

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

**MEETING DATE: Monday April 8, 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 March 11, 2024 Regular Board Meeting**
- V. Period of Public Expression**
- VI. Approval of Treasurer's Report**
- VII. Director's Report**
- VIII. President's Remarks**
- IX. Committee Reports**
  - A. Building / Grounds & Long-Range Planning
- X. Old Business**
  - A. 2025 Draft Budget
- XI. New Business**
- XII. Adjournment**

**Next Meeting – May 13, 2024**

**MATTITUCK-LAUREL LIBRARY**  
**APPROVED MINUTES OF THE REGULAR MONTHLY MEETING**  
April 8, 2024

**Present**

Jim Underwood, President  
Nick Timpone, Vice-President  
Katie O'Rourke, Secretary  
Colleen Grattan-Arnoff, Trustee  
Peter Kren, Trustee  
Mary Sanchez, Trustee  
Shauna Scholl, Director

**Absent with Excuse**

Karenann Volinski, Treasurer

**I. Call To Order/II. Pledge of Allegiance**

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

**III. Approval of the Agenda**

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

**IV. Review and Approval of the Minutes of March 11, 2024 Regular Board Meeting**

The minutes of the meetings held March 11, 2024 were approved.  
(Peter, Mary; unanimous (6-0))

**V. Period of Public Expression**

Public comment was given.

**VI. Approval of Treasurer's Report**

Warrants

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

OPERATING ACCOUNT  
\$107,842.77

CULTURAL ACTIVITIES FUND  
2,494.45

MONEY MARKET ACCOUNT  
.00

BUILDING FUND SAVINGS  
.00

BUILDING FUND CHECKING  
.00

Donations in excess of \$1,000  
none  
(Mary, Peter; 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.  
(Nick, Colleen; unanimous (6-0))

Shauna demoed two new features on our library website. First a "Donations" page has been added to the drop-down menu under "About Us" as well as a donation button at the top of the page.. Donations can be made with a credit card or through a bank account. A second page for "Community Resources" has been added to the "Service" drop down menu. Ella was instrumental in compiling this page of local community services and information for our patrons. Sharon created a fun and goofy Facebook post for the upcoming April 20, 2024 "Move into Health" fair. The week of April 7th – 13th is recognized as National Library Week. Monday, the 8th, "Right to Read Day" was celebrated. Sharon posted on Facebook to commemorate this day for library lovers to take action to protect, defend, and celebrate the right to read. Tuesday, the 9th, is National Library Workers Day – staff will enjoy a catered luncheon from Ammirati's of Love Lane. The March 27th Blood Drive saved an estimated 210 lives – 70 pints of blood were collected; the next drive is scheduled for August 15th. The library distributed over 1,000 solar eclipse glasses to our patrons! Mrs. Gilvarry, a Mattituck High School English teacher, welcomed Jerry, Ella, Marissa, and Shauna to her classroom for a poetry workshop. Participants read and created poems to capture memories and learned about creating words. The library looks forward to continuing a partnership with the high school. The library opened at 10AM on Wednesday, April 3rd, staff participated in a workshop hosted by EAP.

**VIII. President's Remarks** Jim shared that the Health Fair will take place on April 20, 2024. This event will include a 1.2-mile walk (Main Road, Marratooka Lane, New Suffolk Avenue and Reeve Avenue) and vendors. Sara did an incredible amount of work organizing this fair. The Friends are donating tee shirts. As of Monday, the 8th, there are 27 registrants. The Hampton Coffee Company will be there and maybe some bagels.

### **IX. Committee Reports**

*A. Building /Grounds & Long-Range Planning* The committee met on April 3, 2024. The committee continues to tweak and discuss an interior building renovation, the installation of shades and the placement of Percussion Play Rainbow Collection instruments in the greenspace.

### **X. Old Business**

*A. 2025 Budget* The Budget / Finance committee will meet again to discuss the 2025 budget.

### **XI. New Business**

none

**XII. Adjournment**

Motion to adjourn at 6:18PM  
(Peter, Colleen; unanimous (6-0))

**Dates of Future Board Meetings**

Monday, May 13, 2024

Monday, June 10, 2024

Monday, July 8, 2024

Respectfully submitted,  
Katie O'Rourke  
Secretary



# Mattituck-Laurel LIBRARY

## Warrants / Expenses

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

Approved at the Library Board Meeting on April 8, 2024

**Operating Account Total** \$ 107,842.77

Payroll \$ 74,815.93

Non Payroll \$ 33,026.84

**Cultural Activities Fund** \$ 2,494.45

**Money Market Account** \$0

**Building Fund Savings** \$0

**Building Fund Checking** \$0

Donations in excess of \$1,000 None

04/02/24

Mattituck-Laurel Library  
Fund Balance Report

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	<u>Jan - Mar 24</u>
<b>General Fund</b>	
Operating Fund	351,665.88
Building Fund	
Checking	285,741.34
Savings	57,307.93
	<hr/>
Total Building Fund	343,049.27
	<hr/>
<b>Total General Fund</b>	694,715.15
<b>Cultural Activities Fund</b>	
Coffee Machine	591.67
Teen Programs	1,183.32
Children's Programs	1,226.17
Staff Activity Fund	1,931.04
Adult Programs Wash Acco...	8,143.45
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
	<hr/>
<b>Total Cultural Activities Fund</b>	13,797.68
<b>Gift and Trust Fund - MM</b>	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	16,482.55
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
	<hr/>
<b>Total Gift and Trust Fund - MM</b>	636,218.13
	<hr/>
<b>TOTAL</b>	<b>1,344,730.96</b>

