

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

MEETING DATE: Monday May 8, 2023

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of April 10, 2023 Regular Board Meeting**
- III. Period of Public Expression**
- IV. Approval of Treasurer's Report**
- V. Staff Presentations**
 - A. Marissa Timm – Teen Librarian
- VI. Director's Report**
- VII. President's Remarks**
- VIII. Committee Reports**
 - A. Personnel / Policy
- IX. Old Business**
 - A. 2024 Draft Budget & Trustee Election
- X. New Business**
 - A. Approve Tuition Reimbursement
- XI. Adjournment**

Next Meeting – June 12, 2023

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
May 8, 2023

Present

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

Absent

none

Call To Order

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

I. Approval of the Agenda

The agenda was adopted.

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

II. Review and Approval of the Minutes of April 10, 2023 Regular Board Meeting

The minutes of the meetings held April 10, 2023 were approved.

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

III. Period of Public Expression

none

IV. Approval of Treasurer's Report

Warrants

Karenann reviewed the warrants with the Board.

The Board approved payment of the following APRIL warrant:

OPERATING ACCOUNT	\$104,797.08
CULTURAL ACTIVITIES FUND	825.00
MONEY MARKET ACCOUNT	2,883.25
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	85.75

Donations in excess of \$1,000
none
(Nick, Peter; unanimous (7-0))

V. Staff Presentations

Marissa Timm – Teen Librarian shared her many responsibilities with the board and highlighted some of her programs. Marissa is preparing for summer programs, working with the Teen Advisory Board and anticipates a lot of teen participation. There are many community service opportunities; a cereal box drive for CAST, decorating kindness rocks with positive messages, creating artwork on mini canvas to decorate the teen space, and much more! Marissa proudly announced that our library patrons donated 45 dresses, 178 dresses were given away at the Prom & Quinceañera Dress Showcase. Membership is growing in the Girls Who Code club. While busy setting up summer reading she reaches out to the teens on social media via email blasts and uses QR codes. High school seniors have been stopping by the Teen Services Desk to pick up applications for the Friends of the Mattituck-Laurel Library Scholarship. Marissa also helps run adult services programs and events.

VI. 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.
(Karenann, Colleen; unanimous (7-0))

Shauna highlighted a very successful Prom & Quinceañera Dress Showcase the weekend of April 28 – 30, 2023 at the Peconic Lane Community Center. She congratulated the efforts of our own Marissa Timm as well as the other East End Libraries and their Youth Service Librarians and CAST members who were heavily involved in this special event. The East End Directors penned a letter to The Suffolk Times to share additional information not found in the article that ran in the May 4, 2023 paper. Shauna spoke with Suffolk Security and was assured that an issue with the alarm system has been remedied. The board took a little field trip to the green space to choose a place for the new buddy bench donated by Kait's Angels and the Southold Town PBA. There will be a dedication ceremony on Saturday, May 20th at 10AM. Shauna shared a copy of the Peconic Bay Shopper with the board. In the April 2023 edition Gerard Matovcik, our Reference Librarian, shared a byline with Joseph O'Brien from the Mattituck-Laurel Historical Society, this is a very nice partnership. Shauna reported that our grant is closed, and the remaining monies will be received in the next couple of months. Shauna has started the process of enrolling in the Sustainable Libraries Initiative (SLI) – this is a certification program leading to a commitment to environmental stewardship, economic feasibility, and social equity. A much-anticipated Friend's event scheduled for May 31, 2023 at the Veteran's Park Community Room has been postponed. Arrangements will be made for the building /grounds committee and long-range planning committee to meet.

VII. President's Remarks

Jim attended a Saturday afternoon event in our green space and noted that this space needs shade, sails, tent etc. Building / Grounds Committee will meet to discuss.

VIII. Committee Reports

- A. **Personnel / Policy Committee** met on Wednesday, April 26, 2023 to discuss the Employee Handbook, updates will be discussed at a later date.

IX. Old Business

- A. **2024 Draft Budget & Trustee Election** Motion to approve the January 1, 2024 – December 31, 2024 Annual Budget which includes a 5% tax levy increase; Budget Hearing on September 11, 2023 at 6:45pm; and Budget Vote on September 19, 2023 from 9:00am-7:00pm. Call for nominations for three vacancies on the Board of Trustees, petitions available starting July 5, 2023 and due by July 28, 2023.
2024 Draft Budget & Trustee Election approved.
(Peter, Nick; unanimous (7-0))
Absentee ballots are available, contact the District Clerk, Mattituck-Cutchoque U.F.S.D.

