

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

MEETING DATE: Monday March 13, 2023

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of February 21, 2023 Regular Board Meeting and February 21, 2023 Special Board Meeting**
- III. Period of Public Expression**
- IV. Approval of Treasurer's Report**
- V. Approval of Personnel Report**
- VI. Staff Presentations**
 - A. Sara Colichio – Department Head, Adult Services
- VII. Director's Report**
- VIII. President's Remarks**
- IX. Committee Reports**
 - A. Budget / Finance
- X. Old Business**
- XI. New Business**
 - A. 2024 Draft Budget Review
 - B. Set budget information hearing date and time to Monday September 11, 2023 at 6:45pm and budget vote date and time to Tuesday September 19th from 9am – 7pm.
 - C. Approval of revised Maintenance of Public Order Policy
- XII. Adjournment**

Next Meeting – April 10, 2023

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
March 13, 2023

Present

Jim Underwood, President
Nick Timpone, Vice-President
Karenann Volinski, Treasurer from 6:14PM
Katie O'Rourke, Secretary
Colleen Grattan-Arnoff, Trustee
Mary Sanchez, Trustee
Shauna Scholl, Director

Absent

Peter Kren, Trustee

Call To Order

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

I. Approval of the Agenda

The agenda was adopted.
(Mary, Colleen; unanimous (5-0))

II. Review and Approval of the Minutes of February 13, 2023 Regular Board Meeting and February 21, 2023 Special Board Meeting

The minutes of the meetings held February 13, 2023 and February 21, 2023 were approved.
(Nick, Colleen; unanimous (5-0))

III. Period of Public Expression

none

IV. Approval of Treasurer's Report

Warrants

Jim reviewed the warrants with the Board.

The Board approved payment of the following FEBRUARY warrant:

OPERATING ACCOUNT	\$218,120.14
CULTURAL ACTIVITIES FUND	250.00
MONEY MARKET ACCOUNT	16,950.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

Donations in excess of \$1,000
none
(Mary, Nick; unanimous (5-0))

V. Approval of Personnel Report

The Personnel report was presented in written format. The Board reviewed the personnel report with interest. The Personnel Report was approved.
(Katie, Colleen; unanimous (5-0))

VI. Staff Presentation

Sara Colichio – Department Head, Adult Services reported that our library is close to becoming a “Libraries Nourish” Library. Once completed Sara will put together a binder of resources for staff and patrons. Libraries Nourish is a county-wide initiative to educate library staff about the many community resources and services available to each community. Sara has been in contact with a young community member who is working on a Little Free Food Pantry – the pantry will stock nonperishable food items and toiletries. Sara shared that we have received seed donations to re-establish our seed library. The Library of Things now has two ukuleles.

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.
(Mary, Nick; unanimous (5-0))

Shauna thanked the Board for venturing out on an evening with inclement weather. She was delighted to report that there was no mold growing on the concrete wall in the elevator mechanical room. The logo/website survey for staff and the Board is open, please participate. Shauna will be appearing in the April edition of *NOFO Neighbors* and Karen Letteriello will be appearing in this publication sometime in the fall! Steven Ficner, from the Mattituck Fire Department, will be coming to the library for AED and CPR training for the staff in the spring.

VIII. President’s Remarks

none

IX. Committee Reports

- A. Budget /Finance** The Budget / Finance Committee met and discussed initial 2024 budget planning.

X. Old Business

none

XI. New Business

- A. 2024 Draft Budget Review** Tabled – will finalize by June 2023
- B. Set budget information hearing date and time to Monday, September 11, 2023 at 6:45pm and budget vote date and time to Tuesday, September 19, 2023 from 9AM – 7PM**
These dates were approved.
(Katie, Karenann; unanimous 6-0))

- C. **Approval of revised Maintenance of Public Order Policy** Tabled - change the wording to reflect that the consequences are in place *during* an appeal, change adoption date at the bottom of the policy.

XI. Adjournment

Motion to adjourn at 6:24PM.

