

MATTITUCK-LAUREL LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING
AGENDA

MEETING DATE: **Monday January 12, 2026**

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 December 8, 2025 Regular Board Meeting**
- V. Approval of Treasurer's Report**
- VI. Approval of the Personnel Report**
- VII. Director's Report**
- VIII. President's Remarks**
- IX. Committee Reports**
 - A. Building / Grounds**
- X. Old Business**
- XI. New Business**
 - A. Approve mileage reimbursement rate for 2026 (72.5 cents/mile)**
 - B. Approve 2026 Final Budget**
 - C. 2025 Fund Balance Allocations**
 - D. Delayed opening at 10am on Thursday February 12th (staff meeting)**
- XII. Period of Public Expression**
- XIII. Adjournment**

Next Meeting – February 9, 2026

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
January 12, 2026

Present

Jim Underwood, President
Mary Sanchez, Vice President
Colleen Grattan-Arnoff, Treasurer
Katie O'Rourke, Secretary
John Carter, Trustee
Peter Kren, Trustee
Randi Tietel, Trustee
Shauna Scholl, Director

Absent

none

I. Call To Order/II. Pledge of Allegiance

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

III. Approval of the Agenda

The agenda was adopted.

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

IV. Review and Approval of the Minutes of December 8, 2025 Regular Board Meeting

The minutes of the meetings held December 8, 2025 were approved.

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

V. Approval of Treasurer's Report

Warrants

Colleen reviewed the warrants with the Board.

The Board approved payment of the following **DECEMBER 2025** warrant:

OPERATING ACCOUNT	\$118,790.58
CULTURAL ACTIVITIES FUND	1,485.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	60.00

Donations in excess of \$1,000

\$2,500.00 Keegan, Keegan, Ross & Rosner, LLP

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

December payroll has four weeks.

VI. Approval of the Personnel Report

The Personnel report was presented in written format. The Board reviewed the personnel report with interest. The Personnel Report was approved. (Mary, Colleen; unanimous (7-0))

VII. 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.

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

Shauna reported that the construction on the parish hall on the neighboring church property has begun. This is exciting news for them. Once the hall is complete Shauna anticipates that parents may be at the library while their children are attending Religious Education classes. The numbers are official, and the library budget was .27 over the tax cap. There will be a February staff meeting on Thursday, February 12th. Staff will complete the Anti Sexual Harassment Training together and Shauna will conduct a staff charrette regarding the renovation project. Keegan, Keegan, Ross & Rosner, LLP made a \$2,500 donation in memory of Karen Ross, Shauna will reach out to Dan Ross to discuss a fitting tribute/memorial. Karen Letteriello, head of Youth & Family Services, will give a presentation at the next PTA meeting. Shauna will be completing the New York State Annual Report, she will begin to compile information for this year's report using last year's questions. Baker & Taylor administered the software necessary to collect report information so there is currently no vehicle to collect this data. We expect to hear something soon, however, report due dates have already been pushed back to April. This is a problem effecting every library in NYS. Shauna will complete an application for a \$10,000 grant from H. W. Wilson Foundation based in Seaford, NY. A local woman shared this grant opportunity with her. Shauna reported that in 2025 4 million eBooks and audiobooks were checked out by patrons with the Libby app, a big milestone! Book orders are arriving steadily from Ingram, the library's new book company, and filling the New Arrival bookshelves. Finally, Shauna shared an informative presentation about *Right-Sizing the Collection*.

VIII. President's Remarks

none

IX. Committee Reports

A. Building / Grounds

The committee met on the 15th of December and has a meeting planned for the 22nd of January; they have agreed to meet with the architect. Charrettes, meetings in which stakeholders in a project attempt to resolve conflicts and map solutions, are being planned to prepare priority lists to help to discuss next steps regarding the renovation project.

X. Old Business

none

XI. New Business

A. Approve mileage reimbursement rate for 2026 (72.5 cents/mile)

Mileage reimbursement approved.

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

B. Approve 2026 Final Budget

2026 Final Budget approved.

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

C. 2025 Fund Balance Allocations

2025 Fund Balance Allocations approved.

Transfer \$2,000 to Staff activity fund and \$329,134.74 to Capital Reserve Fund

Resulting Balances

Current Capital Reserve Balance: \$211,013.19

Transfer from 2025 Fund Balance: \$329,134.74

New Capital Reserve Balance: \$540,147.93

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

D. Delayed opening at 10AM on Thursday February 12 (staff meeting)

Delayed opening approved.

(Randi, John; unanimous (7-0))

XII. Period of Public Expression

none

XIII. Adjournment

Motion to adjourn at 6:55PM

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

Dates of Future Board Meetings

Monday, February 9, 2026

Monday, March 9, 2026

Monday, April 13, 2026

Respectfully submitted,

Katie O'Rourke

Secretary

Correction Notation (Added February 9, 2026):

At the February 9, 2026 meeting, the Board of Trustees voted to amend the January 12, 2026 motion allocating the 2025 fund balance following final reconciliation, which resulted in an increase of \$3.71. The transfer to the Capital Reserve Fund was revised from \$329,134.74 to \$329,138.45.



