

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

MEETING DATE: Monday April 10, 2023

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of March 13, 2023 Regular Board Meeting**
- III. Period of Public Expression**
- IV. Approval of Treasurer's Report**
- V. Approval of Personnel Report**
- VI. Staff Presentations**
 - A. Bev Wowak – Reader's Advisor
- VII. Director's Report**
- VIII. President's Remarks**
- IX. Committee Reports**
 - A. Budget / Finance
 - B. Personnel / Policy
- X. Old Business**
 - A. Approval of revised Maintenance of Public Order Policy
- XI. New Business**
 - A. 2024 Draft Budget Review
 - B. Approve new furniture expenses for LH area
 - C. Accept revised LIPA PILOT agreement
- XII. Adjournment**

Next Meeting – May 8, 2023

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
April 10, 2023

Present

Jim Underwood, President
Karenann Volinski, Treasurer from 6:10PM
Katie O'Rourke, Secretary
Colleen Grattan-Arnoff, Trustee
Mary Sanchez, Trustee
Shauna Scholl, Director

Absent

Nick Timpone, Vice-President
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.
(Colleen, Mary; unanimous (4-0))

II. Review and Approval of the Minutes of March 13, 2023 Regular Board Meeting

The minutes of the meetings held March 13, 2023 were approved.
(Mary, Colleen; unanimous (4-0))

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 MARCH warrant:

OPERATING ACCOUNT	\$103,949.62
CULTURAL ACTIVITIES FUND	2,271.04
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

Donations in excess of \$1,000

none

(Colleen, Mary; unanimous (4-0))

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 (4-0))

VI. Staff Presentations

Bev Wowak – Reader’s Advisor shared her many responsibilities with the board and highlighted some of her programs. There is a popular monthly reading challenge. Patrons read two books, fill out a raffle ticket and the first three people to complete the challenge will win a prize. Bev has led book discussions for over twenty years and hosts a Literary Café the second Friday of every month. There patrons can talk about all the books they are reading. Annually, Bev organizes a Book, Dinner, and a Movie evening. Patrons create a dish from a book to share, most recently Stanley Tucci’s *Taste*. If a patron is unable to get to the library homebound services are available. Bev can gather up a dozen reads based on a telephone conversation and drop by to deliver them.

VII. Director’s Report

The Director’s report was presented in written format. The Board reviewed the director’s report with interest.

Shauna highlighted a very successful Family Program organized by Karen Letteriello, *Hello Rain*. This program attracted a wide range of children. Participants listened to stories, used drums to create the sounds of rain and thunder, worked on a rainbow craft, and decorated umbrellas. The drums from this program as well as huge bones to build dinosaurs, aliens, or anything a child’s mind can imagine are on loan from the Suffolk County Library System. Our new 3D printer has arrived! An Oculus has been added to our Library of Things and has already been checked out! Shauna was able to share round one of the new logo reveal.

VIII. President’s Remarks

none

IX. Committee Reports

- A. **Budget /Finance** The Budget / Finance Committee continued to discuss 2024 budget planning – will finalize by June 2023
- B. **Personnel / Policy** The Personnel / Policy Committee met on April 5, 2023 to discuss the Meeting Room Policy

X. Old Business

A. Approval of revised Maintenance of Public Order Policy

The revised policy was approved.

(Katie, Colleen; unanimous (5-0))

XI. New Business

- A. 2024 Draft Budget Review** will finalize by June 2023

- B. Approve new furniture expenses for Local History area**
The expenses were approved.
(Colleen, Karenann; unanimous (5-0))

- C. Accept revised LIPA PILOT agreement**
The revised agreement was approved.
(Mary, Colleen; unanimous (5-0))

XII. Adjournment

Motion to adjourn at 6:32PM.
(Karenann, Mary; unanimous (5-0))

Dates of Future Board Meetings

Monday, May 8, 2023
Monday, June 12, 2023
Monday, July 10, 2023

Respectfully submitted,
Katie O'Rourke
Secretary



Mattituck-Laurel Library Warrants / Expenses

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

Approved at the Library Board Meeting on April 10, 2023

Operating Account Total	\$103,949.62
Payroll	\$62,838.79
Non Payroll	\$41,110.83
Cultural Activities Fund	\$2,271.04
Money Market Account	\$0
Building Fund Savings	\$0
Building Fund Checking	\$0

