

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

**MEETING DATE:           Monday February 10, 2025**

**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 13, 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.    Mattituck Laurel Historical Society & Museums – Charles Gueli**
- X.     Committee Reports**
  - A. Building / Grounds
  - B. Long-Range Planning
  - C. Personnel / Policy
- XI.    Old Business**
- XII.   New Business**
  - A. Approve NYSHIP Resolution
  - B. Approve Emergency Preparedness & Disaster Response Manual
  - C. Approve Long Range Plan
  - D. Approve 2024 NYS Report
  - E. 2024 Annual Report to the Community
  - F. Set vote date
- XIII.   Period of Public Expression**
- XIV.   Adjournment**

**Next Meeting – March 10, 2025**

**MATTITUCK-LAUREL LIBRARY**  
**APPROVED MINUTES OF THE REGULAR MONTHLY MEETING**

February 10, 2025

**Present**

Jim Underwood, President  
Mary Sanchez, Vice President  
Colleen Grattan-Arnoff, Treasurer  
John Carter, Trustee  
Peter Kren, Trustee  
Shauna Scholl, Director

**Absent with Excuse**

Katie O'Rourke, Secretary  
Randi Teitel, 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, John; unanimous (5-0))

**IV. Review and Approval of the Minutes of January 13, 2025 Regular Board Meeting**

The minutes of the meeting held January 13, 2025 were approved.  
(Colleen, Mary; unanimous (5-0))

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

**Warrants**

Colleen reviewed the warrants with the Board.  
The Board approved payment of the following **JANUARY** warrant:

OPERATING ACCOUNT	\$128,339.03
CULTURAL ACTIVITIES FUND	3,593.19
MONEY MARKET ACCOUNT	8,228.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	5,000.00

Donations in excess of \$1,000  
Ira A. Roschelle MD Family Fund \$2,500  
Anonymous donor – In memory of Thom Fleetwood \$2,000

(Peter, John; unanimous (5-0))

**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 (5-0))

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

Shauna attended Advocacy Day on February 5, 2025, as did Sara and Martha. There were many people from Suffolk County which sent a strong message to our Legislators. Shauna shared that the first Pilot payment has been received. A deposit was made to Wm. Mills for the shade sail which should be installed in the spring. The delivery of bikes for the Bike Borrow Program is scheduled for April. There may be extra children's bikes to be raffled. Mattituck-Laurel Library and Cutchogue Library are close to turning on SORA (K-12 version of Libby) for the use of the School District. This year is the 250<sup>th</sup> birthday of Jane Austen. We will be hosting many activities with this theme. Shauna will order four new computers from Dell on the NY State Contract.

## **VIII. President's Remarks**

Jim introduced Charles Gueli from the Mattituck Laurel Historical Society & Museum

## **IX. Mattituck Laurel Historical Society & Museum – Charles Gueli**

Mr. Gueli shared that MLHSM will be asking the community for funds through a tax appropriation. The School District has identified that this proposition will appear on the ballot along with the Library's 2026 Budget in September.

## **X. Committee Reports**

### *A. Building / Grounds*

The committee met to plan two open house style meetings; the first was scheduled for January 23rd from 4PM – 6PM, the second is upcoming on February 26th from 4PM – 6PM. The committee plans to arrange another meeting with the architect. There is a tentative vote date of June 17, 2025. There is a meeting scheduled with Mr. Petretti and Ms. Bieber last this week.

### *B. Long-Range Planning*

The committee met to review the current LRP that expires at the end of 2025 and is recommending reaffirmation of the plan effective January 1, 2026 – December 31, 2029.

### *C. Personnel / Policy*

The committee met to discuss the Emergency Preparedness & Disaster Response Manual and is recommending it for approval. The committee also continues to evaluate the hours of operation.

Shauna confirmed that the budget and finance committee will need to meet soon and will start working on the 2026 Budget, all agreed to stay within/under the tax cap for 2026. The committee will convene and discuss the draft budget.

## **XI. Old Business**

none

## **XII. New Business**

### *A. Approve NYSHIP Resolution*

Approved NYSHIP Resolution.  
(John, Peter; unanimous (5-0))

*B. Approve Emergency Preparedness & Disaster Response Manual*  
Approved Emergency Preparedness & Disaster Response Manual  
(John, Colleen; unanimous (5-0))

*C. Approve Long Range Plan*  
Approved Long Range Plan  
(Mary, Peter; unanimous (5-0))

*D. Approve 2024 NYS Report*  
Approved 2024 NYS Report.  
(John, Peter; unanimous (5-0))

*E. Approve 2024 Annual Report to the Community*  
Approved the 2024 Annual Report to the Community.  
(Mary, John; unanimous (5-0))

*F. Set Vote Date*  
Approved Bond Vote Date of June 17, 2025.  
  
(John, Colleen; unanimous (5-0))

**XIII. Period of Public Expression**

Public comment was given by a community member.

**XV. Adjournment**

Motion to adjourn at 6:33PM  
(Peter, Mary; unanimous (5-0))

**Dates of Future Board Meetings**

Monday, March 10, 2025

Monday, April 14, 2025

Monday, May 12, 2025

Respectfully submitted,

Jim Underwood  
President



# Mattituck-Laurel LIBRARY

## Warrants / Expenses

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

Approved at the Library Board Meeting on February 10, 2025

**Operating Account Total** \$ 128,339.03

Payroll \$ 92,380.81

Non Payroll \$ 35,958.22

**Cultural Activities Fund** \$ 3,593.19

**Money Market Account** \$ 8,228.00

**Building Fund Savings** \$0

**Building Fund Checking** \$ 5,000.00

Donations in excess of \$1,000    Ira A. Roschelle MD Family Fund \$2,500.00  
Anonymous donor -  
In memory of Thom Fleetwood \$2,000.00

January payroll has five weeks.

