

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
August 14, 2023

Present

Jim Underwood, President
Nick Timpone, Vice-President
Karenann Volinski, Treasurer arrived 6:20 PM
Colleen Grattan-Arnoff, Trustee
Mary Sanchez, Trustee
Shauna Scholl, Director

Absent

Katie O'Rourke, Secretary
Peter Kren, Trustee

Call To Order

Jim called the meeting to order at 6:01PM, with a quorum present.

I. Approval of the Agenda

The agenda was adopted.
(Colleen, Mary; unanimous (4-0))

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

The minutes of the meetings held July 10, 2023 were approved.
(Nick, Colleen; unanimous (4-0))

III. Period of Public Expression

none

IV. Approval of Treasurer's Report

Warrants

Jim reviewed the warrants with the Board.

The Board approved payment of the following JULY warrant:

OPERATING ACCOUNT	\$126,243.65
CULTURAL ACTIVITIES FUND	.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

Donations in excess of \$1,000
\$2,000 James Felakos & Elizabeth Sieczka
(Mary, Nick; unanimous (4-0))

V. Approval of Personnel Report

The Personnel report was presented in written format. The Board reviewed the personnel report with interest. The Personnel Report was approved.
(Nick, Colleen; unanimous (4-0))

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, Nick; unanimous (4-0))

Shauna remarked that this Summer at the library was busy and successful. Friends hosted an end of summer picnic, and the weather was great. The SLED from SCLS was present. There was a Circus performer as the end of summer show for families. Magic Fountain donated 120 cups of ice cream, Handy Pantry donated hot dogs and waters, Sidor Farms donated North Fork Potato Chips and Mattituck Marketplace donated the carrots. The patrons offered good feedback. The Library's 120-year celebration will be in September with a band and refreshments. We will have free swag with the new logo (totes, mugs, pens and more). The theme is we love our patrons and community. Shauna shared the video of the Cereal Box Challenge. There were 172 boxes of cereal donated for the event and these were given to CAST after the video. Shauna shared a preview of our new website which is expected to launch the first or second week of September.

VII. President's Remarks

Jim remarked that we are still waiting for the shade sail installation.

VIII. Committee Reports

A. Building / Grounds The Shade Sail installer is engaged to do the installation this week.

B. Long-Range Planning The committee met with local architect, Ray Nemschick. Ray was enthused with possibilities to reimagine the space. Going up was not recommended but suggestions to move Art space upstairs, Teen downstairs, Children's area remove some items.

IX. Old Business

none

X. New Business

A. Accept and approve new staff handbook

New staff handbook accepted & approved.
(Colleen, Karenann; unanimous (5-0))

XI. Adjournment

Motion to adjourn at 6:30PM.
(Mary, Nick; unanimous (5-0))

Dates of Future Board Meetings

Monday, September 11, 2023 (Budget hearing afterwards)

Monday, October 16, 2023

Monday, November 13, 2023

Respectfully submitted,

Jim Underwood

President



Mattituck-Laurel Library Warrants / Expenses

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

Amended and approved at the Library Board Meeting on September 11, 2023

Operating Account Total	\$126,243.65
Payroll	\$65,630.55
Non Payroll	\$60,613.10
Cultural Activities Fund	\$0
Money Market Account	\$0
Building Fund Savings	\$0
Building Fund Checking	\$0
Donations in excess of \$1,000	\$2000 James Felakos & Elizabeth Sieczka

*Karolina
Volenski*

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Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Jul 23</u>
General Fund	
Operating Fund	766,438.73
Building Fund	
Checking	286,806.33
Savings	57,303.62
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Total Building Fund	344,109.95
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Total General Fund	1,110,548.68
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Cultural Activities Fund	
Coffee Machine	423.17
Teen Programs	21.12
Children's Programs	1,226.17
Staff Activity Fund	256.00
Adult Programs Wash Acco...	6,921.89
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
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Total Cultural Activities Fund	9,570.38
	<hr/>
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,495.05
Undesignated & Interest	1,312.19
Capital Reserve Fund	413,586.70
Unemployment Insurance	30,000.00
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Total Gift and Trust Fund - MM	474,031.03
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TOTAL	1,594,150.09
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Mattituck-Laurel Library
 Monthly Expense Report - Operating Fund (Non Payroll)
 July 2023

