

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

MEETING DATE: Monday February 13, 2023

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of January 9, 2023 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. Amend minutes from December 12, 2022 meeting
 - B. Fund Balance Allocations
 - C. NYSHIP Resolution
 - D. Carpet Extractor Quote
 - E. Advocacy Day Expenditures
 - F. 2022 State Report
- XI. Adjournment**

Next Meeting – March 13, 2023

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

February 13, 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 6:02PM.

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

II. Review and Approval of the Minutes of January 9, 2022 Regular Board Meeting Motion to approve made by Colleen; seconded by Peter and approved.

III. Period of Public Expression none

IV. Approval of Treasurer's Report Jim presented the warrants for the month of January, 2023. They are as follows:

OPERATING ACCOUNT	\$106,548.99
CULTURAL ACTIVITIES FUND	3,491.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

We received a generous donation of \$2,500.00 from the Ira A. Roschelle MD Family Foundation. Motion to approve the warrants for January, 2023 made by Mary; seconded by Colleen and approved.

V. Approval of Personnel Report Motion to approve made by Katie; seconded by Nick and approved.

VI. Staff Presentations

- A. Chloe Janis – Technology** Chloe introduced herself to the Board. She is attending graduate classes to earn a Master's in Library and Information Science degree. She shared that she schedules technology appointments with patrons and is currently offering two programs – one on Email Cleanup and the other on an introduction to the basic functions of the iPad. Her goals are to learn more about the 3D printer and the library's website.

VII. Director's Report Shauna shared that Kevin Verbesey from the Suffolk Cooperative Library System is available for a two-hour trustee training session. Shauna reminded trustees to please submit the budget survey in preparation for the upcoming budget committee meeting. Issues with the hot box persist, Shauna reached out to Underground Water Services to find the most cost effective solution. She was pleased to share that 130 people attended the Mattituck-Laurel Civic Association meeting at the library

on Monday, January 30, 2023 to discuss the hotel proposal on Main Road in Mattituck. The Civic Association returned to the library on Saturday, February 11, 2023 – 32 people attended. Our library welcomed 70 patrons for a baroque and renaissance interactive concert. The library staff met for a safety meeting. They discussed implementing a free panic button app. With a single click this app can handle all emergencies. Police, fire, and EMS are alerted bypassing dialing 911. Discussion ensued concerning CPR and AED training for staff and patrons. Shauna is attending a webinar about funding for library construction on Tuesday, February 14, 2023 and will have a full staff meeting on Wednesday, February 15, 2023. Motion to approve the director's report made by Mary; seconded by Peter and approved.

VIII. President's Remarks none

IX. Committee Reports none

X. Old Business

- A. Branding / Website Proposal** The Board reviewed the three website proposals. Discussion ensued. Motion to approve the Library Market proposal made by Nick; seconded by Colleen and approved.

XI. New Business

- A. Amend minutes from December 12, 2022 meeting** Corrected date. Motion to approve made by Karenann; seconded by Mary and approved.
- B. Fund Balance Allocations** Fund Balance of \$116,208.44 will be allocated to loan payment of \$75,925.44 and \$40,283.00 to the Capital Reserve Fund for the website, a carpet extractor, and hot box repair/replacement. Motion to approve made by Nick; seconded by Colleen and approved.
- C. NYSHIP Resolution** Updated to reflect a 60-day waiting period for new employees and library's contribution rate of 55%. Motion to approve made by Nick; seconded by Karenann and approved.
- D. Carpet Extractor Quote** Motion to approve made by Peter; seconded by Nick and approved.
- E. Advocacy Day Expenditures** Motion to approve made by Katie; seconded by Mary and approved.
- F. 2022 State Report** Motion to approve made by Katie; seconded by Mary and approved.
- G. Accept Town of Riverhead LIPA Stipulation** Motion to approve made by Nick; seconded by Peter and approved.

Budget/Finance Committee will meet in March. Long Range Planning Committee will meet in April.

XII. Adjournment The meeting adjourned at 7:14PM. Motion by Nick; seconded by Colleen and adjourned. The next regularly scheduled meeting will be held on Monday, March. 13, 2023.

