

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

MEETING DATE: Monday October 20, 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 September 8, 2025 Regular Board Meeting & Budget Information Meeting**
- V. Approval of Treasurer's Report**
- VI. Director's Report**
- VII. President's Remarks**
- VIII. Committee Reports**
- IX. Old Business**
 - A. Investing – Certificate of Deposit
- X. New Business**
 - A. Closure on December 11, 2025 for annual meeting & staff development day
- XI. Period of Public Expression**
- XII. Executive Session**

To discuss matters related to a contract with an IT consultant
- XIII. Adjournment**

Next Meeting – November 10, 2025

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
October 20, 2025

Present

Jim Underwood, President
Mary Sanchez, Vice President
Katie O'Rourke, Secretary
John Carter, Trustee
Randi Tietel, Trustee
Shauna Scholl, Director

Absent with Excuse

Colleen Grattan-Arnoff, Treasurer
Peter Kren, Trustee

I. Call To Order/II. Pledge of Allegiance

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

III. Approval of the Agenda

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

IV. Review and Approval of the Minutes of September 8, 2025 Regular Board Meeting

The minutes of the meetings held *September 8, 2025* were approved.
(Mary, Randi; unanimous (5-0))

V. Approval of Treasurer's Report

Warrants

Jim reviewed the warrants with the Board.

The Board approved payment of the following **SEPTEMBER 2025** warrant:

OPERATING ACCOUNT	\$106,754.23
CULTURAL ACTIVITIES FUND	3,529.91
MONEY MARKET ACCOUNT	.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00
Donations in excess of \$1,000	
Ira A. Roschelle MD Family Fund \$2,500	
(Katie, John; unanimous (5-0))	
<i>September payroll has four weeks.</i>	

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.

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

Shauna emailed Board members the Suffolk Cooperative Library System's (SCLS) draft budget for the upcoming year. A SCLS FY 2026 Budget Hearing is scheduled for Friday, October 24th @ 10AM at the Riverhead Free Library. Member Support in 2026 is projected to increase 2%, a normal growth. September was a very busy month at the library. On Monday, September 15th the library hosted Senator Palumbo. Construction grant funding, eBook pricing and the Right to Read Act were discussed. Shauna is grateful to Senator Palumbo for the time he spent in discussion with her and the other North Fork Library Directors, she appreciates his continued support of our libraries. The Senator returned to the library on September 25th with the Southold Town Police Department for Coffee with a Cop. The productive discourse during these events is a catalyst for meaningful collaboration. The library parking lot will be seal coated and striped a section at a time starting on Thursday or Friday this week. Notices will be posted on the doors, on the webpage and social media. October 10th was the Annual Lighted Pumpkin Display. The turnout was huge. The event included games, crafts, and a pumpkin display. The Friends generously grilled hotdogs and handed out snacks. The documentary, **Free For All: The Public Library**, was shown at the North Fork Arts Center. The film and panel discussion were well received, it was an inspiring evening, and there was a good turnout. Baker & Taylor, a leading distributor of books, plans to shut down its business. Shauna is working to partner with a new distributor and will be updating systems to keep patrons reading experiences as seamless as possible. To reduce the impact of the loss of B & T Shauna spoke of acquiring Kindle Paperwhites.

VII. President's Remarks

Jim recently attended two events; an event with Senator Palumbo for the yearly PLDA (Public Libraries Directors Association) Legislative Breakfast at the Mattituck-Laurel Library and an event at North Fork Arts Center in Greenport which was hosted in partnership with the four North Fork Libraries for a film and discussion. He had the opportunity to meet with the North Fork library directors, he was impressed and wished to commend them on their collaborative efforts which are a benefit to all.

VIII. Committee Reports

none

Building & Grounds plans to meet the week of October 26th.

IX. Old Business

A. Investing – Certificate of Deposit

Pass resolution to invest \$250,000 with DIME for a 10-month CD

\$250,000 with M&T for a 12-month CD

Resolution to invest in CDs

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

X. New Business

A. *Closure on December 11, 2025 for annual meeting & staff development day*

The building will close for the day, EAP will conduct a workshop for the staff, staff meetings planned and a luncheon on top of the usual activities.

Motion to close on December 11, 2025

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

XI. Period of Public Expression

none

XII. Executive Session

To discuss matters related to a contract with an IT consultant

Motion to move into executive session made at 6:33PM

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

The Board left executive session at 6:48PM

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

Motion to engage services of Fluid Imagery.

