

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

MEETING DATE: Monday November 13, 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 October 16, 2023 Regular Board Meeting**
- V. Election of Officers and Committee Assignments**
- VI. Period of Public Expression**
- VII. Approval of Treasurer's Report**
- VIII. Approval of Personnel Report**
- IX. Director's Report**
- X. President's Remarks**
- XI. Committee Reports**
 - A. Personnel / Policy
 - B. Building / Grounds & Long-Range Planning
- XII. Old Business**
- XIII. New Business**
 - A. Authorize Director to open new credit card with BOA and close current card
 - B. Operations Manual (approving manual in its entirety & adopting new policies listed below)
 - i. Newly adopted: Trustee Education Policy, Public Participation at Board Meetings, Public Relations & Media Inquiries Policy, Records Request & Disposition Policy, Accessibility Statement,

Next Meeting – December 11, 2023

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

Customer Service Policy, Copyright Notice for Library Photocopiers & other Reproducing Equipment, Designated Spaces Policy, Disposal of Surplus Library Materials, General Data Protection Regulation, Patron Complaint Policy, Program Registration Policy, Programming Policy, Social Media Guidelines Policy, Surveillance Camera Policy, Sustainability Policy, Test Proctoring Policy, Tutoring Policy, Unattended Vulnerable Adult Policy, Wireless Access Policy, Gift Policy, Integrity & accountability, Petty Cash, Credit Cards & Amazon Business Account, Disposition of Surplus Property, Fund Balance & Reserve Funds, Investments, Capital Asset Management, Meeting & Conference Attendance, Friends Group Memo of Understanding

- ii. Revised: Open Meetings Policy, 3D Printing Policy, Borrowing / Circulation Policies, Collection Development Policy, Public Bulletin Board Policy

XIV. Executive Session

XV. Adjournment

Next Meeting – December 11, 2023

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
November 13, 2023

Present

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

Absent

none

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.

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

IV. Review and Approval of the Minutes of October 16, 2023 Regular Board Meeting

The minutes of the meetings held October 16, 2023 were approved.

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

V. Election of Officers and Committee Assignments

Motion to open nominations for Jim Underwood as President made by Nick, seconded by Colleen and approved; unanimous (7-0). Motion to open nomination for Nick Timpone as Vice-President made by Colleen, seconded by Karenann and approved; unanimous (7-0). Motion to open nominations for Katie O'Rourke as Secretary made by Colleen, seconded by Karenann and approved; unanimous (7-0). Motion to open nominations for Karenann Volinski as Treasurer made by Jim, seconded by Colleen and approved; unanimous (7-0).

2023/2024 Committee Assignments

Personnel/Policy: Katie, Colleen

Budget/Finance: Karenann, Peter, Colleen

Building & Grounds: Katie, Nick, Mary

Long Range Planning: Katie, Nick, Mary

VI. Period of Public Expression

none

VII. Approval of Treasurer’s Report

Warrants

Karenann reviewed the warrants with the Board.

The Board approved payment of the following OCTOBER warrant:

OPERATING ACCOUNT	\$125,148.88
CULTURAL ACTIVITIES FUND	722.91
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

Donations in excess of \$1,000

none

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

VIII. 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, Colleen; unanimous (7-0))

IX. 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.

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

Shauna began by commending JoAnne and Marissa for their assistance with the Great Give Back. Over 350 toiletry items were collected for C.A.S.T. during the month of October. Trustees were given two documents to review and sign – a code of ethics and a trustee training form. A new Technology & Social Media Marketing Coordinator has been hired. The Friends of the Library will be receiving \$10,000 (omnibus funds) these monies will be used for cultural events and programs at the library. Shauna met with Sonia Spar – Sonia will be available to assist our Latinx community members and will be working with the Library to build connections with folks in our community who speak languages other than English.

X. President’s Remarks

Jim is meeting with Sara and Ella to organize a health fair for spring of 2024. The team is reaching out to Northwell Health, NYU Langone Health, and Stony Brook Hospital. Screenings and a two-mile walk will be included in this event.

XI. Committee Reports

A. Personnel / Policy The committee met on October 30, 2023 for a final review of the operations manual.

B. Build /Grounds & Long-Range Planning The committee will meet on November 20, 2023.

XII. Old Business

none

XIII. New Business

A. Authorize Director to open new credit card with Bank of America and close current card
Motion to approve new credit card with Bank of America.

(Peter, Karenann; unanimous (7-0)).

B. Approve 2024 SCLS Budget

Motion to approve 2024 SCLS Budget.

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

C. Operations Manual

i. Newly adopted policies: Trustee Education Policy, Public Participation at Board Meetings, Public Relations & Media Inquiries Policy, Records Request & Disposition Policy, Accessibility Statement, Customer Service Policy, Copyright Notice for Library Photocopiers & Other Reproducing Equipment, Designated Spaces Policy, Disposal of Surplus Library Materials, General Data Protection Regulation, Patron Complaint Policy, Program Registration Policy, Programming Policy, Social Media Guidelines Policy, Surveillance Camera Policy, Sustainability Policy, Test Proctoring Policy, Tutoring Policy, Unattended Vulnerable Adult Policy, Wireless Access Policy, Gift Policy, Integrity & Accountability, Petty Cash, Credit Cards & Amazon Business Account, Disposition of Surplus Property, Fund Balance & Reserve Funds, Investments, Capital Asset Management, Meeting & Conference Attendance, Friends Group Memo of Understanding

ii. Revised policies: Open Meetings Policy, 3D Printing Policy, Borrowing / Circulation Policies, Collection Development Policy, Public Bulletin Board Policy

Motion to approve the Operations Manual in its entirety, adopt slate of new policies and revisions to existing policies.

