

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

MEETING DATE: Monday November 18, 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 October 28, 2024 Regular Board Meeting**
- V. Election of Officers and Committee Assignments**
- VI. Approval of Treasurer's Report**
- VII. Approval of the Personnel Report**
- VIII. Director's Report**
- IX. President's Remarks**
- X. Youth & Parenting Services Department Report: Karen Letteriello**
- XI. Committee Reports**
 - A. Building / Grounds & Long-Range Planning
- XII. Old Business**
- XIII. New Business**
 - A. Review 2025 Board Meeting Dates
 - B. Review 2025 Holiday Closings
 - C. Approve 2025 SCLS Budget
 - D. Approve 2023 Audit
- XIV. Period of Public Expression**
- XV. Executive Session**
- XVI. Adjournment**

Next Meeting – December 9, 2024

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
November 18, 2024

Present

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

Absent with Excuse

John Carter, Trustee
Peter Kren, Trustee
Randi Tietel, Trustee

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.
(Mary, Colleen; unanimous (4-0))

IV. Review and Approval of the Minutes of October 28, 2024 Regular Board Meeting

The minutes of the meetings held October 28, 2024 were approved.
(Colleen, Mary; unanimous (4-0))

V. Election of Officers and Committee Assignments

Motion to open nominations for Jim Underwood as President made by Colleen, seconded by Mary and approved; unanimous (4-0). Motion to open nomination for Mary Sanchez as Vice-President made by Katie, seconded by Colleen and approved; unanimous (4-0). Motion to open nominations for Katie O'Rourke as Secretary made by Colleen, seconded by Mary and approved; unanimous (4-0). Motion to open nominations for Colleen Grattan-Arnoff as Treasurer made by Mary, seconded by Katie and approved; unanimous (4-0).

2024/2025 Committee Assignments:

Personnel/Policy: Colleen, Katie
Budget/Finance/Audit: Colleen, Peter
Building & Grounds: Mary, Katie
Long Range Planning: Mary, Katie
Communications: John, Randi
Jim attends all committee meetings.

VI. Approval of Treasurer's Report

Warrants

Colleen reviewed the warrants with the Board.
The Board approved payment of the following **OCTOBER** warrant:

OPERATING ACCOUNT	\$111,663.73
CULTURAL ACTIVITIES FUND	750.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	656.81

Donations in excess of \$1,000
none

(Mary, Katie; unanimous (4-0))

October payroll included five (5) payroll check dates.

VII. 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.

(Colleen, Mary; unanimous (4-0))

VIII. 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, Colleen; unanimous (4-0))

Shauna thanked Karen for attending tonight's meeting and sharing an overview of the Youth & Parenting Services Department. Shauna shared that the annual audit has been completed and the 990 has been filed. Four recommendations will be/have been implemented. Melissa Vermey, Library Finance Specialist, was in attendance to answer any Board questions. The Girl Scout Silver Project unveiling will take place on November 19, 2024 @ 4PM. Two sculptures, made out of marine debris, will be on display. The Friends of the Library will be hosting their annual holiday party and luncheon on December 17, 2024 @ noon, the Board is invited to attend. Stony Brook University School of Social Welfare may be able to secure us a social worker in the spring. The social worker intern assists patrons with resume writing, finding employment, government assistance and more. Many Suffolk County libraries have full-time social workers. Shauna attended NYLA and enjoyed informative workshops. Libraries are community centers dedicating more space for patrons and multi-functional spaces/program spaces; she notes that what we have proposed with the renovation tracks with what is happening in libraries across the state and country. Shauna will have a NYLA report prepared for the next Board meeting. The first ever vaccine clinic welcomed 36 patrons. Rite Aid pharmacists were on-site to administer flu, COVID-19, and RSV vaccines.

IX. President's Remarks

Jim acknowledged that the Pumpkin Display event was very well attended, a great success! Congratulations. Jim invited the public to the Community Meeting Part II which will take place on Wednesday, November 20th @ 6:30PM.

X. Youth & Parenting Services Department Report: Karen Letteriello

Karen, the department head of the Youth & Parenting Service Department reported to the Board about the department.

XI. Committee Reports

A. Building/Grounds & Long-Range Planning

The committee met on Thursday, November 14, 2024 to process the valuable feedback received during the October 1, 2024 meeting. The committee focused on questions received via email, online, and from the drop box located in the library near the Director's office.

XII. Old Business

none

XIII. New Business

A. Review 2025 Board Meeting Dates (no changes necessary)

Approved by the Mattituck-Laurel Library Board of Trustees January 8, 2024

B. Review 2025 Holiday Closings (no changes necessary)

Approved by the Mattituck-Laurel Library Board of Trustees January 8, 2024

C. Approve 2025 SCLS Budget

The budget was approved.