04/02/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
<b>Library Materials</b>				
<b>Youth Materials</b>				
<b>Youth DVD's</b>				
03/12/2024	Midwest Tape	505144459	25.19	25.19
Total Youth DVD's				25.19
<b>Youth Computer Software</b>				
03/18/2024	Business Card	Mario vs Donkey Kong	49.94	49.94
Total Youth Computer Software				49.94
<b>Youth Books</b>				
03/05/2024	B&T Juvenile Account	February invoices	473.42	473.42
03/07/2024	Penworthy	Qty 15 Various Children'...	315.94	315.94
Total Youth Books				789.36
Total Youth Materials				864.49
<b>Adult Materials</b>				
<b>DVD/Music CD</b>				
03/05/2024	Midwest Tape	505110973	13.29	13.29
03/05/2024	Midwest Tape	505110971	12.59	12.59
03/05/2024	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
03/12/2024	Midwest Tape	505144456	24.49	24.49
03/12/2024	Midwest Tape	505144458	45.48	45.48
03/27/2024	Midwest Tape	505210387	12.59	12.59
03/27/2024	Midwest Tape	505210388	24.49	24.49
03/27/2024	Midwest Tape	505175406	14.69	14.69
Total DVD/Music CD				172.62
<b>Digital Material Subscriptions</b>				
03/01/2024	Kanopy, Inc.	145 Tickets, 1 Credit	150.00	150.00
03/05/2024	Midwest Tape	Hoopla Month Ending 0...	175.53	175.53
03/27/2024	Library Ideas, LLC	Fiero Code Annual Subs...	995.00	995.00
Total Digital Material Subscriptions				1,320.53
<b>Adult Books</b>				
03/05/2024	B&T Adult Account	February invoices	1,105.63	1,105.63
03/18/2024	Business Card	Books - 7 Habits Effectiv...	64.30	64.30
Total Adult Books				1,169.93
<b>Large Print Books</b>				
03/05/2024	B&T Adult Account	February invoices	256.49	256.49
Total Large Print Books				256.49
<b>Newspapers</b>				
03/05/2024	The New York Times	Large Print Weekly / Ser...	182.00	182.00
03/18/2024	Daily News	Pays through 04/15/2024	90.00	90.00
Total Newspapers				272.00
Total Adult Materials				3,191.57
<b>Teen Materials</b>				
03/05/2024	B&T Teen Account	February invoices	129.45	129.45
03/18/2024	Business Card	College Books	92.08	92.08
Total Teen Materials				221.53

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Library Materials				4,277.59
<b>Capital Expenditures</b>				
03/05/2024	Coastline Cesspool & Drain Se...	50% Deposit to Rebuild ...	750.00	750.00
Total Capital Expenditures				750.00
<b>Technology</b>				
03/06/2024	P.M. Communications Corp.	Monthly Maintenance	117.89	117.89
Total Technology				117.89
<b>Operations and Maintenance</b>				
<b>Building Maintenance</b>				
<b>Aquarium Maintenance</b>				
03/12/2024	Living Art Aquariums	Service 2/6/24 and 2/21/...	200.00	200.00
Total Aquarium Maintenance				200.00
Total Building Maintenance				200.00
<b>Electric</b>				
03/27/2024	PSEGLI	Service from Feb 21, 20...	1,405.54	1,405.54
Total Electric				1,405.54
<b>Gas</b>				
03/25/2024	National Grid	Feb 16, 2024 to Mar 19, ...	1,177.89	1,177.89
Total Gas				1,177.89
<b>Grounds Maintenance</b>				
<b>Other Grounds Maintenance</b>				
03/25/2024	Twin Fork Landscape Contracti...	Spring Clean-up	4,700.00	4,700.00
Total Other Grounds Maintenance				4,700.00
Total Grounds Maintenance				4,700.00
<b>Water</b>				
<b>SCWA</b>				
03/07/2024	Suffolk County Water Authority	Nov 30, 2023 - Feb 29, ...	788.71	788.71
Total SCWA				788.71
Total Water				788.71
<b>Garbage Removal</b>				
03/06/2024	Mattituck Environmental Services	4 YD Trash Service	252.72	252.72
Total Garbage Removal				252.72
Total Operations and Maintenance				8,524.86
<b>Miscellaneous Expense</b>				
<b>Legal Fees</b>				
03/12/2024	Volz & Vigliotta, PLLC	Incentive Issues	96.00	96.00
Total Legal Fees				96.00
<b>Maintenance Office Equipment</b>				
<b>Optimum Internet Service</b>				
03/18/2024	Optimum	Billing period 03/16/24 t...	245.00	245.00
Total Optimum Internet Service				245.00