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

XIII. Adjournment

Motion to adjourn at 6:50PM

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

Dates of Future Board Meetings

Monday, November 10, 2025

Monday, December 8, 2025

Monday, January 12, 2026

Respectfully submitted,

Katie O'Rourke

Secretary



Mattituck-Laurel
LIBRARY

Warrants / Expenses

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

Approved at the Library Board Meeting on October 20, 2025

Operating Account Total \$ 106,754.23

Payroll \$ 71,127.89

Non Payroll \$ 35,626.34

Cultural Activities Fund \$ 3,529.91

Money Market Account \$

Building Fund Savings \$ 0

Building Fund Checking \$ 0

Donations in excess of \$1,000 Ira A. Roschelle MD Family Fund \$2,500

September payroll has four weeks.

gm 10/20/25

10/02/25

**Mattituck-Laurel Library
Fund Balance Report**

	<u>Jan - Sep 25</u>
General Fund	
Operating Fund	631,595.14
Building Fund	
Checking	268,971.72
Savings	57,316.59
	<hr/>
Total Building Fund	326,288.31
	<hr/>
Total General Fund	957,883.45
Cultural Activities Fund	
Coffee Machine	794.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	1,124.30
Adult Programs Wash Account	13,520.50
Designated Gifts	657.80
Parent-Toddler Programs	64.23
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Total Cultural Activities Fund	17,631.63
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	36,296.14
Capital Reserve Fund	711,013.19
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	806,725.32
	<hr/>
TOTAL	1,782,240.40

10/02/25

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

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
09/07/2025	Amazon Capital Services	Motion sensor speaker, Aprons	108.70	108.70
09/15/2025	Amazon Capital Services	Game Don't Break the Ice	9.99	9.99
Total Youth Arts & Crafts				118.69
Youth DVD's				
09/07/2025	Midwest Tape	507668851	25.19	25.19
09/25/2025	Midwest Tape	507764192	20.99	20.99
Total Youth DVD's				46.18
Youth Computer Software				
09/07/2025	Amazon Capital Services	Switch game - A Story of Seasons	24.95	24.95
09/15/2025	Amazon Capital Services	Captain Toad Switch Game	39.70	39.70
Total Youth Computer Software				64.65
Youth Books				
09/07/2025	B&T Juvenile Account	August invoices	639.32	639.32
09/07/2025	Amazon Capital Services	Dinosaur book	19.96	19.96
09/15/2025	Amazon Capital Services	Knight Owl Book	11.69	11.69
Total Youth Books				670.97
Total Youth Materials				900.49
Adult Materials				
DVD/Music CD				
09/07/2025	Midwest Tape	507668799	24.49	24.49
09/07/2025	Midwest Tape	507668850	23.79	23.79
09/07/2025	Midwest Tape	507668852	23.09	23.09
09/07/2025	Midwest Tape	507668854	4.89	4.89
09/12/2025	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / Previous count 642, Latest cou...	25.00	25.00
09/12/2025	Midwest Tape	507647118	13.99	13.99
09/25/2025	Midwest Tape	507713666	13.99	13.99
09/25/2025	Midwest Tape	507751308	24.49	24.49
09/25/2025	Midwest Tape	507751309	13.99	13.99
09/25/2025	Midwest Tape	507751320	25.19	25.19
09/25/2025	Midwest Tape	507764190	18.89	18.89
09/25/2025	Midwest Tape	507764191	33.58	33.58
Total DVD/Music CD				245.38
Digital Material Subscriptions				
09/07/2025	Kanopy, Inc.	234 Tickets	234.00	234.00
09/07/2025	Midwest Tape	Month ending 08/31/2025	260.80	260.80
Total Digital Material Subscriptions				494.80
Adult Books				
09/07/2025	Amazon Capital Services	Unleashing the Courageous Feminine book - patron request	24.95	24.95
09/10/2025	B&T Adult Account	August invoices	710.81	710.81
09/15/2025	Amazon Capital Services	Student Debt Crisis Book	13.74	13.74
09/15/2025	Amazon Capital Services	The Tenant, How Highly Effective People Speak - Books	41.05	41.05
09/30/2025	Amazon Capital Services	Patron book request	19.99	19.99
Total Adult Books				810.54
Reference Books and Data Bases				
09/12/2025	SCLS	Data Axle-Reference Solutions Renewal June 2025- June 2026	650.00	650.00
Total Reference Books and Data Bases				650.00
Virtual Reference Collection				
09/12/2025	SCLS	Suffolk E-Resources Oct 2025 - Sep 2026 Annual Renewal	5,549.56	5,549.56
Total Virtual Reference Collection				5,549.56
Large Print Books				
09/10/2025	B&T Adult Account	August invoices	21.60	21.60
Total Large Print Books				21.60
Newspapers				
09/07/2025	Daily News	Pays through October 15, 2025	90.00	90.00
09/15/2025	New York Post	52 weeks of the New York Post (7 days week)	784.68	784.68
09/23/2025	Daily News	Pays through 11/12/25	90.00	90.00
Total Newspapers				964.68