Respectfully submitted,

Katie O'Rourke



Mattituck-Laurel Library Warrants / Expenses

These are the expenses for the month and year of January 2023

Approved at the Library Board Meeting on February 13, 2023

Operating Account Total	\$106,548.99
Payroll	\$80,047.77
Non Payroll	\$26,501.22
Cultural Activities Fund	\$3,491.00
Money Market Account	\$0
Building Fund Savings	\$0
Building Fund Checking	\$0

Donations in excess of \$1,000 Ira A. Roschelle MD Fam Fnd \$2,500.00

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JW

02/02/23

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...	7,250.12
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	9,701.30
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	901,331.57
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02/02/23

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan 23</u>
General Fund	
Operating Fund	447,031.30
Building Fund	
Checking	264,407.33
Savings	57,300.76
	<hr/>
Total Building Fund	321,708.09
	<hr/>
Total General Fund	768,739.39
Cultural Activities Fund	
Coffee Machine	310.17
Teen Programs	21.12
Children's Programs	1,226.17
Staff Activity Fund	190.69
Adult Programs Wash Acco...	5,540.17
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
	<hr/>
Total Cultural Activities Fund	8,010.35
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,265.05
Undesignated & Interest	1,194.52
Capital Reserve Fund	393,136.95
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	453,233.61
	<hr/>
TOTAL	1,229,983.35

02/02/23

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
January 2023

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
01/20/2023	Amazon	Cardstock	14.29	14.29
Total Youth Arts & Crafts				14.29
Youth DVD's				
01/11/2023	Midwest Tape	503198089	21.69	21.69
01/25/2023	Midwest Tape	503246447	11.89	11.89
Total Youth DVD's				33.58
Youth Computer Software				
01/20/2023	Amazon	Stray Playstation, Mario ...	89.98	89.98
Total Youth Computer Software				89.98
Youth Books				
01/17/2023	Penworthy	Children's Books	247.06	247.06
01/20/2023	Amazon	Oliver the Ornament	29.95	29.95
Total Youth Books				277.01
Total Youth Materials				414.86
Adult Materials				
DVD/Music CD				
01/06/2023	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
01/11/2023	Midwest Tape	503198088	20.99	20.99
01/11/2023	Midwest Tape	503198086	34.98	34.98
01/11/2023	Midwest Tape	503198085	10.49	10.49
01/17/2023	Midwest Tape	503184805	20.99	20.99
01/17/2023	Midwest Tape	503184804	13.99	13.99
01/25/2023	Midwest Tape	503246446	20.99	20.99
Total DVD/Music CD				147.43
Adult Books				
01/20/2023	Amazon	The Light We Carry, Mic...	39.29	39.29
Total Adult Books				39.29
Adult Ref Books				
Local History				
01/04/2023	PastPerfect Software, Inc.	Annual Hosting from 1-3...	475.00	475.00
Total Local History				475.00
Total Adult Ref Books				475.00
Newspapers				
01/04/2023	Daily News	pays through 1-27-23	92.50	92.50
01/25/2023	Daily News	pays through 2/28/23	92.50	92.50
Total Newspapers				185.00
Total Adult Materials				846.72
Total Library Materials				1,261.58
Technology				
01/25/2023	Cardmember Service	Apple iPad for Heartlan...	209.00	209.00
Total Technology				209.00

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
January 2023

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
01/11/2023	Living Art Aquariums	Service 12-12-22 and 1...	200.00	200.00
Total Aquarium Maintenance				200.00
HVAC Maintenance				
01/25/2023	Kolb Service Corp.	No heat in Children's ar...	222.25	222.25
Total HVAC Maintenance				222.25
Exterminator				
01/17/2023	Hampton Pest Management, Inc.	Termite Bait Station Ins...	85.00	85.00
Total Exterminator				85.00
Fire Sprinkler Test				
01/17/2023	STAT Inspection	Annual Inspection Contr...	1,000.00	1,000.00
Total Fire Sprinkler Test				1,000.00
Total Building Maintenance				1,507.25
Custodial Supplies				
01/25/2023	Quill Corporation	Inv.#30126683 / Shredd...	51.99	51.99
01/31/2023	Emerald Island	Paper towels, Toilet pap...	317.55	317.55
Total Custodial Supplies				369.54
Gas				
01/25/2023	National Grid	Dec 16, 2022 to Jan 18, ...	1,738.07	1,738.07
Total Gas				1,738.07
Garbage Removal				
01/17/2023	Mattituck Enviro Services	Trash removal 1-10-23	247.62	247.62
Total Garbage Removal				247.62
Total Operations and Maintenance				3,862.48
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
01/20/2023	Optimum	From 1/16/23 to 2/15/23	241.96	241.96
Total Optimum Internet Service				241.96
BookScan Maintenance				
01/04/2023	CCP Solutions, LLC	1-1-23 to 12-31-23	685.00	685.00
Total BookScan Maintenance				685.00
Computer Software Licenses				
01/25/2023	Cardmember Service	Intuit (QB) upgrade,DRI ...	798.39	798.39
Total Computer Software Licenses				798.39
Total Maintenance Office Equipment				1,725.35
Membership				
Professional Memberships				
01/11/2023	Suffolk County Library Associat...	Membership	55.00	55.00
01/11/2023	Suffolk County Library Associat...	Membership	58.00	58.00

