

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

MEETING DATE: Monday January 9, 2023

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of December 12, 2022 Regular Board Meeting**
- III. Period of Public Expression**
- IV. Approval of Treasurer's Report**
- V. Approval of Personnel Report**
- VI. Director's Report**
- VII. President's Remarks**
- VIII. Committee Reports**
- IX. Old Business**
 - A. Branding / Website Proposal
- X. New Business**
 - A. Approval of 2023 Budget
 - B. Approval of 2024 Board Meeting Dates
 - C. Approval of 2024 Holiday Closures
- XI. Adjournment**

Next Meeting – February 13, 2023

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

January 9, 2023

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

Absent: none

Jim called the meeting to order at 6:00PM.

I. Approval of the Agenda Motion to approve made by Peter; seconded by Colleen and approved.

II. Review and Approval of the Minutes of December 12, 2022 Regular Board Meeting Motion to approve made by Karenann; seconded by Colleen and approved.

III. Period of Public Expression none

IV. Approval of Treasurer's Report Karenann presented the warrants for the month of December, 2022. They are as follows:

OPERATING ACCOUNT	\$111,486.68
CULTURAL ACTIVITIES FUND	1,765.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

No donations more than \$1,000.00 received in December, 2022. Motion to approve made by Mary; seconded by Nick and approved.

V. Approval of Personnel Report Motion to approve made by Karenann; seconded by Peter and approved.

VI. Director's Report Shauna shared that Karen, from Youth & Parenting Services, worked with the administration at A Time to Grow Nursery School in Southold, to organize story times. This is a nice community outreach. The new time and attendance system through Heartland will begin the week of January 30, 2023. Shauna began employee evaluations; she will be working with department heads to provide this positive experience for all employees. Peter inquired about the open/close of day procedures. Shauna explained that this duty is fairly distributed among staff and that all closing employees leave together at the end of day for security. Shauna will update the board meeting dates for

2024 to reflect the proper year. Motion to approve the director's report made by Peter; seconded by Nick and approved.

VII. President's Remarks none

VIII. Committee Reports none

IX. Old Business

A. Branding / Website Proposal (item tabled in December) Our current website is approaching its end of life, a new CMS (content management system) platform is necessary. Shauna got additional estimates from Searles Media, rightnow Inbound Marketing, and an updated estimate from Library Market. Trustees were encouraged to look at other library websites. The Hampton Bays Public Library website was created by Searles Media and both the Cutchogue New Suffolk Free Library and the Southold Free Library websites were created by rightnow. The board has asked Shauna to schedule presentations to discuss set up, monthly support costs in addition to initial outlay costs, ADA compliance, and staff involvement.

X. New Business

A. Approval of 2023 Budget Approval sought again after budget was entered into QuickBooks. No edits were necessary. Motion to approve made by Peter; seconded by Mary and approved.

B. Approval of 2024 Board Meeting Dates Note: Due to holidays the October and November board dates are transferred to the third Monday of the month. Motion to approve made by Colleen; seconded by Karenann and approved.

C. Approval of 2024 Holiday Closures Motion to approve made by Nick; seconded by Colleen and approved.

XI. Adjournment The meeting adjourned at 6:37PM. Motion by Karenann; seconded by Peter and adjourned. The next regularly scheduled meeting will be held on Monday, February 13, 2023.

Respectfully submitted,

Katie O'Rourke



Mattituck-Laurel Library Warrants / Expenses

These are the expenses for the month and year of December 2022

Approved at Library Board Meeting on January 9, 2023

Operating Account Total	\$111,486.68
Payroll	\$66,967.85
Non Payroll	\$44,518.83
Cultural Activities Fund	\$1,765.00
Money Market Account	\$0
Building Fund Savings	\$0
Building Fund Checking	\$0

approved
(RV)

Donations in excess of \$1,000 None

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Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Dec 22</u>
General Fund	
Operating Fund	116,708.44
Building Fund	
Checking	264,407.33
Savings	57,300.76
	<hr/>
Total Building Fund	321,708.09
	<hr/>
Total General Fund	438,416.53
Cultural Activities Fund	
Coffee Machine	291.17
Teen Programs	21.12
Children's Programs	1,226.17
Staff Activity Fund	190.69
Adult Programs Wash Acco...	6,810.12
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
Cultural Activities Fund - Ot...	0.00
	<hr/>
Total Cultural Activities Fund	9,261.30
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,265.05
Undesignated & Interest	1,174.65
Capital Reserve Fund	393,136.95
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	453,213.74
	<hr/>
TOTAL	900,891.57

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Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
December 2022

