

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

MEETING DATE: Monday March 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 February 9, 2026 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. 2027 Draft Budget
 - B. Set budget information hearing date and time to Monday September 14, 2026 at 5:30pm and budget vote date and time to Tuesday September 22, 2026 from 9am – 7pm.
 - C. Establish window for call for nominations. Nominations open on July 1, 2026 and close on August 3, 2026 at 7pm.
- XII. Period of Public Expression
- XIII. Executive Session
- XIV. Adjournment

Next Meeting – April 13, 2026

Directors Report February 2026

Building and Grounds

There was a delayed opening and early closure on Saturday February 7th due to snow.

The Library was closed due to the blizzard from Sunday February 22nd through Tuesday February 24th with a delayed opening at 11am on the 25th. In addition to the blizzard a large tree across the street fell across Rt. 25, which was closed until Tuesday afternoon. TFLC was able to clear the parking lot and sidewalks by Tuesday around 4pm. The majority of Suffolk Libraries were closed Sunday – Tuesday with delays on Wednesday morning.

The tree cleanup continued into the week, and NYS DOT cleared debris on Thursday February 26th. There is still a bit of a mess out there, which I will have TFLC address with spring clean-up.

The leak in the Director's office did not occur with the most recent ice/snow. Calvin will clean the carpet again. I'll keep a leak monitor in place and have contacted J.P. Hunter to inspect the roof and gutters / gutter guards.

Programs and Services

Sara continues a weekly discussion of *Tess of the d'Urbervilles* by Thomas Hardy and will also be hosting the Long Island Reads discussion (*The Doorman* by Chris Pavone) on April 23rd at 5pm. The next discussion I will be hosting is March 19th, which will be *My Friends* by Fredrik Backman. Martha is hosting an off-site discussion in March at Panoramica on March 24th & 31st at 1pm, the group will be reading *I'm Not Your Muse: Uncovering the Overshadowed Brilliance of Women Artists & Visionaries* by Lori Zimmer.

I have assumed responsibility for the weekly email newsletter during Sharon's absence.

Upcoming programs and events to note:

The History of The Mattituck Post Office – March 10, 5pm

Friends Irish Tea Luncheon – March 12, 12pm

Healthcare Close to Home: Meet the Mattituck Doctors (SBELIH) – March 16, 4pm

Bingo and Irish Treats – March 18, 3pm

America's Founding Fathers: Benjamin Franklin – March 21, 10:30am

North Fork Book Discussion at Panoramica – March 24 & March 31, 1pm

Book Discussion: *My Friends* by Fredrik Backman – March 25, 5pm

A.I. For the Curious (zoom) – March 27, 5pm

Nature Watercolor Class – March 30, 5pm

Estate Planning and Elder Law – April 2, 5:30pm

Scandals in the Art World with Professor Chirs Vivas (zoom) – April 9, 7pm

LI Reads: *The Doormen of New York* (zoom) – April 8, 7pm

A Performance by Daniel Bennett Group – April 12, 2pm

Friends of the Library

Registration for the Friends Irish Tea is now open. The tea is scheduled to take place on March 12th at 12pm.

The next Friends meeting is scheduled for Tuesday April 21 at 9:30am.

Administrative

Fluid Imagery is continuing their work to upgrade and migrate the servers to the new server. On February 28th we had some internet issues that were related to the battery backups in the server rack failing. Fluid will order and install a new battery backup and consolidate the equipment.

The full staff meeting is set to take place on March 12th. The staff will be led through the yearly anti sexual harassment training and then will participate in the stickering activity regarding the renovation project. The Library will open at 10am to accommodate both activities.

On February 12th, the Building & Grounds Committee met with the Architect to further discuss the scope of the renovation and project priorities. Community meetings are scheduled for April 21st at 6pm and May 16th at 10am.

Preliminary feedback from the Budget & Finance Committee was to stay under the tax cap with a modest increase to staff salaries and to prioritize building / facilities with remaining funds. To keep the levy within the cap we're looking at about a \$56,000 increase to the levy amount and an estimated total increase of \$60,000. The current draft budget, which will be sent to the committee this week includes a 2% increase for all staff with a projected 10% increase to health insurance premiums. Line items have been revised to account for both anticipated and current increases, resulting in limited flexibility for additional allocations.

We are still waiting for log in information and instructions for the 2025 NYS Annual Report.

Advocacy Day 2026 took place on Monday, February, 2nd and Tuesday, February 3rd. We had very productive conversations with Tommy John Schiavoni and Anthony Palumbo who are both library supporters. Budget requests covered more funding for library operations, construction, school library materials, NovelNY; legislative priorities focused on intellectual freedom, ebook licensing reform, media literacy, and civil service changes.

Meetings Attended

February 2 - 3 – Advocacy Day 2026, Albany

February 10 – Health Fair Committee

February 10 – Trustee Handbook Book Club: FOIL

February 11 – Managing Expectations: Space Planning and Programming for Archives, Libraries and Museums

February 12 – East End Directors Meeting

February 12 – Building & Grounds Committee

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - February 2026

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - Committees have been meeting regularly. Some programming had to be rescheduled or canceled due to snow closures this month. I started a new book with our weekly book discussion group: *Tess of the D'Urbervilles*. Martha facilitated our first makerspace committee meeting this month. The adult winter reading challenge ends on March 2nd. I will be hosting an "End of Winter Reading" celebration on 3/26/26. Weeding of the adult reference collection continues, with nonfiction and fiction next to be completed. I am looking into Finks Farm and Waterdrink Farm season passes to offer our patrons in place of the Harbes pass. Our EBSCO order for this year has been submitted.

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

| Date | Meeting |
|---------|------------------------------|
| 2/5/26 | Reference Department Meeting |
| 2/10/26 | EDI Meeting |
| 2/10/26 | Health Fair Meeting |
| 2/26/26 | America's 250th Meeting |
| 2/26/26 | Makerspace Meeting |

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

| Date | Program | Statistics | Program Platform/Notes |
|------------------------|---|--------------------------------|--|
| Ongoing | Tech Appointments | 7 | In person; offered by Marissa Timm, Martha Terry and Sara Colichio |
| Mondays in February | Chair Strength and Stretch | 27 plus a waitlist | In person |
| Wednesdays in February | Weekly Book Discussion: <i>Tess of the D'Urbervilles</i> | 10 | In person |
| Wednesdays in February | Yoga | 9 each session plus 4 walk-ins | In person |
| Thursdays in February | Beginner Guitar Lessons | 18 each session | In person; shared with Southold Free Library |
| Fridays in February | Celebrate Heart Health With Us | 6 | In person; coordinated by Martha & JoAnne |

| | | | |
|---------------------|--|----------------------------------|--|
| Fridays in February | Tai Chi series | 18 each session plus 20 walk-ins | In person |
| 2/4/26 | Bus Trip: A Literary and Artful Day in NYC | Stat Not Available | Offsite; shared with CNSFL |
| 2/6/26 | Penning, Pitching & Promoting a Murder Mystery | 34 | Virtual; EEPA program hosted by Shelter Island Public Library |
| 2/8/26 | Hearts and Crafts | 15 | In person |
| 2/9/26 | Alzheimer's Caregiver Support Group | 6 | In person; facilitated by a volunteer from the Alzheimer's Association |
| 2/9/26 | Build Your Own Cheese and Chocolate Board | 20 plus a waitlist | In person |
| 2/18/26 | <i>The Letter: A Message From Our Earth</i> | 4 | In person |
| 2/19/26 | LILPA Presents: Women's Heart Health | Stat Not Available | Virtual; EEPA program hosted by and sponsored by SBSH Hospital |
| 2/24/26 | Broccoli Cheddar Soup & Brownie in a Mug with Chef Rob | N/A | Cancelled due to snow |
| 2/26/26 | Book Discussion: <i>A Guardian and a Thief</i> by Megha Majumdar | 8 | In person |
| 2/26/26 | American Cookbooks with Leslie Goddard | 22 | Virtual; shared with Southold Free Library |
| 2/28/26 | Talking the Bill of Rights | Stat Not Available | Virtual; EEPA program hosted by Shelter Island Public Library |

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

Program Planning

This month I began a new book with the weekly book discussion group: *Tess of the D'Urbervilles* by Thomas Hardy. We will be meeting every Wednesday for book discussion until we are finished.