2/10/25  
CGA

02/04/25

**Mattituck-Laurel Library  
Fund Balance Report**

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	<u>Jan - Dec 25</u>
<b>General Fund</b>	
Operating Fund	796,177.63
Building Fund	
Checking	269,096.89
Savings	57,312.29
	<hr/>
<b>Total Building Fund</b>	<b>326,409.18</b>
	<hr/>
<b>Total General Fund</b>	<b>1,122,586.81</b>
<b>Cultural Activities Fund</b>	
Coffee Machine	740.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	2.27
Adult Programs Wash Account	9,779.01
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	-118.19
	<hr/>
<b>Total Cultural Activities Fund</b>	<b>12,595.92</b>
<b>Gift and Trust Fund - MM</b>	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	43,295.60
Capital Reserve Fund	552,175.44
Unemployment Insurance	30,000.00
	<hr/>
<b>Total Gift and Trust Fund - MM</b>	<b>654,803.18</b>
	<hr/>
<b>TOTAL</b>	<b>1,789,985.91</b>

02/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
<b>Library Materials</b>				
<b>Youth Materials</b>				
<b>Youth Arts &amp; Crafts</b>				
01/16/2025	Karen Letteriello.	Cotton balls Qty 2	6.38	6.38
01/28/2025	Karen Letteriello.	Cotton balls - Qty 2	6.38	6.38
Total Youth Arts & Crafts				12.76
Total Youth Materials				12.76
<b>Adult Materials</b>				
<b>DVD/Music CD</b>				
01/07/2025	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / Previous count ...	25.00	25.00
01/07/2025	Midwest Tape	506496629	15.39	15.39
01/16/2025	Midwest Tape	506577462	25.19	25.19
01/16/2025	Midwest Tape	506608468	49.67	49.67
01/16/2025	Midwest Tape	506608470	50.38	50.38
01/29/2025	Midwest Tape	506629618	17.49	17.49
01/29/2025	Midwest Tape	506629619	34.98	34.98
01/29/2025	Midwest Tape	506658771	32.88	32.88
01/29/2025	Midwest Tape	506658773	25.19	25.19
Total DVD/Music CD				276.17
<b>Digital Material Subscriptions</b>				
01/07/2025	Midwest Tape	Month ending 12/31/24	207.96	207.96
Total Digital Material Subscriptions				207.96
<b>Title Source</b>				
01/16/2025	SCLS	Title Source 360 (12/1/24-11/30/25) Baker & Taylo...	1,189.65	1,189.65
Total Title Source				1,189.65
<b>Adult Books</b>				
01/07/2025	Amazon Capital Services	The pillars of gynarchy book, 150 years of gynarch...	32.53	32.53
01/22/2025	Amazon Capital Services	Qty 2 Books / Love in Time of Cholera & Sons and...	28.13	28.13
Total Adult Books				60.66
<b>Adult Ref Books</b>				
<b>Local History</b>				
01/08/2025	PastPerfect Software, Inc.	Annual Hosting from January 3, 2025 through Jan...	475.00	475.00
Total Local History				475.00
Total Adult Ref Books				475.00
<b>Newspapers</b>				
01/08/2025	Daily News	Pays through 2/12/25	90.00	90.00
01/14/2025	Newsday	Subscription period 1/25/25 to 3/21/25	319.92	319.92
Total Newspapers				409.92
<b>Periodicals</b>				
01/17/2025	Business Card	MAD Magazine	19.99	19.99
Total Periodicals				19.99
Total Adult Materials				2,639.35
<b>Teen Materials</b>				
01/07/2025	Amazon Capital Services	Mini canvases, Animal erasers	35.85	35.85
Total Teen Materials				35.85
Total Library Materials				2,687.96
<b>Technology</b>				
01/07/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
01/22/2025	Amazon Capital Services	Laptop charger	9.98	9.98

