

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

MEETING DATE: Monday October 16, 2023

MEETING TIME: 6:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of the Agenda**
- IV. Review and Approval of the Minutes of September 11, 2023 Regular Board Meeting**
- V. Period of Public Expression**
- VI. Approval of Treasurer's Report**
- VII. Approval of Personnel Report**
- VIII. Director's Report**
- IX. President's Remarks**
- X. Committee Reports**
 - A. Personnel / Policy
 - B. Building / Grounds & Long-Range Planning
- XI. Old Business**
- XII. New Business**
 - A. Staff Development Day 2023
- XIII. Adjournment**

Next Meeting – November 13, 2023

Directors Report September 2023

Building and Grounds

I'm continuing to utilize a cleaning service to fill the gaps until I find a second custodial worker.

The shade sail was taken down due to the forecasted high winds a couple of weeks ago – it seems that one of the poles has shifted and we may want to discuss relocating the sail so it is covering the grass.

Trimbles is going to come in the spring to transplant the plants in front of the sign and replant some lower growing options.

On September 18th it appeared that something may have malfunctioned with the ejector pump, the lower level toilet was not flushing and there was an odor on the lower level. Sara and Karen attended to the issue and manually ejected the pump – by the afternoon everything was working and the odor had dissipated. On the 19th Mattituck Plumbing responded, inspected the ejector pump, re-caulked and said all was in working order.

There have been multiple reports from patrons and staff that the toilets are not flushing. These reports range from the toilets seeming to malfunction and not flush – if left to rest they start working again, to folks not pressing the flush button long enough. I was concerned that there may be something else going on, after another phone call to Mattituck Plumbing they suggested calling Coastline – the cesspool was pumped last week before we open. I will continue to monitor the flushing to see if there is improvement after Coastline's visit.

Programs and Services

Though our newsletter was delayed we did have successful programs for the month of September.

Our most popular events included the Caribbean BBQ with Pitt Master Brian Collins – which was hosted in the greenspace at 5:30pm, the Atlantis Explorer Boat Tour and Chef Rob's "A Taste of Italy."

Jerry hosted two successful programs, a poetry reading with Fran Castan and Cannio Pavone with over 30 in attendance and the opera Manon.

The 120th celebration was low key but well attended, patrons enjoyed the swag, refreshments, and entertainment. Some feedback I received was the issue of shade and having a dedicated emcee to thank everyone for coming and to introduce the band.

Upcoming programs and events to note:

Lighted Pumpkin Display – Friday October 13 5:30pm – 7:30pm

Cutchogue East Trunk or Treat – Friday October 20 5pm – 7pm

Friends of the Library

The next Friends meeting is Tuesday October 17th at 9:30am. The Friends are continuing to run monthly raffles – tickets are available to purchase at the circulation desk, they are \$1/ticket or 6 tickets for \$5. The Friends have been instrumental in assisting with getting the pumpkins for the lighted pumpkin display.

The new operations manual contains a memo of understanding between the Friends of the Library and the Library – most of this information is echoed within the Friends Bylaws.

Administrative

There is a full staff meeting scheduled for Wednesday October 18th at 8am.

I'm working on scheduling a full day staff development day for the December staff meeting. I'm working with Ann our new EAP coordinator to schedule a talk from EAP, the tentative schedule is the EAP workshop then lunch will be provided for the staff, after the lunch break there will be a full staff meeting then the departments will break down into departmental meetings and lastly if there is still time in the schedule the staff can head to their departments and participate in decluttering/cleaning up. I'm proposing that the Board allow for the Library to be closed to the public that day to accommodate this plan. The day I'm proposing is Thursday December 14th.

Attached is the letter that I received from the DOT – when I have further communication, I will share it with the Board.

The operations manual will go through one more round of review before recommendation to the full Board for approval (most likely the November meeting). At that time, I will include the slate of policies and their status's of either newly adopted or revised on the agenda.

Community survey is underway, so far, I've gotten a handful of responses – each time I receive physical responses that have been filled out I input the information on the google form which is linked to google sheets – a google sheets link is forthcoming (Monday evening) for all those interested to look at some of the feedback we have been receiving. I'm also planning on sharing the feedback with the department heads once the survey window closes. I think it will be helpful, especially for programmers to understand what our patrons are seeking.

The Draft SCLS 2024 Operating Budget is attached for review. There are several budget hearings if anyone is interested. Please let me know if anyone is interested in attending any of the in-person ones, otherwise feel free to use the link to join the Zoom presentation.

Meetings Attended

September 11 – Legislative Meeting, Fred Thiele @ JJML

September 21 – Committee: building / grounds & long-range planning

September 27 – Committee: policy / personnel

September 29 – Zone 1 Director's Meeting @ CNSFL

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - September 2023
 Prepared by Sara Colichio, Head of Adult and Information Services

Summary - Our new social work intern, Ella, started on 9/11/23. She has a lot of great ideas about programs and services we can offer our patrons. We look forward to working with her. Program planning for winter and early spring is underway. I plan to use any feedback we receive from our survey to assist in program planning, collection development and various other services to accommodate our patrons. I have also spent time reviewing our reference materials and will be working to update that collection.

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

Date	Meeting
9/12/23	Department Head's Meeting
9/27/23	Meeting with P.R.E.P. about mental health and recovery education programs

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

Date	Program	Statistics	Program Platform/Notes
Mondays in September	Chair Strength and Stretch	27 each session	In person
Tuesdays in September	Spanish Conversation Group	3 each session	In person
Tuesdays in September	Beginner's Crochet Group	8 each session	In person
Wednesdays in September	Yoga	8 each session plus 1 walk in	In person
Ongoing	One-on-one Tech Appointments	N/A	Chloe was away for several weeks in September. Tech appointments resumed upon her return.
9/8/23	Literary Cafe	8	In person; offered by Bev Wowak
9/9/23	Defensive Driving	N/A	Offered in person; canceled due to low enrollment
9/12/23	Iced Tea Social	15	In person; offered by Bev Wowak

9/12/23	Sound and Tuning Fork Therapy	6	In person
9/12/23, 9/13/23, 9/19/23, 9/20/23, 9/26/23 and 9/27/23	Moby Dick Book Discussion	6 each session	In person; offered by Jerry Matovcik
9/14/23 and 9/28/23	Alternate Thursday Films	3 on 9/14 4 on 9/28	In person; offered by Jerry Matovcik
9/14/23	Once Upon an Island: Caribbean BBQ	40	In person; co-sponsored by Southold and Cutchogue-New Suffolk Free Libraries; hosted by Mattituck-Laurel Library
9/17/23	The New York Exceptions Doo Wop Concert	60+	In person; co-sponsored by Cutchogue-New Suffolk Free Library
9/19/23	Rollicking Measures: Writing Poetry in Response to Art	2	In person; offered by Jerry Matovcik
9/19/23 and 9/26/23	Ukulele Group	3 each session	In person; offered by a patron volunteer
9/20/23	Turner: The Man Who Set Paintings on Fire	8	In person; offered by Jerry Matovcik
9/20/23	A Taste of Italy Cooking Demonstration and	24	In person
9/21/23	Castan and Canio: A September Reading	30	In person; organized by Jerry Matovcik
9/21/23	Transforming Your Life: The Four Agreements	12 registered; 7 attended	Virtual
9/22/23	Atlantis Explorer Boat Tour	16	In person; co-sponsored by Cutchogue-New Suffolk Free Library and Southold Free Library
9/28/23	Invitation to the Opera	12	In person viewing; offered by Jerry Matovcik
9/28/23	Vision Board Workshop	7	In person

*The above chart does not include shared Zoom programs hosted by other east end libraries that Mattituck-Laurel Library participates in and offers to our patrons.

Planning for Winter - Winter program planning is underway. Some of the programs that will be offered include, but are not limited to: Beginner's Drawing Class, Guided Hike at Laurel Lake Preserve, Caring for Loved Ones with Dementia, Managing Paper, Journaling, Tai Chi, The Everly Brothers in Concert, Korean Cooking and more.

Social Media/Marketing - Diana continues to make adult program flyers and I post them on our Facebook page and include information about all programs in our e-newsletter and print newsletter. I also post flyers around our building and advertise them using the library's sandwich board sign outside.

Adult Nonfiction and Audiobook Collection - I continue to order nonfiction for our adult collection as well as audiobooks on a monthly basis after reading book reviews in periodicals. Collection development is ongoing and I continue to work with Ann and Linda as we further evaluate our nonfiction collection. In addition, I am working on weeding and updating our reference materials section.

Newspapers and Electronic Resources - All newspaper subscriptions and e-resources are up to date at this time. I recently renewed *The Daily News*. *The Daily News* began to charge for newspaper delivery, and it has been noted that the cost of newspapers in general continues to go up. I will continue to monitor our newspaper collection and cost on an ongoing basis.

Adult Grab-and-Go Kits - For the month of September we gave out 20 embroidery kits. For the month of October Ann has put together kits to make a yarn pumpkin decoration.

Other -

- **Library of Things** - I continue to assist with developing and processing the Library of Things as needed. We have been brainstorming ideas for items to add to our Library of Things Collection. Storage continues to be a challenge.
- **Libraries Nourish** - Libraries Nourish training continues to be available for interested staff on an ongoing basis.

Libraries Nourish is a county-wide initiative to educate library staff about the many community resources and services available to each community. In order to become a "Libraries Nourish" Library, 10% of our staff must complete approximately 14 virtual (or live) trainings available through SCLS. These training sessions are done at each person's own pace.

- **Miscellaneous** - MahJongg and Bridge groups continue to meet each week. MahJongg meets on Mondays and Fridays; Bridge meets on Wednesdays.

Medicare Counseling continues to be available by appointment on the third Tuesday of each month.

We have a new group called “Crochet and Chat” that is open to the public. The group meets weekly and is facilitated by Alice Jones, who also teaches our beginner’s crochet classes.

I look forward to hearing feedback from our surveys about how we can improve our services. I will use feedback to drive decisions regarding program planning, resources, collection development and various other services to accommodate our patrons.