The adult winter reading challenge has officially ended. I will be hosting an end of winter reading celebration on March 26th, where I will pick raffle winners. Additionally, Shauna and I continue to alternate each month with a book discussion on various mainstream titles. This month I facilitated a book discussion for *A Guardian and a Thief* by Megha Majumdar.

Martha hosted our first makerspace meeting on 2/26, where the makerspace committee discussed ideas about what to purchase, as well as policies to put in place. Martha also gave us a brief introduction to sublimation printing and resources.

The Health Fair Committee has begun meeting and has set a tentative date of Saturday, April 25, 2026 for our 3rd annual health fair. We will continue to meet regularly to plan the details of the event.

Social Media/Marketing

Diana continues to make adult program flyers and promote via a variety of marketing platforms. Martha is in charge of the adult programming content for our e-newsletter. I submit other miscellaneous information for our e-newsletter, including book discussions, museum tickets, new services, etc. Circulation puts programs on the sandwich board outside and flyers are posted around the building. In Sharon's absence, Martha and Marissa have agreed to assist with social media accounts. Shauna has been sending out the weekly e-newsletter. I have been updating the book rivers on our website.

Adult Collection Development

I continue to order books for the adult fiction, nonfiction, paperback, large print and mystery collections.

The circulation department, along with Eva, have been assisting me in the weeding process. Large print, audiobooks, paperbacks, mysteries and DVDs have all been weeded. We will be working on adult non-fiction and fiction collections next.

Newspapers, Magazines and Electronic Resources

I have renewed our EBSCO agreement for the year. All other magazines, newspapers and e-resources are up to date at this time.

Museum Passes

I ordered more vouchers for the American Museum of Natural History. Effective this summer, we will no longer be offering the Harbes pass to patrons; however, I am in contact with Waterdrink Farm and Finks Farm about pricing information for a pass for our patrons to offer in place of the Harbes pass. All other museum memberships are up to date at this time.

Library of Things

I continue to assist with the library of things as needed.

Social Work

We do our best to assist patrons with various needs, including Medicare assistance, caregiver support groups, and more. We also advertise social work and other services available to all Suffolk County patrons via the Central Library at Patchogue-Medford Library. Additionally, we have a community resources binder and webpage that we refer to and maintain regularly.

Miscellaneous

- Sharon will be returning from her extended leave of absence in March. The reference department has been working to divide her responsibilities and cover her shifts while she has been out.
- The EDI and Safety committee continue to meet regularly.
- Martha hosted the first Makerspace committee meeting on 2/26/26.
- Martha has also been meeting regularly with America's 250th Committee.

Mattituck-Laurel Library
Teen Services Board Report – February 2026
 Prepared by Marissa Timm, Teen Services Librarian

Summary – This month, I focused on planning spring and summer programs, community service opportunities, and teen events. I organized the teen collection and space, addressed community service needs, and restocked Creation Station materials. I collaborated with community partners such as the Mattituck School District, CAST, and the Southold senior center. I worked with fellow teen librarians, attended training sessions, assisted with adult services, tech appointments and programs, participated in library committees, created custom 3D-printed bookmarks and special requests. I remain committed to learning and providing valuable services to our teen community.

Meetings: Meetings during the month of February:

| Date | Meeting |
|-------|-------------------------------------|
| 02/05 | Reference Meeting |
| 02/09 | Northfork Teen Librarian Meeting |
| 02/10 | EDI Committee Meeting |
| 02/10 | E-accessibility in Libraries |
| 02/11 | Space Planning and Programming |
| 02/12 | Room to Be Brave Author Talk |
| 02/26 | Makerspace Committee Meeting |
| 02/26 | 250 th Committee Meeting |

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

| Date | Program | Statistics |
|-------------------------------------|------------------------------|------------|
| 02/01, 02/08, 03/01, 03/04 | SAT Prep | 17 |
| 02/02 | Button Making at MHS Library | 50 |
| 02/02 | Sweet and Simple Snacks | 8 |
| 02/11 | Creative Makerspace | 9 |
| 02/19 | Winter Skating Party | 50 |

| | | |
|-------|--|-----------------------------|
| 02/25 | Successfully Navigating College Admissions | 1 |
| 02/27 | Help Plan your Summer! | This program was postponed. |

Community Service – Grab-and-go community service kits continue to be available on an ongoing basis and remain very popular, with a steady influx of students utilizing them. Teens have been engaging in meaningful activities such as creating dog toys, writing letters to seniors, veterans, and hospitalized children, decorating kindness rocks, and making bookmarks

Dog Toys: 20 Book reviews: 1

Student Library Assistant- Draco, our student intern from last year, was recently hired as our new Student Library Assistant. I will be his day to day and task supervisor. Like the internship, Draco has been helping the library across departments, including circulation, reference, teens and children's.

Little Free Food Pantry- Our volunteer for the Little Free Food Pantry began this month and comes in once a week. They have been very helpful with maintaining and organizing the pantry.

Teen Space-For February I updated the Teen Book Display to highlight some of our fiction and non-fiction books for Black History Month. The guessing jar for this month was candy hearts. A total of **15** teens participated. The DIY grab-and-go kits are consistently available in the Creation Station. Flyers are regularly updated, with the most recent additions featuring information about upcoming programs. I also continue to update the community service and events board in Teen Space to keep teens informed. Additionally, mini canvases designed and donated by teens are now displayed, adding a seasonal touch to the space for the winter. **Winter canvases: 2 Coloring pages: 2 Cutting boards: 4**

Mattituck Cutchogue Union Free School District-This month, I collaborated with the high school librarian, Anna, who provided an updated reading list for the English curriculum. I reviewed the library's corresponding collection, weeded outdated materials, and ordered new titles to ensure alignment with current classroom needs. Also, Joan from Cutchogue Library and I visited the high school during lunch periods, where we hosted a button-making activity to engage with students and promote library services. As always, I maintain regular communication with school librarians, keeping them informed about upcoming teen programs and community service opportunities to ensure broader outreach and engagement.

Friends of the Library Scholarship- I created the application and promoted the Friends of the Library Annual Scholarship to graduating seniors from Mattituck and Laurel, ensuring outreach to both the high school and the broader community.

Teen Space Survey- The Teen Space Survey continues to be available to get feedback from the teens about what they think of the current teen space and any suggestions they have for future improvements. I have notified teens in the community as well as both the schools. I keep the surveys anonymous and just request that they notify me when they submit a survey in order to earn community service. **We have received 40 responses so far.** I will continue to try and implement their feedback from this survey.

Print Newsletter-I am now working on the content for both the May/June and July/August newsletter.

Teen Collection - Monthly book orders continue after reviewing School Library Journal, Publisher's Weekly and Kirkus. I also continue to take books off new. I am continuing to change the bookshelf displays to showcase books in the collection that have low circulation stats. I got these numbers from running statistical reports. I also updated the Teen Services page on our website to showcase the new

titles and take off old ones. I recently updated our Teen Reading List collection as well as added a few titles to our Spanish Language collection.

Weeding- Using LibraryIQ, I organized lists of the collection and began selecting titles for weeding. I finished weeding the collection this month.

Social media/Marketing- For this month I have taken over submitting the content for the Teen Instagram Page. I have continued promoting Throwback Thursday social media series to highlight and reflect on teen programs and events. Regular email blasts are sent to inform patrons about community service opportunities and upcoming programs. I maintain ongoing communication with the school district and regularly update flyers in the Teen Space to reflect upcoming events. Additionally, I manage content on the Teen Services page of our website to keep information current.

Other-

Tech appointments-3

3D Printer-I am continuing to print bookmarks for the patrons and fulfilling requests.

Committees- I continue to be a part of the 250th, EDI and Makerspace committees and help with organization, planning and related tasks. I also continue to be the co-chair of the Safety Committee. I have been organizing meetings, creating agendas, and doing other related tasks to update our safety manual.

EAP Flyer- I continued serving as the library's Employee Assistance Program (EAP) representative.

Presidential Award of Service- We continue to be a certifying organization for this award. This means as the person in charge of this, I have the ability to order and recognize our organization's volunteers based on their hours of service and age with the appropriate level of recognition. The organization recognizes volunteers age 5 and up.

