

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

September 11, 2023

Present

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

Absent

Peter Kren, Trustee
Mary Sanchez, Trustee

Call To Order/Pledge of Allegiance

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

I. Approval of the Agenda

The agenda was adopted.
(Karenann, Colleen; unanimous (5-0))

II. Review and Approval of the Minutes of August 14, 2023 Regular Board Meeting

The minutes of the meetings held August 14, 2023 were approved.
(Colleen, Karenann; unanimous (5-0))

III. Period of Public Expression

none

IV. Approval of Amended Treasurer's Report from August 14, 2023 (July 2023 Report)

The Amended Treasurer's Report was approved.
(Katie, Karenann; unanimous (5-0))

V. Approval of Treasurer's Report

Warrants

Karenann reviewed the warrants with the Board.

The Board approved payment of the following AUGUST warrant:

| | |
|--------------------------|--------------|
| OPERATING ACCOUNT | \$133,763.77 |
| CULTURAL ACTIVITIES FUND | 2,051.18 |
| MONEY MARKET ACCOUNT | .00 |
| BUILDING FUND SAVINGS | .00 |

Donations in excess of \$1,000

none

(Colleen, Karenann; unanimous (5-0))

VI. Approval of Personnel Report

The Personnel report was presented in written format. The Board reviewed the personnel report with interest. The Personnel Report was approved.

(Katie, Colleen; unanimous (5-0))

VII. 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.

(Colleen, Karenann; unanimous (5-0))

Shauna shared that the payroll sales representative notified the library that we were billed inaccurately and that we will receive a refund. Shauna and her colleagues met with Assemblyman Fred Thiele. Mr. Thiele is an advocate of libraries. Our library will welcome a new social worker on Mondays from 9AM – 4PM. The September/October Newsletter has been delayed but can be found as a pdf on our new website. The printed format will be at the post office in a few days. While both custodians were absent a cleaning company came and filled in the gaps. The annual audit was completed, recommendations reviewed and will be followed through.

VIII. President's Remarks

Jim thanked the library staff for a successful summer of programs and events, he has heard many raves about the staff. He also made note of the Library's 120th Celebration on Saturday, September 16th at 2PM in the greenspace.

IX. Committee Reports

A. Personnel / Policy The committee met to review the comments made to the operations manual by the attorney. The manual is now being reviewed by the CPA. The committee plans to meet again on September 28, 2023 to further review the manual.

X. Old Business

none

XI. New Business

A. NYLA Conference Attendance Approval

The NYLA Conference Attendance was approved.

(Katie, Colleen; (5-0))

B. Annual Audit

The Annual Audit was approved.

The list of recommendations was discussed and will be implemented.

(Karenann, Katie; (5-0))

C. TIAA Plan Docs

The TIAA Plan Docs were approved.

(Colleen, Katie; (5-0))

XII. Adjournment

Motion to adjourn at 6:33PM.

(Colleen, Karenann; unanimous (5-0))

Dates of Future Board Meetings

Monday, October 16, 2023

Monday, November 13, 2023

December 11, 2023

Respectfully submitted,

Katie O'Rourke

Secretary

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE BUDGET INFORMATION MEETING

September 11, 2023

Present: Jim Underwood, President; Nick Timpone, Vice-President; Karenann Volinski, Treasurer; Katie O'Rourke, Secretary; Colleen Grattan-Arnoff, Trustee; Shauna Scholl, Director

Absent: Peter Kren, Trustee; Mary Sanchez, Trustee

Jim called the Budget Information Meeting to order at 6:45PM.

- I. Review of 2024 Budget
Jim read the budget statement published for the public.

- II. Period of Public
none

- III. Adjournment
The budget information meeting was adjourned at 6:49PM.
Motion by Colleen; seconded by Karenann and approved.

Respectfully submitted,

Katie O'Rourke
Secretary



Mattituck-Laurel Library Warrants / Expenses

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

Approved at the Library Board Meeting on September 11, 2023

| | |
|---------------------------------|--------------|
| Operating Account Total | \$133,763.77 |
| Payroll | \$80,125.11 |
| Non Payroll | \$53,638.66 |
| Cultural Activities Fund | \$ 2,051.18 |
| Money Market Account | \$0 |
| Building Fund Savings | \$0 |
| Building Fund Checking | \$ 1,064.99 |

Donations in excess of \$1,000 None

Kamanna V. Smith

09/05/23

Mattituck-Laurel Library
Fund Balance Report

| | <u>Jan - Aug 23</u> |
|---------------------------------------|---------------------|
| General Fund | |
| Operating Fund | 641,118.15 |
| Building Fund | |
| Checking | 285,741.34 |
| Savings | 57,303.62 |
| | <hr/> |
| Total Building Fund | 343,044.96 |
| | <hr/> |
| Total General Fund | 984,163.11 |
| | |
| Cultural Activities Fund | |
| Coffee Machine | 439.17 |
| Teen Programs | 21.12 |
| Children's Programs | 1,226.17 |
| Staff Activity Fund | 256.00 |
| Adult Programs Wash Acco... | 7,830.40 |
| Designated Gifts | 657.80 |
| Parent-Toddler Programs | 64.23 |
| Staff Ordering Account | 0.00 |
| | <hr/> |
| Total Cultural Activities Fund | 10,494.89 |
| | |
| Gift and Trust Fund - MM | |
| Claire Lincoln Memorial | 2,637.09 |
| Local History Books | 26,495.05 |
| Undesignated & Interest | 1,332.32 |
| Capital Reserve Fund | 413,586.70 |
| Unemployment Insurance | 30,000.00 |
| | <hr/> |
| Total Gift and Trust Fund - MM | 474,051.16 |
| | <hr/> |
| TOTAL | 1,468,709.16 |

