

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

MEETING DATE: Monday June 12, 2023

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of May 8, 2023 Regular Board Meeting**
- III. Period of Public Expression**
- IV. Approval of Treasurer's Report**
- V. Staff Presentations**
 - A. Karen Letteriello – Department Head, Youth & Parenting Services
- VI. Director's Report**
- VII. Personnel Report**
- VIII. President's Remarks**
- IX. Committee Reports**
 - A. Building / Grounds
 - B. Long Range Planning
- X. Old Business**
- XI. New Business**
 - A. Approve budget informational and budget message for 2024 budget
 - B. Approve retainer agreement for legal services
- XII. Adjournment**

Next Meeting – July 10, 2023

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
June 12, 2023

Present

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

Absent

Karenann Volinski, Treasurer

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, Colleen; unanimous (6-0))

II. Review and Approval of the Minutes of May 8, 2023 Regular Board Meeting

The minutes of the meetings held May 8, 2023 were approved.
(Mary, Colleen; unanimous (6-0))

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 MAY warrant:

OPERATING ACCOUNT	\$127,148.92
CULTURAL ACTIVITIES FUND	3,382.98
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

Donations in excess of \$1,000
Friends \$3,000 for Adult Programs
Friends \$7,000 for Children's Summer Programs
(Peter, Nick; unanimous (6-0))

V. Staff Presentations

Karen Letteriello – Head of Youth and Parenting Services Karen introduced herself and shared that she oversees a department with two full-time employees and two part-time employees. Kudos to Elizabeth Grohoski, an invaluable employee in this department. 100 programs are offered annually, patrons have an opportunity to participate in 63 programs this summer and drop-in patrons visit daily. The story time programs are always filled. She partners with other east end libraries and makes use of the SCLS interlibrary loan system to engage the children who visit. She is excited to be utilizing the green space located just outside the children's room. Patrons can create art and play with toys set up there for them. She noted that last summer it got hot, so she set up misting hoses to cool the kids and caregivers. She is proud of the departments collection of video games, very popular graphic novels, oversize & pop-up books, parenting fiction, educational circulating toys, binge boxes (containing DVD packs & popcorn), the STEM table activities that change weekly, the smart table activities that change monthly, 3D printer, and flat screen television for news and gaming.

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.
(Mary, Peter; unanimous (6-0))

Shauna reported that the pressure has been dropping in the fire suppression system. STAT installed a new compressor and switch. STAT believes that there may be a small leak in the system. They will follow up and respond to this problem. An adjustment to the alarm system will also be necessary. A new part-time custodian will begin working at the library on Thursday, June 15th. Two library science students will complete their internships at our library. On Saturday, May 20th we celebrated the dedication of a buddy bench. The bench was donated by Kait's Angels and the Southold Town PBA. Patrons can sit a spell at the donated patio furniture that was placed in the green space. The beautiful planters at the entryway of the Library were kindly planted by Trimble's Nursery located in Cutchogue. Shauna also shared that a few teens have gotten rowdy when they visit. Suggestions were made to post library rules, request that teens sign in, or to invite the teens to the green space.

Peter made a motion to amend the June 12, 2023 Agenda to include the Personnel Report, seconded by Colleen.

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, Mary; unanimous (6-0))

VII. President's Remarks

none

VIII. Committee Reports

- A. Building / Grounds** met on Tuesday, May 23, 2023 to discuss installation of sails to provide shade for the green space.
- B. Long Range Planning** met on Tuesday, May 23, 2023 to discuss the status of the building and possible building updates.

IX. Old Business

none

X. New Business

A. Approve budget informational and budget message for 2024 budget

Budget informational and budget message for 2024 approved.

(Nick, Peter; unanimous (6-0))

B. Approve retainer agreement for legal services

Retainer agreement for legal services approved.

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

XI. Adjournment

Motion to adjourn at 6:53PM.

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

Dates of Future Board Meetings

Monday, July 10, 2023

Monday, August 14, 2023

Monday, September 11, 2023

Respectfully submitted,

Katie O'Rourke

Secretary



Mattituck-Laurel Library Warrants / Expenses

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

Approved at the Library Board Meeting on June 12, 2023

Operating Account Total	\$127,148.92
Payroll	\$73,808.22
Non Payroll	\$53,340.70
Cultural Activities Fund	\$ 3,382.98
Money Market Account	\$0
Building Fund Savings	\$0
Building Fund Checking	\$ 0

Donations in excess of \$1,000 Friends \$3000 for Adult Programs
Friends \$7000 for Children's Summer Programs

06/06/23

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - May 23</u>
General Fund	
Operating Fund	259,596.30
Building Fund	
Checking	286,831.33
Savings	57,302.19
	<hr/>
Total Building Fund	344,133.52
	<hr/>
Total General Fund	603,729.82
	<hr/>
Cultural Activities Fund	
Coffee Machine	390.17
Teen Programs	21.12
Children's Programs	1,226.17
Staff Activity Fund	256.00
Adult Programs Wash Acco...	5,734.30
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
	<hr/>
Total Cultural Activities Fund	8,349.79
	<hr/>
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,495.05
Undesignated & Interest	1,272.58
Capital Reserve Fund	413,586.70
Unemployment Insurance	30,000.00
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Total Gift and Trust Fund - MM	473,991.42
	<hr/>
TOTAL	1,086,071.03
	<hr/> <hr/>