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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
<b>Computer/Network Maintenance</b>				
03/27/2024	L2J Consulting, Inc.	Monthly IT Support - Ma...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
<b>Computer Software Licenses</b>				
03/20/2024	Elan Financial Services	DRICrashPlan	32.55	32.55
Total Computer Software Licenses				32.55
Total Maintenance Office Equipment				1,277.55
<b>Membership</b>				
<b>Museum Passes</b>				
03/07/2024	Children's Museum of the East ...	1 Membership	400.00	400.00
03/20/2024	Elan Financial Services	Heckscher Museum	250.00	250.00
Total Museum Passes				650.00
Total Membership				650.00
<b>Postage</b>				
<b>Mailing Permit</b>				
03/15/2024	Postmaster	Permit # 41, USPS Mark...	320.00	320.00
Total Mailing Permit				320.00
<b>Newsletter mailing</b>				
03/06/2024	Postmaster	Mar/Apr Newsletter maili...	406.26	406.26
Total Newsletter mailing				406.26
Total Postage				726.26
<b>Printing &amp; Advertising</b>				
<b>Newsletter printing</b>				
03/01/2024	Pine Barrens Printing	March/April Newsletter	3,508.00	3,508.00
Total Newsletter printing				3,508.00
Total Printing & Advertising				3,508.00
<b>Professional Fees</b>				
<b>Annual audit</b>				
03/15/2024	SCLS	OPEB-GASB-75 / Initial ...	650.00	650.00
Total Annual audit				650.00
<b>SCLS/Overdue Notices</b>				
03/05/2024	SCLS	Overdues - Processed &...	25.60	25.60
Total SCLS/Overdue Notices				25.60
Total Professional Fees				675.60
<b>Programs - Adult</b>				
<b>Motion Picture/Music Licensing</b>				
03/12/2024	SCLS	MPLC Movie Licensing ...	87.49	87.49
Total Motion Picture/Music Licensing				87.49
<b>Adult Reading Club &amp; Book Discu</b>				
03/18/2024	Business Card	T-shirts, Candles, Book ...	69.93	69.93
03/20/2024	Elan Financial Services	T-Shirts	265.48	265.48

04/02/24

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

Date	Name	Memo	Original Amount	Paid Amount
Total Adult Reading Club & Book Discu				335.41
<b>Adult Programs</b>				
03/04/2024	Rob Scott	Irish Soda Bread 3.1.24	443.00	443.00
03/05/2024	Southold Free Library	Lena Horne 2.27.24 / Sh...	150.00	150.00
03/06/2024	Holly Kix	Smartphone Photograph...	275.00	275.00
03/15/2024	St. George Living History Prod...	Betty White Story 3/14/24	200.00	200.00
03/18/2024	Business Card	Jenufa Opera DVD	26.49	26.49
03/20/2024	Westhampton Free Library	Women's History 3/20/24	50.00	50.00
03/20/2024	Lisa Baglivi	Drawing series March 6,...	350.00	350.00
03/20/2024	Renato Stafford	Start Your Garden 3/23/24	300.00	300.00
03/20/2024	Westhampton Free Library	Sun Will Darken 3/21/24...	50.00	50.00
03/20/2024	Elan Financial Services	Zoom	63.96	63.96
03/25/2024	Donna L. Nesteruk	Mindfulness 3/26/24 Se...	225.00	225.00
Total Adult Programs				2,133.45
Total Programs - Adult				2,556.35
<b>Programs - Juvenile</b>				
03/04/2024	Nicole Summers Sparling	Baby Boogie, Toddler T...	350.00	350.00
03/18/2024	Judy Wilson	Talking Stick 3/19/24	275.00	275.00
03/20/2024	Chocolicious Chocolatier, Inc.	Chocolate Pizza 3/14/24	296.00	296.00
03/25/2024	Long Island Science Center	Straw Rockets 3/26/24	285.00	285.00
03/27/2024	Karen Letteriello.	Reimburse Cupcakes, H...	24.99	24.99
03/28/2024	Rob Scott	Spring Cupcakes 4/1/24	350.00	350.00
Total Programs - Juvenile				1,580.99
<b>Programs - Teen</b>				
03/18/2024	Business Card	Paint and Soap making ...	87.36	87.36
03/28/2024	Rob Scott	Lemon Cookies 4/1/24	235.00	235.00
Total Programs - Teen				322.36
<b>Supplies - Library</b>				
03/12/2024	Quill Corporation	Kcup tea, coffee, Hot cups	120.13	120.13
03/18/2024	Business Card	Book - Wellness in Wor...	1.00	1.00
03/20/2024	Elan Financial Services	Cricut	9.99	9.99
03/20/2024	Elan Financial Services	Green paper products / ...	55.66	55.66
03/20/2024	Elan Financial Services	Leaf Engraving	13.05	13.05
Total Supplies - Library				199.83
<b>Supplies - Office</b>				
03/05/2024	Quill Corporation	File folder, Coffeemate ...	42.78	42.78
03/07/2024	Colleen Montgomery	Lost Book Found / Refu...	7.99	7.99
03/12/2024	Hauppauge Public Library	Replacement "Eat Right ...	27.00	27.00
03/18/2024	Quill Corporation	12 pk Paper towel, 6 pk ...	82.57	82.57
03/18/2024	Business Card	Planner, Vornado space...	1.00	1.00
Total Supplies - Office				161.34
<b>Telephone</b>				
03/18/2024	Optimum	Billing period 03/16/24 t...	154.80	154.80
Total Telephone				154.80
<b>Workshops</b>				
03/18/2024	Beverly Wowak.	Simon & Schuster Celeb...	17.68	17.68
Total Workshops				17.68
Total Miscellaneous Expense				11,926.76

