

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

MEETING DATE: **Monday August 11, 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 July 14, 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 Fees: Bond Vote
 - B. Approve 2024 Audit
 - C. NYLA Conference Attendance
 - D. Investing - Certificate of Deposit
 - E. Sunday Hours
- XII. Period of Public Expression**
- XIII. Adjournment**

Next Meeting – September 8, 2025

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
August 11, 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 JULY 14, 2025 Regular Board Meeting

The minutes of the meetings held *July 14, 2025* were approved.
(Colleen, Mary; unanimous (7-0))

V. Approval of Treasurer's Report

Warrants

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

OPERATING ACCOUNT	\$127,927.32
CULTURAL ACTIVITIES FUND	1,643.00
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00
Donations in excess of \$1,000	
none	
(Peter, Randi; unanimous (7-0))	
<i>July payroll has five 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, Colleen; 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 briefed the Board on an addendum to clarify amounts on the Monthly Budget Report With Year-To-Date document. The money over budget on this report is being offset by Friends' donations, shared programming with other libraries, and income from the Cultural Activities Fund account. Our budget program does not reflect income incurred from other contributory sources; these line items have not been overspent. Google analytics show that more mobile devices (1.32K) are accessing the library's website. The school district reached out to let us know that the historical society's vote will take place sometime in October on a separate date/time from our annual budget and trustee election taking place on Tuesday, September 16th from 9AM to 7PM. The Percussion Play instruments were installed on July 26th. The instruments were made possible with a donation from the Ira A. Roschelle Foundation. The instruments are a nice addition and with the shade sail in place the greenspace is a wonderful, welcoming spot for our patrons. The Friends will be assisting with the Hot Dog Picnic on Wednesday August 13th and at the Health Fair on Saturday, August 16. SCLS is sharing information for a campaign titled, "Tell Congress Not to Defund Libraries!" This campaign is designed to empower patrons to reach out to their Senators and Representatives and insist that federal library funding be maintained.

VIII. President's Remarks

Jim shared that the health fair will take place on Saturday, August 16th with a 1-mile walk that begins at 10AM and the fair to follow from 11AM – 2PM. The inspiration for this event was a healthy library program he attended at the Center Moriches Free Public Library in the fall of 2023. In the spring of 2024, the first Health Fair came to the Mattituck Laurel Library, it was a huge success. The theme of this year's fair is Movement Matters; the Friends are generously donating tote bags adorned with the theme. Over 30 vendors will be attending, patrons will be able to enjoy wellness activities, health screenings, and expert advice on fitness and nutrition at this fun event. Jim is grateful to our local businesses, the Friends, to Sara for organizing the fair and to Diana for preparing the health fair flyer. The Building / Grounds committee is planning to meet to discuss the library's direction following the June 17th vote.

IX. Committee Reports

No committee met.

X. Old Business

none

XI. New Business

A. Legal Fees: Bond Vote

Approve fees to be paid out of Money Market Account

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

B. Approve 2024 Audit

Approve Audit - Shauna and Melissa reviewed the list of recommendations from the CPA

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

C. NYLA Conference Attendance

Approve Conference attendance in Saratoga Springs, NY in November 2025

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

D. Investing – Certificate of Deposit

Shauna will research best CD rates

E. Sunday Hours

No action, hours will remain 1PM – 4PM (September – June)

XII. Period of Public Expression

Public comment was given.

XIII. Adjournment

Motion to adjourn at 6:52PM

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

Dates of Future Board Meetings

Monday, September 8, 2025

Monday, October 20, 2025

Monday, November 10, 2025

Respectfully submitted,

Katie O'Rourke

Secretary



Mattituck-Laurel LIBRARY

Warrants / Expenses

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

Approved at the Library Board Meeting on August 11, 2025

Operating Account Total \$ 127,927.32

Payroll \$ 93,547.89

Non Payroll \$ 34,379.43

Cultural Activities Fund \$ 1,643.00

Money Market Account \$ 0

Building Fund Savings \$ 0

Building Fund Checking \$ 0

Donations in excess of \$1,000 None

July payroll has five weeks.

8/11/25 Colleen/Mattie Arnold

08/02/25

**Mattituck-Laurel Library
Fund Balance Report**

	Jan - Jul 25
General Fund	
Operating Fund	870,044.43
Building Fund	
Checking	268,971.72
Savings	57,315.63
	<hr/>
Total Building Fund	326,287.35
	<hr/>
Total General Fund	1,196,331.78
Cultural Activities Fund	
Coffee Machine	778.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	1,747.99
Adult Programs Wash Account	13,252.18
Designated Gifts	657.80
Parent-Toddler Programs	64.23
	<hr/>
Total Cultural Activities Fund	17,971.00
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	43,296.01
Capital Reserve Fund	711,013.19
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	813,725.19
	<hr/>
TOTAL	2,028,027.97