Donations in excess of \$1,000 None

04/05/23

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Mar 23</u>
General Fund	
Operating Fund	405,633.95
Building Fund	
Checking	264,407.33
Savings	57,300.76
	<hr/>
Total Building Fund	321,708.09
	<hr/>
Total General Fund	727,342.04
Cultural Activities Fund	
Coffee Machine	341.17
Teen Programs	21.12
Children's Programs	1,226.17
Staff Activity Fund	308.98
Adult Programs Wash Acco...	6,623.52
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
	<hr/>
Total Cultural Activities Fund	9,242.99
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,265.05
Undesignated & Interest	1,232.90
Capital Reserve Fund	416,469.95
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	476,604.99
	<hr/>
TOTAL	1,213,190.02

04/05/23

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

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth DVD's				
03/03/2023	Midwest Tape	503431424	20.99	20.99
	Total Youth DVD's			20.99
Youth Computer Software				
03/14/2023	Business Card	Nintendo Switch Games...	108.83	108.83
	Total Youth Computer Software			108.83
Youth Books				
03/03/2023	B&T Juvenile Account	February invoices	156.96	156.96
	Total Youth Books			156.96
	Total Youth Materials			286.78
Adult Materials				
DVD/Music CD				
03/03/2023	Midwest Tape	503431422	21.69	21.69
03/08/2023	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
03/14/2023	Midwest Tape	503460891	13.99	13.99
03/14/2023	Midwest Tape	503460890	21.69	21.69
03/14/2023	Midwest Tape	503460729	13.99	13.99
03/16/2023	Midwest Tape	503485860	17.49	17.49
03/16/2023	Midwest Tape	503482509	21.69	21.69
03/16/2023	Midwest Tape	503482508	13.99	13.99
03/16/2023	Midwest Tape	503482507	13.99	13.99
03/27/2023	Midwest Tape	503529471	20.99	20.99
03/27/2023	Midwest Tape	503525578	21.69	21.69
03/27/2023	Midwest Tape	503525579	36.38	36.38
	Total DVD/Music CD			242.58
Digital Material Subscriptions				
03/01/2023	Kanopy, Inc.	Invoice #338637-PPU	132.00	132.00
03/06/2023	Midwest Tape	Hoopla Month ending 2....	193.52	193.52
	Total Digital Material Subscriptions			325.52
Title Source				
03/03/2023	SCLS	Title Source 360 (12/1/2...	1,155.00	1,155.00
	Total Title Source			1,155.00
Adult Books				
03/07/2023	B&T Adult Account	Febrarury Invoices	1,937.88	1,937.88
	Total Adult Books			1,937.88
Large Print Books				
03/07/2023	B&T Adult Account	Febrarury Invoices	163.98	163.98
	Total Large Print Books			163.98
Newspapers				
03/06/2023	New York Times	Large type Weekly 2.27....	166.40	166.40
03/21/2023	Daily News	Pays through 5.5.23	92.50	92.50
	Total Newspapers			258.90
Periodicals				
03/14/2023	EBSCO Subscription Services	Annual Invoice	4,804.39	4,804.39

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Periodicals				4,804.39
Total Adult Materials				8,888.25
Teen Materials				
03/07/2023	B&T Teen Account	February Invoices	144.58	144.58
03/21/2023	Marissa Timm	Candy for Teen Books	30.96	30.96
Total Teen Materials				175.54
Total Library Materials				9,350.57
Capital Expenditures				
03/14/2023	Business Card	Cabinets for Reference ...	934.60	934.60
Total Capital Expenditures				934.60
Technology				
03/14/2023	Business Card	Wall charger	9.49	9.49
03/14/2023	P.M. Communications Corp.	Monthly Maintenance	117.89	117.89
03/16/2023	Makerbot Industries, LLC	MakerBot SKETCH Larg...	2,399.00	2,399.00
Total Technology				2,526.38
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
03/14/2023	Living Art Aquariums	Service 2.7.23 and 2.22....	200.00	200.00
Total Aquarium Maintenance				200.00
Elevator Maint.				
03/09/2023	Champion Elevator	Annual Inspection Marc...	600.00	600.00
Total Elevator Maint.				600.00
Water Backflow Test				
03/24/2023	JJ Simms Backflow Testing	Annual Testing & Paper...	260.00	260.00
Total Water Backflow Test				260.00
Other Building Maint.				
03/16/2023	Enviroscience Consultants	Microbial Investigation i...	935.00	935.00
Total Other Building Maint.				935.00
Total Building Maintenance				1,995.00
Electric				
03/30/2023	PSEGLI	Service from Feb 18, 20...	1,376.35	1,376.35
Total Electric				1,376.35
Gas				
03/24/2023	National Grid	Feb 15, 2023 to Mar 17, ...	1,240.06	1,240.06
Total Gas				1,240.06
Grounds Maintenance				
Snow Removal				
03/09/2023	Twin Fork Landscape Contracti...	Snow Removal 2.28.23	300.00	300.00
Total Snow Removal				300.00
Total Grounds Maintenance				300.00