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

XIV. Executive Session

Motion to move into Executive Session at 6:20PM.

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

Motion to resume Regular Meeting at 6:26PM.

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

XV. Adjournment

Motion to adjourn at 6:27PM.

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

Dates of Future Board Meetings

Monday, December 11, 2023

Monday, January 8, 2024

Monday, February 12, 2024

Respectfully submitted,

Katie O'Rourke

Secretary



Mattituck-Laurel Library Warrants / Expenses

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

Approved at the Library Board Meeting on November 13, 2023

Operating Account Total	\$125,148.88
Payroll	\$81,148.51
Non Payroll	\$44,000.37
Cultural Activities Fund	\$ 722.91
Money Market Account	\$0
Building Fund Savings	\$0
Building Fund Checking	\$0
Donations in excess of \$1,000	None

KV
Kavanaugh
Holmes

11/06/23

**Mattituck-Laurel Library
Fund Balance Report**

	<u>Jan - Oct 23</u>
General Fund	
Operating Fund	404,278.88
Building Fund	
Checking	285,741.34
Savings	57,305.06
	<u>343,046.40</u>
Total Building Fund	343,046.40
Total General Fund	747,325.28
Cultural Activities Fund	
Coffee Machine	472.17
Teen Programs	21.12
Children's Programs	1,226.17
Staff Activity Fund	218.09
Adult Programs Wash Acco...	7,395.75
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
Cultural Activities Fund - Ot...	-94.49
	<u>9,960.84</u>
Total Cultural Activities Fund	9,960.84
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,495.05
Undesignated & Interest	1,371.16
Capital Reserve Fund	400,136.70
Unemployment Insurance	30,000.00
	<u>460,640.00</u>
Total Gift and Trust Fund - MM	460,640.00
TOTAL	<u><u>1,217,926.12</u></u>

11/06/23

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

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
10/16/2023	Business Card	Tote for popcorn, Cellop...	33.07	33.07
10/24/2023	Elan Financial Services	Fun Express order for ar...	301.84	301.84
Total Youth Arts & Crafts				334.91
Youth Computer Software				
10/16/2023	Business Card	Yoshi's Crafted World	45.00	45.00
Total Youth Computer Software				45.00
Youth Books				
10/05/2023	B&T Juvenile Account	September invoices	940.39	940.39
Total Youth Books				940.39
Total Youth Materials				1,320.30
Adult Materials				
DVD/Music CD				
10/03/2023	Midwest Tape	504437962	21.69	10.78
10/03/2023	Midwest Tape	504475099	20.99	10.43
10/03/2023	Midwest Tape	504475500	13.29	6.61
10/03/2023	Midwest Tape	504475501	24.49	12.17
10/03/2023	Midwest Tape	504003474	-39.99	-10.78
10/03/2023	Midwest Tape	504003474	-39.99	-12.17
10/03/2023	Midwest Tape	504003474	-39.99	-10.43
10/03/2023	Midwest Tape	504003474	-39.99	-6.61
10/05/2023	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
10/18/2023	Midwest Tape	504437962	21.69	10.91
10/18/2023	Midwest Tape	504475099	20.99	10.56
10/18/2023	Midwest Tape	504475500	13.29	6.68
10/18/2023	Midwest Tape	504475501	24.49	12.32
10/20/2023	Midwest Tape	504491272	16.79	16.79
10/20/2023	Midwest Tape	504491273	20.99	20.99
10/20/2023	Midwest Tape	504491274	12.59	12.59
10/20/2023	Midwest Tape	504491276	13.29	13.29
10/20/2023	Midwest Tape	504491277	24.49	24.49
10/25/2023	Midwest Tape	504530005	27.99	27.99
10/25/2023	Midwest Tape	504530006	21.69	21.69
10/25/2023	Midwest Tape	504530007	24.49	24.49
10/25/2023	Midwest Tape	504530009	20.99	20.99
10/25/2023	Midwest Tape	504530230	18.89	18.89
Total DVD/Music CD				267.67
Digital Material Subscriptions				
10/05/2023	Midwest Tape	Hoopla for the month en...	181.27	181.27
Total Digital Material Subscriptions				181.27
Adult Ref Books				
Continuations				
10/31/2023	Nassau County Library Associa...	Directory of Long Island ...	73.45	73.45
Total Continuations				73.45
Total Adult Ref Books				73.45
Large Print Books				
10/05/2023	B&T Adult Account	September invoices	204.28	204.28

