

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

MEETING DATE: Monday June 9, 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 May 12, 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. Building / Grounds
- X. Old Business**
- XI. New Business**
 - A. Legal Counsel 2025 / 2026 Retainer Agreement
- XII. Period of Public Expression**
- XIII. Adjournment**

Next Meeting – July 14, 2025

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
June 9, 2025

Present

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

Absent

none

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.
(John, Peter; unanimous (7-0))

IV. Review and Approval of the Minutes of May 12, 2025 Regular Board Meeting

The minutes of the meetings held *May 12, 2025* were approved.
(Mary, Colleen; unanimous (7-0))

V. Approval of Treasurer's Report

Warrants

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

OPERATING ACCOUNT	\$120,008.35
CULTURAL ACTIVITIES FUND	1,205.00
MONEY MARKET ACCOUNT	5,439.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	125.17
Donations in excess of \$1,000	
none	

(Peter, John; unanimous (7-0))

May payroll has five 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.

(John, Mary; unanimous (7-0))

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, Peter; unanimous (7-0))

Shauna shared that she met with a Newsday reporter. Shauna walked the reporter through the library, showed building renderings, and explained the libraries renewal project. She will share with the Board when the article is published. Three bikes will be delivered on Friday as part of the new bike borrowing program. The film screening and panel discussion of **Free For All: The Public Library** took place Tuesday, June 3rd, the panel consisted of all North Fork Directors. Shauna is waiting on additional communication from the school district concerning the Mattituck-Laurel Historical Society's fall vote, which will be on the same day and at the time as the library's vote in September. The annual Empire Pass for New York State Parks costs \$80, The pass allows entry of a vehicle when the card is presented, this pass is available to reserve now on the library's website. The Harbes Barnyard Adventure pass can be reserved online but must be picked up at the library. The 47th Annual Mattituck Street Fair is scheduled for Saturday, July 12th from 9:00 AM to 4:00 PM. The SLED (Suffolk Libraries Empowering Discovery) will be at the event again this year to promote the library.

VIII. President's Remarks

The Informational Open House took place on Wednesday, June 4th from 5PM to 7PM. The Open House was well attended; it was a very positive experience. Jim thanked and congratulated Shauna, regardless of the outcome, Shauna has been doing a great job overseeing the renewal project, all Board members agreed.

IX. Committee Reports

A. Building & Grounds Committee met on Monday, June 2nd and discussed the building renovation and plans and strategies for the Informational Open House on Wednesday, June 4, 2025 from 5PM to 7PM.

X. Old Business

none

XI. New Business

A. Legal Counsel 2025 / 2026 Retainer Agreement
Accept the 2025 / 2026 Retainer Agreement
(Peter, John; unanimous (7-0))

XII. Period of Public Expression

none

XIII. Adjournment

Motion to adjourn at 6:26PM
(Randi, John; unanimous (7-0))

Dates of Future Board Meetings

Monday, July 14, 2025
Monday, August 11, 2025
Monday, September 8, 2025

Respectfully submitted,
Katie O'Rourke
Secretary



Mattituck-Laurel
LIBRARY

Warrants / Expenses

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

To be approved at the Library Board Meeting on June 9, 2025

Operating Account Total \$ 120,008.35

Payroll \$ 85,353.20

Non Payroll \$ 34,655.15

Cultural Activities Fund \$ 1,205.00

Money Market Account \$ 5,439.00

Building Fund Savings \$ 0

Building Fund Checking \$ 125.17

Donations in excess of \$1,000 None

May payroll has five weeks.

1/9 CGA

06/02/25

**Mattituck-Laurel Library
Fund Balance Report**

	<u>Jan - May 25</u>
General Fund	
Operating Fund	282,401.93
Building Fund	
Checking	268,971.72
Savings	57,314.18
	<hr/>
Total Building Fund	326,285.90
	<hr/>
Total General Fund	608,687.83
Cultural Activities Fund	
Coffee Machine	761.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	1,876.18
Adult Programs Wash Account	14,859.66
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	-118.19
	<hr/>
Total Cultural Activities Fund	19,571.48
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	43,295.87
Capital Reserve Fund	719,241.19
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	821,953.05
	<hr/>
TOTAL	1,450,212.36