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
07/11/2023	Business Card	Crayons and pencils	34.36	34.36
Total Youth Arts & Crafts				34.36
Youth DVD's				
07/07/2023	Midwest Tape	504009496	4.19	4.19
07/07/2023	Midwest Tape	504009497	20.99	20.99
07/18/2023	Midwest Tape	504040360	13.99	13.99
07/27/2023	Midwest Tape	504099776	20.99	20.99
Total Youth DVD's				60.16
Youth Computer Software				
07/11/2023	Business Card	Switch games (Toad, M...	194.74	194.74
Total Youth Computer Software				194.74
Youth Books				
07/11/2023	B&T Juvenile Account	June invoices	273.98	273.98
Total Youth Books				273.98
Total Youth Materials				563.24
Adult Materials				
DVD/Music CD				
07/07/2023	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
07/07/2023	Midwest Tape	504009499	21.69	21.69
07/07/2023	Midwest Tape	504009650	12.59	12.59
07/07/2023	Midwest Tape	504009651	27.98	27.98
07/07/2023	Midwest Tape	503972613	13.99	13.99
07/18/2023	Midwest Tape	504040057	34.98	34.98
07/18/2023	Midwest Tape	504040059	28.68	28.68
07/18/2023	Midwest Tape	504040361	21.69	21.69
07/20/2023	Midwest Tape	504071936	41.98	41.98
07/20/2023	Midwest Tape	504071938	34.98	34.98
07/20/2023	Midwest Tape	504071939	20.99	20.99
07/20/2023	Midwest Tape	504071980	27.98	27.98
07/27/2023	Midwest Tape	504099890	19.59	19.59
07/27/2023	Midwest Tape	504099779	13.29	13.29
07/27/2023	Midwest Tape	504099778	20.99	20.99
Total DVD/Music CD				366.40
Digital Material Subscriptions				
07/05/2023	Kanopy, Inc.	Invoice #354935-PPU	188.00	188.00
07/05/2023	Midwest Tape	Hoopla for Month ending...	195.99	195.99
Total Digital Material Subscriptions				383.99
Adult Books				
07/07/2023	B&T Adult Account	L9000433	2,381.62	2,381.62
Total Adult Books				2,381.62
Large Print Books				
07/07/2023	B&T Adult Account	L9000433	498.41	498.41
Total Large Print Books				498.41
Newspapers				

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

Date	Name	Memo	Original Amount	Paid Amount
07/24/2023	Newsday	From 8/2/23 to 9/26/23	287.92	287.92
Total Newspapers				287.92
Total Adult Materials				3,918.34
Teen Materials				
07/11/2023	B&T Teen Account	June invoices	25.47	25.47
07/11/2023	Business Card	Straws, popcorn, fleece ...	48.46	48.46
Total Teen Materials				73.93
Total Library Materials				4,555.51
Technology				
07/07/2023	P.M. Communications Corp.	Monthly Maintenance	117.89	117.89
07/11/2023	Business Card	3D Pen	29.98	29.98
07/24/2023	Elan Financial Services	Joomshaper	150.00	150.00
Total Technology				297.87
Operations and Maintenance				
Building Maintenance				
HVAC Maintenance				
07/05/2023	Kolb Service Corp.	No A/C in middle of Bldg.	263.75	263.75
07/05/2023	Kolb Service Corp.	Replaced Condenser Fa...	843.80	843.80
Total HVAC Maintenance				1,107.55
Exterminator				
07/11/2023	Hampton Pest Management, Inc.	Termite Bait Station and...	90.00	90.00
Total Exterminator				90.00
False Alarms				
07/11/2023	Town of Southold.	False alarm 5.3.23 12:2...	100.00	100.00
07/18/2023	Town of Southold.	Alarm permit no. 1756, ...	10.00	10.00
Total False Alarms				110.00
Other Building Maint.				
07/20/2023	Peconic Fire Equipment	Serviced Fire Extinguish...	164.95	164.95
Total Other Building Maint.				164.95
Total Building Maintenance				1,472.50
Gas				
07/24/2023	National Grid	Jun 20, 2023 to Jul 19, ...	154.97	154.97
Total Gas				154.97
Grounds Maintenance				
Other Grounds Maintenance				
07/05/2023	Twin Fork Landscape Contracti...	5 Cuts 5/30,6/6,6/13,6/2...	490.00	490.00
07/11/2023	Twin Fork Landscape Contracti...	Bed Maintenance 7.5.23	575.00	575.00
07/12/2023	Twin Fork Landscape Contracti...	Bed Maintenance & She...	1,300.00	1,300.00
07/27/2023	Twin Fork Landscape Contracti...	4 Cuts 7/3,7/11,7/18,7/2...	435.00	435.00
Total Other Grounds Maintenance				2,800.00
Total Grounds Maintenance				2,800.00
Water				
North Fork Water				

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
07/24/2023	ReadyFresh	Qty 7 - 5 gallon water bo...	124.92	124.92
	Total North Fork Water			124.92
	Total Water			124.92
Garbage Removal				
07/05/2023	Mattituck Enviro Services	4 YD Trash Service	247.62	247.62
	Total Garbage Removal			247.62
	Total Operations and Maintenance			4,800.01
Miscellaneous Expense				
Legal Fees				
07/05/2023	Volz & Vigliotta, PLLC	Employee Handbook Re...	1,257.25	1,257.25
	Total Legal Fees			1,257.25
Maintenance Office Equipment				
Optimum Internet Service				
07/18/2023	Optimum	Billing period 7.16.23 to ...	243.94	243.94
	Total Optimum Internet Service			243.94
Computer/Network Maintenance				
07/05/2023	L2J Consulting, Inc.	Monthly IT Support July ...	1,000.00	1,000.00
	Total Computer/Network Maintenance			1,000.00
Computer Software Licenses				
07/05/2023	OCLC Inc.	Museum Key Svc dates ...	669.24	669.24
07/24/2023	Elan Financial Services	DRI Crashplan	32.55	32.55
	Total Computer Software Licenses			701.79
	Total Maintenance Office Equipment			1,945.73
Membership				
Museum Passes				
07/20/2023	Metropolitan Opera Association...	Magic Flute 7.26.23	75.00	75.00
	Total Museum Passes			75.00
	Total Membership			75.00
Postage				
Postage & Stamps				
07/18/2023	Melissa Vermey.	Reimburse Postage / Mi...	8.70	8.70
	Total Postage & Stamps			8.70
Newsletter mailing				
07/06/2023	Postmaster	July/August Newsletter ...	370.00	370.00
	Total Newsletter mailing			370.00
	Total Postage			378.70
Printing & Advertising				
Other printing & advertising				
07/18/2023	Shauna Scholl.	Reimburse Movie Snacks	54.56	54.56
07/20/2023	Shauna Scholl.	Reimburse Movie Night ...	42.98	42.98
07/26/2023	SCLS	SLED Fees for Street Fa...	600.00	600.00