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

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Computer Software				
05/12/2023	Business Card	Season switch game	29.99	29.99
Total Youth Computer Software				29.99
Youth Books				
05/04/2023	B&T Juvenile Account	April invoices	1,214.69	1,214.69
05/04/2023	Penworthy	Eighteen titles of books /...	360.25	360.25
Total Youth Books				1,574.94
Total Youth Materials				1,604.93
Adult Materials				
DVD/Music CD				
05/09/2023	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
05/09/2023	Midwest Tape	503724463	20.99	20.99
05/09/2023	Midwest Tape	503724462	13.29	13.29
05/09/2023	Midwest Tape	503724461	62.26	62.26
05/09/2023	Midwest Tape	5003724299	44.77	44.77
05/12/2023	Business Card	To Catch a King	21.95	21.95
05/16/2023	Midwest Tape	503754332	34.98	34.98
05/16/2023	Midwest Tape	503754331	20.99	20.99
05/16/2023	Midwest Tape	503754119	69.25	69.25
05/16/2023	Midwest Tape	503754118	37.77	37.77
05/19/2023	Midwest Tape	503796046	24.49	24.49
05/19/2023	Midwest Tape	503796044	34.98	34.98
05/19/2023	Midwest Tape	503796043	41.97	41.97
05/19/2023	Midwest Tape	503796042	34.98	34.98
05/19/2023	Midwest Tape	503796041	24.49	24.49
05/26/2023	Midwest Tape	503830690	13.99	13.99
05/26/2023	Midwest Tape	503830694	21.69	21.69
05/26/2023	Midwest Tape	503830695	17.49	17.49
05/26/2023	Midwest Tape	503830697	14.69	14.69
05/26/2023	Midwest Tape	503830698	21.69	21.69
Total DVD/Music CD				601.71
Digital Material Subscriptions				
05/01/2023	Kanopy, Inc.	Invoice #347597-PPU	128.00	128.00
05/02/2023	Midwest Tape	Hoopla Month ending 4/...	153.08	153.08
05/03/2023	Midwest Tape	Hoopla month ending M...	197.03	197.03
05/18/2023	Library Ideas, LLC	Freemusic & Streami...	3,780.00	3,780.00
Total Digital Material Subscriptions				4,258.11
Adult Books				
05/04/2023	B&T Adult Account	April Invoices	1,815.14	1,815.14
Total Adult Books				1,815.14
Adult Ref Books				
Local History				
05/22/2023	Elan Financial Services	Photograph for Local Hi...	15.00	15.00
Total Local History				15.00
Total Adult Ref Books				15.00
Adult Audio Books				
05/16/2023	Midwest Tape	503754335	29.99	29.99
05/16/2023	Midwest Tape	503754333	84.98	84.98

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

Date	Name	Memo	Original Amount	Paid Amount
05/16/2023	Midwest Tape	503754330	9.99	9.99
05/19/2023	Midwest Tape	503796047	37.99	37.99
05/19/2023	Midwest Tape	503796045	44.99	44.99
05/19/2023	Midwest Tape	503796040	84.98	84.98
05/26/2023	Midwest Tape	503830691	83.98	83.98
05/26/2023	Midwest Tape	503830692	262.94	262.94
05/26/2023	Midwest Tape	503830696	63.99	63.99
Total Adult Audio Books				703.83
Large Print Books				
05/04/2023	B&T Adult Account	April Invoices	283.56	283.56
Total Large Print Books				283.56
Newspapers				
05/12/2023	Business Card	ANC Newspapers.com (...)	81.36	81.36
05/16/2023	New York Times	Sunday Home Delivery ...	1,065.95	1,065.95
05/22/2023	Elan Financial Services	Wall Street Journal / Bar...	89.97	89.97
05/30/2023	Newsday	Service from 6/9/23 to 8/...	287.92	287.92
Total Newspapers				1,525.20
Total Adult Materials				9,202.55
Teen Materials				
05/04/2023	B&T Teen Account	April invoices	118.74	118.74
Total Teen Materials				118.74
Total Library Materials				10,926.22
Capital Expenditures				
05/02/2023	The Library Store	CoolMesh Nesting Chair...	3,254.40	3,254.40
05/10/2023	K-Log, Inc.	Qty 2 -48"Wx24"D Rect...	1,641.41	1,641.41
Total Capital Expenditures				4,895.81
Technology				
05/03/2023	P.M. Communications Corp.	Monthly maintenance	117.89	117.89
05/12/2023	Business Card	Tablet stand	15.99	15.99
05/22/2023	Elan Financial Services	Siteground hosting / We...	134.97	134.97
Total Technology				268.85
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
05/16/2023	Living Art Aquariums	Service 4.5.23, 4.18.23, ...	215.00	215.00
Total Aquarium Maintenance				215.00
HVAC Maintenance				
05/05/2023	Kolb Service Corp.	Water Leak from Attic U...	1,200.07	1,200.07
Total HVAC Maintenance				1,200.07
Other Building Maint.				
05/09/2023	STAT Inspection	Service call for alarm	959.45	959.45
05/18/2023	STAT Fire Sprinkler, Inc.	Emergency Svc call for w...	642.74	642.74
05/22/2023	Elan Financial Services	Schlage keypad door lock	149.00	149.00
Total Other Building Maint.				1,751.19
Total Building Maintenance				3,166.26

