

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

**MEETING DATE:           Monday January 13, 2025**

**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 December 9, 2024 Regular Board Meeting**
- V.     Approval of Treasurer's Report**
- VI.    Approval of the Personnel Report**
- VII.   Director's Report**
- VIII.   President's Remarks**
- IX.    Technology & Social Media Marketing Report: Sharon Twickler**
- X.     Committee Reports**
  - A. Building / Grounds
  - B. Long-Range Planning
  - C. Personnel / Policy
- XI.    Old Business**
  - A. Shade sail proposal
- XII.   New Business**
  - A. Approve roof work (retro)
  - B. Approve mileage reimbursement rate for 2025 (.70 cents/mile)
  - C. Approve 2025 Final Budget
  - D. Advocacy Day Expenses
  - E. Bike Borrow Program – Policy & Waiver
  - F. 2024 Fund Balance Allocation
- XIII.   Period of Public Expression**
- XIV.   Executive Session**
- XV.    Adjournment**

**Next Meeting – February 10, 2025**

**MATTITUCK-LAUREL LIBRARY**  
**APPROVED MINUTES OF THE REGULAR MONTHLY MEETING**  
January 13, 2025

**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 6PM, with a quorum present.

**III. Approval of the Agenda**

The agenda was adopted.  
(John, Peter; unanimous (7-0))

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

The minutes of the meetings held December 9, 2024 were approved.  
(Mary, 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 **DECEMBER** warrant:

OPERATING ACCOUNT	\$120,450.44
CULTURAL ACTIVITIES FUND	2,336.23
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	5.050.00
Donations in excess of \$1,000	
Emilia Kabakov, Viola Kanevsky @ \$1, 000	
(Peter, John; unanimous (7-0))	
<i>December payroll has four weeks.</i>	

## **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.

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

Shauna thanked Sharon for attending and presenting at the Regular Board Meeting. Shauna acknowledged the reference department and Ann for weeding and shifting the non-fiction collection. The collection had been severely out of date and neglected for quite some time. Shauna and the adult services staff are evaluating the space and whether a collection may be moved to the empty shelving or the shelving removed to create more community seating. Several staff will be taking the bus to Albany to participate in Advocacy Day. Sharon continues to collect stories (videos and photos) for the Suffolk County-wide marketing campaign leading up to Advocacy Day on February 5, 2025. Please share a story of positivity about the library with Sharon. Shauna shared that you could become a library advocate. There is a sign-up right on the Libby app. Shauna will share some information about Thom Fleetwood, past library director, in the next newsletter, and has asked the Board to share ideas to honor his memory with a donation the library received. The repairs on the roof have been completed. The Friends are working on the omnibus grant. Shauna showed the Board Bill Coster's new book, *Larry of Laurel & The Magic Stick* and a full page of photos from Dan's Paper featuring art gallery coordinator, Diana Foster, and the Good Ground Artists whose work is featured this month at the library's art gallery.

## **VIII. President's Remarks**

Jim shared that patron correspondence is always welcome but that all letters should be signed, anonymous folks cannot be contacted, and discussions and concerns cannot be addressed if their identity is not made known. All are invited to attend two Open Houses scheduled for January 23rd from 4PM – 6PM, and then on February 26th from 4PM – 6PM.

## **IX. Technology & Social Media Marketing Report: Sharon Twickler**

### **X. Committee Reports**

#### ***A. Building / Grounds***

The committee met in the new year to plan two open house style meetings; the first scheduled for January 23rd from 4PM – 6PM, the second for February 26th from 4PM – 6PM. The committee plans to arrange another meeting with the architect.

#### ***B. Long-Range Planning***

The committee met in the new year to review the current LRP that expires at the end of 2025. Discussion ensued concerning reaffirming this plan effective January 1, 2026 – December 31, 2029.

#### ***C. Personnel / Policy***

The committee met in the new year to discuss the Emergency Preparedness & Disaster Response Manual and potentially changing the libraries hours of operation. Discussion continues.

## **XI. Old Business**

### *A. Shade sail proposal*

Approved Shade sail proposal from Wm. J. Mills & Co. Sailmakers  
(Peter, Colleen; unanimous (7-0))

## **XII. New Business**

### *A. Approve roof work (retro)*

Approved roof work expense.  
(Colleen, Katie; unanimous (7-0))

### *B. Approve mileage reimbursement rate for 2025 (.70 cents/mile)*

Approved mileage reimbursement rate for 2025.  
(John, Peter; unanimous (7-0))

### *C. Approve 2025 Final Budget*

Approved the 2025 Final Budget as entered into QuickBooks.  
(Mary, Katie; unanimous (7-0))

### *D. Advocacy Day Expenses*

Approved 2205 Advocacy Day Expenses.  
(Colleen, Randi; unanimous (7-0))

### *E. Bike Borrow Program – Policy & Waiver*

Approved Bike Borrow Program – Policy & Waiver.  
(John, Peter; unanimous (7-0))

### *F. 2024 Fund Balance Allocation*

Approved 2024 Fund Balance Allocation.

2024 Fund Balance: \$174,504.75

Staff activity fund: \$2,000

Remaining Fund Balance: \$172,504.75

Current Capital Reserve Balance: \$560,403.44

Transfer from 2024 Fund Balance: \$172,504.75

New Capital Reserve Balance: \$732,908.19

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

**XIII. Period of Public Expression**

Public comment was given by a community member.