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

Date	Name	Memo	Original Amount	Paid Amount
Total Other printing & advertising				697.54
Newsletter printing				
07/09/2023	Pine Barrens Printing	July/August Newsletter /...	4,219.00	4,219.00
Total Newsletter printing				4,219.00
Total Printing & Advertising				4,916.54
Professional Fees				
SCLS Telecommunications				
07/21/2023	SCLS-Telecommunications	200 Mbps Yr 25 (7/1/23-...	9,900.00	9,900.00
Total SCLS Telecommunications				9,900.00
PALS Membership				
07/10/2023	SCLS-PALS	3rd Quarter 2023 - PAL...	2,645.26	2,645.26
Total PALS Membership				2,645.26
SCLS/Overdue Notices				
07/11/2023	SCLS	Overdues - Processed a...	18.45	18.45
Total SCLS/Overdue Notices				18.45
Total Professional Fees				12,563.71
Programs - Adult				
Motion Picture/Music Licensing				
07/26/2023	SCLS	Outdoor Movie License - ...	250.00	250.00
Total Motion Picture/Music Licensing				250.00
Adult Reading Club & Book Discu				
07/11/2023	Business Card	Gift prizes, Qty 5 Thursd...	267.57	267.57
Total Adult Reading Club & Book Discu				267.57
Adult Programs				
07/03/2023	Cutchogue-New Suffolk Library	Southbound LI Concert ...	400.00	400.00
07/07/2023	Cutchogue-New Suffolk Library	Mediterranean Cooking ...	250.00	250.00
07/07/2023	Whaling Museum Society, Inc.	Scrimshaw 7.10.23	255.00	255.00
07/11/2023	Business Card	Poetry of Attending	30.05	30.05
07/14/2023	Tara Penske	Wake Up Aromatherapy...	330.00	330.00
07/14/2023	Robyn Romanoff	Sea Glass 7/13/23	525.00	525.00
07/18/2023	Cornell Cooperative Extension	Community Horticulture/...	200.00	200.00
07/24/2023	Elan Financial Services	Zoom, Gift card (cheese...	88.96	88.96
Total Adult Programs				2,079.01
Total Programs - Adult				2,596.58
Programs - Juvenile				
07/05/2023	Karen Letteriello.	Reimburse Snacks, Gift ...	38.48	38.48
07/10/2023	Evelyn Alexander Wildlife Resc...	Animals 7.11.23	500.00	500.00
07/11/2023	Business Card	Cardstock, Popcorn bags	47.97	47.97
Total Programs - Juvenile				586.45
Programs - Summer				
07/03/2023	Cutchogue-New Suffolk Library	Bouncy House 7.5.23 S...	126.25	126.25
07/05/2023	Cutchogue-New Suffolk Library	The Nesting Place 7.7.2...	58.33	58.33
07/05/2023	Karen Letteriello.	Reimburse Snacks, Gift ...	30.00	30.00
07/06/2023	Mary Diane Riotto	Building Bridges 7.6.23	210.00	210.00
07/10/2023	High Hopes Productions	Molly Mouse 7-10-23	180.00	180.00
07/10/2023	Rob Scott	Beach Cupcakes 7.11.23	345.00	345.00