10/02/25

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

Date	Name	Memo	Original Amount	Paid Amount
Total Adult Materials				8,736.56
Teen Materials				
09/10/2025	B&T Teen Account	August invoices	130.19	130.19
09/15/2025	Amazon Capital Services	Better Than the Movies, One of Us is Lying, Caraval - Books	23.30	23.30
Total Teen Materials				153.49
Total Library Materials				9,790.54
Technology				
09/07/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
Total Technology				117.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
09/10/2025	Living Art Aquariums	Service 8/12/25 and 8/26/25	230.00	230.00
Total Aquarium Maintenance				230.00
Total Building Maintenance				230.00
Custodial Supplies				
09/07/2025	Emerald Island	Toilet paper, Tissue, Paper towel, Liner, Hand soap, Mop handle, ...	688.75	688.75
Total Custodial Supplies				688.75
Electric				
09/27/2025	PSEGLI	Service from Aug 20, 2025 to Sep 19, 2025	2,694.43	2,694.43
Total Electric				2,694.43
Gas				
09/25/2025	National Grid	Billing period Aug 20, 2025 to Sep 18, 2025	53.74	53.74
Total Gas				53.74
Grounds Maintenance				
Other Grounds Maintenance				
09/12/2025	Twin Fork Landscape Contracti...	Completed General Bed Maintenance 9/5/25	1,260.00	1,260.00
09/27/2025	Twin Fork Landscape Contracti...	Cuts 9/2,9/8,9/16,9/22 and weed control application	460.00	460.00
Total Other Grounds Maintenance				1,720.00
Total Grounds Maintenance				1,720.00
Water				
North Fork Water				
09/18/2025	Primo Brands	Qty 8 - 5 gallon water	177.91	177.91
Total North Fork Water				177.91
SCWA				
09/07/2025	Suffolk County Water Authority	Service period May 30, 2025 to August 28, 2025	860.82	860.82
Total SCWA				860.82
Total Water				1,038.73
Garbage Removal				
09/18/2025	Mattituck Environmental Services	4 YD Trash Service	280.29	280.29
Total Garbage Removal				280.29
Total Operations and Maintenance				6,705.94
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
09/18/2025	Optimum	Billing period from 09/16/25 to 10/15/25	244.85	244.85
Total Optimum Internet Service				244.85
Computer/Network Maintenance				
09/23/2025	L2J Consulting, Inc.	Monthly IT Support - September 2025	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
09/10/2025	Librarica LLC	Support/Updates Renewal: CASSIE; 8 PAC Term: 10/9/2025-10/...	238.80	238.80
09/22/2025	Elan Financial Services	Adobe, Paddle.net Crashplan	812.47	812.47