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
August 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 | | | | |
| 08/08/2023 | Midwest Tape | 504144500 | 4.89 | 4.89 |
| 08/30/2023 | Midwest Tape | 504247611 | 21.69 | 21.69 |
| Total Youth DVD's | | | | 26.58 |
| Youth Computer Software | | | | |
| 08/16/2023 | Business Card | Lego Marvel Superhero... | 46.90 | 46.90 |
| Total Youth Computer Software | | | | 46.90 |
| Youth Books | | | | |
| 08/08/2023 | B&T Juvenile Account | July invoices | 1,194.77 | 1,194.77 |
| Total Youth Books | | | | 1,194.77 |
| Total Youth Materials | | | | 1,268.25 |
| Adult Materials | | | | |
| DVD/Music CD | | | | |
| 08/02/2023 | ELM USA, Inc. | PRO-03584B Monthly m... | 25.00 | 25.00 |
| 08/08/2023 | Midwest Tape | 504144502 | 20.99 | 20.99 |
| 08/08/2023 | Midwest Tape | 504144501 | 24.49 | 24.49 |
| 08/16/2023 | Midwest Tape | 504178299 | 24.49 | 24.49 |
| 08/16/2023 | Midwest Tape | 504178297 | 20.99 | 20.99 |
| 08/23/2023 | Midwest Tape | 504216151 | 13.99 | 13.99 |
| 08/23/2023 | Midwest Tape | 504216152 | 19.59 | 19.59 |
| 08/30/2023 | Midwest Tape | 504247612 | 48.98 | 48.98 |
| Total DVD/Music CD | | | | 198.52 |
| Digital Material Subscriptions | | | | |
| 08/01/2023 | Kanopy, Inc. | Invoice #358410-PPU | 225.00 | 225.00 |
| 08/02/2023 | Midwest Tape | Month ending 7/31/2023 | 178.59 | 178.59 |
| Total Digital Material Subscriptions | | | | 403.59 |
| Adult Books | | | | |
| 08/08/2023 | B&T Adult Account | July invoices | 1,765.35 | 1,765.35 |
| 08/16/2023 | Business Card | Travels w/ Charley | 11.70 | 11.70 |
| Total Adult Books | | | | 1,777.05 |
| Reference Books and Data Bases | | | | |
| 08/16/2023 | SCLS | Ancestry Library Ed Sub... | 787.78 | 787.78 |
| Total Reference Books and Data Bases | | | | 787.78 |
| Large Print Books | | | | |
| 08/08/2023 | B&T Adult Account | July invoices | 393.60 | 393.60 |
| Total Large Print Books | | | | 393.60 |
| Newspapers | | | | |
| 08/08/2023 | Times / Review Newspapers | Riverhead News-Review... | 85.00 | 85.00 |
| 08/23/2023 | Elan Financial Services | WSJ/Barrons | 89.97 | 89.97 |
| Total Newspapers | | | | 174.97 |
| Total Adult Materials | | | | 3,735.51 |
| Teen Materials | | | | |
| 08/08/2023 | B&T Teen Account | July invoices | 150.91 | 150.91 |

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

| <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Original Amount</u> | <u>Paid Amount</u> |
|-----------------------------------|--------------------------------|------------------------------|------------------------|--------------------|
| Total Teen Materials | | | | 150.91 |
| Total Library Materials | | | | 5,154.67 |
| Technology | | | | |
| 08/01/2023 | P.M. Communications Corp. | Upgrade phone system ... | 60.00 | 60.00 |
| 08/03/2023 | P.M. Communications Corp. | Monthly Maintenance | 117.89 | 117.89 |
| 08/16/2023 | Business Card | 3D Pen case and filame... | 203.05 | 203.05 |
| 08/23/2023 | Elan Financial Services | Siteground Hosting | 216.84 | 216.84 |
| Total Technology | | | | 597.78 |
| Operations and Maintenance | | | | |
| Building Maintenance | | | | |
| Aquarium Maintenance | | | | |
| 08/16/2023 | Living Art Aquariums | Service 7.14.23 and 7.2... | 200.00 | 200.00 |
| Total Aquarium Maintenance | | | | 200.00 |
| Exterminator | | | | |
| 08/03/2023 | Hampton Pest Management, Inc. | Three yellow jacket nest... | 265.00 | 265.00 |
| 08/24/2023 | Hampton Pest Management, Inc. | Carpenter Bees around ... | 205.00 | 205.00 |
| 08/24/2023 | Hampton Pest Management, Inc. | Hornet's nest in Green s... | 205.00 | 205.00 |
| Total Exterminator | | | | 675.00 |
| Security Monitoring | | | | |
| 08/23/2023 | Suffolk Security Systems, Inc. | Digital Monitoring from 8... | 116.05 | 116.05 |
| Total Security Monitoring | | | | 116.05 |
| Total Building Maintenance | | | | 991.05 |
| Custodial Supplies | | | | |
| 08/16/2023 | Business Card | Swiffer refills | 49.92 | 49.92 |
| Total Custodial Supplies | | | | 49.92 |
| Electric | | | | |
| 08/01/2023 | PSEGLI | Svc. from June 21, 2023... | 2,924.45 | 2,924.45 |
| Total Electric | | | | 2,924.45 |
| Gas | | | | |
| 08/30/2023 | National Grid | From Jul 19, 2023 to Au... | 53.55 | 53.55 |
| Total Gas | | | | 53.55 |
| Insurance | | | | |
| Umbrella Package | | | | |
| 08/16/2023 | Utica National Insurance Group | Commercial Umbrella P... | 21,603.31 | 21,603.31 |
| Total Umbrella Package | | | | 21,603.31 |
| Total Insurance | | | | 21,603.31 |
| Garbage Removal | | | | |
| 08/01/2023 | Mattituck Enviro Services | 4 YD Trash Service | 247.62 | 247.62 |
| 08/30/2023 | Mattituck Enviro Services | 4 YD Trash Service | 247.62 | 247.62 |
| Total Garbage Removal | | | | 495.24 |
| Total Operations and Maintenance | | | | 26,117.52 |
| Miscellaneous Expense | | | | |
| Legal Fees | | | | |