11/06/23

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Large Print Books				204.28
Newspapers				
10/14/2023	Daily News	Pays through 9/25/23	90.00	90.00
10/14/2023	Daily News	Pays through 10.15.23	90.00	90.00
10/16/2023	Business Card	Times Review Media	123.90	123.90
10/26/2023	Daily News	Pays through 11/20/23	90.00	90.00
Total Newspapers				393.90
Total Adult Materials				1,120.57
Teen Materials				
10/05/2023	B&T Teen Account	September invoices	179.14	179.14
Total Teen Materials				179.14
Total Library Materials				2,620.01
Technology				
10/05/2023	P.M. Communications Corp.	Monthly Maintenance	117.89	117.89
Total Technology				117.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
10/14/2023	Living Art Aquariums	Service 9/8/23 and 9/18/...	200.00	200.00
Total Aquarium Maintenance				200.00
Exterminator				
10/14/2023	Hampton Pest Management, Inc.	Termit Bait Station Insp...	85.00	85.00
Total Exterminator				85.00
Security Monitoring				
10/05/2023	Suffolk Security Systems, Inc.	Digital Monitoring 11/1/2...	122.85	122.85
Total Security Monitoring				122.85
Other Building Maint.				
10/10/2023	Coastline Cesspool & Drain Se...	Septic Tank Waste Rem...	750.00	750.00
10/16/2023	Marias Touch Cleaning Services	Cleaning Service 10.6.2...	480.00	480.00
Total Other Building Maint.				1,230.00
Total Building Maintenance				1,637.85
Electric				
10/27/2023	PSEGLI	Service from Sep 21, 20...	1,461.10	1,461.10
Total Electric				1,461.10
Gas				
10/25/2023	National Grid	Sep 19, 2023 to Oct 18, ...	123.74	123.74
Total Gas				123.74
Grounds Maintenance				
Sprinkler Maintenance				
10/18/2023	Lindsay Irrigation, Inc.	Winterize irrigation syst...	150.00	150.00
Total Sprinkler Maintenance				150.00
Other Grounds Maintenance				

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
10/31/2023	Twin Fork Landscape Contracti...	4 Cuts 10.3.10.10.10.17...	260.00	260.00
	Total Other Grounds Maintenance			260.00
	Total Grounds Maintenance			410.00
Garbage Removal				
10/18/2023	Mattituck Enviro Services	4 YD Trash Service	483.24	483.24
	Total Garbage Removal			483.24
	Total Operations and Maintenance			4,115.93
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
10/16/2023	Optimum	Billing period 10/16 to 1...	245.32	245.32
	Total Optimum Internet Service			245.32
Computer/Network Maintenance				
10/05/2023	L2J Consulting, Inc.	Monthly IT Support - Oct...	1,000.00	1,000.00
	Total Computer/Network Maintenance			1,000.00
Computer Software Licenses				
10/24/2023	Elan Financial Services	DRI Crashplan	32.55	32.55
	Total Computer Software Licenses			32.55
	Total Maintenance Office Equipment			1,277.87
Membership				
Professional Memberships				
10/24/2023	Elan Financial Services	ALA Membership, LILR...	1,082.00	1,082.00
	Total Professional Memberships			1,082.00
Museum Passes				
10/24/2023	Elan Financial Services	Long Island Museum an...	550.00	550.00
	Total Museum Passes			550.00
	Total Membership			1,632.00
Postage				
Postage & Stamps				
10/26/2023	Postmaster	200 Forever stamps @ ...	132.00	132.00
	Total Postage & Stamps			132.00
Newsletter mailing				
10/25/2023	Postmaster	November/December N...	400.00	400.00
	Total Newsletter mailing			400.00
	Total Postage			532.00
Printing & Advertising				
Other printing & advertising				
10/24/2023	Elan Financial Services	Ukele Instructor Gift Cer...	27.00	27.00
10/31/2023	Joanne Hruz.	Reimburse Halloween ...	51.45	51.45
	Total Other printing & advertising			78.45
Newsletter printing				

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

Date	Name	Memo	Original Amount	Paid Amount
10/25/2023	Pine Barrens Printing	November/December N...	2,954.00	2,954.00
	Total Newsletter printing			2,954.00
	Total Printing & Advertising			3,032.45
Professional Fees				
PALS Membership				
10/11/2023	SCLS-PALS	3rd Quarter 2023 - PAL...	2,645.26	2,645.26
	Total PALS Membership			2,645.26
Annual audit				
10/12/2023	Covati & Janhsen CPA's PC	Preparation of Audited F...	11,000.00	11,000.00
	Total Annual audit			11,000.00
SCLS/Overdue Notices				
10/06/2023	SCLS	Overdues - Processed &...	27.72	27.72
	Total SCLS/Overdue Notices			27.72
	Total Professional Fees			13,672.98
Programs - Adult				
Adult Reading Club & Book Discu				
10/16/2023	Business Card	Qty 5 Books/Invasion Bo...	256.81	256.81
	Total Adult Reading Club & Book Discu			256.81
Adult Programs				
10/03/2023	Linda Mazza	Vision Board 9.25.23	250.00	250.00
10/05/2023	B&T Adult Account	September invoices	1,661.63	1,661.63
10/06/2023	Lisa Baglivi	Reimburse Program Su...	75.73	75.73
10/06/2023	Westhampton Free Library	DNA Shared Program 1...	50.00	50.00
10/11/2023	Cutchogue-New Suffolk Library	Atlantis Boat Tour 9.19....	200.00	200.00
10/11/2023	MD Design Studio	Wood Sign 10.10.23	560.00	560.00
10/12/2023	St. George Living History Prod...	Lucy without Desi 10.12....	200.00	200.00
10/16/2023	Business Card	Yarn	15.40	15.40
10/17/2023	Frances E. Castan	September Reading 9.2...	150.00	150.00
10/17/2023	Southold Library	Barbie 10.18.23 Shared ...	100.00	100.00
10/24/2023	Elan Financial Services	Zoom	63.96	63.96
10/31/2023	Alice Jones	Crochet Series Sept/Oct	420.00	420.00
10/31/2023	Elise Anne Calabrese	Spanish Conversation S...	480.00	480.00
10/31/2023	Rob Scott	Holiday 11.2.23	445.00	445.00
10/31/2023	Judy Boshnack	Homemade Pasta 11.4.23	450.00	450.00
10/31/2023	Barbara Feltkamp	Shiloh Concert / Somew...	500.00	500.00
	Total Adult Programs			5,621.72
	Total Programs - Adult			5,878.53
Programs - Juvenile				
10/03/2023	Evelyn Alexander Wildlife Resc...	Story Time w/ an Owl 10...	200.00	200.00
10/03/2023	Happy Feet Suffolk	Baby Music & Musical Ki...	350.00	350.00
10/03/2023	Judy Wilson	Bat Tin Punch 10.5.23	250.00	250.00
10/11/2023	Lilly Hayes	Pumpkin event 10.13.23...	500.00	500.00
10/16/2023	Business Card	Velcro, Winter decoratio...	73.08	73.08
10/31/2023	Rob Scott	Sweet Cornbread 11.6.23	299.00	299.00
10/31/2023	Nicole Summers Sparling	Baby Boogie, Toddler T...	350.00	350.00
10/31/2023	Joanne Hruz.	Reimburse Halloween ...	64.95	64.95
	Total Programs - Juvenile			2,087.03

