

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

**MEETING DATE:       Monday March 11, 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 February 12, 2024 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. Building / Grounds & Long-Range Planning
  - B. Budget / Finance
- XI.       Old Business**
- XII.       New Business**
  - A. Set budget information hearing date and time to Monday September 9, 2024 at 5:00pm and budget vote date and time to Tuesday September 17, 2024 from 9am – 7pm.
  - B. Establish window for call for nominations. Nominations open on July 1, 2024 and close July 22, 2024 at 7pm.
  - C. Delayed opening Wednesday, April 3, 2024 10am.
- XIII.       Adjournment**

**Next Meeting – April 8, 2024**

**MATTITUCK-LAUREL LIBRARY**  
**APPROVED MINUTES OF THE REGULAR MONTHLY MEETING**  
March 11, 2024

**Present**

Jim Underwood, President  
Nick Timpone, Vice-President  
Katie O'Rourke, Secretary  
Peter Kren, Trustee  
Mary Sanchez, Trustee  
Shauna Scholl, Director

**Absent with Excuse**

Colleen Grattan-Arnoff, Trustee  
Karenann Volinski, Treasurer

**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.  
(Peter, Mary; unanimous (5-0))

**IV. Review and Approval of the Minutes of February 12, 2024 Regular Board Meeting**

The minutes of the meetings held February 12, 2024 were approved.  
(Nick, Peter; unanimous (5-0))

**V. Period of Public Expression**

A member of the public spoke about further building relationships between the library and the high school. Shauna shared how the library has been working with staff at Cutchogue New Suffolk Free Library to build a partnership with the school district.

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

**Warrants**

Jim reviewed the warrants with the Board.  
The Board approved payment of the following FEBRUARY warrant:

OPERATING ACCOUNT  
\$195,775.50

CULTURAL ACTIVITIES FUND  
510.00

MONEY MARKET ACCOUNT  
.00

BUILDING FUND SAVINGS  
.00

BUILDING FUND CHECKING

Donations in excess of \$1,000  
none  
(Mary, Peter; unanimous (5-0))

### **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.  
(Katie, Mary; unanimous (5-0))

### **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.  
(Peter, Nick; unanimous (5-0))

Shauna was pleased to share that 40-50 patrons visited the library on March 8th for **Coffee with a Cop**. Senator Palumbo and members of the Southold Police Department were available to discuss public safety and criminal justice issues. The Hampton Coffee Company generously donated coffee and treats. This was a very positive event. Fiero Code, a new database, was purchased for our patrons. This is a self-paced learn-to-code software program, and the library will also have in-person code clubs. In-person programs for families and a zoom program for adults will prepare patrons for the April 8th total solar eclipse, solar eclipse eyewear is available at the library. The library will open at 10AM on Wednesday, April 3rd to accommodate a staff meeting and workshop. The Friends continue to work to secure omnibus funds to cover the costs of concerts throughout the year. Bev, our reader's advisor, will be collaborating with a local college professor and sharing her expertise with students. Shauna announced that she will begin participating in the Daughters of the American Revolution, a women's service organization dedicated to education and historic preservation. She is excited to start this partnership.

**IX. President's Remarks** Jim shared that the Health Fair will take place on April 20, 2024. This event will include a 1.2-mile walk (Main Road, Marratooka Lane, New Suffolk Avenue and Reeve Avenue) and 15-18 vendors. He's planning on an indoor event but weather permitting the health fair may move to the greenspace. The Friends are donating t-shirts for this event. Jim is hopeful that 50-80 patrons will participate.

### **X. Committee Reports**

*A. Building /Grounds & Long-Range Planning* The committee met on March 7, 2024. The committee continues to discuss an interior building renovation, the installation of two 20' x 20' shades and the placement of Percussion Play Rainbow Collection instruments in the greenspace.

*B. Budget / Finance* Committee met to discuss the 2025 budget.

### **XI. Old Business**

none

## **XII. New Business**

*A. Approval of budget information hearing date and time to Monday, September 9, 2024 at 5PM and budget vote date and time to Tuesday, September 17, 2024 from 9AM – 7PM*

Motion to approve the budget information hearing date and time to Monday, September 9, 2024 at 5PM and budget vote date and time to Tuesday, September 17, 2024 from 9AM – 7PM  
(Nick, Peter; (5-0))

*B. Approval of window for call for nominations open July 1, 2024 and close July 22, 2024 at 7PM.*

Motion to approve the window for call for nominations open July 1, 2024 and close July 22, 2024 at 7PM.  
(Peter, Mary; (5-0))

*C. Approval of delayed opening Wednesday, April 3, 2024 at 10AM.*

Motion to approve the delayed opening Wednesday, April 3, 2024 at 10AM.  
(Mary, Katie; (5-0))

## **XIII. Adjournment**

Motion to adjourn at 6:23PM  
(Nick, Peter; unanimous (5-0))