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

Date	Name	Memo	Original Amount	Paid Amount
Custodial Supplies				
05/12/2023	Business Card	Hand soap	6.18	6.18
05/22/2023	Emerald Island	100 ct. Blk liner, Soap, p...	413.20	413.20
Total Custodial Supplies				419.38
Electric				
05/01/2023	PSEGLI	Service from Mar 21, 20...	1,303.67	1,303.67
05/30/2023	PSEGLI	Service from Apr 20, 20...	1,343.62	1,343.62
Total Electric				2,647.29
Gas				
05/25/2023	National Grid	Apr 20, 2023 to May 18, ...	291.52	291.52
Total Gas				291.52
Grounds Maintenance				
Other Grounds Maintenance				
05/01/2023	Twin Fork Landscape Contracti...	2 cuts 4.18, 4.25 and lim...	385.00	385.00
05/03/2023	Twin Fork Landscape Contracti...	#1 Lawn application ferti...	160.00	160.00
05/30/2023	Twin Fork Landscape Contracti...	Cuts 5/2,5/9,5/16,5/23 a...	265.00	265.00
Total Other Grounds Maintenance				810.00
Total Grounds Maintenance				810.00
Insurance				
Workers' Comp.				
05/18/2023	Utica National Insurance Group	Workers Comp Ins Ren...	8,145.00	8,145.00
Total Workers' Comp.				8,145.00
Total Insurance				8,145.00
Water				
North Fork Water				
05/22/2023	ReadyFresh	2 bottles 5 gallon water, ...	93.93	93.93
Total North Fork Water				93.93
Total Water				93.93
Garbage Removal				
05/09/2023	Mattituck Enviro Services	4 YD Trash Service	247.62	247.62
Total Garbage Removal				247.62
Total Operations and Maintenance				15,821.00
Miscellaneous Expense				
Legal Fees				
05/16/2023	Volz & Vigliotta, PLLC	Policy issues, Meeting r...	434.75	434.75
Total Legal Fees				434.75
Maintenance Office Equipment				
Optimum Internet Service				
05/19/2023	Optimum	Billing period 5/16/23 to ...	243.94	243.94
Total Optimum Internet Service				243.94
Copy Machine				
05/16/2023	Precision Microproducts	Contract	610.95	610.95
05/16/2023	Precision Microproducts	Contract	631.63	631.63

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Copy Machine				1,242.58
Computer/Network Maintenance				
05/02/2023	L2J Consulting, Inc.	Monthly IT Support May ...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
05/02/2023	Traf-Sys, Inc.	Annual Data Hosting 5.2...	240.00	240.00
05/22/2023	Elan Financial Services	DRI Crashplan	32.55	32.55
Total Computer Software Licenses				272.55
Total Maintenance Office Equipment				2,759.07
Membership				
Professional Memberships				
05/05/2023	Suffolk County Library Associat...	Chloe Janis membership	45.00	45.00
Total Professional Memberships				45.00
Museum Passes				
05/10/2023	American Museum of Natural H...	Fee to extend expiration...	25.00	25.00
05/22/2023	Elan Financial Services	Old Westbury Gardens ...	350.00	350.00
Total Museum Passes				375.00
Total Membership				420.00
Postage				
Newsletter mailing				
05/01/2023	Postmaster	May/June Newsletter	362.98	362.98
Total Newsletter mailing				362.98
Total Postage				362.98
Printing & Advertising				
Newsletter printing				
05/03/2023	Pine Barrens Printing	May/June Newsletter	2,979.00	2,979.00
Total Newsletter printing				2,979.00
Total Printing & Advertising				2,979.00
Professional Fees				
SCLS/Overdue Notices				
05/04/2023	SCLS	Overdues - Processed a...	14.76	14.76
Total SCLS/Overdue Notices				14.76
SCLS/Annual Membership				
05/02/2023	SCLS Sustainable Libraries	Certificate 1.01M-3M Su...	800.00	800.00
Total SCLS/Annual Membership				800.00
Total Professional Fees				814.76
Programs - Adult				
Adult Reading Club & Book Discu				
05/05/2023	Beverly Wowak.	Gift Card for Book Club	25.00	25.00
05/12/2023	Business Card	Qty 16 - Night Agent, Qt...	376.12	376.12
Total Adult Reading Club & Book Discu				401.12
Adult Programs				

