of a new speed bump sign along with the 988 sign. The replacement weathervane has also been installed.

Peconic Fire Equipment was on site on September 24th to inspect the fire extinguishers. All extinguishers are good for another year.

There were some areas of roof that had been damaged by a past storm, leaving the old roof exposed. I called JP Hunter for a proposal – they quickly responded and fit us into their schedule completing the work on September 27th.

Owens was also on site on September 27th to fix the areas of the parking lot that appeared to be sinking.

The Little Free Food Pantry is still in the works and we are looking at a potential fall (October) install!

I am working towards a spring install for the percussion play instruments. Karen and I discussed dispersing them throughout the outer edge of the greenspace on the edge of the gardens.

Programs and Services

We partook in Banned Books Week from September 22 – September 28. Marissa created a display for the teen area and the main circulation area. Sharon made sure our social channels were informative about book challenges. Banned Books Week has definitely taken on a different connotation in the more recent years and our focus has shifted to inform and educate our communities about the dangers of censorship and how everyone in the community has the freedom to read freely.

Sara has been working to evaluate the museum passes that are not circulating well and will be removing those passes and replacing them with new passes, including more local attractions.

We had a great turnout for the concert on September 14th, which featured Milagro a Santana Tribute Band. We had 50+ in attendance, it was a warm September day and shade over the grass area is definitely still a concern.

Stony Brook University School of Social Welfare has been unable to secure us a social work intern for the year. This has been a struggle across the North Fork libraries.

We are still 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.

The Great Give Back is underway. We are 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:

Suicide Prevention (via Zoom) – October 24, 5:30pm

Dracula: Fiction & Reality – October 28, 5:30pm

Paper Flowers with Casey Cunningham – November 2, 11am

Canva 101 – November 4, 5pm

D.I.Y. Birdhouses – November 7, 5:30pm

The Banjo Rascals – November 9, 1:30pm

Communicating Effectively with Loved Ones Affected by Alzheimer's – November 14, 10am

Fresh Evergreen and Dried Herb Holiday Wreath/Centerpiece – November 16, 12pm

Canva 102 – November 18, 5pm

Responding to Dementia-Related Behaviors – November 19, 10am

Book Discussion: *Lessons in Chemistry* – November 21, 5:30pm

Friends of the Library

The Friends of the Library will be hosting their annual holiday party and luncheon on December 17th. The meeting will take place at 11am with the luncheon to follow at 12 noon. The Friends extend the invite for Board members to attend the lunch.

Membership is down a bit compared to last year and Denise will be conducting a second mailing the first week in November.

A very big thank you to the Friends for their support year round and especially with our special events. The Friends discussed covering the cost of pumpkins for the annual pumpkin lighting event.

The next Friends meeting is Tuesday November 19th at 9:30am.

Administrative

On Thursday September 5th we celebrated Bev with an open house in the circulation area of the library. It was a lovely event and a great sendoff prior to Bev's last day on September 12th.

I had the opportunity to meet with the Zone 1 Director's and Senator Palumbo on September 12th at the Southold Free Library. We spoke to Senator Palumbo about some issues facing libraries including the dire need for construction grant funding and freedom to read legislation. It was a good discussion and a precursor to the work we do in Albany each February.

We finally received a response from the NYSDOT (attached). I had a very timely invite to the Southold Town Transportation Commission meeting, which took place on Monday September 16th. We have formally requested that the Town become involved in this matter and advocate on behalf of the Library regarding our crosswalk.

Congratulations to Mary and John on their reelection to serve another three year term and a heartfelt thank you to our community for passing our 2025 budget 71 yes – 18 no votes.

On September 20th our zone met to honor Fred Thiele for all his work supporting the east end libraries throughout his career. We are incredibly thankful to Fred for being an ardent supporter of libraries and particularly the libraries on the north and south forks.

Two local Girl Scouts have completed their Silver Award Project and have partnered with the Library to assist in the completion. The project includes two sculptures made out of recycled beach trash to be displayed in our

Library. The project helps to educate the community on litter and the impact it has on our waterways. We are currently working on a reception/unveiling date, which has been tentatively scheduled for November 5th.

The 2025 Tax Cap Form has been filed with the State Comptroller's Office. The tax base growth factor is 1.0156 with a levy limit of \$1,728,167. We are under the tax cap for 2025 (passed levy \$1,718,603).

On September 24th I had the opportunity to serve on the Construction Grant Committee, which is an advisory committee that makes recommendations regarding construction aid. This year's state budget included 44 million dollars for library construction aid, of that the Suffolk Cooperative Library System was awarded \$2,758,418 to disburse amongst the member libraries that submitted applications. This is an incredibly important aspect of our advocacy work and we continuously express that the funding needs to be expanded further due to the dire need for construction aid Countywide.

The auditors were on site Thursday September 26th and have been completing the rest of their audit remotely. We should have a report by the November meeting.

The next full staff meeting is scheduled to take place on Wednesday October 23rd at 8am.

We have posted for the F/T Programming Coordinator position. Sara and I have started the interview process and hope to have the position filled within the next few weeks.

The next community meeting is scheduled for Wednesday November 20th at 6:30pm. Renderings have been placed around the main circulation area. The website has been updated to reflect that we are in our information gathering phase. I have not received any feedback in the box outside my office or on the online form.

Vega is live! Vega is our new online catalog platform. The homepage is customizable so we can showcase certain collections, programs and library services. There are definitely some differences and it will take some getting used to. The hope is that it will enhance discoverability for our patrons. Our Hoopla collection has now been integrated and we expect to see more use as patrons won't have to check a separate platform to check out those items.

I will be in attendance at the NYLA Conference from November 6 – November 9.

The November Board meeting has been scheduled for November 18th.

Meetings Attended

September 4 – PALS Executive Board Meeting

September 9 – Met with Bev re: last checks

September 10 – Committee: Long Range Planning / Building & Grounds

September 12 – Legislative: Anthony Palumbo at Southold Free Library

September 12 – Vega

September 16 – Transportation Commission Meeting at Southold Town Hall

September 19 – Director's Meeting at WHAM

September 19 – Committee: Personnel / Policy

September 20 – Legislative: Fred Thiele Celebration

September 20 – Zone 1 Director's Meeting at JJML

September 20 – Girl Scouts Silver Award Project

September 23 – PLDA Executive Board Meeting

September 23 – Department Heads Meeting

September 24 – NYS Construction Grant Committee

September 30 – Committee: Long Range Planning / Building & Grounds

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - September 2024
 Prepared by Sara Colichio, Head of Adult and Information Services

Summary - Jerry is out until further notice. Bev's last day was September 12th. We wish her well. We have posted a program coordinator position and hope to begin the interview process soon. I have taken over some of Bev's responsibilities, including collection development, and plan to offer book discussions in the near future. We have discontinued some museum passes that weren't circulating and replaced them with other passes and discount codes. Program stats are steady and I am currently planning programs into the spring.

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

Date	Meeting
9/10/24	EEPA meeting
9/19/24	Grant Writing
9/23/24	Department Heads' Meeting
9/25/24	Budgeting with Excel
9/26/24	Linked In

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

Date	Program	Statistics	Program Platform/Notes
Mondays in September	Chair Strength and Stretch	27 each session with a waitlist	In person
Tuesdays in September	Book Discussion Group	N/A	Canceled due to extended staff absence; the group did not wish to run a patron-led group.
Wednesdays in September	Book Discussion Group	10	In person; this group is patron-led in Jerry's absence
Wednesdays in September	Yoga	10 each session plus 3 walk-ins	In person
By appointment	One-on-one technology appointments	10	In person; offered by Sharon Twickler
9/12/24 & 9/26/24	Alternate Thursday Films	3 on 9/12 2 on 9/26	In person

Mondays: 9/17/24-10/22/24	Beginner's Crochet Class	N/A	Canceled due to low enrollment; Intermediate Crochet offered in its place to begin in October.
9/5/24	Native Plants via Zoom	23	Virtual
9/9/24	Alzheimer's Caregiver Support Group	10	In person; offered by a volunteer from the Alzheimer's Association
9/10/24	Fun Festive Book Party	Approx. 20	In person; offered by Bev Wowak
9/10/24	Seminario Para Compradores de Vivienda por Primera Vez en Español	2	In person
9/12/24	Sand and Sea Shell Sunflower Wall Art	22	In person
9/14/24	A Performance by Milagro: Santana Tribute Band	50+	In person
9/17/24	Crustless Apple Crumb Pie	25 registered; 23 showed up	In person
9/18/24	Invitation to the Opera: <i>Gounod's Romeo and Juliette</i>	1	In person
9/18/24	Fundamentals of Family History Research	11 registered; 8 showed up	In person
9/19/24	EEPA presents: Back Pain Management via Zoom	N/A	Virtual; canceled by host library due to technical difficulties
9/19/24	Intro to Bullet Journaling	12	In person
9/21/24	Defensive Driving	12	In person
9/23/24	Sound Journey with Music Therapist Kathy Pasca	14 registered; 9 showed up	In person
9/24/24	How to Stay in Your Home Safely as You Age and Get the Help You Need to Pay for It	10	In person
9/25/24	Reducing Rx Drug Costs	N/A	Canceled due to no enrollment

9/26/24	The Robin Williams Story (via Zoom)	32	Virtual; co-sponsored by Southold Free Library and North Shore Public Library; Mattituck-Laurel Library was the host.
9/28/24	Canning and Preserving Your Harvest	9 registered; 6 showed up	In person
9/30/24	Engage with Stony Brook Medicine Physicians: Q&A Forum	N/A	Canceled due to low enrollment

*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 and winter program planning are complete. I am currently booking programs into March and beyond. Some fall and winter programs include, but are not limited to: Historic Crimes of Long Island, Beginner Drawing series, Paper Flowers, History of Beer, Young Frankenstein, Salem Witch Trials, Cajun Thanksgiving, Suicide Prevention, Little Black Dress, Ricotta Gnocchi, 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. Sharon has also been highlighting an “e-resource spotlight” in our weekly e-newsletters to promote digital resources.

Adult Collection Development - At this time I have taken over collection development responsibilities for the following adult collections: nonfiction, biography, mystery, fiction, paperback, large print, reference, magazines and newspapers. With some exceptions, the library has decided to discontinue audiobook purchases; however, I will oversee the maintenance of that collection as well. I will consult with book review periodicals to inform decision making regarding these adult collections.

Newspapers, Magazines and Electronic Resources - All newspaper, magazine and e-resource subscriptions are up to date at this time.

Museum Passes - We have discontinued the Long Island Museum of American Art, History and Carriages after carefully weighing circulation statistics against the increasing cost of museum passes. We have added the following passes: Michael P. Murphy Navy SEAL Museum, The Empire Pass (effective in November), and a Nature Kit for patrons to reserve for Quogue Wildlife Refuge. We have also partnered with CRESLI Whale Watching, who will begin offering discount codes for whale watching tours beginning next season (approx. June). In addition, we have recently partnered with the Gateway Theatre in Bellport to offer discounted tickets to

various shows and events. I have also reached out to Horton's Flower Farm, Waterdrinker Farm, Scott's Point and Lavender by the Bay to inquire about whether or not they would be willing to offer our library a membership program or discount code.

Other -

- Library of Things - I recently replaced Ring Toss and processed Cornhole and Connect Four as replacements. I continue to assist with the library of things as needed.
- Miscellaneous - Jerry is out until further notice. I have been maintaining and adding to the local history collection, updating museum passes, planning Alternate Thursday films, and working with the reference department to cover his shifts as needed.

Bev's last day was September 12th. I have taken over her collection development responsibilities and hope to begin offering book discussions in the near future. We have recently posted the programming coordinator position and plan to begin interviews very soon.

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

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

Summary – After a busy Summer I have been catching up on working on upcoming programs for the rest of the year, organizing the teen collection and space, fulfilling community service needs and replenishing community service related materials, meeting with other teen librarians and completing work related trainings. I have been making bookmarks for patrons using the 3D printer and fulfilling requests. As well as helping out with adult services and programs. 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 September

Date	Meeting
9/10	Brainfuse Training Meeting
9/17	Teaming Up With Team Services Training
9/23	Department Heads Meeting
9/24	Brainfuse Recording Meeting
9/26	AI Ethics Training
9/26	Enhancing your Libraries LinkedIn Account Training

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

Date	Program	Statistics
09/06	Teen Advisory Board	1 (This program was rescheduled to October 7 th due to low registration).
09/12	Washi Tape Crafts	12
09/16	Painting Party for Teens	11
09/23	Chef Rob Pumpkin Cookies	15

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 bookmarks, writing letters to seniors/veterans, decorating kindness rocks and creating bookmarks. The letters go to 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. The dog toys are donated to the Northfork Animal Welfare League in Southold.

Stats: - Bookmarks (20), Letters to seniors (12), Kindness Rocks (15), Dog toys (25), Postcards (15)

Teen volunteer-We currently have 1 teen volunteer who has been coming in most weekdays from 4:30-7pm to help with various tasks around the library.

Teen Space –For the month of September, I displayed some of our realistic fiction YA books. The guessing jar has also been updated. September's guessing jar had 7 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. I also have about a dozen mini canvases that the teens designed and donated to help decorate the space for fall.

Print Newsletter–This month I worked on the content for the November/December print 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.

Banned Books Week- "Banned Books Week" this year was from September 22nd to 28th. I selected the materials for the book displays for both teen and adult sections. The books I selected for teens were fiction books that made the 'Top 10 challenged' lists within the last 5 years. For the adult section, I picked out some several of the classics.

Other-

3D Printer-I am continuing to print bookmarks for the patrons.

Requests: 2

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

Presidential Award of Service- I recently went through the process of recertifying our library as a 'certifying organization' for the Presidential Award of Service. This means as the person in charge of this, I have the ability to order and recognize our organization's volunteers based on their hours of service and age with the appropriate level of recognition. The organization recognizes volunteers age 5 and up.

Date: October 21, 2024

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: September 2024 Wrap-up

Our Numbers are as follows:

Program attendance: 98 plus 45 for scavenger hunt
Reference questions and book pulls: 305

General Information

This month, we kicked off our fall programming with a revamped scavenger hunt, now a simple search-and-find activity without prizes. We had 45 participants searching for Minecraft characters, and we're eager to see how this approach unfolds.

We were once again honored to attend ENL Night at Cutchogue East, emphasizing our commitment to community engagement. The turnout was impressive, with many visitors showing keen interest in our offerings. A special thanks to the teachers who assisted with translation, as I am not fluent in Spanish.

Preparations are underway for the Lighted Pumpkin Display on Friday, October 11th. Attendees can look forward to lighted pumpkins, games, singing pumpkins, witch cookie hats, face painting, balloon twisting, and, of course, popcorn. This year, our friends group will be serving hot dogs and chips.

In the children's room and tween space, we continue to offer coloring and activity sheets, which patrons frequently take home for fun. In September, we introduced handwriting activities, which proved very popular.

