

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

MEETING DATE: Monday July 8, 2024

MEETING TIME: 6:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of the Agenda**
- IV. Review and Approval of the Minutes of June 10, 2024 Regular Board Meeting**
- V. Approval of Treasurer's Report**
- VI. Approval of the Personnel Report**
- VII. Director's Report**
- VIII. President's Remarks**
- IX. Committee Reports**
 - A. Building / Grounds & Long-Range Planning
- X. Old Business**
- XI. New Business**
 - A. Revise Policy: Nursing Mothers in the Workplace
 - B. Adopt Leave Policy – Prenatal Personal Leave
 - C. Riverhead Building Supply Credit Application
- XII. Period of Public Expression**
- XIII. Adjournment**

Next Meeting – August 12, 2024

Directors Report June 2024

Building and Grounds

The electricians were at the library on Wednesday June 5th and installed the new lights on the sign out front. The hope is that these will weather better than the previously installed lights.

Trimbles transplanted the plants in the front of the building where the sign is on Monday June 10th, the new plantings and the new lighting have the sign looking great!

Kolb was on site Thursday June 20th to service the HVAC for the season.

The Percussion Play instruments have been ordered, they should be here by September with manufacturing and shipping times.

Programs and Services

Summer programming is underway!

All departments are busy with sign ups and programming, the children's department has been very active with summer reading sign up.

The adult services department is gearing up for a very fun program, the American Girl tea party and author talk, which will be taking place on Saturday August 17th. The staff have been having a great time sharing stories about their dolls and are looking forward to the program.

The Suffolk Libraries summer tour starts July 1st, our artifact is hidden inside the library.

Upcoming programs and events to note:

Victorian Aromatherapy – July 10, 5:30pm – 6:30pm

Mini Sea Shell Mandalas – July 11, 5:30pm – 6:30pm

Family Outdoor Movie – Migration – July 12, 5:30pm – 6:30pm

Mattituck Street Fair – July 13, 9am – 4pm

Hoopiness: Hula Hooping Exercise Program – July 16, 5:30pm – 6:30pm

Acrylic Painting with Lisa Baglivi – July 18, 5:30pm – 7pm

Bug Light House Tour – July 20, 4:30pm – 7pm

Intro to Artificial Intelligence – July 25, 6:30pm – 7:30pm (zoom)

Self Defense for Women – August 6, 5pm – 7pm

End of Summer Celebration – August 14, 11am – 3pm

American Girl Celebratory Tea party, Author Talk & Silent Auction – August 17, 11am – 12pm

Friends of the Library

I attended the Friends meeting on Tuesday June 18th, the Friends awarded \$2,400 in scholarships to three winners: Jolin Chen, Thomas McGunnigle and James Driscoll.

The raffle committee continues to work on adding to the list of sponsors for the raffle, which proceeds will support the 2025 scholarship fund. Currently, there are over 40 local businesses that have donated towards raffle prizes.

The Friends have also contributed \$7,000 to the children's room for summer programming and have contributed \$750 to the adult services department for the American Girl tea party and author talk.

The next Friends meeting is Tuesday July 16th at 9:30am.

Administrative

We received the second half of the PILOT payment in the amount of \$5,550.18.

I was thrilled to have the opportunity to sit down with Chris from the Suffolk Times and my colleagues from the East End Libraries to discuss the many things our libraries have to offer. The article was published in the June 6, 2024, Suffolk Times and ran online as well. It was a positive experience, and we all had a great time talking about something we love, our libraries and libraries in general! I have received a lot of positive feedback from the article and there were some great comments on Facebook – we have such a wonderful and supportive community that loves their local libraries.

On Monday June 3rd I met with Ray, the department heads and Jim to solicit specific feedback and ideas regarding the proposed renovation.

I have met with the Tuesday Crew and discussed some preliminary plans for a little free food pantry. They provided me with a drawing, and we have decided on a 3' pantry. They may not be able to get to the project until the cooler months, but we are on their list. They will be procuring all the material from Riverhead Building Supply and have requested that we set up an account. Since it is a credit account, I am seeking Board approval to open the account.

Our July/August newsletter was delayed again this month, it did finally go out before the month of July but myself, staff and patrons alike are frustrated with the continuous delays. I continue to push back when content is due hoping it will have an impact, but it seems we continue to receive drafts later and later. My plan is to sit down with the department heads in the new year and discuss changing printers.

I met with Robert from Wm. J. Mills & Co. on Wednesday June 12th regarding shading the greenspace. I have followed up via email but have not heard anything back yet. I exchanged with Ray, who has a contact he will be reaching out to at Mills.

We had a full staff meeting on Thursday June 13th, it was a nice gathering to welcome our two new staff members and to go over some reminders as well as give everyone a chance to share before the start of summer.

I have taken the notary prep class through Suffolk County Community College. I'm currently studying for the exam and plan to take it within the next month or two. Jenna has already taken the exam and we're eagerly awaiting her results. Marissa plans to start prepping for the exam after the summer.

There are two policies included on this month's agenda in response to one of the recent memos sent by Tom Volz (shared in packets at last month's meeting). The first is a revision to the Nursing Mothers in the Workplace policy, the law now states that employers are required to provide a thirty (30) minute paid break time to express breast milk, this wording has been taken from the memo and is reflected in the revised policy.

The second is an adoption of a new leave policy to be included in the staff handbook for prenatal personal leave. The law requires employers as of January 1, 2025, to provide twenty (20) hours of paid prenatal personal leave to an employee during their pregnancy for health care services received during their pregnancy or related to such pregnancy. The new leave policy is to be included in the staff handbook and the language therein is also extracted from the attorney's memo.

Both policy revisions will go into effect immediately.

Note that Overdrive and WAM stats were not available from SCLS at the time that packets were sent out. Updated stats will be emailed separately once available.

Meetings Attended

June 3 – Department Heads Meeting with Ray

June 3 – Suffolk Times interview at FLYD

June 5 – EAP Supervisory Training Essentials

June 6 – Committee: Long Range Planning / Building & Grounds

June 11 – Little Free Food Pantry – Tuesday Crew

June 11 – Committee: Long Range Planning / Building & Grounds

June 12 – Wm. J. Mills & Co. Greenspace Shade

June 13 – Full Staff Meeting

June 14 – PLDA Zone 1 Director's Meeting @ Hampton Library (Bridgehampton)

June 18 – Friends of the Library Meeting

June 21 – Member Library Director's Meeting @ Emma S. Clark (Setauket)

June 27 – Notary Prep Course SCCC

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - June 2024

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - The reference department has been collaborating on an *American Girl Author Talk, Celebratory Tea Party and Silent Auction*, happening on August 17th. Program planning for summer and fall are complete; program planning for winter is underway. Program statistics remain steady. I have requested another social work intern for the fall. The Tuesday Group may be constructing a *Little Free Food Pantry* for the library some time over the next few months. Weeding is ongoing; shelf shifting will begin soon. As of June 17th, the Friends' Omnibus Award contract has been fully executed. Marissa is going to become a notary to help expand this service to our patrons.

Meetings - I attended the following meetings during the month of June:

Date	Meeting
6/3/24	Meeting with architect
6/11/24	EEPA meeting
6/13/24	Post-event meeting

Programming - The following adult programs were offered during the month of June:

Date	Program	Statistics	Program Platform/Notes
Mondays in June	Chair Strength and Stretch	25 each session	In person
Tuesdays in June	Book Discussion Group	8	In person; offered by Jerry Matovcik (1st of 2 groups)
Wednesdays in June	Intermediate Crochet Class	7	In person
Wednesdays in June	Book Discussion Group	8	In person; offered by Jerry Matovcik (2nd of 2 groups)
Wednesdays in June	Yoga	7 each session plus 1 walk-in	In person
Wednesdays and Thursdays in June	One-on-one technology appointments	9 appointments	In person; offered by Sharon Twickler
6/2/24	The NY Vendettas in Concert	Approx 50+	In person; in the greenspace; some patrons complained about the lack of shade.