(Karenann, Colleen; unanimous (6-0))

Dates of Future Board Meetings

Monday, April 10, 2023

Monday, May 8, 2023

Monday, June 12, 2023

Respectfully submitted,

Katie O'Rourke

Secretary



Mattituck-Laurel Library Warrants / Expenses

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

Approved at the Library Board Meeting on March 13, 2023

Operating Account Total	\$218,120.14
Payroll	\$64,730.79
Non Payroll	\$153,389.35
Cultural Activities Fund	\$250.00
Money Market Account	\$16,950.00
Building Fund Savings	\$0
Building Fund Checking	\$0

Donations in excess of \$1,000 None

03/02/23

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Feb 23</u>
General Fund	
Operating Fund	507,360.77
Building Fund	
Checking	264,407.33
Savings	57,300.76
	<hr/>
Total Building Fund	321,708.09
	<hr/>
Total General Fund	829,068.86
Cultural Activities Fund	
Coffee Machine	324.17
Teen Programs	21.12
Children's Programs	1,226.17
Staff Activity Fund	308.98
Adult Programs Wash Acco...	6,381.77
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
	<hr/>
Total Cultural Activities Fund	8,984.24
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,265.05
Undesignated & Interest	1,212.35
Capital Reserve Fund	416,469.95
Unemployment Insurance	30,000.00
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Total Gift and Trust Fund - MM	476,584.44
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TOTAL	1,314,637.54

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Library Materials				
Youth Materials				
Youth Arts & Crafts				
02/21/2023	Nasco	Paint multiple colors	100.61	100.61
02/22/2023	Nasco	Blue paint	8.40	8.40
Total Youth Arts & Crafts				109.01
Youth DVD's				
02/07/2023	Midwest Tape	503298994	6.99	6.99
02/22/2023	Midwest Tape	503382382	27.99	27.99
Total Youth DVD's				34.98
Youth Computer Software				
02/15/2023	Business Card	Star Wars, Minecraft, Xb...	115.25	115.25
02/16/2023	SCLS	TumbleBook Subscriptio...	384.20	384.20
Total Youth Computer Software				499.45
Youth Books				
02/10/2023	B&T Juvenile Account	January Invoices	943.74	943.74
02/22/2023	Cardmember Service	Caldecott seals	22.93	22.93
Total Youth Books				966.67
Total Youth Materials				1,610.11
Adult Materials				
DVD/Music CD				
02/03/2023	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
02/07/2023	Midwest Tape	503298995	132.94	132.94
02/07/2023	Midwest Tape	503298997	46.87	46.87
02/07/2023	Midwest Tape	503298998	18.19	18.19
02/07/2023	Midwest Tape	503258107	13.99	13.99
02/07/2023	Midwest Tape	503319581	38.48	38.48
02/07/2023	Midwest Tape	503313217	20.99	20.99
02/07/2023	Midwest Tape	503313218	21.69	21.69
02/07/2023	Midwest Tape	503313219	20.99	20.99
02/22/2023	Midwest Tape	503382385	17.49	17.49
02/22/2023	Midwest Tape	503382383	21.69	21.69
02/22/2023	Midwest Tape	503382381	20.99	20.99
Total DVD/Music CD				399.31
Live-brary Downloadable e-books				
02/10/2023	SCLS	Downloadable Media (O...	49,295.00	49,295.00
Total Live-brary Downloadable e-books				49,295.00
Digital Material Subscriptions				
02/01/2023	Kanopy, Inc.	Invoice #334010-PPU	128.00	128.00
02/02/2023	Midwest Tape	Hoopla month ending 1-...	195.61	195.61
Total Digital Material Subscriptions				323.61
Adult Books				
02/07/2023	B&T Adult Account	January Invoices	1,573.76	1,573.76
Total Adult Books				1,573.76
Large Print Books				
02/07/2023	B&T Adult Account	January Invoices	299.05	299.05

03/02/23

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Large Print Books				299.05
Newspapers				
02/08/2023	Newsday	Service from 2/19/23 thr...	263.92	263.92
02/14/2023	Daily News	Pays through 4/4/23	92.50	92.50
02/22/2023	Cardmember Service	DJ Barrons	89.97	89.97
Total Newspapers				446.39
Total Adult Materials				52,337.12
Teen Materials				
02/10/2023	B&T Teen Account	January invoices	327.55	327.55
Total Teen Materials				327.55
Total Library Materials				54,274.78
Technology				
02/07/2023	P.M. Communications Corp.	Monthly Maintenance / I...	117.89	117.89
Total Technology				117.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
02/10/2023	Living Art Aquariums	Service on 1/11/23, 1/25...	215.00	215.00
Total Aquarium Maintenance				215.00
Other Building Maint.				
02/08/2023	Mattituck Plumbing & Heating	Attempt to unclog Staff t...	100.00	100.00
02/14/2023	Coastline Cesspool & Drain Se...	Vac truck svc to clear no...	750.00	750.00
Total Other Building Maint.				850.00
Total Building Maintenance				1,065.00
Electric				
02/02/2023	PSEGLI	Service from Dec 20, 20...	1,655.86	1,655.86
02/27/2023	PSEGLI	Service from Jan 23, 20...	1,278.03	1,278.03
Total Electric				2,933.89
Gas				
02/22/2023	National Grid	Jan 18, 2023 to Feb 15, ...	1,425.71	1,425.71
Total Gas				1,425.71
Grounds Maintenance				
Snow Removal				
02/24/2023	Twin Fork Landscape Contracti...	Ice melt, sand/salt appli...	170.00	170.00
Total Snow Removal				170.00
Total Grounds Maintenance				170.00
Water				
North Fork Water				
02/22/2023	ReadyFresh	7 Bottles, Cups sleeve o...	123.91	123.91
Total North Fork Water				123.91
Total Water				123.91
Garbage Removal				

