

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

MEETING DATE: Monday July 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 June 9, 2025 Regular Board Meeting**
- V. Approval of Treasurer's Report**
- VI. Director's Report**
- VII. President's Remarks**
- VIII. Committee Reports**
 - A. Building / Grounds**
- IX. Old Business**
- X. New Business**
 - A. Emergency Closings Policy**
- XI. Period of Public Expression**
- XII. Adjournment**

Next Meeting – August 11, 2025

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

Present

Jim Underwood, President
Colleen Grattan-Arnoff, Treasurer
Peter Kren, Trustee
Randi Tietel, Trustee
Shauna Scholl, Director

Absent

Mary Sanchez, Vice President
Katie O'Rourke, Secretary
John Carter, Trustee

I. Call To Order/II. Pledge of Allegiance

Jim called the meeting to order at 6:02PM, with a quorum present.

III. Approval of the Agenda

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

IV. Review and Approval of the Minutes of June 9, 2025 Regular Board Meeting

The minutes of the meetings held *June 9, 2025* were approved.
(Randi, Peter; unanimous (4-0))

V. Approval of Treasurer's Report

Warrants

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

OPERATING ACCOUNT	\$96,616.63
CULTURAL ACTIVITIES FUND	5,164.93
MONEY MARKET ACCOUNT	8,228.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

Donations in excess of \$1,000
Friends of the Mattituck-Laurel Library \$7,000 for Children's Summer Reading
Emilia Kabakov & Viola Kanevsky \$1,500
June payroll has four weeks.
(Peter, Randi; unanimous (4-0))

VI. 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, Peter; unanimous (4-0))

Shauna shared that the Library has been busy. Shauna attended the ALA Conference. There were four days of programming, and 18,000 library people were in attendance. Everyone was charged up; it was supportive and emotional. The former Librarian of Congress, Dr. Carla Hayden, was interviewed by Kwame Alexander. Other highlights were talks by Brene Brown and Gretchen Whitmer. Shauna also shared the suggestion from Deborah at Dime Bank that the Board consider investing money in the money market account in a CD with a better interest rate. The investment would be compliant with the investment policy. Everyone present agreed that this decision should be discussed with a full board present. Shauna will copy the information into next month's board packet. Shauna said the library was at the Mattituck Street Fair with the SCLS SLED (Suffolk Libraries Empowering Discovery) last Saturday. The Library will be at Veteran's Park this Friday from 11am -2pm with the SLED. Sixty-three patrons have signed up for the Adult Summer Reading program. Participants receive a raffle ticket for every book read. Shauna mentioned that on July 5th there was a dumping incident at the Library. The police officer that reviewed the dumping, returned the garbage to the address found on a paper in the garbage and the officer was sympathetic. Shauna met with a regrouping of our staff committees, Safety, EDI, and Sustainable Library Initiative.

VII. President's Remarks

Jim read the statement which appeared in the June 26th edition of The Suffolk Times.

VIII. Committee Reports

A. Building & Grounds Committee met last week to debrief post vote and discussed how to move forward. The committee will be meeting with the architect sometime in August.

IX. Old Business

none

X. New Business

A. Emergency Closings Policy
(Randi, Colleen; unanimous (4-0))

XI. Period of Public Expression

Public comment was given.

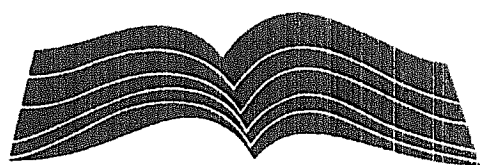
XII. Adjournment

Motion to adjourn at 6:31PM
(Colleen, Randi; unanimous (4-0))

Dates of Future Board Meetings

Monday, August 11, 2025
Monday, September 8, 2025
Monday, October 20, 2025

Respectfully submitted,
Jim Underwood
President



Mattituck-Laurel
LIBRARY

Warrants / Expenses

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

To be approved at the Library Board Meeting on July 14, 2025

Operating Account Total \$ 96,616.63

Payroll \$ 74,288.81

Non Payroll \$ 22,327.82

Cultural Activities Fund \$ 5,164.93

Money Market Account \$ 8,228.00

Building Fund Savings \$ 0

Building Fund Checking \$ 0

Donations in excess of \$1,000

Friends of the Mattituck-Laurel Library
\$7000 for Children's Summer Reading and
\$1000 for Health Fair
Emilia Kabakov & Viola Kanevsky \$1500

June payroll has four weeks.

