

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

**MEETING DATE:           Monday November 10, 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 October 20, 2025 Regular Board Meeting**
- V.       Election of Officers and Committee Assignments**
- VI.       Approval of Treasurer's Report**
- VII.       Approval of the Personnel Report**
- VIII.       Director's Report**
- IX.       President's Remarks**
- X.       Committee Reports**
- XI.       Old Business**
- XII.       New Business**
  - A.   Approve 2026 Board Meeting Dates**
  - B.   Approve 2026 Holiday Closings**
  - C.   Amend 2026 Budget**
  - D.   Retired Computer Equipment**
  - E.   2026 SCLS Budget**
  - F.   SCLS Trustee Election**
- XIII.       Period of Public Expression**
- XIV.       Executive Session (Director's Evaluation)**
- XV.       Adjournment**

**Next Meeting – December 8, 2025**

**MATTITUCK-LAUREL LIBRARY**  
**APPROVED MINUTES OF THE REGULAR MONTHLY MEETING**  
November 10, 2025

**Present**

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

**Absent with Excuse**

Mary Sanchez, Vice President  
Randi Tietel, Trustee

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

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

Amend *November 10, 2025* Agenda to include an **Executive Session** (Director's Annual Evaluation)  
November 10, 2025 Agenda amended.  
(Colleen, John; unanimous (5-0))

**III. Approval of the Agenda**

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

**IV. Review and Approval of the Minutes of October 20, 2025 Regular Board Meeting**

The minutes of the meetings held *October 20, 2025* were approved.  
(Colleen, John; unanimous (5-0))

**V. Election of Officers' and Committee Assignments**

Motion to open nominations: Katie nominated, John seconded; *Jim Underwood, President*. Colleen nominated, John seconded, *Mary Sanchez, Vice President*. Peter nominated, Colleen seconded, *Katie O'Rourke, Secretary*. Katie nominated, Peter seconded; *Colleen Grattan-Arnoff, Treasurer*.  
(Officers approved, unanimous (5-0))

**2025/2026 Committee Assignments:**

**Personnel/Policy:** Colleen, Katie

**Budget/Finance:** Colleen, Peter

**Audit:** Jim, Katie

**Building & Grounds:** Mary, John

**Long Range Planning:** Mary, Katie

**Communications:** John, Randi

*Jim attends all committee meetings.*

## **VI. Approval of Treasurer's Report**

### **Warrants**

Colleen reviewed the warrants with the Board.

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

OPERATING ACCOUNT	\$122,665.65
CULTURAL ACTIVITIES FUND	518.96
MONEY MARKET ACCOUNT	502,289.54
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00

Donations in excess of \$1,000  
none

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

*October payroll has five weeks.*

*Please note: Two CDs were purchased with Money Market Capital Reserve Funds*

*Dime 10 month CD @ \$250,000 and M&T Bank 12 month CD @ \$250,000*

## **VII. 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, John; unanimous (5-0))

## **VIII. Director's Report**

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

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

Shauna just returned from a the 2025 NYLA (New York Library Association) Annual Conference in Saratoga Springs, NY where she attended many worthwhile workshops. She is very proud of the Jane Austen Committee for their achievement in receiving second place in the annual Suffolk Library Marketing Award contest. This award usually goes to larger libraries. The Riverhead and Cutchogue-New Suffolk Libraries have been assisting with ILL's and shelf checks. The library has switched to Ingram Books and is awaiting new materials. It is a top priority to get materials into the hands of patrons. On Wednesday, November 12th, SCLS Director Kevin Verbesey will be at the library for a trustee workshop. Kudos to the community, Marissa and her Great Give Back Coordinator for organizing October's Give Back, 655 items were donated to the North Fork Animal Welfare League. The local Girl Scout Troop 1983 has offered to assist with collecting nonperishable food items, diapers, formula and hygiene items for our Little Free Food Pantry.

## **IX. President's Remarks**

none

## **X. Committee Reports**

none

## **XI. Old Business**

*Two CDs were purchased with Money Market Capital Reserve Funds  
Dime 10-month CD @ \$250,000 and M&T Bank 12-month CD @ \$250,000*

## **XII. New Business**

A. Approve 2026 Board Meeting Dates

The 2026 Board Meeting Dates were approved.

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

B. Approve 2026 Holiday Closings

The 2026 Holiday Closings were approved.

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

C. Amend 2026 Budget

Decrease the debt service to zero and increase capital expenditures +\$100,000. If the full amount is not spent in capital expenditures put it into reserves for capital projects.

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

D. Retired Computer Equipment

The computer equipment was retired.

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

E. 2026 SCLS Budget

The 2026 SCLS Budget was approved.

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

F. SCLS Trustee Election

Rebecca Miller, for SCLS Trustee, was approved.

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

## **XIII. Period of Public Expression**

none

## **Executive Session**

*Director's Annual Evaluation*

Motion to move into executive session made at 6:29PM

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

The Board left executive session at 6:49PM

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

**XIV. Adjournment**

Motion to adjourn at 6:50PM  
(John, Peter; unanimous (5-0))

**Dates of Future Board Meetings**

Monday, December 8, 2025

Monday, January 12, 2026

Monday, February 9, 2026

Respectfully submitted,  
Katie O'Rourke  
Secretary



# Mattituck-Laurel LIBRARY

## Warrants / Expenses

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

Approved at the Library Board Meeting on November 10, 2025

<b>Operating Account Total</b>	\$ 122,665.65
Payroll	\$ 88,299.90
Non Payroll	\$ 34,365.75
<b>Cultural Activities Fund</b>	\$ 518.96
<b>Money Market Account</b>	\$ 502,289.54
<b>Building Fund Savings</b>	\$ 0
<b>Building Fund Checking</b>	\$ 0

Donations in excess of \$1,000 None

October payroll has five weeks.

