

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

MEETING DATE: Monday July 10, 2023

MEETING TIME: 6:00 PM

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of June 12, 2023 Regular Board Meeting**
- III. Period of Public Expression**
- IV. Approval of Treasurer's Report**
- V. Approval of Personnel Report**
- VI. Director's Report**
- VII. President's Remarks**
- VIII. Committee Reports**
 - A. Building / Grounds
 - B. Long Range Planning
 - C. Policy / Personnel
- IX. Old Business**
- X. New Business**
 - A. Accept & approve letter of engagement for annual audit
- XI. Adjournment**

Next Meeting – August 14, 2023

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

Present

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

Absent

none

Call To Order

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

I. Approval of the Agenda

The agenda was adopted.
(Peter, Karenann; unanimous (7-0))

II. Review and Approval of the Minutes of June 12, 2023 Regular Board Meeting

The minutes of the meetings held June 12, 2023 were approved.
(Colleen, Peter; unanimous (7-0))

III. Period of Public Expression

none

IV. Approval of Treasurer's Report

Warrants

Karenann reviewed the warrants with the Board.

The Board approved payment of the following JUNE warrant:

OPERATING ACCOUNT	\$89,206.37
CULTURAL ACTIVITIES FUND	2,502.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	65.70

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

V. Approval of Personnel Report

The Personnel report was presented in written format. The Board reviewed the personnel report with interest. The Personnel Report was approved.
(Colleen, Katie; unanimous (7-0))

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 (7-0))

Shauna reported that a new employee will be starting in the Circulation Department. Thankfully there have been no further fire suppression system issues. The building is hopping with summer activity; 115 youngsters signed up for reading programs, 36 teens registered, and 35 adults enrolled in Bev's book club BINGO challenge. Lots of patrons have been visiting to escape the summer heat and are spending time involved in remote work and just hanging out, the building is full! Shauna and JoAnne attended the annual Mattituck Street Fair on Love Lane on July 8, 2023 and greeted many local families enjoying the day's activities which included a visit to the SLED (Suffolk Libraries Empowering Discovery) where they were able to enjoy an air-conditioned space while they played video games and had some fun with green screen photography. SLED was a big hit and Shauna was pleased to make this neighborhood connection. Over 74 cereal boxes have been collected to date and will be used for the cereal box domino challenge and then donated to CAST. The Friends are meeting on Tuesday, July 18, 2023; their Love Lane Experience raffle is ongoing.

VII. President's Remarks

Jim commented on the upcoming blood drive at the library on August 17, 2023 and proposed that the library host a health fair. The fair would include screenings, vaccinations, as well as taking a healthy walk. Fall is the target timeline for this event.

VIII. Committee Reports

A. Building / Grounds The committee met on June 27, 2023. Steps are now being taken to address assembling a shade with posts in the green space.

B. Long-Range Planning The committee met on June 27, 2023. A survey was crafted for distribution in print and digitally to the public to better understand and serve patrons and plan for the future. Peter made a motion to distribute the Mattituck-Laurel Library – Long Range Planning Survey to the public in printed and digital formats, seconded by Karenann. Survey was approved; unanimous (7-0)

C. Policy / Personnel The committee met on June 26, 2023. Members reviewed and discussed the draft of the Operations Policy Manual. Changes and updated policies will be reviewed by the library's attorney.

IX. Old Business

none

X. New Business

A. Accept & approve letter of engagement for annual audit.

Letter of engagement for annual audit accepted & approved.

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

XI. Adjournment

Motion to adjourn at 6:49PM.

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

Dates of Future Board Meetings

Monday, August 14, 2023

Monday, September 11, 2023

Monday, October 16, 2023

Respectfully submitted,

Katie O'Rourke

Secretary



Mattituck-Laurel Library Warrants / Expenses

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

Approved at the Library Board Meeting on July 10 , 2023

Operating Account Total	\$89,206.37
Payroll	\$59,180.50
Non Payroll	\$30,025.87
Cultural Activities Fund	\$ 2,502.00
Money Market Account	\$0
Building Fund Savings	\$0
Building Fund Checking	\$ 65.70