X. New Business

- A. **Approve Tuition Reimbursement**
Tuition Reimbursement approved.
(Mary, Karenann; unanimous (7-0))

XI. Adjournment

Motion to adjourn at 6:31PM.
(Karenann, Peter; unanimous (7-0))

Dates of Future Board Meetings

Monday, June 12, 2023
Monday, July 10, 2023
Monday, August 14, 2023

Respectfully submitted,

Katie O'Rourke
Secretary



Mattituck-Laurel Library Warrants / Expenses

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

Approved at the Library Board Meeting on May 8, 2023

Operating Account Total	\$104,797.08
Payroll	\$59,787.52
Non Payroll	\$45,009.56
Cultural Activities Fund	\$ 825.00
Money Market Account	\$2,883.25
Building Fund Savings	\$0
Building Fund Checking	\$ 85.75

Donations in excess of \$1,000 None

05/02/23

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Apr 23</u>
General Fund	
Operating Fund	324,593.58
Building Fund	
Checking	264,321.58
Savings	57,302.19
	<hr/>
Total Building Fund	321,623.77
	<hr/>
Total General Fund	646,217.35
	<hr/>
Cultural Activities Fund	
Coffee Machine	369.17
Teen Programs	21.12
Children's Programs	1,226.17
Staff Activity Fund	308.98
Adult Programs Wash Acco...	6,743.46
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
	<hr/>
Total Cultural Activities Fund	9,390.93
	<hr/>
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,495.05
Undesignated & Interest	1,251.15
Capital Reserve Fund	413,586.70
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	473,969.99
	<hr/>
TOTAL	<u>1,129,578.27</u>

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

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth DVD's				
04/04/2023	Midwest Tape	503558373	10.49	10.49
Total Youth DVD's				10.49
Youth Books				
04/08/2023	B&T Juvenile Account	March invoices	528.31	528.31
Total Youth Books				528.31
Total Youth Materials				538.80
Adult Materials				
DVD/Music CD				
04/04/2023	Midwest Tape	503558371	21.69	21.69
04/05/2023	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
04/08/2023	Midwest Tape	503593159	12.59	12.59
04/11/2023	Business Card	Puccini	33.99	33.99
04/21/2023	Midwest Tape	503631581	27.28	27.28
04/21/2023	Midwest Tape	503631583	12.59	12.59
04/21/2023	Midwest Tape	503631052	20.99	20.99
04/21/2023	Midwest Tape	503631053	20.99	20.99
04/21/2023	Midwest Tape	503644575	17.49	17.49
04/21/2023	Midwest Tape	503644576	30.78	30.78
04/21/2023	Midwest Tape	503644577	13.99	13.99
04/21/2023	Midwest Tape	503644578	34.28	34.28
04/21/2023	Midwest Tape	503644579	119.97	119.97
04/27/2023	Midwest Tape	503675278	16.09	16.09
04/27/2023	Midwest Tape	503675277	21.69	21.69
04/27/2023	Midwest Tape	503675276	32.18	32.18
04/27/2023	Midwest Tape	503675274	274.93	274.93
Total DVD/Music CD				736.52
Digital Material Subscriptions				
04/04/2023	Kanopy, Inc.	Invoice #343206-PPU	176.00	176.00
Total Digital Material Subscriptions				176.00
Adult Books				
04/08/2023	B&T Adult Account	March invoices	2,218.62	2,218.62
04/11/2023	Business Card	Thicker than Water, Psy...	93.73	93.73
Total Adult Books				2,312.35
Adult Ref Books				
Local History				
04/25/2023	Elan Financial Services	Historical Photos	30.00	30.00
Total Local History				30.00
Total Adult Ref Books				30.00
Large Print Books				
04/08/2023	B&T Adult Account	March invoices	799.20	799.20
Total Large Print Books				799.20
Newspapers				
04/04/2023	Newsday	Service from 4.14.23 to ...	263.92	263.92
04/18/2023	Daily News	Pays through 6.4.23	92.50	92.50

