

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

MEETING DATE: Monday June 9, 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 May 12, 2025 Regular Board Meeting
- V. Approval of Treasurer's Report
- VI. Approval of the Personnel Report
- VII. Director's Report
- VIII. President's Remarks
- IX. Committee Reports
 - A. Building / Grounds
- X. Old Business
- XI. New Business
- XII. Period of Public Expression
- XIII. Adjournment

Next Meeting – July 14, 2025

Directors Report May 2025

Building and Grounds

On Tuesday May 6th the alarm system was displaying errors on the panel in the lobby – Suffolk Security was on site the next morning Wednesday May 7th and determined the errors to be caused by a leak in the roof in the original part of the building. The water was coming through inside the staff bathroom and was causing the alarm system to malfunction.

The irrigation system was adjusted to water less along the sidewalk in front of the building. The system is a smart controller system and adjusts automatically depending on the weather forecast. The Town is proposing a new law regarding irrigation systems and smart controllers – we will be in compliance with our system and will adjust watering days depending upon the law and when it goes into effect.

We are still waiting for the install of the shade sail from Wm. Mills. The latest update is that the sail is stuck in customs and Mills is waiting on FedEx to deliver, once delivered they will be installing it ASAP.

Programs and Services

The weekend of May 3rd was a lively one, beginning with a well-attended sea glass jewelry-making workshop, which drew 18 participants, followed by an engaging lecture from the M-L Historical Society. On May 4th, we welcomed over 50 attendees for a Penny Lane concert, while Cynthia Fox hosted a vibrant art reception. All in all, it was a bustling and successful weekend filled with creativity and community!

We hosted a Mental Health Forum on Saturday May 10th in conjunction with the Suffolk County Multicultural Advisory Committee. We had about 25 folks in attendance and a number of vendors as well as a panel discussion about mental health – including reducing the stigma, how to help someone in a mental health crisis and then learned about local resources.

On Thursday May 22nd we met to discuss *James* by Percival Everett with 16 in attendance. Sara continues to run a weekly *Pride and Prejudice* discussion with a core group of 10, which will be wrapping up in early June. Sara will be hosting the June discussion on Tuesday June 24th, the book is *On Fire Island* by Jane L. Rosen. My next discussion will be on July 17th the book will be *The God of the Woods* by Liz Moore.

The film screening and panel discussion of **Free For All: The Public Library** is scheduled to take place Tuesday June 3rd, the panel consists of all the North Fork Directors.

The Health Fair Committee continues to plan for the health fair scheduled for August 16th from 11am – 2pm. We're all very excited for a bigger and better event this year!

I'm still working with the state consultants on a delivery date for the bicycles for our new bike borrow program.

Upcoming programs and events to note:

Carole King Tribute: A Performance by Gail Storm – June 7, 2pm

Dance Lesson with Michelle Vicale-Smith – June 13, 5pm

American History Seminar with John Viteritti – June 15, 2pm

Narcan Training – June 16, 5:30pm

Hoopiness: Hula Hooping Program for Adults – June 17, 12:30pm

Book Discussion: Jane Austen's Persuasion – June 18, 11am

Defensive Driving – June 21, 10am

Cherry Blossom Shell Art – June 23, 5:30pm

Book Discussion: On Fire Island – June 24, 5pm

Pet Photo Portraits – June 28, 12pm

Age Seamlessly: Attitude, Passion, Purpose – July 1, 5:30pm

Soul Food Basics with Chef Cheryl – July 10, 5:30pm

Dance Lesson with Michelle Vicale-Smith – July 11, 5pm

Lip Balms and Lotions – July 12, 12:30pm

Hoopiness: Hula Hooping Program for Adults – July 15, 12:30pm

Jane Austen: An Enduring Influencer – July 16, 11am

Book Discussion: The God of the Woods by Liz Moore – July 17, 5pm

Friends of the Library

The Scholarship Committee received 7 applicants for the 2025 Friends Scholarship. A total of 4 scholarships were awarded.

The Friends are resuming monthly raffles for the summer – they are currently raffling a wine picnic basket for the month of June.

We now have 23 children enrolled in the Dolly Parton Imagination Library program.

The next Friends meeting is Tuesday July 15th at 9:30am, they will be stuffing envelopes for their annual appeal following the meeting.

The Friends will be hosting a book sale on both Saturday June 21st and Sunday June 22nd.

Administrative

Our connection to Crown Castle was interrupted on Monday May 5th, within about 15 minutes all staff computers switched over to the cable line and everyone was back up and running.

I've been working on cleaning out our storage shed in the greenspace to make room for the bicycles and to make the area more functional and easier to navigate. One of the larger items in the shed—the stage—unfortunately hasn't been usable or practical for our space. I've reached out to the other libraries in the county to see if anyone might be interested in purchasing it from us.

The Bond Vote date has been confirmed as June 17th from 9am – 7pm. By the time the Board meeting happens the informational open house will have passed.

I am continuing to work with our IT consultants on issues with replaced computers and regular maintenance.

CCP installed our new scanner station on May 30th. While everything has been upgraded it all works the same, staff and patrons have not had to learn a new system.

The next full staff meeting is scheduled for Wednesday June 11th. There are no trainings scheduled so we will have a regular meeting, which will give everyone a chance to catch up and share before the summer.

This is an updated response to a question raised during last month's Board meeting regarding workers' compensation. We undergo an annual audit, which Melissa completes. I also followed up and found that the other libraries do not collect certificates of additional insured or workers' compensation information from their independent contractors.

Meetings Attended

May 1 – Health Fair Committee

May 3 – Shelter Island Public Library Groundbreaking

May 4 – On site for Penny Lane Concert & Art Gallery Reception

May 7 – PALS Executive Board Meeting

May 7 – Committee: Building & Grounds

May 10 – On site for Mental Health Forum

May 12 – Southold Town Zoning General Overview

May 14 – Rooting Out Dysfunction and Creating Successful Teams

May 15 – Zone 1 Directors Meeting @ Amagansett Library

May 16 – Mentorship Panel: Civil Service @ Brentwood

May 19 – PLDA Executive Board Meeting

May 20 – Friends of the Library Meeting

May 20 – Department Heads Meeting

May 20 – Cynthia – Balloon Mission

May 21 – NYSHIP Webinar

May 27 – East End Directors – Panel Prep

May 29 – Sonia Spar – Southold Town Partnership

May 29 – Reference Department Meeting

May 29 – Southold Town Zoning Business Owners

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - May 2025

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - We have been preparing for summer in the reference department. I have been planning our adult summer reading program and book discussions for the summer. Martha has been preparing for summer programming. The Jane Austen Committee and Health Fair Committee are planning some fun events over the summer as well. I have started doing one-on-one check ins with the staff in the reference department in place of our annual formal evals. Our new Scannx system has been installed and seems to be working well.

Meetings - I attended the following meetings during the month of May:

Date	Meeting
5/1/25	Health Fair Committee Meeting
5/8/25	Long Island Library Conference
5/12/25	1:1 check-in with department staff
5/13/25	1:1 check-in with department staff
5/15/25	1:1 check-in with department staff
5/15/25	1:1 check-in with department staff (2 on this day)
5/20/25	Department Heads Meeting
5/21/25	Jane Austen Committee Meeting
5/22/25	Summer Tour Meeting
5/29/25	Reference Department Meeting

Programming - The following adult programs were offered during the month of May:

Date	Program	Statistics	Program Platform/Notes
Mondays in May	Chair Strength and Stretch	27 each session	In person
Wednesdays in May	Yoga	7 each session plus 4 walk-ins	In person
Wednesdays in May	Pride and Prejudice weekly book discussion	10 each session	In person; offered by Sara Colichio