Donations in excess of \$1,000 None

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Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Jun 23</u>
General Fund	
Operating Fund	846,402.73
Building Fund	
Checking	286,765.63
Savings	57,302.19
	<hr/>
Total Building Fund	344,067.82
	<hr/>
Total General Fund	1,190,470.55
	<hr/>
Cultural Activities Fund	
Coffee Machine	408.17
Teen Programs	21.12
Children's Programs	1,226.17
Staff Activity Fund	256.00
Adult Programs Wash Acco...	5,127.73
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
	<hr/>
Total Cultural Activities Fund	7,761.22
	<hr/>
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,495.05
Undesignated & Interest	1,292.06
Capital Reserve Fund	413,586.70
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	474,010.90
	<hr/>
TOTAL	<u>1,672,242.67</u>

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Library Materials				
Youth Materials				
Youth DVD's				
06/22/2023	Midwest Tape	503956302	24.49	24.49
Total Youth DVD's				24.49
Youth Computer Software				
06/15/2023	Business Card	Nintendo / Zelda	69.00	69.00
Total Youth Computer Software				69.00
Youth Books				
06/14/2023	B&T Juvenile Account	May invoices	778.99	778.99
Total Youth Books				778.99
Total Youth Materials				872.48
Adult Materials				
DVD/Music CD				
06/02/2023	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
06/02/2023	Midwest Tape	503856072	9.79	9.79
06/02/2023	Midwest Tape	503856071	13.29	13.29
06/08/2023	Midwest Tape	503886745	13.99	13.99
06/08/2023	Midwest Tape	503886744	20.99	20.99
06/08/2023	Midwest Tape	503886743	10.49	10.49
06/08/2023	Midwest Tape	503886742	21.69	21.69
06/08/2023	Midwest Tape	503886741	20.99	20.99
06/14/2023	Midwest Tape	503912651	20.99	20.99
06/14/2023	Midwest Tape	503912652	20.99	20.99
06/14/2023	Midwest Tape	503912653	16.79	16.79
06/14/2023	Midwest Tape	503909236	13.99	13.99
06/22/2023	Midwest Tape	503956303	21.69	21.69
Total DVD/Music CD				230.68
Digital Material Subscriptions				
06/02/2023	Kanopy, Inc.	Invoice #351669-PPU	60.00	60.00
06/02/2023	Midwest Tape	Hoopla Month ending 5....	152.05	152.05
06/22/2023	Jo-Ann Stores, LLC	Creativebug renewal Jul...	900.00	900.00
Total Digital Material Subscriptions				1,112.05
Adult Books				
06/08/2023	B&T Adult Account	May invoices	3,062.42	3,062.42
06/14/2023	Maureen Roche	Lost book paid for, now f...	44.99	44.99
Total Adult Books				3,107.41
Adult Audio Books				
06/02/2023	Midwest Tape	503856075	177.96	177.96
06/02/2023	Midwest Tape	503856073	129.97	129.97
06/08/2023	Midwest Tape	503869249	150.97	150.97
06/14/2023	Midwest Tape	503909237	44.99	44.99
06/14/2023	Midwest Tape	503909238	87.97	87.97
06/22/2023	Midwest Tape	503956301	79.98	79.98
06/22/2023	Midwest Tape	503955519	89.98	89.98
Total Adult Audio Books				761.82
Large Print Books				
06/08/2023	B&T Adult Account	May invoices	650.39	650.39