Date: March 3, 2026

To: Shauna Scholl
From: Karen Letteriello
Youth and Parenting Services

Subject: February 2026 Wrap-up

Our Numbers are as follows:

Program: 144

Book pulls: 229 In person help: 4

GENERAL INFORMATION

On Saturday, February 7, we celebrated “Take Your Child to the Library Day” with a special visit from Turtle Rescue of the Hamptons. Despite the snow and frigid temperatures, Don arrived with several turtles and delivered an engaging and highly educational presentation for attendees.

This month, we also finalized and submitted the required statistics for our annual Family Place Recertification. This report is essential to maintaining our membership in this valuable organization, and we are pleased to share that we have officially been recertified.

Our Horse Pokémon scavenger hunt was especially popular, with 67 activity sheets distributed. Participants enjoyed searching for the characters and learning more about this featured Pokémon.

In addition, work was completed on the March/April print newsletter.

We are also pleased to welcome Draco to our team. He will be joining us for a few hours on Fridays.

MEETINGS

Wednesday, February 4th Karen attended an online program sponsored by Family Place, featuring the documentary *SEEN*. The film offered a powerful exploration of how parents’ own childhood trauma can influence their parenting approaches.

Thursday February 5th and Friday February 6th, Karen visited A Time to Grow Preschool in Southold, meeting with the two-year-old class on Thursday and the three- and four-year-old class on Friday. She shared vehicle-themed stories with both groups.

Thursday, February 5th Karen participated in the Health Fair planning meeting. As part of the Children's Room health initiative, the Move n' Groove Bus has been scheduled to appear at noon on Saturday, April 25.

Thursday, February 19th Karen attended the webinar hosted by Booklist focused on or MacKids picture book titles.

Thursday, February 26th Karen and Elizabeth attended the Makerspace meeting hosted by Martha.

PROGRAMS

This month, we were delighted to welcome many of our youngest library patrons. During the colder days, the library continues to serve as a warm and inviting space, offering engaging programming and a wide variety of activities for children and families to enjoy. We greatly appreciate the positive feedback from families who have shared how much they value the thoughtful room design and the range of interactive activity stations available throughout the space.

Children's laughter filled the room during our Boogie and Tango programs, creating a joyful and energetic atmosphere. We were also pleased to host a new performer, Anne O'Rourke, who introduced her "Let's Make Music" program. In addition to her beautifully melodic voice, Anne has a remarkable ability to read the room and actively engage each child, ensuring a fun and memorable musical experience for all. We look forward to welcoming her back in the future.

This month's Family Storytime centered on the theme of bears. After enjoying several stories and learning about hibernation, children created edible "bear dens" using graham crackers and chocolate Teddy Grahams. Each participant also designed a fabric bear to take home as a special keepsake.

Our "Snowman Stories and S'mores" program was equally enjoyable. Following a selection of snow-themed books, children made s'mores featuring snowman-shaped marshmallow treats. While waiting for their treats to melt, they participated in a snowball toss game and worked together to build a snowman, making for a fun and engaging winter-themed experience.

OVERALL

Summer preparations are underway. This year's theme, "Unearth a Story" has us concentrating on a dinosaur theme. We've already booked several performers for the summer, and, as always, we're collaborating with other local librarians to offer the best experiences for our patrons while sharing costs.



Mattituck-Laurel LIBRARY

Warrants / Expenses

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

To be approved at the Library Board Meeting on March 9, 2026

| | |
|---------------------------------|---------------|
| Operating Account Total | \$ 160,956.95 |
| Payroll | \$ 71,477.82 |
| Non Payroll | \$ 89,479.13 |
| Cultural Activities Fund | \$ 1,085.00 |
| Money Market Account | \$ 0 |
| Building Fund Savings | \$ 0 |
| Building Fund Checking | \$ 12.00 |

Donations in excess of \$1,000 None

February payroll has four weeks.

03/03/26

Mattituck-Laurel Library
Fund Balance Report

| | <u>Jan - Feb 26</u> |
|---------------------------------------|---------------------|
| Other Current Assets | |
| Dime Bank CD 10 mo. | 250,000.00 |
| M&T Bank CD 12 mo | 250,000.00 |
| | <hr/> |
| Total Other Current Assets | 500,000.00 |
| General Fund | |
| Operating Fund | 554,636.59 |
| Building Fund | |
| Checking | 268,887.72 |
| Savings | 57,318.95 |
| | <hr/> |
| Total Building Fund | 326,206.67 |
| | <hr/> |
| Total General Fund | 880,843.26 |
| Cultural Activities Fund | |
| Coffee Machine | 849.67 |
| Teen Programs | 243.96 |
| Children's Programs | 1,226.17 |
| Staff Activity Fund | 2,399.30 |
| Adult Programs Wash Account | 19,230.26 |
| Designated Gifts | 657.80 |
| Parent-Toddler Programs | 64.23 |
| | <hr/> |
| Total Cultural Activities Fund | 24,671.39 |
| Gift and Trust Fund - MM | |
| Claire Lincoln Memorial | 2,637.09 |
| Local History Books | 26,778.90 |
| Undesignated & Interest | 34,006.78 |

Mattituck-Laurel Library
Fund Balance Report

03/03/26

| | Jan - Feb 26 |
|--------------------------------|---------------------|
| Capital Reserve Fund | 540,151.64 |
| Unemployment Insurance | 30,000.00 |
| Total Gift and Trust Fund - MM | 633,574.41 |
| TOTAL | 2,039,089.06 |

03/03/26

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

| Date | Name | Memo | Original Amount | Paid Amount |
|--|-------------------------------|---|-----------------|-------------|
| Library Materials | | | | |
| Youth Materials | | | | |
| Youth Arts & Crafts | | | | |
| 02/11/2026 | Fun Express, LLC | Sand art, Foam shapes, Necklaces, Pict... | 221.48 | 221.48 |
| Total Youth Arts & Crafts | | | | 221.48 |
| Youth Books | | | | |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94644001 | 23.82 | 23.82 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94687650 | 42.36 | 42.36 |
| Total Youth Books | | | | 66.18 |
| Total Youth Materials | | | | 287.66 |
| Adult Materials | | | | |
| DVD/Music CD | | | | |
| 02/11/2026 | Midwest Tape | 508360802 | 20.99 | 20.99 |
| 02/11/2026 | Midwest Tape | 508375220 | 20.99 | 20.99 |
| 02/11/2026 | Midwest Tape | 508375222 | 23.79 | 23.79 |
| Total DVD/Music CD | | | | 65.77 |
| Live-brary Downloadable e-books | | | | |
| 02/04/2026 | SCLS | Downloadable Media (Overdrive) 2026 Li... | 56,644.00 | 56,644.00 |
| Total Live-brary Downloadable e-books | | | | 56,644.00 |
| Digital Material Subscriptions | | | | |
| 02/04/2026 | Kanopy, Inc. | 239 Tickets | 239.00 | 239.00 |
| 02/04/2026 | Midwest Tape | Hoopla Month Ending 01/31/2026 | 222.64 | 222.64 |
| 02/26/2026 | Library Ideas, LLC | Fiero Code Annual Subscription 3/1/26 to... | 995.00 | 995.00 |
| Total Digital Material Subscriptions | | | | 1,456.64 |
| Adult Books | | | | |
| 02/04/2026 | Ingram Library Services, Inc. | 94068442,94068443,94068444,9406844... | 1,468.67 | 1,468.67 |
| 02/04/2026 | Amazon Capital Services | Pillars of Earth, God of Small Things | 47.51 | 47.51 |
| 02/05/2026 | Ingram Library Services, Inc. | 94146096,94146097,94146098,9414609... | 275.11 | 275.11 |
| 02/11/2026 | Ingram Library Services, Inc. | Invoice 94338524 | 17.79 | 17.79 |
| 02/11/2026 | Ingram Library Services, Inc. | Invoice 94338525 | 36.72 | 36.72 |
| 02/11/2026 | Ingram Library Services, Inc. | Invoice 94338527 | 20.40 | 20.40 |
| 02/11/2026 | Ingram Library Services, Inc. | Invoice 94338528 | 16.67 | 16.67 |
| 02/11/2026 | Ingram Library Services, Inc. | Invoice 94263273 | 36.25 | 36.25 |
| 02/11/2026 | Ingram Library Services, Inc. | Invoice 94263274 | 19.20 | 19.20 |
| 02/11/2026 | Ingram Library Services, Inc. | Invoice 94263275 | 17.23 | 17.23 |
| 02/11/2026 | Ingram Library Services, Inc. | Invoice 94263276 | 268.78 | 268.78 |
| 02/25/2026 | Amazon Capital Services | Adult books - various titles | 128.05 | 128.05 |
| 02/26/2026 | Michael Frederick | Adult Book - Fringe | 25.00 | 25.00 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94551910 | 17.80 | 17.80 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94614076 | 106.50 | 106.50 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94614077 | 19.47 | 19.47 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94614078 | 86.76 | 86.76 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94614079 | 34.48 | 34.48 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94614080 | 21.16 | 21.16 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94614081 | 18.00 | 18.00 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94643997 | 39.60 | 39.60 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94643998 | 22.28 | 22.28 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94643999 | 52.82 | 52.82 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94644000 | 122.91 | 122.91 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94687641 | 36.25 | 36.25 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94687642 | 36.43 | 36.43 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94687643 | 55.64 | 55.64 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94687644 | 98.12 | 98.12 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94687646 | 13.88 | 13.88 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94687647 | 81.48 | 81.48 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94687648 | 20.60 | 20.60 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94687649 | 18.60 | 18.60 |
| Total Adult Books | | | | 3,280.16 |

