

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

**MEETING DATE: Monday December 18, 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 November 13, 2023 Regular Board Meeting**
- V. Period of Public Expression**
- VI. Approval of Treasurer's Report**
- VII. Approval of Personnel Report**
- VIII. Director's Report**
- IX. President's Remarks**
- X. Committee Reports**
  - A. Personnel / Policy
  - B. Building / Grounds & Long-Range Planning
- XI. Old Business**
- XII. New Business**
  - A. Approve longevity benefit
  - B. Approve revisions to staff handbook (PTO payouts, holidays, overtime)
  - C. Approve social media policy
- XIII. Executive Session**
- XIV. Adjournment**

**Next Meeting – January 8, 2024**

**MATTITUCK-LAUREL LIBRARY**  
**APPROVED MINUTES OF THE REGULAR MONTHLY MEETING**  
December 18, 2023

**Present**

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

**Absent with Excuse**

Mary Sanchez, Trustee

**I. Call To Order/II. Pledge of Allegiance**

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

**III. Approval of the Agenda**

The agenda was adopted.  
(Karenann, Peter; unanimous (6-0))

**IV. Review and Approval of the Minutes of November 13, 2023 Regular Board Meeting**

The minutes of the meetings held November 13, 2023 were approved.  
(Colleen, Peter; unanimous (6-0))

**V. Period of Public Expression**

none

**VI. Approval of Treasurer's Report**

**Warrants**

Karenann reviewed the warrants with the Board.

The Board approved payment of the following OCTOBER warrant:

OPERATING ACCOUNT	\$101,955.50
CULTURAL ACTIVITIES FUND	1,743.09
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

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

### **VII. Approval of Personnel Report**

The Personnel report was presented in written format. The Board reviewed the personnel report with interest. The Personnel Report was approved.  
(Colleen, Karenann; unanimous (6-0))

### **VIII. Director's Report**

The Director's report was presented in written format. The Board reviewed the director's report with interest. The Director's Report was approved.  
(Nick, Karenann; unanimous (6-0))

Shauna shared that the December 14, 2023 staff development day was very positive. The folks from EAP ran a workshop on conflict management, she had a full staff meeting, department head meetings and staff were recognized for their years of service to the library. The staff enjoyed delicious food from Lucia Restaurant. Beginning January 4, 2024 payday will be on Thursdays. The mandatory sexual harassment trainings will be given through New York City; KnowBe4 training has become too costly. The Friends are meeting on Tuesday, December 19, 2023 and then a Christmas Luncheon to follow. The SLED from Suffolk County Library will be visiting for this festive event. The December 2023 issue of the Peconic Bay Shopper is the final issue. The reference librarian, Jerry Matovcik, has contributed to this publication for a long time. Shauna shared she would like Jerry to continue to research and share this rich history on our website.

### **IX. President's Remarks**

Jim recently visited the Southold Free Library; he was impressed with their recent renovations. He wants to promote our new green space and made a suggestion to acquire a commercial grade shade or umbrella.

### **X. Committee Reports**

*A. Personnel / Policy* The committee met on December 4, 2023 to discuss the Longevity Benefit that is to be added to the staff handbook.

*B. Build /Grounds & Long-Range Planning* The committee met on November 29, 2023. Discussion ensued about the building refresh.

### **XI. Old Business**

none

## **XII. New Business**

A. Approve longevity benefit

Motion to approve longevity benefit.

(Peter, Nick; unanimous (6-0))

B. Approve revisions to staff handbook (PTO payouts, holidays, overtime)

Motion to approve revisions to staff handbook.

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

C. Approve social media policy

Motion to approve social media policy.

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

## **XIII. Adjournment**

Motion to adjourn at 6:39PM

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

## **Dates of Future Board Meetings**

Monday, January 8, 2024

Monday, February 12, 2024

Monday, March 11, 2024

Respectfully submitted,

Katie O'Rourke

Secretary



# Mattituck-Laurel LIBRARY

## Warrants / Expenses

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

Approved at the Library Board Meeting on December 18, 2023

<b>Operating Account Total</b>	\$101,955.50
Payroll	\$ 67,219.89
Non Payroll	\$ 34,735.61
<b>Cultural Activities Fund</b>	\$ 1,743.09
<b>Money Market Account</b>	\$0
<b>Building Fund Savings</b>	\$0
<b>Building Fund Checking</b>	\$0
Donations in excess of \$1,000	None