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
January 2023

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
01/11/2023	Suffolk County Library Associat...	Membership	51.00	51.00
Total Professional Memberships				164.00
Museum Passes				
01/25/2023	Cardmember Service	NY Hist.Soc.,Parrish,He...	810.00	810.00
Total Museum Passes				810.00
Total Membership				974.00
Postage				
Postage & Stamps				
01/25/2023	Postmaster	200 Forever stamps @	126.00	126.00
Total Postage & Stamps				126.00
Total Postage				126.00
Printing & Advertising				
Newsletter printing				
01/04/2023	Pine Barrens Printing	January/February Newsl...	2,979.00	2,979.00
Total Newsletter printing				2,979.00
Total Printing & Advertising				2,979.00
Professional Fees				
PALS Membership				
01/11/2023	SCLS-PALS	1st Quarter 2023 - PAL...	2,645.26	2,645.26
Total PALS Membership				2,645.26
SCLS/Overdue Notices				
01/11/2023	SCLS	Overdues - Processed &...	18.00	18.00
Total SCLS/Overdue Notices				18.00
Total Professional Fees				2,663.26
Programs - Adult				
Adult Reading Club & Book Discu				
01/11/2023	Beverly Wowak.	Reimburse Gift Cards fo...	80.00	80.00
01/20/2023	Amazon	Books - Taste, Stanley T...	259.54	259.54
Total Adult Reading Club & Book Discu				339.54
Adult Programs				
01/06/2023	Port Jefferson Free Library	Invoice 313, Shared Pro...	50.00	50.00
01/10/2023	Rob Scott	Pan Seared Chicken 1-1...	445.00	445.00
01/17/2023	MD Design Studio	Beach Glass Cardinals ...	400.00	400.00
01/19/2023	Scott A. Mandia	Extreme Weather and C...	200.00	200.00
01/20/2023	Fast Track Professional Servic...	Vintage Rock Concert 1-...	600.00	600.00
01/25/2023	Cardmember Service	Heart string Art Kits, Zo...	209.76	209.76
01/25/2023	Southold Library	Mediterranean Cooking ...	225.00	225.00
Total Adult Programs				2,129.76
Total Programs - Adult				2,469.30
Programs - Juvenile				
01/06/2023	Nicole Summers Sparling	Baby Boogie & Toddler ...	350.00	350.00
01/06/2023	Tara Penske	Scented Snowman Bud...	300.00	300.00
01/11/2023	Karen Letteriello.	Toys for Scavenger Hunt	47.50	47.50
01/25/2023	Kidnastics	Kidnastics 1-27-23	275.00	275.00
01/25/2023	Rob Scott	LEGO Rice Krispies 1-2...	375.00	375.00

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
January 2023

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
01/26/2023	Karen Letteriello.	Reimburse items for Pol...	24.92	24.92
Total Programs - Juvenile				1,372.42
Programs - Summer				
01/20/2023	Amazon	Teacher resource	11.01	11.01
Total Programs - Summer				11.01
Programs - Teen				
01/20/2023	Amazon	Chocolate, Supplies for ...	160.91	160.91
01/23/2023	Southold Library	NF Skate & Sip 1-21-23	100.00	100.00
01/25/2023	Cardmember Service	Peanut butter, Marshmal...	16.33	16.33
01/31/2023	Marissa Timm	Reimburse Supplies for ...	21.85	21.85
Total Programs - Teen				299.09
Supplies - Library				
01/20/2023	Amazon	Kitchen shears, Gorilla g...	56.72	56.72
01/25/2023	Cardmember Service	Cricut	9.99	9.99
01/25/2023	Quill Corporation	Inv. #30084256 / Bigelo...	35.18	35.18
01/25/2023	Quill Corporation	Inv.#30090055 / Twining...	82.95	82.95
01/25/2023	Quill Corporation	Inv.#30052600 / Toner ...	243.94	243.94
01/31/2023	Sara Colichio.	Reimburse Library Supp...	30.98	30.98
Total Supplies - Library				459.76
Supplies - Office				
01/06/2023	Melissa Vermey.	Reimburse Printer Cartri...	49.99	49.99
01/06/2023	W.B. Mason Co., Inc.	Desk Refill 3-1/2x6 Jan-...	2.74	2.74
01/17/2023	Quill Corporation	Carnation half & half 18...	22.58	22.58
01/25/2023	Cardmember Service	Intuit 1099 forms	146.97	146.97
Total Supplies - Office				222.28
Supplies - Paper				
01/31/2023	Quill Corporation	6 Cartons Copy Paper	209.94	209.94
Total Supplies - Paper				209.94
Telephone				
01/20/2023	Optimum	From 1/16/23 to 2/15/23	157.26	157.26
Total Telephone				157.26
Travel				
01/11/2023	Karen Letteriello.	Mileage / Preschool Stor...	10.00	10.00
01/31/2023	Shauna Scholl.	Reimburse mileage Dire...	59.75	59.75
Total Travel				69.75
Total Miscellaneous Expense				13,738.42
Debt Service Total				
01/17/2023	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74
Total Debt Service Total				7,429.74
TOTAL				26,501.22