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

Date	Name	Memo	Original Amount	Paid Amount
Total Newspapers				356.42
Periodicals				
04/04/2023	EBSCO Subscription Services	Meditation Magazine & ...	57.36	57.36
04/25/2023	Elan Financial Services	Mindful Communications	19.95	19.95
Total Periodicals				77.31
Total Adult Materials				4,487.80
Teen Materials				
04/08/2023	B&T Teen Account	March Invoices	63.12	63.12
04/11/2023	Business Card	Books	24.97	24.97
Total Teen Materials				88.09
Total Library Materials				5,114.69
Technology				
04/08/2023	P.M. Communications Corp.	Monthly Maintenance	117.89	117.89
04/11/2023	Business Card	Virtual Reality Headset, ...	576.60	576.60
04/25/2023	Elan Financial Services	PLA for 3D Printer	154.96	154.96
Total Technology				849.45
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
04/13/2023	Living Art Aquariums	Service 3.10.23 & 3.21...	215.00	215.00
Total Aquarium Maintenance				215.00
Exterminator				
04/18/2023	Hampton Pest Management, Inc.	Termite Bait Station Ins...	85.00	85.00
Total Exterminator				85.00
Elevator Maint.				
04/04/2023	Champion Elevator	Quarterly Elevator Maint...	1,108.98	1,108.98
Total Elevator Maint.				1,108.98
Other Building Maint.				
04/25/2023	Coastline Cesspool & Drain Se...	Cleared waste line for n...	485.00	485.00
Total Other Building Maint.				485.00
Total Building Maintenance				1,893.98
Gas				
04/27/2023	National Grid	From Mar 17,2023 to Ap...	834.85	834.85
Total Gas				834.85
Grounds Maintenance				
Sprinkler Maintenance				
04/21/2023	Lindsay Irrigation, Inc.	Spring start up, replace ...	279.00	279.00
Total Sprinkler Maintenance				279.00
Other Grounds Maintenance				
04/13/2023	Twin Fork Landscape Contracti...	Spring Clean-up, Mulch ...	4,800.00	4,800.00
Total Other Grounds Maintenance				4,800.00
Total Grounds Maintenance				5,079.00

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

Date	Name	Memo	Original Amount	Paid Amount
Water				
North Fork Water				
04/25/2023	ReadyFresh	Qty 11 - 5 gallon bottles ...	193.86	193.86
	Total North Fork Water			193.86
	Total Water			193.86
Garbage Removal				
04/11/2023	Mattituck Enviro Services	4 YD Trash Service	247.62	247.62
	Total Garbage Removal			247.62
	Total Operations and Maintenance			8,249.31
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
04/25/2023	Optimum	Service 4.16.23 to 5.15.23	243.94	243.94
	Total Optimum Internet Service			243.94
Computer/Network Maintenance				
04/04/2023	L2J Consulting, Inc.	Monthly IT Support Marc...	1,000.00	1,000.00
04/04/2023	L2J Consulting, Inc.	Monthly IT Support April...	1,000.00	1,000.00
	Total Computer/Network Maintenance			2,000.00
Computer Software Licenses				
04/11/2023	Business Card	Education.com (Teacher...	119.88	119.88
04/25/2023	Elan Financial Services	DRI Crashplan	32.55	32.55
	Total Computer Software Licenses			152.43
	Total Maintenance Office Equipment			2,396.37
Membership				
Museum Passes				
04/21/2023	Metropolitan Opera Association...	Cosi fan tutte / Invitatio...	75.00	75.00
	Total Museum Passes			75.00
	Total Membership			75.00
Postage				
Postage & Stamps				
04/05/2023	Postmaster	200 Forever stamps @	126.00	126.00
	Total Postage & Stamps			126.00
	Total Postage			126.00
Professional Fees				
PALS Membership				
04/11/2023	SCLS-PALS	2nd Quarter 2023 - PAL...	2,645.26	2,645.26
	Total PALS Membership			2,645.26
Annual audit				
04/18/2023	SCLS	OPEB-GASB-75 / Valua...	2,200.00	2,200.00
	Total Annual audit			2,200.00
SCLS/Overdue Notices				
04/11/2023	SCLS	Overdues - Processed &...	31.98	31.98