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Library Materials				
Youth Materials				
Youth DVD's				
12/20/2022	Midwest Tape	503086967	27.29	27.29
12/20/2022	Midwest Tape	503106888	21.69	21.69
Total Youth DVD's				48.98
Youth Computer Software				
12/21/2022	Amazon	Pokemon Nintendo switch	59.88	59.88
Total Youth Computer Software				59.88
Youth Books				
12/06/2022	SCLS	National Geographic Kid...	485.00	485.00
12/21/2022	B&T Juvenile Account	November invoices	138.76	138.76
12/31/2022	B&T Juvenile Account	December invoices	681.94	681.94
Total Youth Books				1,305.70
Total Youth Materials				1,414.56
Adult Materials				
DVD/Music CD				
12/06/2022	ELM USA, Inc.	Invoice no. 54378	25.00	25.00
12/08/2022	Midwest Tape	502990877	6.99	6.99
12/08/2022	Midwest Tape	502990875	57.37	57.37
12/08/2022	Midwest Tape	503029950	46.87	46.87
12/08/2022	Midwest Tape	503029952	13.99	13.99
12/08/2022	Midwest Tape	502832753	21.69	21.69
12/14/2022	Midwest Tape	503057869	21.69	21.69
12/14/2022	Midwest Tape	503057867	34.98	34.98
12/20/2022	Midwest Tape	503086965	17.49	17.49
12/20/2022	Midwest Tape	503086964	20.99	20.99
12/20/2022	Midwest Tape	503106886	20.99	20.99
12/20/2022	Midwest Tape	503106887	38.47	38.47
12/31/2022	Midwest Tape	503161037	24.49	24.49
Total DVD/Music CD				351.01
Digital Material Subscriptions				
12/06/2022	Kanopy, Inc.	Invoice 325065-PPU	133.00	133.00
12/06/2022	Midwest Tape	Hoopla month ended 11...	139.66	139.66
12/31/2022	Kanopy, Inc.	Invoice #328922-PPU	121.00	121.00
12/31/2022	Midwest Tape	Hoopla month ending 12...	207.34	207.34
Total Digital Material Subscriptions				601.00
Adult Books				
12/21/2022	B&T Adult Account	November invoices	1,055.72	1,055.72
12/21/2022	Amazon	Book for Patron, 2 other ...	68.76	68.76
12/31/2022	B&T Adult Account	December invoices	1,622.76	1,622.76
Total Adult Books				2,747.24
Large Print Books				
12/21/2022	B&T Adult Account	November invoices	258.69	258.69
12/31/2022	B&T Adult Account	December invoices	500.63	500.63
Total Large Print Books				759.32
Newspapers				
12/06/2022	Daily News	pays through 12/27/22	97.63	97.63
12/09/2022	Cardmember Service	DJ Barrons	74.97	74.97

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Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
December 2022

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
12/14/2022	Newsday	Svc. from 12-27-22 to 2-...	263.92	263.92
Total Newspapers				436.52
Total Adult Materials				4,895.09
Teen Materials				
12/21/2022	B&T Teen Account	November invoices	44.76	44.76
12/31/2022	B&T Teen Account	December invoices	276.12	276.12
Total Teen Materials				320.88
Total Library Materials				6,630.53
Capital Expenditures				
12/16/2022	Aunt Flow	3 Tampon Dispensers a...	925.00	925.00
Total Capital Expenditures				925.00
Technology				
12/20/2022	P.M. Communications Corp.	Extended Maintenance ...	117.89	117.89
Total Technology				117.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
12/06/2022	Living Art Aquariums	Svc 10/7,10/18, bloodwo...	220.00	220.00
12/14/2022	Living Art Aquariums	Svc. 11-4-22,11-14-22,1...	300.00	300.00
Total Aquarium Maintenance				520.00
Exterminator				
12/14/2022	Hampton Pest Management, Inc.	Invoice no. 46505 / Rod...	125.00	125.00
12/14/2022	Hampton Pest Management, Inc.	Invoice no. 46489 / Ants...	95.00	95.00
Total Exterminator				220.00
Elevator Maint.				
12/06/2022	Champion Elevator	Elevator Maintenance / ...	1,108.98	1,108.98
Total Elevator Maint.				1,108.98
Piano Tuning				
12/20/2022	Douglas Gregg	Piano tuning 12-16-22	140.00	140.00
Total Piano Tuning				140.00
Other Building Maint.				
12/06/2022	C's Home & Office Managemen...	Cleaning 11/21/22,11/23...	585.00	585.00
Total Other Building Maint.				585.00
Total Building Maintenance				2,573.98
Custodial Supplies				
12/20/2022	Quill Corporation	Clorox wipes 3/75 ct	27.58	27.58
Total Custodial Supplies				27.58
Electric				
12/06/2022	PSEGLI	Service from Oct 20, 20...	1,587.26	1,587.26
12/28/2022	PSEGLI	Service from Nov 18, 20...	1,661.87	1,661.87
Total Electric				3,249.13
Gas				

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Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
December 2022