02/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
Total Technology				127.87
<b>Operations and Maintenance</b>				
<b>Building Maintenance</b>				
<b>Aquarium Maintenance</b>				
01/16/2025	Living Art Aquariums	Service 12/3/24 and 12/17/24, Flourish excel	250.00	250.00
Total Aquarium Maintenance				250.00
<b>Exterminator</b>				
01/29/2025	Hampton Pest Management, L...	Rodent Control	125.00	125.00
01/29/2025	Hampton Pest Management, L...	Termite Bait Station Inspection	85.00	85.00
Total Exterminator				210.00
<b>Security Monitoring</b>				
01/07/2025	Suffolk Security Systems, Inc.	Standard Digital Monitoring 02/01/2025 - 04/30/2025	122.85	122.85
Total Security Monitoring				122.85
Total Building Maintenance				582.85
<b>Electric</b>				
01/30/2025	PSEGLI	Service from Dec 19, 2024 to Jan 22, 2025	1,817.64	1,817.64
Total Electric				1,817.64
<b>Gas</b>				
01/27/2025	National Grid	Billing period Dec 17, 2025 to Jan 17, 2025	1,801.09	1,801.09
Total Gas				1,801.09
<b>Grounds Maintenance</b>				
<b>Snow Removal</b>				
01/08/2025	Twin Fork Landscape Contrac...	Salt application 1/6/25	200.00	200.00
01/29/2025	Twin Fork Landscape Contrac...	Snow Plow 1/20/25, Salt 1/20/25 and 1/21/25	600.00	600.00
Total Snow Removal				800.00
Total Grounds Maintenance				800.00
<b>Water</b>				
<b>North Fork Water</b>				
01/16/2025	ReadyRefresh	Qty 8 - 5 gallon Water	147.90	147.90
Total North Fork Water				147.90
Total Water				147.90
<b>Garbage Removal</b>				
01/08/2025	Mattituck Environmental Servi...	4 YD Trash Service	277.99	277.99
Total Garbage Removal				277.99
Total Operations and Maintenance				5,427.47
<b>Miscellaneous Expense</b>				
<b>Legal Fees</b>				
01/02/2025	Dime Community Bank	Loan Pay off - Legal fee	1,500.00	1,500.00
Total Legal Fees				1,500.00
<b>Contingency</b>				
01/02/2025	Dime Community Bank	Loan Pay off - UCC Termination fees - State & Co...	150.00	150.00
01/02/2025	Dime Community Bank	Loan Pay off - Letter fee	25.00	25.00
Total Contingency				175.00
<b>Maintenance Office Equipment</b>				
<b>Optimum Internet Service</b>				
01/17/2025	Optimum	Billing period 1/16/25 - 2/15/25	244.85	244.85
Total Optimum Internet Service				244.85



02/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
<b>Computer/Network Maintenance</b>				
01/30/2025	L2J Consulting, Inc.	Monthly IT Support - January 2025	1,000.00	1,000.00
	Total Computer/Network Maintenance			1,000.00
<b>BookScan Maintenance</b>				
01/07/2025	CCP Solutions, LLC	01/01/2025 to 12/31/2025 / Annual Advanced Exc...	690.00	690.00
	Total BookScan Maintenance			690.00
<b>Computer Software Licenses</b>				
01/22/2025	Elan Financial Services	Quickbooks Annual Subscription	999.00	999.00
01/22/2025	Elan Financial Services	PaddleNet*CrashPlan	32.75	32.75
	Total Computer Software Licenses			1,031.75
	Total Maintenance Office Equipment			2,966.60
<b>Membership</b>				
<b>Professional Memberships</b>				
01/08/2025	Suffolk PLDA	Suffolk County PLDA Membership 2025	65.00	65.00
	Total Professional Memberships			65.00
<b>Museum Passes</b>				
01/09/2025	The New York Historical	Family-level of Membership for one year at The N...	160.00	160.00
	Total Museum Passes			160.00
<b>Mattituck Chamber of Commerce</b>				
01/07/2025	Mattituck Chamber of Comme...	Membership Dues 2025	125.00	125.00
	Total Mattituck Chamber of Commerce			125.00
	Total Membership			350.00
<b>Postage</b>				
<b>Postage &amp; Stamps</b>				
01/22/2025	Elan Financial Services	Book of Stamps, Roll of Stamps, Postage to IRS f...	89.44	89.44
	Total Postage & Stamps			89.44
	Total Postage			89.44
<b>Printing &amp; Advertising</b>				
<b>Other printing &amp; advertising</b>				
01/14/2025	Rogers Memorial Library	Voz Latina 12 month Ad / Shared	192.00	192.00
	Total Other printing & advertising			192.00
	Total Printing & Advertising			192.00
<b>Professional Fees</b>				
<b>PALS Membership</b>				
01/13/2025	SCLS-PALS	PALS Maintenance & Access Fee - Quarterly	2,899.41	2,899.41
	Total PALS Membership			2,899.41
<b>Annual audit</b>				
01/24/2025	SCLS	OPEB-GASB-75 / For services rendered in conne...	1,275.00	1,275.00
	Total Annual audit			1,275.00
<b>SCLS/Overdue Notices</b>				
01/14/2025	SCLS	Overdues-Processed & Mailed December 2024	18.62	18.62
	Total SCLS/Overdue Notices			18.62
<b>SCLS/Annual Membership</b>				
01/15/2025	SCLS	Member Library Support 2025 / January 1, 2025 - ...	11,450.00	11,450.00
01/16/2025	Karen Letteriello.	SCLS Membership Renewal Karen Letteriello	58.00	58.00
01/17/2025	Business Card	SCLS Membership - Shauna Scholl	55.00	55.00

