

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

MEETING DATE: Monday April 14, 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 March 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**
 - A. Budget / Finance
- X. Old Business**
- XI. New Business**
 - A. Vote resolution
 - B. Scan center quote
 - C. ALA conference attendance
- XII. Period of Public Expression**
- XIII. Adjournment**

Next Meeting – May 12, 2025

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
April 14, 2025

Present

Jim Underwood, President
Colleen Grattan-Arnoff, Treasurer
Katie O'Rourke, Secretary
John Carter, Trustee
Randi Tietel, Trustee
Shauna Scholl, Director

Absent with Excuse

Mary Sanchez, Vice President
Peter Kren, 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.
(John, Randi; unanimous (5-0))

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

The minutes of the meetings held March 10, 2025 were approved.
(Randi, Colleen; unanimous (5-0))

V. Approval of Treasurer's Report

Warrants

Colleen reviewed the warrants with the Board.
The Board approved payment of the following **MARCH 2025** warrant:

| | |
|--------------------------------------|--------------|
| OPERATING ACCOUNT | \$108,739.51 |
| CULTURAL ACTIVITIES FUND | 1,410.00 |
| MONEY MARKET ACCOUNT | .00 |
| BUILDING FUND SAVINGS | .00 |
| BUILDING FUND CHECKING | .00 |
| Donations in excess of \$1,000 | |
| none | |
| (John, Katie; unanimous (5-0)) | |
| <i>March 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.

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

VII. Director's Report

The Director's report was presented in written format. The Board reviewed the director's report with interest. The Director's Report was approved.

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

Shauna reported that there was a successful blood drive on Thursday, April 3rd. 43 pints of blood were donated, which will save 129 lives. The Health Fair Committee has reconvened for another year and is planning for a health fair on August 16th from 11AM – 2PM. The staff enjoyed a casual lunch in the breakroom on April 8th, National Library Workers Day, during the celebration of National Library Week, the theme was *Drawn to the Library*. Sharon posted on social media to commemorate this week and Karen planned activities for the children who visited the children's room. The IT team is in the process of updating/upgrading staff computers and has run into problems. Shauna is hopeful that a remedy will be found as soon as possible. Jim asked about the IMLS situation and federal / state funding. There is a lot of unknowns, we are very fortunate that we are funded primarily through our tax base, however there are certain services that trickle down to us that will be affected. Colleen shared that she is excited to learn that with a grant from the Friends, our library will take part in The Dolly Parton Imagination Library. Through this program, children receive free books in the mail from birth until they go to school. Jim said he was looking forward to participating in the Hubbard County Park Hike on Wednesday, April 30th, led by Lee McAllister, naturalist, photographer and author.

VIII. President's Remarks

Jim stated that we are living in unprecedented times, he spoke of the U.S. Naval Academy's Nimitz Library where 381 books were pulled from the shelves earlier this month. He talked about the two separate letters that had been sent to Nick LaLota's office from the Board. He reminded the Board that on our website, under the "About Us" banner there is a tab, "Become a Library Advocate" – on this page are links for our local government officials. Our voices are needed to let our state and federal representatives know that libraries are an integral part of our community. He and Shauna will speak with Gianna Volpe, host of "Heart of the East End" 88.3 WLIW-FM on Tuesday, April 15th about our library's renewal project and his work with the Mattituck-Laurel Civic Association. Jim also mentioned a program he is planning to attend at the library hosted by Jack Gibbons on Tuesday, April 22nd, Global Warming & Climate Change from 5:30PM – 7:00PM.

IX. Committee Reports

The Budget/Finance/Audit committee met earlier this evening to discuss the 2026 budget. No other committees met this month.

X. Old Business

none

XI. New Business

A. Vote resolution

Jim prefaced this approval with a reminder to trustees that there will be an informational open house regarding the proposed project and the bond vote on Wednesday, June 4th @ 5PM and vote day is Tuesday, June 17th, 9AM – 7PM.

Adopt resolution requesting that the Board of Education of the Mattituck Cutchogue Union Free School District call a Special District Meeting on June 17, 2025 for purposes of voting on a library bond proposition

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

B. Scan center quote

Accept the quote to replace the computer and both public scan stations

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

C. ALA conference attendance

Approve Shauna's ALA annual conference attendance in Philadelphia at the end of June

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

XII. Period of Public Expression

Public comment was given by a community member.

XIII. Adjournment

Motion to adjourn at 6:27PM

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

Dates of Future Board Meetings

Monday May 12, 2025

Monday June 9, 2025

Monday, July 14, 2025

Respectfully submitted,

Katie O'Rourke

Secretary

EXTRACT OF MINUTES

Meeting of the Board of Trustees of the

Mattituck-Laurel Library,

in the County of Suffolk, New York

April 14, 2025

* * *

A regular meeting of the Board of Trustees of the Mattituck-Laurel Library, located in the Town of Southold, Suffolk County, New York, was held at the Mattituck-Laurel Library, 13900 Main Road, Mattituck, New York, on April 14, 2025, at 6 o'clock P.M. (Prevailing Time).

There were present: Jim Underwood, President of the Board
Katie O'Rourke, Secretary
Colleen Grattan-Arnoff, Treasurer
Randi Teitel
John Carter

There were absent: Mary Sanchez, Vice President of the Board
Peter Kren

Also present: Shauna Scholl, Director

* * *

Trustee Colleen Grattan-Arnoff offered the following resolution and moved its adoption:

RESOLUTION OF THE BOARD OF TRUSTEES OF THE MATTITUCK-LAUREL LIBRARY, LOCATED IN THE TOWN OF SOUTHOLD, SUFFOLK COUNTY, NEW YORK, ADOPTED APRIL 14, 2025, PURSUANT TO SECTION 260 OF THE EDUCATION LAW DETERMINING THAT IT IS NECESSARY AND DESIRABLE TO CONSTRUCT ALTERATIONS AND IMPROVEMENTS TO THE EXISTING LIBRARY AND REQUESTING THAT THE MATTITUCK-CUTCHOGUE UNION FREE SCHOOL DISTRICT CALL, GIVE NOTICE OF AND CONDUCT A SPECIAL DISTRICT MEETING ON BEHALF OF THE MATTITUCK-LAUREL LIBRARY DISTRICT (WHICH LIES WITHIN THE BOUNDARIES OF THE SCHOOL DISTRICT) FOR THE PURPOSE OF SUBMITTING A PROPOSITION TO THE VOTERS OF SAID LIBRARY DISTRICT.

RESOLVED BY THE BOARD OF TRUSTEES OF THE MATTITUCK-LAUREL LIBRARY, LOCATED IN THE TOWN OF SOUTHOLD, SUFFOLK COUNTY, NEW YORK, AS FOLLOWS:

Section 1. Pursuant to Section 260 of the Education Law (the "Section 260"), the Board of Trustees of the Mattituck-Laurel Library, located in the Town of Southold, Suffolk County, New York, hereby determines that it is necessary and desirable to construct alterations and improvements to existing Library building (the "Project") in accordance with a plan prepared by the Library with the assistance of Nemschick Silverman Architects P.C., Patchogue, New York, which plan is on file and available for public inspection at the office of the Director of the Library.