CGA

07/02/25

Mattituck-Laurel Library
Fund Balance Report

	Jan - Jun 25
General Fund	
Operating Fund	994,241.11
Building Fund	
Checking	268,971.72
Savings	57,315.14
Total Building Fund	326,286.86
Total General Fund	1,320,527.97
Cultural Activities Fund	
Coffee Machine	777.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	1,747.99
Adult Programs Wash Account	11,909.91
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Total Cultural Activities Fund	16,627.73
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	43,295.94
Capital Reserve Fund	711,013.19
Unemployment Insurance	30,000.00
Total Gift and Trust Fund - MM	813,725.12
TOTAL	2,150,880.82

07/02/25

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

June 2025

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
06/10/2025	Amazon Capital Services	Paint by number	95.96	95.96
06/10/2025	Amazon Capital Services	Binder rings for take home project	7.99	7.99
06/23/2025	Amazon Capital Services	Command hook replacements	11.66	11.66
Total Youth Arts & Crafts				115.61
Youth DVD's				
06/03/2025	Midwest Tape	507218517	17.49	17.49
06/10/2025	Midwest Tape	507247539	16.79	16.79
06/26/2025	Midwest Tape	507317566	25.19	25.19
Total Youth DVD's				59.47
Youth Computer Software				
06/10/2025	Amazon Capital Services	Switch - Dog Man	29.09	29.09
Total Youth Computer Software				29.09
Youth Books				
06/03/2025	B&T Juvenile Account	May invoices	844.22	844.22
Total Youth Books				844.22
Total Youth Materials				1,048.39
Adult Materials				
DVD/Music CD				
06/03/2025	Midwest Tape	507218515	32.88	32.88
06/03/2025	Midwest Tape	507218516	17.49	17.49
06/09/2025	ELM USA, Inc.	PRO-03584B Monthly m.n. chrg. / Previous count 642, L...	25.00	25.00
06/10/2025	Amazon Capital Services	Jane Austen DVD	8.64	8.64
06/10/2025	Midwest Tape	507247534	17.49	17.49
06/10/2025	Midwest Tape	507247536	23.09	23.09
06/10/2025	Midwest Tape	507247537	40.58	40.58
06/10/2025	Midwest Tape	507247538	18.89	18.89
06/20/2025	Midwest Tape	507291456	24.49	24.49
06/20/2025	Midwest Tape	507291457	18.19	18.19
06/26/2025	Midwest Tape	507317564	25.19	25.19
Total DVD/Music CD				251.93
Digital Material Subscriptions				
06/03/2025	Kanopy, Inc.	245 Tickets, 2 Credits	255.00	255.00
06/03/2025	Midwest Tape	Hoopla for Month Ending 5/31/25	228.88	228.88
Total Digital Material Subscriptions				483.88
Adult Books				
06/09/2025	B&T Adult Account	May invoices	1,290.52	1,290.52
06/10/2025	Amazon Capital Services	Blaze: A novel by Stephen King	14.29	14.29
06/10/2025	Amazon Capital Services	Giver of Stars - Book	12.05	12.05
06/23/2025	Amazon Capital Services	Book - Pride and Prejudice	23.98	23.98
06/23/2025	Amazon Capital Services	Travel Books - Rhode Island, North Carolina, Poland	50.28	50.28
Total Adult Books				1,391.12
Large Print Books				
06/09/2025	B&T Adult Account	May invoices	130.43	130.43
Total Large Print Books				130.43
Newspapers				
06/03/2025	BookPage	Book Page Pring / 12 months from July 2025 to June 20...	420.00	420.00
06/10/2025	Daily News	Pays through 7/23/25	90.00	90.00
06/23/2025	Newsday	Subscription period from 07/06/25 to 08/30/25	343.92	343.92
Total Newspapers				853.92
Total Adult Materials				3,111.28
Teen Materials				
06/03/2025	B&T Teen Account	May invoices	100.71	100.71
06/10/2025	Amazon Capital Services	Postcards, Cardstock	12.43	12.43
Total Teen Materials				113.14
Total Library Materials				4,272.81

Technology

Mattituck-Laurel Library

07/02/25

Monthly Expense Report - Operating Fund (Non Payroll)