Hispanic Heritage Month, celebrated from September 15th to October 15th, inspired us to create coloring sheets and activities similar to our other

holiday events. This year, we featured Mexican folk sand art mandalas, which were a hit. Additionally, we provided culture grams for various Latin American countries to educate patrons about the rich cultures and contributions of Hispanic and Latino Americans.

Finally, Banned Books Week, now referred to as Challenged Books Week, took place from September 22nd to 28th. In our department, we placed notes on the front covers of challenged books, detailing the author and the reasons for their challenge.

Programs

We continue to see a strong turnout of young children at the library and our programs. Our space fosters play, and the various activities keep families engaged. Each month, we refresh our offerings, staying attuned to trends and recognizing the value of dramatic play for children. Starting in October, we will introduce a type of dramatic play every other month.

This month, we tried something new by hosting a Clay Play Fun night. We provided air-dry clay and playdough, encouraging families to create and take their projects home. The turnout was fantastic, and we've received numerous requests to run this program again. The creativity on display was inspiring, and parents found the experience to be quite therapeutic.

Meetings

September 10th Staff attended the VEGA training link. This is software that enhances our catalog integrating eresources. As always, it is best to play with the new software to get a handle on it.

September 11th Karen attended the Library Journal webinar: Trending Titles for Back to School.

September 16th Karen attended the Department Head Meeting with Shauna.

September 17th Karen attended the Booklist sponsored webinar: Magnificent Middle Grade Books

September 19th Karen attended the School Library Journal webinar: The Best in Fall Nonfiction.

September 24th Karen attended Podcasts as Programming: Reaching Busy Parents on their Time.

September 26th Karen attended the Booklist Webinar: Learning, Growing, Reading: Books for Early Readers.

September 26th Karen attended the Families Place Library Webinar: Best Practices & Ideas for Tiny Tot Programming.

September 28th Karen attended the Booklist webinar: Chapter Books and Early Readers.

Overall

Work continued with preparations for the 5th annual Pumpkin Display. This event has become a go to for families with young children. We anticipate a large crowd. Work continues on the winter newsletter.



**Department of
Transportation**

KATHY HOCHUL
Governor

MARIE THERESE DOMINGUEZ
Commissioner

RICHARD B. CAUSIN, P.E.
Regional Director

September 6, 2024

Ms. Shauna Scholl, Executive Director
Mattituck-Laurel Library
P.O. Box 1437, 13900 Main Road
Mattituck, NY 11952

Pedestrian Safety Concern
NYS Route 25 at 13900 Main Road
Mattituck
Case No. 239383TC
Tag 24-0237

Dear Ms. Scholl:

New York State Department of Transportation (NYSDOT) professionals have completed an investigation regarding your pedestrian safety concerns on NYS Route 25 at 13900 Main Road in Mattituck. The investigation included a crash analysis and field observations of the area.

For the crash analysis, NYSDOT reviewed the most current five years of pedestrian crash data available from the New York State Department of Motor Vehicles to determine if there is a pattern of crashes that would be correctable by modifying existing traffic control devices. Field observations were done to determine whether the existing traffic control devices are properly located and functioning as designed.

Please note that a "Yield to Pedestrians within Crosswalk" portable in-road sign could be placed in the roadway by the town of Southold. These signs would have to be acquired, installed and maintained by the Town under permit from NYSDOT.

Regarding your request for Rectangular Rapid Flashing Beacons (RRFB) based on the findings during the investigation, NYSDOT determined that the subject location falls below the established guideline or criteria normally associated with the installation of RRFB. Therefore, the installation of RRFB would not be appropriate at this time. However, if the town wants to install RRFB at the subject location, they can do it under permit from NYSDOT. For more information about obtaining a Highway Work Permit (HWP), please have the town officials contact NYSDOT's Permit Section Supervisor Olumuyiwa Fajolu at (631) 952-6022.

Thank you for your interest in and support for the transportation system.

Sincerely,

M.T. VIJAYENDRAN, P.E.
Regional Traffic Engineer

cc: Daniel J. Goodwin, Superintendent of Highways, Town of Southold

APPRAISAL

OF PROPERTY OF

MATTITUCK-LAUREL LIBRARY

MATTITUCK, NEW YORK

CAPITAL ASSET DEPRECIATION REPORT

as of December 31, 2023

BY

**APPRAISAL AFFILIATES, INC.
24902 JERICHO TURNPIKE, SUITE 203
FLORAL PARK, NEW YORK 11001**

INDEX & SUMMARY

CAPITAL ASSET DEPRECIATION REPORT

MATTITUCK-LAUREL LIBRARY

Mattituck, New York

as of December 31, 2023

	<u>PAGES</u>	<u>ORIGINAL COST</u>	<u>ANNUAL DEPREC.</u>	<u>ACCUM. COST</u>	<u>UNDEPR. COST</u>
<u>LAND</u>	1	2,000	0	0	2,000
<u>STRUCTURES</u>	2-4	2,656,198	72,781	1,132,909	1,523,289
<u>PERMANENT FIXTURES</u>	5-10	191,825	2,245	171,214	20,611
<u>FURNISHINGS & EQUIPMENT</u>	11-16	179,065	7,046	129,455	49,610
<u>COMPUTER EQUIPMENT</u>	17-21	88,623	4,108	79,975	8,648
<u>LIBRARY MATERIALS</u>	22	2,406,715	117,286	2,106,735	299,980
<u>TELEPHONE SYSTEM</u>	23	12,077	1,208	11,476	601
GRAND TOTAL		5,536,503	204,674	3,631,764	1,904,739
<u>2023 ADDITIONS</u>	24	127,938	12,482	12,482	115,456
<u>2023 DELETIONS</u>		0	0	0	0

***STRAIGHT LINE BASIS - HALF-YEAR TAKEN IN YEAR OF ACQUISITION.
Utilizing a threshold of \$500.00.***

**APPRAISAL AFFILIATES, INC.
249-02 JERICHO TURNPIKE, SUITE 203
FLORAL PARK, NEW YORK**

Fred J. Strohm

**Fred J. Strohm
President**

CAPITAL ASSET DEPRECIATION REPORT
MATTITUCK-LAUREL LIBRARY
Mattituck, New York

December 31, 2023

LOCATION	QTY.	<u>LAND</u> DESCRIPTION	YEAR ACQ.	ORIGINAL COST	ANNUAL DEPREC.	ACCUM. DEPREC.	UNDEPR. COST	EXP. LIFE
		<u>LIBRARY PROPERTY</u>	1948	2,000	0	0	2,000	
--	--	Beginning at a point on the southerly line of Main Road at the northeasterly corner of land of Lester, and running thence along said southerly line of Main Road, two courses, as follows: (1) N. 74 degrees, 40 minutes, 10 seconds East 48.05 feet to a granite monument; thence (2) N. 73 degrees, 11 minutes East 87.40 feet to other land of the party of the first part; thence along said other land of the party of the first part, South 5 degrees, 54 minutes East 505.10 feet to the northwesterly corner of land of Roman; thence along other land to be conveyed to the party of the second part, South 87 degrees, 19 minutes, 40 seconds West 134.42 feet; thence along said other land to be conveyed to the party of the second part and land of Lester, North 5 degrees, 46 minutes West 473.26 feet to the point of beginning.						
		TOTAL LAND		2,000	0	0	2,000	

CAPITAL ASSET DEPRECIATION REPORT
MATTITUCK-LAUREL LIBRARY
Mattituck, New York

December 31, 2023

		<u>STRUCTURES</u>						
LOCATION	QTY.	DESCRIPTION	YEAR ACQ.	ORIGINAL COST	ANNUAL DEPREC.	ACCUM. DEPREC.	UNDEPR. COST	EXP. LIFE
	1	<u>LIBRARY BUILDING</u>	1968	63,563	0	63,563	0	50
		Partial Basement and One-Story,	1980	118,836	2,377	103,399	15,437	50
		Masonry Load Bearing and Frame Walls,	2000	1,115,040	22,301	524,073	590,967	50
		Size: 60'0" x 26'0", 39'8" x 67'9", 69'3" x 76'10" (Irregular), with concrete foundations, brick and concrete block and cedar siding on steel stud frame walls, concrete slab and concrete slab on metal deck and steel joist floors, wood rafters with asphalt shingle roof cover; including Heating, Ventilating, Air Conditioning, Lighting, Plumbing, and Sprinkler Systems and Building Elevator.						
	1	Renovation to existing areas, consisting of new HVAC, Lighting, Plumbing, Sprinkler Systems, dropped acoustical tile ceilings, partitions & painting.	2000	223,909	0	223,909	0	20
	1	2008 Addition of Tween Room	2008	290,111	5,802	89,931	200,180	50
	1	Installation of light fixtures, by Revco Electrical Supply, including 1 - 8' wall MONORAIL, bronze 4 - Tech, 700 MOAE3Z, Aero 3" long lights 1 - 300 watt bronze light	2008	1,166	58	899	267	20
	1	Light fixture from Suffolk Design, globe light, #VC-CHC 2112AB-WG, for Teen Room	2008	1,190	60	930	260	20
	1	Electrical wiring for Audio-Visual System in Meeting Room	2009	3,237	162	2,349	888	20
	1	Installation of air handler unit by Kolb Service Corp.	2014	7,000	350	3,325	3,675	20
	1	Construction of Local History Room with one partition	2011	3,852	193	2,412	1,440	20
	1	Supply/installation of LED lighting upgrades, consisting of 12 - 6" LED trim lights, 9 - track fixtures, 14 - 7W LED lamps, 8 - Surelite Lem LED emergency lights	2015	2,892	145	1,232	1,660	20
	1	Furnish & install 6-Honeywell 9000 WiFi thermostats by Kolb Service Corp.	2016	2,400	120	900	1,500	20
	1	Furnish & install one Tork control clock for driveway lighting	2016	1,045	52	390	655	20
	1	New LED lighting from T & H Electrical & Industrial Distributor, consisting of: 53-38W 4 x 2 fixtures, 11-exit lights, 20-6" hi-hats, 81-32W 2 x 2 fixtures and bulbs [ck #679]	2017	10,436	522	3,393	7,043	20

CAPITAL ASSET DEPRECIATION REPORT
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Mattituck, New York

December 31, 2023

LOCATION	QTY.	STRUCTURES		YEAR ACQ.	ORIGINAL COST	ANNUAL DEPREC.	ACCUM. DEPREC.	UNDEPR. COST	EXP. LIFE
		DESCRIPTION							
	1	Supply & install R-11 cellulose insulation on exterior walls and at stairwell to basement by Delfino Insulation Co.		2017	2,900	145	943	1,957	20
	1	Supply & install R-19 unfaced insulation on exterior walls in attic and R-19 Kraft faced insulation at attic by Delfino Insulation Co.		2017	1,800	90	585	1,215	20
Meeting Room	1	Supply & install 55-cartons of Karndean loose lay longboard 10" x 59" vinyl flooring with 4" cove base, including disposal of carpet tile, by We'll Floor "U", Inc.		2018	11,710	586	3,223	8,487	20
Conference Room and Halls	1	Supply & install 34-cartons of Karndean loose lay longboard 10" x 59" vinyl flooring with commercial stair nose treads for landing & steps, including disposal of carpet tile, by We'll Floor "U", Inc.		2018	7,350	368	2,024	5,326	20
Children's Room	1	Construction of new entrance to Toddler's Area in Children's Room by Prop & Paint Creative Studio, Interior Themed Area, MDF, lumber and colored plexiglass material, 1/2" thick with seating barrel made of clear plexiglass		2018	23,079	1,154	6,347	16,732	20
Children's Room Teen Room	1	Supply & install of 1841.1 SF of Karndean loose lay longboard 10" x 59" vinyl flooring, "character walnut" with 20 LF of colonial base molding - prime white, including disposal of carpet tile, by We'll Floor "U", Inc.		2019	14,000	700	3,150	10,850	20
Lower Level	1	Supply & install new hydronic heating coil at lower level air handler by Kolb Heating & Cooling		2019	3,500	175	788	2,712	20
Throughout	1	Elkay, EZS8WSLK/EZ, H2O water bottle/water fountain, SN 200518155		2020	3,300	165	578	2,722	20
Library	1	Supply & install 1-Nabco, Ultra-Quiet belt driven automatic sliding door system, 3-panel telescopic slides, 1" clear tempered glass, bone white frame, overall: 75 1/4" x 95 1/2" high		2021	21,825	1,091	2,728	19,097	20
Library	1	Remove and dispose of existing door by American Building Contractors as part of new door project		2021	3,996	200	500	3,496	20
Library	1	Installation of gutter guards by J.P. Hunter [3/9/22 & 3/28/22]		2022	6,480	324	486	5,994	20
Library	1	Installation of ADA handicap automatic swing entrance door by Nabco Entrances [ck #751, 9/19/22 & ck #752, 5/27/22]		2022	4,927	246	369	4,558	20
Library	1	Restoration & repair project by HomeWork, Inc., consisting of soffit work, frieze board, fascia work, corner boards, and new 3 x 7' door with trim [part ck #753, 6/6/22]		2022	19,800	990	1,485	18,315	20

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		DESCRIPTION							
Outside	1	Parking lot lighting by Doroski Electric		2009	2,448	122	1,769	679	20
Outside	1	Outside lighting by Doroski Electric		2009	1,811	91	1,319	492	20
Outside	1	Extension of irrigation system with 2-additional zones to cover far side of driveway supply line from east side ran around the back parking lot, 5-rotor heads to cover lawn, approx. 700 feet of netafim drip tubing [ck #658]		2017	2,000	100	650	1,350	20
Outside	1	Installation of new paving stones at front entrance by J.C. Nunez, Inc.		2018	7,000	350	1,925	5,075	20
Outside	1	Landscape installation by Trimble's of Corchaug Nursery		2018	1,210	121	666	544	10
Outside	1	Site improvement project by Owens Brothers Landscape, Contract 1 & 2, covering: site preparation, clearing, drainage, concrete, paving, masonry, electrical, signage & fencing; plantings, irrigation, landscape accessories and change orders: concrete curbs, speed bump and camera conduit (Total: \$648,245) [through ck #739, 12/23/21]		2021	613,655	30,683	76,707	536,948	20
Outside	1	Architectural & landscape design services by BHC Architects		2021	25,700	1,285	3,213	22,487	20
Outside	1	Construction administration fees by BBV Engineers on Project #10035		2021	1,435	72	180	1,255	20
Outside	1	Hampton, Duratemp, 10' x 10' shed by NY Shed Company, Cityscape color, walls with white trim, picture window, 10" x 35", double doors and including ramp		2021	3,979	199	497	3,482	20
Outside	1	Site improvement project by Owens Brothers Landscape, Contract 1 & 2, covering: fencing (including 5% retainage) [ck #751, 5/11/22]		2022	14,710	736	1,104	13,606	20
Outside	1	Installation of 16/2 low voltage wiring at fencing for sign lighting by Custom Lighting		2022	2,410	121	181	2,229	20
Outside	1	Architectural & landscape design services by BHC Architects		2022	10,496	525	787	9,709	20
TOTAL STRUCTURES					2,656,198	72,781	1,132,909	1,523,289	