10/02/25

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

Date	Name	Memo	Original Amount	Paid Amount
Total Computer Software Licenses				1,051.27
Total Maintenance Office Equipment				2,296.12
Membership				
Professional Memberships				
09/07/2025	Mary D. Foster.	Notary Public license renewal	60.00	60.00
09/18/2025	Business Card	Suffolk County Library Association Membership / Jacqueline Rod...	35.00	35.00
Total Professional Memberships				95.00
Total Membership				95.00
Professional Fees				
Annual audit				
09/07/2025	Covati & Janhsen CPAsPC	Preparation of Audited Financial Statements 2024	12,000.00	12,000.00
09/15/2025	SCLS	OPEB-GASB-75 - 12.31.24 For services rendered in connection ...	365.00	365.00
Total Annual audit				12,365.00
SCLS/Overdue Notices				
09/12/2025	SCLS	Overdues - Processed & Mailed August 2025	10.64	10.64
Total SCLS/Overdue Notices				10.64
Total Professional Fees				12,375.64
Programs - Adult				
Adult Reading Club & Book Discu				
09/15/2025	Amazon Capital Services	Mason jars, Tablecloth, Party decorations, sticky notes, streamers	63.28	63.28
09/18/2025	Business Card	Pastries for Book Club	35.39	35.39
09/24/2025	Sara Colichio.	Reimburse gift card/food Summer Reading	23.77	23.77
Total Adult Reading Club & Book Discu				122.44
Adult Programs				
09/07/2025	Sharon Twickler	Chocolate for Raffle Basket	20.60	20.60
09/18/2025	Theresa's Programs LLC	Bingo 9/17/25	395.00	395.00
09/18/2025	Cavan Gregg	Refund Patron Program (Embroider a Tea Towel) cancelled	10.00	10.00
09/22/2025	Elan Financial Services	Zoom	67.96	67.96
09/24/2025	Maria Orlando Pietromonaco	Writer's Toolbox 9/23/25	75.00	75.00
Total Adult Programs				568.56
Total Programs - Adult				691.00
Programs - Juvenile				
09/15/2025	Amazon Capital Services	Various Dinosaur themed items	410.20	410.20
09/15/2025	Amazon Capital Services	Dinosaur themed items and Pumpking lights	219.82	219.82
09/23/2025	Arrayscape Gaming, Inc.	Minecraft Scarecrow 9/18/25	300.00	300.00
09/30/2025	Karen Letteriello.	Reimburse Snacks for Juvenile Programs	42.42	42.42
Total Programs - Juvenile				972.44
Programs - Summer				
09/19/2025	Cutchogue-New Suffolk Free Li...	Uncle Tony's Reptiles 7/11/25 Shared Program	112.25	112.25
09/19/2025	Cutchogue-New Suffolk Free Li...	Bright Star 7/23/25 Shared Program	175.00	175.00
09/19/2025	Cutchogue-New Suffolk Free Li...	Magic, Laughs 8/5/25 Shared Program	250.00	250.00
09/19/2025	Southold Free Library	Science Heroes 7/18/25 Shared Program	100.00	100.00
Total Programs - Summer				637.25
Programs - Teen				
09/07/2025	Amazon Capital Services	Banana milk, Ketchup chips, Kurkure Masala munch, shipping an...	40.44	40.44
09/15/2025	Amazon Capital Services	Conditioner, Balloons, Grapeseed oil, Sugar, Baking soda	48.52	48.52
09/15/2025	Amazon Capital Services	Guarana Antarctica soda, Dulzur sesame seed snack bars	23.63	23.63
09/15/2025	Amazon Capital Services	Measuring cups, mixing spoons, Mixing bowls	44.45	44.45
09/18/2025	Business Card	Amazon gift card	25.00	25.00
09/30/2025	Amazon Capital Services	Cotton bags, Mason jars	16.58	16.58
Total Programs - Teen				198.62
Supplies - Library				
09/07/2025	Amazon Capital Services	Raffle tickets, storage basket	30.47	30.47
09/12/2025	Quill Corporation	Medium Black Pens, Conex 5oz/100 pk	31.16	31.16
09/15/2025	Amazon Capital Services	Tweezers x 2	19.98	19.98
09/15/2025	Amazon Capital Services	Leaves for Fall Tree	11.99	11.99
09/22/2025	Elan Financial Services	Cricut	9.99	9.99
09/23/2025	Demco	PETG Frame Double sided Vertical and Horizontal 11"H x 8 1/2" ...	370.40	370.40
09/23/2025	Quill Corporation	Tissue 6 pk, Self stick note 3x3	69.95	69.95
09/25/2025	Demco	Multiple Alpha Labels	239.23	239.23
09/27/2025	Quill Corporation	Tape book scotch 2x540 - Qty 12	90.84	90.84

10/02/25

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
09/27/2025	Quill Corporation	Paper towels, Napkins, Plates, Kcup decaf and regular	120.94	120.94
09/27/2025	Quill Corporation	12 oz Cups for hot - Qty 3	60.27	60.27
09/27/2025	Shauna Scholl.	Reimburse snacks for Coffee w/ a Cop	19.99	19.99
09/30/2025	Amazon Capital Services	Qty 3 Rolls of Table Covers	82.35	82.35
09/30/2025	Amazon Capital Services	Mason jars	24.98	24.98
09/30/2025	Amazon Capital Services	Selfie stick and tripod	32.97	32.97
Total Supplies - Library				1,215.51
Supplies - Office				
09/12/2025	W.B. Mason Co., Inc.	Vinyl Gloves, Laminating sheets 8.9x14.4" 20sht/pk	28.71	28.71
09/15/2025	Cutchogue-New Suffolk Free Li...	Lost Books	27.50	27.50
09/18/2025	Business Card	Black Sheep Bagels for Health Fair	166.40	166.40
Total Supplies - Office				222.61
Telephone				
09/18/2025	Optimum	Billing period from 09/16/25 to 10/15/25	191.58	191.58
Total Telephone				191.58
Travel				
09/27/2025	Karen Letteriello.	Reimburse Mileage to SCLS x 2 and Mastic Moriches Library	116.20	116.20
Total Travel				116.20
Total Miscellaneous Expense				19,011.97
TOTAL				35,626.34