We have a new social work intern, Ella, who started on September 11th. She will be in the building on Mondays to assist patrons and work on special projects for the library. Ella and I have met to discuss ideas about services and events that we can provide to our patrons. Projects include, but are not limited to: a resources page on our website, a little free food pantry, poetry programming, grief and caregiver support groups, partnering with local organizations (i.e. the senior center), and doing a health fair. Ella will also be offering appointments to patrons who need assistance.

I have stepped down as the Library’s EAP rep and Ann Faustmann has taken on this new role. She will begin attending the EAP meetings and assisting staff who would like to take advantage of this program.

Mattituck-Laurel Library
Teen Services Board Report – September 2023
 Prepared by Marissa Timm, Teen Services Librarian

Summary – As the season shifted so did my focus and priorities this month. With less teens being at the library, I have been spending much of September working on back end projects such as community service opportunities, collection development and how to further utilize the teen space. I also have been planning for the rest of the year, working with both the high school and other North Fork Libraries. As always I continue to learn and grow in this role and look forward to continuing to provide services for the teens in the community.

Meetings: Meetings during the month of September.

There was no meetings this month

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

Date	Program	Statistics	Program Platform/Notes
09/01-09/30	Mini canvas art	14	Teens earned community service for this program.
09/15	Teen Advisory Board	1	I postponed this meeting due to only 1 teen being able to make it. However, the GWC club filled out some of the surveys I had made for the meeting.
09/19	Cross Stitch Key Chains	5	Teens enjoyed this program.
09/21	Back to School Crafts	0	This program had to be cancelled due to low registration.
09/25	Chef Rob Pumpkin Snickerdoodle Cookies	15	This was a grab and go program.

Social Media/Marketing- I have been sending out weekly email blasts letting patrons know about community service opportunities and upcoming programs. I have also been posting several times a week to both the Teen Department Instagram and the library Facebook. The Instagram page has consistently been gaining followers throughout the summer. I also continuously update the flyers in the teen space to reflect the upcoming programs and events.

Community Service –Grab and go community service kits are available at an ongoing basis. We also currently have 1 teen who comes in twice a week to help out at the library.

Teens Pick Recommended Books: For the new website I am offering the teens community service if they pick out a book to be featured on the book carousel on the Teen Page of our new website. It is a good way to make them feel involved in the library as well as earn community service hours.

Girls Who Code-Girls Who Code started again and runs every Monday. They are currently working on creating their own website.

Teen Space – For the month of September, I chose to focus on our mystery fiction collection, primarily displaying titles with low circulation. I do this in order to try and showcase some titles that may not be getting noticed as much by the teens. The guessing jar has also been updated. September's guessing jar had 11 participants. The DIY grab and go kits are placed in the Creation Station on an ongoing basis. Flyers are continually being updated, most recently adding information about the upcoming programs.

Print Newsletter–I am currently working on the November/December newsletter.

Teen Collection - Monthly book orders continue after reviewing School Library Journal, Publisher's Weekly and Kirkus. I also continue to take books off new. I am continuing to change the book shelf displays to showcase books in the collection that have circulated less than 3 times or less in the last 3 years. I got these numbers from running statistical reports.

Date: October 12, 2023

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: September 2023 Wrap-up

Our Numbers are as follows:

Program attendance: 78
Reference questions and book pulls: 262

General Information

Fall programming began this month. The scavenger hunt continues to be a popular passive program. This month we had 47 participants finding the Sonic Characters.

Once again we were invited to back to school night at Cutchogue East. It is always important to be a presence in the community.

Preparations continue for the Lighted Pumpkin Display scheduled for Friday night October 13th. Lighted pumpkins, games, singing pumpkins, Spider donut activity, face painting, balloon twisting and of course popcorn are some of the activities patrons will enjoy. This year the friends are planning on cooking hot dogs and providing ice cream.

We continue to provide both coloring and activity sheets in both the children's room and the tween place. Parents and grandparents thank us for providing these. In September we provide handwriting activities as well. These are very popular.

Programs

We continue to see the majority of young children coming into the library and attending programming. Our space encourages play and all the activities keep the families busy. Monthly, we change up what we offer.

This month in anticipation of the Maritime festival, we constructed a pirate ship in front of the fish tank. This encouraged children to feel as though they were out in the ocean. We also brought back the castle with the knights and the football activity. Watching those who see these items for the first time is exciting and yet even better when we hear children say, I remember this. Keeping activities fresh and fun is important.

Family storytime continues to be well attended. This month we focused on apples. After sharing apple books, each family received a number of cut up pool noodles to resemble apples. The children were then tasked with putting apples on top of each other, creating apple patterns and of course, we made apple pie in a cup. The whip cream was the hit of the night.

The LEGO program continues to be popular. Having the large cabinet to display helps the children share their creations with their families. They often come in a few times before we clear out the cabinet for the next group of creations.

In an attempt to circulate DVDs, we are now showing a book to movie once a month in the Tween Place. Of course, the first movie was the night of terrible weather. We hope October's movie will find the room filled.

Meetings

September 12 Karen attended the Department Head Meeting with Shauna.

September 19th Karen attended the Booklist webinar: Middle Grade, Latest and Greatest.

September 28th Karen attended the Booklist webinar: Chapter Books and Early Readers.

Overall

Work continued with preparations for the winter newsletter. All are comfortable with using the online information. We are getting positive feedback on the new website as well.



**Department of
Transportation**

KATHY HOCHUL
Governor

MARIE THERESE DOMINGUEZ
Commissioner

RICHARD B. CAUSIN, P.E.
Regional Director

September 18, 2023

Ms. Shaun Scholl,
Executive Director
Mattituck-Laurel Library
P.O. Box 1437
13900 Main Road
Mattituck, NY 11952

Sign Request
NYS Route 25 at 13900 Main Road
Mattituck
Case No. 239383TC

Dear Ms. Scholl:

Thank you for the letter regarding your sign request. New York State Department of Transportation professionals have scheduled an investigation on NYS Route 25 at 13900 Main Road in Mattituck.

The investigation will be completed as expeditiously as possible. You will be notified of the findings and any resultant actions at the conclusion of the investigation.

Thank you for bringing this matter to our attention.

Sincerely,

M.T. VIJAYENDRAN, P.E.
Regional Traffic Engineer

MTV:sme



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000
TEL: 631-286-1600 ■ FAX: 631-286-1647

October 4, 2023

To: Member Library Directors & Boards of Trustees
From: Kevin Verbese
Re: SCLS Draft FY 2024 Budget

Enclosed with this memo is a **Draft SCLS 2024 Operating Budget** for your review and consideration. Included along with the draft budget is a cover memorandum explaining some of the income and expense lines and an estimated Member Support Chart.

As is SCLS practice, during the month of October we ask you to review the coming year's draft budget proposal and offer your comments and suggestions prior to us presenting a final budget version for a membership vote in November and December.

The 2024 fiscal year will require that we redouble our advocacy efforts with New York State. The many years of stagnant State support for our cooperative services is beginning to place a strain on our ability to continue to serve the member libraries without asking them for even greater contributions to our shared efforts. SCLS continues to be in strong financial shape which allows us to maintain most all of our focus on supporting the member libraries. However, if New York State continues to short-change public libraries and library services it will become more and more difficult for us to do so.

Outward facing services like the Lending Library, SLED, and the TECH Van continue to grow in use and elements are added to each on a regular basis but this growth requires additional support staff. PALS is working to bring online a new discovery tool, Vega, and we are hopeful that will happen in 2024. We continue to expand outreach services with programs like the Libraries Nourish initiative, and we will spend time in 2024 figuring out how we can best support the member libraries as they address the various social challenges they are facing in our communities. Youth Services will continue to run popular programs like the Battle of the Books, Authors Unlimited, and the Great Giveback. We are, however, concerned about how the significant rise in materials challenges will impact our member libraries and some of our popular youth services programming. The Sustainable Libraries Initiative will be working to grow the program by bringing on new members, both locally and nationally, and will be working next year to determine the feasibility of SCLS adding a "shred truck" to our service menu. Our area specialists continue to focus on continuing education and training as well as supporting staff at the member libraries in their areas of expertise.

Our new five-year union contract was agreed upon earlier this year so we have some level of cost certainty with staffing over the next number of years. We continue to save money with our commitment to sustainability and have additional projects planned around our facility (a new generator) that will enhance that work and ensure that we are able to support the work of the member libraries under any conditions.

One seemingly never-ending challenge is the significant increases in usage of our online services, particularly e-books and e-audiobooks. This is an important area where we, and the member libraries, make a large investment in direct patron services. How to continue to meet patron demand is an area that we, and the member library directors, will be discussing regularly in 2024.

This year we introduced a newly updated “SCLS Gateway” for library staff and trustees as well as a “refreshed” Livebrary.com page for library users. We have committed additional staff to working on those platforms regularly to ensure they are as valuable and relevant as possible for the Suffolk library community.

We remain committed to continuing to provide our fifty-six member libraries with the depth and quality of services that they have come to expect from SCLS. Please review this proposal and contact me with any questions or concerns that you may have. I also welcome you to join us at one of our budget hearings that are listed below. We hope that this information will assist you in your decision-making and provide you with important data that you will need to manage your own library.

SCLS FY 2024 Budget Hearings:

October, 20, 2023, 10:00 a.m.
Shelter Island Public Library
East End Director’s Meeting

Wednesday, October 25, 2023, 2:00 p.m.
Online, the link to attend is:
<https://us06web.zoom.us/j/85994728786?pwd=LbRdzGNbsNtdpDWWJlubXDdDOrWQIL.1>

Wednesday, November 8, 2023, 5:30 p.m.
Suffolk Cooperative Library System

Proposed SCLS 2024 Operating Budget

Notes on the Attached 2024 Budget:

FORMAT

You will note that the income (revenue) side of the SCLS Proposed Budget sheet is divided into three distinct sections; “Operational”, “Central Library”, and “Direct Offset.” This is done to better reflect the nature of how SCLS and the partnership with our member libraries actually work.

The “Operational” section supports mainly our staff costs, facilities, supplies, utilities, professional services, insurance, and equipment.

The “Central Library Support” section highlights the area where our Central Library, Patchogue-Medford, supports our system-wide efforts.

The “Direct Offset” includes a number of large shared services and/or coordinated orders that we help maintain. One hundred percent of the income in the “Direct Offset” section is “pass through” and goes out to member libraries or vendors at the exact same levels as what comes in. Not a single cent of it “stays at SCLS.”