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

Date	Name	Memo	Original Amount	Paid Amount
Water				
SCWA				
03/09/2023	SCWA	Svc from Dec 1, 2022 to...	198.21	198.21
	Total SCWA			198.21
	Total Water			198.21
Garbage Removal				
03/16/2023	Mattituck Enviro Services	4 YD Trash Service	247.62	247.62
	Total Garbage Removal			247.62
	Total Operations and Maintenance			5,357.24
Miscellaneous Expense				
Legal Fees				
03/16/2023	Volz & Vigliotta, PLLC	Conference for PILOT is...	70.50	70.50
	Total Legal Fees			70.50
Maintenance Office Equipment				
Optimum Internet Service				
03/21/2023	Optimum	Service 3/16/23 to 4/15/23	243.94	243.94
	Total Optimum Internet Service			243.94
Computer/Network Maintenance				
03/03/2023	L2J Consulting, Inc.	January and February 2...	2,000.00	2,000.00
	Total Computer/Network Maintenance			2,000.00
Computer Software Licenses				
03/21/2023	Port53 Technologies Inc.	Umbrella Insights by Cis...	1,331.52	1,331.52
03/21/2023	Elan Financial Services	DRI Crashplan	32.55	32.55
	Total Computer Software Licenses			1,364.07
	Total Maintenance Office Equipment			3,608.01
Membership				
Professional Memberships				
03/14/2023	Business Card	NY Library Assoc. Mem...	689.90	689.90
	Total Professional Memberships			689.90
Museum Passes				
03/21/2023	Elan Financial Services	CMEE Museum Pass	300.00	300.00
	Total Museum Passes			300.00
	Total Membership			989.90
Postage				
Mailing Permit				
03/27/2023	Postmaster	USPS Marketing Mail P...	290.00	290.00
	Total Mailing Permit			290.00
Newsletter mailing				
03/03/2023	Tom Lennon	March/April Newsletter ...	330.80	330.80
	Total Newsletter mailing			330.80
	Total Postage			620.80

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

Date	Name	Memo	Original Amount	Paid Amount
Printing & Advertising				
Other printing & advertising				
03/06/2023	Mattituck Chamber of Commerce	Street Fair Booth / SCL...	150.00	150.00
03/21/2023	Elan Financial Services	Suffolk Times Employm...	121.28	121.28
Total Other printing & advertising				271.28
Newsletter printing				
03/03/2023	Pine Barrens Printing	March/April Newsletter ...	2,979.00	2,979.00
Total Newsletter printing				2,979.00
Total Printing & Advertising				3,250.28
Professional Fees				
SCLS/Overdue Notices				
03/06/2023	SCLS	Overdues - Processed &...	16.80	16.80
03/09/2023	SCLS	Overdues - Processed &...	29.52	29.52
Total SCLS/Overdue Notices				46.32
Total Professional Fees				46.32
Programs - Adult				
Motion Picture/Music Licensing				
03/24/2023	SCLS	MPLC Movie Licensing ...	78.12	78.12
Total Motion Picture/Music Licensing				78.12
Adult Reading Club & Book Discu				
03/14/2023	Business Card	Pull of the Stars Books, ...	249.88	249.88
Total Adult Reading Club & Book Discu				249.88
Adult Programs				
03/03/2023	Green Inside and Out, Inc.	Green Living 3.2.23	150.00	150.00
03/09/2023	Holly Kix	Smart Phone Photograp...	200.00	200.00
03/09/2023	Organize Me! Of NY, LLC	Where's My Stuff 3.9.23	250.00	250.00
03/14/2023	Business Card	True Colors, Copperfield...	183.36	183.36
03/16/2023	Donna L. Nesteruk	EFT 3.16.23	300.00	300.00
03/16/2023	Gil McLean	Irish Yarn 3.18.23	200.00	200.00
03/21/2023	Elan Financial Services	Zoom	59.96	59.96
03/21/2023	Elan Financial Services	7 pk 11"x14" Canvas	59.97	59.97
03/27/2023	Lisa Baglivi	Springtime Canvas Pain...	350.00	350.00
03/29/2023	Gerard Matovcik.	Reimburse Opera snacks	19.76	19.76
Total Adult Programs				1,773.05
Total Programs - Adult				2,101.05
Programs - Juvenile				
03/10/2023	Kidnastics	Kidnastics 12 mo-35 mo...	525.00	525.00
03/13/2023	Nicole Summers Sparling	Baby Boogie, Toddler T...	350.00	350.00
03/14/2023	Business Card	DVD Player, Laundry ba...	37.98	37.98
03/21/2023	Karen Letteriello.	Scavenger Hunt Prizes, ...	86.13	86.13
03/27/2023	Kidnastics	Kidnastics 4.3.23	525.00	525.00
Total Programs - Juvenile				1,524.11
Programs - Summer				
03/21/2023	Elan Financial Services	Fun Express see itemize...	966.97	966.97
Total Programs - Summer				966.97
Programs - Teen				