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

| <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Original Amount</u> | <u>Paid Amount</u> |
|---|-------------------------|-----------------------------|------------------------|--------------------|
| 08/08/2023 | Volz & Vigliotta, PLLC | Employee Handbook, P... | 996.00 | 996.00 |
| Total Legal Fees | | | | 996.00 |
| Maintenance Office Equipment | | | | |
| Optimum Internet Service | | | | |
| 08/23/2023 | Optimum | 08/16/2023 to 09/15/2023 | 242.98 | 242.98 |
| Total Optimum Internet Service | | | | 242.98 |
| Copy Machine | | | | |
| 08/30/2023 | Precision Microproducts | Contract plus color and ... | 523.51 | 523.51 |
| 08/30/2023 | Precision Microproducts | Contract plus color & b&... | 524.50 | 524.50 |
| Total Copy Machine | | | | 1,048.01 |
| Computer/Network Maintenance | | | | |
| 08/02/2023 | L2J Consulting, Inc. | Monthly IT Support Aug... | 1,000.00 | 1,000.00 |
| Total Computer/Network Maintenance | | | | 1,000.00 |
| Computer Software Licenses | | | | |
| 08/23/2023 | Elan Financial Services | DRI CrashPlan | 32.55 | 32.55 |
| Total Computer Software Licenses | | | | 32.55 |
| Total Maintenance Office Equipment | | | | 2,323.54 |
| Membership | | | | |
| Museum Passes | | | | |
| 08/23/2023 | Elan Financial Services | Cooper Hewitt, LI Scien... | 1,075.00 | 1,075.00 |
| Total Museum Passes | | | | 1,075.00 |
| Eastern Suffolk BOCES | | | | |
| 08/23/2023 | Eastern Suffolk BOCES | EAP for 2023-2024 scho... | 591.50 | 591.50 |
| Total Eastern Suffolk BOCES | | | | 591.50 |
| Total Membership | | | | 1,666.50 |
| Postage | | | | |
| Postage & Stamps | | | | |
| 08/23/2023 | Postmaster | 200 Forever stamps @ ... | 132.00 | 132.00 |
| Total Postage & Stamps | | | | 132.00 |
| Total Postage | | | | 132.00 |
| Printing & Advertising | | | | |
| Other printing & advertising | | | | |
| 08/01/2023 | National Pen Co., LLC | Pens w/ Library Logo / ... | 308.50 | 308.50 |
| 08/09/2023 | 4imprint, Inc. | Library Logo on beach b... | 1,735.58 | 1,735.58 |
| Total Other printing & advertising | | | | 2,044.08 |
| Total Printing & Advertising | | | | 2,044.08 |
| Professional Fees | | | | |
| SCLS/Overdue Notices | | | | |
| 08/03/2023 | SCLS | Overdues - Processed a... | 15.12 | 15.12 |
| Total SCLS/Overdue Notices | | | | 15.12 |
| Professional Fees - Other | | | | |

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

| Date | Name | Memo | Original Amount | Paid Amount |
|--|---------------------------------------|--------------------------------|-----------------|-------------|
| 08/15/2023 | | Invoice | 135.55 | 135.55 |
| | Total Professional Fees - Other | | | 135.55 |
| | Total Professional Fees | | | 150.67 |
| Programs - Adult | | | | |
| Adult Reading Club & Book Discu | | | | |
| 08/16/2023 | Business Card | Journals, totes, pillows,s... | 557.20 | 557.20 |
| | Total Adult Reading Club & Book Discu | | | 557.20 |
| Adult Programs | | | | |
| 08/01/2023 | Southold Bay Oysters, LLC | Shindig Shuck Party 8.1... | 399.00 | 399.00 |
| 08/02/2023 | Cutchogue-New Suffolk Library | Cooking Program #6 dtd... | 150.00 | 150.00 |
| 08/08/2023 | Eco-Photo Explorers | Shipwrecked on LI 8.3.23 | 200.00 | 200.00 |
| 08/16/2023 | Business Card | Coloring books, Poetry ... | 174.41 | 174.41 |
| 08/23/2023 | Elan Financial Services | Zoom | 63.96 | 63.96 |
| | Total Adult Programs | | | 987.37 |
| | Total Programs - Adult | | | 1,544.57 |
| Programs - Juvenile | | | | |
| 08/16/2023 | Karen Letteriello. | Beans for Mosaic, Gift C... | 35.30 | 35.30 |
| 08/16/2023 | Business Card | Disposable cups, Fall de... | 109.04 | 109.04 |
| | Total Programs - Juvenile | | | 144.34 |
| Programs - Summer | | | | |
| 08/01/2023 | Kidnastics | Kidnastics 3-5 yrs. 12-3... | 525.00 | 525.00 |
| 08/01/2023 | National Circus Project | Circus Performance 8.9.... | 685.00 | 685.00 |
| 08/01/2023 | Nicole Summers Sparling | Toddler Tango, Baby Bo... | 350.00 | 350.00 |
| 08/01/2023 | Rob Scott | Ice Cream Cupcakes 8.... | 345.00 | 345.00 |
| 08/01/2023 | Floyd Memorial Library. | Saxophone 8.4.23 / Sha... | 75.00 | 75.00 |
| 08/01/2023 | James A. Ciervo | Three Little Pigs 8.2.23 | 250.00 | 250.00 |
| 08/16/2023 | Business Card | Puzzle table, T-shirts | 206.95 | 206.95 |
| 08/23/2023 | Joanne Hruz. | End of Summer Prizes a... | 23.18 | 23.18 |
| | Total Programs - Summer | | | 2,460.13 |
| Programs - Teen | | | | |
| 08/01/2023 | Eakta Gandhi | Henna Tattoo 7.27.23 | 250.00 | 250.00 |
| 08/01/2023 | Rob Scott | Snickerdoodle Cookies ... | 335.00 | 335.00 |
| 08/03/2023 | Jon Knows How LLC | 3D Printed Shark 8.8.23 | 250.00 | 250.00 |
| 08/10/2023 | MD Design Studio | Water color 8.10.23 \$1... | 360.00 | 360.00 |
| 08/15/2023 | Marissa Timm | Reimburse Gift Cards fo... | 100.00 | 100.00 |
| 08/15/2023 | Marissa Timm | Reimburse Gift Card Te... | 25.00 | 25.00 |
| 08/16/2023 | Business Card | Embroidery kits, marble... | 62.83 | 62.83 |
| 08/23/2023 | Elan Financial Services | Nintendo | 4.33 | 4.33 |
| | Total Programs - Teen | | | 1,387.16 |
| Supplies - Library | | | | |
| 08/08/2023 | Demco | Stickers for Circulation (I... | 30.89 | 30.89 |
| 08/16/2023 | Business Card | Popcorn, Christmas light... | 197.27 | 197.27 |
| 08/23/2023 | Elan Financial Services | Cricut | 9.99 | 9.99 |
| 08/30/2023 | Demco | EE Name Tags / Qty 7 | 132.84 | 132.84 |
| 08/30/2023 | Quill Corporation | Ofc chair, 12oz cups, po... | 252.28 | 252.28 |
| | Total Supplies - Library | | | 623.27 |
| Supplies - Office | | | | |
| 08/03/2023 | Quill Corporation | Qty 1 - HP Yellow Toner... | 136.97 | 136.97 |
| 08/16/2023 | Quill Corporation | Planner, clips,envelopes | 119.94 | 119.94 |