Programs - Summer

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

Date	Name	Memo	Original Amount	Paid Amount
10/17/2023	Erik's Reptile Edventures	Hold Hands Around the ...	450.00	450.00
Total Programs - Summer				450.00
Programs - Teen				
10/05/2023	Cutchogue-New Suffolk Library	Chuck a Pumpkin 10.6.2...	162.50	162.50
10/16/2023	Business Card	Wreaths	19.99	19.99
10/27/2023	Marissa Timm	Reimburse Potato Chips...	29.44	29.44
Total Programs - Teen				211.93
Supplies - Library				
10/10/2023	Orlowski Hardware Company, I...	Fasteners	2.20	2.20
10/17/2023	Herman Butts.	Reimburse Ballasts for L...	38.97	38.97
10/24/2023	Elan Financial Services	Cricut	9.99	9.99
10/24/2023	Shauna Scholl.	Reimburse Fall Decorati...	169.70	169.70
10/31/2023	Quill Corporation	HP 26A Black Toner Car...	146.99	146.99
Total Supplies - Library				367.85
Supplies - Office				
10/10/2023	Quill Corporation	HP 414A Magenta toner...	110.99	110.99
10/10/2023	Quill Corporation	Coffe, Hot cocoa, Decaf ...	117.91	117.91
10/12/2023	Colleen Montgomery	Lost Book Found / Refu...	7.99	7.99
10/12/2023	Glen Ammirati	Lost Book Found / Refu...	6.95	6.95
10/16/2023	Business Card	Wipes for Smart Table	7.88	7.88
10/17/2023		Service Charge	15.00	15.00
10/27/2023	Quill Corporation	KCups	34.35	34.35
10/31/2023	Quill Corporation	Pencil Sharpener, Maxw...	69.58	69.58
10/31/2023	Quill Corporation	#10 White Envelopes 50...	26.49	26.49
Total Supplies - Office				397.14
Telephone				
10/16/2023	Optimum	Billing period 10/16 to 1...	154.75	154.75
Total Telephone				154.75
Travel				
10/24/2023	Karen Letteriello.	Mileage reimbursement ...	22.27	22.27
Total Travel				22.27
Total Miscellaneous Expense				29,716.80
Debt Service Total				
Mortgage Principal				
10/26/2023		Adjust to actual per Ban...	136,714.96	136,714.96
Total Mortgage Principal				136,714.96
Mortgage Interest				
10/17/2023	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74
10/20/2023		Move to Interest per CPA	143,164.58	143,164.58
10/26/2023		Adjust to actual per Ban...	-136,714.96	-136,714.96
Total Mortgage Interest				13,879.36
Debt Service Total - Other				
10/20/2023		Move to Interest per CPA	-143,164.58	-143,164.58
Total Debt Service Total - Other				-143,164.58
Total Debt Service Total				7,429.74

11/06/23

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

Date	Name	Memo	Original Amount	Paid Amount
TOTAL				<u>44,000.37</u>

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

	Oct 23
Ordinary Income/Expense	
Income	
Interest	4.27
Direct Public Support	
Programs & Tickets Paid For	100.00
Direct Public Support - Other	283.10
	383.10
Total Direct Public Support	383.10
Fines	157.69
Library Materials Paid For	48.99
Copy Machine	358.55
Refunds	1,428.00
	2,380.60
Total Income	2,380.60
Gross Profit	2,380.60
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	32,285.40
Clerical	36,153.61
Custodian	3,019.71
	71,458.72
Total Salaries	71,458.72
Benefits	
Fica	5,194.85
Disability Insurance	884.94
Medical Insurance	4,444.56
Retirement	4,082.90
Unemployment Insurance	275.76
	14,883.01
Total Benefits	14,883.01
Total Payroll Expenses	86,341.73
Library Materials	
Youth Materials	
Youth Arts & Crafts	334.91
Youth Computer Software	45.00
Youth Books	940.39
	1,320.30
Total Youth Materials	1,320.30
Adult Materials	
DVD/Music CD	267.67
Digital Material Subscriptions	181.27
Adult Ref Books	
Continuations	73.45
	73.45
Total Adult Ref Books	73.45
Large Print Books	204.28
Newspapers	393.90
	393.90