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

Date	Name	Memo	Original Amount	Paid Amount
Total SCLS/Overdue Notices				31.98
SCLS/Annual Membership				
04/08/2023	SCLS	Member Library Support...	11,168.00	11,168.00
Total SCLS/Annual Membership				11,168.00
Total Professional Fees				16,045.24
Programs - Adult				
Adult Reading Club & Book Discu				
04/08/2023	B&T Instant Book Account	March invoice / Thursda...	185.64	185.64
04/11/2023	Business Card	Books - Lost Friends, Di...	453.27	453.27
Total Adult Reading Club & Book Discu				638.91
Adult Programs				
04/10/2023	Alice Jones	Crochet Class Series 3...	270.00	270.00
04/11/2023	Business Card	Seeds, Tissue paper, pi...	53.57	53.57
04/11/2023	Marc Kalman	Penny Lane Tribute Ban...	800.00	800.00
04/18/2023	James C. Ward	Titanic 4.18.23	200.00	200.00
04/24/2023	Donna Irvine	Beaded Heart 4.22.23	290.00	290.00
04/25/2023	Elan Financial Services	Zoom	63.96	63.96
04/27/2023	KSCPP	Lotus Lantern 4.27.23	168.00	168.00
Total Adult Programs				1,845.53
Total Programs - Adult				2,484.44
Programs - Juvenile				
04/10/2023	Nicole Summers Sparling	Baby Boogie 4.12.23	350.00	350.00
04/18/2023	Mary Diane Riotto	Citizen Scientists Horse...	200.00	200.00
04/21/2023	Karen Letteriello.	Scavenger Hunt items	204.52	204.52
Total Programs - Juvenile				754.52
Programs - Summer				
04/08/2023	Elizabeth Grohoski.	Reimburse Prizes for En...	25.98	25.98
04/11/2023	Business Card	Puzzles, End of summer...	144.14	144.14
04/21/2023	Karen Letteriello.	Hula hoops for Green sp...	12.50	12.50
Total Programs - Summer				182.62
Programs - Teen				
04/11/2023	Marissa Timm	Cookie dough, frosting, ...	30.30	30.30
04/11/2023	Business Card	Jellybeans, petals, gard...	181.23	181.23
04/27/2023	KSCPP	Lotus Lantern 4.27.23	12.00	12.00
Total Programs - Teen				223.53
Supplies - Library				
04/04/2023	Quill Corporation	Toner 2 Cartridges, HP ...	231.78	231.78
04/11/2023	Business Card	Oculus & hotspot cases,...	331.40	331.40
Total Supplies - Library				563.18
Supplies - Office				
04/08/2023	Cutchogue-New Suffolk Library	Patron's Lost Book pd ...	8.95	8.95
04/08/2023	Quill Corporation	4 sleeves of Cups hot p...	30.96	30.96
04/11/2023	Cash	Petty Cash Replenishm...	50.00	50.00
04/11/2023	Business Card	Monitor stand	60.47	60.47
04/21/2023	W.B. Mason Co., Inc.	Coffe Cup 12 oz	10.49	10.49
04/25/2023	Elan Financial Services	Cricut, Giving Tree Leaf ...	34.99	34.99
04/25/2023	Quill Corporation	File folders Ltr size, Coff...	32.08	32.08

05/02/23

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
04/27/2023	W.B. Mason Co., Inc.	Screen Cleaning Wipes ...	22.47	22.47
Total Supplies - Office				250.41
Supplies - Paper				
04/04/2023	Quill Corporation	Copy Paper 20# 4Rm	55.99	55.99
Total Supplies - Paper				55.99
Telephone				
04/25/2023	Optimum	Service 4.16.23 to 5.15.23	155.32	155.32
Total Telephone				155.32
Travel				
04/05/2023	Karen Letteriello.	Mileage Reimbursement...	53.75	53.75
Total Travel				53.75
Total Miscellaneous Expense				23,366.37
Debt Service Total				
04/18/2023	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74
Total Debt Service Total				7,429.74
TOTAL				45,009.56

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

	Jan - Apr 23
Ordinary Income/Expense	
Income	
PILOT Funds	6,947.12
Mattituck-Cutchogue School Dist	779,885.20
NY State Incentive	180.00
Interest	12.82
Direct Public Support	
Programs & Tickets Paid For	267.00
Direct Public Support - Other	4,474.35
	4,741.35
Total Direct Public Support	4,741.35
Fines	252.88
Library Materials Paid For	153.62
Copy Machine	1,610.70
E-Rate Discount	5,167.80
Fund Balance Brought Forward	76,425.44
	875,376.93
Total Income	875,376.93
Gross Profit	875,376.93
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	104,606.03
Clerical	116,175.55
Custodian	8,934.93
	229,716.51
Total Salaries	229,716.51
Benefits	
Fica	16,770.35
Disability Insurance	1,317.49
Medical Insurance	15,415.08
Retirement	11,917.18
Unemployment Insurance	6,596.53
	52,016.63
Total Benefits	52,016.63
Total Payroll Expenses	281,733.14
Library Materials	
Youth Materials	
Youth Arts & Crafts	123.30
Youth DVD's	100.04
Youth Computer Software	314.06
Youth Books	1,928.95
	2,466.35
Total Youth Materials	2,466.35
Adult Materials	
DVD/Music CD	1,525.84
Live-brary Downloadable e-bo...	49,295.00
Digital Material Subscriptions	1,209.33
Title Source	1,155.00
Adult Books	5,863.28

