

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

Directors Report October 2023

Building and Grounds

Jeff has been a great addition to our Library, recently he put together a new desk for Karen and I currently have him cleaning and organizing the storage room downstairs, which has been a great help. He's working towards getting rid of clutter and creating better access.

Toilet flushing and restroom issues have not crossed my desk since last month's meeting. There does seem to be a leak from the toilet in the restroom closest to children's room, I will have one of the custodial workers see if it's something they can address.

The irrigation system was winterized on October 13th.

I received a proposal for snow removal services from TFLC and have accepted it – the rates were the same as the previous year and they have always been responsive.

Programs and Services

Many thanks to our creative and enthusiastic library staff who are dedicated to our wonderful pumpkin event. Each year the event continues to expand, draw more folks and improve. A huge shout out and thanks to the Friends for securing the pumpkins this year and for being present to grill hotdogs and hand out snacks. It was a wonderful community event.

Unfortunately due to the weather the Trunk or Treat had to be rescheduled to the rain date. We were unable to attend but have booked the SLED for next year and are hoping for a better weather situation.

The November / December newsletter was on time and out before the month of November.

Note this month's stats included at the end of the packet – our digital statistics are significantly more than our physical items. Our monthly (Oct) circ stats for physical items is 1,813 vs. Overdrive content alone at 2,461.

Also along the line of statistics, though not ideal to change through the year, I've had to update the metrics that I'm using for our website. It seems that when we launched our new site our hosting provider Siteground is not accurately tracking usage statistics. I will be moving over to Google Search Console – while I recognize this does not capture the full picture of website use it is currently more accurate compared to Siteground. The two categories that I will be utilizing will be Total Clicks and Total Impressions, both reflected in the October stats.

Upcoming programs and events to note:

Fresh Evergreen and Dried Herb Holiday Wreath / Centerpiece (almost full, fee) – Saturday November 18
11:30am – 1pm

Joe Pianos (Concert) – Sunday December 3 2pm – 3:30pm

Laurel Lake Preserve Hike – Wednesday December 6 11am – 1pm

Friends of the Library

The next Friends meeting is Tuesday December 19th at 11:00am with the holiday luncheon to follow at 12pm. I have arranged for the "Winter Wonderland" SLED to be present during this time for a walk through experience and photo op. 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.

At the October Friends meeting it was decided to present community donors that continuously donate to support the Friends, the library and library events. Denise has been working with Diana to print and frame these certificates of appreciation. Linda and Denise will visit the businesses and present them with the certificates after the Friends December meeting takes place.

I'm working with the Friends regarding the omnibus funds and am hoping we will be able to take advantage of the available funding.

The Friends are expected to adopt the memo of understanding that is outline in the new operations manual at their December meeting.

Administrative

The new 2023 Trustee Handbooks have arrived! I have uploaded a pdf to the Board's google drive and will have physical copies for all at Monday's meeting. The new handbook has been expanded by over 50% from the last edition and there is a great deal of new content in both the body of the book and in the appendix. Please let me know if anyone is interested in attending the [Trustee Handbook Book Club](#).

Also added to the google drive, annual audit documents (currently 2021 & 2022, I will continue to keep this current), an orientation folder for new trustees including three documents that should be read after being appointed – not a bad idea for those that have served multiple terms to read these on a yearly basis.

The full day staff development day will be taking place Thursday December 14th, the library will be closed all day.

The operations manual has been emailed to all Board members for final review.

Community survey is still underway for about another month, so far we've gotten 85 responses.

Each year in November the Board will be required to fill out the code of conduct / conflict of interest policy and sign it. I will bring physical copies to Monday's meeting for everyone to acknowledge and sign.

Trustee training acknowledgements have been filled out and will also be present at Monday's meeting for everyone to sign and for Jim and I to acknowledge after the Trustee Training policy is approved.