**XIV. Executive Session**

Motion to move into Executive Session at 6:36PM.

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

Motion to resume Regular Meeting at 6:57PM.

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

**XV. Adjournment**

Motion to adjourn at 6:58PM

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

**Dates of Future Board Meetings**

Monday, February 10, 2025

Monday, March 10, 2025

Monday, April 14, 2025

Respectfully submitted,  
Katie O'Rourke  
Secretary



# Mattituck-Laurel LIBRARY

## Warrants / Expenses

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

Approved at the Library Board Meeting on January 13, 2025

**Operating Account Total** \$ 120,450.44

Payroll \$ 79,473.85

Non Payroll \$ 40,976.59

**Cultural Activities Fund** \$ 2,336.23

**Money Market Account** \$0

**Building Fund Savings** \$0

**Building Fund Checking** \$ 5,050.00

Donations in excess of \$1,000 Emilia Kabakov, Viola Kanevsky @ \$1,000

December payroll has four weeks.

1/13/25 CGA

01/06/25

**Mattituck-Laurel Library  
Fund Balance Report**

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	<b>Jan - Dec 24</b>
<b>General Fund</b>	
Operating Fund	174,504.75
Building Fund	
Checking	274,096.89
Savings	57,312.29
	<hr/>
<b>Total Building Fund</b>	<b>331,409.18</b>
	<hr/>
<b>Total General Fund</b>	<b>505,913.93</b>
<b>Cultural Activities Fund</b>	
Coffee Machine	724.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	127.27
Adult Programs Wash Account	10,380.41
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	-118.19
	<hr/>
<b>Total Cultural Activities Fund</b>	<b>13,306.32</b>
<b>Gift and Trust Fund - MM</b>	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	43,295.54
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
	<hr/>
<b>Total Gift and Trust Fund - MM</b>	<b>663,031.12</b>
	<hr/>
<b>TOTAL</b>	<b>1,182,251.37</b>

01/06/25

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

Date	Name	Memo	Original Amount	Paid Amount
<b>Library Materials</b>				
<b>Youth Materials</b>				
<b>Youth Arts &amp; Crafts</b>				
12/10/2024	Amazon Capital Services	Nerf Series (Pumpkin ni...	73.62	73.62
Total Youth Arts & Crafts				73.62
<b>Youth Computer Software</b>				
12/29/2024	Amazon Capital Services	PS5 EA Sports, Metaphor	84.96	84.96
Total Youth Computer Software				84.96
<b>Youth Books</b>				
12/03/2024	B&T Juvenile Account	November invoices	359.25	359.25
12/31/2024	B&T Juvenile Account	December invoices	682.50	682.50
Total Youth Books				1,041.75
Total Youth Materials				1,200.33
<b>Adult Materials</b>				
<b>DVD/Music CD</b>				
12/10/2024	Amazon Capital Services	Austenland DVD	11.99	11.99
12/10/2024	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
12/13/2024	Midwest Tape	506419841	25.19	25.19
12/13/2024	Midwest Tape	506443066	59.47	59.47
12/13/2024	Midwest Tape	506443068	13.99	13.99
12/13/2024	Midwest Tape	506443069	17.49	17.49
12/29/2024	Midwest Tape	506487148	24.49	24.49
12/29/2024	Midwest Tape	506487149	32.88	32.88
Total DVD/Music CD				210.50
<b>Digital Material Subscriptions</b>				
12/03/2024	Kanopy, Inc.	143 Tickets, 2 credits	153.00	153.00
12/03/2024	Midwest Tape	Hoopla month ending 11...	189.12	189.12
12/31/2024	Kanopy, Inc.	125 Tickets, 1 credit KKi...	130.00	130.00
Total Digital Material Subscriptions				472.12
<b>Adult Books</b>				
12/03/2024	B&T Adult Account	November invoices	1,863.18	1,863.18
12/10/2024	Amazon Capital Services	Highly Sensitive Person ...	12.49	12.49
12/31/2024	B&T Adult Account	December invoices	1,727.20	1,727.20
Total Adult Books				3,602.87
<b>Adult Ref Books</b>				
<b>Local History</b>				
12/16/2024	Cutchogue-New Suffolk Free Li...	Qty 2 - All That Remains...	300.00	300.00
Total Local History				300.00
Total Adult Ref Books				300.00
<b>Large Print Books</b>				
12/03/2024	B&T Adult Account	November invoices	246.42	246.42
12/31/2024	B&T Adult Account	December invoices	224.79	224.79
Total Large Print Books				471.21
<b>Newspapers</b>				
12/03/2024	Wall Street Journal	Print and Digital Annual ...	781.97	781.97
12/16/2024	Daily News	Pays through January 1...	90.00	90.00