08/02/25

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

Date	Name	Memo	Original A...	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
07/01/2025	Fun Express, LLC	I love to read Bracelets, Visors	49.45	49.45
07/10/2025	Amazon Capital Services	Bookmarks	11.96	11.96
07/29/2025	Fun Express, LLC	Sand art	112.72	112.72
Total Youth Arts & Crafts				174.13
Youth Computer Software				
07/23/2025	Amazon Capital Services	Switch games - Donkey Kong,Ninja Turtles,Looney To...	266.54	266.54
Total Youth Computer Software				266.54
Youth Books				
07/05/2025	B&T Hot Deals	June invoices	38.80	38.80
07/05/2025	B&T Juvenile Account	June invoices	602.10	602.10
07/23/2025	Amazon Capital Services	Shinnecock Indian, Unkechaug Indians, Sonic Hedge...	50.22	50.22
Total Youth Books				691.12
Total Youth Materials				1,131.79
Adult Materials				
DVD/Music CD				
07/05/2025	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / Previous count 642...	25.00	25.00
07/10/2025	Midwest Tape	507394190	25.19	25.19
07/10/2025	Midwest Tape	507382848	18.89	18.89
07/10/2025	Midwest Tape	507405459	20.99	20.99
07/29/2025	Midwest Tape	507440341	17.49	17.49
07/29/2025	Midwest Tape	507488715	22.39	22.39
07/29/2025	Midwest Tape	507488717	20.99	20.99
07/29/2025	Midwest Tape	507488718	25.19	25.19
Total DVD/Music CD				176.13
Digital Material Subscriptions				
07/01/2025	Kanopy, Inc.	170 Tickets, 2 Credits KKids	180.00	180.00
07/02/2025	Midwest Tape	Hoopla Month ending 06/30/2025	176.49	176.49
Total Digital Material Subscriptions				356.49
Adult Books				
07/05/2025	B&T Adult Account	June invoices	2,603.83	2,603.83
07/23/2025	Amazon Capital Services	Qty 2 Books -Witch of Wall Street, After the Storm	34.00	34.00
Total Adult Books				2,637.83
Adult Ref Books				
Local History				
07/24/2025	Cutchogue-New Suffolk Free ...	All That Remains books to be donated to Unity Baptist...	150.00	150.00
Total Local History				150.00
Total Adult Ref Books				150.00
Large Print Books				
07/05/2025	B&T Adult Account	June invoices	75.23	75.23
Total Large Print Books				75.23
Newspapers				
07/11/2025	Daily News	Pays through 8/20/25	90.00	90.00
Total Newspapers				90.00
Total Adult Materials				3,485.68
Teen Materials				
07/05/2025	B&T Teen Account	June invoices	393.92	393.92
07/23/2025	Amazon Capital Services	Various candy and cake items	90.97	90.97

08/02/25

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

Date	Name	Memo	Original A...	Paid Amount
Total Teen Materials				484.89
Total Library Materials				5,102.36
Capital Expenditures				
07/24/2025	Millennium Steel & Rack Rent...	Balloon Recycling Receptacle	249.00	249.00
Total Capital Expenditures				249.00
Technology				
07/08/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
07/23/2025	Amazon Capital Services	Qty 2 DEVMO Thermal Print Head	114.64	114.64
Total Technology				232.53
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
07/11/2025	Living Art Aquariums	Service 6/3/25 and 6/20/25, Sinking pellets	250.00	250.00
Total Aquarium Maintenance				250.00
Exterminator				
07/23/2025	Hampton Pest Management, I...	Rodent Control	125.00	125.00
07/25/2025	Hampton Pest Management, I...	Termite Bait Station	85.00	85.00
07/25/2025	Hampton Pest Management, I...	Rodent Control	125.00	125.00
Total Exterminator				335.00
Security Monitoring				
07/05/2025	Suffolk Security Systems, Inc.	Standard Digital Monitoring 08/01/25 to 10/31/2025	122.85	122.85
Total Security Monitoring				122.85
Other Building Maint.				
07/11/2025	Mattituck Plumbing & Heating	Checked Toilet for Leak, no leak found, snaked toilet	150.00	150.00
Total Other Building Maint.				150.00
Total Building Maintenance				857.85
Electric				
07/28/2025	PSEGLI	Service from Jun 20, 2025 - Jul 22,2025	3,835.70	3,835.70
Total Electric				3,835.70
Gas				
07/29/2025	National Grid	Billing period Jun 18, 2025 to Jul 21, 2025	65.80	65.80
Total Gas				65.80
Grounds Maintenance				
Other Grounds Maintenance				
07/01/2025	Twin Fork Landscape Contrac...	Cuts 6/3,6/9,6/17,6/24, Weed control	415.00	415.00
07/15/2025	Twin Fork Landscape Contrac...	Shear Hedges w/ Bed Maintenance 7/8/25	1,840.00	1,840.00
07/31/2025	Cary Home Improvement	Installed Percussion Play in Green Space. Funds fro...	808.97	808.97
Total Other Grounds Maintenance				3,063.97
Total Grounds Maintenance				3,063.97
Water				
North Fork Water				
07/16/2025	Primo Brands	Qty 7 - 5 gallon bottles Water	139.92	139.92
Total North Fork Water				139.92
Total Water				139.92
Garbage Removal				
07/23/2025	Mattituck Environmental Servi...	4 YD Trash Service	280.29	280.29
Total Garbage Removal				280.29

