

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

MEETING DATE: Monday August 11, 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 July 14, 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**
 - A. Legal Fees: Bond Vote
 - B. Approve 2024 Audit
 - C. NYLA Conference Attendance
 - D. Investing - Certificate of Deposit
 - E. Sunday Hours
- XII. Period of Public Expression**
- XIII. Adjournment**

Next Meeting – September 8, 2025

Directors Report July 2025

Building and Grounds

We continue to have an issue with the automatic flushers leaking in the public restrooms. Mattituck Plumbing was on site the week of July 7th and found that the automatic flushers were not leaking at that time.

We saw some high outdoor temperatures the last two weeks of July; I preemptively ran the sprinkler on the HVAC on hot days throughout the week and weekend to keep the units running.

The Percussion Play instruments were installed on July 26th. The instruments were made possible by a donation from the Ira A. Roschelle Foundation. The Foundation was notified that they were installed, and photos were shared. I'm waiting for the fabrication of a garden plaque that attributes the musical garden to the Roschelle Foundation and will install it as soon as it is delivered.

New seating for the greenspace was purchased to replace the wooden tables and chairs that were not weathering well.

I have been in contact with Mills about removing, cleaning and storing the shade sail for the winter and putting it back up in the spring. Contracts will be going out in mid-August and they have us on the list. I'm hoping we can keep the shade sail up until late October, weather dependent.

Programs and Services

The Health Fair is taking place on Saturday August 16th, with a 1-mile walk starting at 10am and programs and vendors commencing from 11am – 2pm. There are over 30 vendors scheduled to be present, and some great events planned for the day.

My next book discussion is scheduled for September 18th the book will be *American Dirt* by Jeanine Cummins.

The collaborative film and panel discussion of **Free For All: The Public Library** with the North Fork Arts Center has been scheduled for Wednesday October 15th at 6pm.

Upcoming programs and events to note:

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

Friends Hot Dog Picnic – August 13, 12pm

Blood Drive – August 14, 12:3pm – 6:30pm

Health Fair – August 16 11am – 2pm

American History Talk with John Viteritti– August 18, 2pm

Hoopiness: Hula Hooping for Adults – August 19, 12:30pm
Author Talk: Joe Krupski, Bailie Beach – August 19, 4pm
Carne Asada with Maria's Mexican Cooking – August 23, 12pm
Author Talk: Steve Wick: All That Remains Book Talk – August 26, 5:30pm
Embroider a Tea Towel – September 6, 11am
Vaccine Clinic – September 8, 12pm
A Performance by Homegrown String Band – September 13, 1pm
Book Discussion: *American Dirt* by Jeanine Cummins – September 18, 5pm
Defensive Driving – September 20, 10am
Coffee with a Cop – September 25, 10am

Friends of the Library

We now have 33 children enrolled in the Dolly Parton Imagination Library program.

The Friends Annual Appeal has been delivered to all postal patrons in Mattituck/Laurel.

The Friends will be assisting with the Hot Dog Picnic on Wednesday August 13th and again at the Health Fair on Saturday August 16th.

The next Friends meeting is Tuesday September 16th at 9:30am.

Administrative

The budget vote and trustee election is on September 16th from 9am – 7pm. Two incumbent trustees (Katie & Jim) will be running for two open seats.

Our library was asked by the PLDA Legislative Committee to host Senator Palumbo for a legislative breakfast in September.

We will be partnering with Senator Palumbo's office in September for another Coffee with a Cop event.

Sonia Spar approached the libraries about a partnership with the town regarding a Bilingual Early Literacy and Healthy Habits Campaign, geared to all PreK and K students in our local schools. Sonia is working on partnering with numerous organizations and will be putting together some bags to distribute to the families as the children begin their school year. They also want to highlight the important role libraries play in our communities and have proposed utilizing the library as a distribution site.

Sonia is also working with the East End Libraries to offer an in person defensive driving course en Espanol. Sonia has already identified an instructor and a timeframe – we are all working together on logistics, host library and sign ups.

The school district reached out to let us know that the historical society's vote will take place on a separate date/time from our annual budget and trustee election.

I am currently working alongside several of my colleagues and Assemblyman Schiavoni's office in communication with the DMV Commissioner to suggest a pilot program for libraries on the East End to work with the DMV and provide some DMV services, such as Real ID upgrades.

The next full staff meeting is scheduled for August 21st.

The 2024 Audit has been completed by the auditors.