June 2025

Date	Name	Memo	Original Amount	Paid Amount
06/10/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
Total Technology				117.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
06/13/2025	Living Art Aquariums	Service 5/9/25 and 5/20/25	230.00	230.00
Total Aquarium Maintenance				230.00
HVAC Maintenance				
06/20/2025	Kolb Service Corp.	Routine A/C Service	883.50	883.50
Total HVAC Maintenance				883.50
Elevator Maint.				
06/03/2025	Champion Elevator	Quarterly Maintenance 2nd Quarter 2025	1,435.80	1,435.80
Total Elevator Maint				1,435.80
Total Building Maintenance				2,549.30
Custodial Supplies				
06/09/2025	Emerald Island	Toilet paper, Paper towels, Liners, Hand soap, Carpet p...	632.43	632.43
Total Custodial Supplies				632.43
Electric				
06/30/2025	PSEGLI	Service from May 20, 2025 - Jun 20, 2025	2,314.05	2,314.05
Total Electric				2,314.05
Gas				
06/24/2025	National Grid	Billing period May 19, 2025 to Jun 18, 2025	144.57	144.57
Total Gas				144.57
Water				
SCWA				
06/10/2025	Suffolk County Water Authority	Service period from Mar 04, 2025 to May 29, 2025	260.78	260.78
Total SCWA				260.78
Total Water				260.78
Garbage Removal				
06/25/2025	Mattituck Environmental Services	4 YD Trash Service	279.72	279.72
Total Garbage Removal				279.72
Total Operations and Maintenance				6,180.85
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
06/18/2025	Optimum	Billing period 6/16/25 to 7/15/25	244.85	244.85
Total Optimum Internet Service				244.85
Computer/Network Maintenance				
06/20/2025	L2J Consulting, Inc.	Monthly IT Support June 2025	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
06/20/2025	Elan Financial Services	Paddle.Net CrashPlan.com	32.59	32.59
Total Computer Software Licenses				32.59
Total Maintenance Office Equipment				1,277.44
Membership				
Museum Passes				
06/09/2025	Southold Historical Museum	2025 Library Museum Pass	150.00	150.00
06/09/2025	The Frick Collection	Renew Library Membership	200.00	200.00
06/18/2025	Business Card	MET Opera Annual fee	149.99	149.99
Total Museum Passes				499.99
Total Membership				499.99
Postage				
Newsletter mailing				

07/02/25

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

Date	Name	Memo	Original Amount	Paid Amount
06/24/2025	Postmaster	Newsletter Mailing July/August	416.67	416.67
	Total Newsletter mailing			416.67
Post Office Box Fee				
06/09/2025	Postmaster	Annual Fee for Box #1437	188.00	188.00
	Total Post Office Box Fee			188.00
	Total Postage			604.67
Printing & Advertising				
Other printing & advertising				
06/09/2025	Mattituck Chamber of Commerce	2025 Mattituck Street Fair	150.00	150.00
06/23/2025	Amazon Capital Services	Bookmarks for Street Fair	5.98	5.98
	Total Other printing & advertising			155.98
Newsletter printing				
06/30/2025	Pine Barrens Printing	July/August Newsletter Printing	3,767.00	3,767.00
	Total Newsletter printing			3,767.00
	Total Printing & Advertising			3,922.98
Professional Fees				
SCLS/Overdue Notices				
06/03/2025	SCLS	Overdues - Processed and Mailed May 2025	21.28	21.28
	Total SCLS/Overdue Notices			21.28
	Total Professional Fees			21.28
Programs - Adult				
Motion Picture/Music Licensing				
06/18/2025	Business Card	Kinerna, Inc. / Film Licensing Fees	250.00	250.00
	Total Motion Picture/Music Licensing			250.00
Adult Reading Club & Book Discu				
06/10/2025	Sara Colichio	Reimburse Chocolate for Summer Reading	49.90	49.90
06/23/2025	Amazon Capital Services	Rainbow pens	8.54	8.54
06/25/2025	Sara Colichio	Wowak Farms Gift Certificates \$25 each for Summer R...	50.00	50.00
	Total Adult Reading Club & Book Discu			108.44
Adult Programs				
06/03/2025	Festival Guides Ltd.	Tea Party 5/31/25	425.00	425.00
06/10/2025	Samantha L. He	Pressed Flower Pendant 6/5/25	500.00	500.00
06/10/2025	Alice Jones	Crochet series Beginner & Intermediate May/June end d...	700.00	700.00
06/16/2025	Lisa Baglivi	Watercolor for Beginners 6/12/25	350.00	350.00
06/16/2025	Vicaliente, LLC	Dance 6/13/25	300.00	300.00
06/18/2025	Business Card	Love Lane Gift Card	50.00	50.00
06/20/2025	Elan Financial Services	Zoom	63.96	63.96
06/26/2025	North Shore Public Library	Shared Adult Program / Finding Edna Lewis 6/17/25	50.00	50.00
06/30/2025	Sarah Cebulski Photography	Pet Portraits 6/28/25	600.00	600.00
	Total Adult Programs			3,038.96
	Total Programs - Adult			3,397.40
Programs - Juvenile				
06/13/2025	Arrayscape Gaming, Inc.	Minecraft - Snowman Paradise 1/23/25	300.00	300.00
06/23/2025	Nicole Summers Sparling	Baby Boogie, Toddler Tango 6/27/25	350.00	350.00
	Total Programs - Juvenile			650.00
Programs - Summer				
06/03/2025	Karen Letteriello	Ice Pops, Flower seeds	22.72	22.72
	Total Programs - Summer			22.72
Programs - Teen				
06/03/2025	Marissa Timm	Reimburse Smoothie Mix for Teen Program	16.47	16.47
06/10/2025	Amazon Capital Services	Acrylic Paint Set, Canvases w/ easels, Rocks for painting	53.54	53.54
06/10/2025	Amazon Capital Services	Canvas and Easel	18.59	18.59
06/10/2025	Amazon Capital Services	Snack package, Party Favors	49.60	49.60
06/16/2025	Kristen Realander	Earth Science Global Regents Review 6/9/25	200.00	200.00
06/18/2025	John J. Schwetje	Global History Regents Review 06/17/25	200.00	200.00
06/23/2025	Amazon Capital Services	36 pairs Swim goggles for Kids, 12 pcs Swim Rings	76.88	76.88
	Total Programs - Teen			615.08