We present the budget this way to make it easier for you to review what is happening at SCLS as it relates to our “operations” and the specific coordinated services and/or programs that we work with you on.

REVENUES

Operational

* *State Aid* (which includes *Local Sponsor Aid, Outreach, CLA, CBA, Institutional Library Aid, and Member Library Aid*) is being projected at a small increase from what budgeted for 2023. It will require all of our efforts to educate our New York State legislators about the importance of public libraries and library services and the critical role libraries play in communities all across Suffolk.

* *Interest* revenue has increased significantly due to higher rates and an improvement in the timing of the State paying our aid.

* *Rental* revenue is money we receive to rent space to the Long Island Library Resources Council and Eastern Suffolk BOCES.

* *Member Library Support* indicates the libraries' proposed contribution to our cooperative services. We are proposing an increase of 1.5% in 2024. SCLS recognizes the challenges that the member libraries face in preparing their own budget with the overall increase in costs they face and recognizing the constraints of the "tax-cap." We want to be sure that the level of member support remains commensurate with those challenges and State mandates.

* *PALS Revenue* (Partnership of Automated Libraries in Suffolk) represents a direct reimbursement for SCLS staffing and services to the consortium. This amount is subject to adjustment during the PALS budget process. Fifty-two member libraries currently participate in the PALS consortium for an integrated library circulation/inventory management system. The PALS Executive Board and membership will vote on their FY 2024 budget and make the final determination on this budget line before the final SCLS FY 2024 proposed budget is presented to the member libraries.

Central Library (Patchogue-Medford)

* *Shared Services* reflects the contributions for non-fiction eBook content on the Countywide Downloads service on Live-brary.com, as well as funding they supply for other regional databases and services.

* *Homework Help* reflects the contribution for the Countywide Live Study Help service through Live-brary.com

Direct Offset

* *LLSA Member Libraries* is "State Aid" for the member libraries.

* *CLA/CBA Central Library* is "State Aid" for the Central Library.

* *Suffolk e-Resources* is proposed to increase by 3%. This includes the income contributed by all member libraries for the shared databases in the Suffolk e-Resources collection. This modest increase, which would be the third in a planned three-year cycle, would allow us some flexibility in the collection's development.

* *Coordinated Orders* is income for a variety of coordinated orders for all types of products and services that SCLS manages. Increases in this line are more than offset by cost savings in participating member library's budgets.

* *Downloadable Media* income and expenses are still being discussed with the member libraries and the figure included in this draft budget is a "placeholder" at this time. The service continues to see strong growth. Between January-August of 2023 usage was up 12.4% from last year. This is 50% higher growth than we saw during the corresponding period in 2022.

* *Dedicated Library Aid (Grant)* is a new classification of State Aid that combines the former Family Literacy, Adult Literacy, and Institutional (Jail) aid grant program.

Transfer

* *Unappropriated Fund Balance* transfer of \$125,000 will be used to reduce the need for additional member support charges and to help fund the long planned generator upgrade project.

EXPENDITURES

* *Salaries* show an overall increase of 4.19%. This is due both to increases in current staff salaries related to our new union contract and to an increase in the number of SCLS staff members from the start of 2023.

* *Retirement* expenses will stay flat due to some changes in our staff.

* *Health Insurance/Health Insurance Retirees* premiums are projected to increase significantly, due to plan cost increases and staffing changes. The NYSHIP plan sends regular cost estimates so if we receive new information before a final budget is presented, we will update our estimates to reflect NYSHIP's guidance.

* *Sick and Vacation Payouts* are a contractual obligation and one that more staff are again using.

* *Insurance Incentive* are a contractual obligation and one that some of our new staff is using. The fact we are paying more here is more than offset by savings in our Health Insurance costs since we pay employees who opt out of the insurance a smaller amount than we would pay for their insurance.

* *Professional Fees* includes attorney, internal/external auditors, some required periodic audit reports, and some HR fees.

* This year SCLS will be contributing \$105,000 towards the cost of the *Downloadable Media*, \$12,000 of the SCLS contribution will be used to pay the annual platform fee and the remainder will go towards the purchase of materials for the collection.

* *Homework Help* costs are set for the next two years as we are in the middle of a three-year contract for the service.

* *CBA Materials/CLA/CBA Central Library/LLSA Member Libraries* are all "offset" or "pass through" lines that increase / decrease as State support changes.

If State funding increases or decreases at a rate other than what we have projected these lines will change as well and balance with changes on the income side.

* *Downloadable Media* costs are still being discussed with the member libraries and the figure included in this draft budget should be considered as a “placeholder” at this time.

* *Coordinated Orders* are offset by the corresponding income line in the SCLS budget and are designed to maximize cost savings for participating member libraries.

* *Misc. Grants* are bullet aid and other legislative grants that SCLS passes through to the member libraries. The entire expense is offset on the revenue side of our budget. Since the amount received is so unpredictable and offsets completely in both revenue and expenditures it is listed as \$0 on the budget.

* *Telephone Voice* decreases based upon anticipated costs in 2024.

* *ISP Service* shows decreases due to a new contract that was negotiated with our vendor.

* *Line of Credit Interest* is the cost of borrowing money to meet cash flow requirements while awaiting State Aid payments. We have not used this line of credit for many years and fully anticipate that we will not in 2024 as well.

* *Postage and Freight SCLS* shows an increase due to an increase in out-of-system borrowing of library materials.

* *Publicity and Printing* shows a large decrease as more of this work is now done through social media.

* *Lost in Transit* is reimbursements for items that are lost or damaged during the delivery process. This number is decreasing due to current projections and the decrease in overall ILL since the pandemic.

* *Maintenance – Office Equipment* includes costs for copiers, print management systems, and shipping department equipment and shows a decrease based upon contracts and needs.

* *Computer Services* includes a wide variety of services used by both SCLS and the member libraries.

* *Vehicle Operation and Maintenance* will change due to SCLS adding electric vehicles which decreases gas costs but the new larger vehicles (SLED and TECH Van) are more costly to perform maintenance on.

* *Programs* are the cost of SCLS putting on workshops, seminars, and events for member library staff, administrators, and trustees.

* *Professional Development* is the cost of SCLS staff programs, classes, workshops, seminars, and conference attendance.

* *Gas and Electric* costs will decrease due to current estimates and the continued success of our commitment to sustainability.

* *Contract Services* includes things like the outsourced part of our delivery, the cleaning of our building, snow removal, lawn maintenance, and other operational costs. This line will increase due primarily to general energy cost increases.

* *Insurance* costs are increasing reflective of current 2024 cost estimates. The increases are due to rising insurance rates and the policies for the new vehicles that we have purchased over the last few years.

* *Equipment Vehicle* includes the purchase of a new electric delivery vehicle.

* *Facility Renovations* includes money budgeted to purchase and install a new and larger generator.

Summary

The draft FY 2024 SCLS Budget shows an operational revenue increase of 3.04% or \$210,049.

Member Support in 2024 is projected to increase 1.5% or \$35,274.

This draft budget is still in development and we expect some meaningful changes may be made before a final proposed budget is approved by the SCLS Board, and sent to you for a vote, in early November.

Member Support Note

While overall member support would change 1.5% in 2024 some individual member libraries will see a change of a different amount based on the formula that we use to calculate these payments. Member Support is based on both the service population (which did not change this year) and the annual expenditures that a library reports on their State Report (which can change each year.) For this budget/member support chart we are using the 2022 State Report figures. Please see the attached chart.

Budget Process

This is the first draft of the SCLS FY 2024 Budget. We welcome any comments, questions, or concerns that anyone may have about this draft budget. After further review, adjustment, and consideration of any input received from the member libraries SCLS will present a final proposed FY 2024 Budget for your consideration in early November and the budget vote will take place throughout both November and December.

We look forward to receiving your input on this draft budget and discussing it with you.

2024 BUDGET REVENUE

	2022	2023	2024	2023 to 2024	2023 to 2024
SOURCE	Budget	Budget	Proposed	\$ Change	% Change
N. Y. State	2,656,409	2,883,774	2,941,533	57,759	2.00%
Local Services Support Aid	306,749	330,753	337,368	6,615	2.00%
Outreach	218,531	235,160	239,863	4,703	2.00%
SCLS: CLA	145,326	156,407	159,535	3,128	2.00%
Misc. Grants	242,000	0	0	0	0.00%
Interest	5,000	5,000	65,000	60,000	1200.00%
Rental	57,500	58,100	59,000	900	1.55%
Delivery Service	500	1,500	1,500	0	0.00%
Mailing Overdues	15,000	15,000	15,000	0	0.00%
Miscellaneous	10,000	10,000	15,000	5,000	50.00%
Contributions	100	100	100	0	0.00%
Programs/Rooms	5,000	6,000	12,000	6,000	100.00%
Library Contract Service	162,000	162,000	162,000	0	0.00%
Member Library Support	2,328,334	2,351,617	2,386,891	35,274	1.50%
PALS Admin. Fee	644,422	679,331	700,000	20,669	3.04%
Sustainable Libraries Initiative	0	20,000	30,000	10,000	50.00%
RFID Support	0	0	0	0	0.00%
Sub-Total (Operational)	6,796,871	6,914,742	7,124,791	210,049	3.04%
<i>Central Library support</i>					
Shared Services	12,000	12,000	53,000	41,000	341.67%
Homework Help	55,000	55,000	55,000	0	0.00%
Sub-Total (Central Library)	67,000	67,000	108,000	41,000	61.19%
<i>DIRECT OFFSET</i>					
LLSA Member Libraries	433,957	467,287	476,633	9,346	2.00%
CLA CBA Central Library	345,458	371,799	379,235	7,436	2.00%
Suffolk E-Resources	744,000	770,040	793,141	23,101	3.00%
Coordinated Orders	1,000,000	1,200,000	1,300,000	100,000	8.33%
Downloadable Media	5,193,680	5,531,127	5,918,306	387,179	7.00%
SCLS: CBA	15,484	16,500	16,830	330	2.00%
Dedicated Library Aid (Grants)	8,926	31,500	32,130	630	2.00%
Misc. Grants	0	0	0	0	0.00%
Sub-Total (Direct Offset)	7,741,505	8,388,253	8,916,275	528,022	6.29%
Transfer from Unappropriated					
Fund Balance	0	130,000	125,000	(5,000)	100.00%
Sub-Total (Non-Operational)	-	130,000	125,000	(5,000)	100.00%
TOTAL REVENUE	14,605,376	15,499,995	16,274,065	774,070	4.99%

