

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

**MEETING DATE:           Monday September 8, 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 August 11, 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.   Personnel / Policy**
- X.     Old Business**
  - A.   Investing – Certificate of Deposit**
- XI.    New Business**
  - A.   Precautionary tax cap resolution**
- XII.   Period of Public Expression**
- XIII.   Adjournment**

**Next Meeting – October 20, 2025**

**MATTITUCK-LAUREL LIBRARY**  
**APPROVED MINUTES OF THE REGULAR MONTHLY MEETING**  
September 8, 2025

**Present**

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

**Absent with Excuse**

John Carter, Trustee  
Peter Kren, Trustee

**I. Call To Order/II. Pledge of Allegiance**

Jim called the meeting to order at 6:03PM, with a quorum present.

**III. Approval of the Agenda**

The agenda was adopted.  
(Mary, Colleen; unanimous (5-0))

**IV. Review and Approval of the Minutes of AUGUST 11, 2025 Regular Board Meeting**

The minutes of the meetings held *August 11, 2025* were approved.  
(Randi, Mary; unanimous (5-0))

**V. Approval of Treasurer's Report**

Warrants

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

OPERATING ACCOUNT	\$134,751.59
CULTURAL ACTIVITIES FUND	1,538.78
MONEY MARKET ACCOUNT	9,500.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00
Donations in excess of \$1,000	
none	

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

*July payroll has four 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.

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

## **VII. Director's Report**

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

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

Shauna reported that the vaccine clinic scheduled for September 8th, will now be held on September 22nd, same time: noon – 3PM, about 100 vaccines were administered last year. A roof leak required that the hard-wired smoke detector needed to be replaced, this is the second time a leak has caused this damage. It doesn't appear that Stony Brook School of Social Welfare will be able to secure a social worker for our library. Shauna is working with Sara to explore other options. There will be a Halloween Costume Exchange on Friday, October 3rd from 1PM to 6PM and again on October 5th from 1PM to 3PM. A great event to reduce waste, reuse costumes, and celebrate sustainability. Our library was asked by the PLDA Legislative Committee to host Senator Palumbo for a legislative session breakfast at 9:30AM on September 15th. The event will start off with a tour of the building and then the Senator will sit down with Zone 1 Directors and Trustees to discuss NYLA's legislative priorities for the year. Last week the house of representatives subcommittee voted to continue library funding in next year's federal budget – this is a direct outcome of participation in the campaign that our library system started and then was shared out on a national level.

## **VIII. President's Remarks**

Jim expressed gratitude to the Friends. They sponsored the end-of-summer hotdog picnic on August 13th and personalized tote bags for the second annual health fair and walk on August 16th. They generously sponsor Dolly Parton's Imagination Library too. They are truly dedicated supporters of our community library. The Building & Grounds committee will meet to discuss how to best move forward with the many infrastructure repairs required to replace the buildings aged systems. Jim thanked author and journalist, Steve Wick, and LeRoy Heyliger, a representative of Unity Baptist Church for participating in a book talk on August 12th. A copy of Wick's book, *All That Remains*, was dedicated to the Unity Baptist Church.

## **IX. Committee Reports**

### ***A. Personnel / Policy***

The Personnel / Policy Committee met on Thursday, August 21st. Discussion ensued concerning the current Sunday hours during the fall. Library attendance will be recorded, and the committee will meet again in the new year to make a decision.

## **X. Old Business**

### ***A. Investing – Certificate of Deposit***

Shauna researched CD rates. She will begin the process to invest \$250,000 at Chase for a 10-month period at 3.50% APY and another \$250,000 at Capital One for a 12-month period at 4% APY. Monies to be taken from the Money Market Account which is not accruing more than 0.01% interest

at this time.

Motion to Invest in CDs

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

#### **XI. New Business**

##### *A. Precautionary tax cap resolution*

Jim reviewed the cautionary tax cap override. Due to the Library's fiscal year being a calendar year the community growth factor from the Office of the State Comptroller is not yet available to calculate the tax levy. The cautionary override allows the Board to adopt a budget with incomplete information to calculate the tax levy while meeting requirements for the tax cap law.

Motion to adopt a cautionary override resolution

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

#### **XII. Period of Public Expression**

Public comment was given.

#### **XIII. Adjournment**

Motion to adjourn at 6:24PM

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

#### **Dates of Future Board Meetings**

Monday, October 20, 2025

Monday, November 10, 2025

Monday, December 8, 2025

Respectfully submitted,

Katie O'Rourke

Secretary



Mattituck-Laurel  
**LIBRARY**

### **Warrants / Expenses**

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

Approved at the Library Board Meeting on September 8, 2025

**Operating Account Total**      \$134,751.59

Payroll    \$ 72,310.76

Non Payroll    \$ 62,440.83

**Cultural Activities Fund**      \$ 1,538.78

**Money Market Account**      \$ 9,500.00

**Building Fund Savings**      \$ 0

**Building Fund Checking**      \$ 0

Donations in excess of \$1,000      None

August payroll has four weeks.