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
05/03/2023	Glen Henry Jochum	Earthtones 5.6.23	350.00	350.00
05/05/2023	Cutchogue-New Suffolk Library	Self Defense 5.17.23 / S...	50.00	50.00
05/12/2023	Business Card	Power of Art DVD	44.97	44.97
05/16/2023	Cutchogue-New Suffolk Library	Mediterranean Cooking ...	225.00	225.00
05/16/2023	Rob Scott	Tacos 5.18.23	445.00	445.00
05/22/2023	Elan Financial Services	Zoom	63.96	63.96
05/22/2023	SCLS	Solar Eclipse Glasses Q...	157.50	157.50
05/24/2023	Alice Jones	Beach Tote Crochet & B...	720.00	720.00
Total Adult Programs				2,056.43
Total Programs - Adult				2,457.55
Programs - Juvenile				
05/12/2023	Business Card	Bubble solution, Alien ta...	45.13	45.13
05/18/2023	Karen Letteriello.	Reimburse for Scaveng...	123.72	123.72
05/22/2023	SCLS	Solar Eclipse Glasses Q...	157.50	157.50
Total Programs - Juvenile				326.35
Programs - Summer				
05/26/2023	Joanne Hruz.	Reimburse Summer Pro...	180.58	180.58
Total Programs - Summer				180.58
Programs - Teen				
05/03/2023	Rob Scott	Donuts 5.1.23	225.00	225.00
05/12/2023	Business Card	T-shirts, Cookie decorate...	362.13	362.13
Total Programs - Teen				587.13
Supplies - Library				
05/01/2023	Quill Corporation	Book tape 4x15 and 2x5...	222.66	222.66
05/04/2023	Orlowski Hardware Company, I...	screws and lock nuts	4.20	4.20
05/09/2023	Quill Corporation	Tissue, Paper towel, Na...	135.01	135.01
05/12/2023	Business Card	Light bulbs for Tween Pl...	17.98	17.98
05/22/2023	Shauna Scholl.	Snacks for Bench Dedic...	104.95	104.95
05/30/2023	The Library Store	Color-Coding paper tap...	163.39	163.39
Total Supplies - Library				648.19
Supplies - Office				
05/01/2023	Quill Corporation	Tea, Coffee Kcups	51.96	51.96
05/10/2023	Dime Community Bank	Patron NSF check #672 ...	30.00	30.00
05/18/2023	Quill Corporation	Inv. 32361487 Thermal ...	6.83	6.83
05/18/2023	Quill Corporation	Inv. 32390841 Fax cartr...	40.77	40.77
05/18/2023	Quill Corporation	Inv. 32235159, CM 2081...	128.95	128.95
05/22/2023	Elan Financial Services	Cricut	9.99	9.99
Total Supplies - Office				268.50
Supplies - Paper				
05/01/2023	Quill Corporation	6 boxes Paper	324.90	324.90
Total Supplies - Paper				324.90
Telephone				
05/19/2023	Optimum	Billing period 5/16/23 to ...	155.32	155.32
Total Telephone				155.32
Tuition Reimbursement				
05/10/2023	Shauna Scholl.	Tuition Reimbursement	1,280.00	1,280.00
Total Tuition Reimbursement				1,280.00

06/06/23

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Miscellaneous Expense				13,999.08
Debt Service Total				
05/16/2023	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74
Total Debt Service Total				7,429.74
TOTAL				53,340.70

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

	May 23
Ordinary Income/Expense	
Income	
Mattituck-Cutchoque School Dist	52,653.67
Interest	2.88
Direct Public Support	265.05
Fines	55.49
Library Materials Paid For	118.98
Copy Machine	254.55
Designated Gifts	10,000.00
Refunds	2,720.49
	66,071.11
Total Income	66,071.11
Gross Profit	66,071.11
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	26,166.01
Clerical	36,040.67
Custodian	2,620.55
	64,827.23
Total Salaries	64,827.23
Benefits	
Fica	4,733.85
Disability Insurance	-353.70
Medical Insurance	3,543.02
Retirement	3,489.38
Unemployment Insurance	666.67
	12,079.22
Total Benefits	12,079.22
Total Payroll Expenses	76,906.45
Library Materials	
Youth Materials	
Youth Computer Software	29.99
Youth Books	1,574.94
	1,604.93
Total Youth Materials	1,604.93
Adult Materials	
DVD/Music CD	601.71
Digital Material Subscriptions	4,258.11
Adult Books	1,815.14
Adult Ref Books	
Local History	15.00
	15.00
Total Adult Ref Books	15.00
Adult Audio Books	703.83
Large Print Books	283.56
Newspapers	1,525.20
	1,525.20

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

	May 23
Total Adult Materials	9,202.55
Teen Materials	118.74
Total Library Materials	10,926.22
Capital Expenditures	4,895.81
Technology	268.85
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	215.00
HVAC Maintenance	1,200.07
Other Building Maint.	1,751.19
Total Building Maintenance	3,166.26
Custodial Supplies	419.38
Electric	2,647.29
Gas	291.52
Grounds Maintenance	
Other Grounds Maintenance	810.00
Total Grounds Maintenance	810.00
Insurance	
Workers' Comp.	8,145.00
Total Insurance	8,145.00
Water	
North Fork Water	93.93
Total Water	93.93
Garbage Removal	247.62
Total Operations and Maintenance	15,821.00
Miscellaneous Expense	
Legal Fees	434.75
Maintenance Office Equipment	
Verizon Mobile Hotspots	118.44
Optimum Internet Service	243.94
Copy Machine	1,242.58
Computer/Network Maintenance	1,000.00
Computer Software Licenses	272.55
Total Maintenance Office Equipm...	2,877.51
Membership	
Professional Memberships	45.00
Museum Passes	375.00
Total Membership	420.00
Postage	
Newsletter mailing	362.98

