

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

MEETING DATE: Monday December 9, 2024

MEETING TIME: 6:00 PM

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of the Agenda
- IV. Review and Approval of the Minutes of November 18, 2024 Regular Board Meeting
- V. Approval of Treasurer's Report
- VI. Approval of the Personnel Report
- VII. Director's Report
- VIII. President's Remarks
- IX. Committee Reports
 - A. Building / Grounds & Long-Range Planning
- X. Old Business
- XI. New Business
 - A. Shade sail proposal
- XII. Period of Public Expression
- XIII. Executive Session
- XIV. Adjournment

Next Meeting – January 13, 2025

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

Present

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

Absent

none

I. Call To Order/II. Pledge of Allegiance

Jim called the meeting to order at 6:02PM, with a quorum present.

Meeting was delayed, Shauna was handling an overflow in the staff restroom. The water was quickly turned off to avoid soaking the stacks. Shauna believes the issue to be a clog in the horseshoe shaped drainpipe, this has been addressed before. She reported that the cesspools aren't full, they were pumped out about a year ago. She apologized to the Board for the hold up.

III. Approval of the Agenda

The agenda was adopted.

(Colleen, Mary; unanimous (7-0))

IV. Review and Approval of the Minutes of November 18, 2024 Regular Board Meeting

The minutes of the meetings held November 18, 2024 were approved.

(Peter, Randi; unanimous (7-0))

V. Approval of Treasurer's Report

Warrants

Colleen reviewed the warrants with the Board.

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

OPERATING ACCOUNT	\$95,938.18
CULTURAL ACTIVITIES FUND	1,520.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

Donations in excess of \$1,000

Mattituck Community Fund \$2,476. 80 designated for Children and Teen Programs

(Mary, Peter; unanimous (7-0))

November payroll has four weeks.

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, Mary; unanimous (7-0))

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.

(Peter, John; unanimous (7-0))

There was potential for a tree to fall, so Shauna asked TFLC to come to remove a tree on the east side of the library. There will be a full staff development day on Thursday, December 12, 2024, the library will be closed. Mary Eisenstein will facilitate the workshop for staff. The day will include a holiday luncheon. On Tuesday, November 19, 2024 two Girl Scouts were celebrated for their Silver Award project at a reception at the library. There was a great turnout to recognize their achievements. Their art pieces are on display in the circulation area. Sharon has been collecting patron feedback to participate in a Suffolk County-wide marketing campaign leading up to Library Advocacy Day on February 5, 2025. Patrons are sharing why they love their library. There is a survey QR code in the e-newsletter to participate and share stories of positivity about the Mattituck-Laurel Library and the important role the library plays in your life. *All That Remains*, author talk with Steve Wick, an award-winning journalist, will take place on Thursday, January 23, 2025 at 5:30PM. The Cutchogue New Suffolk Free Library has published his book and has generously donated a copy to our library to circulate to our patrons. We will purchase a copy for our local history collection. The Southold Indian Museum has also donated a book which we will add to our local history collection.

VIII. President's Remarks

Shauna provided the Board with notes from her visit to NYLA from November 6 – November 9. Jim asked Shauna to share the biggest takeaway. Shauna attended *Mastering Construction: From Planning to Completion*. She noted: Spaces that we are seeing an increase in across the industry: tutoring and multifunctional. Our renovation project is tracking with the research that was done and what we are seeing in libraries across the country – this session was incredibly edifying.

Jim also inquired about the safety of Sara and Shauna moving furniture from the downstairs storage to the reference office. Our custodial staff are elderly and may not be able to manage this type of work. Discussion ensued concerning managing this kind of labor moving forward.

IX. Committee Reports

A. Building / Grounds & Long-Range Planning

The committee met on Monday, November 25th following the second Community Meeting Part II. Two Open Houses were planned, the first for Thursday, January 23, 2025 and the second for Wednesday, February 26, 2025. This format will allow for one-on-one conversations. The time for both events will be from 4PM – 6PM. These meetings will be publicized on the website.

The committee has a meeting with Father Michael Bartholomew, Pastor of Sacred Heart Parish tomorrow.

X. Old Business

none

XI. New Business

A. *Shade Sail Proposal*

Proposal from Mills was presented. At the request of the Board Shauna will get a third estimate for a shade sail for the greenspace. A decision will be made by spring.

XII. Period of Public Expression

none

XIII. Executive Session

Motion to move into Executive Session at 6:26PM.

(Peter, Colleen; unanimous (7-0))

Motion to resume Regular Meeting at 7:06PM.