04/05/23

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
03/01/2023	Rob Scott	Snickerdoodle Bread 3....	225.00	225.00
03/14/2023	Business Card	Acrylic paint	53.26	53.26
Total Programs - Teen				278.26
Supplies - Library				
03/06/2023	ID Label, Inc.	Barcodes for Childrens ...	167.25	167.25
03/14/2023	Business Card	Indoor/Outdoor Vacuum...	477.93	477.93
03/21/2023	Elan Financial Services	Cricut	9.99	9.99
03/24/2023	The Library Store	Message Board Sign	355.10	355.10
Total Supplies - Library				1,010.27
Supplies - Office				
03/06/2023	Amazon	Refund	-54.72	-54.72
03/06/2023	Orlowski Hardware Company, L...	Hole saw	10.98	10.98
03/06/2023	Quill Corporation	Brother tn360 blk toner ...	136.99	136.99
03/14/2023	Business Card	Label maker tape, table ...	52.71	52.71
03/14/2023	Quill Corporation	Cup hot perfect touch 1...	25.98	25.98
03/21/2023	Quill Corporation	3x3 sticky notes, Bic me...	95.65	95.65
03/24/2023	Quill Corporation	Coffeemate 180 ct, Spo...	33.97	33.97
Total Supplies - Office				301.56
Telephone				
03/21/2023	Optimum	Service 3/16/23 to 4/15/23	157.14	157.14
Total Telephone				157.14
Travel				
03/07/2023	Shauna Scholl.	Advocacy Day Hotel in ...	539.00	539.00
03/21/2023	Karen Letteriello.	Mileage to SCLS Bellpor...	48.13	48.13
Total Travel				587.13
Total Miscellaneous Expense				15,512.30
Debt Service Total				
03/22/2023	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74
Total Debt Service Total				7,429.74
TOTAL				41,110.83

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

	Mar 23
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	275.84
Interest	4.00
Direct Public Support	939.70
Fines	80.99
Library Materials Paid For	13.95
Copy Machine	494.80
E-Rate Discount	5,167.80
	6,977.08
Total Income	6,977.08
Gross Profit	6,977.08
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	25,443.69
Clerical	26,407.16
Custodian	2,096.44
	53,947.29
Total Salaries	53,947.29
Benefits	
Fica	3,918.10
Disability Insurance	-289.80
Medical Insurance	5,079.72
Retirement	2,859.04
Unemployment Insurance	1,393.03
	12,960.09
Total Benefits	12,960.09
Total Payroll Expenses	66,907.38
Library Materials	
Youth Materials	
Youth DVD's	20.99
Youth Computer Software	108.83
Youth Books	156.96
	286.78
Total Youth Materials	286.78
Adult Materials	
DVD/Music CD	242.58
Digital Material Subscriptions	325.52
Title Source	1,155.00
Adult Books	1,937.88
Large Print Books	163.98
Newspapers	258.90
Periodicals	4,804.39
	8,888.25
Total Adult Materials	8,888.25
Teen Materials	175.54
	9,350.57
Total Library Materials	9,350.57

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

	Mar 23
Capital Expenditures	934.60
Technology	2,526.38
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	200.00
Elevator Maint.	600.00
Water Backflow Test	260.00
Other Building Maint.	935.00
Total Building Maintenance	1,995.00
Electric	1,376.35
Gas	1,240.06
Grounds Maintenance	
Snow Removal	300.00
Total Grounds Maintenance	300.00
Water	
SCWA	198.21
Total Water	198.21
Garbage Removal	247.62
Total Operations and Maintenance	5,357.24
Miscellaneous Expense	
Legal Fees	70.50
Maintenance Office Equipment	
Verizon Mobile Hotspots	118.44
Optimum Internet Service	243.94
Computer/Network Maintenance	2,000.00
Computer Software Licenses	1,364.07
Total Maintenance Office Equipm...	3,726.45
Membership	
Professional Memberships	689.90
Museum Passes	300.00
Total Membership	989.90
Postage	
Mailing Permit	290.00
Newsletter mailing	330.80
Total Postage	620.80
Printing & Advertising	
Other printing & advertising	271.28
Newsletter printing	2,979.00
Total Printing & Advertising	3,250.28
Professional Fees	
Payroll Processing	567.25

