

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

MEETING DATE: Monday July 14, 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 June 9, 2025 Regular Board Meeting
- V. Approval of Treasurer's Report
- VI. Director's Report
- VII. President's Remarks
- VIII. Committee Reports
 - A. Building / Grounds
- IX. Old Business
- X. New Business
 - A. Emergency Closings Policy
- XI. Period of Public Expression
- XII. Adjournment

Next Meeting – August 11, 2025

Directors Report June 2025

Building and Grounds

There was a bird in the children's room on Wednesday June 4th – it eventually flew out through the back door; it is unclear if it came in through the open door or got in through the HVAC system.

Kolb was on site on Tuesday June 10th to perform yearly HVAC maintenance.

On Tuesday June 17th Mills was on site to install the shade sail.

The HVAC couldn't keep up with the hot temperatures the week of June 23rd and we had to close the building on Tuesday the 24th at 5pm, public areas of the building were in excess of 80 degrees. Kolb was able to respond on Wednesday the 25th, the units are breaking down and continue to overheat – the current solution is to run a sprinkler over the units to cool them down, so they turn back on.

The lower-level restroom was clogged on Thursday June 26th, the clog was cleared before the end of the day.

Programs and Services

My next book discussion is scheduled for July 17th the book will be *The God of the Woods* by Liz Moore. There are currently 16 patrons signed up.

I'm currently working with the North Fork Arts Center towards a fall showing of the film **Free For All: The Public Library** with a panel discussion with the North Fork Directors to follow.

We received our bicycles from the state transportation program! Three adult bicycles were delivered to the Library on Thursday June 5th, they were cataloged and ready to check out by the end of day, currently two of the bicycles are checked out to patrons. While not in use bicycles are being stored in the shed.

Upcoming programs and events to note:

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

American History Seminar with John Viteritti – July 21, 2pm

Create Your Own Greeting Cards – July 22, 5:30pm

Winslow Homer's Watercolors: Scenes from the Shore and Rural Childhood (zoom) – July 23, 1pm

Wine Glass Painting – July 24, 5:30pm

Music for Healing – August 2, 11am

Respectfully submitted by: Shauna Scholl, Director

Discovery Writing Workshop: Telling Your Story – August 5, 11am

Succulent Terrariums – August 7, 5:30pm

Dance Lesson with Michelle Vicale-Smith – August 8, 5pm

Dance Like Jane Austen: English Country Dancing Lesson – August 9, 1pm

Steve Wick: All That Remains Book Talk – August 12, 5:30pm

Friends Hot Dog Picnic – August 13, 12pm

Blood Drive – August 14, 12:30pm – 6:30pm

Health Fair – August 16 11am – 2pm

Friends of the Library

We now have 30 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.

Administrative

The second half of the PILOT payment in the amount of \$5,320.36 was received from the town.

I attended a 250th planning meeting held at Peconic Landing by the Brecknock Hall Foundation on June 9th. The meeting included a variety of cultural, historical and community organizations in Southold town that are all working towards providing programming and/or events related to America's 250th next year. We will be gathering again in September.

The full staff meeting took place on Wednesday June 11th. We had a regular agenda filled with updates and reminders as well as department reports. Information about immigration enforcement and the library was shared with staff. Staff committees were reestablished, and meeting dates were set. The next full staff meeting is scheduled for August 21st.

The auditors were on site on Monday June 23rd and back again on Thursday the 26th. They are currently working on their final review process.

On June 23, I participated in a panel discussion at the West Babylon Public Library with three colleagues. The discussion focused on transitioning from colleague to administrator, addressing related challenges and changes in relationships. Approximately 25 people attended, and the event included a Q&A session. It also provided an opportunity for networking with professionals from western Suffolk and meeting individuals new to the field as well as folks looking to move into administrative roles.

Due to the excessive heat in the building on June 24th an emergency closing policy has been drafted for Board review. The policy outlines and reiterates procedures that are already followed for inclement weather and includes excessive heat in the building, power outages and other emergencies.

The three staff committees are planning to meet next month to reestablish committee goals and to commit to priorities for the next year.

I have officially moved away from formal yearly performance evaluations and am working through one on ones with the department heads. They have each filled out yearly goals and I plan to meet with them separately once a month to discuss their yearly goals, set monthly goals and to make sure we keep channels of communication open.

Deborah from DIME Bank in Mattituck reached out to let me know that the Money Market Account is not accruing more than 0.01% interest due to the check writing privileges on the account. Deborah suggested that the Board consider moving some of the MMA funds into a short-term CD, the following rates are:

- 10 month CD with an APY of 3.0%
- 6 month CD with an APY of 2.0%

Current balance in MMA \$711,013.19 →

25% minimum threshold of reserve funds = \$177,753.50

\$711,013.19 - \$177,753.50 = \$533,259.89 available balance for investing.

10 month CD with 3% APY

\$50,000 → \$1,246.91 INT

\$100,000 → \$2,493.82 INT

\$150,000 → \$3,740.73 INT

\$200,000 → \$4,987.64 INT

\$250,000 → \$6,234.55 INT

Meetings Attended

June 2 – Committee: Building & Grounds

June 3 – Health Fair Committee

June 3 – Free For All Film & Panel Discussion

June 4 – Open House – Renovation

June 5 – One on One

June 6 – Newsday Interview

June 9 – 250th Planning – Peconic Landing Brecknock Hall Foundation

June 11 – Full Staff Meeting

June 11 – Articulating Value: Leveling Up Your Stakeholder Communications (zoom)

June 18 – Mentorship Panel Prep

June 20 – Director's Meeting @ Port Jefferson Free Library

June 21 – RML Grand Re-Opening

June 23 – Mentorship Panel: From Colleague to Administrator

June 25 – NFAC Film Showing & Panel Discussion Planning

June 25 – One on One

June 26 – *June 30* – ALA Annual Conference

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - June 2025

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - The reference department is ready for summer. Adult summer reading has begun. This year's universal summer reading theme is "Color Your World." The adults who join summer reading will receive one raffle ticket per book that they read and have the option to participate in a "Rainbow Challenge," in which each genre is assigned a color. If they "read the rainbow" they can earn an extra raffle ticket. We also have a lot of great programs booked over the next several months. We look forward to a great summer.