2024 Budget Expenditures

ACCOUNT TITLE	2022	2023	2024	2023 to 2024	2023 to 2024
	Budget	Budget	Proposed	\$ Change	% Change
<i>SALARIES</i>					
LIBRARIANS	1,305,985	1,492,060	1,640,159	148,099	9.93%
CLERICAL	1,029,845	1,069,789	1,116,311	46,522	4.35%
Shipping & Maint.	376,835	365,357	331,152	(34,205)	-9.36%
SUBSTITUTES & HOURLY	175,813	167,266	136,660	(30,606)	-18.30%
SUB-TOTAL (Salaries)	2,888,478	3,094,472	3,224,282	129,810	4.19%
<i>FIXED CHARGES & FRINGE BENEFITS</i>					
RETIREMENT	400,000	400,000	390,000	(10,000)	-2.50%
SOCIAL SECURITY	220,768	232,312	242,000	9,688	4.17%
WORKER'S COMP.	41,500	37,500	40,000	2,500	6.67%
UNEMPLOYMENT	1,000	1,000	1,000	0	0.00%
DISABILITY	5,000	5,000	5,500	500	10.00%
HEALTH INSURANCE	445,000	460,000	600,000	140,000	30.43%
MEDICAL INS. RETIREES	500,000	520,000	545,000	25,000	4.81%
DENTAL	42,000	38,000	42,000	4,000	10.53%
OPTICAL	4,500	4,500	6,000	1,500	33.33%
FLEX PLAN	500	500	500	0	0.00%
SICK & VAC. PAYOUTS	85,000	95,000	100,000	5,000	5.26%
LONG TERM CARE INS.	2,500	2,000	2,000	0	0.00%
INSURANCE INCENTIVE	26,000	42,000	45,000	3,000	7.14%
Empl. Assist. Program	2,000	1,800	1,800	0	0.00%
SUB-TOTAL (Fixed & Fringe)	1,775,768	1,839,612	2,020,800	181,188	9.85%
<i>PROFESSIONAL FEES</i>					
SUB-TOTAL (Professional Fees)	62,350	57,050	57,050	0	0.00%
<i>LIBRARY MATERIALS</i>					
BOOKS	2,500	10,000	8,000	(2,000)	-20.00%
DOWNLOADABLE MEDIA	100,000	105,000	105,000	0	0.00%
HOMEWORK HELP	366,000	306,000	306,000	0	0.00%
SUB-TOTAL	468,500	421,000	419,000	(2,000)	-0.48%
<i>DIRECT OFFSET</i>					
LLSA MEMBER LIBRARIES	433,957	467,287	476,633	9,346	2.00%
CLA CBA CNTRL LIBRARY	345,458	371,799	379,235	7,436	2.00%
SUFFOLK E-RESOURCES	744,000	770,040	793,141	23,101	3.00%
COORDINATED ORDERS	1,000,000	1,200,000	1,300,000	100,000	8.33%
DOWNLOADABLE MEDIA	5,193,680	5,531,127	5,918,306	387,179	7.00%
CBA MATERIALS	15,484	16,500	16,830	330	2.00%
Dedicated Library Aid	8,926	31,500	32,130	630	2.00%
Misc. Grants	-	0	0	0	0.00%
SUB-TOTAL	7,741,505	8,388,253	8,916,275	528,022	6.29%

2024 Budget Expenditures

ACCOUNT TITLE	2022	2023	2024	2023 to 2024	2023 to 2024
	Budget	Budget	Proposed	\$ Change	% Change
<i>OPERATIONS</i>					
OFFICE & LIB. SUPPLIES	44,500	40,500	40,500	0	0.00%
TELEPHONE VOICE	26,000	23,000	20,000	(3,000)	-13.04%
ISP SERVICE	60,000	35,000	30,000	(5,000)	-14.29%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	12,500	15,000	15,000	0	0.00%
POSTAGE OVERDUES	12,000	9,000	9,000	0	0.00%
PUBLICITY & PRINTING	30,000	50,000	30,000	(20,000)	-40.00%
TRAVEL	20,500	23,500	23,500	0	0.00%
LOST IN TRANSIT	13,500	10,000	8,000	(2,000)	-20.00%
OVERDUE SUPPLIES	3,500	3,500	0	(3,500)	-100.00%
MEMBERSHIP DUES	25,000	25,000	23,000	(2,000)	-8.00%
MAINT. - OFFICE EQUIP.	18,050	16,000	15,000	(1,000)	-6.25%
COMPUTER SERVICES	260,500	261,500	263,000	1,500	0.57%
VEHICLE OPERATION	40,700	35,000	32,500	(2,500)	-7.14%
VEHICLE MAINTENANCE	12,000	17,500	20,000	2,500	14.29%
SECURITY SERVICES	21,500	21,858	21,858	0	0.00%
TRUSTEE EXPENSE	2,500	2,000	2,000	0	0.00%
PROGRAMS	59,500	51,300	35,000	(16,300)	-31.77%
PROF. DEVELOPMENT	35,500	37,000	52,500	15,500	41.89%
Misc	-	0	0	0	0.00%
SUB-TOTAL	697,850	676,758	640,958	(35,800)	-5.29%
<i>BUILDING OPERATIONS</i>					
GAS	21,000	31,000	25,000	(6,000)	-19.35%
ELECTRICITY	36,000	47,000	39,000	(8,000)	-17.02%
WATER	1,500	1,200	1,200	0	0.00%
SUPPLIES-JANITORIAL	2,500	2,000	2,500	500	25.00%
CONTRACT SERVICES	307,125	358,800	360,500	1,700	0.47%
REPAIR - BLDG. & EQUIP.	40,000	40,000	50,000	10,000	25.00%
SUB-TOTAL	408,125	480,000	478,200	(1,800)	-0.38%
INSURANCE	77,800	77,850	104,500	26,650	34.23%
EQUIPMENT - LENDING LIBRARY	5,000	5,000	5,000	0	0.00%
EQUIPMENT - SYSTEM	55,000	45,000	35,000	(10,000)	-22.22%
EQUIPMENT - VEHICLES	275,000	65,000	65,000	0	0.00%
FACILITY RENOVATIONS	150,000	350,000	308,000	(42,000)	-12.00%
SUB-TOTAL	562,800	542,850	517,500	(25,350)	-4.67%
TOTAL EXPENDITURES	14,605,376	15,499,995	16,274,065	774,070	4.99%

**Proposed 2024 MEMBER LIBRARY SUPPORT @ 1.50% (OVERALL INCREASE)
BASED ON ANNUAL REPORT FINANCIALS: 2022**

	ACT 2023 ML SUPP	PROP 2024 ML SUPP	\$ Change PROP 2024 FROM 2023 ACT	% Change PROP 2024 FROM 2022 ACT
AMAGANSETT	11,168	11,336	168	1.50%
AMITYVILLE	33,869	35,112	1,243	3.67%
BABYLON	19,119	19,349	230	1.20%
BAYPORT-BLUE POINT	23,517	25,981	2,464	10.48%
BAY SHORE-BRIGHTWATERS	43,846	44,420	574	1.31%
BRENTWOOD	108,934	112,179	3,245	2.98%
BROOKHAVEN	11,444	11,624	180	1.57%
CENTER MORICHES	40,667	41,977	1,310	3.22%
CENTRAL ISLIP	50,211	50,730	519	1.03%
COLD SPRING HARBOR	19,082	19,021	(61)	-0.32%
COMMACK	31,696	31,860	164	0.52%
COMSEWOGUE	64,172	63,634	(538)	-0.84%
CONNETQUOT	61,929	63,284	1,355	2.19%
COPIAGUE	43,666	43,912	246	0.56%
CUTCHOGUE-NEW SUFFOLK	11,456	11,518	62	0.54%
DEER PARK	36,142	35,562	(580)	-1.60%
EAST HAMPTON	31,350	33,433	2,083	6.64%
EAST ISLIP	38,024	38,843	819	2.15%
ELWOOD	19,068	19,573	505	2.65%
EMMA S CLARK	66,706	67,082	376	0.56%
FLOYD MEMORIAL	11,168	11,336	168	1.50%
HALF HOLLOW HILLS	73,215	75,000	1,785	2.44%
HAMPTON BAYS	24,902	26,179	1,277	5.13%
HAMPTON	11,168	11,336	168	1.50%
HARBORFIELDS	37,215	37,432	217	0.58%
HAUPPAUGE	23,655	23,172	(483)	-2.04%
HUNTINGTON	69,643	69,645	2	0.00%
ISLIP	32,230	33,716	1,486	4.61%
JOHN JERMAIN	16,710	16,854	144	0.86%
LINDENHURST	52,854	51,958	(896)	-1.70%
LONGWOOD	85,659	87,477	1,818	2.12%
MASTICS-MORICHES-SHIRLEY	85,263	79,140	(6,123)	-7.18%
MATTTUCK	11,168	11,899	731	6.55%
MIDDLE COUNTRY	122,483	125,959	3,476	2.84%
MONTAUK	11,168	11,336	168	1.50%
NORTH BABYLON	38,518	38,790	272	0.71%
NORTH SHORE	42,107	42,861	754	1.79%
NORTHPORT-EAST NORTHPORT	77,539	77,625	86	0.11%
PATCHOGUE-MEDFORD	86,365	87,806	1,441	1.67%
PORT JEFFERSON	33,539	33,874	335	1.00%
QUOGUE	11,168	11,336	168	1.50%
RIVERHEAD	51,587	52,447	860	1.67%
ROGERS MEMORIAL	36,329	37,028	699	1.92%
SACHEM	116,145	119,047	2,902	2.50%
SAYVILLE	30,786	31,403	617	2.00%
SHELTER ISLAND	11,168	11,336	168	1.50%
SMITHTOWN	160,026	163,896	3,870	2.42%
SOUTH COUNTRY	29,733	30,302	569	1.91%
SOUTH HUNTINGTON	58,259	59,887	1,628	2.79%
SOUTHOLD	11,168	11,336	168	1.50%
WEST BABYLON	38,464	40,041	1,577	4.10%
WEST ISLIP	40,455	40,659	204	0.50%
WESTHAMPTON	25,265	26,263	998	3.95%
WYANDANCH	18,429	18,085	(344)	-1.87%
TOTALS:	2,351,617	2,386,891	35,274	1.50%