04/02/24

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

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
<b>Debt Service Total</b>				
<b>Mortgage Interest</b>				
03/18/2024	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
<b>TOTAL</b>				<b>33,026.84</b>

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

	Mar 24
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	27,083.77
NY State Incentive	180.00
Interest	3.20
Direct Public Support	808.85
Fines	97.35
Library Materials Paid For	70.95
Copy Machine	540.40
	28,784.52
Total Income	28,784.52
Gross Profit	28,784.52
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	26,922.14
Clerical	30,163.70
Custodian	3,701.05
	60,786.89
Benefits	
Fica	4,438.46
Disability Insurance	-279.45
Medical Insurance	5,438.40
Retirement	4,126.35
Unemployment Insurance	1,534.77
	15,258.53
Total Payroll Expenses	76,045.42
Library Materials	
Youth Materials	
Youth DVD's	25.19
Youth Computer Software	49.94
Youth Books	789.36
	864.49
Total Youth Materials	864.49
Adult Materials	
DVD/Music CD	172.62
Digital Material Subscriptions	1,320.53
Adult Books	1,169.93
Large Print Books	256.49
Newspapers	272.00
	3,191.57
Total Adult Materials	3,191.57
Teen Materials	221.53
	4,277.59
Total Library Materials	4,277.59
Capital Expenditures	750.00
Technology	117.89

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

	Mar 24
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	200.00
Total Building Maintenance	200.00
Electric	1,405.54
Gas	1,177.89
Grounds Maintenance	
Other Grounds Maintenance	4,700.00
Total Grounds Maintenance	4,700.00
Water	
SCWA	788.71
Total Water	788.71
Garbage Removal	252.72
Total Operations and Maintenance	8,524.86
Miscellaneous Expense	
Legal Fees	96.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	245.00
Computer/Network Maintenance	1,000.00
Computer Software Licenses	32.55
Total Maintenance Office Equipm...	1,474.95
Membership	
Museum Passes	650.00
Total Membership	650.00
Postage	
Mailing Permit	320.00
Newsletter mailing	406.26
Total Postage	726.26
Printing & Advertising	
Newsletter printing	3,508.00
Total Printing & Advertising	3,508.00
Professional Fees	
Payroll Processing	493.30
Annual audit	650.00
SCLS/Overdue Notices	25.60
Total Professional Fees	1,168.90
Programs - Adult	
Motion Picture/Music Licensing	87.49
Adult Reading Club & Book Dis...	335.41

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

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	Mar 24
Adult Programs	<u>2,133.45</u>
Total Programs - Adult	2,556.35
Programs - Juvenile	1,580.99
Programs - Teen	322.36
Supplies - Library	199.83
Supplies - Office	161.34
Telephone	154.80
Workshops	<u>17.68</u>
Total Miscellaneous Expense	12,617.46
Debt Service Total	
Mortgage Interest	<u>7,429.74</u>
Total Debt Service Total	<u>7,429.74</u>
Total Expense	<u>109,762.96</u>
Net Ordinary Income	<u>-80,978.44</u>
Net Income	<u><u>-80,978.44</u></u>