*Statistics for virtual shared EEPA programs do not definitively represent the number of Mattituck-Laurel Library patrons that attended the program. Final statistics are kept by the host library but do not indicate the number of attendees by specific library. Shared programs are typically low cost and/or free for participating libraries.

Program Planning - I am currently working on winter program planning. Some winter programs include, but are not limited to: Chef Rob, Climate Change, Lady Blue Saxophone Quartet and more.

Social Media/Marketing - Diana continues to make adult program flyers. I include information about all programs in our e-newsletter and print newsletter. Circulation puts programs on the sandwich board outside and flyers are posted around the building. Sharon continues to promote via social media.

Adult Nonfiction and Audiobook Collection - I continue to order nonfiction and reference materials on a monthly basis after reading book reviews in periodicals. Ann and I continue to work on weeding the nonfiction and reference collections. This project will be ongoing. Shelf shifting will be starting sometime in the near future.

Newspapers and Electronic Resources - All newspaper subscriptions and e-resources are up to date at this time.

Adult Grab-and-Go Kits - Grab-and-go kits will be offered on a rolling basis, as we are able to make them, receive requests, etc. We will be taking a break for the summer and will revisit the possibility of offering them again in the fall.

Other -

- **Library of Things** - I continue to assist with processing items in our Library of Things as needed.
- **Miscellaneous** -
Our Omnibus Award contract has been fully executed as of June 17, 2024. The Friends have begun submitting documents for reimbursement.

The Friends of the Mattituck-Laurel Library have donated money toward our American Girl celebratory tea party, author talk, and silent auction, happening on August 17th, 2024. One of the co-authors of *Dolls of Our Lives: Why We Can't Quit American Girl* and co-host of the popular podcast *Dolls of Our Lives* will be here for an "In Conversation With" style talk about her book with a book signing to follow. We will also be serving tea and pastries, and will be having a silent auction with a grand prize of a gift certificate for an American Girl doll, a tea basket including a gift certificate for tea for two

at *Special Effects* in Greenport, and more great prizes. I have also been asking patrons to submit short stories and pictures about why they loved their American Girl dolls, etc., which we will have on a looping slideshow at our event.

The Tuesday group has met with Shauna about bringing our food pantry into fruition. We are hoping they can build us a food pantry box, to be placed outdoors, some time in the next few months. We will elicit donations from patrons for food items, as well as personal care items for a give-and-take style pantry. It is our hope that the teens and our social work intern will help us to maintain it and keep it fully stocked.

Marissa is going to become a notary to help expand our notary service to patrons.

Bev reported that 38 people have signed up for her "Murder! In the Library" summer reading club so far.

- Social Work - I have reached out to Leah Topek-Walker of Stony Brook University requesting another social work student in the fall.

Mattituck-Laurel Library
Teen Services Board Report – June 2024
Prepared by Marissa Timm, Teen Services Librarian

Summary – This month I have been planning programming and events for summer. I have been running spring programs, attending meetings and trainings, improving the teen social media, and providing community service opportunities for teens coming in looking for them. I have also been rearranging the teen space as I have noticed more teens coming in after school. As always I continue to learn and grow in this role and look forward to continuing to provide services for the teens in the community.

Meetings: Meetings during the month of June:

Date	Meeting
06/03	Meeting with MHS Teacher
06/03	Building Design Meeting (Dept. Heads)

Programming - The following teen programs were offered during the month of May:

Date	Program	Statistics
06/01-06/30	Mini canvas art for community service	15
05/30	Algebra I Regents Review	23
06/11	Global History Regents Review	23
06/13	Living Environment Regents Review	29
06/17	Chemistry Regents Review	23
06/18	Earth Science Regents Review	33
06/20	Geometry Regents Review	32
06/21	Algebra II Regents Review	21

Social Media/Marketing- This month I have been working with Sharon to try and use the Instagram and Facebook pages. We have been working with different strategies to try and get the most engagement. I have been sending out monthly email blasts letting patrons know about community service opportunities and upcoming programs. I also continuously update the flyers in the teen space to reflect the upcoming programs and events. I also add posts to the Teen Services page on our website.

Community Service –Grab and go community service kits are available at an ongoing basis. I have continued to have an influx of students coming in looking for the grab and go community service kits. They have been doing book reviews, writing letters to seniors/veterans, decorating kindness rocks and creating bookmarks. The letters go the Senior Service Center and The Veterans Committee. The rocks are put around local gardens or the library. The bookmarks are put up at circulation for patrons to take and use.

Teen Volunteer- I had a teen come in for a few hours on a Saturday. They helped organize welcome bags for Teen Summer Reading and helped organize/clean up the shelves in the Teen Space.

Friends of the Library Scholarship- The Friends of the Library awarded their scholarship to three teens from the Mattituck High School. The recipients were Jolin Chen, Thomas McGunnigle and James Driscoll. They received four applications in total.

Teen Space –For the month of June, I displayed books for LGBTQIA Pride Month. The guessing jar has also been updated. June's guessing jar had 15 participants. The DIY grab and go kits are placed in the Creation Station on an ongoing basis. Flyers are continually being updated, most recently adding information about the upcoming programs. I also created a community service and events board in the Teen Space. This should help high light both in person and grab and go volunteer opportunities for the teens.

Print Newsletter–This month I submitted the content for the July/August Newsletter and I am currently working on the content for the September/October newsletter.

Teen Collection - Monthly book orders continue after reviewing School Library Journal, Publisher's Weekly and Kirkus. I also continue to take books off new. I am continuing to change the book shelf displays to showcase books in the collection that have low circulation stats. I got these numbers from running statistical reports. I also update the Teen Services page on our website to showcase the new titles and take off old ones.

Misc.-

3D Printer-I am continuing to print bookmarks for the patrons. The bookmarks have been being taken regularly.

Date: July 2, 2024

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Department

Subject: June 2024

Program attendance: 98

In Person help: 188

Book pulls: 148

GENERAL INFORMATION

Summer reading and logging began on June 24th. We are using the READSquared software. This summer's reading theme is Adventure begins at your library.

At the STEM table to avoid items going missing and yet to enhance our offerings, we've introduced creative activities like collage designing and building objects using simple materials such as paper, scissors, and glue. These activities are particularly popular as they cater to our busy library, where patrons often spend hours.

Utilizing the green space adjacent to the children's room, we've established a Wednesday morning passive playtime putting out children's toys. The shaded area has become a favored spot for families, who now gather for mid-morning meet-ups and even bring their lunches to enjoy under the umbrellas. To further promote our resources with items from the library of things, we've begun hosting games in the green space every Thursday evening, inviting families and friends to unwind after a day's activities.

We have completed the weeding of the paperback and graphic novel collections. We have provided a number of books to the Friends for sale.

PROGRAMS

Our library continues to be known as the place for little children to enjoy music movement and activities. Our patrons as well as other east end patrons look forward to our offerings. Thank you to Maura and her dog Blitz who provide our Read to a dog program. This program has designated time slots. Some parents use this time to help their child get over the fear of dogs as well as the fear of reading out loud. The LEGO classes are highly sort after.

Family programs this month began with making paper airplanes. Families enjoyed the folding and flying as well as watching the Blue Angel video. The Family story time was an alphabet adventure with Bill Martin's Chicka Chicka Boom Boom story. After "singing" the story, families enjoyed coconut bowling, magnetized alphabet letters and of course the cookie design with a palm tree and alphabet letter cookies. It is wonderful watching families enjoy literature together. Chef Rob's cooking program, featuring campfire cookies, was particularly memorable.