(Mary, Colleen; unanimous (4-0))

D. Approve 2023 Audit

The audit was approved.

(Colleen, Mary; unanimous (4-0))

XIV. Period of Public Expression

Public comment was given by community members.

XV. Executive Session

Motion to move into Executive Session to discuss the Director's annual performance evaluation at 6:40PM.

(Colleen, Mary; unanimous (4-0))

Motion to resume Regular Meeting at 6:50PM.

(Colleen, Mary; unanimous (4-0))

XVI. Adjournment

Motion to adjourn at 6:51PM

(Mary, Colleen; unanimous (4-0))

Dates of Future Board Meetings

Monday, December 9, 2024

Monday, January 13, 2025

Monday, February 10, 2025

Respectfully submitted,

Katie O'Rourke

Secretary



Mattituck-Laurel LIBRARY

Warrants / Expenses

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

Approved at the Library Board Meeting on November 18, 2024

Operating Account Total	\$ 111,663.73
Payroll	\$ 80,449.42
Non Payroll	\$ 31,214.31
Cultural Activities Fund	\$ 750.00
Money Market Account	\$0
Building Fund Savings	\$0
Building Fund Checking	\$ 656.81

Donations in excess of \$1,000 None

October payroll included five (5) payroll check dates.

CGA -
11/18/24

11/03/24

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Oct 24</u>
General Fund	
Operating Fund	344,415.51
Building Fund	
Checking	279,146.89
Savings	57,310.84
	<hr/>
Total Building Fund	336,457.73
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Total General Fund	680,873.24
Cultural Activities Fund	
Coffee Machine	709.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	671.96
Adult Programs Wash Account	8,778.71
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	-118.19
	<hr/>
Total Cultural Activities Fund	12,234.31
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	43,295.43
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
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Total Gift and Trust Fund - MM	663,031.01
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TOTAL	1,356,138.56

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

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
10/23/2024	Karen Letteriello.	Foil	6.82	6.82
10/24/2024	Business Card	Fall and Winter Backdrops	22.78	22.78
10/24/2024	Business Card	Rolled brown paper, Air dry clay, bul...	179.23	179.23
Total Youth Arts & Crafts				208.83
Youth DVD's				
10/08/2024	Midwest Tape	506088111	25.19	25.19
Total Youth DVD's				25.19
Youth Computer Software				
10/24/2024	Business Card	Astro Bot, Super Monkey, Paper Mar...	180.45	180.45
Total Youth Computer Software				180.45
Youth Books				
10/06/2024	B&T Juvenile Account	September Invoices	935.18	935.18
Total Youth Books				935.18
Total Youth Materials				1,349.65
Adult Materials				
DVD/Music CD				
10/06/2024	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / Pr...	25.00	25.00
10/08/2024	Midwest Tape	506088113	16.79	16.79
10/08/2024	Midwest Tape	506127633	25.19	25.19
10/23/2024	Midwest Tape	506175981	25.19	25.19
10/23/2024	Midwest Tape	506175982	23.09	23.09
10/23/2024	Midwest Tape	506175983	20.99	20.99
Total DVD/Music CD				136.25
Digital Material Subscriptions				
10/03/2024	Kanopy, Inc.	138 Tickets, 1 Credit KKids	143.00	143.00
10/03/2024	Midwest Tape	Hoopla Month ending 9/30/2024	158.31	158.31
Total Digital Material Subscriptions				301.31
Adult Books				
10/05/2024	B&T Adult Account	September invoices	1,677.92	1,677.92
10/24/2024	Business Card	Transforming Stigma book	19.99	19.99
Total Adult Books				1,697.91
Adult Ref Books				
Continuations				
10/15/2024	Nassau County Library Associati...	Directory of Long Island Libraries an...	73.45	73.45
Total Continuations				73.45
Total Adult Ref Books				73.45
Large Print Books				
10/05/2024	B&T Adult Account	September invoices	317.36	317.36
Total Large Print Books				317.36
Newspapers				
10/03/2024	Newsday	Subscription period 10/09/24 thru 12...	319.92	319.92
Total Newspapers				319.92
Total Adult Materials				2,846.20
Teen Materials				
10/06/2024	B&T Teen Account	September Invoices	59.56	59.56