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

	<u>May 23</u>
Total Postage	362.98
Printing & Advertising	
Newsletter printing	<u>2,979.00</u>
Total Printing & Advertising	2,979.00
Professional Fees	
Payroll Processing	702.80
SCLS/Overdue Notices	14.76
SCLS/Annual Membership	<u>800.00</u>
Total Professional Fees	1,517.56
Programs - Adult	
Adult Reading Club & Book Dis...	401.12
Adult Programs	<u>2,056.43</u>
Total Programs - Adult	2,457.55
Programs - Juvenile	326.35
Programs - Summer	180.58
Programs - Teen	587.13
Supplies - Library	648.19
Supplies - Office	268.50
Supplies - Paper	324.90
Telephone	155.32
Tuition Reimbursement	<u>1,280.00</u>
Total Miscellaneous Expense	14,820.32
Debt Service Total	<u>7,429.74</u>
Total Expense	<u>131,068.39</u>
Net Ordinary Income	<u>-64,997.28</u>
Net Income	<u><u>-64,997.28</u></u>

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

	Jan - May 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	832,538.87	1,581,499.00	-748,960.13	52.6%
NY State Incentive	180.00	1,800.00	-1,620.00	10.0%
Interest	15.70	100.00	-84.30	15.7%
Direct Public Support				
Programs & Tickets Paid For	267.00			
Direct Public Support - Other	4,739.40	2,000.00	2,739.40	237.0%
Total Direct Public Support	5,006.40	2,000.00	3,006.40	250.3%
Fines	308.37	0.00	308.37	100.0%
Library Materials Paid For	272.60			
Copy Machine	1,865.25	2,000.00	-134.75	93.3%
Designated Gifts	10,000.00			
E-Rate Discount	5,167.80	5,400.00	-232.20	95.7%
Refunds	2,720.49			
Fund Balance Brought Forward	76,425.44			
Total Income	941,448.04	1,596,799.00	-655,350.96	59.0%
Gross Profit	941,448.04	1,596,799.00	-655,350.96	59.0%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	130,772.04	334,851.00	-204,078.96	39.1%
Clerical	152,216.22	429,895.00	-277,678.78	35.4%
Custodian	11,555.48	47,477.00	-35,921.52	24.3%
Total Salaries	294,543.74	812,223.00	-517,679.26	36.3%
Benefits				
Fica	21,504.20	60,342.00	-38,837.80	35.6%
Disability Insurance	963.79	1,000.00	-36.21	96.4%
Medical Insurance	18,958.10	89,240.00	-70,281.90	21.2%
Retirement	15,406.56	50,749.00	-35,342.44	30.4%
Unemployment Insurance	7,263.20	10,000.00	-2,736.80	72.6%
Total Benefits	64,095.85	211,331.00	-147,235.15	30.3%
Total Payroll Expenses	358,639.59	1,023,554.00	-664,914.41	35.0%
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	344.05	1,500.00	-1,155.95	22.9%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	3,503.89	14,000.00	-10,496.11	25.0%
Total Youth Materials	4,071.28	19,000.00	-14,928.72	21.4%
Adult Materials				
DVD/Music CD	1,732.65	4,000.00	-2,267.35	43.3%
Live-brary Downloadable e-bo...	49,295.00	51,000.00	-1,705.00	96.7%
Digital Material Subscriptions	5,467.44	12,500.00	-7,032.56	43.7%
Title Source	1,155.00	1,050.00	105.00	110.0%
Adult Books	7,678.42	21,000.00	-13,321.58	36.6%
Reference Books and Data Ba...	0.00	1,500.00	-1,500.00	0.0%
Adult Ref Books				
Local History	520.00	1,000.00	-480.00	52.0%

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

	Jan - May 23	Budget	\$ Over Budget	% of Budget
Continuations	0.00	2,500.00	-2,500.00	0.0%
Total Adult Ref Books	520.00	3,500.00	-2,980.00	14.9%
Virtual Reference Collection	0.00	5,300.00	-5,300.00	0.0%
Adult Audio Books	1,098.73	1,000.00	98.73	109.9%
Large Print Books	1,545.79	4,500.00	-2,954.21	34.4%
Newspapers	2,771.91	7,000.00	-4,228.09	39.6%
Periodicals	4,861.75	4,500.00	361.75	108.0%
Total Adult Materials	76,126.69	116,850.00	-40,723.31	65.1%
Teen Materials	709.92	3,500.00	-2,790.08	20.3%
Total Library Materials	80,907.89	139,350.00	-58,442.11	58.1%
Capital Expenditures	5,830.41	19,000.00	-13,169.59	30.7%
Technology	3,971.57	9,000.00	-5,028.43	44.1%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	1,045.00	3,500.00	-2,455.00	29.9%
HVAC Maintenance	1,422.32	2,000.00	-577.68	71.1%
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.	4,021.19	7,000.00	-2,978.81	57.4%
Total Building Maintenance	9,627.49	20,475.00	-10,847.51	47.0%
Custodial Supplies	788.92	900.00	-111.08	87.7%
Electric	6,957.53	26,400.00	-19,442.47	26.4%
Gas	5,530.21	11,000.00	-5,469.79	50.3%
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	5,610.00	11,000.00	-5,390.00	51.0%
Total Grounds Maintenance	6,359.00	16,000.00	-9,641.00	39.7%
Insurance				
Workers' Comp.	8,145.00	12,000.00	-3,855.00	67.9%
Umbrella Package	0.00	22,000.00	-22,000.00	0.0%
Total Insurance	8,145.00	34,000.00	-25,855.00	24.0%
Water				
North Fork Water	411.70	350.00	61.70	117.6%
SCWA	198.21	3,300.00	-3,101.79	6.0%
Total Water	609.91	3,650.00	-3,040.09	16.7%
Garbage Removal	1,238.10	3,000.00	-1,761.90	41.3%
Total Operations and Maintenance	39,256.16	115,425.00	-76,168.84	34.0%
Miscellaneous Expense				
Legal Fees	505.25	2,500.00	-1,994.75	20.2%
Contingency	0.00	3,000.00	-3,000.00	0.0%
Maintenance Office Equipment				