Families love his programs. The bug and butterfly sand art sessions also proved to be a hit, allowing children to create vibrant, unique artworks using self-adhesive patterns and colorful sand. This month's movie featured the book by Megan McDonald's character Judy Moody.

We've planned 70 summer programs, incorporating both in-person and passive activities that utilize our green space. Once more, aiming to deliver robust programming while managing costs effectively, we collaborate with other libraries in the east end to share resources and funds. This allows patrons to explore different libraries and enjoy a wider variety of programs.

In celebration of the 80th birthday of Smokey Bear the National Association of State Foresters wants to celebrate with libraries. Our program asks participants to answer 5 questions correctly to earn a raffle ticket to win either a Jr. Rangers Checkers game or Jr. Ranger National Parks Opoly. We will be handing out booklets and hope families learn about national parks.

MEETINGS

June 13th Shauna held a full staff meeting. Karen, Elizabeth and Rosemary attended.

OVERALL

We are excited about the upcoming summer season. Our prize center and guessing station are located just outside the office door. We are deeply appreciate of the community's generous donations to our reading program. Love Lane Sweet Shop has kindly contributed a \$20 gift certificate, while Magic Fountain has generously provided Free Medium Sundae certificates for our weekly guessing activities. Additionally, we extend our gratitude to the Friends of the Library for their support in funding our summer reading initiatives.



Mattituck-Laurel
LIBRARY

PO Box 1437
13900 Main Rd.
Mattituck, NY 11952
631-298-4134
www.mattitucklaurellibrary.org

Nursing Mothers in the Workplace Policy

- 1.1. Section "206-c" of the Labor Law requires all employers to provide time to allow nursing employees to express breast milk.
- 1.2. To avail oneself of accommodations set forth in this policy, employees must submit a request to the Director for a room or location. Requests should, when possible, be provided prior to the employee's return to work to allow the Library to designate a location and schedule to accommodate the needs of multiple employees when needed. The Library must respond to a request within a reasonable time, not to exceed five (5) business days.
- 1.3. The Library will provide a paid break time for thirty (30) minutes and will permit an employee to use an existing paid break time or mealtime for any time needed in excess of thirty (30) minutes to express breast milk.
- 1.4. The Library will designate a room or other location to be made available to nursing employees. The room may not be used for any other purpose while it is being utilized by nursing mothers. If the designated room or other location is not solely used by nursing employees, the room or location will be made available to nursing employees when needed. All employees will be given notice as to when such rooms or other locations will be designated for use by nursing employees. The room or location should have a door equipped with a functional lock. If a door with a functional lock is not available, as a last resort the Library will utilize a sign indicating the room is in use and not accessible to other employees or the public.
- 1.5. If the Library is unable to provide a dedicated room or other location, we may provide the use of a vacant office or other available room on a temporary basis so long as the room is not accessible to the public or other employees while the nursing employee is using the room for expression purposes.
- 1.6. The Library must designate a room or other location, other than a restroom or toilet stall, to be made available to employees who make such a request. The room will be (i) in close proximity to the work area; (ii) well lit; (iii) shielded from view; and (iv) free from intrusion from other persons in the workplace or the public. The room or other location will contain a chair, working surface, nearby access to cleaning running water, and an electrical outlet so long as the workplace is supplied with electricity. Expressed milk can be stored in the Library refrigerators provided it is sealed. Milk should not be stored overnight. The Library is not responsible for the safekeeping of any milk stored in Library refrigerators.
- 1.7. The Library may not discharge, discriminate, threaten, penalize, or in any other manner discriminate or retaliate against any employee because such employee has exercised

Deleted: <#>The Library will provide employees with at least 20 minutes unpaid break time once every three hours to express milk for their infant child(ren) for up to three years following the child's birth. Employees may utilize their paid break time or meal time as well. A break may be postponed for no more than thirty (30) minutes if there is no coverage for the employee at the time. ¶

their rights afforded under this section. This policy will be provided to all employees annually, upon hire, and to employees returning to work after the birth of a child.

Ref: Labor Law §206-c; Guidelines Regarding the Rights of Nursing Mothers to Express Breast Milk in the Work Place (LS702) (ny.gov)

Adopted 08/14/2023

To be added to PTO policies in the staff handbook

Prenatal Personal Leave

Employees are eligible for twenty (20) hours of paid prenatal personal leave during any 52-week calendar period under the following conditions;

Paid prenatal personal leave includes leave for “the health care services received by an employee during their pregnancy or related to such pregnancy, including physical examinations, medical procedures, monitoring and testing, and discussions with a health care provider related to the pregnancy.” *See* Senate Bill 8305C. The leave may be taken in hourly increments and benefits for such leave are to be paid in hourly installments.

Upon separation from employment, employees will not be paid for any unused prenatal personal leave.



Mattituck-Laurel LIBRARY

Warrants / Expenses

These are the expenses for the month and year of June 2024

To be approved at the Library Board Meeting on July 8, 2024

Operating Account Total \$ 129,742.17

Payroll \$ 74,629.98

Non Payroll \$ 55,112.19

Cultural Activities Fund \$ 1,940.00

Money Market Account \$0

Building Fund Savings \$0

Building Fund Checking \$ 2,646.25

Donations in excess of \$1,000 \$1000.00 Friends of the Mattituck-Laurel
Library for Health Fair T-shirts

07/02/24

**Mattituck-Laurel Library
Fund Balance Report**

	Jan - Jun 24
General Fund	
Operating Fund	574,928.05
Building Fund	
Checking	281,481.09
Savings	57,307.93
Total Building Fund	338,789.02
Total General Fund	913,717.07
Cultural Activities Fund	
Coffee Machine	668.67
Teen Programs	-24.24
Children's Programs	1,226.17
Staff Activity Fund	1,550.06
Adult Programs Wash Acco...	7,423.43
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
Total Cultural Activities Fund	11,566.12
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	16,561.87
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
Total Gift and Trust Fund - MM	636,297.45
TOTAL	1,561,580.64

07/02/24

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
June 2024

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth DVD's				
06/06/2024	Midwest Tape	505545351	13.99	13.99
06/06/2024	Midwest Tape	505545355	24.49	24.49
Total Youth DVD's				38.48
Youth Books				
06/03/2024	B&T Juvenile Account	May invoices	1,109.32	1,109.32
Total Youth Books				1,109.32
Total Youth Materials				1,147.80
Adult Materials				
DVD/Music CD				
06/04/2024	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
06/06/2024	Midwest Tape	505545350	13.99	13.99
06/06/2024	Midwest Tape	505545352	23.79	23.79
06/06/2024	Midwest Tape	505545353	23.79	23.79
06/11/2024	Midwest Tape	505552417	24.49	24.49
06/11/2024	Midwest Tape	505552418	18.19	18.19
06/11/2024	Midwest Tape	505552419	20.99	20.99
06/30/2024	Midwest Tape	505608774	20.99	20.99
06/30/2024	Midwest Tape	505615195	12.59	12.59
06/30/2024	Midwest Tape	505615197	12.59	12.59
06/30/2024	Midwest Tape	505615198	11.19	11.19
06/30/2024	Midwest Tape	505615199	28.69	28.69
06/30/2024	Midwest Tape	505666035	20.99	20.99
06/30/2024	Midwest Tape	505666036	113.35	113.35
Total DVD/Music CD				370.63
Digital Material Subscriptions				
06/04/2024	Kanopy, Inc.	118 Tickets, 1 Credit	123.00	123.00
06/04/2024	Midwest Tape	Hoopla month ending 5/...	154.68	154.68
06/13/2024	Library Ideas, LLC	Freemusic & Streami...	3,780.00	3,780.00
Total Digital Material Subscriptions				4,057.68
Adult Books				
06/04/2024	B&T Adult Account	May Invoices	436.11	436.11
06/17/2024	Business Card	Typhoon, Notary	28.98	28.98
Total Adult Books				465.09
Large Print Books				
06/04/2024	B&T Adult Account	May Invoices	161.74	161.74
Total Large Print Books				161.74
Newspapers				
06/10/2024	Newsday	Subscription from 06/21/...	319.92	319.92
06/25/2024	BookPage	Book Page Pring / 12 m...	414.00	414.00
Total Newspapers				733.92
Total Adult Materials				5,789.06
Teen Materials				
06/04/2024	B&T Teen Account	May invoices	160.07	160.07
Total Teen Materials				160.07