09/05/23

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

| <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Original Amount</u> | <u>Paid Amount</u> |
|-----------------------------|---------------------------|-----------------------------|------------------------|--------------------|
| 08/16/2023 | East Islip Public Library | Mattituck Patron Damag... | 14.95 | 14.95 |
| 08/16/2023 | Business Card | Trash can for Greenspa... | 68.78 | 68.78 |
| 08/23/2023 | Rahul Kakar | Lost Book Found / Refu... | 9.99 | 9.99 |
| Total Supplies - Office | | | | 350.63 |
| Telephone | | | | |
| 08/23/2023 | Optimum | 08/16/2023 to 09/15/2023 | 152.00 | 152.00 |
| Total Telephone | | | | 152.00 |
| Travel | | | | |
| 08/16/2023 | Karen Letteriello. | Mileage to Greenport for... | 34.06 | 34.06 |
| Total Travel | | | | 34.06 |
| Workshops | | | | |
| 08/23/2023 | Elan Financial Services | New York Library Assoc | 330.00 | 330.00 |
| Total Workshops | | | | 330.00 |
| Total Miscellaneous Expense | | | | 14,338.95 |
| Debt Service Total | | | | |
| 08/15/2023 | Dime Community Bank | Payment to Bus Term L... | 7,429.74 | 7,429.74 |
| Total Debt Service Total | | | | 7,429.74 |
| TOTAL | | | | 53,638.66 |

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

| | <u>Aug 23</u> |
|--------------------------------|------------------|
| Ordinary Income/Expense | |
| Income | |
| NY State Incentive | 1,620.00 |
| Direct Public Support | 789.81 |
| | |
| Fines | 88.93 |
| Library Materials Paid For | 172.87 |
| Copy Machine | 476.25 |
| Refunds | 7,429.74 |
| | |
| Total Income | <u>10,577.60</u> |
| Gross Profit | 10,577.60 |
| Expense | |
| Payroll Expenses | |
| Salaries | |
| Professional Salaries | 31,996.96 |
| Clerical | 36,085.96 |
| Custodian | 2,945.55 |
| | |
| Total Salaries | 71,028.47 |
| | |
| Benefits | |
| Fica | 5,208.30 |
| Disability Insurance | -389.90 |
| Medical Insurance | 3,292.35 |
| Retirement | 1,988.26 |
| Unemployment Insurance | 388.75 |
| | |
| Total Benefits | <u>10,487.76</u> |
| Total Payroll Expenses | 81,516.23 |
| | |
| Library Materials | |
| Youth Materials | |
| Youth DVD's | 26.58 |
| Youth Computer Software | 46.90 |
| Youth Books | 1,194.77 |
| | |
| Total Youth Materials | 1,268.25 |
| | |
| Adult Materials | |
| DVD/Music CD | 198.52 |
| Digital Material Subscriptions | 403.59 |
| Adult Books | 1,777.05 |
| Reference Books and Data Ba... | 787.78 |
| Large Print Books | 393.60 |
| Newspapers | 174.97 |
| | |
| Total Adult Materials | 3,735.51 |
| | |
| Teen Materials | 150.91 |
| | |
| Total Library Materials | <u>5,154.67</u> |
| Technology | 597.78 |
| Operations and Maintenance | |

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

| | Aug 23 |
|------------------------------------|-----------|
| Building Maintenance | |
| Aquarium Maintenance | 200.00 |
| Exterminator | 675.00 |
| Security Monitoring | 116.05 |
| | <hr/> |
| Total Building Maintenance | 991.05 |
| Custodial Supplies | 49.92 |
| Electric | 2,924.45 |
| Gas | 53.55 |
| Insurance | |
| Umbrella Package | 21,603.31 |
| | <hr/> |
| Total Insurance | 21,603.31 |
| Garbage Removal | 495.24 |
| | <hr/> |
| Total Operations and Maintenance | 26,117.52 |
| Miscellaneous Expense | |
| Legal Fees | 996.00 |
| Maintenance Office Equipment | |
| Verizon Mobile Hotspots | 118.44 |
| Optimum Internet Service | 242.98 |
| Copy Machine | 1,048.01 |
| Computer/Network Maintenance | 1,000.00 |
| Computer Software Licenses | 32.55 |
| | <hr/> |
| Total Maintenance Office Equipm... | 2,441.98 |
| Membership | |
| Museum Passes | 1,075.00 |
| Eastern Suffolk BOCES | 591.50 |
| | <hr/> |
| Total Membership | 1,666.50 |
| Postage | |
| Postage & Stamps | 132.00 |
| | <hr/> |
| Total Postage | 132.00 |
| Printing & Advertising | |
| Other printing & advertising | 2,044.08 |
| | <hr/> |
| Total Printing & Advertising | 2,044.08 |
| Professional Fees | |
| Payroll Processing | 624.85 |
| SCLS/Overdue Notices | 15.12 |
| Professional Fees - Other | 135.55 |
| | <hr/> |
| Total Professional Fees | 775.52 |
| Programs - Adult | |
| Adult Reading Club & Book Dis... | 557.20 |
| Adult Programs | 987.37 |
| | <hr/> |

