

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

MEETING DATE: Monday February 9, 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 January 12, 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
 - B. Personnel / Policy
- X. Old Business
- XI. New Business
 - A. Delayed opening at 10am on Thursday March 12th (staff meeting)
 - B. Advocacy Day 2026 Expenses
 - C. 2025 Annual Report to the Community
 - D. 2025 / 2026 PILOT Agreement (Riverhead)
 - E. SCLS Election
 - F. Amend the motion adopted on January 12, 2026, allocating the 2025 fund balance, by striking \$329,134.74 as the transfer amount to the Capital Reserve Fund and inserting \$329,138.45.
- XII. Period of Public Expression
- XIII. Adjournment

Next Meeting – March 9, 2026

MATTITUCK-LAUREL LIBRARY
>> j z Å93 MINUTES OF THE REGULAR MONTHLY MEETING
February 9, 2026

Present

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

Absent with Excuse

John Carter, Trustee

I. Call To Order/II. Pledge of Allegiance

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

III. Approval of the Agenda

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

IV. Review and Approval of the Minutes of January 12, 2025 Regular Board Meeting

The minutes of the meetings held *January 12, 2025* were approved.
(Mary, Peter; unanimous (6-0))

V. Approval of Treasurer's Report

Warrants

Colleen reviewed the warrants with the Board.

The Board approved payment of the following **JANUARY 2026** warrant:

OPERATING ACCOUNT	\$113,763.77
CULTURAL ACTIVITIES FUND	.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	12.00

Donations in excess of \$1,000
none

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

January payroll had five 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. (Randi, Colleen; unanimous (6-0))

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, Peter; unanimous (6-0))

Shauna attended Advocacy Day 2026 on Monday, February 2nd and Tuesday, February 3rd. This day serves as a significant opportunity for library professionals to engage with their elected officials and advocate for adequate funding for libraries within the state budget. Shauna met with Assemblyman Schiavoni and Senator Palumbo. On Saturday, February 7 the library had a delayed opening at noon and closed at 2:30PM due to the snow. The remaining piece of the speed bump will be removed by TFLC.

VIII. President's Remarks

none

IX. Committee Reports

A. Building / Grounds

The committee met on the 22nd of January and will meet again on the 12th of February; they met with the architect. Charrettes are being planned for staff on March 12th and again on April 21st and May 16th to gather community information and plan next steps regarding the renovation project.

B. Personnel & Policy

The committee met on the 29th of January. Discussed Sunday operating hours during the months of September and October, the library is currently opened from 1PM to 4PM on Sundays from September – June. Shauna shared statistics gathered from 2021 – 2025, the committee recommended keeping library hours as they are.

X. Old Business

none

XI. New Business

A. Delayed opening at 10AM on Thursday, March 12th (staff meeting)

Delayed opening approved.

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

B. Advocacy Day 2026 Expenses

Expenses approved.

(Mary, Randi; unanimous (6-0))

C. 2025 Annual Report to the Community

Annual Report approved. Report can be viewed on the webpage.

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

D. 2025 / 2026 PILOT Agreement (Riverhead)

PILOT Agreement approved.

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

E. SCLS Election

SCLS Election of Janet Ohare approved.

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

F. Amend the motion adopted on January 12, 2026, allocating the 2025 fund balance, by striking \$329,134.74 as the transfer amount o the Capital Reserve Fund and inserting \$329,138.45.

Amendment approved (a +\$3.71 adjustment).

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

XII. Period of Public Expression

none

XIII. Adjournment

Motion to adjourn at 6:20PM

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

Dates of Future Board Meetings

Monday, March 9, 2026

Monday, April 13, 2026

Monday, May 11, 2026

Respectfully submitted,

Katie O'Rourke

Secretary



Mattituck-Laurel LIBRARY

Warrants / Expenses

These are the expenses for the month and year of January 2026

Approved at the Library Board Meeting on February 9, 2026

Operating Account Total	\$113,763.77
Payroll	\$ 88,180.00
Non Payroll	\$ 25,583.37
Cultural Activities Fund	\$ 0
Money Market Account	\$ 0
Building Fund Savings	\$ 0
Building Fund Checking	\$ 12.00

Donations in excess of \$1,000 None

January payroll has five weeks.

2/9/26
CGA

02/03/26

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan 26</u>
Other Current Assets	
Dime Bank CD 10 mo.	250,000.00
M&T Bank CD 12 mo	250,000.00
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Total Other Current Assets	500,000.00
General Fund	
Operating Fund	884,716.14
Building Fund	
Checking	268,899.72
Savings	57,318.51
	<hr/>
Total Building Fund	326,218.23
Total General Fund	1,210,934.37
Cultural Activities Fund	
Coffee Machine	841.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	399.30
Adult Programs Wash Account	18,982.94
Designated Gifts	657.80
Parent-Toddler Programs	64.23
	<hr/>
Total Cultural Activities Fund	22,416.07
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	34,006.74