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

	Jan - Mar 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
PILOT Funds	0.00	4,000.00	-4,000.00	0.0%
Mattituck-Cutchogue School Dist	760,687.27	1,663,155.00	-902,467.73	45.7%
NY State Incentive	180.00	1,800.00	-1,620.00	10.0%
Interest	9.70	100.00	-90.30	9.7%
Direct Public Support	1,654.61	2,000.00	-345.39	82.7%
<b>Fines</b>				
Fines	278.30			
Library Materials Paid For	125.55			
Copy Machine	1,635.79	2,000.00	-364.21	81.8%
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Fund Balance Brought Forward	67,841.00			
<b>Total Income</b>	<b>832,412.22</b>	<b>1,678,455.00</b>	<b>-846,042.78</b>	<b>49.6%</b>
<b>Gross Profit</b>	<b>832,412.22</b>	<b>1,678,455.00</b>	<b>-846,042.78</b>	<b>49.6%</b>
<b>Expense</b>				
<b>Payroll Expenses</b>				
<b>Salaries</b>				
Professional Salaries	86,316.67	350,493.00	-264,176.33	24.6%
Clerical	97,772.13	453,257.00	-355,484.87	21.6%
Custodian	11,873.96	47,675.00	-35,801.04	24.9%
<b>Total Salaries</b>	<b>195,962.76</b>	<b>851,425.00</b>	<b>-655,462.24</b>	<b>23.0%</b>
<b>Benefits</b>				
Fica	14,311.26	63,298.00	-48,986.74	22.6%
Disability Insurance	363.74	1,000.00	-636.26	36.4%
Medical Insurance	13,569.49	104,560.00	-90,990.51	13.0%
Retirement	11,530.19	60,017.00	-48,486.81	19.2%
Unemployment Insurance	6,199.49	11,000.00	-4,800.51	56.4%
<b>Total Benefits</b>	<b>45,974.17</b>	<b>239,875.00</b>	<b>-193,900.83</b>	<b>19.2%</b>
<b>Total Payroll Expenses</b>	<b>241,936.93</b>	<b>1,091,300.00</b>	<b>-849,363.07</b>	<b>22.2%</b>
<b>Library Materials</b>				
<b>Youth Materials</b>				
Youth Arts & Crafts	66.01	2,500.00	-2,433.99	2.6%
Youth DVD's	77.65	500.00	-422.35	15.5%
Youth Computer Software	557.27	1,500.00	-942.73	37.2%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	3,443.36	14,000.00	-10,556.64	24.6%
<b>Total Youth Materials</b>	<b>4,144.29</b>	<b>19,000.00</b>	<b>-14,855.71</b>	<b>21.8%</b>
<b>Adult Materials</b>				
DVD/Music CD	775.90	4,000.00	-3,224.10	19.4%
Live-brary Downloadable e-bo...	51,651.00	54,000.00	-2,349.00	95.7%
Digital Material Subscriptions	2,457.43	13,000.00	-10,542.57	18.9%
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	2,992.95	21,000.00	-18,007.05	14.3%
Reference Books and Data Ba...	666.67	2,000.00	-1,333.33	33.3%
<b>Adult Ref Books</b>				
Local History	475.00	1,000.00	-525.00	47.5%
Continuations	0.00	2,500.00	-2,500.00	0.0%
<b>Total Adult Ref Books</b>	<b>475.00</b>	<b>3,500.00</b>	<b>-3,025.00</b>	<b>13.6%</b>
Virtual Reference Collection	0.00	5,500.00	-5,500.00	0.0%
Adult Audio Books	0.00	1,000.00	-1,000.00	0.0%

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

	Jan - Mar 24	Budget	\$ Over Budget	% of Budget
Large Print Books	587.62	5,000.00	-4,412.38	11.8%
Newspapers	1,167.05	7,000.00	-5,832.95	16.7%
Periodicals	4,838.82	5,000.00	-161.18	96.8%
Total Adult Materials	65,612.44	122,050.00	-56,437.56	53.8%
Teen Materials	435.71	2,500.00	-2,064.29	17.4%
Total Library Materials	70,192.44	143,550.00	-73,357.56	48.9%
Capital Expenditures	9,635.00	19,000.00	-9,365.00	50.7%
Technology	977.73	9,200.00	-8,222.27	10.6%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	850.00	3,500.00	-2,650.00	24.3%
HVAC Maintenance	0.00	2,000.00	-2,000.00	0.0%
Exterminator	210.00	1,000.00	-790.00	21.0%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	0.00	200.00	-200.00	0.0%
Elevator Maint.	1,219.88	4,500.00	-3,280.12	27.1%
Security Monitoring	122.85	700.00	-577.15	17.6%
Water Backflow Test	0.00	275.00	-275.00	0.0%
Fire Sprinkler Test	1,250.00	1,200.00	50.00	104.2%
Piano Tuning	0.00	400.00	-400.00	0.0%
Other Building Maint.	1,309.50	7,000.00	-5,690.50	18.7%
Total Building Maintenance	4,962.23	20,975.00	-16,012.77	23.7%
Custodial Supplies	524.83	1,000.00	-475.17	52.5%
Electric	5,831.04	27,500.00	-21,668.96	21.2%
Gas	3,947.32	11,000.00	-7,052.68	35.9%
Grounds Maintenance				
Snow Removal	1,525.00	4,500.00	-2,975.00	33.9%
Sprinkler Maintenance	0.00	700.00	-700.00	0.0%
Other Grounds Maintenance	4,700.00	11,000.00	-6,300.00	42.7%
Total Grounds Maintenance	6,225.00	16,200.00	-9,975.00	38.4%
Insurance				
Workers' Comp.	0.00	12,000.00	-12,000.00	0.0%
Umbrella Package	0.00	22,000.00	-22,000.00	0.0%
Total Insurance	0.00	34,000.00	-34,000.00	0.0%
Water				
North Fork Water	299.80	1,000.00	-700.20	30.0%
SCWA	788.71	3,500.00	-2,711.29	22.5%
Total Water	1,088.51	4,500.00	-3,411.49	24.2%
Garbage Removal	758.16	3,000.00	-2,241.84	25.3%
Total Operations and Maintenance	23,337.09	118,175.00	-94,837.91	19.7%
Miscellaneous Expense				
Longevity Benefit	1,380.35	1,500.00	-119.65	92.0%
Legal Fees	216.00	2,500.00	-2,284.00	8.6%
Contingency	0.00	3,000.00	-3,000.00	0.0%
Maintenance Office Equipment				
Verizon Mobile Hotspots	626.04	2,400.00	-1,773.96	26.1%
Optimum Internet Service	735.32	3,200.00	-2,464.68	23.0%
Copy Machine	847.36	8,500.00	-7,652.64	10.0%
Computer/Network Maintenance	3,000.00	12,000.00	-9,000.00	25.0%
BookScan Maintenance	690.00	700.00	-10.00	98.6%