## **Dates of Future Board Meetings**

Monday, April 8, 2024

Monday, May 13, 2024

Monday, June 10, 2024

Respectfully submitted,  
Katie O'Rourke  
Secretary



# Mattituck-Laurel LIBRARY

## Warrants / Expenses

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

Approved at the Library Board Meeting on March 11, 2024

**Operating Account Total**      \$ 195,775.50

    Payroll      \$ 93,892.78

    Non Payroll      \$ 101,882.72

**Cultural Activities Fund**      \$ 510.00

**Money Market Account**      \$0

**Building Fund Savings**      \$0

**Building Fund Checking**      \$ 37.66

Donations in excess of \$1,000      None

03/06/24

Mattituck-Laurel Library  
Fund Balance Report

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	<u>Jan - Feb 24</u>
<b>General Fund</b>	
Operating Fund	432,644.32
Building Fund	
Checking	285,676.66
Savings	57,306.49
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Total Building Fund	342,983.15
	<hr/>
Total General Fund	775,627.47
<b>Cultural Activities Fund</b>	
Coffee Machine	556.67
Teen Programs	369.78
Children's Programs	1,226.17
Staff Activity Fund	1,931.04
Adult Programs Wash Acco...	8,249.95
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
	<hr/>
Total Cultural Activities Fund	13,055.64
<b>Gift and Trust Fund - MM</b>	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	16,457.28
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	636,192.86
	<hr/>
<b>TOTAL</b>	<b>1,424,875.97</b>

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
<b>Library Materials</b>				
<b>Youth Materials</b>				
<b>Youth Arts &amp; Crafts</b>				
02/20/2024	Business Card	Bulk Tissue Paper	7.83	7.83
Total Youth Arts & Crafts				7.83
<b>Youth Computer Software</b>				
02/20/2024	Business Card	Sonic Superstars	29.99	29.99
Total Youth Computer Software				29.99
<b>Youth Books</b>				
02/02/2024	B&T Juvenile Account	January invoices	1,584.45	1,584.45
02/20/2024	Business Card	Book by Peggy Dickerson	17.04	17.04
Total Youth Books				1,601.49
Total Youth Materials				1,639.31
<b>Adult Materials</b>				
<b>DVD/Music CD</b>				
02/08/2024	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
02/08/2024	Midwest Tape	504983082	20.99	20.99
02/08/2024	Midwest Tape	505012967	11.89	11.89
02/08/2024	Midwest Tape	505012968	20.99	20.99
02/08/2024	Midwest Tape	505012969	45.47	45.47
02/16/2024	Midwest Tape	505045046	23.09	23.09
02/16/2024	Midwest Tape	505045047	18.19	18.19
02/16/2024	Midwest Tape	505045048	216.88	216.88
02/16/2024	Midwest Tape	505045190	20.99	20.99
02/20/2024	Business Card	Pelican Brief	12.49	12.49
02/23/2024	Midwest Tape	505077280	78.35	78.35
02/23/2024	Midwest Tape	505077281	13.99	13.99
02/23/2024	Midwest Tape	505077282	31.48	31.48
Total DVD/Music CD				539.80
<b>Live-brary Downloadable e-books</b>				
02/08/2024	SCLS	Downloadable Media (O...	51,651.00	51,651.00
Total Live-brary Downloadable e-books				51,651.00
<b>Digital Material Subscriptions</b>				
02/01/2024	SCLS	TumbleBook Premium S...	479.00	479.00
02/01/2024	Kanopy, Inc.	179 Tickets	179.00	179.00
02/02/2024	Midwest Tape	Hoopla Month ending 1/...	158.28	158.28
Total Digital Material Subscriptions				816.28
<b>Adult Books</b>				
02/05/2024	B&T Adult Account	January Invoices	1,018.28	1,018.28
02/20/2024	Business Card	Shakespeare Measure f...	14.95	14.95
Total Adult Books				1,033.23
<b>Large Print Books</b>				
02/05/2024	B&T Adult Account	L9000433	203.15	203.15
Total Large Print Books				203.15
<b>Newspapers</b>				
02/20/2024	Newsday	From 3/5/24 to 4/29/24	287.92	287.92
02/20/2024	Elan Financial Services	D J Barron's	97.73	97.73