06/02/25

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

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Books				
05/01/2025	B&T Juvenile Account	April Invoices	790.92	790.92
05/01/2025	Penworthy	Qty 24 Various Books for Children's Department	457.11	457.11
05/29/2025	Amazon Capital Services	Qty 24 Books - Juvenile - Various	296.18	296.18
Total Youth Books				1,544.21
Total Youth Materials				1,544.21
Adult Materials				
DVD/Music CD				
05/05/2025	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / Previous co...	25.00	25.00
05/06/2025	Midwest Tape	507097821	60.86	60.86
05/06/2025	Midwest Tape	507097820	23.79	23.79
05/12/2025	Amazon Capital Services	Jane Austen DVDs	17.64	17.64
05/14/2025	Midwest Tape	507118269	25.19	25.19
05/14/2025	Midwest Tape	507125900	25.19	25.19
05/14/2025	Midwest Tape	507125901	22.39	22.39
05/27/2025	Midwest Tape	507164466	23.09	23.09
05/27/2025	Midwest Tape	507198468	20.99	20.99
05/27/2025	Midwest Tape	507198469	21.69	21.69
05/27/2025	Midwest Tape	507201521	18.19	18.19
05/29/2025	Amazon Capital Services	The Passenger Opera DVD	31.02	31.02
Total DVD/Music CD				315.04
Digital Material Subscriptions				
05/01/2025	Kanopy, Inc.	162 Tickets	162.00	162.00
05/05/2025	Midwest Tape	Hoopla Month Ending 4/30/25	187.04	187.04
05/22/2025	Library Ideas, LLC	Freegal Music & Streaming Subscription 5/16/2...	3,780.00	3,780.00
Total Digital Material Subscriptions				4,129.04
Adult Books				
05/06/2025	B&T Adult Account	April invoices	1,825.61	1,825.61
05/12/2025	Amazon Capital Services	Book -My Life in Pieces	32.00	32.00
05/12/2025	Amazon Capital Services	Qty 2 Books	45.85	45.85
05/29/2025	Amazon Capital Services	Qty 1 Book - One Shot	27.17	27.17
05/29/2025	Amazon Capital Services	Qty 19 Books - Various i.e. Travel	338.79	338.79
Total Adult Books				2,269.42
Large Print Books				
05/06/2025	B&T Adult Account	April invoices	54.59	54.59
Total Large Print Books				54.59
Newspapers				
05/14/2025	East End Beacon, Inc.	12 month subscription	20.00	20.00
05/14/2025	Daily News	Pays through June 25, 2025	90.00	90.00
05/14/2025	The New York Times	Service period 5/5/25 - 5/3/26	1,208.95	1,208.95
05/16/2025	Business Card	ANC Newspapers	81.46	81.46
05/23/2025	Elan Financial Services	D.J. Barrons	97.84	97.84
Total Newspapers				1,498.25
Total Adult Materials				8,266.34
Teen Materials				
05/01/2025	B&T Teen Account	April Invoices	96.90	96.90
05/29/2025	Amazon Capital Services	Qty 4 Books - Girl You Know, Song of Blackbir...	62.58	62.58
Total Teen Materials				159.48
Total Library Materials				9,970.03
Technology				
05/05/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
05/16/2025	Business Card	Egnyte Platform Subscription 4/24/25 to 4/23/26	1,044.00	1,044.00

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

Date	Name	Memo	Original Amount	Paid Amount
Total Technology				1,161.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
05/08/2025	Living Art Aquariums	Service 4/11/25 and 4/22/25, Fish Food	255.00	255.00
Total Aquarium Maintenance				255.00
Exterminator				
05/01/2025	Hampton Pest Management, ...	Termite Bait Station	85.00	85.00
Total Exterminator				85.00
Total Building Maintenance				340.00
Electric				
05/27/2025	PSEGLI	Service from Apr 21,2025 to May 20, 2025	1,670.05	1,670.05
Total Electric				1,670.05
Gas				
05/27/2025	National Grid	Billing period April 18, 2025 to May 19, 2025	305.11	305.11
Total Gas				305.11
Grounds Maintenance				
Other Grounds Maintenance				
05/01/2025	Twin Fork Landscape Contra...	Cuts 4/17, 4/22, Fertilizer, Lime	555.00	555.00
05/30/2025	Twin Fork Landscape Contra...	Cuts 4/29,5/6,5/13,5/20,5/27, Bed Maintenanc...	1,065.00	1,065.00
Total Other Grounds Maintenance				1,620.00
Total Grounds Maintenance				1,620.00
Insurance				
Workers' Comp.				
05/16/2025	Utica National Insurance Group	Workers Comp Ins Renewal / Policy term 05/2...	6,845.00	6,845.00
Total Workers' Comp.				6,845.00
Total Insurance				6,845.00
Water				
North Fork Water				
05/20/2025	Primo Brands	Qty 7 Water 5 gallon	139.92	139.92
Total North Fork Water				139.92
Total Water				139.92
Garbage Removal				
05/01/2025	Mattituck Environmental Serv...	4 YD Trash Service	280.06	280.06
05/29/2025	Mattituck Environmental Serv...	4 YD Trash Service	279.72	279.72
Total Garbage Removal				559.78
Total Operations and Maintenance				11,479.86
Miscellaneous Expense				
Legal Fees				
05/14/2025	Volz & Vigliotta, PLLC	Patron matter	50.00	50.00
Total Legal Fees				50.00
Maintenance Office Equipment				
Optimum Internet Service				
05/20/2025	Optimum	Billing period 5/16/25 - 6/15/25	244.85	244.85
Total Optimum Internet Service				244.85
Copy Machine				
05/20/2025	Precision Microproducts	Contract plus color and b&w copy counts	518.31	518.31