Please note: Two CDs were purchased with Money Market Capital Reserve Funds  
Dime 10 month CD @ \$250,000 and M&T Bank 12 month CD @ \$250,000

CGA 10/10/25

11/03/25

**Mattituck-Laurel Library  
Fund Balance Report**

	<b>Jan - Oct 25</b>
<b>Other Current Assets</b>	
Dime Bank CD 10 mo.	250,000.00
M&T Bank CD 12 mo	250,000.00
<b>Total Other Current Assets</b>	<b>500,000.00</b>
<b>General Fund</b>	
Operating Fund	511,870.83
Building Fund	
Checking	268,971.72
Savings	57,316.59
<b>Total Building Fund</b>	<b>326,288.31</b>
<b>Total General Fund</b>	<b>838,159.14</b>
<b>Cultural Activities Fund</b>	
Coffee Machine	801.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	1,124.30
Adult Programs Wash Account	14,111.30
Designated Gifts	657.80
Parent-Toddler Programs	64.23
<b>Total Cultural Activities Fund</b>	<b>18,229.43</b>
<b>Gift and Trust Fund - MM</b>	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	34,006.66
Capital Reserve Fund	211,013.19
Unemployment Insurance	30,000.00
<b>Total Gift and Trust Fund - MM</b>	<b>304,435.84</b>
<b>TOTAL</b>	<b>1,660,824.41</b>

11/02/25

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

Date	Name	Memo	Original Amount	Paid Amount
<b>Library Materials</b>				
<b>Youth Materials</b>				
<b>Youth Arts &amp; Crafts</b>				
10/17/2025	Business Card	Arts/Crafts supplies i.e. Paint, paper, feathers, foam, pi...	187.00	187.00
Total Youth Arts & Crafts				187.00
<b>Youth DVD's</b>				
10/03/2025	Midwest Tape	507813797	39.18	39.18
10/21/2025	Midwest Tape	507875794	14.69	14.69
10/29/2025	Midwest Tape	507912712	23.79	23.79
10/29/2025	Midwest Tape	507912713	17.49	17.49
Total Youth DVD's				95.15
<b>Youth Computer Software</b>				
10/29/2025	Amazon Capital Services	Switch - Mario Galaxy, Pokemon, Sonic Racing	188.98	188.98
Total Youth Computer Software				188.98
<b>Youth Books</b>				
10/03/2025	B&T Juvenile Account	September invoices	512.19	512.19
Total Youth Books				512.19
Total Youth Materials				983.32
<b>Adult Materials</b>				
<b>DVD/Music CD</b>				
10/03/2025	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / Previous count 642, ...	25.00	25.00
10/03/2025	Midwest Tape	507813796	34.98	34.98
10/03/2025	Midwest Tape	507813799	23.79	23.79
10/03/2025	Midwest Tape	507813830	25.19	25.19
10/03/2025	Midwest Tape	507813831	21.69	21.69
10/03/2025	Midwest Tape	507813832	21.69	21.69
10/03/2025	Midwest Tape	507813833	21.69	21.69
10/21/2025	Midwest Tape	507842216	16.09	16.09
10/21/2025	Midwest Tape	507875795	25.19	25.19
10/29/2025	Sara Colichio.	Reimburse Opera DVD	22.98	22.98
Total DVD/Music CD				238.29
<b>Digital Material Subscriptions</b>				
10/01/2025	Kanopy, Inc.	140 Tickets	40.00	40.00
10/02/2025	Midwest Tape	Hoopla Month ending 9/30/25	234.31	234.31
Total Digital Material Subscriptions				274.31
<b>Adult Books</b>				
10/01/2025	B&T Adult Account	September invoices	634.91	634.91
Total Adult Books				634.91
<b>Large Print Books</b>				
10/01/2025	B&T Adult Account	September invoices	204.76	204.76
Total Large Print Books				204.76
<b>Newspapers</b>				
10/16/2025	Newsday	Subscription period from 10/22/25 to 12/16/25	343.92	343.92
10/16/2025	Wall Street Journal	Wall Street Journal Ultimate Package for 12 months	719.88	719.88
10/30/2025	Daily News	Pays through 12/10/25	90.00	90.00
Total Newspapers				1,153.80
Total Adult Materials				2,506.07
<b>Teen Materials</b>				
10/01/2025	B&T Teen Account	September invoices	81.03	81.03
10/16/2025	Amazon Capital Services	Of Mice and Men book	4.99	4.99
Total Teen Materials				86.02
Total Library Materials				3,575.41
<b>Capital Expenditures</b>				
10/29/2025	North Fork Seal Coating	Parking Lot - blow clean, fill cracks, sealcoat w/ sealer ...	6,900.00	6,900.00
Total Capital Expenditures				6,900.00
<b>Technology</b>				
10/08/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
10/16/2025	Amazon Capital Services	Battery Backup Replacement Batteries - Qty 5	230.90	230.90