03/02/23

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
02/14/2023	Mattituck Enviro Services	4 yd trash svc 2/7/23	247.62	247.62
Total Garbage Removal				247.62
Total Operations and Maintenance				5,966.13
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
02/21/2023	Optimum	Service from 2.16.23 to ...	242.55	242.55
Total Optimum Internet Service				242.55
Copy Machine				
02/14/2023	Precision Microproducts	Contract plus b/w and c...	622.15	622.15
02/14/2023	Precision Microproducts	Contract plus b/w and c...	378.54	378.54
Total Copy Machine				1,000.69
Computer Software Licenses				
02/03/2023	Library Market	Library Calendar Annual...	1,500.00	1,500.00
02/22/2023	Cardmember Service	DRI CrashPlan	32.55	32.55
Total Computer Software Licenses				1,532.55
Total Maintenance Office Equipment				2,775.79
Membership				
Museum Passes				
02/22/2023	Cardmember Service	Guggenheim Museum	500.00	500.00
02/28/2023	Metropolitan Opera Association...	Met Opera Invoice M357...	75.00	75.00
Total Museum Passes				575.00
Total Membership				575.00
Printing & Advertising				
Other printing & advertising				
02/16/2023	Rogers Memorial Library	Voz Latina 12 month Ad...	192.00	192.00
02/22/2023	Cardmember Service	Classifieds/Custodian	121.28	121.28
Total Other printing & advertising				313.28
Total Printing & Advertising				313.28
Programs - Adult				
Adult Reading Club & Book Discu				
02/01/2023	Beverly Wowak.	Reimburse Book Club D...	52.73	52.73
02/15/2023	Business Card	Stanley Tucci books, Pu...	309.38	309.38
Total Adult Reading Club & Book Discu				362.11
Adult Programs				
02/01/2023	Sharper Training Solutions	Resume Writing 1-31-23...	250.00	250.00
02/14/2023	Southold Library	America's First Ladies 2/...	100.00	100.00
02/14/2023	Cutchogue-New Suffolk Library	Gene Casey Concert 2/...	200.00	200.00
02/14/2023	Hampton Bays Public Library	Before Brooklyn 2/21/23...	50.00	50.00
02/15/2023	Business Card	Flash cards, Ukeles, Uk...	232.53	232.53
02/16/2023	Port Jefferson Free Library	King of Ragtime 2/16/23...	50.00	50.00
02/21/2023	MD Design Studio	Beach Glass Cardinals ...	400.00	400.00
02/22/2023	Cardmember Service	Zoom, Seeds	89.96	89.96
02/22/2023	Gerard Matovcik.	Reimburse Snacks for O...	7.79	7.79
02/22/2023	Southold Library	Kentucky Derby 5.4.23 ...	100.00	100.00
02/22/2023	Westhampton Free Library	Island Girls 3.16.23 / Sh...	50.00	50.00
02/24/2023	St. George Living History Prod...	Billy Crystal Story 2.23.23	200.00	200.00

