

**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

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
October 16, 2023

Present

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

Absent with Excuse

Peter Kren, Trustee

I. Call To Order/II. Pledge of Allegiance

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

III. Approval of the Agenda

The agenda was adopted.

(Mary, Colleen; unanimous (6-0))

IV. Review and Approval of the Minutes of September 11, 2023 Regular Board Meeting

The minutes of the meetings held September 11, 2023 were approved.

(Colleen, Karenann; unanimous (6-0))

V. Period of Public Expression

none

VI. Approval of Treasurer's Report

Warrants

Karenann reviewed the warrants with the Board.

The Board approved payment of the following AUGUST warrant:

OPERATING ACCOUNT	\$105,791.57
CULTURAL ACTIVITIES FUND	3,435.00
MONEY MARKET ACCOUNT	13,450.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

Donations in excess of \$1,000
none
(Colleen, Nick; unanimous (6-0))

VII. 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.
(Mary, Nick; unanimous (6-0))

VIII. 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.
(Karenann, Colleen; unanimous (6-0))

Shauna shared that the Lighted Pumpkin Display was well attended and lots of fun. The Friends supported this event by setting up a grill and sharing delicious potato chips and ice cream cups. Harbes and Schmitt's Farms generously donated the pumpkins. Activities included face painting, balloon twisting, and crafts. The SLED (Suffolk Libraries Empowering Discovery) bus was there. The Mattituck Laurel Library will participate in a Trunk or Treat event at Cutchogue East Elementary School on Friday, October 20, 2023, the "haunted" SLED bus will also be there. A new custodian has been hired. Shauna has posted for a Technology & Social Media Marketing Coordinator on Indeed. The Friends will meet on Tuesday, October 17, 2023. The toilets continue to be a problem, the cesspool was pumped last week. Community Surveys are being returned. December 1, 2023 is the deadline for submissions. The survey is in the newsletter and on the website. Shauna will add it to the Monday morning email and encourage the Circulation Department to ask patrons to fill it out.

IX. President's Remarks

Jim attended the Lighted Pumpkin Display on Friday, October 13, 2023, it was a fun fall time. He advised the Board that he would be sharing the Director Evaluation Form with Trustees.

X. Committee Reports

A. Personnel / Policy The committee will meet on October 30, 2023 for a final review of the operations manual before a recommendation is made to the full Board.

B. Building / Grounds & Long-Range Planning The committee met on Wednesday, October 4, 2023. Discussion ensued concerning a building refresh.

XI. Old Business

none

XII. New Business

A. Staff Development Day 2023 Shauna is working on scheduling a full day staff development day for the December staff meeting. Motion to approve a TBD date for a full day staff development day was made by Nick; seconded by Mary and approved. (6-0)

XIII. Adjournment

Motion to adjourn at 6:41PM.

(Colleen, Karenann; unanimous (6-0))

Dates of Future Board Meetings

Monday, November 13, 2023

Monday, December 11, 2023

Monday, January 8, 2024

Respectfully submitted,

Katie O'Rourke

Secretary



Mattituck-Laurel Library Warrants / Expenses

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

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

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Holensk*

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
Total Building Fund	<u>343,044.96</u>
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
Total Cultural Activities Fund	<u>9,743.51</u>
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
Total Gift and Trust Fund - MM	<u>460,619.81</u>
TOTAL	<u><u>1,345,901.55</u></u>

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>
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
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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-Cutchoque 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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 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%

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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

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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