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

	Jan - Apr 23
Adult Ref Books	
Local History	505.00
Total Adult Ref Books	505.00
Large Print Books	1,262.23
Newspapers	1,246.71
Periodicals	4,881.70
Total Adult Materials	66,944.09
Teen Materials	591.18
Total Library Materials	70,001.62
Capital Expenditures	934.60
Technology	3,702.72
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	830.00
HVAC Maintenance	222.25
Exterminator	170.00
Elevator Maint.	1,708.98
Water Backflow Test	260.00
Fire Sprinkler Test	1,000.00
Other Building Maint.	2,270.00
Total Building Maintenance	6,461.23
Custodial Supplies	369.54
Electric	4,310.24
Gas	5,238.69
Grounds Maintenance	
Snow Removal	470.00
Sprinkler Maintenance	279.00
Other Grounds Maintenance	4,800.00
Total Grounds Maintenance	5,549.00
Water	
North Fork Water	317.77
SCWA	198.21
Total Water	515.98
Garbage Removal	990.48
Total Operations and Maintenance	23,435.16
Miscellaneous Expense	
Legal Fees	70.50
Maintenance Office Equipment	
Verizon Mobile Hotspots	473.76
Optimum Internet Service	972.39
Copy Machine	1,000.69
Computer/Network Maintenance	4,000.00
BookScan Maintenance	685.00

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

	Jan - Apr 23
Computer Software Licenses	3,847.44
Total Maintenance Office Equipm...	10,979.28
Membership	
Professional Memberships	853.90
Museum Passes	1,760.00
Total Membership	2,613.90
Postage	
Postage & Stamps	252.00
Mailing Permit	290.00
Newsletter mailing	330.80
Total Postage	872.80
Printing & Advertising	
Other printing & advertising	584.56
Newsletter printing	5,958.00
Total Printing & Advertising	6,542.56
Professional Fees	
Payroll Processing	2,565.49
PALS Membership	5,290.52
Annual audit	2,200.00
SCLS/Overdue Notices	96.30
SCLS/Annual Membership	11,168.00
Total Professional Fees	21,320.31
Programs - Adult	
Motion Picture/Music Licensing	78.12
Adult Reading Club & Book Dis...	1,590.44
Adult Programs	7,877.62
Total Programs - Adult	9,546.18
Programs - Juvenile	4,608.70
Programs - Summer	1,262.17
Programs - Teen	1,062.77
Supplies - Library	3,578.69
Supplies - Office	1,213.59
Supplies - Paper	265.93
Telephone	627.32
Travel	767.01
Total Miscellaneous Expense	65,331.71
Debt Service Total	105,644.40
Total Expense	550,783.35
Net Ordinary Income	324,593.58
Net Income	324,593.58

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

	Jan - Apr 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	779,885.20	1,581,499.00	-801,613.80	49.3%
NY State Incentive	180.00	1,800.00	-1,620.00	10.0%
Interest	12.82	100.00	-87.18	12.8%
Direct Public Support				
Programs & Tickets Paid For	267.00			
Direct Public Support - Other	4,474.35	2,000.00	2,474.35	223.7%
Total Direct Public Support	4,741.35	2,000.00	2,741.35	237.1%
Fines	252.88	0.00	252.88	100.0%
Library Materials Paid For	153.62			
Copy Machine	1,610.70	2,000.00	-389.30	80.5%
E-Rate Discount	5,167.80	5,400.00	-232.20	95.7%
Fund Balance Brought Forward	76,425.44			
Total Income	875,376.93	1,596,799.00	-721,422.07	54.8%
Gross Profit	875,376.93	1,596,799.00	-721,422.07	54.8%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	104,606.03	334,851.00	-230,244.97	31.2%
Clerical	116,175.55	429,895.00	-313,719.45	27.0%
Custodian	8,934.93	47,477.00	-38,542.07	18.8%
Total Salaries	229,716.51	812,223.00	-582,506.49	28.3%
Benefits				
Fica	16,770.35	60,342.00	-43,571.65	27.8%
Disability Insurance	1,317.49	1,000.00	317.49	131.7%
Medical Insurance	15,415.08	89,240.00	-73,824.92	17.3%
Retirement	11,917.18	50,749.00	-38,831.82	23.5%
Unemployment Insurance	6,596.53	10,000.00	-3,403.47	66.0%
Total Benefits	52,016.63	211,331.00	-159,314.37	24.6%
Total Payroll Expenses	281,733.14	1,023,554.00	-741,820.86	27.5%
Library Materials				
Youth Materials				
Youth Arts & Crafts	123.30	2,500.00	-2,376.70	4.9%
Youth DVD's	100.04	500.00	-399.96	20.0%
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	1,928.95	14,000.00	-12,071.05	13.8%
Total Youth Materials	2,466.35	19,000.00	-16,533.65	13.0%
Adult Materials				
DVD/Music CD	1,525.84	4,000.00	-2,474.16	38.1%
Live-brary Downloadable e-bo...	49,295.00	51,000.00	-1,705.00	96.7%
Digital Material Subscriptions	1,209.33	12,500.00	-11,290.67	9.7%
Title Source	1,155.00	1,050.00	105.00	110.0%
Adult Books	5,863.28	21,000.00	-15,136.72	27.9%
Reference Books and Data Ba...	0.00	1,500.00	-1,500.00	0.0%
Adult Ref Books				
Local History	505.00	1,000.00	-495.00	50.5%
Continuations	0.00	2,500.00	-2,500.00	0.0%