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Large Print Books				650.39
Newspapers				
06/22/2023	Daily News	pays through 7/10/23	92.50	92.50
06/25/2023	BookPage	July 2023 to June 2024	402.00	402.00
06/27/2023	Beacon Publications	12 month renewal East ...	20.00	20.00
Total Newspapers				514.50
Total Adult Materials				6,376.85
Teen Materials				
06/08/2023	B&T Teen Account	May invoices	154.51	154.51
Total Teen Materials				154.51
Total Library Materials				7,403.84
Technology				
06/07/2023	P.M. Communications Corp.	Monthly Maintenance	117.89	117.89
Total Technology				117.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
06/22/2023	Living Art Aquariums	Svc 5.2.23,5.17.23,5.31....	355.00	355.00
Total Aquarium Maintenance				355.00
Exterminator				
06/15/2023	Hampton Pest Management, Inc.	Rodent Control	125.00	125.00
06/15/2023	Hampton Pest Management, Inc.	Rodent Control	125.00	125.00
Total Exterminator				250.00
Elevator Maint.				
06/02/2023	Champion Elevator	Quarterly Elevator Maint...	1,219.88	1,219.88
Total Elevator Maint.				1,219.88
Other Building Maint.				
06/08/2023	STAT Fire Sprinkler, Inc.	Sunday 5/4/23 Service ...	414.00	414.00
06/14/2023	STAT Fire Sprinkler, Inc.	Replaced Compressor a...	2,330.59	2,330.59
Total Other Building Maint.				2,744.59
Total Building Maintenance				4,569.47
Electric				
06/28/2023	PSEGLI	May 19, 2023 to June 2...	2,026.82	2,026.82
Total Electric				2,026.82
Gas				
06/28/2023	National Grid	May 18, 2023 to June 2...	95.32	95.32
Total Gas				95.32
Grounds Maintenance				
Sprinkler Maintenance				
06/22/2023	Lindsay Irrigation, Inc.	Service call 6.8.23, repl...	197.00	197.00
Total Sprinkler Maintenance				197.00
Total Grounds Maintenance				197.00

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Water				
SCWA				
06/07/2023	SCWA	Svc from Mar 3, 2023 to ...	354.84	354.84
	Total SCWA			354.84
	Total Water			354.84
Garbage Removal				
06/07/2023	Mattituck Enviro Services	4 YD Trash Service	247.62	247.62
	Total Garbage Removal			247.62
	Total Operations and Maintenance			7,491.07
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
06/22/2023	Optimum	Billing period 6/16/23 to ...	243.94	243.94
	Total Optimum Internet Service			243.94
Computer/Network Maintenance				
06/08/2023	L2J Consulting, Inc.	Monthly IT Support June...	1,000.00	1,000.00
	Total Computer/Network Maintenance			1,000.00
Computer Software Licenses				
06/27/2023	Elan Financial Services	Constant Contact, DRI ...	368.55	368.55
	Total Computer Software Licenses			368.55
	Total Maintenance Office Equipment			1,612.49
Membership				
Museum Passes				
06/14/2023	Metropolitan Opera Association...	Dialgoues des Carmelite...	75.00	75.00
06/15/2023	Business Card	Met Opera	149.99	149.99
06/27/2023	Elan Financial Services	South Fork Natural History	100.00	100.00
	Total Museum Passes			324.99
	Total Membership			324.99
Postage				
Postage & Stamps				
06/22/2023	Postmaster	200 Forever stamps @	126.00	126.00
	Total Postage & Stamps			126.00
Post Office Box Fee				
06/22/2023	Postmaster	12 month PO Box 1437 ...	178.00	178.00
	Total Post Office Box Fee			178.00
	Total Postage			304.00
Professional Fees				
Annual audit				
06/08/2023	Appraisal Affiliates, Inc.	Annual Maintenance Ser...	800.00	800.00
	Total Annual audit			800.00
SCLS/Overdue Notices				
06/08/2023	SCLS	Overdues - Processed a...	13.53	13.53