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

	Jan - May 23	Budget	\$ Over Budget	% of Budget
Verizon Mobile Hotspots	592.20	1,500.00	-907.80	39.5%
Optimum Internet Service	1,216.33	3,000.00	-1,783.67	40.5%
Copy Machine	2,243.27	8,500.00	-6,256.73	26.4%
Computer/Network Maintenance	5,000.00	12,000.00	-7,000.00	41.7%
BookScan Maintenance	685.00	650.00	35.00	105.4%
Computer Software Licenses	4,119.99	8,500.00	-4,380.01	48.5%
Total Maintenance Office Equip...	13,856.79	34,150.00	-20,293.21	40.6%
Membership				
Professional Memberships	898.90	2,000.00	-1,101.10	44.9%
Museum Passes	2,135.00	5,000.00	-2,865.00	42.7%
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	3,033.90	8,150.00	-5,116.10	37.2%
Postage				
Postage & Stamps	252.00	650.00	-398.00	38.8%
Mailing Permit	290.00	250.00	40.00	116.0%
Newsletter mailing	693.78	1,400.00	-706.22	49.6%
Post Office Box Fee	0.00	160.00	-160.00	0.0%
Total Postage	1,235.78	2,460.00	-1,224.22	50.2%
Printing & Advertising				
Other printing & advertising	584.56	1,000.00	-415.44	58.5%
Newsletter printing	8,937.00	11,000.00	-2,063.00	81.2%
Total Printing & Advertising	9,521.56	12,000.00	-2,478.44	79.3%
Professional Fees				
Payroll Processing	3,268.29	10,000.00	-6,731.71	32.7%
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	111.06	500.00	-388.94	22.2%
SCLS/Annual Membership	11,968.00	12,000.00	-32.00	99.7%
Total Professional Fees	22,837.87	56,210.00	-33,372.13	40.6%
Programs - Adult				
Motion Picture/Music Licensing	78.12	500.00	-421.88	15.6%
Adult Reading Club & Book Di...	1,991.56	3,500.00	-1,508.44	56.9%
Adult Programs	9,934.05	16,000.00	-6,065.95	62.1%
Total Programs - Adult	12,003.73	20,000.00	-7,996.27	60.0%
Programs - Juvenile	4,935.05	10,000.00	-5,064.95	49.4%
Programs - Summer	1,442.75	7,500.00	-6,057.25	19.2%
Programs - Teen	1,649.90	6,500.00	-4,850.10	25.4%
Supplies - Library	4,226.88	10,500.00	-6,273.12	40.3%
Supplies - Office	1,502.04	4,000.00	-2,497.96	37.6%
Supplies - Paper	590.83	2,500.00	-1,909.17	23.6%
Telephone	782.64	2,000.00	-1,217.36	39.1%
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	1,280.00	4,000.00	-2,720.00	32.0%
Total Miscellaneous Expense	80,171.98	190,470.00	-110,298.02	42.1%
Debt Service Total	113,074.14	100,000.00	13,074.14	113.1%
Total Expense	681,851.74	1,596,799.00	-914,947.26	42.7%

11:35 AM
06/06/23
Cash Basis

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

	<u>Jan - May 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	<u>259,596.30</u>	<u>0.00</u>	<u>259,596.30</u>	<u>100.0%</u>
Net Income	<u>259,596.30</u>	<u>0.00</u>	<u>259,596.30</u>	<u>100.0%</u>