11/02/25

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

Date	Name	Memo	Original Amount	Paid Amount
10/24/2025	Elan Financial Services	Siteground Hosting	621.75	621.75
Total Technology				970.54
<b>Operations and Maintenance</b>				
<b>Building Maintenance</b>				
<b>Aquarium Maintenance</b>				
10/17/2025	Living Art Aquariums	Service 9/9/25 and 9/24/25	230.00	230.00
Total Aquarium Maintenance				230.00
<b>Exterminator</b>				
10/29/2025	Hampton Pest Management, Inc.	Termite Bait Station	90.00	90.00
10/29/2025	Hampton Pest Management, Inc.	Rodent Control	125.00	125.00
Total Exterminator				215.00
<b>Security Monitoring</b>				
10/08/2025	Suffolk Security Systems, Inc.	Standard Digital Monitoring 11/1/2025 to 01/31/2026	122.85	122.85
Total Security Monitoring				122.85
<b>Other Building Maint.</b>				
10/01/2025	Suffolk Security Systems, Inc.	Replaced smoke detector and moved to a better locatio...	299.00	299.00
10/10/2025	Peconic Fire Equipment	8 Fire Extinguishers Serviced and Tagged	156.00	156.00
10/24/2025	Wm. J. Mills & Co.	Fall 2025: Awning Removal, condition check and Winte...	678.00	678.00
Total Other Building Maint.				1,133.00
Total Building Maintenance				1,700.85
<b>Electric</b>				
10/30/2025	PSEGLI	Service from Sep 19, 2025 to Oct 21, 2025	2,174.86	2,174.86
Total Electric				2,174.86
<b>Gas</b>				
10/24/2025	National Grid	Billing period Sep 18, 2025 to Oct 17, 2025	60.13	60.13
Total Gas				60.13
<b>Grounds Maintenance</b>				
<b>Other Grounds Maintenance</b>				
10/29/2025	Twin Fork Landscape Contracting	Cuts - 9/30,10/14,10/21,10/27, Storm cleanup 10/14/25...	875.00	875.00
Total Other Grounds Maintenance				875.00
Total Grounds Maintenance				875.00
<b>Water</b>				
<b>North Fork Water</b>				
10/16/2025	Primo Brands	Qty 7 - 5 gallon Water	139.92	139.92
Total North Fork Water				139.92
Total Water				139.92
<b>Garbage Removal</b>				
10/16/2025	Mattituck Environmental Services	4 YD Trash Service	308.78	308.78
Total Garbage Removal				308.78
Total Operations and Maintenance				5,259.54
<b>Miscellaneous Expense</b>				
<b>Maintenance Office Equipment</b>				
<b>Optimum Internet Service</b>				
10/16/2025	Optimum	Billing period from 10/16/25 to 11/15/25	244.85	244.85
Total Optimum Internet Service				244.85
<b>Computer/Network Maintenance</b>				
10/29/2025	L2J Consulting, Inc.	Monthly IT Support - October 2025	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
<b>Computer Software Licenses</b>				
10/24/2025	Elan Financial Services	Paddle.Net CrashPlan	32.59	32.59
Total Computer Software Licenses				32.59
Total Maintenance Office Equipment				1,277.44
<b>Membership</b>				

11/02/25

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

Date	Name	Memo	Original Amount	Paid Amount
<b>Professional Memberships</b>				
10/01/2025	Long Island Library Resources	2025 LILRC Membership	865.00	865.00
10/17/2025	Business Card	SCLA -Sharon Twickler, ALA Membership Renewal - S...	260.00	260.00
Total Professional Memberships				1,125.00
<b>Museum Passes</b>				
10/30/2025	American Museum of Natural History	Library Basic (25 vouchers)	250.00	250.00
Total Museum Passes				250.00
Total Membership				1,375.00
<b>Postage</b>				
<b>Newsletter mailing</b>				
10/16/2025	Postmaster	Newsletter Mailing November/December	485.89	485.89
Total Newsletter mailing				485.89
Total Postage				485.89
<b>Printing &amp; Advertising</b>				
<b>Other printing &amp; advertising</b>				
10/08/2025	Shauna Scholl.	Mums, Cornstalks, Straw Bales for Pumpkin event 10/1...	174.95	174.95
10/16/2025	SCLS	SLED Fees October 10th Pumpkin event	262.50	262.50
10/29/2025	SCLS	Tech Van for Trunk or Treat 10/24/25 5pm to 8:15 pm	243.75	243.75
Total Other printing & advertising				681.20
<b>Newsletter printing</b>				
10/20/2025	Pine Barrens Printing	November/December Newsletter Printing	3,767.00	3,767.00
Total Newsletter printing				3,767.00
Total Printing & Advertising				4,448.20
<b>Professional Fees</b>				
<b>PALS Membership</b>				
10/01/2025	SCLS-PALS	PALS Quarterly Maintenance & Access Fee	2,899.41	2,899.41
10/16/2025	SCLS-PALS	Library IQ Consortia Add-On 07/01/2025 to 06/30/2026	648.86	648.86
Total PALS Membership				3,548.27
<b>SCLS/Overdue Notices</b>				
10/08/2025	SCLS	Overdues - Processed & Mailed September 2025	11.97	11.97
Total SCLS/Overdue Notices				11.97
Total Professional Fees				3,560.24
<b>Programs - Adult</b>				
<b>Adult Reading Club &amp; Book Discu</b>				
10/17/2025	Business Card	Refreshments, Gift card	63.78	63.78
Total Adult Reading Club & Book Discu				63.78
<b>Adult Programs</b>				
10/02/2025	Rob Scott	Pink Lady Scones 9/30/25	445.00	445.00
10/08/2025	Dana Neger-Lagos	Metalsmith Jewelry 10/4/25	660.00	660.00
10/08/2025	Jeanne Schnupp	Haunting Tales - October	100.00	100.00
10/17/2025	Organize Me! of NY, LLC	Organizer's Guide 10/15/25	300.00	300.00
10/17/2025	Business Card	ChessUp 2 Smart Board for Library of Things	334.00	334.00
10/17/2025	Business Card	Summer Reading Gift Cards	125.00	125.00
10/24/2025	Elan Financial Services	Zoom	67.96	67.96
10/24/2025	Southold Free Library	Chocolate Wars 10/21/25 Shared Adult Program	75.00	75.00
10/29/2025	KMS Native Plants	Beyond Spring 10/28/25	250.00	250.00
Total Adult Programs				2,356.96
Total Programs - Adult				2,420.74
<b>Programs - Juvenile</b>				
10/02/2025	Karen Letteriello.	Reimburse Juvenile Program Items	168.00	168.00
10/08/2025	Lilly Hayes	Face Painting, Balloons for Pumpkin event 10/10/25	600.00	600.00
10/09/2025	Rosemary Stiansen	Reimburse snacks for Juvenile Programs	35.71	35.71
10/14/2025	Nicole Summers Sparling	Baby Boogie, Toddler Tango 10/15/25	350.00	350.00
10/16/2025	Amazon Capital Services	Glow stick bracelets, Spiders, spider web	19.97	19.97
10/20/2025	Arrayscape Gaming, Inc.	Minecraft - Pumpkin Patch 10/16/25	300.00	300.00
10/30/2025	Karen Letteriello.	Halloween items, Snacks, Gingerbread houses	309.75	309.75
10/30/2025	Quogue Wildlife Refuge	Meet the Animals 11/6/25	250.00	250.00
Total Programs - Juvenile				2,033.43