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total SCLS/Overdue Notices				13.53
Total Professional Fees				813.53
Programs - Adult				
Adult Reading Club & Book Discu				
06/15/2023	Business Card	journals, necklaces, Qty ...	467.17	467.17
Total Adult Reading Club & Book Discu				467.17
Adult Programs				
06/01/2023	John Klumpp	Jazz Concert 6.4.23	575.00	575.00
06/12/2023	Rob Scott	Snickerdoodle Muffin 6....	445.00	445.00
06/15/2023	Business Card	Mozart, Tempest	169.77	169.77
06/27/2023	Elan Financial Services	Zoom	63.96	63.96
Total Adult Programs				1,253.73
Total Programs - Adult				1,720.90
Programs - Juvenile				
06/14/2023	Nicole Summers Sparling	Baby Boogey, Toddler T...	350.00	350.00
06/27/2023	Rob Scott	Patriotic Cupcakes 6.29....	345.00	345.00
Total Programs - Juvenile				695.00
Programs - Teen				
06/01/2023	Therese M. Lengyel	Living Environment Reg...	185.00	185.00
06/01/2023	John Schwetje	Global History Regents ...	185.00	185.00
06/15/2023	Marissa Timm	Cookie dough, frosting, ...	30.30	30.30
06/15/2023	Business Card	paint, sand, cables, movi...	326.36	326.36
06/22/2023	John Albers	Regents Review Algebr...	185.00	185.00
06/30/2023	Marissa Timm	Reimburse Candy Teen ...	75.35	75.35
Total Programs - Teen				987.01
Supplies - Library				
06/02/2023	Quill Corporation	Qty 4 Hot Cups and Lids	56.96	56.96
06/07/2023	Quill Corporation	Invoice 32542714	47.96	47.96
06/07/2023	Quill Corporation	Invoice 32665703	38.99	38.99
06/14/2023	Brodart	Spine labels	86.21	86.21
06/15/2023	Business Card	Caster, Black paint for o...	120.33	120.33
06/22/2023	Demco	5 boxes Alpha labels wh...	110.63	110.63
06/27/2023	Elan Financial Services	Compostable Cutlery fro...	79.80	79.80
Total Supplies - Library				540.88
Supplies - Office				
06/15/2023	Business Card	Gorilla Glue	14.99	14.99
06/27/2023	Elan Financial Services	Cricut	9.99	9.99
Total Supplies - Office				24.98
Telephone				
06/22/2023	Optimum	Billing period 6/16/23 to ...	155.32	155.32
Total Telephone				155.32
Travel				
06/14/2023	Shauna Scholl.	Mileage Reimbursement...	32.75	32.75
Total Travel				32.75
Total Miscellaneous Expense				7,211.85
Debt Service Total				

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
06/16/2023	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74
06/21/2023	Dime Community Bank	Late fee / missed ACH 4...	371.48	371.48
Total Debt Service Total				7,801.22
TOTAL				30,025.87

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

	Jun 23
Ordinary Income/Expense	
Income	
PILOT Funds	5,723.07
Mattituck-Cutchoque School Dist	675,922.90
Direct Public Support	
Programs & Tickets Paid For	100.00
Direct Public Support - Other	117.40
	217.40
Total Direct Public Support	217.40
Fines	31.70
Library Materials Paid For	120.77
Copy Machine	826.50
	682,842.34
Total Income	682,842.34
Gross Profit	682,842.34
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	20,932.72
Clerical	28,315.78
Custodian	2,266.44
	51,514.94
Total Salaries	51,514.94
Benefits	
Fica	3,723.52
Disability Insurance	-282.03
Medical Insurance	5,184.58
Retirement	4,745.39
Unemployment Insurance	442.45
	13,813.91
Total Benefits	13,813.91
Total Payroll Expenses	65,328.85
Library Materials	
Youth Materials	
Youth DVD's	24.49
Youth Computer Software	69.00
Youth Books	778.99
	872.48
Total Youth Materials	872.48
Adult Materials	
DVD/Music CD	230.68
Digital Material Subscriptions	1,112.05
Adult Books	3,107.41
Adult Audio Books	761.82
	650.39
Large Print Books	650.39
Newspapers	514.50
	6,376.85
Total Adult Materials	6,376.85

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

	Jun 23
Teen Materials	154.51
Total Library Materials	7,403.84
Technology	117.89
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	355.00
Exterminator	250.00
Elevator Maint.	1,219.88
Other Building Maint.	2,744.59
Total Building Maintenance	4,569.47
Electric	2,026.82
Gas	95.32
Grounds Maintenance	
Sprinkler Maintenance	197.00
Total Grounds Maintenance	197.00
Water	
SCWA	354.84
Total Water	354.84
Garbage Removal	247.62
Total Operations and Maintenance	7,491.07
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	118.44
Optimum Internet Service	243.94
Computer/Network Maintenance	1,000.00
Computer Software Licenses	368.55
Total Maintenance Office Equipm...	1,730.93
Membership	
Museum Passes	324.99
Total Membership	324.99
Postage	
Postage & Stamps	126.00
Post Office Box Fee	178.00
Total Postage	304.00
Professional Fees	
Payroll Processing	593.05
Annual audit	800.00
SCLS/Overdue Notices	13.53
Total Professional Fees	1,406.58
Programs - Adult	
Adult Reading Club & Book Dis...	467.17