02/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
Total SCLS/Annual Membership				11,563.00
Total Professional Fees				15,756.03
<b>Programs - Adult</b>				
<b>Adult Reading Club &amp; Book Discu</b>				
01/07/2025	Amazon Capital Services	Qty 12 - Books - We'll prescribe you a cat	264.00	264.00
Total Adult Reading Club & Book Discu				264.00
<b>Adult Programs</b>				
01/07/2025	Amazon Capital Services	Dog, Lisa Frank, Jane Austen stickers, Pens, Stati...	69.63	69.63
01/14/2025	Charles A Powell	Porchlight Concert 1/12/25	500.00	500.00
01/15/2025	Home Health and Spirit Corpo...	DIY Cleaning 1/11/25	433.00	433.00
01/16/2025	Jeannie Pendergrass	Hula Hoop 1/16/25 Kids and Adults	225.00	225.00
01/22/2025	Amazon Capital Services	Floral sticker seals	11.99	11.99
01/22/2025	Elan Financial Services	Stamps for Letter writing	29.20	29.20
01/22/2025	Elan Financial Services	Zoom	63.96	63.96
01/28/2025	Southold Free Library	Lucille Ball 1/23/25 - Shared Program	75.00	75.00
01/29/2025	Frank C. Pomata	Mental Health 2/1/25	150.00	150.00
01/29/2025	Historic Music Archive, Inc.	HooDoo Loungers 2/2/25	1,000.00	1,000.00
01/29/2025	Rob Scott	Thai Lettuce Wraps 1/30/25	445.00	445.00
01/29/2025	Vicaliente, LLC	Latin Dance Lessons 1/28/25	300.00	300.00
Total Adult Programs				3,302.78
Total Programs - Adult				3,566.78
<b>Programs - Juvenile</b>				
01/07/2025	Amazon Capital Services	Chocolate	12.62	12.62
01/08/2025	Nicole Summers Sparling	Baby Boogie, Toddler Tango 1/9/25	350.00	350.00
01/16/2025	Jeannie Pendergrass	Hula Hoop 1/16/25 Kids and Adults	200.00	200.00
01/22/2025	Amazon Capital Services	Marshmallow peeps, Graham crackers	19.47	19.47
01/29/2025	Evelyn Alexander Wildlife Res...	Storytime w/ Groundhog 1/28/25	200.00	200.00
01/29/2025	Nicole Summers Sparling	Baby Boogie, Toddler Tango 2/3/25	350.00	350.00
01/29/2025	Talewise, LLC	Science Heroes 2/1/25	400.00	400.00
Total Programs - Juvenile				1,532.09
<b>Programs - Teen</b>				
01/15/2025	Marissa Timm	Candy for Teens	58.26	58.26
01/30/2025	Southold Free Library	Skate & Sip 1/26/25 - Shared Program	100.00	100.00
Total Programs - Teen				158.26
<b>Supplies - Library</b>				
01/07/2025	Amazon Capital Services	Hexagon Bulletin Board	15.99	15.99
01/22/2025	Amazon Capital Services	Command clips, Lights	30.65	30.65
01/22/2025	Amazon Capital Services	File organizer	9.99	9.99
01/22/2025	Brodart	French class symbol labels, Qty 3 Disc cases	46.62	46.62
01/22/2025	Elan Financial Services	Cricut	9.99	9.99
01/22/2025	Quill Corporation	12 oz Hot Cups, Cup lids, Coffeemate	73.96	73.96
01/22/2025	Shauna Scholl.	Reimburse snacks for Open House - Water and C...	48.27	48.27
Total Supplies - Library				235.47
<b>Supplies - Office</b>				
01/07/2025	Center Moriches Free Public ...	Lost Book - A death in Cornwall paid by Mary Leva...	21.00	21.00
01/21/2025	Dime Community Bank	Checks order	570.57	570.57
01/22/2025	Elan Financial Services	Late payment fee	39.00	39.00
01/22/2025	Quill Corporation	Black Toner Brother TN420, Self stick notes 3x3	58.58	58.58
Total Supplies - Office				689.15
<b>Supplies - Paper</b>				
01/29/2025	Quill Corporation	11 x 17 Paper	72.99	72.99
Total Supplies - Paper				72.99
<b>Telephone</b>				
01/17/2025	Optimum	Billing period 1/16/25 - 2/15/25	161.35	161.35

02/04/25

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Telephone				161.35
<b>Travel</b>				
01/28/2025	Karen Letteriello	Mileage to Centereach, Southold	69.30	69.30
Total Travel				69.30
<b>Staff Development</b>				
01/09/2025	Mary Eisenstein	Staff Development 12/12/24	200.00	200.00
Total Staff Development				200.00
Total Miscellaneous Expense				27,714.46
<b>Debt Service Total</b>				
<b>Mortgage Interest</b>				
01/02/2025	Dime Community Bank	Loan Pay off - Final interest	0.46	0.46
Total Mortgage Interest				0.46
Total Debt Service Total				0.46
<b>TOTAL</b>				<b>35,958.22</b>

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

	Jan 25
Ordinary Income/Expense	
Income	
PILOT Funds	7,776.08
Mattituck-Cutchoque School Dist	752,438.00
Interest	2.42
Direct Public Support	2,715.71
Fines	117.43
Copy Machine	289.40
Designated Gifts	2,500.00
Refunds	35.87
Fund Balance Brought Forward	174,504.75
Total Income	940,379.66
Gross Profit	940,379.66
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	34,480.15
Clerical	37,223.21
Custodian	4,684.38
Total Salaries	76,387.74
Benefits	
Fica	5,584.08
Disability Insurance	907.17
Medical Insurance	4,811.82
Retirement	3,820.30
Total Benefits	15,123.37
Total Payroll Expenses	91,511.11
Library Materials	
Youth Materials	
Youth Arts & Crafts	12.76
Total Youth Materials	12.76
Adult Materials	
DVD/Music CD	276.17
Digital Material Subscriptions	207.96
Title Source	1,189.65
Adult Books	60.66
Adult Ref Books	
Local History	475.00
Total Adult Ref Books	475.00
Newspapers	409.92
Periodicals	19.99
Total Adult Materials	2,639.35