Staff committee updates:

Safety – met and is working on an internal disaster document with photos, descriptions and phone numbers. Will also plan a future fire drill and staff information sessions or trainings.

EDI – met and is working towards mission and vision and seeing how initiatives can be applied library-wide.

Sustainability – will meet following the August 21st staff meeting.

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

July 3 – Reference Department Meeting

July 8 – Health Fair Committee

July 8 – EDI Committee

July 10 – Safety Committee

July 10 – Committee: Building & Grounds

July 12 – Mattituck Street Fair

July 15 – Department Heads

July 16 – PALS Executive Board Meeting
July 17 – Book Discussion: *The God of the Woods*
July 18 – SLED @ Vet's
July 24 – Health Fair Committee
July 28 – PLDA Board Meeting
July 30 – Website Training – Sara & Sharon
July 31 – Health Fair Committee

Respectfully submitted by: Shauna Scholl, Director

7/1/25	Aging Seamlessly: Attitude, Passion, Purpose	N/A	Canceled due to low enrollment
7/9/25	Jaws: The Legacy of Frank Mundus via Zoom	125	Virtual; this is a shared EEPA program
7/10/25	Soul Food Basics with Chef Cheryl	16	In person
7/11/25	Swing Dance Lesson with Michelle Vicale-Smith	N/A	Canceled due to low enrollment
7/12/25	Lip Balms and Lotions	9	In person
7/14/25	Alzheimer's Caregiver Support Group	5	In person
7/15/25	Hoopiness: Hula Hooping Program for Adults	N/A	Canceled due to low enrollment
7/16/25	Jane Austen: An Enduring Influencer	N/A	Rescheduled as a zoom in collaboration with the EEPA
7/17/25	Book Discussion: <i>God of the Woods</i> by Liz Moore	8	In person; offered by Shauna Scholl
7/17/25	Alpha-Gal Meat Allergy - Caused by a Tick!	49	Virtual; this is a shared EEPA meeting sponsored by Stony Brook Southampton Hospital
7/21/25	American History Seminar with John Viteritti	11	In person
7/22/25	Create Your Own Greeting Cards	11	In person
7/22/25	Live Aid 40th Anniversary	42	Virtual; this is a shared EEPA program hosted by Westhampton Free Library
7/23/25	Thursday Matinee: <i>Bridget Jones' Diary</i>	Canceled due to low enrollment	In person
7/23/25	Winslow Homer's Watercolors: Scenes from the Shore and Rural Childhood	8 registered; 4 attended	Virtual; offered by Jerry Matovcik
7/23/25	Art and History: The Parrish Art Museum	60	Virtual; this is a shared EEPA program hosted by Westhampton Free Library

7/24/25	Wine Glass Painting	20	In person
7/30/25	Invitation to the Opera: <i>Puccini's Le Comte Ory</i>	7	In person; offered by Jerry Matovcik
7/30/25	The Eagle Has Landed: Man on the Moon	17	Virtual; this is a shared EEPA program
7/31/25	The Borscht Belt with Marty Schneit	90	Virtual; this is a shared EEPA program

*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 festivities to last all year in celebration of her 250th anniversary. We are currently putting together raffle baskets for our *Falling for Jane* raffle, taking place in the fall. 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 and is going well, with 72 adults registered so far. Shauna and I are also planning future book discussions. Martha continues to plan adult programs into the 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, as well as a "Museum Monday," post to highlight our museum passes/discount tickets offerings.

Sharon has also been working on eliciting positive patron feedback for the "My Public Library" Advocacy campaign, taking place in early 2026. She set up a "Fishing for Compliments" display, inviting patrons to share their positive experiences with our library in hopes of showing patron support for public libraries as part of the campaign. We hope this will help to demonstrate the importance of libraries and library funding to political leaders in Albany.

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.

I have recently started labeling our fiction collection with genre stickers to assist patrons with finding a book suited to their preferences. I am also working on identifying books that are part of a series and will color-code and label those as well. Linda and the circulation department have been assisting me with this project.

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 - I renewed our pass to the Long Island Science Center this month.

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.

Jerry's book discussion group has expressed interest in exploring another classic title for weekly discussion this fall. In celebration of its 100th anniversary, we've selected *The Great Gatsby* as the group's next read. I'll also continue collaborating with Shauna to offer monthly book discussions focused on more contemporary titles.

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. Organized trainings have been taking place monthly during our reference meetings.

On July 30th, Sharon attended a professional development workshop on "Teaching Emerging Tech in Libraries" and will also be teaching an introductory-level Canva class in the fall.

