

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

**MEETING DATE:** **Monday December 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 November 10, 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**
- X. Old Business**
  - A. NYSHIP Premiums, ER Contribution**
  - B. Lightpath Agreement & Bandwidth Increase**
  - C. Network & Server Upgrades**
- XII. Period of Public Expression**
- XIII. Executive Session**
- XIV. Adjournment**

**Next Meeting – January 12, 2026**

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

**Present**

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

**Absent with Excuse**

Colleen Grattan-Arnoff, Treasurer  
John Carter, Trustee  
Peter Kren, Trustee

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

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

Amend December 8, 2025 Agenda to include an **Executive Session**

*To discuss the employment history of a particular person.*

December 8, 2025 Agenda amended.

(Mary, Randi; unanimous (4-0))

**III. Approval of the Agenda**

The agenda was adopted.

(Mary, Randi; unanimous (4-0))

**IV. Review and Approval of the Minutes of November 10, 2025 Regular Board Meeting**

The minutes of the meetings held November 10, 2025 were approved.

(Randi, Mary; unanimous (4-0))

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

Warrants

Jim reviewed the warrants with the Board.

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

|                          |              |
|--------------------------|--------------|
| OPERATING ACCOUNT        | \$91, 642.26 |
| CULTURAL ACTIVITIES FUND | 725.00       |
| MONEY MARKET ACCOUNT     | .00          |
| BUILDING FUND SAVINGS    | .00          |
| BUILDING FUND CHECKING   | .00          |

Donations in excess of \$1,000  
none  
(Mary, Randi; unanimous (4-0))  
*November payroll has five weeks.*

**VI. Approval of the Personnel Report**

Tabled pending completion of the executive session.

**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.  
(Randi, Mary; unanimous (4-0))

Shauna has been working alongside several of her colleagues and with Assemblyman Schiavoni's office in communication with the DMV Commissioner to begin a pilot program for libraries on the East End to work with the DMV and provide some DMV services, such as Real ID upgrades. At this time DMV is in the process of upgrading and therefore the partnership between the DMV and libraries has been halted. The Friends will have a meeting on Tuesday, December 16th at 11AM followed by a luncheon scheduled for noon. The library will be closed on Thursday, December 11th for the final staff meeting of the year. Weeding continues, Shauna is working toward establishing an appropriate collection based on turnover and other factors. She will be looking at data and report out next month more formally. Shauna shared that the library has received several memorial donations honoring Karen Ross, who served as both Trustee and Board President of the Mattituck-Laurel Library Board.

**VIII. President's Remarks**

none

**IX. Committee Reports**

none

**X. Old Business**

none

**XI. New Business**

*A. NYSHIP Premium, ER Contribution*  
Approve NYSHIP Premium, ER Contribution increase 5% to a total of 60% (starting February 2026).  
(Jim, Randi; unanimous (4-0))

*B. Lightpath Agreement & Bandwidth Increase*  
Approve Lightpath Agreement & Bandwidth Increase

(Mary, Randi; unanimous (4-0))

*C. Network & Server Upgrades*

Approve Network & Server Upgrades per Fluid Imagery quote at \$19,880.

(Mary, Randi; unanimous (4-0))

**XII. Period of Public Expression**

none

**XIII. Executive Session**

*To discuss the employment history of a particular person.*

Motion to move into executive session made at 6:45PM

(Randi, Mary; unanimous (4-0))

The Board left executive session at 6:55PM

(Mary, Randi; unanimous (4-0))

**Approval of the Personnel Report**

The Personnel report was presented in written format. The Board reviewed the personnel report with interest, discussion ensued during the Executive Session. The Personnel Report was approved. (Randi, Mary; unanimous (4-0))

**XIV. Adjournment**

Motion to adjourn at 6:56PM

(Mary, Randi; unanimous (4-0))

**Dates of Future Board Meetings**

Monday, January 12, 2026

Monday, February 9, 2026

Monday, March 9, 2026

Respectfully submitted,

Katie O'Rourke

Secretary



# Mattituck-Laurel LIBRARY

## **Warrants / Expenses**

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

Approved at the Library Board Meeting on December 8, 2025

**Operating Account Total**      \$ 91,642.26

    Payroll    \$ 74,675.59

    Non Payroll    \$ 16,966.67

**Cultural Activities Fund**      \$ 725.00

**Money Market Account**      \$ 0

**Building Fund Savings**      \$ 0

**Building Fund Checking**      \$ 0

Donations in excess of \$1,000      None

November payroll has four weeks.

12/03/25

**Mattituck-Laurel Library  
Fund Balance Report**

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**Jan - Nov 25**

|   |                   |
|---|-------------------|
| <b>Other Current Assets</b>               |                   |
| Dime Bank CD 10 mo.                       | 250,000.00        |
| M&T Bank CD 12 mo                         | <u>250,000.00</u> |
| <br><b>Total Other Current Assets</b>     | <br>500,000.00    |
| <br><b>General Fund</b>                   |                   |
| <b>Operating Fund</b>                     | 461,264.37        |
| <b>Building Fund</b>                      |                   |
| <b>Checking</b>                           | 268,971.72        |
| <b>Savings</b>                            | <u>57,317.52</u>  |
| <br><b>Total Building Fund</b>            | <br>326,289.24    |
| <br><b>Total General Fund</b>             | <br>787,553.61    |
| <br><b>Cultural Activities Fund</b>       |                   |
| <b>Coffee Machine</b>                     | 813.67            |
| <b>Teen Programs</b>                      | 243.96            |
| <b>Children's Programs</b>                | 1,226.17          |
| <b>Staff Activity Fund</b>                | 399.30            |
| <b>Adult Programs Wash Account</b>        | 15,731.72         |
| <b>Designated Gifts</b>                   | 657.80            |
| <b>Parent-Toddler Programs</b>            | <u>64.23</u>      |
| <br><b>Total Cultural Activities Fund</b> | <br>19,136.85     |
| <br><b>Gift and Trust Fund - MM</b>       |                   |
| <b>Claire Lincoln Memorial</b>            | 2,637.09          |
| <b>Local History Books</b>                | 26,778.90         |
| <b>Undesignated &amp; Interest</b>        | 34,006.68         |

Mattituck-Laurel Library  
Fund Balance Report

12/03/25

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|                                    | Jan - Nov 25            |
|------------------------------------|-------------------------|
| Capital Reserve Fund               | 211,013.19              |
| Unemployment Insurance             | 30,000.00               |
| <br>Total Gift and Trust Fund - MM | <br>304,435.86          |
| <br>TOTAL                          | <br><b>1,611,126.32</b> |