12:03 PM
09/05/23
Cash Basis

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

| | Aug 23 |
|-----------------------------|-------------|
| Total Programs - Adult | 1,544.57 |
| Programs - Juvenile | 144.34 |
| Programs - Summer | 2,460.13 |
| Programs - Teen | 1,387.16 |
| Supplies - Library | 623.27 |
| Supplies - Office | 350.63 |
| Telephone | 152.00 |
| Travel | 34.06 |
| Workshops | 330.00 |
| Total Miscellaneous Expense | 15,082.24 |
| Debt Service Total | 7,429.74 |
| Total Expense | 135,898.18 |
| Net Ordinary Income | -125,320.58 |
| Net Income | -125,320.58 |

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

| | Jan - Aug 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 | 1,554,317.29 | 1,581,499.00 | -27,181.71 | 98.3% |
| NY State Incentive | 1,800.00 | 1,800.00 | 0.00 | 100.0% |
| Interest | 21.00 | 100.00 | -79.00 | 21.0% |
| Direct Public Support | | | | |
| Programs & Tickets Paid For | 1,325.20 | | | |
| Direct Public Support - Other | 9,006.01 | 2,000.00 | 7,006.01 | 450.3% |
| Total Direct Public Support | 10,331.21 | 2,000.00 | 8,331.21 | 516.6% |
| Fines | 534.20 | 0.00 | 534.20 | 100.0% |
| Library Materials Paid For | 596.17 | | | |
| Copy Machine | 3,677.90 | 2,000.00 | 1,677.90 | 183.9% |
| Designated Gifts | 10,000.00 | | | |
| E-Rate Discount | 5,167.80 | 5,400.00 | -232.20 | 95.7% |
| Refunds | 10,150.23 | | | |
| Fund Balance Brought Forward | 76,425.44 | | | |
| Total Income | 1,685,691.43 | 1,596,799.00 | 88,892.43 | 105.6% |
| Gross Profit | 1,685,691.43 | 1,596,799.00 | 88,892.43 | 105.6% |
| Expense | | | | |
| Payroll Expenses | | | | |
| Salaries | | | | |
| Professional Salaries | 209,145.53 | 334,851.00 | -125,705.47 | 62.5% |
| Clerical | 245,871.19 | 429,895.00 | -184,023.81 | 57.2% |
| Custodian | 19,527.24 | 47,477.00 | -27,949.76 | 41.1% |
| Total Salaries | 474,543.96 | 812,223.00 | -337,679.04 | 58.4% |
| Benefits | | | | |
| Fica | 34,614.08 | 60,342.00 | -25,727.92 | 57.4% |
| Disability Insurance | 1,130.76 | 1,000.00 | 130.76 | 113.1% |
| Medical Insurance | 30,633.34 | 89,240.00 | -58,606.66 | 34.3% |
| Retirement | 25,391.10 | 50,749.00 | -25,357.90 | 50.0% |
| Unemployment Insurance | 8,590.49 | 10,000.00 | -1,409.51 | 85.9% |
| Total Benefits | 100,359.77 | 211,331.00 | -110,971.23 | 47.5% |
| Total Payroll Expenses | 574,903.73 | 1,023,554.00 | -448,650.27 | 56.2% |
| Library Materials | | | | |
| Youth Materials | | | | |
| Youth Arts & Crafts | 157.66 | 2,500.00 | -2,342.34 | 6.3% |
| Youth DVD's | 211.27 | 500.00 | -288.73 | 42.3% |
| Youth Computer Software | 654.69 | 1,500.00 | -845.31 | 43.6% |
| Youth Compact Discs | 0.00 | 250.00 | -250.00 | 0.0% |
| Youth Audio Books | 0.00 | 250.00 | -250.00 | 0.0% |
| Youth Books | 5,751.63 | 14,000.00 | -8,248.37 | 41.1% |
| Total Youth Materials | 6,775.25 | 19,000.00 | -12,224.75 | 35.7% |
| Adult Materials | | | | |
| DVD/Music CD | 2,528.25 | 4,000.00 | -1,471.75 | 63.2% |
| Live-brary Downloadable e-bo... | 49,295.00 | 51,000.00 | -1,705.00 | 96.7% |
| Digital Material Subscriptions | 7,367.07 | 12,500.00 | -5,132.93 | 58.9% |
| Title Source | 1,155.00 | 1,050.00 | 105.00 | 110.0% |
| Adult Books | 14,944.50 | 21,000.00 | -6,055.50 | 71.2% |
| Reference Books and Data Ba... | 787.78 | 1,500.00 | -712.22 | 52.5% |
| 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 August 2023

| | Jan - Aug 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 | 3,088.19 | 4,500.00 | -1,411.81 | 68.6% |
| Newspapers | 3,749.30 | 7,000.00 | -3,250.70 | 53.6% |
| Periodicals | 4,861.75 | 4,500.00 | 361.75 | 108.0% |
| Total Adult Materials | 90,157.39 | 116,850.00 | -26,692.61 | 77.2% |
| Teen Materials | 1,089.27 | 3,500.00 | -2,410.73 | 31.1% |
| Total Library Materials | 98,021.91 | 139,350.00 | -41,328.09 | 70.3% |
| Capital Expenditures | 5,830.41 | 19,000.00 | -13,169.59 | 30.7% |
| Technology | 4,985.11 | 9,000.00 | -4,014.89 | 55.4% |
| Operations and Maintenance | | | | |
| Building Maintenance | | | | |
| Aquarium Maintenance | 1,600.00 | 3,500.00 | -1,900.00 | 45.7% |
| HVAC Maintenance | 2,529.87 | 2,000.00 | 529.87 | 126.5% |
| Exterminator | 1,185.00 | 1,000.00 | 185.00 | 118.5% |
| 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 | 116.05 | 700.00 | -583.95 | 16.6% |
| 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 | 16,660.51 | 20,475.00 | -3,814.49 | 81.4% |
| Custodial Supplies | 838.84 | 900.00 | -61.16 | 93.2% |
| Electric | 11,908.80 | 26,400.00 | -14,491.20 | 45.1% |
| Gas | 5,834.05 | 11,000.00 | -5,165.95 | 53.0% |
| 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 | 21,603.31 | 22,000.00 | -396.69 | 98.2% |
| Total Insurance | 29,748.31 | 34,000.00 | -4,251.69 | 87.5% |
| 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 | 2,228.58 | 3,000.00 | -771.42 | 74.3% |
| Total Operations and Maintenance | 77,664.76 | 115,425.00 | -37,760.24 | 67.3% |
| Miscellaneous Expense | | | | |
| Legal Fees | 2,758.50 | 2,500.00 | 258.50 | 110.3% |
| 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 August 2023