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

	Sep 25
Ordinary Income/Expense	
Income	
PILOT Funds	1,575.34
NY State Incentive	1,723.50
Interest	6.11
Direct Public Support	1,332.90
Fines	252.42
Library Materials Paid For	5.95
Copy Machine	798.75
Total Income	5,694.97
Gross Profit	5,694.97
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	27,823.78
Clerical	25,594.14
Custodian	3,623.22
Total Salaries	57,041.14
Benefits	
Fica	4,156.02
Disability Insurance	-270.50
Medical Insurance	7,012.20
Retirement	6,157.30
Total Benefits	17,055.02
Total Payroll Expenses	74,096.16
Library Materials	
Youth Materials	
Youth Arts & Crafts	118.69
Youth DVD's	46.18
Youth Computer Software	64.65
Youth Books	670.97
Total Youth Materials	900.49
Adult Materials	
DVD/Music CD	245.38
Digital Material Subscriptions	494.80
Adult Books	810.54
Reference Books and Data Ba...	650.00
Virtual Reference Collection	5,549.56
Large Print Books	21.60
Newspapers	964.68
Total Adult Materials	8,736.56
Teen Materials	153.49
Total Library Materials	9,790.54

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

	Sep 25
Technology	117.89
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	230.00
Total Building Maintenance	230.00
Custodial Supplies	688.75
Electric	2,694.43
Gas	53.74
Grounds Maintenance	
Other Grounds Maintenance	1,720.00
Total Grounds Maintenance	1,720.00
Water	
North Fork Water	177.91
SCWA	860.82
Total Water	1,038.73
Garbage Removal	280.29
Total Operations and Maintenance	6,705.94
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	244.85
Computer/Network Maintenance	1,000.00
Computer Software Licenses	1,051.27
Total Maintenance Office Equipm...	2,493.52
Membership	
Professional Memberships	95.00
Total Membership	95.00
Professional Fees	
Payroll Processing	543.82
Annual audit	12,365.00
SCLS/Overdue Notices	10.64
Total Professional Fees	12,919.46
Programs - Adult	
Adult Reading Club & Book Dis...	122.44
Adult Programs	568.56
Total Programs - Adult	691.00
Programs - Juvenile	972.44
Programs - Summer	637.25
Programs - Teen	198.62
Supplies - Library	1,215.51
Supplies - Office	222.61

11:26 AM
10/02/25
Cash Basis

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

	Sep 25
Telephone	191.58
Travel	116.20
Total Miscellaneous Expense	19,753.19
Total Expense	110,463.72
Net Ordinary Income	-104,768.75
Net Income	-104,768.75

11:27 AM
10/02/25
Cash Basis

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

	Jan - Sep 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	14,671.78	5,000.00	9,671.78	293.4%
Mattituck-Cutchoque School Dist	1,683,945.94	1,718,603.00	-34,657.06	98.0%
NY State Incentive	1,723.50	1,800.00	-76.50	95.8%
Interest	42.02	50.00	-7.98	84.0%
Direct Public Support	17,743.61	5,000.00	12,743.61	354.9%
Fines	809.19			
Library Materials Paid For	244.24			
Copy Machine	4,581.01	3,500.00	1,081.01	130.9%
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	1,714,672.23	1,739,353.00	-24,680.77	98.6%
Gross Profit	1,714,672.23	1,739,353.00	-24,680.77	98.6%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	264,261.71	361,729.00	-97,467.29	73.1%
Clerical	267,469.23	459,661.00	-192,191.77	58.2%
Custodian	35,569.94	49,050.00	-13,480.06	72.5%
Total Salaries	567,300.88	870,440.00	-303,139.12	65.2%
Benefits				
Fica	41,833.35	64,310.00	-22,476.65	65.0%
Disability Insurance	990.25	1,200.00	-209.75	82.5%
Medical Insurance	49,383.86	125,405.00	-76,021.14	39.4%
Retirement	44,526.99	71,153.00	-26,626.01	62.6%
Total Benefits	136,734.45	262,068.00	-125,333.55	52.2%
Total Payroll Expenses	704,035.33	1,132,508.00	-428,472.67	62.2%
Library Materials				
Youth Materials				
Youth Arts & Crafts	1,010.74	2,000.00	-989.26	50.5%
Youth DVD's	258.17	400.00	-141.83	64.5%
Youth Computer Software	360.28	1,500.00	-1,139.72	24.0%
Youth Compact Discs	0.00	0.00	0.00	0.0%
Youth Audio Books	0.00	0.00	0.00	0.0%
Youth Books	5,837.74	12,000.00	-6,162.26	48.6%
Total Youth Materials	7,466.93	15,900.00	-8,433.07	47.0%
Adult Materials				
DVD/Music CD	2,604.25	3,700.00	-1,095.75	70.4%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	8,849.23	12,500.00	-3,650.77	70.8%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	13,297.37	21,500.00	-8,202.63	61.8%
Reference Books and Data ...	1,489.80	2,000.00	-510.20	74.5%
Adult Ref Books				