I was approached by a staffer from Legislator Krupski's office regarding some omnibus funding for cultural events to be dispersed through the Friends of the Library – I'm currently working with the Friends to see how we can access these funds and apply them to future library programs.

Meetings Attended

October 4 – Committee: building / grounds & long-range planning

October 16 – Department Head's Meeting

October 17 – Friends Meeting

October 18 – Full Staff Meeting

October 18 – Open Meetings Law Webinar

October 20 – Zone 1 Director's Meeting @ SHEL

October 30 – Committee: policy / personnel

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - October 2023

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - October program statistics were high this month, with many programs generating a waitlist. Winter program planning is almost complete and spring program planning is underway. Ella, our social worker, and I have been working on a few projects, which are discussed below. Chloe's last day of work will be Friday, November 10th. Shauna and I have interviewed a few potential candidates to take her place. Non-fiction and reference collection development are ongoing.

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

Date	Meeting
10/16/23	Department Head's Meeting
10/18/23	Full Staff Meeting
10/23/23	Health Fair Meeting

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

Date	Program	Statistics	Program Platform/Notes
Mondays in October	Chair Strength and Stretch	27 each session	In person
Tuesdays in October	Spanish Conversation Group	3 each session	In person
Tuesdays in October	Beginner's Crochet Group	8 each session	In person
Tuesdays in October	Book Discussion Group: <i>Moby Dick</i>	8	In person; offered by Jerry Matovcik (1st of 2 groups)
Wednesdays in October	Book Discussion Group: <i>Moby Dick</i>	8	In person; offered by Jerry Matovcik (2nd of 2 groups)
Wednesdays in October	Yoga	8 each session	In person
Ongoing	One-on-one Tech Appointments	11	In person; offered by Chloe Janis
10/3/23	Medicare 101	5	In person
10/3/23	Rolicking Measures: Writing Poetry in Response to Art	2	In person; offered by Jerry Matovcik

10/3/23	Ukulele Group	3	In person
10/10/23	Reversible Scarecrow/Snowman Signs	15 in person; 5 grab-and-go	In person/Grab and Go
10/12/23	Alternate Thursday Films	22	In person; organized by Jerry Matovcik
10/12/23	Lucy Without Desi	29	Virtual; co-sponsored by Southold Free Library and hosted by Mattituck-Laurel Library
10/13/23	Literary Cafe	8	In person; offered by Bev Wowak
10/18/23	Barbie	24	Virtual; co-sponsored by Southold Free Library and North Shore Public Library
10/19/23	Explore the Art of Pizza	30	In person; co-sponsored by Southold Free Library and hosted by Mattituck-Laurel Library
10/24/23	Estate Planning 101	22	In person
10/26/23	Alternate Thursday Films	2	In person; organized by Jerry Matovcik
10/26/23	Bev's Book Discussion	18	In person; offered by Bev Wowak
10/17/23, 10/24/23	Writing With Pat	7	In person; organized by Bev Wowak
10/31/23	The Beauty of Holiness: Duccio and Giotto	N/A	Will be rescheduled
10/31/23	Peruse How Infinite I Am: Emily Dickinson's Voice	N/A	Will be rescheduled

*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/Spring - Winter and early spring 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, First-Time Home Buyers Seminar, Maria's Mexican Cooking, The Betty White Story, 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 and reference materials 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 and reference collections.

Newspapers and Electronic Resources - All newspaper subscriptions and e-resources are up to date at this time.

Adult Grab-and-Go Kits - For the month of October we gave out 20 yarn pumpkin kits and 5 scarecrow/snowman sign kits. For the month of November, we have ordered autumn-themed embroidery kits to give out.

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.

- **Social Work** - Ella and I have started working on planning a caregiver support group with assistance from the Alzheimer's Association. We have also started planning a health fair event to hopefully take place this spring. In addition, Ella has taken on several one-on-one appointments with patrons. All is going well.