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
12/28/2022	National Grid	Nov 16, 2022 to Dec 16,...	1,292.90	1,292.90
Total Gas				1,292.90
Grounds Maintenance				
Sprinkler Maintenance				
12/06/2022	Lindsay Irrigation, Inc.	winterization of system	130.00	130.00
Total Sprinkler Maintenance				130.00
Other Grounds Maintenance				
12/16/2022	Twin Fork Landscape Contracti...	Cuts 11/3,11/8,11/18, F...	1,764.00	1,764.00
Total Other Grounds Maintenance				1,764.00
Total Grounds Maintenance				1,894.00
Water				
North Fork Water				
12/20/2022	ReadyFresh	7 bottles 5 gal water	117.92	117.92
Total North Fork Water				117.92
SCWA				
12/08/2022	SCWA	Aug 27, 2022- Nov 30, 2...	744.65	744.65
Total SCWA				744.65
Total Water				862.57
Garbage Removal				
12/06/2022	Mattituck Enviro Services	Cstmr 11-001422-0, Inv ...	451.32	451.32
12/20/2022	Mattituck Enviro Services	4 YD Trash 12-13-22	225.66	225.66
Total Garbage Removal				676.98
Total Operations and Maintenance				10,577.14
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
12/20/2022	Optimum	Service from 12/16/22 to...	241.96	241.96
Total Optimum Internet Service				241.96
Computer/Network Maintenance				
12/06/2022	Robert G. Johnson	December 2022 IT supp...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
12/09/2022	Cardmember Service	DRI crashplan, Dropbox,...	432.43	432.43
12/29/2022	Cardmember Service	DRI*Crashplan	32.55	32.55
Total Computer Software Licenses				464.98
Total Maintenance Office Equipment				1,706.94
Membership				
Professional Memberships				
12/06/2022	Suffolk PLDA	2023 Annual Membership	60.00	60.00
12/09/2022	Cardmember Service	Memberships, LI Library...	990.00	990.00
12/29/2022	Cardmember Service	ALA Membership	155.00	155.00
Total Professional Memberships				1,205.00

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
December 2022

Date	Name	Memo	Original Amount	Paid Amount
Total Membership				1,205.00
Postage				
Newsletter mailing				
12/28/2022	Postmaster	January/February NewsL...	338.00	338.00
Total Newsletter mailing				338.00
Total Postage				338.00
Printing & Advertising				
Other printing & advertising				
12/09/2022	Cardmember Service	Classified Ad	137.00	137.00
Total Other printing & advertising				137.00
Total Printing & Advertising				137.00
Professional Fees				
Annual audit				
12/20/2022	Covati & Janhsen CPS's PC	Preparation of audited fi...	10,000.00	10,000.00
Total Annual audit				10,000.00
SCLS/Overdue Notices				
12/08/2022	SCLS	Overdues - Processed a...	32.40	32.40
Total SCLS/Overdue Notices				32.40
Professional Fees - Other				
12/06/2022		Invoice	128.78	128.78
12/13/2022		Invoice	375.63	375.63
12/20/2022		Invoice	131.63	131.63
12/27/2022		Invoice	134.48	134.48
Total Professional Fees - Other				770.52
Total Professional Fees				10,802.92
Programs - Adult				
Adult Reading Club & Book Discu				
12/21/2022	B&T Adult Account	November invoices	218.30	218.30
Total Adult Reading Club & Book Discu				218.30
Adult Programs				
12/06/2022	Southold Library	Mid-Century Christman ...	100.00	100.00
12/06/2022	Rob Scott	Sweet Potato Hummus ...	445.00	445.00
12/09/2022	Cardmember Service	Pillar candles	114.72	114.72
12/09/2022	Cardmember Service	Water for program, Zoom	65.75	65.75
12/14/2022	Sara Colichio.	Reimburse Cinnamon St...	39.98	39.98
12/15/2022	Alexander A. Wu	Fairytale & Fantasy 12-1...	930.00	930.00
12/21/2022	Amazon	Candles, Coloring Books	179.43	179.43
12/29/2022	Cardmember Service	Zoom, Paint by Numbers	85.15	85.15
Total Adult Programs				1,960.03
Total Programs - Adult				2,178.33
Programs - Juvenile				
12/06/2022	Rob Scott	Winter Cookies 12-7-22	220.00	220.00
12/07/2022	Nicole Summers Sparling	Baby Boogie, Toddler T...	350.00	350.00
12/09/2022	Cardmember Service	Makerbot	116.79	116.79
12/14/2022	Joanne Hruz.	Reimburse items for Juv...	67.53	67.53
12/15/2022	Jumpbunch	Jumpbunch Toddlers 12...	185.00	185.00

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Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
December 2022