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

Date	Name	Memo	Original Amount	Paid Amount
07/11/2023	Nicole Summers Sparling	Baby Boogie & Toddler ...	350.00	350.00
07/11/2023	Long Island Science Center	Ice Cream Science 7.14...	275.00	275.00
07/11/2023	Agostino Arts, LLC	Coyote makes friends 7....	550.00	550.00
07/11/2023	Business Card	LEGOs	19.94	19.94
07/12/2023	Erik's Reptile Edventures	Hold Hands Around the ...	450.00	450.00
07/12/2023	Noah's Ark Animal Workshop, I...	Slowpoke Sloth 6.16.23	2,023.50	2,023.50
07/14/2023	Kidnastics	Kidnastics 1 & 2 on July ...	525.00	525.00
07/14/2023	Cutchogue-New Suffolk Library	Double Dutch Jumb Rop...	125.00	125.00
07/18/2023	ECHO4Earth, Inc.	Bird Migration 7.25.23	20.00	20.00
07/18/2023	Lilly Hayes	Balloon Twisting 7.18.23	300.00	300.00
07/18/2023	Mary Hasel	Storytime Yoga 7.21.23	175.00	175.00
07/18/2023	TD3 Innovative Gaming, LLC	Th Big Bad Wolf 7.20.23	200.00	200.00
07/19/2023	Diana Frohman	Diana and her Dancing ...	500.00	500.00
07/24/2023	Elan Financial Services	Fun ExpressCandy, era...	64.88	64.88
07/24/2023	Cutchogue-New Suffolk Library	Jack Licitra Music 7.28....	75.00	75.00
07/24/2023	Southold Library	Talewise Saving Earth T...	93.75	93.75
07/24/2023	Cutchogue-New Suffolk Library	Lantern Princess & Ruffi...	125.00	125.00
07/24/2023	Happy Feet Suffolk	Happy Feet Babies & Ki...	350.00	350.00
07/24/2023	Cornell Cooperative Extension	Touch Tank 7.31.23	300.00	300.00
07/24/2023	Theresa's Programs LLC	Pet Portrait for Tweens, ...	395.00	395.00
07/27/2023	Long Island Steam Group	CIAA Lions 7.25.23	400.00	400.00
07/28/2023	Mary Hasel	Find Your Voice Yoga 7....	175.00	175.00
Total Programs - Summer				8,441.65
Programs - Teen				
07/07/2023	Cutchogue-New Suffolk Library	Intro to Cosplay 7.14.23 ...	75.00	75.00
07/07/2023	Judy Wilson	Macrame 7-10-23	275.00	275.00
07/11/2023	Southold Library	Skating Party 7.8.23 Sh...	60.00	60.00
07/14/2023	Tara Penske	Summer Splendor 7-14-...	300.00	300.00
07/14/2023	Chris Vivas	Graffiti Art 7/17/23	250.00	250.00
07/14/2023	Robyn Romanoff	Sea Glass 7/13/23	345.00	345.00
07/24/2023	Rob Scott	Chicken Pasta 7.25.23	335.00	335.00
07/24/2023	Theresa's Programs LLC	Pet Portrait for Tweens, ...	395.00	395.00
Total Programs - Teen				2,035.00
Supplies - Library				
07/05/2023	Aunt Flow	Tampon & Pad Refills Q...	280.00	280.00
07/05/2023	C-Pac, Inc.	Qty 3 - EcoChit 3-1/8" x ...	161.97	161.97
07/05/2023	Orlowski Hardware Company, I...	Keys, AA Batteries, Fast...	59.23	59.23
07/11/2023	Quill Corporation	Carton Maxwell Coffee	12.99	12.99
07/11/2023	Quill Corporation	Qty 1 Brother Blk Toner,...	74.97	74.97
07/18/2023	Quill Corporation	Inv. no. 333181842 / Sc...	108.90	108.90
07/18/2023	Quill Corporation	Inv. no. 33332884 / 6 pk...	73.99	73.99
07/18/2023	W.B. Mason Co., Inc.	Screen wipes	17.56	17.56
Total Supplies - Library				789.61
Supplies - Office				
07/03/2023	Dime Community Bank	Refund Late Payment F...	-371.48	-371.48
07/05/2023	Quill Corporation	Qty 1 Envl clasp 28# 9x...	56.17	56.17
07/24/2023	Elan Financial Services	Cricut	9.99	9.99
07/24/2023	Quill Corporation	Paper towels, paper plat...	145.79	145.79
Total Supplies - Office				-159.53
Supplies - Paper				
07/11/2023	Quill Corporation	QB 8.5x11 copy 10rm w...	514.90	514.90
Total Supplies - Paper				514.90
Telephone				

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
07/18/2023	Optimum	Billing period 7.16.23 to ...	158.64	158.64
Total Telephone				158.64
Total Miscellaneous Expense				36,100.23
Debt Service Total				
07/12/2023	Dime Community Bank	Dime Error / Two ACH f...	7,429.74	7,429.74
07/18/2023	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74
Total Debt Service Total				14,859.48
TOTAL				60,613.10