Mattituck-Laurel Library Warrants / Expenses

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

To be approved at the Library Board Meeting on October 16 , 2023

Operating Account Total	\$105,791.57
Payroll	\$65,265.75
Non Payroll	\$40,525.82
Cultural Activities Fund	\$3,435.00
Money Market Account	\$13,450.00
Building Fund Savings	\$0
Building Fund Checking	\$0
Donations in excess of \$1,000	None

10/04/23

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Sep 23</u>
General Fund	
Operating Fund	532,493.27
Building Fund	
Checking	285,741.34
Savings	57,303.62
	<hr/>
Total Building Fund	343,044.96
	<hr/>
Total General Fund	875,538.23
Cultural Activities Fund	
Coffee Machine	458.17
Teen Programs	21.12
Children's Programs	1,226.17
Staff Activity Fund	256.00
Adult Programs Wash Acco...	7,154.51
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
Cultural Activities Fund - Ot...	-94.49
	<hr/>
Total Cultural Activities Fund	9,743.51
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,495.05
Undesignated & Interest	1,350.97
Capital Reserve Fund	400,136.70
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	460,619.81
	<hr/>
TOTAL	1,345,901.55

10/04/23

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

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth DVD's				
09/06/2023	Midwest Tape	504275830	24.49	24.49
09/18/2023	Midwest Tape	504344338	20.99	20.99
09/30/2023	Midwest Tape	504373783	20.99	20.99
Total Youth DVD's				66.47
Youth Computer Software				
09/12/2023	Business Card	Minecraft, Alwa's	53.88	53.88
Total Youth Computer Software				53.88
Youth Books				
09/06/2023	B&T Juvenile Account	August Invoices	166.43	166.43
09/30/2023	Penworthy	Qty 15 Books	313.36	313.36
Total Youth Books				479.79
Total Youth Materials				600.14
Adult Materials				
DVD/Music CD				
09/06/2023	Midwest Tape	504275809	24.49	24.49
09/06/2023	Midwest Tape	504275807	18.89	18.89
09/12/2023	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
09/12/2023	Midwest Tape	504306852	20.99	20.99
09/12/2023	Midwest Tape	504306850	20.99	20.99
09/18/2023	Midwest Tape	504344901	10.49	10.49
09/18/2023	Midwest Tape	504344900	13.99	13.99
09/18/2023	Midwest Tape	504344339	15.39	15.39
09/30/2023	Midwest Tape	504389148	42.99	42.99
09/30/2023	Midwest Tape	504393640	13.99	13.99
Total DVD/Music CD				207.21
Digital Material Subscriptions				
09/06/2023	Kanopy, Inc.	Invoice #362774-PPU	233.00	233.00
09/06/2023	Midwest Tape	Hoopla for the month en...	155.80	155.80
09/30/2023	Kanopy, Inc.	Invoice #367384-PPU	180.00	180.00
Total Digital Material Subscriptions				568.80
Adult Books				
09/06/2023	B&T Adult Account	August Invoices	2,124.14	2,124.14
09/12/2023	Business Card	Debate Guide,APA Man...	51.35	51.35
Total Adult Books				2,175.49
Large Print Books				
09/06/2023	B&T Adult Account	August Invoices	299.32	299.32
Total Large Print Books				299.32
Newspapers				
09/06/2023	Daily News	Pays through 9/19/23 - ...	90.00	90.00
09/12/2023	Newsday	From 9/25/23 to 11/19/23	287.92	287.92
09/18/2023	New York Post	52 weeks	784.68	784.68
Total Newspapers				1,162.60
Total Adult Materials				4,413.42
Teen Materials				

10/04/23

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
09/07/2023	B&T Teen Account	August Invoices	279.54	279.54
Total Teen Materials				279.54
Total Library Materials				5,293.10
Capital Expenditures				
09/19/2023	Emerald Island	Vacuum, Serial no. 231...	919.00	919.00
Total Capital Expenditures				919.00
Technology				
09/06/2023	P.M. Communications Corp.	Monthly Maintenance	117.89	117.89
09/12/2023	Business Card	Laptop charger, Qty 4 Ke...	176.09	176.09
09/30/2023	P.M. Communications Corp.	Reference Station new p...	165.00	165.00
09/30/2023	Elan Financial Services	3D Printer Filament	116.97	116.97
Total Technology				575.95
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
09/12/2023	Business Card	Fish food	24.45	24.45
09/19/2023	Living Art Aquariums	Svc 8/8/23, 8/21/23, Fis...	470.00	470.00
Total Aquarium Maintenance				494.45
HVAC Maintenance				
09/06/2023	Kolb Service Corp.	No A/C for Zone closest ...	331.75	331.75
09/07/2023	Kolb Service Corp.	Unit blowing warm air in ...	359.50	359.50
09/30/2023	Kolb Service Corp.	Routine A/C Service	466.75	466.75
Total HVAC Maintenance				1,158.00
Exterminator				
09/12/2023	Hampton Pest Management, Inc.	Rodent Control	125.00	125.00
Total Exterminator				125.00
Elevator Maint.				
09/06/2023	Champion Elevator	Quarterly Elevator Maint...	1,219.88	1,219.88
Total Elevator Maint.				1,219.88
Other Building Maint.				
09/13/2023	Marias Touch Cleaning Services	Cleaning Service 9.1.23,...	760.00	760.00
09/30/2023	Mattituck Plumbing & Heating	Pump was unplugged / ...	176.00	176.00
Total Other Building Maint.				936.00
Total Building Maintenance				3,933.33
Electric				
09/06/2023	PSEGLI	Service from July 21, 20...	2,878.36	2,878.36
09/30/2023	PSEGLI	Svc. from Aug 22, 2023 ...	2,423.71	2,423.71
Total Electric				5,302.07
Gas				
09/30/2023	National Grid	From Aug 18, 2023 to S...	53.60	53.60
Total Gas				53.60
Grounds Maintenance				
Other Grounds Maintenance				
09/06/2023	Twin Fork Landscape Contracti...	5 Cuts 8.1,8.8,8.15,8.22...	325.00	325.00

10/04/23

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
09/13/2023	Twin Fork Landscape Contracti...	Bed Maintenance and S...	800.00	800.00
09/30/2023	Twin Fork Landscape Contracti...	4 Cuts 9/5,9/12,9/19,9/26	260.00	260.00
Total Other Grounds Maintenance				1,385.00
Total Grounds Maintenance				1,385.00
Water				
North Fork Water				
09/18/2023	ReadyFresh	Qty 7 - 5 gallon Water	131.91	131.91
Total North Fork Water				131.91
SCWA				
09/07/2023	SCWA	Service from May 27, 20...	886.22	886.22
Total SCWA				886.22
Total Water				1,018.13
Garbage Removal				
09/30/2023	Mattituck Enviro Services	4 YD Trash Svc.	241.62	241.62
Total Garbage Removal				241.62
Total Operations and Maintenance				11,933.75
Miscellaneous Expense				
Contingency				
09/13/2023	Volz & Vigliotta, PLLC	Policy review, Patron M...	1,992.00	1,992.00
Total Contingency				1,992.00
Maintenance Office Equipment				
Optimum Internet Service				
09/18/2023	Optimum	Billing period 9/16 - 10/15	242.95	242.95
Total Optimum Internet Service				242.95
Computer/Network Maintenance				
09/12/2023	L2J Consulting, Inc.	Monthly IT Support - Se...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
09/06/2023	Librarica LLC	Support/Updates Renew...	238.80	238.80
09/30/2023	Elan Financial Services	DRI CrashPlan	32.55	32.55
09/30/2023	Elan Financial Services	Adobe, Constant Contact	663.08	663.08
Total Computer Software Licenses				934.43
Total Maintenance Office Equipment				2,177.38
Membership				
Museum Passes				
09/30/2023	Metropolitan Opera Association...	Met Opera - Manon and ...	150.00	150.00
09/30/2023	Elan Financial Services	American Museum of N...	250.00	250.00
Total Museum Passes				400.00
Total Membership				400.00
Postage				
Newsletter mailing				
09/12/2023	Postmaster	September/October Ne...	400.00	400.00

10/04/23

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Newsletter mailing				400.00
Total Postage				400.00
Printing & Advertising				
Newsletter printing				
09/19/2023	Pine Barrens Printing	Sep/Oct Newsletter Printing	4,269.00	4,269.00
Total Newsletter printing				4,269.00
Total Printing & Advertising				4,269.00
Professional Fees				
SCLS/Overdue Notices				
09/30/2023	SCLS	Overdues - Processed a...	26.46	26.46
Total SCLS/Overdue Notices				26.46
Total Professional Fees				26.46
Programs - Adult				
Adult Reading Club & Book Discu				
09/12/2023	Business Card	Books - Qty 15 Invasion ...	245.48	245.48
09/19/2023	Beverly Wowak.	Reimburse Glass dispen...	66.13	66.13
Total Adult Reading Club & Book Discu				311.61
Adult Programs				
09/12/2023	David Scotti	Doo Wop Concert 9.16.23	800.00	800.00
09/12/2023	Business Card	Books - Dickenson, Hai...	382.71	382.71
09/13/2023	Donna L. Nesteruk	Tuning Fork 9.12.23	300.00	300.00
09/19/2023	Rob Scott	Taste of Italy 9.20.23	445.00	445.00
09/30/2023	Constance J. Lagan	Four Agreements 9.21.23	250.00	250.00
09/30/2023	Canio Pavone	Castan & Canio: Septe...	150.00	150.00
09/30/2023	Elan Financial Services	Zoom	63.96	63.96
Total Adult Programs				2,391.67
Total Programs - Adult				2,703.28
Programs - Juvenile				
09/12/2023	Nicole Summers Sparling	Baby Boogie, Toddler T...	350.00	350.00
09/12/2023	Business Card	Fall decorations	10.92	10.92
09/30/2023	Nicole Summers Sparling	Baby Boogie, Toddler T...	350.00	350.00
Total Programs - Juvenile				710.92
Programs - Teen				
09/12/2023	Business Card	Embroidery, Wreaths, H...	82.70	82.70
09/19/2023	Rob Scott	Pumpkin Cookies 9.25.23	235.00	235.00
Total Programs - Teen				317.70
Supplies - Library				
09/12/2023	Quill Corporation	Qty 3 - Ry24aagapmt bk...	83.97	83.97
09/12/2023	Business Card	Black out shades, Stora...	111.81	111.81
09/13/2023	Sara Colichio.	Reimburse Hot Beverag...	57.99	57.99
09/30/2023	Shauna Scholl.	Reimburse Snacks for B...	61.83	61.83
09/30/2023	Elan Financial Services	T-shirts for Staff, Cricut, ...	162.86	162.86
09/30/2023	Quill Corporation	1 Box Shredder wasteba...	40.99	40.99
Total Supplies - Library				519.45
Supplies - Office				
09/06/2023	Orlowski Hardware Company, I...	Bottle brush, duct tape, ...	28.15	28.15