Tuesdays in May	Beginner's Crochet Class	8 each session plus a waitlist	In person
Wednesdays in May	Intermediate Crochet Class	6 each session	In person
Ongoing	One-on-One Technology Appointments	6	In person; offered by Sharon Twickler
5/1/25	Kentucky Derby: History and Traditions with Leslie Goddard	36	Virtual; shared with Southold Free Library; Southold hosted.
5/3/25	Seaglass Jewelry Making	18	In person
5/4/25	A Performance by Pennylane: A Beatles Tribute Band	50+	In person
5/7/25	Good Vibrations: Sound Journey with Music Therapist Kathy Pasca	10	In person
5/7/25	The Bird Flu: Should I Be Worried?	40	Virtual; this is a shared EEPA Program
5/9/25	Cha-Cha Dance Lesson	11	In person
5/11/25	Mental Health Forum	Approx 25	In person
5/12/25	Alzheimer's Caregiver Support Group	Approx 5	In person
5/14/25	New York Tenement Museum: The Wong Family Story	Stat not available	Virtual; this is a shared EEPA program
5/15/25	Ticks and Tick-Borne Disease: What You Need to Know	62	Virtual; this is a shared EEPA program sponsored by Stony Brook Southampton Hospital
5/15/25	Thursday Matinee: <i>Becoming Jane</i>	2	In person
5/15/25	The Mary Tyler Moore Story	36	Virtual
5/16/25	Boater Safety	N/A	Canceled due to low enrollment
5/17/25	From Denial to Discussion: Putting a Human Face on Mental Illness	6	In person

5/17/25	Marine Debris Vase Making with Upsculpt	21	In person
5/18/25	American History Seminar with John Vitteritti	9	
5/19	Emotional Freedom Technique (EFT Tapping)	13	In person
5/20/25	Hoopiness Hula Hooping Program for Adults	8	In person
5/20/25	Spice Up Your Spring with Chef Rob	24	In person
5/20/25	Way to Become More Self-Sufficient with Jessica Milazzo	31	This is a shared EEPA program
5/22/25	Book Discussion: James by Percival Everett	16	In person; offered by Shauna Scholl
5/28/25	Mieczyslaw Weinberg: The Passenger	5	In person; arranged by Jerry Matovcik
5/29/25	The Secret of Music	N/A	Canceled due to low enrollment
5/31/25	Regency Era Tea Party	28 registered; 20 attended	In person

*Statistics for virtual shared EEPA programs do not definitively represent the number of Mattituck-Laurel Library patrons that attended the program. Final statistics are kept by the host library but do not indicate the number of attendees by specific library. Shared programs are typically low cost and/or free for participating libraries.

Program Planning -We are looking forward to a fun summer line up of programs this year. Martha is now booking programs into the fall. The Jane Austen Committee continues to plan Jane Austen festivities to last all year in celebration of her 250th anniversary. The Health Fair Committee has been meeting regularly to plan our 2nd annual health fair, taking place on Saturday, August 16th. I am currently planning our adult summer reading program. Shauna and I are also planning future book discussions.

Social Media/Marketing - Diana continues to make adult program flyers and promote via a variety of marketing platforms. Martha is in charge of the adult programming content for our e-newsletter. I submit other miscellaneous information for our e-newsletter, including book discussions, museum tickets, new services, etc. Circulation puts programs on the sandwich

board outside and flyers are posted around the building. Sharon continues to promote via social media. Sharon also continues to offer an “e-resource spotlight” in our weekly e-newsletters to promote digital resources.

Adult Collection Development - I continue to make regular monthly book orders after reviewing book review periodicals. I am currently evaluating our biography collection and teaching Eva about our weeding process.

Newspapers, Magazines and Electronic Resources - All newspaper, magazine and e-resource subscriptions are up to date at this time.

Museum Passes - This month, we raffled off a pair of tickets to the Morgan Library & Museum, which will have a Jane Austen Exhibit on display through the summer. The tickets were graciously donated to us by the Morgan Library & Museum. The patron who won the tickets was pleased.

Other -

- **Library of Things** - I continue to assist with the library of things as needed.
- **Miscellaneous** -
I have been working with Sharon, Martha, Jerry and Jenna to help bring Jane Austen programming into fruition. Marissa is also participating by extending any programs we plan to the teens when applicable.

My weekly *Pride and Prejudice* book discussion continues to meet weekly, with 10 participants coming each week.

Martha attended her EEPA meeting on 5/13/25. The entire reference department attended our monthly reference department meeting on 5/29/25.

I have begun doing quarterly one-on-one check-ins with the staff that I supervise in the reference department.

The Health Fair committee has been meeting regularly to plan our 2nd annual health fair, scheduled for 8/16/25.

Our new Scannx system has been installed and seems to be working well.

- **Social Work** - I have been in touch with Leah Topek-Walker , who indicated that she hopes to secure a social work intern for us in the fall.

Mattituck-Laurel Library
Teen Services Board Report – May 2025
Prepared by Marissa Timm, Teen Services Librarian

Summary – This month, I focused on planning upcoming programs for the summer and preparing for the Summer Reading Program, organizing the teen collection and space, addressing community service needs, and restocking materials for community service initiatives. I also collaborated with community partners such as the Mattituck School District and CAST, worked alongside other teen librarians, participated in work-related training sessions, and assisted with adult services and programs. Additionally, I created custom bookmarks for patrons using the 3D printer and fulfilled special requests. As always, I remain committed to learning and growing in this role and look forward to continuing to provide valuable services to the teens in our community.

Meetings: Meetings during the month of May:

Date	Meeting
05/06	Friends of the Library Scholarship Meeting
05/08	Long Island Library Conference
05/08	Notary Training
05/12	Check in with Sara
05/12	Interview with Student Intern
05/20	Department Heads Meeting
05/22	Summer Tour Training
05/29	Reference Department Meeting

Programming - The following teen programs were offered during the month of May:

Date	Program	Statistics
05/01	Crochet Group Session #1	5 (11 registered)
05/05	Student Led Study Session	22
05/08	Teen Crochet Group Session #2	5 (11 registered)
05/14	Summer Presentation to 5 th and 6 th graders	325
05/15	Crochet Group Session #3	5 (11 registered)
05/16	CAST Teen Night	30

05/19	Pressed Flower Bookmarks	10
05/22	Teen Crochet Group Session #4	5 (11 registered)
05/29	Kindness Rocks at MHS	15

Community Service – Grab-and-go community service kits continue to be available on an ongoing basis and remain very popular, with a steady influx of students utilizing them. Teens have been engaging in meaningful activities such as creating dog and cat toys, writing letters to seniors, veterans, and hospitalized children, decorating kindness rocks, and making bookmarks. **Stats: - Bookmarks: 8 Rocks: 22**

Prom Dress Drive-Overall, the Mattituck-Laurel Library had **45 items** donated to CAST. We have collected **18 items** in May.

Little Free Food Pantry- Our teen volunteer continues to come weekly to organize the LFFP. They will be responsible for organizing and maintaining the Little Free Food Pantry (LFFP) and managing the overflow bin. The volunteer is scheduled to assist once a week.

Long Island Library Conference- I attended the annual Long Island Library Conference, where I participated in several sessions relevant to my role. The trainings provided valuable insights into emotional intelligence in the workplace, offering strategies to support a positive and effective work environment. Additional sessions focused on best practices in collection development, addressing current challenges related to censorship, and strengthening outreach efforts in collaboration with local school districts. The information gained from these sessions will help inform and enhance my work moving forward.

Friends of the Library Scholarship- The Friends of the Library Scholarship Committee selected this year's scholarship recipients. A total of four awards were granted from a pool of **seven applicants**. The committee carefully reviewed all submissions to recognize and support outstanding individuals in our community.

Mattituck School District- This month, the Mattituck and Cutchogue teen librarians presented summer reading and program opportunities to students at Cutchogue East. In collaboration with Cutchogue Library, we also hosted an event at Mattituck High School where teens decorated kindness rocks and bookmarks for personal use or community service. I also maintain regular communication with local librarians, keeping them informed about upcoming teen programs and community service opportunities to ensure broader outreach and engagement.

CAST Teen Night- Alongside representatives from other North Fork libraries, I represented Mattituck-Laurel Library at CAST's annual Teen Night. During the event, I assisted teens in making root beer floats and distributed custom library buttons that I created. I also took the opportunity to promote upcoming library programs and events.

Teen Space – In May, I curated a selection of both fiction and non-fiction that deal with mental health for the Teen Book Display for Mental Health Awareness Month. The guessing jar was also updated, with **14** participants taking part this month. The DIY grab-and-go kits are consistently available in the Creation Station, and I've replenished the area several times throughout the month to keep up with demand. Flyers are regularly updated, with the most recent additions featuring information about upcoming programs. I

also continue to update the community service and events board in the Teen Space to keep teens informed. Additionally, mini canvases designed and donated by teens are now displayed, adding a seasonal touch to the space for the spring.