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

Date	Meeting
6/11/25	Full Staff Meeting
6/17/25	Friends of the Library Meeting
6/23/25	Mentorship Panel
6/25/25	1:1 check-in with Shauna

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

Date	Program	Statistics	Program Platform/Notes
Mondays in June	Chair Strength and Stretch	27 each session plus a waitlist	In person
Wednesdays in June	Yoga	7 each session plus 2 walk-ins	In person
6/3/25 and 6/10/25	Beginner's Crochet Class	9 each session	In person
6/4/25 and 6/11/25	Intermediate Crochet Class	6 each session	In person
Ongoing	One-on-One Technology Appointments	9	In person; offered by Sharon Twickler
6/2/25	Essential Estate Planning for You and Your Parents	6 In person	In person
6/3/25	Pride and Prejudice weekly book discussion	11	In person; offered by Sara Colichio

6/3/25	Free For All: Film & Panel Discussion	10	In person; hosted by North Fork Library Directors
6/3/25	Author Talk with James Sleckman: <i>Even to a Jellyfish</i>	16	In person
6/5/25	Pressed Flower Pendants	15	In person
6/7/25	Carole King Tribute: A Performance by Gail Storm	64	In person
6/12/25	Hernia Care & Repair	39	Virtual; this is a shared EEPA program sponsored by Stony Brook Southampton Hospital
6/12/25	Thursday Matinee: <i>Sense & Sensibility</i>	1	In person
6/12/25	Watercolor Painting for Beginners	20	In person
6/13/25	Dance Lessons with Michelle Vicale Smith	15	In person
6/15/25	American History Seminar with John Viteritti	4	In person
6/16/25	Narcan Training	7	In person
6/17/25	Hoopiness: Hula Hooping Program for Adults	12	In person
6/17/25	Finding Edna Lewis with Deb Freeman	31	Virtual; co-sponsored and hosted by Southold Free Library
6/21/25	Defensive Driving	16	In person
6/23/25	Cherry Blossom Shell Art	20	In person
6/24/25	Book Discussion: <i>On Fire Island</i> by Jane L. Rosen	16	In person; offered by Sara Colichio
6/25/25	Invitation to the Opera: <i>Donizetti's La Fille du Régiment</i>	5	In person; arranged by Jerry Matovcik
6/26/25	Brazilian BBQ with Pitt Master Brian Collins	50	In person
6/28/25	Pet Portraits	15	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 - 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. Summer reading has begun. Shauna and I are also planning future book discussions. Martha continues to plan adult programs into the fall and winter.

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 training Eva to assist with our weeding process.

Newspapers, Magazines and Electronic Resources - All newspaper, magazine and e-resource subscriptions are up to date at this time. This month, I renewed our subscription to EBSCO.

Museum Passes - We are now offering a pass to the Southold Historical Museum, a discount to Splish Splash, and discount codes for Whale Watching via CRESLI.

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 ended on 6/3/25. The group expressed interest in doing another weekly book discussion on another classic in the near future.

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

I have begun spending more time training staff in the reference department to do miscellaneous library tasks. This will assist the department and the library in the event of staff absences, coverage, etc.

- 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 – June 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 June:

Date	Meeting
06/26	Youth Services Basics Course

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

Date	Program	Statistics
06/02	Summer Painting	5
06/09	Earth Science Regents Review	28
06/10	Geometry Regents Review	36
06/12	Living Environment Regents Review	20
06/16	Algebra I Regents Review	32
06/17	Global Regents Review	27
06/20	Algebra II Regents Review	15
06/23	Chemistry Regents Review	13

***All regents review sessions were shared with the North Fork Libraries.**

Summer Reading –The Teen Summer Reading Challenge started this month. In the first day of the program we had 13 teens register.

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: - Postcards: 40 Letters to Veterans: 45 Teen Survey: 1**

Student Intern- In collaboration with the Career and Employment Agency on Long Island, we are pleased to welcome a student intern for the summer. The intern, Draco, is a local student from Mattituck High School. This internship is designed to provide him with hands-on experience and foundational skills necessary for working in a library setting. Draco will be working with us three times per week, with his internship beginning this month.

Little Free Food Pantry- Our teen volunteer recently graduated and will no longer be continuing in their role at the library. For the summer, our student intern will assume their responsibilities. I plan to open a new application process in the fall to recruit a replacement volunteer.

Mattituck School District- This month, I have been maintaining regular communication with local librarians, keeping them informed about upcoming teen programs and community service opportunities to ensure broader outreach and engagement. I also worked with the school to ensure we got the latest copy of the 2025 yearbook.

Teen Space – In June, I curated a selection of both fiction and non-fiction books for the Teen Book Display for Pride Month. The guessing jar was also updated, with **10** 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 summer.

Teen Space Survey- 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 37 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 continued to work on drafts of the July/August newsletter and began creating content for the September/October 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: 3

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: July 2, 2025

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Department

Subject: June 2025

Program attendance: 166 scavenger hunt 57

In Person help: 113

Book pulls: 229

GENERAL INFORMATION

Our book supplier, Baker & Taylor, is now offering "Hot Deals", a selection of unprocessed books that are shipped separately and cost less than processed titles. While the selection is limited, we were able to take advantage of some great options. Our new representative also set up a Hot Deal account for us, giving us direct access to browse and order from this category.

We opened registration for our summer programming at the beginning of the month, hoping to give participants time to explore our offerings and sign up. Many of our programs are already filling up. Summer reading and logging officially began on June 30th, using the READSquared software. This year's theme is **Color Our World**. On the first day, 96 readers signed up: 29 in the Birth–Pre-K group and 67 in the 5–12 years group.

To prepare for summer reading prizes and setup, we removed the STEM table. We have provided a colorful foam house which will remain in the children's room throughout the summer. This house matches perfectly with our candy land theme. We also brought back our light table, now located in the Tween Place, along with translucent tiles for building. There's always something engaging for families to enjoy in the Youth and Parenting Department.

We are continuing the weeding process in the Youth Fiction section and have donated a number of books to the Friends group for their book sale.

This month's self-directed scavenger hunt challenged participants to find 13 different How to Train Your Dragon characters. The characters are just as exciting as the hunt itself, which is why we offer three options for participants to vote on the theme of the next hunt.

PROGRAMS

We kicked off this month's family programs with a "Fish Tales" storytime. Families enjoyed reading fish-themed books, playing games, going fishing, and decorating fishing cupcakes. Fishing is always fun when cupcakes are involved! Chef Rob's cooking program, Let's Monkey Around Cupcakes, had families making three creative cupcake designs together.

Rain has forced us inside for some programs. The Bubbles, Butterflies, and Ladybugs program was held indoor. Kids made sand art butterflies and ladybugs, then danced through bubbles to music.

Preschool Programs

Babies Boogie and Toddlers Tango remain favorites in our preschool lineup, with Nicole continuing to draw a loyal following. Our Windy Hair Day program also had to move indoors due to rain, but that didn't stop the fun. Children chose a silly head template and used straws to blow paint and create wild, windy hairstyles. While the art dried, they made paper bag kites and joyfully ran around the room pulling them behind.

School-Age Programs

Our Tote-ally Creative tote bag decorating program was a hit with the kids as well as the parents, who joined in the fun alongside their children. We also hosted a STEM-based Hot Air Balloon workshop, with the crafts from Home Depot. Participants used hammers to build wooden hot air balloons, then painted them while learning about the history of balloon flight.

Our LEGO program continues to be a favorite. This session, some parents even asked if they could join in and build as well. Kids loved watching their parents build alongside them, with everyone creating something unique and imaginative.

MEETINGS

June 11th Shauna held a full staff meeting. Karen, Elizabeth and Rosemary attended. JoAnne volunteered to attend the SLED events at both the street fair and the beach.

June 17th Karen attended the Random House Children's Book Fall 2025 preview.