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
12/23/2022	Kidnastics	Kidnastics 12-29-22	275.00	275.00
Total Programs - Juvenile				1,214.32
Programs - Teen				
12/14/2022	Marissa Timm	Reimburse Mugs for Te...	29.84	29.84
12/21/2022	Amazon	Candy canes	20.98	20.98
12/29/2022	Cardmember Service	Gingerbread Houses	130.24	130.24
Total Programs - Teen				181.06
Supplies - Library				
12/08/2022	Quill Corporation	Kleenex 1 carton	56.04	56.04
12/08/2022	Quill Corporation	Coffeemate, Band-aids	31.98	31.98
12/08/2022	The Library Store	Classification Labels - L...	109.36	109.36
12/09/2022	Cardmember Service	Cricut	9.99	9.99
12/14/2022	Quill Corporation	Book tape 4x15 yds., ta...	215.74	215.74
12/20/2022	Quill Corporation	Cup hot perfect touch 1...	41.86	41.86
12/21/2022	Amazon	Headphones for Public ...	124.20	124.20
12/28/2022	Quill Corporation	Xstamp refill10-Bk	8.29	8.29
12/29/2022	Cardmember Service	Cricut, Disposable Cutlery	122.98	122.98
Total Supplies - Library				720.44
Supplies - Office				
12/08/2022	W.B. Mason Co., Inc.	Planner	20.59	20.59
12/31/2022	Orlowski Hardware Company, I...	Gloves and Key made	6.71	6.71
Total Supplies - Office				27.30
Telephone				
12/20/2022	Optimum	Service from 12/16/22 to...	157.26	157.26
Total Telephone				157.26
Travel				
12/06/2022	Shauna Scholl.	Mileage and Ferry reimb...	41.50	41.50
12/20/2022	Shauna Scholl.	Mileage Reimbursement...	62.50	62.50
Total Travel				104.00
Workshops				
12/09/2022	Cardmember Service	Luncheon Staff Develop...	15.00	15.00
Total Workshops				15.00
Staff Meetings				
12/14/2022	Quill Corporation	Paper plates, napkins	50.96	50.96
Total Staff Meetings				50.96
Total Miscellaneous Expense				18,838.53
Debt Service Total				
12/19/2022	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74
Total Debt Service Total				7,429.74
TOTAL				44,518.83

Mattituck-Laurel Library
Monthly Budget Report With Current Month
December 2022

	<u>Dec 22</u>
Ordinary Income/Expense	
Income	
Mattituck-Cutchoque School Dist	26,335.25
Interest	1.35
Direct Public Support	551.57
Fines	11.70
Library Materials Paid For	115.47
Copy Machine	259.06
Total Income	<u>27,274.40</u>
Gross Profit	27,274.40
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	31,017.67
Clerical	25,764.55
Custodian	2,055.00
Total Salaries	<u>58,837.22</u>
Benefits	
Fica	4,313.03
Disability Insurance	-348.38
Medical Insurance	5,339.04
Retirement	2,435.01
Unemployment Insurance	237.23
Total Benefits	<u>11,975.93</u>
Total Payroll Expenses	70,813.15
Library Materials	
Youth Materials	
Youth DVD's	48.98
Youth Computer Software	59.88
Youth Books	1,305.70
Total Youth Materials	<u>1,414.56</u>
Adult Materials	
DVD/Music CD	351.01
Digital Material Subscriptions	601.00
Adult Books	2,747.24
Large Print Books	759.32
Newspapers	436.52
Total Adult Materials	<u>4,895.09</u>
Teen Materials	<u>320.88</u>
Total Library Materials	6,630.53
Capital Expenditures	925.00
Technology	117.89
Operations and Maintenance	

Mattituck-Laurel Library
Monthly Budget Report With Current Month
December 2022

	Dec 22
Building Maintenance	
Aquarium Maintenance	520.00
Exterminator	220.00
Elevator Maint.	1,108.98
Piano Tuning	140.00
Other Building Maint.	585.00
Total Building Maintenance	2,573.98
Custodial Supplies	27.58
Electric	3,249.13
Gas	1,292.90
Grounds Maintenance	
Sprinkler Maintenance	130.00
Other Grounds Maintenance	1,764.00
Total Grounds Maintenance	1,894.00
Water	
North Fork Water	117.92
SCWA	744.65
Total Water	862.57
Garbage Removal	676.98
Total Operations and Maintenance	10,577.14
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	236.88
Optimum Internet Service	241.96
Computer/Network Maintenance	1,000.00
Computer Software Licenses	464.98
Total Maintenance Office Equipm...	1,943.82
Membership	
Professional Memberships	1,205.00
Total Membership	1,205.00
Postage	
Newsletter mailing	338.00
Total Postage	338.00
Printing & Advertising	
Other printing & advertising	137.00
Total Printing & Advertising	137.00
Professional Fees	
Annual audit	10,000.00
SCLS/Overdue Notices	32.40
Professional Fees - Other	770.52

Mattituck-Laurel Library
Monthly Budget Report With Current Month
December 2022

	Dec 22
Total Professional Fees	10,802.92
Programs - Adult	
Adult Reading Club & Book Dis...	218.30
Adult Programs	1,960.03
Total Programs - Adult	2,178.33
Programs - Juvenile	1,214.32
Programs - Teen	181.06
Supplies - Library	720.44
Supplies - Office	27.30
Telephone	157.26
Travel	104.00
Workshops	15.00
Staff Meetings	50.96
Total Miscellaneous Expense	19,075.41
Debt Service Total	7,429.74
Total Expense	115,568.86
Net Ordinary Income	-88,294.46
Net Income	-88,294.46