Teen Space Survey- While we are in the planning stages of a potential renovation I created a Teen Space Survey to get feedback from the teens about what they think of the current teen space and any suggestions they have for future improvements. I have notified teens in the community as well as both the schools. I keep the surveys anonymous and just request that they notify me when they submit a survey in order to earn community service. **We have received 36 responses so far.**

Over the last few months, I continue implementing feedback from teens that could be addressed prior to the library renovation. One request was for more teen group activities, so I have organized a Teen Crochet Group, which ran this month. Additionally, there was a request for an expanded graphic novel collection, and I have been actively adding new titles to meet this demand. I also now am utilizing the T.V. in the space. It now currently is on and displays flyers for programs and events. I will continue to try and implement their feedback from this survey.

Print Newsletter-This month I submitted the content July/August newsletter.

Teen Collection - Monthly book orders continue after reviewing School Library Journal, Publisher's Weekly and Kirkus. I also continue to take books off new. I am continuing to change the book shelf displays to showcase books in the collection that have low circulation stats. I got these numbers from running statistical reports. I also update the Teen Services page on our website to showcase the new titles and take off old ones.

Social Media/Marketing- I continue to collaborate with Sharon on optimizing engagement through our Instagram and Facebook pages, exploring various strategies to increase teen involvement. Regular email blasts are sent to inform patrons about community service opportunities and upcoming programs. I maintain ongoing communication with the school district and regularly update flyers in the teen space to reflect upcoming events. Additionally, I manage content on the Teen Services page of our website to keep information current.

Other-

3D Printer-I am continuing to print bookmarks for the patrons and fulfilling requests.
Requests: 1

Jane Austen Committee- I continue to be a part of this committee and help with organization, planning and related tasks.

Presidential Award of Service- We continue to be a certifying organization for this award. This means as the person in charge of this, I have the ability to order and recognize our organization's volunteers based on their hours of service and age with the appropriate level of recognition. The organization recognizes volunteers age 5 and up.

Date: June 5, 2025

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: May 2025 Wrap-up

Our Numbers are as follows:

Programs: 219
In Person help: 121
Book pulls 213

GENERAL INFORMATION

This month, the setup for the Summer Reading Program was completed. We've tested the online platform, and everything appears ready to launch. Thanks to a generous donation made in honor of former director Tom Fleetwood, we've planned an exciting lineup for the end of summer. We're thrilled to welcome back the Long Island Petting Zoo. Following their visit to the green space, the Bubble Truck will arrive to host a fun-filled foam party. Meanwhile, the Friends of the Library will be preparing the annual Hot Dog Picnic.

The STEM table featured two engaging activities this month: an air hockey game and a geography challenge to learn the U.S. state capitals and their locations. The air hockey game continues to be a crowd favorite. We were fortunate to acquire the strikers and pucks from another library that no longer needed them, and we added a special mat to the table for smoother gameplay, it's been a big hit! The second activity involved a magnetic puzzle of the United States, where participants were challenged to place each state correctly using only its capital as a clue. In addition, we provided world maps and animal stickers, encouraging participants to match animals with their corresponding continents.

The Scavenger Hunt continues to be a favorite activity, even without a prize incentive. This month, participants were tasked with finding 13 Animal Crossing characters. We often hear kids express their surprise at how we manage to come up with new hiding spots each time. It truly is a fun challenge!

The tween room offers a peaceful space for older kids to unwind. We often set out coloring activities that encourage them to relax and chat with friends. This month, we provided 25 "DREAM" themed coloring projects, along with colored pencils, for tweens to design and enjoy at their own pace.

On Monday the 12th, Elizabeth assisted Mrs. Ketchum, an adjunct professor at the Palmer School of Library and Information Science at Long Island University. Mrs.

Ketchum, who is currently teaching a course on Graphic Novels, sought guidance on the genre. Elizabeth spent considerable time offering thoughtful recommendations and explaining why specific titles should be included in the curriculum. Mrs. Ketchum was extremely thankful for the information.

As we prepare to move our file storage to the cloud, we've been carefully reviewing old files, deciding whether to discard them or save them to our shared drive. Although this is a lengthy process, we are steadily making progress.

We've begun the process of weeding the youth fiction collection to create space for new and more relevant titles. This careful review helps ensure the collection remains current, engaging, and aligned with the interests and needs of our young readers. Removing outdated, worn, or low-circulating books allows us to maintain a vibrant and accessible collection while making room for fresh additions.

We were notified by Baker & Taylor that several previously ordered books would no longer be available and had been canceled. After reviewing the list, we reordered any essential titles, such as those needed to complete a series or fulfill patron requests through Amazon.

MEETINGS

May 1st Karen attended the Health Fair meeting.

May 6th Karen attended Lantern Training as part of the Family Place Network. This product is a push out by text to families signing up for these child rearing messages. We have not signed onto this service.

May 13th and 14th Karen visited Cutchogue East Elementary School along with Cutchogue New Suffolk Library to share our summer reading program.

May 13th Karen attended the Booklist Webinar on Page-Turning Picture Books.

May 20th Karen attended the Department Heads Meeting.

PROGRAMS

FAMILY

Both scheduled family programs were postponed. May is always unpredictable, with many events happening throughout the community. While we do our best to schedule in advance, we prefer to offer these programs at times that allow more families to attend and fully benefit.

Birth – Preschool

Musical Mondays is a program designed to engage children through storytelling set to music, incorporating singing, instrument play, and general musical exploration. It was very well received by participants. Parent/Child Rhyme and Play continues to attract a small but steady group on Wednesday mornings. We've experimented with the timing and are considering moving it to Monday, following the exercise class, to better align with participant schedules. Babies Boogie and Toddlers Tango still draw a small yet enthusiastic crowd, and it's clear that these classes have built a loyal following.

Kindergarten – 6th Grade

Attendance for the Read to a Dog program is starting to grow. We've been hosting it outdoors in the green space, which has added to its appeal. Our Minecraft program now has a regular group of student participants. To keep this momentum going, we offer the program monthly, and the students consistently show up and enjoy tackling the creative challenges. Retro Video Games continues to attract a niche but enthusiastic crowd, and we're glad to keep offering it. The Beaded Bracelet program was a big success. Kids had a great time designing their own bracelets. And as always, LEGO Club attendance remained steady and reliable.

OVERALL

On May 2nd, Karen was contacted by Jen Calonita, a local author interested in discussing her book, *Isle of Ever*. We had already ordered the book, which arrived at the end of the month. We asked the author to stop in and sign this book for the children of Mattituck-Laurel.

The Preschool Visit this month was the last of the year. We shared stories about spiders and spoke about the strength of “Spiderman.” Of particular hit was using handmade spiders and singing the Raffi song, Spider on the Floor.

Karen submitted the summer newsletter for printing. A request was made to place the department's programs on consecutive, numbered pages to avoid mixing them with content from other departments. Last year, the lack of this organization caused confusion and required us to put extra effort into promoting some of our programs.

This month we received a donation of *Harvey and the Lightning Herd*, courtesy of Alec Baldwin and PETA Kids. We are placing it in our collection.



Mattituck-Laurel **LIBRARY**

Warrants / Expenses

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

To be approved at the Library Board Meeting on June 9, 2025

Operating Account Total	\$ 120,008.35
Payroll	\$ 85,353.20
Non Payroll	\$ 34,655.15
Cultural Activities Fund	\$ 1,205.00
Money Market Account	\$ 5,439.00
Building Fund Savings	\$ 0
Building Fund Checking	\$ 125.17

Donations in excess of \$1,000 None

May payroll has five weeks.