07/02/25

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

June 2025

Date	Name	Memo	Original Amount	Paid Amount
Supplies - Library				
06/03/2025	Shauna Scholl	Reimburse Refreshments for events	87.95	87.95
06/10/2025	Amazon Capital Services	Replacement charger for m1 projector	22.99	22.99
06/10/2025	Amazon Capital Services	Raffle tickets, table clothes, tea, gift bags	44.88	44.88
06/10/2025	Amazon Capital Services	Wipes for smart table	17.80	17.80
06/10/2025	Amazon Capital Services	Suction cup rings	8.99	8.99
06/10/2025	Amazon Capital Services	Gold picture frame	11.99	11.99
06/10/2025	Orlowski Hardware Company, Inc.	Watch battery	4.99	4.99
06/18/2025	Business Card	Name Badges \$67.14, Compostable Forks \$39.64 less ...	22.78	22.78
06/20/2025	Elan Financial Services	Cricut	9.99	9.99
06/20/2025	Quill Corporation	Book Tape, Kcup Tea, Kcup Coffee	134.10	134.10
06/23/2025	Amazon Capital Services	Dividers for Binders	11.98	11.98
06/23/2025	Amazon Capital Services	Rolls for Quarters	3.89	3.89
Total Supplies - Library				382.33
Supplies - Office				
06/03/2025	Quill Corporation	Staples, Cups, Conex	75.55	75.55
06/13/2025	Quill Corporation	Qty 2 - Tissue 8/pk, Swiffer refills	63.36	63.36
06/23/2025	Amazon Capital Services	Post it notes	7.99	7.99
Total Supplies - Office				146.90
Telephone				
06/18/2025	Optimum	Billing period 6/16/25 to 7/15/25	191.68	191.68
Total Telephone				191.68
Travel				
06/03/2025	Karen Letteriello	Mileage to Riverhead and Southold	23.80	23.80
Total Travel				23.80
Total Miscellaneous Expense				11,756.27
TOTAL				22,327.82

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

	Jun 25
Ordinary Income/Expense	
Income	
PILOT Funds	5,320.36
Mattituck-Cutchoque School Dist	794,396.62
Interest	4.23
Direct Public Support	9,981.92
Fines	31.12
Library Materials Paid For	86.92
Copy Machine	446.25
Total Income	810,267.42
Gross Profit	810,267.42
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	27,823.82
Clerical	28,891.36
Custodian	3,794.42
Total Salaries	60,509.60
Benefits	
Fica	4,472.22
Disability Insurance	-288.15
Medical Insurance	6,223.93
Retirement	4,630.47
Total Benefits	15,038.47
Total Payroll Expenses	75,548.07
Library Materials	
Youth Materials	
Youth Arts & Crafts	115.61
Youth DVD's	59.47
Youth Computer Software	29.09
Youth Books	844.22
Total Youth Materials	1,048.39
Adult Materials	
DVD/Music CD	251.93
Digital Material Subscriptions	483.88
Adult Books	1,391.12
Large Print Books	130.43
Newspapers	853.92
Total Adult Materials	3,111.28
Teen Materials	113.14
Total Library Materials	4,272.81
Technology	117.89
Operations and Maintenance	