(John, Randi; unanimous (7-0))

XIV. Adjournment

Motion to adjourn at 7:07PM

(Colleen, John; unanimous (7-0))

Dates of Future Board Meetings

Monday, January 13, 2025

Monday, February 10, 2025

Monday, March 10, 2025

Respectfully submitted,

Katie O'Rourke

Secretary



Mattituck-Laurel LIBRARY

Warrants / Expenses

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

Approved at the Library Board Meeting on December 9, 2024

Operating Account Total	\$ 95,938.18
Payroll	\$ 69,659.74
Non Payroll	\$ 26,278.44
Cultural Activities Fund	\$ 1,520.00
Money Market Account	\$0
Building Fund Savings	\$0
Building Fund Checking	\$ 0

Donations in excess of \$1,000 Mattituck Community Fund \$2,476.80
designated for Children and Teen Programs

November payroll has four weeks.

12/9/24 CGA

12/02/24

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Nov 24</u>
General Fund	
Operating Fund	250,170.83
Building Fund	
Checking	279,146.89
Savings	57,310.84
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Total Building Fund	336,457.73
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Total General Fund	586,628.56
	<hr/>
Cultural Activities Fund	
Coffee Machine	714.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	148.50
Adult Programs Wash Account	11,289.27
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	-118.19
	<hr/>
Total Cultural Activities Fund	14,226.41
	<hr/>
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	43,295.48
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
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Total Gift and Trust Fund - MM	663,031.06
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TOTAL	1,263,886.03
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Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
November 2024

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
11/01/2024	Joanne Hruz.	Reimburse Foam Fun House	119.99	119.99
11/18/2024	Business Card	Rush Hour Game (Replacement)	18.49	18.49
11/18/2024	Business Card	Rugs for Liz Desk, and train table	159.98	159.98
11/26/2024	Amazon Capital Services	Binder rings	4.99	4.99
11/29/2024	Elan Financial Services	Discount School Supply balance due	27.82	27.82
Total Youth Arts & Crafts				331.27
Youth DVD's				
11/19/2024	Midwest Tape	506326446	50.38	50.38
11/29/2024	Midwest Tape	506377231	24.49	24.49
11/29/2024	Midwest Tape	506357759	20.99	20.99
Total Youth DVD's				95.86
Youth Computer Software				
11/18/2024	Business Card	Unpacking Switch, Balatro Switch, ...	116.97	116.97
Total Youth Computer Software				116.97
Youth Compact Discs				
11/18/2024	Business Card	Sonic X Shadow, Poppy Playtime ...	79.93	79.93
Total Youth Compact Discs				79.93
Youth Books				
11/13/2024	B&T Juvenile Account	October Invoices	776.24	776.24
Total Youth Books				776.24
Total Youth Materials				1,400.27
Adult Materials				
DVD/Music CD				
11/04/2024	Amazon Capital Services	The U.S. and the Holocaust DVD	28.41	28.41
11/05/2024	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / ...	25.00	25.00
11/05/2024	Midwest Tape	506217543	38.48	38.48
11/05/2024	Midwest Tape	506249092	25.19	25.19
11/05/2024	Midwest Tape	506249093	23.09	23.09
11/13/2024	Amazon Capital Services	Anne Frank Remembered and Ann...	50.55	50.55
11/19/2024	Midwest Tape	506282790	17.49	17.49
11/19/2024	Midwest Tape	506326447	24.49	24.49
11/19/2024	Midwest Tape	506326449	16.79	16.79
11/19/2024	Midwest Tape	506326450	23.09	23.09
11/29/2024	Midwest Tape	506377230	23.09	23.09
11/29/2024	Midwest Tape	506377232	72.06	72.06
11/29/2024	Midwest Tape	506357851	20.99	20.99
Total DVD/Music CD				388.72
Digital Material Subscriptions				
11/01/2024	Kanopy, Inc.	178 Tickets	178.00	178.00
11/02/2024	Midwest Tape	Hoopla Month Ending 10/31/2024	178.51	178.51
11/13/2024	SCLS	National Geographic Kids Subscrip...	515.00	515.00
Total Digital Material Subscriptions				871.51
Adult Books				
11/05/2024	B&T Adult Account	October invoices	1,403.07	1,403.07
11/13/2024	Amazon Capital Services	Lake of Legends, Savoring Time, ...	49.18	49.18
11/26/2024	Amazon Capital Services	Wrightslaw - parenting, IEP Checkl...	65.38	65.38
Total Adult Books				1,517.63
Large Print Books				
11/05/2024	B&T Adult Account	October invoices	526.49	526.49
Total Large Print Books				526.49