03/04/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
02/27/2024	Daily News	Pays through 3/19/24	131.48	131.48
Total Newspapers				517.13
<b>Periodicals</b>				
02/12/2024	EBSCO Subscription Services	Invoice \$4869.77 less cr...	4,838.82	4,838.82
Total Periodicals				4,838.82
Total Adult Materials				59,599.41
Total Library Materials				61,238.72
<b>Capital Expenditures</b>				
02/28/2024	Astoria Communications	50% Deposit on Blue Ra...	4,635.00	4,635.00
02/28/2024	Mattituck Plumbing & Heating	Replaced water fountain...	4,250.00	4,250.00
Total Capital Expenditures				8,885.00
<b>Technology</b>				
02/05/2024	P.M. Communications Corp.	Monthly Maintenance	117.89	117.89
02/20/2024	Elan Financial Services	Makerbot 3D Printer Ext...	379.99	379.99
02/20/2024	Elan Financial Services	Battery backup replace...	144.13	144.13
02/20/2024	Business Card	Hotspot case	15.99	15.99
02/20/2024	Business Card	IPad cases Qty 3	70.47	70.47
Total Technology				728.47
<b>Operations and Maintenance</b>				
<b>Building Maintenance</b>				
<b>Aquarium Maintenance</b>				
02/16/2024	Living Art Aquariums	Service 1/9/24 & 1/22/2...	430.00	430.00
Total Aquarium Maintenance				430.00
<b>Elevator Maint.</b>				
02/28/2024	Champion Elevator	Quarterly Maintenance f...	1,219.88	1,219.88
Total Elevator Maint.				1,219.88
<b>Other Building Maint.</b>				
02/05/2024	Suffolk Security Systems, Inc.	Replaced CR123 Lithiu...	158.50	158.50
02/14/2024	Mattituck Plumbing & Heating	Labor: Clog on Main Lin...	176.00	176.00
02/23/2024	Coastline Cesspool & Drain Se...	Vac. truck service to cle...	825.00	825.00
Total Other Building Maint.				1,159.50
Total Building Maintenance				2,809.38
<b>Custodial Supplies</b>				
02/14/2024	Quill Corporation	Qty 2 - Swiffer wet cloth ...	25.18	25.18
02/23/2024	Emerald Island	Black liner 100/c, 2 ply T...	467.65	467.65
02/23/2024	Emerald Island	Yellow caddy bag for 44 ...	32.00	32.00
Total Custodial Supplies				524.83
<b>Electric</b>				
02/28/2024	PSEGLI	Service from Jan 22, 20...	1,503.20	1,503.20
Total Electric				1,503.20
<b>Gas</b>				
02/23/2024	National Grid	Jan 18, 2024 to Feb 16, ...	1,393.44	1,393.44
Total Gas				1,393.44



03/04/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
<b>Grounds Maintenance</b>				
<b>Snow Removal</b>				
02/01/2024	Twin Fork Landscape Contracti...	Snow Removal 1.16.24, ...	800.00	800.00
02/27/2024	Twin Fork Landscape Contracti...	Snow Removal 2/13/24 ...	725.00	725.00
Total Snow Removal				1,525.00
Total Grounds Maintenance				1,525.00
<b>Water</b>				
<b>North Fork Water</b>				
02/20/2024	ReadyRefresh	Qty 9 - 5 gallon bottles ...	168.89	168.89
Total North Fork Water				168.89
Total Water				168.89
<b>Garbage Removal</b>				
02/08/2024	Mattituck Enviro Services	4 YD Trash Service	252.72	252.72
Total Garbage Removal				252.72
Total Operations and Maintenance				8,177.46
<b>Miscellaneous Expense</b>				
<b>Legal Fees</b>				
02/23/2024	Volz & Vigliotta, PLLC	PILOTs Matter - review ...	120.00	120.00
Total Legal Fees				120.00
<b>Maintenance Office Equipment</b>				
<b>Optimum Internet Service</b>				
02/16/2024	Optimum	Billing period 2/16/24 to ...	245.00	245.00
Total Optimum Internet Service				245.00
<b>Copy Machine</b>				
02/16/2024	Precision Microproducts	Contract plus color and ...	346.24	346.24
02/16/2024	Precision Microproducts	Contract plus color and ...	501.12	501.12
Total Copy Machine				847.36
<b>Computer/Network Maintenance</b>				
02/06/2024	L2J Consulting, Inc.	Monthly IT Support - Fe...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
<b>BookScan Maintenance</b>				
02/29/2024	CCP Solutions, LLC	01/01/2024 to 12/31/202...	690.00	690.00
Total BookScan Maintenance				690.00
<b>Computer Software Licenses</b>				
02/05/2024	Library Market	Library Calendar: Annu...	1,500.00	1,500.00
02/05/2024	Library Market	Library Website: Annual ...	2,000.00	2,000.00
02/08/2024	Port53 Technologies Inc.	Umbrella Insights by Cis...	1,459.20	1,459.20
02/20/2024	Elan Financial Services	DRICrashPlan	32.55	32.55
Total Computer Software Licenses				4,991.75
Total Maintenance Office Equipment				7,774.11
<b>Membership</b>				
<b>Professional Memberships</b>				
02/20/2024	Elan Financial Services	SCLA Membership / Sara	55.00	55.00