02/03/26

**Mattituck-Laurel Library
Fund Balance Report**

	<u>Jan 26</u>
Capital Reserve Fund	211,013.19
Unemployment Insurance	30,000.00
Total Gift and Trust Fund - MM	<u>304,435.92</u>
TOTAL	<u><u>2,037,786.36</u></u>

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
January 2026

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Adult Materials				
DVD/Music CD				
01/09/2026	Midwest Tape	508249834	25.19	25.19
01/09/2026	Midwest Tape	508249832	21.69	21.69
01/15/2026	Midwest Tape	508284461	23.79	23.79
01/15/2026	Midwest Tape	508284462	25.19	25.19
01/15/2026	Midwest Tape	508284464	25.19	25.19
01/22/2026	Midwest Tape	508330390	21.69	21.69
01/22/2026	Midwest Tape	508330298	102.15	102.15
Total DVD/Music CD				244.89
Digital Material Subscriptions				
01/02/2026	Midwest Tape	Month Ending 12/31/2025	171.66	171.66
01/09/2026	Kanopy, Inc.	206 Tickets	206.00	206.00
01/09/2026	Kanopy, Inc.	Invoice #470759-PPU Balance due	100.00	100.00
Total Digital Material Subscriptions				477.66
Adult Books				
01/05/2026	Amazon Capital Services	Song of Ancient Lovers, Greatest Sentence Ever Written, Th...	41.95	41.95
01/06/2026	Ingram Library Services, Inc.	Invoice 93142789 - Qty 119	2,163.25	2,163.25
01/06/2026	Ingram Library Services, Inc.	Invoice 93142790 - Qty 40	611.43	611.43
01/09/2026	Ingram Library Services, Inc.	Invoice 93351435 - Qty 19	319.88	319.88
01/09/2026	Ingram Library Services, Inc.	Invoice 93351436 - Qty 3	83.20	83.20
01/15/2026	Ingram Library Services, Inc.	Invoice 93619323 - Qty 1 Adult Book	11.40	11.40
01/15/2026	Ingram Library Services, Inc.	Invoice 93619324 - Qty 1 Adult Book	17.80	17.80
01/15/2026	Ingram Library Services, Inc.	Invoice 93619325 - Qty 1 Adult Book	17.80	17.80
01/15/2026	Ingram Library Services, Inc.	Invoice 93619326 - Qty 6 Adult Books	105.67	105.67
01/15/2026	Ingram Library Services, Inc.	Invoice 93619327 - Qty 3 Adult Books	51.27	51.27
01/15/2026	Ingram Library Services, Inc.	Invoice 93619328 - Qty 3 Adult Books	99.87	99.87
01/15/2026	Ingram Library Services, Inc.	Invoice 93619329 - Qty 1 Adult Book	16.80	16.80
01/15/2026	Ingram Library Services, Inc.	Invoice 93619330 - Qty 1 Adult Book	35.25	35.25
01/21/2026	Ingram Library Services, Inc.	Invoice 93714652 - Qty 4 Adult Books	62.21	62.21
01/21/2026	Ingram Library Services, Inc.	Invoice 93714654 - Qty 1 Adult Book	19.47	19.47
01/21/2026	Amazon Capital Services	Irish Goodbye, Woman in Cabin 10, End of World	44.25	44.25
01/21/2026	Ingram Library Services, Inc.	Invoice 93828691 - Qty 3 Adult books	51.70	51.70
01/21/2026	Ingram Library Services, Inc.	Invoice 93828693 - Qty 1 Adult book	16.24	16.24
01/21/2026	Ingram Library Services, Inc.	Invoice 93828694 - Qty 1 Adult book	10.61	10.61
Total Adult Books				3,780.05
Newspapers				
01/28/2026	Newsday	Subscription period: From 02/09/26 through 04/05/26	367.92	367.92
Total Newspapers				367.92
Total Adult Materials				4,870.52
Teen Materials				
01/21/2026	Ingram Library Services, Inc.	Invoice 93714653 - Qty 3 Teen Books	36.58	36.58
01/21/2026	Ingram Library Services, Inc.	Invoice 93828692 - Qty 11 Teen books	120.78	120.78
Total Teen Materials				157.36
Total Library Materials				5,027.88
Capital Expenditures				
01/20/2026	Business Card	Office chair	152.24	152.24
Total Capital Expenditures				152.24
Technology				
01/09/2026	PM Communications Corp.	Monthly Maintenance	123.78	123.78
Total Technology				123.78
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
01/21/2026	Living Art Aquariums	Service 12/2/25,12/16/25,12/20/25, Fish food, supplements	410.00	410.00
Total Aquarium Maintenance				410.00
Exterminator				
01/28/2026	Hampton Pest Management, Inc.	Rodent Control	125.00	125.00
01/28/2026	Hampton Pest Management, Inc.	Termite Bait Station Inspection	85.00	85.00
Total Exterminator				210.00
Elevator Maint.				

