

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

MEETING DATE: Monday May 13, 2024

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 April 8, 2024 Regular Board Meeting**
- V. Period of Public Expression**
- VI. Approval of Treasurer's Report**
- VII. Director's Report**
- VIII. President's Remarks**
- IX. Committee Reports**
 - A. Building / Grounds & Long-Range Planning
 - B. Budget & Finance
 - C. Personnel & Policy
- X. Old Business**
- XI. New Business**
 - A. Precautionary tax cap resolution
 - B. Approval of 2025 Draft Budget
 - C. Revise Policy: Public Participation at Board Meetings
- XII. Adjournment**

Next Meeting – June 10, 2024

Directors Report April 2024

Building and Grounds

On Wednesday April 3rd we had our spring start up for the irrigation system.

Champion Elevator was on site Thursday April 4th to perform our annual elevator inspection.

On Thursday April 11th we had another overflow in the staff restroom. Coastline responded on Friday April 12th and cleared the blockage. Coastline returned the following week on April 19th and rebuilt the concrete floor of the second manhole. Ultimately, we may have to investigate a macerator and pump, for now we're waiting to see if that helps the situation.

On Monday April 15th I noticed that the weathervane had fallen over – the old weathervane was removed from the roof and was unfortunately beyond repair. The replacement weathervane has arrived and I'm awaiting the installation. The new weathervane is in my office if anyone wants to see it if it has not been installed by the meeting on 5/13.

I'm happy to report we made it through the winter without any hot box issues! The experimental solution, which was the install of a clip light affixed with a floodlight was able to provide enough heat through the winter to keep the internal temperature above freezing.

Kolb is scheduled to service the HVAC on June 20th.

I'm still waiting for Astoria Communications to schedule the A/V system upgrade, which will streamline the process for connecting and using the A/V system as well as update the Blu-Ray player.

Programs and Services

Our library collected 25 dresses for the prom dress showcase this year. Thanks to Marissa for continuing to collaborate with the Southold Town Youth Bureau for the showcase.

Marissa will be attending a couple of community outreach events in May, the MHS community service fair and CAST teen night. Marissa is also offering TAB on Saturdays once a month to see if we have any teen engagement on the weekends.

In addition to the Splish Splash discount code we have signed up to receive discounted tickets to The Gateway in Bellport. The information has been updated on our [webpage](#).

Our Health Fair, which was held on Saturday April 20th was a huge success! A very heartfelt thank you to the ad hoc committee consisting of library staff, Friends representatives, Jim, and Ella. We had a small but determined group of walkers, 19 in person vendors, 6 unable to make it in person but provided flyers and pamphlets and many very happy patrons. Our door count for the day was 294, a typical Saturday brings in 80-100 folks. I also want to note and extend

gratitude for the community support that we received from the Friends of the Library, Mattituck Marketplace, Hampton Coffee, and Black Sheep Bagels.

Upcoming programs and events to note:

Hike at Cranberry Bog Nature Preserve – May 16, 2024 at 12pm – 2pm.

Wills and Trusts with Burner-Prudenti law Group – May 16, 2024 at 4pm – 5:30pm.

A Performance by The Earthtones – May 19, 2024 at 2pm – 3:30pm.

The New York Vendettas – June 2, 2024 at 2pm – 3:30pm.

Fig Growing – June 4, 2024 at 5:30pm – 7pm.

Friends of the Library

I attended the Friends meeting on Tuesday April 16th, the Friends were able to officially vote to sponsor the t-shirts for the Health Fair and discussed the Omnibus Grant – all paperwork has been completed. The Friends are currently working on scholarship selection, planning for the summer as well as the annual membership mailing.

The Friends received 4 applicants for the Friends Scholarship. Marissa is working with the scholarship committee to evaluate the applicants and figure award amount(s).

The next Friends meeting is Tuesday May 21st at 9:30am.

Administrative

The 2025 Proposed Budget is being presented to the Board for approval. The proposed budget reflects a 2.9% increase for all staff, 1% to the retirement contribution bringing it up to 10% (final increase) and a projected 10% increase for health insurance. The budget and finance committee recommend staying within the tax cap. The Board will need to pass a cautionary tax cap override resolution, so the Library meets the requirements for tax cap law while giving flexibility to the Board to adopt a budget with incomplete information to calculate the tax levy. Due to the Library's FY being a calendar year we do not have the data from the OSC for the community growth factor so the most recent data is used.

Trustee training will be conducted after the May 13th meeting, please come prepared with any questions or topics of interest. As a reminder there are plenty of trustee resources on the Board's Google Drive and the SCLS Gateway.

Ella's last day will be May 13th; we hope to be assigned another social worker in the fall. The caregiver support group will continue to meet with a community volunteer from Southold.

In this month's packet I have included a new statistical breakdown titled *Monthly Impact*. I will continue to include the spreadsheets and forms from where this data tracked monthly and yearly.

State Budget / Advocacy Update

General State Aid for libraries is up \$4,225,000 (4.24%) from this year to a total of \$103,852,000. That is the highest single general aid amount for libraries in NYS history.

Construction Aid is up \$10,000,000 (29.4%) from this year for a total of \$44,000,000.

\$3M for NOVELny is a new allocation for FY 2025, NY libraries will be able to continue to access those resources.

This work was made possible by the dedicated work of advocates statewide, this is an encouraging reflection of the pressure we applied to our elected officials when we attended advocacy meetings in Albany.

Our April 8th visit to Mrs. Gilvarry's creative writing class was a wonderful collaborative event between the school district, Marissa, Jerry, and Ella. I'm looking forward to our continued partnership with the district.

The May / June newsletter was delivered to the Library the week of April 22nd. The new newsletter is printed on glossy paper and features colors that are reflective of our brand along with the new logo. I have also started a *From the Director's Desk* column, which has been very well received. I had a patron stop into my office after receiving the newsletter at home and she said how happy she was to have the print newsletter and how the library feels more connected.

The full staff meeting took place on Wednesday April 3rd, our EAP representative, Monica presented on civility in the workplace. The next full staff meeting will be held on Thursday June 13th at 8am. We will have a regular staff meeting with library wide updates and each department and staff member will have an opportunity to share what has been happening as well as anything upcoming.

The staff enjoyed lunch from Ammiratis on Tuesday April 9th for National Library Workers Day.

I was happy to host my zone colleagues as well as Kevin and the SCLS trustees for the monthly Zone 1 PLDA meeting on April 18th. Zone meetings are always valuable meetings and I look forward to the networking with my colleagues and sharing information about our libraries.

The building and grounds committee met with the architect to discuss shade in the greenspace. The committee is waiting on some ideas and drawings and hopes to move forward with a recommendation for a shade solution once this information has been received and is discussed. Percussion Play Instruments will be a priority once we understand where the shade is going to be in the space.

Jeff reported to me recently that we could use more folding chairs – I received a quote for MITYLITE, which is where we purchased the black mesh chairs from in 2016. I attached the

quote for \$1,825 and will be moving ahead with the purchase. The mesh chairs have held up well and the new ones will match what we already have.

I'm thinking of purchasing a Square register system so patrons can pay for fines, copies, faxes, computer prints, etc. at the circulation desk with a credit card. The register is around \$1,300. I need to ensure that it will work for our needs so I will be meeting with Melissa and Jackie before purchasing.

There is no personnel report this month.

Meetings Attended

April 3 – Full Staff Meeting

April 3 – Committee: Long Range Planning / Building & Grounds

April 8 – Visit to MHS, Mrs. Gilvarry's Class

April 11 – Health Fair

April 15 – Department Heads Meeting

April 15 – Health Fair

April 16 – Friends Meeting

April 16 – Sierra Migration Meeting

April 18 – PLDA Zone 1 Directors Meeting @ MATT (hosted)

April 20 – Health Fair (event)

April 23 – Committees: Budget & Finance, Policy & Personnel

April 30 – Reference Department Meeting

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - April 2024

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - Our health fair on 4/20 was a success. Spring programming is in full swing and summer and fall program planning are underway. We continue to work on weeding the nonfiction and reference collections. Jerry, Ella and Marissa visited Mattituck Jr. Sr. High School in celebration of National Poetry month. Our seed library was launched on April 1st and has proven very popular. Ella's last day is May 13th. We are working on finding a volunteer from the Alzheimer's Association to continue running the caregiver support group that she started.

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

Date	Meeting
4/2/24	Health Fair Meeting
4/15/24	Department Heads Meeting
4/15/24	Health Fair Meeting
4/25/24	Programming Meeting in Southold
4/29/24	Seed Library Meeting
4/30/24	Reference Department Meeting

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

Date	Program	Statistics	Program Platform/Notes
February-April	Cozy Up with a Series Reading Challenge	40	Reading Challenge ended April 30th; offered by Bev Wowak
Mondays in April	Chair Strength and Stretch	N/A	There was no chair strength and stretch in April due to a lack of instructor availability; however, it is scheduled to begin again in May.
Tuesdays in April	Book Discussion Group: <i>Moby Dick</i>	8	In person; offered by Jerry Matovcik (1st of 2 groups). This book discussion concluded and will begin meeting again to discuss another book.
Tuesdays in April	Beginner's Crochet Class	8	In person
Wednesdays in April	Intermediate Crochet Class	7	In person

Wednesdays in April	Book Discussion Group: <i>Moby Dick</i>	8	In person; offered by Jerry Matovcik (2nd of 2 groups). This book discussion concluded and will begin meeting again to discuss another book.
Wednesdays in April	Yoga	15 each session plus 1 walk-in	In person
Wednesdays in April	Improve Your Bridge Play Class	12	In person
Wednesdays and Thursdays in April	One-on-one technology appointments	10	In person; offered by Sharon Twickler
4/1, 4/15 and 4/29	Caregiver Support Group	7 each session	In person; offered by Ella Engel-Snow and a representative from the Alzheimer's Association
4/6	Tortilla Making	14	In person; co-sponsored by Southold Free Library and hosted by Southold Free Library
4/9	Hallock State Park Guided Hike	18	In person
4/11 and 4/25	Alternate Thursday films	4 each session	In person; coordinated by Jerry Matovcik
4/11	Build Your Own Cheese Board	24	In person
4/12	Literary Cafe	8	In person; offered by Bev Wowak
4/13	Bracelet Making	15	In person
4/16	Louis Armstrong: It's a Wonderful World	84	Virtual; this was a shared EEPA program hosted by Westhampton Free Library
4/18	The Loneliness Epidemic	36	Virtual; this was a shared EEPA program hosted by North Shore Public Library and Stony Brook Southampton Hospital
4/18	Castan and Canio: An April Poetry Reading	25	In person
4/20	Move into Health with the Mattituck Laurel Library	N/A	In person; no statistics available
4/23	Mindfulness	N/A	This program was canceled. Initially

			there were 10 registrants, but most had to cancel. We rescheduled the series to the summer.
4/24	What is Compost and Compost Tea?	39	Virtual; this was a shared EEPA program hosted by North Shore Public Library
4/25	Book Discussion	12	In person; offered by Bev Wowak
4/25	Suicide Prevention	N/A	This program is being rescheduled
4/27	Carole King Tribute with Gail Storm	Approx 50	In person

*Statistics for virtual shared EEPA programs do not definitively represent the number of Mattituck-Laurel Library patrons that attended the program. Final statistics are kept by the host library but do not indicate the number of attendees by specific library. Shared programs are typically low cost and/or free for participating libraries.