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

	Jan - Mar 24	Budget	\$ Over Budget	% of Budget
Computer Software Licenses	5,965.64	9,000.00	-3,034.36	66.3%
Total Maintenance Office Equip...	11,864.36	35,800.00	-23,935.64	33.1%
Membership				
Professional Memberships	446.00	2,200.00	-1,754.00	20.3%
Museum Passes	1,085.00	5,000.00	-3,915.00	21.7%
Mattituck Chamber of Commer...	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	1,656.00	8,350.00	-6,694.00	19.8%
Postage				
Postage & Stamps	136.00	770.00	-634.00	17.7%
Mailing Permit	320.00	250.00	70.00	128.0%
Newsletter mailing	798.26	1,500.00	-701.74	53.2%
Post Office Box Fee	0.00	160.00	-160.00	0.0%
Total Postage	1,254.26	2,680.00	-1,425.74	46.8%
Printing & Advertising				
Other printing & advertising	692.00	1,000.00	-308.00	69.2%
Newsletter printing	7,016.00	12,000.00	-4,984.00	58.5%
Total Printing & Advertising	7,708.00	13,000.00	-5,292.00	59.3%
Professional Fees				
Payroll Processing	1,599.85	10,500.00	-8,900.15	15.2%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	2,798.69	10,800.00	-8,001.31	25.9%
Annual audit	650.00	12,500.00	-11,850.00	5.2%
SCLS/Overdue Notices	70.96	500.00	-429.04	14.2%
SCLS/Annual Membership	0.00	12,000.00	-12,000.00	0.0%
Total Professional Fees	5,119.50	56,800.00	-51,680.50	9.0%
Programs - Adult				
Motion Picture/Music Licensing	87.49	500.00	-412.51	17.5%
Adult Reading Club & Book Di...	1,202.64	3,500.00	-2,297.36	34.4%
Adult Programs	5,294.82	16,000.00	-10,705.18	33.1%
Total Programs - Adult	6,584.95	20,000.00	-13,415.05	32.9%
Programs - Juvenile	3,908.28	10,500.00	-6,591.72	37.2%
Programs - Summer	330.93	8,000.00	-7,669.07	4.1%
Programs - Teen	991.88	8,000.00	-7,008.12	12.4%
Supplies - Library	1,274.72	10,500.00	-9,225.28	12.1%
Supplies - Office	662.45	4,000.00	-3,337.55	16.6%
Supplies - Paper	262.72	2,500.00	-2,237.28	10.5%
Telephone	464.36	2,200.00	-1,735.64	21.1%
Travel	760.49	2,200.00	-1,439.51	34.6%
Workshops	97.68	2,200.00	-2,102.32	4.4%
Staff Development	0.00	1,000.00	-1,000.00	0.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	44,536.93	197,230.00	-152,693.07	22.6%
Debt Service Total				
Mortgage Principal	81,980.32			
Mortgage Interest	8,149.90			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	90,130.22	100,000.00	-9,869.78	90.1%
Total Expense	480,746.34	1,678,455.00	-1,197,708.66	28.6%

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04/02/24  
Cash Basis

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

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	<u>Jan - Mar 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	351,665.88	0.00	351,665.88	100.0%
Net Income	<u>351,665.88</u>	<u>0.00</u>	<u>351,665.88</u>	<u>100.0%</u>