## Mattituck-Laurel Library

12/02/25

Monthly Expense Report - Operating Fund (Non Payroll)  
November 2025

| Date                                  | Name                           | Memo   | Original Amount | Paid Amount |
|---------------------------------------|--------------------------------|--|-----------------|-------------|
| <b>Library Materials</b>              |                                |  |                 |             |
| <b>Youth Materials</b>                |                                |  |                 |             |
| <b>Youth Arts &amp; Crafts</b>        |                                |  |                 |             |
| 11/12/2025                            | Amazon Capital Services        | 4 packages White card stock                      | 51.96           | 51.96       |
| Total Youth Arts & Crafts             |                                |  |                 | 51.96       |
| <b>Youth Books</b>                    |                                |  |                 |             |
| 11/04/2025                            | Penworthy                      | Various Children's Books - Qty 24                | 527.73          | 527.73      |
| 11/04/2025                            | B&T Juvenile Account           | October invoices                                 | 25.07           | 25.07       |
| 11/25/2025                            | Ingram Library Services, Inc.  | Children's Books                                 | 468.98          | 468.98      |
| Total Youth Books                     |                                |  |                 | 1,021.78    |
| Total Youth Materials                 |                                |  |                 | 1,073.74    |
| <b>Adult Materials</b>                |                                |  |                 |             |
| <b>DVD/Music CD</b>                   |                                |  |                 |             |
| 11/04/2025                            | Midwest Tape                   | 507933984  | 14.69           | 14.69       |
| 11/04/2025                            | Midwest Tape                   | 507933986  | 18.89           | 18.89       |
| 11/07/2025                            | Midwest Tape                   | 507980451  | 95.18           | 95.18       |
| 11/07/2025                            | Midwest Tape                   | 507980453  | 23.79           | 23.79       |
| 11/07/2025                            | Midwest Tape                   | 507980454  | 59.47           | 59.47       |
| 11/07/2025                            | Midwest Tape                   | 507980455  | 21.69           | 21.69       |
| 11/12/2025                            | ELM USA, Inc.                  | PRO-03584B Monthly min. chrg. / Previous co...   | 25.00           | 25.00       |
| 11/13/2025                            | Midwest Tape                   | 508002341  | 48.98           | 48.98       |
| 11/13/2025                            | Midwest Tape                   | 508002342  | 24.49           | 24.49       |
| 11/13/2025                            | Midwest Tape                   | 508002343  | 33.58           | 33.58       |
| 11/25/2025                            | Amazon Capital Services        | Opera DVD - Emily Magee                          | 54.37           | 54.37       |
| Total DVD/Music CD                    |                                |  |                 | 420.13      |
| <b>Digital Material Subscriptions</b> |                                |  |                 |             |
| 11/04/2025                            | Midwest Tape                   | Month ending 10/31/2025                          | 198.34          | 198.34      |
| 11/04/2025                            | Kanopy, Inc.                   | 140 Tickets                                      | 140.00          | 140.00      |
| 11/04/2025                            | SCLS                           | National Geographic Kids - Subscription 11/1/... | 530.00          | 530.00      |
| Total Digital Material Subscriptions  |                                |  |                 | 868.34      |
| <b>Adult Books</b>                    |                                |  |                 |             |
| 11/04/2025                            | B&T Adult Account              | October invoices                                 | 206.51          | 206.51      |
| 11/25/2025                            | Ingram Library Services, Inc.  | Adult Books                                      | 1,914.84        | 1,914.84    |
| 11/25/2025                            | Amazon Capital Services        | Rilke: The Life of the Work                      | 41.99           | 41.99       |
| 11/25/2025                            | Amazon Capital Services        | Gardens Illustrated - patron request             | 33.44           | 33.44       |
| 11/25/2025                            | Amazon Capital Services        | The Widow  | 17.60           | 17.60       |
| 11/25/2025                            | Amazon Capital Services        | Book Replacements - Practical Magic and Mir...   | 54.14           | 54.14       |
| Total Adult Books                     |                                |  |                 | 2,268.52    |
| <b>Adult Ref Books</b>                |                                |  |                 |             |
| <b>Continuations</b>                  |                                |  |                 |             |
| 11/12/2025                            | Nassau County Library Assoc... | Directory of Long Island Libraries and Media ... | 72.45           | 72.45       |
| Total Continuations                   |                                |  |                 | 72.45       |
| Total Adult Ref Books                 |                                |  |                 | 72.45       |
| <b>Newspapers</b>                     |                                |  |                 |             |
| 11/19/2025                            | Business Card                  | ANC Newspapers.com                               | 81.46           | 81.46       |
| 11/25/2025                            | Elan Financial Services        | D.J. Barrons                                     | 97.84           | 97.84       |
| Total Newspapers                      |                                |  |                 | 179.30      |
| Total Adult Materials                 |                                |  |                 | 3,808.74    |
| <b>Teen Materials</b>                 |                                |  |                 |             |
| 11/07/2025                            | B&T Teen Account               | One Book - This Could Be Forever                 | 13.01           | 13.01       |
| 11/25/2025                            | Ingram Library Services, Inc.  | Teen Books                                       | 39.37           | 39.37       |
| Total Teen Materials                  |                                |  |                 | 52.38       |
| Total Library Materials               |                                |  |                 | 4,934.86    |