03/02/23

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

Date	Name	Memo	Original Amount	Paid Amount
02/28/2023	Rob Scott	Irish Soda Bread March ...	299.00	299.00
02/28/2023	Southold Library	Travel Safety 5.31.23 S...	100.00	100.00
Total Adult Programs				2,129.28
Total Programs - Adult				2,491.39
Programs - Juvenile				
02/02/2023	Orlowski Hardware Company, I...	Gorilla Glue	4.99	4.99
02/03/2023	Collaborative Summer Library ...	All Together Now Pencil...	71.76	71.76
02/06/2023	Nicole Summers Sparling	Baby Boogie/Toddler Ta...	350.00	350.00
02/08/2023	Karen Letteriello.	Cookies and Cupcakes f...	23.68	23.68
02/16/2023	Karen Letteriello.	Scavenger hunt, marker...	48.75	48.75
02/17/2023	Doris J. Benter	Hug Machine Pillow 2.2...	275.00	275.00
02/22/2023	Cardmember Service	Shamrock truck craft, Le...	56.20	56.20
02/24/2023	Karen Letteriello.	Reimburse for prizes, po...	127.27	127.27
Total Programs - Juvenile				957.65
Programs - Summer				
02/22/2023	Cardmember Service	Board game, Confetti pe...	101.57	101.57
Total Programs - Summer				101.57
Programs - Teen				
02/01/2023	Marissa Timm	Amazon gift cards, heart...	65.23	65.23
02/01/2023	Marissa Timm	Pizza Pie	21.75	21.75
02/03/2023	Collaborative Summer Library ...	All Together Now Poster...	99.92	99.92
02/15/2023	Business Card	Bamboo cutting boards	74.99	74.99
Total Programs - Teen				261.89
Supplies - Library				
02/01/2023	Uline	Gray Storage Cabinet fo...	728.12	728.12
02/07/2023	Anthony Kropp	Refund Patron Lost Boo...	30.00	30.00
02/14/2023	Brodart	S Class Labels - Graphi...	100.89	100.89
02/15/2023	Business Card	Director's Toolkit Bk, Sta...	412.55	412.55
02/22/2023	Cardmember Service	Cricut	9.99	9.99
02/27/2023	Demco	Multiple Labels	263.93	263.93
Total Supplies - Library				1,545.48
Supplies - Office				
02/02/2023	W.B. Mason Co., Inc.	Screen cleaning wipes 5...	14.98	14.98
02/03/2023	Quill Corporation	8.5x11 Rule Pads, Scotc...	58.77	58.77
02/15/2023	Business Card	Amazon Business Annu...	349.00	349.00
02/27/2023	Quill Corporation	Acct 3047280, Inv 3083...	16.59	16.59
Total Supplies - Office				439.34
Telephone				
02/21/2023	Optimum	Service from 2.16.23 to ...	157.60	157.60
Total Telephone				157.60
Travel				
02/07/2023	Joanne Hruz.	Reimburse Mileage SCL...	40.13	40.13
02/08/2023	Karen Letteriello.	Mileage Floyd Memorial ...	16.25	16.25
Total Travel				56.38
Total Miscellaneous Expense				9,675.37
Debt Service Total				
02/21/2023	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74

03/02/23

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
02/21/2023	Dime Community Bank	2022 year-end fund bala...	75,925.44	75,925.44
Total Debt Service Total				83,355.18
TOTAL				153,389.35

Mattituck-Laurel Library
Monthly Budget Report With Current Month

February 2023

	Feb 23
Ordinary Income/Expense	
Income	
PILOT Funds	6,947.12
Mattituck-Cutchogue School Dist	314,538.45
NY State Incentive	180.00
Interest	4.19
Direct Public Support	42.35
Library Materials Paid For	61.93
Copy Machine	260.35
Fund Balance Brought Forward	-40,283.00
	281,751.39
Total Income	281,751.39
Gross Profit	281,751.39
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	25,443.59
Clerical	27,705.20
Custodian	2,124.77
	55,273.56
Benefits	
Fica	4,040.40
Disability Insurance	-297.09
Medical Insurance	3,580.36
Retirement	2,930.34
Unemployment Insurance	1,836.46
	12,090.47
Total Payroll Expenses	67,364.03
Library Materials	
Youth Materials	
Youth Arts & Crafts	109.01
Youth DVD's	34.98
Youth Computer Software	499.45
Youth Books	966.67
	1,610.11
Adult Materials	
DVD/Music CD	399.31
Live-brary Downloadable e-bo...	49,295.00
Digital Material Subscriptions	323.61
Adult Books	1,573.76
Large Print Books	299.05
Newspapers	446.39
	52,337.12
Teen Materials	327.55
	52,664.67