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Mattituck-Cutchoogue School Dist	1,548,335.53	1,536,050.00	12,285.53	100.8%
NY State Incentive	1,788.00	1,750.00	38.00	102.2%
Interest	43.20	100.00	-56.80	43.2%
Direct Public Support				
Programs & Tickets Paid For	515.07			
Direct Public Support - Other	9,291.33	3,000.00	6,291.33	309.7%
Total Direct Public Support	9,806.40	3,000.00	6,806.40	326.9%
Fines	2,081.55			
Library Materials Paid For	720.67			
Copy Machine	4,074.81	3,000.00	1,074.81	135.8%
Designated Gifts	10,000.00			
E-Rate Discount	5,385.00	5,400.00	-15.00	99.7%
Refunds	2,868.05			
Fund Balance Brought Forward	0.00			
Total Income	1,585,103.21	1,549,300.00	35,803.21	102.3%
Gross Profit	1,585,103.21	1,549,300.00	35,803.21	102.3%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	398,771.65	367,849.00	30,922.65	108.4%
Clerical	343,831.90	410,694.00	-66,862.10	83.7%
Custodian	46,738.04	40,768.00	5,970.04	114.6%
Total Salaries	789,341.59	819,311.00	-29,969.41	96.3%
Benefits				
Fica	58,721.69	61,045.00	-2,323.31	96.2%
Disability Insurance	32.23	1,000.00	-967.77	3.2%
Medical Insurance	35,418.86	80,290.00	-44,871.14	44.1%
Retirement	40,830.55	42,724.00	-1,893.45	95.6%
Unemployment Insurance	10,767.87			
Total Benefits	145,771.20	185,059.00	-39,287.80	78.8%
Total Payroll Expenses	935,112.79	1,004,370.00	-69,257.21	93.1%
Library Materials				
Youth Materials				
Youth Arts & Crafts	383.03	2,000.00	-1,616.97	19.2%
Youth DVD's	426.87	1,000.00	-573.13	42.7%
Youth Computer Software	936.43	1,500.00	-563.57	62.4%
Youth Compact Discs	0.00	400.00	-400.00	0.0%
Youth Audio Books	0.00	500.00	-500.00	0.0%
Youth Books	9,408.73	13,000.00	-3,591.27	72.4%
Total Youth Materials	11,155.06	18,400.00	-7,244.94	60.6%
Adult Materials				
DVD/Music CD	3,555.31	4,000.00	-444.69	88.9%
Live-brary Downloadable e-bo...	45,603.00	48,000.00	-2,397.00	95.0%
Digital Material Subscriptions	9,451.94	12,000.00	-2,548.06	78.8%
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	20,296.05	20,000.00	296.05	101.5%
Reference Books and Data Ba...	4,485.12	3,000.00	1,485.12	149.5%
Adult Ref Books				
Local History	370.17	1,000.00	-629.83	37.0%
Continuations	1,176.45	2,500.00	-1,323.55	47.1%

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Total Adult Ref Books	1,546.62	3,500.00	-1,953.38	44.2%
Virtual Reference Collection	5,050.00	4,900.00	150.00	103.1%
Adult Audio Books	771.67	2,000.00	-1,228.33	38.6%
Large Print Books	4,741.63	5,000.00	-258.37	94.8%
Newspapers	6,275.88	6,500.00	-224.12	96.6%
Periodicals	4,871.32	4,500.00	371.32	108.3%
Total Adult Materials	106,648.54	114,450.00	-7,801.46	93.2%
Teen Materials	2,138.05	3,500.00	-1,361.95	61.1%
Total Library Materials	119,941.65	136,350.00	-16,408.35	88.0%
Capital Expenditures	21,059.36	18,000.00	3,059.36	117.0%
Technology	8,269.60	8,000.00	269.60	103.4%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	3,000.00	3,500.00	-500.00	85.7%
HVAC Maintenance	10,971.81	1,500.00	9,471.81	731.5%
Exterminator	952.72	1,000.00	-47.28	95.3%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	10.00	200.00	-190.00	5.0%
Elevator Maint.	4,254.96	4,000.00	254.96	106.4%
Security Monitoring	491.40	650.00	-158.60	75.6%
Water Backflow Test	260.00	275.00	-15.00	94.5%
Fire Sprinkler Test	1,100.00	1,100.00	0.00	100.0%
Piano Tuning	140.00	400.00	-260.00	35.0%
Other Building Maint.	7,975.29	7,000.00	975.29	113.9%
Total Building Maintenance	29,156.18	19,825.00	9,331.18	147.1%
Custodial Supplies	1,303.16	800.00	503.16	162.9%
Electric	25,400.31	24,000.00	1,400.31	105.8%
Gas	7,760.14	10,000.00	-2,239.86	77.6%
Grounds Maintenance				
Snow Removal	3,450.00	4,000.00	-550.00	86.3%
Sprinkler Maintenance	665.00	500.00	165.00	133.0%
Other Grounds Maintenance	9,132.78	10,500.00	-1,367.22	87.0%
Total Grounds Maintenance	13,247.78	15,000.00	-1,752.22	88.3%
Insurance				
Workers' Comp.	9,043.00	11,000.00	-1,957.00	82.2%
Umbrella Package	20,936.56	21,000.00	-63.44	99.7%
Total Insurance	29,979.56	32,000.00	-2,020.44	93.7%
Water				
North Fork Water	986.24	350.00	636.24	281.8%
SCWA	1,972.73	3,000.00	-1,027.27	65.8%
Total Water	2,958.97	3,350.00	-391.03	88.3%
Garbage Removal	2,868.27	2,500.00	368.27	114.7%
Total Operations and Maintenance	112,674.37	107,475.00	5,199.37	104.8%
Miscellaneous Expense				
Legal Fees	3,062.75	2,500.00	562.75	122.5%
Contingency	3,246.91	3,000.00	246.91	108.2%
Maintenance Office Equipment				
Verizon Mobile Hotspots	1,421.28	1,500.00	-78.72	94.8%
Optimum Internet Service	2,789.09	3,000.00	-210.91	93.0%