06/02/25

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

Date	Name	Memo	Original Amount	Paid Amount
05/20/2025	Precision Microproducts	Contract plus color and b&w copy counts	459.31	459.31
	Total Copy Machine			977.62
	Computer/Network Maintenance			
05/27/2025	L2J Consulting, Inc.	Monthly IT Support - May 2025	1,000.00	1,000.00
	Total Computer/Network Maintenance			1,000.00
	Computer Software Licenses			
05/05/2025	Traf-Sys, Inc.	Annual Data Hosting 5/21/2025 to 5/20/2026	240.00	240.00
05/23/2025	Elan Financial Services	PADDLE.NET*CRASHPLAN	32.59	32.59
	Total Computer Software Licenses			272.59
	Total Maintenance Office Equipment			2,495.06
	Membership			
	Museum Passes			
05/16/2025	Business Card	Parrish Art Museum	200.00	200.00
	Total Museum Passes			200.00
	Total Membership			200.00
	Postage			
	Postage & Stamps			
05/22/2025	Postmaster	400 Forever stamps @ \$ 0.73	292.00	292.00
	Total Postage & Stamps			292.00
	Total Postage			292.00
	Printing & Advertising			
	Other printing & advertising			
05/16/2025	Business Card	Swag with Library Logo	778.48	778.48
05/29/2025	Floyd Memorial Library.	Suffolk Times Spring Children's Directory	150.00	150.00
	Total Other printing & advertising			928.48
	Total Printing & Advertising			928.48
	Professional Fees			
	Annual audit			
05/01/2025	Appraisal Affiliates, Inc.	Annual Maintenance Service on property appra...	800.00	800.00
	Total Annual audit			800.00
	SCLS/Overdue Notices			
05/05/2025	SCLS	Overdues - Processed and Mailed April 2025	22.61	22.61
	Total SCLS/Overdue Notices			22.61
	Total Professional Fees			822.61
	Programs - Adult			
	Adult Reading Club & Book Discu			
05/05/2025	Nassau Library System	Qty 20 Books - On Fire Island	197.20	197.20
05/29/2025	Amazon Capital Services	Feather Pens and Bookmark Tassels	18.98	18.98
	Total Adult Reading Club & Book Discu			216.18
	Adult Programs			
05/01/2025	Lee McAllister	Hubbard County Park Hike 4/30/25	285.00	285.00
05/05/2025	Robyn Romanoff	Seaglass Jewelry 5/3/25	465.00	465.00
05/05/2025	Westhampton Free Library	Robert Moses vs Fire Island	50.00	50.00
05/05/2025	James Dinapoli	Penny Lane Concert 5/4/25	900.00	900.00
05/06/2025	Southold Free Library	Kentucky Derby 5/1/25 Shared Program	75.00	75.00
05/08/2025	Kathy Pasca	Sound Journey 5/8/25	300.00	300.00
05/12/2025	Amazon Capital Services	Stationary Set	9.99	9.99
05/14/2025	Vicaliente, LLC	Dance Lessons 5/9/25	300.00	300.00
05/15/2025	North Shore Public Library	Easting Seasonally 4/26/25 Shared Program	50.00	50.00
05/15/2025	North Shore Public Library	Avian Flu 5/8/25 Shared Program	50.00	50.00