Mattituck-Laurel Library
 Monthly Budget Report With Current Month
 January 2023

	Jan 23
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	438,845.40
Interest	1.63
Direct Public Support	2,694.75
Fines	104.81
Library Materials Paid For	33.84
Copy Machine	487.10
Fund Balance Brought Forward	116,708.44
Total Income	558,875.97
Gross Profit	558,875.97
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	31,658.14
Clerical	34,574.20
Custodian	2,610.19
Total Salaries	68,842.53
Benefits	
Fica	5,077.69
Disability Insurance	955.70
Medical Insurance	3,429.92
Retirement	3,493.95
Unemployment Insurance	2,547.18
Total Benefits	15,504.44
Total Payroll Expenses	84,346.97
Library Materials	
Youth Materials	
Youth Arts & Crafts	14.29
Youth DVD's	33.58
Youth Computer Software	89.98
Youth Books	277.01
Total Youth Materials	414.86
Adult Materials	
DVD/Music CD	147.43
Adult Books	39.29
Adult Ref Books	
Local History	475.00
Total Adult Ref Books	475.00
Newspapers	185.00
Total Adult Materials	846.72
Total Library Materials	1,261.58

Mattituck-Laurel Library
 Monthly Budget Report With Current Month

January 2023

	Jan 23
Technology	209.00
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	200.00
HVAC Maintenance	222.25
Exterminator	85.00
Fire Sprinkler Test	1,000.00
Total Building Maintenance	1,507.25
Custodial Supplies	369.54
Gas	1,738.07
Garbage Removal	247.62
Total Operations and Maintenance	3,862.48
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	118.44
Optimum Internet Service	241.96
BookScan Maintenance	685.00
Computer Software Licenses	798.39
Total Maintenance Office Equipm...	1,843.79
Membership	
Professional Memberships	164.00
Museum Passes	810.00
Total Membership	974.00
Postage	
Postage & Stamps	126.00
Total Postage	126.00
Printing & Advertising	
Newsletter printing	2,979.00
Total Printing & Advertising	2,979.00
Professional Fees	
Payroll Processing	878.04
PALS Membership	2,645.26
SCLS/Overdue Notices	18.00
Total Professional Fees	3,541.30
Programs - Adult	
Adult Reading Club & Book Dis...	339.54
Adult Programs	2,129.76
Total Programs - Adult	2,469.30
Programs - Juvenile	1,372.42
Programs - Summer	11.01
Programs - Teen	299.09

Mattituck-Laurel Library
Monthly Budget Report With Current Month
January 2023

	Jan 23
Supplies - Library	459.76
Supplies - Office	222.28
Supplies - Paper	209.94
Telephone	157.26
Travel	69.75
Total Miscellaneous Expense	14,734.90
Debt Service Total	7,429.74
Total Expense	111,844.67
Net Ordinary Income	447,031.30
Net Income	447,031.30