Mattituck-Laurel **LIBRARY**

Warrants / Expenses

These are the expenses for the month and year of December 2025

Approved at the Library Board Meeting on January 12, 2026

Operating Account Total \$ 118,790.58

 Payroll \$ 80,942.69

 Non Payroll \$ 37,847.89

Cultural Activities Fund \$ 1,485.00

Money Market Account \$ 0

Building Fund Savings \$ 0

Building Fund Checking \$ 60.00

Donations in excess of \$1,000 \$2,500 Keegan, Keegan, Ross & Rosner, LLP

December payroll has four weeks.

CGA
1/12/26

01/03/26

Mattituck-Laurel Library
Fund Balance Report

	Jan - Dec 25
Other Current Assets	
Dime Bank CD 10 mo.	250,000.00
M&T Bank CD 12 mo	<u>250,000.00</u>
Total Other Current Assets	500,000.00
General Fund	
Operating Fund	331,134.74
Building Fund	
Checking	268,911.72
Savings	<u>57,318.04</u>
Total Building Fund	326,229.76
Total General Fund	657,364.50
Cultural Activities Fund	
Coffee Machine	830.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	399.30
Adult Programs Wash Account	16,558.08
Designated Gifts	657.80
Parent-Toddler Programs	<u>64.23</u>
Total Cultural Activities Fund	19,980.21
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	34,006.71

01/03/26

**Mattituck-Laurel Library
Fund Balance Report**

	Jan - Dec 25
Capital Reserve Fund	211,013.19
Unemployment Insurance	<u>30,000.00</u>
Total Gift and Trust Fund - MM	304,435.89
TOTAL	<u>1,481,780.60</u>

Mattituck-Laurel Library

01/03/26

Monthly Expense Report - Operating Fund (Non Payroll)
December 2025

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
12/08/2025	Amazon Capital Services	Crayola markers	32.50	32.50
Total Youth Arts & Crafts				32.50
Youth DVD's				
12/04/2025	Midwest Tape	508075167	21.69	21.69
12/04/2025	Midwest Tape	508088992	13.99	13.99
Total Youth DVD's				35.68
Youth Computer Software				
12/08/2025	Amazon Capital Services	Hades II Switch, Kirby Air Riders Switch	118.94	118.94
12/31/2025	Amazon Capital Services	Hollow Knight game, Qty 2 Switch controllers	74.49	74.49
Total Youth Computer Software				193.43
Youth Books				
12/12/2025	Ingram Library Services, Inc.	Qty 95 Children's Books	1,051.64	1,051.64
12/12/2025	Ingram Library Services, Inc.	Qty 6 Children's Books	73.60	73.60
12/12/2025	Ingram Library Services, Inc.	Qty 14 Children's Books	260.38	260.38
12/31/2025	Ingram Library Services, Inc.	Qty 103 Children's Books of various titles	1,064.18	1,064.18
12/31/2025	Ingram Library Services, Inc.	Qty 17 Parenting books of various titles	201.78	201.78
12/31/2025	Ingram Library Services, Inc.	Qty 15 Children's Books various titles	162.78	162.78
12/31/2025	Ingram Library Services, Inc.	Qty 5 Parenting Books various titles	90.22	90.22
Total Youth Books				2,904.58
Total Youth Materials				3,166.19
Adult Materials				
DVD/Music CD				
12/04/2025	Midwest Tape	508046018	16.09	16.09
12/04/2025	Midwest Tape	508075169	16.09	16.09
12/04/2025	Midwest Tape	508088993	32.18	32.18
12/04/2025	Midwest Tape	508088995	25.19	25.19
12/08/2025	Amazon Capital Services	Madame Butterfly DVD	19.14	19.14
12/31/2025	Midwest Tape	508145939	51.07	51.07
12/31/2025	Midwest Tape	508148230	17.49	17.49
12/31/2025	Midwest Tape	508172819	38.48	38.48
Total DVD/Music CD				215.73
Digital Material Subscriptions				
12/01/2025	Kanopy, Inc.	147 Tickets	147.00	147.00
12/04/2025	Midwest Tape	Hoopla month ending 11/30/25	163.65	163.65
Total Digital Material Subscriptions				310.65
Adult Books				
12/04/2025	Ingram Library Services, Inc.	Adult Books	15.56	15.56
12/04/2025	Ingram Library Services, Inc.	Adult Books	152.07	152.07
12/08/2025	Amazon Capital Services	Breaking the Dark, This is Panther Country	35.83	35.83
12/09/2025	Catherine Harper	I Am the House - Qty 2	44.98	44.98
12/12/2025	Ingram Library Services, Inc.	Qty 2 Adult Books	30.32	30.32
12/12/2025	Ingram Library Services, Inc.	Qty 5 Adult Books	88.42	88.42
12/16/2025	Ingram Library Services, Inc.	Qty 52 Adult Books - Invoice 92693620	1,293.86	1,293.86
12/31/2025	Amazon Capital Services	Adult Book Replacements	78.39	78.39
12/31/2025	Ingram Library Services, Inc.	Tailored Realities	17.79	17.79
Total Adult Books				1,757.22
Adult Ref Books				
Local History				
12/30/2025	PastPerfect Software, Inc.	Annual Hosting from January 3, 2026 throu...	475.00	475.00
Total Local History				475.00
Total Adult Ref Books				475.00

Mattituck-Laurel Library

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Monthly Expense Report - Operating Fund (Non Payroll)
December 2025