Sharon and Marissa have been in charge of running our Fiero Coding Club this summer, happening on Tuesdays in July from 3-4 p.m. There were a total of 5 patrons who participated in the coding club this summer.

Our library will be getting Library IQ, a professional resource that will assist library staff to monitor and manage collection performance, selection, acquisition, cataloging, weeding and inventory. I attended a Library IQ training on July 23rd and am excited to use this new tool once it's been made available to us.

- Social Work - We are still waiting to hear back from Leah Topek-Walker regarding a social work intern for the fall.

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

Summary – This month, I focused on planning fall programs, community service opportunities, and teen events. I organized the teen collection and space, addressed community service needs, and restocked Creation Station materials. I participated in outreach at the Mattituck Street Fair and Veterans State Park, and collaborated with community partners such as the Mattituck School District and CAST. I worked with fellow teen librarians, attended training sessions, assisted with adult services and programs, participated in library committees, and created custom 3D-printed bookmarks and special requests. I remain committed to learning and providing valuable services to our teen community.

Meetings: Meetings during the month of July:

Date	Meeting
07/03	Reference Meeting
07/08	EDI Committee Meeting
07/10	Safety Committee Meeting
07/15	Department Heads Meeting

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

Date	Program	Statistics
07/07	Color Conquest Challenge	33
07/08	Sea glass Jewelry Making	24
07/10	Model Trains	10
07/12	Lip Balms and Lotions	21
07/14	Sunset Painting	30
07/15	Quesadillas	33
07/17	Wreath Making with UpSculpt	20
07/18	Self Defense for Teens	14
07/22	Skating at the American Legion	51
07/24	Mason Jars	20

07/25	Edible Beach Huts	7 (I only had 7 kits total. This class was full with a waitlist).
07/28	S'mores Muffin Tops	25
07/29	Henna for Teens	15 (with waitlist)
07/29	College Apps for Teens	4
07/01-07/31	Fiero Code	5

Summer Reading – Teen Summer Reading is in full swing, with many teens completing their reading logs to claim prizes. Several have already finished multiple logs, motivated by the gift cards and grand prizes offered.

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. **Letters to Veterans: 12**

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 is 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.

Outreach Events- This month, I participated in outreach events at the Mattituck Street Fair and Veterans State Beach. I promoted teen programs, distributed library swag, and assisted patrons with the Nintendo Switch, which is part of the Suffolk Library System's SLED (Suffolk County Public Libraries mobile library classroom).

Teen Space In July, I curated a selection of fiction and non-fiction titles for the Teen Book Display, themed "Beach Reads." I also updated the guessing jar, transitioning to a summer jar instead of a monthly one, and incorporated colored pencils to align with the "Color Your World" theme. 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. **(Stats: Junk Journals: 10 Paint by numbers: 10 Washi Tape Crafts: 5).** 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 38 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 in May. 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 for the September/October newsletter. I have begun working on the content for the November/December 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. This month, I began creating updated readers' advisory bookmarks, curating titles based on teen interests such as *Great Graphic Novels*, *Read It before You Stream It*, and *As Seen on BookTok*.

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: 8

Fiero Code Club- Sharon and I organized and ran the Fiero Code Club on Tuesdays in July, with 5 participants.

Safety and EDI Committees- I continue to be a part of this committee and help with organization, planning and related tasks.

EAP Flyer—I continue my role as the EAP representative for the library.

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: August 6, 2025

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Department

Subject: July 2025

Programs: 1486
In Person help: 157
Book Pulls: 215

GENERAL INFORMATION

Step into our children's room and it's like stepping straight into Candyland, bright, cheerful, and full of fun surprises. Follow the rainbow-colored tiles and you'll find a prize center, a cozy playhouse, and a vibrant tween area, each buzzing with happy families making the most of everything we offer. The star of the show is the colorful house, where kids love to curl up with books or bring in toys for imaginative play. Nearby, the tween area features a glowing light table and colorful building tiles that spark creativity, along with a giant Tetris game on loan from the system. If it's fun, vibrant, and full of color you'll find it here. We extended our *Color Our World* theme outdoors by decorating the fence with colorful knitted and crocheted squares, pom-poms, and other handmade creations.

This summer, our children's room has become a favorite stop for families participating in the library system's color-themed tour. As visitors arrive in search of our assigned library color, they're instantly drawn in by the vibrant, Candyland inspired space. Many pause to take photos, and we often hear comments like, "This is the best one yet!" or "I wish our library had a room like this!" The cheerful colors, creative design, and playful atmosphere leave a lasting impression and more than a few families end up staying to explore far longer than they planned.