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January 2023

	Jan 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	0.00	4,000.00	-4,000.00	0.0%
Mattituck-Cutchogue School Dist	438,845.40	1,581,499.00	-1,142,653.60	27.7%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	1.63	100.00	-98.37	1.6%
Direct Public Support	2,694.75	2,000.00	694.75	134.7%
Fines	104.81	0.00	104.81	100.0%
Library Materials Paid For	33.84			
Copy Machine	487.10	2,000.00	-1,512.90	24.4%
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Fund Balance Brought Forward	116,708.44			
Total Income	558,875.97	1,596,799.00	-1,037,923.03	35.0%
Gross Profit	558,875.97	1,596,799.00	-1,037,923.03	35.0%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	31,658.14	334,851.00	-303,192.86	9.5%
Clerical	34,574.20	429,895.00	-395,320.80	8.0%
Custodian	2,610.19	47,477.00	-44,866.81	5.5%
Total Salaries	68,842.53	812,223.00	-743,380.47	8.5%
Benefits				
Fica	5,077.69	60,342.00	-55,264.31	8.4%
Disability Insurance	955.70	1,000.00	-44.30	95.6%
Medical Insurance	3,429.92	89,240.00	-85,810.08	3.8%
Retirement	3,493.95	50,749.00	-47,255.05	6.9%
Unemployment Insurance	2,547.18	10,000.00	-7,452.82	25.5%
Total Benefits	15,504.44	211,331.00	-195,826.56	7.3%
Total Payroll Expenses	84,346.97	1,023,554.00	-939,207.03	8.2%
Library Materials				
Youth Materials				
Youth Arts & Crafts	14.29	2,500.00	-2,485.71	0.6%
Youth DVD's	33.58	500.00	-466.42	6.7%
Youth Computer Software	89.98	1,500.00	-1,410.02	6.0%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	277.01	14,000.00	-13,722.99	2.0%
Total Youth Materials	414.86	19,000.00	-18,585.14	2.2%
Adult Materials				
DVD/Music CD	147.43	4,000.00	-3,852.57	3.7%
Live-brary Downloadable e-bo...	0.00	51,000.00	-51,000.00	0.0%
Digital Material Subscriptions	0.00	12,500.00	-12,500.00	0.0%
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	39.29	21,000.00	-20,960.71	0.2%
Reference Books and Data Ba...	0.00	1,500.00	-1,500.00	0.0%
Adult Ref Books				
Local History	475.00	1,000.00	-525.00	47.5%
Continuations	0.00	2,500.00	-2,500.00	0.0%
Total Adult Ref Books	475.00	3,500.00	-3,025.00	13.6%
Virtual Reference Collection	0.00	5,300.00	-5,300.00	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 2023

	Jan 23	Budget	\$ Over Budget	% of Budget
Large Print Books	0.00	4,500.00	-4,500.00	0.0%
Newspapers	185.00	7,000.00	-6,815.00	2.6%
Periodicals	0.00	4,500.00	-4,500.00	0.0%
Total Adult Materials	846.72	116,850.00	-116,003.28	0.7%
Teen Materials	0.00	3,500.00	-3,500.00	0.0%
Total Library Materials	1,261.58	139,350.00	-138,088.42	0.9%
Capital Expenditures	0.00	19,000.00	-19,000.00	0.0%
Technology	209.00	9,000.00	-8,791.00	2.3%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	200.00	3,500.00	-3,300.00	5.7%
HVAC Maintenance	222.25	2,000.00	-1,777.75	11.1%
Exterminator	85.00	1,000.00	-915.00	8.5%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	0.00	200.00	-200.00	0.0%
Elevator Maint.	0.00	4,000.00	-4,000.00	0.0%
Security Monitoring	0.00	700.00	-700.00	0.0%
Water Backflow Test	0.00	275.00	-275.00	0.0%
Fire Sprinkler Test	1,000.00	1,200.00	-200.00	83.3%
Piano Tuning	0.00	400.00	-400.00	0.0%
Other Building Maint.	0.00	7,000.00	-7,000.00	0.0%
Total Building Maintenance	1,507.25	20,475.00	-18,967.75	7.4%
Custodial Supplies	369.54	900.00	-530.46	41.1%
Electric	0.00	26,400.00	-26,400.00	0.0%
Gas	1,738.07	11,000.00	-9,261.93	15.8%
Grounds Maintenance				
Snow Removal	0.00	4,500.00	-4,500.00	0.0%
Sprinkler Maintenance	0.00	500.00	-500.00	0.0%
Other Grounds Maintenance	0.00	11,000.00	-11,000.00	0.0%
Total Grounds Maintenance	0.00	16,000.00	-16,000.00	0.0%
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	0.00	350.00	-350.00	0.0%
SCWA	0.00	3,300.00	-3,300.00	0.0%
Total Water	0.00	3,650.00	-3,650.00	0.0%
Garbage Removal	247.62	3,000.00	-2,752.38	8.3%
Total Operations and Maintenance	3,862.48	115,425.00	-111,562.52	3.3%
Miscellaneous Expense				
Legal Fees	0.00	2,500.00	-2,500.00	0.0%
Contingency	0.00	3,000.00	-3,000.00	0.0%
Maintenance Office Equipment				
Verizon Mobile Hotspots	118.44	1,500.00	-1,381.56	7.9%
Optimum Internet Service	241.96	3,000.00	-2,758.04	8.1%
Copy Machine	0.00	8,500.00	-8,500.00	0.0%
Computer/Network Maintenance	0.00	12,000.00	-12,000.00	0.0%
BookScan Maintenance	685.00	650.00	35.00	105.4%
Computer Software Licenses	798.39	8,500.00	-7,701.61	9.4%