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

	Jun 25
Building Maintenance	
Aquarium Maintenance	230.00
HVAC Maintenance	883.50
Elevator Maint.	1,435.80
Total Building Maintenance	2,549.30
Custodial Supplies	632.43
Electric	2,314.05
Gas	144.57
Water	
SCWA	260.78
Total Water	260.78
Garbage Removal	279.72
Total Operations and Maintenance	6,180.85
Miscellaneous Expense	
Maintenance Office Equipment	
Optimum Internet Service	244.85
Computer/Network Maintenance	1,000.00
Computer Software Licenses	32.59
Total Maintenance Office Equipm...	1,277.44
Membership	
Museum Passes	499.99
Total Membership	499.99
Postage	
Newsletter mailing	416.67
Post Office Box Fee	188.00
Total Postage	604.67
Printing & Advertising	
Other printing & advertising	155.98
Newsletter printing	3,767.00
Total Printing & Advertising	3,922.98
Professional Fees	
Payroll Processing	573.34
SCLS/Overdue Notices	21.28
Total Professional Fees	594.62
Programs - Adult	
Motion Picture/Music Licensing	250.00
Adult Reading Club & Book Dis...	108.44
Adult Programs	3,038.96
Total Programs - Adult	3,397.40
Programs - Juvenile	650.00

11:29 AM
07/02/25
Cash Basis

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

	Jun 25
Programs - Summer	22.72
Programs - Teen	615.08
Supplies - Library	382.33
Supplies - Office	146.90
Telephone	191.68
Travel	23.80
Total Miscellaneous Expense	12,329.61
Total Expense	98,449.23
Net Ordinary Income	711,818.19
Net Income	711,818.19

11:32 AM
07/02/25
Cash Basis

Matituck-Laurel Library
Monthly Budget Report With Year To Date
January through June 2025

	Jan - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	13,096.44	5,000.00	8,096.44	261.9%
Mattituck-Cutchoque School Dist	1,679,590.06	1,713,603.00	-39,012.94	97.7%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	21.31	50.00	-28.69	42.6%
Direct Public Support	14,151.49	5,000.00	9,151.49	283.0%
Fines	287.76			
Library Materials Paid For	238.29			
Copy Machine	2,668.06	3,500.00	-831.94	76.2%
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	-14,599.79			
Total Income	1,700,964.35	1,739,353.00	-38,388.65	97.8%
Gross Profit	1,700,964.35	1,739,353.00	-38,388.65	97.8%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	173,834.41	361,729.00	-187,894.59	48.1%
Clerical	177,800.42	459,661.00	-281,860.58	38.7%
Custodian	23,251.45	49,050.00	-25,798.55	47.4%
Total Salaries	374,886.28	870,440.00	-495,553.72	43.1%
Benefits				
Fica	27,686.56	64,310.00	-36,623.44	43.1%
Disability Insurance	177.79	1,200.00	-1,022.21	14.8%
Medical Insurance	31,929.80	125,405.00	-93,475.20	25.5%
Retirement	28,042.15	71,153.00	-43,110.85	39.4%
Total Benefits	87,836.30	262,068.00	-174,231.70	33.5%
Total Payroll Expenses	462,722.58	1,132,508.00	-669,785.42	40.9%
Library Materials				
Youth Materials				
Youth Arts & Crafts	680.65	2,000.00	-1,319.35	34.0%
Youth DVD's	144.13	400.00	-255.87	36.0%
Youth Computer Software	29.09	1,500.00	-1,470.91	1.9%
Youth Compact Discs	0.00	0.00	0.00	0.0%
Youth Audio Books	0.00	0.00	0.00	0.0%
Youth Books	3,955.06	12,000.00	-8,044.94	33.0%
Total Youth Materials	4,808.93	15,900.00	-11,091.07	30.2%
Adult Materials				
DVD/Music CD	1,780.57	3,700.00	-1,919.43	48.1%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	7,613.37	12,500.00	-4,886.63	60.9%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	8,243.56	21,500.00	-13,256.44	38.3%
Reference Books and Data ...	0.00	2,000.00	-2,000.00	0.0%
Adult Ref Books				

11:32 AM
07/02/25
Cash Basis

Matituck-Laurel Library
Monthly Budget Report With Year To Date
January through June 2025

	Jan - Jun 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	265.01	5,000.00	-4,734.99	5.3%
Newspapers	4,107.86	7,200.00	-3,092.14	57.1%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	82,917.53	125,650.00	-42,732.47	66.0%
Teen Materials	684.74	2,500.00	-1,815.26	27.4%
Total Library Materials	88,411.20	144,050.00	-55,638.80	61.4%
Capital Expenditures	0.00	19,000.00	-19,000.00	0.0%
Technology	6,136.63	9,300.00	-3,163.37	66.0%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	1,616.00	3,600.00	-1,984.00	44.9%
HVAC Maintenance	1,581.24	2,500.00	-918.76	63.2%
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.	4,119.54	5,500.00	-1,380.46	74.9%
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	9,970.98	22,775.00	-12,804.02	43.8%
Custodial Supplies	1,145.88	1,300.00	-154.12	88.1%
Electric	10,506.51	29,000.00	-18,493.49	36.2%
Gas	6,604.70	12,000.00	-5,395.30	55.0%
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	473.96	3,500.00	-3,026.04	13.5%
Total Water	886.70	4,350.00	-3,463.30	20.4%