03/03/26

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

| Date | Name | Memo | Original Amount | Paid Amount |
|-----------------------------------|----------------------------------|---|-----------------|-------------|
| Large Print Books | | | | |
| 02/04/2026 | Amazon Capital Services | High Stakes | 25.49 | 25.49 |
| Total Large Print Books | | | | 25.49 |
| Newspapers | | | | |
| 02/21/2026 | Elan Financial Services | D.J. Barrons | 97.84 | 97.84 |
| Total Newspapers | | | | 97.84 |
| Total Adult Materials | | | | 61,569.90 |
| Teen Materials | | | | |
| 02/04/2026 | Amazon Capital Services | Teen books in spanish | 94.68 | 94.68 |
| 02/11/2026 | Ingram Library Services, Inc. | Invoice 94338526 | 181.91 | 181.91 |
| 02/25/2026 | Amazon Capital Services | Scholarship, ACT Prep, Fiske Guide, Be... | 88.72 | 88.72 |
| 02/26/2026 | Ingram Library Services, Inc. | Invoice 94687645 | 9.57 | 9.57 |
| Total Teen Materials | | | | 374.88 |
| Total Library Materials | | | | 62,232.44 |
| Technology | | | | |
| 02/04/2026 | PM Communications Corp. | Monthly Maintenance | 123.78 | 123.78 |
| 02/25/2026 | Business Card | Remarkable2 | 575.29 | 575.29 |
| Total Technology | | | | 699.07 |
| Operations and Maintenance | | | | |
| Building Maintenance | | | | |
| Aquarium Maintenance | | | | |
| 02/21/2026 | Living Art Aquariums | Service 1/14/26, 1/30/26 | 230.00 | 230.00 |
| Total Aquarium Maintenance | | | | 230.00 |
| HVAC Maintenance | | | | |
| 02/21/2026 | Kolb Service Corp. | Routine Gas Heat Service | 285.00 | 285.00 |
| Total HVAC Maintenance | | | | 285.00 |
| Elevator Maint. | | | | |
| 02/25/2026 | Champion Elevator | Quarterly Maintenance 1st Quarter | 1,435.80 | 1,435.80 |
| Total Elevator Maint. | | | | 1,435.80 |
| Total Building Maintenance | | | | 1,950.80 |
| Electric | | | | |
| 02/26/2026 | PSEGLI | Service from Jan 22, 2026 to Feb 19, 2026 | 1,735.88 | 1,735.88 |
| Total Electric | | | | 1,735.88 |
| Gas | | | | |
| 02/25/2026 | National Grid | Billing period Jan 20, 2026 to Feb 18, 2026 | 2,391.79 | 2,391.79 |
| Total Gas | | | | 2,391.79 |
| Grounds Maintenance | | | | |
| Snow Removal | | | | |
| 02/10/2026 | Twin Fork Landscape Contracti... | Snow removal 2/7/26 & 2/8/26, Salt 2/7/2... | 1,300.00 | 1,300.00 |
| 02/21/2026 | Twin Fork Landscape Contracti... | Salt 2/11/26 for Black ice | 335.00 | 335.00 |
| Total Snow Removal | | | | 1,635.00 |
| Total Grounds Maintenance | | | | 1,635.00 |
| Water | | | | |
| North Fork Water | | | | |
| 02/21/2026 | Primo Brands | Qty 7 - 5 gallon water | 148.91 | 148.91 |
| Total North Fork Water | | | | 148.91 |
| Total Water | | | | 148.91 |

03/03/26

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

| Date | Name | Memo | Original Amount | Paid Amount |
|--|----------------------------------|---|-----------------|-------------|
| Garbage Removal | | | | |
| 02/05/2026 | Mattituck Environmental Services | 4 YD Trash Service | 308.61 | 308.61 |
| Total Garbage Removal | | | | 308.61 |
| Total Operations and Maintenance | | | | 8,170.99 |
| Miscellaneous Expense | | | | |
| Maintenance Office Equipment | | | | |
| Optimum Internet Service | | | | |
| 02/21/2026 | Optimum | Billing period from 02/16/26 to 03/15/26 | 260.95 | 260.95 |
| Total Optimum Internet Service | | | | 260.95 |
| Copy Machine | | | | |
| 02/11/2026 | Precision Microproducts | Contract plus color and b&w copy counts | 647.35 | 647.35 |
| 02/11/2026 | Precision Microproducts | Contract plus color and b&w copy counts | 429.00 | 429.00 |
| Total Copy Machine | | | | 1,076.35 |
| Computer/Network Maintenance | | | | |
| 02/02/2026 | Fluid Imagery, Inc. | Service Contract - Monthly Managed Ser... | 2,400.00 | 2,400.00 |
| Total Computer/Network Maintenance | | | | 2,400.00 |
| Computer Software Licenses | | | | |
| 02/04/2026 | Library Market | Library Calendar: Annual Subscription - F... | 1,500.00 | 1,500.00 |
| 02/04/2026 | Library Market | Library Website:Annual Hosting & Mainte... | 2,000.00 | 2,000.00 |
| 02/21/2026 | Elan Financial Services | PaddleNet CrashPlan | 32.59 | 32.59 |
| Total Computer Software Licenses | | | | 3,532.59 |
| Total Maintenance Office Equipment | | | | 7,269.89 |
| Postage | | | | |
| Newsletter mailing | | | | |
| 02/17/2026 | Postmaster | Postage March/April Newsletter | 481.93 | 481.93 |
| Total Newsletter mailing | | | | 481.93 |
| Total Postage | | | | 481.93 |
| Printing & Advertising | | | | |
| Newsletter printing | | | | |
| 02/25/2026 | Pine Barrens Printing | March/April Newsletter Printing | 3,909.00 | 3,909.00 |
| Total Newsletter printing | | | | 3,909.00 |
| Total Printing & Advertising | | | | 3,909.00 |
| Professional Fees | | | | |
| Annual audit | | | | |
| 02/21/2026 | SCLS | OPEB-GASB-75 - For services rendered ... | 365.00 | 365.00 |
| Total Annual audit | | | | 365.00 |
| SCLS/Overdue Notices | | | | |
| 02/05/2026 | SCLS | Overdues -Processed & Mailed: Januar... | 18.62 | 18.62 |
| Total SCLS/Overdue Notices | | | | 18.62 |
| Total Professional Fees | | | | 383.62 |
| Programs - Adult | | | | |
| Adult Reading Club & Book Discu | | | | |
| 02/25/2026 | Business Card | Oat milk | 5.49 | 5.49 |
| Total Adult Reading Club & Book Discu | | | | 5.49 |
| Adult Programs | | | | |
| 02/04/2026 | Sara Colichio. | Reimburse snacks for Adult programs | 18.52 | 18.52 |
| 02/04/2026 | Amazon Capital Services | Materials for Collage, Valentine, and futu... | 158.50 | 158.50 |
| 02/05/2026 | Cutchogue-New Suffolk Free Li... | Bus Trip 2/4/26 - Morgan Library & Muse... | 890.00 | 890.00 |