10/04/23

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
09/06/2023	Quill Corporation	Coffee Kcups 24/bx	11.45	11.45
09/06/2023	Quill Corporation	HP toner cartridges / Bla...	426.97	426.97
09/06/2023	Olivia Connelly	Refund Patron / Lost Bo...	13.00	13.00
09/30/2023	Quill Corporation	1 carton Mini moo 1/2 & ...	25.99	25.99
09/30/2023	Quill Corporation	Scotch tape, Napkins, C...	97.37	97.37
09/30/2023	Quill Corporation	Sugar 20 oz 3 pk	9.59	9.59
09/30/2023	Quill Corporation	Tissue 6 pk	20.59	20.59
09/30/2023	Cutchogue-New Suffolk Library	Patron Ruhul Kakar paid...	8.00	8.00
Total Supplies - Office				641.11
Supplies - Paper				
09/06/2023	Quill Corporation	1 carton 11x17 copy pap...	61.15	61.15
Total Supplies - Paper				61.15
Telephone				
09/18/2023	Optimum	Billing period 9/16 - 10/15	155.83	155.83
Total Telephone				155.83
Total Miscellaneous Expense				14,374.28
Debt Service Total				
Mortgage Interest				
09/19/2023	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74
Total Mortgage Interest				7,429.74
Total Debt Service Total				7,429.74
TOTAL				40,525.82

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

	<u>Sep 23</u>
Ordinary Income/Expense	
Income	
Interest	4.75
Direct Public Support	
Programs & Tickets Paid For	362.50
Direct Public Support - Other	76.40
	<hr/>
Total Direct Public Support	438.90
Fines	67.22
Library Materials Paid For	15.98
Copy Machine	338.15
	<hr/>
Total Income	865.00
	<hr/>
Gross Profit	865.00
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	25,731.94
Clerical	28,850.45
Custodian	2,093.94
	<hr/>
Total Salaries	56,676.33
Benefits	
Fica	4,072.07
Disability Insurance	-308.41
Medical Insurance	5,343.32
Retirement	3,260.93
Unemployment Insurance	301.17
	<hr/>
Total Benefits	12,669.08
Total Payroll Expenses	69,345.41
Library Materials	
Youth Materials	
Youth DVD's	66.47
Youth Computer Software	53.88
Youth Books	479.79
	<hr/>
Total Youth Materials	600.14
Adult Materials	
DVD/Music CD	207.21
Digital Material Subscriptions	568.80
Adult Books	2,175.49
Large Print Books	299.32
Newspapers	1,162.60
	<hr/>
Total Adult Materials	4,413.42
Teen Materials	279.54
	<hr/>
Total Library Materials	5,293.10

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

	Sep 23
Capital Expenditures	919.00
Technology	575.95
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	494.45
HVAC Maintenance	1,158.00
Exterminator	125.00
Elevator Maint.	1,219.88
Other Building Maint.	936.00
Total Building Maintenance	3,933.33
Electric	5,302.07
Gas	53.60
Grounds Maintenance	
Other Grounds Maintenance	1,385.00
Total Grounds Maintenance	1,385.00
Water	
North Fork Water	131.91
SCWA	886.22
Total Water	1,018.13
Garbage Removal	241.62
Total Operations and Maintenance	11,933.75
Miscellaneous Expense	
Contingency	1,992.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	118.44
Optimum Internet Service	242.95
Computer/Network Maintenance	1,000.00
Computer Software Licenses	934.43
Total Maintenance Office Equipm...	2,295.82
Membership	
Museum Passes	400.00
Total Membership	400.00
Postage	
Newsletter mailing	400.00
Total Postage	400.00
Printing & Advertising	
Newsletter printing	4,269.00
Total Printing & Advertising	4,269.00
Professional Fees	
Payroll Processing	-486.70
SCLS/Overdue Notices	26.46

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

	Sep 23
Total Professional Fees	-460.24
Programs - Adult	
Adult Reading Club & Book Dis...	311.61
Adult Programs	2,391.67
Total Programs - Adult	2,703.28
Programs - Juvenile	710.92
Programs - Teen	317.70
Supplies - Library	519.45
Supplies - Office	641.11
Supplies - Paper	61.15
Telephone	155.83
Total Miscellaneous Expense	14,006.02
Debt Service Total	
Mortgage Interest	7,429.74
Total Debt Service Total	7,429.74
Total Expense	109,502.97
Net Ordinary Income	-108,637.97
Net Income	-108,637.97

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

	Jan - Sep 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	12,670.19	4,000.00	8,670.19	316.8%
Mattituck-Cutchoogue 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	38.84	100.00	-61.16	38.8%
Direct Public Support				
Programs & Tickets Paid For	1,687.70			
Direct Public Support - Other	9,082.41	2,000.00	7,082.41	454.1%
Total Direct Public Support	10,770.11	2,000.00	8,770.11	538.5%
Fines	601.42	0.00	601.42	100.0%
Library Materials Paid For	612.15			
Copy Machine	4,016.05	2,000.00	2,016.05	200.8%
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	1,686,569.52	1,596,799.00	89,770.52	105.6%
Gross Profit	1,686,569.52	1,596,799.00	89,770.52	105.6%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	234,877.47	334,851.00	-99,973.53	70.1%
Clerical	274,721.64	429,895.00	-155,173.36	63.9%
Custodian	21,621.18	47,477.00	-25,855.82	45.5%
Total Salaries	531,220.29	812,223.00	-281,002.71	65.4%
Benefits				
Fica	38,686.15	60,342.00	-21,655.85	64.1%
Disability Insurance	822.35	1,000.00	-177.65	82.2%
Medical Insurance	35,976.66	89,240.00	-53,263.34	40.3%
Retirement	28,652.03	50,749.00	-22,096.97	56.5%
Unemployment Insurance	8,891.66	10,000.00	-1,108.34	88.9%
Total Benefits	113,028.85	211,331.00	-98,302.15	53.5%
Total Payroll Expenses	644,249.14	1,023,554.00	-379,304.86	62.9%
Library Materials				
Youth Materials				
Youth Arts & Crafts	157.66	2,500.00	-2,342.34	6.3%
Youth DVD's	277.74	500.00	-222.26	55.5%
Youth Computer Software	708.57	1,500.00	-791.43	47.2%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	6,231.42	14,000.00	-7,768.58	44.5%
Total Youth Materials	7,375.39	19,000.00	-11,624.61	38.8%
Adult Materials				
DVD/Music CD	2,735.46	4,000.00	-1,264.54	68.4%
Live-brary Downloadable e-bo...	49,295.00	51,000.00	-1,705.00	96.7%
Digital Material Subscriptions	7,935.87	12,500.00	-4,564.13	63.5%
Title Source	1,155.00	1,050.00	105.00	110.0%
Adult Books	17,119.99	21,000.00	-3,880.01	81.5%
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 September 2023

	Jan - Sep 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	3,387.51	4,500.00	-1,112.49	75.3%
Newspapers	4,911.90	7,000.00	-2,088.10	70.2%
Periodicals	4,861.75	4,500.00	361.75	108.0%
Total Adult Materials	94,570.81	116,850.00	-22,279.19	80.9%
Teen Materials	1,368.81	3,500.00	-2,131.19	39.1%
Total Library Materials	103,315.01	139,350.00	-36,034.99	74.1%
Capital Expenditures	6,749.41	19,000.00	-12,250.59	35.5%
Technology	5,561.06	9,000.00	-3,438.94	61.8%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,094.45	3,500.00	-1,405.55	59.8%
HVAC Maintenance	3,687.87	2,000.00	1,687.87	184.4%
Exterminator	1,310.00	1,000.00	310.00	131.0%
False Alarms	110.00	200.00	-90.00	55.0%
Alarm Test	0.00	200.00	-200.00	0.0%
Elevator Maint.	4,148.74	4,000.00	148.74	103.7%
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.	7,866.73	7,000.00	866.73	112.4%
Total Building Maintenance	20,593.84	20,475.00	118.84	100.6%
Custodial Supplies	838.84	900.00	-61.16	93.2%
Electric	17,210.87	26,400.00	-9,189.13	65.2%
Gas	5,887.65	11,000.00	-5,112.35	53.5%
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	9,795.00	11,000.00	-1,205.00	89.0%
Total Grounds Maintenance	10,741.00	16,000.00	-5,259.00	67.1%
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	668.53	350.00	318.53	191.0%
SCWA	1,439.27	3,300.00	-1,860.73	43.6%
Total Water	2,107.80	3,650.00	-1,542.20	57.7%
Garbage Removal	2,470.20	3,000.00	-529.80	82.3%
Total Operations and Maintenance	89,598.51	115,425.00	-25,826.49	77.6%
Miscellaneous Expense				
Legal Fees	2,758.50	2,500.00	258.50	110.3%
Contingency	1,992.00	3,000.00	-1,008.00	66.4%
Maintenance Office Equipment				