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

Date	Name	Memo	Original Amount	Paid Amount
Total Newspapers				871.97
Total Adult Materials				5,928.67
<b>Teen Materials</b>				
12/03/2024	B&T Teen Account	November invoices	238.53	238.53
12/16/2024	Business Card	Amazon gift cards	50.00	50.00
12/16/2024	Marissa Timm	Reimburse Gingerbread...	99.90	99.90
12/29/2024	Amazon Capital Services	Hot cocoa, Acrylic Paint ...	53.81	53.81
12/31/2024	B&T Teen Account	December invoices	228.23	228.23
Total Teen Materials				670.47
Total Library Materials				7,799.47
<b>Capital Expenditures</b>				
12/29/2024	Amazon Capital Services	Puzzle Table	114.99	114.99
Total Capital Expenditures				114.99
<b>Technology</b>				
12/06/2024	PM Communications Corp.	Monthly Maintenance	117.89	117.89
12/10/2024	Amazon Capital Services	2 x barcode scanners fo...	158.00	158.00
Total Technology				275.89
<b>Operations and Maintenance</b>				
<b>Building Maintenance</b>				
<b>Aquarium Maintenance</b>				
12/13/2024	Living Art Aquariums	Service 11/6/24 and 11/...	220.00	220.00
Total Aquarium Maintenance				220.00
<b>HVAC Maintenance</b>				
12/10/2024	Kolb Service Corp.	Routine Gas Heat Service	406.25	406.25
Total HVAC Maintenance				406.25
<b>Other Building Maint.</b>				
12/03/2024	Mattituck Plumbing & Heating	Replaced Flushometer i...	1,158.00	1,158.00
Total Other Building Maint.				1,158.00
Total Building Maintenance				1,784.25
<b>Custodial Supplies</b>				
12/31/2024	Emerald Island	Vacuum bags	14.85	14.85
Total Custodial Supplies				14.85
<b>Electric</b>				
12/30/2024	PSEGLI	Service from Nov 19, 20...	1,526.43	1,526.43
Total Electric				1,526.43
<b>Gas</b>				
12/30/2024	National Grid	Billing period Nov 15, 20...	1,150.36	1,150.36
Total Gas				1,150.36
<b>Grounds Maintenance</b>				
<b>Snow Removal</b>				
12/31/2024	Twin Fork Landscape Contracti...	Salt Application for 12/2...	200.00	200.00
Total Snow Removal				200.00

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

Date	Name	Memo	Original Amount	Paid Amount
<b>Other Grounds Maintenance</b>				
12/03/2024	Twin Fork Landscape Contracti...	Cuts, 11/1, 11/14, Clean...	1,095.00	1,095.00
12/09/2024	Twin Fork Landscape Contracti...	Fall Leaf Clean Up 10/3...	1,785.00	1,785.00
12/13/2024	Coastline Cesspool & Drain Se...	Cleared main line with v...	525.00	525.00
Total Other Grounds Maintenance				3,405.00
Total Grounds Maintenance				3,605.00
<b>Water</b>				
<b>North Fork Water</b>				
12/16/2024	ReadyRefresh	Qty 7 Five gallon bottles...	131.91	131.91
Total North Fork Water				131.91
<b>SCWA</b>				
12/10/2024	Suffolk County Water Authority	Service period Aug 29, ...	708.05	708.05
Total SCWA				708.05
Total Water				839.96
<b>Garbage Removal</b>				
12/13/2024	Mattituck Environmental Services	4 YD Trash Removal	277.99	277.99
Total Garbage Removal				277.99
Total Operations and Maintenance				9,198.84
<b>Miscellaneous Expense</b>				
<b>Maintenance Office Equipment</b>				
<b>Optimum Internet Service</b>				
12/29/2024	Optimum	Billing period 12/16/24 - ...	244.85	244.85
Total Optimum Internet Service				244.85
<b>Computer/Network Maintenance</b>				
12/29/2024	L2J Consulting, Inc.	Monthly IT Support - De...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
<b>Computer Software Licenses</b>				
12/29/2024	Elan Financial Services	Paddle.Net*CrashPlan.c...	32.55	32.55
Total Computer Software Licenses				32.55
Total Maintenance Office Equipment				1,277.40
<b>Membership</b>				
<b>Professional Memberships</b>				
12/16/2024	Business Card	ALA membership Karen	180.00	180.00
Total Professional Memberships				180.00
<b>Museum Passes</b>				
12/16/2024	Business Card	Empire Pass	80.00	80.00
12/16/2024	Solomon R. Guggenheim Foun...	Museum Membership A...	500.00	500.00
Total Museum Passes				580.00
Total Membership				760.00
<b>Postage</b>				
<b>Newsletter mailing</b>				
12/13/2024	Postmaster	January/February Newsl...	419.80	419.80