03/03/26

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

| Date | Name | Memo | Original Amount | Paid Amount |
|-----------------------------|-------------------------|---|-----------------|------------------|
| 02/05/2026 | Raven Janoski | Chocolate & Cheese Board 2/9/26 | 600.00 | 600.00 |
| 02/21/2026 | Elan Financial Services | Zoom | 67.96 | 67.96 |
| 02/25/2026 | Amazon Capital Services | Valentine's supplies | 53.86 | 53.86 |
| Total Adult Programs | | | | 1,788.84 |
| Total Programs - Adult | | | | 1,794.33 |
| Programs - Juvenile | | | | |
| 02/11/2026 | Rosemary Stiansen | Reimburse snacks for Juvenile program | 20.46 | 20.46 |
| 02/21/2026 | Anne O'Rourke | Let's Make Music 2/17/26 | 330.00 | 330.00 |
| 02/26/2026 | Jeannie Pendergrass | Hula 2/26/26 | 400.00 | 400.00 |
| Total Programs - Juvenile | | | | 750.46 |
| Programs - Summer | | | | |
| 02/25/2026 | Amazon Capital Services | Dinosaur items | 600.24 | 600.24 |
| 02/25/2026 | Business Card | Rhode Island Novelty order | 442.30 | 442.30 |
| Total Programs - Summer | | | | 1,042.54 |
| Programs - Teen | | | | |
| 02/04/2026 | Amazon Capital Services | Valentine's ingredients | 89.08 | 89.08 |
| 02/11/2026 | Southold Free Library | SAT Review Shared Program - Feb 1,8,2... | 127.50 | 127.50 |
| 02/25/2026 | Amazon Capital Services | Program supplies | 134.47 | 134.47 |
| 02/26/2026 | Southold Free Library | Teen Skating Party 2/19/26 | 76.00 | 76.00 |
| Total Programs - Teen | | | | 427.05 |
| Supplies - Library | | | | |
| 02/04/2026 | Amazon Capital Services | 3 drawer weave tower | 35.80 | 35.80 |
| 02/11/2026 | Shauna Scholl. | Ice melt | 26.99 | 26.99 |
| 02/21/2026 | Elan Financial Services | Cricut | 9.99 | 9.99 |
| 02/21/2026 | W. B. Mason Co., Inc. | Clorox wipes, Facial tissue | 101.25 | 101.25 |
| 02/26/2026 | Brodart | Spine labels | 237.56 | 237.56 |
| Total Supplies - Library | | | | 411.59 |
| Supplies - Office | | | | |
| 02/11/2026 | Quill Corporation | Brother tn420 black toner | 43.79 | 43.79 |
| 02/11/2026 | Quill Corporation | 3-color toner set | 432.99 | 432.99 |
| 02/25/2026 | Amazon Capital Services | Wipes, flash drives, ziploc, glue | 63.01 | 63.01 |
| 02/25/2026 | Business Card | Ziploc | 7.05 | 7.05 |
| 02/25/2026 | Business Card | Aunt Flow pads | 150.00 | 150.00 |
| 02/25/2026 | Business Card | Late fees | 189.69 | 189.69 |
| Total Supplies - Office | | | | 886.53 |
| Supplies - Paper | | | | |
| 02/21/2026 | W.B. Mason Co., Inc. | 8.5x11 Paper 20# - Qty 5 | 327.75 | 327.75 |
| Total Supplies - Paper | | | | 327.75 |
| Telephone | | | | |
| 02/21/2026 | Optimum | Billing period from 02/16/26 to 03/15/26 | 161.04 | 161.04 |
| Total Telephone | | | | 161.04 |
| Travel | | | | |
| 02/11/2026 | Shauna Scholl. | Mileage (425 miles) to Albany, NY for Ad... | 327.70 | 327.70 |
| 02/11/2026 | Shauna Scholl. | Lodging for Advocacy Day | 180.00 | 180.00 |
| 02/21/2026 | Karen Letteriello. | Reimburse Travel to Southold | 23.20 | 23.20 |
| Total Travel | | | | 530.90 |
| Total Miscellaneous Expense | | | | 18,376.63 |
| TOTAL | | | | 89,479.13 |

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

| | Feb 26 |
|---------------------------------|-------------|
| Ordinary Income/Expense | |
| Income | |
| Mattituck-Cutchogue School Dist | 163,006.92 |
| Interest | 4.84 |
| Direct Public Support | 658.50 |
| Fines | 105.60 |
| Library Materials Paid For | 6.60 |
| Copy Machine | 231.47 |
| Fund Balance Brought Forward | -331,138.45 |
| Total Income | -167,124.52 |
| Gross Profit | -167,124.52 |
| Expense | |
| Payroll Expenses | |
| Salaries | |
| Professional Salaries | 24,560.25 |
| Clerical | 28,822.53 |
| Custodian | 3,682.27 |
| Total Salaries | 57,065.05 |
| Benefits | |
| Fica | 4,164.28 |
| Disability Insurance | -297.26 |
| Medical Insurance | 7,708.77 |
| Retirement | 4,275.16 |
| Total Benefits | 15,850.95 |
| Total Payroll Expenses | 72,916.00 |
| Library Materials | |
| Youth Materials | |
| Youth Arts & Crafts | 221.48 |
| Youth Books | 66.18 |
| Total Youth Materials | 287.66 |
| Adult Materials | |
| DVD/Music CD | 65.77 |
| Live-brary Downloadable e-bo... | 56,644.00 |
| Digital Material Subscriptions | 1,456.64 |
| Adult Books | 3,280.16 |
| Large Print Books | 25.49 |
| Newspapers | 97.84 |
| Total Adult Materials | 61,569.90 |
| Teen Materials | 374.88 |
| Total Library Materials | 62,232.44 |
| Technology | 699.07 |
| Operations and Maintenance | |
| Building Maintenance | |

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

| | Feb 26 |
|------------------------------------|----------|
| Aquarium Maintenance | 230.00 |
| HVAC Maintenance | 285.00 |
| Elevator Maint. | 1,435.80 |
| Total Building Maintenance | 1,950.80 |
| Electric | 1,735.88 |
| Gas | 2,391.79 |
| Grounds Maintenance | |
| Snow Removal | 1,635.00 |
| Total Grounds Maintenance | 1,635.00 |
| Water | |
| North Fork Water | 148.91 |
| Total Water | 148.91 |
| Garbage Removal | 308.61 |
| Total Operations and Maintenance | 8,170.99 |
| Miscellaneous Expense | |
| Maintenance Office Equipment | |
| Optimum Internet Service | 260.95 |
| Copy Machine | 1,076.35 |
| Computer/Network Maintenance | 2,400.00 |
| Computer Software Licenses | 3,532.59 |
| Total Maintenance Office Equipm... | 7,269.89 |
| Postage | |
| Newsletter mailing | 481.93 |
| Total Postage | 481.93 |
| Printing & Advertising | |
| Newsletter printing | 3,909.00 |
| Total Printing & Advertising | 3,909.00 |
| Professional Fees | |
| Payroll Processing | 559.90 |
| Annual audit | 365.00 |
| SCLS/Overdue Notices | 18.62 |
| Total Professional Fees | 943.52 |
| Programs - Adult | |
| Adult Reading Club & Book Dis... | 5.49 |
| Adult Programs | 1,788.84 |
| Total Programs - Adult | 1,794.33 |
| Programs - Juvenile | 750.46 |
| Programs - Summer | 1,042.54 |
| Programs - Teen | 427.05 |
| Supplies - Library | 411.59 |
| Supplies - Office | 886.53 |

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

| | Feb 26 |
|-----------------------------|-------------|
| Supplies - Paper | 327.75 |
| Telephone | 161.04 |
| Travel | 530.90 |
| Total Miscellaneous Expense | 18,936.53 |
| Total Expense | 162,955.03 |
| Net Ordinary Income | -330,079.55 |
| Net Income | -330,079.55 |