Summer reading participation has steadily increased throughout the month, with 206 children currently enrolled. This number is slightly more than last year. Readers are especially excited about the wide variety of prizes available, ranging from fun candy and toys to the option of choosing a book as a reward. Kids are eager to keep reading, earning raffle tickets with each milestone and thoughtfully selecting the prizes they hope to win.

On the 30th we received the new Step2 My First Snowman hat. There was a recall and we contacted the company for a replacement.

PROGRAMS

Throughout July, we offered 65 programs, including both scheduled sign-up sessions and self-directed activities. We welcomed over 1,400 program participants and that doesn't even include our general visitors, families who stopped by to play, or those visiting as part of the summer tour. To say we were busy would be an understatement!

Family

We kicked off our summer programming once again with the always-popular Bouncy Houses. This year, the event was held in the side yard of the Cutchogue New Suffolk Library, and patrons were especially pleased with the safety and space of the new location. Next, the BenAnna Band brought high energy to our meeting room, followed by the ever-amazing storyteller Christopher Agostino, who once again captivated audiences with his live painted storytelling. Our Painting and Popsicles program was another crowd favorite. After completing their color-by-number masterpieces, children were treated to popsicles. Due to its popularity, we'll be bringing this program back in the fall!

Tony's Reptile Show wowed families with hands-on learning, and of course, everyone loved meeting the ball python. When the opening of the Mitchell Park Carousel was uncertain this year, we pivoted and introduced Read and Ride the Greenport Express; a creative alternative that turned out to be a huge hit. Science Heroes returned with another round of exciting, interactive experiments that kept kids engaged and curious. We also welcomed live theater with a delightful performance of Peter Pan by Bright Star Touring Theatre. Finally, we wrapped up our family programs on a high note with a two-set concert by the incredible Brady Rymer.

Birth – Preschool

Our Babies Boogie and Toddler Tango programs continue to be a hit with families of little ones. Parents love watching their children interact, move, and socialize with others their age. This year, we also introduced our youngest patrons to the Move & Groove Bus, a mobile play gym filled with fun gymnastics equipment. Preschoolers had a blast exploring the space, with the highlight being the slide out the back of the bus at the end of the session! Another favorite this summer was making stuffed animals, with this year's colorful bear bringing big smiles to everyone's faces. One standout program was Foodie Picasso, where we read *Eat Your Superpowers! How Colorful Foods Keep You Strong* by Toni Buzzeo and learned about healthy eating. Afterward, kids created edible art using graham crackers, Greek yogurt, oranges, strawberries, blueberries, and bananas. We wrapped up July on a high note with Shake 'n Make Music, a lively program that had our youngest participants dancing, singing, and shaking along to the beat.

Kindergarten – 6th Grade

This summer, we introduced some exciting new programs for this age group, and several quickly became standout favorites. The Minecraft Pirate Quest program filled up immediately. We also offered a balloon twisting class where kids learned how to make animals and fun shapes using balloons. On the science front, we explored the chemistry behind Skittles in a hands-on program that sparked curiosity and colorful reactions. We then welcomed Long Island STEAM, who demonstrated how blending colors can create white light, and the Long Island Science Center, who explored the molecular nature of matter. That session ended on a sweet note, with participants making and eating their own ice cream! We wrapped up the month with an energetic visit from two-time world champion Erica Dantzler, who led an unforgettable Double Dutch jump rope program.

MEETINGS

July 8th and 31st Karen attended the Health Fair meetings.

July 9th Visit from Chippy – The mascot from the Sachem Public Library

July 17th Visit from Derek and Joannie from the SCLS Youth Services

OVERALL

The children's room remained a hub of activity throughout July, with strong attendance and consistent engagement across all offerings. The room's inviting atmosphere and colorful decor continued to draw praise from both local patrons and out-of-town visitors. Overall, July reflected a successful month of high-impact programming, strong community participation, and positive feedback from families. The children's room staff and program attendees assisted with taking photos during programs, which were forwarded to Sharon to be posted on our social media accounts.

Aug. 8, 2025

Dear Mr. Underwood,

We moved from Manhattan a few years back and I used to make a daily pilgrimage to NYPL. I could live in a library.

Now I do it to the Mattituck Library - the daily pilgrimage!

Your programs are extensive. My husband and I enjoy the adult classes and lectures.