| | Jan - Aug 23 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|-------------------|---------------|
| Verizon Mobile Hotspots | 947.52 | 1,500.00 | -552.48 | 63.2% |
| Optimum Internet Service | 1,947.19 | 3,000.00 | -1,052.81 | 64.9% |
| Copy Machine | 3,291.28 | 8,500.00 | -5,208.72 | 38.7% |
| Computer/Network Maintenance | 8,000.00 | 12,000.00 | -4,000.00 | 66.7% |
| BookScan Maintenance | 685.00 | 650.00 | 35.00 | 105.4% |
| Computer Software Licenses | 5,222.88 | 8,500.00 | -3,277.12 | 61.4% |
| Total Maintenance Office Equip... | 20,093.87 | 34,150.00 | -14,056.13 | 58.8% |
| Membership | | | | |
| Professional Memberships | 898.90 | 2,000.00 | -1,101.10 | 44.9% |
| Museum Passes | 3,609.99 | 5,000.00 | -1,390.01 | 72.2% |
| Mattituck Chamber of Commer... | 0.00 | 350.00 | -350.00 | 0.0% |
| Eastern Suffolk BOCES | 591.50 | 800.00 | -208.50 | 73.9% |
| Total Membership | 5,100.39 | 8,150.00 | -3,049.61 | 62.6% |
| Postage | | | | |
| Postage & Stamps | 518.70 | 650.00 | -131.30 | 79.8% |
| 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 | 2,050.48 | 2,460.00 | -409.52 | 83.4% |
| Printing & Advertising | | | | |
| Other printing & advertising | 3,326.18 | 1,000.00 | 2,326.18 | 332.6% |
| Newsletter printing | 13,156.00 | 11,000.00 | 2,156.00 | 119.6% |
| Total Printing & Advertising | 16,482.18 | 12,000.00 | 4,482.18 | 137.4% |
| Professional Fees | | | | |
| Payroll Processing | 5,108.04 | 10,000.00 | -4,891.96 | 51.1% |
| 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 | 158.16 | 500.00 | -341.84 | 31.6% |
| SCLS/Annual Membership | 11,968.00 | 12,000.00 | -32.00 | 99.7% |
| Professional Fees - Other | 135.55 | | | |
| Total Professional Fees | 38,205.53 | 56,210.00 | -18,004.47 | 68.0% |
| Programs - Adult | | | | |
| Motion Picture/Music Licensing | 328.12 | 500.00 | -171.88 | 65.6% |
| Adult Reading Club & Book Di... | 3,283.50 | 3,500.00 | -216.50 | 93.8% |
| Adult Programs | 14,254.16 | 16,000.00 | -1,745.84 | 89.1% |
| Total Programs - Adult | 17,865.78 | 20,000.00 | -2,134.22 | 89.3% |
| Programs - Juvenile | 6,360.84 | 10,000.00 | -3,639.16 | 63.6% |
| Programs - Summer | 12,344.53 | 7,500.00 | 4,844.53 | 164.6% |
| Programs - Teen | 6,028.77 | 6,500.00 | -471.23 | 92.8% |
| Supplies - Library | 6,180.64 | 10,500.00 | -4,319.36 | 58.9% |
| Supplies - Office | 1,733.12 | 4,000.00 | -2,266.88 | 43.3% |
| Supplies - Paper | 1,105.73 | 2,500.00 | -1,394.27 | 44.2% |
| Telephone | 1,248.60 | 2,000.00 | -751.40 | 62.4% |
| Travel | 833.82 | 2,000.00 | -1,166.18 | 41.7% |
| Workshops | 330.00 | 2,000.00 | -1,670.00 | 16.5% |
| 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 | 140,002.78 | 190,470.00 | -50,467.22 | 73.5% |
| Debt Service Total | 143,164.58 | 100,000.00 | 43,164.58 | 143.2% |

11:54 AM
09/05/23
Cash Basis

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

| | Jan - Aug 23 | Budget | \$ Over Budget | % of Budget |
|---------------------|--------------|--------------|----------------|-------------|
| Total Expense | 1,044,573.28 | 1,596,799.00 | -552,225.72 | 65.4% |
| Net Ordinary Income | 641,118.15 | 0.00 | 641,118.15 | 100.0% |
| Net Income | 641,118.15 | 0.00 | 641,118.15 | 100.0% |

