

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

MEETING DATE: Monday March 10, 2025

MEETING TIME: 6:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of the Agenda**
- IV. Review and Approval of the Minutes of February 10, 2025 Regular Board Meeting**
- V. Approval of Treasurer's Report**
- VI. Approval of the Personnel Report**
- VII. Director's Report**
- VIII. President's Remarks**
- IX. Committee Reports**
- X. Old Business**
- XI. New Business**
 - A. Engagement letter – Hawkins, Delafield & Wood
 - B. Set budget information hearing date and time to Monday September 8, 2025 at 5:30pm and budget vote date and time to Tuesday September 16, 2025 from 9am – 7pm.
 - C. Establish window for call for nominations. Nominations open on July 1, 2025 and close on August 1, 2025 at 7pm.
 - D. ROOM Furniture Quote
- XII. Period of Public Expression**
- XIII. Adjournment**

Next Meeting – April 14, 2025

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
March 10, 2025

Present

Jim Underwood, President
Mary Sanchez, Vice President
Colleen Grattan-Arnoff, Treasurer
Katie O'Rourke, Secretary
John Carter, Trustee (arrived @ 6:06PM)
Shauna Scholl, Director

Absent with Excuse

Peter Kren, Trustee
Randi Tietel, Trustee

I. Call To Order/II. Pledge of Allegiance

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

III. Approval of the Agenda

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

IV. Review and Approval of the Minutes of February 10, 2025 Regular Board Meeting

The minutes of the meetings held February 10, 2025 were approved.
(Mary, 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 2025** warrant:

OPERATING ACCOUNT	\$160,772.51
CULTURAL ACTIVITIES FUND	35.59
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00
Donations in excess of \$1,000	
none	
(Katie, Mary; unanimous (4-0))	
<i>February payroll has four weeks.</i>	

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, Mary; 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.

(Colleen, Mary; unanimous (5-0))

Shauna reported that Coastline returned to the library on Friday, March 7th, the staff restroom overflowed, and they cleared the clog (Coastline was in the building for the same problem on Thursday, February 13th). Discussion ensued and a decision was made to close the staff restroom for the time being. TFLC was on-site February 26th and removed a tree that fell on a neighbor's shed and caused damage. They did some additional cleanup of branches/trees that had the potential to fall on the neighbor's property. The neighbor will go through their homeowner's policy to get their shed repaired. The Mattituck-Laurel Library and the Cutchogue New Suffolk Free Library have officially agreed to enable Sora for the school district. Students now have access to our K-12 media on Overdrive, which they can check out with their school information. The cost of Sora will be split with CNSFL. Staff participated in a Zoom training course for Vega, our new online library catalog. Helpful updates were made on the libraries webpage.

VIII. President's Remarks

Jim reiterated that the Board set the bond vote date for June 17, 2025, we will continue to work towards that date and get the word out.

IX. Committee Reports

No committees met. Jim mentioned that the open house that took place on Wednesday, February 26th from 4PM – 6PM was attended by six overwhelmingly supportive patrons regarding the proposed renovation.

X. Old Business

none

XI. New Business

A. Engagement letter – Hawkins, Delafield & Wood

Accept engagement letter from Hawkins, Delafield & Wood

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

B. Set budget information hearing date and time to Monday, September 8, 2025 at 5:30pm and budget vote date and time to Tuesday, September 16, 2025 from 9am – 7pm

Budget information hearing date and vote date approved

(Colleen, Katie; unanimous (5-0))

C. Establish window for call for nominations open on July 1, 2025 and close on August 1, 2025 at 7pm

*Nominations window approved
(Mary, Colleen; unanimous (5-0))*

D. ROOM Furniture Quote

Discussion ensued regarding the quote, no action was taken.

XII. Period of Public Expression

none

XIII. Adjournment

Motion to adjourn at 6:59PM

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

Dates of Future Board Meetings

Monday, April 14, 2025

Monday May 12, 2025

Monday June 9, 2025

Respectfully submitted,

Katie O'Rourke

Secretary



Mattituck-Laurel LIBRARY

Warrants / Expenses

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

Approved at the Library Board Meeting on March 10, 2025

Operating Account Total \$ 160,772.51

Payroll \$ 74,417.14

Non Payroll \$ 86,355.37

Cultural Activities Fund \$ 35.59

Money Market Account \$ 0

Building Fund Savings \$ 0

Building Fund Checking \$ 0

Donations in excess of \$1,000 None

February payroll has four weeks.