06/02/25

**Mattituck-Laurel Library
Fund Balance Report**

	<u>Jan - May 25</u>
General Fund	
Operating Fund	282,401.93
Building Fund	
Checking	268,971.72
Savings	57,314.18
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Total Building Fund	326,285.90
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Total General Fund	608,687.83
 Cultural Activities Fund	
Coffee Machine	761.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	1,876.18
Adult Programs Wash Account	14,859.66
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	-118.19
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Total Cultural Activities Fund	19,571.48
 Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	43,295.87
Capital Reserve Fund	719,241.19
Unemployment Insurance	30,000.00
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Total Gift and Trust Fund - MM	821,953.05
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TOTAL	1,450,212.36

06/02/25

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

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Books				
05/01/2025	B&T Juvenile Account	April Invoices	790.92	790.92
05/01/2025	Penworthy	Qty 24 Various Books for Children's Department	457.11	457.11
05/29/2025	Amazon Capital Services	Qty 24 Books - Juvenile - Various	296.18	296.18
Total Youth Books				1,544.21
Total Youth Materials				1,544.21
Adult Materials				
DVD/Music CD				
05/05/2025	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / Previous co...	25.00	25.00
05/06/2025	Midwest Tape	507097821	60.86	60.86
05/06/2025	Midwest Tape	507097820	23.79	23.79
05/12/2025	Amazon Capital Services	Jane Austen DVDs	17.64	17.64
05/14/2025	Midwest Tape	507118269	25.19	25.19
05/14/2025	Midwest Tape	507125900	25.19	25.19
05/14/2025	Midwest Tape	507125901	22.39	22.39
05/27/2025	Midwest Tape	507164466	23.09	23.09
05/27/2025	Midwest Tape	507198468	20.99	20.99
05/27/2025	Midwest Tape	507198469	21.69	21.69
05/27/2025	Midwest Tape	507201521	18.19	18.19
05/29/2025	Amazon Capital Services	The Passenger Opera DVD	31.02	31.02
Total DVD/Music CD				315.04
Digital Material Subscriptions				
05/01/2025	Kanopy, Inc.	162 Tickets	162.00	162.00
05/05/2025	Midwest Tape	Hoopla Month Ending 4/30/25	187.04	187.04
05/22/2025	Library Ideas, LLC	Freegal Music & Streaming Subscription 5/16/2...	3,780.00	3,780.00
Total Digital Material Subscriptions				4,129.04
Adult Books				
05/06/2025	B&T Adult Account	April invoices	1,825.61	1,825.61
05/12/2025	Amazon Capital Services	Book -My Life in Pieces	32.00	32.00
05/12/2025	Amazon Capital Services	Qty 2 Books	45.85	45.85
05/29/2025	Amazon Capital Services	Qty 1 Book - One Shot	27.17	27.17
05/29/2025	Amazon Capital Services	Qty 19 Books - Various i.e. Travel	338.79	338.79
Total Adult Books				2,269.42
Large Print Books				
05/06/2025	B&T Adult Account	April invoices	54.59	54.59
Total Large Print Books				54.59
Newspapers				
05/14/2025	East End Beacon, Inc.	12 month subscription	20.00	20.00
05/14/2025	Daily News	Pays through June 25, 2025	90.00	90.00
05/14/2025	The New York Times	Service period 5/5/25 - 5/3/26	1,208.95	1,208.95
05/16/2025	Business Card	ANC Newspapers	81.46	81.46
05/23/2025	Elan Financial Services	D.J. Barrons	97.84	97.84
Total Newspapers				1,498.25
Total Adult Materials				8,266.34
Teen Materials				
05/01/2025	B&T Teen Account	April Invoices	96.90	96.90
05/29/2025	Amazon Capital Services	Qty 4 Books - Girl You Know, Song of Blackbir...	62.58	62.58
Total Teen Materials				159.48
Total Library Materials				9,970.03
Technology				
05/05/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
05/16/2025	Business Card	Egnyte Platform Subscription 4/24/25 to 4/23/26	1,044.00	1,044.00

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

Date	Name	Memo	Original Amount	Paid Amount
Total Technology				1,161.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
05/08/2025	Living Art Aquariums	Service 4/11/25 and 4/22/25, Fish Food	255.00	255.00
Total Aquarium Maintenance				255.00
Exterminator				
05/01/2025	Hampton Pest Management, ...	Termite Bait Station	85.00	85.00
Total Exterminator				85.00
Total Building Maintenance				340.00
Electric				
05/27/2025	PSEGLI	Service from Apr 21,2025 to May 20, 2025	1,670.05	1,670.05
Total Electric				1,670.05
Gas				
05/27/2025	National Grid	Billing period April 18, 2025 to May 19, 2025	305.11	305.11
Total Gas				305.11
Grounds Maintenance				
Other Grounds Maintenance				
05/01/2025	Twin Fork Landscape Contra...	Cuts 4/17, 4/22, Fertilizer, Lime	555.00	555.00
05/30/2025	Twin Fork Landscape Contra...	Cuts 4/29,5/6,5/13,5/20,5/27, Bed Maintenanc...	1,065.00	1,065.00
Total Other Grounds Maintenance				1,620.00
Total Grounds Maintenance				1,620.00
Insurance				
Workers' Comp.				
05/16/2025	Utica National Insurance Group	Workers Comp Ins Renewal / Policy term 05/2...	6,845.00	6,845.00
Total Workers' Comp.				6,845.00
Total Insurance				6,845.00
Water				
North Fork Water				
05/20/2025	Primo Brands	Qty 7 Water 5 gallon	139.92	139.92
Total North Fork Water				139.92
Total Water				139.92
Garbage Removal				
05/01/2025	Mattituck Environmental Serv...	4 YD Trash Service	280.06	280.06
05/29/2025	Mattituck Environmental Serv...	4 YD Trash Service	279.72	279.72
Total Garbage Removal				559.78
Total Operations and Maintenance				11,479.86
Miscellaneous Expense				
Legal Fees				
05/14/2025	Volz & Vigliotta, PLLC	Patron matter	50.00	50.00
Total Legal Fees				50.00
Maintenance Office Equipment				
Optimum Internet Service				
05/20/2025	Optimum	Billing period 5/16/25 - 6/15/25	244.85	244.85
Total Optimum Internet Service				244.85
Copy Machine				
05/20/2025	Precision Microproducts	Contract plus color and b&w copy counts	518.31	518.31

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

Date	Name	Memo	Original Amount	Paid Amount
05/20/2025	Precision Microproducts	Contract plus color and b&w copy counts	459.31	459.31
	Total Copy Machine			977.62
	Computer/Network Maintenance			
05/27/2025	L2J Consulting, Inc.	Monthly IT Support - May 2025	1,000.00	1,000.00
	Total Computer/Network Maintenance			1,000.00
	Computer Software Licenses			
05/05/2025	Traf-Sys, Inc.	Annual Data Hosting 5/21/2025 to 5/20/2026	240.00	240.00
05/23/2025	Elan Financial Services	PADDLE.NET*CRASHPLAN	32.59	32.59
	Total Computer Software Licenses			272.59
	Total Maintenance Office Equipment			2,495.06
	Membership			
	Museum Passes			
05/16/2025	Business Card	Parrish Art Museum	200.00	200.00
	Total Museum Passes			200.00
	Total Membership			200.00
	Postage			
	Postage & Stamps			
05/22/2025	Postmaster	400 Forever stamps @ \$ 0.73	292.00	292.00
	Total Postage & Stamps			292.00
	Total Postage			292.00
	Printing & Advertising			
	Other printing & advertising			
05/16/2025	Business Card	Swag with Library Logo	778.48	778.48
05/29/2025	Floyd Memorial Library.	Suffolk Times Spring Children's Directory	150.00	150.00
	Total Other printing & advertising			928.48
	Total Printing & Advertising			928.48
	Professional Fees			
	Annual audit			
05/01/2025	Appraisal Affiliates, Inc.	Annual Maintenance Service on property appra...	800.00	800.00
	Total Annual audit			800.00
	SCLS/Overdue Notices			
05/05/2025	SCLS	Overdues - Processed and Mailed April 2025	22.61	22.61
	Total SCLS/Overdue Notices			22.61
	Total Professional Fees			822.61
	Programs - Adult			
	Adult Reading Club & Book Discu			
05/05/2025	Nassau Library System	Qty 20 Books - On Fire Island	197.20	197.20
05/29/2025	Amazon Capital Services	Feather Pens and Bookmark Tassels	18.98	18.98
	Total Adult Reading Club & Book Discu			216.18
	Adult Programs			
05/01/2025	Lee McAllister	Hubbard County Park Hike 4/30/25	285.00	285.00
05/05/2025	Robyn Romanoff	Seaglass Jewelry 5/3/25	465.00	465.00
05/05/2025	Westhampton Free Library	Robert Moses vs Fire Island	50.00	50.00
05/05/2025	James Dinapoli	Penny Lane Concert 5/4/25	900.00	900.00
05/06/2025	Southold Free Library	Kentucky Derby 5/1/25 Shared Program	75.00	75.00
05/08/2025	Kathy Pasca	Sound Journey 5/8/25	300.00	300.00
05/12/2025	Amazon Capital Services	Stationary Set	9.99	9.99
05/14/2025	Vicaliente, LLC	Dance Lessons 5/9/25	300.00	300.00
05/15/2025	North Shore Public Library	Easting Seasonally 4/26/25 Shared Program	50.00	50.00
05/15/2025	North Shore Public Library	Avian Flu 5/8/25 Shared Program	50.00	50.00