Date	Name	Memo	Original Amount	Paid Amount
Large Print Books				
12/31/2025	Ingram Library Services, Inc.	Intruder, Wayfinder, Everlasting	103.59	103.59
12/31/2025	Ingram Library Services, Inc.	Boom Town, Burning Library, And To All A ...	87.46	87.46
				191.05
	Total Large Print Books			
Newspapers				
12/01/2025	Daily News	Pays through 1/7/26	90.00	90.00
12/12/2025	Newsday	Subscription period from 12/17/25 through ...	343.92	343.92
				433.92
	Total Newspapers			
	Total Adult Materials			3,383.57
Teen Materials				
12/04/2025	Ingram Library Services, Inc.	Teen Books	58.87	58.87
				58.87
	Total Teen Materials			
	Total Library Materials			6,608.63
Capital Expenditures				
12/05/2025	AED Brands	CR2 Fully Automatic AED Dual Language, ...	2,452.90	2,452.90
12/08/2025	Amazon Capital Services	Qty 2 - Office Chairs	379.00	379.00
12/30/2025	Business Card	Unifi POE Switch (tax refund \$47.78 next bi...	593.78	593.78
12/30/2025	Business Card	Sawgrass Sublimation Printer & Heat Press	1,650.18	1,650.18
12/30/2025	Business Card	Qty 4 - Dell AIOs	4,671.80	4,671.80
				9,747.66
	Total Capital Expenditures			
Technology				
12/04/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
				117.89
	Total Technology			
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
12/12/2025	Living Art Aquariums	Service 11/4/25 and 11/18/25	230.00	230.00
				230.00
	Total Aquarium Maintenance			
Elevator Maint.				
12/01/2025	Champion Elevator	Quarterly Maintenance 4th Quarter	1,435.80	1,435.80
				1,435.80
	Total Elevator Maint.			
Other Building Maint.				
12/15/2025	Custom Lighting of Suffolk, Inc.	Overhead light fixture - installed new ballast	462.00	462.00
12/16/2025	Mattituck Plumbing & Heating	Repaired Toilet water pipe leak, replaced v...	400.00	400.00
12/30/2025	Brookhaven Locksmiths, Inc.	Repaired Storeroom door lock and lever	345.00	345.00
				1,207.00
	Total Other Building Maint.			
	Total Building Maintenance			2,872.80
Custodial Supplies				
12/31/2025	Emerald Island	Hand soap, Paper bags, Dust mop head	85.95	85.95
				85.95
	Total Custodial Supplies			
Electric				
12/01/2025	PSEG LI	Service from Oct 21, 2025 - Nov 19, 2025	1,560.79	1,560.79
12/30/2025	PSEG LI	Service from Nov 19, 2025 to Dec 18, 2025	1,609.84	1,609.84
				3,170.63
Gas				
12/30/2025	National Grid	Billing period Nov 17, 2025 to Dec 17, 2025	1,452.40	1,452.40
				1,452.40
	Total Gas			
Grounds Maintenance				

Mattituck-Laurel Library

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Monthly Expense Report - Operating Fund (Non Payroll)
December 2025

Date	Name	Memo	Original Amount	Paid Amount
Snow Removal				
12/16/2025	Twin Fork Landscape Contract...	Snow Plow 12/14/ 25 and Salt 12/15/25	650.00	650.00
Total Snow Removal				650.00
Other Grounds Maintenance				
12/04/2025	Twin Fork Landscape Contract...	Cuts 11/5,11/14, Fall Cutbacks, bed weeding	1,345.00	1,345.00
12/12/2025	Twin Fork Landscape Contract...	Fall Leaf Clean Up Completed 12/11/25	1,750.00	1,750.00
Total Other Grounds Maintenance				3,095.00
Total Grounds Maintenance				3,745.00
Water				
North Fork Water				
12/16/2025	Primo Brands	Qty 4 - 5 gallon Water	86.95	86.95
Total North Fork Water				86.95
SCWA				
12/08/2025	Suffolk County Water Authority	Service period Aug 29, 2025 - Dec 01, 2025	417.98	417.98
Total SCWA				417.98
Total Water				504.93
Garbage Removal				
12/12/2025	Mattituck Environmental Servic...	4 YD Trash Service	309.35	309.35
Total Garbage Removal				309.35
Total Operations and Maintenance				12,141.06
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
12/31/2025	Optimum	Billing period from 12/16/25 to 01/15/26	244.85	244.85
Total Optimum Internet Service				244.85
Computer Software Licenses				
12/30/2025	Elan Financial Services	Paddle.Net CrashPlan	32.59	32.59
12/30/2025	Elan Financial Services	Constant Contact - charged twice at \$360 e...	720.00	720.00
Total Computer Software Licenses				752.59
Total Maintenance Office Equipment				997.44
Membership				
Professional Memberships				
12/30/2025	Business Card	ALA Membership Sara Colichio	192.00	192.00
Total Professional Memberships				192.00
Museum Passes				
12/30/2025	Business Card	Guggenheim	500.00	500.00
12/30/2025	Business Card	Empire Pass	72.00	72.00
12/30/2025	Business Card	Cooper Hewitt	125.00	125.00
Total Museum Passes				697.00
Total Membership				889.00
Postage				
Postage & Stamps				
12/30/2025	Shauna Scholl.	Reimburse shipping to recycle old AED	29.90	29.90
12/30/2025	Elan Financial Services	Postage for leaf mailing and Stamps	116.90	116.90
Total Postage & Stamps				146.80
Newsletter mailing				
12/16/2025	Postmaster	January/February Newsletter Mailing	485.89	485.89