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January 2023

	Jan 23	Budget	\$ Over Budget	% of Budget
Total Maintenance Office Equip...	1,843.79	34,150.00	-32,306.21	5.4%
Membership				
Professional Memberships	164.00	2,000.00	-1,836.00	8.2%
Museum Passes	810.00	5,000.00	-4,190.00	16.2%
Mattituck Chamber of Commer...	0.00	350.00	-350.00	0.0%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	974.00	8,150.00	-7,176.00	12.0%
Postage				
Postage & Stamps	126.00	650.00	-524.00	19.4%
Mailing Permit	0.00	250.00	-250.00	0.0%
Newsletter mailing	0.00	1,400.00	-1,400.00	0.0%
Post Office Box Fee	0.00	160.00	-160.00	0.0%
Total Postage	126.00	2,460.00	-2,334.00	5.1%
Printing & Advertising				
Other printing & advertising	0.00	1,000.00	-1,000.00	0.0%
Newsletter printing	2,979.00	11,000.00	-8,021.00	27.1%
Total Printing & Advertising	2,979.00	12,000.00	-9,021.00	24.8%
Professional Fees				
Payroll Processing	878.04	10,000.00	-9,121.96	8.8%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	2,645.26	10,710.00	-8,064.74	24.7%
Annual audit	0.00	12,500.00	-12,500.00	0.0%
SCLS/Overdue Notices	18.00	500.00	-482.00	3.6%
SCLS/Annual Membership	0.00	12,000.00	-12,000.00	0.0%
Total Professional Fees	3,541.30	56,210.00	-52,668.70	6.3%
Programs - Adult				
Motion Picture/Music Licensing	0.00	500.00	-500.00	0.0%
Adult Reading Club & Book Di...	339.54	3,500.00	-3,160.46	9.7%
Adult Programs	2,129.76	16,000.00	-13,870.24	13.3%
Total Programs - Adult	2,469.30	20,000.00	-17,530.70	12.3%
Programs - Juvenile	1,372.42	10,000.00	-8,627.58	13.7%
Programs - Summer	11.01	7,500.00	-7,488.99	0.1%
Programs - Teen	299.09	6,500.00	-6,200.91	4.6%
Supplies - Library	459.76	10,500.00	-10,040.24	4.4%
Supplies - Office	222.28	4,000.00	-3,777.72	5.6%
Supplies - Paper	209.94	2,500.00	-2,290.06	8.4%
Telephone	157.26	2,000.00	-1,842.74	7.9%
Travel	69.75	2,000.00	-1,930.25	3.5%
Workshops	0.00	2,000.00	-2,000.00	0.0%
Staff Meetings	0.00	1,000.00	-1,000.00	0.0%
Tuition Reimbursement	0.00	4,000.00	-4,000.00	0.0%
Total Miscellaneous Expense	14,734.90	190,470.00	-175,735.10	7.7%
Debt Service Total	7,429.74	100,000.00	-92,570.26	7.4%
Total Expense	111,844.67	1,596,799.00	-1,484,954.33	7.0%
Net Ordinary Income	447,031.30	0.00	447,031.30	100.0%
Net Income	447,031.30	0.00	447,031.30	100.0%