12/02/24

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

Date	Name	Memo	Original Amount	Paid Amount
Newspapers				
11/08/2024	Daily News	Pays through 12/18/24	180.00	180.00
11/18/2024	Business Card	ANC Newspapers.com	81.36	81.36
11/19/2024	Newsday	8 weeks from 12/2/24 to 1/26/24	319.92	319.92
11/29/2024	Elan Financial Services	DJ Barrons	97.73	97.73
Total Newspapers				679.01
Total Adult Materials				3,983.36
Teen Materials				
11/04/2024	B&T Teen Account	October invoices	107.55	107.55
11/18/2024	Business Card	Qty 2 Books - Healthy Eating, Eat ...	28.98	28.98
11/18/2024	Business Card	Teen Snacks, Gift cards, Vinyl glov...	60.98	60.98
11/26/2024	Amazon Capital Services	167 piece Acrylic Paint set	19.69	19.69
Total Teen Materials				217.20
Total Library Materials				5,600.83
Technology				
11/08/2024	PM Communications Corp.	Monthly Maintenance	117.89	117.89
11/13/2024	PM Communications Corp.	Troubleshoot port for new staff me...	170.00	170.00
11/13/2024	Amazon Capital Services	Qty 3 Dell Pro KM5221W Keyboar...	119.37	119.37
11/13/2024	Amazon Capital Services	Anker USB C to HDMI Adapter	14.98	14.98
Total Technology				422.24
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
11/14/2024	Living Art Aquariums	Service 10/11/24 and 10/24/24	200.00	200.00
Total Aquarium Maintenance				200.00
Other Building Maint.				
11/19/2024	Mattituck Plumbing & Heating	Checked Toilet by Circ - Working p...	100.00	100.00
11/29/2024	Brookhaven Locksmiths, Inc.	Replaced Bathroom Lock by Circ	277.00	277.00
Total Other Building Maint.				377.00
Total Building Maintenance				577.00
Electric				
11/29/2024	PSEGLI	Service from Oct 21, 2024 to Nov ...	1,449.20	1,449.20
Total Electric				1,449.20
Gas				
11/05/2024	National Grid	Billing period Sep 17, 2024 to Oct ...	74.06	74.06
11/29/2024	National Grid	Billing period Oct 16, 2024 to Nov ...	444.93	444.93
Total Gas				518.99
Grounds Maintenance				
Sprinkler Maintenance				
11/19/2024	Lindsay Irrigation, Inc.	Winterization 11/12/24	140.00	140.00
Total Sprinkler Maintenance				140.00
Other Grounds Maintenance				
11/01/2024	Twin Fork Landscape Contracting	7 Cuts, 10/1,10/8,10/15,10/22, We...	610.00	610.00
Total Other Grounds Maintenance				610.00
Total Grounds Maintenance				750.00
Garbage Removal				
11/13/2024	Mattituck Environmental Services	4 YD Trash Service	277.99	277.99
Total Garbage Removal				277.99

12/02/24

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

Date	Name	Memo	Original Amount	Paid Amount
Total Operations and Maintenance				3,573.18
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
11/19/2024	Optimum	Billing period 11/16/24 - 12/15/24	244.85	244.85
Total Optimum Internet Service				244.85
Copy Machine				
11/18/2024	Precision Microproducts	Contract plus color and b&w copy ...	838.00	838.00
11/18/2024	Precision Microproducts	Contract plus color and b&w copy ...	385.26	385.26
Total Copy Machine				1,223.26
Computer/Network Maintenance				
11/26/2024	L2J Consulting, Inc.	Monthly IT Support - November 2024	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
11/29/2024	Elan Financial Services	Paddle.Net*CrashPlan	32.65	32.65
11/29/2024	Elan Financial Services	Dropbox	119.78	119.78
Total Computer Software Licenses				152.43
Total Maintenance Office Equipment				2,620.54
Membership				
Professional Memberships				
11/18/2024	Business Card	ALA Membership Shauna	210.00	210.00
11/18/2024	Business Card	ALA Membership Sara	192.00	192.00
Total Professional Memberships				402.00
Total Membership				402.00
Postage				
Postage & Stamps				
11/13/2024	Postmaster	200 Forever stamps @ \$ 0.73	146.00	146.00
Total Postage & Stamps				146.00
Total Postage				146.00
Professional Fees				
SCLS/Overdue Notices				
11/01/2024	SCLS	Overdues - Processed & Mailed - ...	26.60	26.60
Total SCLS/Overdue Notices				26.60
Total Professional Fees				26.60
Programs - Adult				
Adult Programs				
11/02/2024	Kathleen Cunningham	Paper Flowers 11/2/24 - 10 patron...	145.00	145.00
11/02/2024	Westhampton Free Library	Frankenstein 10/10/24 Shared Pro...	50.00	50.00
11/13/2024	Alice Jones	Intermediate Crochet series	360.00	360.00
11/13/2024	Evelyn Palladino	Birdhouse Painting 11/7/24	300.00	300.00
11/13/2024	Southold Free Library	Little Black Dress 11/8/24 Shared ...	75.00	75.00
11/13/2024	Westhampton Free Library	Paws of War 11/12/24 Shared Pro...	50.00	50.00
11/19/2024	Everlastings by Diana	Wreath 11/16/24	550.00	550.00
11/19/2024	Holly Kix	Canva 11/24/24 & 11/18/24	450.00	450.00
11/19/2024	Jeannie Pendergrass	Hula Hoop 11/21/24 Two sessions	400.00	400.00
11/26/2024	Judy Boshnack	Gnocchi 11/23/24	425.00	425.00
11/29/2024	Elan Financial Services	Zoom	63.96	63.96
Total Adult Programs				2,868.96
Total Programs - Adult				2,868.96
Programs - Juvenile				
11/04/2024	Nicole Summers Sparling	Baby Boogie, Toddler Tango 11/6/24	350.00	350.00