07/02/24

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
June 2024

Date	Name	Memo	Original Amount	Paid Amount
Total Library Materials				7,096.93
Capital Expenditures				
06/13/2024	Percussion Play, Ltd.	Percussion Instruments ...	5,275.20	5,275.20
Total Capital Expenditures				5,275.20
Technology				
06/06/2024	PM Communications Corp.	Monthly Maintenance	117.89	117.89
06/17/2024	Business Card	Square Register	1,199.49	1,199.49
Total Technology				1,317.38
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
06/13/2024	Living Art Aquariums	Service 5/1/24,5/15/24,5...	321.73	321.73
Total Aquarium Maintenance				321.73
Exterminator				
06/04/2024	Hampton Pest Management, Inc.	Rodent Control	125.00	125.00
Total Exterminator				125.00
Elevator Maint.				
06/03/2024	Champion Elevator	Quarterly Maintenance / ...	1,341.87	1,341.87
Total Elevator Maint.				1,341.87
Other Building Maint.				
06/03/2024	Mattituck Plumbing & Heating	Replaced Faucets in Sta...	1,383.00	1,383.00
Total Other Building Maint.				1,383.00
Total Building Maintenance				3,171.60
Electric				
06/30/2024	PSEGLI	Service from May 21, 20...	2,367.35	2,367.35
Total Electric				2,367.35
Gas				
06/30/2024	National Grid	Billing period Maty 17, 2...	62.07	62.07
Total Gas				62.07
Grounds Maintenance				
Other Grounds Maintenance				
06/04/2024	Twin Fork Landscape Contracti...	5 Cuts 4/30,5/6,5/14,5/2...	595.00	595.00
06/14/2024	Twin Fork Landscape Contracti...	Shearing w/ Bed Mainte...	1,695.00	1,695.00
06/30/2024	Twin Fork Landscape Contracti...	4 Cuts 6/4,6/11,6/18,6/2...	290.00	290.00
Total Other Grounds Maintenance				2,580.00
Total Grounds Maintenance				2,580.00
Water				
SCWA				
06/06/2024	Suffolk County Water Authority	Service from Mar 01, 20...	379.58	379.58
Total SCWA				379.58
Total Water				379.58
Garbage Removal				

07/02/24

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
June 2024

Date	Name	Memo	Original Amount	Paid Amount
06/30/2024	Mattituck Environmental Services	4 Yd Trash Service	252.72	252.72
Total Garbage Removal				252.72
Total Operations and Maintenance				8,813.32
Miscellaneous Expense				
Legal Fees				
06/11/2024	Volz & Vigliotta, PLLC	Personnel Matters / Dire...	120.00	120.00
Total Legal Fees				120.00
Maintenance Office Equipment				
Optimum Internet Service				
06/17/2024	Optimum	Billing period 06/16/24 t...	245.00	245.00
Total Optimum Internet Service				245.00
Computer/Network Maintenance				
06/30/2024	L2J Consulting, Inc.	Monthly IT Support - Jun...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
06/30/2024	Elan Financial Services	DRI*CrashPlan	32.55	32.55
Total Computer Software Licenses				32.55
Total Maintenance Office Equipment				1,277.55
Membership				
Museum Passes				
06/11/2024	Business Card	Met Opera Annual Fee	149.99	149.99
Total Museum Passes				149.99
Total Membership				149.99
Postage				
Post Office Box Fee				
06/04/2024	Postmaster	Annual Fee for Box #1437	188.00	188.00
Total Post Office Box Fee				188.00
Total Postage				188.00
Printing & Advertising				
Other printing & advertising				
06/06/2024	Floyd Memorial Library.	Ad Suffolk Times Summ...	143.75	143.75
06/14/2024	Mattituck Chamber of Commerce	2024 Street Fair July 13th	150.00	150.00
Total Other printing & advertising				293.75
Newsletter printing				
06/30/2024	Pine Barrens Printing	July/August Newsletter	4,671.00	4,671.00
Total Newsletter printing				4,671.00
Total Printing & Advertising				4,964.75
Professional Fees				
SCLS Telecommunications				
06/30/2024	SCLS-Telecommunications	200 Mbps Yr 25 (7/1/24-...	9,900.00	9,900.00
Total SCLS Telecommunications				9,900.00

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Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
June 2024

Date	Name	Memo	Original Amount	Paid Amount
SCLS/Overdue Notices				
06/04/2024	SCLS	Overdues - Processes &...	14.08	14.08
Total SCLS/Overdue Notices				14.08
Total Professional Fees				9,914.08
Programs - Adult				
Adult Reading Club & Book Discu				
06/17/2024	Business Card	Candles, card games, B...	729.74	729.74
06/30/2024	Elan Financial Services	Bev's order includes sal...	191.18	191.18
Total Adult Reading Club & Book Discu				920.92
Adult Programs				
06/03/2024	Doreen M. Monteleone-Nyman	How to Grow Figs 6/4/24	200.00	200.00
06/06/2024	Lee McAllister	Cranberry Bog Hike 5/3...	275.00	275.00
06/11/2024	Brilliance Publishing, Inc.	Lost to Dune Road - Qty...	101.94	101.94
06/12/2024	Westhampton Free Library	Queer Pride on the Low...	50.00	50.00
06/17/2024	Business Card	Table covers, Plates, Ta...	131.42	131.42
06/30/2024	Elan Financial Services	Zoom	63.96	63.96
06/30/2024	Holly Kix	Smartphone Photograph...	275.00	275.00
06/30/2024	Organize Me! of NY, LLC	Getting Organized 6/20/...	475.00	475.00
Total Adult Programs				1,572.32
Total Programs - Adult				2,493.24
Programs - Juvenile				
06/30/2024	Nicole Summers Sparling	Baby boogie, Toddler ta...	350.00	350.00
Total Programs - Juvenile				350.00
Programs - Summer				
06/03/2024	Noah's Ark Animal Workshop, I...	15" Marshmallow Bunny...	2,023.50	2,023.50
06/30/2024	Rob Scott	Campfire Cupcakes 6/2...	350.00	350.00
Total Programs - Summer				2,373.50
Programs - Teen				
06/11/2024	John J. Schwetje	Global History Regents ...	200.00	200.00
06/17/2024	Business Card	Paint, Canvas, Candy, ...	316.09	316.09
06/17/2024	Therese M. Lengyel	Chemistry Regents Revi...	200.00	200.00
06/17/2024	John Albers	Geometry Regents Revi...	200.00	200.00
Total Programs - Teen				916.09
Supplies - Library				
06/04/2024	The Library Store	Classification Labels - C...	37.79	37.79
06/06/2024	Demco	Various Labels for Yout...	309.98	309.98
06/06/2024	Orlowski Hardware Company, I...	Plastic Ribs	6.79	6.79
06/17/2024	Business Card	Card, Light, Cart, Regist...	205.51	205.51
06/30/2024	Demco	Graphics Sign Holder 47...	287.00	287.00
06/30/2024	Elan Financial Services	Time Review credit \$63...	4.35	4.35
Total Supplies - Library				851.42
Supplies - Office				
06/04/2024	Quill Corporation	Napkins, Coffeemate	46.66	46.66
06/04/2024	Quill Corporation	Fax Cartridge / Brother ...	44.98	44.98
06/04/2024	Quill Corporation	Kleenex, Envelope 6.5x...	64.98	64.98
06/13/2024	Quill Corporation	Canon e20 black toner	112.99	112.99
06/14/2024	Quill Corporation	Envelopes, Book Tape, ...	217.48	217.48
06/17/2024	Business Card	Binder clips	5.62	5.62
06/30/2024	Quill Corporation	Shredder wastebags, C...	82.49	82.49