Program Planning - Summer and fall program planning are underway. Some of the summer programs that are lined up at this time include, but are not limited to: Aromatherapy, Painting, Hula Hooping for Adults (exercise class), Intro to AI, Women's Self-Defense, Brazilian BBQ and more. Some of the fall programs that are lined up include, but are not limited to: The Robin Williams Story, Canning and Preserving Your Harvest, a performance by Milagro (Santana Tribute Band), and a drawing class.

Social Media/Marketing - Diana continues to make adult program flyers. I 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. Sharon continues to promote via social media.

Adult Nonfiction and Audiobook Collection - I continue to order nonfiction and reference materials on a monthly basis after reading book reviews in periodicals. Ann and I continue to work on weeding the nonfiction and reference collections. This project will be ongoing.

Newspapers and Electronic Resources - All newspaper subscriptions and e-resources are up to date at this time. We recently subscribed to a new electronic resource, Fiero Code, and will start a coding club for children ages 8+, teens and adults beginning over the summer.

Adult Grab-and-Go Kits - For the month of April, we gave out 20 grab-and-go embroidery kits. For the month of May we will be putting together beeswax candle grab-and-go kits.

Other -

- **Library of Things** - I continue to assist with processing items in our Library of Things as needed.

- Miscellaneous -

The seed library was offered again this year beginning April 1st. It has proven very popular and we are almost out of seeds. We are eligible to request more seed donations in January 2025. I attended a seed library roundtable meeting on 4/29 and learned some new ideas about how we can improve and streamline our seed library.

Our health fair on 4/20/24 was a success. We had a lot of patrons share that the vendors who attended were able to connect them with valuable resources. The vendors also commented that our health fair was well attended. They enjoyed meeting patrons and other vendors. We gave out t-shirts, refreshments and swag bags. Our vendors also had lots of giveaways. We were very lucky to have volunteers who assisted us with giveaways, set up, breakdown, etc. We will be doing a "Wrap Up" meeting to discuss what went well, what could have been improved, and our thoughts about how it went overall in the coming weeks.

We gave out approximately 1,000 pairs of eclipse glasses for the solar eclipse that occurred on April 8th.

Omnibus Award paperwork has been submitted and we are awaiting a response from Suffolk County.

Jerry, Marissa and Ella visited Ms. Gilvary's creative writing class at Mattituck Jr. Sr. High School on April 8th to do a poetry lesson in celebration of Poetry Month. The teens were excited to learn more about poetry and creative writing techniques. Some teens wrote and shared their own poems at the end of the lesson.

- Social Work - Ella's last day will be May 13, 2024. She has been a big help in assisting with the health fair, assisting patrons with various requests, and starting our caregiver's support group through the Alzheimer's Association. Ella has been in touch with the Alzheimer's Association about getting a volunteer to continue running the caregiver support group once she leaves.

Mattituck-Laurel Library
Teen Services Board Report – April 2024
 Prepared by Marissa Timm, Teen Services Librarian

Summary – This month I have been planning programming and events for the and summer. I have been running spring programs, attending meetings and trainings, improving the teen social media, and providing community service opportunities for the recent influx of teens coming in looking for them. I have also been rearranging the teen space as I have noticed more teens coming in after school. 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 April.

Date	Meeting
04/15	Department Heads Meeting
04/30	Reference Meeting
04/30	Material Challenges Training

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

Date	Program	Statistics
04/01-04/30	Pressed Flower Frames	8
Sundays in April	SAT PREP	13 (This was a shared program).
04/01	Chef Rob Lemon Cookies	15
04/16	Honey Soap Bars	2
04/20	Baby Sitting Class	16 (This was a shared program run by Southold Library).
04/22	Garden Crafts	3

Social Media/Marketing- This month I have been working with Sharon to try and use the Instagram and Facebook pages. We have been working with different strategies to try and get the most engagement. I have been sending out monthly email blasts letting patrons know about community service opportunities and upcoming programs. I also continuously update the flyers in the teen space to reflect the upcoming programs and events. I also add posts to the Teen Services page on our website.

Community Service –Grab and go community service kits are available at an ongoing basis. I have continued to have an influx of students coming in looking for the grab and go community service kits. They have been doing book reviews, writing letters to seniors/veterans, decorating kindness rocks and creating bookmarks. The letters go to the Senior Service Center and The Veterans Committee. The rocks are put around local gardens or the library. The bookmarks are put up at circulation for patrons to take and use. The following is some general stats to show interest in the kits.

Book reviews: 1

Bookmarks: 11

Religion Class- I recently provided postcard kits to a local religion class. The class was about 15-20 kids and they each did at least 1 postcard. **I sent the 20 postcards to the Stony brook Children's Hospitals children department.**

Health Fair- Four teens volunteered to help staff with set up/break down for the fair.

Prom Dress Drive-This month the Town of Southold hosted their annual Prom Dress showcase. We were participating in the Prom Dress Drive for this event in collaboration with the Town of Southold Youth Bureau and other East End Libraries. **We ended up with 25 dresses donated.** Tracey from the Youth Bureau emailed us all and let us know that many teens went home with dresses and smiles on their faces.

Mattituck High School- Jerry, our reference librarian and Ella, our social worker ran a poetry workshop for Ms. Gilvary's creative writing class. Shauna and I also attended. I provided many teen resources for the students.

Girls Who Code-Girls Who Code runs on Wednesdays for now. They will probably be wrapping up the club at the end of the school year.

Teen Space –For the month of April, I displayed books for Poetry Month. The guessing jar has also been updated. April's guessing jar had 6 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. I also created a community service and events board in the Teen Space. This should help high light both in person and grab and go volunteer opportunities for the teens.

Print Newsletter–This month I submitted the content for the May/June newsletter and am currently working on the content for the June/July newsletters.

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 low circulation stats. I got these numbers from running statistical reports. I also update the Teen Services page on our website to showcase the new titles and take off old ones.

Misc.-

3D Printer-I am continuing to print bookmarks for the patrons. The bookmarks have been being taken regularly. **I had four 3D print request this month.**

I helped out Sharon by taking/helping with a couple of tech appointments.

Date: May 5, 2024

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: April 2024 Wrap-up

Our Numbers are as follows:

Programs: 207
In Person help: 50
Book pulls 189

GENERAL INFORMATION

In April, our focus shifts to finalizing the lineup for the summer and organizing staff schedules for the upcoming season. As in previous years, we'll be using READSqured for online sign-ups, a streamlined approach that cuts down on manual workload. However, it's imperative to maintain sufficient staffing levels, not just for prize distribution, but also for overseeing raffle entries, managing program attendance, and fulfilling our regular duties. Additionally, we continue our collaborations with other libraries on the east end in our shared programming efforts, a strategy aimed at reducing costs for all involved parties. Programming for May and June was provided for the print newsletter.

MEETINGS

- April 2nd Karen attended Bearport Publishing webinar on new youth Spring titles.
- April 3rd Shauna held a full staff meeting. All department employees attended.
- April 10th Karen attended Booklist Webinar Manga in Libraries
- April 15th Karen attended the Department Head Meeting
- April 18th Elizabeth attended Booklist webinar Great Graphic Novels!
- April 18th Elizabeth attended Booklist webinar Graphic Jam!
- April 26th Karen attended Summer Program Collaboration at the Cutchogue Library
- April 30th Karen attended the Booklist webinar Social Emotional Learning.

PROGRAMS

FAMILY

Spring Surprise Cupcakes with Chef Rob kicked off the month by offering families the chance to decorate cupcakes and add a special surprise to one of them.

The family-oriented eclipse program creatively utilized Oreo cookies to illustrate the mechanics of an eclipse, making it easier for children to grasp how the moon obscures the sun. The activity proved to be a hit, engaging both children and adults alike. Eclipse glasses were distributed to everyone in attendance, allowing them to witness the awe-inspiring phenomenon firsthand. Our lively Family Story Time, themed around eggs, resonated throughout the library with laughter as participants enjoyed discovering fascinating facts about egg-hatching animals.

Concluding the month's family programming, Judy Wilson provided an engaging "grow and taste" garden session. Families delved into the world of vegetables and flowers, gaining insights into various plants and their cultivation. Each family had the opportunity to select six different seeds to plant and take home, fostering a hands-on learning experience that was both educational and enjoyable.

Birth – Preschool

The Parent Rhyme and Play sessions have established a loyal group of caregivers who enjoy spending mornings together while the children engage in play. It's truly heartening to witness friendships blossoming right here in the library setting. Happy Feet of Suffolk brings vibrant musical experiences to our little ones, with programs tailored for them from infancy through preschool age. The energetic activities are always a hit with the kids. Our Bilingual Storytime, designed for preschoolers, had even the youngest ones experimenting with Spanish words. Under the guidance of Carmen Campos, children had the opportunity to craft butterfly puppets, aiding in their language learning journey.

Kindergarten – 6th Grade

The drop-in Retro Video Games sessions and LEGO programs remain consistently popular among our patrons. Additionally, we hosted a Bilingual workshop where children had the opportunity to delve into indigenous tales and stories from South America, conveyed through handmade puppets crafted by Carmen Campos.

This month we offered three STEAM-related programs provided by the Long Island Science Center. For grades K-2, participants delved into the world of Rockets, enjoying the thrill of launching them. Meanwhile, grades 3-6 engaged in hands-on activities, including building a Rube Goldberg Machine, which challenged them to explore complex processes through trial and error. Additionally, the LEGO Engineering program for grades 3-6 showcased the magic of simple machines brought to life through the use of levers and pulleys.

OVERALL

As members of the Family Place network, we're excited to provide our patrons with the latest partnership: ParentTV. This free collaboration introduces an innovative, research-based database designed specifically for parents with children from birth to adolescence. Within this extensive platform, users can access video clips led by industry experts, addressing a diverse array of essential parenting topics. Moreover, the database accommodates multiple languages, ensuring inclusivity for all communities. Whether accessed within the library or from the comfort of home, this resource offers patrons invaluable guidance and support.