04/02/24

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

Type	Date	Name	Memo	Paid Amount
<b>General Fund</b>				
<b>Building Fund</b>				
<b>Checking</b>				
Deposit	03/12/2024		Bank service cha...	64.68
Total Checking				64.68
<b>Savings</b>				
Deposit	03/29/2024		Interest	1.44
Total Savings				1.44
Total Building Fund				66.12
Total General Fund				66.12
<b>Cultural Activities Fund</b>				
<b>Coffee Machine</b>				
Deposit	03/04/2024		Coffee	9.00
Deposit	03/11/2024		Coffee	11.00
Deposit	03/18/2024		Coffee	12.00
Deposit	03/25/2024		Coffee	3.00
Total Coffee Machine				35.00
<b>Teen Programs</b>				
Deposit	03/07/2024		SAT Prep	232.44
Deposit	03/13/2024		SAT	232.44
Deposit	03/21/2024		SAT Prep	232.44
Deposit	03/28/2024		SAT	116.22
Total Teen Programs				813.54
<b>Adult Programs Wash Account</b>				
Bill	03/01/2024	Brian D. Collins	Mardi Gras 2.27....	-434.00
Bill	03/01/2024	Rosemary Martilotta	Yoga Series Jan-...	-500.00
Deposit	03/04/2024		Aerobics	20.00
Deposit	03/04/2024		Cooking	50.00
Deposit	03/04/2024		Arts/Crafts	5.00
Deposit	03/04/2024		LI Aquarium Tick...	81.00
Deposit	03/04/2024		Defensive Driving	35.00
Deposit	03/07/2024		Yoga walk in	38.24
Deposit	03/07/2024		Yoga series	232.14
Deposit	03/07/2024		Defensive Driving	169.02
Deposit	03/07/2024		Cheese	28.23
Deposit	03/07/2024		Bracelet	4.55
Deposit	03/07/2024		Tortilla	9.41
Deposit	03/11/2024		Yoga	500.00
Deposit	03/11/2024		Cooking	60.00
Deposit	03/11/2024		LI Aquarium Tick...	314.00
Deposit	03/11/2024		Defensive Driving	70.00
Bill	03/12/2024	Patricia Arslanian	Writing with Pat /...	-500.00
Deposit	03/13/2024		Defensive Driving	33.68
Deposit	03/13/2024		Yoga walk in	19.12
Deposit	03/13/2024		Bracelet	4.55
Deposit	03/13/2024		Cheese	28.23
Deposit	03/18/2024	Southold Free Library	Mardi Gras / Sha...	182.00

04/02/24

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

Type	Date	Name	Memo	Paid Amount
Deposit	03/18/2024		Yoga	180.00
Deposit	03/18/2024		Cooking	50.00
Deposit	03/18/2024		LI Aquarium Tick...	81.00
Deposit	03/18/2024		Defensive Driving	140.00
Bill	03/18/2024	Suffolk Safety Program	Defensive Drivin...	-560.00
Bill	03/20/2024	Laurie Short	Chair Strength 2...	-495.00
Deposit	03/21/2024		Cheese Board	18.82
Deposit	03/21/2024		Bracelet Making	4.55
Deposit	03/25/2024		Yoga	20.00
Deposit	03/28/2024		Bracelet / 2 refun...	-5.45
Deposit	03/28/2024		Tortilla	9.41
Total Adult Programs Wash Account				-106.50
Total Cultural Activities Fund				742.04
<b>Gift and Trust Fund - MM</b>				
<b>Undesignated &amp; Interest</b>				
Deposit	03/29/2024		Interest	25.27
Total Undesignated & Interest				25.27
Total Gift and Trust Fund - MM				25.27
<b>TOTAL</b>				<b>833.43</b>