OVERALL

We're excited for the upcoming summer season! Our prize center and guessing station are conveniently located just outside the office door. We deeply appreciate the community's generous support of our reading program. Love Lane Sweet Shop has kindly donated a \$20 gift certificate, and Magic Fountain has generously provided Free Medium Sundae certificates for our weekly guessing games. We also extend heartfelt thanks to the Friends of the Library for their continued support in funding our summer reading initiatives.

Mattituck-Laurel Library Emergency Closing Policy (DRAFT)

(Inclement Weather & Other Conditions)

The Mattituck-Laurel Library will make every effort to open to the public as scheduled, consistent with safe access for the public and staff.

Inclement Weather

The Library will close, delay or close ahead of schedule when weather becomes hazardous to the health and/or safety of the public and/or library staff.

If the Mattituck Cutchogue Union Free School District closes for the day, due to weather conditions, the Mattituck-Laurel Library will also be closed.

Excessive Heat in the Library Building

When the temperature reaches 80 degrees in a designated public area of the Library, the Library will close for the remainder of the day. This is done to protect the health and safety of both patrons and staff.

The Library will resume normal business hours the following day.

Power Outage

In the event of a power outage, if power is not restored within sixty minutes or before the normal closing time (whichever comes first), the building should be closed, and staff should depart. If a power outage causes an unsafe condition or occurs when it is dark outside, the building should be cleared and closed, and staff should depart as soon as possible.

Other Emergencies

Other types of emergencies may include fire; mechanical failure or loss of critical utilities (e.g. no heat, no water); gas leak; water damage or flood; hazardous spill; bomb threat; violent individual; active shooter, or lockdown; pests, bugs, or infestation; medical emergency; staff illness that prevents minimum staffing requirements from being maintained; pandemic or public health crisis; or declaration of a State of Emergency.

For other types of emergencies, staff may deem it necessary to evacuate the building and/or contact emergency personnel. The Library Director may also choose to close the Library. In the absence of the Director the President of the Board of Trustees may make the decision to close. If any of these individuals are unavailable and emergency personnel believe that remaining open would risk personal safety, another staff member or Board

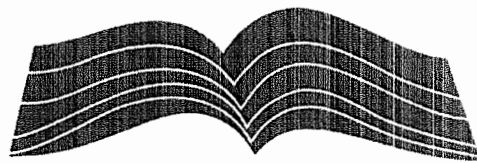
member may make the decision to close and should notify the Library Director or Board President of the closure as soon as possible.

Any delays in opening will be determined by the Library Director.

Any available means to notify the public of a deviation of operating hours will be utilized (telephone system, website and social media).

In accordance with the Library's personnel policy, staff who are scheduled to work during the time of the closing will be paid for the time. If an employee is not scheduled to work during the closing, they are not paid for the time nor entitled to compensatory time off for the length of the time the Library is closed.

Adopted (date)



Mattituck-Laurel LIBRARY

Warrants / Expenses

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

To be approved at the Library Board Meeting on July 14, 2025

Operating Account Total \$ 96,616.63

Payroll \$ 74,288.81

Non Payroll \$ 22,327.82

Cultural Activities Fund \$ 5,164.93

Money Market Account \$ 8,228.00

Building Fund Savings \$ 0

Building Fund Checking \$ 0

Donations in excess of \$1,000	Friends of the Mattituck-Laurel Library
	\$7000 for Children's Summer Reading and
	\$1000 for Health Fair
	Emilia Kabakov & Viola Kanevsky \$1500

June payroll has four weeks.

07/02/25

Mattituck-Laurel Library
Fund Balance Report

	Jan - Jun 25
General Fund	
Operating Fund	994,241.11
Building Fund	
Checking	268,971.72
Savings	57,315.14
Total Building Fund	326,286.86
Total General Fund	1,320,527.97
Cultural Activities Fund	
Coffee Machine	777.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	1,747.99
Adult Programs Wash Account	11,909.91
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Total Cultural Activities Fund	16,627.73
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	43,295.94
Capital Reserve Fund	711,013.19
Unemployment Insurance	30,000.00
Total Gift and Trust Fund - MM	813,725.12
TOTAL	2,150,880.82

07/02/25

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

June 2025

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
06/10/2025	Amazon Capital Services	Paint by number	95.96	95.96
06/10/2025	Amazon Capital Services	Binder rings for take home project	7.99	7.99
06/23/2025	Amazon Capital Services	Command hook replacements	11.66	11.66
Total Youth Arts & Crafts				115.61
Youth DVD's				
06/03/2025	Midwest Tape	507218517	17.49	17.49
06/10/2025	Midwest Tape	507247539	16.79	16.79
06/26/2025	Midwest Tape	507317566	25.19	25.19
Total Youth DVD's				59.47
Youth Computer Software				
06/10/2025	Amazon Capital Services	Switch - Dog Man	29.09	29.09
Total Youth Computer Software				29.09
Youth Books				
06/03/2025	B&T Juvenile Account	May invoices	844.22	844.22
Total Youth Books				844.22
Total Youth Materials				1,048.39
Adult Materials				
DVD/Music CD				
06/03/2025	Midwest Tape	507218515	32.88	32.88
06/03/2025	Midwest Tape	507218516	17.49	17.49
06/09/2025	ELM USA, Inc.	PRO-03584B Monthly m.n. chrg. / Previous count 642, L...	25.00	25.00
06/10/2025	Amazon Capital Services	Jane Austen DVD	8.64	8.64
06/10/2025	Midwest Tape	507247534	17.49	17.49
06/10/2025	Midwest Tape	507247536	23.09	23.09
06/10/2025	Midwest Tape	507247537	40.58	40.58
06/10/2025	Midwest Tape	507247538	18.89	18.89
06/20/2025	Midwest Tape	507291456	24.49	24.49
06/20/2025	Midwest Tape	507291457	18.19	18.19
06/26/2025	Midwest Tape	507317564	25.19	25.19
Total DVD/Music CD				251.93
Digital Material Subscriptions				
06/03/2025	Kanopy, Inc.	245 Tickets, 2 Credits	255.00	255.00
06/03/2025	Midwest Tape	Hoopla for Month Ending 5/31/25	228.88	228.88
Total Digital Material Subscriptions				483.88
Adult Books				
06/09/2025	B&T Adult Account	May invoices	1,290.52	1,290.52
06/10/2025	Amazon Capital Services	Blaze: A novel by Stephen King	14.29	14.29
06/10/2025	Amazon Capital Services	Giver of Stars - Book	12.05	12.05
06/23/2025	Amazon Capital Services	Book - Pride and Prejudice	23.98	23.98
06/23/2025	Amazon Capital Services	Travel Books - Rhode Island, North Carolina, Poland	50.28	50.28
Total Adult Books				1,391.12
Large Print Books				
06/09/2025	B&T Adult Account	May invoices	130.43	130.43
Total Large Print Books				130.43
Newspapers				
06/03/2025	BookPage	Book Page Pring / 12 months from July 2025 to June 20...	420.00	420.00
06/10/2025	Daily News	Pays through 7/23/25	90.00	90.00
06/23/2025	Newsday	Subscription period from 07/06/25 to 08/30/25	343.92	343.92
Total Newspapers				853.92
Total Adult Materials				3,111.28
Teen Materials				
06/03/2025	B&T Teen Account	May invoices	100.71	100.71
06/10/2025	Amazon Capital Services	Postcards, Cardstock	12.43	12.43
Total Teen Materials				113.14
Total Library Materials				4,272.81