06/02/25

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

Date	Name	Memo	Original Amount	Paid Amount
05/20/2025	Jeannie Pendergrass	Hula 5/20/25	225.00	225.00
05/20/2025	Rob Scott	BBQ 5/20/25	445.00	445.00
05/20/2025	St. George Living History Pro...	Mary Tyler Moore 5/15/25	225.00	225.00
05/20/2025	Frank C. Pomata	Denial to Discussion 5/17/25	150.00	150.00
05/20/2025	Upsculpt, Inc.	Marine Debris Vase 5/17/25	300.00	300.00
05/22/2025	Inner Strength Acupuncture w...	EFT 5/19/25	300.00	300.00
05/22/2025	North Shore Public Library	Self Sufficient 5/20/25	50.00	50.00
05/23/2025	Elan Financial Services	Zoom	63.96	63.96
Total Adult Programs				4,243.95
Total Programs - Adult				4,460.13
Programs - Juvenile				
05/09/2025	Nicole Summers Sparling	Boogie/Tango 5/12/25	350.00	350.00
05/20/2025	Arrayscape Gaming, Inc.	Minecraft Castle Attack 5/15/25	300.00	300.00
Total Programs - Juvenile				650.00
Programs - Teen				
05/12/2025	Amazon Capital Services	Paint by Number	9.99	9.99
05/12/2025	Amazon Capital Services	Bracelets,Bubbler,Cables, Sand, Phone charg...	90.51	90.51
05/12/2025	Amazon Capital Services	Pens,Blocks, Wallets,Phone stands, Lip balms...	151.60	151.60
05/12/2025	Amazon Capital Services	Crochet hooks	28.44	28.44
05/23/2025	Alice Jones	Teen Crochet May series	150.00	150.00
05/29/2025	Amazon Capital Services	Paint brushes, Dried flowers,Book mark kit, Ro...	99.76	99.76
Total Programs - Teen				530.30
Supplies - Library				
05/05/2025	Demco	Stickers - My Library, Bunny, Elephant, Piggie	56.49	56.49
05/12/2025	Amazon Capital Services	Counterfeit Money Detector	6.95	6.95
05/15/2025	Quill Corporation	Hot cups, Lids, Tea, Napkins	81.64	81.64
05/16/2025	Business Card	Tablecloth with Library Logo	119.97	119.97
05/16/2025	Business Card	Name badge for Susan	16.44	16.44
05/20/2025	The Library Store	Message Board replacement face	189.25	189.25
05/23/2025	Elan Financial Services	Cricut	9.99	9.99
Total Supplies - Library				480.73
Supplies - Office				
05/05/2025	Quill Corporation	Stirrers, Paper towels, Clorox wipes, Tissue	69.65	69.65
05/27/2025	Quill Corporation	Coffeemate, Shredder wastebags 480 count	80.28	80.28
Total Supplies - Office				149.93
Supplies - Paper				
05/06/2025	W.B. Mason Co., Inc.	Qty 5 Boxes 8.5x11 paper	297.45	297.45
Total Supplies - Paper				297.45
Telephone				
05/20/2025	Optimum	Billing period 5/16/25 - 6/15/25	191.68	191.68
Total Telephone				191.68
Workshops				
05/16/2025	Business Card	American Library Association 2025 Annual Co...	495.00	495.00
Total Workshops				495.00
Total Miscellaneous Expense				12,043.37
TOTAL				34,655.15

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

	May 25
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	37,188.44
Interest	2.69
Direct Public Support	35.22
Fines	29.18
Copy Machine	668.10
Total Income	37,923.63
Gross Profit	37,923.63
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	34,779.73
Clerical	32,149.42
Custodian	4,633.35
Total Salaries	71,562.50
Benefits	
Fica	5,316.87
Disability Insurance	-339.45
Medical Insurance	4,663.81
Retirement	3,948.48
Total Benefits	13,589.71
Total Payroll Expenses	85,152.21
Library Materials	
Youth Materials	
Youth Books	1,544.21
Total Youth Materials	1,544.21
Adult Materials	
DVD/Music CD	315.04
Digital Material Subscriptions	4,129.04
Adult Books	2,269.42
Large Print Books	54.59
Newspapers	1,498.25
Total Adult Materials	8,266.34
Teen Materials	159.48
Total Library Materials	9,970.03
Technology	1,161.89
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	255.00
Exterminator	85.00

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

	May 25
Total Building Maintenance	340.00
Electric	1,670.05
Gas	305.11
Grounds Maintenance	
Other Grounds Maintenance	1,620.00
Total Grounds Maintenance	1,620.00
Insurance	
Workers' Comp.	6,845.00
Total Insurance	6,845.00
Water	
North Fork Water	139.92
Total Water	139.92
Garbage Removal	559.78
Total Operations and Maintenance	11,479.86
Miscellaneous Expense	
Legal Fees	50.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	244.85
Copy Machine	977.62
Computer/Network Maintenance	1,000.00
Computer Software Licenses	272.59
Total Maintenance Office Equipm...	2,692.46
Membership	
Museum Passes	200.00
Total Membership	200.00
Postage	
Postage & Stamps	292.00
Total Postage	292.00
Printing & Advertising	
Other printing & advertising	928.48
Total Printing & Advertising	928.48
Professional Fees	
Payroll Processing	678.02
Annual audit	800.00
SCLS/Overdue Notices	22.61
Total Professional Fees	1,500.63
Programs - Adult	
Adult Reading Club & Book Dis...	216.18

11:50 AM
06/02/25
Cash Basis

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

	May 25
Adult Programs	4,243.95
Total Programs - Adult	4,460.13
Programs - Juvenile	650.00
Programs - Teen	530.30
Supplies - Library	480.73
Supplies - Office	149.93
Supplies - Paper	297.45
Telephone	191.68
Workshops	495.00
Total Miscellaneous Expense	12,918.79
Total Expense	120,682.78
Net Ordinary Income	-82,759.15
Net Income	-82,759.15