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

Date	Name	Memo	Original Amount	Paid Amount
Total Teen Materials				59.56
Total Library Materials				4,255.41
Technology				
10/02/2024	Shauna Scholl.	Reimburse HDMI Cable 25'	79.99	79.99
10/06/2024	PM Communications Corp.	Monthly Maintenance	117.89	117.89
10/24/2024	Business Card	HDMI Cables	14.53	14.53
10/28/2024	Elan Financial Services	Siteground Hosting	621.75	621.75
Total Technology				834.16
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
10/18/2024	Living Art Aquariums	Service 9/10/24 and 9/24/24, Fish fo...	225.00	225.00
Total Aquarium Maintenance				225.00
HVAC Maintenance				
10/18/2024	Kolb Service Corp.	Replaced broken blower fan belt	36.00	36.00
Total HVAC Maintenance				36.00
Exterminator				
10/30/2024	Hampton Pest Management, Inc.	Termite Bait Station Inspection	90.00	90.00
10/30/2024	Hampton Pest Management, Inc.	Rodent Control	125.00	125.00
Total Exterminator				215.00
Security Monitoring				
10/03/2024	Suffolk Security Systems, Inc.	Standard Digital Monitoring 11/01/20...	122.85	122.85
Total Security Monitoring				122.85
Total Building Maintenance				598.85
Electric				
10/28/2024	PSEGLI	Service from Sep 20, 2024 - Oct 21,...	1,752.21	1,752.21
Total Electric				1,752.21
Grounds Maintenance				
Other Grounds Maintenance				
10/03/2024	Twin Fork Landscape Contracting	6 Cuts - 9/3,9/10,9/16,9/23, Bed Mai...	625.00	625.00
Total Other Grounds Maintenance				625.00
Total Grounds Maintenance				625.00
Water				
North Fork Water				
10/16/2024	ReadyRefresh	Qty 7 Water 5 gal bottles / used cred...	6.99	6.99
Total North Fork Water				6.99
Total Water				6.99
Garbage Removal				
10/16/2024	Mattituck Environmental Services	4 YD Trash Service	277.99	277.99
Total Garbage Removal				277.99
Total Operations and Maintenance				3,261.04
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
10/18/2024	Optimum	Billing period 10/16/24 - 11/15/24	260.00	260.00
Total Optimum Internet Service				260.00
Computer/Network Maintenance				

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

Date	Name	Memo	Original Amount	Paid Amount
10/28/2024	L2J Consulting, Inc.	Monthly IT Support / October 2024	1,000.00	1,000.00
	Total Computer/Network Maintenance			1,000.00
Computer Software Licenses				
10/28/2024	Elan Financial Services	DRI*CrashPlan	32.55	32.55
	Total Computer Software Licenses			32.55
Total Maintenance Office Equipment				1,292.55
Membership				
Professional Memberships				
10/02/2024	Long Island Library Resources	Membership	850.00	850.00
	Total Professional Memberships			850.00
Total Membership				850.00
Postage				
Newsletter mailing				
10/24/2024	Postmaster	November/December Newsletter Mai...	419.80	419.80
	Total Newsletter mailing			419.80
Total Postage				419.80
Printing & Advertising				
Other printing & advertising				
10/18/2024	SCLS	SLED Fees for Pumpkin Lighting 10/...	225.00	225.00
	Total Other printing & advertising			225.00
Newsletter printing				
10/26/2024	Pine Barrens Printing	November/December Newsletter Pri...	3,608.00	3,608.00
	Total Newsletter printing			3,608.00
Total Printing & Advertising				3,833.00
Professional Fees				
PALS Membership				
10/05/2024	SCLS-PALS	PALS Maintenance & Access Fee - ...	2,798.69	2,798.69
	Total PALS Membership			2,798.69
SCLS/Overdue Notices				
10/03/2024	SCLS	Overdues - Processed & Mailed- Se...	18.62	18.62
	Total SCLS/Overdue Notices			18.62
Total Professional Fees				2,817.31
Programs - Adult				
Adult Programs				
10/02/2024	Renato Stafford	Preserving Your Organic Harvest 9/2...	350.00	350.00
10/08/2024	KFB Enterprises	Historic Crimes of LI 10/8/24	275.00	275.00
10/08/2024	St. George Living History Produc...	Robin Williams 9/26/24	225.00	225.00
10/16/2024	Lisa Baglivi	Draw Series 10/3 to 10/17	1,050.00	1,050.00
10/16/2024	New York Historical Society	Salem Witch 10/15/24	250.00	250.00
10/16/2024	Southold Free Library	Beer class 10/6/24 / Shared Program	66.50	66.50
10/24/2024	Brian D. Collins	Cajun Thanksgiving 10/22/24 21 att...	294.00	294.00
10/28/2024	Elan Financial Services	Zoom	63.96	63.96
10/29/2024	Garrison G. Lutz	Dracula 10/28/24	200.00	200.00
	Total Adult Programs			2,774.46
Total Programs - Adult				2,774.46
Programs - Juvenile				
10/05/2024	Nicole Summers Sparling	Baby Boogie, Toddler Tango 10/7/24	350.00	350.00
10/11/2024	Lilly Hayes	Face Painting/Balloons 10/11/24 Pu...	550.00	550.00
10/23/2024	Joanne Hruz.	Ghost peeps, Gingerbread houses, ...	362.07	362.07

