

**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**
- XI. New 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.

gal.

12/03/25

**Mattituck-Laurel Library
Fund Balance Report**

	<u>Jan - Nov 25</u>
Other Current Assets	
Dime Bank CD 10 mo.	250,000.00
M&T Bank CD 12 mo	250,000.00
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Total Other Current Assets	500,000.00
General Fund	
Operating Fund	461,264.37
Building Fund	
Checking	268,971.72
Savings	57,317.52
	<hr/>
Total Building Fund	326,289.24
	<hr/>
Total General Fund	787,553.61
Cultural Activities Fund	
Coffee Machine	813.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	399.30
Adult Programs Wash Account	15,731.72
Designated Gifts	657.80
Parent-Toddler Programs	64.23
	<hr/>
Total Cultural Activities Fund	19,136.85
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	34,006.68

12/03/25

**Mattituck-Laurel Library
Fund Balance Report**

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

Mattituck-Laurel Library

12/02/25

Monthly Expense Report - Operating Fund (Non Payroll)

November 2025

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
11/12/2025	Amazon Capital Services	4 packages White card stock	51.96	51.96
Total Youth Arts & Crafts				51.96
Youth Books				
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
Adult Materials				
DVD/Music CD				
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
11/07/2025	Midwest Tape	507980455	25.00	25.00
11/12/2025	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / Previous co...	48.98	48.98
11/13/2025	Midwest Tape	508002341	24.49	24.49
11/13/2025	Midwest Tape	508002342	33.58	33.58
11/13/2025	Midwest Tape	508002343	54.37	54.37
11/25/2025	Amazon Capital Services	Opera DVD - Emily Magee		
Total DVD/Music CD				420.13
Digital Material Subscriptions				
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
Adult Books				
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
Adult Ref Books				
Continuations				
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
Newspapers				
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
Teen Materials				
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

Monthly Expense Report - Operating Fund (Non Payroll)

November 2025

12/02/25

Date	Name	Memo	Original Amount	Paid Amount
Technology				
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
Total Technology				338.01
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
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
Gas				
11/25/2025	National Grid	Billing period Oct 17, 2025 to Nov 17, 2025	659.97	659.97
Total Gas				659.97
Grounds Maintenance				
Sprinkler Maintenance				
11/12/2025	Lindsay Irrigation, Inc.	Winterization 11/5/25	140.00	140.00
Total Sprinkler Maintenance				140.00
Total Grounds Maintenance				140.00
Garbage Removal				
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
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
11/19/2025	Optimum	Billing period 11/16/25 to 12/15/25	244.85	244.85
Total Optimum Internet Service				244.85
Copy Machine				
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
Computer Software Licenses				
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
Membership				
Professional Memberships				
11/13/2025	Long Island Library Resources	2026 LILRC Membership (memberships expir...	865.00	865.00
Total Professional Memberships				865.00
Museum Passes				
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
Postage				
Postage & Stamps				

Mattituck-Laurel Library

Monthly Expense Report - Operating Fund (Non Payroll)

November 2025

12/02/25

Date	Name	Memo	Original Amount	Paid Amount
11/19/2025	Business Card	Postage for DVD cleaner returned to ELM US...	48.20	48.20
Total Postage & Stamps				48.20
Total Postage				48.20
Professional Fees				
SCLS/Overdue Notices				
11/07/2025	SCLS	Overdues - Processed & Mailed - October 2025	22.61	22.61
Total SCLS/Overdue Notices				22.61
Total Professional Fees				22.61
Programs - Adult				
Adult Reading Club & Book Discu				
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
Total Adult Reading Club & Book Discu				476.62
Adult Programs				
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
Total Adult Programs				2,826.40
Motion Picture License				
11/19/2025	Business Card	Kinema - Free For All Licensing	120.00	120.00
Total Motion Picture License				120.00
Total Programs - Adult				3,423.02
Programs - Juvenile				
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
Total Programs - Juvenile				1,461.20
Programs - Teen				
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
Total Programs - Teen				331.39
Supplies - Library				
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
Total Supplies - Library				212.96
Supplies - Office				
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

Date	Name	Memo	Original Amount	Paid Amount
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
Total Supplies - Office				217.68
Supplies - Paper				
11/12/2025	W.B. Mason Co., Inc.	Qty 5 8.5 x 11 Paper	327.75	327.75
Total Supplies - Paper				327.75
Telephone				
11/19/2025	Optimum	Billing period 11/16/25 to 12/15/25	192.00	192.00
Total Telephone				192.00
Travel				
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
Total Travel				193.20
Workshops				
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
Total Workshops				879.93
Staff Development				
11/25/2025	Elan Financial Services	Four SCLS Annual Dinner Tickets	340.00	340.00
Total Staff Development				340.00
Total Miscellaneous Expense				10,355.19
TOTAL				16,966.67

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

10:59 AM
12/02/25
Cash Basis

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

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	-50,606.46

11:04 AM
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
Ordinary Income/Expense				
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			
Total Income	1,759,176.87	1,739,353.00	19,823.87	101.1%
Gross Profit	1,759,176.87	1,739,353.00	19,823.87	101.1%
Expense				
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%
Total Payroll Expenses	865,863.33	1,132,508.00	-266,644.67	76.5%
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%
Total Youth Materials	9,523.99	15,900.00	-6,376.01	59.9%
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				

11:04 AM
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
Local History	625.00	1,000.00	-375.00	62.5%
Continuations	72.45	2,000.00	-1,927.55	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%

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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
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 Licensing	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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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%
Total Miscellaneous Expense	196,665.35	209,570.00	-12,904.65	93.8%
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	1,297,912.50	1,739,353.00	-441,440.50	74.6%
Net Ordinary Income	461,264.37	0.00	461,264.37	100.0%
Net Income	461,264.37	0.00	461,264.37	100.0%

12/02/25

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Savings				
Deposit	11/30/2025		Interest	0.44
Total Savings				0.44
Total Building Fund				0.44
Total General Fund				0.44
Cultural Activities Fund				
Coffee Machine				
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
Staff Activity Fund				
Bill	11/20/2025	CJ's American Grill	Staff Holiday Par...	-725.00
Total Staff Activity Fund				-725.00
Adult Programs Wash Account				
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	11/10/2025		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	11/17/2025		Jane Austen Raffle	45.00
Deposit	11/24/2025		Yoga	38.24
Deposit	11/24/2025		Defensive Driving	134.72
Deposit	11/24/2025		Yoga	30.00
Total Adult Programs Wash Account				1,620.42
Total Cultural Activities Fund				907.42
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	11/30/2025		Interest	0.02

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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
TOTAL				907.88

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Mattituck-Laurel Library

Monthly Bill Payments

As of November 30, 2025

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
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 310297230 Invoice 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
Total BNB Operating Checking					-26,714.91
TOTAL					-26,714.91