11/02/25

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

October 2025

Date	Name	Memo	Original Amount	Paid Amount
<b>Programs - Summer</b>				
10/16/2025	Amazon Capital Services	Dinosaur squishmallow, Hungry Hippos	26.91	26.91
10/20/2025	Floyd Memorial Library.	Shared Summer Program / Lady Blue Saxophone 8/1/25	75.00	75.00
Total Programs - Summer				101.91
<b>Programs - Teen</b>				
10/16/2025	Amazon Capital Services	Dried flower, Foam paint brushes, Halloween backdrop...	60.79	60.79
10/16/2025	Amazon Capital Services	Chocolate, Marshmallows, Candies, Cups, Candy cane...	95.80	95.80
10/29/2025	Amazon Capital Services	Vinegar	1.68	1.68
Total Programs - Teen				158.27
<b>Supplies - Library</b>				
10/08/2025	Orlowski Hardware Company, Inc.	AAA Batteries 16 pk, Adhesive	47.27	47.27
10/16/2025	Amazon Capital Services	Air dusters Qty 6, Electronic wipes, Ethernet cable, ma...	82.24	82.24
10/16/2025	SCLS	EcoChit 3-1/8" x 200' Thermal Rolls (25/case)	93.98	93.98
10/16/2025	W.B. Mason Co., Inc.	Thermal Pouch	33.09	33.09
10/17/2025	Business Card	Spoons, Knives, Breakfast for Legislator, Pumpkin eve...	456.31	456.31
10/21/2025	Karen Letteriello.	Reimburse for Outdoor extension cord, Batteries	52.37	52.37
10/24/2025	Elan Financial Services	Cricut	9.99	9.99
10/29/2025	Amazon Capital Services	Garbage can for Greenspace	123.41	123.41
10/29/2025	Amazon Capital Services	Halloween Photo Props	7.88	7.88
10/29/2025	Quill Corporation	Coffeemate 180/ct	21.22	21.22
10/29/2025	W.B. Mason Co., Inc.	Book Tape 4 x 15 yds	113.94	113.94
10/30/2025	Brodart	Jacket covers	38.79	38.79
Total Supplies - Library				1,080.49
<b>Supplies - Office</b>				
10/16/2025	Quill Corporation	Clorox wipes 3/75ct	31.18	31.18
10/16/2025	Quill Corporation	Kleenex, hand sanitizer wipes, Binder clips, Shredder w...	112.91	112.91
10/29/2025	Quill Corporation	#8 5/8 envelope double window 500 P	50.16	50.16
10/29/2025	W.B. Mason Co., Inc.	Bandages, Desk Pad Calendar, Planner	91.75	91.75
10/29/2025	W.B. Mason Co., Inc.	Disinfecting Wipes refill, 6	25.99	25.99
10/30/2025	Michael Gibek	Reimburse Lost books found - Off to the Races and Ma...	11.98	11.98
10/30/2025	W.B. Mason Co., Inc.	Planner	37.49	37.49
10/30/2025	W.B. Mason Co., Inc.	Drum	165.19	165.19
Total Supplies - Office				526.65
<b>Telephone</b>				
10/16/2025	Optimum	Billing period from 10/16/25 to 11/15/25	192.00	192.00
Total Telephone				192.00
Total Miscellaneous Expense				17,660.26
<b>TOTAL</b>				<b>34,365.75</b>