CGA 3/10/25

03/04/25

**Mattituck-Laurel Library
Fund Balance Report**

	Jan - Feb 25
General Fund	
Operating Fund	497,224.26
Building Fund	
Checking	269,096.89
Savings	57,312.29
Total Building Fund	326,409.18
Total General Fund	823,633.44
Cultural Activities Fund	
Coffee Machine	747.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	2,126.85
Adult Programs Wash Account	10,938.20
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	-118.19
Total Cultural Activities Fund	15,886.69
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	43,295.66
Capital Reserve Fund	724,680.19
Unemployment Insurance	30,000.00
Total Gift and Trust Fund - MM	827,307.99
TOTAL	1,666,828.12

03/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
02/05/2025	Amazon Capital Services	Sandwich bags and Gallon bags	41.38	41.38
02/19/2025	Amazon Capital Services	Blue raspberry syrup, plastic cups w/ lids	57.95	57.95
Total Youth Arts & Crafts				99.33
Youth Books				
02/06/2025	Penworthy	Qty 17 Various Books for Children's Department	376.33	376.33
02/12/2025	B&T Juvenile Account	January invoices	337.07	337.07
Total Youth Books				713.40
Total Youth Materials				812.73
Adult Materials				
DVD/Music CD				
02/05/2025	Amazon Capital Services	Verdi Othello, Falstaff DVDs	52.99	52.99
02/05/2025	Amazon Capital Services	Persuasion DVD	11.93	11.93
02/05/2025	Amazon Capital Services	Shipping on Adult DVDs	8.99	8.99
02/05/2025	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / Previous count 642, Latest count 642	25.00	25.00
02/14/2025	Midwest Tape	506698162	47.58	47.58
02/14/2025	Midwest Tape	506724102	25.89	25.89
02/14/2025	Midwest Tape	506724103	17.49	17.49
02/25/2025	Midwest Tape	506768700	21.69	21.69
02/25/2025	Midwest Tape	506768702	34.98	34.98
02/25/2025	Midwest Tape	506768703	36.39	36.39
02/27/2025	Midwest Tape	506787220	72.07	72.07
02/27/2025	Midwest Tape	506784538	48.98	48.98
02/27/2025	Midwest Tape	506784539	23.79	23.79
Total DVD/Music CD				427.77
Live-brary Downloadable e-books				
02/12/2025	SCLS	Downloadable Media (Overdrive) 2025 Live-brary	54,688.00	54,688.00
Total Live-brary Downloadable e-books				54,688.00
Digital Material Subscriptions				
02/05/2025	Kanopy, Inc.	200 Tickets, 1 credit KKids	205.00	205.00
02/05/2025	Midwest Tape	Hoopla Month Ending 1/31/2025	266.39	266.39
02/12/2025	SCLS	TumbleBook Premium Subscription January 1, 2025 - December 31,2022	479.40	479.40
Total Digital Material Subscriptions				950.79

03/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
Adult Books				
02/05/2025	Amazon Capital Services	Great Gasby Book	13.49	13.49
02/05/2025	Amazon Capital Services	Qty 10 - Pride & Prejudice @ \$151.20 less Credit Memos \$32.53 Gynarchy	126.10	126.10
02/07/2025	B&T Adult Account	January invoices	1,004.08	1,004.08
02/19/2025	Amazon Capital Services	Pride and Prejudice - Annotated - Qty 2	31.98	31.98
Total Adult Books				1,175.65
Newspapers				
02/13/2025	Daily News	Pays through 3/12/25	90.00	90.00
02/24/2025	Elan Financial Services	D J Barrons	97.73	97.73
Total Newspapers				187.73
Periodicals				
02/27/2025	EBSCO Subscription Services	Total \$4,600.46 less 2024 credits \$65.94 - Net \$4534.52	4,534.52	4,534.52
Total Periodicals				4,534.52
Total Adult Materials				61,964.46
Teen Materials				
02/12/2025	B&T Teen Account	January invoices	107.06	107.06
Total Teen Materials				107.06
Total Library Materials				62,884.25
Technology				
02/05/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
Total Technology				117.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
02/12/2025	Living Art Aquariums	Service 1/2/25,1/15/25,1/30/25, Fish food flakes	365.00	365.00
Total Aquarium Maintenance				365.00
HVAC Maintenance				
02/05/2025	Kolb Service Corp.	Replaced Circulator	697.74	697.74
Total HVAC Maintenance				697.74
Elevator Maint.				
02/05/2025	Champion Elevator	Quarterly Maintenance 4th Qtr. 2024	1,341.87	1,341.87