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

	Jan - Sep 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	5,549.56	5,600.00	-50.44	99.1%
Adult Audio Books	0.00	250.00	-250.00	0.0%
Large Print Books	417.04	5,000.00	-4,582.96	8.3%
Newspapers	5,792.30	7,200.00	-1,407.70	80.4%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	99,056.71	125,650.00	-26,593.29	78.8%
Teen Materials	1,507.13	2,500.00	-992.87	60.3%
Total Library Materials	108,030.77	144,050.00	-36,019.23	75.0%
Capital Expenditures	653.97	19,000.00	-18,346.03	3.4%
Technology	6,934.93	9,300.00	-2,365.07	74.6%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,441.00	3,600.00	-1,159.00	67.8%
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	14,224.88	22,775.00	-8,550.12	62.5%
Custodial Supplies	1,834.63	1,300.00	534.63	141.1%
Electric	20,310.71	29,000.00	-8,689.29	70.0%
Gas	6,779.84	12,000.00	-5,220.16	56.5%
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	16,091.95	12,500.00	3,591.95	128.7%
Total Grounds Maintenance	18,575.95	17,200.00	1,375.95	108.0%
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	730.57	850.00	-119.43	85.9%
SCWA	1,334.78	3,500.00	-2,165.22	38.1%
Total Water	2,065.35	4,350.00	-2,284.65	47.5%

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

	Jan - Sep 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	2,795.25	3,300.00	-504.75	84.7%
Total Operations and Maintenance...	96,446.72	124,925.00	-28,478.28	77.2%
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	1,776.60	2,500.00	-723.40	71.1%
Optimum Internet Service	2,209.75	3,500.00	-1,290.25	63.1%
Copy Machine	3,235.99	5,500.00	-2,264.01	58.8%
Computer/Network Maintenance...	9,000.00	12,000.00	-3,000.00	75.0%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	9,314.33	9,000.00	314.33	103.5%
Total Maintenance Office Equipment...	26,226.67	33,250.00	-7,023.33	78.9%
Membership				
Professional Memberships	1,881.00	2,300.00	-419.00	81.8%
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	5,080.05	8,450.00	-3,369.95	60.1%
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	5,087.15	8,000.00	-2,912.85	63.6%
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	14,440.00	15,000.00	-560.00	96.3%
SCLS/Overdue Notices	204.82	500.00	-295.18	41.0%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	49,838.20	57,400.00	-7,561.80	86.8%
Programs - Adult				
Motion Picture/Music Licensi...	347.99	600.00	-252.01	58.0%
Adult Reading Club & Book ...	1,175.10	3,500.00	-2,324.90	33.6%
Adult Programs	21,773.87	18,000.00	3,773.87	121.0%
Total Programs - Adult	23,296.96	22,100.00	1,196.96	105.4%
Programs - Juvenile	7,023.36	12,000.00	-4,976.64	58.5%

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

	Jan - Sep 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	9,675.46	8,000.00	1,675.46	120.9%
Programs - Teen	7,776.85	8,000.00	-223.15	97.2%
Supplies - Library	6,003.81	10,500.00	-4,496.19	57.2%
Supplies - Office	2,839.42	4,000.00	-1,160.58	71.0%
Supplies - Paper	899.35	2,500.00	-1,600.65	36.0%
Telephone	1,688.16	2,400.00	-711.84	70.3%
Travel	974.70	2,400.00	-1,425.30	40.6%
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	166,974.91	209,570.00	-42,595.09	79.7%
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	1,083,077.09	1,739,353.00	-656,275.91	62.3%
Net Ordinary Income	631,595.14	0.00	631,595.14	100.0%
Net Income	631,595.14	0.00	631,595.14	100.0%