*Maureen Volinski*

12/05/23

Mattituck-Laurel Library  
Fund Balance Report

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	<u>Jan - Nov 23</u>
<b>General Fund</b>	
Operating Fund	327,206.90
Building Fund	
Checking	285,741.34
Savings	57,305.06
	<hr/>
Total Building Fund	343,046.40
	<hr/>
Total General Fund	670,253.30
<b>Cultural Activities Fund</b>	
Coffee Machine	487.67
Teen Programs	21.12
Children's Programs	1,226.17
Staff Activity Fund	346.63
Adult Programs Wash Acco...	7,860.39
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	10,569.52
<b>Gift and Trust Fund - MM</b>	
Claire Lincoln Memorial	2,637.09
Local History Books	26,495.05
Undesignated & Interest	1,390.09
Capital Reserve Fund	400,136.70
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	460,658.93
	<hr/>
<b>TOTAL</b>	<b>1,141,481.75</b>

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

Date	Name	Memo	Original Amount	Paid Amount
<b>Library Materials</b>				
<b>Youth Materials</b>				
<b>Youth Arts &amp; Crafts</b>				
11/16/2023	Business Card	Cellophane, Fishing Line	16.00	16.00
Total Youth Arts & Crafts				16.00
<b>Youth Computer Software</b>				
11/16/2023	Business Card	Cuphead, Zelda, Gang, ...	272.83	272.83
Total Youth Computer Software				272.83
<b>Youth Books</b>				
11/07/2023	B&T Juvenile Account	October Invoices	1,581.93	1,581.93
Total Youth Books				1,581.93
Total Youth Materials				1,870.76
<b>Adult Materials</b>				
<b>DVD/Music CD</b>				
11/02/2023	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
11/07/2023	Midwest Tape	504573777	16.09	16.09
11/07/2023	Midwest Tape	504573779	13.99	13.99
11/07/2023	Midwest Tape	504573810	24.49	24.49
11/07/2023	Midwest Tape	504573811	13.99	13.99
11/14/2023	Midwest Tape	504603822	9.79	9.79
11/14/2023	Midwest Tape	504603821	20.99	20.99
11/14/2023	Midwest Tape	504603809	24.49	24.49
11/14/2023	Midwest Tape	504603808	18.89	18.89
11/21/2023	Midwest Tape	504640628	20.99	20.99
11/21/2023	Midwest Tape	504640690	24.49	24.49
11/21/2023	Midwest Tape	504640691	23.09	23.09
11/28/2023	Midwest Tape	504664890	20.99	20.99
11/28/2023	Midwest Tape	504657028	102.84	102.84
11/28/2023	Midwest Tape	504657027	12.59	12.59
11/28/2023	Midwest Tape	504657026	18.19	18.19
Total DVD/Music CD				390.90
<b>Digital Material Subscriptions</b>				
11/02/2023	Kanopy, Inc.	Invoice #342320-PPU	150.00	150.00
11/02/2023	Midwest Tape	Hoopla Month Ending 1...	191.57	191.57
11/24/2023	SCLS	National Geographic Kid...	500.00	500.00
Total Digital Material Subscriptions				841.57
<b>Title Source</b>				
11/07/2023	SCLS	Title Source 360 (12/01/...	1,155.00	1,155.00
Total Title Source				1,155.00
<b>Adult Books</b>				
11/07/2023	B&T Adult Account	October Invoices	2,457.42	2,457.42
11/16/2023	Business Card	Safeguard History, Secre...	152.02	152.02
Total Adult Books				2,609.44
<b>Reference Books and Data Bases</b>				
11/17/2023	SCLS	Data Axle-Reference So...	650.00	650.00
Total Reference Books and Data Bases				650.00
<b>Virtual Reference Collection</b>				