03/04/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Professional Memberships				55.00
<b>Mattituck Chamber of Commerce</b>				
02/01/2024	Mattituck Chamber of Commerce	Membership Dues 2024	125.00	125.00
Total Mattituck Chamber of Commerce				125.00
Total Membership				180.00
<b>Printing &amp; Advertising</b>				
<b>Other printing &amp; advertising</b>				
02/09/2024	Rogers Memorial Library	Voz Latina 12 month Ad...	192.00	192.00
Total Other printing & advertising				192.00
Total Printing & Advertising				192.00
<b>Professional Fees</b>				
<b>PALS Membership</b>				
02/08/2024	SCLS-PALS	1st Quarter 2024 - PAL...	2,798.69	2,798.69
Total PALS Membership				2,798.69
<b>SCLS/Overdue Notices</b>				
02/02/2024	SCLS	Overdues - Processed &...	23.94	23.94
Total SCLS/Overdue Notices				23.94
Total Professional Fees				2,822.63
<b>Programs - Adult</b>				
<b>Adult Reading Club &amp; Book Discu</b>				
02/20/2024	Business Card	Qty 25 -Kitchen Table B...	867.23	867.23
Total Adult Reading Club & Book Discu				867.23
<b>Adult Programs</b>				
02/02/2024	Gerard Matovcik.	Reimburse for Snacks / ...	15.99	15.99
02/09/2024	Norrh Shore Public Library	Love is in the Air 2/8/24 ...	100.00	100.00
02/12/2024	Hampton Library	Black Joy 2/7/24 - Share...	25.00	25.00
02/12/2024	North Shore Public Library	Sip and Sing, LOVE 2/1...	50.00	50.00
02/20/2024	Cutchogue-New Suffolk Free Li...	Gene Casey 2.18.24 Sh...	200.00	200.00
02/20/2024	Elan Financial Services	Zoom	63.96	63.96
02/27/2024	Clive Young	John Lennon 2/22/24	250.00	250.00
02/27/2024	Westhampton Free Library	Billy Joel 2/21/24 / Shar...	50.00	50.00
Total Adult Programs				754.95
Total Programs - Adult				1,622.18
<b>Programs - Juvenile</b>				
02/02/2024	Chris Vivas	Dragon Wkshp 2/12/24	275.00	275.00
02/05/2024	Karen Letteriello.	Reimburse for Juvenile ...	34.11	34.11
02/14/2024	Nicole Summers Sparling	Baby Boogie, Toddler T...	350.00	350.00
02/20/2024	Business Card	Batteries, Webcam, Char...	90.68	90.68
Total Programs - Juvenile				749.79
<b>Programs - Teen</b>				
02/20/2024	Business Card	Snacks, Markers, Cookin...	105.93	105.93
Total Programs - Teen				105.93
<b>Supplies - Library</b>				
02/01/2024	Orlowski Hardware Company, I...	16 pack AAA Batteries	19.49	19.49
02/05/2024	Quill Corporation	Fellowes menu size lami...	55.65	55.65

03/04/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
02/05/2024	Quill Corporation	Thermal laminator pouc...	27.92	27.92
02/14/2024	Quill Corporation	Qty 4 - Kcups 24/bx , Qt...	66.95	66.95
02/20/2024	SCLS	3 1/8" x 200' EcoChit Ph...	134.97	134.97
02/20/2024	Elan Financial Services	Claire's Corner Dome R...	86.33	86.33
02/20/2024	Elan Financial Services	Cricut	9.99	9.99
02/20/2024	Elan Financial Services	File bars for file cabinets	79.10	79.10
02/20/2024	Business Card	Tablet mount, cleaning ...	33.77	33.77
Total Supplies - Library				514.17
<b>Supplies - Office</b>				
02/12/2024	Business Card	Amazon Prime Member...	220.00	220.00
02/14/2024	Quill Corporation	White out, Pens, Qty 2 - ...	59.26	59.26
02/27/2024	Quill Corporation	Band aids, Green tea K...	67.97	67.97
Total Supplies - Office				347.23
<b>Telephone</b>				
02/16/2024	Optimum	Billing period 2/16/24 to ...	154.80	154.80
Total Telephone				154.80
<b>Travel</b>				
02/01/2024	Joanne Hruz.	Mileage Reimbursement...	46.36	46.36
02/01/2024	Karen Letteriello.	Mileage Reimbursement...	131.86	131.86
02/12/2024	Karen Letteriello.	Mileage Reimbursement...	60.43	60.43
02/16/2024	Sauna Scholl.	Mileage to Albany @ \$3...	521.84	521.84
Total Travel				760.49
<b>Workshops</b>				
02/20/2024	Elan Financial Services	LILC Ticket / Sara	80.00	80.00
Total Workshops				80.00
Total Miscellaneous Expense				15,423.33
<b>Debt Service Total</b>				
<b>Mortgage Interest</b>				
02/20/2024	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>101,882.72</b>

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

	Feb 24
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	180,494.43
Interest	4.05
Direct Public Support	95.20
Fines	49.39
Copy Machine	571.84
Total Income	181,214.91
Gross Profit	181,214.91
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	33,603.35
Clerical	38,306.50
Custodian	4,656.86
Total Salaries	76,566.71
Benefits	
Fica	5,620.42
Disability Insurance	-351.48
Medical Insurance	4,409.72
Retirement	2,876.98
Unemployment Insurance	2,540.12
Total Benefits	15,095.76
Total Payroll Expenses	91,662.47
Library Materials	
Youth Materials	
Youth Arts & Crafts	7.83
Youth Computer Software	29.99
Youth Books	1,601.49
Total Youth Materials	1,639.31
Adult Materials	
DVD/Music CD	539.80
Live-brary Downloadable e-bo...	51,651.00
Digital Material Subscriptions	816.28
Adult Books	1,033.23
Large Print Books	203.15
Newspapers	517.13
Periodicals	4,838.82
Total Adult Materials	59,599.41
Total Library Materials	61,238.72
Capital Expenditures	8,885.00
Technology	728.47
Operations and Maintenance	
Building Maintenance	