CGA    9/8/25

09/04/25

**Mattituck-Laurel Library  
Fund Balance Report**

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	<u>Jan - Aug 25</u>
<b>General Fund</b>	
Operating Fund	736,363.89
Building Fund	
Checking	268,971.72
Savings	57,316.09
	<hr/>
<b>Total Building Fund</b>	326,287.81
	<hr/>
<b>Total General Fund</b>	1,062,651.70
 <b>Cultural Activities Fund</b>	
Coffee Machine	780.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	1,174.21
Adult Programs Wash Account	14,120.55
Designated Gifts	657.80
Parent-Toddler Programs	64.23
	<hr/>
<b>Total Cultural Activities Fund</b>	18,267.59
 <b>Gift and Trust Fund - MM</b>	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	33,796.07
Capital Reserve Fund	711,013.19
Unemployment Insurance	30,000.00
	<hr/>
<b>Total Gift and Trust Fund - MM</b>	804,225.25
	<hr/>
<b>TOTAL</b>	<b>1,885,144.54</b>

09/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
<b>Library Materials</b>				
<b>Youth Materials</b>				
<b>Youth Arts &amp; Crafts</b>				
08/01/2025	Karen Letteriello.	Paper goods for prizes	37.27	37.27
Total Youth Arts & Crafts				37.27
<b>Youth DVD's</b>				
08/09/2025	Midwest Tape	507555724	25.19	25.19
08/28/2025	Midwest Tape	507617071	17.48	17.48
08/28/2025	Midwest Tape	507617077	25.19	25.19
Total Youth DVD's				67.86
<b>Youth Books</b>				
08/04/2025	B&T Juvenile Account	July invoices	363.69	363.69
08/04/2025	Penworthy	Various Books for Childr...	156.90	156.90
Total Youth Books				520.59
Total Youth Materials				625.72
<b>Adult Materials</b>				
<b>DVD/Music CD</b>				
08/05/2025	Amazon Capital Services	Qty 1 DVD Bride & Preju...	22.46	22.46
08/05/2025	Midwest Tape	507514954	21.69	21.69
08/05/2025	Midwest Tape	507514955	13.99	13.99
08/05/2025	Midwest Tape	507514956	20.99	20.99
08/09/2025	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
08/09/2025	Midwest Tape	507555679	20.99	20.99
08/09/2025	Midwest Tape	507555720	13.99	13.99
08/09/2025	Midwest Tape	507555721	28.68	28.68
08/09/2025	Midwest Tape	507555722	21.69	21.69
08/14/2025	Midwest Tape	507578840	82.56	82.56
08/14/2025	Midwest Tape	507578842	13.99	13.99
08/28/2025	Midwest Tape	507617072	35.68	35.68
08/28/2025	Midwest Tape	507617073	25.19	25.19
08/28/2025	Midwest Tape	507617074	18.89	18.89
08/28/2025	Midwest Tape	507617075	36.38	36.38
Total DVD/Music CD				402.17
<b>Digital Material Subscriptions</b>				
08/04/2025	Kanopy, Inc.	214 Tickets	214.00	214.00
08/04/2025	Midwest Tape	Hoopla Month Ending 7/...	170.57	170.57
Total Digital Material Subscriptions				384.57
<b>Adult Books</b>				
08/05/2025	B&T Adult Account	July invoices	1,539.95	1,539.95
08/05/2025	Amazon Capital Services	Qty 3 Books / Great Gat...	22.38	22.38
08/05/2025	Amazon Capital Services	Qty 1 Book / An Inside J...	34.14	34.14
08/19/2025	Amazon Capital Services	Book - 6 Steps to Fewer...	8.97	8.97
Total Adult Books				1,605.44
<b>Reference Books and Data Bases</b>				
08/12/2025	SCLS	Ancestry Library Ed Sub...	839.80	839.80
Total Reference Books and Data Bases				839.80
<b>Large Print Books</b>				
08/05/2025	B&T Adult Account	July invoices	55.20	55.20