09/05/23

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

| Type | Date | Name | Memo | Paid Amount |
|------------------------------------|------------|----------------------------|-----------------------|-------------|
| General Fund | | | | |
| Building Fund | | | | |
| Checking | | | | |
| Bill | 08/16/2023 | Business Card | Sail Shade for Gr... | -94.99 |
| Bill | 08/24/2023 | Wine Country Tent and P... | Install Shade Sai... | -970.00 |
| Total Checking | | | | -1,064.99 |
| Total Building Fund | | | | -1,064.99 |
| Total General Fund | | | | -1,064.99 |
| Cultural Activities Fund | | | | |
| Coffee Machine | | | | |
| Deposit | 08/07/2023 | | Coffee | 3.00 |
| Deposit | 08/14/2023 | | Coffee | 3.00 |
| Deposit | 08/21/2023 | | Coffee | 6.00 |
| Deposit | 08/28/2023 | | Coffee | 4.00 |
| Total Coffee Machine | | | | 16.00 |
| Adult Programs Wash Account | | | | |
| Bill | 08/02/2023 | Bonnie W. Mazzaferro | Refund Patron C... | -35.00 |
| General Journal | 08/02/2023 | | Stop Payment F... | -15.00 |
| Deposit | 08/03/2023 | | Tai Chi | 47.94 |
| Deposit | 08/07/2023 | | Yoga | 40.00 |
| Deposit | 08/07/2023 | | Cooking | 20.00 |
| Deposit | 08/07/2023 | | LI Aquarium Tick... | 513.00 |
| Deposit | 08/07/2023 | | Tai Chi | 75.00 |
| Deposit | 08/07/2023 | | Book Raffle/Ref... | 2.00 |
| Bill | 08/08/2023 | Barbara Celeste | Refund Patron ... | -10.00 |
| General Journal | 08/09/2023 | | Refund Patrons ... | -21.18 |
| Deposit | 08/14/2023 | | Yoga | 40.00 |
| Deposit | 08/14/2023 | | Natural History ... | 40.00 |
| Deposit | 08/14/2023 | | LI Aquarium Tick... | 837.00 |
| Deposit | 08/17/2023 | | Chair Aerobics | 33.68 |
| Deposit | 08/17/2023 | | Defensive Driving | 67.36 |
| Deposit | 08/17/2023 | | Caribbean BBQ | 18.82 |
| Deposit | 08/21/2023 | | Yoga | 40.00 |
| Deposit | 08/21/2023 | | LI Aquarium Tick... | 351.00 |
| Deposit | 08/21/2023 | | Book Raffle for R... | 6.00 |
| Bill | 08/22/2023 | John Brush | Writing Worksho... | -500.00 |
| Deposit | 08/24/2023 | | Yoga | 19.12 |
| Deposit | 08/24/2023 | | BBQ | 18.82 |
| Bill | 08/24/2023 | Rosemary Martilotta | Yoga 7.12.23 to ... | -660.00 |
| Deposit | 08/28/2023 | | Aerobics | 20.00 |
| Deposit | 08/28/2023 | | Yoga | 20.00 |
| Deposit | 08/28/2023 | | LI Aquarium Tick... | 459.00 |
| Deposit | 08/28/2023 | | Defensive Driving | 35.00 |
| Deposit | 08/28/2023 | | Book Raffle / Ref... | 5.00 |
| Bill | 08/29/2023 | Denise Gillies | Tai Chi 8.1.23 to ... | -425.00 |
| Bill | 08/29/2023 | Laurie Short | Chair Strength 7.... | -385.00 |
| Deposit | 08/31/2023 | | Aerobics | 67.36 |
| Deposit | 08/31/2023 | | Yoga | 174.18 |
| Deposit | 08/31/2023 | | BBQ | 9.41 |

09/05/23

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

| Type | Date | Name | Memo | Paid Amount |
|------------------------------------|------------|------|----------|----------------|
| Total Adult Programs Wash Account | | | | 908.51 |
| Total Cultural Activities Fund | | | | 924.51 |
| Gift and Trust Fund - MM | | | | |
| Undesignated & Interest | | | | |
| Deposit | 08/31/2023 | | Interest | 20.13 |
| Total Undesignated & Interest | | | | 20.13 |
| Total Gift and Trust Fund - MM | | | | 20.13 |
| TOTAL | | | | -120.35 |