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

	Feb 24
Aquarium Maintenance	430.00
Elevator Maint.	1,219.88
Other Building Maint.	1,159.50
Total Building Maintenance	2,809.38
Custodial Supplies	524.83
Electric	1,503.20
Gas	1,393.44
Grounds Maintenance	
Snow Removal	1,525.00
Total Grounds Maintenance	1,525.00
Water	
North Fork Water	168.89
Total Water	168.89
Garbage Removal	252.72
Total Operations and Maintenance	8,177.46
Miscellaneous Expense	
Legal Fees	120.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	245.00
Copy Machine	847.36
Computer/Network Maintenance	1,000.00
BookScan Maintenance	690.00
Computer Software Licenses	4,991.75
Total Maintenance Office Equipm...	7,971.51
Membership	
Professional Memberships	55.00
Mattituck Chamber of Commer...	125.00
Total Membership	180.00
Printing & Advertising	
Other printing & advertising	192.00
Total Printing & Advertising	192.00
Professional Fees	
Payroll Processing	596.00
PALS Membership	2,798.69
SCLS/Overdue Notices	23.94
Total Professional Fees	3,418.63
Programs - Adult	
Adult Reading Club & Book Dis...	867.23
Adult Programs	754.95

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

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	<u>Feb 24</u>
Total Programs - Adult	1,622.18
Programs - Juvenile	749.79
Programs - Teen	105.93
Supplies - Library	514.17
Supplies - Office	347.23
Telephone	154.80
Travel	760.49
Workshops	<u>80.00</u>
Total Miscellaneous Expense	16,216.73
Debt Service Total	
Mortgage Interest	<u>7,429.74</u>
Total Debt Service Total	<u>7,429.74</u>
Total Expense	<u>194,338.59</u>
Net Ordinary Income	<u>-13,123.68</u>
Net Income	<u><u>-13,123.68</u></u>

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

	Jan - Feb 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	733,603.50	1,663,155.00	-929,551.50	44.1%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	6.50	100.00	-93.50	6.5%
Direct Public Support	845.76	2,000.00	-1,154.24	42.3%
Fines	180.95			
Library Materials Paid For	54.60			
Copy Machine	1,095.39	2,000.00	-904.61	54.8%
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Fund Balance Brought Forward	67,841.00			
Total Income	803,627.70	1,678,455.00	-874,827.30	47.9%
Gross Profit	803,627.70	1,678,455.00	-874,827.30	47.9%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	59,394.53	350,493.00	-291,098.47	16.9%
Clerical	67,608.43	453,257.00	-385,648.57	14.9%
Custodian	8,172.91	47,675.00	-39,502.09	17.1%
Total Salaries	135,175.87	851,425.00	-716,249.13	15.9%
Benefits				
Fica	9,872.80	63,298.00	-53,425.20	15.6%
Disability Insurance	643.19	1,000.00	-356.81	64.3%
Medical Insurance	8,131.09	104,560.00	-96,428.91	7.8%
Retirement	7,403.84	60,017.00	-52,613.16	12.3%
Unemployment Insurance	4,664.72	11,000.00	-6,335.28	42.4%
Total Benefits	30,715.64	239,875.00	-209,159.36	12.8%
Total Payroll Expenses	165,891.51	1,091,300.00	-925,408.49	15.2%
Library Materials				
Youth Materials				
Youth Arts & Crafts	66.01	2,500.00	-2,433.99	2.6%
Youth DVD's	52.46	500.00	-447.54	10.5%
Youth Computer Software	507.33	1,500.00	-992.67	33.8%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	2,654.00	14,000.00	-11,346.00	19.0%
Total Youth Materials	3,279.80	19,000.00	-15,720.20	17.3%
Adult Materials				
DVD/Music CD	603.28	4,000.00	-3,396.72	15.1%
Live-brary Downloadable e-bo...	51,651.00	54,000.00	-2,349.00	95.7%
Digital Material Subscriptions	1,136.90	13,000.00	-11,863.10	8.7%
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	1,823.02	21,000.00	-19,176.98	8.7%
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%
Adult Audio Books	0.00	1,000.00	-1,000.00	0.0%