09/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
Total Large Print Books				55.20
<b>Newspapers</b>				
08/06/2025	Daily News	Pays through 9/17/25	90.00	90.00
08/06/2025	Times Review Media Group	12 months Riverhead N...	98.00	98.00
08/19/2025	Newsday	Subscription period from...	343.92	343.92
08/21/2025	Elan Financial Services	D.J. Barrons	97.84	97.84
Total Newspapers				629.76
Total Adult Materials				3,916.94
<b>Teen Materials</b>				
08/04/2025	B&T Teen Account	July invoices	184.01	184.01
Total Teen Materials				184.01
Total Library Materials				4,726.67
<b>Capital Expenditures</b>				
08/21/2025	Elan Financial Services	Wayfair Cafe Tables & ...	404.97	404.97
Total Capital Expenditures				404.97
<b>Technology</b>				
08/04/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
08/05/2025	Amazon Capital Services	Makerbot 3D printer fila...	329.99	329.99
Total Technology				447.88
<b>Operations and Maintenance</b>				
<b>Building Maintenance</b>				
<b>Aquarium Maintenance</b>				
08/13/2025	Living Art Aquariums	Service - 7/1/25,7/15/25,...	345.00	345.00
Total Aquarium Maintenance				345.00
<b>HVAC Maintenance</b>				
08/09/2025	Kolb Service Corp.	Service call 6/26/25 for ...	216.25	216.25
Total HVAC Maintenance				216.25
<b>Alarm Test</b>				
08/04/2025	Southold Town Clerk	Alarm permit no. 1756 e...	20.00	20.00
Total Alarm Test				20.00
<b>Elevator Maint.</b>				
08/28/2025	Champion Elevator	Replaced Button (Lobby...	850.00	850.00
08/29/2025	Champion Elevator	Quarterly Maintenance 3...	1,435.80	1,435.80
Total Elevator Maint.				2,285.80
<b>Other Building Maint.</b>				
08/06/2025	Suffolk Security Systems, Inc.	Service call for Bathroo...	299.00	299.00
Total Other Building Maint.				299.00
Total Building Maintenance				3,166.05
<b>Electric</b>				
08/28/2025	PSEGLI	Service from July 22, 20...	3,274.07	3,274.07
Total Electric				3,274.07
<b>Gas</b>				

09/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
08/28/2025	National Grid	Billing period July 21, 20...	55.60	55.60
Total Gas				55.60
<b>Grounds Maintenance</b>				
<b>Other Grounds Maintenance</b>				
08/04/2025	Twin Fork Landscape Contracti...	Cuts 6/30,7/7,7/15,7/22,...	676.00	676.00
08/19/2025	Business Card	Plaque for Percussion P...	155.98	155.98
08/21/2025	Twin Fork Landscape Contracti...	Tree removal from SW p...	805.00	805.00
08/29/2025	Twin Fork Landscape Contracti...	Cuts 8/5,8/12,8/19,8/26,...	490.00	490.00
Total Other Grounds Maintenance				2,126.98
Total Grounds Maintenance				2,126.98
<b>Insurance</b>				
<b>Umbrella Package</b>				
08/15/2025	Utica National Insurance Group	Commercial Umbrella P...	23,015.11	23,015.11
Total Umbrella Package				23,015.11
Total Insurance				23,015.11
<b>Garbage Removal</b>				
08/21/2025	Mattituck Environmental Services	4 YD Trash Service	280.42	280.42
Total Garbage Removal				280.42
Total Operations and Maintenance				31,918.23
<b>Miscellaneous Expense</b>				
<b>Maintenance Office Equipment</b>				
<b>Optimum Internet Service</b>				
08/19/2025	Optimum	Billing period 08/16/25 t...	244.85	244.85
Total Optimum Internet Service				244.85
<b>Copy Machine</b>				
08/11/2025	Precision Microproducts	Contract plus color and ...	691.14	691.14
08/11/2025	Precision Microproducts	Contract plus color and ...	688.62	688.62
Total Copy Machine				1,379.76
<b>Computer/Network Maintenance</b>				
08/25/2025	L2J Consulting, Inc.	Monthly IT Support - Au...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
<b>Computer Software Licenses</b>				
08/21/2025	Elan Financial Services	Paddle.Net Crashplan	32.59	32.59
Total Computer Software Licenses				32.59
Total Maintenance Office Equipment				2,657.20
<b>Membership</b>				
<b>Museum Passes</b>				
08/19/2025	Business Card	Long Island Science Ce...	450.00	450.00
Total Museum Passes				450.00
<b>Eastern Suffolk BOCES</b>				
08/09/2025	Eastern Suffolk BOCES	A617 Participation in the...	609.00	609.00
Total Eastern Suffolk BOCES				609.00