Mattituck-Laurel Library

02/03/26

Monthly Expense Report - Operating Fund (Non Payroll)

January 2026

Date	Name	Memo	Original Amount	Paid Amount
01/15/2026	Champion Elevator	2025 Annual Inspection	600.00	600.00
	Total Elevator Maint.			600.00
Security Monitoring				
01/06/2026	Suffolk Security Systems, Inc.	Standard Digital Monitoring 02/01/2026 to 04/30/2026	122.85	122.85
	Total Security Monitoring			122.85
Fire Sprinkler Test				
01/31/2026	Inspection Testing & Maintenanc...	Annual Contract Fire Sprinkler Inspection 03/01/2026 to 02/...	1,250.00	1,250.00
	Total Fire Sprinkler Test			1,250.00
	Total Building Maintenance			2,592.85
Electric				
01/31/2026	PSEGLI	Service from Dec 18, 2025 to Jan 22,2026	1,991.15	1,991.15
	Total Electric			1,991.15
Gas				
01/27/2026	National Grid	Billing period Dec 17, 2025 to Jan 20,2026	2,220.59	2,220.59
	Total Gas			2,220.59
Grounds Maintenance				
Snow Removal				
01/06/2026	Twin Fork Landscape Contracting	Plow 12/26/25, 1/1/26, Salt 12/26/25, 1/1/26, 1/3/26	1,375.00	1,375.00
01/21/2026	Twin Fork Landscape Contracting	Plow 1/19/26, Ice Melt 1/18/26, Salt 1/19/26	725.00	725.00
01/28/2026	Twin Fork Landscape Contracting	Plow 1/26/26, Salt 1/26/26	2,210.00	2,210.00
01/31/2026	Twin Fork Landscape Contracting	Removal of fallen limb with chipper 12/20/25	170.00	170.00
	Total Snow Removal			4,480.00
	Total Grounds Maintenance			4,480.00
Water				
North Fork Water				
01/15/2026	Primo Brands	Professional Cleaning of Water Dispenser	79.99	79.99
	Total North Fork Water			79.99
	Total Water			79.99
Garbage Removal				
01/09/2026	Mattituck Environmental Services	4 YD Trash Service	308.58	308.58
	Total Garbage Removal			308.58
	Total Operations and Maintenance			11,673.16
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
01/22/2026	Optimum	Billing period from 01/16/26 to 02/15/26	244.00	244.00
	Total Optimum Internet Service			244.00
BookScan Maintenance				
01/05/2026	CCP Solutions, LLC	01/01/2026 to 12/31/2026 / Annual Advanced Exchange Ser...	700.00	700.00
	Total BookScan Maintenance			700.00
Computer Software Licenses				
01/20/2026	Elan Financial Services	Paddle.net CrashPlan and Quickbooks annual software fee	1,081.59	1,081.59
	Total Computer Software Licenses			1,081.59
	Total Maintenance Office Equipment			2,025.59
Membership				
Professional Memberships				
01/06/2026	Karen Letteriello.	Reimburse ALA Membership and Service to Children	180.00	180.00
01/06/2026	Suffolk PLDA	Suffolk County PLDA Membership 2026	65.00	65.00
01/20/2026	Business Card	SCLA Membership Renewals - Marissa and Shauna	106.00	106.00
	Total Professional Memberships			351.00
Museum Passes				
01/20/2026	Elan Financial Services	NY Historical Society New York, NY	160.00	160.00
	Total Museum Passes			160.00