11:50 AM
06/02/25
Cash Basis

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

	Jan - May 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	885,193.44	1,718,603.00	-833,409.56	51.5%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	17.08	50.00	-32.92	34.2%
Direct Public Support	4,169.57	5,000.00	-830.43	83.4%
Fines	256.64			
Library Materials Paid For	151.37			
Copy Machine	2,221.81	3,500.00	-1,278.19	63.5%
Designated Gifts	2,500.00			
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	3,010.73			
Fund Balance Brought Forward	0.00			
Total Income	905,296.72	1,739,353.00	-834,056.28	52.0%
Gross Profit	905,296.72	1,739,353.00	-834,056.28	52.0%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	152,731.27	361,729.00	-208,997.73	42.2%
Clerical	156,207.08	459,661.00	-303,453.92	34.0%
Custodian	20,376.44	49,050.00	-28,673.56	41.5%
Total Salaries	329,314.79	870,440.00	-541,125.21	37.8%
Benefits				
Fica	24,305.21	64,310.00	-40,004.79	37.8%
Disability Insurance	394.35	1,200.00	-805.65	32.9%
Medical Insurance	25,027.30	125,405.00	-100,377.70	20.0%
Retirement	22,562.59	71,153.00	-48,590.41	31.7%
Total Benefits	72,289.45	262,068.00	-189,778.55	27.6%
Total Payroll Expenses	401,604.24	1,132,508.00	-730,903.76	35.5%
Library Materials				
Youth Materials				
Youth Arts & Crafts	565.04	2,000.00	-1,434.96	28.3%
Youth DVD's	84.66	400.00	-315.34	21.2%
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	3,110.84	12,000.00	-8,889.16	25.9%
Total Youth Materials	3,760.54	15,900.00	-12,139.46	23.7%
Adult Materials				
DVD/Music CD	1,528.64	3,700.00	-2,171.36	41.3%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	7,129.49	12,500.00	-5,370.51	57.0%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	6,852.44	21,500.00	-14,647.56	31.9%
Reference Books and Data ...	0.00	2,000.00	-2,000.00	0.0%
Adult Ref Books				

11:50 AM
06/02/25
Cash Basis

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

	Jan - May 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	134.58	5,000.00	-4,865.42	2.7%
Newspapers	3,253.94	7,200.00	-3,946.06	45.2%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	79,806.25	125,650.00	-45,843.75	63.5%
Teen Materials	571.60	2,500.00	-1,928.40	22.9%
Total Library Materials	84,138.39	144,050.00	-59,911.61	58.4%
Capital Expenditures	0.00	19,000.00	-19,000.00	0.0%
Technology	6,018.74	9,300.00	-3,281.26	64.7%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	1,386.00	3,600.00	-2,214.00	38.5%
HVAC Maintenance	697.74	2,500.00	-1,802.26	27.9%
Exterminator	295.00	1,200.00	-905.00	24.6%
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	245.70	700.00	-454.30	35.1%
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.	603.50	7,000.00	-6,396.50	8.6%
Total Building Maintenance	7,421.68	22,775.00	-15,353.32	32.6%
Custodial Supplies	513.45	1,300.00	-786.55	39.5%
Electric	8,192.46	29,000.00	-20,807.54	28.2%
Gas	6,460.13	12,000.00	-5,539.87	53.8%
Grounds Maintenance				
Snow Removal	2,150.00	4,000.00	-1,850.00	53.8%
Sprinkler Maintenance	334.00	700.00	-366.00	47.7%
Other Grounds Maintenance	9,181.00	12,500.00	-3,319.00	73.4%
Total Grounds Maintenance	11,665.00	17,200.00	-5,535.00	67.8%
Insurance				
Workers' Comp.	6,845.00	12,000.00	-5,155.00	57.0%
Umbrella Package	0.00	23,000.00	-23,000.00	0.0%
Total Insurance	6,845.00	35,000.00	-28,155.00	19.6%
Water				
North Fork Water	412.74	850.00	-437.26	48.6%
SCWA	213.18	3,500.00	-3,286.82	6.1%
Total Water	625.92	4,350.00	-3,724.08	14.4%