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 10/04/23
 Cash Basis

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

	Jan - Sep 23	Budget	\$ Over Budget	% of Budget
Verizon Mobile Hotspots	1,065.96	1,500.00	-434.04	71.1%
Optimum Internet Service	2,190.14	3,000.00	-809.86	73.0%
Copy Machine	3,291.28	8,500.00	-5,208.72	38.7%
Computer/Network Maintenance	9,000.00	12,000.00	-3,000.00	75.0%
BookScan Maintenance	685.00	650.00	35.00	105.4%
Computer Software Licenses	6,157.31	8,500.00	-2,342.69	72.4%
Total Maintenance Office Equip...	22,389.69	34,150.00	-11,760.31	65.6%
Membership				
Professional Memberships	898.90	2,000.00	-1,101.10	44.9%
Museum Passes	4,009.99	5,000.00	-990.01	80.2%
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	5,500.39	8,150.00	-2,649.61	67.5%
Postage				
Postage & Stamps	518.70	650.00	-131.30	79.8%
Mailing Permit	290.00	250.00	40.00	116.0%
Newsletter mailing	1,463.78	1,400.00	63.78	104.6%
Post Office Box Fee	178.00	160.00	18.00	111.3%
Total Postage	2,450.48	2,460.00	-9.52	99.6%
Printing & Advertising				
Other printing & advertising	3,326.18	1,000.00	2,326.18	332.6%
Newsletter printing	17,425.00	11,000.00	6,425.00	158.4%
Total Printing & Advertising	20,751.18	12,000.00	8,751.18	172.9%
Professional Fees				
Payroll Processing	4,756.89	10,000.00	-5,243.11	47.6%
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	184.62	500.00	-315.38	36.9%
SCLS/Annual Membership	11,968.00	12,000.00	-32.00	99.7%
Total Professional Fees	37,745.29	56,210.00	-18,464.71	67.2%
Programs - Adult				
Motion Picture/Music Licensing	328.12	500.00	-171.88	65.6%
Adult Reading Club & Book Di...	3,595.11	3,500.00	95.11	102.7%
Adult Programs	16,645.83	16,000.00	645.83	104.0%
Total Programs - Adult	20,569.06	20,000.00	569.06	102.8%
Programs - Juvenile	7,071.76	10,000.00	-2,928.24	70.7%
Programs - Summer	12,344.53	7,500.00	4,844.53	164.6%
Programs - Teen	6,346.47	6,500.00	-153.53	97.6%
Supplies - Library	6,700.09	10,500.00	-3,799.91	63.8%
Supplies - Office	2,374.23	4,000.00	-1,625.77	59.4%
Supplies - Paper	1,166.88	2,500.00	-1,333.12	46.7%
Telephone	1,404.43	2,000.00	-595.57	70.2%
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	154,008.80	190,470.00	-36,461.20	80.9%
Debt Service Total				
Mortgage Interest	7,429.74			

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

	Jan - Sep 23	Budget	\$ Over Budget	% of Budget
Debt Service Total - Other	143,164.58	100,000.00	43,164.58	143.2%
Total Debt Service Total	150,594.32	100,000.00	50,594.32	150.6%
Total Expense	1,154,076.25	1,596,799.00	-442,722.75	72.3%
Net Ordinary Income	532,493.27	0.00	532,493.27	100.0%
Net Income	532,493.27	0.00	532,493.27	100.0%

10/04/23

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

Type	Date	Name	Memo	Paid Amount
Cultural Activities Fund				
Coffee Machine				
Deposit	09/05/2023		Coffee	5.00
Deposit	09/11/2023		Coffee	4.00
Deposit	09/18/2023		Coffee	5.00
Deposit	09/29/2023		Coffee	5.00
Total Coffee Machine				19.00
Adult Programs Wash Account				
Deposit	09/05/2023	Cutchogue-New Suffolk ...	Shared Program ...	400.00
Deposit	09/05/2023		Aerobics	750.00
Deposit	09/05/2023		Cooking	50.00
Deposit	09/05/2023		LI Aquarium Tick...	378.00
Deposit	09/05/2023		Defensive Driving	70.00
Deposit	09/07/2023		Yoga	174.18
Deposit	09/07/2023		Cooking Chef Rob	9.41
Deposit	09/07/2023		BBQ	37.64
Deposit	09/11/2023		Aerobics	35.00
Deposit	09/11/2023		Yoga	270.00
Deposit	09/11/2023		Cooking	30.00
Bill	09/12/2023	Ryan Valkek	Refund Defensiv...	-35.00
Bill	09/12/2023	Robert Hartz	Refund Defensiv...	-35.00
Bill	09/12/2023	Joann Dunn	Refund Defensiv...	-35.00
Deposit	09/14/2023		Yoga	87.09
Deposit	09/14/2023		Cooking Chef Rob	37.64
Deposit	09/14/2023		Atlantis Boat	141.15
Deposit	09/14/2023		Refund Defensiv...	-70.00
Deposit	09/18/2023		Yoga	20.00
Deposit	09/18/2023		Cooking	70.00
Deposit	09/18/2023		LI Aquarium Tick...	54.00
Bill	09/18/2023	Brian D. Collins	BBQ 9.14.23	-560.00
Bill	09/19/2023	SCLS	Qty 100 LI Aquar...	-2,700.00
Deposit	09/29/2023		Cooking	100.00
Deposit	09/29/2023		Arts/Crafts	10.00
Total Adult Programs Wash Account				-710.89
Total Cultural Activities Fund				-691.89
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	09/29/2023		Interest	18.65
Total Undesignated & Interest				18.65
Capital Reserve Fund				
Bill	09/12/2023	Library Market	Library Website ...	-13,450.00
Total Capital Reserve Fund				-13,450.00
Total Gift and Trust Fund - MM				-13,431.35
TOTAL				-14,123.24

Mattituck-Laurel Library

Monthly Bill Payments

As of September 30, 2023

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	09/06/2023	11962	Midwest Tape	11952	-67.87
Bill Pmt -Check	09/06/2023	11963	Champion Elevator	Cstmr Mattituck-Laurel L...	-1,219.88
Bill Pmt -Check	09/06/2023	11964	Kanopy, Inc.	Invoice #362774-PPU	-233.00
Bill Pmt -Check	09/06/2023	11965	Kolb Service Corp.	Invoice 2505-205	-331.75
Bill Pmt -Check	09/06/2023	11966	Midwest Tape	11952	-155.80
Bill Pmt -Check	09/06/2023	11967	NYS Employees He...	03909	-8,213.93
Bill Pmt -Check	09/06/2023	11968	Orlowski Hardware ...	Acct. 584177	-28.15
Bill Pmt -Check	09/06/2023	11969	P.M. Communicatio...	Invoice 42042	-117.89
Bill Pmt -Check	09/06/2023	11970	PSEGLI	VOID: Cstmr 0295-3001...	0.00
Bill Pmt -Check	09/06/2023	11971	Quill Corporation	03047280	-499.57
Bill Pmt -Check	09/06/2023	11972	Twin Fork Landsca...	Invoice 26035	-325.00
Bill Pmt -Check	09/06/2023	11973	PSEGLI	Cstmr 0295-3001-61-3, ...	-2,878.36
Bill Pmt -Check	09/06/2023	11974	Daily News	Acct. 4090496	-90.00
Bill Pmt -Check	09/06/2023	11975	Olivia Connelly	Refund Patron / Lost Bo...	-13.00
Bill Pmt -Check	09/06/2023	11976	B&T Adult Account	L 90004-3	-2,423.46
Bill Pmt -Check	09/06/2023	11977	B&T Juvenile Acco...	L 935700	-166.43
Bill Pmt -Check	09/06/2023	11978	Librarica LLC	Invoice 204472-109R	-238.80
Bill Pmt -Check	09/07/2023	11979	B&T Teen Account	L943258	-279.54
Bill Pmt -Check	09/07/2023	11980	Kolb Service Corp.	Invoice 4505-206	-359.50
Bill Pmt -Check	09/07/2023	11981	SCWA	1135620087001	-886.22
Bill Pmt -Check	09/12/2023	11982	Carmen Campos	VOID: Bilingual Storytim...	0.00
Bill Pmt -Check	09/12/2023	11983	David Scotti	Doo Wop Concert 9.16.23	-800.00
Bill Pmt -Check	09/12/2023	11984	ELM USA, Inc.	Invoice no. 60972	-25.00
Bill Pmt -Check	09/12/2023	11985	Hampton Pest Man...	Invoice no. 59848, Acct ...	-125.00
Bill Pmt -Check	09/12/2023	11986	L2J Consulting, Inc.	Invoice no. 092023	-1,000.00
Bill Pmt -Check	09/12/2023	11987	Midwest Tape	11952	-41.98
Bill Pmt -Check	09/12/2023	11988	Newsday	Acct 40410623	-287.92
Bill Pmt -Check	09/12/2023	11989	Nicole Summers Sp...	Baby Boogie, Toddler T...	-350.00
Bill Pmt -Check	09/12/2023	11990	Postmaster	Permit no. 41	-400.00
Bill Pmt -Check	09/12/2023	11991	Quill Corporation	03047280	-83.97
Bill Pmt -Check	09/12/2023	11992	Business Card	5474 9700 8150 2023	-1,139.39
Bill Pmt -Check	09/13/2023	11993	Sara Colichio.	Reimburse Hot Beverag...	-57.99
Bill Pmt -Check	09/13/2023	11994	Volz & Vigliotta, PL...	Acct. MLL-01M, Strmnt. ...	-1,992.00
Bill Pmt -Check	09/13/2023	11995	Marias Touch Clean...	invoice 50	-760.00
Bill Pmt -Check	09/13/2023	11996	Donna L. Nesteruk	Tuning Fork 9.12.23	-300.00
Bill Pmt -Check	09/13/2023	11997	Twin Fork Landsca...	Invoice # 26142	-800.00
Bill Pmt -Check	09/18/2023	11998	Midwest Tape	11952	-60.86
Bill Pmt -Check	09/18/2023	11999	Optimum	Acct. no. 07839-381822-...	-398.78
Bill Pmt -Check	09/18/2023	12000	ReadyFresh	Acct 0140002023 Inv 03...	-131.91
Bill Pmt -Check	09/18/2023	12001	TD3 Innovative Ga...	VOID: Gaming 9.28.23	0.00
Bill Pmt -Check	09/18/2023	12002	New York Post	Acct. 105633992	-784.68
Bill Pmt -Check	09/19/2023	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	09/19/2023	12003	Emerald Island	940058	-919.00
Bill Pmt -Check	09/19/2023	12004	Pine Barrens Printing	Invoice no. 34015	-4,269.00
Bill Pmt -Check	09/19/2023	12005	Rob Scott	Taste of Italy 9.20.23	-445.00
Bill Pmt -Check	09/19/2023	12006	Rob Scott	Pumpkin Cookies 9.25.23	-235.00
Bill Pmt -Check	09/19/2023	12007	Beverly Wowak.	Reimburse Glass dispen...	-66.13
Bill Pmt -Check	09/19/2023	12008	Living Art Aquariums	Invoice 1806	-470.00
Bill Pmt -Check	09/30/2023	12009	Aflac	Acct. NQH35, Inv. 278609	-189.00
Bill Pmt -Check	09/30/2023	12010	Kolb Service Corp.	Inv. 4505-202	-466.75
Bill Pmt -Check	09/30/2023	12011	Mattituck Enviro Se...	Cstmr 11-0001422-0, In...	-241.62
Bill Pmt -Check	09/30/2023	12012	Mattituck Plumbing ...	Acct MAT-LIB, Inv. 49253	-176.00
Bill Pmt -Check	09/30/2023	12013	National Grid	Acct 43544-64005	-53.60
Bill Pmt -Check	09/30/2023	12014	P.M. Communicatio...	Invoice 42128	-165.00
Bill Pmt -Check	09/30/2023	12015	Penworthy	Cstmr 00-5320020-001, ...	-313.36
Bill Pmt -Check	09/30/2023	12016	PSEGLI	Cstmr 0295-3001-61-3, ...	-2,423.71
Bill Pmt -Check	09/30/2023	12017	SCLS	MATT	-26.46
Bill Pmt -Check	09/30/2023	12018	Shauna Scholl.	Reimburse Snacks for B...	-61.83
Bill Pmt -Check	09/30/2023	12019	Twin Fork Landsca...	Invoice 26157	-260.00
Bill Pmt -Check	09/30/2023	12020	Verizon	Acct 242398426-00001, ...	-118.44
Bill Pmt -Check	09/30/2023	12021	Canio Pavone	Castan & Canio: Septem...	-150.00
Bill Pmt -Check	09/30/2023	12022	Constance J. Lagan	Four Agreements 9.21.23	-250.00
Bill Pmt -Check	09/30/2023	12023	Metropolitan Opera ...	Met Opera - Manon and ...	-150.00
Bill Pmt -Check	09/30/2023	12024	Midwest Tape	11952	-63.98