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Copy Machine	5,006.74	8,000.00	-2,993.26	62.6%
Computer/Network Maintenance	12,000.00	12,000.00	0.00	100.0%
BookScan Maintenance	685.00	650.00	35.00	105.4%
Computer Software Licenses	12,206.21	8,000.00	4,206.21	152.6%
Total Maintenance Office Equip...	34,108.32	33,150.00	958.32	102.9%
Membership				
Professional Memberships	2,279.00	2,000.00	279.00	114.0%
Museum Passes	3,859.99	5,000.00	-1,140.01	77.2%
Mattituck Chamber of Commer...	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	595.00	800.00	-205.00	74.4%
Total Membership	6,858.99	8,150.00	-1,291.01	84.2%
Postage				
Postage & Stamps	763.95	600.00	163.95	127.3%
Mailing Permit	0.00	250.00	-250.00	0.0%
Newsletter mailing	1,563.00	1,200.00	363.00	130.3%
Post Office Box Fee	160.00	155.00	5.00	103.2%
Total Postage	2,486.95	2,205.00	281.95	112.8%
Printing & Advertising				
Other printing & advertising	1,501.92	1,400.00	101.92	107.3%
Newsletter printing	10,248.56	11,000.00	-751.44	93.2%
Total Printing & Advertising	11,750.48	12,400.00	-649.52	94.8%
Professional Fees				
SCLS Telecommunications	9,900.00	10,500.00	-600.00	94.3%
PALS Membership	10,127.44	10,500.00	-372.56	96.5%
Annual audit	11,640.00	12,000.00	-360.00	97.0%
SCLS/Overdue Notices	645.60	500.00	145.60	129.1%
SCLS/Annual Membership	11,057.00	11,200.00	-143.00	98.7%
Professional Fees - Other	7,332.37			
Total Professional Fees	50,702.41	44,700.00	6,002.41	113.4%
Programs - Adult				
Motion Picture/Music Licensing	69.75	500.00	-430.25	14.0%
Adult Reading Club & Book Di...	4,417.64	3,000.00	1,417.64	147.3%
Adult Programs	16,041.38	15,000.00	1,041.38	106.9%
Programs - Adult - Other	75.00			
Total Programs - Adult	20,603.77	18,500.00	2,103.77	111.4%
Programs - Juvenile	14,804.73	11,000.00	3,804.73	134.6%
Programs - Summer	9,912.15	8,000.00	1,912.15	123.9%
Programs - Teen	7,008.29	6,500.00	508.29	107.8%
Supplies - Library	6,319.35	10,000.00	-3,680.65	63.2%
Supplies - Office	3,994.13	3,500.00	494.13	114.1%
Supplies - Paper	817.48	2,000.00	-1,182.52	40.9%
Telephone	1,998.40	2,200.00	-201.60	90.8%
Travel	1,561.95	2,000.00	-438.05	78.1%
Workshops	2,242.00	2,000.00	242.00	112.1%
Staff Meetings	81.06	1,000.00	-918.94	8.1%
Tuition Reimbursement	620.00	2,300.00	-1,680.00	27.0%
Total Miscellaneous Expense	182,180.12	175,105.00	7,075.12	104.0%
Debt Service Total	89,156.88	100,000.00	-10,843.12	89.2%
Total Expense	1,468,394.77	1,549,300.00	-80,905.23	94.8%

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01/05/23
Cash Basis

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through December 2022

	<u>Jan - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	<u>116,708.44</u>	<u>0.00</u>	<u>116,708.44</u>	<u>100.0%</u>
Net Income	<u>116,708.44</u>	<u>0.00</u>	<u>116,708.44</u>	<u>100.0%</u>

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Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
December 2022