Technology

Mattituck-Laurel Library

07/02/25

Monthly Expense Report - Operating Fund (Non Payroll)

June 2025

Date	Name	Memo	Original Amount	Paid Amount
06/10/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
Total Technology				117.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
06/13/2025	Living Art Aquariums	Service 5/9/25 and 5/20/25	230.00	230.00
Total Aquarium Maintenance				230.00
HVAC Maintenance				
06/20/2025	Kolb Service Corp.	Routine A/C Service	883.50	883.50
Total HVAC Maintenance				883.50
Elevator Maint.				
06/03/2025	Champion Elevator	Quarterly Maintenance 2nd Quarter 2025	1,435.80	1,435.80
Total Elevator Maint				1,435.80
Total Building Maintenance				2,549.30
Custodial Supplies				
06/09/2025	Emerald Island	Toilet paper, Paper towels, Liners, Hand soap, Carpet p...	632.43	632.43
Total Custodial Supplies				632.43
Electric				
06/30/2025	PSEGLI	Service from May 20, 2025 - Jun 20, 2025	2,314.05	2,314.05
Total Electric				2,314.05
Gas				
06/24/2025	National Grid	Billing period May 19, 2025 to Jun 18, 2025	144.57	144.57
Total Gas				144.57
Water				
SCWA				
06/10/2025	Suffolk County Water Authority	Service period from Mar 04, 2025 to May 29, 2025	260.78	260.78
Total SCWA				260.78
Total Water				260.78
Garbage Removal				
06/25/2025	Mattituck Environmental Services	4 YD Trash Service	279.72	279.72
Total Garbage Removal				279.72
Total Operations and Maintenance				6,180.85
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
06/18/2025	Optimum	Billing period 6/16/25 to 7/15/25	244.85	244.85
Total Optimum Internet Service				244.85
Computer/Network Maintenance				
06/20/2025	L2J Consulting, Inc.	Monthly IT Support June 2025	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
06/20/2025	Elan Financial Services	Paddle.Net CrashPlan.com	32.59	32.59
Total Computer Software Licenses				32.59
Total Maintenance Office Equipment				1,277.44
Membership				
Museum Passes				
06/09/2025	Southold Historical Museum	2025 Library Museum Pass	150.00	150.00
06/09/2025	The Frick Collection	Renew Library Membership	200.00	200.00
06/18/2025	Business Card	MET Opera Annual fee	149.99	149.99
Total Museum Passes				499.99
Total Membership				499.99
Postage				
Newsletter mailing				

07/02/25

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

Date	Name	Memo	Original Amount	Paid Amount
06/24/2025	Postmaster	Newsletter Mailing July/August	416.67	416.67
	Total Newsletter mailing			416.67
	Post Office Box Fee			
06/09/2025	Postmaster	Annual Fee for Box #1437	188.00	188.00
	Total Post Office Box Fee			188.00
	Total Postage			604.67
	Printing & Advertising			
	Other printing & advertising			
06/09/2025	Mattituck Chamber of Commerce	2025 Mattituck Street Fair	150.00	150.00
06/23/2025	Amazon Capital Services	Bookmarks for Street Fair	5.98	5.98
	Total Other printing & advertising			155.98
	Newsletter printing			
06/30/2025	Pine Barrens Printing	July/August Newsletter Printing	3,767.00	3,767.00
	Total Newsletter printing			3,767.00
	Total Printing & Advertising			3,922.98
	Professional Fees			
	SCLS/Overdue Notices			
06/03/2025	SCLS	Overdues - Processed and Mailed May 2025	21.28	21.28
	Total SCLS/Overdue Notices			21.28
	Total Professional Fees			21.28
	Programs - Adult			
	Motion Picture/Music Licensing			
06/18/2025	Business Card	Kinerna, Inc. / Film Licensing Fees	250.00	250.00
	Total Motion Picture/Music Licensing			250.00
	Adult Reading Club & Book Discu			
06/10/2025	Sara Colichio	Reimburse Chocolate for Summer Reading	49.90	49.90
06/23/2025	Amazon Capital Services	Rainbow pens	8.54	8.54
06/25/2025	Sara Colichio	Wowak Farms Gift Certificates \$25 each for Summer R...	50.00	50.00
	Total Adult Reading Club & Book Discu			108.44
	Adult Programs			
06/03/2025	Festival Guides Ltd.	Tea Party 5/31/25	425.00	425.00
06/10/2025	Samantha L. He	Pressed Flower Pendant 6/5/25	500.00	500.00
06/10/2025	Alice Jones	Crochet series Beginner & Intermediate May/June end d...	700.00	700.00
06/16/2025	Lisa Baglivi	Watercolor for Beginners 6/12/25	350.00	350.00
06/16/2025	Vicaliente, LLC	Dance 6/13/25	300.00	300.00
06/18/2025	Business Card	Love Lane Gift Card	50.00	50.00
06/20/2025	Elan Financial Services	Zoom	63.96	63.96
06/26/2025	North Shore Public Library	Shared Adult Program / Finding Edna Lewis 6/17/25	50.00	50.00
06/30/2025	Sarah Cebulski Photography	Pet Portraits 6/28/25	600.00	600.00
	Total Adult Programs			3,038.96
	Total Programs - Adult			3,397.40
	Programs - Juvenile			
06/13/2025	Arrayscape Gaming, Inc.	Minecraft - Snowman Paradise 1/23/25	300.00	300.00
06/23/2025	Nicole Summers Sparling	Baby Boogie, Toddler Tango 6/27/25	350.00	350.00
	Total Programs - Juvenile			650.00
	Programs - Summer			
06/03/2025	Karen Letteriello	Ice Pops, Flower seeds	22.72	22.72
	Total Programs - Summer			22.72
	Programs - Teen			
06/03/2025	Marissa Timm	Reimburse Smoothie Mix for Teen Program	16.47	16.47
06/10/2025	Amazon Capital Services	Acrylic Paint Set, Canvases w/ easels, Rocks for painting	53.54	53.54
06/10/2025	Amazon Capital Services	Canvas and Easel	18.59	18.59
06/10/2025	Amazon Capital Services	Snack package, Party Favors	49.60	49.60
06/16/2025	Kristen Realander	Earth Science Global Regents Review 6/9/25	200.00	200.00
06/18/2025	John J. Schwetje	Global History Regents Review 06/17/25	200.00	200.00
06/23/2025	Amazon Capital Services	36 pairs Swim goggles for Kids, 12 pcs Swim Rings	76.88	76.88
	Total Programs - Teen			615.08