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

Summary – This month I saw an increase in teens looking for and community service opportunities and volunteering their time to help the library. There has also been more teens coming in after school and utilizing 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 on various community service opportunities, programs and events. 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 October.

Date	Meeting
10/16	Department Heads Meeting
10/18	General Staff Meeting

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

Date	Program	Statistics	Program Platform/Notes
10/01-10/31	DIY Fall Wreaths	12	
10/06	Chuck-a-Pumpkin Catapult Challenge	8	
10/11	A Parent's Guide on How to Pay for College via Zoom	53	
10/13	Pumpkin Carving for Community Service	11	

10/26	Lays Potato Chip Challenge	3 registered	This program was cancelled due to low registration.
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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.

Pumpkin Event-The pumpkin event was a success. The teens were a great help. About a dozen of them carved pumpkins to be put on display during the event. 6-7 teens volunteered their time by helping set up the event as well as run the lawn games.

The Great Give Back-This year for the Great Give Back the library did a toiletries drive, with all of the donated items going to our local CAST. The teens helped with this by donating a lot of items for community service. As of November 2nd we have had 353 items donated.

Senior Service Day- We had four seniors from the high school come to the library for senior service day. I had them color in pages that we will later laminate and turn into Thanksgiving placemats that will be donated to the local senior center and/or CAST. I received a lot of positive feedback from the seniors. It seemed they enjoyed it.

Girls Who Code-Girls Who Code started again and runs every Monday. They are currently working on both the fall and Halloween Challenge.

Teen Space – For the month of October, I chose to focus on our horror 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. October's guessing jar had 9 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–This month I finished and submitted the content for 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: November 1, 2023

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: October 2023 Wrap-up

Our Numbers are as follows:

Programs: 118 plus 68 for pumpkin display

Book pulls 273

GENERAL INFORMATION

The pumpkin display is the highlight of October. A tremendous thank you to the entire library staff for all the hard work, suggestions and staffing at the event. Thank you to the Friends of the Library for getting the pumpkins, cooking the hot dogs and providing the chips. Elizabeth was popping tons of popcorn and JoAnne was at the table making donut spiders. Rosemary held down the room inside. The SLED is always a draw. This year we were also joined by Dr. Danielle Zeifman of Zeifman Orthodontics located on Love Lane. Danielle and her Husband set up some crafts as well as having the children make plaster casts of their thumbs. We were extremely lucky to have wonderful weather. Families have made this an annual event with us. They look forward to this fun evening. We heard so many compliments. The enclosed green space is the perfect venue for families with young children. We are very happy to have this annual event and have begun planning for next year!

The Cutchogue East PTA Trunk or Treat was scheduled for the following Friday and the weather did not cooperate. Unfortunately, the event was postponed and the rescheduled date did not work with the library staffing schedule. We look forward to attending this event next year.

This month I reevaluated the department's online resources. We will continue the Tumblebooks resource. This online book library is very child friendly and easily allows the user to change the language. We will also continue Nat Geo Kids. This resource provides nonfiction information through books, videos, magazines and pictures.

The month of October is when libraries offer the Great Give Back program. This year the library requested personal care items. Thanks to JoAnne and the teen volunteers, an assortment of soaps, shampoo, razors, and toilet paper as well as many other items were collected.

MEETINGS

October 3rd Karen attended the Booklist webinar Science Reads for the Summer and beyond.

October 17th Karen attended the Booklist webinar for Fall and Winter Picture Books.

October 17th Elizabeth attended the Booklist webinar Great Graphic Novels Part 1.

October 18th Shauna held a full staff meeting. Karen, Elizabeth and Rosemary were in attendance.

October 20th Elizabeth attended the Library Journal webinar Spring Graphic Novels for all levels.

October 20th Elizabeth also attended the Booklist webinar Great Graphic Novels Part 2

PROGRAMS

We offer many different types of programs for the birth through preschool group. Parents and grandparents have made friends and use our library as a meet up and play time. We offer plenty of activities that encourage both individual and shared play.