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

	<u>Feb 23</u>
Total Library Materials	54,274.78
Technology	117.89
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	215.00
Other Building Maint.	850.00
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Total Building Maintenance	1,065.00
Electric	2,933.89
Gas	1,425.71
Grounds Maintenance	
Snow Removal	170.00
	<hr/>
Total Grounds Maintenance	170.00
Water	
North Fork Water	123.91
	<hr/>
Total Water	123.91
Garbage Removal	247.62
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Total Operations and Maintenance	5,966.13
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	118.44
Optimum Internet Service	242.55
Copy Machine	1,000.69
Computer Software Licenses	1,532.55
	<hr/>
Total Maintenance Office Equipm...	2,894.23
Membership	
Museum Passes	575.00
	<hr/>
Total Membership	575.00
Printing & Advertising	
Other printing & advertising	313.28
	<hr/>
Total Printing & Advertising	313.28
Professional Fees	
Payroll Processing	550.10
	<hr/>
Total Professional Fees	550.10
Programs - Adult	
Adult Reading Club & Book Dis...	362.11
Adult Programs	2,129.28
	<hr/>
Total Programs - Adult	2,491.39
Programs - Juvenile	957.65
Programs - Summer	101.57
Programs - Teen	261.89

2:18 PM
03/02/23
Cash Basis

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

	Feb 23
Supplies - Library	1,545.48
Supplies - Office	439.34
Telephone	157.60
Travel	56.38
Total Miscellaneous Expense	10,343.91
Debt Service Total	83,355.18
Total Expense	221,421.92
Net Ordinary Income	60,329.47
Net Income	60,329.47

2:19 PM
03/02/23
Cash Basis

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

	Jan - Feb 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	6,947.12	4,000.00	2,947.12	173.7%
Mattituck-Cutchogue School Dist	753,383.85	1,581,499.00	-828,115.15	47.6%
NY State Incentive	180.00	1,800.00	-1,620.00	10.0%
Interest	5.82	100.00	-94.18	5.8%
Direct Public Support	2,737.10	2,000.00	737.10	136.9%
Fines	104.81	0.00	104.81	100.0%
Library Materials Paid For	95.77			
Copy Machine	747.45	2,000.00	-1,252.55	37.4%
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Fund Balance Brought Forward	76,425.44			
Total Income	840,627.36	1,596,799.00	-756,171.64	52.6%
Gross Profit	840,627.36	1,596,799.00	-756,171.64	52.6%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	57,101.73	334,851.00	-277,749.27	17.1%
Clerical	62,279.40	429,895.00	-367,615.60	14.5%
Custodian	4,734.96	47,477.00	-42,742.04	10.0%
Total Salaries	124,116.09	812,223.00	-688,106.91	15.3%
Benefits				
Fica	9,118.09	60,342.00	-51,223.91	15.1%
Disability Insurance	658.61	1,000.00	-341.39	65.9%
Medical Insurance	7,010.28	89,240.00	-82,229.72	7.9%
Retirement	6,424.29	50,749.00	-44,324.71	12.7%
Unemployment Insurance	4,383.64	10,000.00	-5,616.36	43.8%
Total Benefits	27,594.91	211,331.00	-183,736.09	13.1%
Total Payroll Expenses	151,711.00	1,023,554.00	-871,843.00	14.8%
Library Materials				
Youth Materials				
Youth Arts & Crafts	123.30	2,500.00	-2,376.70	4.9%
Youth DVD's	68.56	500.00	-431.44	13.7%
Youth Computer Software	589.43	1,500.00	-910.57	39.3%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	1,243.68	14,000.00	-12,756.32	8.9%
Total Youth Materials	2,024.97	19,000.00	-16,975.03	10.7%
Adult Materials				
DVD/Music CD	546.74	4,000.00	-3,453.26	13.7%
Live-brary Downloadable e-bo...	49,295.00	51,000.00	-1,705.00	96.7%
Digital Material Subscriptions	323.61	12,500.00	-12,176.39	2.6%
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	1,613.05	21,000.00	-19,386.95	7.7%
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 through February 2023