02/03/26

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
January 2026

Date	Name	Memo	Original Amount	Paid Amount
Total Membership				511.00
Postage				
Postage & Stamps				
01/20/2026	Elan Financial Services	Stamps (2 rolls, 1 book) and postage for 1099s to IRS	173.77	173.77
Total Postage & Stamps				173.77
Total Postage				173.77
Professional Fees				
PALS Membership				
01/15/2026	SCLS-PALS	PALS Quarterly Maintenance and Access Fee	3,119.90	3,119.90
Total PALS Membership				3,119.90
SCLS/Overdue Notices				
01/05/2026	SCLS	Overdues - Processed & Mailed: December 2025	21.28	21.28
Total SCLS/Overdue Notices				21.28
Total Professional Fees				3,141.18
Programs - Adult				
Adult Reading Club & Book Discu				
01/21/2026	Shauna Scholl.	Reimburse snacks for Adult Reading Club	34.31	34.31
Total Adult Reading Club & Book Discu				34.31
Adult Programs				
01/12/2026	Kathy Pasca	Good Vibrations 1/10/26	300.00	300.00
01/20/2026	Business Card	Snacks for Jane Austen	34.95	34.95
01/20/2026	Elan Financial Services	Zoom	67.96	67.96
Total Adult Programs				402.91
Total Programs - Adult				437.22
Programs - Juvenile				
01/21/2026	Amazon Capital Services	Batteries, Penguin games	11.83	11.83
01/31/2026	Arrayscape Gaming, Inc.	Minecraft Snow Globes 1/29/26	300.00	300.00
01/31/2026	Nicole Summers Sparling	Baby Boogie, Toddler Tango 2/3/26	350.00	350.00
01/31/2026	Turtle Rescue of the Hamptons, I...	Turtle 2/7/26	200.00	200.00
Total Programs - Juvenile				861.83
Programs - Teen				
01/05/2026	Amazon Capital Services	Bracelet string, Bracelet making kit, Claw clasps,Paint set, V...	74.69	74.69
01/05/2026	Amazon Capital Services	Valentine's felt hearts, Cookie cutter set, Containers, Marbles	29.96	29.96
01/20/2026	Business Card	Amazon gift cards	50.00	50.00
01/21/2026	Amazon Capital Services	Coconut & Grapeseed oil, Aloe vera gel, Cooking bands (les...	23.13	23.13
Total Programs - Teen				177.78
Supplies - Library				
01/09/2026	Brodart	Spine Labels	171.54	171.54
01/15/2026	Library Store	Color coding Paper Tape (orange, yellow and red)	53.95	53.95
01/20/2026	Elan Financial Services	Cricut	9.99	9.99
01/21/2026	Amazon Capital Services	Vinyl gloves, Storage Bins	82.95	82.95
01/22/2026	W.B. Mason Co., Inc.	Hot cups, Stapler	64.05	64.05
01/22/2026	W.B. Mason Co., Inc.	Foil, Creamer, Book Tape	44.71	44.71
01/31/2026	Quill Corporation	Tea, paper towels, sponge	47.97	47.97
Total Supplies - Library				475.16
Supplies - Office				
01/09/2026	Central Islip Public Library	Book Replacement - The Butcher's Masquerade, Patron paid...	35.00	35.00
01/21/2026	Amazon Capital Services	Hanging file folders,3 ring binder, dividers, Storage cabinet fo...	21.80	21.80
01/21/2026	Amazon Capital Services	Storage cabinet for Reference \$147.00 and Cart \$89.99 (Ira ...	283.51	283.51
01/31/2026	Quill Corporation	Book Tape 2x540	42.90	42.90
Total Supplies - Office				383.21
Telephone				
01/22/2026	Optimum	Billing period from 01/16/26 to 02/15/26	174.49	174.49
Total Telephone				174.49
Travel				
01/12/2026	Karen Letteriello.	Mileage to Southold	23.20	23.20
01/21/2026	Karen Letteriello.	Reimburse Mileage to Centerreach	51.88	51.88

02/03/26

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
January 2026

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Travel				75.08
Staff Development				
01/20/2026	Business Card	2 Tickets to Long Island Library Conference	170.00	170.00
Total Staff Development				170.00
Total Miscellaneous Expense				8,606.31
TOTAL				25,583.37

Mattituck-Laurel Library
 Monthly Budget Report With Current Month
 January 2026

	Jan 26
Ordinary Income/Expense	
Income	
Mattituck-Cutchoque School Dist	646,043.19
Interest	3.04
Direct Public Support	1,005.83
Fines	153.01
Copy Machine	235.43
E-Rate Discount	5,702.00
Refunds	71.65
Fund Balance Brought Forward	331,138.45
Total Income	984,352.60
Gross Profit	984,352.60
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	24,560.22
Clerical	28,915.26
Custodian	3,539.02
Total Salaries	57,014.50
Benefits	
Fica	4,209.77
Disability Insurance	834.75
Medical Insurance	6,940.29
Retirement	4,388.70
Total Benefits	16,373.51
Total Payroll Expenses	73,388.01
Library Materials	
Adult Materials	
DVD/Music CD	244.89
Digital Material Subscriptions	477.66
Adult Books	3,780.05
Newspapers	367.92
Total Adult Materials	4,870.52
Teen Materials	157.36
Total Library Materials	5,027.88
Capital Expenditures	152.24
Technology	123.78
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	410.00
Exterminator	210.00
Elevator Maint.	600.00
Security Monitoring	122.85
Fire Sprinkler Test	1,250.00

Mattituck-Laurel Library
 Monthly Budget Report With Current Month
 January 2026

	Jan 26
Total Building Maintenance	2,592.85
Electric	1,991.15
Gas	2,220.59
Grounds Maintenance	
Snow Removal	4,480.00
Total Grounds Maintenance	4,480.00
Water	
North Fork Water	79.99
Total Water	79.99
Garbage Removal	308.58
Total Operations and Maintenance	11,673.16
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	244.00
BookScan Maintenance	700.00
Computer Software Licenses	1,081.59
Total Maintenance Office Equipm...	2,222.99
Membership	
Professional Memberships	351.00
Museum Passes	160.00
Total Membership	511.00
Postage	
Postage & Stamps	173.77
Total Postage	173.77
Professional Fees	
Payroll Processing	467.68
PALS Membership	3,119.90
SCLS/Overdue Notices	21.28
Total Professional Fees	3,608.86
Programs - Adult	
Adult Reading Club & Book Dis...	34.31
Adult Programs	402.91
Total Programs - Adult	437.22
Programs - Juvenile	861.83
Programs - Teen	177.78
Supplies - Library	475.16
Supplies - Office	383.21
Telephone	174.49
Travel	75.08
Staff Development	170.00