Our grandchildren are regular participants in the children's programs. And the toys change regularly.

If I request a new book I get it. You provide extensive services including a notary public administrator which we have utilized multiple times. We adore the museum passes.

We were sorry to hear that \$6 million dollar budget was not approved but part of us are more than satisfied with your hours of operation and constant noted improvements, i.e. the garden. We thank you personally.

Your staff are to be commended and I would like

to praise Karen in the
children's library and
Shana as the director.

The place is cheerful,
regularly decorated and
clean and fresh. The
bathrooms are spotless and
~~the library caters to~~
all of the community - every
color, shape, size & age group.
Terry is another employee
we have come to respect
and admire. He, too, is
well informed, educated and
all of the staff is
particularly polite and
engaging. It is a place of learning.
Mr. Underwood, please
forgive the chicken scrawl and
scrappy paper but I just
wanted to share with you
our great appreciation and
admiration for your direction
and successes, and please pass
this on to your wonderful
Staff. With gratitude,

Michelle + Rick Kelley
1265 Bay Ave., 11952 - (911) 412-0437

HAWKINS

HAWKINS DELAFIELD & WOOD LLP
140 BROADWAY, NEW YORK, NY 10005
(212) 820-9300 | HAWKINS.COM

Mattituck-Laurel Public Library, New York
(Our File Designation: 8300/48213)

July 30, 2025

Shauna Scholl
Director
Mattituck-Laurel Library
13900 Main Road
Mattituck, NY 11952

Dear Shauna:

Enclosed please find our invoice for services rendered to the Mattituck-Laurel Public Library in connection the \$5,500,000 Library Proposition that was submitted to the voters of the Library District on June 17, 2025.

Our wire instructions are as follows:

Wire Instructions:

Citibank
ABA # 021000089
Account # 496 950 9458
FBO: Hawkins Delafield & Wood LLP Attorney Business Account

If you have any questions, please do not hesitate to contact me.

With all best wishes, I am

Very truly yours,



William J. Jackson

WJJ/cg
Enclosures

HAWKINS

HAWKINS DELAFIELD & WOOD LLP
140 BROADWAY, NEW YORK, NY 10005
(212) 820-9300 | HAWKINS.COM

July 30, 2025

Mattituck-Laurel Public Library, New York
(Our File Designation: 8300/48213)

-to-

Hawkins Delafield & Wood LLP

To Bond Counsel services rendered to the Mattituck-Laurel Public Library, in the County of Suffolk, New York, in connection with the \$5,500,000 Library Proposition that was submitted to the voters of the Library District on June 17, 2025.

FEE AND DISBURSEMENTS

(Pursuant to our engagement letter dated March 6, 2025): \$13,500.00

FEE REDUCTION: \$4,000.00

TOTAL: \$9,500.00

HAWKINS

HAWKINS DELAFIELD & WOOD LLP

140 BROADWAY
NEW YORK, NY 10005

July 30, 2025

Shauna Scholl
13900 Main Road
Mattituck, NY 11952

Invoice #: 1459035
Client #: 8300
Matter #: 48213

REMITTANCE

RE: Library Serial Bonds - 2025

BALANCE DUE THIS INVOICE

\$ 9,500.00

Remittance of this invoice may be paid by Check/Wire Transfer/ACH as follows:

Please return this page with payment to:

Hawkins Delafield & Wood LLP
ATTN: Accounts Receivable
140 Broadway, 42nd Floor
New York, NY 10005

Wire Transfer/ACH Instructions:

Citibank
ABA# 021000089
Account # 496 950 9458
FBO: Hawkins Delafield & Wood LLP
Attorney Business Account
Reference #: 1459035/48213

NYLA 2024 Conference

November 5th – November 8th, Saratoga Springs, NY

This year's theme is Actionable Advocacy

Conference Registration: \$340 (paid)

Lodging: \$180 x 3 nights = \$540 (to be reimbursed upon approval, end of conference)

Mileage: 266 miles (round trip), \$186.20 (to be reimbursed upon approval, end of conference)



NYLA 2025 Annual Conference & Trade Show

The Saratoga Hilton and City Center | Saratoga Springs, New York | November 5-8, 2024

Hotel Accommodations

The room blocks and room rates noted below will be available until the cutoff date of Tuesday, October 1, 2025.