01/06/25

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

Date	Name	Memo	Original Amount	Paid Amount
Total Newsletter mailing				419.80
Total Postage				419.80
<b>Printing &amp; Advertising</b>				
<b>Newsletter printing</b>				
12/16/2024	Pine Barrens Printing	January/February News...	3,767.00	3,767.00
Total Newsletter printing				3,767.00
Total Printing & Advertising				3,767.00
<b>Professional Fees</b>				
<b>Annual audit</b>				
12/13/2024	Covati & Janhsen CPAsPC	Preparation of Audited F...	12,000.00	12,000.00
Total Annual audit				12,000.00
<b>SCLS/Overdue Notices</b>				
12/06/2024	SCLS	Overdues - Processed &...	11.97	11.97
Total SCLS/Overdue Notices				11.97
Total Professional Fees				12,011.97
<b>Programs - Adult</b>				
<b>Adult Programs</b>				
12/06/2024	Rob Scott	Swedish Meatballs 12/9/...	445.00	445.00
12/06/2024	Sharper Training Solutions	Intermediate Excel 12/3/...	250.00	250.00
12/10/2024	Alice Jones	Beginner Crochet series...	360.00	360.00
12/10/2024	St. George Living History Prod...	Christmas Story 12/5/24	225.00	225.00
12/29/2024	Elan Financial Services	Zoom	63.96	63.96
Total Adult Programs				1,343.96
Total Programs - Adult				1,343.96
<b>Programs - Juvenile</b>				
12/03/2024	Rob Scott	Crustless Apple Pie 11/...	299.00	299.00
12/03/2024	Rob Scott	Donut Muffins 12/1/24	299.00	299.00
Total Programs - Juvenile				598.00
<b>Programs - Teen</b>				
12/16/2024	Business Card	Amazon gift cards	30.00	30.00
Total Programs - Teen				30.00
<b>Supplies - Library</b>				
12/06/2024	The Library Store	Dukra Gloss Bar Code L...	98.77	98.77
12/10/2024	Amazon Capital Services	Fishing Line	6.29	6.29
12/10/2024	Amazon Capital Services	Vornado space heater	59.49	59.49
12/10/2024	SCLS	EcoChit 3-1/8"x200" The...	89.98	89.98
12/16/2024	Business Card	Compostable cutlery	91.77	91.77
12/16/2024	Business Card	PVSA Bronze Award	29.76	29.76
12/16/2024	Business Card	Lamp for hot box, Light ...	15.98	15.98
12/16/2024	Business Card	Heat lamp	10.97	10.97
12/29/2024	Elan Financial Services	Cricut	9.99	9.99
12/29/2024	Amazon Capital Services	Extension cord	19.98	19.98
12/29/2024	Amazon Capital Services	File holder	21.99	21.99
12/31/2024	Orlowski Hardware Company, I...	Keys	19.92	19.92
Total Supplies - Library				474.89
<b>Supplies - Office</b>				

01/06/25

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

Date	Name	Memo	Original Amount	Paid Amount
12/03/2024	Cash	Petty Cash Replenishm...	50.00	50.00
12/03/2024	Quill Corporation	Adding tape rolls, Fellow...	77.17	77.17
12/16/2024	Business Card	1099 Forms	51.09	51.09
12/16/2024	Quill Corporation	Sharpie 4pk, Scotch tap...	55.46	55.46
12/29/2024	Quill Corporation	Clingwrap, Book Tape, ...	109.19	109.19
12/29/2024	Amazon Capital Services	Quickbooks 2024 Book	24.49	24.49
12/31/2024	Quill Corporation	Shredder wastebags	56.99	56.99
Total Supplies - Office				424.39
<b>Telephone</b>				
12/29/2024	Optimum	Billing period 12/16/24 - ...	161.22	161.22
Total Telephone				161.22
<b>Travel</b>				
12/29/2024	Karen Letteriello.	Reimburse Mileage / Ce...	55.61	55.61
Total Travel				55.61
Total Miscellaneous Expense				21,324.24
<b>Debt Service Total</b>				
<b>Mortgage Interest</b>				
12/10/2024	Dime Community Bank	Payment to Bus Term L...	2,263.16	2,263.16
Total Mortgage Interest				2,263.16
Total Debt Service Total				2,263.16
<b>TOTAL</b>				<b>40,976.59</b>

Mattituck-Laurel Library  
**Monthly Budget Report With Current Month**  
 January through December 2024

	Jan - Dec 24
Ordinary Income/Expense	
Income	
PILOT Funds	13,024.10
Mattituck-Cutchogue School Dist	1,663,123.95
NY State Incentive	2,050.00
Interest	43.39
Direct Public Support	
Programs & Tickets Paid For	579.70
Direct Public Support - Other	18,852.67
Total Direct Public Support	19,432.37
Fines	736.90
Library Materials Paid For	1,078.30
Copy Machine	6,918.45
Refunds	9,657.67
Fund Balance Brought Forward	67,841.00
Total Income	1,783,906.13
Gross Profit	1,783,906.13
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	354,297.85
Clerical	416,913.72
Custodian	47,656.65
Total Salaries	818,868.22
Benefits	
Fica	60,129.02
Disability Insurance	1,221.17
Medical Insurance	53,784.78
Retirement	54,789.44
Unemployment Insurance	6,248.72
Total Benefits	176,173.13
Total Payroll Expenses	995,041.35
Library Materials	
Youth Materials	
Youth Arts & Crafts	874.32
Youth DVD's	359.81
Youth Computer Software	1,461.40
Youth Compact Discs	79.93
Youth Books	11,718.09
Total Youth Materials	14,493.55
Adult Materials	
DVD/Music CD	3,445.15
Live-brary Downloadable e-boo...	51,651.00
Digital Material Subscriptions	9,807.99
Adult Books	18,551.23

Mattituck-Laurel Library  
**Monthly Budget Report With Current Month**  
 January through December 2024