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

Date	Name	Memo	Original Amount	Paid Amount
05/20/2025	Jeannie Pendergrass	Hula 5/20/25	225.00	225.00
05/20/2025	Rob Scott	BBQ 5/20/25	445.00	445.00
05/20/2025	St. George Living History Pro...	Mary Tyler Moore 5/15/25	225.00	225.00
05/20/2025	Frank C. Pomata	Denial to Discussion 5/17/25	150.00	150.00
05/20/2025	Upsculpt, Inc.	Marine Debris Vase 5/17/25	300.00	300.00
05/22/2025	Inner Strength Acupuncture w...	EFT 5/19/25	300.00	300.00
05/22/2025	North Shore Public Library	Self Sufficient 5/20/25	50.00	50.00
05/23/2025	Elan Financial Services	Zoom	63.96	63.96
Total Adult Programs				4,243.95
Total Programs - Adult				4,460.13
Programs - Juvenile				
05/09/2025	Nicole Summers Sparling	Boogie/Tango 5/12/25	350.00	350.00
05/20/2025	Arrayscape Gaming, Inc.	Minecraft Castle Attack 5/15/25	300.00	300.00
Total Programs - Juvenile				650.00
Programs - Teen				
05/12/2025	Amazon Capital Services	Paint by Number	9.99	9.99
05/12/2025	Amazon Capital Services	Bracelets,Bubbler,Cables, Sand, Phone charg...	90.51	90.51
05/12/2025	Amazon Capital Services	Pens,Blocks, Wallets,Phone stands, Lip balms...	151.60	151.60
05/12/2025	Amazon Capital Services	Crochet hooks	28.44	28.44
05/23/2025	Alice Jones	Teen Crochet May series	150.00	150.00
05/29/2025	Amazon Capital Services	Paint brushes, Dried flowers,Book mark kit, Ro...	99.76	99.76
Total Programs - Teen				530.30
Supplies - Library				
05/05/2025	Demco	Stickers - My Library, Bunny, Elephant, Piggie	56.49	56.49
05/12/2025	Amazon Capital Services	Counterfeit Money Detector	6.95	6.95
05/15/2025	Quill Corporation	Hot cups, Lids, Tea, Napkins	81.64	81.64
05/16/2025	Business Card	Tablecloth with Library Logo	119.97	119.97
05/16/2025	Business Card	Name badge for Susan	16.44	16.44
05/20/2025	The Library Store	Message Board replacement face	189.25	189.25
05/23/2025	Elan Financial Services	Cricut	9.99	9.99
Total Supplies - Library				480.73
Supplies - Office				
05/05/2025	Quill Corporation	Stirrers, Paper towels, Clorox wipes, Tissue	69.65	69.65
05/27/2025	Quill Corporation	Coffeemate, Shredder wastebags 480 count	80.28	80.28
Total Supplies - Office				149.93
Supplies - Paper				
05/06/2025	W.B. Mason Co., Inc.	Qty 5 Boxes 8.5x11 paper	297.45	297.45
Total Supplies - Paper				297.45
Telephone				
05/20/2025	Optimum	Billing period 5/16/25 - 6/15/25	191.68	191.68
Total Telephone				191.68
Workshops				
05/16/2025	Business Card	American Library Association 2025 Annual Co...	495.00	495.00
Total Workshops				495.00
Total Miscellaneous Expense				12,043.37
TOTAL				34,655.15

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

	May 25
Ordinary Income/Expense	
Income	
Mattituck-Cutchoque School Dist	37,188.44
Interest	2.69
Direct Public Support	35.22
Fines	29.18
Copy Machine	668.10
Total Income	37,923.63
Gross Profit	37,923.63
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	34,779.73
Clerical	32,149.42
Custodian	4,633.35
Total Salaries	71,562.50
Benefits	
Fica	5,316.87
Disability Insurance	-339.45
Medical Insurance	4,663.81
Retirement	3,948.48
Total Benefits	13,589.71
Total Payroll Expenses	85,152.21
Library Materials	
Youth Materials	
Youth Books	1,544.21
Total Youth Materials	1,544.21
Adult Materials	
DVD/Music CD	315.04
Digital Material Subscriptions	4,129.04
Adult Books	2,269.42
Large Print Books	54.59
Newspapers	1,498.25
Total Adult Materials	8,266.34
Teen Materials	159.48
Total Library Materials	9,970.03
Technology	1,161.89
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	255.00
Exterminator	85.00

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

	May 25
Total Building Maintenance	340.00
Electric	1,670.05
Gas	305.11
Grounds Maintenance	
Other Grounds Maintenance	1,620.00
Total Grounds Maintenance	1,620.00
Insurance	
Workers' Comp.	6,845.00
Total Insurance	6,845.00
Water	
North Fork Water	139.92
Total Water	139.92
Garbage Removal	559.78
Total Operations and Maintenance	11,479.86
Miscellaneous Expense	
Legal Fees	50.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	244.85
Copy Machine	977.62
Computer/Network Maintenance	1,000.00
Computer Software Licenses	272.59
Total Maintenance Office Equipm...	2,692.46
Membership	
Museum Passes	200.00
Total Membership	200.00
Postage	
Postage & Stamps	292.00
Total Postage	292.00
Printing & Advertising	
Other printing & advertising	928.48
Total Printing & Advertising	928.48
Professional Fees	
Payroll Processing	678.02
Annual audit	800.00
SCLS/Overdue Notices	22.61
Total Professional Fees	1,500.63
Programs - Adult	
Adult Reading Club & Book Dis...	216.18

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

	May 25
Adult Programs	4,243.95
Total Programs - Adult	4,460.13
Programs - Juvenile	650.00
Programs - Teen	530.30
Supplies - Library	480.73
Supplies - Office	149.93
Supplies - Paper	297.45
Telephone	191.68
Workshops	495.00
Total Miscellaneous Expense	12,918.79
Total Expense	120,682.78
Net Ordinary Income	-82,759.15
Net Income	-82,759.15

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

	Jan - May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	7,776.08	5,000.00	2,776.08	155.5%
Mattituck-Cutchoque School Dist	885,193.44	1,718,603.00	-833,409.56	51.5%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	17.08	50.00	-32.92	34.2%
Direct Public Support	4,169.57	5,000.00	-830.43	83.4%
Fines	256.64			
Library Materials Paid For	151.37			
Copy Machine	2,221.81	3,500.00	-1,278.19	63.5%
Designated Gifts	2,500.00			
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	3,010.73			
Fund Balance Brought Forward	0.00			
Total Income	905,296.72	1,739,353.00	-834,056.28	52.0%
Gross Profit	905,296.72	1,739,353.00	-834,056.28	52.0%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	152,731.27	361,729.00	-208,997.73	42.2%
Clerical	156,207.08	459,661.00	-303,453.92	34.0%
Custodian	20,376.44	49,050.00	-28,673.56	41.5%
Total Salaries	329,314.79	870,440.00	-541,125.21	37.8%
Benefits				
Fica	24,305.21	64,310.00	-40,004.79	37.8%
Disability Insurance	394.35	1,200.00	-805.65	32.9%
Medical Insurance	25,027.30	125,405.00	-100,377.70	20.0%
Retirement	22,562.59	71,153.00	-48,590.41	31.7%
Total Benefits	72,289.45	262,068.00	-189,778.55	27.6%
Total Payroll Expenses	401,604.24	1,132,508.00	-730,903.76	35.5%
Library Materials				
Youth Materials				
Youth Arts & Crafts	565.04	2,000.00	-1,434.96	28.3%
Youth DVD's	84.66	400.00	-315.34	21.2%
Youth Computer Software	0.00	1,500.00	-1,500.00	0.0%
Youth Compact Discs	0.00	0.00	0.00	0.0%
Youth Audio Books	0.00	0.00	0.00	0.0%
Youth Books	3,110.84	12,000.00	-8,889.16	25.9%
Total Youth Materials	3,760.54	15,900.00	-12,139.46	23.7%
Adult Materials				
DVD/Music CD	1,528.64	3,700.00	-2,171.36	41.3%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	7,129.49	12,500.00	-5,370.51	57.0%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	6,852.44	21,500.00	-14,647.56	31.9%
Reference Books and Data ...	0.00	2,000.00	-2,000.00	0.0%
Adult Ref Books				