Karen visits A Time to Grow Preschool twice a month. On Thursday the 2 year old group is treated to stories, activities and a craft. Then on Friday, the 3 and 4 year old group gets a tweaked version. The kids really enjoy the stories and crafts. This month we learned about colors and patience with Pete the Cat stories by Eric Litwin and James Dean.

For the older kids we offered Bat Tin Punch with Judy Wilson, Constellation Viewer with JoAnne and LEGO with Elizabeth, Read to a Dog with Maura and a Movie in the Tween Place.

This month's story time was Goblin Gloves. Rosemary and I had a room filled with families. The laughter from the books, and the excitement from the gloves was enough but then we used up the left over donuts from the pumpkin display. It was a fun time.

We continue the tween room scavenger hunt. This month we had 26 participants looking for the Disney Princess characters.

Once again we ordered items from the SCLS Lending Library, the construction blocks and the huge connect four game. Kids really enjoy these special events when they walk in. We like to constantly offer new and different activities.

The STEM table offered a sensory experience. We filled a bucket with all types of dried beans and hid six dinosaurs within. Many parents tell us how much they also love just sticking their hands in the beans. Of course, kids love finding the dinosaurs.

The fine motor activity of egg art was a hit. We took two hula hoops and wrapped sticky tape across them. We placed a bucket of large plastic eggs on the floor. The kids were encouraged to place or toss the eggs to stick. Once all the eggs were used, they would have to apply a bit of strength to remove the eggs and start again. It is exciting to watch the little minds work. Some children pick up the whole eggs and leave those that have come apart. Other children mix and match the tops and bottoms and use up all the eggs.

Program line up for November and December was completed and forwarded to Shauna for the print newsletter.

OVERALL

Work was completed on the weeding of the DVD collection. The DVD borrowing is declining. By weeding this collection, it opened up prime media shelf space. We then moved the gaming collection front and center. We have completed the weeding of the juvenile audio books as well. We closely watch the circulation of this collection. We are down to just a handful of audio books that circulate. We have moved this collection back into the children's room on the shelving just below the games. Now all the "media" is housed on the same shelving unit.

Thank you to Kathy Russell and ChickenKiz. Once again, they provided us with a free pass and early admittance to this incredible event. We were able to purchase some musical instruments (a little piano) as well as drums and some small manipulatives.

Thank you to Shauna for ordering me a new desk. I have so much more space to work and was able to clear out two file cabinets from behind my desk area. This new streamlined space is cleaner.

Twin Fork Landscape Contracting Inc.
P.O. Box 460
Cutchogue, NY 11935
info@twinforklandscapecontracting.com



Estimate

ADDRESS

Shauna Scholl
Mattituck-Laurel Library
P.O. Box 1437
Mattituck, New York 11952

SHIP TO

Mattituck-Laurel Library
13900 Main Road
Mattituck, NY 11952

ESTIMATE # 5329**DATE 10/27/2023****SHIP DATE**

10/27/2023

DESCRIPTION

AMOUNT

Snow Removal Proposal November 1, 2023 through April 30, 2024

0.00

PLEASE NOTE: RATES THE SAME AS YEAR PRIOR

Required Specifications/TFLC standard procedures:

0.00

1.) TFLC will respond automatically after a two (2") inch snowfall or ice occurrence, pricing is based on a 2"-12".

2.) Snow or ice will be cleared by 7:00am

3.) Library Property will be cleared by 7:00am regardless if open or closed, including all Parking lots, all entrance/exit ways and sidewalks will be cleared of snow and ice.

4.) Ice control will consist of salting and sanding of parking lots, sidewalks and all entrance/ exit ways for any precipitation that freezes on surfaces and is also available upon library request.

Pricing is based on 2"-3" per occurrence.