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
10/23/2024	Karen Letteriello.	Spaghetti, Mac n Cheese for Family ...	18.90	18.90
10/24/2024	Business Card	Batteries for pumpkin lights, Popcor...	27.29	27.29
Total Programs - Juvenile				1,308.26
Programs - Teen				
10/24/2024	Cutchogue-New Suffolk Free Lib...	Zombie Workshop for Teens 10/15/2...	150.00	150.00
Total Programs - Teen				150.00
Supplies - Library				
10/16/2024	Quill Corporation	Qty 8 - Scotch Book Tape 2x540	86.88	86.88
10/23/2024	Demco	Qty 4 Roll PS Custom Labels 3/4" x ...	136.36	136.36
10/24/2024	Business Card	Ring Toss	20.58	20.58
10/24/2024	Business Card	Carrying Cases for Ring Toss and C...	35.89	35.89
10/24/2024	Business Card	Qty 4 Plungers for restrooms	47.18	47.18
10/24/2024	Business Card	Pumpkins for Pumpkin Lighting Event	135.00	135.00
10/24/2024	Business Card	Supplies for speed bump sign fix	36.44	36.44
10/28/2024	Elan Financial Services	Cricut	9.99	9.99
10/28/2024	Elan Financial Services	Barcodes / ID Label	264.83	264.83
10/31/2024	Quill Corporation	Book tape 4 x 15 yds	151.41	151.41
Total Supplies - Library				924.56
Supplies - Office				
10/16/2024	Quill Corporation	Qty 2 Bounty napkins 200 ct, Qty 1 - ...	39.17	39.17
10/24/2024	Business Card	Cricut scraper tool, Dawn soap	16.58	16.58
10/24/2024	Business Card	Calendar, LOT bag	21.98	21.98
10/26/2024	Quill Corporation	Tru red Shredder oil 14 oz	33.18	33.18
10/30/2024	SCLS	Trunk or Treat Tech Van 3 hours 10/...	225.00	225.00
10/31/2024	Quill Corporation	Coffeemate, Desk calendar, appoint...	112.35	112.35
10/31/2024	Quill Corporation	Hp 414A black toner cartridge, credit...	97.60	97.60
10/31/2024	Quill Corporation	Envelopes for checks	72.71	72.71
Total Supplies - Office				618.57
Supplies - Paper				
10/16/2024	Quill Corporation	Qty 6 - Hammermill 8.5x11 10Rm W...	277.94	277.94
Total Supplies - Paper				277.94
Telephone				
10/18/2024	Optimum	Billing period 10/16/24 - 11/15/24	146.07	146.07
Total Telephone				146.07
Travel				
10/23/2024	Karen Letteriello.	2 trips to Southold / Storytime	21.44	21.44
Total Travel				21.44
Total Miscellaneous Expense				15,433.96
Debt Service Total				
Mortgage Interest				
10/15/2024	Dime Community Bank	Payment to Bus Term Loan-Com RE...	7,429.74	7,429.74
Total Mortgage Interest				7,429.74
Total Debt Service Total				7,429.74
TOTAL				31,214.31

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

	Oct 24
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	1,694.52
Interest	3.48
Direct Public Support	
Programs & Tickets Paid For	75.00
Direct Public Support - Other	471.00
Total Direct Public Support	546.00
Fines	20.04
Library Materials Paid For	78.82
Copy Machine	298.75
Refunds	137.57
Total Income	2,779.18
Gross Profit	2,779.18
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	33,603.39
Clerical	29,196.25
Custodian	4,441.05
Total Salaries	67,240.69
Benefits	
Fica	4,939.89
Disability Insurance	-312.56
Medical Insurance	3,916.59
Retirement	4,339.38
Total Benefits	12,883.30
Total Payroll Expenses	80,123.99
Library Materials	
Youth Materials	
Youth Arts & Crafts	208.83
Youth DVD's	25.19
Youth Computer Software	180.45
Youth Books	935.18
Total Youth Materials	1,349.65
Adult Materials	
DVD/Music CD	136.25
Digital Material Subscriptions	301.31
Adult Books	1,697.91
Adult Ref Books	
Continuations	73.45
Total Adult Ref Books	73.45
Large Print Books	317.36