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

Date	Name	Memo	Original Amount	Paid Amount
11/08/2024	Arrayscape Gaming, Inc.	Minecraft Hay Bale Maze 11/5/24	250.00	250.00
11/13/2024	Happy Feet Suffolk	Musical Babies and Kids 11/14/24	350.00	350.00
Total Programs - Juvenile				950.00
Programs - Teen				
11/15/2024	Marissa Timm	Reimburse Teen Snacks	44.69	44.69
Total Programs - Teen				44.69
Supplies - Library				
11/08/2024	Orlowski Hardware Company, Inc.	AAA Batteries / Statement 9/29/24...	10.99	10.99
11/13/2024	Amazon Capital Services	Table covers	41.86	41.86
11/13/2024	Amazon Capital Services	Wipes for Smart Table	16.71	16.71
11/14/2024	Herman Butts.	Reimburse Ballast	38.97	38.97
11/18/2024	Business Card	Paint & supplies for food pantry	73.32	73.32
11/18/2024	Business Card	Aunt Flow Cartridge Pads refill	140.00	140.00
11/19/2024	Quill Corporation	Hot cups, Jumbo paper clips	39.38	39.38
11/22/2024	Melissa Vermey.	Reimburse Teas for Events/ Black ...	13.98	13.98
11/22/2024	Shauna Scholl.	Reimburse Snacks for Book Discu...	34.98	34.98
11/26/2024	Amazon Capital Services	Filament (Cold White) "" for 3D Pri...	22.99	22.99
11/26/2024	Amazon Capital Services	Eraser for ink, Eraser for paper	11.50	11.50
11/26/2024	Amazon Capital Services	Wall clock for conference room	11.98	11.98
11/26/2024	Amazon Capital Services	Desk calendar, Planner	32.46	32.46
11/29/2024	Brodart	Class Labels-French, Just A Fold ...	36.47	36.47
11/29/2024	Elan Financial Services	Cricut	9.99	9.99
Total Supplies - Library				535.58
Supplies - Office				
11/04/2024	Stephanie Paterik	Lost Book Found / Refund Patron	17.99	17.99
11/14/2024	Friends of the Mattituck-Laurel Li...	Square coding error Donation 10/1...	50.00	50.00
11/19/2024	Elwood Public Library	Lost Book - Istanbul: Memories an...	14.95	14.95
11/26/2024	Amazon Capital Services	Mouse pad	2.56	2.56
Total Supplies - Office				85.50
Telephone				
11/19/2024	Optimum	Billing period 11/16/24 - 12/15/24	161.22	161.22
Total Telephone				161.22
Travel				
11/14/2024	Shauna Scholl.	Reimburse Mileage to NYLA Confe...	452.92	452.92
11/27/2024	Karen Letteriello.	Mileage Reimbursement to SCLS ...	61.64	61.64
Total Travel				514.56
Workshops				
11/14/2024	Shauna Scholl.	Reimburse NYLA Conf. Lodging	447.00	447.00
Total Workshops				447.00
Staff Development				
11/04/2024	Amazon Capital Services	Qty 20 Who Moved My Cheese	279.80	279.80
11/18/2024	Business Card	SCLA Annual Mtg. Tickets (Shaun...	170.00	170.00
Total Staff Development				449.80
Total Miscellaneous Expense				9,252.45
Debt Service Total				
Mortgage Interest				
11/19/2024	Dime Community Bank	Payment to Bus Term Loan-Com ...	7,429.74	7,429.74
Total Mortgage Interest				7,429.74
Total Debt Service Total				7,429.74
TOTAL				26,278.44

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

	Nov 24
Ordinary Income/Expense	
Income	
Interest	2.44
Direct Public Support	2,648.80
Fines	40.93
Library Materials Paid For	66.98
Copy Machine	712.95
Total Income	3,472.10
Gross Profit	3,472.10
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	26,882.68
Clerical	27,387.65
Custodian	3,567.57
Total Salaries	57,837.90
Benefits	
Fica	4,221.63
Disability Insurance	1,044.61
Medical Insurance	3,929.40
Retirement	3,670.75
Total Benefits	12,866.39
Total Payroll Expenses	70,704.29
Library Materials	
Youth Materials	
Youth Arts & Crafts	331.27
Youth DVD's	95.86
Youth Computer Software	116.97
Youth Compact Discs	79.93
Youth Books	776.24
Total Youth Materials	1,400.27
Adult Materials	
DVD/Music CD	388.72
Digital Material Subscriptions	871.51
Adult Books	1,517.63
Large Print Books	526.49
Newspapers	679.01
Total Adult Materials	3,983.36
Teen Materials	217.20
Total Library Materials	5,600.83
Technology	422.24
Operations and Maintenance	
Building Maintenance	