The Saratoga Hilton



Click image for Google map of hotel area

534 Broadway Saratoga Springs, NY 12866
(518) 584-4000

This is the main property where the event is taking place

One King/Double - \$180
Junior Suite - \$195

[Click here to book a room at the Hilton!](#)



Mattituck-Laurel **LIBRARY**

Warrants / Expenses

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

To be approved at the Library Board Meeting on August 11, 2025

Operating Account Total \$ 127,927.32

Payroll \$ 93,547.89

Non Payroll \$ 34,379.43

Cultural Activities Fund \$ 1,643.00

Money Market Account \$ 0

Building Fund Savings \$ 0

Building Fund Checking \$ 0

Donations in excess of \$1,000 None

July payroll has five weeks.

08/02/25

**Mattituck-Laurel Library
Fund Balance Report**

	Jan - Jul 25
General Fund	
Operating Fund	870,044.43
Building Fund	
Checking	268,971.72
Savings	57,315.63
	<hr/>
Total Building Fund	326,287.35
	<hr/>
Total General Fund	1,196,331.78
Cultural Activities Fund	
Coffee Machine	778.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	1,747.99
Adult Programs Wash Account	13,252.18
Designated Gifts	657.80
Parent-Toddler Programs	64.23
	<hr/>
Total Cultural Activities Fund	17,971.00
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	43,296.01
Capital Reserve Fund	711,013.19
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	813,725.19
	<hr/>
TOTAL	2,028,027.97

08/02/25

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

Date	Name	Memo	Original A...	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
07/01/2025	Fun Express, LLC	I love to read Bracelets, Visors	49.45	49.45
07/10/2025	Amazon Capital Services	Bookmarks	11.96	11.96
07/29/2025	Fun Express, LLC	Sand art	112.72	112.72
Total Youth Arts & Crafts				174.13
Youth Computer Software				
07/23/2025	Amazon Capital Services	Switch games - Donkey Kong,Ninja Turtles,Looney To...	266.54	266.54
Total Youth Computer Software				266.54
Youth Books				
07/05/2025	B&T Hot Deals	June invoices	38.80	38.80
07/05/2025	B&T Juvenile Account	June invoices	602.10	602.10
07/23/2025	Amazon Capital Services	Shinnecock Indian, Unkechaug Indians, Sonic Hedge...	50.22	50.22
Total Youth Books				691.12
Total Youth Materials				1,131.79
Adult Materials				
DVD/Music CD				
07/05/2025	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / Previous count 642...	25.00	25.00
07/10/2025	Midwest Tape	507394190	25.19	25.19
07/10/2025	Midwest Tape	507382848	18.89	18.89
07/10/2025	Midwest Tape	507405459	20.99	20.99
07/29/2025	Midwest Tape	507440341	17.49	17.49
07/29/2025	Midwest Tape	507488715	22.39	22.39
07/29/2025	Midwest Tape	507488717	20.99	20.99
07/29/2025	Midwest Tape	507488718	25.19	25.19
Total DVD/Music CD				176.13
Digital Material Subscriptions				
07/01/2025	Kanopy, Inc.	170 Tickets, 2 Credits KKids	180.00	180.00
07/02/2025	Midwest Tape	Hoopla Month ending 06/30/2025	176.49	176.49
Total Digital Material Subscriptions				356.49
Adult Books				
07/05/2025	B&T Adult Account	June invoices	2,603.83	2,603.83
07/23/2025	Amazon Capital Services	Qty 2 Books -Witch of Wall Street, After the Storm	34.00	34.00
Total Adult Books				2,637.83
Adult Ref Books				
Local History				
07/24/2025	Cutchogue-New Suffolk Free ...	All That Remains books to be donated to Unity Baptist...	150.00	150.00
Total Local History				150.00
Total Adult Ref Books				150.00
Large Print Books				
07/05/2025	B&T Adult Account	June invoices	75.23	75.23
Total Large Print Books				75.23
Newspapers				
07/11/2025	Daily News	Pays through 8/20/25	90.00	90.00
Total Newspapers				90.00
Total Adult Materials				3,485.68
Teen Materials				
07/05/2025	B&T Teen Account	June invoices	393.92	393.92
07/23/2025	Amazon Capital Services	Various candy and cake items	90.97	90.97