03/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
Total Elevator Maint.				1,341.87
Fire Sprinkler Test				
02/05/2025	STAT Inspection	Annual Inspection Contract due in advance for Quarterly Inspection from ...	1,250.00	1,250.00
Total Fire Sprinkler Test				1,250.00
Total Building Maintenance				3,654.61
Custodial Supplies				
02/19/2025	Emerald Island	Toilet paper, Paper towels, Garbage liners 100 ct - Qty 2, Hand soap - 1 g...	513.45	513.45
Total Custodial Supplies				513.45
Electric				
02/27/2025	PSEGLI	Service from Jan 22, 205 to Feb 20, 2025	1,567.36	1,567.36
Total Electric				1,567.36
Grounds Maintenance				
Snow Removal				
02/14/2025	Twin Fork Landscape Contrac...	Snow plow 2/9 & 2/12, Salt 2/9 & 2/12, Clear walk ways 2/3 & 2/6	1,150.00	1,150.00
Total Snow Removal				1,150.00
Other Grounds Maintenance				
02/24/2025	Coastline Cesspool & Drain S...	Cleared waste line for front bathroom	485.00	485.00
Total Other Grounds Maintenance				485.00
Total Grounds Maintenance				1,635.00
Garbage Removal				
02/05/2025	Mattituck Environmental Servi...	4 YD Trash Service	279.18	279.18
Total Garbage Removal				279.18
Total Operations and Maintenance				7,649.60
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
02/19/2025	Optimum	Billing period 2/16/25 to 3/15/25	244.85	244.85
Total Optimum Internet Service				244.85
Copy Machine				
02/24/2025	Precision Microproducts	Contract plus color and b&w copy counts	405.30	405.30

03/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
02/24/2025	Precision Microproducts	Contract plus color and b&w copy counts	473.31	473.31
	Total Copy Machine			878.61
	Computer Software Licenses			
02/06/2025	Library Market	Library Calendar: Annual Subscription	1,500.00	1,500.00
02/06/2025	Library Market	Library Website: Annual Hosting & Maintenance Fee	2,000.00	2,000.00
02/06/2025	Port53 Technologies Inc.	Cisco Umbrella DNS Security Insights - 1 Year - renews 05/09/2025	1,641.60	1,641.60
02/24/2025	Elan Financial Services	Paddle.net*CrashPlan	32.55	32.55
	Total Computer Software Licenses			5,174.15
	Total Maintenance Office Equipment			6,297.61
	Membership			
	Professional Memberships			
02/19/2025	Business Card	SCLA renewals - Marissa and Sara	106.00	106.00
	Total Professional Memberships			106.00
	Museum Passes			
02/19/2025	Business Card	Anne Frank The Exhibition - 3 Adult Tickets	105.06	105.06
	Total Museum Passes			105.06
	Total Membership			211.06
	Postage			
	Newsletter mailing			
02/21/2025	Postmaster	March/April Newsletter mailing postage	416.67	416.67
	Total Newsletter mailing			416.67
	Total Postage			416.67
	Printing & Advertising			
	Newsletter printing			
02/24/2025	Pine Barrens Printing	March/April Newsletter Printing	3,767.00	3,767.00
	Total Newsletter printing			3,767.00
	Total Printing & Advertising			3,767.00
	Professional Fees			
	SCLS/Overdue Notices			
02/05/2025	SCLS	Overdues - Processed & Mailed - January 2025	25.27	25.27