Mattituck-Laurel Library
Monthly Budget Report With Current Month
January 2026

	Jan 26
Total Miscellaneous Expense	<u>9,271.39</u>
Total Expense	<u>99,636.46</u>
Net Ordinary Income	<u>884,716.14</u>
Net Income	<u><u>884,716.14</u></u>

Mattituck-Laurel Library
 Monthly Budget Report With Year To Date
 January 2026

	Jan 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	0.00	7,500.00	-7,500.00	0.0%
Mattituck-Cutchogue School Dist	646,043.19	1,789,817.00	-1,143,773.81	36.1%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	3.04	50.00	-46.96	6.1%
Direct Public Support	1,005.83	7,000.00	-5,994.17	14.4%
Fines	153.01			
Copy Machine	235.43	4,500.00	-4,264.57	5.2%
E-Rate Discount	5,702.00	5,400.00	302.00	105.6%
Refunds	71.65			
Fund Balance Brought Forward	331,138.45			
Total Income	984,352.60	1,816,067.00	-831,714.40	54.2%
Gross Profit	984,352.60	1,816,067.00	-831,714.40	54.2%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	24,560.22	374,411.00	-349,850.78	6.6%
Clerical	28,915.26	467,904.00	-438,988.74	6.2%
Custodian	3,539.02	50,520.00	-46,980.98	7.0%
Total Salaries	57,014.50	892,835.00	-835,820.50	6.4%
Benefits				
Fica	4,209.77	66,433.00	-62,223.23	6.3%
Disability Insurance	834.75	1,200.00	-365.25	69.6%
Medical Insurance	6,940.29	160,038.00	-153,097.71	4.3%
Retirement	4,388.70	74,981.00	-70,592.30	5.9%
Total Benefits	16,373.51	302,652.00	-286,278.49	5.4%
Total Payroll Expenses	73,388.01	1,195,487.00	-1,122,098.99	6.1%
Library Materials				
Youth Materials				
Youth Arts & Crafts	0.00	2,000.00	-2,000.00	0.0%
Youth DVD's	0.00	400.00	-400.00	0.0%
Youth Computer Software	0.00	1,500.00	-1,500.00	0.0%
Youth Books	0.00	12,000.00	-12,000.00	0.0%
Total Youth Materials	0.00	15,900.00	-15,900.00	0.0%
Adult Materials				
DVD/Music CD	244.89	3,700.00	-3,455.11	6.6%
Live-brary Downloadable e-b...	0.00	58,000.00	-58,000.00	0.0%
Digital Material Subscriptions	477.66	12,500.00	-12,022.34	3.8%
Title Source	0.00	2,400.00	-2,400.00	0.0%
Adult Books	3,780.05	21,500.00	-17,719.95	17.6%
Reference Books and Data ...	0.00	2,000.00	-2,000.00	0.0%
Adult Ref Books				
Local History	0.00	1,000.00	-1,000.00	0.0%
Continuations	0.00	2,000.00	-2,000.00	0.0%

12:23 PM
02/03/26
Cash Basis

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January 2026

	Jan 26	Budget	\$ Over Budget	% of Budget
Total Adult Ref Books	0.00	3,000.00	-3,000.00	0.0%
Virtual Reference Collection	0.00	5,600.00	-5,600.00	0.0%
Adult Audio Books	0.00	250.00	-250.00	0.0%
Large Print Books	0.00	5,000.00	-5,000.00	0.0%
Newspapers	367.92	7,500.00	-7,132.08	4.9%
Periodicals	0.00	5,200.00	-5,200.00	0.0%
Total Adult Materials	4,870.52	126,650.00	-121,779.48	3.8%
Teen Materials	157.36	2,500.00	-2,342.64	6.3%
Total Library Materials	5,027.88	145,050.00	-140,022.12	3.5%
Capital Expenditures	152.24	120,000.00	-119,847.76	0.1%
Technology	123.78	9,300.00	-9,176.22	1.3%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	410.00	3,600.00	-3,190.00	11.4%
HVAC Maintenance	0.00	2,500.00	-2,500.00	0.0%
Exterminator	210.00	1,200.00	-990.00	17.5%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	0.00	235.00	-235.00	0.0%
Elevator Maint.	600.00	5,500.00	-4,900.00	10.9%
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	1,250.00	0.00	100.0%
Piano Tuning	0.00	400.00	-400.00	0.0%
Other Building Maint.	0.00	7,000.00	-7,000.00	0.0%
Total Building Maintenance	2,592.85	22,860.00	-20,267.15	11.3%
Custodial Supplies	0.00	1,500.00	-1,500.00	0.0%
Electric	1,991.15	30,000.00	-28,008.85	6.6%
Gas	2,220.59	12,500.00	-10,279.41	17.8%
Grounds Maintenance				
Snow Removal	4,480.00	4,000.00	480.00	112.0%
Sprinkler Maintenance	0.00	700.00	-700.00	0.0%
Other Grounds Maintenance	0.00	15,000.00	-15,000.00	0.0%
Total Grounds Maintenance	4,480.00	19,700.00	-15,220.00	22.7%
Insurance				
Workers' Comp.	0.00	12,000.00	-12,000.00	0.0%
Umbrella Package	0.00	23,500.00	-23,500.00	0.0%
Total Insurance	0.00	35,500.00	-35,500.00	0.0%
Water				
North Fork Water	79.99	1,000.00	-920.01	8.0%
SCWA	0.00	3,600.00	-3,600.00	0.0%
Total Water	79.99	4,600.00	-4,520.01	1.7%
Garbage Removal	308.58	3,500.00	-3,191.42	8.8%