09/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
Total Membership				1,059.00
<b>Postage</b>				
<b>Newsletter mailing</b>				
08/14/2025	Postmaster	Postage for September/...	481.40	481.40
Total Newsletter mailing				481.40
Total Postage				481.40
<b>Printing &amp; Advertising</b>				
<b>Other printing &amp; advertising</b>				
08/14/2025	Handy Pantry	Fruit for Health Fair 8/16...	60.00	60.00
Total Other printing & advertising				60.00
<b>Newsletter printing</b>				
08/18/2025	Pine Barrens Printing	September/October Ne...	3,767.00	3,767.00
Total Newsletter printing				3,767.00
Total Printing & Advertising				3,827.00
<b>Professional Fees</b>				
<b>SCLS Telecommunications</b>				
08/05/2025	SCLS-Telecommunications	Telecommunications - ...	9,900.00	9,900.00
Total SCLS Telecommunications				9,900.00
<b>SCLS/Overdue Notices</b>				
08/05/2025	SCLS	Overdues - Processed &...	19.95	19.95
Total SCLS/Overdue Notices				19.95
Total Professional Fees				9,919.95
<b>Programs - Adult</b>				
<b>Adult Reading Club &amp; Book Discu</b>				
08/05/2025	Amazon Capital Services	Qty 12 Books / The Gre...	54.00	54.00
Total Adult Reading Club & Book Discu				54.00
<b>Adult Programs</b>				
08/09/2025	Sharon Twickler	Reimburse Raffle Baske...	40.00	40.00
08/09/2025	Westhampton Free Library	Shared Adult Program T...	25.00	25.00
08/09/2025	Westhampton Free Library	Shared Adult Program B...	50.00	50.00
08/09/2025	Westhampton Free Library	Shared Adult Program L...	50.00	50.00
08/11/2025	Vicaliente, LLC	Dance 8/8/25	300.00	300.00
08/13/2025	The Pot City, Inc.	Terrariums for Adults an...	240.00	240.00
08/19/2025	Amazon Capital Services	4 pk Raffle baskets	19.99	19.99
08/21/2025	Elan Financial Services	Zoom	67.96	67.96
08/21/2025	Home Health and Spirit Corpor...	Elderberry Syrup 8/16/25	435.00	435.00
08/21/2025	Jeannie Pendergrass	Hula 8/19/25	225.00	225.00
08/25/2025	Maria's Mexican Cooking, LLC	Mexican Cooking 8/23/25	450.00	450.00
Total Adult Programs				1,902.95
Total Programs - Adult				1,956.95
<b>Programs - Summer</b>				
08/01/2025	Karen Letteriello.	Fruit and graham cracke...	39.13	39.13
08/04/2025	Nicole Summers Sparling	Boogie/Tango 8/5/25	350.00	350.00
08/04/2025	Rob Scott	Brownies 8/4/25	360.00	360.00
08/04/2025	Theresa's Programs LLC	Pet Portraits for Tweens...	225.00	225.00
08/09/2025	Arrayscape Gaming, Inc.	Minecraft - Lost Egypt 8/...	300.00	300.00

09/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
08/12/2025	Long Island Pony Parties & Pet...	Petting Zoo 8/13/25	475.00	475.00
08/13/2025	The Bubble Truck NY, Inc.	Bubble Truck 8/13/25	450.00	450.00
08/19/2025	Joanne Hruz.	Cups, Cutlery, Plates, S...	124.16	124.16
Total Programs - Summer				2,323.29
<b>Programs - Teen</b>				
08/04/2025	Theresa's Programs LLC	Pet Portraits for Tweens...	225.00	225.00
08/12/2025	Marissa Timm	Reimburse Gift Cards fo...	100.00	100.00
08/13/2025	The Pot City, Inc.	Terrariums for Adults an...	300.00	300.00
08/18/2025	Chris Vivas	Comic Book Self Portrait...	275.00	275.00
08/19/2025	Amazon Capital Services	Candy, Food items, Jour...	181.22	181.22
Total Programs - Teen				1,081.22
<b>Supplies - Library</b>				
08/04/2025	Orlowski Hardware Company, I...	AA Batteries, Extension ...	51.26	51.26
08/05/2025	Amazon Capital Services	Table cloths for Health F...	34.99	34.99
08/05/2025	Amazon Capital Services	Traffic Cones 10 pack	128.28	128.28
08/09/2025	Quill Corporation	Qty 1 Scotch tape, Qty 1...	40.47	40.47
08/09/2025	Quill Corporation	Qty 1 Paper towel, Qty 1...	105.46	105.46
08/11/2025	Brodart	Labels - Valentine's, Sp...	146.88	146.88
08/11/2025	The Library Store	Label - Christmas, Than...	218.78	218.78
08/14/2025	Demco	Color coding Dot Labels...	77.17	77.17
08/19/2025	Business Card	Aunt Flow pads	150.00	150.00
08/19/2025	Amazon Capital Services	Suggestion box, Manila f...	41.98	41.98
08/19/2025	Amazon Capital Services	AA Batteries	14.35	14.35
08/19/2025	Amazon Capital Services	5 pk Plastic Bins	14.97	14.97
08/21/2025	Elan Financial Services	Cricut	9.99	9.99
08/25/2025	Demco	Custom Stamp	45.91	45.91
08/28/2025	SCLS	Cotton Candy Machine ...	25.00	25.00
Total Supplies - Library				1,105.49
<b>Telephone</b>				
08/19/2025	Optimum	Billing period 08/16/25 t...	191.58	191.58
Total Telephone				191.58
<b>Workshops</b>				
08/19/2025	Business Card	NYLA Conference Regis...	340.00	340.00
Total Workshops				340.00
Total Miscellaneous Expense				24,943.08
<b>TOTAL</b>				<b>62,440.83</b>