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

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	Jan 25
Teen Materials	35.85
Total Library Materials	2,687.96
Technology	127.87
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	250.00
Exterminator	210.00
Security Monitoring	122.85
Total Building Maintenance	582.85
Electric	1,817.64
Gas	1,801.09
Grounds Maintenance	
Snow Removal	800.00
Total Grounds Maintenance	800.00
Water	
North Fork Water	147.90
Total Water	147.90
Garbage Removal	277.99
Total Operations and Maintenance	5,427.47
Miscellaneous Expense	
Legal Fees	1,500.00
Contingency	175.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	244.85
Computer/Network Maintenance	1,000.00
BookScan Maintenance	690.00
Computer Software Licenses	1,031.75
Total Maintenance Office Equipm...	3,164.00
Membership	
Professional Memberships	65.00
Museum Passes	160.00
Mattituck Chamber of Commer...	125.00
Total Membership	350.00
Postage	
Postage & Stamps	89.44
Total Postage	89.44
Printing & Advertising	
Other printing & advertising	192.00
Total Printing & Advertising	192.00
Professional Fees	

1:09 PM  
02/04/25  
Cash Basis

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

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	Jan 25
Payroll Processing	613.25
PALS Membership	2,899.41
Annual audit	1,275.00
SCLS/Overdue Notices	18.62
SCLS/Annual Membership	11,563.00
Total Professional Fees	16,369.28
Programs - Adult	
Adult Reading Club & Book Dis...	264.00
Adult Programs	3,302.78
Total Programs - Adult	3,566.78
Programs - Juvenile	1,532.09
Programs - Teen	158.26
Supplies - Library	235.47
Supplies - Office	689.15
Supplies - Paper	72.99
Telephone	161.35
Travel	69.30
Staff Development	200.00
Total Miscellaneous Expense	28,525.11
Debt Service Total	
Mortgage Interest	0.46
Total Debt Service Total	0.46
Total Expense	128,279.98
Net Ordinary Income	812,099.68
Net Income	812,099.68

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

	Jan 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	7,776.08	5,000.00	2,776.08	155.5%
Mattituck-Cutchoque School Dist	752,438.00	1,718,603.00	-966,165.00	43.8%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	2.42	50.00	-47.58	4.8%
Direct Public Support	2,715.71	5,000.00	-2,284.29	54.3%
Fines	117.43			
Copy Machine	289.40	3,500.00	-3,210.60	8.3%
Designated Gifts	2,500.00			
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	35.87			
Fund Balance Brought Forward	174,504.75			
Total Income	940,379.66	1,739,353.00	-798,973.34	54.1%
Gross Profit	940,379.66	1,739,353.00	-798,973.34	54.1%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	34,480.15	361,729.00	-327,248.85	9.5%
Clerical	37,223.21	459,661.00	-422,437.79	8.1%
Custodian	4,684.38	49,050.00	-44,365.62	9.6%
Total Salaries	76,387.74	870,440.00	-794,052.26	8.8%
Benefits				
Fica	5,584.08	64,310.00	-58,725.92	8.7%
Disability Insurance	907.17	1,200.00	-292.83	75.6%
Medical Insurance	4,811.82	125,405.00	-120,593.18	3.8%
Retirement	3,820.30	71,153.00	-67,332.70	5.4%
Total Benefits	15,123.37	262,068.00	-246,944.63	5.8%
Total Payroll Expenses	91,511.11	1,132,508.00	-1,040,996.89	8.1%
Library Materials				
Youth Materials				
Youth Arts & Crafts	12.76	2,000.00	-1,987.24	0.6%
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 Compact Discs	0.00	0.00	0.00	0.0%
Youth Audio Books	0.00	0.00	0.00	0.0%
Youth Books	0.00	12,000.00	-12,000.00	0.0%
Total Youth Materials	12.76	15,900.00	-15,887.24	0.1%
Adult Materials				
DVD/Music CD	276.17	3,700.00	-3,423.83	7.5%
Live-brary Downloadable e-b...	0.00	57,300.00	-57,300.00	0.0%
Digital Material Subscriptions	207.96	12,500.00	-12,292.04	1.7%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	60.66	21,500.00	-21,439.34	0.3%
Reference Books and Data ...	0.00	2,000.00	-2,000.00	0.0%
Adult Ref Books				
Local History	475.00	1,000.00	-525.00	47.5%

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

	Jan 25	Budget	\$ Over Budget	% of Budget
Continuations	0.00	2,000.00	-2,000.00	0.0%
Total Adult Ref Books	475.00	3,000.00	-2,525.00	15.8%
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	409.92	7,200.00	-6,790.08	5.7%
Periodicals	19.99	5,200.00	-5,180.01	0.4%
Total Adult Materials	2,639.35	125,650.00	-123,010.65	2.1%
Teen Materials	35.85	2,500.00	-2,464.15	1.4%
Total Library Materials	2,687.96	144,050.00	-141,362.04	1.9%
Capital Expenditures	0.00	19,000.00	-19,000.00	0.0%
Technology	127.87	9,300.00	-9,172.13	1.4%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	250.00	3,600.00	-3,350.00	6.9%
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	200.00	-200.00	0.0%
Elevator Maint.	0.00	5,500.00	-5,500.00	0.0%
Security Monitoring	122.85	700.00	-577.15	17.6%
Water Backflow Test	0.00	275.00	-275.00	0.0%
Fire Sprinkler Test	0.00	1,200.00	-1,200.00	0.0%
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	582.85	22,775.00	-22,192.15	2.6%
Custodial Supplies	0.00	1,300.00	-1,300.00	0.0%
Electric	1,817.64	29,000.00	-27,182.36	6.3%
Gas	1,801.09	12,000.00	-10,198.91	15.0%
Grounds Maintenance				
Snow Removal	800.00	4,000.00	-3,200.00	20.0%
Sprinkler Maintenance	0.00	700.00	-700.00	0.0%
Other Grounds Maintenance	0.00	12,500.00	-12,500.00	0.0%
Total Grounds Maintenance	800.00	17,200.00	-16,400.00	4.7%
Insurance				
Workers' Comp.	0.00	12,000.00	-12,000.00	0.0%
Umbrella Package	0.00	23,000.00	-23,000.00	0.0%
Total Insurance	0.00	35,000.00	-35,000.00	0.0%
Water				
North Fork Water	147.90	850.00	-702.10	17.4%
SCWA	0.00	3,500.00	-3,500.00	0.0%
Total Water	147.90	4,350.00	-4,202.10	3.4%