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

	Jan - Jul 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	12,670.19	4,000.00	8,670.19	316.8%
Mattituck-Cutchoque School Dist	1,554,317.29	1,581,499.00	-27,181.71	98.3%
NY State Incentive	180.00	1,800.00	-1,620.00	10.0%
Interest	21.00	100.00	-79.00	21.0%
Direct Public Support				
Programs & Tickets Paid For	1,325.20			
Direct Public Support - Other	8,216.20	2,000.00	6,216.20	410.8%
Total Direct Public Support	9,541.40	2,000.00	7,541.40	477.1%
Fines	445.27	0.00	445.27	100.0%
Library Materials Paid For	423.30			
Copy Machine	3,201.65	2,000.00	1,201.65	160.1%
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	1,675,113.83	1,596,799.00	78,314.83	104.9%
Gross Profit	1,675,113.83	1,596,799.00	78,314.83	104.9%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	177,148.57	334,851.00	-157,702.43	52.9%
Clerical	209,785.23	429,895.00	-220,109.77	48.8%
Custodian	16,581.69	47,477.00	-30,895.31	34.9%
Total Salaries	403,515.49	812,223.00	-408,707.51	49.7%
Benefits				
Fica	29,405.78	60,342.00	-30,936.22	48.7%
Disability Insurance	1,520.66	1,000.00	520.66	152.1%
Medical Insurance	27,340.99	89,240.00	-61,899.01	30.6%
Retirement	23,402.84	50,749.00	-27,346.16	46.1%
Unemployment Insurance	8,201.74	10,000.00	-1,798.26	82.0%
Total Benefits	89,872.01	211,331.00	-121,458.99	42.5%
Total Payroll Expenses	493,387.50	1,023,554.00	-530,166.50	48.2%
Library Materials				
Youth Materials				
Youth Arts & Crafts	157.66	2,500.00	-2,342.34	6.3%
Youth DVD's	184.69	500.00	-315.31	36.9%
Youth Computer Software	607.79	1,500.00	-892.21	40.5%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	4,556.86	14,000.00	-9,443.14	32.5%
Total Youth Materials	5,507.00	19,000.00	-13,493.00	29.0%
Adult Materials				
DVD/Music CD	2,329.73	4,000.00	-1,670.27	58.2%
Live-brary Downloadable e-bo...	49,295.00	51,000.00	-1,705.00	96.7%
Digital Material Subscriptions	6,963.48	12,500.00	-5,536.52	55.7%
Title Source	1,155.00	1,050.00	105.00	110.0%
Adult Books	13,167.45	21,000.00	-7,832.55	62.7%
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 July 2023

	Jan - Jul 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	2,694.59	4,500.00	-1,805.41	59.9%
Newspapers	3,574.33	7,000.00	-3,425.67	51.1%
Periodicals	4,861.75	4,500.00	361.75	108.0%
Total Adult Materials	86,421.88	116,850.00	-30,428.12	74.0%
Teen Materials	938.36	3,500.00	-2,561.64	26.8%
Total Library Materials	92,867.24	139,350.00	-46,482.76	66.6%
Capital Expenditures	5,830.41	19,000.00	-13,169.59	30.7%
Technology	4,387.33	9,000.00	-4,612.67	48.7%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	1,400.00	3,500.00	-2,100.00	40.0%
HVAC Maintenance	2,529.87	2,000.00	529.87	126.5%
Exterminator	510.00	1,000.00	-490.00	51.0%
False Alarms	110.00	200.00	-90.00	55.0%
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.	6,930.73	7,000.00	-69.27	99.0%
Total Building Maintenance	15,669.46	20,475.00	-4,805.54	76.5%
Custodial Supplies	788.92	900.00	-111.08	87.7%
Electric	8,984.35	26,400.00	-17,415.65	34.0%
Gas	5,780.50	11,000.00	-5,219.50	52.6%
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	8,410.00	11,000.00	-2,590.00	76.5%
Total Grounds Maintenance	9,356.00	16,000.00	-6,644.00	58.5%
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	536.62	350.00	186.62	153.3%
SCWA	553.05	3,300.00	-2,746.95	16.8%
Total Water	1,089.67	3,650.00	-2,560.33	29.9%
Garbage Removal	1,733.34	3,000.00	-1,266.66	57.8%
Total Operations and Maintenance	51,547.24	115,425.00	-63,877.76	44.7%
Miscellaneous Expense				
Legal Fees	1,762.50	2,500.00	-737.50	70.5%
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 July 2023