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

	Jun 23
Adult Programs	<u>1,253.73</u>
Total Programs - Adult	1,720.90
Programs - Juvenile	695.00
Programs - Teen	987.01
Supplies - Library	540.88
Supplies - Office	24.98
Telephone	155.32
Travel	<u>32.75</u>
Total Miscellaneous Expense	7,923.34
Debt Service Total	<u>7,801.22</u>
Total Expense	<u>96,066.21</u>
Net Ordinary Income	<u>586,776.13</u>
Net Income	<u><u>586,776.13</u></u>

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

	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	12,670.19	4,000.00	8,670.19	316.8%
Mattituck-Cutchogue School Dist	1,508,461.77	1,581,499.00	-73,037.23	95.4%
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	367.00			
Direct Public Support - Other	4,856.80	2,000.00	2,856.80	242.8%
Total Direct Public Support	5,223.80	2,000.00	3,223.80	261.2%
Fines	340.07	0.00	340.07	100.0%
Library Materials Paid For	393.37			
Copy Machine	2,691.75	2,000.00	691.75	134.6%
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	1,624,290.38	1,596,799.00	27,491.38	101.7%
Gross Profit	1,624,290.38	1,596,799.00	27,491.38	101.7%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	151,704.76	334,851.00	-183,146.24	45.3%
Clerical	180,532.00	429,895.00	-249,363.00	42.0%
Custodian	13,821.92	47,477.00	-33,655.08	29.1%
Total Salaries	346,058.68	812,223.00	-466,164.32	42.6%
Benefits				
Fica	25,227.72	60,342.00	-35,114.28	41.8%
Disability Insurance	681.76	1,000.00	-318.24	68.2%
Medical Insurance	24,142.68	89,240.00	-65,097.32	27.1%
Retirement	20,151.95	50,749.00	-30,597.05	39.7%
Unemployment Insurance	7,705.65	10,000.00	-2,294.35	77.1%
Total Benefits	77,909.76	211,331.00	-133,421.24	36.9%
Total Payroll Expenses	423,968.44	1,023,554.00	-599,585.56	41.4%
Library Materials				
Youth Materials				
Youth Arts & Crafts	123.30	2,500.00	-2,376.70	4.9%
Youth DVD's	124.53	500.00	-375.47	24.9%
Youth Computer Software	413.05	1,500.00	-1,086.95	27.5%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	4,282.88	14,000.00	-9,717.12	30.6%
Total Youth Materials	4,943.76	19,000.00	-14,056.24	26.0%
Adult Materials				
DVD/Music CD	1,963.33	4,000.00	-2,036.67	49.1%
Live-brary Downloadable e-bo...	49,295.00	51,000.00	-1,705.00	96.7%
Digital Material Subscriptions	6,579.49	12,500.00	-5,920.51	52.6%
Title Source	1,155.00	1,050.00	105.00	110.0%
Adult Books	10,785.83	21,000.00	-10,214.17	51.4%
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 June 2023

	Jan - Jun 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	1,860.55	1,000.00	860.55	186.1%
Large Print Books	2,196.18	4,500.00	-2,303.82	48.8%
Newspapers	3,286.41	7,000.00	-3,713.59	46.9%
Periodicals	4,861.75	4,500.00	361.75	108.0%
Total Adult Materials	82,503.54	116,850.00	-34,346.46	70.6%
Teen Materials	864.43	3,500.00	-2,635.57	24.7%
Total Library Materials	88,311.73	139,350.00	-51,038.27	63.4%
Capital Expenditures	5,830.41	19,000.00	-13,169.59	30.7%
Technology	4,089.46	9,000.00	-4,910.54	45.4%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	1,400.00	3,500.00	-2,100.00	40.0%
HVAC Maintenance	1,422.32	2,000.00	-577.68	71.1%
Exterminator	420.00	1,000.00	-580.00	42.0%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	0.00	200.00	-200.00	0.0%
Elevator Maint.	2,928.86	4,000.00	-1,071.14	73.2%
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.	6,765.78	7,000.00	-234.22	96.7%
Total Building Maintenance	14,196.96	20,475.00	-6,278.04	69.3%
Custodial Supplies	788.92	900.00	-111.08	87.7%
Electric	8,984.35	26,400.00	-17,415.65	34.0%
Gas	5,625.53	11,000.00	-5,374.47	51.1%
Grounds Maintenance				
Snow Removal	470.00	4,500.00	-4,030.00	10.4%
Sprinkler Maintenance	476.00	500.00	-24.00	95.2%
Other Grounds Maintenance	5,610.00	11,000.00	-5,390.00	51.0%
Total Grounds Maintenance	6,556.00	16,000.00	-9,444.00	41.0%
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	553.05	3,300.00	-2,746.95	16.8%
Total Water	964.75	3,650.00	-2,685.25	26.4%
Garbage Removal	1,485.72	3,000.00	-1,514.28	49.5%
Total Operations and Maintenance	46,747.23	115,425.00	-68,677.77	40.5%
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				