01/03/26

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
December 2025

Date	Name	Memo	Original Amount	Paid Amount
	Total Newsletter mailing			485.89
	Total Postage			632.69
	Printing & Advertising			
	Newsletter printing			
12/30/2025	Pine Barrens Printing	Jan/Feb Newsletter printing	3,909.00	3,909.00
	Total Newsletter printing			3,909.00
	Total Printing & Advertising			3,909.00
	Professional Fees			
	SCLS/Overdue Notices			
12/04/2025	SCLS	Overdues - Processed and Mailed Novem...	21.28	21.28
	Total SCLS/Overdue Notices			21.28
	Total Professional Fees			21.28
	Programs - Adult			
	Adult Reading Club & Book Discu			
12/31/2025	Amazon Capital Services	Book Discussion Books	239.25	239.25
12/31/2025	Amazon Capital Services	Winter reading supplies, Raffle tickets, Boo...	186.04	186.04
	Total Adult Reading Club & Book Discu			425.29
	Adult Programs			
12/04/2025	Jeanne Schnupp	Savvy Sightseer Holiday Mkts	100.00	100.00
12/08/2025	Amazon Capital Services	Cards, envelopes, dried leaves, gift tags, fo...	36.95	36.95
12/16/2025	Jenna Geiser	Reimburse Jane Austen items - Scones an...	29.30	29.30
12/30/2025	Business Card	Canva stickers for Jane Austen	35.32	35.32
12/30/2025	Elan Financial Services	Zoom	67.96	67.96
12/31/2025	Amazon Capital Services	Dried flowers, Jane Austen supplies	37.43	37.43
	Total Adult Programs			306.96
	Total Programs - Adult			732.25
	Programs - Juvenile			
12/04/2025	Erin Furey	Ms. Rachel Experience 12/9/25	250.00	250.00
12/04/2025	Nicole Summers Sparling	Baby Boogie/Toddler Tango 12/29/25	350.00	350.00
12/08/2025	Amazon Capital Services	Little Tikes Rockin Puppy and Dino	62.98	62.98
	Total Programs - Juvenile			662.98
	Programs - Teen			
12/01/2025	Marissa Timm	Reimburse Gingerbread Houses	99.40	99.40
12/08/2025	Amazon Capital Services	Christmas Food items for Teen Craft	94.60	94.60
12/31/2025	Amazon Capital Services	Hot cocoa, Sublimation paper, mugs, mark...	154.57	154.57
	Total Programs - Teen			348.57
	Supplies - Library			
12/01/2025	Quill Corporation	Napkins, Tissue	63.46	63.46
12/01/2025	Quill Corporation	Conex 100/pk	30.96	30.96
12/08/2025	W.B. Mason Co., Inc.	Aluminum foil	6.84	6.84
12/08/2025	W.B. Mason Co., Inc.	Napkins	6.81	6.81
12/08/2025	W.B. Mason Co., Inc.	Tea, Kcups and bags, Green and Earl Grey	41.54	41.54
12/16/2025	Comsewogue Public Library	Book Replacement - On Death and Dying	8.82	8.82
12/30/2025	Demco	Pre-inked Stock Stamp	92.51	92.51
12/30/2025	Elan Financial Services	Cricut	9.99	9.99
12/31/2025	Amazon Capital Services	Qty 2 - Vornado space heater	69.98	69.98
12/31/2025	Quill Corporation	Tissue 6pk	53.97	53.97
	Total Supplies - Library			384.88
	Supplies - Office			
12/01/2025	Quill Corporation	Coffee, Cups	170.89	170.89
12/08/2025	W.B. Mason Co., Inc.	Tape, Thermal Pouch, Laminating sheets	140.08	140.08
12/30/2025	Elan Financial Services	1099 forms for 2026 froms Intuit	84.99	84.99
12/31/2025	Amazon Capital Services	Desk calendar	5.99	5.99

Mattituck-Laurel Library

01/03/26

Monthly Expense Report - Operating Fund (Non Payroll)
December 2025

Date	Name	Memo	Original Amount	Paid Amount
Total Supplies - Office				401.95
Supplies - Paper				
12/08/2025	W.B. Mason Co., Inc.	Paper 20#	25.32	25.32
Total Supplies - Paper				25.32
Telephone				
12/31/2025	Optimum	Billing period from 12/16/25 to 01/15/26	166.00	166.00
Total Telephone				166.00
Travel				
12/16/2025	Karen Letteriello.	Reimburse Mileage/Southold, Centereach	61.29	61.29
Total Travel				61.29
Total Miscellaneous Expense				9,232.65
TOTAL				37,847.89

Mattituck-Laurel Library
Monthly Budget Report With Current Month
December 2025

	Dec 25
Ordinary Income/Expense	
Income	
Interest	3.71
Direct Public Support	5,568.24
Fines	42.57
Library Materials Paid For	103.92
Copy Machine	712.67
Refunds	870.99
Total Income	<u>7,302.10</u>
Gross Profit	<u>7,302.10</u>
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	38,221.18
Clerical	37,085.75
Custodian	4,332.19
Total Salaries	<u>79,639.12</u>
Benefits	
Fica	5,816.30
Disability Insurance	-323.05
Medical Insurance	6,837.93
Retirement	6,107.63
Total Benefits	<u>18,438.81</u>
Total Payroll Expenses	<u>98,077.93</u>
Library Materials	
Youth Materials	
Youth Arts & Crafts	32.50
Youth DVD's	35.68
Youth Computer Software	193.43
Youth Books	2,904.58
Total Youth Materials	<u>3,166.19</u>
Adult Materials	
DVD/Music CD	215.73
Digital Material Subscriptions	310.65
Adult Books	1,757.22
Adult Ref Books	
Local History	<u>475.00</u>
Total Adult Ref Books	<u>475.00</u>
Large Print Books	191.05
Newspapers	<u>433.92</u>
Total Adult Materials	<u>3,383.57</u>
Teen Materials	<u>58.87</u>