QUOTE ACKNOWLEDGEMENT

Quote Number: MLQ-998-6fb7



INVOICE TO	SHIP TO
Mattituck-Laurel Library 13900 Main Road Mattituck, NY, 11952 United States shauna.scholl@mattlibrary.org	Mattituck-Laurel Library 13900 Main Road Mattituck, NY, 11952 United States Attn: Shauna Scholl

QUOTE DATE	SALES PERSON	EXPIRATION DATE
5/2/2024	Ben Houtz	6/25/2024

ITEMS	QTY	UNIT PRICE	TOTAL PRICE
MeshOne Folding Chair Frame Colors: Black Sand	25	\$73.00	\$1,825.00

SUBTOTAL	\$1,825.00
FREIGHT AMOUNT	\$0.00
SALES TAX (0%)	\$0.00
QUOTE TOTAL (USD)	\$1,825.00

Signature _____

Date _____

*A prepayment is required with most orders, check with your sales representative for details. Lead time is measured from receipt of prepayment

MITY Inc. P.O. Box 732698, Dallas, TX 75373-2698, US
Phone 801-224-0589 | Fax 801-224-6191

2025 Proposed Budget Highlights

Committee recommends staying within tax cap, will need to discuss and pass a cautionary tax cap override resolution (meets requirements for tax cap law while giving flexibility to the Board to adopt a budget with incomplete information – community growth factor – to calculate the tax levy.).

2.9% increase for all staff

1% increase to retirement bringing it up to 10% (final increase)

Projected 10% increase for health insurance

2025 Budget	2025 Proposed	2024 Approved	2023 Approved	% Inc/Dec 23/24	% Inc/Dec 24/25
Income					
Mattituck-Cutchoogue School District	1,718,603	1,663,155	1,581,499	5%	3%
NY State Incentive	1,800	1,800	1,800	0%	0%
Interest	50	100	100	0%	-50%
Direct Public Support	5,000	2,000	2,000	0%	150%
Fines	0	0	0	0%	0%
Copy Machine	3,500	2,000	2,000	0%	75%
E-Rate Discount	5,400	5,400	5,400	0%	0%
PILOT Funds	5,000	4,000	4,000	0%	25%
Total Income	1,739,353	1,678,455	1,596,799	5%	4%
DISBURSEMENTS					
Payroll Expenses					
Professional Salaries	362,291	350,493	334,851	5%	3%
Clerical Salaries	431,709	429,257	406,395	6%	1%
Custodian	49,050	47,675	47,477	0%	3%
Sunday Overtime	25,000	24,000	23,500	2%	4%
Total Salaries	868,050	851,425	812,223	5%	2%
Benefits					
FICA	64,486	63,298	60,342	5%	2%
Disability Insurance	1,200	1,000	1,000	0%	20%
State Unemployment Insurance	11,000	11,000	10,000	10%	0%
Medical Insurance	116,164	104,560	89,240	17%	11%
Retirement	75,108	60,017	50,749	18%	25%
Total Benefits	267,958	239,875	211,332	14%	12%
Total Personnel Costs	1,136,008	1,091,300	1,023,554	7%	4%
LIBRARY MATERIALS					
Adult Materials					
Digital Material Subscriptions	12,500	13,000	12,500	4%	-4%

2025 Budget	2025 Proposed	2024 Approved	2023 Approved	% Inc/Dec 23/24	% Inc/Dec 24/25
Live-brary Downloadable Ebooks	57,300	54,000	51,000	6%	6%
Title Source	2,400	1,050	1,050	0%	129%
Adult Books	21,500	21,000	21,000	0%	2%
Reference Books & Databases	2,000	2,000	1,500	33%	0%
Local History	1,000	1,000	1,000	0%	0%
Continuations	2,000	2,500	2,500	0%	-20%
Virtual Reference Collection	5,600	5,500	5,300	4%	2%
Audiobooks	250	1,000	1,000	0%	-75%
DVD/Music Cd	3,700	4,000	4,000	0%	-8%
Large Print Books	5,000	5,000	4,500	11%	0%
Newspapers	7,200	7,000	7,000	0%	3%
Periodicals	5,200	5,000	4,500	11%	4%
Total Adult Materials	125,650	122,050	116,850	4%	3%
Youth Materials					
Youth Books	12,000	14,000	14,000	0%	-14%
Youth Audiobooks	0	250	250	0%	-100%
Youth Compact Discs	0	250	250	0%	-100%
Youth Computer Software	1,500	1,500	1,500	0%	0%
Youth DVDs	400	500	500	0%	-20%
Arts & Crafts	2,000	2,500	2,500	0%	-20%
Total Youth Materials	15,900	19,000	19,000	0%	-16%
Teen Materials					
Teen Books	2,500	2,500	3,500	-29%	0%
Total Teen Materials	2,500	2,500	3,500	-29%	0%
Total Library Materials	144,050	143,550	139,350	3%	0%
Capital Expenditures	19,000	19,000	19,000	0%	0%
Technology	9,300	9,200	9,000	2%	1%

2025 Budget	2025 Proposed	2024 Approved	2023 Approved	% Inc/Dec 23/24	% Inc/Dec 24/25
Operations & Maintenance					
Building Maintenance					
Aquarium Maintenance	3,600	3,500	3,500	0%	3%
Exterminator	1,200	1,000	1,000	0%	20%
False Alarms	200	200	200	0%	0%
Alarm Test	200	200	200	0%	0%
Eleavator Maintenance	5,500	4,500	4,000	13%	22%
Security Monitoring	700	700	700	0%	0%
Water Backflow Test	275	275	275	0%	0%
Fire Sprinkler Test	1,200	1,200	1,200	0%	0%
HVAC Maintenance	2,500	2,000	2,000	0%	25%
Piano Tuning	400	400	400	0%	0%
Other Building Maintenance	7,000	7,000	7,000	0%	0%
Total Building Maintenance	22,775	20,975	20,475	2%	9%
Custodial Supplies	1,300	1,000	900	11%	30%
Electric	29,000	27,500	26,400	4%	5%
Gas	12,000	11,000	11,000	0%	9%
Grounds Maintenance	12,500	11,000	11,000	0%	14%
Snow Removal	4,000	4,500	4,500	0%	-11%
Sprinkler Maintenance	700	700	500	40%	0%
Total Grounds Maintenance	17,200	16,200	16,000	1%	6%
Insurance					
Workers Comp	12,000	12,000	12,000	0%	0%
Umbrella Package	23,000	22,000	22,000	0%	5%
Total Insurance	35,000	34,000	34,000	0%	3%
Water					
North Fork Water	850	1,000	350	186%	-15%

2025 Budget	2025 Proposed	2024 Approved	2023 Approved	% Inc/Dec 23/24	% Inc/Dec 24/25
SCWA	3,500	3,500	3,300	6%	0%
Total Water	4,350	4,500	3,650	23%	-3%
Garbage Removal	3,300	3,000	3,000	0%	10%
Total Operation and Maintenance	124,925	118,175	115,425	2%	6%
Miscellaneous Expense					
Contingency	3,000	3,000	3,000	0%	0%
Legal Fees	2,500	2,500	2,500	0%	0%
Longevity Benefit	1,500	1,500			
Maintenance of Equipment					
Copy Machine	5,500	8,500	8,500	0%	-35%
Computer/Network Maintenance	12,000	12,000	12,000	0%	0%
BookScan Maintenance	750	700	650	8%	7%
Computer Software Licenses	9,000	9,000	8,500	6%	0%
Optimum Internet Service	3,500	3,200	3,000	7%	9%
Verizon Mobile Hotspots	2,500	2,400	1,500	60%	4%
Total Maintenance of Equipment	33,250	35,800	34,150	5%	-7%
Membership					
Museum Passes	5,000	5,000	5,000	0%	0%
Professional Memberships	2,300	2,200	2,000	10%	5%
Mattituck Chamber of Commerce	350	350	350	0%	0%
Eastern Suffolk BOCES (EAP)	800	800	800	0%	0%
Total Membership	8,450	8,350	8,150	2%	1%
Postage					
Postage & Stamps	770	770	650	18%	0%
Mailing Permit	300	250	250	0%	20%
Newsletter Mailing	2,000	1,500	1,400	7%	33%
P.O. Box Fee	200	160	160	0%	25%

2025 Budget	2025 Proposed	2024 Approved	2023 Approved	% Inc/Dec 23/24	% Inc/Dec 24/25
Total Postage	3,270	2,680	2,460	9%	22%
Printing & Advertising					
Other Printing & Advertising	1,500	1,000	1,000	0%	50%
Newsletter Printing	21,000	12,000	11,000	9%	75%
Total Printing & Advertising	22,500	13,000	12,000	8%	73%
SCLS Expenses					
SCLS Telecommunications	10,500	10,500	10,500	0%	0%
PALS Membership	10,900	10,800	10,710	1%	1%
Annual Audit	15,000	12,500	12,500	0%	20%
SCLS/Overdue Notices	500	500	500	0%	0%
SCLS Annual Membership	12,500	12,000	12,000	0%	4%
Total SCLS Expenses	49,400	46,300	46,210	0%	7%
Programs-Adult					
Adult Reading Club & Book Discussion	3,500	3,500	3,500	0%	0%
Adult Programs	16,000	16,000	16,000	0%	0%
Motion Picture & Music Licensing	600	500	500	0%	20%
Total Programs Adult	20,100	20,000	20,000	0%	1%
Programs-Youth/Teen/Parent					
Programs-Youth	10,500	10,500	10,000	5%	0%
Programs Summer	8,000	8,000	7,500	7%	0%
Programs - Teen	8,000	8,000	6,500	23%	0%
Total Programs Youth/Teen Parent	26,500	26,500	24,000	10%	0%
Payroll Processing	8,000	10,500	10,000	5%	-24%
Supplies - Library	10,500	10,500	10,500	0%	0%
Supplies- Office	4,000	4,000	4,000	0%	0%
Supplies - Paper	2,500	2,500	2,500	0%	0%
Telephone	2,400	2,200	2,000	10%	9%

2025 Budget	2025 Proposed	2024 Approved	2023 Approved	% Inc/Dec 23/24	% Inc/Dec 24/25
Travel	2,400	2,200	2,000	10%	9%
Workshops and Conferences	2,300	2,200	2,000	10%	5%
Staff Development	1,000	1,000	1,000	0%	0%
Tuition Reimbursement	2,500	2,500	4,000	-38%	0%
Total	35,600	37,600	38,000	-1%	-5%
Total Miscellaneous Expense	206,070	197,230	190,470	4%	4%
Debt Service	100,000	100,000	100,000	0%	0%
Total Budget	1,739,353	1,678,455	1,596,799		

Public Participation at Board Meetings

Survey Response Analysis

April 2024

Summary:

Of 29 responding libraries, it was most common to have one period of expression during board meetings, and of those that did have multiple periods, none reported restricting the topic of either to agenda items. The majority of responses indicated that an overall time limit was not placed on the period of expression, but when there was, it was often 10 minutes, or set by the board president each meeting. Many libraries reported not requiring a speaker to sign-up to speak, but of those that do, it is most common to do so before/at the start of the meeting, with most libraries requesting at least a name. Generally, policies included the speaker time limit, and provided some guidelines for appropriate behavior and/or discourse.