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

	Jan - May 25	Budget	\$ Over Budget	% of Budget
Local History	475.00	1,000.00	-525.00	47.5%
Continuations	0.00	2,000.00	-2,000.00	0.0%
Total Adult Ref Books	475.00	3,000.00	-2,525.00	15.8%
Virtual Reference Collection	0.00	5,600.00	-5,600.00	0.0%
Adult Audio Books	0.00	250.00	-250.00	0.0%
Large Print Books	134.58	5,000.00	-4,865.42	2.7%
Newspapers	3,253.94	7,200.00	-3,946.06	45.2%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	79,806.25	125,650.00	-45,843.75	63.5%
Teen Materials	571.60	2,500.00	-1,928.40	22.9%
Total Library Materials	84,138.39	144,050.00	-59,911.61	58.4%
Capital Expenditures	0.00	19,000.00	-19,000.00	0.0%
Technology	6,018.74	9,300.00	-3,281.26	64.7%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	1,386.00	3,600.00	-2,214.00	38.5%
HVAC Maintenance	697.74	2,500.00	-1,802.26	27.9%
Exterminator	295.00	1,200.00	-905.00	24.6%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	0.00	200.00	-200.00	0.0%
Elevator Maint.	2,683.74	5,500.00	-2,816.26	48.8%
Security Monitoring	245.70	700.00	-454.30	35.1%
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.	603.50	7,000.00	-6,396.50	8.6%
Total Building Maintenance	7,421.68	22,775.00	-15,353.32	32.6%
Custodial Supplies	513.45	1,300.00	-786.55	39.5%
Electric	8,192.46	29,000.00	-20,807.54	28.2%
Gas	6,460.13	12,000.00	-5,539.87	53.8%
Grounds Maintenance				
Snow Removal	2,150.00	4,000.00	-1,850.00	53.8%
Sprinkler Maintenance	334.00	700.00	-366.00	47.7%
Other Grounds Maintenance	9,181.00	12,500.00	-3,319.00	73.4%
Total Grounds Maintenance	11,665.00	17,200.00	-5,535.00	67.8%
Insurance				
Workers' Comp.	6,845.00	12,000.00	-5,155.00	57.0%
Umbrella Package	0.00	23,000.00	-23,000.00	0.0%
Total Insurance	6,845.00	35,000.00	-28,155.00	19.6%
Water				
North Fork Water	412.74	850.00	-437.26	48.6%
SCWA	213.18	3,500.00	-3,286.82	6.1%
Total Water	625.92	4,350.00	-3,724.08	14.4%

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

	Jan - May 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	1,674.53	3,300.00	-1,625.47	50.7%
Total Operations and Maintenance	43,398.17	124,925.00	-81,526.83	34.7%
Miscellaneous Expense				
Longevity Benefit	0.00	1,500.00	-1,500.00	0.0%
Legal Fees	1,900.00	2,500.00	-600.00	76.0%
Contingency	175.00	3,000.00	-2,825.00	5.8%
Maintenance Office Equipment				
Verizon Mobile Hotspots	987.00	2,500.00	-1,513.00	39.5%
Optimum Internet Service	1,230.35	3,500.00	-2,269.65	35.2%
Copy Machine	1,856.23	5,500.00	-3,643.77	33.7%
Computer/Network Maintenance	5,000.00	12,000.00	-7,000.00	41.7%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	7,085.95	9,000.00	-1,914.05	78.7%
Total Maintenance Office Equipment	16,849.53	33,250.00	-16,400.47	50.7%
Membership				
Professional Memberships	1,786.00	2,300.00	-514.00	77.7%
Museum Passes	1,215.06	5,000.00	-3,784.94	24.3%
Mattituck Chamber of Commerce	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	3,126.06	8,450.00	-5,323.94	37.0%
Postage				
Postage & Stamps	527.44	770.00	-242.56	68.5%
Mailing Permit	350.00	300.00	50.00	116.7%
Newsletter mailing	833.34	2,000.00	-1,166.66	41.7%
Post Office Box Fee	0.00	200.00	-200.00	0.0%
Total Postage	1,710.78	3,270.00	-1,559.22	52.3%
Printing & Advertising				
Other printing & advertising	1,781.23	1,500.00	281.23	118.7%
Newsletter printing	7,534.00	21,000.00	-13,466.00	35.9%
Total Printing & Advertising	9,315.23	22,500.00	-13,184.77	41.4%
Professional Fees				
Payroll Processing	2,899.96	8,000.00	-5,100.04	36.2%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	5,798.82	10,900.00	-5,101.18	53.2%
Annual audit	2,075.00	15,000.00	-12,925.00	13.8%
SCLS/Overdue Notices	121.03	500.00	-378.97	24.2%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	22,402.81	57,400.00	-34,997.19	39.0%
Programs - Adult				
Motion Picture/Music Licensing	97.99	600.00	-502.01	16.3%
Adult Reading Club & Book ...	890.22	3,500.00	-2,609.78	25.4%
Adult Programs	14,380.12	18,000.00	-3,619.88	79.9%
Total Programs - Adult	15,368.33	22,100.00	-6,731.67	69.5%
Programs - Juvenile	5,003.06	12,000.00	-6,996.94	41.7%

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

	Jan - May 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	2,901.76	8,000.00	-5,098.24	36.3%
Programs - Teen	1,458.59	8,000.00	-6,541.41	18.2%
Supplies - Library	2,571.80	10,500.00	-7,928.20	24.5%
Supplies - Office	1,908.96	4,000.00	-2,091.04	47.7%
Supplies - Paper	601.90	2,500.00	-1,898.10	24.1%
Telephone	921.74	2,400.00	-1,478.26	38.4%
Travel	577.10	2,400.00	-1,822.90	24.0%
Workshops	742.14	2,300.00	-1,557.86	32.3%
Staff Development	200.00	1,000.00	-800.00	20.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	87,734.79	209,570.00	-121,835.21	41.9%
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	622,894.79	1,739,353.00	-1,116,458.21	35.8%
Net Ordinary Income	282,401.93	0.00	282,401.93	100.0%
Net Income	282,401.93	0.00	282,401.93	100.0%

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Bill	05/16/2025	Business Card	Leaf Engraving	-12.50
Check	05/18/2025		Service Charge	-112.67
Total Checking				-125.17
Total Building Fund				-125.17
Total General Fund				-125.17
Cultural Activities Fund				
Staff Activity Fund				
Deposit	05/19/2025	Better World Books	Discarded Books \$66.65 2/20/25, \$49.1...	115.78
Total Staff Activity Fund				115.78
Adult Programs Wash Account				
Bill	05/01/2025	Laurie Short	Chair Strenght Series March/April	-495.00
Bill	05/01/2025	Rosemary Martilotta	Yoga Series March/April	-680.00
Deposit	05/05/2025		Yoga	80.00
Deposit	05/05/2025		Cooking	100.00
Deposit	05/05/2025		Arts/Crafts	25.00
Deposit	05/05/2025		LI Aquarium Tickets	285.00
Deposit	05/05/2025		Crochet	10.00
Deposit	05/05/2025		Defensive Driving	140.00
Deposit	05/05/2025		Yoga	212.12
Deposit	05/05/2025		Cooking less \$50 Boating refund	251.12
Deposit	05/05/2025		Arts/Crafts	200.92
Deposit	05/05/2025		Pet Photo	4.55
Deposit	05/05/2025		Crochet	47.05
Deposit	05/12/2025		Yoga	100.00
Deposit	05/12/2025		Defensive Driving	105.00
Deposit	05/12/2025		Yoga	193.00
Deposit	05/12/2025		Arts/Crafts	32.16
Deposit	05/12/2025		Cooking	18.82
Deposit	05/19/2025	Southold Free Library	Penny Lane Shared Program	300.00
Deposit	05/19/2025	Cutchogue-New Suffolk Fr...	Penny Lane Shared Program	300.00
Deposit	05/19/2025		Aerobics	530.00
Deposit	05/19/2025		Defensive Driving	70.00
Deposit	05/19/2025		Aerobics @ \$201.81 less Boating refun...	150.06
Deposit	05/19/2025		Cooking	28.41
Deposit	05/19/2025		Arts/Crafts	9.10
General Journal	05/22/2025		Returned check -Aerobics-Jill Hansen	-30.00
Deposit	05/27/2025		Yoga	40.00
Deposit	05/27/2025		Cooking	10.00
Deposit	05/27/2025		LI Aquarium Tickets	313.00
Deposit	05/27/2025		Yoga \$38.24 less Cooking Refund \$20	18.24
Total Adult Programs Wash Account				2,368.55
Total Cultural Activities Fund				2,484.33
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	05/30/2025		Interest	0.07
Total Undesignated & Interest				0.07
Capital Reserve Fund				
Bill	05/20/2025	CCP Solutions, LLC	Scanner, Touch Screen Monitor	-5,439.00
Total Capital Reserve Fund				-5,439.00
Total Gift and Trust Fund - MM				-5,438.93
TOTAL				-3,079.77