11:32 AM
07/02/25
Cash Basis

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

	Jan - Jun 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	1,954.25	3,300.00	-1,345.75	59.2%
Total Operations and Maintenance...	49,579.02	124,925.00	-75,345.98	39.7%
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	1,475.20	3,500.00	-2,024.80	42.1%
Copy Machine	1,856.23	5,500.00	-3,643.77	33.7%
Computer/Network Maintena...	6,000.00	12,000.00	-6,000.00	50.0%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	7,118.54	9,000.00	-1,881.46	79.1%
Total Maintenance Office Equi...	18,126.97	33,250.00	-15,123.03	54.5%
Membership				
Professional Memberships	1,786.00	2,300.00	-514.00	77.7%
Museum Passes	1,715.05	5,000.00	-3,284.95	34.3%
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	3,626.05	8,450.00	-4,823.95	42.9%
Postage				
Postage & Stamps	527.44	770.00	-242.56	68.5%
Mailing Permit	350.00	300.00	50.00	116.7%
Newsletter mailing	1,250.01	2,000.00	-749.99	62.5%
Post Office Box Fee	188.00	200.00	-12.00	94.0%
Total Postage	2,315.45	3,270.00	-954.55	70.8%
Printing & Advertising				
Other printing & advertising	1,937.21	1,500.00	437.21	129.1%
Newsletter printing	11,301.00	21,000.00	-9,699.00	53.8%
Total Printing & Advertising	13,238.21	22,500.00	-9,261.79	58.8%
Professional Fees				
Payroll Processing	3,282.25	8,000.00	-4,717.75	41.0%
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	142.31	500.00	-357.69	28.5%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	22,806.38	57,400.00	-34,593.62	39.7%
Programs - Adult				
Motion Picture/Music Licensi...	347.99	600.00	-252.01	58.0%
Adult Reading Club & Book ...	998.66	3,500.00	-2,501.34	28.5%
Adult Programs	17,419.08	18,000.00	-580.92	96.8%
Total Programs - Adult	18,765.73	22,100.00	-3,334.27	84.9%
Programs - Juvenile	5,653.06	12,000.00	-6,346.94	47.1%

11:32 AM
07/02/25
Cash Basis

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

	Jan - Jun 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	2,924.48	8,000.00	-5,075.52	36.6%
Programs - Teen	2,073.67	8,000.00	-5,926.33	25.9%
Supplies - Library	2,954.13	10,500.00	-7,545.87	28.1%
Supplies - Office	2,055.86	4,000.00	-1,944.14	51.4%
Supplies - Paper	601.90	2,500.00	-1,898.10	24.1%
Telephone	1,113.42	2,400.00	-1,286.58	46.4%
Travel	600.90	2,400.00	-1,799.10	25.0%
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	99,873.35	209,570.00	-109,696.65	47.7%
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	706,723.24	1,739,353.00	-1,032,629.76	40.6%
Net Ordinary Income	994,241.11	0.00	994,241.11	100.0%
Net Income	994,241.11	0.00	994,241.11	100.0%