There were few trends noted by zone, population or library type. Those that were are addressed in the individual questions below.

Questions:

How many periods of public expression does your library hold during board meetings?

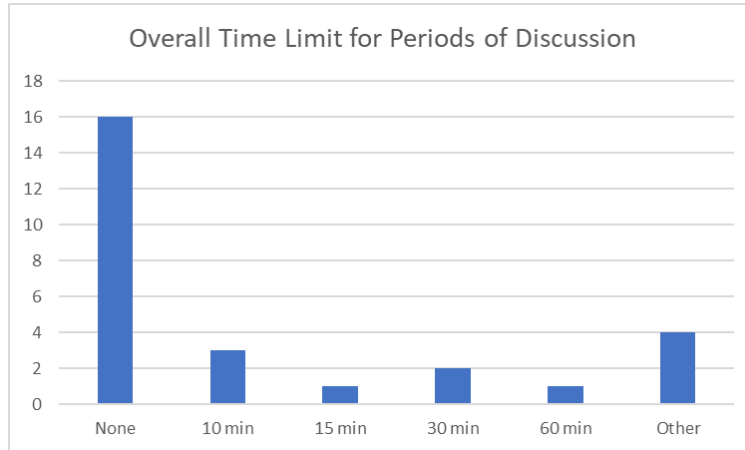
Overall, two-thirds of libraries reported having 1 period of expression, with the remaining third hosting 2 periods. Of significance was that both responding special libraries, as well as both responding libraries with 2,500 or less residents reported hosting 1 period.

Does your library set any topic limits for these periods?

Of libraries that reported having multiple periods of expression, all respondents wrote both periods were considered “free expression.” No libraries restricted one of these sessions to agenda topics.

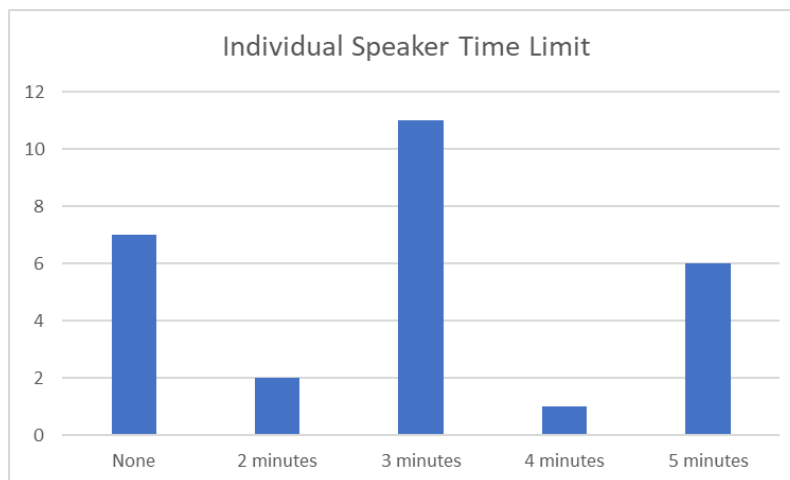
Does your library set an overall time limit for your period(s) of discussion?

While most libraries did not report setting an overall time limit, the second most reported scenario was that the board president is responsible for determining at each meeting. When a specific overall time limit was set, the most common was 10 minutes, with a maximum of “up to” 90 minutes.



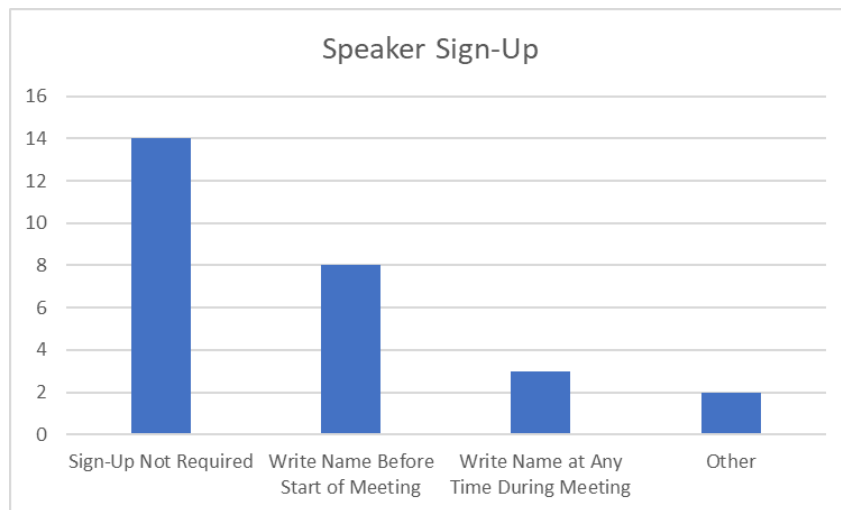
Does your library set an individual time limit per speaker?

The most common speaker time limit was 3 minutes.



How do speakers sign-up for public expression?

Most libraries reported not requiring speakers to sign-up, however of those that do, it was most common for speakers to sign up before the start of the meeting. One library reported that if a resident patron would like board action or for a topic to be placed on the agenda, they must request this in writing one week in advance – this was not required for general comments however.

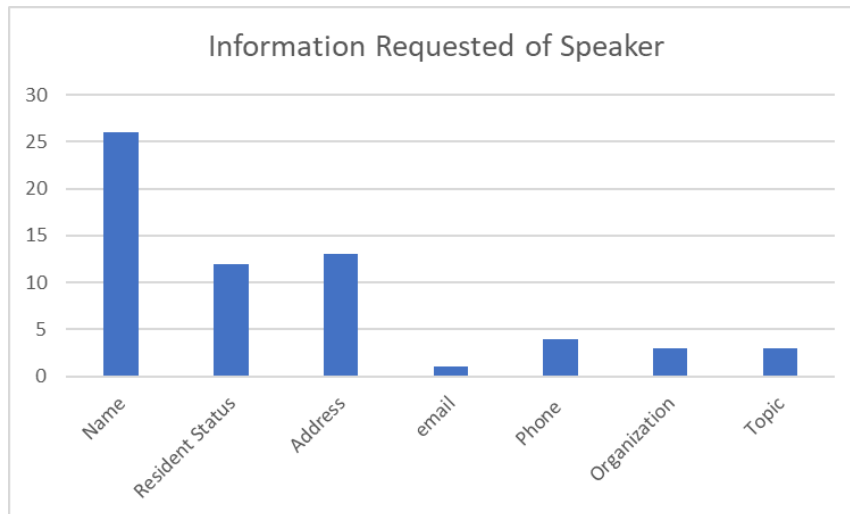


What information does your library request of speakers to speak?

It should be noted that information listed here is a request, and there is no obligation for a speaker to provide it.

Nearly all libraries reported requesting the speaker's name. No significant differences were observed in the combination of information requested; slightly more common (7 responses each) was requesting just a name, or the speaker's name and address, as opposed to (6 responses each) their name and resident status or their name, resident status and address.

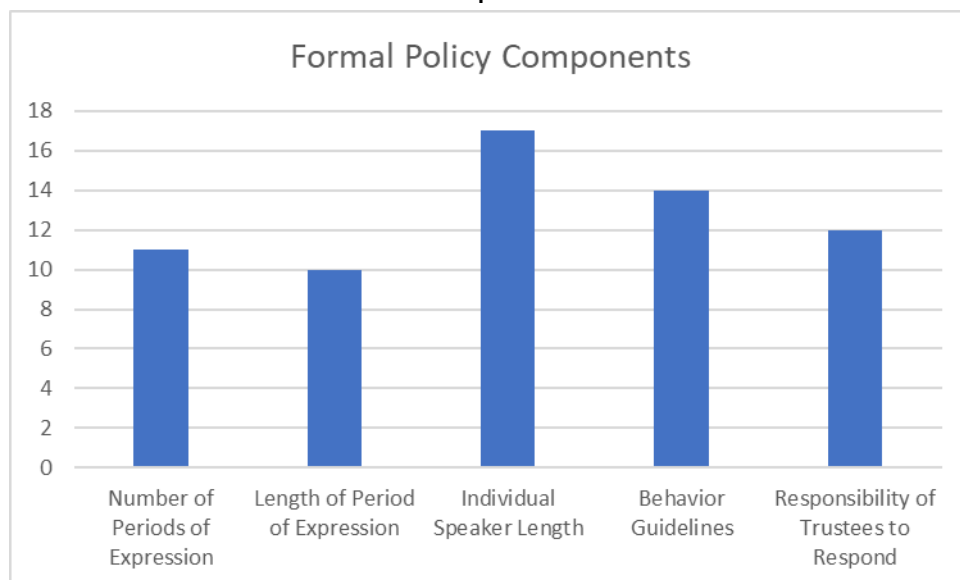
Of libraries that listed other information they requested, speakers identifying their topic of discussion and any organization they may be representing were reported.



Which of the following subjects are covered by policy?

Number of Periods of Expression, Overall Length of Period of Expression, Individual Speaker Length, Guidelines for Appropriate Behavior/Discourse, Responsibility of Trustees to Respond

While it was most common to ensure individual speaker length was addressed in formal policies, 6 libraries reported addressing all 5 components in their policy. All other combinations had no more than 2 libraries report the same.



Policy Samples:

Several libraries provided their policies to be used as examples/sample templates. These can be found on the Gateway under Information Resources > Library Management > [Library Policies](#) > [Public Expression](#).



Mattituck-Laurel
LIBRARY

PO Box 1437
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Mattituck, NY 11952
631-298-4134
www.mattitucklaurellibrary.org

Public Participation at Board Meetings

Under the Open Meetings Law providing for public participation is not required, although the Board sets aside a period of time for public expression on the agenda. Board meetings are for the purpose of conducting library business and are open for observation by the public. The only exception shall be those meetings or portions of meetings that are devoted to Executive Session. Board meetings are not to be considered a public hearing concerning library affairs.