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

	Mar 23
SCLS/Overdue Notices	46.32
Total Professional Fees	613.57
Programs - Adult	
Motion Picture/Music Licensing	78.12
Adult Reading Club & Book Dis...	249.88
Adult Programs	1,773.05
Total Programs - Adult	2,101.05
Programs - Juvenile	1,524.11
Programs - Summer	966.97
Programs - Teen	278.26
Supplies - Library	1,010.27
Supplies - Office	301.56
Telephone	157.14
Travel	587.13
Total Miscellaneous Expense	16,197.99
Debt Service Total	7,429.74
Total Expense	108,703.90
Net Ordinary Income	-101,726.82
Net Income	-101,726.82

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

	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	6,947.12	4,000.00	2,947.12	173.7%
Mattituck-Cutchoque School Dist	753,659.69	1,581,499.00	-827,839.31	47.7%
NY State Incentive	180.00	1,800.00	-1,620.00	10.0%
Interest	9.82	100.00	-90.18	9.8%
Direct Public Support	3,676.80	2,000.00	1,676.80	183.8%
Fines	185.80	0.00	185.80	100.0%
Library Materials Paid For	109.72			
Copy Machine	1,242.25	2,000.00	-757.75	62.1%
E-Rate Discount	5,167.80	5,400.00	-232.20	95.7%
Fund Balance Brought Forward	76,425.44			
Total Income	847,604.44	1,596,799.00	-749,194.56	53.1%
Gross Profit	847,604.44	1,596,799.00	-749,194.56	53.1%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	82,545.42	334,851.00	-252,305.58	24.7%
Clerical	88,686.56	429,895.00	-341,208.44	20.6%
Custodian	6,831.40	47,477.00	-40,645.60	14.4%
Total Salaries	178,063.38	812,223.00	-634,159.62	21.9%
Benefits				
Fica	13,036.19	60,342.00	-47,305.81	21.6%
Disability Insurance	368.81	1,000.00	-631.19	36.9%
Medical Insurance	12,090.00	89,240.00	-77,150.00	13.5%
Retirement	9,283.33	50,749.00	-41,465.67	18.3%
Unemployment Insurance	5,776.67	10,000.00	-4,223.33	57.8%
Total Benefits	40,555.00	211,331.00	-170,776.00	19.2%
Total Payroll Expenses	218,618.38	1,023,554.00	-804,935.62	21.4%
Library Materials				
Youth Materials				
Youth Arts & Crafts	123.30	2,500.00	-2,376.70	4.9%
Youth DVD's	89.55	500.00	-410.45	17.9%
Youth Computer Software	314.06	1,500.00	-1,185.94	20.9%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	1,400.64	14,000.00	-12,599.36	10.0%
Total Youth Materials	1,927.55	19,000.00	-17,072.45	10.1%
Adult Materials				
DVD/Music CD	789.32	4,000.00	-3,210.68	19.7%
Live-brary Downloadable e-bo...	49,295.00	51,000.00	-1,705.00	96.7%
Digital Material Subscriptions	1,033.33	12,500.00	-11,466.67	8.3%
Title Source	1,155.00	1,050.00	105.00	110.0%
Adult Books	3,550.93	21,000.00	-17,449.07	16.9%
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 March 2023