## Mattituck-Laurel Library

12/02/25

Monthly Expense Report - Operating Fund (Non Payroll)  
November 2025

| Date                                | Name                             | Memo  | Original Amount | Paid Amount |
|-------------------------------------|----------------------------------|---|-----------------|-------------|
| <b>Technology</b>                   |                                  |   |                 |             |
| 11/07/2025                          | PM Communications Corp.          | Monthly Maintenance                               | 117.89          | 117.89      |
| 11/25/2025                          | Elan Financial Services          | Porteus Kiosk Client x 4                          | 200.94          | 200.94      |
| 11/25/2025                          | Amazon Capital Services          | 2 clickers for slideshows                         | 19.18           | 19.18       |
|                                     |                                  |   |                 | 338.01      |
| Total Technology                    |                                  |   |                 |             |
| <b>Operations and Maintenance</b>   |                                  |   |                 |             |
| <b>Building Maintenance</b>         |                                  |   |                 |             |
| <b>Aquarium Maintenance</b>         |                                  |   |                 |             |
| 11/12/2025                          | Living Art Aquariums             | Service 10/9/25 and 10/21/25                      | 230.00          | 230.00      |
| Total Aquarium Maintenance          |                                  |   |                 | 230.00      |
| Total Building Maintenance          |                                  |   |                 | 230.00      |
| <b>Gas</b>                          |                                  |   |                 |             |
| 11/25/2025                          | National Grid                    | Billing period Oct 17, 2025 to Nov 17, 2025       | 659.97          | 659.97      |
|                                     |                                  |   |                 | 659.97      |
| Total Gas                           |                                  |   |                 |             |
| <b>Grounds Maintenance</b>          |                                  |   |                 |             |
| <b>Sprinkler Maintenance</b>        |                                  |   |                 |             |
| 11/12/2025                          | Lindsay Irrigation, Inc.         | Winterization 11/5/25                             | 140.00          | 140.00      |
| Total Sprinkler Maintenance         |                                  |   |                 | 140.00      |
| Total Grounds Maintenance           |                                  |   |                 | 140.00      |
| <b>Garbage Removal</b>              |                                  |   |                 |             |
| 11/12/2025                          | Mattituck Environmental Servi... | 4 Yd Trash Service                                | 308.64          | 308.64      |
| Total Garbage Removal               |                                  |   |                 | 308.64      |
| Total Operations and Maintenance    |                                  |   |                 | 1,338.61    |
| <b>Miscellaneous Expense</b>        |                                  |   |                 |             |
| <b>Maintenance Office Equipment</b> |                                  |   |                 |             |
| <b>Optimum Internet Service</b>     |                                  |   |                 |             |
| 11/19/2025                          | Optimum                          | Billing period 11/16/25 to 12/15/25               | 244.85          | 244.85      |
| Total Optimum Internet Service      |                                  |   |                 | 244.85      |
| <b>Copy Machine</b>                 |                                  |   |                 |             |
| 11/19/2025                          | Precision Microproducts          | Contract plus color and b&w copy counts           | 622.19          | 622.19      |
| 11/19/2025                          | Precision Microproducts          | Contract plus color and b&w copy counts           | 520.74          | 520.74      |
| Total Copy Machine                  |                                  |   |                 | 1,142.93    |
| <b>Computer Software Licenses</b>   |                                  |   |                 |             |
| 11/25/2025                          | Elan Financial Services          | Paddle.Net CrashPlan                              | 32.59           | 32.59       |
| 11/25/2025                          | Elan Financial Services          | Dropbox   | 119.88          | 119.88      |
| Total Computer Software Licenses    |                                  |   |                 | 152.47      |
| Total Maintenance Office Equipment  |                                  |   |                 | 1,540.25    |
| <b>Membership</b>                   |                                  |   |                 |             |
| <b>Professional Memberships</b>     |                                  |   |                 |             |
| 11/13/2025                          | Long Island Library Resources    | 2026 LILRC Membership (memberships expir...       | 865.00          | 865.00      |
| Total Professional Memberships      |                                  |   |                 | 865.00      |
| <b>Museum Passes</b>                |                                  |   |                 |             |
| 11/04/2025                          | Quogue Wildlife Refuge           | Annual Library Pass "Nature Kit" renewal valid... | 100.00          | 100.00      |
| 11/19/2025                          | Business Card                    | Michael Murphy Museum Membership                  | 200.00          | 200.00      |
| Total Museum Passes                 |                                  |   |                 | 300.00      |
| Total Membership                    |                                  |   |                 | 1,165.00    |
| <b>Postage</b>                      |                                  |   |                 |             |
| <b>Postage &amp; Stamps</b>         |                                  |   |                 |             |