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

	Jan 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	277.99	3,300.00	-3,022.01	8.4%
Total Operations and Maintenance	5,427.47	124,925.00	-119,497.53	4.3%
Miscellaneous Expense				
Longevity Benefit	0.00	1,500.00	-1,500.00	0.0%
Legal Fees	1,500.00	2,500.00	-1,000.00	60.0%
Contingency	175.00	3,000.00	-2,825.00	5.8%
Maintenance Office Equipment				
Verizon Mobile Hotspots	197.40	2,500.00	-2,302.60	7.9%
Optimum Internet Service	244.85	3,500.00	-3,255.15	7.0%
Copy Machine	0.00	5,500.00	-5,500.00	0.0%
Computer/Network Maintenance	1,000.00	12,000.00	-11,000.00	8.3%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	1,031.75	9,000.00	-7,968.25	11.5%
Total Maintenance Office Equipment	3,164.00	33,250.00	-30,086.00	9.5%
Membership				
Professional Memberships	65.00	2,300.00	-2,235.00	2.8%
Museum Passes	160.00	5,000.00	-4,840.00	3.2%
Mattituck Chamber of Commerce	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	350.00	8,450.00	-8,100.00	4.1%
Postage				
Postage & Stamps	89.44	770.00	-680.56	11.6%
Mailing Permit	0.00	300.00	-300.00	0.0%
Newsletter mailing	0.00	2,000.00	-2,000.00	0.0%
Post Office Box Fee	0.00	200.00	-200.00	0.0%
Total Postage	89.44	3,270.00	-3,180.56	2.7%
Printing & Advertising				
Other printing & advertising	192.00	1,500.00	-1,308.00	12.8%
Newsletter printing	0.00	21,000.00	-21,000.00	0.0%
Total Printing & Advertising	192.00	22,500.00	-22,308.00	0.9%
Professional Fees				
Payroll Processing	613.25	8,000.00	-7,386.75	7.7%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	2,899.41	10,900.00	-8,000.59	26.6%
Annual audit	1,275.00	15,000.00	-13,725.00	8.5%
SCLS/Overdue Notices	18.62	500.00	-481.38	3.7%
SCLS/Annual Membership	11,563.00	12,500.00	-937.00	92.5%
Total Professional Fees	16,369.28	57,400.00	-41,030.72	28.5%
Programs - Adult				
Motion Picture/Music Licensing	0.00	600.00	-600.00	0.0%
Adult Reading Club & Book ...	264.00	3,500.00	-3,236.00	7.5%
Adult Programs	3,302.78	18,000.00	-14,697.22	18.3%
Total Programs - Adult	3,566.78	22,100.00	-18,533.22	16.1%
Programs - Juvenile	1,532.09	12,000.00	-10,467.91	12.8%

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

	Jan 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	0.00	8,000.00	-8,000.00	0.0%
Programs - Teen	158.26	8,000.00	-7,841.74	2.0%
Supplies - Library	235.47	10,500.00	-10,264.53	2.2%
Supplies - Office	689.15	4,000.00	-3,310.85	17.2%
Supplies - Paper	72.99	2,500.00	-2,427.01	2.9%
Telephone	161.35	2,400.00	-2,238.65	6.7%
Travel	69.30	2,400.00	-2,330.70	2.9%
Workshops	0.00	2,300.00	-2,300.00	0.0%
Staff Development	200.00	1,000.00	-800.00	20.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	28,525.11	209,570.00	-181,044.89	13.6%
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	128,279.98	1,739,353.00	-1,611,073.02	7.4%
Net Ordinary Income	812,099.68	0.00	812,099.68	100.0%
Net Income	812,099.68	0.00	812,099.68	100.0%

