

**MATTITUCK-LAUREL LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING
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

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
March 9, 2026

Present

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

Absent with Excuse

John Carter, Trustee
Peter Kren, Trustee
Randi Tietel, Trustee

I. Call To Order/II. Pledge of Allegiance

Jim called the meeting to order at 6:01PM, with a quorum present.

III. Approval of the Agenda

The agenda was adopted.
(Mary, Colleen; unanimous (4-0))

IV. Review and Approval of the Minutes of February 9, 2026 Regular Board Meeting

The minutes of the meetings held *February 9, 2026* were approved.
(Katie, Colleen; unanimous (4-0))

V. Approval of Treasurer's Report

Warrants

Colleen reviewed the warrants with the Board.

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

OPERATING ACCOUNT	\$160,956.95
CULTURAL ACTIVITIES FUND	1,085.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	12.00

Donations in excess of \$1,000
none

(Mary, Katie; unanimous (4-0))

February payroll had four weeks

VI. Approval of the Personnel Report

The Personnel report was presented in written format. The Board reviewed the personnel report with interest. The Personnel Report was approved. (Colleen, Katie; unanimous (4-0))

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.

(Mary, Colleen; unanimous (4-0))

Shauna is excited to welcome Sharon back. On her return she will resume tech appointments and newsletter duties. Shauna and Sharon will meet with department heads to ensure a smooth transition. J. P. Hunter will come to inspect the roof and gutter guards. Erica, a representative from Aflac will be onsite to discuss supplemental insurance options with staff. There will be a full staff meeting on Thursday, March 12th. Staff will be led through the yearly anti sexual harassment training and then participate in a charrette activity regarding the renovation project. The Friends of the Library are hosting an Irish Tea on March 12th, it's sold out! The classic catalog is no longer supported or ADA-compliant and will no longer be available after March 31, 2026. Shauna attended a Zoom conference on succession planning - a strategic process that identifies critical roles and develops internal talent to fill leadership gaps, ensuring business continuity and smooth transitions. Shauna will work with department heads to identify points of failure and cross training opportunities to ensure continuation of services.

VIII. President's Remarks

Jim attended two author talks, the first on March 7th at the Mattituck Laurel Library, *Savoring Time* by Mary Ellen Tomaszewski. She was joined by singer/guitarist Michael Reichert. Then on March 8th, author Catherine Harper talked about her latest book, *I Am The House*, at the Community Room at the Cutchogue-New Suffolk Free Library. Jim spoke about a local author's shelf and promoting upcoming charrettes at library events.

IX. Committee Reports

A. Building / Grounds

Met on the 12th of February. Waiting on the outcome of the community charrettes planned for the staff on March 12th and on April 21st and May 16th to gather community information and plan next steps regarding the renovation project.

X. Old Business

none

XI. New Business

A. 2027 Draft Budget

Shauna will send the 2027 draft budget to trustees. Priority is to stay under the 2% tax cap with a modest increase to staff salaries and to prioritize building / facilities with remaining funds.

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 11AM – 7PM

Hearing date/time and budget vote date/time approved.

(Mary, Katie; unanimous (4-0))

C. Establish window for call for nominations. Nominations open July 1, 2026 and close on August 3, 2026 at 7PM.

Nomination window approved.

(Colleen, Mary; unanimous (4-0))

XII. Period of Public Expression

none

XIII. Executive Session

To discuss the employment history of a particular person and matters leading to the appointment, employment, or compensation of a particular person.

Motion to move into Executive Session at 6:46PM

(Mary, Katie; unanimous (4-0))

Motion to return to regular monthly meeting at 7:07PM

(Mary, Colleen; unanimous (4-0))

XIV. Adjournment

Motion to adjourn at 7:07PM

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

Dates of Future Board Meetings

Monday, April 13, 2026

Monday, May 11, 2026

Monday, June 8, 2026

Respectfully submitted,

Katie O'Rourke

Secretary



Mattituck-Laurel LIBRARY

Warrants / Expenses

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

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.

CEA
3/9/26

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
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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

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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

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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-Cutchoque 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%

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 Cash Basis

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%

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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>

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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

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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