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

	Nov 24
Aquarium Maintenance	200.00
Other Building Maint.	377.00
Total Building Maintenance	577.00
Electric	1,449.20
Gas	518.99
Grounds Maintenance	
Sprinkler Maintenance	140.00
Other Grounds Maintenance	610.00
Total Grounds Maintenance	750.00
Garbage Removal	277.99
Total Operations and Maintenance	3,573.18
Miscellaneous Expense	
Longevity Benefit	28.95
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	244.85
Copy Machine	1,223.26
Computer/Network Maintenance	1,000.00
Computer Software Licenses	152.43
Total Maintenance Office Equipm...	2,817.94
Membership	
Professional Memberships	402.00
Total Membership	402.00
Postage	
Postage & Stamps	146.00
Total Postage	146.00
Professional Fees	
Payroll Processing	507.70
SCLS/Overdue Notices	26.60
Total Professional Fees	534.30
Programs - Adult	
Adult Programs	2,868.96
Total Programs - Adult	2,868.96
Programs - Juvenile	950.00
Programs - Teen	44.69
Supplies - Library	535.58
Supplies - Office	85.50
Telephone	161.22
Travel	514.56
Workshops	447.00
Staff Development	449.80

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

	<u>Nov 24</u>
Total Miscellaneous Expense	9,986.50
Debt Service Total	
Mortgage Interest	<u>7,429.74</u>
Total Debt Service Total	<u>7,429.74</u>
Total Expense	<u>97,716.78</u>
Net Ordinary Income	<u>-94,244.68</u>
Net Income	<u><u>-94,244.68</u></u>

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

	Jan - Nov 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	41.39	100.00	-58.61	41.4%
Direct Public Support				
Programs & Tickets Paid For	579.70			
Direct Public Support - Other	17,551.01	2,000.00	15,551.01	877.6%
Total Direct Public Support	18,130.71	2,000.00	16,130.71	906.5%
Fines				
Library Materials Paid For	919.41			
Copy Machine	6,480.75	2,000.00	4,480.75	324.0%
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	1,735,063.16	1,678,455.00	56,608.16	103.4%
Gross Profit	1,735,063.16	1,678,455.00	56,608.16	103.4%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	321,540.18	350,493.00	-28,952.82	91.7%
Clerical	386,358.81	453,257.00	-66,898.19	85.2%
Custodian	44,113.56	47,675.00	-3,561.44	92.5%
Total Salaries	752,012.55	851,425.00	-99,412.45	88.3%
Benefits				
Fica	55,222.20	63,298.00	-8,075.80	87.2%
Disability Insurance	1,473.92	1,000.00	473.92	147.4%
Medical Insurance	48,252.11	104,560.00	-56,307.89	46.1%
Retirement	49,324.59	60,017.00	-10,692.41	82.2%
Unemployment Insurance	6,248.72	11,000.00	-4,751.28	56.8%
Total Benefits	160,521.54	239,875.00	-79,353.46	66.9%
Total Payroll Expenses	912,534.09	1,091,300.00	-178,765.91	83.6%
Library Materials				
Youth Materials				
Youth Arts & Crafts	800.70	2,500.00	-1,699.30	32.0%
Youth DVD's	359.81	500.00	-140.19	72.0%
Youth Computer Software	1,376.44	1,500.00	-123.56	91.8%
Youth Compact Discs	79.93	250.00	-170.07	32.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	10,676.34	14,000.00	-3,323.66	76.3%
Total Youth Materials	13,293.22	19,000.00	-5,706.78	70.0%
Adult Materials				
DVD/Music CD	3,234.65	4,000.00	-765.35	80.9%
Live-brary Downloadable e-b...	51,651.00	54,000.00	-2,349.00	95.7%
Digital Material Subscriptions	9,335.87	13,000.00	-3,664.13	71.8%