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 07/03/23
 Cash Basis

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

	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
Verizon Mobile Hotspots	710.64	1,500.00	-789.36	47.4%
Optimum Internet Service	1,460.27	3,000.00	-1,539.73	48.7%
Copy Machine	2,243.27	8,500.00	-6,256.73	26.4%
Computer/Network Maintenance	6,000.00	12,000.00	-6,000.00	50.0%
BookScan Maintenance	685.00	650.00	35.00	105.4%
Computer Software Licenses	4,488.54	8,500.00	-4,011.46	52.8%
Total Maintenance Office Equip...	15,587.72	34,150.00	-18,562.28	45.6%
Membership				
Professional Memberships	898.90	2,000.00	-1,101.10	44.9%
Museum Passes	2,459.99	5,000.00	-2,540.01	49.2%
Mattituck Chamber of Commer...	0.00	350.00	-350.00	0.0%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	3,358.89	8,150.00	-4,791.11	41.2%
Postage				
Postage & Stamps	378.00	650.00	-272.00	58.2%
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	178.00	160.00	18.00	111.3%
Total Postage	1,539.78	2,460.00	-920.22	62.6%
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	3,861.34	10,000.00	-6,138.66	38.6%
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	3,000.00	12,500.00	-9,500.00	24.0%
SCLS/Overdue Notices	124.59	500.00	-375.41	24.9%
SCLS/Annual Membership	11,968.00	12,000.00	-32.00	99.7%
Total Professional Fees	24,244.45	56,210.00	-31,965.55	43.1%
Programs - Adult				
Motion Picture/Music Licensing	78.12	500.00	-421.88	15.6%
Adult Reading Club & Book Di...	2,458.73	3,500.00	-1,041.27	70.2%
Adult Programs	11,187.78	16,000.00	-4,812.22	69.9%
Total Programs - Adult	13,724.63	20,000.00	-6,275.37	68.6%
Programs - Juvenile	5,630.05	10,000.00	-4,369.95	56.3%
Programs - Summer	1,442.75	7,500.00	-6,057.25	19.2%
Programs - Teen	2,606.61	6,500.00	-3,893.39	40.1%
Supplies - Library	4,767.76	10,500.00	-5,732.24	45.4%
Supplies - Office	1,527.02	4,000.00	-2,472.98	38.2%
Supplies - Paper	590.83	2,500.00	-1,909.17	23.6%
Telephone	937.96	2,000.00	-1,062.04	46.9%
Travel	799.76	2,000.00	-1,200.24	40.0%
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	88,065.02	190,470.00	-102,404.98	46.2%
Debt Service Total	120,875.36	100,000.00	20,875.36	120.9%
Total Expense	777,887.65	1,596,799.00	-818,911.35	48.7%

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Cash Basis

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

	<u>Jan - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	<u>846,402.73</u>	<u>0.00</u>	<u>846,402.73</u>	<u>100.0%</u>
Net Income	<u>846,402.73</u>	<u>0.00</u>	<u>846,402.73</u>	<u>100.0%</u>