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PERMANENT FIXTURES								
LOCATION	QTY.	DESCRIPTION	YEAR ACQ.	ORIGINAL COST	ANNUAL DEPREC.	ACCUM. DEPREC.	UNDEPR. COST	EXP. LIFE
Basement								
Craft Room	1	Plastic laminated counter, with stainless steel sink, 2 - drawers, 2 - base doors, 6'6" x 24" x 30" high, including 2 - 2-door wall cabinets, 6'6" x 12" x 30" high	2000	1,400	0	1,400	0	20
Kitchenette	1	Installation of plastic laminated kitchen counter, with stainless steel sink, 5 - base doors, 2 - drawers, and 1 - G.E. drop-in, 4-burner range, 30" x 22", Overall 117" x 24" x 30" high, including 4 - 2-door cabinets, 1 - 1-door cabinet; Overall 153" x 12" x 30" high	2000	2,400	0	2,400	0	20
First Floor								
Circulation Desk	1	Blended wall-to-wall carpet, 18' x 10', with border, 36' x 38'	2000	4,960	0	4,960	0	10
Circulation Desk	1	Power Access Corp., automatic door opener, Mod. 4300, SN 23470	2000	1,475	0	1,475	0	15
Circulation Desk	1	Power Access Corp., automatic door opener, Mod. 4300, SN N/A	2000	1,475	0	1,475	0	15
Circulation Desk	1	Steel "Videocassette" rack, single faced, 4-section, 7 - 6" slanted shelves with ends and 7" back, with 2 - cherry panel ends, 11" x 90" high, Overall 12' x 11" x 90" high	2000	1,584	0	1,584	0	20
Circulation Desk	1	Steel "DVD" rack, single faced, 4-section, 5 - 6" slanted shelves with ends and 7" back, with 2 - cherry panel ends, 11" x 90" high, Overall 12' x 11" x 90" high	2000	1,530	0	1,530	0	20
Circulation Desk	1	Steel "DVD" rack, single faced, 4-section, 1 - section with 8 - 6" slanted shelves, 3 - sections with 7 - 6" slanted shelves, Overall 12' x 11" x 90" high	2000	1,620	0	1,620	0	20
Circulation Desk	1	Steel magazine rack, single faced, 3-section, each with 5 - flat and 5 - slanted shelves with ends, w/1 - top cherry panel end, 2 - cherry panel ends, 9' x 1', Overall 9' x 16" x 90" high	2000	1,393	0	1,393	0	20
Circulation Desk	4	Steel book stacks, double faced, 3-section, 1 - fixed and 6 - adjustable 9" shelves with ends and 1 3/4" back lips, 2 - cherry panel ends, Overall 9' x 21" x 90" high	2000	5,832	0	5,832	0	20

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		<u>PERMANENT FIXTURES</u>			YEAR	ORIGINAL	ANNUAL	ACCUM.	UNDEPR.	EXP.
LOCATION	QTY.	DESCRIPTION	ACQ.	COST	DEPREC.	DEPREC.	COST	LIFE		
First Floor										
Circulation Desk	1	Steel book stack, double faced, 3-section, 1 - fixed and 6 - adjustable 9" shelves with ends and 1 3/4" back lips, 2 - cherry panel ends, Overall 7' x 21" x 90" high	2000	1,230	0	1,230	0	20		
Circulation Desk	1	Steel book stack, double faced, 3-section, 1 - fixed and 5 or 6 - adjustable 9" shelves with ends and 1 3/4" back lips, 2 - cherry panel ends, Overall 9' x 21" x 90" high	2000	1,386	0	1,386	0	20		
Circulation Desk	1	Steel "Videocassette" rack, double faced, 3-section, 7 - 6" slanted shelves with ends and 7" back, 2 - cherry panel ends, Overall 9' x 19" x 90" high	2000	2,280	0	2,280	0	20		
Circulation Desk	1	Steel L-shaped bookrack, single faced, 3-section, 2 - 30" and 1 - 24", with 1 - fixed and 2 - adjustable 9" shelves with ends and back lip, 1 - corner filler unit, plastic top, and 2 - cherry panel ends, Overall 7' x 12" x 36" high	2000	650	0	650	0	20		
Circulation Desk	1	Custom cherry wood circular shaped Circulation Desk; 1 - desk unit with 2 - drawer pedestals and inlaid plastic top, 2 - open workstations, 2 - 3-drawer files, 1 - open front storage cabinet, 1 - customer shelf, 10" wide, Overall 24 Linear Ft. x 26" x 44" high	2000	25,615	0	25,615	0	20		
Director	1	Blended wall-to-wall carpet, 18' x 10'	2000	575	0	575	0	10		
Children's Room	1	Steel book stack, single faced, 2-section, 1 - fixed and 5 - adjustable 9" shelves with ends and back lip, 2 - cherry panel ends with inlaid plastic, Overall 6' x 12" x 77" high	2000	670	0	670	0	20		
Children's Room	1	Steel book stack, single faced, 2-section, 1 - fixed and 1 - adjustable 9" shelves with ends and back lip, 2 - cherry panel ends with inlaid plastic, and plastic top, 5' x 12" x 32" high	2000	510	0	510	0	20		
Children's Room	1	Steel magazine rack, single faced, 2-section, 5 - flat and 5 - slanted shelves with ends, 13" deep, and 2 - steel panel ends, Overall 6' x 15 1/2" x 77" high	2000	605	0	605	0	20		
Children's Room	1	Steel book stack, single faced, 4-section, 1 - fixed and 5 - adjustable 9" shelves with ends and back lip, with 2 - steel panel ends, Overall 12' x 12 1/2" x 77" high	2000	850	0	850	0	20		
Children's Room	1	Steel book stack, single faced, 7-section, 1 - fixed and 4 - adjustable 10" shelves with ends and back lip, w/ 2 - cherry panel ends w/ inlaid plastic, Overall 21' x 13" x 72" high	2000	1,610	0	1,610	0	20		
Children's Room	1	Steel L-shaped book stack, single faced, 8-section, 2 - 30" sections, 6 - 36" sections, each with 1 - fixed and 1 - adjustable 10" shelves with ends, plastic top, 23' x 11" x 30" high	2000	1,350	0	1,350	0	20		
Children's Room	1	Steel "Videocassette" rack, double faced, 4-section, 7 - 6" slanted shelves with ends and 7" back, 1 - cherry panel end w/inlaid plastic, 1 - steel panel end, 12' x 20" x 77" high	2000	2,315	0	2,315	0	20		

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		<u>PERMANENT FIXTURES</u>								
LOCATION	QTY.	DESCRIPTION	YEAR ACQ.	ORIGINAL COST	ANNUAL DEPREC.	ACCUM. DEPREC.	UNDEPR. COST	EXP. LIFE		
First Floor										
Children's Room	1	Steel book stack, single faced, 3-section, 1 - section with 1 - fixed 16" shelf, 1 - adjustable 9" shelf w/ends, 1 - adjustable 16" shelf with ends, 2 - open front cabinets each with 1 - pull out, hanging 2-place file, 1 - section w/1 - fixed shelf, 1 - adjustable 16" shelf, 2 - adjustable 9" shelves, 2 - pull out CD drawers, 16" deep, 1 - section with 1 - fixed 16" shelf, 4 - adjustable 9" shelves, with 2 - cherry panel ends with inlaid plastic, Overall 9' x 19" x 77" high	2000	1,130	0	1,130	0	20		
Children's Room	1	Steel "Book/Video" rack, double faced, 4-section (2 - single faced "Video" sections), each w/1 - fixed & 5 or 6 adjustable 8" shelves w/ends & back lip, Overall 12' x 20" x 77" high	2000	1,685	0	1,685	0	20		
Children's Room	2	Steel book racks, double faced, 4-section, each 30" with 1 - fixed and 5 - adjustable 10" shelves with ends and back lip, Overall 10' x 22 1/2" x 77" high	2000	2,600	0	2,600	0	20		
Children's Room	1	Steel book rack, double faced, 4-section, each with 1 - fixed and 5 - adjustable 10" shelves with ends and back lip, Overall 12' x 22 1/2" x 77" high	2000	1,500	0	1,500	0	20		
Children's Room	1	Computer workstation, cherry panel end, with 2 - panel supports and plastic top, 12' x 36"	2000	3,160	0	3,160	0	20		
Children's Room	1	Wood single face bookrack, Modified Bookmark, from Media Technologies, consisting of: 2-starter units, 37" x 12" x 29.5" high, 2-adder units, 36" x 12" x 29.5" high 3-adder units, 30" x 12" x 29.5" high, 1-top filler, 12" x 12" and including freight & installation, from A.R. Kropp	2019	4,316	216	972	3,344	20		
Children's Room	1	Installation of blinds from Lowe's, consisting of: 5 - 33 x 63", Timeless and 2 - 33.25 x 63"	2019	872	44	198	674	20		
Reference Room	1	Blended wall-to-wall carpet, 28' x 36'	2000	3,200	0	3,200	0	10		
Reference Room	1	Steel magazine rack, single faced, 3-section, 5-tier, each w/5 - slanted and 5 - flat shelves with ends, with 2 - cherry stained panel ends, 16" x 90" high, Overall 9' x 16" x 90" high	2000	1,215	0	1,215	0	20		
Reference Room	1	Steel magazine rack, single faced, 6-section, 5-tier, each w/5 - slanted and 5 - flat shelves with ends, with 2 - cherry stained panel ends, 16" x 90" high, Overall 18' x 16" x 90" high	2000	1,700	0	1,700	0	20		
Reference Room	1	Steel book stack, double faced, 3-section, 1 - fixed & 5 - adjustable 9" shelves w/ends and 1 3/4" back lip, w/1 - cherry panel end, 21" x 77" high, 1 - steel panel end, 21" x 77" high, Overall 9' x 21" x 77" high	2000	1,200	0	1,200	0	20		

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		DESCRIPTION										
First Floor												
Reference Room	1	Steel "CD" file rack, double faced, 3-section, each w/1 - fixed open top shelf, 6-place, 36" x 12" deep, 1 - pull out shelf, 6-place, 36" x 12" deep, 2 - pull out shelves, 2-tier, 6-place, 36" x 16" deep, 1 - base cabinet with 2 - pull out shelves, 36" x 15", 1 - overhead shelf with back lip and ends, 36" x 16", Overall 9' x 77" high, w/1 - cherry panel end and 1 - steel panel end, both 34 3/4" x 77" high					2000	7,580	0	7,580	0	20
Reference Room	1	Reference Desk, cherry wood finish, L-shaped freeform plastic top, 2-section, curved top, black plinth w/deep reveal at front panels, w/1 - 2-drawer pedestal, cherry wood, 1 - pencil drawer, 3 - panel ends, Overall 15 Linear Ft. x 34" x 29 1/2" high					2000	4,250	0	4,250	0	20
Reference Room	1	Computer workstation, wood panel end, L-shaped, plastic top with 1 - panel support, Overall 8 Linear Ft. x 30"					2000	2,050	0	2,050	0	20
Reference Room	1	Computer workstation, wood panel end, L-shaped, plastic top with 4 - panel supports, Overall 17 1/2 Linear Ft. x 30"					2000	5,620	0	5,620	0	20
Reference Room	1	Steel L-shaped book stack, single faced, 7-section, 1 - fixed and 2 - adjustable 9" shelves w/ends & 1 3/4" back lip, plastic top, 12", 1 - corner filler section, 2 - cherry panel ends, Overall 21' x 12" x 42" high					2000	1,530	0	1,530	0	20
Staff Kitchen	1	Blended wall-to-wall carpet, 12' x 18'					2000	500	0	500	0	10
Staff Office	1	Blended wall-to-wall carpet, 14' x 16', 4' x 5'					2000	750	0	750	0	10
Stack Room	1	Blended wall-to-wall carpet, 45' x 50', 34' x 14'					2000	8,700	0	8,700	0	10
Stack Room	1	"Giving Tree," wall mounted donor's display, with wood tree trunk, with 5 branches and 3 sections of plexiglass leaf area, each w/ individual metal "leaf" plates, including 2 - bronze plaques, "Girl & Boy" reading, seated on books, and 16 - wood and brass name plates, Overall 84" wide x 70" high					1999	1,700	68	1,666	34	25
Stack Room	1	Steel book stack, single faced, 9-section, including inside corner filler section, 12" x 12", 1 - section with 1 - fixed and 6 - adjustable 9" shelves with ends and 1 1/4" back lip, 5 - sections with 1 - fixed and 5 - adjustable 9" shelves with ends and 1 1/4" back lip, 3 - sections with 1 - fixed and 4 - adjustable 9" shelves with ends and 1 1/4" back lip, with 2 - cherry panel ends, 12" x 90" high; Overall 27' x 12" x 90" high					2000	2,070	0	2,070	0	20

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First Floor								
Stack Room	1	Steel book stack, single faced, 3-section, 1 - 24" and 2 - 36", each with 1 - fixed and 5 - adjustable 9" shelves with ends and 1 1/4" back lip, and with 2 - cherry panel ends, 12" x 90" high, Overall 8' x 12" x 90" high	2000	845	0	845	0	20
Stack Room	2	Steel bookracks, single faced, 2-section, 30" each, 1 - fixed and 5 - adjustable 9" shelves with ends and 1 1/4" back lip, Overall 5' x 12" x 90" high	2000	765	0	765	0	20
Stack Room	1	Steel bookrack, single faced, 4-section, 30" each, 1 - fixed and 6 - adjustable 9" shelves w/ends & 1 1/4" back lip, 2 - steel panel ends, 11 1/2" x 90", Overall 10' x 12" x 90" high	2000	935	0	935	0	20
Stack Room	2	Steel bookracks, single faced, 4-section, 1 - fixed and 6 - adjustable 9" shelves with ends and 1 1/4" back lip, 2 - steel panel ends, 11 1/2" x 90", Overall 12' x 12" x 90" high	2000	1,960	0	1,960	0	20
Stack Room	1	Steel book stack, double faced, 6-section, 1 - fixed and 6 - adjustable 9" shelves with ends and 1 1/4" back lip, 2 - cherry panel ends, 21" x 90", Overall 18' x 21" x 90" high	2000	2,485	0	2,485	0	20
Stack Room	10	Steel book stacks, double faced, 4-section, ea. 30" w/1 - fixed & 6 - adjustable 9" shelves w/ends & 1 1/4" back lip, 1 - cherry panel end, 21" x 90", 1 - steel panel end, 20 1/2" x 90", Overall 10' x 21" x 90" high	2000	16,400	0	16,400	0	20
Stack Room	1	Steel book stack, double faced, 3-section, each 36"w, 1 - fixed & 6 - adjustable 9" shelves with ends and 1 1/4" back lip, 1 - cherry panel end, 21" x 90", 1 - steel panel end, 20 1/2" x 90", Overall 9' x 21" x 90" h	2000	1,340	0	1,340	0	20
Stack Room	1	Steel book stack, double faced, 2-section, 1-30", 1-24", 1 - fixed & 6 - adjustable 9" shelves with ends and 1 1/4" back lip, 1 - cherry panel end, 21" x 90", Overall 4'6" x 21" x 90" high	2000	880	0	880	0	20
Stack Room	2	Steel book stacks, double faced, 4-section, 5 - adjustable 9" shelves with ends and 1 1/4" back lip, 1 - cherry panel end, 21" x 90", 1 - steel panel end, 20 1/2" x 90", Overall 10' x 21" x 90" high	2000	3,050	0	3,050	0	20
Stack Room	2	Steel book stacks, double faced, 2-section, 1-30", 1-24", 1 - fixed and 6 - adjustable 9" shelves with ends and 1 1/4" back lip, 1 - cherry panel end, 21" x 90", 1 - steel panel end, 20 1/2" x 90", Overall 4'6" x 21" x 90" high	2000	1,520	0	1,520	0	20
Stack Room	1	Steel book stack, double faced, 1-section, 24" wide, 6 - adjustable 9" shelves with ends and 1 1/4" back lip, 1 - cherry panel end, 21" x 90", Overall 24" x 21" x 90" high	2000	540	0	540	0	20