The Board is committed to conducting its meetings in a civil, orderly, efficient and productive manner designed to allow the Board's regular agenda to be completed in a reasonable period of time while allowing a fair and adequate opportunity for public input governed by the following principles:

1. Public participation at Board meetings is limited to the public comment portions of the meeting as indicated in the agenda. At all other times during a Board meeting, the audience will not be recognized by the Board unless specifically requested to do so by the President of the Board (or other presiding officer).
2. Persons wishing to address the Board must be physically present and shall provide their name and address to the Board prior to the start of the meeting.
3. Each person addressing the Board is limited to three (3) minutes. This time limit may be modified at the discretion of the Board in order to ensure an orderly and productive meeting. A maximum of thirty (30) minutes of public participation will be permitted at each meeting. The secretary will keep track of time.
4. Persons are strongly encouraged to discuss their comments and concerns with the appropriate library staff members or administrators before directing such comments to the entire Board during a meeting.
5. Persons addressing the Board are expected to observe a level of civility and decorum appropriate for a public meeting, and refrain from vulgar, profane, or harassing and/or personal attacks. The President of the Board (or other presiding officer) may terminate any presentation deemed not to adhere to these standards.

Board members are not required to respond to questions or statements made during the public expression portion of the meeting.

Moved down [1]: Board meetings are for the purpose of conducting library business and are open for observation by the public. The only exception shall be those meetings or portions of meetings that are devoted to Executive Session. They are not to be considered a public hearing concerning library affairs.

Deleted: up to 15 minutes

Moved (insertion) [1]

Deleted: They are

Deleted: In the interests of time and the effective conducting of library related business, individual public comments are limited to no more than three minutes each and must directly relate to agenda items so that resident members of the public attending a board meeting will have an equal opportunity to speak.

Deleted: ¶

Individuals wishing to make public comments shall provide their name and address to the Board prior to the start of the meeting. For public safety purposes, no signs or placards mounted on sticks, posts, poles, or similar structures shall be allowed in meeting rooms. Other signs, placards or banners shall not disrupt meetings or interfere with the view of others in attendance at the meeting. Persons with signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting. ¶

¶ Audience members will refrain from behavior which disrupts the public meeting. This will include making loud noises, clapping, shouting, booing, hissing, talking in a private conversation, or engaging in any other activity in a manner that disturbs, disrupts, or impedes the orderly conduct of the meeting. ¶

Charges, complaints, or challenges regarding individual employees or trustees must be presented in writing to the Library Director and signed by the complainant.

Matters upon which Board action is desired should be submitted in writing to the Board of Trustees, care of the Library Director, at least one week in advance of the Board meeting.

Failure to adhere to these principles may result in removal from a meeting. A copy of these guidelines will be placed next to the draft agenda.

Adopted 11/13/2023

Revised



Mattituck-Laurel **LIBRARY**

Warrants / Expenses

These are the expenses for the month and year of April 2024

To be approved at the Library Board Meeting on May 13, 2024

Operating Account Total \$ 110,627.67

 Payroll \$ 74,886.78

 Non Payroll \$ 35,740.89

Cultural Activities Fund \$ 4,290.98

Money Market Account \$0

Building Fund Savings \$0

Building Fund Checking \$0

Donations in excess of \$1,000 None

05/02/24

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Apr 24</u>
General Fund	
Operating Fund	273,108.54
Building Fund	
Checking	285,741.34
Savings	57,307.93
	<hr/>
Total Building Fund	343,049.27
	<hr/>
Total General Fund	616,157.81
Cultural Activities Fund	
Coffee Machine	615.67
Teen Programs	-24.24
Children's Programs	1,226.17
Staff Activity Fund	1,550.06
Adult Programs Wash Acco...	7,045.48
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
	<hr/>
Total Cultural Activities Fund	11,135.17
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	16,510.44
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	636,246.02
	<hr/>
TOTAL	<u>1,263,539.00</u>

05/02/24

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
April 2024

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
04/19/2024	Business Card	Fishing line,cardstock, s...	189.10	189.10
Total Youth Arts & Crafts				189.10
Youth DVD's				
04/19/2024	Business Card	Jack & Beanstalk	6.49	6.49
Total Youth DVD's				6.49
Youth Computer Software				
04/19/2024	Business Card	Switch/Peach,Overcook...	284.50	284.50
Total Youth Computer Software				284.50
Youth Books				
04/05/2024	B&T Juvenile Account	March invoices	1,293.72	1,293.72
Total Youth Books				1,293.72
Total Youth Materials				1,773.81
Adult Materials				
DVD/Music CD				
04/03/2024	Midwest Tape	505258432	132.23	132.23
04/03/2024	Midwest Tape	505246971	23.09	23.09
04/04/2024	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
04/12/2024	Midwest Tape	Invoice no. 505301913	59.47	59.47
04/19/2024	Midwest Tape	505326904	20.99	20.99
04/19/2024	Midwest Tape	505326902	20.99	20.99
04/25/2024	Midwest Tape	505365291	32.87	32.87
04/25/2024	Midwest Tape	505365293	45.48	45.48
04/25/2024	Midwest Tape	505365294	23.79	23.79
Total DVD/Music CD				383.91
Digital Material Subscriptions				
04/01/2024	Kanopy, Inc.	173 Tickets	173.00	173.00
04/02/2024	Midwest Tape	Hoopla month ending 03...	162.32	162.32
Total Digital Material Subscriptions				335.32
Adult Books				
04/05/2024	B&T Adult Account	March invoices	832.59	832.59
04/19/2024	Business Card	Grace in Aging,Shakesp...	358.85	358.85
Total Adult Books				1,191.44
Large Print Books				
04/05/2024	B&T Adult Account	March invoices	662.20	662.20
Total Large Print Books				662.20
Newspapers				
04/02/2024	Daily News	Pays through 05/09/2024	90.00	90.00
04/15/2024	Newsday	Subscription from 04/28/...	319.92	319.92
Total Newspapers				409.92
Total Adult Materials				2,982.79
Teen Materials				
04/05/2024	B&T Teen Account	March invoices	247.90	247.90

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
April 2024

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Teen Materials				247.90
Total Library Materials				5,004.50
Capital Expenditures				
04/23/2024	Coastline Cesspool & Drain Se...	Rebuilt floor of 2nd man...	750.00	750.00
Total Capital Expenditures				750.00
Technology				
04/04/2024	PM Communications Corp.	Monthly Maintenance	117.89	117.89
04/11/2024	PM Communications Corp.	Recorded message cha...	125.00	125.00
Total Technology				242.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
04/11/2024	Living Art Aquariums	Service 3/6/24, 3/22/24 ...	420.00	420.00
Total Aquarium Maintenance				420.00
Exterminator				
04/19/2024	Hampton Pest Management, Inc.	Termit Bait Station	85.00	85.00
04/19/2024	Hampton Pest Management, Inc.	Rodent Control	125.00	125.00
Total Exterminator				210.00
Alarm Test				
04/04/2024	Suffolk Security Systems, Inc.	Annual Fire Inspection	225.00	225.00
Total Alarm Test				225.00
Elevator Maint.				
04/16/2024	Champion Elevator	2024 Elevator Inspection	600.00	600.00
Total Elevator Maint.				600.00
Security Monitoring				
04/04/2024	Suffolk Security Systems, Inc.	Standard Digital Monitori...	122.85	122.85
Total Security Monitoring				122.85
Water Backflow Test				
04/01/2024	JJ Simms Valve Testing	Annual Testing & Paper...	260.00	260.00
Total Water Backflow Test				260.00
Piano Tuning				
04/26/2024	Douglas Gregg	Piano Tuning	165.00	165.00
Total Piano Tuning				165.00
Other Building Maint.				
04/04/2024	Shauna Scholl.	10 Keys / 5 Interior door...	70.00	70.00
04/23/2024	Coastline Cesspool & Drain Se...	Vac truck service to clea...	650.00	650.00
Total Other Building Maint.				720.00
Total Building Maintenance				2,722.85
Custodial Supplies				
04/19/2024	Herman Butts.	Light Ballasts @ Circ	38.97	38.97
Total Custodial Supplies				38.97

05/02/24

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
April 2024

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Electric				
04/26/2024	PSEGLI	Service from Mar 20 , 20...	1,418.17	1,418.17
Total Electric				1,418.17
Gas				
04/23/2024	National Grid	Billing period Mar 19, 20...	765.90	765.90
Total Gas				765.90
Grounds Maintenance				
Sprinkler Maintenance				
04/10/2024	Lindsay Irrigation, Inc.	Spring start up, replaced...	220.00	220.00
Total Sprinkler Maintenance				220.00
Total Grounds Maintenance				220.00
Water				
North Fork Water				
04/19/2024	ReadyRefresh	Qty 7 Bottles of Water (...)	123.92	123.92
Total North Fork Water				123.92
Total Water				123.92
Garbage Removal				
04/03/2024	Mattituck Environmental Services	4 YD Trash Service	252.72	252.72
Total Garbage Removal				252.72
Total Operations and Maintenance				5,542.53
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
04/19/2024	Optimum	Billing period 4/16 - 5/15	245.00	245.00
Total Optimum Internet Service				245.00
Computer/Network Maintenance				
04/25/2024	L2J Consulting, Inc.	Monthly IT Support / Apr...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
04/12/2024	Business Card	Education.com / Teache...	119.88	119.88
04/19/2024	Elan Financial Services	DRI*CrashPlan	32.55	32.55
Total Computer Software Licenses				152.43
Total Maintenance Office Equipment				1,397.43
Membership				
Museum Passes				
04/19/2024	Elan Financial Services	Parrish Art Museum	200.00	200.00
Total Museum Passes				200.00
Total Membership				200.00
Postage				
Postage & Stamps				
04/03/2024	Postmaster	200 Forever stamps @ ...	136.00	136.00
04/19/2024	Elan Financial Services	Postage for leaf engraving	1.63	1.63

Mattituck-Laurel Library
 Monthly Expense Report - Operating Fund (Non Payroll)
 April 2024