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

Type	Date	Name	Memo	Paid Amount
<b>General Fund</b>				
<b>Building Fund</b>				
<b>Checking</b>				
General Journal	01/01/2025			274,096.89
Bill	01/03/2025	J.P. Hunter	Balance due on invoice #2077 - ...	-5,000.00
Total Checking				269,096.89
<b>Savings</b>				
General Journal	01/01/2025			57,312.29
Total Savings				57,312.29
Total Building Fund				326,409.18
Total General Fund				326,409.18
<b>Cultural Activities Fund</b>				
<b>Coffee Machine</b>				
General Journal	01/01/2025			724.67
Deposit	01/06/2025		Coffee	2.00
Deposit	01/13/2025		Coffee	4.00
Deposit	01/21/2025		Coffee	4.00
Deposit	01/27/2025		Coffee	3.00
Total Coffee Machine				737.67
<b>Teen Programs</b>				
General Journal	01/01/2025			243.96
Total Teen Programs				243.96
<b>Children's Programs</b>				
General Journal	01/01/2025			1,226.17
Total Children's Programs				1,226.17
<b>Staff Activity Fund</b>				
General Journal	01/01/2025			127.27
Bill	01/28/2025	James Underwood	Reimburse Gift Card - Mary E	-125.00
Total Staff Activity Fund				2.27
<b>Adult Programs Wash Account</b>				
General Journal	01/01/2025			10,380.41
Deposit	01/06/2025		Aerobics	432.45
Deposit	01/06/2025		Yoga	173.88
Deposit	01/06/2025		Cooking	103.51
Deposit	01/06/2025		Arts/Crafts	28.23
Deposit	01/06/2025		Qi Gong	19.12
Deposit	01/06/2025		Aerobics	330.00
Deposit	01/06/2025		Cooking	40.00
Deposit	01/06/2025		Arts/Crafts	30.00
Deposit	01/06/2025		LI Aquarium Tickets	729.00
Deposit	01/13/2025		Yoga	77.38
Deposit	01/13/2025		Arts/Crafts	28.23
Deposit	01/13/2025		LI Aquarium Tickets	54.00
Deposit	01/13/2025		Qi Gong	20.00
Deposit	01/21/2025		LI Aquarium Tickets	135.00
Bill	01/24/2025	SCLS	LI Aquarium Tickets - 50 Adult, ...	-3,350.00
Deposit	01/27/2025		Yoga	193.00
Deposit	01/27/2025		Qi Gong	57.36
Deposit	01/27/2025		Yoga	20.00
Deposit	01/27/2025		Qi Gong	40.00

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

Type	Date	Name	Memo	Paid Amount
Total Adult Programs Wash Account				9,541.57
<b>Designated Gifts</b>				
General Journal	01/01/2025			657.80
Total Designated Gifts				657.80
<b>Parent-Toddler Programs</b>				
General Journal	01/01/2025			64.23
Total Parent-Toddler Programs				64.23
<b>Staff Ordering Account</b>				
General Journal	01/01/2025			-118.19
Total Staff Ordering Account				-118.19
Total Cultural Activities Fund				12,355.48
<b>Gift and Trust Fund - MM</b>				
<b>Claire Lincoln Memorial</b>				
General Journal	01/01/2025			2,637.09
Total Claire Lincoln Memorial				2,637.09
<b>Local History Books</b>				
General Journal	01/01/2025			26,695.05
Total Local History Books				26,695.05
<b>Undesignated &amp; Interest</b>				
General Journal	01/01/2025			43,295.54
Deposit	01/31/2025		Interest	0.06
Total Undesignated & Interest				43,295.60
<b>Capital Reserve Fund</b>				
General Journal	01/01/2025			560,403.44
Bill	01/15/2025	Wm. J. Mills & Co.	Quote 10509 / 50% Deposit	-8,228.00
Total Capital Reserve Fund				552,175.44
<b>Unemployment Insurance</b>				
General Journal	01/01/2025			30,000.00
Total Unemployment Insurance				30,000.00
Total Gift and Trust Fund - MM				654,803.18
<b>TOTAL</b>				<b>993,567.84</b>