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

	Oct 24
Newspapers	319.92
Total Adult Materials	2,846.20
Teen Materials	59.56
Total Library Materials	4,255.41
Technology	834.16
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	225.00
HVAC Maintenance	36.00
Exterminator	215.00
Security Monitoring	122.85
Total Building Maintenance	598.85
Electric	1,752.21
Grounds Maintenance	
Other Grounds Maintenance	625.00
Total Grounds Maintenance	625.00
Water	
North Fork Water	6.99
Total Water	6.99
Garbage Removal	277.99
Total Operations and Maintenance	3,261.04
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	260.00
Computer/Network Maintenance	1,000.00
Computer Software Licenses	32.55
Total Maintenance Office Equipm...	1,489.95
Membership	
Professional Memberships	850.00
Total Membership	850.00
Postage	
Newsletter mailing	419.80
Total Postage	419.80
Printing & Advertising	
Other printing & advertising	225.00
Newsletter printing	3,608.00
Total Printing & Advertising	3,833.00
Professional Fees	

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

	<u>Oct 24</u>
Payroll Processing	593.15
PALS Membership	2,798.69
SCLS/Overdue Notices	<u>18.62</u>
Total Professional Fees	3,410.46
Programs - Adult	
Adult Programs	<u>2,774.46</u>
Total Programs - Adult	2,774.46
Programs - Juvenile	1,308.26
Programs - Teen	150.00
Supplies - Library	924.56
Supplies - Office	618.57
Supplies - Paper	277.94
Telephone	146.07
Travel	<u>21.44</u>
Total Miscellaneous Expense	16,224.51
Debt Service Total	
Mortgage Interest	<u>7,429.74</u>
Total Debt Service Total	7,429.74
Total Expense	<u>112,128.85</u>
Net Ordinary Income	<u>-109,349.67</u>
Net Income	<u><u>-109,349.67</u></u>

12:21 PM
 11/03/24
 Cash Basis

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

	Jan - Oct 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	1,621,578.01	1,663,155.00	-41,576.99	97.5%
NY State Incentive	1,863.00	1,800.00	63.00	103.5%
Interest	38.95	100.00	-61.05	39.0%
Direct Public Support				
Programs & Tickets Paid For	579.70			
Direct Public Support - Other	14,902.21	2,000.00	12,902.21	745.1%
Total Direct Public Support	15,481.91	2,000.00	13,481.91	774.1%
Fines	653.99			
Library Materials Paid For	852.43			
Copy Machine	5,767.80	2,000.00	3,767.80	288.4%
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	4,489.87			
Fund Balance Brought Forward	67,841.00			
Total Income	1,731,591.06	1,678,455.00	53,136.06	103.2%
Gross Profit	1,731,591.06	1,678,455.00	53,136.06	103.2%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	294,657.50	350,493.00	-55,835.50	84.1%
Clerical	358,971.16	453,257.00	-94,285.84	79.2%
Custodian	40,545.99	47,675.00	-7,129.01	85.0%
Total Salaries	694,174.65	851,425.00	-157,250.35	81.5%
Benefits				

12:21 PM
 11/03/24
 Cash Basis

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

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
Fica	51,000.57	63,298.00	-12,297.43	80.6%
Disability Insurance	429.31	1,000.00	-570.69	42.9%
Medical Insurance	44,322.71	104,560.00	-60,237.29	42.4%
Retirement	45,653.84	60,017.00	-14,363.16	76.1%
Unemployment Insurance	6,248.72	11,000.00	-4,751.28	56.8%
Total Benefits	147,655.15	239,875.00	-92,219.85	61.6%
Total Payroll Expenses	841,829.80	1,091,300.00	-249,470.20	77.1%
Library Materials				
Youth Materials				
Youth Arts & Crafts	469.43	2,500.00	-2,030.57	18.8%
Youth DVD's	263.95	500.00	-236.05	52.8%
Youth Computer Software	1,259.47	1,500.00	-240.53	84.0%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	9,900.10	14,000.00	-4,099.90	70.7%
Total Youth Materials	11,892.95	19,000.00	-7,107.05	62.6%
Adult Materials				
DVD/Music CD	2,845.93	4,000.00	-1,154.07	71.1%
Live-brary Downloadable e-b...	51,651.00	54,000.00	-2,349.00	95.7%
Digital Material Subscriptions	8,464.36	13,000.00	-4,535.64	65.1%
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	13,430.73	21,000.00	-7,569.27	64.0%
Reference Books and Data ...	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	73.45	2,500.00	-2,426.55	2.9%