03/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
Total SCLS/Overdue Notices				25.27
Total Professional Fees				25.27
Programs - Adult				
Adult Programs				
02/05/2025	Seed Savers Exchange	Community Seed Donations - 50 packets	15.00	15.00
02/12/2025	Kathy Pasca	Good Vibrations 2/6/25	300.00	300.00
02/12/2025	Crafts on the Move, LLC	Card Making 2/8/25	126.00	126.00
02/12/2025	Raven Janoski	Cheese Board 2/10/25	600.00	600.00
02/12/2025	Shelter Island Public Library	Eugenics 2/7/25 / Shared Program	50.00	50.00
02/19/2025	Business Card	Life size Cut outs for Jane Austen program	103.00	103.00
02/19/2025	Business Card	Charms, Pendants, Locketts for Jane Austen program	75.99	75.99
02/19/2025	Quogue Wildlife Refuge	Owls of LI 2/13/25	200.00	200.00
02/24/2025	St. George Living History Pro...	Comedians 2/20/25	225.00	225.00
02/24/2025	Edward J. Moreno	Qi Gong series 2/4/25 - 2/25/25	240.00	240.00
02/24/2025	Maria's Mexican Cooking, LLC	Empanadas 2/22/25	400.00	400.00
02/24/2025	Elan Financial Services	Zoom	63.96	63.96
02/27/2025	Gil McLean	Irish Yarn Concert 3/1/25	400.00	400.00
Total Adult Programs				2,798.95
Total Programs - Adult				2,798.95
Programs - Juvenile				
02/06/2025	Karen Letteriello.	Reimburse Cookies for Programs less \$6.38 Cotton ball accidental charge	17.56	17.56
02/12/2025	Fun Express, LLC	Various items for Children's Programs	94.65	94.65
02/13/2025	Karen Letteriello.	Reimburse Cupcakes for Program	29.27	29.27
Total Programs - Juvenile				141.48
Programs - Teen				
02/19/2025	Amazon Capital Services	Twine, Bells, Feathers, Dowels, Aloe gel, Vanilla, Grapeseed oil, Shea but...	83.04	83.04
02/19/2025	Business Card	Gift cards Qty 5	50.00	50.00
02/25/2025	Cutchogue-New Suffolk Free ...	GameOn 2/7/25 / Shared Program	125.00	125.00
Total Programs - Teen				258.04
Supplies - Library				
02/05/2025	Amazon Capital Services	Photo backdrop	9.80	9.80
02/05/2025	Amazon Capital Services	Bike borrow program - LOT items - Helmet, locks, backpack, bike light	198.03	198.03
02/05/2025	The Library Store	Col-R-Lock Prelaminated Labels - 3/4" Stars 207/pkg Green - Ttl Qty 5	96.24	96.24
02/12/2025	The Library Store	Dura-Gloss Bar Code Label Portectors 1 in H x 2 - 1/2 in. W, 1000/Roll	98.77	98.77
02/19/2025	Amazon Capital Services	Elday Water Filter	73.38	73.38
02/19/2025	Amazon Capital Services	Wipes for Smart Table in Children's department	17.80	17.80
02/19/2025	Business Card	Information Cards	66.00	66.00

03/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
02/24/2025	Elan Financial Services	Cricut		
02/27/2025	Shauna Scholl.	Open House 2/26/25 - Refreshments	9.99	9.99
Total Supplies - Library			31.78	31.78
				601.79
Supplies - Office				
02/05/2025	Quill Corporation	Canon e20 black toner		
02/14/2025	Quill Corporation	Envelopes #10, window white 500	122.99	122.99
02/14/2025	Quill Corporation	Thermal pouches, file folder ltr	60.99	60.99
02/14/2025	Quill Corporation	Rubber bands, Facial tissue 6pk	55.98	55.98
02/19/2025	Amazon Capital Services	Cardstock Qty 2	25.87	25.87
Total Supplies - Office			11.58	11.58
				277.41
Supplies - Paper				
02/14/2025	Quill Corporation	8.5x11 white paper Qty 5		
Total Supplies - Paper			231.46	231.46
				231.46
Telephone				
02/19/2025	Optimum	Billing period 2/16/25 to 3/15/25		
Total Telephone			191.49	191.49
				191.49
Travel				
02/05/2025	Shauna Scholl.	Mileage \$316.40 - Albany 452 miles, Lodging @ \$169.00		
Total Travel			485.40	485.40
Total Miscellaneous Expense				485.40
TOTAL				15,703.63
				86,355.37

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

	Feb 25
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	20,886.58
Interest	4.69
Direct Public Support	772.18
Fines	21.14
Library Materials Paid For	50.99
Copy Machine	187.20
Refunds	80.09
Fund Balance Brought Forward	-174,504.75
Total Income	-152,501.88
Gross Profit	-152,501.88
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	27,823.80
Clerical	29,021.12
Custodian	3,698.12
Total Salaries	60,543.04
Benefits	
Fica	4,474.82
Disability Insurance	-288.60
Medical Insurance	6,156.15
Retirement	4,574.81
Total Benefits	14,917.18
Total Payroll Expenses	75,460.22
Library Materials	
Youth Materials	
Youth Arts & Crafts	99.33
Youth Books	713.40
Total Youth Materials	812.73
Adult Materials	
DVD/Music CD	427.77
Live-brary Downloadable e-bo...	54,688.00
Digital Material Subscriptions	950.79
Adult Books	1,175.65
Newspapers	187.73
Periodicals	4,534.52
Total Adult Materials	61,964.46
Teen Materials	107.06
Total Library Materials	62,884.25
Technology	117.89
Operations and Maintenance	