	Jan - Jul 23	Budget	\$ Over Budget	% of Budget
Verizon Mobile Hotspots	829.08	1,500.00	-670.92	55.3%
Optimum Internet Service	1,704.21	3,000.00	-1,295.79	56.8%
Copy Machine	2,243.27	8,500.00	-6,256.73	26.4%
Computer/Network Maintenance	7,000.00	12,000.00	-5,000.00	58.3%
BookScan Maintenance	685.00	650.00	35.00	105.4%
Computer Software Licenses	5,190.33	8,500.00	-3,309.67	61.1%
Total Maintenance Office Equip...	17,651.89	34,150.00	-16,498.11	51.7%
Membership				
Professional Memberships	898.90	2,000.00	-1,101.10	44.9%
Museum Passes	2,534.99	5,000.00	-2,465.01	50.7%
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	3,433.89	8,150.00	-4,716.11	42.1%
Postage				
Postage & Stamps	386.70	650.00	-263.30	59.5%
Mailing Permit	290.00	250.00	40.00	116.0%
Newsletter mailing	1,063.78	1,400.00	-336.22	76.0%
Post Office Box Fee	178.00	160.00	18.00	111.3%
Total Postage	1,918.48	2,460.00	-541.52	78.0%
Printing & Advertising				
Other printing & advertising	1,282.10	1,000.00	282.10	128.2%
Newsletter printing	13,156.00	11,000.00	2,156.00	119.6%
Total Printing & Advertising	14,438.10	12,000.00	2,438.10	120.3%
Professional Fees				
Payroll Processing	4,483.19	10,000.00	-5,516.81	44.8%
SCLS Telecommunications	9,900.00	10,500.00	-600.00	94.3%
PALS Membership	7,935.78	10,710.00	-2,774.22	74.1%
Annual audit	3,000.00	12,500.00	-9,500.00	24.0%
SCLS/Overdue Notices	143.04	500.00	-356.96	28.6%
SCLS/Annual Membership	11,968.00	12,000.00	-32.00	99.7%
Total Professional Fees	37,430.01	56,210.00	-18,779.99	66.6%
Programs - Adult				
Motion Picture/Music Licensing	328.12	500.00	-171.88	65.6%
Adult Reading Club & Book Di...	2,726.30	3,500.00	-773.70	77.9%
Adult Programs	13,266.79	16,000.00	-2,733.21	82.9%
Total Programs - Adult	16,321.21	20,000.00	-3,678.79	81.6%
Programs - Juvenile	6,216.50	10,000.00	-3,783.50	62.2%
Programs - Summer	9,884.40	7,500.00	2,384.40	131.8%
Programs - Teen	4,641.61	6,500.00	-1,858.39	71.4%
Supplies - Library	5,557.37	10,500.00	-4,942.63	52.9%
Supplies - Office	1,382.49	4,000.00	-2,617.51	34.6%
Supplies - Paper	1,105.73	2,500.00	-1,394.27	44.2%
Telephone	1,096.60	2,000.00	-903.40	54.8%
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	124,920.54	190,470.00	-65,549.46	65.6%
Debt Service Total	135,734.84	100,000.00	35,734.84	135.7%
Total Expense	908,675.10	1,596,799.00	-688,123.90	56.9%

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08/03/23
Cash Basis

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

	<u>Jan - Jul 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	766,438.73	0.00	766,438.73	100.0%
Net Income	<u>766,438.73</u>	<u>0.00</u>	<u>766,438.73</u>	<u>100.0%</u>

08/03/23

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Deposit	07/10/2023		Dime Service ch...	40.70
Total Checking				40.70
Savings				
Deposit	07/07/2023		\$.44 4/28/23, \$.5...	1.43
Total Savings				1.43
Total Building Fund				42.13
Total General Fund				42.13
Cultural Activities Fund				
Coffee Machine				
Deposit	07/03/2023		Coffee	5.00
Deposit	07/10/2023		Coffee	2.00
Deposit	07/17/2023		Coffee	2.00
Deposit	07/24/2023		Coffee	2.00
Deposit	07/31/2023		Coffee	4.00
Total Coffee Machine				15.00
Adult Programs Wash Account				
Deposit	07/03/2023		Aerobics	420.00
Deposit	07/03/2023		LI Aquarium Tick...	54.00
Deposit	07/06/2023		Yoga	67.67
Deposit	07/06/2023		Tai Chi	23.97
Deposit	07/10/2023		Yoga	70.00
Deposit	07/10/2023		LI Aquarium Tick...	135.00
Deposit	07/10/2023		Writing John Brush	75.00
Deposit	07/14/2023		Cooking	75.28
Deposit	07/14/2023		Tai Chi	119.85
Deposit	07/14/2023		Yoga	67.67
Deposit	07/21/2023		Yoga	135.34
Deposit	07/21/2023		Cooking	9.41
Deposit	07/24/2023		Yoga	150.00
Deposit	07/24/2023		Cooking	10.00
Deposit	07/24/2023		Arts & Crafts	10.00
Deposit	07/24/2023		American Natura...	15.00
Deposit	07/24/2023		LI Aquarium tick...	192.00
Deposit	07/24/2023		Tai Chi	50.00
Deposit	07/27/2023		Tai Chi	23.97
Deposit	07/31/2023		Tai Chi	50.00
Deposit	07/31/2023		Book Raffle / Ref...	5.00
Total Adult Programs Wash Account				1,759.16
Total Cultural Activities Fund				1,774.16
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	07/31/2023		Interest	20.13

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

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Total Undesignated & Interest				20.13
Total Gift and Trust Fund - MM				20.13
TOTAL				<u>1,836.42</u>