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

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	Aug 25
Ordinary Income/Expense	
Income	
Interest	6.60
Direct Public Support	955.72
Fines	124.55
Copy Machine	749.90
Total Income	1,836.77
Gross Profit	1,836.77
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	27,823.78
Clerical	26,413.27
Custodian	3,906.77
Total Salaries	58,143.82
Benefits	
Fica	4,240.33
Disability Insurance	-276.01
Medical Insurance	5,778.05
Retirement	4,436.35
Total Benefits	14,178.72
Total Payroll Expenses	72,322.54
Library Materials	
Youth Materials	
Youth Arts & Crafts	37.27
Youth DVD's	67.86
Youth Books	520.59
Total Youth Materials	625.72
Adult Materials	
DVD/Music CD	402.17
Digital Material Subscriptions	384.57
Adult Books	1,605.44
Reference Books and Data Ba...	839.80
Large Print Books	55.20
Newspapers	629.76
Total Adult Materials	3,916.94
Teen Materials	184.01
Total Library Materials	4,726.67
Capital Expenditures	404.97
Technology	447.88
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	345.00

2:48 PM  
09/04/25  
Cash Basis

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

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	Aug 25
HVAC Maintenance	216.25
Alarm Test	20.00
Elevator Maint.	2,285.80
Other Building Maint.	299.00
Total Building Maintenance	3,166.05
Electric	3,274.07
Gas	55.60
Grounds Maintenance	
Other Grounds Maintenance	2,126.98
Total Grounds Maintenance	2,126.98
Insurance	
Umbrella Package	23,015.11
Total Insurance	23,015.11
Garbage Removal	280.42
Total Operations and Maintenance	31,918.23
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	244.85
Copy Machine	1,379.76
Computer/Network Maintenance	1,000.00
Computer Software Licenses	32.59
Total Maintenance Office Equipm...	2,854.60
Membership	
Museum Passes	450.00
Eastern Suffolk BOCES	609.00
Total Membership	1,059.00
Postage	
Newsletter mailing	481.40
Total Postage	481.40
Printing & Advertising	
Other printing & advertising	60.00
Newsletter printing	3,767.00
Total Printing & Advertising	3,827.00
Professional Fees	
Payroll Processing	556.54
SCLS Telecommunications	9,900.00
SCLS/Overdue Notices	19.95
Total Professional Fees	10,476.49
Programs - Adult	
Adult Reading Club & Book Dis...	54.00

2:48 PM  
09/04/25  
Cash Basis

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

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	Aug 25
Adult Programs	1,902.95
Total Programs - Adult	1,956.95
Programs - Summer	2,323.29
Programs - Teen	1,081.22
Supplies - Library	1,105.49
Telephone	191.58
Workshops	340.00
Total Miscellaneous Expense	25,697.02
Total Expense	135,517.31
Net Ordinary Income	-133,680.54
Net Income	-133,680.54

2:49 PM  
09/04/25  
Cash Basis

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

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	13,096.44	5,000.00	8,096.44	261.9%
Mattituck-Cutchogue 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	35.91	50.00	-14.09	71.8%
Direct Public Support	16,410.71	5,000.00	11,410.71	328.2%
Fines	556.77			
Library Materials Paid For	238.29			
Copy Machine	3,782.26	3,500.00	282.26	108.1%
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	1,708,977.26	1,739,353.00	-30,375.74	98.3%
Gross Profit	1,708,977.26	1,739,353.00	-30,375.74	98.3%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	236,437.93	361,729.00	-125,291.07	65.4%
Clerical	241,875.09	459,661.00	-217,785.91	52.6%
Custodian	31,946.72	49,050.00	-17,103.28	65.1%
Total Salaries	510,259.74	870,440.00	-360,180.26	58.6%
Benefits				
Fica	37,677.33	64,310.00	-26,632.67	58.6%
Disability Insurance	1,260.75	1,200.00	60.75	105.1%
Medical Insurance	42,371.66	125,405.00	-83,033.34	33.8%
Retirement	38,369.69	71,153.00	-32,783.31	53.9%
Total Benefits	119,679.43	262,068.00	-142,388.57	45.7%
Total Payroll Expenses	629,939.17	1,132,508.00	-502,568.83	55.6%
Library Materials				
Youth Materials				
Youth Arts & Crafts	892.05	2,000.00	-1,107.95	44.6%
Youth DVD's	211.99	400.00	-188.01	53.0%
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	5,166.77	12,000.00	-6,833.23	43.1%
Total Youth Materials	6,566.44	15,900.00	-9,333.56	41.3%
Adult Materials				
DVD/Music CD	2,358.87	3,700.00	-1,341.13	63.8%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	8,354.43	12,500.00	-4,145.57	66.8%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	12,486.83	21,500.00	-9,013.17	58.1%
Reference Books and Data ...	839.80	2,000.00	-1,160.20	42.0%
Adult Ref Books				