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First Floor								
Stack Room	1	Steel book stack, double faced, 3-section, 2-36", 1-24", 1 - fixed & 5 - adjustable 9" shelves with ends and 1 1/4" back lip, 1 - cherry panel end, 21" x 90", 1 - steel panel end, 20 1/2 " x 90", Overall 8' x 21" x 90" high	2000	1,540	0	1,540	0	20
Throughout	1	Installation of MJ Industries, System 3000, shelving and millwork, including computer table	2006	7,330	367	6,422	908	20
Throughout	1	Installation of A.R. Kropp Co. & Sons, MJ Industries System 3000 shelving units, cons. of: 18 - 78" high units, each with 6 - integral back shelves and sliding book support 3 - cherrywood end panels 2 - corner fillers 1 - custom cherry "Opac" unit with Marmoleum top with cherry edge & pullout keyboard tray and modification of existing single face computer counter to measure 6' x 3' x 26 1/2" high	2008	12,219	611	9,470	2,749	20
Throughout	1	A.R. Kropp Co & Sons, provide all labor & material for Local History shelving shift & swap	2011	3,521	176	2,200	1,321	20
Quiet Room	2	A.R Kropp, custom wall mounted computer counters with support legs, 44" x 15" x 30" high, each with power/dual USB pyramid [ck #656]	2017	2,980	149	969	2,011	20
Circulation Area	2	Custom built book displays by Bill Solomon	2017	1,100	55	358	742	20
Throughout	1	Installation of The Sneeze Guard Store 3/16" thick clear acrylic protective screens at circulation desk, reference desk, comuter desks, scanner area, 3-staff desks, etc. from NY Lounge Décor (deposit: \$1,768.75)	2020	7,075	354	1,239	5,836	20
Throughout	1	Maple veneer shelving unit, 36" x 12" x 29 1/2" high w/ spray-on finish, including modification of counter tops, by A.R. Kropp Co.	2021	1,141	57	143	998	20
Outside								
Outside	1	Pipe "Loop" bicycle stand, 9-place, Overall 112" long	2000	600	0	600	0	20
Outside	2	American Recreational, steel frame benches, with recycled plastic slats	2017	1,956	98	637	1,319	20
Outside	1	Installation of stampcrete base for benches by Jo Nunez Construction [ck #673]	2017	1,000	50	325	675	20
TOTAL PERMANENT FIXTURES				191,825	2,245	171,214	20,611	

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<u>FURNISHINGS & EQUIPMENT</u>								
LOCATION	QTY.	DESCRIPTION	YEAR ACQ.	ORIGINAL COST	ANNUAL DEPREC.	ACCUM. DEPREC.	UNDEPR. COST	EXP. LIFE
Basement								
Meeting Rm.	1	Steinway piano (used); ID# 10-6.M3214	2011	10,000	500	6,250	3,750	20
Storeroom	1	Eiki, LC color video projector, LC-300, SN G4411660, with 25-300 zoom lens	1997	3,950	0	3,950	0	15
Lower Level Kitchen	1	Samsung, range, NE59M4320SW	2020	620	41	144	476	15
Server Rm.	1	Eiki, SSL-OL, 16mm sound projector, Slim Line, SN S27725	1983	700	0	700	0	15
Server Rm.	1	Bell & Howell, 16mm sound projector, 552T, SN 225186	1982	600	0	600	0	15
Elev. Equip. Rm.	1	U.S. Products, Cobra-H floor/carpet extractor, with power nozzle	2000	1,900	0	1,900	0	15
First Floor								
Elevator Lobby	1	Cramer, steel 4-step safety ladder, with 1 - handrail, 18 1/2" wide	2003	500	13	500	0	20
Circulation Desk	1	Gaylord, mission style library reading table, w/vertical slat sides and plastic top, 72" x 36"	2000	545	0	545	0	20
Circulation Desk	1	Oak Adirondack style open arm lounge chair, pegged arm/leg, slat back, with vinyl upholstered loose cushion seat	1995	530	0	530	0	20
Circulation Desk	1	Oak, square leg open arm lounge chair, vinyl upholstered seat and back with nail trim	1994	535	0	535	0	20
Circulation Desk	1	Stained wood occasional table on spiral curved legs, with carved leafy design on apron, 1 - drawer and bottom shelf, 38" x 26"	1988	545	0	545	0	20
Circulation Desk	2	Cherry wood OPAC stations, stand-up type, open back with 2-base doors, plastic top, keyboard and printer pull-out shelves, side vent slats, Overall 23" x 23" x 42" high	2000	2,350	0	2,350	0	20

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<u>FURNISHINGS & EQUIPMENT</u>								
LOCATION	QTY.	DESCRIPTION	YEAR ACQ.	ORIGINAL COST	ANNUAL DEPREC.	ACCUM. DEPREC.	UNDEPR. COST	EXP. LIFE
First Floor, cont'd								
Circulation Desk	1	Cherry wood secretary desk, panel end shell, with plastic top, 1 1/2" thick panels, 72" x 31" & 30" x 24"	2000	3,925	0	3,925	0	20
Director	1	Hon, plastic laminated double pedestal desk, cube style, bow front, plastic top, 72" x 36"	2001	600	0	600	0	20
Children's Room	2	Cherry wood OPAC stations, stand-up type, open back with 2-base doors, plastic top, keyboard and printer pull-out shelves, side vent slats, Overall 23" x 23" x 42" high	2000	2,350	0	2,350	0	20
Children's Room	1	Samsung, QN49Q60, 49" TV, SN 086K3CYM603697M	2019	600	40	180	420	15
Children's Room	1	Installation of 2-new Hikvision day/night dome cameras, 4MP, 2.8 mm, SN C48474870 & D02525975 at upstairs hallway to bathroom & children's room by VEP	2019	1,166	233	1,049	117	5
Children's Office	2	Hon, steel double pedestal desks, with plastic top, 60" x 24", Mod. P3231, including keyboard shelf and overhead hutch, w/2 - lift-up doors, 60" x 15" x 36" high, Mod. 38247	2004	2,350	118	2,301	49	20
Children's Office	1	Walnut book stack, open back, 2-section, with 1 - fixed and 3 - adjustable shelves, Overall 72" x 13" x 60" high	1998	680	0	680	0	20
Reference Rm.	2	Cherry stained wood, square tapered leg, library reading tables, oak beveled edge, with plastic top, 48" diameter	2000	1,300	0	1,300	0	20
Reference Rm.	1	e-Image Data Corp., Scan Pro 400, Microfilm reader/printer, 120 V, 12" x 12" screen, 19x lens, SN 52199, with 1 - motorized roll film carrier, Mod. MC1635, 1 - Scan Pro Direct Print control keypad, and 1 - Samsung, ML-1740 laser printer, SN BKCXA18502	2005	5,055	0	5,055	0	15
Reference Rm.	1	Minolta RP503, microfilm reader-printer, SN 1614086, with Roll Film Carrier 10, lens, and coin box, Mod. 3380, SN 4804	1990	6,300	0	6,300	0	15
Reference Rm.	2	David Edward, cherry frame closed arm lounge chairs, fabric upholstered tight seat and back, "Bridgeton," Style: 30113-C-22	2000	2,200	0	2,200	0	20

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<u>FURNISHINGS & EQUIPMENT</u>								
LOCATION	QTY.	DESCRIPTION	YEAR ACQ.	ORIGINAL COST	ANNUAL DEPREC.	ACCUM. DEPREC.	UNDEPR. COST	EXP. LIFE
First Floor, cont'd								
Reference Rm.	1	Telesensory (Xerox), "Aladdin" book reader, Mod. AL1A, SN A1A120941	1998	1,500	0	1,500	0	15
Reference Rm.	2	Cherry on oak, paperback book stands, square frame, revolving, 2-panel, each 4-sided, 6-tier, each 21" x 63" high	2000	1,500	0	1,500	0	20
Reference Rm.	1	Cherry on oak atlas stand, panel end with slant plastic top and 5 - pull-out shelves, Overall 30" x 27" x 43" high	2000	1,055	0	1,055	0	20
Meeting Room	1	Audio-Visual System from Design A-V: 1-Shure, PG-58XLR, microphone 1-Da-Lite, Cosmopolitan, projection screen, 58 x 104", electric 1-Custom wall input panel 3-Extron, Plenums, 1-Sony, DVD player 6-JBL, control speakers, 2-JBL, control 28 speakers 1-Crown, XLS-402D, stereo amplifier 1-Toa, 712, mixer amplifier 1-Rane, MLM103, mic/line mixer 1-DBX, 131, mono equalizer, 1-DBX, 215, stereo equalizer 1-Shure, SLX UHF wireless microphone system	2009	16,846	1,123	16,284	562	15
Meeting Room	1	Bogen, TPU-15, Telephone Paging Amplifier, 15W, SN CL095151, w/6 - ceiling mounted speakers, 70V, and 2 - new PA wire runs	2015	1,415	94	799	616	15
Meeting Room	1	Supply/installation of Audio-Visual equipment, by Design Audio Visual, consisting of: 1 - Panasonic, PT-V7575-1080P, HD projector, 4800 lumen, w/ceiling bracket, SN DB5110121 1 - Sony, BDP-S5200, Blu-Ray player w/rackmount kit, SN 6884267 1 - RCI, HDMI input w/tails 1 - FSR, HDMI plenum cable to switch, from front input area to rack and projector 1 - Altoona, A-D Digital Switcher/Scaler, SN 0070270514100100031	2015	7,545	503	4,276	3,269	15
Stack Room	1	Cherry on oak bookcase, 2-section, w/4 - glass sliding doors and 4 - oak interior shelves, 72" x 12" x 82" high	2000	1,930	0	1,930	0	20

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LOCATION	QTY.	DESCRIPTION	YEAR ACQ.	ORIGINAL COST	ANNUAL DEPREC.	ACCUM. DEPREC.	UNDEPR. COST	EXP. LIFE
First Floor, cont'd								
Stack Room	2	Cherry wood OPAC stations, stand-up type, open back with 2-base doors, plastic top, keyboard and printer pull-out shelves, side vent slats, Overall 23" x 23" x 42" high	2000	2,350	0	2,350	0	20
Stack Room	4	David Edward, cherry frame, modern style open arm lounge chairs, Style: 30113-C-22, fabric upholstered tight seat and back	2000	4,400	0	4,400	0	20
Stack Room	12	David Edward, cherry side chairs, "Mount Royal," Style: 90023-42, fabric seat and back	2000	6,000	0	6,000	0	20
Stack Room	2	Cherry wood, mission style library tables w/3 1/2" square legs, 4" apron, inlaid plastic top, and including 2 - recessed duplex outlets in top, Overall 90" x 42"	2000	3,100	0	3,100	0	20
Staff Office	1	Hon, plastic laminated modular panel end desk shell, 57" x 24", w/47" x 20" executive panel end return and 1 - keyboard pull-out shelf	2000	500	0	500	0	20
Staff Office	1	Walnut book rack, open back, 2-section, with 1 - fixed and 2 & 3 - adjustable shelves, Overall 6' x 10" x 60" high	1990	600	0	600	0	20
Throughout	1	Paperback Tower, Highsmith, Cat# 37490CB, square rotor screen, 4 - 6 tier towers, cherry frame, black towers	2006	1,539	77	1,347	192	20
Throughout	1	Jumbo storage cabinet, 48 x 18 x 78" high	2006	623	31	543	80	20
Throughout	1	Microfilm scanner/printer, MS6000M K II, with 1 - zoom lens, 13-27X 1 - Universal carrier, UC-7 1 - USB kit, MS6/7000 MK II	2008	5,981	199	5,981	0	15
Throughout	1	Pastel Furniture, Paris 40" pub table with brown granite top	2009	877	44	638	239	20
Library	1	Installation of new CCTV System with 1-Hikvision 32 channel NVR, 24-TB HD with remote viewing, 1-Hikvision 16 channel PoE switch, 3-Hikvision, indoor dome cameras, 4 MP, 2.8mm lens, & 7-Hikvision, outdoor bullet/dome cameras, 2.8mm [ck #759, 10/20/22]	2022	13,383	892	1,338	12,045	15
Library	1	10' x 20' commercial grade instant canopy with Gravity-Tube anchors	2022	539	36	54	485	15