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

	Oct 23
Total Adult Materials	1,120.57
Teen Materials	179.14
Total Library Materials	2,620.01
Technology	117.89
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	200.00
Exterminator	85.00
Security Monitoring	122.85
Other Building Maint.	1,230.00
Total Building Maintenance	1,637.85
Electric	1,461.10
Gas	123.74
Grounds Maintenance	
Sprinkler Maintenance	150.00
Other Grounds Maintenance	260.00
Total Grounds Maintenance	410.00
Garbage Removal	483.24
Total Operations and Maintenance	4,115.93
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	118.44
Optimum Internet Service	245.32
Computer/Network Maintenance	1,000.00
Computer Software Licenses	32.55
Total Maintenance Office Equipm...	1,396.31
Membership	
Professional Memberships	1,082.00
Museum Passes	550.00
Total Membership	1,632.00
Postage	
Postage & Stamps	132.00
Newsletter mailing	400.00
Total Postage	532.00
Printing & Advertising	
Other printing & advertising	78.45
Newsletter printing	2,954.00
Total Printing & Advertising	3,032.45
Professional Fees	
Payroll Processing	584.45
PALS Membership	2,645.26

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

	Oct 23
Annual audit	11,000.00
SCLS/Overdue Notices	27.72
Total Professional Fees	14,257.43
Programs - Adult	
Adult Reading Club & Book Dis...	256.81
Adult Programs	5,621.72
Total Programs - Adult	5,878.53
Programs - Juvenile	2,087.03
Programs - Summer	450.00
Programs - Teen	211.93
Supplies - Library	367.85
Supplies - Office	397.14
Telephone	154.75
Travel	22.27
Total Miscellaneous Expense	30,419.69
Debt Service Total	
Mortgage Principal	136,714.96
Mortgage Interest	13,879.36
Debt Service Total - Other	-143,164.58
Total Debt Service Total	7,429.74
Total Expense	131,044.99
Net Ordinary Income	-128,664.39
Net Income	-128,664.39

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

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	12,670.19	4,000.00	8,670.19	316.8%
Mattituck-Cutchogue School Dist	1,554,317.29	1,581,499.00	-27,181.71	98.3%
NY State Incentive	1,800.00	1,800.00	0.00	100.0%
Interest	43.11	100.00	-56.89	43.1%
Direct Public Support				
Programs & Tickets Paid For	1,787.70			
Direct Public Support - Other	9,365.51	2,000.00	7,365.51	468.3%
Total Direct Public Support	11,153.21	2,000.00	9,153.21	557.7%
Fines	759.11	0.00	759.11	100.0%
Library Materials Paid For	661.14			
Copy Machine	4,374.60	2,000.00	2,374.60	218.7%
Designated Gifts	10,000.00			
E-Rate Discount	5,167.80	5,400.00	-232.20	95.7%
Refunds	11,578.23			
Fund Balance Brought Forward	76,425.44			
Total Income	1,688,950.12	1,596,799.00	92,151.12	105.8%
Gross Profit	1,688,950.12	1,596,799.00	92,151.12	105.8%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	267,162.87	334,851.00	-67,688.13	79.8%
Clerical	310,875.25	429,895.00	-119,019.75	72.3%
Custodian	24,640.89	47,477.00	-22,836.11	51.9%
Total Salaries	602,679.01	812,223.00	-209,543.99	74.2%
Benefits				
Fica	43,881.00	60,342.00	-16,461.00	72.7%
Disability Insurance	1,707.29	1,000.00	707.29	170.7%
Medical Insurance	40,421.22	89,240.00	-48,818.78	45.3%
Retirement	32,734.93	50,749.00	-18,014.07	64.5%
Unemployment Insurance	9,167.42	10,000.00	-832.58	91.7%
Total Benefits	127,911.86	211,331.00	-83,419.14	60.5%
Total Payroll Expenses	730,590.87	1,023,554.00	-292,963.13	71.4%
Library Materials				
Youth Materials				
Youth Arts & Crafts	492.57	2,500.00	-2,007.43	19.7%
Youth DVD's	277.74	500.00	-222.26	55.5%
Youth Computer Software	753.57	1,500.00	-746.43	50.2%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	7,171.81	14,000.00	-6,828.19	51.2%
Total Youth Materials	8,695.69	19,000.00	-10,304.31	45.8%
Adult Materials				
DVD/Music CD	3,003.13	4,000.00	-996.87	75.1%
Live-brary Downloadable e-bo...	49,295.00	51,000.00	-1,705.00	96.7%
Digital Material Subscriptions	8,117.14	12,500.00	-4,382.86	64.9%
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 October 2023