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

	Feb 25
Building Maintenance	
Aquarium Maintenance	365.00
HVAC Maintenance	697.74
Elevator Maint.	1,341.87
Fire Sprinkler Test	1,250.00
Total Building Maintenance	3,654.61
Custodial Supplies	513.45
Electric	1,567.36
Grounds Maintenance	
Snow Removal	1,150.00
Other Grounds Maintenance	485.00
Total Grounds Maintenance	1,635.00
Garbage Removal	279.18
Total Operations and Maintenance	7,649.60
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	244.85
Copy Machine	878.61
Computer Software Licenses	5,174.15
Total Maintenance Office Equipm...	6,495.01
Membership	
Professional Memberships	106.00
Museum Passes	105.06
Total Membership	211.06
Postage	
Newsletter mailing	416.67
Total Postage	416.67
Printing & Advertising	
Newsletter printing	3,767.00
Total Printing & Advertising	3,767.00
Professional Fees	
Payroll Processing	510.55
SCLS/Overdue Notices	25.27
Total Professional Fees	535.82
Programs - Adult	
Adult Programs	2,798.95
Total Programs - Adult	2,798.95
Programs - Juvenile	141.48
Programs - Teen	258.04

10:20 AM
03/04/25
Cash Basis

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

	Feb 25
Supplies - Library	601.79
Supplies - Office	277.41
Supplies - Paper	231.46
Telephone	191.49
Travel	485.40
Total Miscellaneous Expense	16,411.58
Total Expense	162,523.54
Net Ordinary Income	-315,025.42
Net Income	-315,025.42

10:17 AM
03/04/25
Cash Basis

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

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	7,776.08	5,000.00	2,776.08	155.5%
Mattituck-Cutchoque School Dist	773,324.58	1,718,603.00	-945,278.42	45.0%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	7.11	50.00	-42.89	14.2%
Direct Public Support	3,487.89	5,000.00	-1,512.11	69.8%
Fines	138.57			
Library Materials Paid For	50.99			
Copy Machine	476.60	3,500.00	-3,023.40	13.6%
Designated Gifts	2,500.00			
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	115.96			
Fund Balance Brought Forward	0.00			
Total Income	787,877.78	1,739,353.00	-951,475.22	45.3%
Gross Profit	787,877.78	1,739,353.00	-951,475.22	45.3%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	62,303.95	361,729.00	-299,425.05	17.2%
Clerical	66,244.33	459,661.00	-393,416.67	14.4%
Custodian	8,382.50	49,050.00	-40,667.50	17.1%
Total Salaries	136,930.78	870,440.00	-733,509.22	15.7%
Benefits				
Fica	10,058.90	64,310.00	-54,251.10	15.6%
Disability Insurance	618.57	1,200.00	-581.43	51.5%
Medical Insurance	10,967.97	125,405.00	-114,437.03	8.7%
Retirement	8,395.11	71,153.00	-62,757.89	11.8%
Total Benefits	30,040.55	262,068.00	-232,027.45	11.5%
Total Payroll Expenses	166,971.33	1,132,508.00	-965,536.67	14.7%
Library Materials				
Youth Materials				
Youth Arts & Crafts	112.09	2,000.00	-1,887.91	5.6%
Youth DVD's	0.00	400.00	-400.00	0.0%
Youth Computer Software	0.00	1,500.00	-1,500.00	0.0%
Youth Compact Discs	0.00	0.00	0.00	0.0%
Youth Audio Books	0.00	0.00	0.00	0.0%
Youth Books	713.40	12,000.00	-11,286.60	5.9%
Total Youth Materials	825.49	15,900.00	-15,074.51	5.2%
Adult Materials				
DVD/Music CD	703.94	3,700.00	-2,996.06	19.0%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	1,158.75	12,500.00	-11,341.25	9.3%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	1,236.31	21,500.00	-20,263.69	5.8%
Reference Books and Data ...	0.00	2,000.00	-2,000.00	0.0%
Adult Ref Books				

10:17 AM
03/04/25
Cash Basis

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

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
Local History	475.00	1,000.00	-525.00	47.5%
Continuations	0.00	2,000.00	-2,000.00	0.0%
Total Adult Ref Books	475.00	3,000.00	-2,525.00	15.8%
Virtual Reference Collection	0.00	5,600.00	-5,600.00	0.0%
Adult Audio Books	0.00	250.00	-250.00	0.0%
Large Print Books	0.00	5,000.00	-5,000.00	0.0%
Newspapers	597.65	7,200.00	-6,602.35	8.3%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	64,603.81	125,650.00	-61,046.19	51.4%
Teen Materials	142.91	2,500.00	-2,357.09	5.7%
Total Library Materials	65,572.21	144,050.00	-78,477.79	45.5%
Capital Expenditures	0.00	19,000.00	-19,000.00	0.0%
Technology	245.76	9,300.00	-9,054.24	2.6%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	615.00	3,600.00	-2,985.00	17.1%
HVAC Maintenance	697.74	2,500.00	-1,802.26	27.9%
Exterminator	210.00	1,200.00	-990.00	17.5%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	0.00	200.00	-200.00	0.0%
Elevator Maint.	1,341.87	5,500.00	-4,158.13	24.4%
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	1,200.00	50.00	104.2%
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	4,237.46	22,775.00	-18,537.54	18.6%
Custodial Supplies	513.45	1,300.00	-786.55	39.5%
Electric	3,385.00	29,000.00	-25,615.00	11.7%
Gas	1,801.09	12,000.00	-10,198.91	15.0%
Grounds Maintenance				
Snow Removal	1,950.00	4,000.00	-2,050.00	48.8%
Sprinkler Maintenance	0.00	700.00	-700.00	0.0%
Other Grounds Maintenance	485.00	12,500.00	-12,015.00	3.9%
Total Grounds Maintenance	2,435.00	17,200.00	-14,765.00	14.2%
Insurance				
Workers' Comp.	0.00	12,000.00	-12,000.00	0.0%
Umbrella Package	0.00	23,000.00	-23,000.00	0.0%
Total Insurance	0.00	35,000.00	-35,000.00	0.0%
Water				
North Fork Water	147.90	850.00	-702.10	17.4%
SCWA	0.00	3,500.00	-3,500.00	0.0%
Total Water	147.90	4,350.00	-4,202.10	3.4%