12:21 PM
 11/03/24
 Cash Basis

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

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
Total Adult Ref Books	647.29	3,500.00	-2,852.71	18.5%
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	4,475.84	5,000.00	-524.16	89.5%
Newspapers	5,879.18	7,000.00	-1,120.82	84.0%
Periodicals	4,838.82	5,000.00	-161.18	96.8%
Total Adult Materials	100,017.22	122,050.00	-22,032.78	81.9%
Teen Materials	1,546.92	2,500.00	-953.08	61.9%
Total Library Materials	113,457.09	143,550.00	-30,092.91	79.0%
Capital Expenditures	20,295.20	19,000.00	1,295.20	106.8%
Technology	3,899.71	9,200.00	-5,300.29	42.4%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,661.73	3,500.00	-838.27	76.0%
HVAC Maintenance	846.87	2,000.00	-1,153.13	42.3%
Exterminator	1,005.00	1,000.00	5.00	100.5%
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	491.40	700.00	-208.60	70.2%
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	16,377.82	20,975.00	-4,597.18	78.1%

12:21 PM
 11/03/24
 Cash Basis

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

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
Custodial Supplies	1,526.31	1,000.00	526.31	152.6%
Electric	21,981.63	27,500.00	-5,518.37	79.9%
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	11,196.00	11,000.00	196.00	101.8%
Total Grounds Maintenance	12,941.00	16,200.00	-3,259.00	79.9%
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	1,028.37	1,000.00	28.37	102.8%
SCWA	1,859.35	3,500.00	-1,640.65	53.1%
Total Water	2,887.72	4,500.00	-1,612.28	64.2%
Garbage Removal	2,805.19	3,000.00	-194.81	93.5%
Total Operations and Maintenance	93,940.52	118,175.00	-24,234.48	79.5%
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	2,007.84	2,400.00	-392.16	83.7%
Optimum Internet Service	2,495.32	3,200.00	-704.68	78.0%

12:21 PM
 11/03/24
 Cash Basis

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

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
Copy Machine	3,408.12	8,500.00	-5,091.88	40.1%
Computer/Network Maintena...	10,000.00	12,000.00	-2,000.00	83.3%
BookScan Maintenance	690.00	700.00	-10.00	98.6%
Computer Software Licenses	8,707.34	9,000.00	-292.66	96.7%
Total Maintenance Office Equi...	27,308.62	35,800.00	-8,491.38	76.3%
Membership				
Professional Memberships	2,381.00	2,200.00	181.00	108.2%
Museum Passes	2,459.99	5,000.00	-2,540.01	49.2%
Mattituck Chamber of Comm...	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	591.50	800.00	-208.50	73.9%
Total Membership	5,557.49	8,350.00	-2,792.51	66.6%
Postage				
Postage & Stamps	555.63	770.00	-214.37	72.2%
Mailing Permit	320.00	250.00	70.00	128.0%
Newsletter mailing	2,067.35	1,500.00	567.35	137.8%
Post Office Box Fee	188.00	160.00	28.00	117.5%
Total Postage	3,130.98	2,680.00	450.98	116.8%
Printing & Advertising				
Other printing & advertising	3,455.36	1,000.00	2,455.36	345.5%
Newsletter printing	22,611.00	12,000.00	10,611.00	188.4%
Total Printing & Advertising	26,066.36	13,000.00	13,066.36	200.5%
Professional Fees				
Payroll Processing	5,552.47	10,500.00	-4,947.53	52.9%
SCLS Telecommunications	9,900.00	10,500.00	-600.00	94.3%
PALS Membership	11,194.76	10,800.00	394.76	103.7%
Annual audit	1,800.00	12,500.00	-10,700.00	14.4%