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

	Oct 25
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	1,004.18
Interest	4.95
Direct Public Support	972.21
Fines	121.73
Copy Machine	291.50
Refunds	526.93
Total Income	2,921.50
Gross Profit	2,921.50
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	34,779.73
Clerical	32,778.18
Custodian	4,443.44
Total Salaries	72,001.35
Benefits	
Fica	5,299.49
Disability Insurance	844.33
Medical Insurance	5,477.58
Retirement	3,791.97
Total Benefits	15,413.37
Total Payroll Expenses	87,414.72
Library Materials	
Youth Materials	
Youth Arts & Crafts	187.00
Youth DVD's	95.15
Youth Computer Software	188.98
Youth Books	512.19
Total Youth Materials	983.32
Adult Materials	
DVD/Music CD	238.29
Digital Material Subscriptions	274.31
Adult Books	634.91
Large Print Books	204.76
Newspapers	1,153.80
Total Adult Materials	2,506.07
Teen Materials	86.02
Total Library Materials	3,575.41
Capital Expenditures	6,900.00
Technology	970.54
Operations and Maintenance	

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

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	Oct 25
Building Maintenance	
Aquarium Maintenance	230.00
Exterminator	215.00
Security Monitoring	122.85
Other Building Maint.	1,133.00
Total Building Maintenance	1,700.85
Electric	2,174.86
Gas	60.13
Grounds Maintenance	
Other Grounds Maintenance	875.00
Total Grounds Maintenance	875.00
Water	
North Fork Water	139.92
Total Water	139.92
Garbage Removal	308.78
Total Operations and Maintenance	5,259.54
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	244.85
Computer/Network Maintenance	1,000.00
Computer Software Licenses	32.59
Total Maintenance Office Equipm...	1,474.84
Membership	
Professional Memberships	1,125.00
Museum Passes	250.00
Total Membership	1,375.00
Postage	
Newsletter mailing	485.89
Total Postage	485.89
Printing & Advertising	
Other printing & advertising	681.20
Newsletter printing	3,767.00
Total Printing & Advertising	4,448.20
Professional Fees	
Payroll Processing	667.94
PALS Membership	3,548.27
SCLS/Overdue Notices	11.97
Total Professional Fees	4,228.18
Programs - Adult	
Adult Reading Club & Book Dis...	63.78

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

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	Oct 25
Adult Programs	2,356.96
Total Programs - Adult	2,420.74
Programs - Juvenile	2,033.43
Programs - Summer	101.91
Programs - Teen	158.27
Supplies - Library	1,080.49
Supplies - Office	526.65
Telephone	192.00
Total Miscellaneous Expense	18,525.60
Total Expense	122,645.81
Net Ordinary Income	-119,724.31
Net Income	-119,724.31

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

	Jan - Oct 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	1,684,950.12	1,718,603.00	-33,652.88	98.0%
NY State Incentive	1,723.50	1,800.00	-76.50	95.8%
Interest	46.97	50.00	-3.03	93.9%
Direct Public Support	18,715.82	5,000.00	13,715.82	374.3%
Fines	930.92			
Library Materials Paid For	244.24			
Copy Machine	4,872.51	3,500.00	1,372.51	139.2%
Designated Gifts	2,500.00			
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	3,537.66			
Fund Balance Brought Forward	-14,599.79			.
Total Income	1,717,593.73	1,739,353.00	-21,759.27	98.7%
Gross Profit	1,717,593.73	1,739,353.00	-21,759.27	98.7%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	299,041.44	361,729.00	-62,687.56	82.7%
Clerical	300,247.41	459,661.00	-159,413.59	65.3%
Custodian	40,013.38	49,050.00	-9,036.62	81.6%
Total Salaries	639,302.23	870,440.00	-231,137.77	73.4%
Benefits				
Fica	47,132.84	64,310.00	-17,177.16	73.3%
Disability Insurance	1,834.58	1,200.00	634.58	152.9%
Medical Insurance	54,861.44	125,405.00	-70,543.56	43.7%
Retirement	48,318.96	71,153.00	-22,834.04	67.9%
Total Benefits	152,147.82	262,068.00	-109,920.18	58.1%
Total Payroll Expenses	791,450.05	1,132,508.00	-341,057.95	69.9%
Library Materials				
Youth Materials				
Youth Arts & Crafts	1,197.74	2,000.00	-802.26	59.9%
Youth DVD's	353.32	400.00	-46.68	88.3%
Youth Computer Software	549.26	1,500.00	-950.74	36.6%
Youth Compact Discs	0.00	0.00	0.00	0.0%
Youth Audio Books	0.00	0.00	0.00	0.0%
Youth Books	6,349.93	12,000.00	-5,650.07	52.9%
Total Youth Materials	8,450.25	15,900.00	-7,449.75	53.1%
Adult Materials				
DVD/Music CD	2,842.54	3,700.00	-857.46	76.8%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	9,123.54	12,500.00	-3,376.46	73.0%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	13,932.28	21,500.00	-7,567.72	64.8%
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 October 2025