## Mattituck-Laurel Library

12/02/25

Monthly Expense Report - Operating Fund (Non Payroll)  
November 2025

| Date       | Name                                       | Memo   | Original Amount | Paid Amount |
|------------|--|--|-----------------|-------------|
| 11/19/2025 | Business Card                              | Postage for DVD cleaner returned to ELM US...    | 48.20           | 48.20       |
|            |  |  |                 | 48.20       |
|            | Total Postage & Stamps                     |  |                 | 48.20       |
|            | Total Postage                              |  |                 | 48.20       |
|            | <b>Professional Fees</b>                   |  |                 |             |
|            | <b>SCLS/Overdue Notices</b>                |  |                 |             |
| 11/07/2025 | SCLS                                       | Overdues - Processed & Mailed - October 2025     | 22.61           | 22.61       |
|            |  |  |                 | 22.61       |
|            | Total SCLS/Overdue Notices                 |  |                 | 22.61       |
|            | Total Professional Fees                    |  |                 | 22.61       |
|            | <b>Programs - Adult</b>                    |  |                 |             |
|            | <b>Adult Reading Club &amp; Book Discu</b> |  |                 |             |
| 11/12/2025 | Amazon Capital Services                    | Lip balm, Black tea                              | 49.99           | 49.99       |
| 11/19/2025 | Business Card                              | Refreshments                                     | 50.81           | 50.81       |
| 11/25/2025 | Amazon Capital Services                    | Chocolate, Lip balm, Bookmarks,Socks             | 136.57          | 136.57      |
| 11/25/2025 | Amazon Capital Services                    | Qty 15 - We'll Prescribe You Another Cat         | 239.25          | 239.25      |
|            |  |  |                 | 476.62      |
|            | Total Adult Reading Club & Book Discu      |  |                 |             |
|            | <b>Adult Programs</b>                      |  |                 |             |
| 11/04/2025 | Rob Scott                                  | Sweet Potato Muffins 11/6/25                     | 299.00          | 299.00      |
| 11/12/2025 | Amazon Capital Services                    | Library of Things - Fearless, Disney Karaoke ... | 44.44           | 44.44       |
| 11/12/2025 | Theresa's Programs LLC                     | 70s & 80s Trivia 11/8/25                         | 395.00          | 395.00      |
| 11/13/2025 | Erin Coughlin                              | Jane Austen 11/6/25                              | 450.00          | 450.00      |
| 11/20/2025 | Christine Griffiths                        | Scents & Sensibility 11/18/25                    | 400.00          | 400.00      |
| 11/25/2025 | Diana Conklin                              | Wreath 11/15/25                                  | 610.00          | 610.00      |
| 11/25/2025 | Elan Financial Services                    | Zoom   | 67.96           | 67.96       |
| 11/25/2025 | Suffolk Safety Program                     | Defensive Driving 11/22/25 Invoice 11222025      | 560.00          | 560.00      |
|            |  |  |                 | 2,826.40    |
|            | Total Adult Programs                       |  |                 |             |
|            | <b>Motion Picture License</b>              |  |                 |             |
| 11/19/2025 | Business Card                              | Kinema - Free For All Licensing                  | 120.00          | 120.00      |
|            |  |  |                 | 120.00      |
|            | Total Motion Picture License               |  |                 |             |
|            | Total Programs - Adult                     |  |                 | 3,423.02    |
|            | <b>Programs - Juvenile</b>                 |  |                 |             |
| 11/10/2025 | Nicole Summers Sparling                    | Baby Boogie/Toddler Tango 11/12/25               | 350.00          | 350.00      |
| 11/13/2025 | Erin Furey                                 | Ms. Rachel 11/13/25                              | 250.00          | 250.00      |
| 11/20/2025 | Arrayscape Gaming, Inc.                    | Minecraft Polar Bear 11/13/25                    | 300.00          | 300.00      |
| 11/25/2025 | Karen Letteriello.                         | Reimburse Snack for program                      | 11.20           | 11.20       |
| 11/25/2025 | Kidnastics, Inc.                           | Kidnastics Toddler & Littles 11/28/25            | 550.00          | 550.00      |
|            |  |  |                 | 1,461.20    |
|            | Total Programs - Juvenile                  |  |                 |             |
|            | <b>Programs - Teen</b>                     |  |                 |             |
| 11/12/2025 | Amazon Capital Services                    | Cups, straws, games, syrup dried flowers, ma...  | 221.20          | 221.20      |
| 11/18/2025 | Marissa Timm                               | Reimburse Teen Program Supplies                  | 58.41           | 58.41       |
| 11/25/2025 | Amazon Capital Services                    | Cutting boards, caramels                         | 51.78           | 51.78       |
|            |  |  |                 | 331.39      |
|            | Total Programs - Teen                      |  |                 |             |
|            | <b>Supplies - Library</b>                  |  |                 |             |
| 11/04/2025 | Orlowski Hardware Company,...              | Propane  | 26.99           | 26.99       |
| 11/12/2025 | Amazon Capital Services                    | First Aid Supplies, White board markers & era... | 110.13          | 110.13      |
| 11/12/2025 | Demco                                      | Classic Genre Labels Thrillers , Modern subje... | 28.63           | 28.63       |
| 11/19/2025 | Business Card                              | Spoons - cost \$41.90 rewards applied \$4.68     | 37.22           | 37.22       |
| 11/25/2025 | Elan Financial Services                    | Cricut   | 9.99            | 9.99        |
|            |  |  |                 | 212.96      |
|            | Total Supplies - Library                   |  |                 |             |
|            | <b>Supplies - Office</b>                   |  |                 |             |
| 11/12/2025 | Amazon Capital Services                    | 2026 Planner                                     | 19.95           | 19.95       |
| 11/12/2025 | W.B. Mason Co., Inc.                       | Black Toner 414A                                 | 93.84           | 93.84       |
| 11/20/2025 | Mary Miller                                | Lost Book Found                                  | 10.99           | 10.99       |
| 11/25/2025 | Amazon Capital Services                    | Desk calendar, Labels for Cricut                 | 25.87           | 25.87       |

12/02/25

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

| <b>Date</b>                        | <b>Name</b>                    | <b>Memo</b>                                    | <b>Original Amount</b> | <b>Paid Amount</b> |
|------------------------------------|--------------------------------|--|------------------------|--------------------|
| 11/25/2025                         | Amazon Capital Services        | AA Batteries, Cardstock                        | 40.22                  | 40.22              |
| 11/25/2025                         | Amazon Capital Services        | File folders, Binder clips                     | 19.22                  | 19.22              |
| 11/25/2025                         | Amazon Capital Services        | Desk Calendar                                  | 7.59                   | 7.59               |
| <b>Total Supplies - Office</b>     |                                |  |                        | <b>217.68</b>      |
| <b>Supplies - Paper</b>            |                                |  |                        |                    |
| 11/12/2025                         | W.B. Mason Co., Inc.           | Qty 5 8.5 x 11 Paper                           | 327.75                 | 327.75             |
| <b>Total Supplies - Paper</b>      |                                |  |                        | <b>327.75</b>      |
| <b>Telephone</b>                   |                                |  |                        |                    |
| 11/19/2025                         | Optimum                        | Billing period 11/16/25 to 12/15/25            | 192.00                 | 192.00             |
| <b>Total Telephone</b>             |                                |  |                        | <b>192.00</b>      |
| <b>Travel</b>                      |                                |  |                        |                    |
| 11/13/2025                         | Shauna Scholl.                 | Mileage to Saratoga Springs, NY                | 186.20                 | 186.20             |
| 11/25/2025                         | Karen Letteriello.             | Reimburse Mileage to Southold                  | 7.00                   | 7.00               |
| <b>Total Travel</b>                |                                |  |                        | <b>193.20</b>      |
| <b>Workshops</b>                   |                                |  |                        |                    |
| 11/04/2025                         | Nassau County Library Assoc... | Registration for the Programming Table 11/5/25 | 15.00                  | 15.00              |
| 11/13/2025                         | Shauna Scholl.                 | NYLA Conference Lodging                        | 540.00                 | 540.00             |
| 11/13/2025                         | Shauna Scholl.                 | Trustee Workshop snacks                        | 324.93                 | 324.93             |
| <b>Total Workshops</b>             |                                |  |                        | <b>879.93</b>      |
| <b>Staff Development</b>           |                                |  |                        |                    |
| 11/25/2025                         | Elan Financial Services        | Four SCLS Annual Dinner Tickets                | 340.00                 | 340.00             |
| <b>Total Staff Development</b>     |                                |  |                        | <b>340.00</b>      |
| <b>Total Miscellaneous Expense</b> |                                |  |                        | <b>10,355.19</b>   |
| <b>TOTAL</b>                       |                                |  |                        | <b>16,966.67</b>   |