07/02/25

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Savings				
Deposit	06/30/2025		Interest	0.49
Total Savings				0.49
Total Building Fund				0.49
Total General Fund				0.49
Cultural Activities Fund				
Coffee Machine				
Deposit	06/16/2025		Coffee	2.00
Deposit	06/23/2025		Coffee	2.00
Deposit	06/30/2025		Coffee	12.00
Total Coffee Machine				16.00
Adult Programs Wash Account				
Deposit	06/02/2025		Yoga	115.62
Deposit	06/02/2025		Arts/Crafts	4.55
Deposit	06/02/2025		Yoga	80.00
Deposit	06/02/2025		Natural History Tickets	5.00
Deposit	06/02/2025		LI Aquarium Tickets	56.00
Deposit	06/09/2025		Aerobics	80.00
Deposit	06/09/2025		Arts/Crafts	10.00
Deposit	06/09/2025		LI Aquarium Tickets	67.00
Deposit	06/09/2025		Defensive Driving	35.00
Deposit	06/09/2025		Pet Portraits	9.10
Bill	06/09/2025	Jenna Geiser	Reimburse Jane Austen Gift Ba...	-74.93
Deposit	06/16/2025		LI Aquarium Tickets	346.00
Deposit	06/16/2025		Arts/Crafts	9.10
Deposit	06/16/2025		Pet Portraits	9.10
Deposit	06/16/2025		Defensive Driving	67.36
Deposit	06/23/2025		LI Aquarium Tickets	391.00
Deposit	06/23/2025		Defensive Driving	105.00
Deposit	06/23/2025		Yoga	19.12
Deposit	06/23/2025		Defensive Driving	101.04
Deposit	06/23/2025		Pet Portraits	9.10
Bill	06/23/2025	Rosemary Martilotta	Yoga series May/June	-860.00
Bill	06/23/2025	Suffolk Safety Program	Defensive Driving 6/21/25	-490.00
Bill	06/30/2025	SCLS	LI Aquarium Tickets 60 Adult, 5...	-3,740.00
Deposit	06/30/2025		Yoga	77.38
Deposit	06/30/2025		Cooking	112.92
Deposit	06/30/2025		Arts/Crafts	239.49
Deposit	06/30/2025		Pet Portrait	9.10
Deposit	06/30/2025		Hula	18.20
Deposit	06/30/2025		Cooking	70.00
Deposit	06/30/2025		Arts/Crafts	35.00
Deposit	06/30/2025		LI Aquarium Tickets note: chec...	134.00
Total Adult Programs Wash Account				-2,949.75
Total Cultural Activities Fund				-2,933.75
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	06/30/2025		Interest	0.07
Total Undesignated & Interest				0.07
Capital Reserve Fund				

07/02/25

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

Type	Date	Name	Memo	Paid Amount
Bill	06/20/2025	Wm. J. Mills & Co.	Furnished & installed one shad...	-8,228.00
Total Capital Reserve Fund				-8,228.00
Total Gift and Trust Fund - MM				-8,227.93
TOTAL				-11,161.19