08/02/25

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

Date	Name	Memo	Original A...	Paid Amount
Total Teen Materials				484.89
Total Library Materials				5,102.36
Capital Expenditures				
07/24/2025	Millennium Steel & Rack Rent...	Balloon Recycling Receptacle	249.00	249.00
Total Capital Expenditures				249.00
Technology				
07/08/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
07/23/2025	Amazon Capital Services	Qty 2 DEVMO Thermal Print Head	114.64	114.64
Total Technology				232.53
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
07/11/2025	Living Art Aquariums	Service 6/3/25 and 6/20/25, Sinking pellets	250.00	250.00
Total Aquarium Maintenance				250.00
Exterminator				
07/23/2025	Hampton Pest Management, I...	Rodent Control	125.00	125.00
07/25/2025	Hampton Pest Management, I...	Termite Bait Station	85.00	85.00
07/25/2025	Hampton Pest Management, I...	Rodent Control	125.00	125.00
Total Exterminator				335.00
Security Monitoring				
07/05/2025	Suffolk Security Systems, Inc.	Standard Digital Monitoring 08/01/25 to 10/31/2025	122.85	122.85
Total Security Monitoring				122.85
Other Building Maint.				
07/11/2025	Mattituck Plumbing & Heating	Checked Toilet for Leak, no leak found, snaked toilet	150.00	150.00
Total Other Building Maint.				150.00
Total Building Maintenance				857.85
Electric				
07/28/2025	PSEGLI	Service from Jun 20, 2025 - Jul 22,2025	3,835.70	3,835.70
Total Electric				3,835.70
Gas				
07/29/2025	National Grid	Billing period Jun 18, 2025 to Jul 21, 2025	65.80	65.80
Total Gas				65.80
Grounds Maintenance				
Other Grounds Maintenance				
07/01/2025	Twin Fork Landscape Contrac...	Cuts 6/3,6/9,6/17,6/24, Weed control	415.00	415.00
07/15/2025	Twin Fork Landscape Contrac...	Shear Hedges w/ Bed Maintenance 7/8/25	1,840.00	1,840.00
07/31/2025	Cary Home Improvement	Installed Percussion Play in Green Space. Funds fro...	808.97	808.97
Total Other Grounds Maintenance				3,063.97
Total Grounds Maintenance				3,063.97
Water				
North Fork Water				
07/16/2025	Primo Brands	Qty 7 - 5 gallon bottles Water	139.92	139.92
Total North Fork Water				139.92
Total Water				139.92
Garbage Removal				
07/23/2025	Mattituck Environmental Servi...	4 YD Trash Service	280.29	280.29
Total Garbage Removal				280.29

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

Date	Name	Memo	Original A...	Paid Amount
Total Operations and Maintenance				8,243.53
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
07/16/2025	Optimum	Billing period 7/16/25 to 8/15/25	244.85	244.85
Total Optimum Internet Service				244.85
Computer/Network Maintenance				
07/25/2025	L2J Consulting, Inc.	Monthly IT Support - July 2025	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
07/02/2025	OCCLC Inc.	Museum Key Service dates 07/01//2025 to 6/30/2026	727.34	727.34
07/23/2025	Elan Financial Services	Constant Contact and Paddle.net Crashplan	384.59	384.59
Total Computer Software Licenses				1,111.93
Total Maintenance Office Equipment				2,356.78
Membership				
Museum Passes				
07/11/2025	Metropolitan Opera Associatio...	Screenings - Le Comte Ory, The Hours, La Fanciulla ...	300.00	300.00
Total Museum Passes				300.00
Total Membership				300.00
Postage				
Postage & Stamps				
07/23/2025	Elan Financial Services	Postage for Teens letters to Stony Brook Hospital and...	6.86	6.86
Total Postage & Stamps				6.86
Total Postage				6.86
Printing & Advertising				
Other printing & advertising				
07/23/2025	SCLS	SLED Fees 7/12/25 Mattituck Street Festival	750.00	750.00
07/23/2025	SCLS	Vinyl Banner 6 foot	60.00	60.00
07/24/2025	Business Card	Tote bags for Health Fair covered by Friends Donation	623.86	623.86
Total Other printing & advertising				1,433.86
Total Printing & Advertising				1,433.86
Professional Fees				
PALS Membership				
07/01/2025	SCLS-PALS	PALS Maintenance & Access Fee - Quarterly - July-S...	2,899.41	2,899.41
Total PALS Membership				2,899.41
SCLS/Overdue Notices				
07/01/2025	SCLS	Overdues - Processed and Mailed June 2025	31.92	31.92
Total SCLS/Overdue Notices				31.92
Total Professional Fees				2,931.33
Programs - Adult				
Adult Programs				
07/01/2025	Qwick Craft, LLC	Cherry Blossom Art 6/23/25	400.00	400.00
07/10/2025	Cheryl Grigg	Soul Food 7/10/25	500.00	500.00
07/15/2025	Tara Penske	Lip Balm & Lotions 7/12/25	330.00	330.00
07/23/2025	Amazon Capital Services	Stationery Raffle Basket items	48.32	48.32
07/23/2025	Elan Financial Services	Zoom	67.96	67.96
07/24/2025	Crafts on the Move, LLC	Greeting Cards 7/22/25	198.00	198.00
07/25/2025	Cutchogue-New Suffolk Free ...	Jaws 7/9/25 - Shared Adult Program	50.00	50.00
07/31/2025	Martha Terry	Reimburse Raffle Basket Items	64.00	64.00
07/31/2025	James C. Ward	Man on Moon 7/30/25	225.00	225.00