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Savings				
Deposit	09/30/2025		Interest	0.50
Total Savings				0.50
Total Building Fund				0.50
Total General Fund				0.50
Cultural Activities Fund				
Coffee Machine				
Deposit	09/06/2025		Coffee	7.00
Deposit	09/22/2025		Coffee	6.00
Deposit	09/29/2025		Coffee	1.00
Total Coffee Machine				14.00
Staff Activity Fund				
Bill	09/18/2025	Business Card	Land's End Sweaters w/ Library monogram f...	-49.91
Total Staff Activity Fund				-49.91
Adult Programs Wash Account				
Deposit	09/06/2025		Aerobics	900.00
Deposit	09/06/2025		Cooking	40.00
Deposit	09/06/2025		Arts/Crafts	5.00
Deposit	09/06/2025		Natural History	15.00
Deposit	09/06/2025		LI Aquarium Tickets	430.00
Deposit	09/06/2025		Defensive Driving	105.00
Deposit	09/06/2025		Aerobics (includes \$50 refund)	432.50
Deposit	09/06/2025		Yoga	173.88
Deposit	09/06/2025		Cooking	150.56
Deposit	09/06/2025		Arts & Crafts	18.82
Bill	09/07/2025	SCLS	LI Aquarium Tickets, 50 Adult, 50 Child/Senior	-3,350.00
Deposit	09/08/2025		Yoga	100.00
Deposit	09/08/2025		LI Aquarium Tickets	39.00
Deposit	09/08/2025		Jane Austen Raffle	5.00
Deposit	09/08/2025		Yoga includes \$20 refund from dispute	76.50
Deposit	09/08/2025		Cooking	19.15
Deposit	09/08/2025		Arts/Crafts	9.41
Deposit	09/08/2025		Defensive Driving	134.72
Bill	09/10/2025	Patricia Cafo	Refund Patron Tea Towel Program	-10.00
Deposit	09/15/2025		Yoga	20.00
Deposit	09/15/2025		Arts/Crafts	20.00
Deposit	09/15/2025		LI Aquarium Tickets	106.00
Deposit	09/15/2025		Arts/crafts	9.41
Deposit	09/22/2025		LI Aquarium Tickets	40.00
Bill	09/24/2025	Kathleen Milne	Refund Patron Defensive Driving cancelled	-35.00
Deposit	09/29/2025		Jane Austen Raffle	15.00
Bill	09/30/2025	Joel Reitman	Refund Patron for Defensive Driving x 2	-70.00
Total Adult Programs Wash Account				-600.05
Total Cultural Activities Fund				-635.96
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	09/22/2025	Ira A. Roschelle MD Fam Fnd	Donation to be used for Mobile Makerspace	2,500.00
Deposit	09/30/2025		Interest	0.07
Total Undesignated & Interest				2,500.07
Total Gift and Trust Fund - MM				2,500.07
TOTAL				1,864.61

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Mattituck-Laurel Library
Monthly Bill Payments
As of September 30, 2025