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Cash Basis

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

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	557.17	3,300.00	-2,742.83	16.9%
Total Operations and Maintenance	13,077.07	124,925.00	-111,847.93	10.5%
Miscellaneous Expense				
Longevity Benefit	0.00	1,500.00	-1,500.00	0.0%
Legal Fees	1,500.00	2,500.00	-1,000.00	60.0%
Contingency	175.00	3,000.00	-2,825.00	5.8%
Maintenance Office Equipment				
Verizon Mobile Hotspots	394.80	2,500.00	-2,105.20	15.8%
Optimum Internet Service	495.80	3,500.00	-3,004.20	14.2%
Copy Machine	878.61	5,500.00	-4,621.39	16.0%
Computer/Network Maintenance	1,000.00	12,000.00	-11,000.00	8.3%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	6,205.90	9,000.00	-2,794.10	69.0%
Total Maintenance Office Equipment	9,665.11	33,250.00	-23,584.89	29.1%
Membership				
Professional Memberships	226.00	2,300.00	-2,074.00	9.8%
Museum Passes	265.06	5,000.00	-4,734.94	5.3%
Mattituck Chamber of Commerce	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	616.06	8,450.00	-7,833.94	7.3%
Postage				
Postage & Stamps	89.44	770.00	-680.56	11.6%
Mailing Permit	0.00	300.00	-300.00	0.0%
Newsletter mailing	416.67	2,000.00	-1,583.33	20.8%
Post Office Box Fee	0.00	200.00	-200.00	0.0%
Total Postage	506.11	3,270.00	-2,763.89	15.5%
Printing & Advertising				
Other printing & advertising	192.00	1,500.00	-1,308.00	12.8%
Newsletter printing	3,767.00	21,000.00	-17,233.00	17.9%
Total Printing & Advertising	3,959.00	22,500.00	-18,541.00	17.6%
Professional Fees				
Payroll Processing	1,123.80	8,000.00	-6,876.20	14.0%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	2,899.41	10,900.00	-8,000.59	26.6%
Annual audit	1,275.00	15,000.00	-13,725.00	8.5%
SCLS/Overdue Notices	43.89	500.00	-456.11	8.8%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	16,850.10	57,400.00	-40,549.90	29.4%
Programs - Adult				
Motion Picture/Music Licensing	0.00	600.00	-600.00	0.0%
Adult Reading Club & Book ...	264.00	3,500.00	-3,236.00	7.5%
Adult Programs	5,951.73	18,000.00	-12,048.27	33.1%
Total Programs - Adult	6,215.73	22,100.00	-15,884.27	28.1%
Programs - Juvenile	1,673.57	12,000.00	-10,326.43	13.9%

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

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	0.00	8,000.00	-8,000.00	0.0%
Programs - Teen	416.30	8,000.00	-7,583.70	5.2%
Supplies - Library	837.26	10,500.00	-9,662.74	8.0%
Supplies - Office	966.56	4,000.00	-3,033.44	24.2%
Supplies - Paper	304.45	2,500.00	-2,195.55	12.2%
Telephone	346.74	2,400.00	-2,053.26	14.4%
Travel	554.70	2,400.00	-1,845.30	23.1%
Workshops	0.00	2,300.00	-2,300.00	0.0%
Staff Development	200.00	1,000.00	-800.00	20.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	44,786.69	209,570.00	-164,783.31	21.4%
Debt Service Total				
Mortgage Interest	0.46			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	0.46	100,000.00	-99,999.54	0.0%
Total Expense	290,653.52	1,739,353.00	-1,448,699.48	16.7%
Net Ordinary Income	497,224.26	0.00	497,224.26	100.0%
Net Income	497,224.26	0.00	497,224.26	100.0%