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Savings				
Deposit	12/31/2022		Deposit	0.47
Total Savings				0.47
Total Building Fund				0.47
Total General Fund				0.47
Cultural Activities Fund				
Coffee Machine				
Deposit	12/12/2022		Coffee	2.00
Deposit	12/12/2022		Coffee	6.00
Deposit	12/12/2022		Coffee	1.00
Deposit	12/19/2022		Coffee	3.00
Deposit	12/27/2022		Coffee	1.00
Total Coffee Machine				13.00
Staff Activity Fund				
Bill	12/20/2022	Ammirati's of Love Lane	12-19-22 Lunch f...	-415.00
Total Staff Activity Fund				-415.00
Adult Programs Wash Account				
Deposit	12/02/2022		Yoga	43.39
Deposit	12/02/2022		Cooking	28.23
Deposit	12/02/2022		Defensive Driving	168.40
Bill	12/06/2022	Suffolk Safety Program	Defensive Drivin...	-875.00
Deposit	12/12/2022		Defensive Driving	105.00
Deposit	12/12/2022		Cooking	20.00
Deposit	12/12/2022		Defensive Driving	245.00
Deposit	12/12/2022		Yoga	105.00
Deposit	12/12/2022		LI Aquarium Tick...	150.00
Deposit	12/15/2022		Aerobics	336.80
Deposit	12/15/2022		Yoga	87.09
Deposit	12/19/2022		Aerobics	315.00
Deposit	12/19/2022		Cooking	10.00
Bill	12/23/2022	Mattituck-Laurel Library	Defensive Drivin...	-35.00
Deposit	12/23/2022		Aerobics	67.36
Deposit	12/23/2022		Cooking	18.82
Deposit	12/27/2022		Aerobics	35.00
Deposit	12/27/2022		Cooking	10.00
Deposit	12/27/2022		Yoga	15.00
Deposit	12/27/2022		LI Aquarium Tic...	130.00
Deposit	12/29/2022		Yoga	174.18
Deposit	12/29/2022		Cooking	18.82
Deposit	12/29/2022		Beach Glass Car...	50.05
Bill	12/31/2022	Laurie Short	Session ended 1...	-440.00
General Journal	12/31/2022		To correct entry ...	-84.18
Total Adult Programs Wash Account				698.96
Total Cultural Activities Fund				296.96

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Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
December 2022

Type	Date	Name	Memo	Paid Amount
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	12/31/2022		Interest	18.62
Total Undesignated & Interest				18.62
Total Gift and Trust Fund - MM				18.62
TOTAL				316.05