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

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	14,948.36	21,000.00	-6,051.64	71.2%
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%
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	5,002.33	5,000.00	2.33	100.0%
Newspapers	6,558.19	7,000.00	-441.81	93.7%
Periodicals	4,838.82	5,000.00	-161.18	96.8%
Total Adult Materials	104,000.58	122,050.00	-18,049.42	85.2%
Teen Materials	1,764.12	2,500.00	-735.88	70.6%
Total Library Materials	119,057.92	143,550.00	-24,492.08	82.9%
Capital Expenditures	20,295.20	19,000.00	1,295.20	106.8%
Technology	4,321.95	9,200.00	-4,878.05	47.0%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,861.73	3,500.00	-638.27	81.8%
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.	5,166.20	7,000.00	-1,833.80	73.8%
Total Building Maintenance	16,954.82	20,975.00	-4,020.18	80.8%
Custodial Supplies	1,526.31	1,000.00	526.31	152.6%
Electric	23,430.83	27,500.00	-4,069.17	85.2%
Gas	5,786.46	11,000.00	-5,213.54	52.6%
Grounds Maintenance				
Snow Removal	1,525.00	4,500.00	-2,975.00	33.9%
Sprinkler Maintenance	360.00	700.00	-340.00	51.4%
Other Grounds Maintenance	11,806.00	11,000.00	806.00	107.3%
Total Grounds Maintenance	13,691.00	16,200.00	-2,509.00	84.5%
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				

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

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
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	3,083.18	3,000.00	83.18	102.8%
Total Operations and Maintenance	97,513.70	118,175.00	-20,661.30	82.5%
Miscellaneous Expense				
Longevity Benefit	1,409.30	1,500.00	-90.70	94.0%
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	2,205.24	2,400.00	-194.76	91.9%
Optimum Internet Service	2,740.17	3,200.00	-459.83	85.6%
Copy Machine	4,631.38	8,500.00	-3,868.62	54.5%
Computer/Network Maintenance	11,000.00	12,000.00	-1,000.00	91.7%
BookScan Maintenance	690.00	700.00	-10.00	98.6%
Computer Software Licenses	8,859.77	9,000.00	-140.23	98.4%
Total Maintenance Office Equipment	30,126.56	35,800.00	-5,673.44	84.2%
Membership				
Professional Memberships	2,783.00	2,200.00	583.00	126.5%
Museum Passes	2,459.99	5,000.00	-2,540.01	49.2%
Mattituck Chamber of Commerce	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	591.50	800.00	-208.50	73.9%
Total Membership	5,959.49	8,350.00	-2,390.51	71.4%
Postage				
Postage & Stamps	701.63	770.00	-68.37	91.1%
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	3,276.98	2,680.00	596.98	122.3%
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	6,060.17	10,500.00	-4,439.83	57.7%
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%
SCLS/Overdue Notices	233.36	500.00	-266.64	46.7%
SCLS/Annual Membership	11,841.00	12,000.00	-159.00	98.7%
Total Professional Fees	41,029.29	56,800.00	-15,770.71	72.2%
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%

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

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
Adult Programs	24,535.42	16,000.00	8,535.42	153.3%
Total Programs - Adult	28,238.34	20,000.00	8,238.34	141.2%
Programs - Juvenile	9,962.10	10,500.00	-537.90	94.9%
Programs - Summer	10,922.42	8,000.00	2,922.42	136.5%
Programs - Teen	8,214.36	8,000.00	214.36	102.7%
Supplies - Library	7,027.52	10,500.00	-3,472.48	66.9%
Supplies - Office	3,307.73	4,000.00	-692.27	82.7%
Supplies - Paper	1,006.67	2,500.00	-1,493.33	40.3%
Telephone	1,680.95	2,200.00	-519.05	76.4%
Travel	1,408.78	2,200.00	-791.22	64.0%
Workshops	1,113.68	2,200.00	-1,086.32	50.6%
Staff Development	489.80	1,000.00	-510.20	49.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	181,601.33	197,230.00	-15,628.67	92.1%
Debt Service Total				
Mortgage Principal	140,382.92			
Mortgage Interest	9,185.22			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	149,568.14	100,000.00	49,568.14	149.6%
Total Expense	1,484,892.33	1,678,455.00	-193,562.67	88.5%
Net Ordinary Income	250,170.83	0.00	250,170.83	100.0%
Net Income	250,170.83	0.00	250,170.83	100.0%