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

| | Jan - Feb 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 | 809,050.11 | 1,789,817.00 | -980,766.89 | 45.2% |
| NY State Incentive | 0.00 | 1,800.00 | -1,800.00 | 0.0% |
| Interest | 7.88 | 50.00 | -42.12 | 15.8% |
| Direct Public Support | 1,664.33 | 7,000.00 | -5,335.67 | 23.8% |
| Fines | 258.61 | | | |
| Library Materials Paid For | 6.60 | | | |
| Copy Machine | 466.90 | 4,500.00 | -4,033.10 | 10.4% |
| E-Rate Discount | 5,702.00 | 5,400.00 | 302.00 | 105.6% |
| Refunds | 71.65 | | | |
| Fund Balance Brought Forward | 0.00 | | | |
| Total Income | 817,228.08 | 1,816,067.00 | -998,838.92 | 45.0% |
| Gross Profit | 817,228.08 | 1,816,067.00 | -998,838.92 | 45.0% |
| Expense | | | | |
| Payroll Expenses | | | | |
| Salaries | | | | |
| Professional Salaries | 49,120.47 | 374,411.00 | -325,290.53 | 13.1% |
| Clerical | 57,737.79 | 467,904.00 | -410,166.21 | 12.3% |
| Custodian | 7,221.29 | 50,520.00 | -43,298.71 | 14.3% |
| Total Salaries | 114,079.55 | 892,835.00 | -778,755.45 | 12.8% |
| Benefits | | | | |
| Fica | 8,374.05 | 66,433.00 | -58,058.95 | 12.6% |
| Disability Insurance | 537.49 | 1,200.00 | -662.51 | 44.8% |
| Medical Insurance | 14,649.06 | 160,038.00 | -145,388.94 | 9.2% |
| Retirement | 8,663.86 | 74,981.00 | -66,317.14 | 11.6% |
| Total Benefits | 32,224.46 | 302,652.00 | -270,427.54 | 10.6% |
| Total Payroll Expenses | 146,304.01 | 1,195,487.00 | -1,049,182.99 | 12.2% |
| Library Materials | | | | |
| Youth Materials | | | | |
| Youth Arts & Crafts | 221.48 | 2,000.00 | -1,778.52 | 11.1% |
| 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 | 66.18 | 12,000.00 | -11,933.82 | 0.6% |
| Total Youth Materials | 287.66 | 15,900.00 | -15,612.34 | 1.8% |
| Adult Materials | | | | |
| DVD/Music CD | 310.66 | 3,700.00 | -3,389.34 | 8.4% |
| Live-brary Downloadable e-b... | 56,644.00 | 58,000.00 | -1,356.00 | 97.7% |
| Digital Material Subscriptions | 1,934.30 | 12,500.00 | -10,565.70 | 15.5% |
| Title Source | 0.00 | 2,400.00 | -2,400.00 | 0.0% |
| Adult Books | 7,060.21 | 21,500.00 | -14,439.79 | 32.8% |
| 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% |

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

| | Jan - Feb 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 | 25.49 | 5,000.00 | -4,974.51 | 0.5% |
| Newspapers | 465.76 | 7,500.00 | -7,034.24 | 6.2% |
| Periodicals | 0.00 | 5,200.00 | -5,200.00 | 0.0% |
| Total Adult Materials | 66,440.42 | 126,650.00 | -60,209.58 | 52.5% |
| Teen Materials | 532.24 | 2,500.00 | -1,967.76 | 21.3% |
| Total Library Materials | 67,260.32 | 145,050.00 | -77,789.68 | 46.4% |
| Capital Expenditures | 152.24 | 120,000.00 | -119,847.76 | 0.1% |
| Technology | 822.85 | 9,300.00 | -8,477.15 | 8.8% |
| Operations and Maintenance | | | | |
| Building Maintenance | | | | |
| Aquarium Maintenance | 640.00 | 3,600.00 | -2,960.00 | 17.8% |
| HVAC Maintenance | 285.00 | 2,500.00 | -2,215.00 | 11.4% |
| 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. | 2,035.80 | 5,500.00 | -3,464.20 | 37.0% |
| Security Monitoring | 122.85 | 700.00 | -577.15 | 17.6% |
| Water Backflow Test | 0.00 | 275.00 | -275.00 | 0.0% |
| Fire Sprinkler Test | 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 | 4,543.65 | 22,860.00 | -18,316.35 | 19.9% |
| Custodial Supplies | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Electric | 3,727.03 | 30,000.00 | -26,272.97 | 12.4% |
| Gas | 4,612.38 | 12,500.00 | -7,887.62 | 36.9% |
| Grounds Maintenance | | | | |
| Snow Removal | 6,115.00 | 4,000.00 | 2,115.00 | 152.9% |
| 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 | 6,115.00 | 19,700.00 | -13,585.00 | 31.0% |
| 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 | 228.90 | 1,000.00 | -771.10 | 22.9% |
| SCWA | 0.00 | 3,600.00 | -3,600.00 | 0.0% |
| Total Water | 228.90 | 4,600.00 | -4,371.10 | 5.0% |
| Garbage Removal | 617.19 | 3,500.00 | -2,882.81 | 17.6% |

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

| | Jan - Feb 26 | Budget | \$ Over Budget | % of Budget |
|-------------------------------------|--------------|------------|----------------|-------------|
| Total Operations and Maintenance... | 19,844.15 | 130,160.00 | -110,315.85 | 15.2% |
| 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 | 504.95 | 3,600.00 | -3,095.05 | 14.0% |
| Copy Machine | 1,076.35 | 5,500.00 | -4,423.65 | 19.6% |
| Computer/Network Maintena... | 2,400.00 | 12,000.00 | -9,600.00 | 20.0% |
| BookScan Maintenance | 700.00 | 750.00 | -50.00 | 93.3% |
| Computer Software Licenses | 4,614.18 | 9,500.00 | -4,885.82 | 48.6% |
| Total Maintenance Office Equi... | 9,492.88 | 33,850.00 | -24,357.12 | 28.0% |
| 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 | 481.93 | 2,600.00 | -2,118.07 | 18.5% |
| Post Office Box Fee | 0.00 | 200.00 | -200.00 | 0.0% |
| Total Postage | 655.70 | 3,870.00 | -3,214.30 | 16.9% |
| Printing & Advertising | | | | |
| Other printing & advertising | 0.00 | 2,500.00 | -2,500.00 | 0.0% |
| Newsletter printing | 3,909.00 | 23,000.00 | -19,091.00 | 17.0% |
| Total Printing & Advertising | 3,909.00 | 25,500.00 | -21,591.00 | 15.3% |
| Professional Fees | | | | |
| Payroll Processing | 1,027.58 | 8,000.00 | -6,972.42 | 12.8% |
| 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 | 365.00 | 15,000.00 | -14,635.00 | 2.4% |
| SCLS/Overdue Notices | 39.90 | 500.00 | -460.10 | 8.0% |
| SCLS/Annual Membership | 0.00 | 12,500.00 | -12,500.00 | 0.0% |
| Total Professional Fees | 4,552.38 | 58,000.00 | -53,447.62 | 7.8% |
| Programs - Adult | | | | |
| Motion Picture/Music Licensi... | 0.00 | 600.00 | -600.00 | 0.0% |
| Adult Reading Club & Book ... | 39.80 | 3,500.00 | -3,460.20 | 1.1% |
| Adult Programs | 2,191.75 | 19,000.00 | -16,808.25 | 11.5% |
| Total Programs - Adult | 2,231.55 | 23,100.00 | -20,868.45 | 9.7% |
| Programs - Juvenile | 1,612.29 | 12,500.00 | -10,887.71 | 12.9% |
| Programs - Summer | 1,042.54 | 8,500.00 | -7,457.46 | 12.3% |
| Programs - Teen | 604.83 | 8,500.00 | -7,895.17 | 7.1% |