07/02/25

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

June 2025

Date	Name	Memo	Original Amount	Paid Amount
Supplies - Library				
06/03/2025	Shauna Scholl	Reimburse Refreshments for events	87.95	87.95
06/10/2025	Amazon Capital Services	Replacement charger for m1 projector	22.99	22.99
06/10/2025	Amazon Capital Services	Raffle tickets, table clothes, tea, gift bags	44.88	44.88
06/10/2025	Amazon Capital Services	Wipes for smart table	17.80	17.80
06/10/2025	Amazon Capital Services	Suction cup rings	8.99	8.99
06/10/2025	Amazon Capital Services	Gold picture frame	11.99	11.99
06/10/2025	Orlowski Hardware Company, Inc.	Watch battery	4.99	4.99
06/18/2025	Business Card	Name Badges \$67.14, Compostable Forks \$39.64 less ...	22.78	22.78
06/20/2025	Elan Financial Services	Cricut	9.99	9.99
06/20/2025	Quill Corporation	Book Tape, Kcup Tea, Kcup Coffee	134.10	134.10
06/23/2025	Amazon Capital Services	Dividers for Binders	11.98	11.98
06/23/2025	Amazon Capital Services	Rolls for Quarters	3.89	3.89
Total Supplies - Library				382.33
Supplies - Office				
06/03/2025	Quill Corporation	Staples, Cups, Conex	75.55	75.55
06/13/2025	Quill Corporation	Qty 2 - Tissue 8/pk, Swiffer refills	63.36	63.36
06/23/2025	Amazon Capital Services	Post it notes	7.99	7.99
Total Supplies - Office				146.90
Telephone				
06/18/2025	Optimum	Billing period 6/16/25 to 7/15/25	191.68	191.68
Total Telephone				191.68
Travel				
06/03/2025	Karen Letteriello	Mileage to Riverhead and Southold	23.80	23.80
Total Travel				23.80
Total Miscellaneous Expense				11,756.27
TOTAL				22,327.82

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

	Jun 25
Ordinary Income/Expense	
Income	
PILOT Funds	5,320.36
Mattituck-Cutchoque School Dist	794,396.62
Interest	4.23
Direct Public Support	9,981.92
Fines	31.12
Library Materials Paid For	86.92
Copy Machine	446.25
Total Income	810,267.42
Gross Profit	810,267.42
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	27,823.82
Clerical	28,891.36
Custodian	3,794.42
Total Salaries	60,509.60
Benefits	
Fica	4,472.22
Disability Insurance	-288.15
Medical Insurance	6,223.93
Retirement	4,630.47
Total Benefits	15,038.47
Total Payroll Expenses	75,548.07
Library Materials	
Youth Materials	
Youth Arts & Crafts	115.61
Youth DVD's	59.47
Youth Computer Software	29.09
Youth Books	844.22
Total Youth Materials	1,048.39
Adult Materials	
DVD/Music CD	251.93
Digital Material Subscriptions	483.88
Adult Books	1,391.12
Large Print Books	130.43
Newspapers	853.92
Total Adult Materials	3,111.28
Teen Materials	113.14
Total Library Materials	4,272.81
Technology	117.89
Operations and Maintenance	

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

	Jun 25
Building Maintenance	
Aquarium Maintenance	230.00
HVAC Maintenance	883.50
Elevator Maint.	1,435.80
Total Building Maintenance	2,549.30
Custodial Supplies	632.43
Electric	2,314.05
Gas	144.57
Water	
SCWA	260.78
Total Water	260.78
Garbage Removal	279.72
Total Operations and Maintenance	6,180.85
Miscellaneous Expense	
Maintenance Office Equipment	
Optimum Internet Service	244.85
Computer/Network Maintenance	1,000.00
Computer Software Licenses	32.59
Total Maintenance Office Equipm...	1,277.44
Membership	
Museum Passes	499.99
Total Membership	499.99
Postage	
Newsletter mailing	416.67
Post Office Box Fee	188.00
Total Postage	604.67
Printing & Advertising	
Other printing & advertising	155.98
Newsletter printing	3,767.00
Total Printing & Advertising	3,922.98
Professional Fees	
Payroll Processing	573.34
SCLS/Overdue Notices	21.28
Total Professional Fees	594.62
Programs - Adult	
Motion Picture/Music Licensing	250.00
Adult Reading Club & Book Dis...	108.44
Adult Programs	3,038.96
Total Programs - Adult	3,397.40
Programs - Juvenile	650.00

11:29 AM
07/02/25
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Mattituck-Laurel Library
Monthly Budget Report With Current Month
June 2025

	Jun 25
Programs - Summer	22.72
Programs - Teen	615.08
Supplies - Library	382.33
Supplies - Office	146.90
Telephone	191.68
Travel	23.80
Total Miscellaneous Expense	12,329.61
Total Expense	98,449.23
Net Ordinary Income	711,818.19
Net Income	711,818.19

11:32 AM
07/02/25
Cash Basis

Matituck-Laurel Library
Monthly Budget Report With Year To Date
January through June 2025

	Jan - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	13,096.44	5,000.00	8,096.44	261.9%
Mattituck-Cutchoque School Dist	1,679,590.06	1,713,603.00	-39,012.94	97.7%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	21.31	50.00	-28.69	42.6%
Direct Public Support	14,151.49	5,000.00	9,151.49	283.0%
Fines	287.76			
Library Materials Paid For	238.29			
Copy Machine	2,668.06	3,500.00	-831.94	76.2%
Designated Gifts	2,500.00			
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	3,010.73			
Fund Balance Brought Forward	-14,599.79			
Total Income	1,700,964.35	1,739,353.00	-38,388.65	97.8%
Gross Profit	1,700,964.35	1,739,353.00	-38,388.65	97.8%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	173,834.41	361,729.00	-187,894.59	48.1%
Clerical	177,800.42	459,661.00	-281,860.58	38.7%
Custodian	23,251.45	49,050.00	-25,798.55	47.4%
Total Salaries	374,886.28	870,440.00	-495,553.72	43.1%
Benefits				
Fica	27,686.56	64,310.00	-36,623.44	43.1%
Disability Insurance	177.79	1,200.00	-1,022.21	14.8%
Medical Insurance	31,929.80	125,405.00	-93,475.20	25.5%
Retirement	28,042.15	71,153.00	-43,110.85	39.4%
Total Benefits	87,836.30	262,068.00	-174,231.70	33.5%
Total Payroll Expenses	462,722.58	1,132,508.00	-669,785.42	40.9%
Library Materials				
Youth Materials				
Youth Arts & Crafts	680.65	2,000.00	-1,319.35	34.0%
Youth DVD's	144.13	400.00	-255.87	36.0%
Youth Computer Software	29.09	1,500.00	-1,470.91	1.9%
Youth Compact Discs	0.00	0.00	0.00	0.0%
Youth Audio Books	0.00	0.00	0.00	0.0%
Youth Books	3,955.06	12,000.00	-8,044.94	33.0%
Total Youth Materials	4,808.93	15,900.00	-11,091.07	30.2%
Adult Materials				
DVD/Music CD	1,780.57	3,700.00	-1,919.43	48.1%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	7,613.37	12,500.00	-4,886.63	60.9%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	8,243.56	21,500.00	-13,256.44	38.3%
Reference Books and Data ...	0.00	2,000.00	-2,000.00	0.0%
Adult Ref Books				

11:32 AM
07/02/25
Cash Basis

Matituck-Laurel Library
Monthly Budget Report With Year To Date
January through June 2025