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
Continuations	73.45	2,500.00	-2,426.55	2.9%
Total Adult Ref Books	593.45	3,500.00	-2,906.55	17.0%
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	3,591.79	4,500.00	-908.21	79.8%
Newspapers	5,305.80	7,000.00	-1,694.20	75.8%
Periodicals	4,861.75	4,500.00	361.75	108.0%
Total Adult Materials	95,691.38	116,850.00	-21,158.62	81.9%
Teen Materials	1,547.95	3,500.00	-1,952.05	44.2%
Total Library Materials	105,935.02	139,350.00	-33,414.98	76.0%
Capital Expenditures	6,749.41	19,000.00	-12,250.59	35.5%
Technology	5,678.95	9,000.00	-3,321.05	63.1%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,294.45	3,500.00	-1,205.55	65.6%
HVAC Maintenance	3,687.87	2,000.00	1,687.87	184.4%
Exterminator	1,395.00	1,000.00	395.00	139.5%
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	238.90	700.00	-461.10	34.1%
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.	9,096.73	7,000.00	2,096.73	130.0%
Total Building Maintenance	22,231.69	20,475.00	1,756.69	108.6%
Custodial Supplies	838.84	900.00	-61.16	93.2%
Electric	18,671.97	26,400.00	-7,728.03	70.7%
Gas	6,011.39	11,000.00	-4,988.61	54.6%
Grounds Maintenance				
Snow Removal	470.00	4,500.00	-4,030.00	10.4%
Sprinkler Maintenance	626.00	500.00	126.00	125.2%
Other Grounds Maintenance	10,055.00	11,000.00	-945.00	91.4%
Total Grounds Maintenance	11,151.00	16,000.00	-4,849.00	69.7%
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	2,953.44	3,000.00	-46.56	98.4%
Total Operations and Maintenance	93,714.44	115,425.00	-21,710.56	81.2%
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				

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

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
Verizon Mobile Hotspots	1,184.40	1,500.00	-315.60	79.0%
Optimum Internet Service	2,435.46	3,000.00	-564.54	81.2%
Copy Machine	3,291.28	8,500.00	-5,208.72	38.7%
Computer/Network Maintenance	10,000.00	12,000.00	-2,000.00	83.3%
BookScan Maintenance	685.00	650.00	35.00	105.4%
Computer Software Licenses	6,189.86	8,500.00	-2,310.14	72.8%
Total Maintenance Office Equip...	23,786.00	34,150.00	-10,364.00	69.7%
Membership				
Professional Memberships	1,980.90	2,000.00	-19.10	99.0%
Museum Passes	4,559.99	5,000.00	-440.01	91.2%
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	7,132.39	8,150.00	-1,017.61	87.5%
Postage				
Postage & Stamps	650.70	650.00	0.70	100.1%
Mailing Permit	290.00	250.00	40.00	116.0%
Newsletter mailing	1,863.78	1,400.00	463.78	133.1%
Post Office Box Fee	178.00	160.00	18.00	111.3%
Total Postage	2,982.48	2,460.00	522.48	121.2%
Printing & Advertising				
Other printing & advertising	3,404.63	1,000.00	2,404.63	340.5%
Newsletter printing	20,379.00	11,000.00	9,379.00	185.3%
Total Printing & Advertising	23,783.63	12,000.00	11,783.63	198.2%
Professional Fees				
Payroll Processing	5,341.34	10,000.00	-4,658.66	53.4%
SCLS Telecommunications	9,900.00	10,500.00	-600.00	94.3%
PALS Membership	10,581.04	10,710.00	-128.96	98.8%
Annual audit	14,000.00	12,500.00	1,500.00	112.0%
SCLS/Overdue Notices	212.34	500.00	-287.66	42.5%
SCLS/Annual Membership	11,968.00	12,000.00	-32.00	99.7%
Total Professional Fees	52,002.72	56,210.00	-4,207.28	92.5%
Programs - Adult				
Motion Picture/Music Licensing	328.12	500.00	-171.88	65.6%
Adult Reading Club & Book Di...	3,851.92	3,500.00	351.92	110.1%
Adult Programs	22,267.55	16,000.00	6,267.55	139.2%
Total Programs - Adult	26,447.59	20,000.00	6,447.59	132.2%
Programs - Juvenile	9,158.79	10,000.00	-841.21	91.6%
Programs - Summer	12,344.53	7,500.00	4,844.53	164.6%
Programs - Teen	6,558.40	6,500.00	58.40	100.9%
Supplies - Library	7,067.94	10,500.00	-3,432.06	67.3%
Supplies - Office	3,142.85	4,000.00	-857.15	78.6%
Supplies - Paper	1,166.88	2,500.00	-1,333.12	46.7%
Telephone	1,559.18	2,000.00	-440.82	78.0%
Travel	856.09	2,000.00	-1,143.91	42.8%
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	184,349.97	190,470.00	-6,120.03	96.8%
Debt Service Total				
Mortgage Principal	136,714.96			
Mortgage Interest	20,937.62			

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

	<u>Jan - Oct 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Debt Service Total - Other	<u>0.00</u>	<u>100,000.00</u>	<u>-100,000.00</u>	<u>0.0%</u>
Total Debt Service Total	<u>157,652.58</u>	<u>100,000.00</u>	<u>57,652.58</u>	<u>157.7%</u>
Total Expense	<u>1,284,671.24</u>	<u>1,596,799.00</u>	<u>-312,127.76</u>	<u>80.5%</u>
Net Ordinary Income	<u>404,278.88</u>	<u>0.00</u>	<u>404,278.88</u>	<u>100.0%</u>
Net Income	<u>404,278.88</u>	<u>0.00</u>	<u>404,278.88</u>	<u>100.0%</u>