Section 2. Pursuant to Section 260, the Board of Trustees of the Library hereby requests that the Board of Education of the Mattituck-Cutchogue Union Free School District call, give notice of and conduct a Special District Meeting on behalf of the Mattituck-Laurel Library

District (which lies within the boundaries of said School District), all in accordance with the provisions set forth in the form of the resolution attached as **Exhibit A** hereto, for the purposes of voting upon a Library proposition authorizing the Project, the financing thereof, and certain other matters related thereto.

Section 3. The proceeds of the bonds authorized pursuant to the Library Proposition set forth in **Exhibit A** hereto, and any bond anticipation notes issued in anticipation of said bonds, may be applied to reimburse the Library for expenditures made for the purpose or purposes for which said bonds are authorized. The foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department

Section 4. This resolution shall take effect immediately.

* * *

The adoption of the foregoing resolution was seconded by Trustee Katie O'Rourke and duly put to a vote on roll call which resulted as follows:

AYES: (5) Jim Underwood, Katie O'Rourke, Colleen Grattan-Arnoff, Randi Teitel, John Carter

NOES: (0) None

The resolution was declared adopted.

CERTIFICATE

I, Katie O'Rourke, Secretary of the Mattituck-Laurel Library, located in the Town of Southold, Suffolk County, New York, HEREBY CERTIFY that the foregoing annexed extract from the minutes of a meeting of the Board of Trustees of said Library, duly called and held on April 14, 2025 has been compared by me with the original minutes as officially recorded in my office in the Minute Book of said Board of Trustees and is a true, complete and correct copy thereof and of the whole of said original minutes so far as the same relate to the subject matters referred to in said extract.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Library this 14th day of April, 2025.

(SEAL)

Katie O' Rourke
Secretary



Mattituck-Laurel LIBRARY

Warrants / Expenses

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

Approved at the Library Board Meeting on April 14, 2025

Operating Account Total \$ 108,739.51

Payroll \$ 73,548.32

Non Payroll \$ 35,191.19

Cultural Activities Fund \$ 1,410.00

Money Market Account \$ 0

Building Fund Savings \$ 0

Building Fund Checking \$ 0

Donations in excess of \$1,000 None

March payroll has four weeks.

CGA 4/14/25

04/03/25

**Mattituck-Laurel Library
Fund Balance Report**

| | <u>Jan - Mar 25</u> |
|---------------------------------------|---------------------|
| General Fund | |
| Operating Fund | 447,176.86 |
| Building Fund | |
| Checking | 269,096.89 |
| Savings | 57,313.71 |
| | <hr/> |
| Total Building Fund | 326,410.60 |
| | <hr/> |
| Total General Fund | 773,587.46 |
| Cultural Activities Fund | |
| Coffee Machine | 756.67 |
| Teen Programs | 243.96 |
| Children's Programs | 1,226.17 |
| Staff Activity Fund | 2,126.85 |
| Adult Programs Wash Account | 12,573.16 |
| Designated Gifts | 657.80 |
| Parent-Toddler Programs | 64.23 |
| Staff Ordering Account | -118.19 |
| | <hr/> |
| Total Cultural Activities Fund | 17,530.65 |
| Gift and Trust Fund - MM | |
| Claire Lincoln Memorial | 2,637.09 |
| Local History Books | 26,778.90 |
| Undesignated & Interest | 43,295.73 |
| Capital Reserve Fund | 724,680.19 |
| Unemployment Insurance | 30,000.00 |
| | <hr/> |
| Total Gift and Trust Fund - MM | 827,391.91 |
| | <hr/> |
| TOTAL | 1,618,510.02 |

04/03/25

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

| Date | Name | Memo | Original Amount | Paid Amount |
|---------------------------------------|-------------------------|--|-----------------|-------------|
| Library Materials | | | | |
| Youth Materials | | | | |
| Youth Arts & Crafts | | | | |
| 03/05/2025 | Amazon Capital Services | Vevor Slushy Machine | 47.99 | 47.99 |
| 03/24/2025 | Business Card | 2025 US President Digital Updates (Bid... | 5.44 | 5.44 |
| 03/31/2025 | Amazon Capital Services | Ice cream salt for slushie machine | 11.32 | 11.32 |
| Total Youth Arts & Crafts | | | | 64.75 |
| Youth DVD's | | | | |
| 03/13/2025 | Midwest Tape | 506854496 | 39.18 | 39.18 |
| 03/25/2025 | Midwest Tape | 506895626 | 21.69 | 21.69 |
| Total Youth DVD's | | | | 60.87 |
| Youth Books | | | | |
| 03/07/2025 | B&T Juvenile Account | February invoices | 367.52 | 367.52 |
| Total Youth Books | | | | 367.52 |
| Total Youth Materials | | | | 493.14 |
| Adult Materials | | | | |
| DVD/Music CD | | | | |
| 03/05/2025 | ELM USA, Inc. | PRO-03584B Monthly min. chrg. / Previ... | 25.00 | 25.00 |
| 03/07/2025 | Midwest Tape | 506821902 | 47.57 | 47.57 |
| 03/07/2025 | Midwest Tape | 506821903 | 26.59 | 26.59 |
| 03/07/2025 | Midwest Tape | 506821904 | 23.09 | 23.09 |
| 03/13/2025 | Midwest Tape | 506854493 | 27.98 | 27.98 |
| 03/13/2025 | Midwest Tape | 506854495 | 17.49 | 17.49 |
| 03/13/2025 | Midwest Tape | 506854497 | 44.07 | 44.07 |
| 03/25/2025 | Midwest Tape | 506895625 | 20.99 | 20.99 |
| 03/31/2025 | Midwest Tape | 506933426 | 44.78 | 44.78 |
| 03/31/2025 | Midwest Tape | 506933428 | 48.28 | 48.28 |
| 03/31/2025 | Midwest Tape | 506933429 | 25.19 | 25.19 |
| Total DVD/Music CD | | | | 351.03 |
| Digital Material Subscriptions | | | | |
| 03/05/2025 | Kanopy, Inc. | 181 Tickets, 1 Credit KKids | 186.00 | 186.00 |
| 03/05/2025 | Midwest Tape | Hoopla Month ending 02/28/2025 | 284.50 | 284.50 |
| 03/20/2025 | Library Ideas, LLC | Fiero Code Annual Subscription 3/1/25-... | 995.00 | 995.00 |
| Total Digital Material Subscriptions | | | | 1,465.50 |
| Adult Books | | | | |
| 03/05/2025 | Amazon Capital Services | Qty 3 All the Colors of the Dark - for Bo... | 59.37 | 59.37 |
| 03/05/2025 | Sachem Public Library. | Lost Book - Cross My Heart | 28.99 | 28.99 |
| 03/07/2025 | B&T Adult Account | February invoices | 1,322.41 | 1,322.41 |
| Total Adult Books | | | | 1,410.77 |
| Large Print Books | | | | |
| 03/07/2025 | B&T Adult Account | February invoices | 40.99 | 40.99 |
| Total Large Print Books | | | | 40.99 |
| Newspapers | | | | |
| 03/05/2025 | Daily News | Pays through 4/9/25 | 90.00 | 90.00 |
| 03/05/2025 | Newsday | Subscription period from 3/18/25 to 5/1... | 343.92 | 343.92 |
| 03/05/2025 | The New York Times | Large Print subscription from 2/24/25 t... | 200.20 | 200.20 |
| 03/25/2025 | Daily News | Pays through 4/30/25 | 90.00 | 90.00 |
| Total Newspapers | | | | 724.12 |
| Total Adult Materials | | | | 3,992.41 |
| Teen Materials | | | | |
| 03/05/2025 | Amazon Capital Services | Skittles | 9.96 | 9.96 |
| 03/07/2025 | B&T Teen Account | February invoices | 100.15 | 100.15 |
| 03/31/2025 | Amazon Capital Services | Chocolate candy eggs | 12.99 | 12.99 |