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	Jan - Dec 24
Reference Books and Data Ba...	2,374.07
Adult Ref Books	
Local History	873.84
Continuations	73.45
Total Adult Ref Books	947.29
Virtual Reference Collection	5,410.00
Large Print Books	5,473.54
Newspapers	7,430.16
Periodicals	4,838.82
Total Adult Materials	109,929.25
Teen Materials	2,434.59
Total Library Materials	126,857.39
Capital Expenditures	20,410.19
Technology	4,597.84
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	3,081.73
HVAC Maintenance	1,253.12
Exterminator	1,005.00
Alarm Test	235.00
Elevator Maint.	4,503.62
Security Monitoring	491.40
Water Backflow Test	260.00
Fire Sprinkler Test	1,250.00
Piano Tuning	335.00
Other Building Maint.	6,324.20
Total Building Maintenance	18,739.07
Custodial Supplies	1,541.16
Electric	24,957.26
Gas	6,936.82
Grounds Maintenance	
Snow Removal	1,725.00
Sprinkler Maintenance	360.00
Other Grounds Maintenance	15,211.00
Total Grounds Maintenance	17,296.00
Insurance	
Workers' Comp.	8,257.00
Umbrella Package	21,896.38
Total Insurance	30,153.38
Water	
North Fork Water	1,160.28
SCWA	2,567.40
Total Water	3,727.68

Mattituck-Laurel Library  
Monthly Budget Report With Current Month  
January through December 2024

	Jan - Dec 24
Garbage Removal	3,361.17
Total Operations and Maintenance	106,712.54
Miscellaneous Expense	
Longevity Benefit	1,409.30
Legal Fees	361.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	2,398.84
Optimum Internet Service	2,985.02
Copy Machine	4,631.38
Computer/Network Maintenance	12,000.00
BookScan Maintenance	690.00
Computer Software Licenses	8,892.32
Total Maintenance Office Equipm...	31,597.56
Membership	
Professional Memberships	2,963.00
Museum Passes	3,039.99
Mattituck Chamber of Commer...	125.00
Eastern Suffolk BOCES	591.50
Total Membership	6,719.49
Postage	
Postage & Stamps	701.63
Mailing Permit	320.00
Newsletter mailing	2,487.15
Post Office Box Fee	188.00
Total Postage	3,696.78
Printing & Advertising	
Other printing & advertising	3,455.36
Newsletter printing	26,378.00
Total Printing & Advertising	29,833.36
Professional Fees	
Payroll Processing	6,891.77
SCLS Telecommunications	9,900.00
PALS Membership	11,194.76
Annual audit	13,800.00
SCLS/Overdue Notices	245.33
SCLS/Annual Membership	11,841.00
Total Professional Fees	53,872.86
Programs - Adult	
Motion Picture/Music Licensing	297.49
Adult Reading Club & Book Dis...	3,405.43
Adult Programs	25,479.38
Total Programs - Adult	29,182.30
Programs - Juvenile	10,960.10
Programs - Summer	10,922.42

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Cash Basis

Mattituck-Laurel Library  
Monthly Budget Report With Current Month  
January through December 2024

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	Jan - Dec 24
Programs - Teen	8,244.36
Supplies - Library	7,502.41
Supplies - Office	3,732.12
Supplies - Paper	1,006.67
Telephone	1,842.17
Travel	1,464.39
Workshops	1,113.68
Staff Development	489.80
Total Miscellaneous Expense	203,950.77
Debt Service Total	
Mortgage Principal	147,782.73
Mortgage Interest	4,048.57
Total Debt Service Total	151,831.30
Total Expense	1,609,401.38
Net Ordinary Income	174,504.75
Net Income	174,504.75

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

	Jan - Dec 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	1,663,123.95	1,663,155.00	-31.05	100.0%
NY State Incentive	2,050.00	1,800.00	250.00	113.9%
Interest	43.39	100.00	-56.61	43.4%
Direct Public Support				
Programs & Tickets Paid For	579.70			
Direct Public Support - Other	18,852.67	2,000.00	16,852.67	942.6%
Total Direct Public Support	19,432.37	2,000.00	17,432.37	971.6%
Fines	736.90			
Library Materials Paid For	1,078.30			
Copy Machine	6,918.45	2,000.00	4,918.45	345.9%
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	9,657.67			
Fund Balance Brought Forward	67,841.00			
Total Income	1,783,906.13	1,678,455.00	105,451.13	106.3%
Gross Profit	1,783,906.13	1,678,455.00	105,451.13	106.3%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	354,297.85	350,493.00	3,804.85	101.1%
Clerical	416,913.72	453,257.00	-36,343.28	92.0%
Custodian	47,656.65	47,675.00	-18.35	100.0%
Total Salaries	818,868.22	851,425.00	-32,556.78	96.2%
Benefits				
Fica	60,129.02	63,298.00	-3,168.98	95.0%
Disability Insurance	1,221.17	1,000.00	221.17	122.1%
Medical Insurance	53,784.78	104,560.00	-50,775.22	51.4%
Retirement	54,789.44	60,017.00	-5,227.56	91.3%
Unemployment Insurance	6,248.72	11,000.00	-4,751.28	56.8%
Total Benefits	176,173.13	239,875.00	-63,701.87	73.4%
Total Payroll Expenses	995,041.35	1,091,300.00	-96,258.65	91.2%
Library Materials				
Youth Materials				
Youth Arts & Crafts	874.32	2,500.00	-1,625.68	35.0%
Youth DVD's	359.81	500.00	-140.19	72.0%
Youth Computer Software	1,461.40	1,500.00	-38.60	97.4%
Youth Compact Discs	79.93	250.00	-170.07	32.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	11,718.09	14,000.00	-2,281.91	83.7%
Total Youth Materials	14,493.55	19,000.00	-4,506.45	76.3%
Adult Materials				
DVD/Music CD	3,445.15	4,000.00	-554.85	86.1%
Live-brary Downloadable e-b...	51,651.00	54,000.00	-2,349.00	95.7%
Digital Material Subscriptions	9,807.99	13,000.00	-3,192.01	75.4%