	Jan - Feb 23	Budget	\$ Over Budget	% of Budget
Large Print Books	299.05	4,500.00	-4,200.95	6.6%
Newspapers	631.39	7,000.00	-6,368.61	9.0%
Periodicals	0.00	4,500.00	-4,500.00	0.0%
Total Adult Materials	53,183.84	116,850.00	-63,666.16	45.5%
Teen Materials	327.55	3,500.00	-3,172.45	9.4%
Total Library Materials	55,536.36	139,350.00	-83,813.64	39.9%
Capital Expenditures	0.00	19,000.00	-19,000.00	0.0%
Technology	326.89	9,000.00	-8,673.11	3.6%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	415.00	3,500.00	-3,085.00	11.9%
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.	850.00	7,000.00	-6,150.00	12.1%
Total Building Maintenance	2,572.25	20,475.00	-17,902.75	12.6%
Custodial Supplies	369.54	900.00	-530.46	41.1%
Electric	2,933.89	26,400.00	-23,466.11	11.1%
Gas	3,163.78	11,000.00	-7,836.22	28.8%
Grounds Maintenance				
Snow Removal	170.00	4,500.00	-4,330.00	3.8%
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	170.00	16,000.00	-15,830.00	1.1%
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	123.91	350.00	-226.09	35.4%
SCWA	0.00	3,300.00	-3,300.00	0.0%
Total Water	123.91	3,650.00	-3,526.09	3.4%
Garbage Removal	495.24	3,000.00	-2,504.76	16.5%
Total Operations and Maintenance	9,828.61	115,425.00	-105,596.39	8.5%
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	236.88	1,500.00	-1,263.12	15.8%
Optimum Internet Service	484.51	3,000.00	-2,515.49	16.2%
Copy Machine	1,000.69	8,500.00	-7,499.31	11.8%
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	2,330.94	8,500.00	-6,169.06	27.4%

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

	Jan - Feb 23	Budget	\$ Over Budget	% of Budget
Total Maintenance Office Equip...	4,738.02	34,150.00	-29,411.98	13.9%
Membership				
Professional Memberships	164.00	2,000.00	-1,836.00	8.2%
Museum Passes	1,385.00	5,000.00	-3,615.00	27.7%
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	1,549.00	8,150.00	-6,601.00	19.0%
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	313.28	1,000.00	-686.72	31.3%
Newsletter printing	2,979.00	11,000.00	-8,021.00	27.1%
Total Printing & Advertising	3,292.28	12,000.00	-8,707.72	27.4%
Professional Fees				
Payroll Processing	1,428.14	10,000.00	-8,571.86	14.3%
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	4,091.40	56,210.00	-52,118.60	7.3%
Programs - Adult				
Motion Picture/Music Licensing	0.00	500.00	-500.00	0.0%
Adult Reading Club & Book Di...	701.65	3,500.00	-2,798.35	20.0%
Adult Programs	4,259.04	16,000.00	-11,740.96	26.6%
Total Programs - Adult	4,960.69	20,000.00	-15,039.31	24.8%
Programs - Juvenile	2,330.07	10,000.00	-7,669.93	23.3%
Programs - Summer	112.58	7,500.00	-7,387.42	1.5%
Programs - Teen	560.98	6,500.00	-5,939.02	8.6%
Supplies - Library	2,005.24	10,500.00	-8,494.76	19.1%
Supplies - Office	661.62	4,000.00	-3,338.38	16.5%
Supplies - Paper	209.94	2,500.00	-2,290.06	8.4%
Telephone	314.86	2,000.00	-1,685.14	15.7%
Travel	126.13	2,000.00	-1,873.87	6.3%
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	25,078.81	190,470.00	-165,391.19	13.2%
Debt Service Total	90,784.92	100,000.00	-9,215.08	90.8%
Total Expense	333,266.59	1,596,799.00	-1,263,532.41	20.9%
Net Ordinary Income	507,360.77	0.00	507,360.77	100.0%
Net Income	507,360.77	0.00	507,360.77	100.0%

03/02/23

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

Type	Date	Name	Memo	Paid Amount
Cultural Activities Fund				
Coffee Machine				
Deposit	02/06/2023		Coffee	4.00
Deposit	02/13/2023		Coffee	2.00
Deposit	02/21/2023		Coffee	5.00
Deposit	02/27/2023		Coffee	3.00
Total Coffee Machine				14.00
Staff Activity Fund				
Deposit	02/13/2023	Better World Books	Discarded Books...	118.29
Total Staff Activity Fund				118.29
Adult Programs Wash Account				
Deposit	02/02/2023		Cooking	75.28
Deposit	02/06/2023		Cooking	20.00
Deposit	02/10/2023		Cooking	37.64
Bill	02/10/2023	Linda Mazza	From Worrier to ...	-250.00
Deposit	02/13/2023		Yoga	20.00
Deposit	02/13/2023		Cooking	10.00
Deposit	02/13/2023		Arts & Crafts	25.00
Deposit	02/13/2023		LI Aquarium Tick...	48.00
Deposit	02/16/2023		Aerobics	33.68
Deposit	02/21/2023		Aerobics	35.00
Deposit	02/21/2023		Arts and Crafts	70.00
Deposit	02/21/2023		Cooking	10.00
Deposit	02/21/2023		LI Aquarium Tick...	72.00
Deposit	02/27/2023		LI Aquarium Tick...	600.00
Deposit	02/27/2023		Defensive Driving	35.00
Total Adult Programs Wash Account				841.60
Total Cultural Activities Fund				973.89
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	02/28/2023		Interest	17.83
Total Undesignated & Interest				17.83
Capital Reserve Fund				
Bill	02/15/2023	Library Market	Website Design - ...	-13,450.00
Bill	02/23/2023	Library Market	LibraryBrand: Lo...	-3,500.00
Total Capital Reserve Fund				-16,950.00
Total Gift and Trust Fund - MM				-16,932.17
TOTAL				-15,958.28