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
11/15/2023	SCLS	Suffolk E-Resources Oc...	5,225.00	5,225.00
	Total Virtual Reference Collection			5,225.00
<b>Large Print Books</b>				
11/07/2023	B&T Adult Account	October Invoices	171.98	171.98
	Total Large Print Books			171.98
<b>Newspapers</b>				
11/07/2023	Newsday	From 11/18/23 to 1/12/24	287.92	287.92
11/15/2023	Wall Street Journal	Annual Subscription Re...	719.88	719.88
11/16/2023	Business Card	ANC Newspapers.com	81.36	81.36
11/17/2023	Daily News	Pays through 12/17/23	90.00	90.00
11/21/2023	Elan Financial Services	WSJ/BARRONS Subscr...	89.97	89.97
	Total Newspapers			1,269.13
	Total Adult Materials			12,313.02
	Total Library Materials			14,183.78
<b>Capital Expenditures</b>				
11/16/2023	Business Card	Desk for Karen	716.21	716.21
	Total Capital Expenditures			716.21
<b>Technology</b>				
11/07/2023	P.M. Communications Corp.	Monthly Maintenance	117.89	117.89
11/16/2023	Business Card	Qty 3 iPads, HDMI Cabl...	1,647.92	1,647.92
11/21/2023	Elan Financial Services	Siteground Hosting \$62...	594.76	594.76
	Total Technology			2,360.57
<b>Operations and Maintenance</b>				
<b>Building Maintenance</b>				
<b>Aquarium Maintenance</b>				
11/14/2023	Living Art Aquariums	Service 10/3/23, 10/31/2...	348.88	348.88
	Total Aquarium Maintenance			348.88
	Total Building Maintenance			348.88
<b>Custodial Supplies</b>				
11/07/2023	Emerald Island	Soap, Black Liner bags, ...	457.30	457.30
	Total Custodial Supplies			457.30
<b>Gas</b>				
11/24/2023	National Grid	Oct 18, 2023 to Nov 16, ...	479.94	479.94
	Total Gas			479.94
<b>Grounds Maintenance</b>				
<b>Other Grounds Maintenance</b>				
11/30/2023	Twin Fork Landscape Contracti...	Cut 10/31/23, Remove f...	237.50	237.50
	Total Other Grounds Maintenance			237.50
	Total Grounds Maintenance			237.50
<b>Water</b>				
<b>North Fork Water</b>				
11/21/2023	ReadyFresh	Qty 7 - 5 gallon bottle w...	126.92	126.92

12/05/23

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
	Total North Fork Water			126.92
	Total Water			126.92
	<b>Garbage Removal</b>			
11/15/2023	Mattituck Enviro Services	4 YD Trash Service	252.72	252.72
	Total Garbage Removal			252.72
	Total Operations and Maintenance			1,903.26
	<b>Miscellaneous Expense</b>			
	<b>Legal Fees</b>			
11/14/2023	Volz & Vigliotta, PLLC	Union Issues - research ...	96.00	96.00
	Total Legal Fees			96.00
	<b>Maintenance Office Equipment</b>			
	<b>Optimum Internet Service</b>			
11/17/2023	Optimum	Billing period 11/16 - 12/...	245.32	245.32
	Total Optimum Internet Service			245.32
	<b>Copy Machine</b>			
11/24/2023	Precision Microproducts	Contract plus color and ...	626.77	626.77
11/24/2023	Precision Microproducts	Contract plus color and ...	513.30	513.30
	Total Copy Machine			1,140.07
	<b>Computer/Network Maintenance</b>			
11/02/2023	L2J Consulting, Inc.	Monthly IT Support - No...	1,000.00	1,000.00
	Total Computer/Network Maintenance			1,000.00
	<b>Computer Software Licenses</b>			
11/21/2023	Elan Financial Services	Dropbox, DRI CrashPlan	152.43	152.43
	Total Computer Software Licenses			152.43
	Total Maintenance Office Equipment			2,537.82
	<b>Printing &amp; Advertising</b>			
	<b>Other printing &amp; advertising</b>			
11/15/2023	SCLS	SLED Fees Pumpkin Lig...	187.50	187.50
	Total Other printing & advertising			187.50
	Total Printing & Advertising			187.50
	<b>Professional Fees</b>			
	<b>Annual audit</b>			
11/14/2023	Covati & Janhsen CPA's PC	Assistance w/ Audit Adj...	490.00	490.00
	Total Annual audit			490.00
	<b>SCLS/Overdue Notices</b>			
11/07/2023	SCLS	Overdues - Processed &...	17.64	17.64
	Total SCLS/Overdue Notices			17.64
	Total Professional Fees			507.64
	<b>Programs - Adult</b>			
	<b>Adult Reading Club &amp; Book Discu</b>			
11/14/2023	Beverly Wowak.	Reimburse Glass dispen...	66.13	66.13