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

	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
Total Adult Ref Books	505.00	3,500.00	-2,995.00	14.4%
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%
Large Print Books	1,262.23	4,500.00	-3,237.77	28.0%
Newspapers	1,246.71	7,000.00	-5,753.29	17.8%
Periodicals	4,881.70	4,500.00	381.70	108.5%
Total Adult Materials	66,944.09	116,850.00	-49,905.91	57.3%
Teen Materials	591.18	3,500.00	-2,908.82	16.9%
Total Library Materials	70,001.62	139,350.00	-69,348.38	50.2%
Capital Expenditures	934.60	19,000.00	-18,065.40	4.9%
Technology	3,702.72	9,000.00	-5,297.28	41.1%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	830.00	3,500.00	-2,670.00	23.7%
HVAC Maintenance	222.25	2,000.00	-1,777.75	11.1%
Exterminator	170.00	1,000.00	-830.00	17.0%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	0.00	200.00	-200.00	0.0%
Elevator Maint.	1,708.98	4,000.00	-2,291.02	42.7%
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.	2,270.00	7,000.00	-4,730.00	32.4%
Total Building Maintenance	6,461.23	20,475.00	-14,013.77	31.6%
Custodial Supplies	369.54	900.00	-530.46	41.1%
Electric	4,310.24	26,400.00	-22,089.76	16.3%
Gas	5,238.69	11,000.00	-5,761.31	47.6%
Grounds Maintenance				
Snow Removal	470.00	4,500.00	-4,030.00	10.4%
Sprinkler Maintenance	279.00	500.00	-221.00	55.8%
Other Grounds Maintenance	4,800.00	11,000.00	-6,200.00	43.6%
Total Grounds Maintenance	5,549.00	16,000.00	-10,451.00	34.7%
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	317.77	350.00	-32.23	90.8%
SCWA	198.21	3,300.00	-3,101.79	6.0%
Total Water	515.98	3,650.00	-3,134.02	14.1%
Garbage Removal	990.48	3,000.00	-2,009.52	33.0%
Total Operations and Maintenance	23,435.16	115,425.00	-91,989.84	20.3%
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	473.76	1,500.00	-1,026.24	31.6%
Optimum Internet Service	972.39	3,000.00	-2,027.61	32.4%

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

	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
Copy Machine	1,000.69	8,500.00	-7,499.31	11.8%
Computer/Network Maintenance	4,000.00	12,000.00	-8,000.00	33.3%
BookScan Maintenance	685.00	650.00	35.00	105.4%
Computer Software Licenses	3,847.44	8,500.00	-4,652.56	45.3%
Total Maintenance Office Equip...	10,979.28	34,150.00	-23,170.72	32.2%
Membership				
Professional Memberships	853.90	2,000.00	-1,146.10	42.7%
Museum Passes	1,760.00	5,000.00	-3,240.00	35.2%
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	2,613.90	8,150.00	-5,536.10	32.1%
Postage				
Postage & Stamps	252.00	650.00	-398.00	38.8%
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	872.80	2,460.00	-1,587.20	35.5%
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	2,565.49	10,000.00	-7,434.51	25.7%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	5,290.52	10,710.00	-5,419.48	49.4%
Annual audit	2,200.00	12,500.00	-10,300.00	17.6%
SCLS/Overdue Notices	96.30	500.00	-403.70	19.3%
SCLS/Annual Membership	11,168.00	12,000.00	-832.00	93.1%
Total Professional Fees	21,320.31	56,210.00	-34,889.69	37.9%
Programs - Adult				
Motion Picture/Music Licensing	78.12	500.00	-421.88	15.6%
Adult Reading Club & Book Di...	1,590.44	3,500.00	-1,909.56	45.4%
Adult Programs	7,877.62	16,000.00	-8,122.38	49.2%
Total Programs - Adult	9,546.18	20,000.00	-10,453.82	47.7%
Programs - Juvenile	4,608.70	10,000.00	-5,391.30	46.1%
Programs - Summer	1,262.17	7,500.00	-6,237.83	16.8%
Programs - Teen	1,062.77	6,500.00	-5,437.23	16.4%
Supplies - Library	3,578.69	10,500.00	-6,921.31	34.1%
Supplies - Office	1,213.59	4,000.00	-2,786.41	30.3%
Supplies - Paper	265.93	2,500.00	-2,234.07	10.6%
Telephone	627.32	2,000.00	-1,372.68	31.4%
Travel	767.01	2,000.00	-1,232.99	38.4%
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	65,331.71	190,470.00	-125,138.29	34.3%
Debt Service Total	105,644.40	100,000.00	5,644.40	105.6%
Total Expense	550,783.35	1,596,799.00	-1,046,015.65	34.5%
Net Ordinary Income	324,593.58	0.00	324,593.58	100.0%