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Savings				
Deposit	10/01/2023		7/31/23 Interest	0.49
Deposit	10/01/2023		8/31/23 Interest	0.49
Deposit	10/01/2023		9/29/23 Interest	0.46
Total Savings				1.44
Total Building Fund				1.44
Total General Fund				1.44
Cultural Activities Fund				
Coffee Machine				
Deposit	10/02/2023		Coffee	3.00
Deposit	10/10/2023		Coffee	4.00
Deposit	10/16/2023		Coffee	2.00
Deposit	10/23/2023		Coffee	2.00
Deposit	10/30/2023		Coffee	3.00
Total Coffee Machine				14.00
Staff Activity Fund				
Bill	10/18/2023	Sara Colichio.	Reimburse Bagel...	-37.91
Total Staff Activity Fund				-37.91
Adult Programs Wash Account				
Deposit	10/02/2023	Southold Library	Shared Program ...	134.00
Deposit	10/02/2023		Wood Sign	37.64
Deposit	10/02/2023		Cooking Chef Rob	94.10
Deposit	10/05/2023		Wood Sign	18.82
Deposit	10/10/2023		LI Aquarium Tick...	108.00
Deposit	10/12/2023		Wood Sign	28.23
Deposit	10/16/2023	Cutchogue-New Suffolk ...	Shared Program ...	182.00
Deposit	10/16/2023		Yoga	20.00
Deposit	10/16/2023		Arts/Crafts	30.00
Deposit	10/20/2023		Chef Rob Holiday	94.10
Deposit	10/20/2023		Pasta with Judy	28.23
Deposit	10/20/2023		Cheese Board	18.20
Bill	10/20/2023	Pizza by Tano, Inc.	Pizza 10.19.23	-300.00
Deposit	10/23/2023		Cooking	50.00
Deposit	10/26/2023		Cheeseboard x 2	9.10
Deposit	10/26/2023		Chef Rob Holid...	9.41
Deposit	10/26/2023		Pasta x1	9.41
Bill	10/26/2023	Laurie Short	Chair Strength S...	-385.00
Deposit	10/30/2023		Cooking	5.00
Deposit	10/30/2023		Arts & Cragts	50.00
Total Adult Programs Wash Account				241.24
Total Cultural Activities Fund				217.33
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	10/31/2023		Interest	20.19

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

Type	Date	Name	Memo	Paid Amount
Total Undesignated & Interest				20.19
Total Gift and Trust Fund - MM				20.19
TOTAL				238.96