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		<u>FURNISHINGS & EQUIPMENT</u>				YEAR	ORIGINAL	ANNUAL	ACCUM.	UNDEPR.	EXP.
LOCATION	QTY.	DESCRIPTION	ACQ.	COST	DEPREC.	DEPREC.	COST	LIFE			
First Floor, cont'd											
Throughout	1	A. R. Kropp shelving for Teens	2009	1,963	98	1,421	542	20			
Throughout	2	Kreuger International Jessa lounge chairs, Model 5613T	2009	1,590	80	1,160	430	20			
Throughout	2	Kreuger International Jessa lounge chairs, Model 5613T	2009	1,680	84	1,218	462	20			
Throughout	1	Medtronic, Lifepak 500, biphasic AED with case	2010	1,877	125	1,688	189	15			
Throughout	2	KI, "Jessa" lounge chairs, #5613T	2010	1,544	77	1,040	504	20			
Throughout	1	Installation by A.R. Kropp of 6-double tier pull-out browser boes for media shelving	2010	2,937	147	1,984	953	20			
Throughout	1	Installation by A.R. Kropp of 5-single tier pull-out browser boes for media shelving	2010	1,850	93	1,255	595	20			
Throughout	1	Demco, book display, Kidovation, 7-tier, 37.5" 17.5" x 48"	2011	503	25	313	190	20			
Throughout	1	LG, LK451C, 1080P 42" TV, SN 108RMHRC8585	2011	563	38	475	88	15			
Throughout	1	Demco, Contemporary End-of-range book truck, 20 x 13 x 37" high, cat #H178627, including shipping	2013	685	34	357	328	20			
Throughout	1	Demco, "Infinity" book truck, 4-sloping & 1 flat shelves, cat #H34656, including shipping	2013	655	33	346	309	20			
Throughout	1	Gaylord, 31SW, book truck, 3-sloping shelves, 31 x 13 x 44" high	2013	641	32	336	305	20			
Throughout	1	Windsor, Sensor XP 15" upright vacuum, SN Z60047475	2013	655	44	462	193	15			
Throughout	1	Bronze statue, "Learning to Read"	2016	2,450	0	0	2,450				
Throughout	50	Mity-Lite folding chairs, Model 1FMBKSBLKOO, black mesh [check #634]	2016	2,940	147	1,103	1,837	20			
Throughout	2	Jessa Seating, lounge chairs with tablet arms	2016	1,991	100	750	1,241	20			
Throughout	13	Staples, Hyken, mesh task chairs, black	2016	1,690	85	637	1,053	20			
Local History	1	Fellowes, 425C1 office shredder, SN 0194612 [ck #653]	2017	1,650	110	715	935	15			

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LOCATION	QTY.	DESCRIPTION	YEAR ACQ.	ORIGINAL COST	ANNUAL DEPREC.	ACCUM. DEPREC.	UNDEPR. COST	EXP. LIFE
First Floor, cont'd								
Community Room	5	Mity-Lite, Reveal flip type colombian walnut tables, RT3072	2017	2,751	138	897	1,854	20
Reference	1	Quill, item #901-1426968, reference desk	2017	500	25	163	337	20
Reference Office	1	Writing desk, Mission style, executive, 54"	2020	518	26	91	427	20
Reference Office	1	Konica-Minolta, C224e, copier (USED), SN ASC4011105412	2020	1,000	200	700	300	5
Circulation Area	1	Konica-Minolta, C308 Bizhub copier/scanner/printer, with DF-629 ADF, SN A7PY01700946	2018	4,976	498	4,976	0	5
Circulation Area	1	Demco, steel Library Quiet 6-sloping shelf book cart, 44 1/2" x 17" x 31" high	2018	577	29	159	418	20
Children's Room	1	Living Art Aquariums, 125-gallon, freshwater aquarium package	2018	2,995	150	825	2,170	20
Community Room	1	LG, 86" HDTV, Model 86SJ9570-UA, SN 712KCLHM4816, with wall mount, 75' HDMI cable, 60' Cat network cable from Costco and including installation by Design Audio-Visual	2018	6,655	444	2,442	4,213	15
Library	1	Viper, CEX410, 16" self-contained carpet extractor, SN US00925702Q, with accessories	2023	2,883	96	96	2,787	15
Library	1	Profor, CE1500XP, Hepa upright vacuum, SN 2313KCO2374, with accessories	2023	919	31	31	888	15
Library	1	Wayfair, Ashman L-shaped desk for head of Youth & Parenting [Karen's]	2023	892	30	30	862	15
Outside	1	Kingsley, steel book return cabinet, with overhang hood top, 1-door, Overall 52" x 35" x 47" high	2000	2,100	0	2,100	0	20
Outside	1	Steel multi-media return cabinet, hood cover with overhang slant top and pull-down door, Overall 30 1/2" x 30 1/2" x 49" high	2000	1,780	0	1,780	0	20
Outside	1	Picnic table, with benches	2005	966	48	888	78	20
Outside	1	Metal picnic table	2014	705	35	333	372	20
TOTAL FURNISHINGS & EQUIPMENT				179,065	7,046	129,455	49,610	

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		<u>COMPUTER EQUIPMENT</u>			YEAR	ORIGINAL	ANNUAL	ACCUM.	UNDEPR.	EXP.
LOCATION	QTY.	DESCRIPTION	ACQ.	COST	DEPREC.	DEPREC.	COST	LIFE		
		Basement								
Server Rm.	1	Dell, Power Edge 300SC, "Main" server, Pentium III, CD-Rom, 3.5" FD, keyboard, mouse & pad, P300, 256 Mb, 4 GB HD, SN B43PJ01	2000	1,000	0	1,000	0	5		
Server Rm.	1	Dell, PowerEdge R210 II, server, "MLF-2" 2008 SERVER, 8 GB/500 GB, SN CD3QHS1	2012	1,604	0	1,604	0	5		
Server Rm.	1	Dell, PowerEdge T110 server, "Minecraft", 32GB RAM, Intel Xeon E3-1230V2, DVD-RW	2014	1,149	0	1,149	0	5		
Server Rm.	1	Pika, Firewall VoIP w/Cat5 patch cord for Telephone System, SN LTWWMFC7GRQ04EYMDRK1	2015	556	0	556	0	5		
Server Room	1	Dell, PowerEdge R430, server, E5-2649v3, 2.6 GHz, 64GB RAM, 3-TB SATA hard disk drives, SN CD5NJB2	2016	4,670	0	4,670	0	5		
Server Room	1	Tripp-Lite, smart online 1500VA 1200 Watt 2U Rackmount UPS, SN 2846PLCPS719200094	2019	665	133	599	66	5		
Server Room	1	Tripp-Lite, smart online 1500VA 1200 Watt 2U Rackmount UPS, SN 2846PLCPS719200086	2019	665	133	599	66	5		
Server Room	1	Tripp-Lite, smart online 1500VA 1200 Watt 2U Rackmount UPS, SN 2846PLCPS719000557	2019	665	133	599	66	5		
Server Room	1	Dell, RX430, secondary domain server, SN N/A	2020	1,850	370	1,295	555	5		

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		COMPUTER EQUIPMENT								
LOCATION	QTY.	DESCRIPTION	YEAR ACQ.	ORIGINAL COST	ANNUAL DEPREC.	ACCUM. DEPREC.	UNDEPR. COST	EXP. LIFE		
First Floor										
Circulation Desk	1	Welch Allyn, laser barcode scanner, PN 3080B-12, SN A4071640-D07	2000	500	0	500	0	5		
Circulation Desk	1	Dell, Optiplex 9020, PC, 8/500GB/8X with 23" wide LED display, SN 7W10Q22	2014	811	0	811	0	5		
Circulation	1	Dell, Optiplex 7470 AIO XCTO computer, i5-9600, 16GB RAM, SN CCG7H13	2020	1,003	201	703	300	5		
Circulation	1	Dell, Optiplex 7470 AIO XCTO computer, i5-9600, 16GB RAM, SN CCG8H13	2020	1,003	201	703	300	5		
Director	1	Dell, 4100 MP, DLP Front projector, PN OY2360, SN 48L7P51, w/hard case & accessories	2005	1,755	0	1,755	0	5		
Reference Rm.	1	Welch Allyn, laser barcode scanner, PN 3060-12, SN A1090746	2000	500	0	500	0	5		
Reference Desk	1	Dell, Optiplex 9030, all-in-one, computer, CTO, Core i5-4590S, 16GB/500GB/8X DVD, SN DN4P382	2016	779	0	779	0	5		
Reference	1	Acer, Spin 5 convertible laptop computer, 13.5", 10th Gen, i7-1065G7, 16GB, 512 GB, with web cam, SN NXHQJAA006017043DF6000	2020	1,136	227	795	341	5		
Reference	1	Acer, Spin 5 convertible laptop computer, 13.5", 10th Gen, i7-1065G7, 16GB, 512 GB, with web cam, SN NXHQJAA00601744A96600	2020	1,136	227	795	341	5		
Bev's Office	1	Dell, Optiplex 9020, PC, 8/500GB/16X DVD-RW, SN 71CTJ02	2014	976	0	976	0	5		
Reference	1	Dell, Optiplex 9020, PC, 8/320GB/8X DVD-RW, SN 6H3SL02	2014	923	0	923	0	5		
Staff Office	1	Welch Allyn, laser barcode scanner, PN VT-3060-12, SN 97231520	2000	500	0	500	0	5		
Public Access	1	HP, Laserjet 6000, printer, SN CNCCG4QOM7	2014	934	0	934	0	5		

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LOCATION	QTY.	<u>COMPUTER EQUIPMENT</u>			YEAR ACQ.	ORIGINAL COST	ANNUAL DEPREC.	ACCUM. DEPREC.	UNDEPR. COST	EXP. LIFE
		DESCRIPTION								
Tween Room (#1)	1	HP, I3 2.5 GHZ, laptop PC, 4/500GB, SN 5CB2520DK0			2013	781	0	781	0	5
Tween Room (#2)	1	HP, I3 2.5 GHZ, laptop PC, 4/500GB, SN 5CB2520DJ6			2013	781	0	781	0	5
Tween Room (#3)	1	HP, I3 2.5 GHZ, laptop PC, 4/500GB, SN 5CB2520DH5			2013	781	0	781	0	5
Tween Room (#4)	1	HP, I3 2.5 GHZ, laptop PC, 4/500GB, SN 5CB2520D86			2013	781	0	781	0	5
Tween Room (#5)	1	Lenovo, Thinkpad E540, laptop PC, 4/450GB			2014	650	0	650	0	5
Tween Room (#6)	1	Lenovo, Thinkpad E540, laptop PC, 4/450GB			2014	650	0	650	0	5
Teen Area	1	Kwikboost, M8, cell phone charging station, wall mounted			2019	524	105	472	52	5
Adult Area (#1)	1	Lenovo, Thinkpad E540, laptop PC, 4/450GB			2014	650	0	650	0	5
Local History	1	Past Perfect cataloging software for Local History			2011	1,634	0	1,634	0	5
Reference	1	Dell, Optiplex 380, PC, 4GB/1TB HDD, DVD/RW, w/22" LCD, P2210, SN 6GV7Z01			2011	792	0	792	0	5
Children's Office	1	Dell, Optiplex 9030, all-in-one, computer, CTO, Core i5-4590S, 16GB/500GB/8X DVD, SN DN3V382			2016	779	0	779	0	5
Children's Room	1	Dell, Inspiron i5-6200U, 15.6" laptop computer, 8GB/1-TB, SN 1SZFBG2			2016	661	0	661	0	5
Children's Room	1	Dell, Inspiron i5-6200U, 15.6" laptop computer, 8GB/1-TB, SN J168BG2			2016	661	0	661	0	5
Children's Room	1	Dell, Inspiron i5-6200U, 15.6" laptop computer, 8GB/1-TB, SN N/A			2016	661	0	661	0	5
Throughout	1	Precision Microproducts, MSP3500, printer			2009	1,812	0	1,812	0	5
Throughout	1	Nintendo Wii game bundle w/Rock Band 2, Simple bundle, Wii Music, Mario Cart w/wheel, Dance Dance Revolution, Quad Charger Docking Station, Nunchuk controller, Super Smash Bros., Mario Party 8, and 2-Nunchuk and Wii controllers			2009	1,179	0	1,179	0	5
Throughout	1	Tripp-Lite, 42U Smart Rack Enclosure, PN SR42UB, w/2-fixed shelves, 2-APC horizontal RM PDU, iU, 1-APC Smart-UPS 1500VA USB UPS, SN SAS0831220128			2009	1,802	0	1,802	0	5
Throughout	1	Ricoh, Aficio SP C420DN-KP, printer, SN KS38087001751			2010	1,891	0	1,891	0	5
Throughout	1	Precision Microproducts of America, zoom lens, 9-16X			2011	525	0	525	0	5
Throughout	1	SCLS, book scanner w/touchscreen, Code 33255, SN CN110BGCA1200003, KA10470001			2011	5,120	0	5,120	0	5
Throughout	1	Flatbed scanner, 12" x 17" oversized, SN 52C1A7A01552			2020	700	140	490	210	5

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LOCATION	QTY.	DESCRIPTION	YEAR ACQ.	ORIGINAL COST	ANNUAL DEPREC.	ACCUM. DEPREC.	UNDEPR. COST	EXP. LIFE
First Floor, cont'd								
Throughout	1	Bookscan Center 5022 upgrade from POS1700, Model BSC5022, from CCP Solutions, SN F12X001780	2013	1,750	0	1,750	0	5
Throughout	1	Xerox, Documate 3125, high speed duplex scanner, SN 28AHL30538, connected to Bookscan Center	2013	732	0	732	0	5
Throughout	1	Kodak, Photo scanner, SN 47539021, from CCP Solutions	2013	2,795	0	2,795	0	5
Throughout	1	Dell, OptiPlex 9020 PC, 8GB/320HDD, DVD-RW, SN HP6ZU52, w/22" LCD monitor	2015	684	0	684	0	5
Throughout	1	CCP Solutions, 11x17 Bookedge Scanner, CCD LED, SN TW11518U81200050	2015	1,851	0	1,851	0	5
Throughout	1	Maker Bot, Replicator Desktop 3D Printer, 5th Generation, Mod. MP05825, SN R50030372, with Smart Extruder, Mod. MP06329	2015	2,920	0	2,920	0	5
Throughout	1	Self-check computer, Dell, Optiplex 380, SN 1JJQ8P1 with Bematech, LE1000, monitor	2015	860	0	860	0	5
Throughout	1	TEC, Inc., ST442i, 42" SMART table, collaborative learning center, SN K012HW22E0079	2016	5,245	0	5,245	0	5
Throughout	1	HP, Enterprise, HPE1820-48G, 48-port gigabit ethernet switch, SN CN59GMX1JB	2016	614	0	614	0	5
Throughout	1	HP, Enterprise, HPE1820-48G, 48-port gigabit ethernet switch, SN CN59GMX15S	2016	614	0	614	0	5
Throughout	1	Dell, Optiplex 7040 SFF, computer, i7-6700, 8GB/512GB, SN 5X8JND2	2016	675	0	675	0	5
Throughout	1	Dell, Virtual Reality computer, i7-7700K, 16GB, SN 7J6DHH2	2017	2,546	0	2,546	0	5
Throughout	1	HTC Live, virtual reality headset, SN FA6CDAB01290	2017	799	0	799	0	5
Server Room	1	Dell, PowerEdge R430, server, dual Xeon E5-2620 processor, SN B8GPXK2	2017	3,227	0	3,227	0	5
Throughout	1	Dell, Optiplex 7760 AIO XCTO, computer, i7-8700, 16GB RAM/2.5" SATA 1-TB HDD SN J7V80Q2	2018	1,841	184	1,841	0	5
Throughout	1	Dell, Optiplex 7450 AIO CTO, computer, i5-6500, 8GB RAM/256 GB SATA HDD SN J12XBM2	2018	976	98	976	0	5
Throughout	1	Dell, Optiplex 7450 AIO CTO, computer, i5-6500, 8GB RAM/256 GB SATA HDD SN J12WBM2	2018	976	98	976	0	5