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

Nov 25

| Ordinary Income/Expense         |           |
|---------------------------------|-----------|
| Income                          |           |
| Mattituck-Cutchogue School Dist | 35,247.82 |
| Interest                        | 3.89      |
| Direct Public Support           | 6,018.85  |
| Fines                           | 30.63     |
| Library Materials Paid For      | 16.40     |
| Copy Machine                    | 263.35    |
| Refunds                         | 2.20      |
| Total Income                    | 41,583.14 |
| Gross Profit                    | 41,583.14 |
| Expense                         |           |
| Payroll Expenses                |           |
| Salaries                        |           |
| Professional Salaries           | 27,823.81 |
| Clerical                        | 28,492.96 |
| Custodian                       | 3,649.97  |
| Total Salaries                  | 59,966.74 |
| Benefits                        |           |
| Fica                            | 4,379.80  |
| Disability Insurance            | -264.64   |
| Medical Insurance               | 5,490.39  |
| Retirement                      | 4,840.99  |
| Total Benefits                  | 14,446.54 |
| Total Payroll Expenses          | 74,413.28 |
| Library Materials               |           |
| Youth Materials                 |           |
| Youth Arts & Crafts             | 51.96     |
| Youth Books                     | 1,021.78  |
| Total Youth Materials           | 1,073.74  |
| Adult Materials                 |           |
| DVD/Music CD                    | 420.13    |
| Digital Material Subscriptions  | 868.34    |
| Adult Books                     | 2,268.52  |
| Adult Ref Books                 |           |
| Continuations                   | 72.45     |
| Total Adult Ref Books           | 72.45     |
| Newspapers                      | 179.30    |
| Total Adult Materials           | 3,808.74  |
| Teen Materials                  | 52.38     |
| Total Library Materials         | 4,934.86  |

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

|                                    | Nov 25   |
|------------------------------------|----------|
| Technology                         | 338.01   |
| Operations and Maintenance         |          |
| Building Maintenance               |          |
| Aquarium Maintenance               | 230.00   |
| Total Building Maintenance         | 230.00   |
| Gas                                | 659.97   |
| Grounds Maintenance                |          |
| Sprinkler Maintenance              | 140.00   |
| Total Grounds Maintenance          | 140.00   |
| Garbage Removal                    | 308.64   |
| Total Operations and Maintenance   | 1,338.61 |
| Miscellaneous Expense              |          |
| Longevity Benefit                  | 235.95   |
| Maintenance Office Equipment       |          |
| Optimum Internet Service           | 244.85   |
| Copy Machine                       | 1,142.93 |
| Computer Software Licenses         | 152.47   |
| Total Maintenance Office Equipm... | 1,540.25 |
| Membership                         |          |
| Professional Memberships           | 865.00   |
| Museum Passes                      | 300.00   |
| Total Membership                   | 1,165.00 |
| Postage                            |          |
| Postage & Stamps                   | 48.20    |
| Total Postage                      | 48.20    |
| Professional Fees                  |          |
| Payroll Processing                 | 573.70   |
| SCLS/Overdue Notices               | 22.61    |
| Total Professional Fees            | 596.31   |
| Programs - Adult                   |          |
| Adult Reading Club & Book Dis...   | 476.62   |
| Adult Programs                     | 2,826.40 |
| Motion Picture License             | 120.00   |
| Total Programs - Adult             | 3,423.02 |
| Programs - Juvenile                | 1,461.20 |
| Programs - Teen                    | 331.39   |
| Supplies - Library                 | 212.96   |
| Supplies - Office                  | 217.68   |
| Supplies - Paper                   | 327.75   |
| Telephone                          | 192.00   |
| Travel                             | 193.20   |
| Workshops                          | 879.93   |

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

|                             | Nov 25            |
|-----------------------------|-------------------|
| Staff Development           | 340.00            |
| Total Miscellaneous Expense | 11,164.84         |
| Total Expense               | 92,189.60         |
| Net Ordinary Income         | -50,606.46        |
| Net Income                  | <u>-50,606.46</u> |

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12/02/25

Cash Basis

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

|                                 | Jan - Nov 25        | Budget              | \$ Over Budget     | % of Budget   |
|---------------------------------|---------------------|---------------------|--------------------|---------------|
| <b>Ordinary Income/Expense</b>  |                     |                     |                    |               |
| Income                          |                     |                     |                    |               |
| PILOT Funds                     | 14,671.78           | 5,000.00            | 9,671.78           | 293.4%        |
| Mattituck-Cutchogue School Dist | 1,720,197.94        | 1,718,603.00        | 1,594.94           | 100.1%        |
| NY State Incentive              | 1,723.50            | 1,800.00            | -76.50             | 95.8%         |
| Interest                        | 50.86               | 50.00               | 0.86               | 101.7%        |
| Direct Public Support           | 24,734.67           | 5,000.00            | 19,734.67          | 494.7%        |
| Fines                           | 961.55              |                     |                    |               |
| Library Materials Paid For      | 260.64              |                     |                    |               |
| Copy Machine                    | 5,135.86            | 3,500.00            | 1,635.86           | 146.7%        |
| Designated Gifts                | 2,500.00            |                     |                    |               |
| E-Rate Discount                 | 0.00                | 5,400.00            | -5,400.00          | 0.0%          |
| Refunds                         | 3,539.86            |                     |                    |               |
| Fund Balance Brought Forward    | -14,599.79          |                     |                    |               |
| <b>Total Income</b>             | <b>1,759,176.87</b> | <b>1,739,353.00</b> | <b>19,823.87</b>   | <b>101.1%</b> |
| <b>Gross Profit</b>             | <b>1,759,176.87</b> | <b>1,739,353.00</b> | <b>19,823.87</b>   | <b>101.1%</b> |
| <b>Expense</b>                  |                     |                     |                    |               |
| Payroll Expenses                |                     |                     |                    |               |
| Salaries                        |                     |                     |                    |               |
| Professional Salaries           | 326,865.25          | 361,729.00          | -34,863.75         | 90.4%         |
| Clerical                        | 328,740.37          | 459,661.00          | -130,920.63        | 71.5%         |
| Custodian                       | 43,663.35           | 49,050.00           | -5,386.65          | 89.0%         |
| Total Salaries                  | 699,268.97          | 870,440.00          | -171,171.03        | 80.3%         |
| Benefits                        |                     |                     |                    |               |
| Fica                            | 51,512.64           | 64,310.00           | -12,797.36         | 80.1%         |
| Disability Insurance            | 1,569.94            | 1,200.00            | 369.94             | 130.8%        |
| Medical Insurance               | 60,351.83           | 125,405.00          | -65,053.17         | 48.1%         |
| Retirement                      | 53,159.95           | 71,153.00           | -17,993.05         | 74.7%         |
| Total Benefits                  | 166,594.36          | 262,068.00          | -95,473.64         | 63.6%         |
| <b>Total Payroll Expenses</b>   | <b>865,863.33</b>   | <b>1,132,508.00</b> | <b>-266,644.67</b> | <b>76.5%</b>  |
| Library Materials               |                     |                     |                    |               |
| Youth Materials                 |                     |                     |                    |               |
| Youth Arts & Crafts             | 1,249.70            | 2,000.00            | -750.30            | 62.5%         |
| 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                     | 7,371.71            | 12,000.00           | -4,628.29          | 61.4%         |
| <b>Total Youth Materials</b>    | <b>9,523.99</b>     | <b>15,900.00</b>    | <b>-6,376.01</b>   | <b>59.9%</b>  |
| Adult Materials                 |                     |                     |                    |               |
| DVD/Music CD                    | 3,262.67            | 3,700.00            | -437.33            | 88.2%         |
| Live-brary Downloadable e-b...  | 54,688.00           | 57,300.00           | -2,612.00          | 95.4%         |
| Digital Material Subscriptions  | 9,991.88            | 12,500.00           | -2,508.12          | 79.9%         |
| Title Source                    | 1,189.65            | 2,400.00            | -1,210.35          | 49.6%         |
| Adult Books                     | 16,200.80           | 21,500.00           | -5,299.20          | 75.4%         |
| Reference Books and Data ...    | 1,489.80            | 2,000.00            | -510.20            | 74.5%         |
| Adult Ref Books                 |                     |                     |                    |               |