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January 2026

	Jan 26	Budget	\$ Over Budget	% of Budget
Total Operations and Maintenance...	11,673.16	130,160.00	-118,486.84	9.0%
Miscellaneous Expense				
Longevity Benefit	0.00	1,500.00	-1,500.00	0.0%
Legal Fees	0.00	2,500.00	-2,500.00	0.0%
Contingency	0.00	2,500.00	-2,500.00	0.0%
Maintenance Office Equipment				
Verizon Mobile Hotspots	197.40	2,500.00	-2,302.60	7.9%
Optimum Internet Service	244.00	3,600.00	-3,356.00	6.8%
Copy Machine	0.00	5,500.00	-5,500.00	0.0%
Computer/Network Maintena...	0.00	12,000.00	-12,000.00	0.0%
BookScan Maintenance	700.00	750.00	-50.00	93.3%
Computer Software Licenses	1,081.59	9,500.00	-8,418.41	11.4%
Total Maintenance Office Equi...	2,222.99	33,850.00	-31,627.01	6.6%
Membership				
Professional Memberships	351.00	2,500.00	-2,149.00	14.0%
Museum Passes	160.00	5,000.00	-4,840.00	3.2%
Mattituck Chamber of Com...	0.00	350.00	-350.00	0.0%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	511.00	8,650.00	-8,139.00	5.9%
Postage				
Postage & Stamps	173.77	770.00	-596.23	22.6%
Mailing Permit	0.00	300.00	-300.00	0.0%
Newsletter mailing	0.00	2,600.00	-2,600.00	0.0%
Post Office Box Fee	0.00	200.00	-200.00	0.0%
Total Postage	173.77	3,870.00	-3,696.23	4.5%
Printing & Advertising				
Other printing & advertising	0.00	2,500.00	-2,500.00	0.0%
Newsletter printing	0.00	23,000.00	-23,000.00	0.0%
Total Printing & Advertising	0.00	25,500.00	-25,500.00	0.0%
Professional Fees				
Payroll Processing	467.68	8,000.00	-7,532.32	5.8%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	3,119.90	11,500.00	-8,380.10	27.1%
Annual audit	0.00	15,000.00	-15,000.00	0.0%
SCLS/Overdue Notices	21.28	500.00	-478.72	4.3%
SCLS/Annual Membership	0.00	12,500.00	-12,500.00	0.0%
Total Professional Fees	3,608.86	58,000.00	-54,391.14	6.2%
Programs - Adult				
Motion Picture/Music Licensi...	0.00	600.00	-600.00	0.0%
Adult Reading Club & Book ...	34.31	3,500.00	-3,465.69	1.0%
Adult Programs	402.91	19,000.00	-18,597.09	2.1%
Total Programs - Adult	437.22	23,100.00	-22,662.78	1.9%
Programs - Juvenile	861.83	12,500.00	-11,638.17	6.9%
Programs - Summer	0.00	8,500.00	-8,500.00	0.0%
Programs - Teen	177.78	8,500.00	-8,322.22	2.1%

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 02/03/26
 Cash Basis

Mattituck-Laurel Library
 Monthly Budget Report With Year To Date
 January 2026

	Jan 26	Budget	\$ Over Budget	% of Budget
Supplies - Library	475.16	10,500.00	-10,024.84	4.5%
Supplies - Office	383.21	4,000.00	-3,616.79	9.6%
Supplies - Paper	0.00	2,000.00	-2,000.00	0.0%
Telephone	174.49	2,400.00	-2,225.51	7.3%
Travel	75.08	2,400.00	-2,324.92	3.1%
Workshops	0.00	2,300.00	-2,300.00	0.0%
Staff Development	170.00	1,000.00	-830.00	17.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	9,271.39	216,070.00	-206,798.61	4.3%
Total Expense	99,636.46	1,816,067.00	-1,716,430.54	5.5%
Net Ordinary Income	884,716.14	0.00	884,716.14	100.0%
Net Income	884,716.14	0.00	884,716.14	100.0%