03/04/25

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

Type	Date	Name	Memo	Paid Amount
Cultural Activities Fund				
Coffee Machine				
Deposit	02/03/2025		Coffee	3.00
Deposit	02/10/2025		Coffee	6.00
Deposit	02/18/2025		Coffee	1.00
Total Coffee Machine				10.00
Staff Activity Fund				
Deposit	02/10/2025	Better World Books	Oct 2024 \$55.61, Dec 2024...	160.17
Bill	02/13/2025	Jacqueline Rodgers	Reimburse Bagels for Staff ...	-35.59
Total Staff Activity Fund				124.58
Adult Programs Wash Account				
Deposit	02/03/2025		Cooking	20.00
Deposit	02/03/2025		Defensive Driving	35.00
Deposit	02/03/2025		Yoga	173.32
Deposit	02/03/2025		Qi Gong (less refund for C...	9.12
Deposit	02/10/2025		Yoga	57.36
Deposit	02/10/2025		Qi Gong	38.24
Deposit	02/10/2025		LI Aquarium Tickets	268.00
Deposit	02/18/2025		Yoga	20.00
Deposit	02/18/2025		Cooking	20.00
Deposit	02/18/2025		LI Aquarium Tickets	81.00
Deposit	02/18/2025		Yoga - 3 walk ins	57.36
Deposit	02/24/2025		LI Aquarium tickets	424.00
Deposit	02/24/2025		Defensive Driving	70.00
Deposit	02/24/2025		Yoga walk in x 3	57.36
Deposit	02/24/2025		Arts/Crafts - Crochet	65.87
Total Adult Programs Wash Account				1,396.63
Total Cultural Activities Fund				1,531.21
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	02/28/2025		Interest	0.06
Total Undesignated & Interest				0.06
Total Gift and Trust Fund - MM				0.06
TOTAL				1,531.27