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

	Jan - Aug 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	395.44	5,000.00	-4,604.56	7.9%
Newspapers	4,827.62	7,200.00	-2,372.38	67.1%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	90,320.15	125,650.00	-35,329.85	71.9%
Teen Materials	1,353.64	2,500.00	-1,146.36	54.1%
Total Library Materials	98,240.23	144,050.00	-45,809.77	68.2%
Capital Expenditures	653.97	19,000.00	-18,346.03	3.4%
Technology	6,817.04	9,300.00	-2,482.96	73.3%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,211.00	3,600.00	-1,389.00	61.4%
HVAC Maintenance	1,797.49	2,500.00	-702.51	71.9%
Exterminator	630.00	1,200.00	-570.00	52.5%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	20.00	200.00	-180.00	10.0%
Elevator Maint.	6,405.34	5,500.00	905.34	116.5%
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.	1,052.50	7,000.00	-5,947.50	15.0%
Total Building Maintenance	13,994.88	22,775.00	-8,780.12	61.4%
Custodial Supplies	1,145.88	1,300.00	-154.12	88.1%
Electric	17,616.28	29,000.00	-11,383.72	60.7%
Gas	6,726.10	12,000.00	-5,273.90	56.1%
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	14,371.95	12,500.00	1,871.95	115.0%
Total Grounds Maintenance	16,855.95	17,200.00	-344.05	98.0%
Insurance				
Workers' Comp.	6,845.00	12,000.00	-5,155.00	57.0%
Umbrella Package	23,015.11	23,000.00	15.11	100.1%
Total Insurance	29,860.11	35,000.00	-5,139.89	85.3%
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 August 2025

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	2,514.96	3,300.00	-785.04	76.2%
Total Operations and Maintenance	89,740.78	124,925.00	-35,184.22	71.8%
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	1,579.20	2,500.00	-920.80	63.2%
Optimum Internet Service	1,964.90	3,500.00	-1,535.10	56.1%
Copy Machine	3,235.99	5,500.00	-2,264.01	58.8%
Computer/Network Maintenance	8,000.00	12,000.00	-4,000.00	66.7%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	8,263.06	9,000.00	-736.94	91.8%
Total Maintenance Office Equipment	23,733.15	33,250.00	-9,516.85	71.4%
Membership				
Professional Memberships	1,786.00	2,300.00	-514.00	77.7%
Museum Passes	2,465.05	5,000.00	-2,534.95	49.3%
Mattituck Chamber of Commerce	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	609.00	800.00	-191.00	76.1%
Total Membership	4,985.05	8,450.00	-3,464.95	59.0%
Postage				
Postage & Stamps	534.30	770.00	-235.70	69.4%
Mailing Permit	350.00	300.00	50.00	116.7%
Newsletter mailing	1,731.41	2,000.00	-268.59	86.6%
Post Office Box Fee	188.00	200.00	-12.00	94.0%
Total Postage	2,803.71	3,270.00	-466.29	85.7%
Printing & Advertising				
Other printing & advertising	3,431.07	1,500.00	1,931.07	228.7%
Newsletter printing	15,068.00	21,000.00	-5,932.00	71.8%
Total Printing & Advertising	18,499.07	22,500.00	-4,000.93	82.2%
Professional Fees				
Payroll Processing	4,543.33	8,000.00	-3,456.67	56.8%
SCLS Telecommunications	9,900.00	10,500.00	-600.00	94.3%
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	194.18	500.00	-305.82	38.8%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	36,918.74	57,400.00	-20,481.26	64.3%
Programs - Adult				
Motion Picture/Music Licensing	347.99	600.00	-252.01	58.0%
Adult Reading Club & Book ...	1,052.66	3,500.00	-2,447.34	30.1%
Adult Programs	21,205.31	18,000.00	3,205.31	117.8%
Total Programs - Adult	22,605.96	22,100.00	505.96	102.3%
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 August 2025

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	9,038.21	8,000.00	1,038.21	113.0%
Programs - Teen	7,578.23	8,000.00	-421.77	94.7%
Supplies - Library	4,788.30	10,500.00	-5,711.70	45.6%
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	1,496.58	2,400.00	-903.42	62.4%
Travel	858.50	2,400.00	-1,541.50	35.8%
Workshops	2,074.14	2,300.00	-225.86	90.2%
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	147,221.72	209,570.00	-62,348.28	70.2%
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	972,613.37	1,739,353.00	-766,739.63	55.9%
Net Ordinary Income	736,363.89	0.00	736,363.89	100.0%
Net Income	736,363.89	0.00	736,363.89	100.0%