02/03/26

Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
January 2026

Type	Date	Name	Memo	Paid Amount
Other Current Assets				
Dime Bank CD 10 mo.				
General Journal	01/01/2026			250,000.00
Total Dime Bank CD 10 mo.				250,000.00
M&T Bank CD 12 mo				
General Journal	01/01/2026			250,000.00
Total M&T Bank CD 12 mo				250,000.00
Total Other Current Assets				500,000.00
General Fund				
Building Fund				
Checking				
General Journal	01/01/2026			268,911.72
Bill	01/20/2026	Business Card	Leaf engraving	-12.00
Total Checking				268,899.72
Savings				
General Journal	01/01/2026			57,318.04
Deposit	01/31/2026		Interest	0.47
Total Savings				57,318.51
Total Building Fund				326,218.23
Total General Fund				326,218.23
Cultural Activities Fund				
Coffee Machine				
General Journal	01/01/2026			830.67
Deposit	01/05/2026		Coffee	4.00
Deposit	01/12/2026		Coffee	1.00
Deposit	01/20/2026		Coffee	6.00
Total Coffee Machine				841.67
Teen Programs				
General Journal	01/01/2026			243.96
Total Teen Programs				243.96
Children's Programs				
General Journal	01/01/2026			1,226.17
Total Children's Programs				1,226.17
Staff Activity Fund				
General Journal	01/01/2026			399.30
Total Staff Activity Fund				399.30
Adult Programs Wash Account				
General Journal	01/01/2026			16,558.08
Deposit	01/05/2026		Aerobics	28.83
Deposit	01/05/2026		Yoga	309.52

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Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
January 2026

Type	Date	Name	Memo	Paid Amount
Deposit	01/05/2026		Cooking	28.23
Deposit	01/05/2026		Tai Chi	82.61
Deposit	01/05/2026		Cooking	10.00
Deposit	01/05/2026		LI Aquarium Tick...	469.00
Deposit	01/12/2026		Tai Chi	80.00
Deposit	01/12/2026		Yoga	309.52
Deposit	01/12/2026		Cooking	37.64
Deposit	01/12/2026		Guitar	57.36
Deposit	01/12/2026		Tai Chi	209.46
Deposit	01/12/2026		Yoga	80.00
Deposit	01/12/2026		Cooking	20.00
Deposit	01/12/2026		LI Aquarium Tick...	67.00
Deposit	01/20/2026		Tai Chi	46.00
Deposit	01/20/2026		Tai Chi	64.00
Deposit	01/20/2026		Guitar	19.12
Deposit	01/20/2026		Tai Chi	104.73
Deposit	01/27/2026		Bus trips	89.00
Deposit	01/27/2026		Guitar	60.00
Deposit	01/27/2026		Tai Chi	46.00
Deposit	01/27/2026		Bus trips	86.12
Deposit	01/27/2026		Guitar	76.48
Deposit	01/27/2026		Tai Chi	44.24
Total Adult Programs Wash Account				18,982.94
Designated Gifts				
General Journal	01/01/2026			657.80
Total Designated Gifts				657.80
Parent-Toddler Programs				
General Journal	01/01/2026			64.23
Total Parent-Toddler Programs				64.23
Total Cultural Activities Fund				22,416.07
Gift and Trust Fund - MM				
Claire Lincoln Memorial				
General Journal	01/01/2026			2,637.09
Total Claire Lincoln Memorial				2,637.09
Local History Books				
General Journal	01/01/2026			26,778.90
Total Local History Books				26,778.90
Undesignated & Interest				
General Journal	01/01/2026			34,006.71
Deposit	01/31/2026		Interest	0.03
Total Undesignated & Interest				34,006.74
Capital Reserve Fund				
General Journal	01/01/2026			211,013.19

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Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
January 2026

Type	Date	Name	Memo	Paid Amount
Total Capital Reserve Fund				211,013.19
Unemployment Insurance				
General Journal	01/01/2026			30,000.00
Total Unemployment Insurance				30,000.00
Total Gift and Trust Fund - MM				304,435.92
TOTAL				1,153,070.22

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Mattituck-Laurel Library
Monthly Bill Payments
 As of January 31, 2026