Mattituck-Laurel Library

04/03/25

Monthly Expense Report - Operating Fund (Non Payroll)

March 2025

| Date | Name | Memo | Original Amount | Paid Amount |
|-----------------------------------|-----------------------------------|---|------------------------|--------------------|
| Total Teen Materials | | | | 123.10 |
| Total Library Materials | | | | 4,608.65 |
| Technology | | | | |
| 03/06/2025 | PM Communications Corp. | Monthly Maintenance | 117.89 | 117.89 |
| 03/24/2025 | Business Card | Qty 4 - Dell OptiPlex AIO Computers | 4,140.56 | 4,140.56 |
| Total Technology | | | | 4,258.45 |
| Operations and Maintenance | | | | |
| Building Maintenance | | | | |
| Aquarium Maintenance | | | | |
| 03/11/2025 | Living Art Aquariums | Service 2/27/25, 2/11/25, Livestock 6 s... | 286.00 | 286.00 |
| Total Aquarium Maintenance | | | | 286.00 |
| Elevator Maint. | | | | |
| 03/05/2025 | Champion Elevator | Monthly Maintenance for 1st Quarter 2... | 1,341.87 | 1,341.87 |
| Total Elevator Maint. | | | | 1,341.87 |
| Water Backflow Test | | | | |
| 03/31/2025 | JJ Simms Valve Testing | Annual Testing & Paperwork for Backfl... | 260.00 | 260.00 |
| Total Water Backflow Test | | | | 260.00 |
| Other Building Maint. | | | | |
| 03/20/2025 | Coastline Cesspool & Drain Ser... | Cleared blockage in house trap | 485.00 | 485.00 |
| Total Other Building Maint. | | | | 485.00 |
| Total Building Maintenance | | | | 2,372.87 |
| Electric | | | | |
| 03/31/2025 | PSEGLI | Service from Feb 20, 2025 to Mar 20. 2... | 1,504.36 | 1,504.36 |
| Total Electric | | | | 1,504.36 |
| Gas | | | | |
| 03/05/2025 | National Grid | Billing from Jan 17, 2025 to Feb 19, 2025 | 2,033.50 | 2,033.50 |
| 03/31/2025 | National Grid | Billing period Feb 19, 2025 to Mar 20, 2... | 1,331.87 | 1,331.87 |
| Total Gas | | | | 3,365.37 |
| Grounds Maintenance | | | | |
| Snow Removal | | | | |
| 03/05/2025 | Twin Fork Landscape Contracting | Salt application 2/15/25 | 200.00 | 200.00 |
| Total Snow Removal | | | | 200.00 |
| Other Grounds Maintenance | | | | |
| 03/05/2025 | Twin Fork Landscape Contracting | Tree Removal | 1,850.00 | 1,850.00 |
| 03/13/2025 | Twin Fork Landscape Contracting | Spring Clean up | 4,900.00 | 4,900.00 |
| Total Other Grounds Maintenance | | | | 6,750.00 |
| Total Grounds Maintenance | | | | 6,950.00 |
| Water | | | | |
| SCWA | | | | |
| 03/11/2025 | Suffolk County Water Authority | Service period Nov 28, 2024 to March ... | 213.18 | 213.18 |
| Total SCWA | | | | 213.18 |
| Total Water | | | | 213.18 |
| Garbage Removal | | | | |
| 03/05/2025 | Mattituck Environmental Services | 4 YD trash service | 279.02 | 279.02 |
| Total Garbage Removal | | | | 279.02 |
| Total Operations and Maintenance | | | | 14,684.80 |

04/03/25

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

| Date | Name | Memo | Original Amount | Paid Amount |
|---|-------------------------------|---|-----------------|-------------|
| Miscellaneous Expense | | | | |
| Legal Fees | | | | |
| 03/11/2025 | Volz & Vigliotta, PLLC | Historical Society correspondence revi... | 275.00 | 275.00 |
| Total Legal Fees | | | | 275.00 |
| Maintenance Office Equipment | | | | |
| Optimum Internet Service | | | | |
| 03/20/2025 | Optimum | Billing period 3/16/25 - 4/15/25 | 244.85 | 244.85 |
| Total Optimum Internet Service | | | | 244.85 |
| Computer/Network Maintenance | | | | |
| 03/05/2025 | L2J Consulting, Inc. | Monthly IT Support - February 2025 | 1,000.00 | 1,000.00 |
| 03/31/2025 | L2J Consulting, Inc. | Monthly IT Support - March 2025 | 1,000.00 | 1,000.00 |
| Total Computer/Network Maintenance | | | | 2,000.00 |
| Computer Software Licenses | | | | |
| 03/25/2025 | Elan Financial Services | Paddle.Net*CrashPlan | 32.59 | 32.59 |
| Total Computer Software Licenses | | | | 32.59 |
| Total Maintenance Office Equipment | | | | 2,277.44 |
| Membership | | | | |
| Museum Passes | | | | |
| 03/24/2025 | Business Card | American Museum of Natural History (...) | 250.00 | 250.00 |
| 03/24/2025 | Business Card | Children's Museum of the East End Me... | 400.00 | 400.00 |
| Total Museum Passes | | | | 650.00 |
| Total Membership | | | | 650.00 |
| Postage | | | | |
| Postage & Stamps | | | | |
| 03/06/2025 | Postmaster | 200 Forever stamps @ \$ 0.73 | 146.00 | 146.00 |
| Total Postage & Stamps | | | | 146.00 |
| Mailing Permit | | | | |
| 03/31/2025 | Postmaster | USPS Marketing Mail Permit no. 41 an... | 350.00 | 350.00 |
| Total Mailing Permit | | | | 350.00 |
| Total Postage | | | | 496.00 |
| Printing & Advertising | | | | |
| Other printing & advertising | | | | |
| 03/24/2025 | Business Card | Suffolk Times Classifieds Ad | 185.10 | 185.10 |
| Total Other printing & advertising | | | | 185.10 |
| Total Printing & Advertising | | | | 185.10 |
| Professional Fees | | | | |
| SCLS/Overdue Notices | | | | |
| 03/05/2025 | SCLS | Overdues - Processed & Mailed - Febr... | 34.58 | 34.58 |
| Total SCLS/Overdue Notices | | | | 34.58 |
| Total Professional Fees | | | | 34.58 |
| Programs - Adult | | | | |
| Motion Picture/Music Licensing | | | | |
| 03/06/2025 | SCLS | Motion Picture Lic Corp. Movie Licensi... | 97.99 | 97.99 |
| Total Motion Picture/Music Licensing | | | | 97.99 |
| Adult Programs | | | | |
| 03/05/2025 | Rob Scott | Irish Soda Bread Grab and Go 3/1/25 | 299.00 | 299.00 |
| 03/05/2025 | Southold Free Library | Betty Crocker 3/4/25 / Shared Program | 75.00 | 75.00 |
| 03/13/2025 | Inner Strength Coaching, Inc. | Inner Critic 3/11/25 | 250.00 | 250.00 |