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Deposit	05/30/2023	NYS Tax Department	Parking Lot Proje...	22,424.00
Deposit	05/31/2023		Bank Service Ch...	85.75
Total Checking				22,509.75
Total Building Fund				22,509.75
Total General Fund				22,509.75
Cultural Activities Fund				
Coffee Machine				
Deposit	05/01/2023		Coffee	5.00
Deposit	05/08/2023		Coffee	1.00
Deposit	05/15/2023		Coffee	7.00
Deposit	05/22/2023		Coffee	2.00
Deposit	05/30/2023		Coffee	6.00
Total Coffee Machine				21.00
Staff Activity Fund				
Bill	05/18/2023	Shauna Scholl.	Reimburse Coffe...	-52.98
Total Staff Activity Fund				-52.98
Adult Programs Wash Account				
Deposit	05/01/2023		Aerobics	360.00
Deposit	05/01/2023		Yoga	20.00
Deposit	05/01/2023		LI Aquarium Tick...	132.00
Deposit	05/01/2023		Writing	75.00
Deposit	05/04/2023		Yoga	418.28
Deposit	05/04/2023		Cooking	9.41
Deposit	05/04/2023		Cheese Board	54.60
Deposit	05/08/2023		Yoga	216.00
Deposit	05/08/2023		Cooking	40.00
Deposit	05/08/2023		Defensive Driving	140.00
Deposit	05/08/2023		Writing	150.00
Deposit	05/08/2023		LI Aquarium Tick...	54.00
Bill	05/08/2023	Raven Janoski	Cheese board 5....	-410.00
Bill	05/10/2023	SCLS	Qty 100 LI Aquar...	-2,700.00
Deposit	05/11/2023		Cooking	56.46
Deposit	05/11/2023		Defensive Driving	33.68
Deposit	05/15/2023		Cooking	65.00
Deposit	05/15/2023		LI Aquarium Tick...	27.00
Deposit	05/15/2023		Defensive Driving	70.00
Deposit	05/18/2023		Cooking	9.41
Deposit	05/22/2023		Yoga	236.00
Deposit	05/22/2023		Defensive Driving	35.00
Deposit	05/22/2023		Cooking	20.00
Deposit	05/22/2023		LI Aquarium Tick...	54.00
Deposit	05/30/2023		Defensive Driving	35.00
Deposit	05/30/2023		Cooking	10.00
Bill	05/30/2023	Laurie Short	Chair Strength M...	-220.00

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

Type	Date	Name	Memo	Paid Amount
Total Adult Programs Wash Account				-1,009.16
Total Cultural Activities Fund				-1,041.14
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	05/31/2023		Interest	21.43
Total Undesignated & Interest				21.43
Total Gift and Trust Fund - MM				21.43
TOTAL				21,490.04