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First Floor, cont'd								
Throughout	1	Dell, Optiplex 7060 Mini Tower, computer, i7-8700, 16GB RAM/256 GB SATA HDD SN HD2SCS2	2018	870	87	870	0	5
Throughout	1	Dell, Optiplex 7470 AIO XCTO, computer, i5-8600, 16GB RAM, SN 2V9H613	2019	870	174	783	87	5
Throughout	1	Dell, Optiplex 7470 AIO XCTO, computer, i5-8600, 16GB RAM, SN 2V9G613	2019	870	174	783	87	5
Throughout	1	Dell, Latitude 3510 laptop computer, 15.6", i3-10110U, 4GB/500GB SSD, from NewEgg	2021	610	122	305	305	5
Throughout	6	Dell, Optiplex 5400 AIO computers, 8GB/512GB SSD, i5-12500T, SN JNXDYS3, SN HNXDYS3, 4PXDTS3, 3PXDYS3, 2PXDYS3, 1PXDYS3 [10/17/22]	2022	5,304	1,061	1,591	3,713	5
Throughout	1	Makerbot, 3D printer, "Stretch-Large", PN:900-0110A [ck #11600, 3/16/23]	2023	2,399	240	240	2,159	5
TOTAL COMPUTER EQUIPMENT				88,623	4,108	79,975	8,648	

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LOCATION	QTY.	LIBRARY MATERIALS			YEAR ACQ.	ORIGINAL COST	ANNUAL DEPREC.	ACCUM. DEPREC.	UNDEPR. COST	EXP. LIFE
		DESCRIPTION								
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			1999	87,600	0	87,600	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2000	93,100	0	93,100	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2001	97,750	0	97,750	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2002	99,750	0	99,750	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2003	106,000	0	106,000	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2004	101,000	0	101,000	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2005	81,543	0	81,543	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2006	95,887	0	95,887	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2007	95,887	0	95,887	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2008	93,155	0	93,155	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2009	91,492	0	91,492	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2010	83,760	0	83,760	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2011	73,618	0	73,618	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2012	85,550	0	85,550	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2013	69,374	0	69,374	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2014	70,128	0	70,128	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2015	68,501	0	68,501	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2016	106,041	0	106,041	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2017	106,631	0	106,631	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2018	106,192	10,619	106,192	0	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2019	113,674	22,735	102,307	11,367	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2020	118,774	23,755	83,142	35,632	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2021	120,521	24,104	60,260	60,261	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2022	119,942	23,988	35,982	83,960	5
1		Group of materials as books, periodicals, videocassettes and other audio-visual software			2023	120,845	12,085	12,085	108,760	5
TOTAL LIBRARY MATERIALS						2,406,715	117,286	2,106,735	299,980	

CAPITAL ASSET DEPRECIATION REPORT
MATTITUCK-LAUREL LIBRARY
Mattituck, New York

December 31, 2023

		<u>TELEPHONE SYSTEM</u>							
LOCATION	QTY.	DESCRIPTION	YEAR ACQ.	ORIGINAL COST	ANNUAL DEPREC.	ACCUM. DEPREC.	UNDEPR. COST	EXP. LIFE	
	1	Vertical phone system by P.M. Communications	2014	12,077	1,208	11,476	601	10	
TOTAL TELEPHONE SYSTEM				12,077	1,208	11,476	601		

2023 ADDITIONS

CAPITAL ASSET DEPRECIATION REPORT
MATTITUCK-LAUREL LIBRARY
Mattituck, New York

December 31, 2023

		<u>2023 ADDITIONS</u>							
LOCATION	QTY.	DESCRIPTION	YEAR ACQ.	ORIGINAL COST	ANNUAL DEPREC.	ACCUM. DEPREC.	UNDEPR. COST	EXP. LIFE	
<u>FURNISHINGS & EQUIPMENT</u>									
Library	1	Viper, CEX410, 16" self-contained carpet extractor, SN US00925702Q, with accessories	2023	2,883	96	96	2,787	15	
Library	1	Profor, CE1500XP, Hepa upright vacuum, SN 2313KCO2374, with accessories	2023	919	31	31	888	15	
Library	1	Wayfair, Ashman L-shaped desk for head of Youth & Parenting [Karen's]	2023	892	30	30	862	15	
				4,694	157	157	4,537		
<u>COMPUTER EQUIPMENT</u>									
Throughout	1	Makerbot, 3D printer, "Stretch-Large", PN:900-0110A [ck #11600, 3/16/23]	2023	2,399	240	240	2,159	5	
				2,399	240	240	2,159		
<u>LIBRARY MATERIALS</u>									
	1	Group of materials as books, periodicals, videocassettes and other audio-visual software	2023	120,845	12,085	12,085	108,760	5	
				120,845	12,085	12,085	108,760		
TOTAL 2023 ADDITIONS				127,938	12,482	12,482	115,456		

Tax Levy Limit, Before Adjustments and Exclusions

✓	Real Property Tax Levy FYE 2024	\$1,663,155
✓	Tax Cap Reserve Offset from FYE 2023 Used to Reduce FYE 2024 Levy	\$0
✓	Total Tax Cap Reserve Amount (Including Interest Earned) from FYE 2024	---
✓	Tax Base Growth Factor	1.0156
✓	PILOTs Receivable FYE 2024	\$13,024
✓	Tort Exclusion Amount Claimed in FYE 2024	\$0
✓	Allowable Levy Growth Factor	1.0200
✓	PILOTs Receivable FYE 2025	\$8,000
✓	Available Carryover from FYE 2024	---
	Tax Levy Limit Before Adjustments/Exclusions	\$1,728,167

Adjustments for Transfer of Local Government Functions

✓	Costs Incurred from Transfer of Local Government Functions	\$0
✓	Savings Realized from Transfer of Local Government Functions	\$0
	Total Adjustments	\$0
	Tax Levy Limit, Adjusted for Transfer of Local Government Functions	\$1,728,167

Exclusions

✓	Tort Exclusion	\$0
✓	Teachers' Retirement System Exclusion	\$0
✓	Employees' Retirement System Exclusion	\$0
✓	Police and Fire Retirement System Exclusion	\$0
	Total Exclusions	\$0
	Your FYE 2025 Tax Levy Limit, Adjusted for Transfers plus Exclusions	\$1,728,167
✓	Total Tax Cap Reserve Amount Used to Reduce FYE 2025 Levy	---
✓	FYE 2025 Proposed Levy, Net of Reserve	\$1,718,603
	Difference Between Tax Levy Limit and Proposed Levy	\$9,564
✓	Do you plan to override the Tax Cap for FYE 2025 ?	No

Tax cap form FY ending December 31, 2025

Submitted September 20, 2024



Mattituck-Laurel **LIBRARY**

Warrants / Expenses

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

To be approved at the Library Board Meeting on October 28, 2024

Operating Account Total	\$ 150,326.24
Payroll	\$ 115,312.91
Non Payroll	\$ 35,013.33
Cultural Activities Fund	\$ 707.96
Money Market Account	\$0
Building Fund Savings	\$0
Building Fund Checking	\$ 547.04

Donations in excess of \$1,000 None

Payroll for September includes the voluntary retirement incentive taken.

10/06/24

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Sep 24</u>
General Fund	
Operating Fund	453,765.18
Building Fund	
Checking	279,803.70
Savings	57,310.84
	<hr/>
Total Building Fund	337,114.54
	<hr/>
Total General Fund	790,879.72
	<hr/>
Cultural Activities Fund	
Coffee Machine	696.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	671.96
Adult Programs Wash Acco...	9,186.75
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	-118.19
	<hr/>
Total Cultural Activities Fund	12,629.35
	<hr/>
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	43,295.37
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	663,030.95
	<hr/>
TOTAL	1,466,540.02

10/06/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Library Materials				
Youth Materials				
Youth Books				
09/06/2024	B&T Juvenile Account	August invoices	751.19	751.19
09/16/2024	Business Card	Bob book, Natural Histor...	28.89	28.89
Total Youth Books				780.08
Total Youth Materials				780.08
Adult Materials				
DVD/Music CD				
09/06/2024	Midwest Tape	505955674	20.99	20.99
09/10/2024	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
09/10/2024	Midwest Tape	505990242	25.19	25.19
09/10/2024	Midwest Tape	505990241	11.89	11.89
09/10/2024	Midwest Tape	505990229	30.78	30.78
09/23/2024	Midwest Tape	506054008	24.49	24.49
09/23/2024	Midwest Tape	506054009	17.49	17.49
09/23/2024	Midwest Tape	506054060	48.98	48.98
Total DVD/Music CD				204.81
Digital Material Subscriptions				
09/04/2024	Kanopy, Inc.	189 Tickets	189.00	189.00
09/04/2024	Midwest Tape	Month ending 08/31/2024	197.48	197.48
Total Digital Material Subscriptions				386.48
Adult Books				
09/09/2024	B&T Adult Account	August invoices	1,517.45	1,517.45
Total Adult Books				1,517.45
Reference Books and Data Bases				
09/26/2024	SCLS	Ancestry Library Ed Sub...	811.40	811.40
Total Reference Books and Data Bases				811.40
Virtual Reference Collection				
09/13/2024	SCLS	Suffolk E-Resources Oc...	5,410.00	5,410.00
Total Virtual Reference Collection				5,410.00
Large Print Books				
09/09/2024	B&T Adult Account	August invoices	887.69	887.69
Total Large Print Books				887.69
Newspapers				
09/04/2024	Times Review Media Group	12 months Riverhead N...	98.00	98.00
09/16/2024	Daily News	Pays through 10/23/24	90.00	90.00
09/27/2024	New York Post	52 Weeks of the New Y...	784.68	784.68
Total Newspapers				972.68
Total Adult Materials				10,190.51
Teen Materials				
09/06/2024	B&T Teen Account	August invoices	213.16	213.16
09/16/2024	Business Card	Frames	11.97	11.97
Total Teen Materials				225.13
Total Library Materials				11,195.72

10/06/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Technology				
09/06/2024	PM Communications Corp.	Monthly Maintenance	117.89	117.89
Total Technology				117.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
09/16/2024	Living Art Aquariums	Service 8/15/24 and 8/2...	200.00	200.00
Total Aquarium Maintenance				200.00
HVAC Maintenance				
09/12/2024	Kolb Service Corp.	Replaced Fan Blower Belt	59.75	59.75
Total HVAC Maintenance				59.75
Other Building Maint.				
09/18/2024	Coastline Cesspool & Drain Se...	Cleared main line	525.00	525.00
09/27/2024	Peconic Fire Equipment	Fire Extinguisher Servic...	383.70	383.70
Total Other Building Maint.				908.70
Total Building Maintenance				1,168.45
Custodial Supplies				
09/23/2024	Emerald Island	Paper towel roll 8" TAD, ...	48.00	48.00
09/26/2024	Emerald Island	Qty 4 - Paper Towel roll...	491.70	491.70
Total Custodial Supplies				539.70
Electric				
09/27/2024	PSEGLI	Service from Aug 21, 20...	2,535.26	2,535.26
Total Electric				2,535.26
Gas				
09/26/2024	National Grid	Billing period Aug 20, 20...	44.83	44.83
Total Gas				44.83
Grounds Maintenance				
Other Grounds Maintenance				
09/04/2024	Twin Fork Landscape Contracti...	5 cuts 8/5,8/13,8/20,8/2...	460.00	460.00
09/10/2024	Twin Fork Landscape Contracti...	Bed maintenance 8/28/24	880.00	880.00
Total Other Grounds Maintenance				1,340.00
Total Grounds Maintenance				1,340.00
Water				
SCWA				
09/04/2024	Suffolk County Water Authority	Service period May 30, ...	691.06	691.06
Total SCWA				691.06
Total Water				691.06
Garbage Removal				
09/18/2024	Mattituck Environmental Services	4 YD Trash Service	252.72	252.72
Total Garbage Removal				252.72
Total Operations and Maintenance				6,572.02

Miscellaneous Expense

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

Date	Name	Memo	Original Amount	Paid Amount
Legal Fees				
09/23/2024	Volz & Vigliotta, PLLC	Construction Matters - c...	25.00	25.00
Total Legal Fees				25.00
Maintenance Office Equipment				
Optimum Internet Service				
09/16/2024	Optimum	Billing period 09/16/24 - ...	260.00	260.00
Total Optimum Internet Service				260.00
Computer/Network Maintenance				
09/26/2024	L2J Consulting, Inc.	Monthly IT Support - Se...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
09/06/2024	Librarica LLC	Support/Updates Renew...	238.80	238.80
09/23/2024	Elan Financial Services	Adobe	659.88	659.88
09/23/2024	Elan Financial Services	DRI CrashPlan	32.55	32.55
09/23/2024	Elan Financial Services	Constant Contact	298.40	298.40
Total Computer Software Licenses				1,229.63
Total Maintenance Office Equipment				2,489.63
Membership				
Museum Passes				
09/23/2024	Elan Financial Services	Long Island Science Ce...	450.00	450.00
09/26/2024	LT Michael P. Murphy Navy SE...	Annual Library Members...	150.00	150.00
09/26/2024	Quogue Wildlife Refuge	Mattituck-Laurel Library ...	100.00	100.00
Total Museum Passes				700.00
Total Membership				700.00
Professional Fees				
Annual audit				
09/19/2024	Appraisal Affiliates, Inc.	Annual Maintenance Ser...	800.00	800.00
09/30/2024	SCLS	OPEB-GASB-75 - 12.31...	350.00	350.00
Total Annual audit				1,150.00
SCLS/Overdue Notices				
09/12/2024	SCLS	Overdues-Processed & ...	18.62	18.62
Total SCLS/Overdue Notices				18.62
Total Professional Fees				1,168.62
Programs - Adult				
Adult Reading Club & Book Discu				
09/16/2024	Business Card	Tote bags, colored penc...	100.94	100.94
Total Adult Reading Club & Book Discu				100.94
Adult Programs				
09/04/2024	Sara Colichio.	American Girl - Cookies,...	122.84	122.84
09/10/2024	Cornell Cooperative Extension	Community Horticulture ...	200.00	200.00
09/13/2024	Qwick Craft, LLC	Seashell Art 9/12/24	500.00	500.00
09/18/2024	Authentic Directions	Bullet Journal 9/19/24	200.00	200.00
09/18/2024	Rob Scott	Apple Pie 9/17/24	445.00	445.00
09/19/2024	Terry Koch-Bostic	Family History 9/18/24	200.00	200.00
09/20/2024	Kathy Pasca	Sound Journey 9/23/24	300.00	300.00
09/23/2024	Elan Financial Services	Zoom	63.96	63.96