08/02/25

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

Date	Name	Memo	Original A...	Paid Amount
Total Operations and Maintenance				8,243.53
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
07/16/2025	Optimum	Billing period 7/16/25 to 8/15/25	244.85	244.85
Total Optimum Internet Service				244.85
Computer/Network Maintenance				
07/25/2025	L2J Consulting, Inc.	Monthly IT Support - July 2025	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
07/02/2025	OCCL Inc.	Museum Key Service dates 07/01//2025 to 6/30/2026	727.34	727.34
07/23/2025	Elan Financial Services	Constant Contact and Paddle.net Crashplan	384.59	384.59
Total Computer Software Licenses				1,111.93
Total Maintenance Office Equipment				2,356.78
Membership				
Museum Passes				
07/11/2025	Metropolitan Opera Associatio...	Screenings - Le Comte Ory, The Hours, La Fanciulla ...	300.00	300.00
Total Museum Passes				300.00
Total Membership				300.00
Postage				
Postage & Stamps				
07/23/2025	Elan Financial Services	Postage for Teens letters to Stony Brook Hospital and...	6.86	6.86
Total Postage & Stamps				6.86
Total Postage				6.86
Printing & Advertising				
Other printing & advertising				
07/23/2025	SCLS	SLED Fees 7/12/25 Mattituck Street Festival	750.00	750.00
07/23/2025	SCLS	Vinyl Banner 6 foot	60.00	60.00
07/24/2025	Business Card	Tote bags for Health Fair covered by Friends Donation	623.86	623.86
Total Other printing & advertising				1,433.86
Total Printing & Advertising				1,433.86
Professional Fees				
PALS Membership				
07/01/2025	SCLS-PALS	PALS Maintenance & Access Fee - Quarterly - July-S...	2,899.41	2,899.41
Total PALS Membership				2,899.41
SCLS/Overdue Notices				
07/01/2025	SCLS	Overdues - Processed and Mailed June 2025	31.92	31.92
Total SCLS/Overdue Notices				31.92
Total Professional Fees				2,931.33
Programs - Adult				
Adult Programs				
07/01/2025	Qwick Craft, LLC	Cherry Blossom Art 6/23/25	400.00	400.00
07/10/2025	Cheryl Grigg	Soul Food 7/10/25	500.00	500.00
07/15/2025	Tara Penske	Lip Balm & Lotions 7/12/25	330.00	330.00
07/23/2025	Amazon Capital Services	Stationery Raffle Basket items	48.32	48.32
07/23/2025	Elan Financial Services	Zoom	67.96	67.96
07/24/2025	Crafts on the Move, LLC	Greeting Cards 7/22/25	198.00	198.00
07/25/2025	Cutchogue-New Suffolk Free ...	Jaws 7/9/25 - Shared Adult Program	50.00	50.00
07/31/2025	Martha Terry	Reimburse Raffle Basket Items	64.00	64.00
07/31/2025	James C. Ward	Man on Moon 7/30/25	225.00	225.00

08/02/25

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

Date	Name	Memo	Original A...	Paid Amount
Total Adult Programs				1,883.28
Total Programs - Adult				1,883.28
Programs - Juvenile				
07/01/2025	Rob Scott	Monkey cupcakes 6/30/25	360.00	360.00
07/02/2025	Karen Letteriello.	Candy, food items	37.86	37.86
Total Programs - Juvenile				397.86
Programs - Summer				
07/02/2025	Karen Letteriello.	Gift cards, Raffle	54.19	54.19
07/07/2025	BenAnna Band, LLC	BenAnna Band 7/7/25	425.00	425.00
07/08/2025	Nicole Summers Sparling	Boogie/Tango 7/8/25	350.00	350.00
07/08/2025	Lilly Hayes	Balloon Twisting 7/8/25	250.00	250.00
07/08/2025	Agostino Arts, LLC	Storyfaces 7/9/25	550.00	550.00
07/08/2025	Cutchogue-New Suffolk Free ...	Shared Program Bouncy House 7/1/25	141.25	141.25
07/10/2025	Arrayscape Gaming, Inc.	Minecraft Pirate Quest 7/10/25	300.00	300.00
07/15/2025	Mad Science of Long Island	Lights, Color, Action 7/14/25	410.00	410.00
07/18/2025	Jeannie Pendergrass	Hula 7/17/25	200.00	200.00
07/24/2025	Move N' Groove Bus	Move n' Groove Bus 7/24/25	300.00	300.00
07/29/2025	Long Island Science Center	Ice Cream Science 7/22/25	285.00	285.00
07/29/2025	Shake n Make Music LLC	Shake n Make Toddlers, Babies 7/30/25	300.00	300.00
07/30/2025	Erica Dantzler	Double Dutch Jump Rope 7/29/25	225.00	225.00
Total Programs - Summer				3,790.44
Programs - Teen				
07/10/2025	Amazon Capital Services	Games, Bluetooth speaker, Baskets, Popcorn, Dry er...	181.93	181.93
07/10/2025	Robyn Romanoff	Seaglass Jewelry 7/8/25	525.00	525.00
07/15/2025	Jon Knows How LLC	Model Train 7/10/25	500.00	500.00
07/15/2025	Tara Penske	Lip Balm & Lotions 7/12/25	315.00	315.00
07/15/2025	Travelingartprograms, LLC	Lighthouse Sunset Painting 7/14/25	325.00	325.00
07/17/2025	Edward J. Moreno	Teen Defense & Awareness 7/18/25	150.00	150.00
07/17/2025	Rob Scott	Quesadilla 7/15/25	435.00	435.00
07/17/2025	Upsculpt, Inc.	Wreath making 7/17/25	300.00	300.00
07/24/2025	Southold Free Library	Skating Party 7/22/25	102.00	102.00
07/25/2025	Marissa Timm	Reimburse Items for Teen Programs - Candy, Chips, ...	64.41	64.41
07/29/2025	Cutchogue-New Suffolk Free ...	Shared Teen Program / College Apps Bootcamp 7/29/...	75.00	75.00
07/29/2025	Eakta Gandhi	Henna for Teens 7/29/25	300.00	300.00
07/29/2025	MD Design Studio	Mason jar Lanterns 7/24/25	400.00	400.00
07/29/2025	Rob Scott	S'mores Muffin Tops 7/28/25	450.00	450.00
07/31/2025	Judy Wilson	Beginner's Crochet 8/1/25	300.00	300.00
Total Programs - Teen				4,423.34
Supplies - Library				
07/01/2025	Demco	Classification Labels 500/roll, Superfold Jacket 10"x2...	48.83	48.83
07/08/2025	Demco	Labels - Fantasy and Thrillers	37.09	37.09
07/08/2025	Orlowski Hardware Company, ...	Key, Play Sand, Hose washer, Hose	62.53	62.53
07/10/2025	Amazon Capital Services	Plastic key tags, Scale	21.30	21.30
07/11/2025	Quill Corporation	Tru red 14 oz shredder oil	36.38	36.38
07/15/2025	Herman Butts.	Reimburse for 2 Ballasts	57.94	57.94
07/23/2025	Amazon Capital Services	Stationery, Construction paper for Raffle	30.91	30.91
07/23/2025	Elan Financial Services	Cricut	9.99	9.99
07/24/2025	Business Card	Cookies and Milk	37.86	37.86
07/25/2025	Quill Corporation	Napkins, Coffeemate, Ry26 aag mndr blk 3x6w	56.17	56.17
07/25/2025	Quill Corporation	Coffee, Cups, Post its, Book tape, Kcup decaf	211.50	211.50
07/29/2025	Demco	Genre Labels, Realistic Fiction	34.53	34.53
07/29/2025	SCLS	EcoChit 3 - 1/8" x 200' Thermal Rolls (25/case)	46.99	46.99
07/30/2025	Demco	Dot Label various colors	36.66	36.66
Total Supplies - Library				728.68
Supplies - Office				
07/05/2025	Deborah Schwambom	Patron Refund Lost Book Found	23.95	23.95
07/11/2025	Cash	Cash for Change @ Street Fair / Raffle Tickets	150.00	150.00
07/11/2025	Quill Corporation	Staples, Gloves, Tissue	55.94	55.94
07/11/2025	Quill Corporation	HP 414A Black Toner Cartridge	110.99	110.99
07/11/2025	Quill Corporation	Planner, Envelopes	102.98	102.98