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	01/02/2026	13762	Midwest Tape	Cstmr 2000016439, Inv 508252108	-171.66
Bill Pmt -Check	01/05/2026	13763	CCP Solutions, LLC	Acct ML00, Invoice INV323932, C...	-700.00
Bill Pmt -Check	01/05/2026	13764	NYS Employees Health Insu...	03909	-10,287.01
Bill Pmt -Check	01/05/2026	13765	SCLS	Invoice 96061	-21.28
Bill Pmt -Check	01/05/2026	13766	Amazon Capital Services	Acct A1QBFNTMAAYKEX, Invoic...	-146.60
Bill Pmt -Check	01/06/2026	13767	ELM USA, Inc.	VOID: Invoice 82144	0.00
Bill Pmt -Check	01/06/2026	13768	Ingram Library Services, Inc.		-2,774.68
Bill Pmt -Check	01/06/2026	13769	Karen Letteriello.	Reimburse ALA Membership	-180.00
Bill Pmt -Check	01/06/2026	13770	Suffolk PLDA	Suffolk County PLDA Membership...	-65.00
Bill Pmt -Check	01/06/2026	13771	Suffolk Security Systems, Inc.	1720	-122.85
Bill Pmt -Check	01/06/2026	13772	Twin Fork Landscape Contr...	Invoice 29344	-1,375.00
Bill Pmt -Check	01/09/2026	13773	Brodart	Invoice 669259	-171.54
Bill Pmt -Check	01/09/2026	13774	Central Islip Public Library	Book Replacement - The Butcher'...	-35.00
Bill Pmt -Check	01/09/2026	13775	Ingram Library Services, Inc.		-403.08
Bill Pmt -Check	01/09/2026	13776	Kanopy, Inc.	Invoice #470759-PPU Balance due	-100.00
Bill Pmt -Check	01/09/2026	13777	Mattituck Environmental Ser...	Cstmr 11-0001422-0, Invoice 642...	-308.58
Bill Pmt -Check	01/09/2026	13778	Midwest Tape	Customer 2000001786	-46.88
Bill Pmt -Check	01/09/2026	13779	PM Communications Corp.	Invoice 45805	-123.78
Bill Pmt -Check	01/09/2026	13780	Kanopy, Inc.	Invoice #483561-PPU	-206.00
Bill Pmt -Check	01/12/2026	13781	Karen Letteriello.	Reimburse Mileage to Southold	-23.20
Bill Pmt -Check	01/12/2026	13782	Kathy Pasca	Good Vibrations 1/10/26	-300.00
Bill Pmt -Check	01/13/2026	13783	Shelterpoint Life Insurance ...	Policy #D242574	-1,130.83
Bill Pmt -Check	01/15/2026	13784	Champion Elevator	Invoice 2390434	-600.00
Bill Pmt -Check	01/15/2026	13785	Ingram Library Services, Inc.		-355.86
Bill Pmt -Check	01/15/2026	13786	Library Store	20058	-53.95
Bill Pmt -Check	01/15/2026	13787	Midwest Tape	Cstmr 2000001786	-74.17
Bill Pmt -Check	01/15/2026	13788	Primo Brands	Acct 0140002023, Inv 06A014000...	-79.99
Bill Pmt -Check	01/15/2026	13789	SCLS-PALS	Invoice 82370	-3,119.90
Bill Pmt -Check	01/20/2026	13790	Business Card	5474 1518 7474 0647	-513.19
Bill Pmt -Check	01/20/2026	13791	Elan Financial Services	4798 5101 7200 1022	-1,493.31
Bill Pmt -Check	01/21/2026	13792	Amazon Capital Services	Acct A1QBFNTMAAYKEX, Invoic...	-467.47
Bill Pmt -Check	01/21/2026	13793	Ingram Library Services, Inc.		-317.59
Bill Pmt -Check	01/21/2026	13794	Karen Letteriello.	Reimburse Mileage to Centerreach	-51.88
Bill Pmt -Check	01/21/2026	13795	Living Art Aquariums	Invoice no. 2441	-410.00
Bill Pmt -Check	01/21/2026	13796	Shauna Scholl.	Reimburse snacks for Adult Read...	-34.31
Bill Pmt -Check	01/21/2026	13797	Twin Fork Landscape Contr...	Invoice 29403	-725.00
Bill Pmt -Check	01/22/2026	13798	Aflac	Acct NQH35, Inv 778408	-51.24
Bill Pmt -Check	01/22/2026	13799	Midwest Tape	Cstmr 2000001786	-123.84
Bill Pmt -Check	01/22/2026	13800	Optimum	Acct 07839-381822-01-2	-418.49
Bill Pmt -Check	01/22/2026	13801	W.B. Mason Co., Inc.		-108.76
Bill Pmt -Check	01/27/2026	13802	National Grid	Acct 43544-64005	-2,220.59
Bill Pmt -Check	01/28/2026	13803	Hampton Pest Management...		-210.00
Bill Pmt -Check	01/28/2026	13804	Newsday	Acct 40410623	-367.92
Bill Pmt -Check	01/28/2026	13805	Verizon	Acct. 242398426-00001, Inv 6133...	-197.40
Bill Pmt -Check	01/28/2026	13806	Twin Fork Landscape Contr...	Invoice no. 29439	-2,210.00
Bill Pmt -Check	01/31/2026	13807	Arrayscape Gaming, Inc.	Minecraft Snow Globes 1/29/26	-300.00
Bill Pmt -Check	01/31/2026	13808	Inspection Testing & Mainte...	Invoice 2026-1190	-1,250.00
Bill Pmt -Check	01/31/2026	13809	Nicole Summers Sparling	Baby Boogie, Toddler Tango 2/3/26	-350.00
Bill Pmt -Check	01/31/2026	13810	PSEGLI	Cstmr 0295-3001-61-3, Acct 9610...	-1,991.15
Bill Pmt -Check	01/31/2026	13811	Quill Corporation	03047280	-90.87
Bill Pmt -Check	01/31/2026	13812	Twin Fork Landscape Contr...	Invoice 29480	-170.00
Bill Pmt -Check	01/31/2026	13813	Turtle Rescue of the Hampt...	Turtle 2/7/26	-200.00
Total BNB Operating Checking					-37,249.85
TOTAL					-37,249.85