Mattituck-Laurel Library

04/03/25

Monthly Expense Report - Operating Fund (Non Payroll)

March 2025

| Date | Name | Memo | Original Amount | Paid Amount |
|-----------------------------|----------------------------------|---|------------------------|--------------------|
| 03/13/2025 | KMS Native Plants | Native Plants 3/10/25 | 200.00 | 200.00 |
| 03/20/2025 | Eco-Photo Explorers | Beyond the Hamptons 3/13/25 | 200.00 | 200.00 |
| 03/20/2025 | Westhampton Free Library | Full Moon Eclipse 3/12/25 | 50.00 | 50.00 |
| 03/24/2025 | Frank C. Pomata | Career Workshop 3/22/25 | 150.00 | 150.00 |
| 03/25/2025 | Elan Financial Services | Zoom | 63.96 | 63.96 |
| Total Adult Programs | | | | 1,287.96 |
| Total Programs - Adult | | | | 1,385.95 |
| Programs - Juvenile | | | | |
| 03/04/2025 | Nicole Summers Sparling | Baby Boogie/Toddler Tango 3/5/25 | 350.00 | 350.00 |
| 03/10/2025 | James A. Ciervo | Guinea Pig 3/12/25 | 300.00 | 300.00 |
| 03/13/2025 | Arrayscape Gaming, Inc. | Big Bad Wolf 3/13/25 | 300.00 | 300.00 |
| 03/14/2025 | Joanne Hruz. | Reimburse Juvenile Program items - Pr... | 11.78 | 11.78 |
| 03/24/2025 | Amazon Capital Services | Winter & Spring Backdrops, Unicorn & ... | 72.94 | 72.94 |
| 03/25/2025 | Doris J. Benter | Dump Truck & Mosaic Butterfly 3/27/25 | 525.00 | 525.00 |
| Total Programs - Juvenile | | | | 1,559.72 |
| Programs - Summer | | | | |
| 03/10/2025 | Noah's Ark Animal Workshop, I... | Color Splash Workshop 6/30/25 Share... | 1,873.50 | 1,873.50 |
| 03/11/2025 | Fun Express, LLC | Horns, Squirt toys | 727.38 | 727.38 |
| 03/14/2025 | Joanne Hruz. | Reimburse Summer Program items - S... | 32.74 | 32.74 |
| 03/24/2025 | Amazon Capital Services | Legos,Crochet,Puppets, Carts, T-shirts | 235.85 | 235.85 |
| Total Programs - Summer | | | | 2,869.47 |
| Programs - Teen | | | | |
| 03/05/2025 | Amazon Capital Services | 3D Printer drawing molds (20 sheets), ... | 25.97 | 25.97 |
| 03/05/2025 | Amazon Capital Services | SCRIB3D pen filament refills | 16.99 | 16.99 |
| 03/31/2025 | Amazon Capital Services | LEGO Creator, Dreidel Easter Eggs,Kn... | 176.56 | 176.56 |
| 03/31/2025 | Amazon Capital Services | Stickers, Twine, Notebooks, Easter eggs | 41.95 | 41.95 |
| Total Programs - Teen | | | | 261.47 |
| Supplies - Library | | | | |
| 03/05/2025 | Amazon Capital Services | Qty 2 Green Table coverings | 43.12 | 43.12 |
| 03/05/2025 | Amazon Capital Services | Canon Ivy 2 mini photo printer | 80.75 | 80.75 |
| 03/05/2025 | Amazon Capital Services | Permanent Vinyl for Cricut | 25.68 | 25.68 |
| 03/05/2025 | Amazon Capital Services | Table cover roll - White | 27.90 | 27.90 |
| 03/05/2025 | Quill Corporation | Napkins, plates, paper towels | 123.15 | 123.15 |
| 03/06/2025 | Quill Corporation | Facial tissue Qty 4 | 43.76 | 43.76 |
| 03/24/2025 | Amazon Capital Services | 2x3" Photo Sticker Paper | 40.88 | 40.88 |
| 03/24/2025 | Business Card | Recycling containers for Lobby | 134.98 | 134.98 |
| 03/24/2025 | Business Card | Qty 19 Name Tags | 160.55 | 160.55 |
| 03/25/2025 | Elan Financial Services | Cricut | 9.99 | 9.99 |
| 03/31/2025 | Quill Corporation | Tea | 17.54 | 17.54 |
| Total Supplies - Library | | | | 708.30 |
| Supplies - Office | | | | |
| 03/05/2025 | Amazon Capital Services | plastic tab for hanging folders | 4.39 | 4.39 |
| 03/05/2025 | Quill Corporation | Fine point markers | 12.59 | 12.59 |
| 03/20/2025 | Quill Corporation | Qty 3 - Toner cartridges, Coffeemate | 409.76 | 409.76 |
| 03/20/2025 | SCLS | EcoChit 3-1.8"x200' Thermal Rolls (25/... | 89.98 | 89.98 |
| 03/31/2025 | Quill Corporation | Book tape 4x15 yds, Book tape scotch ... | 150.76 | 150.76 |
| Total Supplies - Office | | | | 667.48 |
| Telephone | | | | |
| 03/20/2025 | Optimum | Billing period 3/16/25 - 4/15/25 | 191.64 | 191.64 |
| Total Telephone | | | | 191.64 |
| Workshops | | | | |
| 03/24/2025 | Business Card | Notary Class - Marissa Timm | 77.14 | 77.14 |
| Total Workshops | | | | 77.14 |
| Total Miscellaneous Expense | | | | 11,639.29 |

04/03/25

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

| Date | Name | Memo | Original Amount | Paid Amount |
|-------|------|------|-----------------|------------------|
| TOTAL | | | | <u>35,191.19</u> |