06/02/25

Mattituck-Laurel Library

Monthly Bill Payments

As of May 31, 2025

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	05/01/2025	13228	Appraisal Affiliates, Inc.	Annual Maintenance Service on property ap...	-800.00
Bill Pmt -Check	05/01/2025	13229	B&T Juvenile Account	L 935700	-790.92
Bill Pmt -Check	05/01/2025	13230	B&T Teen Account	L943258	-96.90
Bill Pmt -Check	05/01/2025	13231	Hampton Pest Management, Inc.	Invoice 89096, Acct 2450	-85.00
Bill Pmt -Check	05/01/2025	13232	Kanopy, Inc.	Invoice #449684-PPU	-162.00
Bill Pmt -Check	05/01/2025	13233	Lee McAllister	Hubbard County Park Hike 4/30/25	-285.00
Bill Pmt -Check	05/01/2025	13234	Mattituck Environmental Services	Custmr 11-0001422-0, Inv. 6153967	-280.06
Bill Pmt -Check	05/01/2025	13235	Penworthy	Cstmr 00-5320020_001, Inv 0607078-IN	-457.11
Bill Pmt -Check	05/01/2025	13236	Twin Fork Landscape Contracting	Invoice no. 28164	-555.00
Bill Pmt -Check	05/05/2025	13237	Demco	810225915	-56.49
Bill Pmt -Check	05/05/2025	13238	ELM USA, Inc.	Invoice 76135	-25.00
Bill Pmt -Check	05/05/2025	13239	Midwest Tape	11952	-187.04
Bill Pmt -Check	05/05/2025	13240	Nassau Library System	Invoice no. 19724	-197.20
Bill Pmt -Check	05/05/2025	13241	NYS Employees Health Insurance Pe...	03909	-7,981.52
Bill Pmt -Check	05/05/2025	13242	PM Communications Corp.	Invoice no. 44717	-117.89
Bill Pmt -Check	05/05/2025	13243	Quill Corporation	03047280	-69.65
Bill Pmt -Check	05/05/2025	13244	Robyn Romanoff	Seaglass Jewelry 5/3/25	-465.00
Bill Pmt -Check	05/05/2025	13245	SCLS	Invoice 94628	-22.61
Bill Pmt -Check	05/05/2025	13246	Traf-Sys, Inc.	Cstmr Mattituck-Laurel Library, Inv. 0037020	-240.00
Bill Pmt -Check	05/05/2025	13247	Westhampton Free Library	Robert Moses vs Fire Island - Invoice 40320...	-50.00
Bill Pmt -Check	05/05/2025	13248	James Dinapoli	Penny Lane Concert 5/4/25	-900.00
Bill Pmt -Check	05/06/2025	13249	B&T Adult Account	L 90004-3	-1,880.20
Bill Pmt -Check	05/06/2025	13250	Midwest Tape	11952	-84.65
Bill Pmt -Check	05/06/2025	13251	Southold Free Library	Kentucky Derby 5/1/25 Shared Program	-75.00
Bill Pmt -Check	05/06/2025	13252	W.B. Mason Co., Inc.	Cstmr C2001734, Inv 253938341	-297.45
Bill Pmt -Check	05/08/2025	13253	Kathy Pasca	Sound Journey 5/8/25	-300.00
Bill Pmt -Check	05/08/2025	13254	Living Art Aquariums	Invoice no. 2257	-255.00
Bill Pmt -Check	05/09/2025	13255	Nicole Summers Sparling	Boogie/Tango 5/12/25	-350.00
Bill Pmt -Check	05/12/2025	13256	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice ID 14M...	-392.97
Bill Pmt -Check	05/14/2025	13257	Daily News	Account no. 4090496	-90.00
Bill Pmt -Check	05/14/2025	13258	East End Beacon, Inc.	12 month subscription	-20.00
Bill Pmt -Check	05/14/2025	13259	Midwest Tape	11952	-72.77
Bill Pmt -Check	05/14/2025	13260	The New York Times	Acct 045157575, Inv 2B10CC72518	-1,208.95
Bill Pmt -Check	05/14/2025	13261	Vicaliente, LLC	Dance Lessons 5/9/25	-300.00
Bill Pmt -Check	05/14/2025	13262	Volz & Vigliotta, PLLC	Acct MLL-01M, Stmtnt no. 6445	-50.00
Bill Pmt -Check	05/15/2025	13263	North Shore Public Library	Easting Seasonally 4/26/25 Shared Program	-50.00
Bill Pmt -Check	05/15/2025	13264	North Shore Public Library	Avian Flu 5/8/25 Shared Program	-50.00
Bill Pmt -Check	05/15/2025	13265	Quill Corporation	03047280	-81.64
Bill Pmt -Check	05/16/2025	13266	Business Card	5474 1518 7474 0647	-2,735.35
Bill Pmt -Check	05/16/2025	13267	Utica National Insurance Group	Acct 100948647, Policy 2003824	-6,845.00
Bill Pmt -Check	05/20/2025	13268	Precision Microproducts		-977.62
Bill Pmt -Check	05/20/2025	13269	Arrayscape Gaming, Inc.	Minecraft Castle Attack 5/15/25	-300.00
Bill Pmt -Check	05/20/2025	13270	Frank C. Pomata	Denial to Discussion 5/17/25	-150.00
Bill Pmt -Check	05/20/2025	13271	Jeannie Pendergrass	Hula 5/20/25	-225.00
Bill Pmt -Check	05/20/2025	13272	Optimum	Acct 07839-381822-01-2	-436.53
Bill Pmt -Check	05/20/2025	13273	Primo Brands	Acct 0140002023, Inv. 15D0140002023	-139.92
Bill Pmt -Check	05/20/2025	13274	Rob Scott	BBQ 5/20/25	-445.00
Bill Pmt -Check	05/20/2025	13275	St. George Living History Productions	Mary Tyler Moore 5/15/25	-225.00
Bill Pmt -Check	05/20/2025	13276	The Library Store	Cstmr 20058, Inv 739755	-189.25
Bill Pmt -Check	05/20/2025	13277	Upsculpt, Inc.	Marine Debris Vase 5/17/25	-300.00
Bill Pmt -Check	05/22/2025	13278	Aflac	Acct NQH35, Inv 640157	-51.24
Bill Pmt -Check	05/22/2025	13279	Inner Strength Acupuncture with Donn...	EFT 5/19/25	-300.00
Bill Pmt -Check	05/22/2025	13280	Library Ideas, LLC	Invoice # 118099	-3,780.00
Bill Pmt -Check	05/22/2025	13281	North Shore Public Library	Self Sufficient 5/20/25	-50.00
Bill Pmt -Check	05/22/2025	13282	Postmaster	400 Forever stamps @ \$ 0.73	-292.00
Bill Pmt -Check	05/23/2025	13283	Alice Jones	Teen Crochet May series	-150.00
Bill Pmt -Check	05/23/2025	13284	Elan Financial Services	4798 5101 7200 1022	-204.38
Bill Pmt -Check	05/27/2025	13285	PSEGLI	VOID: Cstmr 0295-3001-61-3, Acct 9610338...	0.00
Bill Pmt -Check	05/27/2025	13286	PSEGLI	Cstmr 0295-3001-61-3, Acct 9610338501	-1,670.05
Bill Pmt -Check	05/27/2025	13287	L2J Consulting, Inc.	Invoice # 052025	-1,000.00
Bill Pmt -Check	05/27/2025	13288	Midwest Tape	11952	-83.96
Bill Pmt -Check	05/27/2025	13289	National Grid	Acct 43544-64005	-305.11
Bill Pmt -Check	05/27/2025	13290	Quill Corporation	03047280	-80.28
Bill Pmt -Check	05/29/2025	13291	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice ID 1Q6...	-874.48
Bill Pmt -Check	05/29/2025	13292	Floyd Memorial Library	Suffolk Times Spring Children's Directory	-150.00
Bill Pmt -Check	05/29/2025	13293	Mattituck Environmental Services	Custmr 11-0001422-0, Inv. 6195772	-279.72
Bill Pmt -Check	05/29/2025	13294	Verizon	Acct. 242398426-00001, Inv 6113728260	-197.40
Bill Pmt -Check	05/30/2025	13295	Twin Fork Landscape Contracting	Invoice 28315	-1,065.00
Total BNB Operating Checking					-42,885.31
TOTAL					-42,885.31