12:21 PM
 11/03/24
 Cash Basis

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

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
SCLS/Overdue Notices	206.76	500.00	-293.24	41.4%
SCLS/Annual Membership	11,841.00	12,000.00	-159.00	98.7%
Total Professional Fees	40,494.99	56,800.00	-16,305.01	71.3%
Programs - Adult				
Motion Picture/Music Licensing	297.49	500.00	-202.51	59.5%
Adult Reading Club & Book ...	3,405.43	3,500.00	-94.57	97.3%
Adult Programs	21,666.46	16,000.00	5,666.46	135.4%
Total Programs - Adult	25,369.38	20,000.00	5,369.38	126.8%
Programs - Juvenile	9,012.10	10,500.00	-1,487.90	85.8%
Programs - Summer	10,922.42	8,000.00	2,922.42	136.5%
Programs - Teen	8,169.67	8,000.00	169.67	102.1%
Supplies - Library	6,491.94	10,500.00	-4,008.06	61.8%
Supplies - Office	3,222.23	4,000.00	-777.77	80.6%
Supplies - Paper	1,006.67	2,500.00	-1,493.33	40.3%
Telephone	1,519.73	2,200.00	-680.27	69.1%
Travel	894.22	2,200.00	-1,305.78	40.6%
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	171,614.83	197,230.00	-25,615.17	87.0%
Debt Service Total				
Mortgage Principal	133,000.88			
Mortgage Interest	9,137.52			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	142,138.40	100,000.00	42,138.40	142.1%

12:21 PM
11/03/24
Cash Basis

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

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
Total Expense	1,387,175.55	1,678,455.00	-291,279.45	82.6%
Net Ordinary Income	344,415.51	0.00	344,415.51	100.0%
Net Income	<u>344,415.51</u>	<u>0.00</u>	<u>344,415.51</u>	<u>100.0%</u>

11/03/24

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Bill	10/07/2024	Riverhead Building Supply	Hinge,screws, wood filler, e...	-100.39
Bill	10/11/2024	Riverhead Building Supply	Little Free Food Pantry con...	-25.77
Bill	10/24/2024	Riverhead Building Supply	Little Free Food Pantry con...	-13.59
Bill	10/28/2024	Elan Financial Services	Leaf engraving	-12.00
Bill	10/29/2024	Riverhead Building Supply	Little Free Food Pantry Buil...	-472.56
Bill	10/29/2024	William Martin	Pantry Plexiglass	-32.50
Total Checking				-656.81
Total Building Fund				-656.81
Total General Fund				-656.81
Cultural Activities Fund				
Coffee Machine				
Deposit	10/07/2024		Coffee	5.00
Deposit	10/15/2024		Coffee	4.00
Deposit	10/21/2024		Coffee	1.00
Deposit	10/28/2024		Coffee	3.00
Total Coffee Machine				13.00
Adult Programs Wash Account				
Bill	10/02/2024	Suffolk Safety Program	Defensive Driving 9/21/24 I...	-420.00
Deposit	10/07/2024		LI Aquarium Tickets	54.00
General Journal	10/07/2024		Bank error Ck 779 s/b \$62...	-50.00
Deposit	10/15/2024		Aerobics	10.00
Deposit	10/15/2024		Yoga	20.00
Deposit	10/15/2024		Defensive Driving	33.68
Deposit	10/21/2024		LI Aquarium Tickets	189.00
Deposit	10/28/2024		Arts/Crafts - Wreath	55.28
Deposit	10/28/2024		Arts/Crafts	30.00
Bill	10/29/2024	Laurie Short	Chair Strength series 9/9/2...	-330.00
Total Adult Programs Wash Account				-408.04
Total Cultural Activities Fund				-395.04
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	10/31/2024		Interest	0.06
Total Undesignated & Interest				0.06
Total Gift and Trust Fund - MM				0.06
TOTAL				-1,051.79