Mattituck-Laurel Library

Monthly Bill Payments

As of August 31, 2023

| Type | Date | Num | Name | Memo | Amount |
|-------------------------------|------------|-------|--------------------------|------------------------------|------------|
| Operating Checking | | | | | |
| Total Operating Checking | | | | | |
| BNB Operating Checking | | | | | |
| Bill Pmt -Check | 08/01/2023 | 11900 | Kidnastics | Kidnastics 3-5 yrs. 12-35... | -525.00 |
| Bill Pmt -Check | 08/01/2023 | 11901 | National Circus Proj... | Circus Performance 8.9.... | -685.00 |
| Bill Pmt -Check | 08/01/2023 | 11902 | Nicole Summers Sp... | Toddler Tango, Baby Bo... | -350.00 |
| Bill Pmt -Check | 08/01/2023 | 11903 | Rob Scott | Ice Cream Cupcakes 8.3... | -345.00 |
| Bill Pmt -Check | 08/01/2023 | 11904 | Southold Bay Oyste... | Shindig Shuck Party 8.1.... | -399.00 |
| Bill Pmt -Check | 08/01/2023 | 11905 | AFLAC INC | Grp no AFA0017018,Bill... | -272.16 |
| Bill Pmt -Check | 08/01/2023 | 11906 | Eakta Gandhi | Henna Tattoo 7.27.23 | -250.00 |
| Bill Pmt -Check | 08/01/2023 | 11907 | Floyd Memorial Libr... | Saxophone 8.4.23 / Shar... | -75.00 |
| Bill Pmt -Check | 08/01/2023 | 11908 | James A. Ciervo | Three Little Pigs 8.2.23 | -250.00 |
| Bill Pmt -Check | 08/01/2023 | 11909 | Kanopy, Inc. | Invoice #358410-PPU | -225.00 |
| Bill Pmt -Check | 08/01/2023 | 11910 | Mattituck Enviro Se... | Cstmr 11-0001422-0, In... | -247.62 |
| Bill Pmt -Check | 08/01/2023 | 11911 | National Pen Co., L... | Cstmr 18705344, Inv. 11... | -308.50 |
| Bill Pmt -Check | 08/01/2023 | 11912 | P.M. Communicatio... | Invoice 41860 | -60.00 |
| Bill Pmt -Check | 08/01/2023 | 11913 | PSEGLI | Cstmr 0295-3001-61-3, ... | -2,924.45 |
| Bill Pmt -Check | 08/01/2023 | 11914 | Rob Scott | Snickerdoodle Cookies ... | -335.00 |
| Bill Pmt -Check | 08/02/2023 | 11915 | Cutchogue-New Suf... | Cooking Program #6 dtd... | -150.00 |
| Bill Pmt -Check | 08/02/2023 | 11916 | Midwest Tape | 11952 | -178.59 |
| Bill Pmt -Check | 08/02/2023 | 11917 | L2J Consulting, Inc. | Invoice no. 082023 | -1,000.00 |
| Bill Pmt -Check | 08/02/2023 | 11918 | ELM USA, Inc. | Invoice no. 60129 | -25.00 |
| Bill Pmt -Check | 08/03/2023 | 11919 | Hampton Pest Man... | Invoice 56800, Acct 2450 | -265.00 |
| Bill Pmt -Check | 08/03/2023 | 11920 | Jon Knows How LLC | 3D Printed Shark 8.8.23 | -250.00 |
| Bill Pmt -Check | 08/03/2023 | 11921 | P.M. Communicatio... | Invoice 41886 | -117.89 |
| Bill Pmt -Check | 08/03/2023 | 11922 | Quill Corporation | 03047280 | -136.97 |
| Bill Pmt -Check | 08/03/2023 | 11923 | SCLS | MATT | -15.12 |
| Bill Pmt -Check | 08/08/2023 | 11924 | B&T Adult Account | L 90004-3 | -2,158.95 |
| Bill Pmt -Check | 08/08/2023 | 11925 | B&T Juvenile Acco... | L 935700 | -1,194.77 |
| Bill Pmt -Check | 08/08/2023 | 11926 | B&T Teen Account | L943258 | -150.91 |
| Bill Pmt -Check | 08/08/2023 | 11927 | Demco | 810225915 | -30.89 |
| Bill Pmt -Check | 08/08/2023 | 11928 | Midwest Tape | 11952 | -50.37 |
| Bill Pmt -Check | 08/08/2023 | 11929 | Times / Review Ne... | Subscriber#28982 | -85.00 |
| Bill Pmt -Check | 08/08/2023 | 11930 | Volz & Vigliotta, PL... | Acct MLL-01M, Stmtn 50... | -996.00 |
| Bill Pmt -Check | 08/08/2023 | 11931 | Eco-Photo Explorers | Shipwrecked on LI 8.3.23 | -200.00 |
| Bill Pmt -Check | 08/08/2023 | 11932 | NYS Employees He... | 03909 | -6,905.59 |
| Bill Pmt -Check | 08/09/2023 | 11933 | 4imprint, Inc. | Pro Forma Invoice 2553... | -1,735.58 |
| Bill Pmt -Check | 08/10/2023 | 11934 | MD Design Studio | Water color 8.10.23 | -360.00 |
| Bill Pmt -Check | 08/15/2023 | 11935 | Marissa Timm | Reimburse Gift Cards fo... | -100.00 |
| Bill Pmt -Check | 08/15/2023 | 11936 | Marissa Timm | Reimburse Gift Card Teen | -25.00 |
| Bill Pmt -Check | 08/15/2023 | ACG | Dime Community B... | Payment to Bus Term L... | -7,429.74 |
| Bill Pmt -Check | 08/16/2023 | 11937 | Karen Letteriello. | Reimburse Mileage & Ite... | -69.36 |
| Bill Pmt -Check | 08/16/2023 | 11938 | Living Art Aquariums | Invoice 1792 | -200.00 |
| Bill Pmt -Check | 08/16/2023 | 11939 | Midwest Tape | 11952 | -45.48 |
| Bill Pmt -Check | 08/16/2023 | 11940 | Quill Corporation | 03047280 | -119.94 |
| Bill Pmt -Check | 08/16/2023 | 11941 | SCLS | MATT | -787.78 |
| Bill Pmt -Check | 08/16/2023 | 11942 | Utica National Insur... | Acct. 101096305, Stmtn ... | -21,603.31 |
| Bill Pmt -Check | 08/16/2023 | 11943 | East Islip Public Lib... | Damaged item | -14.95 |
| Bill Pmt -Check | 08/16/2023 | 11944 | Business Card | 5474 9700 8150 2023 | -1,688.05 |
| Bill Pmt -Check | 08/23/2023 | 11945 | Elan Financial Servi... | 4798 5101 7200 1022 | -1,822.64 |
| Bill Pmt -Check | 08/23/2023 | 11946 | Rahul Kakar | Lost Book Found / Refu... | -9.99 |
| Bill Pmt -Check | 08/23/2023 | 11947 | Suffolk Security Sys... | 1720 | -116.05 |
| Bill Pmt -Check | 08/23/2023 | 11948 | Eastern Suffolk BO... | Invoice no. 968-24A | -591.50 |
| Bill Pmt -Check | 08/23/2023 | 11949 | Joanne Hruz. | Reimburse Summer Priz... | -23.18 |
| Bill Pmt -Check | 08/23/2023 | 11950 | Midwest Tape | 11952 | -33.58 |
| Bill Pmt -Check | 08/23/2023 | 11951 | Optimum | 07839-381822-01-2 | -394.98 |
| Bill Pmt -Check | 08/23/2023 | 11952 | Postmaster | | -132.00 |
| Bill Pmt -Check | 08/24/2023 | 11953 | Aflac | Acct NQH35, Inv. 260024 | -189.00 |
| Bill Pmt -Check | 08/24/2023 | 11954 | Hampton Pest Man... | | -410.00 |
| Bill Pmt -Check | 08/30/2023 | 11955 | Demco | 810225915 | -132.84 |
| Bill Pmt -Check | 08/30/2023 | 11956 | Mattituck Enviro Se... | Cstmr 11-0001422-0, In... | -247.62 |
| Bill Pmt -Check | 08/30/2023 | 11957 | Midwest Tape | 11952 | -70.67 |
| Bill Pmt -Check | 08/30/2023 | 11958 | National Grid | Acct 43544-64005 | -53.55 |
| Bill Pmt -Check | 08/30/2023 | 11959 | Precision Microprod... | | -1,048.01 |
| Bill Pmt -Check | 08/30/2023 | 11960 | Quill Corporation | 03047280 | -252.28 |
| Bill Pmt -Check | 08/30/2023 | 11961 | Verizon | Acct 242398426-00001, ... | -118.44 |

09/05/23

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

| Type | Date | Num | Name | Memo | Amount |
|------------------------------|------|-----|------|------|-------------------|
| Total BNB Operating Checking | | | | | -60,988.30 |
| TOTAL | | | | | -60,988.30 |