02/02/23

Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
January 2023

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
General Journal	01/01/2023			264,407.33
Total Checking				264,407.33
Savings				
General Journal	01/01/2023			57,300.76
Total Savings				57,300.76
Total Building Fund				321,708.09
Total General Fund				321,708.09
Cultural Activities Fund				
Coffee Machine				
General Journal	01/01/2023			291.17
Deposit	01/03/2023		Coffee	4.00
Deposit	01/09/2023		Coffee	3.00
Deposit	01/17/2023		Coffee	4.00
Deposit	01/23/2023		Coffee	2.00
Deposit	01/30/2023		Coffee	6.00
Total Coffee Machine				310.17
Teen Programs				
General Journal	01/01/2023			21.12
Total Teen Programs				21.12
Children's Programs				
General Journal	01/01/2023			1,226.17
Total Children's Programs				1,226.17
Staff Activity Fund				
General Journal	01/01/2023			190.69
Total Staff Activity Fund				190.69
Adult Programs Wash Account				
General Journal	01/01/2023			6,810.12
Deposit	01/03/2023		Yoga	90.00
Deposit	01/03/2023		Arts & Crafts / C...	10.00
Deposit	01/03/2023		LI Aquarium Tick...	368.00
Deposit	01/03/2023		Defensive Drivin...	35.00
Deposit	01/06/2023		Cardinal Glass	18.20
Deposit	01/06/2023		Cooking	9.41
Deposit	01/09/2023		Aerobics	35.00
Deposit	01/09/2023		Yoga	195.00
Deposit	01/09/2023		Cooking	30.00
Deposit	01/09/2023		Arts & Crafts	10.00
Deposit	01/09/2023		American Natura...	120.00
Bill	01/10/2023	Rosemary Martilotta	Yoga session De...	-585.00
Deposit	01/12/2023		Yoga	19.12
Deposit	01/12/2023		Cooking	18.82

02/02/23

Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
January 2023

Type	Date	Name	Memo	Paid Amount
Deposit	01/17/2023		Yoga	105.00
Deposit	01/17/2023		Cooking	80.00
Deposit	01/17/2023		LI Aquarium Tick...	46.00
Deposit	01/19/2023		Cardinal Beach ...	4.55
Deposit	01/19/2023		Cooking	9.41
Deposit	01/23/2023		LI Aquarium Tick...	207.00
Deposit	01/26/2023		Yoga	57.36
Deposit	01/26/2023		Friends Tea 3 x ...	63.18
Bill	01/26/2023	Friends of the Mattituck-...	Friends Tea / 3 P...	-66.00
Bill	01/30/2023	Laurie Short	Session ended 1...	-440.00
Deposit	01/30/2023		Yoga	20.00
Deposit	01/30/2023		LI Aquarium Tick...	230.00
Bill	01/31/2023	SCLS	Qty 100 LI Aquar...	-2,400.00
Total Adult Programs Wash Account				5,100.17
Designated Gifts				
General Journal	01/01/2023			657.80
Total Designated Gifts				657.80
Parent-Toddler Programs				
General Journal	01/01/2023			64.23
Total Parent-Toddler Programs				64.23
Staff Ordering Account				
General Journal	01/01/2023			0.00
Total Staff Ordering Account				0.00
Total Cultural Activities Fund				7,570.35
Gift and Trust Fund - MM				
Claire Lincoln Memorial				
General Journal	01/01/2023			2,637.09
Total Claire Lincoln Memorial				2,637.09
Local History Books				
General Journal	01/01/2023			26,265.05
Total Local History Books				26,265.05
Undesignated & Interest				
General Journal	01/01/2023			1,174.65
Deposit	01/31/2023		Interest	19.87
Total Undesignated & Interest				1,194.52
Capital Reserve Fund				
General Journal	01/01/2023			393,136.95
Total Capital Reserve Fund				393,136.95
Unemployment Insurance				
General Journal	01/01/2023			30,000.00

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Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
January 2023

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Total Unemployment Insurance				30,000.00
Total Gift and Trust Fund - MM				453,233.61
TOTAL				782,512.05