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

	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
Large Print Books	331.13	5,000.00	-4,668.87	6.6%
Newspapers	895.05	7,000.00	-6,104.95	12.8%
Periodicals	4,838.82	5,000.00	-161.18	96.8%
<b>Total Adult Materials</b>	<b>62,420.87</b>	<b>122,050.00</b>	<b>-59,629.13</b>	<b>51.1%</b>
Teen Materials	214.18	2,500.00	-2,285.82	8.6%
<b>Total Library Materials</b>	<b>65,914.85</b>	<b>143,550.00</b>	<b>-77,635.15</b>	<b>45.9%</b>
Capital Expenditures	8,885.00	19,000.00	-10,115.00	46.8%
Technology	859.84	9,200.00	-8,340.16	9.3%
<b>Operations and Maintenance</b>				
Building Maintenance				
Aquarium Maintenance	650.00	3,500.00	-2,850.00	18.6%
HVAC Maintenance	0.00	2,000.00	-2,000.00	0.0%
Exterminator	210.00	1,000.00	-790.00	21.0%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	0.00	200.00	-200.00	0.0%
Elevator Maint.	1,219.88	4,500.00	-3,280.12	27.1%
Security Monitoring	122.85	700.00	-577.15	17.6%
Water Backflow Test	0.00	275.00	-275.00	0.0%
Fire Sprinkler Test	1,250.00	1,200.00	50.00	104.2%
Piano Tuning	0.00	400.00	-400.00	0.0%
Other Building Maint.	1,309.50	7,000.00	-5,690.50	18.7%
<b>Total Building Maintenance</b>	<b>4,762.23</b>	<b>20,975.00</b>	<b>-16,212.77</b>	<b>22.7%</b>
Custodial Supplies	524.83	1,000.00	-475.17	52.5%
Electric	4,425.50	27,500.00	-23,074.50	16.1%
Gas	2,769.43	11,000.00	-8,230.57	25.2%
Grounds Maintenance				
Snow Removal	1,525.00	4,500.00	-2,975.00	33.9%
Sprinkler Maintenance	0.00	700.00	-700.00	0.0%
Other Grounds Maintenance	0.00	11,000.00	-11,000.00	0.0%
<b>Total Grounds Maintenance</b>	<b>1,525.00</b>	<b>16,200.00</b>	<b>-14,675.00</b>	<b>9.4%</b>
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%
<b>Total Insurance</b>	<b>0.00</b>	<b>34,000.00</b>	<b>-34,000.00</b>	<b>0.0%</b>
Water				
North Fork Water	299.80	1,000.00	-700.20	30.0%
SCWA	0.00	3,500.00	-3,500.00	0.0%
<b>Total Water</b>	<b>299.80</b>	<b>4,500.00</b>	<b>-4,200.20</b>	<b>6.7%</b>
Garbage Removal	505.44	3,000.00	-2,494.56	16.8%
<b>Total Operations and Maintenance</b>	<b>14,812.23</b>	<b>118,175.00</b>	<b>-103,362.77</b>	<b>12.5%</b>
<b>Miscellaneous Expense</b>				
Longevity Benefit	1,380.35	1,500.00	-119.65	92.0%
Legal Fees	120.00	2,500.00	-2,380.00	4.8%
Contingency	0.00	3,000.00	-3,000.00	0.0%
Maintenance Office Equipment				
Verizon Mobile Hotspots	428.64	2,400.00	-1,971.36	17.9%
Optimum Internet Service	490.32	3,200.00	-2,709.68	15.3%
Copy Machine	847.36	8,500.00	-7,652.64	10.0%
Computer/Network Maintenance	2,000.00	12,000.00	-10,000.00	16.7%
BookScan Maintenance	690.00	700.00	-10.00	98.6%



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

	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
Computer Software Licenses	5,933.09	9,000.00	-3,066.91	65.9%
Total Maintenance Office Equip...	10,389.41	35,800.00	-25,410.59	29.0%
Membership				
Professional Memberships	446.00	2,200.00	-1,754.00	20.3%
Museum Passes	435.00	5,000.00	-4,565.00	8.7%
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	1,006.00	8,350.00	-7,344.00	12.0%
Postage				
Postage & Stamps	136.00	770.00	-634.00	17.7%
Mailing Permit	0.00	250.00	-250.00	0.0%
Newsletter mailing	392.00	1,500.00	-1,108.00	26.1%
Post Office Box Fee	0.00	160.00	-160.00	0.0%
Total Postage	528.00	2,680.00	-2,152.00	19.7%
Printing & Advertising				
Other printing & advertising	692.00	1,000.00	-308.00	69.2%
Newsletter printing	3,508.00	12,000.00	-8,492.00	29.2%
Total Printing & Advertising	4,200.00	13,000.00	-8,800.00	32.3%
Professional Fees				
Payroll Processing	1,106.55	10,500.00	-9,393.45	10.5%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	2,798.69	10,800.00	-8,001.31	25.9%
Annual audit	0.00	12,500.00	-12,500.00	0.0%
SCLS/Overdue Notices	45.36	500.00	-454.64	9.1%
SCLS/Annual Membership	0.00	12,000.00	-12,000.00	0.0%
Total Professional Fees	3,950.60	56,800.00	-52,849.40	7.0%
Programs - Adult				
Motion Picture/Music Licensing	0.00	500.00	-500.00	0.0%
Adult Reading Club & Book Di...	867.23	3,500.00	-2,632.77	24.8%
Adult Programs	3,161.37	16,000.00	-12,838.63	19.8%
Total Programs - Adult	4,028.60	20,000.00	-15,971.40	20.1%
Programs - Juvenile	2,327.29	10,500.00	-8,172.71	22.2%
Programs - Summer	330.93	8,000.00	-7,669.07	4.1%
Programs - Teen	669.52	8,000.00	-7,330.48	8.4%
Supplies - Library	1,074.89	10,500.00	-9,425.11	10.2%
Supplies - Office	501.11	4,000.00	-3,498.89	12.5%
Supplies - Paper	262.72	2,500.00	-2,237.28	10.5%
Telephone	309.56	2,200.00	-1,890.44	14.1%
Travel	760.49	2,200.00	-1,439.51	34.6%
Workshops	80.00	2,200.00	-2,120.00	3.6%
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	31,919.47	197,230.00	-165,310.53	16.2%
Debt Service Total				
Mortgage Interest	82,700.48			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	82,700.48	100,000.00	-17,299.52	82.7%
Total Expense	370,983.38	1,678,455.00	-1,307,471.62	22.1%

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03/06/24  
Cash Basis

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

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	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	432,644.32	0.00	432,644.32	100.0%
Net Income	432,644.32	0.00	432,644.32	100.0%