03/04/25

Mattituck-Laurel Library

Monthly Bill Payments

As of February 28, 2025

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	02/05/2025	13046	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice ID 1YJ3-Y64M...	-462.71
Bill Pmt -Check	02/05/2025	13047	Champion Elevator	Acct ID 41981, Invoice 2285770	-1,341.87
Bill Pmt -Check	02/05/2025	13048	ELM USA, Inc.	Invoice 73965	-25.00
Bill Pmt -Check	02/05/2025	13049	Kanopy, Inc.	Invoice #436225-PPU	-205.00
Bill Pmt -Check	02/05/2025	13050	Kolb Service Corp.	Invoice 4505-215	-697.74
Bill Pmt -Check	02/05/2025	13051	Mattituck Environmental Ser...	Cstmr 11-0001422-0, Inv 6094821	-279.18
Bill Pmt -Check	02/05/2025	13052	Midwest Tape	11952	-266.39
Bill Pmt -Check	02/05/2025	13053	PM Communications Corp.	Invoice 44309	-117.89
Bill Pmt -Check	02/05/2025	13054	Quill Corporation	03047280	-122.99
Bill Pmt -Check	02/05/2025	13055	SCLS	Invoice 93973	-25.27
Bill Pmt -Check	02/05/2025	13056	Seed Savers Exchange	Invoice INVC096532, Cstmr 21906063	-15.00
Bill Pmt -Check	02/05/2025	13057	Shauna Scholl	Reimburse Advocacy Day Travel/Lodging	-485.40
Bill Pmt -Check	02/05/2025	13058	STAT Inspection	Invoice # 2025-142	-1,250.00
Bill Pmt -Check	02/05/2025	13059	The Library Store	Invoice 725414, Cstmr 20058	-96.24
Bill Pmt -Check	02/06/2025		Mattituck-Laurel Library	2024 fund balance year-end transfer to M/M CR line	-172,504.75
Bill Pmt -Check	02/06/2025		Mattituck-Laurel Library	2024 year-end fund balance transfer from O/A	-2,000.00
Bill Pmt -Check	02/06/2025	13060	Karen Letteriello	Reimburse Cookies for Programs	-17.56
Bill Pmt -Check	02/06/2025	13061	Library Market	Invoice # 3886	-3,500.00
Bill Pmt -Check	02/06/2025	13062	Penworthy	Cstmr 00-5320020_001, Inv 0605243-IN	-376.33
Bill Pmt -Check	02/06/2025	13063	Port53 Technologies Inc.	Invoice 13916	-1,641.60
Bill Pmt -Check	02/07/2025	13064	B&T Adult Account	L 90004-3	-1,004.08
Bill Pmt -Check	02/10/2025	13065	NYS Employees Health Insu...	03909	-9,461.05
Bill Pmt -Check	02/12/2025	13066	SCLS	Invoice 94035	-54,688.00
Bill Pmt -Check	02/12/2025	13067	B&T Juvenile Account	L 935700	-337.07
Bill Pmt -Check	02/12/2025	13068	B&T Teen Account	L943258	-107.06
Bill Pmt -Check	02/12/2025	13069	Crafts on the Move, LLC	Card Making 2/8/25	-126.00
Bill Pmt -Check	02/12/2025	13070	Fun Express, LLC	Invoice 73589726401, Acct 2746478	-94.65
Bill Pmt -Check	02/12/2025	13071	Kathy Pasca	Good Vibrations 2/6/25	-300.00
Bill Pmt -Check	02/12/2025	13072	Living Art Aquariums	Invoice 2178	-365.00
Bill Pmt -Check	02/12/2025	13073	Raven Janoski	Cheese Board 2/10/25	-600.00
Bill Pmt -Check	02/12/2025	13074	SCLS	Invoice 94073	-479.40
Bill Pmt -Check	02/12/2025	13075	Shelter Island Public Library	Invoice 02072025MA / Eugenics 2/7/25	-50.00
Bill Pmt -Check	02/12/2025	13076	The Library Store	Cstmr 20058, Inv 726252	-98.77
Bill Pmt -Check	02/13/2025	13077	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	02/13/2025	13078	Karen Letteriello	Reimburse Cupcakes for Program	-29.27
Bill Pmt -Check	02/14/2025	13079	Midwest Tape	11952	-90.96
Bill Pmt -Check	02/14/2025	13080	Quill Corporation	03047280	-374.30
Bill Pmt -Check	02/14/2025	13081	Twin Fork Landscape Contra...	Invoice no. 27992	-1,150.00
Bill Pmt -Check	02/19/2025	13082	Amazon Capital Services	Acct#A1QBFNTMAAYKEX, Invoice # 1RF6-J1XF-7...	-275.73
Bill Pmt -Check	02/19/2025	13083	Business Card	5474 1518 7474 0647	-506.05
Bill Pmt -Check	02/19/2025	13084	Emerald Island	940058	-513.45
Bill Pmt -Check	02/19/2025	13085	Optimum	Acct 07839-381822-01-2	-436.34
Bill Pmt -Check	02/19/2025	13086	Quogue Wildlife Refuge	Owls of LI 2/13/25	-200.00
Bill Pmt -Check	02/21/2025	13087	Postmaster	Permit no. 41	-416.67
Bill Pmt -Check	02/24/2025	13088	Aflac	Acct NQH35, Inv 587273	-51.24
Bill Pmt -Check	02/24/2025	13089	Coastline Cesspool & Drain ...	Invoice 11881	-485.00
Bill Pmt -Check	02/24/2025	13090	Edward J. Moreno	Qi Gong series 2/4/25 - 2/25/25	-240.00
Bill Pmt -Check	02/24/2025	13091	Elan Financial Services	4798 5101 7200 1022	-204.23
Bill Pmt -Check	02/24/2025	13092	Maria's Mexican Cooking, LLC	Empanadas 2/22/25	-400.00
Bill Pmt -Check	02/24/2025	13093	Precision Microproducts		-878.61
Bill Pmt -Check	02/24/2025	13094	St. George Living History Pr...	Comedians 2/20/25	-225.00
Bill Pmt -Check	02/24/2025	13095	Pine Barrens Printing	Invoice no. 34635	-3,767.00
Bill Pmt -Check	02/25/2025	13096	Cutchogue-New Suffolk Free...	GameOn 2/7/25 / Shared Program	-125.00
Bill Pmt -Check	02/25/2025	13097	Midwest Tape	11952	-93.06
Bill Pmt -Check	02/25/2025	13098	Verizon	Acct. 242398426-00001, Inv 6106251149	-197.40
Bill Pmt -Check	02/27/2025	13099	Midwest Tape	11952	-144.84
Bill Pmt -Check	02/27/2025	13100	PSEGLI	Cstmr 0295-3001-61-3, Acct 9610338501	-1,567.36
Bill Pmt -Check	02/27/2025	13101	Shauna Scholl	Open House 2/26/25 - Refreshments	-31.78
Bill Pmt -Check	02/27/2025	13102	EBSCO Subscription Services	TN-S-59543-00	-4,534.52
Bill Pmt -Check	02/27/2025	13103	Gil McLean	Irish Yarn Concert 3/1/25	-400.00
Total BNB Operating Checking					-270,569.81
TOTAL					-270,569.81