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	09/07/2025	13517	Covati & Janhsen CPAsPC	Invoice 36719	-12,000.00
Bill Pmt -Check	09/07/2025	13518	Emerald Island	940058	-688.75
Bill Pmt -Check	09/07/2025	13519	Kanopy, Inc.	Invoice #465880-PPU	-234.00
Bill Pmt -Check	09/07/2025	13520	Mary D. Foster.	Reimburse Notary Public license renewal	-60.00
Bill Pmt -Check	09/07/2025	13521	Midwest Tape	Cstmr 2000016439, Inv 507678605	-260.80
Bill Pmt -Check	09/07/2025	13522	PM Communications Corp.	Invoice 45254	-117.89
Bill Pmt -Check	09/07/2025	13523	Sharon Twickler	Reimburse Raffle basket chocolate	-20.60
Bill Pmt -Check	09/07/2025	13524	Suffolk County Water Auth...	Acct 3000390878	-860.82
Bill Pmt -Check	09/07/2025	13528	B&T Juvenile Account	L 935700	-639.32
Bill Pmt -Check	09/07/2025	13529	Daily News	Account 4090496	-90.00
Bill Pmt -Check	09/07/2025	13530	Midwest Tape	Customer 2000001786	-101.45
Bill Pmt -Check	09/07/2025	13531	Amazon Capital Services	Acct A1QBFNTMAAYKEX, Invoice # 1XHV-Q91N-LTK7	-249.47
Bill Pmt -Check	09/08/2025	13532	NYS Employees Health In...	03909	-9,461.05
Bill Pmt -Check	09/10/2025	13533	B&T Adult Account	L 90004-3	-732.41
Bill Pmt -Check	09/10/2025	13534	B&T Teen Account	L943258	-130.19
Bill Pmt -Check	09/10/2025	13535	Librarica LLC	Invoice #204472-111R	-238.80
Bill Pmt -Check	09/10/2025	13536	Living Art Aquariums	Invoice no. 2361	-230.00
Bill Pmt -Check	09/12/2025	13537	ELM USA, Inc.	Invoice 79307	-25.00
Bill Pmt -Check	09/12/2025	13538	Midwest Tape	Cstmr 2000001786, Inv 507647118	-13.99
Bill Pmt -Check	09/12/2025	13539	SCLS	Invoice 95366	-5,549.56
Bill Pmt -Check	09/12/2025	13540	W.B. Mason Co., Inc.	Cstmr C2001734, Inv 256594238	-28.71
Bill Pmt -Check	09/12/2025	13541	SCLS	Invoice 95375	-650.00
Bill Pmt -Check	09/12/2025	13542	SCLS	Invoice 95409	-10.64
Bill Pmt -Check	09/12/2025	13543	Quill Corporation	03047280	-31.16
Bill Pmt -Check	09/12/2025	13544	Twin Fork Landscape Cont...	Invoice 28895	-1,260.00
Bill Pmt -Check	09/15/2025	13545	Cutchogue-New Suffolk Fr...	Lost Books	-27.50
Bill Pmt -Check	09/15/2025	13546	New York Post	Acct 105633992	-784.68
Bill Pmt -Check	09/15/2025	13547	SCLS	Invoice 95424	-365.00
Bill Pmt -Check	09/15/2025	13548	Amazon Capital Services	Acct A1QBFNTMAAYKEX, Invoice ID 14JP-C4C9-WG9J	-981.34
Bill Pmt -Check	09/18/2025	13549	Business Card	5474 1518 7474 0647	-261.79
Bill Pmt -Check	09/18/2025	13550	Mattituck Environmental S...	Custmr 11-0001422-0, Inv. 6321693	-280.29
Bill Pmt -Check	09/18/2025	13551	Optimum	Acct 07839-381822-01-2	-436.43
Bill Pmt -Check	09/18/2025	13552	Primo Brands	Acct 0140002023, Inv. 05I0140002023	-177.91
Bill Pmt -Check	09/18/2025	13553	Cavan Gregg	Refund Patron Program cancelled	-10.00
Bill Pmt -Check	09/18/2025	13554	Theresa's Programs LLC	Bingo 9/17/25	-395.00
Bill Pmt -Check	09/19/2025	13555	Cutchogue-New Suffolk Fr...	Uncle Tony's Reptiles 7/11/25 Shared Program	-112.25
Bill Pmt -Check	09/19/2025	13556	Cutchogue-New Suffolk Fr...	Bright Star 7/23/25 Shared Program	-175.00
Bill Pmt -Check	09/19/2025	13557	Cutchogue-New Suffolk Fr...	Magic, Laughs 8/5/25 Shared Program	-250.00
Bill Pmt -Check	09/19/2025	13558	Southold Free Library	Science Heroes 7/18/25 Shared Program	-100.00
Bill Pmt -Check	09/22/2025	13559	Elan Financial Services	4798 5101 7200 1022	-890.42
Bill Pmt -Check	09/23/2025	13560	Arrayscape Gaming, Inc.	Minecraft Scarecrow 9/18/25	-300.00
Bill Pmt -Check	09/23/2025	13561	Daily News	Account 4090496	-90.00
Bill Pmt -Check	09/23/2025	13562	Daniel J. Faraone	Medicare Reimbursement 3rd Quarter 2025	-562.50
Bill Pmt -Check	09/23/2025	13563	Demco	Cstmr 310297230, Inv 7697332	-370.40
Bill Pmt -Check	09/23/2025	13564	Garrett H. Moore	Medicare Reimbursement 3rd Quarter 2025	-384.00
Bill Pmt -Check	09/23/2025	13565	Kay Zegel.	Medicare Reimbursement 3rd Quarter 2025	-562.50
Bill Pmt -Check	09/23/2025	13566	L2J Consulting, Inc.	Invoice #092025	-1,000.00
Bill Pmt -Check	09/23/2025	13567	Quill Corporation	03047280	-69.95
Bill Pmt -Check	09/24/2025	13568	Maria Orlando Pietromonaco	Writer's Toolbox 9/23/25	-75.00
Bill Pmt -Check	09/24/2025	13569	Sara Colichio.	Reimburse gift card/food Summer Reading	-23.77
Bill Pmt -Check	09/25/2025	13570	Aflac	Acct NQH35, Inv. 709331	-64.05
Bill Pmt -Check	09/25/2025	13571	Demco	Cstmr 310297230, Invoice 7698372	-239.23
Bill Pmt -Check	09/25/2025	13572	Midwest Tape	Customer 2000001786	-151.12
Bill Pmt -Check	09/25/2025	13573	National Grid	Acct 43544-64005	-53.74
Bill Pmt -Check	09/25/2025	13574	Verizon	Acct. 242398426-00001, Inv 6123738644	-197.40
Bill Pmt -Check	09/27/2025	13575	Karen Letteriello.	Reimburse Mileage	-116.20
Bill Pmt -Check	09/27/2025	13576	PSEGLI	Cstmr 0295-3001-61-3, Acct 9610338501	-2,694.43
Bill Pmt -Check	09/27/2025	13577	Quill Corporation	03047280	-272.05
Bill Pmt -Check	09/27/2025	13578	Shauna Scholl.	Reimburse snacks for Coffee w/ a Cop	-19.99
Bill Pmt -Check	09/27/2025	13579	Twin Fork Landscape Cont...	Invoice 28920	-460.00
Bill Pmt -Check	09/30/2025	13580	Karen Letteriello.	Reimburse Snacks for Juvenile Programs	-42.42
Bill Pmt -Check	09/30/2025	13581	Amazon Capital Services	Acct A1QBFNTMAAYKEX, Invoice # 1GMK-3VCD-3CQH	-176.87
Total BNB Operating Checking					-46,857.84
TOTAL					-46,857.84