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

|                              | Jan - Nov 25    | Budget               | \$ Over Budget       | % of Budget   |
|------------------------------|-----------------|----------------------|----------------------|---------------|
| Local History Continuations  | 625.00<br>72.45 | 1,000.00<br>2,000.00 | -375.00<br>-1,927.55 | 62.5%<br>3.6% |
| Total Adult Ref Books        | 697.45          | 3,000.00             | -2,302.55            | 23.2%         |
| 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                   | 7,125.40        | 7,200.00             | -74.60               | 99.0%         |
| Periodicals                  | 4,554.51        | 5,200.00             | -645.49              | 87.6%         |
| Total Adult Materials        | 105,371.52      | 125,650.00           | -20,278.48           | 83.9%         |
| Teen Materials               | 1,645.53        | 2,500.00             | -854.47              | 65.8%         |
| Total Library Materials      | 116,541.04      | 144,050.00           | -27,508.96           | 80.9%         |
| Capital Expenditures         | 7,553.97        | 19,000.00            | -11,446.03           | 39.8%         |
| Technology                   | 8,243.48        | 9,300.00             | -1,056.52            | 88.6%         |
| Operations and Maintenance   |                 |                      |                      |               |
| Building Maintenance         |                 |                      |                      |               |
| Aquarium Maintenance         | 2,901.00        | 3,600.00             | -699.00              | 80.6%         |
| 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   | 16,155.73       | 22,775.00            | -6,619.27            | 70.9%         |
| 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                          | 7,499.94        | 12,000.00            | -4,500.06            | 62.5%         |
| Grounds Maintenance          |                 |                      |                      |               |
| Snow Removal                 | 2,150.00        | 4,000.00             | -1,850.00            | 53.8%         |
| Sprinkler Maintenance        | 474.00          | 700.00               | -226.00              | 67.7%         |
| Other Grounds Maintenance    | 16,966.95       | 12,500.00            | 4,466.95             | 135.7%        |
| Total Grounds Maintenance    | 19,590.95       | 17,200.00            | 2,390.95             | 113.9%        |
| 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%         |

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

|                                    | Jan - Nov 25 | Budget     | \$ Over Budget | % of Budget |
|------------------------------------|--------------|------------|----------------|-------------|
| Garbage Removal                    | 3,412.67     | 3,300.00   | 112.67         | 103.4%      |
| Total Operations and Maintenance   | 103,044.87   | 124,925.00 | -21,880.13     | 82.5%       |
| Miscellaneous Expense              |              |            |                |             |
| Longevity Benefit                  | 235.95       | 1,500.00   | -1,264.05      | 15.7%       |
| 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           | 2,699.45     | 3,500.00   | -800.55        | 77.1%       |
| Copy Machine                       | 4,378.92     | 5,500.00   | -1,121.08      | 79.6%       |
| 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         | 9,499.39     | 9,000.00   | 499.39         | 105.5%      |
| Total Maintenance Office Equipment | 29,241.76    | 33,250.00  | -4,008.24      | 87.9%       |
| Membership                         |              |            |                |             |
| Professional Memberships           | 3,871.00     | 2,300.00   | 1,571.00       | 168.3%      |
| Museum Passes                      | 3,015.05     | 5,000.00   | -1,984.95      | 60.3%       |
| 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                   | 7,620.05     | 8,450.00   | -829.95        | 90.2%       |
| Postage                            |              |            |                |             |
| Postage & Stamps                   | 582.50       | 770.00     | -187.50        | 75.6%       |
| 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                      | 3,337.80     | 3,270.00   | 67.80          | 102.1%      |
| 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                 | 6,328.79     | 8,000.00   | -1,671.21      | 79.1%       |
| 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               | 239.40       | 500.00     | -260.60        | 47.9%       |
| SCLS/Annual Membership             | 11,508.00    | 12,500.00  | -992.00        | 92.1%       |
| Total Professional Fees            | 54,662.69    | 57,400.00  | -2,737.31      | 95.2%       |
| Programs - Adult                   |              |            |                |             |
| Motion Picture/Music License...    | 467.99       | 600.00     | -132.01        | 78.0%       |
| Adult Reading Club & Book ...      | 1,715.50     | 3,500.00   | -1,784.50      | 49.0%       |
| Adult Programs                     | 26,957.23    | 18,000.00  | 8,957.23       | 149.8%      |
| Total Programs - Adult             | 29,140.72    | 22,100.00  | 7,040.72       | 131.9%      |
| Programs - Juvenile                | 10,517.99    | 12,000.00  | -1,482.01      | 87.6%       |