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Check	06/15/2023		Service Charge	-40.70
Bill	06/27/2023	Elan Financial Services	Leaf Engraving	-25.00
Total Checking				-65.70
Total Building Fund				-65.70
Total General Fund				-65.70
Cultural Activities Fund				
Coffee Machine				
Deposit	06/05/2023		Coffee	2.00
Deposit	06/12/2023		Coffee	6.00
Deposit	06/20/2023		Coffee	5.00
Deposit	06/26/2023		Coffee	5.00
Total Coffee Machine				18.00
Adult Programs Wash Account				
Deposit	06/01/2023		Defensive Driving	33.68
Deposit	06/05/2023		Yoga	60.00
Deposit	06/05/2023		LI Aquarium Tick...	108.00
Deposit	06/05/2023		Defensive Driving	35.00
Deposit	06/08/2023		Cooking	9.41
Deposit	06/08/2023		Yoga	19.12
Bill	06/12/2023	Nina Clements	Refund Defensiv...	-70.00
Deposit	06/12/2023		Aerobics	35.00
Deposit	06/12/2023		LI Aquarium Tick...	108.00
Deposit	06/12/2023		Writing	300.00
Deposit	06/12/2023		Defensive Driving	35.00
Bill	06/14/2023	Maria Orlando	Writing Series 5...	-450.00
Deposit	06/15/2023		Cooking	18.82
Deposit	06/20/2023		Cooking	10.00
Deposit	06/20/2023		Writing	75.00
Deposit	06/20/2023		Defensive Driving	105.00
Deposit	06/22/2023		Defensive Driving	134.72
Deposit	06/26/2023		Aerobics	245.00
Deposit	06/26/2023		Defensive Driving	350.00
Deposit	06/26/2023		Writing	75.00
Bill	06/27/2023	Suffolk Safety Program	Defensive Drivin...	-910.00
Deposit	06/29/2023		Cooking	37.64
Deposit	06/29/2023		Aerobics	33.68
Deposit	06/29/2023		Defensive Driving	67.36
Bill	06/29/2023	Rosemary Martilotta	Yoga - 9 series, ...	-1,072.00
Total Adult Programs Wash Account				-606.57
Total Cultural Activities Fund				-588.57
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	06/30/2023		Interest	19.48

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

Type	Date	Name	Memo	Paid Amount
Total Undesignated & Interest				19.48
Total Gift and Trust Fund - MM				19.48
TOTAL				-634.79