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

Type	Date	Name	Memo	Paid Amount
Cultural Activities Fund				
Coffee Machine				
Deposit	11/12/2024		Coffee	2.00
Deposit	11/25/2024		Coffee	3.00
Total Coffee Machine				5.00
Staff Activity Fund				
Deposit	11/04/2024	Better World Books	Discarded Books Sold - ...	116.54
Bill	11/18/2024	CJ's American Grill	Staff Holiday Party 12/12/...	-640.00
Total Staff Activity Fund				-523.46
Adult Programs Wash Account				
Bill	11/02/2024	Rosemary Martilotta	Yoga series 9/11/24 to 10...	-880.00
Deposit	11/04/2024		Aerobics	600.00
Deposit	11/04/2024		Yoga	100.00
Deposit	11/04/2024		Cooking	70.00
Deposit	11/04/2024		Arts/Crafts	40.00
Deposit	11/04/2024		LI Aquarium Tickets	270.00
Deposit	11/04/2024		Defensive Driving	105.00
Deposit	11/05/2024		Aerobics	230.97
Deposit	11/05/2024		Yoga	232.14
Deposit	11/05/2024		Cooking	235.25
Deposit	11/05/2024		Arts/Crafts	57.02
Deposit	11/05/2024		Defensive Driving	33.68
Deposit	11/12/2024		Aerobics	38.45
Deposit	11/12/2024		Yoga	77.38
Deposit	11/12/2024		Defensive Driving	134.72
Deposit	11/12/2024		Aerobics	160.00
Deposit	11/12/2024		Yoga	80.00
Deposit	11/12/2024		LI Aquarium Tickets	243.00
Deposit	11/12/2024		Defensive Driving	35.00
Deposit	11/18/2024		Defensive Driving	235.76
Deposit	11/18/2024		Yoga	40.00
Deposit	11/18/2024		Arts and Crafts	10.00
Deposit	11/18/2024		LI Aquarium Tickets	27.00
Deposit	11/18/2024		Defensive Driving	70.00
Deposit	11/25/2024		Yoga	19.15
Deposit	11/25/2024		Defensive Driving	101.04
Deposit	11/25/2024		Yoga	20.00
Deposit	11/25/2024		Cooking	20.00
Deposit	11/25/2024		Defensive Driving	105.00
Total Adult Programs Wash Account				2,510.56
Total Cultural Activities Fund				1,992.10
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	11/29/2024		Interest	0.05
Total Undesignated & Interest				0.05
Total Gift and Trust Fund - MM				0.05