	Jan - Oct 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	621.80	5,000.00	-4,378.20	12.4%
Newspapers	6,946.10	7,200.00	-253.90	96.5%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	101,562.78	125,650.00	-24,087.22	80.8%
Teen Materials	1,593.15	2,500.00	-906.85	63.7%
Total Library Materials	111,606.18	144,050.00	-32,443.82	77.5%
Capital Expenditures	7,553.97	19,000.00	-11,446.03	39.8%
Technology	7,905.47	9,300.00	-1,394.53	85.0%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,671.00	3,600.00	-929.00	74.2%
HVAC Maintenance	1,797.49	2,500.00	-702.51	71.9%
Exterminator	845.00	1,200.00	-355.00	70.4%
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	491.40	700.00	-208.60	70.2%
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.	2,185.50	7,000.00	-4,814.50	31.2%
Total Building Maintenance	15,925.73	22,775.00	-6,849.27	69.9%
Custodial Supplies	1,834.63	1,300.00	534.63	141.1%
Electric	22,485.57	29,000.00	-6,514.43	77.5%
Gas	6,839.97	12,000.00	-5,160.03	57.0%
Grounds Maintenance				
Snow Removal	2,150.00	4,000.00	-1,850.00	53.8%
Sprinkler Maintenance	334.00	700.00	-366.00	47.7%
Other Grounds Maintenance	16,966.95	12,500.00	4,466.95	135.7%
Total Grounds Maintenance	19,450.95	17,200.00	2,250.95	113.1%
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	870.49	850.00	20.49	102.4% *
SCWA	1,334.78	3,500.00	-2,165.22	38.1%
Total Water	2,205.27	4,350.00	-2,144.73	50.7%



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

	Jan - Oct 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	3,104.03	3,300.00	-195.97	94.1%
Total Operations and Maintenance	101,706.26	124,925.00	-23,218.74	81.4%
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	1,974.00	2,500.00	-526.00	79.0%
Optimum Internet Service	2,454.60	3,500.00	-1,045.40	70.1%
Copy Machine	3,235.99	5,500.00	-2,264.01	58.8%
Computer/Network Maintenance	10,000.00	12,000.00	-2,000.00	83.3%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	9,346.92	9,000.00	346.92	103.9%
Total Maintenance Office Equipment	27,701.51	33,250.00	-5,548.49	83.3%
Membership				
Professional Memberships	3,006.00	2,300.00	706.00	130.7%
Museum Passes	2,715.05	5,000.00	-2,284.95	54.3%
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	6,455.05	8,450.00	-1,994.95	76.4%
Postage				
Postage & Stamps	534.30	770.00	-235.70	69.4%
Mailing Permit	350.00	300.00	50.00	116.7%
Newsletter mailing	2,217.30	2,000.00	217.30	110.9%
Post Office Box Fee	188.00	200.00	-12.00	94.0%
Total Postage	3,289.60	3,270.00	19.60	100.6%
Printing & Advertising				
Other printing & advertising	4,112.27	1,500.00	2,612.27	274.2%
Newsletter printing	18,835.00	21,000.00	-2,165.00	89.7%
Total Printing & Advertising	22,947.27	22,500.00	447.27	102.0%
Professional Fees				
Payroll Processing	5,755.09	8,000.00	-2,244.91	71.9%
SCLS Telecommunications	9,900.00	10,500.00	-600.00	94.3%
PALS Membership	12,246.50	10,900.00	1,346.50	112.4%
Annual audit	14,440.00	15,000.00	-560.00	96.3%
SCLS/Overdue Notices	216.79	500.00	-283.21	43.4%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	54,066.38	57,400.00	-3,333.62	94.2%
Programs - Adult				
Motion Picture/Music Licensing	347.99	600.00	-252.01	58.0%
Adult Reading Club & Book ...	1,238.88	3,500.00	-2,261.12	35.4%
Adult Programs	24,130.83	18,000.00	6,130.83	134.1%
Total Programs - Adult	25,717.70	22,100.00	3,617.70	116.4%
Programs - Juvenile	9,056.79	12,000.00	-2,943.21	75.5%

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

	Jan - Oct 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	9,777.37	8,000.00	1,777.37	122.2%
Programs - Teen	7,935.12	8,000.00	-64.88	99.2%
Supplies - Library	7,084.30	10,500.00	-3,415.70	67.5%
Supplies - Office	3,366.07	4,000.00	-633.93	84.2%
Supplies - Paper	899.35	2,500.00	-1,600.65	36.0%
Telephone	1,880.16	2,400.00	-519.84	78.3%
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	185,500.51	209,570.00	-24,069.49	88.5%
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	1,205,722.90	1,739,353.00	-533,630.10	69.3%
Net Ordinary Income	511,870.83	0.00	511,870.83	100.0%
Net Income	511,870.83	0.00	511,870.83	100.0%