0.00

Price per Snow Removal/ clearing per occurrence: \$300.00

0.00

Price per Sand/Salt Application: \$125.00

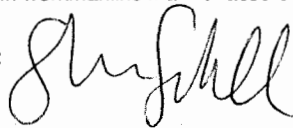
0.00

Twin Fork Landscape Contracting will also provide you with all required insurance, workers comp and liability.

0.00

All work will be completed in workmanlike manner according to standard practices.

Signature of Authorization:

 10/30/2023

TOTAL

\$0.00

Accepted By

Accepted Date



Mattituck-Laurel Library Warrants / Expenses

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

To be 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

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
	<hr/>
Total Building Fund	343,046.40
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Total General Fund	747,325.28
	<hr/>
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
	<hr/>
Total Cultural Activities Fund	9,960.84
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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
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Total Gift and Trust Fund - MM	460,640.00
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TOTAL	1,217,926.12

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>

11/06/23

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

11/06/23

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

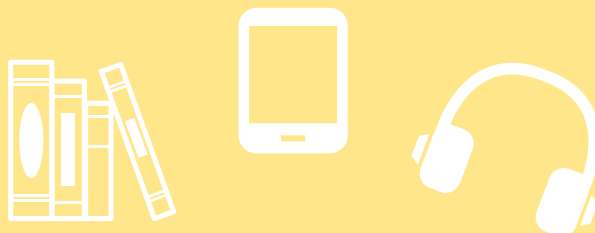
Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/31/2023	12096	Quill Corporation	03047280	-243.06
Bill Pmt -Check	10/31/2023	12097	Rob Scott	Sweet Cornbread 11.6.23	-299.00
Bill Pmt -Check	10/31/2023	12098	Alice Jones	Crochet Series Sept/Oct	-420.00
Bill Pmt -Check	10/31/2023	12099	Barbara Feltkamp	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

LIBRARY STATS

OCTOBER 2023

6,313 ITEMS CHECKED OUT

1,813 books & other items
4,500 ebooks & digital items



260

log ins to the public access computers

WIFI 270

connections to the public wifi

PUBLIC COMPUTERS

VISITORS

4,084



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	39			459
106 - DVD	160	120	159	139	134	169	177	183	167	125			1,533
110 - Magazines	43	45	38	34	20	23	75	32	27	43			380
120 - Fiction	306	264	289	271	308	432	439	423	431	321			3,484
121 - Nonfiction	192	172	195	162	186	174	194	211	193	136			1,815
122 - Biography	40	39	42	41	47	41	30	29	19	18			346
125 - Paperback	61	65	51	52	63	61	73	74	66	48			614
126 - Large Print	159	143	135	164	177	206	217	198	224	159			1,782
127 - Oversize	1	10	0	3	1	2	0	4	1	3			25
131 - Mystery	87	83	105	68	136	125	159	156	143	104			1,166
151 - Audiobooks	31	25	38	33	21	30	32	41	26	19			296
160 - DVD New	117	104	137	99	115	154	88	121	116	77			1,128
161 - DVD NF	7	2	6	6	9	9	8	11	7	6			71
700- Library of Things	8	8	7	19	13	20	23	25	12	9			144
Total	1,242	1,102	1244	1,118	1289	1523	1573	1575	1470	1107	0		13,243

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	0			10
304 - Tween Video Games	19	21	18	30	20	28	52	48	13	20			269
306 - Youth DVD	20	58	41	38	23	79	54	78	21	27			439
320 - Tween Chapter/Graphic	78	142	161	158	126	331	594	440	211	96			2,337
321 - Youth Nonfiction	84	78	110	87	72	93	208	174	149	56			1,111
322 - Youth Biography	17	23	10	1	5	7	9	8	13	7			100
325 - Tween Paperback	24	50	37	58	23	52	203	185	52	39			723
330 - Youth Picture Book	134	161	196	147	137	205	353	296	150	146			1,925
331 - Youth Boardbook	81	53	102	79	61	68	87	109	47	47			734
332 - Youth Easy Reader	83	101	95	58	69	113	229	175	70	59			1,052
337 - Tween Books New	28	23	22	30	24	44	75	77	27	24			374
353 - Youth DVD NF	1	0	1	0	2	0	2	0	0	0			6
364 - Parenting Material	9	17	7	6	10	17	17	17	5	15			120
650 - Youth Spanish	11	7	3	1	4	8	24	12	3	13			86
Total	590	735	806	693	576	1046	1908	1622	761	549	0		9286