11:39 AM
03/03/26
Cash Basis

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

| | <u>Jan - Feb 26</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|-----------------------------|---------------------|---------------------|-----------------------|--------------------|
| Supplies - Library | 886.75 | 10,500.00 | -9,613.25 | 8.4% |
| Supplies - Office | 1,269.74 | 4,000.00 | -2,730.26 | 31.7% |
| Supplies - Paper | 327.75 | 2,000.00 | -1,672.25 | 16.4% |
| Telephone | 335.53 | 2,400.00 | -2,064.47 | 14.0% |
| Travel | 605.98 | 2,400.00 | -1,794.02 | 25.2% |
| 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 | <u>28,207.92</u> | <u>216,070.00</u> | <u>-187,862.08</u> | <u>13.1%</u> |
| Total Expense | <u>262,591.49</u> | <u>1,816,067.00</u> | <u>-1,553,475.51</u> | <u>14.5%</u> |
| Net Ordinary Income | <u>554,636.59</u> | <u>0.00</u> | <u>554,636.59</u> | <u>100.0%</u> |
| Net Income | <u>554,636.59</u> | <u>0.00</u> | <u>554,636.59</u> | <u>100.0%</u> |

03/03/26

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

| Type | Date | Name | Memo | Paid Amount |
|------------------------------------|------------|---------------------|-----------------------------|---------------|
| General Fund | | | | |
| Building Fund | | | | |
| Checking | | | | |
| Bill | 02/25/2026 | Business Card | Leaf engraving | -12.00 |
| Total Checking | | | | -12.00 |
| Savings | | | | |
| Deposit | 02/28/2026 | | Interest | 0.44 |
| Total Savings | | | | 0.44 |
| Total Building Fund | | | | -11.56 |
| Total General Fund | | | | -11.56 |
| Cultural Activities Fund | | | | |
| Coffee Machine | | | | |
| Deposit | 02/09/2026 | | Coffee | 5.00 |
| Deposit | 02/20/2026 | | Coffee | 1.00 |
| Deposit | 02/27/2026 | | Coffee | 2.00 |
| Total Coffee Machine | | | | 8.00 |
| Adult Programs Wash Account | | | | |
| Deposit | 02/02/2026 | | Bus Trip | 89.00 |
| Deposit | 02/02/2026 | | Bus Trips | 172.24 |
| Deposit | 02/02/2026 | | Guitar | 19.12 |
| Deposit | 02/02/2026 | | Tai Chi | 49.60 |
| Deposit | 02/02/2026 | | Yoga | 19.12 |
| Deposit | 02/09/2026 | | Yoga | 38.24 |
| Deposit | 02/09/2026 | | Tai Chi | 27.65 |
| Deposit | 02/09/2026 | | Natural History | 15.00 |
| Deposit | 02/09/2026 | | LI Aquarium Tickets | 84.00 |
| Deposit | 02/09/2026 | | Tai Chi | 12.00 |
| Deposit | 02/09/2026 | | Guitar | 20.00 |
| Deposit | 02/20/2026 | | Cooking | 30.00 |
| Deposit | 02/20/2026 | | Tai Chi | 18.00 |
| Deposit | 02/20/2026 | | Yoga | 38.24 |
| Deposit | 02/20/2026 | | Cooking | 42.19 |
| Deposit | 02/20/2026 | | Watercolor | 9.10 |
| Deposit | 02/20/2026 | | Crochet | 18.82 |
| Bill | 02/26/2026 | Laurie Short | Chair Strength Jan/Feb 2026 | -165.00 |
| Bill | 02/26/2026 | Rosemary Martilotta | Yoga Jan/Feb 2026 | -920.00 |
| Deposit | 02/27/2026 | | Yoga | 80.00 |
| Deposit | 02/27/2026 | | Cooking | 44.00 |
| Deposit | 02/27/2026 | | Natural History | 40.00 |
| Deposit | 02/27/2026 | | LI Aquarium Tickets | 425.00 |
| Deposit | 02/27/2026 | | Tai Chi | 6.00 |
| Deposit | 02/27/2026 | | Defensive Driving | 35.00 |
| Total Adult Programs Wash Account | | | | 247.32 |
| Total Cultural Activities Fund | | | | 255.32 |
| Gift and Trust Fund - MM | | | | |
| Undesignated & Interest | | | | |
| Deposit | 02/28/2026 | | Interest | 0.04 |
| Total Undesignated & Interest | | | | 0.04 |
| Total Gift and Trust Fund - MM | | | | 0.04 |
| TOTAL | | | | 243.80 |

03/03/26

Mattituck-Laurel Library Monthly Bill Payments As of February 28, 2026

| Type | Date | Num | Name | Memo | Amount |
|-------------------------------|------------|-------|-------------------------------|--|--------------------|
| Operating Checking | | | | | |
| Total Operating Checking | | | | | |
| BNB Operating Checking | | | | | |
| Bill Pmt -Check | 02/02/2026 | 13814 | Fluid Imagery, Inc. | Invoice no. 58931 | -2,400.00 |
| Bill Pmt -Check | 02/04/2026 | 13815 | Kanopy, Inc. | Invoice #488703-PPU | -239.00 |
| Bill Pmt -Check | 02/04/2026 | 13816 | Library Market | Invoice 5029 | -3,500.00 |
| Bill Pmt -Check | 02/04/2026 | 13817 | Midwest Tape | Cstmr 2000016439, Inv 508386810 | -222.64 |
| Bill Pmt -Check | 02/04/2026 | 13818 | PM Communications Corp. | Invoice 45947 | -123.78 |
| Bill Pmt -Check | 02/04/2026 | 13819 | Sara Colichio. | Reimburse snacks for Adult programs | -18.52 |
| Bill Pmt -Check | 02/04/2026 | 13820 | SCLS | Invoice 96240 | -56,644.00 |
| Bill Pmt -Check | 02/04/2026 | 13821 | Ingram Library Services, Inc. | Cstmr 20T1781 Stmtnt 2/1/26 | -1,468.67 |
| Bill Pmt -Check | 02/04/2026 | 13822 | Amazon Capital Services | Acct A1QBFNTMAAYKEX, Invoice ID... | -451.06 |
| Bill Pmt -Check | 02/05/2026 | 13823 | Cutchogue-New Suffolk Fre... | Bus Trip 2/4/26 | -890.00 |
| Bill Pmt -Check | 02/05/2026 | 13824 | Mattituck Environmental Se... | Cstmr 11-0001422-0, Invoice 6454368 | -308.61 |
| Bill Pmt -Check | 02/05/2026 | 13825 | Raven Janoski | Chocolate & Cheese Board 2/9/26 | -600.00 |
| Bill Pmt -Check | 02/05/2026 | 13826 | SCLS | Invoice 96194 | -18.62 |
| Bill Pmt -Check | 02/05/2026 | 13827 | Ingram Library Services, Inc. | Acct 20T1781 | -275.11 |
| Bill Pmt -Check | 02/09/2026 | 13828 | NYS Employees Health Ins... | 03909 | -10,287.01 |
| Bill Pmt -Check | 02/10/2026 | 13829 | Twin Fork Landscape Contr... | Invoice 29494 | -1,300.00 |
| Bill Pmt -Check | 02/11/2026 | 13830 | Ingram Library Services, Inc. | | -614.95 |
| Bill Pmt -Check | 02/11/2026 | 13831 | Midwest Tape | 2000001786 | -65.77 |
| Bill Pmt -Check | 02/11/2026 | 13832 | Precision Microproducts | | -1,076.35 |
| Bill Pmt -Check | 02/11/2026 | 13833 | Quill Corporation | 03047280 | -476.78 |
| Bill Pmt -Check | 02/11/2026 | 13834 | Rosemary Stiansen | Reimburse snacks for Juvenile progr... | -20.46 |
| Bill Pmt -Check | 02/11/2026 | 13835 | Shauna Scholl. | Reimburse Travel to Advocacy Day p... | -534.69 |
| Bill Pmt -Check | 02/11/2026 | 13836 | Southold Free Library | SAT Review Shared Program | -127.50 |
| Bill Pmt -Check | 02/11/2026 | 13837 | Fun Express, LLC | Acct 2746478, Inv 74104370001 | -221.48 |
| Bill Pmt -Check | 02/13/2026 | ACH | Dime Community Bank | Fund Balance 2025 Transfer | -329,138.45 |
| Bill Pmt -Check | 02/13/2026 | ACH | Dime Community Bank | Fund Balance 2025 Transfer | -2,000.00 |
| Bill Pmt -Check | 02/17/2026 | 13838 | Postmaster | Permit no. 41 | -481.93 |
| Bill Pmt -Check | 02/21/2026 | 13839 | Afiac | Acct NQH35, Inv 795489 | -51.24 |
| Bill Pmt -Check | 02/21/2026 | 13840 | Anne O'Rourke | Let's Make Music 2/17/26 | -330.00 |
| Bill Pmt -Check | 02/21/2026 | 13841 | Elan Financial Services | 4798 5101 7200 1022 | -208.38 |
| Bill Pmt -Check | 02/21/2026 | 13842 | Karen Letteriello. | Reimburse Travel to Southold | -23.20 |
| Bill Pmt -Check | 02/21/2026 | 13843 | Kolb Service Corp. | Invoice 4505-217 | -285.00 |
| Bill Pmt -Check | 02/21/2026 | 13844 | Living Art Aquariums | Invoice 2469 | -230.00 |
| Bill Pmt -Check | 02/21/2026 | 13845 | Optimum | Acct 07839-381822-01-2 | -421.99 |
| Bill Pmt -Check | 02/21/2026 | 13846 | Primo Brands | Acct 0140002023, Inv 06B0140002023 | -148.91 |
| Bill Pmt -Check | 02/21/2026 | 13847 | SCLS | Invoice 96285 | -365.00 |
| Bill Pmt -Check | 02/21/2026 | 13848 | Twin Fork Landscape Contr... | Invoice 29528 | -335.00 |
| Bill Pmt -Check | 02/21/2026 | 13849 | W.B. Mason Co., Inc. | | -429.00 |
| Bill Pmt -Check | 02/25/2026 | 13850 | Champion Elevator | Acct. 41981, Inv 2401999 | -1,435.80 |
| Bill Pmt -Check | 02/25/2026 | 13851 | National Grid | Acct 43544-64005 | -2,391.79 |
| Bill Pmt -Check | 02/25/2026 | 13852 | Pine Barrens Printing | Invoice 35057 | -3,909.00 |
| Bill Pmt -Check | 02/25/2026 | 13853 | Amazon Capital Services | Acct A1QBFNTMAAYKEX, Invoice #... | -1,068.35 |
| Bill Pmt -Check | 02/25/2026 | 13854 | Business Card | 5474 1518 7474 0647 | -1,369.82 |
| Bill Pmt -Check | 02/26/2026 | 13855 | Jeannie Pendergrass | Hula 2/26/26 | -400.00 |
| Bill Pmt -Check | 02/26/2026 | 13856 | Brodart | Invoice 671870 | -237.56 |
| Bill Pmt -Check | 02/26/2026 | 13857 | Library Ideas, LLC | Invoice 124502 | -995.00 |
| Bill Pmt -Check | 02/26/2026 | 13858 | Michael Frederick | Adult Book | -25.00 |
| Bill Pmt -Check | 02/26/2026 | 13859 | Southold Free Library | Teen Skating Party 2/19/26 | -76.00 |
| Bill Pmt -Check | 02/26/2026 | 13860 | Ingram Library Services, Inc. | Acct 20T1781 | -565.60 |
| Bill Pmt -Check | 02/26/2026 | 13861 | PSEGLI | Cstmr 0295-3001-61-3, Acct 961033... | -1,735.88 |
| Bill Pmt -Check | 02/26/2026 | 13862 | Ingram Library Services, Inc. | Acct 20T1781 | -412.93 |
| Total BNB Operating Checking | | | | | -430,955.83 |
| TOTAL | | | | | -430,955.83 |