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	18,551.23	21,000.00	-2,448.77	88.3%
Reference Books and Data ...	2,374.07	2,000.00	374.07	118.7%
Adult Ref Books				
Local History	873.84	1,000.00	-126.16	87.4%
Continuations	73.45	2,500.00	-2,426.55	2.9%
Total Adult Ref Books	947.29	3,500.00	-2,552.71	27.1%
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	5,473.54	5,000.00	473.54	109.5%
Newspapers	7,430.16	7,000.00	430.16	106.1%
Periodicals	4,838.82	5,000.00	-161.18	96.8%
Total Adult Materials	109,929.25	122,050.00	-12,120.75	90.1%
Teen Materials	2,434.59	2,500.00	-65.41	97.4%
Total Library Materials	126,857.39	143,550.00	-16,692.61	88.4%
Capital Expenditures	20,410.19	19,000.00	1,410.19	107.4%
Technology	4,597.84	9,200.00	-4,602.16	50.0%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	3,081.73	3,500.00	-418.27	88.0%
HVAC Maintenance	1,253.12	2,000.00	-746.88	62.7%
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.	6,324.20	7,000.00	-675.80	90.3%
Total Building Maintenance	18,739.07	20,975.00	-2,235.93	89.3%
Custodial Supplies	1,541.16	1,000.00	541.16	154.1%
Electric	24,957.26	27,500.00	-2,542.74	90.8%
Gas	6,936.82	11,000.00	-4,063.18	63.1%
Grounds Maintenance				
Snow Removal	1,725.00	4,500.00	-2,775.00	38.3%
Sprinkler Maintenance	360.00	700.00	-340.00	51.4%
Other Grounds Maintenance	15,211.00	11,000.00	4,211.00	138.3%
Total Grounds Maintenance	17,296.00	16,200.00	1,096.00	106.8%
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				

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
North Fork Water	1,160.28	1,000.00	160.28	116.0%
SCWA	2,567.40	3,500.00	-932.60	73.4%
Total Water	3,727.68	4,500.00	-772.32	82.8%
Garbage Removal	3,361.17	3,000.00	361.17	112.0%
Total Operations and Maintenance	106,712.54	118,175.00	-11,462.46	90.3%
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	2,398.84	2,400.00	-1.16	100.0%
Optimum Internet Service	2,985.02	3,200.00	-214.98	93.3%
Copy Machine	4,631.38	8,500.00	-3,868.62	54.5%
Computer/Network Maintenance	12,000.00	12,000.00	0.00	100.0%
BookScan Maintenance	690.00	700.00	-10.00	98.6%
Computer Software Licenses	8,892.32	9,000.00	-107.68	98.8%
Total Maintenance Office Equipment	31,597.56	35,800.00	-4,202.44	88.3%
Membership				
Professional Memberships	2,963.00	2,200.00	763.00	134.7%
Museum Passes	3,039.99	5,000.00	-1,960.01	60.8%
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	6,719.49	8,350.00	-1,630.51	80.5%
Postage				
Postage & Stamps	701.63	770.00	-68.37	91.1%
Mailing Permit	320.00	250.00	70.00	128.0%
Newsletter mailing	2,487.15	1,500.00	987.15	165.8%
Post Office Box Fee	188.00	160.00	28.00	117.5%
Total Postage	3,696.78	2,680.00	1,016.78	137.9%
Printing & Advertising				
Other printing & advertising	3,455.36	1,000.00	2,455.36	345.5%
Newsletter printing	26,378.00	12,000.00	14,378.00	219.8%
Total Printing & Advertising	29,833.36	13,000.00	16,833.36	229.5%
Professional Fees				
Payroll Processing	6,891.77	10,500.00	-3,608.23	65.6%
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	13,800.00	12,500.00	1,300.00	110.4%
SCLS/Overdue Notices	245.33	500.00	-254.67	49.1%
SCLS/Annual Membership	11,841.00	12,000.00	-159.00	98.7%
Total Professional Fees	53,872.86	56,800.00	-2,927.14	94.8%
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%

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Adult Programs	25,479.38	16,000.00	9,479.38	159.2%
Total Programs - Adult	29,182.30	20,000.00	9,182.30	145.9%
Programs - Juvenile	10,960.10	10,500.00	460.10	104.4%
Programs - Summer	10,922.42	8,000.00	2,922.42	136.5%
Programs - Teen	8,244.36	8,000.00	244.36	103.1%
Supplies - Library	7,502.41	10,500.00	-2,997.59	71.5%
Supplies - Office	3,732.12	4,000.00	-267.88	93.3%
Supplies - Paper	1,006.67	2,500.00	-1,493.33	40.3%
Telephone	1,842.17	2,200.00	-357.83	83.7%
Travel	1,464.39	2,200.00	-735.61	66.6%
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	203,950.77	197,230.00	6,720.77	103.4%
Debt Service Total				
Mortgage Principal	147,782.73			
Mortgage Interest	4,048.57			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	151,831.30	100,000.00	51,831.30	151.8%
Total Expense	1,609,401.38	1,678,455.00	-69,053.62	95.9%
Net Ordinary Income	174,504.75	0.00	174,504.75	100.0%
Net Income	174,504.75	0.00	174,504.75	100.0%