10/04/23

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

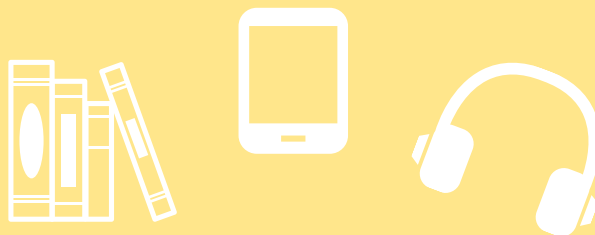
Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	09/30/2023	12025	Nicole Summers Sp...	Baby Boogie, Toddler T...	-350.00
Bill Pmt -Check	09/30/2023	12026	Elan Financial Servi...	4798 5101 7200 1022	-1,289.42
Bill Pmt -Check	09/30/2023	12027	Daniel J. Faraone	Medicare Reimburseme...	-562.50
Bill Pmt -Check	09/30/2023	12028	Garrett H. Moore	Medicare Reimburseme...	-384.00
Bill Pmt -Check	09/30/2023	12029	Kay Zegel.	Medicare Reimburseme...	-562.50
Bill Pmt -Check	09/30/2023	12030	Cutchogue-New Suf...	Patron Ruhul Kakar paid...	-8.00
Bill Pmt -Check	09/30/2023	12031	Kanopy, Inc.	Invoice #367384-PPU	-180.00
Bill Pmt -Check	09/30/2023	12032	Midwest Tape	11952	-13.99
Bill Pmt -Check	09/30/2023	12033	Quill Corporation	03047280	-194.53
Total BNB Operating Checking					-50,556.19
TOTAL					-50,556.19

LIBRARY STATS

SEPTEMBER 2023

6,100 ITEMS CHECKED OUT

2,426 books & other items
3,674 ebooks & digital items



WIFI **293**

connections to the public wifi

286

PUBLIC COMPUTERS

log ins to the public access computers

VISITORS

4,140



MATTITUCK-LAUREL LIBRARY



Monthly Circulation Statistics by Material Type 2023

Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
102 - Music CD's	30	22	42	27	59	77	58	67	38				420
106 - DVD	160	120	159	139	134	169	177	183	167				1,408
110 - Magazines	43	45	38	34	20	23	75	32	27				337
120 - Fiction	306	264	289	271	308	432	439	423	431				3,163
121 - Nonfiction	192	172	195	162	186	174	194	211	193				1,679
122 - Biography	40	39	42	41	47	41	30	29	19				328
125 - Paperback	61	65	51	52	63	61	73	74	66				566
126 - Large Print	159	143	135	164	177	206	217	198	224				1,623
127 - Oversize	1	10	0	3	1	2	0	4	1				22
131 - Mystery	87	83	105	68	136	125	159	156	143				1,062
151 - Audiobooks	31	25	38	33	21	30	32	41	26				277
160 - DVD New	117	104	137	99	115	154	88	121	116				1,051
161 - DVD NF	7	2	6	6	9	9	8	11	7				65
700- Library of Things	8	8	7	19	13	20	23	25	12				135
Total	1,242	1,102	1244	1,118	1289	1523	1573	1575	1470	0	0		12,136

Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
302 - Youth CD	1	1	3	0	0	1	1	3	0				10
304 - Tween Video Games	19	21	18	30	20	28	52	48	13				249
306 - Youth DVD	20	58	41	38	23	79	54	78	21				412
320 - Tween Chapter/Graphic	78	142	161	158	126	331	594	440	211				2,241
321 - Youth Nonfiction	84	78	110	87	72	93	208	174	149				1,055
322 - Youth Biography	17	23	10	1	5	7	9	8	13				93
325 - Tween Paperback	24	50	37	58	23	52	203	185	52				684
330 - Youth Picture Book	134	161	196	147	137	205	353	296	150				1,779
331 - Youth Boardbook	81	53	102	79	61	68	87	109	47				687
332 - Youth Easy Reader	83	101	95	58	69	113	229	175	70				993
337 - Tween Books New	28	23	22	30	24	44	75	77	27				350
353 - Youth DVD NF	1	0	1	0	2	0	2	0	0				6
364 - Parenting Material	9	17	7	6	10	17	17	17	5				105
650 - Youth Spanish	11	7	3	1	4	8	24	12	3				73
Total	590	735	806	693	576	1046	1908	1622	761	0	0		8737

Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
210 - Teen Magazines	3	6	0	1	0	7	5	1	0				23
220 - Teen Fiction	23	36	41	40	17	87	103	70	22				439
221 - Teen Nonfiction	6	5	0	2	5	3	3	3	2				29
222 - Teen Bios	1	2	1	0	0	0	2	0	1				7
224 - Teen Graphic Novels	2	3	8	1	18	7	10	10	1				60
237 - New Teen Fiction	0	3	0	0	3	3	4	3	6				22
251 - Teen BOCD	0	0	0	0	0	0	2	0	0				2
275 - Teen Reading List	1	1	3	1	1	9	9	2	2				29
Total	36	56	53	45	44	116	138	89	34	0	0	0	611

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

Digital Circulation													
2023	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Flipster (magazines)	87	80	69	49	39	73	63	47	64				571
Freegal downloads	141	136	113	121	125	105	141	145	206				1233
Freegal streaming	924	1008	542	684	576	423	356	390	665				5568
Hoopla (items)	87	96	86	67	72	88	79	65	76				716
Kanopy (movies)	50	51	64	47	20	71	73	90	70				536
Overdrive (items)	2495	2164	2266	2107	2142	2095	2443	2500	2484				20696
P4a Antiques (searches)	1	0	0	0	0	0							1
WAM	1859	3169	686	408	119	358	1482	2383	109				10573
Totals	5644	6704	3826	3483	3093	3213	4637	5620	3674				39894

Computer/Wifi Use & Door Count													
2023	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Public computer sessions	243	231	274	276	307	291	302	316	286				2,526
Guest wifi connections	274	216	316	271	288	351	443	429	293				2,881
Door count	3,854	3,440	4,041	3,808	3,814	4,495	5,633	5,650	4,140				38,875
Website unique visitors	3,714	3,641	3,610	3,113	3,929	3,938	4,267	3,842	504				30,558
Website pageviews	14,864	14,717	15,082	12,578	15,997	16,208	16,547	15,533	2,165				123,691
Totals	22,949	22,245	23,323	20,046	24,335	25,283	27,192	25,770	7,388	0	0	0	198,531

NEW PATRON REGISTRATIONS

SEPTEMBER 2023

Adult Year Round	28
Youth Year Round	13
Teen	2
2 nd Address	3
Total:	46

MEETING ROOM USE REPORT-SEPTEMBER 2023
The following groups used the 3 meeting rooms SEPTEMBER 2023

Community Room

Chair aerobics
Piano Practice
Yoga
Mattituck Lions
Defensive Driving
Apple Storytime
Lego
Sound & Tuning Fork Therapy
Babies Boogie
Thursday Movie
Caribbean BBQ with Brian Collins
NY Exceptions Doo-Wop Performance
Bi-Lingual Storytime
P/C Rhyme & Play
Taste of Italy with Chef Rob
Castan & Canio
Invitation to Opera
NF Anglers

Conference Room

Mah Jongg
Bridge
Read to a Dog
East End Lions
Girls Who Code
Medicare Information
Ukulele Club
Soccer Meeting

Craft Room

Literary Café
Iced Tea Social
Book Discussion
Teen Advisory Board
Crochet & Chat
Rollicking Measures Writing Poetry
Writers Group
Sleuth Productions
Physical Therapy
Create More Joy Vision Board Work Shop

Kitchen

Speech Therapy