11/03/25

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

Type	Date	Name	Memo	Paid Amount
<b>Cultural Activities Fund</b>				
<b>Coffee Machine</b>				
Deposit	10/06/2025		Coffee	1.00
Deposit	10/14/2025		Coffee	1.00
Deposit	10/20/2025		Coffee	5.00
Total Coffee Machine				7.00
<b>Adult Programs Wash Account</b>				
Deposit	10/06/2025		Aerobics	50.00
Deposit	10/06/2025		Cooking	20.00
Deposit	10/06/2025		Arts/Crafts	10.00
Deposit	10/06/2025		Jane Austen Raffle	5.00
Deposit	10/06/2025		Yoga ( week of 9/21/25 & 10/5/25)	38.24
Deposit	10/06/2025		Arts / Crafts (week of 10/5/25)	9.41
Deposit	10/06/2025		Defensive Driving (week of 9/21/25 &...	-3.96
Deposit	10/14/2025		Yoga walk in	19.12
Deposit	10/14/2025		LI Aquarium Tickets	78.00
Deposit	10/14/2025		Defensive Driving	35.00
Bill	10/16/2025	Irene Stulsky	Refund Defensive Driving	-35.00
Bill	10/17/2025	Rosemary Martilotta	Yoga series September/October	-480.00
Deposit	10/20/2025		Arts/crafts	18.00
Deposit	10/20/2025		LI Aquarium Tickets	257.00
Deposit	10/20/2025		Jane Austen Raffle	20.00
Deposit	10/20/2025		Yoga walk in	19.12
Deposit	10/20/2025		Arts/Crafts	9.41
Deposit	10/20/2025		Defensive Driving	33.68
Deposit	10/28/2025		Cookings	20.00
Deposit	10/28/2025		Arts/Crafts	36.00
Deposit	10/28/2025		Natural History Museum	20.00
Deposit	10/28/2025		LI Aquarium Tickets	67.00
Deposit	10/28/2025		Jane Austen Raffle	15.00
Deposit	10/28/2025		Cooking	75.28
Deposit	10/28/2025		Arts/Crafts	220.82
Deposit	10/28/2025		Defensive Driving	33.68
Total Adult Programs Wash Account				590.80
Total Cultural Activities Fund				597.80
<b>Gift and Trust Fund - MM</b>				
<b>Undesignated &amp; Interest</b>				
Bill	10/03/2025	Mattituck Cutchogue Sc...	Bond vote reimbursable costs to Dist...	-2,289.54
Deposit	10/31/2025		Interest	0.06
Total Undesignated & Interest				-2,289.48
<b>Capital Reserve Fund</b>				
Bill	10/24/2025	Mattituck-Laurel Library	Acct no. 31003934381573 - 12 mont...	-250,000.00
Bill	10/29/2025	Mattituck-Laurel Library	Dime Bank CD 10 month	-250,000.00
Total Capital Reserve Fund				-500,000.00
Total Gift and Trust Fund - MM				-502,289.48
<b>TOTAL</b>				<b>-501,691.68</b>