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

| | Mar 25 |
|---------------------------------|-----------|
| Ordinary Income/Expense | |
| Income | |
| Mattituck-Cutchogue School Dist | 58,891.09 |
| Interest | 4.01 |
| Direct Public Support | 243.00 |
| Fines | 68.30 |
| Library Materials Paid For | 35.45 |
| Copy Machine | 730.24 |
| Total Income | 59,972.09 |
| Gross Profit | 59,972.09 |
| Expense | |
| Payroll Expenses | |
| Salaries | |
| Professional Salaries | 27,823.81 |
| Clerical | 29,193.03 |
| Custodian | 3,666.02 |
| Total Salaries | 60,682.86 |
| Benefits | |
| Fica | 4,485.56 |
| Disability Insurance | -289.79 |
| Medical Insurance | 4,718.90 |
| Retirement | 4,517.12 |
| Total Benefits | 13,431.79 |
| Total Payroll Expenses | 74,114.65 |
| Library Materials | |
| Youth Materials | |
| Youth Arts & Crafts | 64.75 |
| Youth DVD's | 60.87 |
| Youth Books | 367.52 |
| Total Youth Materials | 493.14 |
| Adult Materials | |
| DVD/Music CD | 351.03 |
| Digital Material Subscriptions | 1,465.50 |
| Adult Books | 1,410.77 |
| Large Print Books | 40.99 |
| Newspapers | 724.12 |
| Total Adult Materials | 3,992.41 |
| Teen Materials | 123.10 |
| Total Library Materials | 4,608.65 |
| Technology | 4,258.45 |
| Operations and Maintenance | |
| Building Maintenance | |
| Aquarium Maintenance | 286.00 |

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

| | Mar 25 |
|------------------------------------|-----------|
| Elevator Maint. | 1,341.87 |
| Water Backflow Test | 260.00 |
| Other Building Maint. | 485.00 |
| Total Building Maintenance | 2,372.87 |
| Electric | 1,504.36 |
| Gas | 3,365.37 |
| Grounds Maintenance | |
| Snow Removal | 200.00 |
| Other Grounds Maintenance | 6,750.00 |
| Total Grounds Maintenance | 6,950.00 |
| Water | |
| SCWA | 213.18 |
| Total Water | 213.18 |
| Garbage Removal | 279.02 |
| Total Operations and Maintenance | 14,684.80 |
| Miscellaneous Expense | |
| Legal Fees | 275.00 |
| Maintenance Office Equipment | |
| Verizon Mobile Hotspots | 197.40 |
| Optimum Internet Service | 244.85 |
| Computer/Network Maintenance | 2,000.00 |
| Computer Software Licenses | 32.59 |
| Total Maintenance Office Equipm... | 2,474.84 |
| Membership | |
| Museum Passes | 650.00 |
| Total Membership | 650.00 |
| Postage | |
| Postage & Stamps | 146.00 |
| Mailing Permit | 350.00 |
| Total Postage | 496.00 |
| Printing & Advertising | |
| Other printing & advertising | 185.10 |
| Total Printing & Advertising | 185.10 |
| Professional Fees | |
| Payroll Processing | 516.25 |
| SCLS/Overdue Notices | 34.58 |
| Total Professional Fees | 550.83 |
| Programs - Adult | |
| Motion Picture/Music Licensing | 97.99 |
| Adult Programs | 1,287.96 |

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04/03/25

Cash Basis

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

| | Mar 25 |
|-----------------------------|------------|
| Total Programs - Adult | 1,385.95 |
| Programs - Juvenile | 1,559.72 |
| Programs - Summer | 2,869.47 |
| Programs - Teen | 261.47 |
| Supplies - Library | 708.30 |
| Supplies - Office | 667.48 |
| Telephone | 191.64 |
| Workshops | 77.14 |
| Total Miscellaneous Expense | 12,352.94 |
| Total Expense | 110,019.49 |
| Net Ordinary Income | -50,047.40 |
| Net Income | -50,047.40 |

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04/03/25
Cash Basis

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

| | Jan - Mar 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 | 832,215.67 | 1,718,603.00 | -886,387.33 | 48.4% |
| NY State Incentive | 0.00 | 1,800.00 | -1,800.00 | 0.0% |
| Interest | 11.12 | 50.00 | -38.88 | 22.2% |
| Direct Public Support | 3,730.89 | 5,000.00 | -1,269.11 | 74.6% |
| Fines | 206.87 | | | |
| Library Materials Paid For | 86.44 | | | |
| Copy Machine | 1,206.84 | 3,500.00 | -2,293.16 | 34.5% |
| 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 | 847,849.87 | 1,739,353.00 | -891,503.13 | 48.7% |
| Gross Profit | 847,849.87 | 1,739,353.00 | -891,503.13 | 48.7% |
| Expense | | | | |
| Payroll Expenses | | | | |
| Salaries | | | | |
| Professional Salaries | 90,127.76 | 361,729.00 | -271,601.24 | 24.9% |
| Clerical | 95,437.36 | 459,661.00 | -364,223.64 | 20.8% |
| Custodian | 12,048.52 | 49,050.00 | -37,001.48 | 24.6% |
| Total Salaries | 197,613.64 | 870,440.00 | -672,826.36 | 22.7% |
| Benefits | | | | |
| Fica | 14,544.46 | 64,310.00 | -49,765.54 | 22.6% |
| Disability Insurance | 328.78 | 1,200.00 | -871.22 | 27.4% |
| Medical Insurance | 15,686.87 | 125,405.00 | -109,718.13 | 12.5% |
| Retirement | 12,912.23 | 71,153.00 | -58,240.77 | 18.1% |
| Total Benefits | 43,472.34 | 262,068.00 | -218,595.66 | 16.6% |
| Total Payroll Expenses | 241,085.98 | 1,132,508.00 | -891,422.02 | 21.3% |
| Library Materials | | | | |
| Youth Materials | | | | |
| Youth Arts & Crafts | 176.84 | 2,000.00 | -1,823.16 | 8.8% |
| Youth DVD's | 60.87 | 400.00 | -339.13 | 15.2% |
| 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 | 1,080.92 | 12,000.00 | -10,919.08 | 9.0% |
| Total Youth Materials | 1,318.63 | 15,900.00 | -14,581.37 | 8.3% |
| Adult Materials | | | | |
| DVD/Music CD | 1,054.97 | 3,700.00 | -2,645.03 | 28.5% |
| Live-brary Downloadable e-b... | 54,688.00 | 57,300.00 | -2,612.00 | 95.4% |
| Digital Material Subscriptions | 2,624.25 | 12,500.00 | -9,875.75 | 21.0% |
| Title Source | 1,189.65 | 2,400.00 | -1,210.35 | 49.6% |
| Adult Books | 2,647.08 | 21,500.00 | -18,852.92 | 12.3% |
| Reference Books and Data ... | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Adult Ref Books | | | | |