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Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
June 2024

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
06/30/2024	Quill Corporation	Toner cartridges / HP, c...	383.97	383.97
Total Supplies - Office				959.17
Supplies - Paper				
06/30/2024	Quill Corporation	8.5 x 11 copy paper	391.02	391.02
Total Supplies - Paper				391.02
Telephone				
06/17/2024	Optimum	Billing period 06/16/24 t...	154.37	154.37
Total Telephone				154.37
Travel				
06/10/2024	Karen Letteriello.	Reimburse Mileage to S...	21.44	21.44
Total Travel				21.44
Workshops				
06/12/2024	Jenna Geiser	Notary Prep Course SC...	55.00	55.00
Total Workshops				55.00
Total Miscellaneous Expense				25,179.62
Debt Service Total				
Mortgage Interest				
06/17/2024	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74
Total Mortgage Interest				7,429.74
Total Debt Service Total				7,429.74
TOTAL				55,112.19

Mattituck-Laurel Library
Monthly Budget Report With Current Month
June 2024

	Jun 24
Ordinary Income/Expense	
Income	
PILOT Funds	5,550.18
Mattituck-Cutchoque School Dist	431,886.54
Interest	3.88
Direct Public Support	1,044.10
Fines	76.29
Library Materials Paid For	63.89
Copy Machine	687.21
Total Income	439,312.09
Gross Profit	439,312.09
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	26,882.69
Clerical	31,451.95
Custodian	3,651.64
Total Salaries	61,986.28
Benefits	
Fica	4,538.97
Disability Insurance	-286.12
Medical Insurance	5,438.40
Retirement	4,175.27
Total Benefits	13,866.52
Total Payroll Expenses	75,852.80
Library Materials	
Youth Materials	
Youth DVD's	38.48
Youth Books	1,109.32
Total Youth Materials	1,147.80
Adult Materials	
DVD/Music CD	370.63
Digital Material Subscriptions	4,057.68
Adult Books	465.09
Large Print Books	161.74
Newspapers	733.92
Total Adult Materials	5,789.06
Teen Materials	160.07
Total Library Materials	7,096.93
Capital Expenditures	5,275.20
Technology	1,317.38
Operations and Maintenance	
Building Maintenance	

Mattituck-Laurel Library
Monthly Budget Report With Current Month
June 2024

	Jun 24
Aquarium Maintenance	321.73
Exterminator	125.00
Elevator Maint.	1,341.87
Other Building Maint.	1,383.00
Total Building Maintenance	3,171.60
Electric	2,367.35
Gas	62.07
Grounds Maintenance	
Other Grounds Maintenance	2,580.00
Total Grounds Maintenance	2,580.00
Water	
SCWA	379.58
Total Water	379.58
Garbage Removal	252.72
Total Operations and Maintenance	8,813.32
Miscellaneous Expense	
Legal Fees	120.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	245.00
Computer/Network Maintenance	1,000.00
Computer Software Licenses	32.55
Total Maintenance Office Equipm...	1,474.95
Membership	
Museum Passes	149.99
Total Membership	149.99
Postage	
Post Office Box Fee	188.00
Total Postage	188.00
Printing & Advertising	
Other printing & advertising	293.75
Newsletter printing	4,671.00
Total Printing & Advertising	4,964.75
Professional Fees	
Payroll Processing	507.70
SCLS Telecommunications	9,900.00
SCLS/Overdue Notices	14.08
Total Professional Fees	10,421.78
Programs - Adult	
Adult Reading Club & Book Dis...	920.92

Mattituck-Laurel Library
Monthly Budget Report With Current Month
June 2024

	Jun 24
Adult Programs	1,572.32
Total Programs - Adult	2,493.24
Programs - Juvenile	350.00
Programs - Summer	2,373.50
Programs - Teen	916.09
Supplies - Library	851.42
Supplies - Office	959.17
Supplies - Paper	391.02
Telephone	154.37
Travel	21.44
Workshops	55.00
Total Miscellaneous Expense	25,884.72
Debt Service Total	
Mortgage Interest	7,429.74
Total Debt Service Total	7,429.74
Total Expense	131,670.09
Net Ordinary Income	307,642.00
Net Income	307,642.00

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Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through June 2024

	Jan - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	13,024.10	4,000.00	9,024.10	325.6%
Mattituck-Cutchoque School Dist	1,351,192.79	1,663,155.00	-311,962.21	81.2%
NY State Incentive	180.00	1,800.00	-1,620.00	10.0%
Interest	18.57	100.00	-81.43	18.6%
Direct Public Support	3,059.31	2,000.00	1,059.31	153.0%
Fines	430.25			
Library Materials Paid For	292.57			
Copy Machine	3,131.35	2,000.00	1,131.35	156.6%
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	3,063.40			
Fund Balance Brought Forward	67,841.00			
Total Income	1,442,233.34	1,678,455.00	-236,221.66	85.9%
Gross Profit	1,442,233.34	1,678,455.00	-236,221.66	85.9%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	173,685.40	350,493.00	-176,807.60	49.6%
Clerical	197,977.70	453,257.00	-255,279.30	43.7%
Custodian	23,876.99	47,675.00	-23,798.01	50.1%
Total Salaries	395,540.09	851,425.00	-455,884.91	46.5%
Benefits				
Fica	28,969.01	63,298.00	-34,328.99	45.8%
Disability Insurance	591.92	1,000.00	-408.08	59.2%
Medical Insurance	26,866.69	104,560.00	-77,693.31	25.7%
Retirement	24,982.38	60,017.00	-35,034.62	41.6%
Unemployment Insurance	6,199.49	11,000.00	-4,800.51	56.4%
Total Benefits	87,609.49	239,875.00	-152,265.51	36.5%
Total Payroll Expenses	483,149.58	1,091,300.00	-608,150.42	44.3%
Library Materials				
Youth Materials				
Youth Arts & Crafts	260.60	2,500.00	-2,239.40	10.4%
Youth DVD's	214.97	500.00	-285.03	43.0%
Youth Computer Software	1,039.14	1,500.00	-460.86	69.3%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	6,998.15	14,000.00	-7,001.85	50.0%
Total Youth Materials	8,512.86	19,000.00	-10,487.14	44.8%
Adult Materials				
DVD/Music CD	1,885.37	4,000.00	-2,114.63	47.1%
Live-brary Downloadable e-bo...	51,651.00	54,000.00	-2,349.00	95.7%
Digital Material Subscriptions	7,114.45	13,000.00	-5,885.55	54.7%
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	7,083.15	21,000.00	-13,916.85	33.7%
Reference Books and Data Ba...	666.67	2,000.00	-1,333.33	33.3%
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	5,500.00	-5,500.00	0.0%

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Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through June 2024