	Jan - Jun 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	265.01	5,000.00	-4,734.99	5.3%
Newspapers	4,107.86	7,200.00	-3,092.14	57.1%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	82,917.53	125,650.00	-42,732.47	66.0%
Teen Materials	684.74	2,500.00	-1,815.26	27.4%
Total Library Materials	88,411.20	144,050.00	-55,638.80	61.4%
Capital Expenditures	0.00	19,000.00	-19,000.00	0.0%
Technology	6,136.63	9,300.00	-3,163.37	66.0%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	1,616.00	3,600.00	-1,984.00	44.9%
HVAC Maintenance	1,581.24	2,500.00	-918.76	63.2%
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.	4,119.54	5,500.00	-1,380.46	74.9%
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	9,970.98	22,775.00	-12,804.02	43.8%
Custodial Supplies	1,145.88	1,300.00	-154.12	88.1%
Electric	10,506.51	29,000.00	-18,493.49	36.2%
Gas	6,604.70	12,000.00	-5,395.30	55.0%
Grounds Maintenance				
Snow Removal	2,150.00	4,000.00	-1,850.00	53.8%
Sprinkler Maintenance	334.00	700.00	-366.00	47.7%
Other Grounds Maintenance	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	473.96	3,500.00	-3,026.04	13.5%
Total Water	886.70	4,350.00	-3,463.30	20.4%

11:32 AM
07/02/25
Cash Basis

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

	Jan - Jun 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	1,954.25	3,300.00	-1,345.75	59.2%
Total Operations and Maintenance...	49,579.02	124,925.00	-75,345.98	39.7%
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	1,475.20	3,500.00	-2,024.80	42.1%
Copy Machine	1,856.23	5,500.00	-3,643.77	33.7%
Computer/Network Maintena...	6,000.00	12,000.00	-6,000.00	50.0%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	7,118.54	9,000.00	-1,881.46	79.1%
Total Maintenance Office Equi...	18,126.97	33,250.00	-15,123.03	54.5%
Membership				
Professional Memberships	1,786.00	2,300.00	-514.00	77.7%
Museum Passes	1,715.05	5,000.00	-3,284.95	34.3%
Mattituck Chamber of Com...	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	3,626.05	8,450.00	-4,823.95	42.9%
Postage				
Postage & Stamps	527.44	770.00	-242.56	68.5%
Mailing Permit	350.00	300.00	50.00	116.7%
Newsletter mailing	1,250.01	2,000.00	-749.99	62.5%
Post Office Box Fee	188.00	200.00	-12.00	94.0%
Total Postage	2,315.45	3,270.00	-954.55	70.8%
Printing & Advertising				
Other printing & advertising	1,937.21	1,500.00	437.21	129.1%
Newsletter printing	11,301.00	21,000.00	-9,699.00	53.8%
Total Printing & Advertising	13,238.21	22,500.00	-9,261.79	58.8%
Professional Fees				
Payroll Processing	3,282.25	8,000.00	-4,717.75	41.0%
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	142.31	500.00	-357.69	28.5%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	22,806.38	57,400.00	-34,593.62	39.7%
Programs - Adult				
Motion Picture/Music Licensi...	347.99	600.00	-252.01	58.0%
Adult Reading Club & Book ...	998.66	3,500.00	-2,501.34	28.5%
Adult Programs	17,419.08	18,000.00	-580.92	96.8%
Total Programs - Adult	18,765.73	22,100.00	-3,334.27	84.9%
Programs - Juvenile	5,653.06	12,000.00	-6,346.94	47.1%

11:32 AM
07/02/25
Cash Basis

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

	Jan - Jun 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	2,924.48	8,000.00	-5,075.52	36.6%
Programs - Teen	2,073.67	8,000.00	-5,926.33	25.9%
Supplies - Library	2,954.13	10,500.00	-7,545.87	28.1%
Supplies - Office	2,055.86	4,000.00	-1,944.14	51.4%
Supplies - Paper	601.90	2,500.00	-1,898.10	24.1%
Telephone	1,113.42	2,400.00	-1,286.58	46.4%
Travel	600.90	2,400.00	-1,799.10	25.0%
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	99,873.35	209,570.00	-109,696.65	47.7%
Debt Service Total				
Mortgage Interest	0.46			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	0.46	100,000.00	-99,999.54	0.0%
Total Expense	706,723.24	1,739,353.00	-1,032,629.76	40.6%
Net Ordinary Income	994,241.11	0.00	994,241.11	100.0%
Net Income	994,241.11	0.00	994,241.11	100.0%

07/02/25

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Savings				
Deposit	06/30/2025		Interest	0.49
Total Savings				0.49
Total Building Fund				0.49
Total General Fund				0.49
Cultural Activities Fund				
Coffee Machine				
Deposit	06/16/2025		Coffee	2.00
Deposit	06/23/2025		Coffee	2.00
Deposit	06/30/2025		Coffee	12.00
Total Coffee Machine				16.00
Adult Programs Wash Account				
Deposit	06/02/2025		Yoga	115.62
Deposit	06/02/2025		Arts/Crafts	4.55
Deposit	06/02/2025		Yoga	80.00
Deposit	06/02/2025		Natural History Tickets	5.00
Deposit	06/02/2025		LI Aquarium Tickets	56.00
Deposit	06/09/2025		Aerobics	80.00
Deposit	06/09/2025		Arts/Crafts	10.00
Deposit	06/09/2025		LI Aquarium Tickets	67.00
Deposit	06/09/2025		Defensive Driving	35.00
Deposit	06/09/2025		Pet Portraits	9.10
Bill	06/09/2025	Jenna Geiser	Reimburse Jane Austen Gift Ba...	-74.93
Deposit	06/16/2025		LI Aquarium Tickets	346.00
Deposit	06/16/2025		Arts/Crafts	9.10
Deposit	06/16/2025		Pet Portraits	9.10
Deposit	06/16/2025		Defensive Driving	67.36
Deposit	06/23/2025		LI Aquarium Tickets	391.00
Deposit	06/23/2025		Defensive Driving	105.00
Deposit	06/23/2025		Yoga	19.12
Deposit	06/23/2025		Defensive Driving	101.04
Deposit	06/23/2025		Pet Portraits	9.10
Bill	06/23/2025	Rosemary Martilotta	Yoga series May/June	-860.00
Bill	06/23/2025	Suffolk Safety Program	Defensive Driving 6/21/25	-490.00
Bill	06/30/2025	SCLS	LI Aquarium Tickets 60 Adult, 5...	-3,740.00
Deposit	06/30/2025		Yoga	77.38
Deposit	06/30/2025		Cooking	112.92
Deposit	06/30/2025		Arts/Crafts	239.49
Deposit	06/30/2025		Pet Portrait	9.10
Deposit	06/30/2025		Hula	18.20
Deposit	06/30/2025		Cooking	70.00
Deposit	06/30/2025		Arts/Crafts	35.00
Deposit	06/30/2025		LI Aquarium Tickets note: chec...	134.00
Total Adult Programs Wash Account				-2,949.75
Total Cultural Activities Fund				-2,933.75
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	06/30/2025		Interest	0.07
Total Undesignated & Interest				0.07
Capital Reserve Fund				