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Cash Basis

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

|                                 | Jan - Nov 25     | Budget           | \$ Over Budget  | % of Budget |
|---------------------------------|------------------|------------------|-----------------|-------------|
| Programs - Summer               | 9,777.37         | 8,000.00         | 1,777.37        | 122.2%      |
| Programs - Teen                 | 8,266.51         | 8,000.00         | 266.51          | 103.3%      |
| Supplies - Library              | 7,297.26         | 10,500.00        | -3,202.74       | 69.5%       |
| Supplies - Office               | 3,583.75         | 4,000.00         | -416.25         | 89.6%       |
| Supplies - Paper                | 1,227.10         | 2,500.00         | -1,272.90       | 49.1%       |
| Telephone                       | 2,072.16         | 2,400.00         | -327.84         | 86.3%       |
| Travel                          | 1,167.90         | 2,400.00         | -1,232.10       | 48.7%       |
| Workshops                       | 2,954.07         | 2,300.00         | 654.07          | 128.4%      |
| Staff Development               | 540.00           | 1,000.00         | -460.00         | 54.0%       |
| Tuition Reimbursement           | 0.00             | 2,500.00         | -2,500.00       | 0.0%        |
| <br>Total Miscellaneous Expense | <br>196,665.35   | <br>209,570.00   | <br>-12,904.65  | <br>93.8%   |
| <br>Debt Service Total          |                  |                  |                 |             |
| Mortgage Interest               | 0.46             |                  |                 |             |
| Debt Service Total - Other      | 0.00             | 100,000.00       | -100,000.00     | 0.0%        |
| <br>Total Debt Service Total    | <br>0.46         | <br>100,000.00   | <br>-99,999.54  | <br>0.0%    |
| <br>Total Expense               | <br>1,297,912.50 | <br>1,739,353.00 | <br>-441,440.50 | <br>74.6%   |
| <br>Net Ordinary Income         | <br>461,264.37   | <br>0.00         | <br>461,264.37  | <br>100.0%  |
| <br>Net Income                  | <br>461,264.37   | <br>0.00         | <br>461,264.37  | <br>100.0%  |

12/02/25

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

| Type                               | Date       | Name                | Memo                 | Paid Amount |
|------------------------------------|------------|---------------------|----------------------|-------------|
| <b>General Fund</b>                |            |                     |                      |             |
| <b>Building Fund</b>               |            |                     |                      |             |
| <b>Savings</b>                     |            |                     |                      |             |
| Deposit                            | 11/30/2025 |                     | Interest             | 0:44        |
| Total Savings                      |            |                     |                      | 0.44        |
| Total Building Fund                |            |                     |                      | 0.44        |
| Total General Fund                 |            |                     |                      | 0.44        |
| <b>Cultural Activities Fund</b>    |            |                     |                      |             |
| <b>Coffee Machine</b>              |            |                     |                      |             |
| Deposit                            | 11/03/2025 |                     | Coffee               | 1.00        |
| Deposit                            | 11/10/2025 |                     | Coffee               | 6.00        |
| Deposit                            | 11/17/2025 |                     | Coffee               | 2.00        |
| Deposit                            | 11/24/2025 |                     | Coffee               | 3.00        |
| Total Coffee Machine               |            |                     |                      | 12.00       |
| <b>Staff Activity Fund</b>         |            |                     |                      |             |
| Bill                               | 11/20/2025 | CJ's American Grill | Staff Holiday Par... | -725.00     |
| Total Staff Activity Fund          |            |                     |                      | -725.00     |
| <b>Adult Programs Wash Account</b> |            |                     |                      |             |
| Deposit                            | 11/03/2025 |                     | Yoga                 | 77.38       |
| Deposit                            | 11/03/2025 |                     | Cooking              | 18.82       |
| Deposit                            | 11/03/2025 |                     | Arts and Crafts      | 137.44      |
| Deposit                            | 11/03/2025 |                     | Defensive Driving    | 33.68       |
| Deposit                            | 11/03/2025 |                     | Defensive Driving    | 35.00       |
| Deposit                            | 11/03/2025 |                     | Jane Austen Raffle   | 10.00       |
| Deposit                            | 11/10/2025 |                     | Yoga                 | 260.00      |
| Deposit                            | 11/10/2025 |                     | Cooking              | 10.00       |
| Deposit                            | 11/10/2025 |                     | LI Aquarium Tick...  | 78.00       |
| Deposit                            | 11/10/2025 |                     | Defensive Driving    | 70.00       |
| Deposit                            | 11/10/2025 |                     | Yoga                 | 19.12       |
| Deposit                            | 11/10/2025 |                     | Cooking              | 18.82       |
| Deposit                            | 11/10/2025 |                     | Defensive Driving    | 134.72      |
| Deposit                            | 11/17/2025 |                     | Yoga                 | 19.12       |
| Deposit                            | 11/17/2025 |                     | Defensive Driving    | 67.36       |
| Deposit                            | 11/17/2025 |                     | Cooking              | 20.00       |
| Deposit                            | 11/17/2025 |                     | Arts/Crafts          | 36.00       |
| Deposit                            | 11/17/2025 |                     | LI Aquarium Tick...  | 257.00      |
| Deposit                            | 11/17/2025 |                     | Defensive Driving    | 70.00       |
| Deposit                            | 11/24/2025 |                     | Jane Austen Raffle   | 45.00       |
| Deposit                            | 11/24/2025 |                     | Yoga                 | 38.24       |
| Deposit                            | 11/24/2025 |                     | Defensive Driving    | 134.72      |
|                                    | 11/24/2025 |                     | Yoga                 | 30.00       |
| Total Adult Programs Wash Account  |            |                     |                      | 1,620.42    |
| Total Cultural Activities Fund     |            |                     |                      | 907.42      |
| <b>Gift and Trust Fund - MM</b>    |            |                     |                      |             |
| <b>Undesignated &amp; Interest</b> |            |                     |                      |             |
| Deposit                            | 11/30/2025 |                     | Interest             | 0.02        |

12/02/25

Mattituck-Laurel Library

Monthly Income & Expense Report - All Other Funds  
November 2025

| Type                           | Date | Name | Memo | Paid Amount   |
|--------------------------------|------|------|------|---------------|
| Total Undesignated & Interest  |      |      |      | 0.02          |
| Total Gift and Trust Fund - MM |      |      |      | 0.02          |
| <b>TOTAL</b>                   |      |      |      | <b>907.88</b> |