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04/03/25
Cash Basis

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

| | Jan - Mar 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 | 40.99 | 5,000.00 | -4,959.01 | 0.8% |
| Newspapers | 1,321.77 | 7,200.00 | -5,878.23 | 18.4% |
| Periodicals | 4,554.51 | 5,200.00 | -645.49 | 87.6% |
| Total Adult Materials | 68,596.22 | 125,650.00 | -57,053.78 | 54.6% |
| Teen Materials | 266.01 | 2,500.00 | -2,233.99 | 10.6% |
| Total Library Materials | 70,180.86 | 144,050.00 | -73,869.14 | 48.7% |
| Capital Expenditures | 0.00 | 19,000.00 | -19,000.00 | 0.0% |
| Technology | 4,504.21 | 9,300.00 | -4,795.79 | 48.4% |
| Operations and Maintenance | | | | |
| Building Maintenance | | | | |
| Aquarium Maintenance | 901.00 | 3,600.00 | -2,699.00 | 25.0% |
| 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. | 2,683.74 | 5,500.00 | -2,816.26 | 48.8% |
| Security Monitoring | 122.85 | 700.00 | -577.15 | 17.6% |
| Water Backflow Test | 260.00 | 275.00 | -15.00 | 94.5% |
| 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. | 485.00 | 7,000.00 | -6,515.00 | 6.9% |
| Total Building Maintenance | 6,610.33 | 22,775.00 | -16,164.67 | 29.0% |
| Custodial Supplies | 513.45 | 1,300.00 | -786.55 | 39.5% |
| Electric | 4,889.36 | 29,000.00 | -24,110.64 | 16.9% |
| Gas | 5,166.46 | 12,000.00 | -6,833.54 | 43.1% |
| Grounds Maintenance | | | | |
| Snow Removal | 2,150.00 | 4,000.00 | -1,850.00 | 53.8% |
| Sprinkler Maintenance | 0.00 | 700.00 | -700.00 | 0.0% |
| Other Grounds Maintenance | 7,235.00 | 12,500.00 | -5,265.00 | 57.9% |
| Total Grounds Maintenance | 9,385.00 | 17,200.00 | -7,815.00 | 54.6% |
| 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 | 213.18 | 3,500.00 | -3,286.82 | 6.1% |
| Total Water | 361.08 | 4,350.00 | -3,988.92 | 8.3% |

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04/03/25
Cash Basis

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

| | Jan - Mar 25 | Budget | \$ Over Budget | % of Budget |
|-------------------------------------|--------------|------------|----------------|-------------|
| Garbage Removal | 836.19 | 3,300.00 | -2,463.81 | 25.3% |
| Total Operations and Maintenance... | 27,761.87 | 124,925.00 | -97,163.13 | 22.2% |
| Miscellaneous Expense | | | | |
| Longevity Benefit | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Legal Fees | 1,775.00 | 2,500.00 | -725.00 | 71.0% |
| Contingency | 175.00 | 3,000.00 | -2,825.00 | 5.8% |
| Maintenance Office Equipment | | | | |
| Verizon Mobile Hotspots | 592.20 | 2,500.00 | -1,907.80 | 23.7% |
| Optimum Internet Service | 740.65 | 3,500.00 | -2,759.35 | 21.2% |
| Copy Machine | 878.61 | 5,500.00 | -4,621.39 | 16.0% |
| Computer/Network Maintena... | 3,000.00 | 12,000.00 | -9,000.00 | 25.0% |
| BookScan Maintenance | 690.00 | 750.00 | -60.00 | 92.0% |
| Computer Software Licenses | 6,238.49 | 9,000.00 | -2,761.51 | 69.3% |
| Total Maintenance Office Equi... | 12,139.95 | 33,250.00 | -21,110.05 | 36.5% |
| Membership | | | | |
| Professional Memberships | 226.00 | 2,300.00 | -2,074.00 | 9.8% |
| Museum Passes | 915.06 | 5,000.00 | -4,084.94 | 18.3% |
| Mattituck Chamber of Com... | 125.00 | 350.00 | -225.00 | 35.7% |
| Eastern Suffolk BOCES | 0.00 | 800.00 | -800.00 | 0.0% |
| Total Membership | 1,266.06 | 8,450.00 | -7,183.94 | 15.0% |
| Postage | | | | |
| Postage & Stamps | 235.44 | 770.00 | -534.56 | 30.6% |
| Mailing Permit | 350.00 | 300.00 | 50.00 | 116.7% |
| 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 | 1,002.11 | 3,270.00 | -2,267.89 | 30.6% |
| Printing & Advertising | | | | |
| Other printing & advertising | 377.10 | 1,500.00 | -1,122.90 | 25.1% |
| Newsletter printing | 3,767.00 | 21,000.00 | -17,233.00 | 17.9% |
| Total Printing & Advertising | 4,144.10 | 22,500.00 | -18,355.90 | 18.4% |
| Professional Fees | | | | |
| Payroll Processing | 1,640.05 | 8,000.00 | -6,359.95 | 20.5% |
| 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 | 78.47 | 500.00 | -421.53 | 15.7% |
| SCLS/Annual Membership | 11,508.00 | 12,500.00 | -992.00 | 92.1% |
| Total Professional Fees | 17,400.93 | 57,400.00 | -39,999.07 | 30.3% |
| Programs - Adult | | | | |
| Motion Picture/Music Licensi... | 97.99 | 600.00 | -502.01 | 16.3% |
| Adult Reading Club & Book ... | 264.00 | 3,500.00 | -3,236.00 | 7.5% |
| Adult Programs | 7,239.69 | 18,000.00 | -10,760.31 | 40.2% |
| Total Programs - Adult | 7,601.68 | 22,100.00 | -14,498.32 | 34.4% |
| Programs - Juvenile | 3,233.29 | 12,000.00 | -8,766.71 | 26.9% |

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04/03/25
Cash Basis

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

| | Jan - Mar 25 | Budget | \$ Over Budget | % of Budget |
|-----------------------------|--------------|--------------|----------------|-------------|
| Programs - Summer | 2,869.47 | 8,000.00 | -5,130.53 | 35.9% |
| Programs - Teen | 677.77 | 8,000.00 | -7,322.23 | 8.5% |
| Supplies - Library | 1,545.56 | 10,500.00 | -8,954.44 | 14.7% |
| Supplies - Office | 1,634.04 | 4,000.00 | -2,365.96 | 40.9% |
| Supplies - Paper | 304.45 | 2,500.00 | -2,195.55 | 12.2% |
| Telephone | 538.38 | 2,400.00 | -1,861.62 | 22.4% |
| Travel | 554.70 | 2,400.00 | -1,845.30 | 23.1% |
| Workshops | 77.14 | 2,300.00 | -2,222.86 | 3.4% |
| 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 | 57,139.63 | 209,570.00 | -152,430.37 | 27.3% |
| 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 | 400,673.01 | 1,739,353.00 | -1,338,679.99 | 23.0% |
| Net Ordinary Income | 447,176.86 | 0.00 | 447,176.86 | 100.0% |
| Net Income | 447,176.86 | 0.00 | 447,176.86 | 100.0% |