07/02/25

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

Type	Date	Name	Memo	Paid Amount
Bill	06/20/2025	Wm. J. Mills & Co.	Furnished & installed one shad...	-8,228.00
Total Capital Reserve Fund				-8,228.00
Total Gift and Trust Fund - MM				-8,227.93
TOTAL				-11,161.19

07/02/25

Mattituck-Laurel Library

Monthly Bill Payments

As of June 30, 2025

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	06/03/2025	13296	BookPage	Acct #M0367, Inv # S85918	-420.00
Bill Pmt -Check	06/03/2025	13297	Champion Elevator	Acct ID #41981, Inv # 2335897	-1,435.80
Bill Pmt -Check	06/03/2025	13298	Festival Guides Ltd.	Tea Party 5/31/25	-425.00
Bill Pmt -Check	06/03/2025	13299	Kanopy, Inc.	Invoice #453624-PPU	-255.00
Bill Pmt -Check	06/03/2025	13300	Karen Letterello	Reimburse Travel & Items for Summer Programs	-46.52
Bill Pmt -Check	06/03/2025	13301	Marissa Timm	Reimburse Smoothie Mix for Teen Program	-16.47
Bill Pmt -Check	06/03/2025	13302	Midwest Tape	11952	-228.88
Bill Pmt -Check	06/03/2025	13303	Quill Corporation	03047280	-75.55
Bill Pmt -Check	06/03/2025	13304	SCLS	Invoice 94783	-21.28
Bill Pmt -Check	06/03/2025	13305	Shauna Scholl	Reimburse Refreshments for events	-87.95
Bill Pmt -Check	06/03/2025	13306	B&T Juvenile Account	L 935700	-844.22
Bill Pmt -Check	06/03/2025	13307	B&T Teen Account	L943258	-100.71
Bill Pmt -Check	06/03/2025	13308	Midwest Tape	Customer 2000001786	-67.86
Bill Pmt -Check	06/09/2025	13309	B&T Adult Account	L 90004-3	-1,420.95
Bill Pmt -Check	06/09/2025	13310	NYS Employees Health Insuranc...	03909	-8,007.02
Bill Pmt -Check	06/09/2025	13311	ELM USA, Inc.	Invoice 76890	-25.00
Bill Pmt -Check	06/09/2025	13312	Emerald Island	940058	-632.43
Bill Pmt -Check	06/09/2025	13313	Mattituck Chamber of Commerce	2025 Mattituck Street Fair	-150.00
Bill Pmt -Check	06/09/2025	13314	Postmaster	Annual Fee for Box #1437	-188.00
Bill Pmt -Check	06/09/2025	13315	Southold Historical Museum	2025 Library Museum Pass	-150.00
Bill Pmt -Check	06/09/2025	13316	The Frick Collection	Constituent ID 39900	-200.00
Bill Pmt -Check	06/10/2025	13317	Samantha L. He	Pressed Flower Pendant 6/5/25	-500.00
Bill Pmt -Check	06/10/2025	13318	Sara Colichio	Reimburse Item for Summer Reading	-49.90
Bill Pmt -Check	06/10/2025	13319	Alice Jones	Crochet series Beginner & Intermediate May/June	-700.00
Bill Pmt -Check	06/10/2025	13320	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice ID 1RXK-C3F...	-408.83
Bill Pmt -Check	06/10/2025	13321	Daily News	Acct. 4090496	-90.00
Bill Pmt -Check	06/10/2025	13322	Midwest Tape	Customer 2000001786	-116.84
Bill Pmt -Check	06/10/2025	13323	Orlowski Hardware Company, Inc.	Acct 584177	-4.99
Bill Pmt -Check	06/10/2025	13324	PM Communications Corp.	Invoice 44845	-117.89
Bill Pmt -Check	06/10/2025	13325	Suffolk County Water Authority	Acct 3000390878	-260.78
Bill Pmt -Check	06/13/2025	13326	Arrayscape Gaming, Inc.	Minecraft - Snowman Paradise 1/23/25	-300.00
Bill Pmt -Check	06/13/2025	13327	Living Art Aquariums	Invoice 2284	-230.00
Bill Pmt -Check	06/13/2025	13328	Quill Corporation	03047280	-63.36
Bill Pmt -Check	06/16/2025	13329	Kristen Realander	Earth Science Global Regents Review 6/9/25	-200.00
Bill Pmt -Check	06/16/2025	13330	Lisa Baglivi	Watercolor for Beginners 6/12/25	-350.00
Bill Pmt -Check	06/16/2025	13331	Vicaliente, LLC	Dance 6/13/25	-300.00
Bill Pmt -Check	06/18/2025	13332	Business Card	5474 1518 7474 0647	-472.77
Bill Pmt -Check	06/18/2025	13333	John J. Schwetje	Global History Regents Review 06/17/25	-200.00
Bill Pmt -Check	06/18/2025	13334	Optimum	Acct 07839-381822-01-2	-436.53
Bill Pmt -Check	06/20/2025	13335	Elan Financial Services	4798 5101 7200 1022	-106.54
Bill Pmt -Check	06/20/2025	13336	Kolb Service Corp.	Invoice 4505-214	-883.50
Bill Pmt -Check	06/20/2025	13337	L2J Consulting, Inc.	Invoice #062025	-1,000.00
Bill Pmt -Check	06/20/2025	13338	Midwest Tape	Customer no. 2000001786	-42.68
Bill Pmt -Check	06/20/2025	13339	Quill Corporation	03047280	-134.10
Bill Pmt -Check	06/23/2025	13340	Daniel J. Faraone	Medicare Reimbursement 2nd Quarter 2025	-562.50
Bill Pmt -Check	06/23/2025	13341	Garrett H. Moore	Medicare Reimbursement 2nd Quarter 2025	-384.00
Bill Pmt -Check	06/23/2025	13342	Kay Zegel	Medicare Reimbursement 2nd Quarter 2025	-562.50
Bill Pmt -Check	06/23/2025	13343	Newsday	Acct 40410623	-343.92
Bill Pmt -Check	06/23/2025	13344	Nicole Summers Spauling	Baby Boogie, Toddler Tango 6/27/25	-350.00
Bill Pmt -Check	06/23/2025	13345	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice ID 1H7M-49M...	-201.18
Bill Pmt -Check	06/24/2025	13346	National Grid	Acct 43544-64005	-144.57
Bill Pmt -Check	06/24/2025	13347	Postmaster	Newsletter Mailing July/August	-416.67
Bill Pmt -Check	06/25/2025	13348	Mattituck Environmental Services	Custmr 11-0001422-0, Inv. 6235036	-279.72
Bill Pmt -Check	06/25/2025	13349	Sara Colichio	Reimburse Gift Certificates for Summer Reading	-50.00
Bill Pmt -Check	06/26/2025	13350	Aflac	Acct NQH35, Inv 657810	-64.05
Bill Pmt -Check	06/26/2025	13351	Midwest Tape	Customer no. 2000001786	-50.38
Bill Pmt -Check	06/26/2025	13352	North Shore Public Library	Shared Adult Program / Finding Edna Lewis 6/17/25	-50.00
Bill Pmt -Check	06/30/2025	13353	Pine Barrens Printing	Invoice 34780	-3,767.00
Bill Pmt -Check	06/30/2025	13354	PSEGLI	Cstmr 0295-3001-61-3, Acct 9610338501	-2,314.05
Bill Pmt -Check	06/30/2025	13355	Sarah Cebulski Photography	Pet Portraits 6/28/25	-600.00
Total BNB Operating Checking					-31,907.89
TOTAL					-31,907.89