MONTHLY IMPACT

MAY 2025

15,109 ITEMS
CHECKED
OUT

1,920 books & other items
13,189 ebooks & digital items

books & other items
+ 288 April (1,632)
+ 135 May 2024 (1,785)



DIGITAL
MATERIAL
CIRCULATION **13,189**

Flipster **71**
Freegal (downloads) **95**
Freegal (streamed) **688**



Hoopla **101**
Kanopy **247**
Overdrive **2,695**
WAM **9,292**
+ 5,645 April (7,544)
+ 9,369 May 2024 (3,820)

249 
public computer sessions

268 
ILL's incoming **495**
ILL's outgoing


17 
new patrons

 **440**
guest Wi-Fi connections

276
materials
added

Library Programs **53**
Community Groups **17**
Tutors **16**

100
room use

 **3,871**
visitors

+ 51 April (3,820)
- 59 May 2024 (3,812)
Busiest day of the week -
Thursdays (694)

Adult Services **659**
Teen Services **422**
Youth & Parenting Services **219**



1,300
program attendance



Mattituck-Laurel
LIBRARY

13900 Main Rd. | PO Box 1437

Mattituck, NY 11952

631-298-4134

www.mattitucklaurellibrary.org

Monthly Circulation Statistics of Physical Material							
	2019	2020	2021	2022	2023	2024	2025
January	2,871	3,117	2,256	2,215	2,051	1,915	1,714
February	2,704	2,871	2,092	2,068	2,030	1,794	1,575
March	2,882	1,255	2,329	2,165	2,293	1,961	1,608
April	3,328	13	2,153	2,376	1,997	1,998	1,632
May	3,080	0	2,101	2,150	2,062	1,785	1,920
June	3,727	818	2,763	2,794	2,890	2,109	
July	5,304	2,930	3,924	4,100	3,828	3,815	
August	4,912	2,978	3,575	4,098	3,488	3,491	
September	3,242	2,677	2,539	2,412	2,426	1,864	
October	2,996	2,569	2,391	2,248	1,813	1,831	
November	2,824	2,185	2,117	2,084	1,936	1,772	
December	2,582	2,296	2,070	1,977	1,732	1,602	
Total	40,452	23,709	30,310	30,687	28,546	25,937	8,449

Monthly Circulation Statistics by Material Type 2025													
Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
102 - Music CD's	13	14	8	3	8								46
106 - DVD	129	135	90	78	77								509
110 - Magazines	52	24	19	29	33								157
120 - Fiction	272	267	302	269	338								1,448
121 - Nonfiction	160	110	108	123	162								663
122 - Biography	37	24	29	37	39								166
125 - Paperback	49	35	47	31	40								202
126 - Large Print	140	135	147	138	142								702
127 - Oversize	2	2	0	1	2								7
131 - Mystery	98	78	80	98	113								467
151 - Audiobooks	22	21	9	6	8								66
160 - DVD New	88	62	70	45	57								322
161 - DVD NF	7	2	5	4	11								29
700- Library of Things	15	9	10	10	13								57
Total	1,084	918	924	872	1043	0	0	0	0	0	0	0	4,841
Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
246 - Hooked on Phonics Kits	0	0	0	0	0								0
302 - Youth CD	0	0	1	2	4								7
304 - Tween Video Games	16	19	12	15	28								90
305 - Backpacks	0	1	0	1	0								2
306 - Youth DVD	10	24	21	8	25								88
320 - Tween Chapter/Graphic	100	70	148	155	180								653
321 - Youth Nonfiction	53	91	63	62	93								362
322 - Youth Biography	11	4	9	4	10								38
325 - Tween Paperback	13	19	19	38	50								139
327 - Oversize	8	3	4	3	7								25
330 - Youth Picture Book	149	163	142	215	174								843
331 - Youth Boardbook	39	38	53	46	60								236
332 - Youth Easy Reader	56	52	43	51	62								264
337 - Tween Books New	10	14	7	27	32								90
338 - New NF	7	3	7	11	11								39
351 - Audiobooks	0	1	0	0	0								1
353 - Youth DVD NF	1	1	0	0	0								2
364 - Parenting Material	13	21	15	11	8								68
377 - Parenting Magazines	0	0	0	2	0								2
396 - Tween Magazines	0	0	0	1	0								1
650 - Youth Spanish	3	12		5	6								26
Total	489	536	544	657	750	0	0	0	0	0	0	0	2976
Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
210 - Teen Magazines	0	0	1	0	1								2
220 - Teen Fiction	20	13	19	16	25								93
221 - Teen Nonfiction	1	2	2	1	0								6
222 - Teen Bios	1	2	1	0	0								4
224 - Teen Graphic Novels	1	5	3	1	4								14
237 - New Teen Fiction	1	2	2	1	4								10
251 - Teen BOCD	0	0	0	0	0								0
275 - Teen Reading List	0	1	0	2	0								3
Total	24	25	28	21	34	0	0	0	0	0	0	0	132

Digital Circulation													
2025	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Flipster (magazines)	54	47	26	45	71								243
Freegal downloads	152	144	128	119	95								638
Freegal streaming	766	605	636	715	688								3410
Hoopla (items)	115	133	101	95	101								545
Kanopy (tickets)	203	182	184	162	247								978
Overdrive (items)	2761	2411	2694	2418	2695								12979
Comics Plus	0	18	7	1	n/a								26
WAM	3229	4322	3671	3989	9292								24503
Totals	7280	7862	7447	7544	13189	0	0	0	0	0	0		43322

NEW PATRON REGISTRATIONS

MAY 2025

Adult Year Round	12
Youth Year Round	3
Teen	1
2 ND Address	1
Total:	17

MEETING ROOM USE REPORT-May 2025

The following groups used the 3 meeting rooms May 2025

Community Room

Seaglass Jewelry Making	Oh Elephant
Penny Lane Concert:A Tribute to the Beatles	Babies Boogie
Chair aerobics	Toddlers Tango
Musical Monday	From Denial to Discussion
AP World History Modern Study Sessions	Marine Debris Vase
Lego K-6	American History Seminar
Parent/Child Rhyme & Play	Hoopiness: Hula Hooping
Chef Rob Cooking Demo	Yoga
Good Vibrations:Sound Journey	Book Disucssion:James
Dance Lesson with Michelle Vicale-Smith	Piano Practice
Mental Health Forum	Thursday Matinee: Becoming Jane
Boat America: Boating Safety Course	The Secret of Music
North Fork Anglers	Regency Era Tea Party

Conference Room

Bridge
Mah Jongg
Artist Reception
MCLA
East End Lions
Writing Group
Medicare
Minecraft
EFT Tapping

Craft Room

Tutor (16)
Citizenship Class
Q Tip Flower Painting
Alzheimer's Group
Guess The Goldfish
Pressed Flower Bookmarks
Beaded Bracelets
Book Discussion

Tutor-16
Community Groups-17

Library Programs-53
Local History-14