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Cash Basis

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

	Jan - May 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	1,674.53	3,300.00	-1,625.47	50.7%
Total Operations and Maintenance	43,398.17	124,925.00	-81,526.83	34.7%
Miscellaneous Expense				
Longevity Benefit	0.00	1,500.00	-1,500.00	0.0%
Legal Fees	1,900.00	2,500.00	-600.00	76.0%
Contingency	175.00	3,000.00	-2,825.00	5.8%
Maintenance Office Equipment				
Verizon Mobile Hotspots	987.00	2,500.00	-1,513.00	39.5%
Optimum Internet Service	1,230.35	3,500.00	-2,269.65	35.2%
Copy Machine	1,856.23	5,500.00	-3,643.77	33.7%
Computer/Network Maintenance	5,000.00	12,000.00	-7,000.00	41.7%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	7,085.95	9,000.00	-1,914.05	78.7%
Total Maintenance Office Equipment	16,849.53	33,250.00	-16,400.47	50.7%
Membership				
Professional Memberships	1,786.00	2,300.00	-514.00	77.7%
Museum Passes	1,215.06	5,000.00	-3,784.94	24.3%
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	3,126.06	8,450.00	-5,323.94	37.0%
Postage				
Postage & Stamps	527.44	770.00	-242.56	68.5%
Mailing Permit	350.00	300.00	50.00	116.7%
Newsletter mailing	833.34	2,000.00	-1,166.66	41.7%
Post Office Box Fee	0.00	200.00	-200.00	0.0%
Total Postage	1,710.78	3,270.00	-1,559.22	52.3%
Printing & Advertising				
Other printing & advertising	1,781.23	1,500.00	281.23	118.7%
Newsletter printing	7,534.00	21,000.00	-13,466.00	35.9%
Total Printing & Advertising	9,315.23	22,500.00	-13,184.77	41.4%
Professional Fees				
Payroll Processing	2,899.96	8,000.00	-5,100.04	36.2%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	5,798.82	10,900.00	-5,101.18	53.2%
Annual audit	2,075.00	15,000.00	-12,925.00	13.8%
SCLS/Overdue Notices	121.03	500.00	-378.97	24.2%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	22,402.81	57,400.00	-34,997.19	39.0%
Programs - Adult				
Motion Picture/Music Licensing	97.99	600.00	-502.01	16.3%
Adult Reading Club & Book ...	890.22	3,500.00	-2,609.78	25.4%
Adult Programs	14,380.12	18,000.00	-3,619.88	79.9%
Total Programs - Adult	15,368.33	22,100.00	-6,731.67	69.5%
Programs - Juvenile	5,003.06	12,000.00	-6,996.94	41.7%

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Cash Basis

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

	Jan - May 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	2,901.76	8,000.00	-5,098.24	36.3%
Programs - Teen	1,458.59	8,000.00	-6,541.41	18.2%
Supplies - Library	2,571.80	10,500.00	-7,928.20	24.5%
Supplies - Office	1,908.96	4,000.00	-2,091.04	47.7%
Supplies - Paper	601.90	2,500.00	-1,898.10	24.1%
Telephone	921.74	2,400.00	-1,478.26	38.4%
Travel	577.10	2,400.00	-1,822.90	24.0%
Workshops	742.14	2,300.00	-1,557.86	32.3%
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	87,734.79	209,570.00	-121,835.21	41.9%
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	622,894.79	1,739,353.00	-1,116,458.21	35.8%
Net Ordinary Income	282,401.93	0.00	282,401.93	100.0%
Net Income	282,401.93	0.00	282,401.93	100.0%

06/02/25

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Bill	05/16/2025	Business Card	Leaf Engraving	-12.50
Check	05/18/2025		Service Charge	-112.67
Total Checking				-125.17
Total Building Fund				-125.17
Total General Fund				-125.17
Cultural Activities Fund				
Staff Activity Fund				
Deposit	05/19/2025	Better World Books	Discarded Books \$66.65 2/20/25, \$49.1...	115.78
Total Staff Activity Fund				115.78
Adult Programs Wash Account				
Bill	05/01/2025	Laurie Short	Chair Strenght Series March/April	-495.00
Bill	05/01/2025	Rosemary Martilotta	Yoga Series March/April	-680.00
Deposit	05/05/2025		Yoga	80.00
Deposit	05/05/2025		Cooking	100.00
Deposit	05/05/2025		Arts/Crafts	25.00
Deposit	05/05/2025		LI Aquarium Tickets	285.00
Deposit	05/05/2025		Crochet	10.00
Deposit	05/05/2025		Defensive Driving	140.00
Deposit	05/05/2025		Yoga	212.12
Deposit	05/05/2025		Cooking less \$50 Boating refund	251.12
Deposit	05/05/2025		Arts/Crafts	200.92
Deposit	05/05/2025		Pet Photo	4.55
Deposit	05/05/2025		Crochet	47.05
Deposit	05/12/2025		Yoga	100.00
Deposit	05/12/2025		Defensive Driving	105.00
Deposit	05/12/2025		Yoga	193.00
Deposit	05/12/2025		Arts/Crafts	32.16
Deposit	05/12/2025		Cooking	18.82
Deposit	05/19/2025	Southold Free Library	Penny Lane Shared Program	300.00
Deposit	05/19/2025	Cutchogue-New Suffolk Fr...	Penny Lane Shared Program	300.00
Deposit	05/19/2025		Aerobics	530.00
Deposit	05/19/2025		Defensive Driving	70.00
Deposit	05/19/2025		Aerobics @ \$201.81 less Boating refun...	150.06
Deposit	05/19/2025		Cooking	28.41
Deposit	05/19/2025		Arts/Crafts	9.10
General Journal	05/22/2025		Returned check -Aerobics-Jill Hansen	-30.00
Deposit	05/27/2025		Yoga	40.00
Deposit	05/27/2025		Cooking	10.00
Deposit	05/27/2025		LI Aquarium Tickets	313.00
Deposit	05/27/2025		Yoga \$38.24 less Cooking Refund \$20	18.24
Total Adult Programs Wash Account				2,368.55
Total Cultural Activities Fund				2,484.33
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	05/30/2025		Interest	0.07
Total Undesignated & Interest				0.07
Capital Reserve Fund				
Bill	05/20/2025	CCP Solutions, LLC	Scanner, Touch Screen Monitor	-5,439.00
Total Capital Reserve Fund				-5,439.00
Total Gift and Trust Fund - MM				-5,438.93
TOTAL				-3,079.77