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

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	07/03/2023	11808	Cutchogue-New Suf...	Southbound LI Concert ...	-400.00
Bill Pmt -Check	07/03/2023	11809	Cutchogue-New Suf...	Bouncy House 7.5.23 S...	-126.25
Bill Pmt -Check	07/05/2023	11810	C-Pac, Inc.	Invoice no. 1140	-161.97
Bill Pmt -Check	07/05/2023	11811	Cutchogue-New Suf...	The Nesting Place 7.7.2...	-58.33
Bill Pmt -Check	07/05/2023	11812	Kanopy, Inc.	Invoice #354935-PPU	-188.00
Bill Pmt -Check	07/05/2023	11813	Karen Letteriello.	Reimburse Snacks, Gift ...	-68.48
Bill Pmt -Check	07/05/2023	11814	Kolb Service Corp.		-1,107.55
Bill Pmt -Check	07/05/2023	11815	L2J Consulting, Inc.	Invoice #072023	-1,000.00
Bill Pmt -Check	07/05/2023	11816	Mary Diane Riotto	Building Bridges 7.6.23	-210.00
Bill Pmt -Check	07/05/2023	11817	Mattituck Enviro Se...	Cstmr 11-0001422-0, In...	-247.62
Bill Pmt -Check	07/05/2023	11818	Midwest Tape	11952	-195.99
Bill Pmt -Check	07/05/2023	11819	OCLC Inc.	Inv. 1000314174	-669.24
Bill Pmt -Check	07/05/2023	11820	Orlowski Hardware ...	Acct #584177	-59.23
Bill Pmt -Check	07/05/2023	11821	Quill Corporation	03047280	-56.17
Bill Pmt -Check	07/05/2023	11822	Twin Fork Landsca...	Invoice no. 25754	-490.00
Bill Pmt -Check	07/05/2023	11823	Volz & Vigliotta, PL...	Acct MLL-01M, Strmnt 49...	-1,257.25
Bill Pmt -Check	07/05/2023	11824	Aunt Flow	Inv. #INV5141	-280.00
Bill Pmt -Check	07/06/2023	11825	Postmaster	July/August Newsletter ...	-370.00
Bill Pmt -Check	07/07/2023	11826	Cutchogue-New Suf...	Intro to Cosplay 7.14.23 ...	-75.00
Bill Pmt -Check	07/07/2023	11827	Cutchogue-New Suf...	Mediterranean Cooking ...	-250.00
Bill Pmt -Check	07/07/2023	11828	ELM USA, Inc.	Invoice no. 59462	-25.00
Bill Pmt -Check	07/07/2023	11829	Judy Wilson	Macrame 7-10-23	-275.00
Bill Pmt -Check	07/07/2023	11830	Whaling Museum S...	Scrimshaw 7.10.23	-255.00
Bill Pmt -Check	07/07/2023	11831	Midwest Tape	11952	-101.43
Bill Pmt -Check	07/07/2023	11832	B&T Adult Account	L 90004-3	-2,880.03
Bill Pmt -Check	07/07/2023	11833	P.M. Communicatio...	Invoice no. 41753	-117.89
Bill Pmt -Check	07/09/2023	11834	Pine Barrens Printing	July/August Newsletter / ...	-4,219.00
Bill Pmt -Check	07/10/2023	11835	Evelyn Alexander ...	Animals 7.11.23	-500.00
Bill Pmt -Check	07/10/2023	11836	High Hopes Product...	Molly Mouse 7-10-23	-180.00
Bill Pmt -Check	07/10/2023	11837	Rob Scott	Beach Cupcakes 7.11.23	-345.00
Bill Pmt -Check	07/10/2023	11838	SCLS-PALS	Invoice 81672	-2,645.26
Bill Pmt -Check	07/10/2023	11839	Shelterpoint Life Ins...	Policy D242574	-1,154.09
Bill Pmt -Check	07/11/2023	11840	Agostino Arts, LLC	Coyote makes friends 7....	-550.00
Bill Pmt -Check	07/11/2023	11841	Erik's Reptile Edven...	Hold Hands Around the ...	-450.00
Bill Pmt -Check	07/11/2023	11842	Hampton Pest Man...	Invoice 55107	-90.00
Bill Pmt -Check	07/11/2023	11843	Long Island Scienc...	Ice Cream Science 7.14....	-275.00
Bill Pmt -Check	07/11/2023	11844	Nicole Summers Sp...	Baby Boogie & Toddler ...	-350.00
Bill Pmt -Check	07/11/2023	11845	NYS Employees He...	03909	-6,925.39
Bill Pmt -Check	07/11/2023	11846	Quill Corporation	03047280	-602.86
Bill Pmt -Check	07/11/2023	11847	SCLS	MATT	-18.45
Bill Pmt -Check	07/11/2023	11848	Southold Library	Skating Party 7.8.23 Sh...	-60.00
Bill Pmt -Check	07/11/2023	11849	Town of Southold.	Alarm permit no. 1756	-100.00
Bill Pmt -Check	07/11/2023	11850	Twin Fork Landsca...	Invoice 25865	-575.00
Bill Pmt -Check	07/11/2023	11851	B&T Juvenile Acco...	L 935700	-273.98
Bill Pmt -Check	07/11/2023	11852	B&T Teen Account	L943258	-25.47
Bill Pmt -Check	07/11/2023	11853	Business Card	5474 9700 8150 2023	-673.07
Bill Pmt -Check	07/12/2023	11854	Twin Fork Landsca...	Invoice 25700	-1,300.00
Bill Pmt -Check	07/12/2023	11855	Noah's Ark Animal ...	Invoice no. 4936	-2,023.50
Bill Pmt -Check	07/12/2023	ACH	Dime Community B...	Dime Error / Two ACH f...	-7,429.74
Bill Pmt -Check	07/14/2023	11856	Cutchogue-New Suf...	Double Dutch Jumb Rop...	-125.00
Bill Pmt -Check	07/14/2023	11857	Kidnastics	Kidnastics 1 & 2 on July ...	-525.00
Bill Pmt -Check	07/14/2023	11858	Tara Penske	Summer Splendor 7-14-23	-300.00
Bill Pmt -Check	07/14/2023	11859	Tara Penske	Wake Up Aromatherapy ...	-330.00
Bill Pmt -Check	07/14/2023	11860	Chris Vivas	Graffiti Art 7/17/23	-250.00
Bill Pmt -Check	07/14/2023	11861	Robyn Romanoff	Sea Glass 7/13/23	-870.00
Bill Pmt -Check	07/18/2023	11862	ECHO4Earth, Inc.	Bird Migration 7.25.23	-20.00
Bill Pmt -Check	07/18/2023	11863	Lilly Hayes	Balloon Twisting 7.18.23	-300.00
Bill Pmt -Check	07/18/2023	11864	Mary Hasel	Storytime Yoga 7.21.23	-175.00
Bill Pmt -Check	07/18/2023	11865	TD3 Innovative Ga...	Th Big Bad Wolf 7.20.23	-200.00
Bill Pmt -Check	07/18/2023	11866	Cornell Cooperative...	Community Horticulture/ ...	-200.00
Bill Pmt -Check	07/18/2023	11867	Melissa Vermeij.	Reimburse Postage / Mi...	-8.70
Bill Pmt -Check	07/18/2023	11868	Midwest Tape	11952	-99.34
Bill Pmt -Check	07/18/2023	11869	Optimum	07839-381822-01-2	-402.58
Bill Pmt -Check	07/18/2023	11870	Quill Corporation	03047280	-182.89