MONTHLY IMPACT

JUNE 2025

10,334 ITEMS
CHECKED
OUT

1,882 books & other items
8,452 ebooks & digital items

books & other items
- 38 May (1,920)
- 227 June 2024 (2,109)



DIGITAL
MATERIAL
CIRCULATION

8,452

Flipster **27**
Freegal (downloads) **100**
Freegal (streamed) **757**



Hoopla **78**
Kanopy **172**
Overdrive **2,482**
WAM **4,836**
- 4,737 May (13,189)
+ 4,366 June 2024 (4,086)

270



public computer sessions

258

ILL's incoming



569

ILL's outgoing

26

new patrons



455

guest Wi-Fi connections

329

materials
added

Library Programs **41**
Community Groups **22**
Tutors **17**

85

room use



4,643
visitors

+ 772 May (3,871)
+ 579 June 2024 (4,064)
Busiest day of the week -
Tuesdays (1,085)

Adult Services **634**
Teen Services **274**
Youth & Parenting Services **223**



1,131
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	1,882
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	10,331

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	8							54
106 - DVD	129	135	90	78	77	53							562
110 - Magazines	52	24	19		33	20							177
120 - Fiction	272	267	302	269	338	316							1,764
121 - Nonfiction	160	110	108	123	162	132							795
122 - Biography	37	24	29	37	39	28							194
125 - Paperback	49	35	47	31	40	28							230
126 - Large Print	140	135	147	138	142	134							836
127 - Oversize	2	2	0	1	2	2							9
131 - Mystery	98	78	80	98	113	105							572
151 - Audiobooks	22	21	9	6	8	17							83
160 - DVD New	88	62	70	45	57	70							392
161 - DVD NF	7	2	5	4	11	3							32
700- Library of Things	15	9	10	10	13	22							79
Total	1,084	918	924	872	1043	938	0	0	0	0	0	0	5,779
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							0
302 - Youth CD	0	0	1	2	4	0							7
304 - Tween Video Games	16	19	12	15	28	36							126
305 - Backpacks	0	1	0	1	0	3							5
306 - Youth DVD	10	24	21	8	25	31							119
320 - Tween Chapter/Graphic	100	70	148	155	180	251							904
321 - Youth Nonfiction	53	91	63	62	93	82							444
322 - Youth Biography	11	4	9	4	10	2							40
325 - Tween Paperback	13	19	19	38	50	62							201
327 - Oversize	8	3	4	3	7	6							31
330 - Youth Picture Book	149	163	142	215	174	170							1,013
331 - Youth Boardbook	39	38	53	46	60	40							276
332 - Youth Easy Reader	56	52	43	51	62	78							342
337 - Tween Books New	10	14	7	27	32	30							120
338 - New NF	7	3	7	11	11	10							49
351 - Audiobooks	0	1	0	0	0	4							5
353 - Youth DVD NF	1	1	0	0	0	0							2
364 - Parenting Material	13	21	15	11	8	9							77
377 - Parenting Magazines	0	0	0	2	0	0							2
396 - Tween Magazines	0	0	0	1	0	0							1
650 - Youth Spanish	3	12		5	6	5							31
Total	489	536	544	657	750	819	0	0	0	0	0	0	3795
Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
210 - Teen Magazines	0	0	1	0	1	0							2
220 - Teen Fiction	20	13	19	16	25	24							117
221 - Teen Nonfiction	1	2	2	1	0	0							6
222 - Teen Bios	1	2	1	0	0	1							5
224 - Teen Graphic Novels	1	5	3	1	4	4							18
237 - New Teen Fiction	1	2	2	1	4	1							11
251 - Teen BOCD	0	0	0	0	0	0							0
275 - Teen Reading List	0	1	0	2	0	3							6
Total	24	25	28	21	34	33	0	0	0	0	0	0	165

Digital Circulation													
2025	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Flipster (magazines)	54	47	26	45	71	27							270
Freegal downloads	152	144	128	119	95	100							738
Freegal streaming	766	605	636	715	688	757							4167
Hoopla (items)	115	133	101	95	101	78							623
Kanopy (tickets)	203	182	184	162	247	172							1150
Overdrive (items)	2761	2411	2694	2418	2695	2482							15461
Comics Plus	0	18	7	1	0	0							26
WAM	3229	4322	3671	3989	9292	4836							29339
Totals	7280	7862	7447	7544	13189	8452	0	0	0	0	0		51774

Computer/Wifi Use & Door Count													
2025	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Notary Appointments	24	9	22	32	20	28							135
Public computer sessions	270	202	269	249	249	270							1,509
Guest wifi connections	335	351	381	418	440	455							2,380
Door count	3,433	3,225	3,609	3,820	3,871	4,643							22,601
Total Views (Website)	12,000	14,000	14,000	14,000	17,000	19,000							90,000
Total Events (Website)	27,000	32,000	32,000	33,000	38,000	42,000							204,000
Totals	43,062	49,787	50,281	51,519	59,580	66,396	0	0	0	0	0	0	320,625

NEW PATRON REGISTRATIONS

JUNE 2025

Adult Year Round	17
Youth Year Round	3
Teen	
2 ND Address	6
Total:	26

MEETING ROOM USE REPORT-JUNE 2025

The following groups used the 3 meeting rooms JUNE 2025

Community Room

Chair aerobics	Fish Tales
Piano Practice	Yoga
Essential Estate Planning	Thursday Matinee: Sense & Sensibility
Watercolor Painting for Beginners	Free For All Panel Discussion
Dance Lessons: Foxtrot	Even To A Jellyfish: Author Talk
American History Seminar	Narcan Training
Make a Pressed Flower Pendant Necklace	Hula Hooping Program
Hot Air Balloon Workshop	Defensive Driving
Carole King Tribute Concert	Global History Regents Review
Lego K-6	Earth Science Regents Review
Cherry Blossom Shell Art	Windy Hair Day
Fish Tales	Piano Recital
Book Discussion: Jane Austen's Persuasion	Babies Boogie
NF Anglers	Toddlers Tango
Invitation to Opera: Donizetti's La Fille Du Regiment	

Conference Room

Mah Jongg
MCLA Board Meeting
Bridge
Yoga
Girl Scouts
Book Sale
Book Discussion: Fire Island
Spanish Group

Craft Room

Tutor (17)	Read to a Dog
Summer Painting & Smoothies	Mattituck Community Fund
Tote-Ally Creative	Homeowners Meeting
Book Discussion	
Alzheimer's Support Group	

Tutors-17

Community Groups-22

Library Programs-41

Local History-4

Brazilian BBQ-Greenspace