06/02/25

Mattituck-Laurel Library

Monthly Bill Payments

As of May 31, 2025

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	05/01/2025	13228	Appraisal Affiliates, Inc.	Annual Maintenance Service on property ap...	-800.00
Bill Pmt -Check	05/01/2025	13229	B&T Juvenile Account	L 935700	-790.92
Bill Pmt -Check	05/01/2025	13230	B&T Teen Account	L943258	-96.90
Bill Pmt -Check	05/01/2025	13231	Hampton Pest Management, Inc.	Invoice 89096, Acct 2450	-85.00
Bill Pmt -Check	05/01/2025	13232	Kanopy, Inc.	Invoice #449684-PPU	-162.00
Bill Pmt -Check	05/01/2025	13233	Lee McAllister	Hubbard County Park Hike 4/30/25	-285.00
Bill Pmt -Check	05/01/2025	13234	Mattituck Environmental Services	Custmr 11-0001422-0, Inv. 6153967	-280.06
Bill Pmt -Check	05/01/2025	13235	Penworthy	Cstmr 00-5320020_001, Inv 0607078-IN	-457.11
Bill Pmt -Check	05/01/2025	13236	Twin Fork Landscape Contracting	Invoice no. 28164	-555.00
Bill Pmt -Check	05/05/2025	13237	Demco	810225915	-56.49
Bill Pmt -Check	05/05/2025	13238	ELM USA, Inc.	Invoice 76135	-25.00
Bill Pmt -Check	05/05/2025	13239	Midwest Tape	11952	-187.04
Bill Pmt -Check	05/05/2025	13240	Nassau Library System	Invoice no. 19724	-197.20
Bill Pmt -Check	05/05/2025	13241	NYS Employees Health Insurance Pe...	03909	-7,981.52
Bill Pmt -Check	05/05/2025	13242	PM Communications Corp.	Invoice no. 44717	-117.89
Bill Pmt -Check	05/05/2025	13243	Quill Corporation	03047280	-69.65
Bill Pmt -Check	05/05/2025	13244	Robyn Romanoff	Seaglass Jewelry 5/3/25	-465.00
Bill Pmt -Check	05/05/2025	13245	SCLS	Invoice 94628	-22.61
Bill Pmt -Check	05/05/2025	13246	Traf-Sys, Inc.	Cstmr Mattituck-Laurel Library, Inv. 0037020	-240.00
Bill Pmt -Check	05/05/2025	13247	Westhampton Free Library	Robert Moses vs Fire Island - Invoice 40320...	-50.00
Bill Pmt -Check	05/05/2025	13248	James Dinapoli	Penny Lane Concert 5/4/25	-900.00
Bill Pmt -Check	05/06/2025	13249	B&T Adult Account	L 90004-3	-1,880.20
Bill Pmt -Check	05/06/2025	13250	Midwest Tape	11952	-84.65
Bill Pmt -Check	05/06/2025	13251	Southold Free Library	Kentucky Derby 5/1/25 Shared Program	-75.00
Bill Pmt -Check	05/06/2025	13252	W.B. Mason Co., Inc.	Cstmr C2001734, Inv 253938341	-297.45
Bill Pmt -Check	05/08/2025	13253	Kathy Pasca	Sound Journey 5/8/25	-300.00
Bill Pmt -Check	05/08/2025	13254	Living Art Aquariums	Invoice no. 2257	-255.00
Bill Pmt -Check	05/09/2025	13255	Nicole Summers Sparling	Boogie/Tango 5/12/25	-350.00
Bill Pmt -Check	05/12/2025	13256	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice ID 14M...	-392.97
Bill Pmt -Check	05/14/2025	13257	Daily News	Account no. 4090496	-90.00
Bill Pmt -Check	05/14/2025	13258	East End Beacon, Inc.	12 month subscription	-20.00
Bill Pmt -Check	05/14/2025	13259	Midwest Tape	11952	-72.77
Bill Pmt -Check	05/14/2025	13260	The New York Times	Acct 045157575, Inv 2B10CC72518	-1,208.95
Bill Pmt -Check	05/14/2025	13261	Vicaliente, LLC	Dance Lessons 5/9/25	-300.00