Date	Name	Memo	Original Amount	Paid Amount
Total Postage & Stamps				137.63
Total Postage				137.63
Printing & Advertising				
Other printing & advertising				
04/09/2024	Floyd Memorial Library.	Ad in Suffolk Times Spri...	143.75	143.75
04/19/2024	Elan Financial Services	Facebook promotion for ...	16.00	16.00
04/19/2024	Business Card	T-shirts Health Fair	1,357.21	1,357.21
Total Other printing & advertising				1,516.96
Newsletter printing				
04/29/2024	Pine Barrens Printing	May/June Newsletter	3,708.00	3,708.00
Total Newsletter printing				3,708.00
Total Printing & Advertising				5,224.96
Professional Fees				
PALS Membership				
04/24/2024	SCLS-PALS	2nd Quarter 2024 - PAL...	2,798.69	2,798.69
Total PALS Membership				2,798.69
SCLS/Overdue Notices				
04/02/2024	SCLS	Overdues - Processed &...	30.72	30.72
Total SCLS/Overdue Notices				30.72
Total Professional Fees				2,829.41
Programs - Adult				
Adult Reading Club & Book Discu				
04/19/2024	Business Card	Qty 16 Bks Two Nights ...	525.99	525.99
Total Adult Reading Club & Book Discu				525.99
Adult Programs				
04/08/2024	Lee McAllister	Hallock Park Hike 4/9/24	275.00	275.00
04/18/2024	Frances E. Castan	Spring Reading 4/18/24	150.00	150.00
04/18/2024	Knightlee, LLC	Health Fair 4/20/24	300.00	300.00
04/19/2024	Elan Financial Services	Embroidery Craft Kits / ...	80.79	80.79
04/19/2024	Elan Financial Services	Zoom	63.96	63.96
04/19/2024	Canio Pavone	Spring Reading 4/18/24	150.00	150.00
04/19/2024	Business Card	Opera DVD, Candlemak...	45.81	45.81
04/20/2024	Westhampton Free Library	Louis Armstrong 4/16/24...	50.00	50.00
04/22/2024	Alice Jones	Crochet series March, A...	720.00	720.00
04/24/2024	Arnold Fisher	Intermediate Bridge Seri...	520.00	520.00
Total Adult Programs				2,355.56
Total Programs - Adult				2,881.55
Programs - Juvenile				
04/01/2024	Joanne Hruz.	Reimburse Snacks & Ite...	58.96	58.96
04/09/2024	Long Island Science Center	Action Contraption 4/11/...	285.00	285.00
04/15/2024	Carmen Campos	Bilingual Story Time & P...	400.00	400.00
04/18/2024	Judy Wilson	Grow & Taste Garden 4/...	275.00	275.00
04/18/2024	Knightlee, LLC	Health Fair 4/20/24	300.00	300.00
04/19/2024	Elan Financial Services	Hand Puppets	112.95	112.95
04/19/2024	Karen Letteriello.	Cupcakes, pasta, eyes, j...	31.40	31.40
04/19/2024	Business Card	Sugar, Cookies, Palm tre...	50.50	50.50
04/22/2024	Happy Feet Suffolk	Toddler & Musical Kids ...	350.00	350.00

05/02/24

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
April 2024

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
04/23/2024	Long Island Science Center	LEGO Engineering 4/25/...	285.00	285.00
Total Programs - Juvenile				2,148.81
Programs - Summer				
04/19/2024	Elan Financial Services	Sand Art, Garland,Balls,...	112.80	112.80
04/19/2024	Business Card	camping decor, banner, ...	152.61	152.61
Total Programs - Summer				265.41
Programs - Teen				
04/19/2024	Elan Financial Services	Posters, Bookmarks, Pe...	140.83	140.83
04/19/2024	Business Card	String craft kit ,Flower ki...	203.57	203.57
Total Programs - Teen				344.40
Supplies - Library				
04/02/2024	Quill Corporation	Brother drum 720	135.99	135.99
04/05/2024	Orlowski Hardware Company, I...	Raid Ant Bait, Five Keys	23.03	23.03
04/09/2024	Demco	Book Tape, Color coded...	79.82	79.82
04/12/2024	Quill Corporation	Coffeemate, Kcups Coffee	71.95	71.95
04/12/2024	Quill Corporation	Facial tissue 160/bx 3 Pk	35.16	35.16
04/19/2024	Elan Financial Services	Business Cards for Sha...	235.00	235.00
04/19/2024	Elan Financial Services	Cricut	9.99	9.99
04/19/2024	Business Card	First Aid Kit, cold packs,...	212.22	212.22
04/22/2024	Quill Corporation	Qty 5 - 12 oz Cup for hot...	74.95	74.95
04/23/2024	Shauna Scholl.	Cookie platter, Qty 2 Cr...	22.97	22.97
04/29/2024	Quill Corporation	Lid dome 12-16 oz hot c...	34.77	34.77
Total Supplies - Library				935.85
Supplies - Office				
04/05/2024	Quill Corporation	3x3 Self stick notes	18.58	18.58
04/19/2024	Business Card	Glass wipes	17.99	17.99
Total Supplies - Office				36.57
Supplies - Paper				
04/29/2024	Quill Corporation	11x17 copy paper	74.99	74.99
Total Supplies - Paper				74.99
Telephone				
04/19/2024	Optimum	Billing period 4/16 - 5/15	154.37	154.37
Total Telephone				154.37
Travel				
04/01/2024	Joanne Hruz.	Reimburse Mileage Sgt...	69.41	69.41
04/19/2024	Karen Letteriello.	Mileage Reimbursement...	21.44	21.44
Total Travel				90.85
Workshops				
04/19/2024	Elan Financial Services	Cycle of True Mktg Web...	49.00	49.00
Total Workshops				49.00
Total Miscellaneous Expense				16,771.23
Debt Service Total				
Mortgage Interest				
04/15/2024	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74
Total Mortgage Interest				7,429.74

05/02/24

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
April 2024

Date	Name	Memo	Original Amount	Paid Amount
Total Debt Service Total				7,429.74
TOTAL				35,740.89

Mattituck-Laurel Library
Monthly Budget Report With Current Month
April 2024

	<u>Apr 24</u>
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	32,125.50
Interest	2.83
Direct Public Support	333.45
Fines	75.51
Library Materials Paid For	31.00
Copy Machine	507.20
Refunds	2,813.40
	<hr/>
Total Income	35,888.89
	<hr/>
Gross Profit	35,888.89
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	26,882.69
Clerical	30,673.64
Custodian	3,746.98
	<hr/>
Total Salaries	61,303.31
Benefits	
Fica	4,486.71
Disability Insurance	866.29
Medical Insurance	3,942.21
Retirement	6,256.53
Unemployment Insurance	1,031.32
	<hr/>
Total Benefits	16,583.06
Total Payroll Expenses	77,886.37
Library Materials	
Youth Materials	
Youth Arts & Crafts	189.10
Youth DVD's	6.49
Youth Computer Software	284.50
Youth Books	1,293.72
	<hr/>
Total Youth Materials	1,773.81
Adult Materials	
DVD/Music CD	383.91
Digital Material Subscriptions	335.32
Adult Books	1,191.44
Large Print Books	662.20
Newspapers	409.92
	<hr/>
Total Adult Materials	2,982.79
Teen Materials	247.90
	<hr/>
Total Library Materials	5,004.50
Capital Expenditures	750.00

Mattituck-Laurel Library
 Monthly Budget Report With Current Month
 April 2024

	Apr 24
Technology	242.89
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	420.00
Exterminator	210.00
Alarm Test	225.00
Elevator Maint.	600.00
Security Monitoring	122.85
Water Backflow Test	260.00
Piano Tuning	165.00
Other Building Maint.	720.00
Total Building Maintenance	2,722.85
Custodial Supplies	38.97
Electric	1,418.17
Gas	765.90
Grounds Maintenance	
Sprinkler Maintenance	220.00
Total Grounds Maintenance	220.00
Water	
North Fork Water	123.92
Total Water	123.92
Garbage Removal	252.72
Total Operations and Maintenance	5,542.53
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	245.00
Computer/Network Maintenance	1,000.00
Computer Software Licenses	152.43
Total Maintenance Office Equipm...	1,594.83
Membership	
Museum Passes	200.00
Total Membership	200.00
Postage	
Postage & Stamps	137.63
Total Postage	137.63
Printing & Advertising	
Other printing & advertising	1,516.96
Newsletter printing	3,708.00
Total Printing & Advertising	5,224.96
Professional Fees	

Mattituck-Laurel Library
Monthly Budget Report With Current Month
April 2024

	Apr 24
Payroll Processing	621.57
PALS Membership	2,798.69
SCLS/Overdue Notices	30.72
Total Professional Fees	3,450.98
Programs - Adult	
Adult Reading Club & Book Dis...	525.99
Adult Programs	2,355.56
Total Programs - Adult	2,881.55
Programs - Juvenile	2,148.81
Programs - Summer	265.41
Programs - Teen	344.40
Supplies - Library	935.85
Supplies - Office	36.57
Supplies - Paper	74.99
Telephone	154.37
Travel	90.85
Workshops	49.00
Total Miscellaneous Expense	17,590.20
Debt Service Total	
Mortgage Interest	7,429.74
Total Debt Service Total	7,429.74
Total Expense	114,446.23
Net Ordinary Income	-78,557.34
Net Income	-78,557.34

Mattituck-Laurel Library
 Monthly Budget Report With Year To Date
 January through April 2024

	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PiLOT Funds	0.00	4,000.00	-4,000.00	0.0%
Mattituck-Cutchoque School Dist	792,812.77	1,663,155.00	-870,342.23	47.7%
NY State Incentive	180.00	1,800.00	-1,620.00	10.0%
Interest	12.53	100.00	-87.47	12.5%
Direct Public Support	1,988.06	2,000.00	-11.94	99.4%
Fines	353.81			
Library Materials Paid For	156.55			
Copy Machine	2,142.99	2,000.00	142.99	107.1%
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	2,813.40			
Fund Balance Brought Forward	67,841.00			
Total Income	868,301.11	1,678,455.00	-810,153.89	51.7%
Gross Profit	868,301.11	1,678,455.00	-810,153.89	51.7%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	113,199.36	350,493.00	-237,293.64	32.3%
Clerical	128,445.77	453,257.00	-324,811.23	28.3%
Custodian	15,620.94	47,675.00	-32,054.06	32.8%
Total Salaries	257,266.07	851,425.00	-594,158.93	30.2%
Benefits				
Fica	18,797.97	63,298.00	-44,500.03	29.7%
Disability Insurance	1,230.03	1,000.00	230.03	123.0%
Medical Insurance	17,511.70	104,560.00	-87,048.30	16.7%
Retirement	17,786.72	60,017.00	-42,230.28	29.6%
Unemployment Insurance	7,230.81	11,000.00	-3,769.19	65.7%
Total Benefits	62,557.23	239,875.00	-177,317.77	26.1%
Total Payroll Expenses	319,823.30	1,091,300.00	-771,476.70	29.3%
Library Materials				
Youth Materials				
Youth Arts & Crafts	255.11	2,500.00	-2,244.89	10.2%
Youth DVD's	84.14	500.00	-415.86	16.8%
Youth Computer Software	841.77	1,500.00	-658.23	56.1%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	4,737.08	14,000.00	-9,262.92	33.8%
Total Youth Materials	5,918.10	19,000.00	-13,081.90	31.1%
Adult Materials				
DVD/Music CD	1,159.81	4,000.00	-2,840.19	29.0%
Live-brary Downloadable e-bo...	51,651.00	54,000.00	-2,349.00	95.7%
Digital Material Subscriptions	2,792.75	13,000.00	-10,207.25	21.5%
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	4,184.39	21,000.00	-16,815.61	19.9%
Reference Books and Data Ba...	666.67	2,000.00	-1,333.33	33.3%
Adult Ref Books				
Local History	475.00	1,000.00	-525.00	47.5%
Continuations	0.00	2,500.00	-2,500.00	0.0%
Total Adult Ref Books	475.00	3,500.00	-3,025.00	13.6%
Virtual Reference Collection	0.00	5,500.00	-5,500.00	0.0%