12/05/23

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

Date	Name	Memo	Original Amount	Paid Amount
11/16/2023	Business Card	Qty 15 Handmaid	240.00	240.00
Total Adult Reading Club & Book Discu				306.13
<b>Adult Programs</b>				
11/21/2023	Elan Financial Services	Embroidery Kits, Zoom	259.16	259.16
11/21/2023	Sara Colichio.	Gift card for Presenter	25.00	25.00
11/28/2023	Jessica Damiano	Winter Garden 11.30.23	150.00	150.00
11/28/2023	Joe Pianos Entertainment	Cocktails in Concert 12....	300.00	300.00
11/28/2023	Evelyn Palladino	Crushed Glass Frame 1...	340.00	340.00
Total Adult Programs				1,074.16
Total Programs - Adult				1,380.29
<b>Programs - Juvenile</b>				
11/14/2023	Lisamarie Curley	Infant Massage, Sign La...	600.00	600.00
11/16/2023	Business Card	Popcorn, Decorations le...	4.51	4.51
11/21/2023	Joanne Hruz.	Gingerbread Houses Qt...	291.80	291.80
11/21/2023	Karen Letteriello.	Scarecrow outfit, Cookis...	29.76	29.76
11/28/2023	Rob Scott	Holiday Cookie 12.4.23	299.00	299.00
Total Programs - Juvenile				1,225.07
<b>Programs - Summer</b>				
11/21/2023	Joanne Hruz.	Smores makers Qty 2	39.98	39.98
Total Programs - Summer				39.98
<b>Programs - Teen</b>				
11/16/2023	Business Card	Paintbrush, Jars, Decor...	94.71	94.71
11/21/2023	Elan Financial Services	T-shirts	52.52	52.52
11/24/2023	Marissa Timm	Reimburse Gingerbread...	148.05	148.05
Total Programs - Teen				295.28
<b>Supplies - Library</b>				
11/07/2023	Orlowski Hardware Company, I...	Aluminum foil, Twine	18.97	18.97
11/14/2023	C-Pac, Inc.	Qty 3 - EcoChit 3-1/8" x ...	161.97	161.97
11/14/2023	Brodart	Just A Fold Covers	38.97	38.97
11/16/2023	Business Card	Table cover roll	28.41	28.41
11/17/2023	Quill Corporation	Kleenex, Coffeemate 18...	87.98	87.98
11/21/2023	Elan Financial Services	Cricut	9.99	9.99
11/28/2023	Quill Corporation	Plates, Paper towels, Na...	101.35	101.35
11/28/2023	Quill Corporation	Fax Cartridge, Scotch b...	162.31	162.31
Total Supplies - Library				609.95
<b>Supplies - Office</b>				
11/14/2023		Service Charge	30.00	30.00
11/16/2023	Business Card	Calendars, Bubble mailers	52.97	52.97
11/17/2023	Quill Corporation	Jumbo Paper Clips	15.59	15.59
11/28/2023	Quill Corporation	Paper clips, Scotch tape...	147.37	147.37
Total Supplies - Office				245.93
<b>Telephone</b>				
11/17/2023	Optimum	Billing period 11/16 - 12/...	154.75	154.75
Total Telephone				154.75
<b>Travel</b>				
11/17/2023	Shauna Scholl.	Reimburse Mileage to N...	345.84	345.84
Total Travel				345.84

12/05/23

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

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
<b>Workshops</b>				
11/17/2023	Shauna Scholl.	NYLA Conference - Lod...	516.00	516.00
Total Workshops				516.00
Total Miscellaneous Expense				8,142.05
<b>Debt Service Total</b>				
<b>Mortgage Interest</b>				
11/21/2023	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74
Total Mortgage Interest				7,429.74
Total Debt Service Total				7,429.74
<b>TOTAL</b>				<b>34,735.61</b>

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

	Nov 23
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	27,225.80
Interest	3.14
Direct Public Support	
Programs & Tickets Paid For	130.00
Direct Public Support - Other	134.00
Total Direct Public Support	264.00
Fines	1.15
Library Materials Paid For	40.90
Copy Machine	505.90
Total Income	28,040.89
Gross Profit	28,040.89
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	25,120.35
Clerical	29,727.03
Custodian	3,746.44
Total Salaries	58,593.82
Benefits	
Fica	4,218.76
Disability Insurance	-318.71
Medical Insurance	4,286.36
Retirement	3,298.70
Unemployment Insurance	205.09
Total Benefits	11,690.20
Total Payroll Expenses	70,284.02
Library Materials	
Youth Materials	
Youth Arts & Crafts	16.00
Youth Computer Software	272.83
Youth Books	1,581.93
Total Youth Materials	1,870.76
Adult Materials	
DVD/Music CD	390.90
Digital Material Subscriptions	841.57
Title Source	1,155.00
Adult Books	2,609.44
Reference Books and Data Ba...	650.00
Virtual Reference Collection	5,225.00
Large Print Books	171.98
Newspapers	1,269.13
Total Adult Materials	12,313.02