	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
Large Print Books	463.03	4,500.00	-4,036.97	10.3%
Newspapers	890.29	7,000.00	-6,109.71	12.7%
Periodicals	4,804.39	4,500.00	304.39	106.8%
Total Adult Materials	62,456.29	116,850.00	-54,393.71	53.4%
Teen Materials	503.09	3,500.00	-2,996.91	14.4%
Total Library Materials	64,886.93	139,350.00	-74,463.07	46.6%
Capital Expenditures	934.60	19,000.00	-18,065.40	4.9%
Technology	2,853.27	9,000.00	-6,146.73	31.7%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	615.00	3,500.00	-2,885.00	17.6%
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.	600.00	4,000.00	-3,400.00	15.0%
Security Monitoring	0.00	700.00	-700.00	0.0%
Water Backflow Test	260.00	275.00	-15.00	94.5%
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.	1,785.00	7,000.00	-5,215.00	25.5%
Total Building Maintenance	4,567.25	20,475.00	-15,907.75	22.3%
Custodial Supplies	369.54	900.00	-530.46	41.1%
Electric	4,310.24	26,400.00	-22,089.76	16.3%
Gas	4,403.84	11,000.00	-6,596.16	40.0%
Grounds Maintenance				
Snow Removal	470.00	4,500.00	-4,030.00	10.4%
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	470.00	16,000.00	-15,530.00	2.9%
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	198.21	3,300.00	-3,101.79	6.0%
Total Water	322.12	3,650.00	-3,327.88	8.8%
Garbage Removal	742.86	3,000.00	-2,257.14	24.8%
Total Operations and Maintenance	15,185.85	115,425.00	-100,239.15	13.2%
Miscellaneous Expense				
Legal Fees	70.50	2,500.00	-2,429.50	2.8%
Contingency	0.00	3,000.00	-3,000.00	0.0%
Maintenance Office Equipment				
Verizon Mobile Hotspots	355.32	1,500.00	-1,144.68	23.7%
Optimum Internet Service	728.45	3,000.00	-2,271.55	24.3%
Copy Machine	1,000.69	8,500.00	-7,499.31	11.8%
Computer/Network Maintenance	2,000.00	12,000.00	-10,000.00	16.7%
BookScan Maintenance	685.00	650.00	35.00	105.4%
Computer Software Licenses	3,695.01	8,500.00	-4,804.99	43.5%

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

	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
Total Maintenance Office Equip...	8,464.47	34,150.00	-25,685.53	24.8%
Membership				
Professional Memberships	853.90	2,000.00	-1,146.10	42.7%
Museum Passes	1,685.00	5,000.00	-3,315.00	33.7%
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	2,538.90	8,150.00	-5,611.10	31.2%
Postage				
Postage & Stamps	126.00	650.00	-524.00	19.4%
Mailing Permit	290.00	250.00	40.00	116.0%
Newsletter mailing	330.80	1,400.00	-1,069.20	23.6%
Post Office Box Fee	0.00	160.00	-160.00	0.0%
Total Postage	746.80	2,460.00	-1,713.20	30.4%
Printing & Advertising				
Other printing & advertising	584.56	1,000.00	-415.44	58.5%
Newsletter printing	5,958.00	11,000.00	-5,042.00	54.2%
Total Printing & Advertising	6,542.56	12,000.00	-5,457.44	54.5%
Professional Fees				
Payroll Processing	1,995.39	10,000.00	-8,004.61	20.0%
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	64.32	500.00	-435.68	12.9%
SCLS/Annual Membership	0.00	12,000.00	-12,000.00	0.0%
Total Professional Fees	4,704.97	56,210.00	-51,505.03	8.4%
Programs - Adult				
Motion Picture/Music Licensing	78.12	500.00	-421.88	15.6%
Adult Reading Club & Book Di...	951.53	3,500.00	-2,548.47	27.2%
Adult Programs	6,032.09	16,000.00	-9,967.91	37.7%
Total Programs - Adult	7,061.74	20,000.00	-12,938.26	35.3%
Programs - Juvenile	3,854.18	10,000.00	-6,145.82	38.5%
Programs - Summer	1,079.55	7,500.00	-6,420.45	14.4%
Programs - Teen	839.24	6,500.00	-5,660.76	12.9%
Supplies - Library	3,015.51	10,500.00	-7,484.49	28.7%
Supplies - Office	963.18	4,000.00	-3,036.82	24.1%
Supplies - Paper	209.94	2,500.00	-2,290.06	8.4%
Telephone	472.00	2,000.00	-1,528.00	23.6%
Travel	713.26	2,000.00	-1,286.74	35.7%
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	41,276.80	190,470.00	-149,193.20	21.7%
Debt Service Total	98,214.66	100,000.00	-1,785.34	98.2%
Total Expense	441,970.49	1,596,799.00	-1,154,828.51	27.7%
Net Ordinary Income	405,633.95	0.00	405,633.95	100.0%
Net Income	405,633.95	0.00	405,633.95	100.0%