Mattituck-Laurel Library
Monthly Bill Payments
 As of February 28, 2023

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	02/01/2023	11494	Beverly Wowak.	Reimburse Book Club Di...	-52.73
Bill Pmt -Check	02/01/2023	11495	Kanopy, Inc.	Invoice #334010-PPU	-128.00
Bill Pmt -Check	02/01/2023	11496	Marissa Timm	Reimburse Teen Progra...	-86.98
Bill Pmt -Check	02/01/2023	11497	Sharper Training So...	Resume Writing 1-31-23	-250.00
Bill Pmt -Check	02/01/2023	11498	Uline	Cstmr 14521906, Inv 15...	-728.12
Bill Pmt -Check	02/02/2023	11499	Midwest Tape	11952	-195.61
Bill Pmt -Check	02/02/2023	11500	Orlowski Hardware ...	Acct 584177	-4.99
Bill Pmt -Check	02/02/2023	11501	PSEGLI	Cstmr ID 0295-3001-61-...	-1,655.86
Bill Pmt -Check	02/02/2023	11502	W.B. Mason Co., Inc.	Cstmr C20001734, Inv. ...	-14.98
Bill Pmt -Check	02/03/2023	11503	Collaborative Sum...	Invoice no. 25423	-171.68
Bill Pmt -Check	02/03/2023	11504	ELM USA, Inc.	Invoice no. 55825	-25.00
Bill Pmt -Check	02/03/2023	11505	Library Market	Invoice no. 2564	-1,500.00
Bill Pmt -Check	02/03/2023	11506	Quill Corporation	03047280	-58.77
Bill Pmt -Check	02/06/2023	11507	Nicole Summers Sp...	Baby Boogie/Toddler Ta...	-350.00
Bill Pmt -Check	02/07/2023	11508	Anthony Kropp	Refund Patron Lost Boo...	-30.00
Bill Pmt -Check	02/07/2023	11509	Joanne Hruz.	Reimburse Mileage SCL...	-40.13
Bill Pmt -Check	02/07/2023	11510	NYS Employees He...	03909	-7,099.41
Bill Pmt -Check	02/07/2023	11511	P.M. Communicatio...	Monthly Maintenance / I...	-117.89
Bill Pmt -Check	02/07/2023	11512	B&T Adult Account	L 90004-3	-1,872.81
Bill Pmt -Check	02/07/2023	11513	Midwest Tape	11952	-321.13
Bill Pmt -Check	02/08/2023	11514	B&T Juvenile Acco...	VOID: L 935700	0.00
Bill Pmt -Check	02/08/2023	11515	Karen Letteriello.	Reimburse Mileage & S...	-39.93
Bill Pmt -Check	02/08/2023	11516	Mattituck Plumbing ...	Acct MAT-LIB, Inv. 47336	-100.00
Bill Pmt -Check	02/08/2023	11517	Newsday	Acct. 40410623	-263.92
Bill Pmt -Check	02/10/2023	11518	B&T Juvenile Acco...	L 935700	-943.74
Bill Pmt -Check	02/10/2023	11519	B&T Teen Account	L943258	-327.55
Bill Pmt -Check	02/10/2023	11520	Joseph Ciaravino	VOID: Family Magic Sho...	0.00
Bill Pmt -Check	02/10/2023	11521	Living Art Aquariums	Invoice no. 1678	-215.00
Bill Pmt -Check	02/10/2023	11522	SCLS	MATT	-49,295.00
Bill Pmt -Check	02/14/2023	11523	Cutchogue-New Suf...	Gene Casey Concert 2/...	-200.00
Bill Pmt -Check	02/14/2023	11524	Hampton Bays Publ...	Before Brooklyn 2/21/23	-50.00
Bill Pmt -Check	02/14/2023	11525	Port Jefferson Free ...	King of Ragtime 2/16/23	-50.00
Bill Pmt -Check	02/14/2023	11526	Southold Library	America's First Ladies 2/...	-100.00
Bill Pmt -Check	02/14/2023	11527	Brodart	318719	-100.89
Bill Pmt -Check	02/14/2023	11528	Coastline Cesspool ...	P.O. # 02/03/23	-750.00