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

	Nov 23
Total Library Materials	14,183.78
Capital Expenditures	716.21
Technology	2,360.57
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	348.88
Total Building Maintenance	348.88
Custodial Supplies	457.30
Gas	479.94
Grounds Maintenance	
Other Grounds Maintenance	237.50
Total Grounds Maintenance	237.50
Water	
North Fork Water	126.92
Total Water	126.92
Garbage Removal	252.72
Total Operations and Maintenance	1,903.26
Miscellaneous Expense	
Legal Fees	96.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	118.44
Optimum Internet Service	245.32
Copy Machine	1,140.07
Computer/Network Maintenance	1,000.00
Computer Software Licenses	152.43
Total Maintenance Office Equipm...	2,656.26
Printing & Advertising	
Other printing & advertising	187.50
Total Printing & Advertising	187.50
Professional Fees	
Payroll Processing	444.52
Annual audit	490.00
SCLS/Overdue Notices	17.64
Total Professional Fees	952.16
Programs - Adult	
Adult Reading Club & Book Dis...	306.13
Adult Programs	1,074.16
Total Programs - Adult	1,380.29
Programs - Juvenile	1,225.07
Programs - Summer	39.98
Programs - Teen	295.28

12:11 PM  
12/05/23  
Cash Basis

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

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	Nov 23
Supplies - Library	609.95
Supplies - Office	245.93
Telephone	154.75
Travel	345.84
Workshops	516.00
Total Miscellaneous Expense	8,705.01
Debt Service Total	
Mortgage Interest	7,429.74
Total Debt Service Total	7,429.74
Total Expense	105,582.59
Net Ordinary Income	-77,541.70
Net Income	-77,541.70

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

	Jan - Nov 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	1,581,543.09	1,581,499.00	44.09	100.0%
NY State Incentive	1,800.00	1,800.00	0.00	100.0%
Interest	46.25	100.00	-53.75	46.3%
Direct Public Support				
Programs & Tickets Paid For	1,917.70			
Direct Public Support - Other	9,499.51	2,000.00	7,499.51	475.0%
Total Direct Public Support	11,417.21	2,000.00	9,417.21	570.9%
Fines	760.26	0.00	760.26	100.0%
Library Materials Paid For	702.04			
Copy Machine	4,880.50	2,000.00	2,880.50	244.0%
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	1,716,991.01	1,596,799.00	120,192.01	107.5%
Gross Profit	1,716,991.01	1,596,799.00	120,192.01	107.5%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	292,283.22	334,851.00	-42,567.78	87.3%
Clerical	340,602.28	429,895.00	-89,292.72	79.2%
Custodian	28,387.33	47,477.00	-19,089.67	59.8%
Total Salaries	661,272.83	812,223.00	-150,950.17	81.4%
Benefits				
Fica	48,099.76	60,342.00	-12,242.24	79.7%
Disability Insurance	1,388.58	1,000.00	388.58	138.9%
Medical Insurance	44,707.58	89,240.00	-44,532.42	50.1%
Retirement	36,033.63	50,749.00	-14,715.37	71.0%
Unemployment Insurance	9,372.51	10,000.00	-627.49	93.7%
Total Benefits	139,602.06	211,331.00	-71,728.94	66.1%
Total Payroll Expenses	800,874.89	1,023,554.00	-222,679.11	78.2%
Library Materials				
Youth Materials				
Youth Arts & Crafts	508.57	2,500.00	-1,991.43	20.3%
Youth DVD's	277.74	500.00	-222.26	55.5%
Youth Computer Software	1,026.40	1,500.00	-473.60	68.4%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	8,753.74	14,000.00	-5,246.26	62.5%
Total Youth Materials	10,566.45	19,000.00	-8,433.55	55.6%
Adult Materials				
DVD/Music CD	3,394.03	4,000.00	-605.97	84.9%
Live-brary Downloadable e-bo...	49,295.00	51,000.00	-1,705.00	96.7%
Digital Material Subscriptions	8,958.71	12,500.00	-3,541.29	71.7%
Title Source	2,310.00	1,050.00	1,260.00	220.0%
Adult Books	19,729.43	21,000.00	-1,270.57	93.9%
Reference Books and Data Ba...	1,437.78	1,500.00	-62.22	95.9%
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 November 2023

