

**MATTITUCK-LAUREL LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING
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

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
October 28, 2024

Present

Jim Underwood, President
Mary Sanchez, Vice President
Katie O'Rourke, Secretary
John Carter, Trustee
Peter Kren, Trustee
Randi Tietel, Trustee
Shauna Scholl, Director

Absent

Colleen Grattan-Arnoff, Treasurer

I. Call To Order/II. Pledge of Allegiance

Jim called the meeting to order at 6:00PM, with a quorum present.

III. Approval of the Agenda

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

IV. Review and Approval of the Minutes of September 9, 2024 Regular Board Meeting

The minutes of the meetings held September 9, 2024 were approved.
(Mary, Colleen; unanimous (6-0))

V. Approval of Treasurer's Report

Warrants

Jim reviewed the warrants with the Board.
The Board approved payment of the following **SEPTEMBER** warrant:

OPERATING ACCOUNT
\$150,326.24

CULTURAL ACTIVITIES FUND
707.96

MONEY MARKET ACCOUNT
.00

BUILDING FUND SAVINGS
.00

BUILDING FUND CHECKING
547.04

Donations in excess of \$1,000
none
(Peter, Randi; unanimous (6-0))

VI. Approval of the Personnel Report

The Personnel report was presented in written format. The Board reviewed the personnel report with interest. The Personnel Report was approved.
(Katie, John; unanimous (6-0))

VII. Director's Report

The Director's report was presented in written format. The Board reviewed the director's report with interest. The Director's Report was approved.
(Mary, Peter; unanimous (6-0))

Shauna thanked Karen and the Youth and Parenting Services Department for hosting the Pumpkin Carving Display celebration on October 11th. This was the fifth year the Library hosted this event, and it was the most well-attended one yet. It was a lot of fun and very exciting. Marissa has shared surveys with the teens at both the Mattituck Jr. Sr. High School and the Cutchogue East Elementary School. A QR code is in the printed November/December Newsletter and online. The survey is asking teens to share their thoughts on the current teen space and suggest ideas for future improvements. Once this information is collected, Marissa will share her findings with the Board and the architect. Southold Town will be taking over the crosswalk issue, it is hoped that by them taking on this critical problem the matter will be resolved sooner, although it is going to be a process. The free food pantry has been painted and is already filled with donations! The Mattituck-Laurel Library won first place in the 2024 Suffolk County Library Marketing Award for the American Girl Celebratory Tea & Author Talk! The award was accepted by Shauna and Sharon at the Suffolk County Library Association Annual Dinner. Many thanks to the folks that helped make this success possible, Sara Colichio, Marissa Timm, Jerry Matovcik, JoAnne Hruz and Diana Foster. The Mattituck-Laurel Library is the smallest library with the smallest budget to ever receive this honor. The Library received monies owed by NYS UI, at the recommendation of the auditor it has been deposited in the money market account.

VIII. President's Remarks

Jim shared that he was thrilled that 40 community members attended the October 1st initial Community Meeting where we discussed our renovation vision. While it is still early in the process, it is exciting to discuss plans to enhance our community library. Jim noted that the next Board of Trustees Meeting will take place on Monday, November 18, 2024, and the library will be closed on Monday, November 11, 2024 in observance of Veterans Day.

IX. Committee Reports

A. Building / Grounds & Long-Range Planning

The building committee met on October 28th with the architect, just prior to the regular monthly meeting. November meetings are scheduled to prepare for the next Community Meeting Part II on Wednesday, November 20th from 6:30PM – 7:30PM.

B. Personnel / Policy

The committee will meet to discuss job description updates.

X. Old Business

none

XI. New Business

none

XII. Period of Public Expression

Public comment was given by community members.

XIII. Adjournment

Motion to adjourn at 6:13PM

(John, Randi; unanimous (6-0))

Dates of Future Board Meetings

Monday, November 18, 2024

Monday, December 9, 2024

Monday, January 13, 2015

Respectfully submitted,

Katie O'Rourke

Secretary



Mattituck-Laurel LIBRARY

Warrants / Expenses

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

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

Date	Name	Memo	Original Amount	Paid Amount
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%

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
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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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%

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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

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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

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

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

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