Mattituck-Laurel Library
Monthly Bill Payments
 As of January 31, 2023

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	01/04/2023	11441	CCP Solutions, LLC	Contract no.754-01 Acct...	-685.00
Bill Pmt -Check	01/04/2023	11442	Daily News	Acct. no. 4090496	-92.50
Bill Pmt -Check	01/04/2023	11443	Pine Barrens Printing	Inv. 33672	-2,979.00
Bill Pmt -Check	01/04/2023	11444	PastPerfect Softwar...	Cstmr 39482, Inv. 2023...	-475.00
Bill Pmt -Check	01/06/2023	11448	ELM USA, Inc.	Invoice no. 55045	-25.00
Bill Pmt -Check	01/06/2023	11449	Melissa Vermey,	Reimburse Printer Cartri...	-49.99
Bill Pmt -Check	01/06/2023	11450	Nicole Summers Sp...	Baby Boogie & Toddler ...	-350.00
Bill Pmt -Check	01/06/2023	11451	Port Jefferson Free ...	Invoice 313, Shared Pro...	-50.00
Bill Pmt -Check	01/06/2023	11452	Tara Penske	Scented Snowman Budd...	-300.00
Bill Pmt -Check	01/06/2023	11453	W.B. Mason Co., Inc.	Cstmr C20001734, Inv. ...	-2.74
Bill Pmt -Check	01/10/2023	11454	NYS Employees He...	03909	-7,099.41
Bill Pmt -Check	01/10/2023	11455	Rob Scott	Pan Seared Chicken 1-1...	-445.00
Bill Pmt -Check	01/11/2023	11456	Beverly Wowak.	Reimburse Gift Cards fo...	-80.00
Bill Pmt -Check	01/11/2023	11457	Karen Letteriello.	Reimburse Mileage, Sca...	-57.50
Bill Pmt -Check	01/11/2023	11458	Living Art Aquariums	Invoice no. 1656	-200.00
Bill Pmt -Check	01/11/2023	11459	Midwest Tape	11952	-88.15
Bill Pmt -Check	01/11/2023	11460	SCLS	MATT	-18.00
Bill Pmt -Check	01/11/2023	11461	SCLS-PALS	Invoice no. 81562	-2,645.26
Bill Pmt -Check	01/11/2023	11462	Suffolk County Libr...		-164.00
Bill Pmt -Check	01/17/2023	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	01/17/2023	11463	Shelterpoint Life Ins...	Policy #D242574	-1,328.31
Bill Pmt -Check	01/17/2023	11464	Hampton Pest Man...	Acct. 2450, Inv. 46820	-85.00
Bill Pmt -Check	01/17/2023	11465	Mattituck Enviro Se...	Cstmr 11-0001422-0, In...	-247.62
Bill Pmt -Check	01/17/2023	11466	Midwest Tape	11952	-34.98
Bill Pmt -Check	01/17/2023	11467	Penworthy	Customer 5320020_001,...	-247.06
Bill Pmt -Check	01/17/2023	11468	Quill Corporation	03047280	-22.58
Bill Pmt -Check	01/17/2023	11469	STAT Inspection	Invoice 2023-0061	-1,000.00
Bill Pmt -Check	01/17/2023	11470	MD Design Studio	Beach Glass Cardinals 1...	-400.00
Bill Pmt -Check	01/19/2023	11471	Scott A. Mandia	Extreme Weather and Cl...	-200.00
Bill Pmt -Check	01/20/2023	11472	Amazon	60457 8781 025750 7	-661.69
Bill Pmt -Check	01/20/2023	11473	Fast Track Professi...	Vintage Rock Concert 1-...	-600.00
Bill Pmt -Check	01/20/2023	11474	Optimum	07839-381822-01-2	-399.22
Bill Pmt -Check	01/23/2023	11475	Southold Library	NF Skate & Sip 1-21-23	-100.00
Bill Pmt -Check	01/25/2023	11476	Cardmember Service	4798 5101 7200 1022	-2,200.44
Bill Pmt -Check	01/25/2023	11477	Daily News	Acct. no. 4090496	-92.50
Bill Pmt -Check	01/25/2023	11478	Kidnastics	Kidnastics 1-27-23	-275.00
Bill Pmt -Check	01/25/2023	11479	Kolb Service Corp.	Invoice no. 4505-199	-222.25
Bill Pmt -Check	01/25/2023	11480	Midwest Tape	11952	-32.88
Bill Pmt -Check	01/25/2023	11481	National Grid	Acct. 43544-64005	-1,738.07
Bill Pmt -Check	01/25/2023	11482	Quill Corporation	03047280	-414.06
Bill Pmt -Check	01/25/2023	11483	Rob Scott	LEGO Rice Krispies 1-2...	-375.00
Bill Pmt -Check	01/25/2023	11484	Southold Library	Mediterranean Cooking ...	-225.00
Bill Pmt -Check	01/25/2023	11485	Postmaster	200 Forever stamps @ .63	-126.00
Bill Pmt -Check	01/26/2023	11486	Aflac	Acct NQH35, Inv.128098	-124.05
Bill Pmt -Check	01/26/2023	11487	Karen Letteriello.	Reimburse items for Pol...	-24.92
Bill Pmt -Check	01/27/2023	11488	Verizon	Acct 242398426-0001, I...	-118.44
Bill Pmt -Check	01/31/2023	11489	Emerald Island	940058	-317.55
Bill Pmt -Check	01/31/2023	11490	Marissa Timm	Reimburse Supplies for ...	-21.85
Bill Pmt -Check	01/31/2023	11491	Quill Corporation	03047280	-209.94
Bill Pmt -Check	01/31/2023	11492	Sara Colichio.	Reimburse Library Suppl...	-30.98
Bill Pmt -Check	01/31/2023	11493	Shauna Scholl.	Reimburse Mileage for ...	-59.75
Total BNB Operating Checking					-35,171.43
TOTAL					-35,171.43