	Jan - Jun 24	Budget	\$ Over Budget	% of Budget
Adult Audio Books	0.00	1,000.00	-1,000.00	0.0%
Large Print Books	1,653.44	5,000.00	-3,346.56	33.1%
Newspapers	3,898.93	7,000.00	-3,101.07	55.7%
Periodicals	4,838.82	5,000.00	-161.18	96.8%
Total Adult Materials	79,266.83	122,050.00	-42,783.17	64.9%
Teen Materials	843.68	2,500.00	-1,656.32	33.7%
Total Library Materials	88,623.37	143,550.00	-54,926.63	61.7%
Capital Expenditures	20,295.20	19,000.00	1,295.20	106.8%
Technology	2,655.89	9,200.00	-6,544.11	28.9%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	1,816.73	3,500.00	-1,683.27	51.9%
HVAC Maintenance	0.00	2,000.00	-2,000.00	0.0%
Exterminator	545.00	1,000.00	-455.00	54.5%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	225.00	200.00	25.00	112.5%
Elevator Maint.	3,161.75	4,500.00	-1,338.25	70.3%
Security Monitoring	245.70	700.00	-454.30	35.1%
Water Backflow Test	260.00	275.00	-15.00	94.5%
Fire Sprinkler Test	1,250.00	1,200.00	50.00	104.2%
Piano Tuning	165.00	400.00	-235.00	41.3%
Other Building Maint.	3,696.50	7,000.00	-3,303.50	52.8%
Total Building Maintenance	11,365.68	20,975.00	-9,609.32	54.2%
Custodial Supplies	584.76	1,000.00	-415.24	58.5%
Electric	11,174.72	27,500.00	-16,325.28	40.6%
Gas	5,130.52	11,000.00	-5,869.48	46.6%
Grounds Maintenance				
Snow Removal	1,525.00	4,500.00	-2,975.00	33.9%
Sprinkler Maintenance	220.00	700.00	-480.00	31.4%
Other Grounds Maintenance	7,900.00	11,000.00	-3,100.00	71.8%
Total Grounds Maintenance	9,645.00	16,200.00	-6,555.00	59.5%
Insurance				
Workers' Comp.	8,257.00	12,000.00	-3,743.00	68.8%
Umbrella Package	0.00	22,000.00	-22,000.00	0.0%
Total Insurance	8,257.00	34,000.00	-25,743.00	24.3%
Water				
North Fork Water	642.63	1,000.00	-357.37	64.3%
SCWA	1,168.29	3,500.00	-2,331.71	33.4%
Total Water	1,810.92	4,500.00	-2,689.08	40.2%
Garbage Removal	1,769.04	3,000.00	-1,230.96	59.0%
Total Operations and Maintenance	49,737.64	118,175.00	-68,437.36	42.1%
Miscellaneous Expense				
Longevity Benefit	1,380.35	1,500.00	-119.65	92.0%
Legal Fees	336.00	2,500.00	-2,164.00	13.4%
Contingency	0.00	3,000.00	-3,000.00	0.0%
Maintenance Office Equipment				
Verizon Mobile Hotspots	1,218.24	2,400.00	-1,181.76	50.8%
Optimum Internet Service	1,470.32	3,200.00	-1,729.68	45.9%
Copy Machine	2,064.11	8,500.00	-6,435.89	24.3%
Computer/Network Maintenance	6,000.00	12,000.00	-6,000.00	50.0%

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Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through June 2024

	Jan - Jun 24	Budget	\$ Over Budget	% of Budget
BookScan Maintenance	690.00	700.00	-10.00	98.6%
Computer Software Licenses	6,682.37	9,000.00	-2,317.63	74.2%
Total Maintenance Office Equip...	18,125.04	35,800.00	-17,674.96	50.6%
Membership				
Professional Memberships	1,531.00	2,200.00	-669.00	69.6%
Museum Passes	1,609.99	5,000.00	-3,390.01	32.2%
Mattituck Chamber of Commer...	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	3,265.99	8,350.00	-5,084.01	39.1%
Postage				
Postage & Stamps	273.63	770.00	-496.37	35.5%
Mailing Permit	320.00	250.00	70.00	128.0%
Newsletter mailing	1,204.26	1,500.00	-295.74	80.3%
Post Office Box Fee	188.00	160.00	28.00	117.5%
Total Postage	1,985.89	2,680.00	-694.11	74.1%
Printing & Advertising				
Other printing & advertising	2,630.36	1,000.00	1,630.36	263.0%
Newsletter printing	15,395.00	12,000.00	3,395.00	128.3%
Total Printing & Advertising	18,025.36	13,000.00	5,025.36	138.7%
Professional Fees				
Payroll Processing	3,339.37	10,500.00	-7,160.63	31.8%
SCLS Telecommunications	9,900.00	10,500.00	-600.00	94.3%
PALS Membership	5,597.38	10,800.00	-5,202.62	51.8%
Annual audit	650.00	12,500.00	-11,850.00	5.2%
SCLS/Overdue Notices	143.92	500.00	-356.08	28.8%
SCLS/Annual Membership	11,841.00	12,000.00	-159.00	98.7%
Total Professional Fees	31,471.67	56,800.00	-25,328.33	55.4%
Programs - Adult				
Motion Picture/Music Licensing	87.49	500.00	-412.51	17.5%
Adult Reading Club & Book Di...	2,829.40	3,500.00	-670.60	80.8%
Adult Programs	11,913.62	16,000.00	-4,086.38	74.5%
Total Programs - Adult	14,830.51	20,000.00	-5,169.49	74.2%
Programs - Juvenile	7,112.69	10,500.00	-3,387.31	67.7%
Programs - Summer	3,044.70	8,000.00	-4,955.30	38.1%
Programs - Teen	2,705.29	8,000.00	-5,294.71	33.8%
Supplies - Library	3,516.57	10,500.00	-6,983.43	33.5%
Supplies - Office	1,838.45	4,000.00	-2,161.55	46.0%
Supplies - Paper	728.73	2,500.00	-1,771.27	29.1%
Telephone	927.47	2,200.00	-1,272.53	42.2%
Travel	872.78	2,200.00	-1,327.22	39.7%
Workshops	256.68	2,200.00	-1,943.32	11.7%
Staff Development	0.00	1,000.00	-1,000.00	0.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	110,424.17	197,230.00	-86,805.83	56.0%
Debt Service Total				
Mortgage Principal	103,722.12			
Mortgage Interest	8,697.32			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	112,419.44	100,000.00	12,419.44	112.4%

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Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through June 2024

	Jan - Jun 24	Budget	\$ Over Budget	% of Budget
Total Expense	867,305.29	1,678,455.00	-811,149.71	51.7%
Net Ordinary Income	574,928.05	0.00	574,928.05	100.0%
Net Income	574,928.05	0.00	574,928.05	100.0%

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Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
June 2024

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Bill	06/12/2024	MityLite Inc.	Qty 25 MeshOne...	-1,875.00
Bill	06/13/2024	Trimble's of Corchaug N...	Landscape plants	-771.25
Total Checking				-2,646.25
Total Building Fund				-2,646.25
Total General Fund				-2,646.25
Cultural Activities Fund				
Coffee Machine				
Deposit	06/03/2024		Coffee	3.00
Deposit	06/10/2024		Coffee	9.00
Deposit	06/17/2024		Coffee	6.00
Deposit	06/29/2024		Coffee	4.00
Total Coffee Machine				22.00
Adult Programs Wash Account				
Deposit	06/03/2024		Yoga Walk in	20.00
Deposit	06/03/2024		LI Aquarium Tick...	135.00
Deposit	06/03/2024		Defensive Driving	35.00
Deposit	06/03/2024		Defensive Drivin...	67.36
Deposit	06/10/2024		Defensive Driving	33.68
Deposit	06/10/2024		Yoga Walk in	20.00
Deposit	06/10/2024		LI Aquarium Tick...	108.00
Deposit	06/17/2024		Yoga	20.00
Deposit	06/17/2024		LI Aquarium Tick...	108.00
Deposit	06/17/2024		Defensive Drivin...	134.72
Bill	06/17/2024	Rosemary Martilotta	Yoga / Series 7x...	-580.00
Bill	06/18/2024	Suffolk Safety Program	Defensive Drivin...	-560.00
Deposit	06/29/2024		Cooking	10.00
Deposit	06/29/2024		BBQ \$70, Chees...	20.87
Bill	06/30/2024	Laurie Short	Chair Strength S...	-440.00
Bill	06/30/2024	Alice Jones	Intermediate Cro...	-360.00
Total Adult Programs Wash Account				-1,227.37
Total Cultural Activities Fund				-1,205.37
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	06/28/2024		Interest	24.41
Total Undesignated & Interest				24.41
Total Gift and Trust Fund - MM				24.41
TOTAL				-3,827.21