03/04/24

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

Type	Date	Name	Memo	Paid Amount
<b>General Fund</b>				
<b>Building Fund</b>				
<b>Checking</b>				
Check	02/15/2024		Service Charge	-37.66
Total Checking				-37.66
Total Building Fund				-37.66
Total General Fund				-37.66
<b>Cultural Activities Fund</b>				
<b>Coffee Machine</b>				
Deposit	02/05/2024		Coffee	9.00
Deposit	02/12/2024		Coffee	6.00
Deposit	02/20/2024		Coffee	7.00
Deposit	02/26/2024		Coffee	5.00
Total Coffee Machine				27.00
<b>Teen Programs</b>				
Deposit	02/29/2024		SAT	348.66
Total Teen Programs				348.66
<b>Adult Programs Wash Account</b>				
Deposit	02/05/2024		Defensive Driving	35.00
Deposit	02/05/2024		Writing	300.00
Deposit	02/12/2024		Yoga	20.00
Deposit	02/12/2024		LI Aquarium Tick...	108.00
Bill	02/14/2024	Denise Gillies	Tai Chi series 1/...	-510.00
Deposit	02/20/2024		Yoga	80.00
Deposit	02/20/2024		Arts/Crafts	7.00
Deposit	02/20/2024		Museum of Natu...	45.00
Deposit	02/20/2024		LI Aquarium Tick...	135.00
Deposit	02/20/2024		Defensive Driving	70.00
Deposit	02/26/2024		Yoga	40.00
Deposit	02/29/2024		Yoga	232.14
Deposit	02/29/2024		Cheese	18.82
Deposit	02/29/2024		Tortilla	37.64
Deposit	02/29/2024		Bracelets	22.75
Total Adult Programs Wash Account				641.35
Total Cultural Activities Fund				1,017.01
<b>Gift and Trust Fund - MM</b>				
<b>Undesignated &amp; Interest</b>				
Deposit	02/29/2024		Interest	25.27
Total Undesignated & Interest				25.27
Total Gift and Trust Fund - MM				25.27
<b>TOTAL</b>				<b>1,004.62</b>