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

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	05/01/2023	11682	Kanopy, Inc.	Invoice #347597-PPU	-128.00
Bill Pmt -Check	05/01/2023	11683	PSEGLI	Cstmr 0295-3001-61-3, ...	-1,303.67
Bill Pmt -Check	05/01/2023	11684	Quill Corporation	03047280	-599.52
Bill Pmt -Check	05/01/2023	11685	Twin Fork Landscap...	Invoice no. 25529	-385.00
Bill Pmt -Check	05/01/2023	11686	Postmaster	May/June Newsletter	-362.98
Bill Pmt -Check	05/02/2023	11687	AFLAC INC	Grp AFA001718,Billing 9...	-272.16
Bill Pmt -Check	05/02/2023	11688	L2J Consulting, Inc.	Invoice no. 052023	-1,000.00
Bill Pmt -Check	05/02/2023	11689	Midwest Tape	11952	-153.08
Bill Pmt -Check	05/02/2023	11690	SCLS Sustainable ...	Invoice 280	-800.00
Bill Pmt -Check	05/02/2023	11691	The Library Store	Cstmr 20058, Inv 629586	-3,254.40
Bill Pmt -Check	05/02/2023	11692	Traf-Sys, Inc.	Invoice 0033691, Order ...	-240.00
Bill Pmt -Check	05/03/2023	11693	Glen Henry Jochum	Earthtones 5.6.23	-350.00
Bill Pmt -Check	05/03/2023	11694	Midwest Tape	11952	-197.03
Bill Pmt -Check	05/03/2023	11695	P.M. Communicatio...	Invoice no. 41461	-117.89
Bill Pmt -Check	05/03/2023	11696	Pine Barrens Printing	Invoice no. 33820	-2,979.00
Bill Pmt -Check	05/03/2023	11697	Rob Scott	Donuts 5.1.23	-225.00
Bill Pmt -Check	05/03/2023	11698	Twin Fork Landscap...	Invoice 25541	-160.00
Bill Pmt -Check	05/04/2023	11699	B&T Adult Account	L 90004-3	-2,098.70
Bill Pmt -Check	05/04/2023	11700	B&T Juvenile Acco...	L 935700	-1,214.69
Bill Pmt -Check	05/04/2023	11701	B&T Teen Account	VOID: L943258	0.00
Bill Pmt -Check	05/04/2023	11702	Orlowski Hardware ...	Acct. 584177	-4.20
Bill Pmt -Check	05/04/2023	11703	Penworthy	Cstmr 00-5320020-001, ...	-360.25
Bill Pmt -Check	05/04/2023	11704	SCLS	MATT	-14.76
Bill Pmt -Check	05/04/2023	11705	B&T Teen Account	L943258	-118.74
Bill Pmt -Check	05/05/2023	11706	Beverly Wowak.	Gift Card for Book Club	-25.00
Bill Pmt -Check	05/05/2023	11707	Cutchogue-New Suf...	Self Defense 5.17.23 / S...	-50.00
Bill Pmt -Check	05/05/2023	11708	Gerard Matovcik.	Refund Aflac Premium	-9.60
Bill Pmt -Check	05/05/2023	11709	Kolb Service Corp.	Invoice 4505-201	-1,200.07
Bill Pmt -Check	05/05/2023	11710	Suffolk County Libr...	Invoice #00381 / Chloe J...	-45.00
Bill Pmt -Check	05/08/2023	11711	Nicole Summers Sp...	VOID: Baby Boogie, Tod...	0.00
Bill Pmt -Check	05/09/2023	11712	ELM USA, Inc.	Invoice no. 58066	-25.00
Bill Pmt -Check	05/09/2023	11713	Mattituck Enviro Se...	Cstmr 11-0001422-0, In...	-247.62
Bill Pmt -Check	05/09/2023	11714	Midwest Tape	11952	-141.31
Bill Pmt -Check	05/09/2023	11715	Quill Corporation	03047280	-135.01
Bill Pmt -Check	05/09/2023	11716	STAT Inspection	Invoice SC2396-01	-959.45
Bill Pmt -Check	05/10/2023	11717	American Museum ...	Fee to extend expiry date	-25.00
Bill Pmt -Check	05/10/2023	11718	NYS Employees He...	03909	-7,099.41
Bill Pmt -Check	05/10/2023		Dime Community B...	Patron NSF check Marci...	-30.00
Bill Pmt -Check	05/10/2023	11719	Shauna Scholl.	Tuition Reimbursement	-1,280.00
Bill Pmt -Check	05/10/2023	11720	K-Log, Inc.	Cstmr 22018, Inv. 23-32...	-1,641.41
Bill Pmt -Check	05/12/2023	11721	Business Card	5474 9700 8150 2023	-1,001.80
Bill Pmt -Check	05/16/2023	ACH	Dime Community B...		-7,429.74
Bill Pmt -Check	05/16/2023	11722	Cutchogue-New Suf...	Mediterranean Cooking ...	-225.00
Bill Pmt -Check	05/16/2023	11723	Living Art Aquariums	Invoice no. 1728	-215.00
Bill Pmt -Check	05/16/2023	11724	Midwest Tape	11952	-287.95
Bill Pmt -Check	05/16/2023	11725	New York Times	Invoice 2B10CC72318	-1,065.95
Bill Pmt -Check	05/16/2023	11726	Precision Microprod...		-1,242.58
Bill Pmt -Check	05/16/2023	11727	Rob Scott	Tacos 5.18.23	-445.00
Bill Pmt -Check	05/16/2023	11728	Volz & Vigliotta, PL...	Acct MLL-01M, Stmnt 48...	-434.75
Bill Pmt -Check	05/18/2023	11729	Karen Letteriello.	Reimburse for Scavenge...	-123.72
Bill Pmt -Check	05/18/2023	11730	Library Ideas, LLC	Invoice no. 96182	-3,780.00
Bill Pmt -Check	05/18/2023	11731	Quill Corporation	03047280	-176.55
Bill Pmt -Check	05/18/2023	11732	STAT Fire Sprinkler...	Invoice SC23103-01	-642.74
Bill Pmt -Check	05/18/2023	11733	Utica National Insur...	Acct 100948647, Worke...	-8,145.00
Bill Pmt -Check	05/19/2023	11734	Midwest Tape	11952	-328.87
Bill Pmt -Check	05/19/2023	11735	Optimum	07839-381822-01-2	-399.26
Bill Pmt -Check	05/22/2023	11736	Alice Jones	VOID: Beach Tote Croc...	0.00
Bill Pmt -Check	05/22/2023	11737	Elan Financial Servi...	4798 5101 7200 1022	-845.44
Bill Pmt -Check	05/22/2023	11738	Emerald Island	940058	-413.20
Bill Pmt -Check	05/22/2023	11739	ReadyFresh	Acct 0140002023, Inv. 0...	-93.93
Bill Pmt -Check	05/22/2023	11740	SCLS	MATT	-315.00
Bill Pmt -Check	05/22/2023	11741	Shauna Scholl.	Snacks for Bench Dedic...	-104.95
Bill Pmt -Check	05/24/2023	11742	Alice Jones	Beach Tote Crochet & B...	-720.00
Bill Pmt -Check	05/25/2023	11743	Aflac	Acct NQH35, Inv. 204173	-236.25

06/06/23

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

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	05/25/2023	11744	National Grid	Acct 43544-64005	-291.52
Bill Pmt -Check	05/26/2023	11745	Joanne Hruz.	Reimburse Summer Pro...	-180.58
Bill Pmt -Check	05/26/2023	11746	Midwest Tape	11952	-500.46
Bill Pmt -Check	05/30/2023	11747	Newsday	Acct 40410623	-287.92
Bill Pmt -Check	05/30/2023	11748	PSEGLI	Cstmr 0295-3001-61-3, ...	-1,343.62
Bill Pmt -Check	05/30/2023	11749	The Library Store	Cstmr 20058, Inv 634203	-163.39
Bill Pmt -Check	05/30/2023	11750	Twin Fork Landscap...	Invoice no. 25618	-265.00
Bill Pmt -Check	05/30/2023	11751	Verizon	Acct 242398426-0001, I...	-118.44
Total BNB Operating Checking					-61,076.56
TOTAL					-61,076.56