Mattituck-Laurel Library

08/02/25

Monthly Expense Report - Operating Fund (Non Payroll)

July 2025

Date	Name	Memo	Original A...	Paid Amount
07/23/2025	W.B. Mason Co., Inc.	Hol punch, Planner, Calendar, Book tape, Thermal po...	117.09	117.09
Total Supplies - Office				560.95
Supplies - Paper				
07/30/2025	W.B. Mason Co., Inc.	Qty 5 - 8.5 x 11 Paper	297.45	297.45
Total Supplies - Paper				297.45
Telephone				
07/16/2025	Optimum	Billing period 7/16/25 to 8/15/25	191.58	191.58
Total Telephone				191.58
Travel				
07/08/2025	Shauna Scholl.	Mileage to ALA Conference Philadelphia, PA	257.60	257.60
Total Travel				257.60
Workshops				
07/08/2025	Shauna Scholl.	Lodging for ALA Conference Philadelphia, PA	992.00	992.00
Total Workshops				992.00
Total Miscellaneous Expense				20,552.01
TOTAL				34,379.43

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

	Jul 25
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	4,355.88
Interest	8.00
Direct Public Support	1,303.50
Fines	144.46
Copy Machine	364.30
Total Income	6,176.14
Gross Profit	6,176.14
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	34,779.74
Clerical	37,661.40
Custodian	4,788.50
Total Salaries	77,229.64
Benefits	
Fica	5,750.44
Disability Insurance	1,358.97
Medical Insurance	4,663.81
Retirement	5,891.19
Total Benefits	17,664.41
Total Payroll Expenses	94,894.05
Library Materials	
Youth Materials	
Youth Arts & Crafts	174.13
Youth Computer Software	266.54
Youth Books	691.12
Total Youth Materials	1,131.79
Adult Materials	
DVD/Music CD	176.13
Digital Material Subscriptions	356.49
Adult Books	2,637.83
Adult Ref Books	
Local History	150.00
Total Adult Ref Books	150.00
Large Print Books	75.23
Newspapers	90.00
Total Adult Materials	3,485.68
Teen Materials	484.89
Total Library Materials	5,102.36

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

	Jul 25
Capital Expenditures	249.00
Technology	232.53
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	250.00
Exterminator	335.00
Security Monitoring	122.85
Other Building Maint.	150.00
Total Building Maintenance	857.85
Electric	3,835.70
Gas	65.80
Grounds Maintenance	
Other Grounds Maintenance	3,063.97
Total Grounds Maintenance	3,063.97
Water	
North Fork Water	139.92
Total Water	139.92
Garbage Removal	280.29
Total Operations and Maintenance	8,243.53
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	394.80
Optimum Internet Service	244.85
Computer/Network Maintenance	1,000.00
Computer Software Licenses	1,111.93
Total Maintenance Office Equipm...	2,751.58
Membership	
Museum Passes	300.00
Total Membership	300.00
Postage	
Postage & Stamps	6.86
Total Postage	6.86
Printing & Advertising	
Other printing & advertising	1,433.86
Total Printing & Advertising	1,433.86
Professional Fees	
Payroll Processing	704.54
PALS Membership	2,899.41
SCLS/Overdue Notices	31.92
Total Professional Fees	3,635.87
Programs - Adult	