11/02/25

# Mattituck-Laurel Library

## Monthly Bill Payments

As of October 31, 2025

Type	Date	Num	Name	Memo	Amount
<b>Operating Checking</b>					
Total Operating Checking					
<b>BNB Operating Checking</b>					
Bill Pmt -Check	10/01/2025	13582	B&T Adult Account	L 90004-3	-839.67
Bill Pmt -Check	10/01/2025	13583	B&T Teen Account	L943258	-81.03
Bill Pmt -Check	10/01/2025	13584	Kanopy, Inc.	Invoice #470759-PPU	-40.00
Bill Pmt -Check	10/01/2025	13585	Long Island Library Resourc...	MATT	-865.00
Bill Pmt -Check	10/01/2025	13586	SCLS-PALS	Invoice #82205	-2,899.41
Bill Pmt -Check	10/01/2025	13587	Suffolk Security Systems, Inc.	1720	-299.00
Bill Pmt -Check	10/02/2025	13588	Karen Letteriello.	Reimburse Juvenile Program Items	-168.00
Bill Pmt -Check	10/02/2025	13589	Midwest Tape	Cstmr 2000016439, Inv 507822007	-234.31
Bill Pmt -Check	10/02/2025	13590	Rob Scott	Pink Lady Scones 9/30/25	-445.00
Bill Pmt -Check	10/03/2025	13591	B&T Juvenile Account	L 935700	-512.19
Bill Pmt -Check	10/03/2025	13592	ELM USA, Inc.	Invoice 79853	-25.00
Bill Pmt -Check	10/03/2025	13593	Midwest Tape	Customer 2000001786	-188.21
Bill Pmt -Check	10/07/2025	13594	NYS Employees Health Ins...	03909	-9,461.05
Bill Pmt -Check	10/08/2025	13595	Dana Neger-Lagos	Metalsmith Jewelry 10/4/25	-660.00
Bill Pmt -Check	10/08/2025	13596	Jeanne Schnupp	Haunting Tales - October	-100.00
Bill Pmt -Check	10/08/2025	13597	Lilly Hayes	Face Painting, Balloons for Pumpkin...	-600.00
Bill Pmt -Check	10/08/2025	13598	Orlowski Hardware Compan...	Acct 584177	-47.27
Bill Pmt -Check	10/08/2025	13599	PM Communications Corp.	Invoice 45392	-117.89
Bill Pmt -Check	10/08/2025	13600	SCLS	Invoice 95529	-11.97
Bill Pmt -Check	10/08/2025	13601	Shauna Scholl.	Reimburse items for Pumpkin event ...	-174.95
Bill Pmt -Check	10/08/2025	13602	Suffolk Security Systems, Inc.	1720	-122.85
Bill Pmt -Check	10/09/2025	13603	Shelterpoint Life Insurance ...	Policy #D242574	-1,186.07
Bill Pmt -Check	10/09/2025	13604	Rosemary Stiansen	Reimburse snacks for Juvenile Prog...	-35.71
Bill Pmt -Check	10/10/2025	13605	Peconic Fire Equipment	Invoice no. 6925	-156.00
Bill Pmt -Check	10/14/2025	13606	Nicole Summers Sparling	Baby Boogie, Toddler Tango 10/15/25	-350.00
Bill Pmt -Check	10/16/2025	13607	Postmaster	Permit no. 41	-485.89
Bill Pmt -Check	10/16/2025	13608	Amazon Capital Services	Acct A1QBFNTMAAYKEX, Invoice #...	-521.60
Bill Pmt -Check	10/16/2025	13609	Mattituck Environmental Ser...	Custmr 11-0001422-0, Inv. 6349440	-308.78
Bill Pmt -Check	10/16/2025	13610	Newsday	Acct 40410623	-343.92
Bill Pmt -Check	10/16/2025	13611	Optimum	Acct 07839-381822-01-2	-436.85
Bill Pmt -Check	10/16/2025	13612	Primo Brands	Acct 0140002023,Inv. 05J0140002023	-139.92
Bill Pmt -Check	10/16/2025	13613	Quill Corporation	03047280	-144.09
Bill Pmt -Check	10/16/2025	13614	SCLS	Invoice 95588	-93.98
Bill Pmt -Check	10/16/2025	13615	W.B. Mason Co., Inc.	Cstmr C2001734, Inv 257282170	-33.09
Bill Pmt -Check	10/16/2025	13616	Wall Street Journal	Account J010960436609	-719.88
Bill Pmt -Check	10/16/2025	13617	SCLS	Invoice 95586	-262.50
Bill Pmt -Check	10/16/2025	13618	SCLS-PALS	Invoice 82263	-648.86
Bill Pmt -Check	10/17/2025	13619	Business Card	5474 1518 7474 0647	-1,426.09
Bill Pmt -Check	10/17/2025	13620	Living Art Aquariums	Invoice 2368	-230.00
Bill Pmt -Check	10/17/2025	13621	Organize Me! of NY, LLC	Organizer's Guide 10/15/25	-300.00
Bill Pmt -Check	10/20/2025	13622	Arrayscape Gaming, Inc.	Minecraft - Pumpkin Patch 10/16/25	-300.00
Bill Pmt -Check	10/20/2025	13623	Floyd Memorial Library.	Lady Blue Saxophone 8/1/25	-75.00
Bill Pmt -Check	10/20/2025	13624	Pine Barrens Printing	Invoice no. 34911	-3,767.00
Bill Pmt -Check	10/21/2025	13625	Midwest Tape	2000001786	-55.97
Bill Pmt -Check	10/21/2025	13626	Shauna Scholl.	VOID: Reimburse Library supplies	0.00
Bill Pmt -Check	10/21/2025	13627	Karen Letteriello.	Reimburse Library Supplies	-52.37
Bill Pmt -Check	10/24/2025	13628	Aflac	Acct NQH35, Inv. 726630	-51.24
Bill Pmt -Check	10/24/2025	13629	Elan Financial Services	4798 5101 7200 1022	-732.29
Bill Pmt -Check	10/24/2025	13630	National Grid	Acct 43544-64005	-60.13
Bill Pmt -Check	10/24/2025	13631	Southold Free Library	Chocolate Wars 10/21/25	-75.00
Bill Pmt -Check	10/24/2025	13632	Wm. J. Mills & Co.	Invoice 151472	-678.00
Bill Pmt -Check	10/29/2025	13633	Amazon Capital Services	Acct A1QBFNTMAAYKEX, Invoice I...	-321.95
Bill Pmt -Check	10/29/2025	13634	Hampton Pest Management...		-215.00
Bill Pmt -Check	10/29/2025	13635	KMS Native Plants	Beyond Spring 10/28/25	-250.00
Bill Pmt -Check	10/29/2025	13636	L2J Consulting, Inc.	Invoice # 102025	-1,000.00
Bill Pmt -Check	10/29/2025	13637	Midwest Tape	Cstmr 2000001786	-41.28
Bill Pmt -Check	10/29/2025	13638	North Fork Seal Coating	Reference 9469	-6,900.00
Bill Pmt -Check	10/29/2025	13639	Quill Corporation	03047280	-71.38
Bill Pmt -Check	10/29/2025	13640	SCLS	Invoice 95650	-243.75
Bill Pmt -Check	10/29/2025	13641	Twin Fork Landscape Contr...	Invoice 29074	-875.00
Bill Pmt -Check	10/29/2025	13642	Verizon	Acct. 242398426-00001, Inv 612622...	-197.40
Bill Pmt -Check	10/29/2025	13643	W.B. Mason Co., Inc.		-231.68
Bill Pmt -Check	10/29/2025	13644	Sara Colichio.	Reimburse Opera DVD	-22.98
Bill Pmt -Check	10/30/2025	13645	Karen Letteriello.	Reimburse Juvenile Program items	-309.75

11/02/25

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

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/30/2025	13646	American Museum of Natur...	Museum membership	-250.00
Bill Pmt -Check	10/30/2025	13647	Brodart	318719	-38.79
Bill Pmt -Check	10/30/2025	13648	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	10/30/2025	13649	Michael Gibek	Reimburse Lost books found	-11.98
Bill Pmt -Check	10/30/2025	13650	PSEGLI	Cstmr 0295-3001-61-3, Acct 961033...	-2,174.86
Bill Pmt -Check	10/30/2025	13651	Quogue Wildlife Refuge	Meet the Animals 11/6/25	-250.00
Bill Pmt -Check	10/30/2025	13652	W.B. Mason Co., Inc.	Cstmr C2001734, Inv 257728781	-37.49
Bill Pmt -Check	10/30/2025	13653	W.B. Mason Co., Inc.	Cstmr C2001734, Inv 257731860	-165.19
Total BNB Operating Checking					-45,261.51
<b>TOTAL</b>					<b>-45,261.51</b>