Mattituck-Laurel Library
Monthly Budget Report With Current Month
December 2025

	Dec 25
Total Library Materials	6,608.63
Capital Expenditures	9,747.66
Technology	117.89
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	230.00
Elevator Maint.	1,435.80
Other Building Maint.	1,207.00
Total Building Maintenance	2,872.80
Custodial Supplies	85.95
Electric	3,170.63
Gas	1,452.40
Grounds Maintenance	
Snow Removal	650.00
Other Grounds Maintenance	3,095.00
Total Grounds Maintenance	3,745.00
Water	
North Fork Water	86.95
SCWA	417.98
Total Water	504.93
Garbage Removal	309.35
Total Operations and Maintenance	12,141.06
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	394.80
Optimum Internet Service	244.85
Computer Software Licenses	752.59
Total Maintenance Office Equipm...	1,392.24
Membership	
Professional Memberships	192.00
Museum Passes	697.00
Total Membership	889.00
Postage	
Postage & Stamps	146.80
Newsletter mailing	485.89
Total Postage	632.69
Printing & Advertising	
Newsletter printing	3,909.00
Total Printing & Advertising	3,909.00
Professional Fees	
Payroll Processing	1,107.40

1:51 PM
01/03/26
Cash Basis

Mattituck-Laurel Library
Monthly Budget Report With Current Month
December 2025

	Dec 25
SCLS/Overdue Notices	<u>21.28</u>
Total Professional Fees	1,128.68
Programs - Adult	
Adult Reading Club & Book Dis...	425.29
Adult Programs	<u>306.96</u>
Total Programs - Adult	732.25
Programs - Juvenile	662.98
Programs - Teen	348.57
Supplies - Library	384.88
Supplies - Office	401.95
Supplies - Paper	25.32
Telephone	166.00
Travel	<u>61.29</u>
Total Miscellaneous Expense	<u>10,734.85</u>
Total Expense	<u>137,428.02</u>
Net Ordinary Income	<u>-130,125.92</u>
Net Income	<u>-130,125.92</u>

1:51 PM
01/03/26
Cash Basis

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	14,671.78	5,000.00	9,671.78	293.4%
Mattituck-Cutchogue School Dist	1,720,197.94	1,718,603.00	1,594.94	100.1%
NY State Incentive	1,723.50	1,800.00	-76.50	95.8%
Interest	54.57	50.00	4.57	109.1%
Direct Public Support	30,302.91	5,000.00	25,302.91	606.1%
Fines	1,004.12			
Library Materials Paid For	364.56			
Copy Machine	5,848.53	3,500.00	2,348.53	167.1%
Designated Gifts	2,500.00			
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	4,410.85			
Fund Balance Brought Forward	-14,599.79			
Total Income	1,766,478.97	1,739,353.00	27,125.97	101.6%
Gross Profit	1,766,478.97	1,739,353.00	27,125.97	101.6%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	365,086.43	361,729.00	3,357.43	100.9%
Clerical	365,826.12	459,661.00	-93,834.88	79.6%
Custodian	47,995.54	49,050.00	-1,054.46	97.9%
Total Salaries	778,908.09	870,440.00	-91,531.91	89.5%
Benefits				
Fica	57,328.94	64,310.00	-6,981.06	89.1%
Disability Insurance	1,246.89	1,200.00	46.89	103.9%
Medical Insurance	67,189.76	125,405.00	-58,215.24	53.6%
Retirement	59,267.58	71,153.00	-11,885.42	83.3%
Total Benefits	185,033.17	262,068.00	-77,034.83	70.6%
Total Payroll Expenses	963,941.26	1,132,508.00	-168,566.74	85.1%
Library Materials				
Youth Materials				
Youth Arts & Crafts	1,282.20	2,000.00	-717.80	64.1%
Youth DVD's	389.00	400.00	-11.00	97.3%
Youth Computer Software	742.69	1,500.00	-757.31	49.5%
Youth Compact Discs	0.00	0.00	0.00	0.0%
Youth Audio Books	0.00	0.00	0.00	0.0%
Youth Books	10,276.29	12,000.00	-1,723.71	85.6%
Total Youth Materials	12,690.18	15,900.00	-3,209.82	79.8%
Adult Materials				
DVD/Music CD	3,478.40	3,700.00	-221.60	94.0%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	10,302.53	12,500.00	-2,197.47	82.4%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	17,958.02	21,500.00	-3,541.98	83.5%
Reference Books and Data ...	1,489.80	2,000.00	-510.20	74.5%
Adult Ref Books				