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

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	06/01/2023	11752	John Klumpp	Jazz Concert 6.4.23	-575.00
Bill Pmt -Check	06/01/2023	11753	John Schwetje	Global History Regents ...	-185.00
Bill Pmt -Check	06/01/2023	11754	Therese M. Lengyel	Living Environment Reg...	-185.00
Bill Pmt -Check	06/02/2023	11755	Champion Elevator	Invoice 2139237, Cstmr ...	-1,219.88
Bill Pmt -Check	06/02/2023	11756	ELM USA, Inc.	Invoice no. 58702	-25.00
Bill Pmt -Check	06/02/2023	11757	Kanopy, Inc.	Invoice #351669-PPU	-60.00
Bill Pmt -Check	06/02/2023	11758	Midwest Tape	11952	-152.05
Bill Pmt -Check	06/02/2023	11759	Quill Corporation	03047280	-56.96
Bill Pmt -Check	06/02/2023	11760	Midwest Tape	11952	-331.01
Bill Pmt -Check	06/07/2023	11761	BookPage	Acct M0367, Inv. S79649	-402.00
Bill Pmt -Check	06/07/2023	11762	Mattituck Enviro Se...	Cstmr 11-0001422-0, In...	-247.62
Bill Pmt -Check	06/07/2023	11763	NYS Employees He...	03909	-6,905.59
Bill Pmt -Check	06/07/2023	11764	P.M. Communicatio...	Invoice no. 41606	-117.89
Bill Pmt -Check	06/07/2023	11765	Quill Corporation	03047280	-86.95
Bill Pmt -Check	06/07/2023	11766	Rob Scott	Snickerdoodle Muffin 6.1...	-445.00
Bill Pmt -Check	06/07/2023	11767	SCWA	1135620087001	-354.84
Bill Pmt -Check	06/08/2023	11768	Appraisal Affiliates, ...	Annual Maintenance Ser...	-800.00
Bill Pmt -Check	06/08/2023	11769	B&T Adult Account	L 90004-3	-3,712.81
Bill Pmt -Check	06/08/2023	11770	B&T Teen Account	L943258	-154.51
Bill Pmt -Check	06/08/2023	11771	L2J Consulting, Inc.	Invoice no. 062023	-1,000.00
Bill Pmt -Check	06/08/2023	11772	Midwest Tape	11952	-239.12
Bill Pmt -Check	06/08/2023	11773	SCLS	MATT	-13.53
Bill Pmt -Check	06/08/2023	11774	STAT Fire Sprinkler...	Invoice SC23120-01	-414.00
Bill Pmt -Check	06/14/2023	11775	Brodart	318719	-86.21
Bill Pmt -Check	06/14/2023	11776	Maureen Roche	Lost book paid for, now f...	-44.99
Bill Pmt -Check	06/14/2023	11777	Metropolitan Opera ...	Dialgoues des Carmelite...	-75.00
Bill Pmt -Check	06/14/2023	11778	Midwest Tape	11952	-205.72
Bill Pmt -Check	06/14/2023	11779	Nicole Summers Sp...	Baby Boogey, Toddler T...	-350.00
Bill Pmt -Check	06/14/2023	11780	Shauna Scholl.	Mileage Reimbursement...	-32.75
Bill Pmt -Check	06/14/2023	11781	STAT Fire Sprinkler...	Inv# SC23120A-01	-2,330.59
Bill Pmt -Check	06/14/2023	11782	B&T Juvenile Acco...	L 935700	-778.99
Bill Pmt -Check	06/15/2023	11783	Business Card	Acct 5474 9700 8150 20...	-1,317.61
Bill Pmt -Check	06/15/2023	11784	Hampton Pest Man...		-250.00
Bill Pmt -Check	06/15/2023	11785	Marissa Timm	Reimburse Teen Progra...	-30.30
Bill Pmt -Check	06/16/2023	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	06/21/2023	ACH	Dime Community B...	Late fee	-371.48
Bill Pmt -Check	06/22/2023	11786	AFLAC INC	Grp AFA0017018, Bill 9...	-272.16
Bill Pmt -Check	06/22/2023	11787	Daily News	Acct 4090496	-92.50
Bill Pmt -Check	06/22/2023	11788	Demco	810225915	-110.63
Bill Pmt -Check	06/22/2023	11789	Jo-Ann Stores, LLC	Invoice 5107860000013...	-900.00
Bill Pmt -Check	06/22/2023	11790	John Albers	Regents Review Algebra...	-185.00
Bill Pmt -Check	06/22/2023	11791	Lindsay Irrigation, Inc.	Invoice 18255	-197.00
Bill Pmt -Check	06/22/2023	11792	Living Art Aquariums	Invoice 1745	-355.00
Bill Pmt -Check	06/22/2023	11793	Midwest Tape	11952	-216.14
Bill Pmt -Check	06/22/2023	11794	Optimum	07839-381822-01-2	-399.26
Bill Pmt -Check	06/22/2023	11795	Postmaster		-304.00
Bill Pmt -Check	06/27/2023	11796	Elan Financial Servi...	4798 5101 7200 1022	-622.30
Bill Pmt -Check	06/27/2023	11797	Beacon Publications	12 month renewal East ...	-20.00
Bill Pmt -Check	06/27/2023	11798	Rob Scott	Patriotic Cupcakes 6.29...	-345.00
Bill Pmt -Check	06/28/2023	11799	AFLAC INC	Grp AFA0017018, Inv 25...	-272.16
Bill Pmt -Check	06/28/2023	11800	Daniel J. Faraone	Medicare Reimburseme...	-562.50
Bill Pmt -Check	06/28/2023	11801	Garrett H. Moore	Medicare Reimburseme...	-384.00
Bill Pmt -Check	06/28/2023	11802	Kay Zegel.	Medicare Reimburseme...	-562.50
Bill Pmt -Check	06/28/2023	11803	National Grid	Acct 43544-64005	-95.32
Bill Pmt -Check	06/28/2023	11804	PSEGLI	Cstmr 0295-3001-61-3, ...	-2,026.82
Bill Pmt -Check	06/28/2023	11805	Verizon	Acct 242398426-0001, I...	-118.44
Bill Pmt -Check	06/29/2023	11806	Aflac	Acct NQH35, Inv. 223340	-189.00
Bill Pmt -Check	06/30/2023	11807	Marissa Timm	Reimburse Candy Teen ...	-75.35
Total BNB Operating Checking					-39,292.22
TOTAL					-39,292.22