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

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	07/18/2023	11871	Shauna Scholl.	Reimburse Movie Snacks	-54.56
Bill Pmt -Check	07/18/2023	11872	Town of Southold.	Alarm permit no. 1756, ...	-10.00
Bill Pmt -Check	07/18/2023	11873	W.B. Mason Co., Inc.	Cstmr C2001734, Inv. 2...	-17.56
Bill Pmt -Check	07/18/2023	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	07/19/2023	11874	Diana Frohman	Diana and her Dancing ...	-500.00
Bill Pmt -Check	07/20/2023	11875	Metropolitan Opera ...	Met Opera, Invoice M383	-75.00
Bill Pmt -Check	07/20/2023	11876	Midwest Tape	11952	-125.93
Bill Pmt -Check	07/20/2023	11877	Peconic Fire Equip...	Invoice 5215	-164.95
Bill Pmt -Check	07/20/2023	11878	Shauna Scholl.	Reimburse Movie Night ...	-42.98
Bill Pmt -Check	07/21/2023	11879	SCLS-Telecommun...	Invoice #73898	-9,900.00
Bill Pmt -Check	07/24/2023	11880	Elan Financial Servi...	4798 5101 7200 1022	-346.38
Bill Pmt -Check	07/24/2023	11881	National Grid	Acct 43544-64005	-154.97
Bill Pmt -Check	07/24/2023	11882	Newsday	Acct 40410623	-287.92
Bill Pmt -Check	07/24/2023	11883	Quill Corporation	03047280	-145.79
Bill Pmt -Check	07/24/2023	11884	ReadyFresh	Acct 0140002023,, Inv. ...	-124.92
Bill Pmt -Check	07/24/2023	11885	Cutchogue-New Suf...	Jack Licitra Music 7.28.23	-75.00
Bill Pmt -Check	07/24/2023	11886	Southold Library	Talewise Saving Earth T...	-93.75
Bill Pmt -Check	07/24/2023	11887	Cornell Cooperative...	Touch Tank 7.31.23	-300.00
Bill Pmt -Check	07/24/2023	11888	Cutchogue-New Suf...	Lantern Princess & Ruffi...	-125.00
Bill Pmt -Check	07/24/2023	11889	Happy Feet Suffolk	Happy Feet Babies & Ki...	-350.00
Bill Pmt -Check	07/24/2023	11890	Long Island Steam ...	VOID: CIAA Lions 7.25.23	0.00
Bill Pmt -Check	07/24/2023	11891	Rob Scott	Chicken Pasta 7.25.23	-335.00
Bill Pmt -Check	07/24/2023	11892	Theresa's Program...	Pet Portrait for Tweens, ...	-790.00
Bill Pmt -Check	07/26/2023	11893	SCLS	MATT	-850.00
Bill Pmt -Check	07/27/2023	11894	Aflac	Acct NQH35, Inv. 241679	-236.25
Bill Pmt -Check	07/27/2023	11895	Long Island Steam ...	CIAA Lions 7.25.23	-400.00
Bill Pmt -Check	07/27/2023	11896	Midwest Tape	11952	-74.86
Bill Pmt -Check	07/27/2023	11897	Twin Fork Landsca...	Invoice no. 25899	-435.00
Bill Pmt -Check	07/27/2023	11898	Verizon	Acct 242398426-0001, I...	-118.44
Bill Pmt -Check	07/28/2023	11899	Mary Hasel	Find Your Voice Yoga 7....	-175.00
Total BNB Operating Checking					-69,418.75
TOTAL					-69,418.75