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Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Local History Continuations	1,100.00 72.45	1,000.00 2,000.00	100.00 -1,927.55	110.0% 3.6%
Total Adult Ref Books	1,172.45	3,000.00	-1,827.55	39.1%
Virtual Reference Collection	5,549.56	5,600.00	-50.44	99.1%
Adult Audio Books	0.00	250.00	-250.00	0.0%
Large Print Books	812.85	5,000.00	-4,187.15	16.3%
Newspapers	7,559.32	7,200.00	359.32	105.0%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	108,755.09	125,650.00	-16,894.91	86.6%
Teen Materials	1,704.40	2,500.00	-795.60	68.2%
Total Library Materials	123,149.67	144,050.00	-20,900.33	85.5%
Capital Expenditures	17,301.63	19,000.00	-1,698.37	91.1%
Technology	8,361.37	9,300.00	-938.63	89.9%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	3,131.00	3,600.00	-469.00	87.0%
HVAC Maintenance	1,797.49	2,500.00	-702.51	71.9%
Exterminator	845.00	1,200.00	-355.00	70.4%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	20.00	200.00	-180.00	10.0%
Elevator Maint.	7,841.14	5,500.00	2,341.14	142.6%
Security Monitoring	491.40	700.00	-208.60	70.2%
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	0.00	400.00	-400.00	0.0%
Other Building Maint.	3,392.50	7,000.00	-3,607.50	48.5%
Total Building Maintenance	19,028.53	22,775.00	-3,746.47	83.6%
Custodial Supplies	1,920.58	1,300.00	620.58	147.7%
Electric	25,656.20	29,000.00	-3,343.80	88.5%
Gas	8,952.34	12,000.00	-3,047.66	74.6%
Grounds Maintenance				
Snow Removal	2,800.00	4,000.00	-1,200.00	70.0%
Sprinkler Maintenance	474.00	700.00	-226.00	67.7%
Other Grounds Maintenance	20,061.95	12,500.00	7,561.95	160.5%
Total Grounds Maintenance	23,335.95	17,200.00	6,135.95	135.7%
Insurance				
Workers' Comp.	6,845.00	12,000.00	-5,155.00	57.0%
Umbrella Package	23,015.11	23,000.00	15.11	100.1%
Total Insurance	29,860.11	35,000.00	-5,139.89	85.3%
Water				
North Fork Water	957.44	850.00	107.44	112.6%
SCWA	1,752.76	3,500.00	-1,747.24	50.1%
Total Water	2,710.20	4,350.00	-1,639.80	62.3%

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	3,722.02	3,300.00	422.02	112.8%
Total Operations and Maintenance	115,185.93	124,925.00	-9,739.07	92.2%
Miscellaneous Expense				
Longevity Benefit	235.95	1,500.00	-1,264.05	15.7%
Legal Fees	1,900.00	2,500.00	-600.00	76.0%
Contingency	175.00	3,000.00	-2,825.00	5.8%
Maintenance Office Equipment				
Verizon Mobile Hotspots	2,368.80	2,500.00	-131.20	94.8%
Optimum Internet Service	2,944.30	3,500.00	-555.70	84.1%
Copy Machine	4,378.92	5,500.00	-1,121.08	79.6%
Computer/Network Maintenance	10,000.00	12,000.00	-2,000.00	83.3%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	10,251.98	9,000.00	1,251.98	113.9%
Total Maintenance Office Equipment	30,634.00	33,250.00	-2,616.00	92.1%
Membership				
Professional Memberships	4,063.00	2,300.00	1,763.00	176.7%
Museum Passes	3,712.05	5,000.00	-1,287.95	74.2%
Mattituck Chamber of Commerce	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	609.00	800.00	-191.00	76.1%
Total Membership	8,509.05	8,450.00	59.05	100.7%
Postage				
Postage & Stamps	729.30	770.00	-40.70	94.7%
Mailing Permit	350.00	300.00	50.00	116.7%
Newsletter mailing	2,703.19	2,000.00	703.19	135.2%
Post Office Box Fee	188.00	200.00	-12.00	94.0%
Total Postage	3,970.49	3,270.00	700.49	121.4%
Printing & Advertising				
Other printing & advertising	4,112.27	1,500.00	2,612.27	274.2%
Newsletter printing	22,744.00	21,000.00	1,744.00	108.3%
Total Printing & Advertising	26,856.27	22,500.00	4,356.27	119.4%
Professional Fees				
Payroll Processing	7,436.19	8,000.00	-563.81	93.0%
SCLS Telecommunications	9,900.00	10,500.00	-600.00	94.3%
PALS Membership	12,246.50	10,900.00	1,346.50	112.4%
Annual audit	14,440.00	15,000.00	-560.00	96.3%
SCLS/Overdue Notices	260.68	500.00	-239.32	52.1%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	55,791.37	57,400.00	-1,608.63	97.2%
Programs - Adult				
Motion Picture/Music Licenses	467.99	600.00	-132.01	78.0%
Adult Reading Club & Book ...	2,140.79	3,500.00	-1,359.21	61.2%
Adult Programs	27,264.19	18,000.00	9,264.19	151.5%
Total Programs - Adult	29,872.97	22,100.00	7,772.97	135.2%
Programs - Juvenile	11,180.97	12,000.00	-819.03	93.2%