Mattituck-Laurel Library

Monthly Bill Payments

As of October 31, 2023

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	10/02/2023	12034	Linda Mazza	VOID: Four Agreements ...	0.00
Bill Pmt -Check	10/03/2023	12035	Linda Mazza	Vision Board 9.25.23	-250.00
Bill Pmt -Check	10/03/2023	12036	AFLAC INC	Group AFA00178018,Bil...	-544.32
Bill Pmt -Check	10/03/2023	12037	Evelyn Alexander ...	Story Time w/ an Owl 10...	-200.00
Bill Pmt -Check	10/03/2023	12038	Happy Feet Suffolk	Baby Music & Musical Ki...	-350.00
Bill Pmt -Check	10/03/2023	12039	Judy Wilson	Bat Tin Punch 10.5.23	-250.00
Bill Pmt -Check	10/05/2023	12040	B&T Juvenile Acco...	L 935700	-940.39
Bill Pmt -Check	10/05/2023	12041	B&T Teen Account	L943258	-179.14
Bill Pmt -Check	10/05/2023	12042	Cutchogue-New Suf...	Chuck a Pumpkin 10.6.23	-162.50
Bill Pmt -Check	10/05/2023	12043	ELM USA, Inc.	Invoice 61640	-25.00
Bill Pmt -Check	10/05/2023	12044	L2J Consulting, Inc.	Invoice 102023	-1,000.00
Bill Pmt -Check	10/05/2023	12045	Midwest Tape	11952	-181.27
Bill Pmt -Check	10/05/2023	12046	P.M. Communicatio...	Invoice no. 42171	-117.89
Bill Pmt -Check	10/05/2023	12047	Suffolk Security Sys...	1720	-122.85
Bill Pmt -Check	10/05/2023	12048	B&T Adult Account	L 90004-3	-1,865.91
Bill Pmt -Check	10/06/2023	12049	Lisa Baglivi	Reimburse Program Sup...	-75.73
Bill Pmt -Check	10/06/2023	12050	SCLS	MATT	-27.72
Bill Pmt -Check	10/06/2023	12051	Westhampton Free ...	Invoice 10052023MA / ...	-50.00
Bill Pmt -Check	10/10/2023	12052	Coastline Cesspool ...	Invoice 11291	-750.00
Bill Pmt -Check	10/10/2023	12053	NYS Employees He...	03909	-8,343.67
Bill Pmt -Check	10/10/2023	12054	Orlowski Hardware ...	Acct 584177	-2.20
Bill Pmt -Check	10/10/2023	12055	Quill Corporation	03047280	-228.90
Bill Pmt -Check	10/10/2023	12056	Shelterpoint Life Ins...	Policy D242574	-1,273.58
Bill Pmt -Check	10/11/2023	12057	SCLS-PALS	Invoice 81733	-2,645.26
Bill Pmt -Check	10/11/2023	12058	Cutchogue-New Suf...	Atlantis Boat Tour 9.19.23	-200.00
Bill Pmt -Check	10/11/2023	12059	Lilly Hayes	Pumpkin event 10.13.23...	-500.00
Bill Pmt -Check	10/11/2023	12060	MD Design Studio	Wood Sign 10.10.23	-560.00
Bill Pmt -Check	10/12/2023	12061	Colleen Montgomery	Lost Book Found / Refu...	-7.99
Bill Pmt -Check	10/12/2023	12062	Covati & Janhsen C...	Invoice 31644	-11,000.00
Bill Pmt -Check	10/12/2023	12063	Glen Ammirati	Lost Book Found / Refu...	-6.95
Bill Pmt -Check	10/12/2023	12064	St. George Living Hi...	Lucy without Desi 10.12...	-200.00
Bill Pmt -Check	10/14/2023	12065	Hampton Pest Man...	Invoice 61834	-85.00
Bill Pmt -Check	10/14/2023	12066	Living Art Aquariums	Invoice 1836	-200.00
Bill Pmt -Check	10/14/2023	12067	Daily News		-180.00
Bill Pmt -Check	10/16/2023	12068	Marias Touch Clean...	Invoice 53	-480.00
Bill Pmt -Check	10/16/2023	12069	Optimum	Acct. no. 07839-381822-...	-400.07
Bill Pmt -Check	10/16/2023	12070	Business Card	5474 9700 8150 2023	-575.13
Bill Pmt -Check	10/17/2023	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	10/17/2023	12071	Erik's Reptile Edven...	Hold Hands Around the ...	-450.00
Bill Pmt -Check	10/17/2023	12072	Frances E. Castan	September Reading 9.2...	-150.00
Bill Pmt -Check	10/17/2023	12073	Herman Butts.	Reimburse Ballasts for L...	-38.97
Bill Pmt -Check	10/17/2023	12074	Southold Library	Barbie 10.18.23 Shared ...	-100.00
Bill Pmt -Check	10/18/2023	12075	Lindsay Irrigation, Inc.	Invoice 18499	-150.00
Bill Pmt -Check	10/18/2023	12076	Mattituck Enviro Se...	Cstrmr 11-0001422-0, In...	-483.24
Bill Pmt -Check	10/18/2023	12077	Midwest Tape	11952	-40.47
Bill Pmt -Check	10/20/2023	12078	Midwest Tape	11952	-88.15
Bill Pmt -Check	10/24/2023	12079	Elan Financial Servi...	4798 5101 7200 1022	-2,067.34
Bill Pmt -Check	10/24/2023	12080	Karen Letteriello.	Mileage reimbursement	-22.27
Bill Pmt -Check	10/24/2023	12081	Shauna Scholl.	Reimburse Fall Decorati...	-169.70
Bill Pmt -Check	10/25/2023	12082	Midwest Tape	11952	-114.05
Bill Pmt -Check	10/25/2023	12083	National Grid	Acct 43544-64005	-123.74
Bill Pmt -Check	10/25/2023	12084	Postmaster	Permit no. 41	-400.00
Bill Pmt -Check	10/25/2023	12085	Pine Barrens Printing	Invoice no. 34063	-2,954.00
Bill Pmt -Check	10/26/2023	12086	Aflac	Acct NQH35, Invoice 29...	-236.25
Bill Pmt -Check	10/26/2023	12087	Daily News	Account 4090496	-90.00
Bill Pmt -Check	10/26/2023	12088	Postmaster	200 Forever stamps @ \$...	-132.00
Bill Pmt -Check	10/26/2023	12089	Verizon	Acct 242398426-00001, ...	-118.44
Bill Pmt -Check	10/26/2023		Audit Adjustments	QuickBooks generated z...	0.00
Bill Pmt -Check	10/27/2023	12090	PSEGLI	Cstrmr ID 0295-3001-61-...	-1,461.10
Bill Pmt -Check	10/27/2023	12091	Marissa Timm	Reimburse Potato Chips...	-29.44
Bill Pmt -Check	10/27/2023	12092	Quill Corporation	03047280	-34.35
Bill Pmt -Check	10/31/2023	12093	Joanne Hruz.	Reimburse Halloween S...	-116.40
Bill Pmt -Check	10/31/2023	12094	Nassau County Libr...	Directory of Long Island ...	-73.45
Bill Pmt -Check	10/31/2023	12095	Nicole Summers Sp...	Baby Boogie, Toddler T...	-350.00

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

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/31/2023	12096	Quill Corporation	03047280	-243.06
Bill Pmt -Check	10/31/2023	12097	Rob Scott	Sweet Cornbread 11.6.23	-299.00
Bill Pmt -Check	10/31/2023	12098	Alice Jones	Crochet Series Sept/Oct	-420.00
Bill Pmt -Check	10/31/2023	12099	Barbara Feltkamp	Shiloh Concert / Somew...	-500.00
Bill Pmt -Check	10/31/2023	12100	Elise Anne Calabrese	Spanish Conversation S...	-480.00
Bill Pmt -Check	10/31/2023	12101	Judy Boshnack	Homemade Pasta 11.4.23	-450.00
Bill Pmt -Check	10/31/2023	12102	Rob Scott	Holiday 11.2.23	-445.00
Bill Pmt -Check	10/31/2023	12103	Twin Fork Landscap...	Invoice 26275	-260.00
Total BNB Operating Checking					-54,501.63
TOTAL					-54,501.63