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

Type	Date	Name	Memo	Paid Amount
<b>General Fund</b>				
<b>Building Fund</b>				
<b>Savings</b>				
Deposit	08/31/2025		Interest	0.46
Total Savings				0.46
Total Building Fund				0.46
Total General Fund				0.46
<b>Cultural Activities Fund</b>				
<b>Coffee Machine</b>				
Deposit	08/04/2025		Coffee	1.00
Deposit	08/18/2025		Coffee	1.00
Total Coffee Machine				2.00
<b>Staff Activity Fund</b>				
Check	08/01/2025		Check order	-111.64
Bill	08/19/2025	Business Card	Land's End Sweaters ...	-462.14
Total Staff Activity Fund				-573.78
<b>Adult Programs Wash Account</b>				
Deposit	08/04/2025		Yoga	19.12
Deposit	08/04/2025		LI Aquarium Tickets	346.00
Deposit	08/11/2025		Arts/Crafts	28.23
Deposit	08/11/2025		Hula	4.55
Deposit	08/11/2025		Yoga	20.00
Deposit	08/11/2025		LI Aquarium Tickets	67.00
Deposit	08/18/2025		LI Aquarium Tickets	190.00
Deposit	08/18/2025		Cooking	28.23
Deposit	08/18/2025		Hula	9.10
Bill	08/21/2025	Rosemary Martilotta	Yoga series 7/16 to 8/...	-580.00
Bill	08/22/2025	Laurie Short	Chair Strength series ...	-385.00
Deposit	08/25/2025		Cooking	37.97
Deposit	08/25/2025		Hula	4.55
Deposit	08/25/2025		Defensive Driving	33.62
Deposit	08/25/2025		Cooking	40.00
Deposit	08/25/2025		Arts & Crafts	10.00
Deposit	08/25/2025		Natural History	35.00
Deposit	08/25/2025		LI Aquarium Tickets	955.00
Deposit	08/25/2025		Hula	5.00
Total Adult Programs Wash Account				868.37
Total Cultural Activities Fund				296.59
<b>Gift and Trust Fund - MM</b>				
<b>Undesignated &amp; Interest</b>				
Bill	08/13/2025	Hawkins, Delafield & Wo...	Bond Counsel Service...	-9,500.00
Deposit	08/31/2025		Interest	0.06
Total Undesignated & Interest				-9,499.94
Total Gift and Trust Fund - MM				-9,499.94