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Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	9,777.37	8,000.00	1,777.37	122.2%
Programs - Teen	8,615.08	8,000.00	615.08	107.7%
Supplies - Library	7,682.14	10,500.00	-2,817.86	73.2%
Supplies - Office	3,985.70	4,000.00	-14.30	99.6%
Supplies - Paper	1,252.42	2,500.00	-1,247.58	50.1%
Telephone	2,238.16	2,400.00	-161.84	93.3%
Travel	1,229.19	2,400.00	-1,170.81	51.2%
Workshops	2,954.07	2,300.00	654.07	128.4%
Staff Development	540.00	1,000.00	-460.00	54.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
 Total Miscellaneous Expense	 207,400.20	 209,570.00	 -2,169.80	 99.0%
Debt Service Total				
Mortgage Interest	0.46			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
 Total Debt Service Total	 0.46	 100,000.00	 -99,999.54	 0.0%
 Total Expense	 1,435,340.52	 1,739,353.00	 -304,012.48	 82.5%
 Net Ordinary Income	 331,138.45	 0.00	 331,138.45	 100.0%
 Net Income	 331,138.45	 0.00	 331,138.45	 100.0%

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Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
December 2025

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Bill	12/30/2025	Business Card	Leaf engraving	-60.00
Total Checking				-60.00
Savings				
Deposit	12/31/2025		Interest	0.52
Total Savings				0.52
Total Building Fund				-59.48
Total General Fund				-59.48
Cultural Activities Fund				
Coffee Machine				
Deposit	12/01/2025		Coffee	8.00
Deposit	12/08/2025		Coffee	1.00
Deposit	12/15/2025		Coffee	4.00
Deposit	12/29/2025		Coffee	2.00
Deposit	12/30/2025		Coffee	2.00
Total Coffee Machine				17.00
Adult Programs Wash Account				
Deposit	12/01/2025		Jane Austen Raffle	10.00
Bill	12/03/2025	Alice Jones	Intermediate Crochet N...	-300.00
Bill	12/03/2025	Laurie Short	Chair Strength Oct, Nov...	-550.00
Bill	12/03/2025	Demetrio Laveglia	Refund Defensive Drivi...	-70.00
Bill	12/03/2025	Catherine Sidor	Refund Defensive Driving	-35.00
Bill	12/03/2025	John LaForce	Refund Defensive Driving	-35.00
Bill	12/03/2025	Nicholas Dechiaro	Refund Defensive Driving	-35.00
Deposit	12/08/2025		LI Aquarium Tickets	385.00
Deposit	12/15/2025		LI Aquarium Tickets	39.00
Deposit	12/15/2025		Yoga walk ins	38.34
Deposit	12/29/2025		Cooking	20.00
Deposit	12/29/2025		Cooking	122.33
Deposit	12/29/2025		Guitar	38.14
Deposit	12/29/2025		Tai Chi	192.70
Deposit	12/29/2025		Aerobics	432.45
Deposit	12/29/2025		Cooking	112.92
Deposit	12/29/2025		Bus Trip	344.48
Deposit	12/30/2025		Aerobics	330.00
Deposit	12/30/2025		Cooking	70.00
Deposit	12/30/2025		Natural History Museum	20.00
Deposit	12/30/2025		LI Aquarium Tickets	67.00
Deposit	12/30/2025		Bus Trip	89.00
Bill	12/30/2025	Rosemary Martilotta	Yoga Series November...	-460.00
Total Adult Programs Wash Account				826.36
Total Cultural Activities Fund				843.36
Gift and Trust Fund - MM				
Undesignated & Interest				

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Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
December 2025

Type	Date	Name	Memo	Paid Amount
Deposit	12/31/2025		Interest	0.03
Total Undesignated & Interest				0.03
Total Gift and Trust Fund - MM				0.03
TOTAL				783.91