Bill Pmt -Check	05/14/2025	13262	Volz & Vigliotta, PLLC	Acct MLL-01M, Stmtnt no. 6445	-50.00
Bill Pmt -Check	05/15/2025	13263	North Shore Public Library	Easting Seasonally 4/26/25 Shared Program	-50.00
Bill Pmt -Check	05/15/2025	13264	North Shore Public Library	Avian Flu 5/8/25 Shared Program	-50.00
Bill Pmt -Check	05/15/2025	13265	Quill Corporation	03047280	-81.64
Bill Pmt -Check	05/16/2025	13266	Business Card	5474 1518 7474 0647	-2,735.35
Bill Pmt -Check	05/16/2025	13267	Utica National Insurance Group	Acct 100948647, Policy 2003824	-6,845.00
Bill Pmt -Check	05/20/2025	13268	Precision Microproducts		-977.62
Bill Pmt -Check	05/20/2025	13269	Arrayscape Gaming, Inc.	Minecraft Castle Attack 5/15/25	-300.00
Bill Pmt -Check	05/20/2025	13270	Frank C. Pomata	Denial to Discussion 5/17/25	-150.00
Bill Pmt -Check	05/20/2025	13271	Jeannie Pendergrass	Hula 5/20/25	-225.00
Bill Pmt -Check	05/20/2025	13272	Optimum	Acct 07839-381822-01-2	-436.53
Bill Pmt -Check	05/20/2025	13273	Primo Brands	Acct 0140002023, Inv. 15D0140002023	-139.92
Bill Pmt -Check	05/20/2025	13274	Rob Scott	BBQ 5/20/25	-445.00
Bill Pmt -Check	05/20/2025	13275	St. George Living History Productions	Mary Tyler Moore 5/15/25	-225.00
Bill Pmt -Check	05/20/2025	13276	The Library Store	Cstmr 20058, Inv 739755	-189.25
Bill Pmt -Check	05/20/2025	13277	Upsculpt, Inc.	Marine Debris Vase 5/17/25	-300.00
Bill Pmt -Check	05/22/2025	13278	Aflac	Acct NQH35, Inv 640157	-51.24
Bill Pmt -Check	05/22/2025	13279	Inner Strength Acupuncture with Donn...	EFT 5/19/25	-300.00
Bill Pmt -Check	05/22/2025	13280	Library Ideas, LLC	Invoice # 118099	-3,780.00
Bill Pmt -Check	05/22/2025	13281	North Shore Public Library	Self Sufficient 5/20/25	-50.00
Bill Pmt -Check	05/22/2025	13282	Postmaster	400 Forever stamps @ \$ 0.73	-292.00
Bill Pmt -Check	05/23/2025	13283	Alice Jones	Teen Crochet May series	-150.00
Bill Pmt -Check	05/23/2025	13284	Elan Financial Services	4798 5101 7200 1022	-204.38
Bill Pmt -Check	05/27/2025	13285	PSEGLI	VOID: Cstmr 0295-3001-61-3, Acct 9610338...	0.00
Bill Pmt -Check	05/27/2025	13286	PSEGLI	Cstmr 0295-3001-61-3, Acct 9610338501	-1,670.05
Bill Pmt -Check	05/27/2025	13287	L2J Consulting, Inc.	Invoice # 052025	-1,000.00
Bill Pmt -Check	05/27/2025	13288	Midwest Tape	11952	-83.96
Bill Pmt -Check	05/27/2025	13289	National Grid	Acct 43544-64005	-305.11
Bill Pmt -Check	05/27/2025	13290	Quill Corporation	03047280	-80.28
Bill Pmt -Check	05/29/2025	13291	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice ID 1Q6...	-874.48
Bill Pmt -Check	05/29/2025	13292	Floyd Memorial Library	Suffolk Times Spring Children's Directory	-150.00
Bill Pmt -Check	05/29/2025	13293	Mattituck Environmental Services	Custmr 11-0001422-0, Inv. 6195772	-279.72
Bill Pmt -Check	05/29/2025	13294	Verizon	Acct. 242398426-00001, Inv 6113728260	-197.40
Bill Pmt -Check	05/30/2025	13295	Twin Fork Landscape Contracting	Invoice 28315	-1,065.00
Total BNB Operating Checking					-42,885.31
TOTAL					-42,885.31