04/03/25

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

| Type | Date | Name | Memo | Paid Amount |
|------------------------------------|------------|---------------------|---------------------------------|-------------|
| General Fund | | | | |
| Building Fund | | | | |
| Savings | | | | |
| Deposit | 03/31/2025 | | Interest | 0.49 |
| Total Savings | | | | 0.49 |
| Total Building Fund | | | | 0.49 |
| Total General Fund | | | | 0.49 |
| Cultural Activities Fund | | | | |
| Coffee Machine | | | | |
| Deposit | 03/03/2025 | | Coffee | 1.00 |
| Deposit | 03/10/2025 | | Coffee | 2.00 |
| Deposit | 03/19/2025 | | Coffee | 2.00 |
| Deposit | 03/24/2025 | | Coffee | 2.00 |
| Deposit | 03/31/2025 | | Coffee | 2.00 |
| Total Coffee Machine | | | | 9.00 |
| Adult Programs Wash Account | | | | |
| Deposit | 03/03/2025 | | Aerobics | 405.00 |
| Deposit | 03/03/2025 | | Yoga | 40.00 |
| Deposit | 03/03/2025 | | Arts/Crafts - Seashells | 20.00 |
| Deposit | 03/03/2025 | | LI Aquarium Tickets | 145.00 |
| Deposit | 03/03/2025 | | Defensive Driving | 105.00 |
| Deposit | 03/03/2025 | | Aerobics | 781.02 |
| Deposit | 03/03/2025 | | Yoga | 38.24 |
| Deposit | 03/03/2025 | | Arts/Crafts - Seashells | 56.46 |
| Deposit | 03/03/2025 | | Defensive Driving | 336.80 |
| Bill | 03/06/2025 | Laurie Short | Aerobics series 1/6-2/24 | -330.00 |
| Bill | 03/06/2025 | Rosemary Martilotta | Yoga series 1/22 to 3/5 | -1,080.00 |
| Deposit | 03/10/2025 | | Yoga | 20.00 |
| Deposit | 03/10/2025 | | Yoga | 38.24 |
| Deposit | 03/10/2025 | | Arts/Crafts | 9.41 |
| Deposit | 03/10/2025 | | Defensive Driving | 101.04 |
| Deposit | 03/19/2025 | | Arts/Crafts | 20.00 |
| Deposit | 03/19/2025 | | Yoga | 309.52 |
| Deposit | 03/24/2025 | | Yoga | 80.00 |
| Deposit | 03/24/2025 | | LI Aquarium Tickets | 78.00 |
| Deposit | 03/24/2025 | | Yoga | 77.38 |
| Deposit | 03/24/2025 | | Arts/Crafts | 47.65 |
| Deposit | 03/24/2025 | | Defensive Driving | 101.04 |
| Deposit | 03/31/2025 | | Aerobics | 25.00 |
| Deposit | 03/31/2025 | | Yoga | 20.00 |
| Deposit | 03/31/2025 | | Defensive Driving | 105.00 |
| Deposit | 03/31/2025 | | Yoga | 19.12 |
| Deposit | 03/31/2025 | | Defensive Driving - 3 regist... | 66.04 |
| Total Adult Programs Wash Account | | | | 1,634.96 |
| Total Cultural Activities Fund | | | | 1,643.96 |
| Gift and Trust Fund - MM | | | | |
| Local History Books | | | | |
| Deposit | 03/28/2025 | Arcadia Publishing | Royalties12/31/24 | 83.85 |
| Total Local History Books | | | | 83.85 |
| Undesignated & Interest | | | | |
| Deposit | 03/31/2025 | | Interest | 0.07 |

04/03/25

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

| Type | Date | Name | Memo | Paid Amount |
|--------------------------------|------|------|------|-------------|
| Total Undesignated & Interest | | | | 0.07 |
| Total Gift and Trust Fund - MM | | | | 83.92 |
| TOTAL | | | | 1,728.37 |