Bill Pmt -Check	02/14/2023	11529	Daily News	Acct 4090496	-92.50
Bill Pmt -Check	02/14/2023	11530	Mattituck Enviro Se...	Cstmr 11-0001422-0, In...	-247.62
Bill Pmt -Check	02/14/2023	11531	Precision Microprod...		-1,000.69
Bill Pmt -Check	02/15/2023	11532	Business Card	5474 9700 8150 2023	-1,493.70
Bill Pmt -Check	02/16/2023	11533	Karen Letteriello.	Reimburse Items for Juv...	-48.75
Bill Pmt -Check	02/16/2023	11534	Rogers Memorial Li...	Voz Latina Ad Cost Shar...	-192.00
Bill Pmt -Check	02/16/2023	11535	SCLS	MATT	-384.20
Bill Pmt -Check	02/17/2023	11536	Doris J. Benter	Hug Machine Pillow 2.21...	-275.00
Bill Pmt -Check	02/21/2023	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	02/21/2023	11537	Nasco	Acct 514-226-00, Inv. 40...	-100.61
Bill Pmt -Check	02/21/2023	11538	Optimum	242.55	-400.15
Bill Pmt -Check	02/21/2023	11539	MD Design Studio	Beach Glass Cardinals 2...	-400.00
Bill Pmt -Check	02/21/2023		Dime Community B...	2022 year-end fund bala...	-75,925.44
Bill Pmt -Check	02/21/2023		Mattituck-Laurel Lib...	2022 fund balance year-...	-40,283.00
Bill Pmt -Check	02/22/2023	11540	Cardmember Service	4798 5101 7200 1022	-1,024.45
Bill Pmt -Check	02/22/2023	11541	Gerard Matovcik.	Reimburse Snacks for O...	-7.79
Bill Pmt -Check	02/22/2023	11542	Midwest Tape	11952	-88.16
Bill Pmt -Check	02/22/2023	11543	Nasco	Acct 514-226-00, Inv. 40...	-8.40
Bill Pmt -Check	02/22/2023	11544	National Grid	Acct. 43544-64005	-1,425.71
Bill Pmt -Check	02/22/2023	11545	ReadyFresh	Acct 0140002023 Inv. 0...	-123.91
Bill Pmt -Check	02/22/2023	11546	Southold Library	Kentucky Derby 5.4.23 Z...	-100.00
Bill Pmt -Check	02/22/2023	11547	Westhampton Free ...	Island Girls 3.16.23	-50.00
Bill Pmt -Check	02/24/2023	11548	Karen Letteriello.	Reimburse for prizes, po...	-127.27
Bill Pmt -Check	02/24/2023	11549	St. George Living Hi...	Billy Crystal Story 2.23.23	-200.00
Bill Pmt -Check	02/24/2023	11550	Twin Fork Landscap...	Invoice no. 25301	-170.00
Bill Pmt -Check	02/27/2023	11551	Aflac	Acct NQH35, Inv. 147364	-99.24
Bill Pmt -Check	02/27/2023	11552	Demco	810225915	-263.93
Bill Pmt -Check	02/27/2023	11553	PSEGLI	Cstmr 0295-3001-61-3, ...	-1,278.03
Bill Pmt -Check	02/27/2023	11554	Quill Corporation	03047280	-16.59

03/02/23

Mattituck-Laurel Library
Monthly Bill Payments
As of February 28, 2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Bill Pmt -Check	02/28/2023	11555	Metropolitan Opera ...	Met Opera Invoice M357...	-75.00
Bill Pmt -Check	02/28/2023	11556	Rob Scott	Irish Soda Bread March ...	-299.00
Bill Pmt -Check	02/28/2023	11557	Southold Library	Travel Safety 5.31.23 Sh...	-100.00
Bill Pmt -Check	02/28/2023	11558	Verizon	Acct 242398426-0001, I...	-118.44
Total BNB Operating Checking					-200,989.44
TOTAL					-200,989.44