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

Type	Date	Name	Memo	Paid Amount
<b>General Fund</b>				
<b>Building Fund</b>				
<b>Checking</b>				
Bill	12/06/2024	Twin Fork Landscape Co...	Removal of 2 Tr...	-2,850.00
Bill	12/29/2024	J.P. Hunter	Deposit on invoic...	-2,200.00
Total Checking				-5,050.00
<b>Savings</b>				
Deposit	12/31/2024		Interest	1.45
Total Savings				1.45
Total Building Fund				-5,048.55
Total General Fund				-5,048.55
<b>Cultural Activities Fund</b>				
<b>Coffee Machine</b>				
Deposit	12/02/2024		Coffee	1.00
Deposit	12/09/2024		Coffee	2.00
Deposit	12/16/2024		Coffee	2.00
Deposit	12/30/2024		Coffee	3.00
Deposit	12/30/2024		Coffee	2.00
Total Coffee Machine				10.00
<b>Staff Activity Fund</b>				
Bill	12/16/2024	Denise Riecker	Reimburse suppl...	-21.23
Total Staff Activity Fund				-21.23
<b>Adult Programs Wash Account</b>				
Deposit	12/02/2024		Aerobics	38.54
Deposit	12/02/2024		Yoga	38.24
Deposit	12/02/2024		Defensive Drivinb	101.04
Deposit	12/02/2024		LI Aquarium Tick...	243.00
Deposit	12/02/2024		Defensive Driving	35.00
General Journal	12/02/2024		Encode error Ck...	50.00
Bill	12/06/2024	Suffolk Safety Program	Defensive Drivin...	-1,015.00
Deposit	12/09/2024		Cooking	10.00
Deposit	12/09/2024		Aerobics	38.54
Deposit	12/09/2024		Yoga	19.12
Deposit	12/16/2024		Cooking	30.00
Deposit	12/30/2024		Cooking	30.00
Deposit	12/30/2024		LI Aquarium Tick...	27.00
Bill	12/30/2024	Rosemary Martilotta	9 series, 7 walk-ins	-860.00
Bill	12/30/2024	Laurie Short	Chair Strength 1...	-440.00
Deposit	12/30/2024		Chair 3 new and...	35.62
Deposit	12/30/2024		Yoga	77.38
Deposit	12/30/2024		Cooking	235.25
Deposit	12/30/2024		Arts/Crafts (clea...	9.41
Deposit	12/30/2024		Yoga	80.00
Deposit	12/30/2024		Cooking	200.00
Deposit	12/30/2024		LI Aquarium Tick...	108.00
Total Adult Programs Wash Account				-908.86

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

Type	Date	Name	Memo	Paid Amount
Total Cultural Activities Fund				-920.09
<b>Gift and Trust Fund - MM</b>				
<b>Undesignated &amp; Interest</b>				
Deposit	12/31/2024		Interest	0.06
Total Undesignated & Interest				0.06
Total Gift and Trust Fund - MM				0.06
<b>TOTAL</b>				<b>-5,968.58</b>