	Jan - Nov 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	5,225.00	5,300.00	-75.00	98.6%
Adult Audio Books	1,860.55	1,000.00	860.55	186.1%
Large Print Books	3,763.77	4,500.00	-736.23	83.6%
Newspapers	6,574.93	7,000.00	-425.07	93.9%
Periodicals	4,861.75	4,500.00	361.75	108.0%
Total Adult Materials	108,004.40	116,850.00	-8,845.60	92.4%
Teen Materials	1,547.95	3,500.00	-1,952.05	44.2%
Total Library Materials	120,118.80	139,350.00	-19,231.20	86.2%
Capital Expenditures	7,465.62	19,000.00	-11,534.38	39.3%
Technology	8,039.52	9,000.00	-960.48	89.3%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,643.33	3,500.00	-856.67	75.5%
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	22,580.57	20,475.00	2,105.57	110.3%
Custodial Supplies	1,296.14	900.00	396.14	144.0%
Electric	18,671.97	26,400.00	-7,728.03	70.7%
Gas	6,491.33	11,000.00	-4,508.67	59.0%
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	10,292.50	11,000.00	-707.50	93.6%
Total Grounds Maintenance	11,388.50	16,000.00	-4,611.50	71.2%
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	795.45	350.00	445.45	227.3%
SCWA	1,439.27	3,300.00	-1,860.73	43.6%
Total Water	2,234.72	3,650.00	-1,415.28	61.2%
Garbage Removal	2,964.54	3,000.00	-35.46	98.8%
Total Operations and Maintenance	95,376.08	115,425.00	-20,048.92	82.6%
Miscellaneous Expense				
Legal Fees	2,854.50	2,500.00	354.50	114.2%
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 November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
Verizon Mobile Hotspots	1,302.84	1,500.00	-197.16	86.9%
Optimum Internet Service	2,680.78	3,000.00	-319.22	89.4%
Copy Machine	4,431.35	8,500.00	-4,068.65	52.1%
Computer/Network Maintenance	11,000.00	12,000.00	-1,000.00	91.7%
BookScan Maintenance	685.00	650.00	35.00	105.4%
Computer Software Licenses	6,342.29	8,500.00	-2,157.71	74.6%
<b>Total Maintenance Office Equip...</b>	<b>26,442.26</b>	<b>34,150.00</b>	<b>-7,707.74</b>	<b>77.4%</b>
<b>Membership</b>				
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%
<b>Total Membership</b>	<b>7,132.39</b>	<b>8,150.00</b>	<b>-1,017.61</b>	<b>87.5%</b>
<b>Postage</b>				
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%
<b>Total Postage</b>	<b>2,982.48</b>	<b>2,460.00</b>	<b>522.48</b>	<b>121.2%</b>
<b>Printing &amp; Advertising</b>				
Other printing & advertising	3,592.13	1,000.00	2,592.13	359.2%
Newsletter printing	20,379.00	11,000.00	9,379.00	185.3%
<b>Total Printing &amp; Advertising</b>	<b>23,971.13</b>	<b>12,000.00</b>	<b>11,971.13</b>	<b>199.8%</b>
<b>Professional Fees</b>				
Payroll Processing	5,785.86	10,000.00	-4,214.14	57.9%
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	14,490.00	12,500.00	1,990.00	115.9%
SCLS/Overdue Notices	229.98	500.00	-270.02	46.0%
SCLS/Annual Membership	11,968.00	12,000.00	-32.00	99.7%
<b>Total Professional Fees</b>	<b>52,954.88</b>	<b>56,210.00</b>	<b>-3,255.12</b>	<b>94.2%</b>
<b>Programs - Adult</b>				
Motion Picture/Music Licensing	328.12	500.00	-171.88	65.6%
Adult Reading Club & Book Di...	4,091.92	3,500.00	591.92	116.9%
Adult Programs	23,341.71	16,000.00	7,341.71	145.9%
<b>Total Programs - Adult</b>	<b>27,761.75</b>	<b>20,000.00</b>	<b>7,761.75</b>	<b>138.8%</b>
<b>Programs - Juvenile</b>	<b>10,383.86</b>	<b>10,000.00</b>	<b>383.86</b>	<b>103.8%</b>
<b>Programs - Summer</b>	<b>12,384.51</b>	<b>7,500.00</b>	<b>4,884.51</b>	<b>165.1%</b>
<b>Programs - Teen</b>	<b>6,853.68</b>	<b>6,500.00</b>	<b>353.68</b>	<b>105.4%</b>
<b>Supplies - Library</b>	<b>7,515.92</b>	<b>10,500.00</b>	<b>-2,984.08</b>	<b>71.6%</b>
<b>Supplies - Office</b>	<b>3,388.78</b>	<b>4,000.00</b>	<b>-611.22</b>	<b>84.7%</b>
<b>Supplies - Paper</b>	<b>1,166.88</b>	<b>2,500.00</b>	<b>-1,333.12</b>	<b>46.7%</b>
<b>Telephone</b>	<b>1,713.93</b>	<b>2,000.00</b>	<b>-286.07</b>	<b>85.7%</b>
<b>Travel</b>	<b>1,201.93</b>	<b>2,000.00</b>	<b>-798.07</b>	<b>60.1%</b>
<b>Workshops</b>	<b>846.00</b>	<b>2,000.00</b>	<b>-1,154.00</b>	<b>42.3%</b>
<b>Staff Meetings</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>0.0%</b>
<b>Tuition Reimbursement</b>	<b>1,280.00</b>	<b>4,000.00</b>	<b>-2,720.00</b>	<b>32.0%</b>
<b>Total Miscellaneous Expense</b>	<b>192,826.88</b>	<b>190,470.00</b>	<b>2,356.88</b>	<b>101.2%</b>
<b>Debt Service Total</b>				
Mortgage Principal	136,714.96			
Mortgage Interest	28,367.36			