Mattituck-Laurel Library
Monthly Bill Payments
As of December 31, 2025

01/03/26

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	12/01/2025	13702	Champion Elevator	Acct. 41981, Inv2381394	-1,435.80
Bill Pmt -Check	12/01/2025	13703	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	12/01/2025	13704	Kanopy, Inc.	Invoice #479736-PPU	-147.00
Bill Pmt -Check	12/01/2025	13705	Marissa Timm	Reimburse Gingerbread Houses	-99.40
Bill Pmt -Check	12/01/2025	13706	PSEG LI	Cstmr 0295-3001-61-3, Acct 9610...	-1,560.79
Bill Pmt -Check	12/01/2025	13707	Quill Corporation	03047280	-265.31
Bill Pmt -Check	12/01/2025	13708	Verizon	Acct. 242398426-00001, Inv 6128...	-197.40
Bill Pmt -Check	12/04/2025	13709	Erin Furey	Ms. Rachel Experience 12/9/25	-250.00
Bill Pmt -Check	12/04/2025	13710	Ingram Library Services, Inc.	Savvy Sightseer Holiday Mkts	-226.50
Bill Pmt -Check	12/04/2025	13711	Jeanne Schnupp	Cstmr 2000016439, Inv 508109776	-100.00
Bill Pmt -Check	12/04/2025	13712	Midwest Tape	Baby Boogie/Toddler Tango 12/29...	-163.65
Bill Pmt -Check	12/04/2025	13713	Nicole Summers Sparling	Invoice 45655	-350.00
Bill Pmt -Check	12/04/2025	13714	PM Communications Corp.	Invoice 95872	-117.89
Bill Pmt -Check	12/04/2025	13715	SCLS	Invoice 29198	-21.28
Bill Pmt -Check	12/04/2025	13716	Twin Fork Landscape Contr...	Cstmr 2000001786	-1,345.00
Bill Pmt -Check	12/04/2025	13717	Midwest Tape	Invoice 190577	-125.23
Bill Pmt -Check	12/05/2025	13718	AED Brands	Acct A1QBFNTMAAYKEX, Invoi...	-2,452.90
Bill Pmt -Check	12/08/2025	13719	Amazon Capital Services	Acct 3000390878	-779.94
Bill Pmt -Check	12/08/2025	13720	Suffolk County Water Autho...	Acct 2000001786	-417.98
Bill Pmt -Check	12/08/2025	13721	W.B. Mason Co., Inc.	Invoice no. 1	-220.59
Bill Pmt -Check	12/09/2025	13722	Catherine Harper	03909	-44.98
Bill Pmt -Check	12/09/2025	13723	NYS Employees Health Ins...	Medicare Reimbursement 4th Qua...	-10,287.01
Bill Pmt -Check	12/12/2025	13724	Daniel J. Faraone	Medicare Reimbursement 4th Qua...	-562.50
Bill Pmt -Check	12/12/2025	13725	Garrett H. Moore	Medicare Reimbursement 4th Qua...	-384.00
Bill Pmt -Check	12/12/2025	13726	Kay Zegel	Medicare Reimbursement 4th Qua...	-562.50
Bill Pmt -Check	12/12/2025	13727	Living Art Aquariums	Invoice 2419	-230.00
Bill Pmt -Check	12/12/2025	13728	Mattituck Environmental Se...	Cstmr 11-0001422-0, Invoice 6403...	-309.35
Bill Pmt -Check	12/12/2025	13729	Newsday	Acct 40410623	-343.92
Bill Pmt -Check	12/12/2025	13730	Twin Fork Landscape Contr...	Invoice 29284	-1,750.00
Bill Pmt -Check	12/12/2025	13731	Ingram Library Services, Inc.	Invoice #14674	-1,504.36
Bill Pmt -Check	12/15/2025	13732	Custom Lighting of Suffolk, ...	Reimburse Mileage/Southold, Cen...	-462.00
Bill Pmt -Check	12/16/2025	13733	Karen Letteriello	Acct MAT-LIB, Invoice 56387	-61.29
Bill Pmt -Check	12/16/2025	13734	Mattituck Plumbing & Heating	Acct 20T1781, Invoice 92693620	-400.00
Bill Pmt -Check	12/16/2025	13735	Ingram Library Services, Inc.	Acct 0140002023, Inv. 05L014000...	-1,293.86
Bill Pmt -Check	12/16/2025	13736	Primo Brands	Permit no. 41	-86.95
Bill Pmt -Check	12/16/2025	13737	Postmaster	Reimburse Jane Austen items	-485.89
Bill Pmt -Check	12/16/2025	13738	Jenna Geiser	Invoice 29297	-29.30
Bill Pmt -Check	12/16/2025	13739	Twin Fork Landscape Contr...	Book Replacement	-650.00
Bill Pmt -Check	12/16/2025	13740	Comsewogue Public Library	Acct NQH35, Inv 761257	-8.82
Bill Pmt -Check	12/30/2025	13741	Aflac	Cstmr 15533, Inv 1002736	-64.05
Bill Pmt -Check	12/30/2025	13742	Brookhaven Locksmiths, Inc.	Cstmr 310297230, Inv 7740479	-345.00
Bill Pmt -Check	12/30/2025	13743	Demco	Cstmr 39482, Inv 2026PPO-39482	-92.51
Bill Pmt -Check	12/30/2025	13744	PastPerfect Software, Inc.	Reimburse shipping old AED	-475.00
Bill Pmt -Check	12/30/2025	13745	Shauna Scholl	Acct. 242398426-00001, Inv 6131...	-29.90
Bill Pmt -Check	12/30/2025	13746	Verizon	5474 1518 7474 0647	-197.40
Bill Pmt -Check	12/30/2025	13747	Business Card	4798 5101 7200 1022	-7,840.08
Bill Pmt -Check	12/30/2025	13748	Elan Financial Services	Acct 43544-64005	-1,032.43
Bill Pmt -Check	12/30/2025	13749	National Grid	Invoice 34990	-1,452.40
Bill Pmt -Check	12/30/2025	13750	Pine Barrens Printing	Cstmr 0295-3001-61-3, Acct 9610...	-3,909.00
Bill Pmt -Check	12/30/2025	13751	PSEG LI	Acct A1QBFNTMAAYKEX, Invoic...	-1,609.84
Bill Pmt -Check	12/31/2025	13752	Amazon Capital Services	940058	-846.14
Bill Pmt -Check	12/31/2025	13753	Emerald Island	Cstmr 2000001786	-85.95
Bill Pmt -Check	12/31/2025	13754	Midwest Tape	Acct 03047280	-68.56
Bill Pmt -Check	12/31/2025	13755	Optimum	VOID:	-410.85
Bill Pmt -Check	12/31/2025	13756	Quill Corporation	Cstmr 2000001786, Inv. 508172819	-53.97
Bill Pmt -Check	12/31/2025	13757	Ingram Library Services, Inc.		0.00
Bill Pmt -Check	12/31/2025	13758	Midwest Tape		-38.48
Bill Pmt -Check	12/31/2025	13759	Ingram Library Services, Inc.		-1,727.80
Total BNB Operating Checking					
TOTAL					
-50,102.75					
-50,102.75					