MONTHLY IMPACT

FEBRUARY 2026

5,875 ITEMS CHECKED OUT

1,524 books & other items
4,351 ebooks & digital items

books & other items
- 175 January (1,699)
- 51 February 2025 (1,575)



DIGITAL MATERIAL CIRCULATION **4,351**

Flipster **41**
Freegal (downloads) **130**
Freegal (streamed) **517**
Hoopla **88**
Kanopy **127**
Overdrive **2,186**
WAM **1,252**
- 1,646 January (5,997)
- 3,511 February 2025 (7,862)



153 public computer sessions



252 ILL's incoming



410 ILL's outgoing

14 new patrons



268 guest Wi-Fi connections



292 materials added

Library Programs **42**
Community Groups **18**
Tutors **2**

67 room use

2,493 visitors

- 755 January (3,248)
- 732 February 2025 (3,225)
Busiest day of the week -
Wednesdays (513)

Adult Services **417**
Teen Services **135**
Youth & Parenting Services **144**



696 program attendance



Mattituck-Laurel
LIBRARY

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

www.mattitucklaurellibrary.org

| Monthly Circulation Statistics of Physical Material | | | | | | | | |
|---|--------|--------|--------|--------|--------|--------|--------|-------|
| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 |
| January | 2,871 | 3,117 | 2,256 | 2,215 | 2,051 | 1,915 | 1,714 | 1,699 |
| February | 2,704 | 2,871 | 2,092 | 2,068 | 2,030 | 1,794 | 1,575 | 1,524 |
| March | 2,882 | 1,255 | 2,329 | 2,165 | 2,293 | 1,961 | 1,608 | |
| April | 3,328 | 13 | 2,153 | 2,376 | 1,997 | 1,998 | 1,632 | |
| May | 3,080 | 0 | 2,101 | 2,150 | 2,062 | 1,785 | 1,920 | |
| June | 3,727 | 818 | 2,763 | 2,794 | 2,890 | 2,109 | 1,882 | |
| July | 5,304 | 2,930 | 3,924 | 4,100 | 3,828 | 3,815 | 3,717 | |
| August | 4,912 | 2,978 | 3,575 | 4,098 | 3,488 | 3,491 | 2,816 | |
| September | 3,242 | 2,677 | 2,539 | 2,412 | 2,426 | 1,864 | 1,798 | |
| October | 2,996 | 2,569 | 2,391 | 2,248 | 1,813 | 1,831 | 1,830 | |
| November | 2,824 | 2,185 | 2,117 | 2,084 | 1,936 | 1,772 | 1,634 | |
| December | 2,582 | 2,296 | 2,070 | 1,977 | 1,732 | 1,602 | 1,469 | |
| | | | | | | | | |
| | | | | | | | | |
| Total | 40,452 | 23,709 | 30,310 | 30,687 | 28,546 | 25,937 | 23,595 | 3,223 |

NEW PATRON REGISTRATIONS

FEBRUARY 2026

| | |
|-------------------------|-----------|
| Adult Year Round | 13 |
| Youth Year Round | 1 |
| Courtesy Card | |
| Teen | |
| 2 ND Address | |
| Total: | 14 |

MEETING ROOM USE REPORT-February 2026

The following groups used the 3 meeting rooms February 2026

Community Room

| | |
|---|------------------------------------|
| Babies Boogie | Lego k-6 |
| Toddlers Tango | Let's Make Music |
| P/C Rhyme & Play | Snowman Stories & S'More's |
| Yoga | The Letter:A Message for our Earth |
| Beginner Guitar Lessons | Lego Build with A Bag |
| T'ai Chi | Turtle Rescue of the Hamptons |
| Chair aerobics | Hula Hooping K-3 |
| Hula Hooping for Littles | NF Anglers |
| Build Your Own Chocolate & Cheese Board | |
| Invitation To The Opera: Puccini's Madame Butterfly | |
| Hearts & Crafts | |

Conference Room

Mah Jongg
MLCA Board Meeting
Bridge
Daisy Girl Scout Meeting
East End Lions
Interview
Brower's Woods
North Fork Pen
Medicare
Guitar Group
English Country Dance Music Rehearsal
Artist Reception

Craft Room

| | |
|---------------------------------------|------------------------|
| Tutor (2) | Read to a Dog |
| School Evaluation | Fighting Chance |
| Meeting | Weekly Book Discussion |
| Alzheimer's Group | MLCA Board Meeting |
| Craft & Create Makerspace | Help Plan Your Summer! |
| Book Discussion: A Guardian & A Thief | |

Kitchen

Zoom (2)

Tutor-2
Community Groups-18

Library Programs-42
Local History-3