10/06/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
09/23/2024	Elan Financial Services	Gift card for Programmer	50.00	50.00
Total Adult Programs				2,081.80
Total Programs - Adult				2,182.74
Programs - Juvenile				
09/03/2024	Nicole Summers Sparling	Baby Boogie, Toddler T...	350.00	350.00
09/23/2024	Joanne Hruz.	Cookies, Candy, Tablecl...	57.25	57.25
09/23/2024	Joanne Hruz.	Pumpkin paraphernalia	67.43	67.43
09/23/2024	Joanne Hruz.	Cookies, Cups	116.47	116.47
Total Programs - Juvenile				591.15
Programs - Summer				
09/06/2024	Arrayscape Gaming, Inc.	Minecraft 7/23/24	200.00	200.00
09/16/2024	Business Card	Gift Card, Summer 2025...	266.38	266.38
09/23/2024	Elan Financial Services	Discount School Supplie...	406.71	406.71
09/23/2024	Joanne Hruz.	Smores, Cutouts, Batteri...	75.88	75.88
Total Programs - Summer				948.97
Programs - Teen				
09/10/2024	Rob Scott	Pumpkin cookies 9/9/24	235.00	235.00
09/16/2024	Business Card	Washi tape, Frames, Cl...	133.80	133.80
Total Programs - Teen				368.80
Supplies - Library				
09/04/2024	Sara Colichio.	Hot cups	19.98	19.98
09/10/2024	Brodart	10" Just a fold BJC, 9" J...	45.87	45.87
09/10/2024	Quill Corporation	Book tape 4 x 15 yards	79.08	79.08
09/16/2024	Business Card	Inflatable Pumpkin, Ligh...	152.03	152.03
09/23/2024	The Library Store	Dura-Gloss Bar Code La...	56.38	56.38
09/23/2024	Elan Financial Services	Cricut	9.99	9.99
09/23/2024	Elan Financial Services	Classifieds - Employme...	98.46	98.46
Total Supplies - Library				461.79
Supplies - Office				
09/10/2024	Quill Corporation	Paper towels, rubber ba...	42.15	42.15
09/16/2024	Quill Corporation	Compostable Plates / Qt...	114.94	114.94
09/23/2024	Quill Corporation	Tissue 30 ct, Napkins	54.78	54.78
09/23/2024	Quill Corporation	Qty 2 Clorox wipes 3/75 ...	33.67	33.67
Total Supplies - Office				245.54
Telephone				
09/16/2024	Optimum	Billing period 09/16/24 - ...	145.72	145.72
Total Telephone				145.72
Workshops				
09/16/2024	Business Card	NYLA Conference	335.00	335.00
Total Workshops				335.00
Staff Development				
09/23/2024	Elan Financial Services	SCLS Membership Jacq...	35.00	35.00
Total Staff Development				35.00
Total Miscellaneous Expense				9,697.96
Debt Service Total				
Mortgage Interest				

10/06/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
09/16/2024	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				35,013.33

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

	Sep 24
Ordinary Income/Expense	
Income	
Interest	4.62
Direct Public Support	1,549.35
Fines	114.20
Library Materials Paid For	96.92
Copy Machine	548.55
Refunds	894.05
Total Income	3,207.69
Gross Profit	3,207.69
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	26,882.69
Clerical	66,380.74
Custodian	3,589.26
Total Salaries	96,852.69
Benefits	
Fica	7,206.25
Disability Insurance	-407.69
Medical Insurance	5,451.21
Retirement	7,324.51
Total Benefits	19,574.28
Total Payroll Expenses	116,426.97
Library Materials	
Youth Materials	
Youth Books	780.08
Total Youth Materials	780.08
Adult Materials	
DVD/Music CD	204.81
Digital Material Subscriptions	386.48
Adult Books	1,517.45
Reference Books and Data Ba...	811.40
Virtual Reference Collection	5,410.00
Large Print Books	887.69
Newspapers	972.68
Total Adult Materials	10,190.51
Teen Materials	225.13
Total Library Materials	11,195.72
Technology	117.89
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	200.00

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

	Sep 24
HVAC Maintenance	59.75
Other Building Maint.	908.70
Total Building Maintenance	1,168.45
Custodial Supplies	539.70
Electric	2,535.26
Gas	44.83
Grounds Maintenance	
Other Grounds Maintenance	1,340.00
Total Grounds Maintenance	1,340.00
Water	
SCWA	691.06
Total Water	691.06
Garbage Removal	252.72
Total Operations and Maintenance	6,572.02
Miscellaneous Expense	
Legal Fees	25.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	260.00
Computer/Network Maintenance	1,000.00
Computer Software Licenses	1,229.63
Total Maintenance Office Equipm...	2,687.03
Membership	
Museum Passes	700.00
Total Membership	700.00
Professional Fees	
Payroll Processing	499.00
Annual audit	1,150.00
SCLS/Overdue Notices	18.62
Total Professional Fees	1,667.62
Programs - Adult	
Adult Reading Club & Book Dis...	100.94
Adult Programs	2,081.80
Total Programs - Adult	2,182.74
Programs - Juvenile	591.15
Programs - Summer	948.97
Programs - Teen	368.80
Supplies - Library	461.79
Supplies - Office	245.54
Telephone	145.72
Workshops	335.00

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

	Sep 24
Staff Development	35.00
Total Miscellaneous Expense	10,394.36
Debt Service Total	
Mortgage Interest	7,429.74
Total Debt Service Total	7,429.74
Total Expense	152,136.70
Net Ordinary Income	-148,929.01
Net Income	-148,929.01

11:28 AM
 10/06/24
 Cash Basis

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

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	13,024.10	4,000.00	9,024.10	325.6%
Mattituck-Cutchogue School Dist	1,619,883.49	1,663,155.00	-43,271.51	97.4%
NY State Incentive	1,863.00	1,800.00	63.00	103.5%
Interest	35.47	100.00	-64.53	35.5%
Direct Public Support				
Programs & Tickets Paid For	504.70			
Direct Public Support - Other	14,431.21	2,000.00	12,431.21	721.6%
Total Direct Public Support	14,935.91	2,000.00	12,935.91	746.8%
Fines	633.95			
Library Materials Paid For	773.61			
Copy Machine	5,469.05	2,000.00	3,469.05	273.5%
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	4,352.30			
Fund Balance Brought Forward	67,841.00			
Total Income	1,728,811.88	1,678,455.00	50,356.88	103.0%
Gross Profit	1,728,811.88	1,678,455.00	50,356.88	103.0%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	261,054.11	350,493.00	-89,438.89	74.5%
Clerical	329,774.91	453,257.00	-123,482.09	72.8%
Custodian	36,104.94	47,675.00	-11,570.06	75.7%
Total Salaries	626,933.96	851,425.00	-224,491.04	73.6%
Benefits				

11:28 AM
 10/06/24
 Cash Basis

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

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Fica	46,060.68	63,298.00	-17,237.32	72.8%
Disability Insurance	741.87	1,000.00	-258.13	74.2%
Medical Insurance	40,406.12	104,560.00	-64,153.88	38.6%
Retirement	41,314.46	60,017.00	-18,702.54	68.8%
Unemployment Insurance	6,248.72	11,000.00	-4,751.28	56.8%
Total Benefits	134,771.85	239,875.00	-105,103.15	56.2%
Total Payroll Expenses	761,705.81	1,091,300.00	-329,594.19	69.8%
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	8,964.92	14,000.00	-5,035.08	64.0%
Total Youth Materials	10,543.30	19,000.00	-8,456.70	55.5%
Adult Materials				
DVD/Music CD	2,709.68	4,000.00	-1,290.32	67.7%
Live-brary Downloadable e-bo...	51,651.00	54,000.00	-2,349.00	95.7%
Digital Material Subscriptions	8,163.05	13,000.00	-4,836.95	62.8%
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	11,732.82	21,000.00	-9,267.18	55.9%
Reference Books and Data Ba...	2,374.07	2,000.00	374.07	118.7%
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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 Cash Basis

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

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Total Adult Ref Books	573.84	3,500.00	-2,926.16	16.4%
Virtual Reference Collection	5,410.00	5,500.00	-90.00	98.4%
Adult Audio Books	0.00	1,000.00	-1,000.00	0.0%
Large Print Books	4,158.48	5,000.00	-841.52	83.2%
Newspapers	5,559.26	7,000.00	-1,440.74	79.4%
Periodicals	4,838.82	5,000.00	-161.18	96.8%
Total Adult Materials	97,171.02	122,050.00	-24,878.98	79.6%
Teen Materials	1,487.36	2,500.00	-1,012.64	59.5%
Total Library Materials	109,201.68	143,550.00	-34,348.32	76.1%
Capital Expenditures	20,295.20	19,000.00	1,295.20	106.8%
Technology	3,065.55	9,200.00	-6,134.45	33.3%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,436.73	3,500.00	-1,063.27	69.6%
HVAC Maintenance	810.87	2,000.00	-1,189.13	40.5%
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.	4,789.20	7,000.00	-2,210.80	68.4%
Total Building Maintenance	15,778.97	20,975.00	-5,196.03	75.2%

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

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Custodial Supplies	1,526.31	1,000.00	526.31	152.6%
Electric	20,229.42	27,500.00	-7,270.58	73.6%
Gas	5,267.47	11,000.00	-5,732.53	47.9%
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	10,571.00	11,000.00	-429.00	96.1%
Total Grounds Maintenance	12,316.00	16,200.00	-3,884.00	76.0%
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	1,859.35	3,500.00	-1,640.65	53.1%
Total Water	2,880.73	4,500.00	-1,619.27	64.0%
Garbage Removal	2,527.20	3,000.00	-472.80	84.2%
Total Operations and Maintenance	90,679.48	118,175.00	-27,495.52	76.7%
Miscellaneous Expense				
Longevity Benefit	1,380.35	1,500.00	-119.65	92.0%
Legal Fees	361.00	2,500.00	-2,139.00	14.4%
Contingency	0.00	3,000.00	-3,000.00	0.0%
Maintenance Office Equipment				
Verizon Mobile Hotspots	1,810.44	2,400.00	-589.56	75.4%
Optimum Internet Service	2,235.32	3,200.00	-964.68	69.9%

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

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Copy Machine	3,408.12	8,500.00	-5,091.88	40.1%
Computer/Network Maintenance	9,000.00	12,000.00	-3,000.00	75.0%
BookScan Maintenance	690.00	700.00	-10.00	98.6%
Computer Software Licenses	8,674.79	9,000.00	-325.21	96.4%
Total Maintenance Office Equip...	25,818.67	35,800.00	-9,981.33	72.1%
Membership				
Professional Memberships	1,531.00	2,200.00	-669.00	69.6%
Museum Passes	2,459.99	5,000.00	-2,540.01	49.2%
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	4,707.49	8,350.00	-3,642.51	56.4%
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	4,959.32	10,500.00	-5,540.68	47.2%
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	1,800.00	12,500.00	-10,700.00	14.4%

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

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
SCLS/Overdue Notices	188.14	500.00	-311.86	37.6%
SCLS/Annual Membership	11,841.00	12,000.00	-159.00	98.7%
Total Professional Fees	37,084.53	56,800.00	-19,715.47	65.3%
Programs - Adult				
Motion Picture/Music Licensing	297.49	500.00	-202.51	59.5%
Adult Reading Club & Book Di...	3,405.43	3,500.00	-94.57	97.3%
Adult Programs	18,892.00	16,000.00	2,892.00	118.1%
Total Programs - Adult	22,594.92	20,000.00	2,594.92	113.0%
Programs - Juvenile	7,703.84	10,500.00	-2,796.16	73.4%
Programs - Summer	10,922.42	8,000.00	2,922.42	136.5%
Programs - Teen	8,019.67	8,000.00	19.67	100.2%
Supplies - Library	5,567.38	10,500.00	-4,932.62	53.0%
Supplies - Office	2,603.66	4,000.00	-1,396.34	65.1%
Supplies - Paper	728.73	2,500.00	-1,771.27	29.1%
Telephone	1,373.66	2,200.00	-826.34	62.4%
Travel	872.78	2,200.00	-1,327.22	39.7%
Workshops	666.68	2,200.00	-1,533.32	30.3%
Staff Development	40.00	1,000.00	-960.00	4.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	155,390.32	197,230.00	-41,839.68	78.8%
Debt Service Total				
Mortgage Principal	118,317.03			
Mortgage Interest	16,391.63			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	134,708.66	100,000.00	34,708.66	134.7%

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Cash Basis

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

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Total Expense	1,275,046.70	1,678,455.00	-403,408.30	76.0%
Net Ordinary Income	453,765.18	0.00	453,765.18	100.0%
Net Income	453,765.18	0.00	453,765.18	100.0%

10/06/24

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Check	09/18/2024		Service Charge	-47.04
Bill	09/30/2024	J.P. Hunter	Roof Repair - Shi...	-500.00
Total Checking				-547.04
Savings				
General Journal	09/30/2024		Interest 7/31/24, ...	1.48
Total Savings				1.48
Total Building Fund				-545.56
Total General Fund				-545.56
Cultural Activities Fund				
Coffee Machine				
Deposit	09/01/2024		Coffee	4.00
Deposit	09/09/2024		Coffee	1.00
Deposit	09/16/2024		Coffee	2.00
Deposit	09/23/2024		Coffee	3.00
Deposit	09/30/2024		Coffee	1.00
Total Coffee Machine				11.00
Staff Activity Fund				
Bill	09/06/2024	Shauna Scholl.	Reimburse food f...	-72.96
Total Staff Activity Fund				-72.96
Adult Programs Wash Account				
Deposit	09/01/2024		Aerobics	420.00
Deposit	09/01/2024		Yoga - 3 series	240.00
Deposit	09/01/2024		Cooking	20.00
Deposit	09/01/2024		Defensive Driving	70.00
Deposit	09/01/2024		LI Aquarium Tick...	216.00
Deposit	09/01/2024		Arts/Crafts	10.00
Deposit	09/01/2024		Aerobics	350.66
Deposit	09/01/2024		Cooking - Chef ...	103.51
Deposit	09/01/2024		Arts/Crafts - Sea...	65.87
Deposit	09/01/2024		Defensive Driving	134.76
Deposit	09/09/2024		Cooking	30.00
Deposit	09/09/2024		Defensive Driving	35.00
Deposit	09/09/2024		Aerobics	77.38
Deposit	09/09/2024		Cooking	9.41
Deposit	09/09/2024		Arts/Crafts	47.05
Deposit	09/09/2024		Defensive Driving	33.68
Deposit	09/16/2024		Yoga	232.14
Deposit	09/16/2024		Seashell	9.41
Deposit	09/16/2024		Defensive Driving	67.67
Deposit	09/16/2024		Yoga 2 series, 1 ...	180.00
Deposit	09/16/2024		Cooking - Chef ...	10.00
Deposit	09/16/2024		Seashell	10.00
Deposit	09/23/2024		Cooking	10.00
Deposit	09/23/2024		Aerobics	48.10