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# Mattituck-Laurel Library

## Monthly Bill Payments

### As of December 31, 2024

Type	Date	Num	Name	Memo	Amount
<b>Operating Checking</b>					
Total Operating Checking					
<b>BNB Operating Checking</b>					
Bill Pmt -Check	12/03/2024	12923	B&T Adult Account	L 90004-3	-2,109.60
Bill Pmt -Check	12/03/2024	12924	Mattituck Plumbing ...	Acct MAT-LIB, Inv 53159	-1,158.00
Bill Pmt -Check	12/03/2024	12925	Twin Fork Landscap...	Invoice no. 24800	-1,095.00
Bill Pmt -Check	12/03/2024	12926	B&T Juvenile Acco...	L 935700	-359.25
Bill Pmt -Check	12/03/2024	12927	B&T Teen Account	L943258	-238.53
Bill Pmt -Check	12/03/2024	12928	Cash	Petty Cash Replenishment	-50.00
Bill Pmt -Check	12/03/2024	12929	Kanopy, Inc.	Invoice #427383--PPU	-153.00
Bill Pmt -Check	12/03/2024	12930	Midwest Tape	11952	-189.12
Bill Pmt -Check	12/03/2024	12931	Quill Corporation	03047280	-77.17
Bill Pmt -Check	12/03/2024	12932	Rob Scott		-598.00
Bill Pmt -Check	12/03/2024	12933	Wall Street Journal	Account 010960436609	-781.97
Bill Pmt -Check	12/06/2024	12934	PM Communication...	Invoice 44037	-117.89
Bill Pmt -Check	12/06/2024	12935	Rob Scott	Swedish Meatballs 12/9/24	-445.00
Bill Pmt -Check	12/06/2024	12936	SCLS	Invoice 93448	-11.97
Bill Pmt -Check	12/06/2024	12937	Sharper Training So...	Intermediate Excel 12/3/24	-250.00
Bill Pmt -Check	12/06/2024	12938	The Library Store	Cstmr no. 20058, Invoice no. 717431	-98.77
Bill Pmt -Check	12/09/2024	12939	NYS Employees He...	03909	-7,981.52
Bill Pmt -Check	12/10/2024	12940	Twin Fork Landscap...	Invoice 27847	-1,785.00
Bill Pmt -Check	12/10/2024	ACH	Dime Community B...	Payment to Bus Term Loan-Com R...	-2,263.16
Bill Pmt -Check	12/10/2024	12941	Alice Jones	Beginner Crochet series 11/5/24 to 1...	-360.00
Bill Pmt -Check	12/10/2024	12942	Amazon Capital Ser...	Acct# A1QBFNTMAAYKEX, Inv#19...	-321.88
Bill Pmt -Check	12/10/2024	12943	ELM USA, Inc.	Invoice 72618	-25.00
Bill Pmt -Check	12/10/2024	12944	Kolb Service Corp.	Invoice #4505-210	-406.25
Bill Pmt -Check	12/10/2024	12945	SCLS	Invoice 93499	-89.98
Bill Pmt -Check	12/10/2024	12946	St. George Living Hi...	Christmas Story 12/5/24	-225.00
Bill Pmt -Check	12/10/2024	12947	Suffolk County Wat...	Acct 3000390878	-708.05
Bill Pmt -Check	12/13/2024	12948	Postmaster	Permit no. 41	-419.80
Bill Pmt -Check	12/13/2024	12949	Living Art Aquariums	Invoice 2141	-220.00
Bill Pmt -Check	12/13/2024	12950	Midwest Tape	11952	-116.14
Bill Pmt -Check	12/13/2024	12951	Mattituck Environm...	Cstmr 11-0001422-0, Inv 6058413	-277.99
Bill Pmt -Check	12/13/2024	12952	Nicole Summers Sp...	VOID: Baby Boogie, Toddler Tango ...	0.00
Bill Pmt -Check	12/13/2024	12953	Covati & Janhsen C...	Invoice 34557	-12,000.00
Bill Pmt -Check	12/13/2024	12954	Coastline Cesspool ...	Invoice no. 11840	-525.00
Bill Pmt -Check	12/16/2024	12955	Business Card	5474 1518 7474 0647	-539.57
Bill Pmt -Check	12/16/2024	12956	Cutchogue-New Suf...	Qty 2 - All That Remains book	-300.00
Bill Pmt -Check	12/16/2024	12957	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	12/16/2024	12958	Pine Barrens Printing	Invoice no. 34529	-3,767.00
Bill Pmt -Check	12/16/2024	12959	Quill Corporation	03047280	-55.46
Bill Pmt -Check	12/16/2024	12960	ReadyRefresh	Acct 0140002023, Inv 04L0140002023	-131.91
Bill Pmt -Check	12/16/2024	12961	Solomon R. Gugge...	Annual Museum Membership Renewal	-500.00
Bill Pmt -Check	12/16/2024	12962	Marissa Timm	Reimburse Gingerbread House Kit	-99.90
Bill Pmt -Check	12/29/2024	12963	Aflac	Acct NQH35, Inv 551692	-64.05
Bill Pmt -Check	12/29/2024	12964	Amazon Capital Ser...	Acct# A1QBFNTMAAYKEX, Inv#1F...	-320.22
Bill Pmt -Check	12/29/2024	12965	Daniel J. Faraone	Medicare Reimbursement 4th Quart...	-562.50
Bill Pmt -Check	12/29/2024	12966	Elan Financial Servi...	4798 5101 7200 1022	-106.50
Bill Pmt -Check	12/29/2024	12967	Garrett H. Moore	Medicare Reimbursement 4th Quart...	-384.00
Bill Pmt -Check	12/29/2024	12968	Karen Letteriello	Reimburse Mileage	-55.61
Bill Pmt -Check	12/29/2024	12969	Kay Zegel	Medicare Reimbursement 4th Quart...	-562.50
Bill Pmt -Check	12/29/2024	12970	L2J Consulting, Inc.	Invoice #122024	-1,000.00
Bill Pmt -Check	12/29/2024	12971	Midwest Tape	11952	-57.37
Bill Pmt -Check	12/29/2024	12972	Optimum	Acct 07839-381822-01-2	-406.07
Bill Pmt -Check	12/29/2024	12973	Quill Corporation	03047280	-109.19
Bill Pmt -Check	12/30/2024	12974	National Grid	Acct 43544-64005	-1,150.36
Bill Pmt -Check	12/30/2024	12975	PSEGLI	Cstmr 0295-3001-61-3, Acct 961033...	-1,526.43
Bill Pmt -Check	12/31/2024	12976	Emerald Island	940058	-14.85
Bill Pmt -Check	12/31/2024	12977	Quill Corporation	03047280	-56.99
Bill Pmt -Check	12/31/2024	12978	Twin Fork Landscap...	Invoice 27905	-200.00
Bill Pmt -Check	12/31/2024	12979	Verizon	Acct. 242398426-00001, Inv 610136...	-193.60
Bill Pmt -Check	12/31/2024	12980	B&T Juvenile Acco...	L 935700	-682.50
Bill Pmt -Check	12/31/2024	12981	Kanopy, Inc.	Invoice #431343-PPU	-130.00
Bill Pmt -Check	12/31/2024	12982	Orlowski Hardware ...	Acct 584177	-19.92
Bill Pmt -Check	12/31/2024	12983	B&T Adult Account	L 90004-3	-1,951.99
Bill Pmt -Check	12/31/2024	12984	B&T Teen Account	L943258	-228.23

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

Type	Date	Num	Name	Memo	Amount
Total BNB Operating Checking					-50,724.76
TOTAL					-50,724.76