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

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	10/02/2024	12808	Long Island Library Res...	MATT	-850.00
Bill Pmt -Check	10/02/2024	12809	Renato Stafford	Preserving Your Organic Harv...	-350.00
Bill Pmt -Check	10/02/2024	12810	Shauna Scholl.	Reimburse HDMI Cable 25'	-79.99
Bill Pmt -Check	10/03/2024	12811	Kanopy, Inc.	Invoice #418378-PPU	-143.00
Bill Pmt -Check	10/03/2024	12812	Midwest Tape	11952	-158.31
Bill Pmt -Check	10/03/2024	12813	Newsday	Acct 40410623	-319.92
Bill Pmt -Check	10/03/2024	12814	SCLS	Invoice #93173	-18.62
Bill Pmt -Check	10/03/2024	12815	Suffolk Security System...	1720	-122.85
Bill Pmt -Check	10/03/2024	12816	Twin Fork Landscape C...	Invoice 27517	-625.00
Bill Pmt -Check	10/05/2024	12817	B&T Adult Account	L 90004-3	-1,995.28
Bill Pmt -Check	10/05/2024	12818	Nicole Summers Sparling	Baby Boogie, Toddler Tango ...	-350.00
Bill Pmt -Check	10/05/2024	12819	SCLS-PALS		-2,798.69
Bill Pmt -Check	10/06/2024	12820	B&T Juvenile Account	L 935700	-935.18
Bill Pmt -Check	10/06/2024	12821	B&T Teen Account	L943258	-59.56
Bill Pmt -Check	10/06/2024	12822	ELM USA, Inc.	Invoice 71040	-25.00
Bill Pmt -Check	10/06/2024	12823	Nassau County Library ...	Invoice 2024-40	-73.45
Bill Pmt -Check	10/06/2024	12824	PM Communications Co...	Invoice 43788	-117.89
Bill Pmt -Check	10/07/2024	12825	NYS Employees Health ...	03909	-7,829.60
Bill Pmt -Check	10/08/2024	12826	KFB Enterprises	Historic Crimes of LI 10/8/24	-275.00
Bill Pmt -Check	10/08/2024	12827	Midwest Tape	11952	-67.17
Bill Pmt -Check	10/08/2024	12828	St. George Living Histor...	Robin Williams 9/26/24	-225.00
Bill Pmt -Check	10/11/2024	12829	Lilly Hayes	Face Painting/Balloons 10/11/...	-550.00
Bill Pmt -Check	10/15/2024	ACH	Dime Community Bank	Payment to Bus Term Loan-C...	-7,429.74
Bill Pmt -Check	10/16/2024	12830	Lisa Baglivi	Draw Series 10/3 to 10/17	-1,050.00
Bill Pmt -Check	10/16/2024	12831	Mattituck Environmental...	Cstmr 11-0001422-0, Inv 601 ...	-277.99
Bill Pmt -Check	10/16/2024	12832	New York Historical Soc...	Reference # 14954135 Salem...	-250.00
Bill Pmt -Check	10/16/2024	12833	ReadyRefresh	Acct 0140002023, Inv 04J014...	-6.99
Bill Pmt -Check	10/16/2024	12834	Southold Free Library	Beer class 10/6/24 / Shared P...	-66.50
Bill Pmt -Check	10/16/2024	12835	Quill Corporation	03047280	-403.99
Bill Pmt -Check	10/18/2024	12836	Kolb Service Corp.	Invoice 4505-212	-36.00
Bill Pmt -Check	10/18/2024	12837	Living Art Aquariums	Invoice 2095	-225.00
Bill Pmt -Check	10/18/2024	12838	Optimum	Acct 07839-381822-01-2	-406.07
Bill Pmt -Check	10/18/2024	12839	SCLS	Invoice 93198	-225.00
Bill Pmt -Check	10/23/2024	12840	Demco	810225915	-136.36
Bill Pmt -Check	10/23/2024	12841	Joanne Hruz.	Reimburse Toys	-362.07
Bill Pmt -Check	10/23/2024	12842	Karen Letteriello.		-47.16
Bill Pmt -Check	10/23/2024	12843	Midwest Tape	11952	-69.27
Bill Pmt -Check	10/24/2024	12844	Aflac	Acct NQH35, Inv 515571	-51.24
Bill Pmt -Check	10/24/2024	12845	Brian D. Collins	Cajun Thanksgiving 10/22/24	-294.00
Bill Pmt -Check	10/24/2024	12846	Cutchogue-New Suffolk ...	Zombie Workshop for Teens ...	-150.00
Bill Pmt -Check	10/24/2024	12847	Business Card	5474 1518 7474 0647	-757.92
Bill Pmt -Check	10/24/2024	12848	Postmaster	Permit no. 41	-419.80
Bill Pmt -Check	10/26/2024	12849	Pine Barrens Printing	Invoice 34485 / November/De...	-3,608.00
Bill Pmt -Check	10/26/2024	12850	Quill Corporation	03047280	-33.18
Bill Pmt -Check	10/26/2024	12851	Verizon	Acct. 242398426-00001, Inv 9...	-197.40
Bill Pmt -Check	10/28/2024	12852	Elan Financial Services	4798 5101 7200 1022	-993.08
Bill Pmt -Check	10/28/2024	12853	L2J Consulting, Inc.	Invoice #102024	-1,000.00
Bill Pmt -Check	10/28/2024	12854	PSEGLI	Cstmr 0295-3001-61-3, Acct 9...	-1,752.21
Bill Pmt -Check	10/29/2024	12855	Garrison G. Lutz	Dracula 10/28/24	-200.00
Bill Pmt -Check	10/30/2024	12856	Hampton Pest Manage...		-215.00
Bill Pmt -Check	10/30/2024	12857	SCLS	Trunk or Treat Tech Van 3 ho...	-225.00
Bill Pmt -Check	10/31/2024	12858	Quill Corporation	03047280	-434.07
Total BNB Operating Checking					-39,292.55
TOTAL					-39,292.55