10/06/24

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

Type	Date	Name	Memo	Paid Amount
Deposit	09/23/2024		Defensive Drivin...	65.98
Bill	09/26/2024	Rosemary Martilotta	Yoga series 7/17...	-620.00
Deposit	09/30/2024		Aerobics	35.00
Deposit	09/30/2024		Yoga 2 walk ins	40.00
Deposit	09/30/2024		Arts/crafts	10.00
Deposit	09/30/2024		Crochet	20.00
Deposit	09/30/2024		BBQ Refund (\$1...	8.82
Total Adult Programs Wash Account				1,990.44
Staff Ordering Account				
Check	09/26/2024		Service Charge	-15.00
Total Staff Ordering Account				-15.00
Total Cultural Activities Fund				1,913.48
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	09/26/2024	NYS Dept. of Labor Une...	Refund State Un...	26,657.66
Deposit	09/30/2024		Interest	20.93
Total Undesignated & Interest				26,678.59
Total Gift and Trust Fund - MM				26,678.59
TOTAL				28,046.51

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Mattituck-Laurel Library

Monthly Bill Payments

As of September 30, 2024

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	09/03/2024	12747	Nicole Summers Sp...	Baby Boogie, Toddler T...	-350.00
Bill Pmt -Check	09/04/2024	12748	Kanopy, Inc.	Invoice # 413756-PPU	-189.00
Bill Pmt -Check	09/04/2024	12749	Midwest Tape	11952	-197.48
Bill Pmt -Check	09/04/2024	12750	Sara Colichio.	Reimburse American Gir...	-142.82
Bill Pmt -Check	09/04/2024	12751	Suffolk County Wat...	Acct 3000390878	-691.06
Bill Pmt -Check	09/04/2024	12752	Times Review Medi...	Subscriber 28982	-98.00
Bill Pmt -Check	09/04/2024	12753	Twin Fork Landsca...	Invoice 27375	-460.00
Bill Pmt -Check	09/06/2024	12754	Arrayscape Gaming...	Minecraft 7/23/24	-200.00
Bill Pmt -Check	09/06/2024	12755	B&T Juvenile Acco...	L 935700	-751.19
Bill Pmt -Check	09/06/2024	12756	B&T Teen Account	L943258	-213.16
Bill Pmt -Check	09/06/2024	12757	Librarica LLC	Invoice #204472-110R	-238.80
Bill Pmt -Check	09/06/2024	12758	Midwest Tape	11952	-20.99
Bill Pmt -Check	09/06/2024	12759	PM Communication...	Invoice 43656	-117.89
Bill Pmt -Check	09/09/2024	12760	B&T Adult Account	VOID: L 90004-3	0.00
Bill Pmt -Check	09/09/2024	12761	NYS Employees He...	03909	-7,829.60
Bill Pmt -Check	09/09/2024	12762	B&T Adult Account	L 90004-3	-2,405.14
Bill Pmt -Check	09/10/2024	12763	Brodart	318719	-45.87
Bill Pmt -Check	09/10/2024	12764	Cornell Cooperative...	Community Horticulture ...	-200.00
Bill Pmt -Check	09/10/2024	12765	ELM USA, Inc.	Invoice no. 70492	-25.00
Bill Pmt -Check	09/10/2024	12766	Midwest Tape	11952	-67.86
Bill Pmt -Check	09/10/2024	12767	Quill Corporation	03047280	-121.23
Bill Pmt -Check	09/10/2024	12768	Rob Scott	Pumpkin cookies 9/9/24	-235.00
Bill Pmt -Check	09/10/2024	12769	Twin Fork Landsca...	Invoice 27486	-880.00
Bill Pmt -Check	09/12/2024	12770	Kolb Service Corp.	Invoice 4505-213	-59.75
Bill Pmt -Check	09/12/2024	12771	SCLS	Invoice 92897	-18.62
Bill Pmt -Check	09/13/2024	12772	Qwick Craft, LLC	Seashell Art 9/12/24	-500.00
Bill Pmt -Check	09/13/2024	12773	SCLS	Invoice no. 92969	-5,410.00
Bill Pmt -Check	09/16/2024	12774	Business Card	5474 1518 7474 0647	-1,029.01
Bill Pmt -Check	09/16/2024	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	09/16/2024	12775	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	09/16/2024	12776	Living Art Aquariums	Invoice no. 2064	-200.00
Bill Pmt -Check	09/16/2024	12777	Optimum	Acct 07839-381822-01-2	-405.72
Bill Pmt -Check	09/16/2024	12778	Quill Corporation	03047280	-114.94
Bill Pmt -Check	09/18/2024	12779	Authentic Directions	Bullet Journal 9/19/24	-200.00
Bill Pmt -Check	09/18/2024	12780	Coastline Cesspool ...	Invoice no. 11724	-525.00
Bill Pmt -Check	09/18/2024	12781	Mattituck Environm...	Invoice 5997915, Cstmr ...	-252.72
Bill Pmt -Check	09/18/2024	12782	Rob Scott	Apple Pie 9/17/24	-445.00
Bill Pmt -Check	09/19/2024	12783	Appraisal Affiliates, ...	Annual Maintenance Ser...	-800.00
Bill Pmt -Check	09/19/2024	12784	Terry Koch-Bostic	Family History 9/18/24	-200.00
Bill Pmt -Check	09/20/2024	12785	Kathy Pasca	Sound Journey 9/23/24	-300.00
Bill Pmt -Check	09/23/2024	12786	Emerald Island	940058	-48.00
Bill Pmt -Check	09/23/2024	12787	Midwest Tape	11952	-90.96
Bill Pmt -Check	09/23/2024	12788	New York Post	Acct 105633992	-784.68
Bill Pmt -Check	09/23/2024	12789	Quill Corporation	03047280	-88.45
Bill Pmt -Check	09/23/2024	12790	The Library Store	Cstmr 20058, Inv 708074	-56.38
Bill Pmt -Check	09/23/2024	12791	Volz & Vigliotta, PL...	Acct MLL-01M. Stmnt 58...	-25.00
Bill Pmt -Check	09/23/2024	12792	Elan Financial Servi...	4798 5101 7200 1022	-2,104.95
Bill Pmt -Check	09/23/2024	12793	Joanne Hruz.	Reimburse Supplies for ...	-317.03
Bill Pmt -Check	09/26/2024	12794	Aflac	Acct NQH35, Inv 497608	-64.05
Bill Pmt -Check	09/26/2024	12795	Emerald Island	940058	-491.70
Bill Pmt -Check	09/26/2024	12796	L2J Consulting, Inc.	Invoice 092024	-1,000.00
Bill Pmt -Check	09/26/2024	12797	LT Michael P. Murp...	Annual Library Members...	-150.00
Bill Pmt -Check	09/26/2024	12798	National Grid	Acct 43544-64005	-44.83
Bill Pmt -Check	09/26/2024	12799	Quogue Wildlife Ref...	Mattituck-Laurel Library ...	-100.00
Bill Pmt -Check	09/26/2024	12800	SCLS	Ancestry Library Ed Sub...	-811.40
Bill Pmt -Check	09/26/2024	12801	Verizon	Acct. 242398426-00001,...	-197.40
Bill Pmt -Check	09/26/2024	12802	Daniel J. Faraone	Medicare Reimburseme...	-562.50
Bill Pmt -Check	09/26/2024	12803	Garrett H. Moore	Medicare Reimburseme...	-384.00
Bill Pmt -Check	09/26/2024	12804	Kay Zegel.	Medicare Reimburseme...	-562.50
Bill Pmt -Check	09/27/2024	12805	Peconic Fire Equip...	Invoice 6143	-383.70
Bill Pmt -Check	09/27/2024	12806	PSEGLI	Cstmr 0295-3001-61-3, ...	-2,535.26
Bill Pmt -Check	09/30/2024	12807	SCLS	Invoice 93106	-350.00
Total BNB Operating Checking					-44,613.38

10/06/24

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

	Type	Date	Num	Name	Memo	Amount
TOTAL						<u>-44,613.38</u>

MONTHLY IMPACT

SEPTEMBER 2024

5,793

ITEMS
CHECKED
OUT

1,864 books & other items
3,929 ebooks & digital items

books & other items
- 1,627 August (3,491)
- 562 September 2023 (2,426)



DIGITAL
MATERIAL
CIRCULATION

3,929

Flipster **121**
Freegal (downloads) **162**
Freegal (streamed) **428**

Hoopla **67**
Kanopy **139**
Overdrive **2,447**
WAM **565**



+91 August (3,838)
+255 September 2023 (3,674)

281



public computer sessions

278

ILL's incoming



470

ILL's outgoing

29

new patrons



337

guest Wi-Fi connections

232

materials
added

Library Programs **36**
Community Groups **22**
Tutors **11**

71

room use



3,733

visitors

- 1,688 August (5,421)
- 407 September 2023 (4,140)
Busiest day of the week -
Mondays (752)

Adult Services **416**
Teen Services **38**
Youth & Parenting Services **98**



552

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	1,864
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	20,732

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	12				173
106 - DVD	128	121	137	138	130	106	116	164	102				1,142
110 - Magazines	15	46	22	20	25	29	44	41	25				267
120 - Fiction	303	315	285	324	311	341	456	457	295				3,087
121 - Nonfiction	172	144	174	144	139	137	168	162	117				1,357
122 - Biography	24	28	26	17	18	33	37	32	36				251
125 - Paperback	65	51	68	58	57	47	83	77	46				552
126 - Large Print	205	161	156	194	168	166	248	240	187				1,725
127 - Oversize	1	2	0	0	0	1	3	1	1				9
131 - Mystery	86	78	68	89	93	133	127	169	134				977
151 - Audiobooks	22	23	34	23	32	23	37	38	16				248
160 - DVD New	99	83	110	88	67	64	97	107	65				780
161 - DVD NF	4	6	4	9	1	3	4	6	8				45
700- Library of Things	12	10	3	8	10	31	25	25	14				138
Total	1,157	1,086	1116	1,121	1089	1124	1464	1536	1058	0	0	0	10,751

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	0				4
304 - Tween Video Games	28	25	19	18	9	29	36	28	24				216
306 - Youth DVD	22	26	36	25	17	32	18	49	22				247
320 - Tween Chapter/Graphic	94	119	153	161	79	241	737	638	147				2,369
321 - Youth Nonfiction	100	83	110	145	126	61	210	169	100				1,104
322 - Youth Biography	3	13	4	1	2	6	20	11	3				63
325 - Tween Paperback	27	32	33	54	46	54	175	86	39				546
330 - Youth Picture Book	152	143	168	165	134	155	392	379	175				1,863
331 - Youth Boardbook	55	45	74	42	39	40	95	69	30				489
332 - Youth Easy Reader	38	51	40	62	40	77	258	150	57				773
337 - Tween Books New	21	27	35	34	11	45	67	77	24				341
353 - Youth DVD NF	0	0	0	0	0	0	0	0	0				0
364 - Parenting Material	7	6	12	7	9	9	21	19	9				99
650 - Youth Spanish	5	1	4		13	9	25	10	11				78
Total	553	574	688	714	525	758	2054	1685	641	0	0	0	8192

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	0				24
220 - Teen Fiction	22	13	9	22	16	62	62	49	12				267
221 - Teen Nonfiction	1	3	5	0	5	5	3	2	10				34
222 - Teen Bios	0	0	1	0	0	1	1	0	0				3
224 - Teen Graphic Novels	2	6	4	4	2	14	15	6	8				61
237 - New Teen Fiction	3	1	0	4	1	2	8	2	3				24
251 - Teen BOCD	1	0	0	0	0	0	0	0	1				2
275 - Teen Reading List	1	0	1	2	0	1	5	4	1				15
Total	30	23	20	38	24	85	101	74	35	0	0	0	430

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	121				518
Freegal downloads	140	152	105	109	126	159	164	173	162				1290
Freegal streaming	885	944	299	531	788	644	468	355	428				5342
Hoopla (items)	72	78	72	72	67	99	75	87	67				689
Kanopy (tickets)	179	145	173	100	119	117	134	189	139				1295
Overdrive (items)	2514	2515	2581	2405	2440	2313	2636	2566	2447				22417
WAM	212	513	822	765	240	697	758	416	565				4988
Totals	4067	4401	4104	4021	3820	4086	4273	3838	3929	0	0		36539

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	2				81
Public computer sessions	206	248	269	307	271	288	331	300	281				2,501
Guest wifi connections	280	206	264	256	295	305	481	434	337				2,858
Door count	3,663	3,600	4,219	4,667	3,812	4,064	6,132	5,421	3,733				39,311
Total Views (Website)	12,000	11,000	13,000	16,000	13,000	18,000	16,000	24,000	11,000				134,000
Total Events (Website)	29,000	27,000	29,000	34,000	31,000	39,000	37,000	44,000	26,000				296,000
Totals	45,162	42,068	46,758	55,243	48,385	61,668	59,948	74,166	41,353	0	0	0	474,751
*Note that complete stats for # of notary appointments was not available at the time this report was prepared. Final # will show in November's report.													

NEW PATRON REGISTRATIONS

SEPTEMBER 2024

Adult Year Round	17
Youth Year Round	11
Teen	
2 ND Address	1
Summer	
Total:	29

MEETING ROOM USE REPORT-SEPTEMBER 2024

The following groups used the 3 meeting rooms SEPTEMBER 2024

Community Room

Piano practice	Intro to Bullet Journaling
Babies Boogie	Defensive Driving Course
Toddlers Tango	Lego Grades 4-6
MLCA Board Meeting	Good Vibrations
TAB	How to Stay In Your Home Safely
Budget Info Meeting	NF Anglers
Fun Festive Book Party	Preserving Your Organic Harvest
Yoga	Engage with Stony Brook Medicine
Alternate Thursday Film	Fundamentals of Family History
Sand & Seashell Sunflower Wall Art	Chair aerobics
Chef Rob – Crust less Apple Pie	Parent Toddler Rhyme & Play
Invitation to Opera: Gounod's Romeo & Juliette	

Conference Room

Rehearsal George
Bridge
Zoom Call
Mah Jongg
Artist Reception
Crochet & Chat
East End Lions
Washi Tape Locker Crafts
Budget Vote
Medicare
NF Anglers

Craft Room

Tutor (9)	Burger Boy
Book Discussion	Taking a Test
MLCA Board Meeting	Writers Group
Office Meeting	Hanging Wreath Craft
Rehearsal George	12 Tips for Reducing Prescription Drug Cost
Alzheimer's Group	Chapters & Chews
Read to a Dog	Business Meeting
Zoom Meeting	Painting Party for Teens

Kitchen

Tutor (2)

Tutors-11

Community Groups-22

Library Programs-36

Local History-2