10:27 AM
05/02/23
Cash Basis

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

	<u>Jan - Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Income	<u>324,593.58</u>	<u>0.00</u>	<u>324,593.58</u>	<u>100.0%</u>

05/02/23

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Check	04/14/2023		Service Charge	-85.75
Total Checking				-85.75
Total Building Fund				-85.75
Total General Fund				-85.75
Cultural Activities Fund				
Coffee Machine				
Deposit	04/03/2023		Coffee	9.00
Deposit	04/10/2023		Coffee	4.00
Deposit	04/17/2023		Coffee	5.00
Deposit	04/24/2023		Coffee	10.00
Total Coffee Machine				28.00
Adult Programs Wash Account				
Deposit	04/03/2023		LI Aquarium Tick...	168.00
Deposit	04/10/2023		Aerobics	20.00
Deposit	04/10/2023		Cooking	1.00
Deposit	04/10/2023		LI Aquarium Tick...	312.00
Deposit	04/17/2023		LI Aquarium Tick...	144.00
Deposit	04/21/2023		Cooking	18.82
Deposit	04/21/2023		Cheese Boards	9.10
Deposit	04/24/2023		Aerobics	20.00
Deposit	04/24/2023		Yoga	20.00
Bill	04/24/2023	Laurie Short	Chair Strength 3...	-385.00
Bill	04/27/2023	Rosemary Martilotta	Yoga 3.15.23 to ...	-440.00
Deposit	04/27/2023		Yoga	104.57
Deposit	04/27/2023		Cheese boards	31.85
Deposit	04/27/2023		Aerobics	95.60
Total Adult Programs Wash Account				119.94
Total Cultural Activities Fund				147.94
Gift and Trust Fund - MM				
Local History Books				
Deposit	04/24/2023	Academy Printing Services	Jerry's Story / M...	230.00
Total Local History Books				230.00
Undesignated & Interest				
Deposit	04/30/2023		Interest	18.25
Total Undesignated & Interest				18.25
Capital Reserve Fund				
Bill	04/13/2023	Emerald Island	Viper CEX410 1...	-2,883.25
Total Capital Reserve Fund				-2,883.25
Total Gift and Trust Fund - MM				-2,635.00