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through April 2024

	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
Adult Audio Books	0.00	1,000.00	-1,000.00	0.0%
Large Print Books	1,249.82	5,000.00	-3,750.18	25.0%
Newspapers	1,576.97	7,000.00	-5,423.03	22.5%
Periodicals	4,838.82	5,000.00	-161.18	96.8%
Total Adult Materials	68,595.23	122,050.00	-53,454.77	56.2%
Teen Materials	683.61	2,500.00	-1,816.39	27.3%
Total Library Materials	75,196.94	143,550.00	-68,353.06	52.4%
Capital Expenditures	10,385.00	19,000.00	-8,615.00	54.7%
Technology	1,220.62	9,200.00	-7,979.38	13.3%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	1,270.00	3,500.00	-2,230.00	36.3%
HVAC Maintenance	0.00	2,000.00	-2,000.00	0.0%
Exterminator	420.00	1,000.00	-580.00	42.0%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	225.00	200.00	25.00	112.5%
Elevator Maint.	1,819.88	4,500.00	-2,680.12	40.4%
Security Monitoring	245.70	700.00	-454.30	35.1%
Water Backflow Test	260.00	275.00	-15.00	94.5%
Fire Sprinkler Test	1,250.00	1,200.00	50.00	104.2%
Piano Tuning	165.00	400.00	-235.00	41.3%
Other Building Maint.	2,029.50	7,000.00	-4,970.50	29.0%
Total Building Maintenance	7,685.08	20,975.00	-13,289.92	36.6%
Custodial Supplies	563.80	1,000.00	-436.20	56.4%
Electric	7,249.21	27,500.00	-20,250.79	26.4%
Gas	4,713.22	11,000.00	-6,286.78	42.8%
Grounds Maintenance				
Snow Removal	1,525.00	4,500.00	-2,975.00	33.9%
Sprinkler Maintenance	220.00	700.00	-480.00	31.4%
Other Grounds Maintenance	4,700.00	11,000.00	-6,300.00	42.7%
Total Grounds Maintenance	6,445.00	16,200.00	-9,755.00	39.8%
Insurance				
Workers' Comp.	0.00	12,000.00	-12,000.00	0.0%
Umbrella Package	0.00	22,000.00	-22,000.00	0.0%
Total Insurance	0.00	34,000.00	-34,000.00	0.0%
Water				
North Fork Water	423.72	1,000.00	-576.28	42.4%
SCWA	788.71	3,500.00	-2,711.29	22.5%
Total Water	1,212.43	4,500.00	-3,287.57	26.9%
Garbage Removal	1,010.88	3,000.00	-1,989.12	33.7%
Total Operations and Maintenance	28,879.62	118,175.00	-89,295.38	24.4%
Miscellaneous Expense				
Longevity Benefit	1,380.35	1,500.00	-119.65	92.0%
Legal Fees	216.00	2,500.00	-2,284.00	8.6%
Contingency	0.00	3,000.00	-3,000.00	0.0%
Maintenance Office Equipment				
Verizon Mobile Hotspots	823.44	2,400.00	-1,576.56	34.3%
Optimum Internet Service	980.32	3,200.00	-2,219.68	30.6%
Copy Machine	847.36	8,500.00	-7,652.64	10.0%
Computer/Network Maintenance	4,000.00	12,000.00	-8,000.00	33.3%

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through April 2024

	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
BookScan Maintenance	690.00	700.00	-10.00	98.6%
Computer Software Licenses	6,118.07	9,000.00	-2,881.93	68.0%
Total Maintenance Office Equip...	13,459.19	35,800.00	-22,340.81	37.6%
Membership				
Professional Memberships	446.00	2,200.00	-1,754.00	20.3%
Museum Passes	1,285.00	5,000.00	-3,715.00	25.7%
Mattituck Chamber of Commer...	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	1,856.00	8,350.00	-6,494.00	22.2%
Postage				
Postage & Stamps	273.63	770.00	-496.37	35.5%
Mailing Permit	320.00	250.00	70.00	128.0%
Newsletter mailing	798.26	1,500.00	-701.74	53.2%
Post Office Box Fee	0.00	160.00	-160.00	0.0%
Total Postage	1,391.89	2,680.00	-1,288.11	51.9%
Printing & Advertising				
Other printing & advertising	2,208.96	1,000.00	1,208.96	220.9%
Newsletter printing	10,724.00	12,000.00	-1,276.00	89.4%
Total Printing & Advertising	12,932.96	13,000.00	-67.04	99.5%
Professional Fees				
Payroll Processing	2,221.42	10,500.00	-8,278.58	21.2%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	5,597.38	10,800.00	-5,202.62	51.8%
Annual audit	650.00	12,500.00	-11,850.00	5.2%
SCLS/Overdue Notices	101.68	500.00	-398.32	20.3%
SCLS/Annual Membership	0.00	12,000.00	-12,000.00	0.0%
Total Professional Fees	8,570.48	56,800.00	-48,229.52	15.1%
Programs - Adult				
Motion Picture/Music Licensing	87.49	500.00	-412.51	17.5%
Adult Reading Club & Book Di...	1,728.63	3,500.00	-1,771.37	49.4%
Adult Programs	7,650.38	16,000.00	-8,349.62	47.8%
Total Programs - Adult	9,466.50	20,000.00	-10,533.50	47.3%
Programs - Juvenile	6,057.09	10,500.00	-4,442.91	57.7%
Programs - Summer	596.34	8,000.00	-7,403.66	7.5%
Programs - Teen	1,336.28	8,000.00	-6,663.72	16.7%
Supplies - Library	2,210.57	10,500.00	-8,289.43	21.1%
Supplies - Office	699.02	4,000.00	-3,300.98	17.5%
Supplies - Paper	337.71	2,500.00	-2,162.29	13.5%
Telephone	618.73	2,200.00	-1,581.27	28.1%
Travel	851.34	2,200.00	-1,348.66	38.7%
Workshops	146.68	2,200.00	-2,053.32	6.7%
Staff Development	0.00	1,000.00	-1,000.00	0.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	62,127.13	197,230.00	-135,102.87	31.5%
Debt Service Total				
Mortgage Principal	89,212.69			
Mortgage Interest	8,347.27			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	97,559.96	100,000.00	-2,440.04	97.6%

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through April 2024

	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
Total Expense	595,192.57	1,678,455.00	-1,083,262.43	35.5%
Net Ordinary Income	273,108.54	0.00	273,108.54	100.0%
Net Income	273,108.54	0.00	273,108.54	100.0%

05/02/24

Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
April 2024

Type	Date	Name	Memo	Paid Amount
Cultural Activities Fund				
Coffee Machine				
Deposit	04/01/2024		Coffee	5.00
Deposit	04/08/2024		Coffee	6.00
Deposit	04/15/2024		Coffee	3.00
Deposit	04/22/2024		Coffee	4.00
Deposit	04/29/2024		Coffee	6.00
Total Coffee Machine				24.00
Teen Programs				
Deposit	04/11/2024		SAT x 2	232.44
Deposit	04/15/2024		SAT Prep / Debr...	120.00
Bill	04/26/2024	Christian Murphy	SAT Prep	-1,560.00
Total Teen Programs				-1,207.56
Staff Activity Fund				
Bill	04/04/2024	Shauna Scholl.	Reimburse Snac...	-81.18
Bill	04/09/2024	Ammirati's of Love Lane	Staff Lunch for Li...	-299.80
Total Staff Activity Fund				-380.98
Adult Programs Wash Account				
Deposit	04/01/2024		Bracelet	5.00
Deposit	04/01/2024		LI Aquarium Tick...	459.00
Deposit	04/08/2024		LI Aquarium Tick...	108.00
Bill	04/09/2024	Raven Janoski	Cheese Board 4/...	-560.00
Deposit	04/11/2024		Bracelet x 4	18.20
Deposit	04/15/2024		LI Aquarium Tick...	162.00
Deposit	04/15/2024		Yoga	20.00
Deposit	04/15/2024		Cooking	20.00
Deposit	04/15/2024		Arts & Crafts	10.00
Bill	04/16/2024	Donna Irvine	Bracelet making ...	-200.00
Bill	04/18/2024	Southold Free Library	Tortilla 4/6/24 Sh...	-200.00
Bill	04/20/2024	Donna Irvine	Bracelet Making ...	-150.00
Deposit	04/22/2024		Natural History ...	30.00
Deposit	04/25/2024		Bracelet	4.55
Deposit	04/25/2024		Crochet	9.41
Deposit	04/25/2024		Sunflower	9.41
Deposit	04/25/2024		Chef Rob	56.46
Bill	04/26/2024	Rosemary Martilotta	Yoga Series Mar...	-1,240.00
Deposit	04/29/2024		Cooking	30.00
Deposit	04/29/2024		Arts/Crafts	20.00
Deposit	04/29/2024		LI Aquarium Tick...	270.00
Deposit	04/29/2024		Crochet	20.00
Total Adult Programs Wash Account				-1,097.97
Total Cultural Activities Fund				-2,662.51
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	04/30/2024		Interest	27.89
Total Undesignated & Interest				27.89

05/02/24

Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
April 2024

Type	Date	Name	Memo	Paid Amount
Total Gift and Trust Fund - MM				27.89
TOTAL				-2,634.62