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

Type	Date	Name	Memo	Paid Amount
TOTAL				<u>1,992.15</u>

Mattituck-Laurel Library

Monthly Bill Payments

As of November 30, 2024

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	11/01/2024	12859	Shelterpoint Life Insura...	Policy #D242574	-1,302.00
Bill Pmt -Check	11/01/2024	12860	Joanne Hruz.	Reimburse Foam Fun House	-119.99
Bill Pmt -Check	11/01/2024	12861	Kanopy, Inc.	Invoice #422958-PPU	-178.00
Bill Pmt -Check	11/01/2024	12862	SCLS	Invoice #93291	-26.60
Bill Pmt -Check	11/01/2024	12863	Twin Fork Landscape ...	Invoice 27667	-610.00
Bill Pmt -Check	11/02/2024	12864	Kathleen Cunningham	Paper Flowers 11/2/24	-145.00
Bill Pmt -Check	11/02/2024	12865	Westhampton Free Lib...	Frankenstein 10/10/24 Shared Program	-50.00
Bill Pmt -Check	11/02/2024	12866	Midwest Tape	11952	-178.51
Bill Pmt -Check	11/04/2024	12867	NYS Employees Healt...	03909	-7,829.60
Bill Pmt -Check	11/04/2024	12868	Amazon Capital Services	A1QBFNTMAAKEX, Inv#19N9-P4VX-Y...	-308.21
Bill Pmt -Check	11/04/2024	12869	B&T Teen Account	L943258	-107.55
Bill Pmt -Check	11/04/2024	12870	Nicole Summers Sparli...	Baby Boogie, Toddler Tango 11/6/24	-350.00
Bill Pmt -Check	11/04/2024	12871	Stephanie Paterik	Lost Book Found / Refund Patron	-17.99
Bill Pmt -Check	11/05/2024	12872	National Grid	Acct 43544-64005	-74.06
Bill Pmt -Check	11/05/2024	12873	ELM USA, Inc.	Invoice 71831	-25.00
Bill Pmt -Check	11/05/2024	12875	B&T Adult Account	L 90004-3	-1,929.56
Bill Pmt -Check	11/05/2024	12876	Midwest Tape	11952	-86.76
Bill Pmt -Check	11/08/2024	12877	Arrayscape Gaming, Inc.	Minecraft Hay Bale Maze 11/5/24	-250.00
Bill Pmt -Check	11/08/2024	12878	Daily News	Acct 4090496	-180.00
Bill Pmt -Check	11/08/2024	12879	Orlowski Hardware Co...	Statement 9/29/24 to 10/28/24	-10.99
Bill Pmt -Check	11/08/2024	12880	PM Communications C...	Invoice 43929	-117.89
Bill Pmt -Check	11/13/2024	12881	Alice Jones	Intermediate Crochet series	-360.00
Bill Pmt -Check	11/13/2024	12882	B&T Juvenile Account	L 935700	-776.24
Bill Pmt -Check	11/13/2024	12883	Evelyn Palladino	Birdhouse Painting 11/7/24	-300.00
Bill Pmt -Check	11/13/2024	12884	Happy Feet Suffolk	Musical Babies and Kids 11/14/24	-350.00
Bill Pmt -Check	11/13/2024	12885	Mattituck Environment...	Cstmr 11-0001422-0, Inv 6038268	-277.99
Bill Pmt -Check	11/13/2024	12886	PM Communications C...	Invoice 43959	-170.00
Bill Pmt -Check	11/13/2024	12887	SCLS	Invoice 93323	-515.00
Bill Pmt -Check	11/13/2024	12888	Southold Free Library	Little Black Dress 11/8/24 Shared Progr...	-75.00
Bill Pmt -Check	11/13/2024	12889	Westhampton Free Lib...	Invoice 11122024MA / Paws of War	-50.00
Bill Pmt -Check	11/13/2024	12890	Postmaster	200 Forever stamps @ \$ 0.73	-146.00
Bill Pmt -Check	11/13/2024	12891	Amazon Capital Services	Inv# 14TX-KHGK-3VR9, Acct# A1QBF...	-292.65
Bill Pmt -Check	11/14/2024	12892	Friends of the Mattituc...	Square coding error Donation 10/14/24 ...	-50.00
Bill Pmt -Check	11/14/2024	12893	Herman Butts.	Reimburse Ballast	-38.97
Bill Pmt -Check	11/14/2024	12894	Living Art Aquariums	Invoice 2110	-200.00
Bill Pmt -Check	11/14/2024	12895	Shauna Scholl.		-899.92
Bill Pmt -Check	11/15/2024	12896	Marissa Timm	Reimburse Teen Snacks	-44.69
Bill Pmt -Check	11/18/2024	12897	Business Card	5474 1518 7474 0647	-1,360.96
Bill Pmt -Check	11/18/2024	12898	Precision Microproducts		-1,223.26
Bill Pmt -Check	11/19/2024	12899	Everlastings by Diana	Wreath 11/16/24	-550.00
Bill Pmt -Check	11/19/2024	12900	Lindsay Irrigation, Inc.	Invoice 19856	-140.00
Bill Pmt -Check	11/19/2024	12901	Mattituck Plumbing & ...	Acct MAT-LIB, Inv 53004	-100.00
Bill Pmt -Check	11/19/2024	12902	Midwest Tape	11952	-132.24
Bill Pmt -Check	11/19/2024	12903	Newsday	Acct 40410623	-319.92
Bill Pmt -Check	11/19/2024	12904	Optimum	Acct 07839-381822-01-2	-406.07
Bill Pmt -Check	11/19/2024	12905	Quill Corporation	03047280	-39.38
Bill Pmt -Check	11/19/2024	ACH	Dime Community Bank	Payment to Bus Term Loan-Com RE L...	-7,429.74
Bill Pmt -Check	11/19/2024	12906	Elwood Public Library	Lost Book - Istanbul: Memories and the...	-14.95
Bill Pmt -Check	11/19/2024	12907	Holly Kix	Canva 11/24/24 & 11/18/24	-450.00
Bill Pmt -Check	11/19/2024	12908	Jeannie Pendergrass	Hula Hoop 11/21/24 Two sessions	-400.00
Bill Pmt -Check	11/21/2024		Audit Adjustments	QuickBooks generated zero amount tra...	0.00
Bill Pmt -Check	11/21/2024	12909	Aflac	Acct NQH35, Invoice 533535	-51.24
Bill Pmt -Check	11/22/2024	12910	Melissa Vermey.	Reimburse Teas for Events	-13.98
Bill Pmt -Check	11/22/2024	12911	Shauna Scholl.	Reimburse Snacks for Book Discussion	-34.98
Bill Pmt -Check	11/26/2024	12912	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Inv#13TG...	-171.55
Bill Pmt -Check	11/26/2024	12913	Judy Boshnack	Gnocchi 11/23/24	-425.00
Bill Pmt -Check	11/26/2024	12914	L2J Consulting, Inc.	Invoice #112024	-1,000.00
Bill Pmt -Check	11/27/2024	12915	Karen Letteriello.	Mileage Reimbursement	-61.64
Bill Pmt -Check	11/29/2024	12916	Brodart	318719	-36.47
Bill Pmt -Check	11/29/2024	12917	Brookhaven Locksmith...	Invoice #177437, Cstmr # 15533	-277.00
Bill Pmt -Check	11/29/2024	12918	Elan Financial Services	4798 5101 7200 1022	-351.93
Bill Pmt -Check	11/29/2024	12919	Midwest Tape	11952	-161.62
Bill Pmt -Check	11/29/2024	12920	National Grid	Acct 43544-64005	-444.93
Bill Pmt -Check	11/29/2024	12921	PSEGLI	Cstmr 0295-3001-61-3, Acct 9610338501	-1,449.20

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

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Bill Pmt -Check	11/29/2024	12922	Verizon	Acct. 242398426-00001, Inv 9978945236	-197.40
Total BNB Operating Checking					-35,687.63
TOTAL					-35,687.63