05/02/23

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

	Type	Date	Name	Memo	Paid Amount
TOTAL					<u>-2,572.81</u>

Mattituck-Laurel Library
Monthly Bill Payments
 As of April 30, 2023

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	04/04/2023	11625	Champion Elevator	Inv. 2116039, Cstmr Mat...	-1,108.98
Bill Pmt -Check	04/04/2023	11626	EBSCO Subscriptio...	TN-S-59543-00	-57.36
Bill Pmt -Check	04/04/2023	11627	Kanopy, Inc.	Invoice #343206-PPU	-176.00
Bill Pmt -Check	04/04/2023	11628	L2J Consulting, Inc.		-2,000.00
Bill Pmt -Check	04/04/2023	11629	Midwest Tape	11952	-32.18
Bill Pmt -Check	04/04/2023	11630	Newsday	Acct 40410623	-263.92
Bill Pmt -Check	04/04/2023	11631	Quill Corporation	03047280	-287.77
Bill Pmt -Check	04/05/2023	11632	ELM USA, Inc.	Invoice no. 57338	-25.00
Bill Pmt -Check	04/05/2023	11633	Karen Letteriello.	Mileage Reimbursement	-53.75
Bill Pmt -Check	04/05/2023	11634	Postmaster	200 Forever stamps @ .63	-126.00
Bill Pmt -Check	04/05/2023	11635	Suffolk Security Sys...	VOID: 1720	0.00
Bill Pmt -Check	04/08/2023	11636	Cutchogue-New Suf...	Patron's Lost Book pd ...	-8.95
Bill Pmt -Check	04/08/2023	11637	Elizabeth Grohoski.	Reimburse Prizes for En...	-25.98
Bill Pmt -Check	04/08/2023	11638	Midwest Tape	11952	-12.59
Bill Pmt -Check	04/08/2023	11639	P.M. Communicatio...	Invoice no. 41330	-117.89
Bill Pmt -Check	04/08/2023	11640	Quill Corporation	03047280	-30.96
Bill Pmt -Check	04/08/2023	11641	SCLS	MATT	-11,168.00
Bill Pmt -Check	04/08/2023	11642	B&T Adult Account	L 90004-3	-3,017.82
Bill Pmt -Check	04/08/2023	11643	B&T Instant Book A...	L 219220	-185.64
Bill Pmt -Check	04/08/2023	11644	B&T Juvenile Acco...	L 935700	-528.31
Bill Pmt -Check	04/08/2023	11645	B&T Teen Account	L943258	-63.12
Bill Pmt -Check	04/10/2023	11646	Alice Jones	Crochet Class Series 3...	-270.00
Bill Pmt -Check	04/10/2023	11647	Nicole Summers Sp...	Baby Boogie 4.12.23	-350.00
Bill Pmt -Check	04/11/2023	11648	Business Card	5474 9700 8150 2023	-2,073.25
Bill Pmt -Check	04/11/2023	11649	Cash	Petty Cash Replenishment	-50.00
Bill Pmt -Check	04/11/2023	11650	Marc Kalman	Penny Lane Tribute Ban...	-800.00
Bill Pmt -Check	04/11/2023	11651	Marissa Timm	Reimburse Teen Progra...	-30.30
Bill Pmt -Check	04/11/2023	11652	Mattituck Enviro Se...	Invoice 005609684, Cst...	-247.62
Bill Pmt -Check	04/11/2023	11653	Riverhead Free Libr...	VOID: Patron, Brenda D...	0.00
Bill Pmt -Check	04/11/2023	11654	SCLS	MATT	-31.98
Bill Pmt -Check	04/11/2023	11655	SCLS-PALS	Invoice no. 81616	-2,645.26
Bill Pmt -Check	04/13/2023	11656	Living Art Aquariums	Invoice no. 1715	-215.00
Bill Pmt -Check	04/13/2023	11657	NYS Employees He...	03909	-7,099.41
Bill Pmt -Check	04/13/2023	11658	Shelterpoint Life Ins...	Policy #D242574	-1,228.68
Bill Pmt -Check	04/13/2023	11659	Twin Fork Landscap...	Invoice no. 25378	-4,800.00
Bill Pmt -Check	04/18/2023	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	04/18/2023	11660	Daily News	Acct 4090496	-92.50
Bill Pmt -Check	04/18/2023	11661	Hampton Pest Man...	Acct. 2450, Inv. 49667	-85.00
Bill Pmt -Check	04/18/2023	11662	James C. Ward	Titanic 4.18.23	-200.00
Bill Pmt -Check	04/18/2023	11663	Mary Diane Riotto	Citizen Scientists Horse...	-200.00
Bill Pmt -Check	04/18/2023	11664	SCLS	MATT	-2,200.00
Bill Pmt -Check	04/21/2023	11665	Karen Letteriello.	Reimburse Prizes	-217.02
Bill Pmt -Check	04/21/2023	11666	Lindsay Irrigation, Inc.	Invoice no. 17923	-279.00
Bill Pmt -Check	04/21/2023	11667	Metropolitan Opera ...	Cosi fan tutte / Invitation...	-75.00
Bill Pmt -Check	04/21/2023	11668	Midwest Tape	11952	-298.36
Bill Pmt -Check	04/21/2023	11669	W.B. Mason Co., Inc.	Cstmr C2001734, Inv. 2...	-10.49
Bill Pmt -Check	04/24/2023	11670	Donna Irvine	Beaded Heart 4.22.23	-290.00
Bill Pmt -Check	04/25/2023	11671	Coastline Cesspool ...	PO#4/14/23	-485.00
Bill Pmt -Check	04/25/2023	11672	Elan Financial Servi...	4798 5101 7200 1022	-336.41
Bill Pmt -Check	04/25/2023	11673	Optimum	07839-381822-01-2	-399.26
Bill Pmt -Check	04/25/2023	11674	Quill Corporation	03047280	-32.08
Bill Pmt -Check	04/25/2023	11675	ReadyFresh	Acct 0140002023, Inv 0...	-193.86
Bill Pmt -Check	04/27/2023	11676	Aflac	Acct NQH35, Inv 185234	-189.00
Bill Pmt -Check	04/27/2023	11677	KSCPP	Lotus Lantern 4.27.23	-180.00
Bill Pmt -Check	04/27/2023	11678	Midwest Tape	11952	-344.89
Bill Pmt -Check	04/27/2023	11679	National Grid	Acct 43544-64005	-834.85
Bill Pmt -Check	04/27/2023	11680	Verizon	Acct 242398426-0001, I...	-118.44
Bill Pmt -Check	04/27/2023	11681	W.B. Mason Co., Inc.	Cstmr C2001734, Inv 23...	-22.47
Total BNB Operating Checking					-53,645.09
TOTAL					-53,645.09