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

	Jul 25
Adult Programs	1,883.28
Total Programs - Adult	1,883.28
Programs - Juvenile	397.86
Programs - Summer	3,790.44
Programs - Teen	4,423.34
Supplies - Library	728.68
Supplies - Office	560.95
Supplies - Paper	297.45
Telephone	191.58
Travel	257.60
Workshops	992.00
Total Miscellaneous Expense	21,651.35
Total Expense	130,372.82
Net Ordinary Income	-124,196.68
Net Income	-124,196.68

11:41 AM
08/02/25
Cash Basis

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

	Jan - Jul 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	1,683,945.94	1,718,603.00	-34,657.06	98.0%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	29.31	50.00	-20.69	58.6%
Direct Public Support	15,454.99	5,000.00	10,454.99	309.1%
Fines	432.22			
Library Materials Paid For	238.29			
Copy Machine	3,032.36	3,500.00	-467.64	86.6%
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	1,707,140.49	1,739,353.00	-32,212.51	98.1%
Gross Profit	1,707,140.49	1,739,353.00	-32,212.51	98.1%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	208,614.15	361,729.00	-153,114.85	57.7%
Clerical	215,461.82	459,661.00	-244,199.18	46.9%
Custodian	28,039.95	49,050.00	-21,010.05	57.2%
Total Salaries	452,115.92	870,440.00	-418,324.08	51.9%
Benefits				
Fica	33,437.00	64,310.00	-30,873.00	52.0%
Disability Insurance	1,536.76	1,200.00	336.76	128.1%
Medical Insurance	36,593.61	125,405.00	-88,811.39	29.2%
Retirement	33,933.34	71,153.00	-37,219.66	47.7%
Total Benefits	105,500.71	262,068.00	-156,567.29	40.3%
Total Payroll Expenses	557,616.63	1,132,508.00	-574,891.37	49.2%
Library Materials				
Youth Materials				
Youth Arts & Crafts	854.78	2,000.00	-1,145.22	42.7%
Youth DVD's	144.13	400.00	-255.87	36.0%
Youth Computer Software	295.63	1,500.00	-1,204.37	19.7%
Youth Compact Discs	0.00	0.00	0.00	0.0%
Youth Audio Books	0.00	0.00	0.00	0.0%
Youth Books	4,646.18	12,000.00	-7,353.82	38.7%
Total Youth Materials	5,940.72	15,900.00	-9,959.28	37.4%
Adult Materials				
DVD/Music CD	1,956.70	3,700.00	-1,743.30	52.9%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	7,969.86	12,500.00	-4,530.14	63.8%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	10,881.39	21,500.00	-10,618.61	50.6%
Reference Books and Data ...	0.00	2,000.00	-2,000.00	0.0%
Adult Ref Books				

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

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
Local History	625.00	1,000.00	-375.00	62.5%
Continuations	0.00	2,000.00	-2,000.00	0.0%
Total Adult Ref Books	625.00	3,000.00	-2,375.00	20.8%
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	340.24	5,000.00	-4,659.76	6.8%
Newspapers	4,197.86	7,200.00	-3,002.14	58.3%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	86,403.21	125,650.00	-39,246.79	68.8%
Teen Materials	1,169.63	2,500.00	-1,330.37	46.8%
Total Library Materials	93,513.56	144,050.00	-50,536.44	64.9%
Capital Expenditures	249.00	19,000.00	-18,751.00	1.3%
Technology	6,369.16	9,300.00	-2,930.84	68.5%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	1,866.00	3,600.00	-1,734.00	51.8%
HVAC Maintenance	1,581.24	2,500.00	-918.76	63.2%
Exterminator	630.00	1,200.00	-570.00	52.5%
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	368.55	700.00	-331.45	52.7%
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.	753.50	7,000.00	-6,246.50	10.8%
Total Building Maintenance	10,828.83	22,775.00	-11,946.17	47.5%
Custodial Supplies	1,145.88	1,300.00	-154.12	88.1%
Electric	14,342.21	29,000.00	-14,657.79	49.5%
Gas	6,670.50	12,000.00	-5,329.50	55.6%
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	12,244.97	12,500.00	-255.03	98.0%
Total Grounds Maintenance	14,728.97	17,200.00	-2,471.03	85.6%
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	552.66	850.00	-297.34	65.0%
SCWA	473.96	3,500.00	-3,026.04	13.5%
Total Water	1,026.62	4,350.00	-3,323.38	23.6%