04/03/25

Mattituck-Laurel Library Monthly Bill Payments

As of March 31, 2025

| Type | Date | Num | Name | Memo | Amount |
|-------------------------------|------------|-------|--------------------------------|--|-------------------|
| Operating Checking | | | | | |
| Total Operating Checking | | | | | |
| BNB Operating Checking | | | | | |
| Bill Pmt -Check | 03/04/2025 | 13104 | Nicole Summers Sparling | Baby Boogie/Toddler Tango 3/5/25 | -350.00 |
| Bill Pmt -Check | 03/05/2025 | 13105 | Amazon Capital Services | Acct#A1QBFNTMAAYKEX, Invoice ID 1RVX-3JQV-... | -342.12 |
| Bill Pmt -Check | 03/05/2025 | 13106 | Champion Elevator | Acct ID 41981, Invoice 2306929 | -1,341.87 |
| Bill Pmt -Check | 03/05/2025 | 13107 | Daily News | Acct 4090496 | -90.00 |
| Bill Pmt -Check | 03/05/2025 | 13108 | ELM USA, Inc. | Invoice 74697 | -25.00 |
| Bill Pmt -Check | 03/05/2025 | 13109 | Kanopy, Inc. | Invoice # 440841- PPU | -186.00 |
| Bill Pmt -Check | 03/05/2025 | 13110 | L2J Consulting, Inc. | Invoice # 022025 | -1,000.00 |
| Bill Pmt -Check | 03/05/2025 | 13111 | Mattituck Environmental Ser... | Cstmr 11-0001422-0, Inv 6117377 | -279.02 |
| Bill Pmt -Check | 03/05/2025 | 13112 | Midwest Tape | 11952 | -284.50 |
| Bill Pmt -Check | 03/05/2025 | 13113 | National Grid | Acct 43544-64005 | -2,033.50 |
| Bill Pmt -Check | 03/05/2025 | 13114 | Newsday | Acct 40410623 | -343.92 |
| Bill Pmt -Check | 03/05/2025 | 13115 | Quill Corporation | 03047280 | -135.74 |
| Bill Pmt -Check | 03/05/2025 | 13116 | Rob Scott | Irish Soda Bread Grab and Go 3/1/25 | -299.00 |
| Bill Pmt -Check | 03/05/2025 | 13117 | Sachem Public Library. | Lost Book - Cross My Heart | -28.99 |
| Bill Pmt -Check | 03/05/2025 | 13118 | SCLS | Invoice 94221 | -34.58 |
| Bill Pmt -Check | 03/05/2025 | 13119 | Southold Free Library | Betty Crocker 3/4/25 / Shared Program | -75.00 |
| Bill Pmt -Check | 03/05/2025 | 13120 | The New York Times | Acct 802189563, Invoice 2FD070FB258 | -200.20 |
| Bill Pmt -Check | 03/05/2025 | 13121 | Twin Fork Landscape Contr... | Invoice 28031 | -200.00 |
| Bill Pmt -Check | 03/05/2025 | 13122 | Twin Fork Landscape Contr... | Invoice 28036 | -1,850.00 |
| Bill Pmt -Check | 03/06/2025 | 13123 | PM Communications Corp. | Invoice 44426 | -117.89 |
| Bill Pmt -Check | 03/06/2025 | 13124 | Postmaster | 200 Forever stamps @ \$ 0.73 | -146.00 |
| Bill Pmt -Check | 03/06/2025 | 13125 | Quill Corporation | 03047280 | -43.76 |
| Bill Pmt -Check | 03/06/2025 | 13126 | SCLS | Invoice 94268 | -97.99 |
| Bill Pmt -Check | 03/07/2025 | 13127 | B&T Adult Account | L 90004-3 | -1,363.40 |
| Bill Pmt -Check | 03/07/2025 | 13128 | B&T Juvenile Account | L 935700 | -367.52 |
| Bill Pmt -Check | 03/07/2025 | 13129 | B&T Teen Account | L943258 | -100.15 |
| Bill Pmt -Check | 03/07/2025 | 13130 | Midwest Tape | 11952 | -97.25 |
| Bill Pmt -Check | 03/10/2025 | 13131 | James A. Ciervo | Guinea Pig 3/12/25 | -300.00 |
| Bill Pmt -Check | 03/10/2025 | 13132 | NYS Employees Health Insu... | 03909 | -6,501.99 |
| Bill Pmt -Check | 03/10/2025 | 13133 | Noah's Ark Animal Worksho... | Invoice NN72153, Workshop 6/30/25 | -1,873.50 |
| Bill Pmt -Check | 03/11/2025 | 13134 | Fun Express, LLC | Invoice #73622140101 | -727.38 |
| Bill Pmt -Check | 03/11/2025 | 13135 | Living Art Aquariums | Invoice 2218 | -286.00 |
| Bill Pmt -Check | 03/11/2025 | 13136 | Suffolk County Water Autho... | Acct 3000390878 | -213.18 |
| Bill Pmt -Check | 03/11/2025 | 13137 | Volz & Vigliotta, PLLC | Acct MLL-01M, Stmtnt no. 6294 | -275.00 |
| Bill Pmt -Check | 03/13/2025 | 13138 | Arrayscape Gaming, Inc. | Big Bad Wolf 3/13/25 / Invoice 1757 | -300.00 |
| Bill Pmt -Check | 03/13/2025 | 13139 | Inner Strength Coaching, Inc. | Inner Critic 3/11/25 | -250.00 |
| Bill Pmt -Check | 03/13/2025 | 13140 | KMS Native Plants | Native Plants 3/10/25 | -200.00 |
| Bill Pmt -Check | 03/13/2025 | 13141 | Midwest Tape | 11952 | -128.72 |
| Bill Pmt -Check | 03/13/2025 | 13142 | Twin Fork Landscape Contr... | Invoice no. 28038 | -4,900.00 |
| Bill Pmt -Check | 03/14/2025 | 13143 | Joanne Hruz. | Reimburse Juvenile/Summer Program items | -44.52 |
| Bill Pmt -Check | 03/20/2025 | 13144 | Coastline Cesspool & Drain ... | Invoice 11899 | -485.00 |
| Bill Pmt -Check | 03/20/2025 | 13145 | Eco-Photo Explorers | Beyond the Hamptons 3/13/25 | -200.00 |
| Bill Pmt -Check | 03/20/2025 | 13146 | Library Ideas, LLC | Invoice 117165 | -995.00 |
| Bill Pmt -Check | 03/20/2025 | 13147 | Optimum | Acct 07839-381822-01-2 | -436.49 |
| Bill Pmt -Check | 03/20/2025 | 13148 | Quill Corporation | 03047280 | -409.76 |
| Bill Pmt -Check | 03/20/2025 | 13149 | SCLS | Invoice 94332 | -89.98 |
| Bill Pmt -Check | 03/20/2025 | 13150 | Westhampton Free Library | Invoice 03122025MA / Full Moon Eclipse 3/12/25 | -50.00 |
| Bill Pmt -Check | 03/24/2025 | 13151 | Amazon Capital Services | Acct# A1QBFNTMAAYKEX, Invoice #14QR-3Q4N-... | -349.67 |
| Bill Pmt -Check | 03/24/2025 | 13152 | Business Card | 5474 1518 7474 0647 | -5,353.77 |
| Bill Pmt -Check | 03/24/2025 | 13153 | Frank C. Pomata | Career Workshop 3/22/25 | -150.00 |
| Bill Pmt -Check | 03/25/2025 | 13154 | Doris J. Benter | Dump Truck & Mosaic Butterfly 3/24/7/25 | -525.00 |
| Bill Pmt -Check | 03/25/2025 | 13155 | Daily News | Acct 4090496 | -90.00 |
| Bill Pmt -Check | 03/25/2025 | 13156 | Elan Financial Services | 4798 5101 7200 1022 | -106.54 |
| Bill Pmt -Check | 03/25/2025 | 13157 | Midwest Tape | 11952 | -42.68 |
| Bill Pmt -Check | 03/26/2025 | 13158 | Aflac | Acct NQH35, Inv 604798 | -64.05 |
| Bill Pmt -Check | 03/26/2025 | 13159 | Verizon | Acct. 242398426-00001, Inv 6108729414 | -197.40 |
| Bill Pmt -Check | 03/27/2025 | 13160 | Daniel J. Faraone | Medicare Reimbursement 1st Quarter 2025 | -562.50 |
| Bill Pmt -Check | 03/27/2025 | 13161 | Garrett H. Moore | Medicare Reimbursement 1st Quarter 2025 | -384.00 |
| Bill Pmt -Check | 03/27/2025 | 13162 | Kay Zegel. | Medicare Reimbursement 1st Quarter 2025 | -562.50 |
| Bill Pmt -Check | 03/31/2025 | 13163 | Amazon Capital Services | Acct# A1QBFNTMAAYKEX, Invoice ID 1HD7-RL3K... | -242.82 |
| Bill Pmt -Check | 03/31/2025 | 13164 | JJ Simms Valve Testing | Invoice 1833 | -260.00 |
| Bill Pmt -Check | 03/31/2025 | 13165 | L2J Consulting, Inc. | Invoice # 032025 | -1,000.00 |
| Bill Pmt -Check | 03/31/2025 | 13166 | Midwest Tape | 11952 | -118.25 |
| Bill Pmt -Check | 03/31/2025 | 13167 | National Grid | Acct 43544-64005 | -1,331.87 |
| Bill Pmt -Check | 03/31/2025 | 13168 | Postmaster | USPS Marketing Mail Permit no. 41 annual fee | -350.00 |
| Bill Pmt -Check | 03/31/2025 | 13169 | PSEGLI | Cstmr 0295-3001-61-3, Acct 9610338501 | -1,504.36 |
| Bill Pmt -Check | 03/31/2025 | 13170 | Quill Corporation | 03047280 | -168.30 |
| Total BNB Operating Checking | | | | | -43,463.63 |
| TOTAL | | | | | -43,463.63 |