Mattituck-Laurel Library
Monthly Bill Payments
 As of December 31, 2022

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	12/05/2022	11373	Aflac	Acct NQH35, Inv. 089611	-99.24
Bill Pmt -Check	12/06/2022	11374	C's Home & Office ...	Invoice no. 40448	-585.00
Bill Pmt -Check	12/06/2022	11375	Champion Elevator	MATTITUCK-LAUREL LIB	-1,108.98
Bill Pmt -Check	12/06/2022	11376	Daily News	Acct 4090496	-97.63
Bill Pmt -Check	12/06/2022	11377	ELM USA, Inc.	Invoice no. 54378	-25.00
Bill Pmt -Check	12/06/2022	11378	Kanopy, Inc.	Invoice 325065-PPU	-133.00
Bill Pmt -Check	12/06/2022	11379	Lindsay Irrigation, Inc.	Invoice 17777	-130.00
Bill Pmt -Check	12/06/2022	11380	Living Art Aquariums	Invoice no. 1612	-220.00
Bill Pmt -Check	12/06/2022	11381	Mattituck Enviro Se...	Cstmr 11-001422-0, Inv ...	-451.32
Bill Pmt -Check	12/06/2022	11382	Midwest Tape	11952	-139.66
Bill Pmt -Check	12/06/2022	11383	NYS Employees He...	03909	-7,099.41
Bill Pmt -Check	12/06/2022	11384	PSEGLI	Cstmr 0295-3001-61-3	-1,587.26
Bill Pmt -Check	12/06/2022	11385	Rob Scott	Winter Cookies 12-7-22	-220.00
Bill Pmt -Check	12/06/2022	11386	Robert G. Johnson	MATT12012022	-1,000.00
Bill Pmt -Check	12/06/2022	11387	SCLS	MATT	-485.00
Bill Pmt -Check	12/06/2022	11388	Shauna Scholl.	Shelter Island Director's ...	-41.50
Bill Pmt -Check	12/06/2022	11389	Southold Library	Mid-Century Christman ...	-100.00
Bill Pmt -Check	12/06/2022	11390	Suffolk PLDA	2023 Annual Membership	-60.00
Bill Pmt -Check	12/06/2022	11391	Verizon	acct 242398426-00001, i...	-118.44
Bill Pmt -Check	12/06/2022	11392	Rob Scott	Sweet Potato Hummus ...	-445.00
Bill Pmt -Check	12/07/2022	11393	Nicole Summers Sp...	Baby Boogie, Toddler T...	-350.00
Bill Pmt -Check	12/08/2022	11394	Midwest Tape	11952	-146.91
Bill Pmt -Check	12/08/2022	11395	Quill Corporation	03047280	-88.02
Bill Pmt -Check	12/08/2022	11396	SCLS	MATT	-32.40
Bill Pmt -Check	12/08/2022	11397	The Library Store	Cstmr 20058, Inv. 604372	-109.36
Bill Pmt -Check	12/08/2022	11398	W.B. Mason Co., Inc.	Cstmr C2001734, Inv.23...	-20.59
Bill Pmt -Check	12/08/2022	11399	SCWA	1135620087001	-744.65
Bill Pmt -Check	12/09/2022	11400	Cardmember Service	4798 5101 7200 1022	-1,956.65
Bill Pmt -Check	12/14/2022	11401	Hampton Pest Man...	Acct. 2450	-220.00
Bill Pmt -Check	12/14/2022	11402	Joanne Hruz.	Reimburse items for Juv...	-67.53
Bill Pmt -Check	12/14/2022	11403	Living Art Aquariums	Invoice no. 1638	-300.00
Bill Pmt -Check	12/14/2022	11404	Marissa Timm	Reimburse Mugs for Tee...	-29.84
Bill Pmt -Check	12/14/2022	11405	Midwest Tape	11952	-56.67
Bill Pmt -Check	12/14/2022	11406	Newsday	Acct. 40410623	-263.92
Bill Pmt -Check	12/14/2022	11407	Quill Corporation	03047280	-266.70
Bill Pmt -Check	12/14/2022	11408	Sara Colichio.	Reimburse Cinnamon St...	-39.98
Bill Pmt -Check	12/15/2022	11409	Jumpbunch	Jumpbunch Toddlers 12...	-185.00
Bill Pmt -Check	12/15/2022	11410	Alexander A. Wu	Fairytales & Fantasy 12-1...	-930.00
Bill Pmt -Check	12/16/2022	11411	Aunt Flow	Invoice #INV936	-925.00
Bill Pmt -Check	12/16/2022	11412	Twin Fork Landscap...	Invoice no. 25214	-1,764.00
Bill Pmt -Check	12/19/2022		Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	12/20/2022	11413	Covati & Janhsen C...	Preparation of audited fi...	-10,000.00
Bill Pmt -Check	12/20/2022	11414	Douglas Gregg	Piano tuning 12-16-22	-140.00
Bill Pmt -Check	12/20/2022	11415	Mattituck Enviro Se...	Invoice no. 005532187	-225.66
Bill Pmt -Check	12/20/2022	11416	Midwest Tape	11952	-146.92
Bill Pmt -Check	12/20/2022	11417	Optimum	07839-381822-01-2	-399.22
Bill Pmt -Check	12/20/2022	11418	P.M. Communicatio...	Extended Maintenance ...	-117.89
Bill Pmt -Check	12/20/2022	11419	Quill Corporation	03047280	-69.44
Bill Pmt -Check	12/20/2022	11420	ReadyFresh	Acct 0140002023 Inv. 0...	-117.92
Bill Pmt -Check	12/20/2022	11421	Shauna Scholl.	Mileage Reimbursement...	-62.50
Bill Pmt -Check	12/21/2022	11422	B&T Adult Account	L 90004-3	-1,532.71
Bill Pmt -Check	12/21/2022	11423	B&T Juvenile Acco...	L 935700	-138.76
Bill Pmt -Check	12/21/2022	11424	B&T Teen Account	L943258	-44.76
Bill Pmt -Check	12/21/2022	11425	Amazon	60457 8781 025750 7	-453.25
Bill Pmt -Check	12/23/2022	11426	Daniel J. Faraone	Medicare Reimburseme...	-562.50
Bill Pmt -Check	12/23/2022	11427	Garrett H. Moore	Medicare Reimburseme...	-384.00
Bill Pmt -Check	12/23/2022	11428	Kay Zegel.	Medicare Reimburseme...	-562.50
Bill Pmt -Check	12/23/2022	11429	Kidnastics	Kidnastics 12-29-22	-275.00
Bill Pmt -Check	12/28/2022	11430	Postmaster	January/February Newsl...	-338.00
Bill Pmt -Check	12/28/2022	11431	Aflac	Acct NQH35, Inv. 108730	-99.24
Bill Pmt -Check	12/28/2022	11432	National Grid	Acct. 43544-64005	-1,292.90
Bill Pmt -Check	12/28/2022	11433	PSEGLI	Cstmr ID 0295-3001-61-...	-1,661.87
Bill Pmt -Check	12/28/2022	11434	Quill Corporation	03047280	-8.29
Bill Pmt -Check	12/28/2022	11435	Verizon	Acct 242398426-0001, I...	-118.44

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Mattituck-Laurel Library
Monthly Bill Payments
As of December 31, 2022

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	12/29/2022	11436	Cardmember Service	4798 5101 7200 1022	-525.92
Bill Pmt -Check	12/31/2022	11437	B&T Juvenile Acco...	L 935700	-681.94
Bill Pmt -Check	12/31/2022	11438	B&T Teen Account	L943258	-276.12
Bill Pmt -Check	12/31/2022	11439	Kanopy, Inc.	Invoice #328922-PPU	-121.00
Bill Pmt -Check	12/31/2022	11440	Midwest Tape	11952	-207.34
Bill Pmt -Check	12/31/2022	11445	B&T Adult Account	L 90004-3	-2,123.39
Bill Pmt -Check	12/31/2022	11446	Midwest Tape	11952	-24.49
Bill Pmt -Check	12/31/2022	11447	Orlowski Hardware ...	Acct 584177	-6.71
Total BNB Operating Checking					-52,792.08
TOTAL					-52,792.08