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

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	2,234.54	3,300.00	-1,065.46	67.7%
Total Operations and Maintenance	57,822.55	124,925.00	-67,102.45	46.3%
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	1,381.80	2,500.00	-1,118.20	55.3%
Optimum Internet Service	1,720.05	3,500.00	-1,779.95	49.1%
Copy Machine	1,856.23	5,500.00	-3,643.77	33.7%
Computer/Network Maintenance	7,000.00	12,000.00	-5,000.00	58.3%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	8,230.47	9,000.00	-769.53	91.4%
Total Maintenance Office Equipment	20,878.55	33,250.00	-12,371.45	62.8%
Membership				
Professional Memberships	1,786.00	2,300.00	-514.00	77.7%
Museum Passes	2,015.05	5,000.00	-2,984.95	40.3%
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	3,926.05	8,450.00	-4,523.95	46.5%
Postage				
Postage & Stamps	534.30	770.00	-235.70	69.4%
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	2,322.31	3,270.00	-947.69	71.0%
Printing & Advertising				
Other printing & advertising	3,371.07	1,500.00	1,871.07	224.7%
Newsletter printing	11,301.00	21,000.00	-9,699.00	53.8%
Total Printing & Advertising	14,672.07	22,500.00	-7,827.93	65.2%
Professional Fees				
Payroll Processing	3,986.79	8,000.00	-4,013.21	49.8%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	8,698.23	10,900.00	-2,201.77	79.8%
Annual audit	2,075.00	15,000.00	-12,925.00	13.8%
SCLS/Overdue Notices	174.23	500.00	-325.77	34.8%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	26,442.25	57,400.00	-30,957.75	46.1%
Programs - Adult				
Motion Picture/Music Licensing	347.99	600.00	-252.01	58.0%
Adult Reading Club & Book ...	998.66	3,500.00	-2,501.34	28.5%
Adult Programs	19,302.36	18,000.00	1,302.36	107.2%
Total Programs - Adult	20,649.01	22,100.00	-1,450.99	93.4%
Programs - Juvenile	6,050.92	12,000.00	-5,949.08	50.4%

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

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	6,714.92	8,000.00	-1,285.08	83.9%
Programs - Teen	6,497.01	8,000.00	-1,502.99	81.2%
Supplies - Library	3,682.81	10,500.00	-6,817.19	35.1%
Supplies - Office	2,616.81	4,000.00	-1,383.19	65.4%
Supplies - Paper	899.35	2,500.00	-1,600.65	36.0%
Telephone	1,305.00	2,400.00	-1,095.00	54.4%
Travel	858.50	2,400.00	-1,541.50	35.8%
Workshops	1,734.14	2,300.00	-565.86	75.4%
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	121,524.70	209,570.00	-88,045.30	58.0%
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	837,096.06	1,739,353.00	-902,256.94	48.1%
Net Ordinary Income	870,044.43	0.00	870,044.43	100.0%
Net Income	870,044.43	0.00	870,044.43	100.0%

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Savings				
Deposit	07/31/2025		Interest	0.49
Total Savings				0.49
Total Building Fund				0.49
Total General Fund				0.49
Cultural Activities Fund				
Coffee Machine				
Deposit	07/07/2025		Coffee	1.00
Total Coffee Machine				1.00
Adult Programs Wash Account				
Deposit	07/01/2025		LI Aquarium Tickets / Emanuel C...	106.00
Bill	07/01/2025	Brian D. Collins	Brazilian BBQ 6/26/25	-700.00
Bill	07/01/2025	Diane Bianculli	Refund LI Aquarium Tickets	-95.00
Bill	07/01/2025	Laurie Short	Chair Strength Series May/June	-330.00
Deposit	07/07/2025		Aerobics	560.00
Deposit	07/07/2025		Cooking	20.00
Deposit	07/07/2025		Arts/Crafts	35.00
Deposit	07/07/2025		LI Aquarium Tickets	253.00
Deposit	07/09/2025		Aerobics	437.84
Deposit	07/09/2025		Yoga	77.38
Deposit	07/09/2025		Cooking	47.05
Deposit	07/09/2025		Arts/Crafts	56.46
Deposit	07/09/2025		Hula	4.55
Deposit	07/09/2025		Dance	4.55
Deposit	07/14/2025		Arts and Crafts	10.00
Deposit	07/14/2025		LI Aquarium Tickets	67.00
Deposit	07/14/2025		Yoga	77.38
Deposit	07/14/2025		Arts/Crafts (one refund)	8.84
Deposit	07/14/2025		Dance	18.20
Deposit	07/14/2025		Cooking	28.23
Deposit	07/21/2025		Arts/Crafts less \$20 Hula refund	64.69
Deposit	07/21/2025		Hula less 2 cent error last week	4.53
Deposit	07/21/2025		Yoga	60.00
Deposit	07/21/2025		Arts/Crafts	10.00
Deposit	07/21/2025		LI Aquarium Tickets	184.00
Bill	07/23/2025	Gloria Valle	Refund Patron LI Aquarium Ticket...	-78.00
Deposit	07/28/2025		Yoga	77.38
Deposit	07/28/2025		Arts and Crafts	37.64
Deposit	07/28/2025		Hula	4.55
Deposit	07/28/2025		Yoga	80.00
Deposit	07/28/2025		Arts and Crafts	20.00
Deposit	07/28/2025		LI Aquarium Tickets	631.00
Bill	07/31/2025	MD Design Studio	Wine Glass Painting 7/24/25	-440.00
Total Adult Programs Wash Account				1,342.27
Total Cultural Activities Fund				1,343.27
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	07/31/2025		Interest	0.07
Total Undesignated & Interest				0.07
Total Gift and Trust Fund - MM				0.07