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	0			23
220 - Teen Fiction	23	36	41	40	17	87	103	70	22	19			458
221 - Teen Nonfiction	6	5	0	2	5	3	3	3	2	3			32
222 - Teen Bios	1	2	1	0	0	0	2	0	1	1			8
224 - Teen Graphic Novels	2	3	8	1	18	7	10	10	1	5			65
237 - New Teen Fiction	0	3	0	0	3	3	4	3	6	0			22
251 - Teen BOCD	0	0	0	0	0	0	2	0	0	0			2
275 - Teen Reading List	1	1	3	1	1	9	9	2	2	3			32
Total	36	56	53	45	44	116	138	89	34	31	0	0	642

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	1,813
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	49			620
Freegal downloads	141	136	113	121	125	105	141	145	206	178			1411
Freegal streaming	924	1008	542	684	576	423	356	390	665	1082			6650
Hoopla (items)	87	96	86	67	72	88	79	65	76	77			793
Kanopy (movies)	50	51	64	47	20	71	73	90	70	60			596
Overdrive (items)	2495	2164	2266	2107	2142	2095	2443	2500	2484	2461			23157
P4a Antiques (searches)	1	0	0	0	0	0							1
WAM	1859	3169	686	408	119	358	1482	2383	109	593			11166
Totals	5644	6704	3826	3483	3093	3213	4637	5620	3674	4500			44394

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	260			2,786
Guest wifi connections	274	216	316	271	288	351	443	429	293	270			3,151
Door count	3,854	3,440	4,041	3,808	3,814	4,495	5,633	5,650	4,140	4,084			42,959
Website unique visitors / Total Clicks	3,714	3,641	3,610	3,113	3,929	3,938	4,267	3,842	504	779			31,337
Website pageviews / Total Impressions	14,864	14,717	15,082	12,578	15,997	16,208	16,547	15,533	2,165	5,100			128,791
Totals	22,949	22,245	23,323	20,046	24,335	25,283	27,192	25,770	7,388	10,493	0	0	209,024

NEW PATRON REGISTRATIONS

OCTOBER 2023

Adult Year Round	18
Youth Year Round	2
Total:	20

MEETING ROOM USE REPORT-October 2023

The following groups used the 3 meeting rooms October 2023

Community Room

Chair aerobics
Babies Boogie
Toddlers Tango
Sichelschnitt: Germany Moves West in 1940
P/C Rhyme & Play
Storytime with an Owl
Van Gogh: Painting the Pulse of Life
Bat Tin Punch
Alternate Thursday Film
Piano Practice
Yoga
Constellation Viewer
Lego K-1
Reversible Scarecrow/Snowman Wooden Sign
Explore the Art of Pizza
Estate Planning 101: Protect Your Assets & Family
Book Discussion
NF Anglers

Conference Room

Mah Jongg
Girls Who Code
Free Educational Medicare Seminar
Ukulele for Beginners
Bridge
Artist Reception/Lee Harned
East End Lions
Tutor (1)
Writing with Pat
Medicare Information

Craft Room

Tutor (2)
Crochet & Chat
Rollicking Measures: Writing Poetry in Response to Art
Book Discussion
Pumpkin Carving for Community Service
Literary Café
Goblin Gloves
Navigating College Admissions Successfully in 2023 via Zoom
Cross Stitch Key Chain
Lay's Potato Chip Taste Test Challenge
Girl Scouts