Mattituck-Laurel Library

Monthly Bill Payments

As of June 30, 2024

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	06/03/2024	12527	B&T Juvenile Acco...	L 935700	-1,109.32
Bill Pmt -Check	06/03/2024	12528	Champion Elevator	Cstmr MATTITUCK-LAU...	-1,341.87
Bill Pmt -Check	06/03/2024	12529	Mattituck Plumbing ...	Acct MAT-LIB, Invoice 5...	-1,383.00
Bill Pmt -Check	06/03/2024	12530	Noah's Ark Animal ...	Invoice N0992	-2,023.50
Bill Pmt -Check	06/03/2024	12531	Doreen M. Monte...	How to Grow Figs 6/4/24	-200.00
Bill Pmt -Check	06/04/2024	12532	BookPage	Acct M0367, In S82947	-414.00
Bill Pmt -Check	06/04/2024	12533	ELM USA, Inc.	Invoice 67848	-25.00
Bill Pmt -Check	06/04/2024	12534	Hampton Pest Man...	Acct 2450, Inv 70884	-125.00
Bill Pmt -Check	06/04/2024	12535	Kanopy, Inc.	Invoice 402013-PPU	-123.00
Bill Pmt -Check	06/04/2024	12536	Midwest Tape	11952	-154.68
Bill Pmt -Check	06/04/2024	12537	Postmaster	Annual Fee for Box #1437	-188.00
Bill Pmt -Check	06/04/2024	12538	Quill Corporation	03047280	-156.62
Bill Pmt -Check	06/04/2024	12539	SCLS	MATT	-14.08
Bill Pmt -Check	06/04/2024	12540	The Library Store	Cstmr 20058, Inv 689837	-37.79
Bill Pmt -Check	06/04/2024	12541	Twin Fork Landsca...	Invoice 26920	-595.00
Bill Pmt -Check	06/04/2024	12542	B&T Adult Account	L 90004-3	-597.85
Bill Pmt -Check	06/04/2024	12543	B&T Teen Account	L943258	-160.07
Bill Pmt -Check	06/06/2024	12544	Demco	810225915	-309.98
Bill Pmt -Check	06/06/2024	12545	Floyd Memorial Libr...	Ad Suffolk Times Summ...	-143.75
Bill Pmt -Check	06/06/2024	12546	Lee McAllister	Cranberry Bog Hike 5/30...	-275.00
Bill Pmt -Check	06/06/2024	12547	Midwest Tape	11952	-100.05
Bill Pmt -Check	06/06/2024	12548	Orlowski Hardware ...	Stmnt 4/29/24 to 5/28/24	-6.79
Bill Pmt -Check	06/06/2024	12549	PM Communication...	Invoice 43256	-117.89
Bill Pmt -Check	06/06/2024	12550	Suffolk County Wat...	Acct 3000390878	-379.58
Bill Pmt -Check	06/10/2024	12551	NYS Employees He...	03909	-7,829.60
Bill Pmt -Check	06/10/2024	12552	Karen Letteriello	Reimburse Mileage to S...	-21.44
Bill Pmt -Check	06/10/2024	12553	Newsday	Acct 40410623	-319.92
Bill Pmt -Check	06/11/2024	12554	Brilliance Publishin...	VOID: Invoice IN163814...	0.00
Bill Pmt -Check	06/11/2024	12555	Business Card	5474 9700 8150 2023	-149.99
Bill Pmt -Check	06/11/2024	12556	Midwest Tape	11952	-63.67
Bill Pmt -Check	06/11/2024	12557	John J. Schwetje	Global History Regents ...	-200.00
Bill Pmt -Check	06/11/2024	12558	Brilliance Publishin...	Invoice IN1638147, Cst...	-101.94
Bill Pmt -Check	06/11/2024	12559	Volz & Vigliotta, PL...	Acct MLL-01M, Stmnt 56...	-120.00
Bill Pmt -Check	06/12/2024	12560	Jenna Geiser	Notary Prep Course SC...	-55.00
Bill Pmt -Check	06/12/2024	12561	Westhampton Free ...	Invoice 06052024MA	-50.00
Bill Pmt -Check	06/13/2024	12562	Library Ideas, LLC	Invoice #114196	-3,780.00
Bill Pmt -Check	06/13/2024	12563	Living Art Aquariums	Invoice 2001	-321.73
Bill Pmt -Check	06/13/2024	12564	Percussion Play, Ltd.	Job ref. SO/21047, PO ...	-5,275.20
Bill Pmt -Check	06/13/2024	12565	Quill Corporation	03047280	-112.99
Bill Pmt -Check	06/14/2024	12566	Mattituck Chamber ...	2024 Street Fair July 13th	-150.00
Bill Pmt -Check	06/14/2024	12567	Quill Corporation	03047280	-217.48
Bill Pmt -Check	06/14/2024	12568	Twin Fork Landsca...	Invoice 27036	-1,695.00
Bill Pmt -Check	06/17/2024	12569	Business Card	5474 1518 7474 0647	-2,616.85
Bill Pmt -Check	06/17/2024	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	06/17/2024	12570	John Albers	Geometry Regents Revi...	-200.00
Bill Pmt -Check	06/17/2024	12571	Optimum	Acct. no. 07839-381822-...	-399.37
Bill Pmt -Check	06/17/2024	12572	Therese M. Lengyel	Chemistry Regents Revi...	-200.00
Bill Pmt -Check	06/30/2024	12573	Aflac	Acct NQH35, Inv 444334	-51.24
Bill Pmt -Check	06/30/2024	12574	Daniel J. Faraone	Medicare Reimburseme...	-562.50
Bill Pmt -Check	06/30/2024	12575	Demco	810225915	-287.00
Bill Pmt -Check	06/30/2024	12576	Elan Financial Servi...	4798 5101 7200 1022	-292.04
Bill Pmt -Check	06/30/2024	12577	Garrett H. Moore	Medicare Reimburseme...	-384.00
Bill Pmt -Check	06/30/2024	12578	Holly Kix	Smartphone Photograph...	-275.00
Bill Pmt -Check	06/30/2024	12579	Kay Zegel	Medicare Reimburseme...	-562.50
Bill Pmt -Check	06/30/2024	12580	L2J Consulting, Inc.	Invoice 062024	-1,000.00
Bill Pmt -Check	06/30/2024	12581	Mattituck Environm...	Invoice 5939136, Cstmr ...	-252.72
Bill Pmt -Check	06/30/2024	12582	Midwest Tape	11952	-220.39
Bill Pmt -Check	06/30/2024	12583	National Grid	Act 43544-64005	-62.07
Bill Pmt -Check	06/30/2024	12584	Nicole Summers Sp...	Baby boogie, Toddler ta...	-350.00
Bill Pmt -Check	06/30/2024	12585	Organize Me! of NY...	Getting Organized 6/20/...	-475.00
Bill Pmt -Check	06/30/2024	12586	Pine Barrens Printing	Invoice 34347	-4,671.00
Bill Pmt -Check	06/30/2024	12587	PSEGLI	Cstmr 0295-3001-61-3, ...	-2,367.35
Bill Pmt -Check	06/30/2024	12588	Quill Corporation	03047280	-857.48
Bill Pmt -Check	06/30/2024	12589	Rob Scott	Campfire Cupcakes 6/27...	-350.00