04/05/23

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

Type	Date	Name	Memo	Paid Amount
Cultural Activities Fund				
Coffee Machine				
Deposit	03/06/2023		Coffee	3.00
Deposit	03/13/2023		Coffee	1.00
Deposit	03/20/2023		Coffee	10.00
Deposit	03/27/2023		Coffee	3.00
Total Coffee Machine				17.00
Adult Programs Wash Account				
Deposit	03/02/2023		Yoga	115.92
Deposit	03/02/2023		Defensive Driving	269.44
Deposit	03/02/2023		Aerobics	269.44
Deposit	03/06/2023		Aerobics	280.00
Deposit	03/06/2023		Defensive Driving	385.00
Bill	03/06/2023	Laurie Short	LI Aquarium Tick...	168.00
Bill	03/09/2023	Loretta Buscemi	Chair Strength	-330.00
Deposit	03/09/2023		Refund Patron fo...	-35.00
Deposit	03/09/2023		Cheeseboard	4.55
Deposit	03/09/2023		Aerobics	134.72
Deposit	03/09/2023		Defensive Driving	235.76
Bill	03/10/2023	Rosemary Martilotta	Jan-Feb Yoga	-860.00
Deposit	03/13/2023		Aerobics	35.00
Deposit	03/13/2023		LI Aquarium Tick...	72.00
Deposit	03/13/2023		Defensive Driving	70.00
Check	03/15/2023	Square	Refund Patron D...	-67.36
Bill	03/16/2023	Suffolk Safety Program	Defensive Drivin...	-910.00
Deposit	03/16/2023		Yoga	57.96
Check	03/16/2023	Square	Refund Patron A...	-33.68
Deposit	03/20/2023		Aerobics	70.00
Deposit	03/20/2023		Yoga	120.00
Deposit	03/20/2023		Defensive Driving	70.00
Deposit	03/27/2023		Aerobics	35.00
Deposit	03/27/2023		Yoga	120.00
Bill	03/30/2023	Bonnie W. Mazzaferro	Refund Patron C...	-35.00
Total Adult Programs Wash Account				241.75
Total Cultural Activities Fund				258.75
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	03/31/2023		Interest	20.55
Total Undesignated & Interest				20.55
Total Gift and Trust Fund - MM				20.55
TOTAL				279.30