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

	Type	Date	Name	Memo	Paid Amount
TOTAL					1,343.83

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Mattituck-Laurel Library

Monthly Bill Payments

As of July 31, 2025

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	07/01/2025	13356	SCLS-PALS	Invoice 82151	-2,899.41
Bill Pmt -Check	07/01/2025	13357	Demco	810225915	-48.83
Bill Pmt -Check	07/01/2025	13358	Fun Express, LLC	Invoice 73764976901	-49.45
Bill Pmt -Check	07/01/2025	13359	Kanopy, Inc.	Invoice #457497-PPU	-180.00
Bill Pmt -Check	07/01/2025	13360	Qwick Craft, LLC	Cherry Blossom Art 6/23/25	-400.00
Bill Pmt -Check	07/01/2025	13361	Rob Scott	Monkey cupcakes 6/30/25	-360.00
Bill Pmt -Check	07/01/2025	13362	SCLS	Invoice 94922	-31.92
Bill Pmt -Check	07/01/2025	13363	Twin Fork Landscape Cont...	Invoice 28469	-415.00
Bill Pmt -Check	07/01/2025	13364	Verizon	Acct. 242398426-00001, Inv 6116238041	-197.40
Bill Pmt -Check	07/02/2025	13365	Karen Letteriello.	Reimburse Items for Summer & Juvenile Programs	-92.05
Bill Pmt -Check	07/02/2025	13366	Midwest Tape	Cstrmr 2000016439, Inv 507397832	-176.49
Bill Pmt -Check	07/02/2025	13367	OCLC Inc.	Invoice 1000438267, Cstrmr Acct ID 10430	-727.34
Bill Pmt -Check	07/05/2025	13368	B&T Hot Deals	L4433233	-38.80
Bill Pmt -Check	07/05/2025	13369	B&T Juvenile Account	L 935700	-602.10
Bill Pmt -Check	07/05/2025	13370	B&T Teen Account	L943258	-393.92
Bill Pmt -Check	07/05/2025	13371	Deborah Schwambom	Patron Refund Lost Book Found	-23.95
Bill Pmt -Check	07/05/2025	13372	ELM USA, Inc.	Invoice 77533	-25.00
Bill Pmt -Check	07/05/2025	13373	Suffolk Security Systems, L...	1720	-122.85
Bill Pmt -Check	07/05/2025	13374	B&T Adult Account	L 90004-3	-2,679.06
Bill Pmt -Check	07/07/2025	13375	BenAnna Band, LLC	BenAnna Band 7/7/25	-425.00
Bill Pmt -Check	07/08/2025	13376	Lilly Hayes	Balloon Twisting 7/8/25	-250.00
Bill Pmt -Check	07/08/2025	13377	Nicole Summers Sparling	Boogie/Tango 7/8/25	-350.00
Bill Pmt -Check	07/08/2025	13378	Agostino Arts, LLC	Storyfaces 7/9/25	-550.00
Bill Pmt -Check	07/08/2025	13379	Cutchogue-New Suffolk Fr...	Shared Program Bouncy House 7/1/25	-141.25
Bill Pmt -Check	07/08/2025	13380	Demco	810225915	-37.09
Bill Pmt -Check	07/08/2025	13381	NYS Employees Health Ins...	03909	-7,981.52
Bill Pmt -Check	07/08/2025	13382	Orlowski Hardware Compa...	Acct 584177	-62.53
Bill Pmt -Check	07/08/2025	13383	PM Communications Corp.	Invoice 44991	-117.89
Bill Pmt -Check	07/08/2025	13384	Shauna Scholl.	Reimbursement ALA Conference Expenses	-1,249.60
Bill Pmt -Check	07/09/2025	13385	Shelterpoint Life Insurance...	Policy #D242574	-1,727.06
Bill Pmt -Check	07/10/2025	13386	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice ID 1F4K-FPD...	-215.19
Bill Pmt -Check	07/10/2025	13387	Arrayscape Gaming, Inc.	Minecraft Pirate Quest 7/10/25	-300.00
Bill Pmt -Check	07/10/2025	13388	Cheryl Grigg	Soul Food 7/10/25	-500.00
Bill Pmt -Check	07/10/2025	13389	Jon Knows How LLC	VOID: Model Train 7/10/25	0.00
Bill Pmt -Check	07/10/2025	13390	Midwest Tape	Customer 2000001786	-65.07
Bill Pmt -Check	07/10/2025	13391	Robyn Romanoff	Seaglass Jewelry 7/8/25	-525.00
Bill Pmt -Check	07/11/2025	13392	Cash	Cash for Change @ Street Fair / Raffle Tickets	-150.00
Bill Pmt -Check	07/11/2025	13393	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	07/11/2025	13394	Living Art Aquariums	Invoice no. 2301	-250.00
Bill Pmt -Check	07/11/2025	13395	Mattituck Plumbing & Heati...	Acct MAT-LIB, Invoice 54875	-150.00
Bill Pmt -Check	07/11/2025	13396	Metropolitan Opera Associ...	Met Opera M517	-300.00
Bill Pmt -Check	07/11/2025	13397	Quill Corporation	03047280	-306.29
Bill Pmt -Check	07/15/2025	13398	Herman Butts.	Reimburse for 2 Ballasts	-57.94
Bill Pmt -Check	07/15/2025	13399	Jon Knows How LLC	Model Train 7/10/25	-500.00
Bill Pmt -Check	07/15/2025	13400	Mad Science of Long Island	Lights, Color, Action 7/14/25	-410.00
Bill Pmt -Check	07/15/2025	13401	Tara Penske	Lip Balm & Lotions 7/12/25	-645.00
Bill Pmt -Check	07/15/2025	13402	Travelingartprograms, LLC	Lighthouse Sunset Painting 7/14/25	-325.00
Bill Pmt -Check	07/15/2025	13403	Twin Fork Landscape Cont...	Invoice no. 28581	-1,840.00
Bill Pmt -Check	07/16/2025	13404	Optimum	Acct 07839-381822-01-2	-436.43
Bill Pmt -Check	07/16/2025	13405	Primo Brands	Acct 0140002023, Inv. 05G0140002023	-139.92
Bill Pmt -Check	07/17/2025	13406	Edward J. Moreno	Teen Defense & Awareness 7/18/25	-150.00
Bill Pmt -Check	07/17/2025	13407	Rob Scott	Quesadilla 7/15/25	-435.00
Bill Pmt -Check	07/17/2025	13408	Upsculpt, Inc.	Wreath making 7/17/25	-300.00
Bill Pmt -Check	07/18/2025	13409	Jeannie Pendergrass	Hula 7/17/25	-200.00
Bill Pmt -Check	07/23/2025	13410	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice ID 11L7-VCV1-...	-635.60
Bill Pmt -Check	07/23/2025	13411	Elan Financial Services	4798 5101 7200 1022	-469.40
Bill Pmt -Check	07/23/2025	13412	Mattituck Environmental S...	Custmr 11-0001422-0, Inv. 6263564	-280.29
Bill Pmt -Check	07/23/2025	13413	SCLS		-810.00
Bill Pmt -Check	07/23/2025	13414	Hampton Pest Manageme...	Acct 2450, Invoice 89092	-125.00
Bill Pmt -Check	07/23/2025	13415	W.B. Mason Co., Inc.	Cstrmr C2001734, Inv 255402863	-117.09
Bill Pmt -Check	07/24/2025	13416	Move N' Groove Bus	Move n' Groove Bus 7/24/25	-300.00
Bill Pmt -Check	07/24/2025	13417	Aflac	Acct NQH35, Inv 674910	-51.24
Bill Pmt -Check	07/24/2025	13418	Business Card	5474 1518 7474 0647	-661.72
Bill Pmt -Check	07/24/2025	13419	Crafts on the Move, LLC	Greeting Cards 7/22/25	-198.00
Bill Pmt -Check	07/24/2025	13420	Cutchogue-New Suffolk Fr...	All That Remains	-150.00
Bill Pmt -Check	07/24/2025	13421	Millennium Steel & Rack R...	Invoice S40398	-249.00
Bill Pmt -Check	07/24/2025	13422	Southold Free Library	Skating Party 7/22/25	-102.00
Bill Pmt -Check	07/25/2025	13423	Cutchogue-New Suffolk Fr...	Jaws 7/9/25 - Shared Adult Program	-50.00
Bill Pmt -Check	07/25/2025	13424	Hampton Pest Manageme...		-210.00
Bill Pmt -Check	07/25/2025	13425	L2J Consulting, Inc.	Invoice 072025	-1,000.00
Bill Pmt -Check	07/25/2025	13426	Marissa Timm	Reimburse Items for Teen Programs	-64.41
Bill Pmt -Check	07/25/2025	13427	Quill Corporation	03047280	-267.67
Bill Pmt -Check	07/25/2025	13428	Verizon	Acct. 242398426-00001, Inv 6115752436	-197.40
Bill Pmt -Check	07/28/2025	13429	PSEGLI	Cstrmr 0295-3001-61-3, Acct 9610338501	-3,835.70