07/02/24

Mattituck-Laurel Library
Monthly Bill Payments
As of June 30, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	06/30/2024	12590	SCLS-Telecommun...	Invoice 73950	-9,900.00
Bill Pmt -Check	06/30/2024	12591	Twin Fork Landsca...	Invoice 27087	-290.00
Bill Pmt -Check	06/30/2024	12592	Verizon	Acct. 242398426-00001,...	-197.40
Total BNB Operating Checking					-64,699.43
TOTAL					-64,699.43

MONTHLY IMPACT

JUNE 2024

5,441

ITEMS
CHECKED
OUT

2,109 books & other items
3,332 ebooks & digital items

books & other items
+324 May (1,785)
-781 June 2023 (2,890)



DIGITAL
MATERIAL
CIRCULATION

3,332

Flipster **N/A**

Freegal (downloads) **159**

Freegal (streamed) **644**



+ - N/A May (3,820)

+ - N/A June 2023 (3,213)

Hoopla **99**

Kanopy **117**

Overdrive **2,313**

WAM **N/A**

288



public computer sessions

254

ILL's incoming



440

ILL's outgoing

23

new patrons



305

guest Wi-Fi connections

239

materials
added

Library Programs

40

Community Groups

29

Tutors

10

81

room use



4,064

visitors

+252 May (3,812)

-431 June 2023 (4,495)

Busiest day of the week -
Mondays (811)

Adult Services

392

Teen Services

199

Youth & Parenting Services

98



689

program attendance



Mattituck-Laurel
LIBRARY

13900 Main Rd. | PO Box 1437

Mattituck, NY 11952

631-298-4134

www.mattitucklaurellibrary.org

Monthly Circulation Statistics of Physical Material						
	2019	2020	2021	2022	2023	2024
January	2,871	3,117	2,256	2,215	2,051	1,915
February	2,704	2,871	2,092	2,068	2,030	1,794
March	2,882	1,255	2,329	2,165	2,293	1,961
April	3,328	13	2,153	2,376	1,997	1,998
May	3,080	0	2,101	2,150	2,062	1,785
June	3,727	818	2,763	2,794	2,890	2,109
July	5,304	2,930	3,924	4,100	3,828	
August	4,912	2,978	3,575	4,098	3,488	
September	3,242	2,677	2,539	2,412	2,426	
October	2,996	2,569	2,391	2,248	1,813	
November	2,824	2,185	2,117	2,084	1,936	
December	2,582	2,296	2,070	1,977	1,732	
Total	40,452	23,709	30,310	30,687	28,546	11,562

Monthly Circulation Statistics by Material Type 2024													
Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
102 - Music CD's	21	18	29	9	38	10							125
106 - DVD	128	121	137	138	130	106							760
110 - Magazines	15	46	22	20	25	29							157
120 - Fiction	303	315	285	324	311	341							1,879
121 - Nonfiction	172	144	174	144	139	137							910
122 - Biography	24	28	26	17	18	33							146
125 - Paperback	65	51	68	58	57	47							346
126 - Large Print	205	161	156	194	168	166							1,050
127 - Oversize	1	2	0	0	0	1							4
131 - Mystery	86	78	68	89	93	133							547
151 - Audiobooks	22	23	34	23	32	23							157
160 - DVD New	99	83	110	88	67	64							511
161 - DVD NF	4	6	4	9	1	3							27
700- Library of Things	12	10	3	8	10	31							74
Total	1,157	1,086	1116	1,121	1089	1124	0	0	0	0	0	0	6,693
Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
302 - Youth CD	1	3	0	0	0	0							4
304 - Tween Video Games	28	25	19	18	9	29							128
306 - Youth DVD	22	26	36	25	17	32							158
320 - Tween Chapter/Graphic	94	119	153	161	79	241							847
321 - Youth Nonfiction	100	83	110	145	126	61							625
322 - Youth Biography	3	13	4	1	2	6							29
325 - Tween Paperback	27	32	33	54	46	54							246
330 - Youth Picture Book	152	143	168	165	134	155							917
331 - Youth Boardbook	55	45	74	42	39	40							295
332 - Youth Easy Reader	38	51	40	62	40	77							308
337 - Tween Books New	21	27	35	34	11	45							173
353 - Youth DVD NF	0	0	0	0	0	0							0
364 - Parenting Material	7	6	12	7	9	9							50
650 - Youth Spanish	5	1	4		13	9							32
Total	553	574	688	714	525	758	0	0	0	0	0	0	3812
Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
210 - Teen Magazines	0	0	0	6	0	0							6
220 - Teen Fiction	22	13	9	22	16	62							144
221 - Teen Nonfiction	1	3	5	0	5	5							19
222 - Teen Bios	0	0	1	0	0	1							2
224 - Teen Graphic Novels	2	6	4	4	2	14							32
237 - New Teen Fiction	3	1	0	4	1	2							11
251 - Teen BOCD	1	0	0	0	0	0							1
275 - Teen Reading List	1	0	1	2	0	1							5
Total	30	23	20	38	24	85	0	0	0	0	0	0	220

Digital Circulation													
2024	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Flipster (magazines)	65	54	52	39	40	N/A							250
Freegal downloads	140	152	105	109	126	159							791
Freegal streaming	885	944	299	531	788	644							4091
Hoopla (items)	72	78	72	72	67	99							460
Kanopy (tickets)	179	145	173	100	119	117							833
Overdrive (items)	2514	2515	2581	2405	2440	2313							14768
WAM	212	513	822	765	240	N/A							2552
Totals	4067	4401	4104	4021	3820	3332	0	0	0	0	0		23745

Computer/Wifi Use & Door Count													
2024	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Notary Appointments	13	14	6	13	7	11							64
Public computer sessions	206	248	269	307	271	288							1,589
Guest wifi connections	280	206	264	256	295	305							1,606
Door count	3,663	3,600	4,219	4,667	3,812	4,064							24,025
Total Views (Website)	12,000	11,000	13,000	16,000	13,000	18,000							83,000
Total Events (Website)	29,000	27,000	29,000	34,000	31,000	39,000							189,000
Totals	45,162	42,068	46,758	55,243	48,385	61,668	0	0	0	0	0	0	299,284

NEW PATRON REGISTRATIONS

JUNE 2024

Adult Year Round	12
Youth Year Round	4
Teen	1
2 ND Address	4
Summer	2
Total:	23

MEETING ROOM USE REPORT-JUNE 2024

The following groups used the 3 meeting rooms JUNE 2024

Greenspace

The NY Vendetta's

Community Room

Chair aerobics

Lego 2-3

Fig Growing Lecture

Yoga

Alternate Thursday Film

Emergency Preparedness

Family Storytime

Regents Review Global History

Invitation to Opera:Massenet's Werther

Boat America:Boater Safety Course

Family Program Campfire Cookies w/ Chef Rob

Regents Review Chemistry

Maximize Your Social Security Benefits

Regents Review Geometry

Smartphone Photography

Bev's Book Discussion

Piano Practice

NF Anglers

Defensive Driving

Rosie The Riveters:WWII

Babies Boogie & Toddlers Tango

Conference Room

Tutor (1)

Mah Jongg

Crochet & Chat

Bridge

Zoom Call

Artist Reception

Well Spoken Writer's Club

Urantia Book Study

Mattituck Community Fund

Medicare

Craft Room

Tutor (7)

Book Discussion with Jerry

TAB Community Service

Read to a Dog

Test Taking

Literary Café

Alzheimer's Support

HOA Farmveu

Writer's Group

Kitchen

Tutor (2)

Tutors-10

Community Groups-29

Library Programs-40

Local History-2