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

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	03/01/2023	11559	Kanopy, Inc.	Invoice #338637-PPU	-132.00
Bill Pmt -Check	03/01/2023	11560	Rob Scott	Snickerdoodle Bread 3.1...	-225.00
Bill Pmt -Check	03/03/2023	11561	B&T Juvenile Acco...	L 935700	-156.96
Bill Pmt -Check	03/03/2023	11562	Green Inside and O...	Green Living 3.2.23	-150.00
Bill Pmt -Check	03/03/2023	11563	L2J Consulting, Inc.	Invoice nos. 012023,022...	-2,000.00
Bill Pmt -Check	03/03/2023	11564	Midwest Tape	11952	-42.68
Bill Pmt -Check	03/03/2023	11565	Pine Barrens Printing	Invoice 33745	-2,979.00
Bill Pmt -Check	03/03/2023	11566	SCLS	MATT	-1,155.00
Bill Pmt -Check	03/03/2023	11567	Tom Lennon	March/April Newsletter ...	-330.80
Bill Pmt -Check	03/06/2023	11568	ID Label, Inc.	Invoice 2023-09037-00	-167.25
Bill Pmt -Check	03/06/2023	11569	Mattituck Chamber ...	Street Fair Booth / SCLS...	-150.00
Bill Pmt -Check	03/06/2023	11570	Midwest Tape	11952	-193.52
Bill Pmt -Check	03/06/2023	11571	New York Times	Acct 802189563	-166.40
Bill Pmt -Check	03/06/2023	11572	Orlowski Hardware ...	Acct 584177	-10.98
Bill Pmt -Check	03/06/2023	11573	Quill Corporation	03047280	-136.99
Bill Pmt -Check	03/06/2023	11574	SCLS	MATT	-16.80
Bill Pmt -Check	03/07/2023	11575	B&T Adult Account	L 90004-3	-2,101.86
Bill Pmt -Check	03/07/2023	11576	B&T Teen Account	L943258	-144.58
Bill Pmt -Check	03/07/2023	11577	Shauna Scholl.	Mileage Reimbursement...	-539.00
Bill Pmt -Check	03/08/2023	11578	ELM USA, Inc.	Invoice 56594	-25.00
Bill Pmt -Check	03/08/2023	11579	NYS Employees He...	03909	-7,099.41
Bill Pmt -Check	03/09/2023	11580	Champion Elevator	Invoice 2116970	-600.00
Bill Pmt -Check	03/09/2023	11581	Holly Kix	Smart Phone Photograp...	-200.00
Bill Pmt -Check	03/09/2023	11582	Kidnastics	Kidnastics 12 mo-35 mo...	-525.00
Bill Pmt -Check	03/09/2023	11583	Organize Me! Of N...	Where's My Stuff 3.9.23	-250.00
Bill Pmt -Check	03/09/2023	11584	SCLS	MATT	-29.52
Bill Pmt -Check	03/09/2023	11585	SCWA	1135620087001	-198.21
Bill Pmt -Check	03/09/2023	11586	Twin Fork Landscap...	Invoice 25312	-300.00
Bill Pmt -Check	03/13/2023	11587	Nicole Summers Sp...	Baby Boogie, Toddler T...	-350.00
Bill Pmt -Check	03/14/2023	11588	Business Card		-2,797.94
Bill Pmt -Check	03/14/2023	11589	EBSCO Subscriptio...	TN-S-59543-00	-4,804.39
Bill Pmt -Check	03/14/2023	11590	Living Art Aquariums	Invoice 1690	-200.00
Bill Pmt -Check	03/14/2023	11591	Midwest Tape	11952	-49.67
Bill Pmt -Check	03/14/2023	11592	P.M. Communicatio...	Invoice no. 41184	-117.89
Bill Pmt -Check	03/14/2023	11593	Quill Corporation	03047280	-25.98
Bill Pmt -Check	03/16/2023	11594	Donna L. Nesteruk	EFT 3.16.23	-300.00
Bill Pmt -Check	03/16/2023	11595	Enviroscience Cons...	Invoice 34600	-935.00
Bill Pmt -Check	03/16/2023	11596	Gil McLean	Irish Yarn 3.18.23	-200.00
Bill Pmt -Check	03/16/2023	11597	Mattituck Enviro Se...	Invoice 005589167, Cst...	-247.62
Bill Pmt -Check	03/16/2023	11598	Midwest Tape	11952	-67.16
Bill Pmt -Check	03/16/2023	11599	Volz & Vigliotta, PL...	Stmnt 4741 , Acct MLL-...	-70.50
Bill Pmt -Check	03/16/2023	11600	Makerbot Industries...	Quote Number: 00112841	-2,399.00
Bill Pmt -Check	03/21/2023	11601	Elan Financial Servi...	Acct 4798 5101 7200 10...	-1,550.72
Bill Pmt -Check	03/21/2023	11602	Port53 Technologie...	Invoice no. 8065	-1,331.52
Bill Pmt -Check	03/21/2023	11603	Daily News	Acct 4090496	-92.50
Bill Pmt -Check	03/21/2023	11604	Karen Letteriello.	Reimburse Mileage and ...	-134.26
Bill Pmt -Check	03/21/2023	11605	Marissa Timm	Remburse supplies for T...	-30.96
Bill Pmt -Check	03/21/2023	11606	Optimum	07839-381822-01-2	-401.08
Bill Pmt -Check	03/21/2023	11607	Quill Corporation	03047280	-95.65
Bill Pmt -Check	03/22/2023	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	03/22/2023	11608	AFLAC INC	Grp AFA0017018, Inv. 2...	-272.16
Bill Pmt -Check	03/24/2023	11609	JJ Simms Backflow...	Invoice 1057	-260.00
Bill Pmt -Check	03/24/2023	11610	National Grid	Acct 43544-64005	-1,240.06
Bill Pmt -Check	03/24/2023	11611	Quill Corporation	03047280	-33.97
Bill Pmt -Check	03/24/2023	11612	SCLS	MATT	-78.12
Bill Pmt -Check	03/24/2023	11613	The Library Store	Cstmr 20058, Inv 624057	-355.10
Bill Pmt -Check	03/27/2023	11614	Daniel J. Faraone	Medicare Reimburseme...	-562.50
Bill Pmt -Check	03/27/2023	11615	Garrett H. Moore	Medicare Reimburseme...	-384.00
Bill Pmt -Check	03/27/2023	11616	Kay Zegel.	Medicare Reimburseme...	-562.50
Bill Pmt -Check	03/27/2023	11617	Kidnastics	Kidnastics 4.3.23	-525.00
Bill Pmt -Check	03/27/2023	11618	Lisa Baglivi	Springtime Canvas Paint...	-350.00
Bill Pmt -Check	03/27/2023	11619	Midwest Tape	11952	-79.06
Bill Pmt -Check	03/27/2023	11620	Postmaster	USPS Mailing Permit	-290.00
Bill Pmt -Check	03/27/2023	11621	Verizon	Acct 242398426-0001, I...	-118.44

04/05/23

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

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	03/29/2023	11622	Aflac	Inv. 166278, Acct NQH35	-60.84
Bill Pmt -Check	03/29/2023	11623	Gerard Matovcik.	Reimburse Opera snacks	-19.76
Bill Pmt -Check	03/30/2023	11624	PSEGLI	Cstmr 0295-3001-61-3, ...	-1,376.35
Total BNB Operating Checking					-50,225.40
TOTAL					-50,225.40