11:30 AM  
12/05/23  
Cash Basis

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

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	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	165,082.32	100,000.00	65,082.32	165.1%
Total Expense	1,389,784.11	1,596,799.00	-207,014.89	87.0%
Net Ordinary Income	327,206.90	0.00	327,206.90	100.0%
Net Income	327,206.90	0.00	327,206.90	100.0%

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12/05/23

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

Type	Date	Name	Memo	Paid Amount
<b>Cultural Activities Fund</b>				
<b>Coffee Machine</b>				
Deposit	11/06/2023		Coffee	5.00
Deposit	11/13/2023		Coffee	2.50
Deposit	11/20/2023		Coffee	6.00
Deposit	11/27/2023		Coffee	2.00
Total Coffee Machine				15.50
<b>Staff Activity Fund</b>				
Deposit	11/06/2023	Better World Books	Discarded Books...	128.54
Total Staff Activity Fund				128.54
<b>Adult Programs Wash Account</b>				
Bill	11/02/2023	Rosemary Martilotta	Yoga / 8 series ...	-780.00
Deposit	11/06/2023		Aerobics	735.00
Deposit	11/06/2023		Yoga	20.00
Deposit	11/06/2023		Cooking	70.00
Deposit	11/06/2023		Arts & Crafts	70.00
Deposit	11/09/2023		Yoga	154.76
Deposit	11/09/2023		Yoga	152.96
Deposit	11/09/2023		Cheese Board	40.95
Deposit	11/09/2023		Wreath	56.46
Deposit	11/09/2023		Aerobics	134.72
Deposit	11/09/2023		Defensive Driving	-1.32
Deposit	11/09/2023		Chef Rob	-1.77
Bill	11/14/2023	Raven Janoski	Cheese Board 1...	-410.00
Deposit	11/16/2023		Yoga	77.38
Deposit	11/16/2023		Aerobics	33.68
Deposit	11/16/2023		Wreath	18.82
Deposit	11/20/2023		Yoga	280.00
Deposit	11/20/2023		Cooking	10.00
Bill	11/24/2023	Everlastings by Diana	Evergreen Wreat...	-550.00
Deposit	11/27/2023	Southold Library	Pasta Making Sh...	225.00
Deposit	11/27/2023		Yoga	20.00
Deposit	11/27/2023		LI Aquarium Tick...	108.00
Total Adult Programs Wash Account				464.64
Total Cultural Activities Fund				608.68
<b>Gift and Trust Fund - MM</b>				
<b>Undesignated &amp; Interest</b>				
Deposit	11/30/2023		Interest	18.93
Total Undesignated & Interest				18.93
Total Gift and Trust Fund - MM				18.93
<b>TOTAL</b>				<b>627.61</b>