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

	Type	Date	Name	Memo	Paid Amount
TOTAL					<u>-9,202.89</u>

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# Mattituck-Laurel Library

## Monthly Bill Payments

### As of August 31, 2025

Type	Date	Num	Name	Memo	Amount
<b>Operating Checking</b>					
Total Operating Checking					
<b>BNB Operating Checking</b>					
Bill Pmt -Check	08/01/2025	13448	Karen Letteriello.	Reimburse items for Pro...	-76.40
Bill Pmt -Check	08/04/2025	13449	Nicole Summers Sp...	Boogie/Tango 8/5/25	-350.00
Bill Pmt -Check	08/04/2025	13450	B&T Juvenile Acco...	L 935700	-363.69
Bill Pmt -Check	08/04/2025	13451	B&T Teen Account	L943258	-184.01
Bill Pmt -Check	08/04/2025	13452	Kanopy, Inc.	Invoice \$461236-PPU	-214.00
Bill Pmt -Check	08/04/2025	13453	Midwest Tape	Cstmr 2000016439,Inv 5...	-170.57
Bill Pmt -Check	08/04/2025	13454	NYS Employees He...	03909	-9,748.71
Bill Pmt -Check	08/04/2025	13455	Orlowski Hardware ...	Acct #584177	-51.26
Bill Pmt -Check	08/04/2025	13456	Penworthy	Cstmr 00-5320020_001,...	-156.90
Bill Pmt -Check	08/04/2025	13457	PM Communication...	Invoice 45123	-117.89
Bill Pmt -Check	08/04/2025	13458	Rob Scott	Brownies 8/4/25	-360.00
Bill Pmt -Check	08/04/2025	13459	Southold Town Clerk	Alarm Permit no. 1756	-20.00
Bill Pmt -Check	08/04/2025	13460	Theresa's Program...	Pet Portraits for Tweens ...	-450.00
Bill Pmt -Check	08/04/2025	13461	Twin Fork Landsca...	Invoice 28643	-676.00
Bill Pmt -Check	08/05/2025	13462	B&T Adult Account	L 90004-3	-1,595.15
Bill Pmt -Check	08/05/2025	13463	SCLS-Telecommun...	Invoice 73993	-9,900.00
Bill Pmt -Check	08/05/2025	13464	Amazon Capital Ser...	Acct A1QBFNTMAAYK...	-626.24
Bill Pmt -Check	08/05/2025	13465	Midwest Tape	Customer 2000001789	-56.67
Bill Pmt -Check	08/05/2025	13466	SCLS	Invoice 95100	-19.95
Bill Pmt -Check	08/06/2025	13467	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	08/06/2025	13468	Suffolk Security Sys...	1720	-299.00
Bill Pmt -Check	08/06/2025	13469	Times Review Medi...	Subscriber 28982	-98.00
Bill Pmt -Check	08/09/2025	13470	Arrayscape Gaming...	Minecraft - Lost Egypt 8/...	-300.00
Bill Pmt -Check	08/09/2025	13471	Eastern Suffolk BO...	Invoice no. 703-26A	-609.00
Bill Pmt -Check	08/09/2025	13472	ELM USA, Inc.	Invoice 78440	-25.00
Bill Pmt -Check	08/09/2025	13473	Kolb Service Corp.	Invoice 4505-216	-216.25
Bill Pmt -Check	08/09/2025	13474	Midwest Tape	Customer 2000001789	-110.54
Bill Pmt -Check	08/09/2025	13475	Quill Corporation	03047280	-145.93
Bill Pmt -Check	08/09/2025	13476	Sharon Twickler	Reimburse Raffle Baske...	-40.00
Bill Pmt -Check	08/09/2025	13477	Westhampton Free ...		-125.00
Bill Pmt -Check	08/11/2025	13478	Brodart	318719	-146.88
Bill Pmt -Check	08/11/2025	13479	Precision Microprod...		-1,379.76
Bill Pmt -Check	08/11/2025	13480	The Library Store	Cstmr 20058, Invoice 93...	-218.78
Bill Pmt -Check	08/11/2025	13481	Vicaliente, LLC	Dance 8/8/25	-300.00
Bill Pmt -Check	08/12/2025	13482	Long Island Pony P...	Petting Zoo 8/13/25	-475.00
Bill Pmt -Check	08/12/2025	13483	Marissa Timm	Reimburse Gift Cards fo...	-100.00
Bill Pmt -Check	08/12/2025	13484	SCLS	Invoice 95174 / Ancestry...	-839.80
Bill Pmt -Check	08/13/2025	13485	The Pot City, Inc.	Terrariums for Adults an...	-540.00
Bill Pmt -Check	08/13/2025	13486	Living Art Aquariums	Invoice 2318	-345.00
Bill Pmt -Check	08/13/2025	13487	The Bubble Truck N...	Bubble Truck 8/13/25	-450.00
Bill Pmt -Check	08/14/2025	13488	Postmaster	Permit no. 41	-481.40
Bill Pmt -Check	08/14/2025	13489	Demco	Cstmr 310297230, Invoi...	-77.17
Bill Pmt -Check	08/14/2025	13490	Midwest Tape	Customer 2000001786	-96.55
Bill Pmt -Check	08/14/2025	13491	Handy Pantry	Fruit for Health Fair 8/16...	-60.00
Bill Pmt -Check	08/15/2025	13492	Utica National Insur...	Acct 101096305	-23,015.11
Bill Pmt -Check	08/18/2025	13493	Chris Vivas	Comic Book Self Portrait...	-275.00
Bill Pmt -Check	08/18/2025	13494	Pine Barrens Printing	Invoice 34831	-3,767.00
Bill Pmt -Check	08/19/2025	13495	Business Card	5474 1518 7474 0647	-1,095.98
Bill Pmt -Check	08/19/2025	13496	Newsday	Acct 40410623	-343.92
Bill Pmt -Check	08/19/2025	13497	Optimum	Acct 07839-381822-01-2	-436.43
Bill Pmt -Check	08/19/2025	13498	Amazon Capital Ser...	Acct# A1QBFNTMAAY...	-281.48
Bill Pmt -Check	08/19/2025	13499	Joanne Hruz.	Reimburse Summer Pro...	-124.16
Bill Pmt -Check	08/21/2025	13500	Aflac	Acct NQH35, Inv 691938	-51.24
Bill Pmt -Check	08/21/2025	13501	Elan Financial Servi...	4798 5101 7200 1022	-613.35
Bill Pmt -Check	08/21/2025	13502	Home Health and S...	Elderberry Syrup 8/16/25	-435.00
Bill Pmt -Check	08/21/2025	13503	Jeannie Pendergrass	Hula 8/19/25	-225.00
Bill Pmt -Check	08/21/2025	13504	Mattituck Environm...	Custmr 11-0001422-0, I...	-280.42
Bill Pmt -Check	08/21/2025	13505	Twin Fork Landsca...	Invoice no. 28755	-805.00
Bill Pmt -Check	08/25/2025	13506	Demco	Cstmr 310297230, Inv 7...	-45.91
Bill Pmt -Check	08/25/2025	13507	L2J Consulting, Inc.	Invoice 082025	-1,000.00
Bill Pmt -Check	08/25/2025	13508	Maria's Mexican Co...	Mexican Cooking 8/23/25	-450.00
Bill Pmt -Check	08/28/2025	13509	Champion Elevator	Acct 13900 Main Road, I...	-850.00
Bill Pmt -Check	08/28/2025	13510	Midwest Tape	Customer 2000001786	-158.81
Bill Pmt -Check	08/28/2025	13511	National Grid	Acct 43544-64005	-55.60

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**Mattituck-Laurel Library**  
**Monthly Bill Payments**  
**As of August 31, 2025**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	08/28/2025	13512	PSEGLI	Cstmr 0295-3001-61-3, ...	-3,274.07
Bill Pmt -Check	08/28/2025	13513	SCLS	Invoice 95253	-25.00
Bill Pmt -Check	08/28/2025	13514	Verizon	Acct. 242398426-00001,...	-197.40
Bill Pmt -Check	08/29/2025	13515	Champion Elevator	Acct ID #41981, Inv.#23...	-1,435.80
Bill Pmt -Check	08/29/2025	13516	Twin Fork Landsca...	Invoice no.28777	-490.00
Total BNB Operating Checking					-72,438.18
<b>TOTAL</b>					<b>-72,438.18</b>