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

| Type                                | Date       | Num   | Name                          | Memo                                   | Amount            |
|-------------------------------------|------------|-------|-------------------------------|--|-------------------|
| <b>Operating Checking</b>           |            |       |                               |  |                   |
| Total Operating Checking            |            |       |                               |  |                   |
| <b>BNB Operating Checking</b>       |            |       |                               |  |                   |
| Bill Pmt -Check                     | 11/04/2025 | 13654 | Kanopy, Inc.                  | Invoice #475353-PPU                    | -140.00           |
| Bill Pmt -Check                     | 11/04/2025 | 13655 | Midwest Tape                  | Cstmr 2000016439,Inv 507968601         | -198.34           |
| Bill Pmt -Check                     | 11/04/2025 | 13656 | Nassau County Library As...   | Invoice no. 04314                      | -15.00            |
| Bill Pmt -Check                     | 11/04/2025 | 13657 | Orlowski Hardware Comp...     | Account # 584177                       | -26.99            |
| Bill Pmt -Check                     | 11/04/2025 | 13658 | Penworthy                     | Cstmr 00-5320020_001, Invoice 06...    | -527.73           |
| Bill Pmt -Check                     | 11/04/2025 | 13659 | Quogue Wildlife Refuge        | Invoice # 110125                       | -100.00           |
| Bill Pmt -Check                     | 11/04/2025 | 13660 | SCLS                          | Invoice #95716                         | -530.00           |
| Bill Pmt -Check                     | 11/04/2025 | 13661 | B&T Juvenile Account          | L 935700                               | -25.07            |
| Bill Pmt -Check                     | 11/04/2025 | 13662 | B&T Adult Account             | L 90004-3                              | -206.51           |
| Bill Pmt -Check                     | 11/04/2025 | 13663 | Midwest Tape                  | Cstmr 2000001786                       | -33.58            |
| Bill Pmt -Check                     | 11/04/2025 | 13664 | Rob Scott                     | Sweet Potato Muffins 11/6/25           | -299.00           |
| Bill Pmt -Check                     | 11/07/2025 | 13665 | B&T Teen Account              | Acct L943258, Invoice 5019671287       | -13.01            |
| Bill Pmt -Check                     | 11/07/2025 | 13666 | Midwest Tape                  | Cstmr 2000001786                       | -200.13           |
| Bill Pmt -Check                     | 11/07/2025 | 13667 | PM Communications Corp.       | Invoice 45538                          | -117.89           |
| Bill Pmt -Check                     | 11/07/2025 | 13668 | SCLS                          | Invoice 95758                          | -22.61            |
| Bill Pmt -Check                     | 11/10/2025 | 13669 | NYS Employees Health In...    | 03909                                  | -9,461.05         |
| Bill Pmt -Check                     | 11/10/2025 | 13670 | Nicole Summers Sparling       | Baby Boogie/Toddler Tango 11/12/25     | -350.00           |
| Bill Pmt -Check                     | 11/12/2025 | 13671 | Amazon Capital Services       | Acct A1QBFNTMAAYKEX, Invoice I...      | -497.67           |
| Bill Pmt -Check                     | 11/12/2025 | 13672 | Demco                         | Cstmr 310297230Invoice 7723153         | -28.63            |
| Bill Pmt -Check                     | 11/12/2025 | 13673 | ELM USA, Inc.                 | Invoice 80741                          | -25.00            |
| Bill Pmt -Check                     | 11/12/2025 | 13674 | Lindsay Irrigation, Inc.      | Invoice 20898                          | -140.00           |
| Bill Pmt -Check                     | 11/12/2025 | 13675 | Living Art Aquariums          | Invoice 2399                           | -230.00           |
| Bill Pmt -Check                     | 11/12/2025 | 13676 | Mattituck Environmental S...  | Cstmr 11-0001422-0, Invoice 63756...   | -308.64           |
| Bill Pmt -Check                     | 11/12/2025 | 13677 | Nassau County Library As...   | Invoice 2025-29                        | -72.45            |
| Bill Pmt -Check                     | 11/12/2025 | 13678 | Theresa's Programs LLC        | 70s & 80s Trivia 11/8/25               | -395.00           |
| Bill Pmt -Check                     | 11/12/2025 | 13679 | W.B. Mason Co., Inc.          |  | -421.59           |
| Bill Pmt -Check                     | 11/13/2025 | 13680 | Erin Coughlin                 | Jane Austen 11/6/25                    | -450.00           |
| Bill Pmt -Check                     | 11/13/2025 | 13681 | Long Island Library Resou...  | Invoice 300000245                      | -865.00           |
| Bill Pmt -Check                     | 11/13/2025 | 13682 | Midwest Tape                  | Cstmr 2000001786                       | -107.05           |
| Bill Pmt -Check                     | 11/13/2025 | 13683 | Shauna Scholl                 | Reimburse NYLA Conference expe...      | -1,051.13         |
| Bill Pmt -Check                     | 11/13/2025 | 13684 | Erin Furey                    | Ms. Rachel 11/13/25                    | -250.00           |
| Bill Pmt -Check                     | 11/18/2025 | 13685 | Diana Conklin                 | Wreath 11/15/25                        | -610.00           |
| Bill Pmt -Check                     | 11/18/2025 | 13686 | Marissa Timm                  | Reimburse Teen Program Supplies        | -58.41            |
| Bill Pmt -Check                     | 11/19/2025 | 13687 | Business Card                 | 5474 1518 7474 0647                    | -537.69           |
| Bill Pmt -Check                     | 11/19/2025 | 13688 | Optimum                       | Acct 07839-381822-01-2                 | -436.85           |
| Bill Pmt -Check                     | 11/19/2025 | 13689 | Precision Microproducts       |  | -1,142.93         |
| Bill Pmt -Check                     | 11/20/2025 | 13690 | Aflac                         | Acct NQH35, Inv. 743924                | -51.24            |
| Bill Pmt -Check                     | 11/20/2025 | 13691 | Arrayscape Gaming, Inc.       | Minecraft Polar Bear 11/13/25          | -300.00           |
| Bill Pmt -Check                     | 11/20/2025 | 13692 | Christine Griffiths           | Scents & Sensibility 11/18/25          | -400.00           |
| Bill Pmt -Check                     | 11/20/2025 | 13693 | Mary Miller                   | Lost Book Found                        | -10.99            |
| Bill Pmt -Check                     | 11/25/2025 | 13694 | Elan Financial Services       | 4798 5101 7200 1022                    | -1,105.15         |
| Bill Pmt -Check                     | 11/25/2025 | 13695 | Ingram Library Services, I... |  | -2,423.19         |
| Bill Pmt -Check                     | 11/25/2025 | 13696 | Karen Letteriello.            | Reimburse Mileage & Snack              | -18.20            |
| Bill Pmt -Check                     | 11/25/2025 | 13697 | Kidnastics, Inc.              | Kidnastics Toddler & Littles 11/28/25  | -550.00           |
| Bill Pmt -Check                     | 11/25/2025 | 13699 | Amazon Capital Services       | Acct A1QBFNTMAAYKEX, Invoice I...      | -741.22           |
| Bill Pmt -Check                     | 11/25/2025 | 13700 | National Grid                 | Acct 43544-64005                       | -659.97           |
| Bill Pmt -Check                     | 11/25/2025 | 13701 | Suffolk Safety Program        | Defensive Driving 11/22/25 Invoice ... | -560.00           |
| <b>Total BNB Operating Checking</b> |            |       |                               |  | <b>-26,714.91</b> |
| <b>TOTAL</b>                        |            |       |                               |  | <b>-26,714.91</b> |