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# Mattituck-Laurel Library

## Monthly Bill Payments

### As of January 31, 2025

Type	Date	Num	Name	Memo	Amount
<b>Operating Checking</b>					
Total Operating Checking					
<b>BNB Operating Checking</b>					
Bill Pmt -Check	01/02/2025	ACH	Dime Community Bank	Payment to Bus Term Loan-Com RE LOAN	-1,675.46
Bill Pmt -Check	01/07/2025	12985	CCP Solutions, LLC	Acct ML00, Invoice INV298171, Contract 7...	-690.00
Bill Pmt -Check	01/07/2025	12986	Center Moriches Free Public Library	Lost Book - A death in Cornwall	-21.00
Bill Pmt -Check	01/07/2025	12987	ELM USA, Inc.	Invoice #73232	-25.00
Bill Pmt -Check	01/07/2025	12988	Mattituck Chamber of Commerce	Membership Dues 2025	-125.00
Bill Pmt -Check	01/07/2025	12989	Midwest Tape	11952	-207.96
Bill Pmt -Check	01/07/2025	12990	NYS Employees Health Insurance Pen...	03909	-9,461.05
Bill Pmt -Check	01/07/2025	12991	PM Communications Corp.	Invoice 44165	-117.89
Bill Pmt -Check	01/07/2025	12992	Suffolk Security Systems, Inc.	1720	-122.85
Bill Pmt -Check	01/07/2025	12993	Midwest Tape	11952	-15.39
Bill Pmt -Check	01/07/2025	12994	Amazon Capital Services	Acct#A1QBFNTMAAYKEX, Invoice # 13T...	-430.62
Bill Pmt -Check	01/08/2025	12995	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	01/08/2025	12996	Mattituck Environmental Services	Cstmr 11-0001422-0, Inv 6080956	-277.99
Bill Pmt -Check	01/08/2025	12997	PastPerfect Software, Inc.	Cstmr 39482, Inv 2025PPO-39482	-475.00
Bill Pmt -Check	01/08/2025	12998	Suffolk PLDA	Suffolk County PLDA Membership 2025	-65.00
Bill Pmt -Check	01/08/2025	12999	Twin Fork Landscape Contracting	Invoice no. 27926	-200.00
Bill Pmt -Check	01/08/2025	13000	Nicole Summers Sparling	Baby Boogie, Toddler Tango 1/9/25	-350.00
Bill Pmt -Check	01/09/2025	13001	Mary Eisenstein	Staff Development 12/12/24	-200.00
Bill Pmt -Check	01/09/2025	13002	The New York Historical	Family-level of Membership for one year	-160.00
Bill Pmt -Check	01/13/2025	13003	SCLS-PALS		-2,899.41
Bill Pmt -Check	01/13/2025	13004	Shelterpoint Life Insurance Company	Policy #D242574	-1,272.09
Bill Pmt -Check	01/14/2025	13005	Charles A Powell	Porchlight Concert 1/12/25	-500.00
Bill Pmt -Check	01/14/2025	13006	Newsday	Acct 40410623	-319.92
Bill Pmt -Check	01/14/2025	13007	Rogers Memorial Library	Voz Latina 12 month Ad / Shared	-192.00
Bill Pmt -Check	01/14/2025	13008	SCLS	Invoice 93674	-18.62
Bill Pmt -Check	01/15/2025	13009	Home Health and Spirit Corporation	DIY Cleaning 1/11/25	-433.00
Bill Pmt -Check	01/15/2025	13010	Jeannie Pendergrass	Hula Hoop 1/16/25 Kids and Adults	-425.00
Bill Pmt -Check	01/15/2025	13011	Marissa Timm	Reimburse Candy for Teens	-58.26
Bill Pmt -Check	01/15/2025	13012	SCLS	Invoice 93717	-11,450.00
Bill Pmt -Check	01/16/2025	13014	SCLS	Invoice 93764	-1,189.65
Bill Pmt -Check	01/16/2025	13015	Living Art Aquariums	Invoice no. 2169	-250.00
Bill Pmt -Check	01/16/2025	13016	Midwest Tape	11952	-125.24
Bill Pmt -Check	01/16/2025	13017	ReadyRefresh	Acct 0140002023, Inv 05A0140002023	-147.90
Bill Pmt -Check	01/16/2025	13018	Karen Letteriello.	Reimburse SCLS Membership, Cotton balls	-64.38
Bill Pmt -Check	01/17/2025	13019	Business Card	5474 1518 7474 0647	-74.99
Bill Pmt -Check	01/17/2025	13020	Optimum	Acct 07839-381822-01-2	-406.20
Bill Pmt -Check	01/22/2025	13021	Amazon Capital Services	Acct#A1QBFNTMAAYKEX, Invoice # 1WQ...	-110.21
Bill Pmt -Check	01/22/2025	13022	Brodart	318719	-46.62
Bill Pmt -Check	01/22/2025	13023	Elan Financial Services	4798 5101 7200 1022	-1,263.34
Bill Pmt -Check	01/22/2025	13024	Quill Corporation	03047280	-132.54
Bill Pmt -Check	01/22/2025	13025	Shauna Scholl.	Reimburse snacks for Open House	-48.27
Bill Pmt -Check	01/24/2025	13026	Aflac	Acct NQH35, Inv 569440	-51.24
Bill Pmt -Check	01/24/2025	13027	SCLS	Invoice 93882	-1,275.00
Bill Pmt -Check	01/27/2025	13028	National Grid	Acct 43544-64005	-1,801.09
Bill Pmt -Check	01/28/2025	13029	Karen Letteriello.	Reimburse Mileage and Arts supplies	-75.68
Bill Pmt -Check	01/28/2025	13030	Southold Free Library	Lucille Ball 1/23/25 - Shared Program	-75.00
Bill Pmt -Check	01/29/2025	13031	Evelyn Alexander Wildlife Rescue	Storytime w/ Groundhog 1/28/25	-200.00
Bill Pmt -Check	01/29/2025	13032	Frank C. Pomata	Mental Health 2/1/25	-150.00
Bill Pmt -Check	01/29/2025	13033	Hampton Pest Management, Inc.		-210.00
Bill Pmt -Check	01/29/2025	13034	Historic Music Archive, Inc.	HooDoo Loungers 2/2/25	-1,000.00
Bill Pmt -Check	01/29/2025	13035	Midwest Tape	11952	-110.54
Bill Pmt -Check	01/29/2025	13036	Nicole Summers Sparling	Baby Boogie, Toddler Tango 2/3/25	-350.00
Bill Pmt -Check	01/29/2025	13037	Quill Corporation	03047280	-72.99
Bill Pmt -Check	01/29/2025	13038	Rob Scott	Thai Lettuce Wraps 1/30/25	-445.00
Bill Pmt -Check	01/29/2025	13039	Talewise, LLC	Science Heroes 2/1/25	-400.00
Bill Pmt -Check	01/29/2025	13040	Twin Fork Landscape Contracting	Invoice 27971	-600.00
Bill Pmt -Check	01/29/2025	13041	Verizon	Acct. 242398426-00001, Inv 6103802949	-197.40
Bill Pmt -Check	01/29/2025	13042	Vicaliente, LLC	Latin Dance Lessons 1/28/25	-300.00
Bill Pmt -Check	01/30/2025	13043	L2J Consulting, Inc.	Invoice 012025	-1,000.00
Bill Pmt -Check	01/30/2025	13044	PSEGLI	Cstmr 0295-3001-61-3, Acct 9610338501	-1,817.64
Bill Pmt -Check	01/30/2025	13045	Southold Free Library	Skate & Sip 1/26/25 - Shared Program	-100.00
Total BNB Operating Checking					-46,369.43
<b>TOTAL</b>					<b>-46,369.43</b>