**Mattituck-Laurel Library**  
**Monthly Bill Payments**  
 As of February 29, 2024

Type	Date	Num	Name	Memo	Amount
<b>Operating Checking</b>					
Total Operating Checking					
<b>BNB Operating Checking</b>					
Bill Pmt -Check	02/01/2024	12275	Joanne Hruz.	Mileage Reimbursement...	-46.36
Bill Pmt -Check	02/01/2024	12276	Kanopy, Inc.	Invoice #385048-PPU	-179.00
Bill Pmt -Check	02/01/2024	12277	Karen Letteriello.	Mileage Reimbursement...	-131.86
Bill Pmt -Check	02/01/2024	12278	Mattituck Chamber ...	Membership Dues 2024	-125.00
Bill Pmt -Check	02/01/2024	12279	Orlowski Hardware ...	Acct 584177	-19.49
Bill Pmt -Check	02/01/2024	12280	SCLS	MATT	-479.00
Bill Pmt -Check	02/01/2024	12281	Twin Fork Landscap...	Invoice no. 26552	-800.00
Bill Pmt -Check	02/02/2024	12282	B&T Juvenile Acco...	L 935700	-1,584.45
Bill Pmt -Check	02/02/2024	12283	Chris Vivas	Dragon Wkshp 2/12/24	-275.00
Bill Pmt -Check	02/02/2024	12284	Gerard Matovcik.	Reimburse for Snacks / ...	-15.99
Bill Pmt -Check	02/02/2024	12285	Midwest Tape	11952	-158.28
Bill Pmt -Check	02/02/2024	12286	SCLS	MATT	-23.94
Bill Pmt -Check	02/05/2024	12287	P.M. Communicatio...	Invoice 42716	-117.89
Bill Pmt -Check	02/05/2024	12288	Quill Corporation	03047280	-83.57
Bill Pmt -Check	02/05/2024	12289	Suffolk Security Sys...	1720	-158.50
Bill Pmt -Check	02/05/2024	12290	Library Market	Invoice 3227	-3,500.00
Bill Pmt -Check	02/05/2024	12291	Karen Letteriello.	Reimburse for Juvenile ...	-34.11
Bill Pmt -Check	02/05/2024	12292	B&T Adult Account	L 90004-3	-1,221.43
Bill Pmt -Check	02/06/2024	12293	L2J Consulting, Inc.	Invoice # 022024	-1,000.00
Bill Pmt -Check	02/06/2024	12294	NYS Employees He...	03909	-7,829.60
Bill Pmt -Check	02/08/2024	12295	AFLAC INC	Grp AFA0017018, Bill 9...	-272.16
Bill Pmt -Check	02/08/2024	12296	AFLAC INC	Grp AFA0017018,Bill 92...	-272.16
Bill Pmt -Check	02/08/2024	12297	ELM USA, Inc.	Invoice 64841	-25.00
Bill Pmt -Check	02/08/2024	12298	Mattituck Enviro Se...	Cstmr 11-0001422-0, In...	-252.72
Bill Pmt -Check	02/08/2024	12299	Midwest Tape	11952	-99.34
Bill Pmt -Check	02/08/2024	12300	Port53 Technologie...	Invoice 10707	-1,459.20
Bill Pmt -Check	02/08/2024	12301	SCLS	MATT	-51,651.00
Bill Pmt -Check	02/08/2024	12302	SCLS-PALS	Invoice 81791	-2,798.69
Bill Pmt -Check	02/09/2024	12303	Norrrh Shore Public ...	Love is in the Air 2/8/24 ...	-100.00
Bill Pmt -Check	02/09/2024	12304	Rogers Memorial Li...	Voz Latina 12 month Ad ...	-192.00
Bill Pmt -Check	02/12/2024	12305	Hampton Library	Black Joy 2/7/24 - Share...	-25.00
Bill Pmt -Check	02/12/2024	12306	North Shore Public ...	Sip and Sing, LOVE 2/1...	-50.00
Bill Pmt -Check	02/12/2024	12307	EBSCO Subscriptio...	TN-S-59543-00	-4,838.82
Bill Pmt -Check	02/12/2024	12308	Business Card	5474 9700 8150 2023	-220.00
Bill Pmt -Check	02/12/2024	12309	Karen Letteriello.	Mileage Reimbursement	-60.43
Bill Pmt -Check	02/14/2024	12310	Nicole Summers Sp...	Baby Boogie, Toddler T...	-350.00
Bill Pmt -Check	02/14/2024	12311	Mattituck Plumbing ...	Acct MAT_LIB, Inv 50603	-176.00
Bill Pmt -Check	02/14/2024	12312	Quill Corporation	03047280	-151.39
Bill Pmt -Check	02/16/2024	12313	Living Art Aquariums	Invoice 1915	-430.00
Bill Pmt -Check	02/16/2024	12314	Midwest Tape	11952	-279.15
Bill Pmt -Check	02/16/2024	12315	Optimum	Acct. no. 07839-381822-...	-399.80
Bill Pmt -Check	02/16/2024	12316	Precision Microprod...		-847.36
Bill Pmt -Check	02/16/2024	12317	Shauna Scholl.	Reimburse Advocacy Da...	-521.84
Bill Pmt -Check	02/20/2024	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	02/20/2024	12318	Cutchogue-New Suf...	Gene Casey 2.18.24 Sh...	-200.00
Bill Pmt -Check	02/20/2024	12319	Newsday	Acct 40410623	-287.92
Bill Pmt -Check	02/20/2024	12320	ReadyRefresh	Acct 0140002023 Inv 04...	-168.89
Bill Pmt -Check	02/20/2024	12321	SCLS	MATT	-134.97
Bill Pmt -Check	02/20/2024	12322	Elan Financial Servi...	4798 5101 7200 1022	-1,028.78
Bill Pmt -Check	02/20/2024	12323	Business Card	5474 1518 7474 0647	-1,266.37
Bill Pmt -Check	02/23/2024	12324	AFLAC INC	Grp AFA0017018, Inv 4...	-272.16
Bill Pmt -Check	02/23/2024	12325	Coastline Cesspool ...	Invoice 11426	-825.00
Bill Pmt -Check	02/23/2024	12326	Emerald Island	940058	-499.65
Bill Pmt -Check	02/23/2024	12327	Midwest Tape	11952	-123.82
Bill Pmt -Check	02/23/2024	12328	National Grid	Acct. 43544-64005	-1,393.44
Bill Pmt -Check	02/23/2024	12329	Volz & Vigliotta, PL...	Acct MLL-01M, Stmnt 54...	-120.00
Bill Pmt -Check	02/27/2024	12330	Aflac	Acct NQH35, Inv 371395	-189.00
Bill Pmt -Check	02/27/2024	12331	Clive Young	John Lennon 2/22/24	-250.00
Bill Pmt -Check	02/27/2024	12332	Daily News	Acct 4090496	-131.48
Bill Pmt -Check	02/27/2024	12333	Quill Corporation	03047280	-67.97
Bill Pmt -Check	02/27/2024	12334	Twin Fork Landscap...	Invoice 26585	-725.00
Bill Pmt -Check	02/27/2024	12335	Verizon	Acct. 242398426-00001,...	-197.40
Bill Pmt -Check	02/27/2024	12336	Westhampton Free ...	Billy Joel 2/21/24 / Shar...	-50.00
Bill Pmt -Check	02/28/2024	12337	Astoria Communica...	Cstmr MA105, Order 83...	-4,635.00

03/04/24

**Mattituck-Laurel Library**  
**Monthly Bill Payments**  
As of February 29, 2024

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Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	02/28/2024	12338	Champion Elevator	Cstmr Mattituck-Laurel L...	-1,219.88
Bill Pmt -Check	02/28/2024	12339	Mattituck Plumbing ...	Acct MAT-LIB, Inv. 50696	-4,250.00
Bill Pmt -Check	02/28/2024	12340	PSEGLI	Cstmr 0295-3001-61-3, ...	-1,503.20
Bill Pmt -Check	02/29/2024	12341	CCP Solutions, LLC	Acct ML00, Invoice INV2...	-690.00
Total BNB Operating Checking					-110,915.20
<b>TOTAL</b>					<b>-110,915.20</b>