07/02/25

Mattituck-Laurel Library

Monthly Bill Payments

As of June 30, 2025

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	06/03/2025	13296	BookPage	Acct #M0367, Inv # S85918	-420.00
Bill Pmt -Check	06/03/2025	13297	Champion Elevator	Acct ID #41981, Inv # 2335897	-1,435.80
Bill Pmt -Check	06/03/2025	13298	Festival Guides Ltd.	Tea Party 5/31/25	-425.00
Bill Pmt -Check	06/03/2025	13299	Kanopy, Inc.	Invoice #453624-PPU	-255.00
Bill Pmt -Check	06/03/2025	13300	Karen Letterello	Reimburse Travel & Items for Summer Programs	-46.52
Bill Pmt -Check	06/03/2025	13301	Marissa Timm	Reimburse Smoothie Mix for Teen Program	-16.47
Bill Pmt -Check	06/03/2025	13302	Midwest Tape	11952	-228.88
Bill Pmt -Check	06/03/2025	13303	Quill Corporation	03047280	-75.55
Bill Pmt -Check	06/03/2025	13304	SCLS	Invoice 94783	-21.28
Bill Pmt -Check	06/03/2025	13305	Shauna Scholl	Reimburse Refreshments for events	-87.95
Bill Pmt -Check	06/03/2025	13306	B&T Juvenile Account	L 935700	-844.22
Bill Pmt -Check	06/03/2025	13307	B&T Teen Account	L943258	-100.71
Bill Pmt -Check	06/03/2025	13308	Midwest Tape	Customer 2000001786	-67.86
Bill Pmt -Check	06/09/2025	13309	B&T Adult Account	L 90004-3	-1,420.95
Bill Pmt -Check	06/09/2025	13310	NYS Employees Health Insuranc...	03909	-8,007.02
Bill Pmt -Check	06/09/2025	13311	ELM USA, Inc.	Invoice 76890	-25.00
Bill Pmt -Check	06/09/2025	13312	Emerald Island	940058	-632.43
Bill Pmt -Check	06/09/2025	13313	Mattituck Chamber of Commerce	2025 Mattituck Street Fair	-150.00
Bill Pmt -Check	06/09/2025	13314	Postmaster	Annual Fee for Box #1437	-188.00
Bill Pmt -Check	06/09/2025	13315	Southold Historical Museum	2025 Library Museum Pass	-150.00
Bill Pmt -Check	06/09/2025	13316	The Frick Collection	Constituent ID 39900	-200.00
Bill Pmt -Check	06/10/2025	13317	Samantha L. He	Pressed Flower Pendant 6/5/25	-500.00
Bill Pmt -Check	06/10/2025	13318	Sara Colichio	Reimburse Item for Summer Reading	-49.90
Bill Pmt -Check	06/10/2025	13319	Alice Jones	Crochet series Beginner & Intermediate May/June	-700.00
Bill Pmt -Check	06/10/2025	13320	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice ID 1RXK-C3F...	-408.83
Bill Pmt -Check	06/10/2025	13321	Daily News	Acct. 4090496	-90.00
Bill Pmt -Check	06/10/2025	13322	Midwest Tape	Customer 2000001786	-116.84
Bill Pmt -Check	06/10/2025	13323	Orlowski Hardware Company, Inc.	Acct 584177	-4.99
Bill Pmt -Check	06/10/2025	13324	PM Communications Corp.	Invoice 44845	-117.89
Bill Pmt -Check	06/10/2025	13325	Suffolk County Water Authority	Acct 3000390878	-260.78
Bill Pmt -Check	06/13/2025	13326	Arrayscape Gaming, Inc.	Minecraft - Snowman Paradise 1/23/25	-300.00
Bill Pmt -Check	06/13/2025	13327	Living Art Aquariums	Invoice 2284	-230.00
Bill Pmt -Check	06/13/2025	13328	Quill Corporation	03047280	-63.36
Bill Pmt -Check	06/16/2025	13329	Kristen Realander	Earth Science Global Regents Review 6/9/25	-200.00
Bill Pmt -Check	06/16/2025	13330	Lisa Baglivi	Watercolor for Beginners 6/12/25	-350.00
Bill Pmt -Check	06/16/2025	13331	Vicaliente, LLC	Dance 6/13/25	-300.00
Bill Pmt -Check	06/18/2025	13332	Business Card	5474 1518 7474 0647	-472.77
Bill Pmt -Check	06/18/2025	13333	John J. Schwetje	Global History Regents Review 06/17/25	-200.00
Bill Pmt -Check	06/18/2025	13334	Optimum	Acct 07839-381822-01-2	-436.53
Bill Pmt -Check	06/20/2025	13335	Elan Financial Services	4798 5101 7200 1022	-106.54
Bill Pmt -Check	06/20/2025	13336	Kolb Service Corp.	Invoice 4505-214	-883.50
Bill Pmt -Check	06/20/2025	13337	L2J Consulting, Inc.	Invoice #062025	-1,000.00
Bill Pmt -Check	06/20/2025	13338	Midwest Tape	Customer no. 2000001786	-42.68
Bill Pmt -Check	06/20/2025	13339	Quill Corporation	03047280	-134.10
Bill Pmt -Check	06/23/2025	13340	Daniel J. Faraone	Medicare Reimbursement 2nd Quarter 2025	-562.50
Bill Pmt -Check	06/23/2025	13341	Garrett H. Moore	Medicare Reimbursement 2nd Quarter 2025	-384.00
Bill Pmt -Check	06/23/2025	13342	Kay Zegel	Medicare Reimbursement 2nd Quarter 2025	-562.50
Bill Pmt -Check	06/23/2025	13343	Newsday	Acct 40410623	-343.92
Bill Pmt -Check	06/23/2025	13344	Nicole Summers Spauling	Baby Boogie, Toddler Tango 6/27/25	-350.00
Bill Pmt -Check	06/23/2025	13345	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice ID 1H7M-49M...	-201.18
Bill Pmt -Check	06/24/2025	13346	National Grid	Acct 43544-64005	-144.57
Bill Pmt -Check	06/24/2025	13347	Postmaster	Newsletter Mailing July/August	-416.67
Bill Pmt -Check	06/25/2025	13348	Mattituck Environmental Services	Custmr 11-0001422-0, Inv. 6235036	-279.72
Bill Pmt -Check	06/25/2025	13349	Sara Colichio	Reimburse Gift Certificates for Summer Reading	-50.00
Bill Pmt -Check	06/26/2025	13350	Aflac	Acct NQH35, Inv 657810	-64.05
Bill Pmt -Check	06/26/2025	13351	Midwest Tape	Customer no. 2000001786	-50.38
Bill Pmt -Check	06/26/2025	13352	North Shore Public Library	Shared Adult Program / Finding Edna Lewis 6/17/25	-50.00
Bill Pmt -Check	06/30/2025	13353	Pine Barrens Printing	Invoice 34780	-3,767.00
Bill Pmt -Check	06/30/2025	13354	PSEGLI	Cstmr 0295-3001-61-3, Acct 9610338501	-2,314.05
Bill Pmt -Check	06/30/2025	13355	Sarah Cebulski Photography	Pet Portraits 6/28/25	-600.00
Total BNB Operating Checking					-31,907.89
TOTAL					-31,907.89