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

Type	Date	Num	Name	Memo	Amount
<b>Operating Checking</b>					
Total Operating Checking					
<b>BNB Operating Checking</b>					
Bill Pmt -Check	11/02/2023	12104	ELM USA, Inc.	Invoice 62332	-25.00
Bill Pmt -Check	11/02/2023	12105	Kanopy, Inc.	Invoice #342320-PPU	-150.00
Bill Pmt -Check	11/02/2023	12106	L2J Consulting, Inc.	Invoice 112023	-1,000.00
Bill Pmt -Check	11/02/2023	12107	Midwest Tape	11952	-191.57
Bill Pmt -Check	11/07/2023	12108	B&T Juvenile Acco...	L 935700	-1,581.93
Bill Pmt -Check	11/07/2023	12109	Midwest Tape	11952	-68.56
Bill Pmt -Check	11/07/2023	12110	NYS Employees He...	03909	-8,213.93
Bill Pmt -Check	11/07/2023	12111	Orlowski Hardware ...	Acct 584177	-18.97
Bill Pmt -Check	11/07/2023	12112	P.M. Communicatio...	Invoice 42323	-117.89
Bill Pmt -Check	11/07/2023	12113	Emerald Island	940058	-457.30
Bill Pmt -Check	11/07/2023	12114	Newsday	Acct 40410623	-287.92
Bill Pmt -Check	11/07/2023	12115	SCLS	MATT	-1,155.00
Bill Pmt -Check	11/07/2023	12116	SCLS	MATT	-17.64
Bill Pmt -Check	11/07/2023	12117	B&T Adult Account	L 90004-3	-2,629.40
Bill Pmt -Check	11/14/2023	12118	Beverly Wowak.	Reimburse Glass dispen...	-66.13
Bill Pmt -Check	11/14/2023	12119	Brodart	318719	-38.97
Bill Pmt -Check	11/14/2023	12120	C-Pac, Inc.	Invoice no. 1140	-161.97
Bill Pmt -Check	11/14/2023	12121	Covati & Janhsen C...	Invoice no. 31872	-490.00
Bill Pmt -Check	11/14/2023	12122	Living Art Aquariums	Invoice 1857	-348.88
Bill Pmt -Check	11/14/2023	12123	Midwest Tape	11952	-74.16
Bill Pmt -Check	11/14/2023	12124	Volz & Vigliotta, PL...	Acct MLL-01M, Stmtnt 52...	-96.00
Bill Pmt -Check	11/14/2023	12125	Lisamarie Curley	Infant Massage, Sign La...	-600.00
Bill Pmt -Check	11/15/2023	12126	SCLS	MATT	-5,225.00
Bill Pmt -Check	11/15/2023	12127	AFLAC INC	Group AFA00178018,Bil...	-272.16
Bill Pmt -Check	11/15/2023	12128	SCLS	MATT	-187.50
Bill Pmt -Check	11/15/2023	12129	Wall Street Journal	Acct. no. 010960436609	-719.88
Bill Pmt -Check	11/15/2023	12130	Mattituck Enviro Se...	Invoice #5776394	-252.72
Bill Pmt -Check	11/16/2023	12131	Business Card	5474 9700 8150 2023	-3,306.94
Bill Pmt -Check	11/17/2023	12132	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	11/17/2023	12133	Optimum	Acct. no. 07839-381822-...	-400.07
Bill Pmt -Check	11/17/2023	12134	Quill Corporation	03047280	-103.57
Bill Pmt -Check	11/17/2023	12135	SCLS	MATT	-650.00
Bill Pmt -Check	11/17/2023	12136	Shauna Scholl.		-861.84
Bill Pmt -Check	11/21/2023	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	11/21/2023	12137	Elan Financial Servi...	4798 5101 7200 1022	-1,158.83
Bill Pmt -Check	11/21/2023	12138	Joanne Hruz.	Reimburse Gingerbread ...	-331.78
Bill Pmt -Check	11/21/2023	12139	Karen Letteriello.	Reimburse Scarecrow, ...	-29.76
Bill Pmt -Check	11/21/2023	12140	Midwest Tape	11952	-68.57
Bill Pmt -Check	11/21/2023	12141	ReadyFresh	Acct 0140002023, Inv. 0...	-126.92
Bill Pmt -Check	11/21/2023	12142	Sara Colichio.	Reimburse Gift Card for ...	-25.00
Bill Pmt -Check	11/24/2023	12143	Aflac	Acct NQH35, Inv. 315942	-189.00
Bill Pmt -Check	11/24/2023	12144	Marissa Timm	Reimburse Gingerbread ...	-148.05
Bill Pmt -Check	11/24/2023	12145	National Grid	Acct 43544-64005	-479.94
Bill Pmt -Check	11/24/2023	12146	Precision Microprod...	MATT11, Invoice 231571	-626.77
Bill Pmt -Check	11/24/2023	12147	Precision Microprod...	MATT11, Invoice 231572	-513.30
Bill Pmt -Check	11/24/2023	12148	SCLS	MATT	-500.00
Bill Pmt -Check	11/28/2023	12149	Jessica Damiano	Winter Garden 11.30.23	-150.00
Bill Pmt -Check	11/28/2023	12150	Midwest Tape	11952	-154.61
Bill Pmt -Check	11/28/2023	12151	Quill Corporation	03047280	-411.03
Bill Pmt -Check	11/28/2023	12152	Rob Scott	Holiday Cookie 12.4.23	-299.00
Bill Pmt -Check	11/28/2023	12153	Verizon	Acct 242398426-00001,...	-118.44
Bill Pmt -Check	11/28/2023	12154	Evelyn Palladino	Crushed Glass Frame 1...	-340.00
Bill Pmt -Check	11/28/2023	12155	Joe Pianos Entertai...	Cocktails in Concert 12...	-300.00
Bill Pmt -Check	11/30/2023	12156	Garrett H. Moore	Medical Reimbursement...	-78.12
Bill Pmt -Check	11/30/2023	12157	Kay Zegel.	Medical Reimbursement...	-101.76
Bill Pmt -Check	11/30/2023	12158	Twin Fork Landsca...	Invoice 26398	-237.50
Total BNB Operating Checking					-43,679.02
<b>TOTAL</b>					<b>-43,679.02</b>