Mattituck-Laurel Library
Monthly Bill Payments
 As of April 30, 2024

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	04/01/2024	12403	JJ Simms Valve Te...	Invoice #1452	-260.00
Bill Pmt -Check	04/01/2024	12404	Joanne Hruz.		-128.37
Bill Pmt -Check	04/01/2024	12405	Kanopy, Inc.	Invoice #393788-PPU	-173.00
Bill Pmt -Check	04/02/2024	12406	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	04/02/2024	12407	Midwest Tape	11952	-162.32
Bill Pmt -Check	04/02/2024	12408	Quill Corporation	03047280	-135.99
Bill Pmt -Check	04/02/2024	12409	SCLS	MATT	-30.72
Bill Pmt -Check	04/03/2024	12410	Mattituck Environm...	Cstmr 11-0001422-0, In...	-252.72
Bill Pmt -Check	04/03/2024	12411	Midwest Tape	11952	-155.32
Bill Pmt -Check	04/03/2024	12412	Postmaster	200 Forever stamps @ \$...	-136.00
Bill Pmt -Check	04/04/2024	12413	ELM USA, Inc.	Invoice #66243	-25.00
Bill Pmt -Check	04/04/2024	12414	PM Communication...	Invoice no. 42988	-117.89
Bill Pmt -Check	04/04/2024	12415	Shauna Scholl.	Reimburse Keys made	-70.00
Bill Pmt -Check	04/04/2024	12416	Suffolk Security Sys...	1720	-347.85
Bill Pmt -Check	04/05/2024	12417	B&T Adult Account	L 90004-3	-1,494.79
Bill Pmt -Check	04/05/2024	12418	B&T Juvenile Acco...	L 935700	-1,293.72
Bill Pmt -Check	04/05/2024	12419	B&T Teen Account	L943258	-247.90
Bill Pmt -Check	04/05/2024	12420	Orlowski Hardware ...	Acct 584177	-23.03
Bill Pmt -Check	04/05/2024	12421	Quill Corporation	03047280	-18.58
Bill Pmt -Check	04/08/2024	12422	Happy Feet Suffolk	VOID: Baby Music , Tod...	0.00
Bill Pmt -Check	04/08/2024	12423	Lee McAllister	Hallock Park Hike 4/9/24	-275.00
Bill Pmt -Check	04/08/2024	12424	NYS Employees He...	03909	-7,829.60
Bill Pmt -Check	04/09/2024	12425	Demco	810225915	-79.82
Bill Pmt -Check	04/09/2024	12426	Floyd Memorial Libr...	Ad in Suffolk Times Spri...	-143.75
Bill Pmt -Check	04/09/2024	12427	Long Island Scienc...	Action Contraption 4/11/24	-285.00
Bill Pmt -Check	04/10/2024	12428	Lindsay Irrigation, Inc.	Invoice no. 18975	-220.00
Bill Pmt -Check	04/11/2024	12429	Living Art Aquariums	Invoice no. 1958	-420.00
Bill Pmt -Check	04/11/2024	12430	PM Communication...	Invoice no. 43030	-125.00
Bill Pmt -Check	04/12/2024	12431	Business Card	5474 9700 8150 2023	-119.88
Bill Pmt -Check	04/12/2024	12432	Midwest Tape	11952	-59.47
Bill Pmt -Check	04/12/2024	12433	Quill Corporation	03047280	-107.11
Bill Pmt -Check	04/15/2024	12434	Shelterpoint Life Ins...	Policy # D242574	-1,147.64
Bill Pmt -Check	04/15/2024	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	04/15/2024	12435	Carmen Campos	Bilingual Story Time & P...	-400.00
Bill Pmt -Check	04/15/2024	12436	Newsday	Acct 40410623	-319.92
Bill Pmt -Check	04/16/2024	12437	Champion Elevator	Invoice 2226490	-600.00
Bill Pmt -Check	04/18/2024	12438	Frances E. Castan	Spring Reading 4/18/24	-150.00
Bill Pmt -Check	04/18/2024	12439	Judy Wilson	Grow & Taste Garden 4/...	-275.00
Bill Pmt -Check	04/18/2024	12440	Knightlee, LLC	Health Fair 4/20/24	-600.00
Bill Pmt -Check	04/18/2024	12441	Westhampton Free ...	Invoice 04162024MA	-50.00
Bill Pmt -Check	04/19/2024	12442	Canio Pavone	Spring Reading 4/18/24	-150.00
Bill Pmt -Check	04/19/2024	12443	Elan Financial Servi...	4798 5101 7200 1022	-1,055.50
Bill Pmt -Check	04/19/2024	12444	Hampton Pest Man...		-210.00
Bill Pmt -Check	04/19/2024	12445	Herman Butts.	Light Ballasts @ Circ	-38.97
Bill Pmt -Check	04/19/2024	12446	Karen Letteriello.		-52.84
Bill Pmt -Check	04/19/2024	12447	Midwest Tape	11952	-41.98
Bill Pmt -Check	04/19/2024	12448	Optimum	Acct. no. 07839-381822-...	-399.37
Bill Pmt -Check	04/19/2024	12449	ReadyRefresh	Axxt 0140002023, Inv 04...	-123.92
Bill Pmt -Check	04/19/2024	12450	Business Card	5474 1518 7474 0647	-3,404.84
Bill Pmt -Check	04/22/2024	12451	Alice Jones	Crochet series March, A...	-720.00
Bill Pmt -Check	04/22/2024	12452	Donna L. Nesteruk	VOID: Mindfulness 2nd ...	0.00
Bill Pmt -Check	04/22/2024	12453	Happy Feet Suffolk	Toddler & Musical Kids ...	-350.00
Bill Pmt -Check	04/22/2024	12454	Quill Corporation	03047280	-74.95
Bill Pmt -Check	04/22/2024	12455	Shauna Scholl.	VOID:	0.00
Bill Pmt -Check	04/23/2024	12456	Shauna Scholl.	Reimburse Snacks for H...	-22.97
Bill Pmt -Check	04/23/2024	12457	Coastline Cesspool ...		-1,400.00
Bill Pmt -Check	04/23/2024	12458	Long Island Scienc...	LEGO Engineering 4/25/...	-285.00
Bill Pmt -Check	04/23/2024	12459	National Grid	Acct 43544-64005	-765.90
Bill Pmt -Check	04/24/2024	12460	Arnold Fisher	Intermediate Bridge Seri...	-520.00
Bill Pmt -Check	04/24/2024	12461	SCLS-PALS	Invoice 81854	-2,798.69
Bill Pmt -Check	04/25/2024	12462	Aflac	Acct NQH35, Inv 407762	-64.05
Bill Pmt -Check	04/25/2024	12463	L2J Consulting, Inc.	Invoice # 042024	-1,000.00
Bill Pmt -Check	04/25/2024	12464	Midwest Tape	11952	-102.14
Bill Pmt -Check	04/26/2024	12465	Douglas Gregg	Piano Tuning	-165.00

05/02/24

Mattituck-Laurel Library
Monthly Bill Payments
As of April 30, 2024

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Bill Pmt -Check	04/26/2024	12466	PSEGLI	Cstmr 0295-3001-61-3, ...	-1,418.17
Bill Pmt -Check	04/26/2024	12467	Verizon	Acct. 242398426-00001,...	-197.40
Bill Pmt -Check	04/29/2024	12468	Pine Barrens Printing	Invoice no. 34286	-3,708.00
Bill Pmt -Check	04/29/2024	12469	Quill Corporation	03047280	-109.76
Total BNB Operating Checking					-44,979.58
TOTAL					-44,979.58

MONTHLY IMPACT

APRIL 2024

6,019 ITEMS
CHECKED
OUT

1,998 books & other items
4,021 ebooks & digital items

books & other items
+37 March (1,961)
+1 April 2023 (1,997)



DIGITAL
MATERIAL
CIRCULATION **4,021**

Flipster **39**
Freegal (downloads) **109**
Freegal (streamed) **531**



Hoopla **72**
Kanopy **100**
Overdrive **2,405**
WAM **765**
-83 March (4,104)
+538 April 2023 (3,483)

307
public computer sessions



263
ILL's incoming



418
ILL's outgoing

22
new patrons



256
guest Wi-Fi connections



266
materials
added

Library Programs **60**
Community Groups **18**
Tutors **6**

94
room use

4,667
visitors



+448 March (4,219)
+859 April 2023 (3,808)
Busiest day of the week -
Mondays (1,075)

Adult Services **508**
Teen Services **96**
Youth & Parenting Services **207**



811
program attendance



Mattituck-Laurel
LIBRARY

13900 Main Rd. | PO Box 1437
Mattituck, NY 11952
631-298-4134

www.mattitucklaurellibrary.org

Monthly Circulation Statistics of Physical Material						
	2019	2020	2021	2022	2023	2024
January	2,871	3,117	2,256	2,215	2,051	1,915
February	2,704	2,871	2,092	2,068	2,030	1,794
March	2,882	1,255	2,329	2,165	2,293	1,961
April	3,328	13	2,153	2,376	1,997	1,998
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	1,936	
December	2,582	2,296	2,070	1,977	1,732	
Total	40,452	23,709	30,310	30,687	28,546	7,668

NEW PATRON REGISTRATIONS

APRIL 2024

Adult Year Round	16
Youth Year Round	6
Teen	
2 ND Address	
Total:	22

MEETING ROOM USE REPORT-APRIL 2024

The following groups used the 3 meeting rooms APRIL 2024

Community Room

Spring Surprise Cupcakes with Chef Rob	Bev's Book Discussion
P/C Rhyme & Play	North Fork Anglers
Yoga	SAT Prep
Poetry Reading	Lego
Total Solar Eclipse Craft	Piano Practice
Toddler Music with Happy Feet	Alternate Thursday Films
Baby Music with Happy Feet	Bilingual Story Time
Build Your Own Cheese Board	Carole King Tribute Concert
Bracelet Making with Donna Irvine	Grow & Taste Garden
EGGciting Family Storytime	PDLA Zone Meeting
Butterfly Puppets & Puppet Making Workshop	Invitation to Opera: Janacek's Jenufa
Move into Health with the Mattituck-Laurel Library	

Conference Room

Tutor (1)
Mah Jongg
Bridge
Girls Who Code/Teens
Artist Reception-The Visage Group
East End Lions
Engineering Lab-Action Contraptions Rube Goldberg Machine
Engineering Lab-LEGO Engineering
Medicare
Mindfulness Series with Donna Nesteruk
Spanish Class

Craft Room

Tutor (3)
Alzheimer's Support Group
Book Discussion with Jerry
Intermediate Bridge
Literary Café
Read to a Dog
DIY Honey Soap Bars
Writers Group
Garden Crafts (community service)

Kitchen

Tutor (2)

Tutors – 6

Community Groups-18

Library Programs-60

Local History-10