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

Type	Date	Num	Name	Memo	Amount
<b>Operating Checking</b>					
Total Operating Checking					
<b>BNB Operating Checking</b>					
Bill Pmt -Check	03/01/2024	12342	Kanopy, Inc.	Invoice 389542-PPU	-150.00
Bill Pmt -Check	03/01/2024	12343	Pine Barrens Printing	Invoice 34225	-3,508.00
Bill Pmt -Check	03/04/2024	12344	Nicole Summers Sp...	Baby Boogie, Toddler T...	-350.00
Bill Pmt -Check	03/04/2024	12345	Rob Scott	Irish Soda Bread 3.1.24	-443.00
Bill Pmt -Check	03/05/2024	12346	Midwest Tape	11952	-175.53
Bill Pmt -Check	03/05/2024	12347	NYS Employees He...	03909	-7,829.60
Bill Pmt -Check	03/05/2024	12348	Coastline Cesspool ...	50% Deposit to Rebuild ...	-750.00
Bill Pmt -Check	03/05/2024	12349	ELM USA, Inc.	Invoice 65495	-25.00
Bill Pmt -Check	03/05/2024	12350	Midwest Tape	11952	-25.88
Bill Pmt -Check	03/05/2024	12351	Quill Corporation	03047280	-42.78
Bill Pmt -Check	03/05/2024	12352	SCLS	MATT	-25.60
Bill Pmt -Check	03/05/2024	12353	The New York Times	Acct 802189563	-182.00
Bill Pmt -Check	03/05/2024	12354	B&T Adult Account	L 90004-3	-1,362.12
Bill Pmt -Check	03/05/2024	12355	B&T Juvenile Acco...	L 935700	-473.42
Bill Pmt -Check	03/05/2024	12356	B&T Teen Account	L943258	-129.45
Bill Pmt -Check	03/05/2024	12357	Southold Free Library	Lena Horne 2.27.24 / Sh...	-150.00
Bill Pmt -Check	03/06/2024	12358	Holly Kix	Smartphone Photograph...	-275.00
Bill Pmt -Check	03/06/2024	12359	Mattituck Environm...	Cstmr 11-0001422-0, In...	-252.72
Bill Pmt -Check	03/06/2024	12360	P.M. Communicatio...	Invoice no. 42850	-117.89
Bill Pmt -Check	03/06/2024	12361	Postmaster	Mar/Apr Newsletter maili...	-406.26
Bill Pmt -Check	03/07/2024	12362	Children's Museum ...	1 Membership	-400.00
Bill Pmt -Check	03/07/2024	12363	Suffolk County Wat...	Acct 3000390878	-788.71
Bill Pmt -Check	03/07/2024	12365	Penworthy	Cstmr 00-5320020_001,...	-315.94
Bill Pmt -Check	03/07/2024	12364	Colleen Montgomery	Lost Book Found / Refu...	-7.99
Bill Pmt -Check	03/12/2024	12366	Living Art Aquariums	Invoice 1932	-200.00
Bill Pmt -Check	03/12/2024	12367	Midwest Tape	11952	-95.16
Bill Pmt -Check	03/12/2024	12368	Quill Corporation	03047280	-120.13
Bill Pmt -Check	03/12/2024	12369	SCLS	MATT	-87.49
Bill Pmt -Check	03/12/2024	12370	Volz & Vigliotta, PL...	Acct MLL-01M, Stmtnt 54...	-96.00
Bill Pmt -Check	03/12/2024	12371	Hauppauge Public ...	Replacement "Eat Right ...	-27.00
Bill Pmt -Check	03/15/2024	12372	Postmaster	Permit # 41, USPS Mark...	-320.00
Bill Pmt -Check	03/15/2024	12373	SCLS	MATT	-650.00
Bill Pmt -Check	03/15/2024	12374	St. George Living Hi...	Betty White Story 3/14/24	-200.00
Bill Pmt -Check	03/18/2024	12375	Beverly Wowak.	Simon & Schuster Celeb...	-17.68
Bill Pmt -Check	03/18/2024	12376	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	03/18/2024	12377	Judy Wilson	Talking Stick 3/19/24	-275.00
Bill Pmt -Check	03/18/2024	12378	Optimum	Acct. no. 07839-381822-...	-399.80
Bill Pmt -Check	03/18/2024	12379	Quill Corporation	03047280	-82.57
Bill Pmt -Check	03/18/2024	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	03/18/2024	12380	Business Card	5474 1518 7474 0647	-392.10
Bill Pmt -Check	03/20/2024	12381	Chocolicious Choco...	Chocolate Pizza 3/14/24	-296.00
Bill Pmt -Check	03/20/2024	12382	Westhampton Free ...	Women's History 3/20/24	-50.00
Bill Pmt -Check	03/20/2024	12383	Lisa Baglivi	Drawing series March 6,...	-350.00
Bill Pmt -Check	03/20/2024	12384	Renato Stafford	Start Your Garden 3/23/24	-300.00
Bill Pmt -Check	03/20/2024	12385	Westhampton Free ...	Sun Will Darken 3/21/24...	-50.00
Bill Pmt -Check	03/20/2024	12386	Elan Financial Servi...	4798 5101 7200 1022	-690.69
Bill Pmt -Check	03/25/2024	12387	Donna L. Nesteruk	Mindfulness 3/26/24 Ses...	-225.00
Bill Pmt -Check	03/25/2024	12388	Long Island Scienc...	Straw Rockets 3/26/24	-285.00
Bill Pmt -Check	03/25/2024	12389	Twin Fork Landscap...	Invoice 26648	-4,700.00
Bill Pmt -Check	03/25/2024	12390	National Grid	Acct. 43544-64005	-1,177.89
Bill Pmt -Check	03/25/2024	12391	Verizon	Acct. 242398426-00001,...	-197.40
Bill Pmt -Check	03/27/2024	12392	Aflac	Acct NQH35, Inv 389536	-189.00
Bill Pmt -Check	03/27/2024	12393	Daniel J. Faraone	Medicare Reimburseme...	-562.50
Bill Pmt -Check	03/27/2024	12394	Garrett H. Moore	Medicare Reimburseme...	-384.00
Bill Pmt -Check	03/27/2024	12395	Karen Letteriello.	Reimburse Snacks	-24.99
Bill Pmt -Check	03/27/2024	12396	Kay Zegel.	Medicare Reimburseme...	-562.50
Bill Pmt -Check	03/27/2024	12397	L2J Consulting, Inc.	Invoice # 032024	-1,000.00
Bill Pmt -Check	03/27/2024	12398	Library Ideas, LLC	Invoice #111746	-995.00
Bill Pmt -Check	03/27/2024	12399	Midwest Tape	11952	-51.77
Bill Pmt -Check	03/27/2024	12400	PSEGLI	Cstmr 0295-3001-61-3, ...	-1,405.54
Bill Pmt -Check	03/28/2024	12401	Rob Scott	Spring Cupcakes 4/1/24	-350.00
Bill Pmt -Check	03/28/2024	12402	Rob Scott	Lemon Cookies 4/1/24	-235.00
Total BNB Operating Checking					-42,751.84

04/02/24

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

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	Type	Date	Num	Name	Memo	Amount
TOTAL						<u>-42,751.84</u>