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Mattituck-Laurel Library Monthly Bill Payments

As of July 31, 2025

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	07/29/2025	13430	Cutchogue-New Suffolk Fr...	College Apps Bootcamp 7/29/25	-75.00
Bill Pmt -Check	07/29/2025	13431	Demco	810225915	-34.53
Bill Pmt -Check	07/29/2025	13432	Eakta Gandhi	Henna for Teens 7/29/25	-300.00
Bill Pmt -Check	07/29/2025	13433	Fun Express, LLC	Acct 2746478, Inv 73790427201	-112.72
Bill Pmt -Check	07/29/2025	13434	Long Island Science Center	Ice Cream Science 7/22/25	-285.00
Bill Pmt -Check	07/29/2025	13435	MD Design Studio	Mason jar Lanterns 7/24/25	-400.00
Bill Pmt -Check	07/29/2025	13436	Midwest Tape	Customer no. 2000001786	-86.06
Bill Pmt -Check	07/29/2025	13437	National Grid	Acct 43544-64005	-65.80
Bill Pmt -Check	07/29/2025	13438	Rob Scott	S'mores Muffin Tops 7/28/25	-450.00
Bill Pmt -Check	07/29/2025	13439	SCLS	Invoice 95013	-46.99
Bill Pmt -Check	07/29/2025	13440	Shake n Make Music LLC	Shake n Make Toddlers, Babies 7/30/25	-300.00
Bill Pmt -Check	07/30/2025	13441	Demco	Cstmr 310297230, Inv 7674004	-36.66
Bill Pmt -Check	07/30/2025	13442	Erica Dantzier	Double Dutch Jump Rope 7/29/25	-225.00
Bill Pmt -Check	07/30/2025	13443	W.B. Mason Co., Inc.	Cstmr C2001734, Inv 255707274	-297.45
Bill Pmt -Check	07/31/2025	13444	Cary Home Improvement	Invoice 184	-808.97
Bill Pmt -Check	07/31/2025	13445	James C. Ward	Man on Moon 7/30/25	-225.00
Bill Pmt -Check	07/31/2025	13446	Judy Wilson	Beginner's Crochet 8/1/25	-300.00
Bill Pmt -Check	07/31/2025	13447	Martha Terry	Reimburse Raffle Basket Items	-64.00
Total BNB Operating Checking					-44,534.05
TOTAL					-44,534.05