08/02/25

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

Date	Name	Memo	Original A...	Paid Amount
Total Adult Programs				1,883.28
Total Programs - Adult				1,883.28
Programs - Juvenile				
07/01/2025	Rob Scott	Monkey cupcakes 6/30/25	360.00	360.00
07/02/2025	Karen Letteriello.	Candy, food items	37.86	37.86
Total Programs - Juvenile				397.86
Programs - Summer				
07/02/2025	Karen Letteriello.	Gift cards, Raffle	54.19	54.19
07/07/2025	BenAnna Band, LLC	BenAnna Band 7/7/25	425.00	425.00
07/08/2025	Nicole Summers Sparling	Boogie/Tango 7/8/25	350.00	350.00
07/08/2025	Lilly Hayes	Balloon Twisting 7/8/25	250.00	250.00
07/08/2025	Agostino Arts, LLC	Storyfaces 7/9/25	550.00	550.00
07/08/2025	Cutchogue-New Suffolk Free ...	Shared Program Bouncy House 7/1/25	141.25	141.25
07/10/2025	Arrayscape Gaming, Inc.	Minecraft Pirate Quest 7/10/25	300.00	300.00
07/15/2025	Mad Science of Long Island	Lights, Color, Action 7/14/25	410.00	410.00
07/18/2025	Jeannie Pendergrass	Hula 7/17/25	200.00	200.00
07/24/2025	Move N' Groove Bus	Move n' Groove Bus 7/24/25	300.00	300.00
07/29/2025	Long Island Science Center	Ice Cream Science 7/22/25	285.00	285.00
07/29/2025	Shake n Make Music LLC	Shake n Make Toddlers, Babies 7/30/25	300.00	300.00
07/30/2025	Erica Dantzler	Double Dutch Jump Rope 7/29/25	225.00	225.00
Total Programs - Summer				3,790.44
Programs - Teen				
07/10/2025	Amazon Capital Services	Games, Bluetooth speaker, Baskets, Popcorn, Dry er...	181.93	181.93
07/10/2025	Robyn Romanoff	Seaglass Jewelry 7/8/25	525.00	525.00
07/15/2025	Jon Knows How LLC	Model Train 7/10/25	500.00	500.00
07/15/2025	Tara Penske	Lip Balm & Lotions 7/12/25	315.00	315.00
07/15/2025	Travelingartprograms, LLC	Lighthouse Sunset Painting 7/14/25	325.00	325.00
07/17/2025	Edward J. Moreno	Teen Defense & Awareness 7/18/25	150.00	150.00
07/17/2025	Rob Scott	Quesadilla 7/15/25	435.00	435.00
07/17/2025	Upsculpt, Inc.	Wreath making 7/17/25	300.00	300.00
07/24/2025	Southold Free Library	Skating Party 7/22/25	102.00	102.00
07/25/2025	Marissa Timm	Reimburse Items for Teen Programs - Candy, Chips, ...	64.41	64.41
07/29/2025	Cutchogue-New Suffolk Free ...	Shared Teen Program / College Apps Bootcamp 7/29/...	75.00	75.00
07/29/2025	Eakta Gandhi	Henna for Teens 7/29/25	300.00	300.00
07/29/2025	MD Design Studio	Mason jar Lanterns 7/24/25	400.00	400.00
07/29/2025	Rob Scott	S'mores Muffin Tops 7/28/25	450.00	450.00
07/31/2025	Judy Wilson	Beginner's Crochet 8/1/25	300.00	300.00
Total Programs - Teen				4,423.34
Supplies - Library				
07/01/2025	Demco	Classification Labels 500/roll, Superfold Jacket 10"x2...	48.83	48.83
07/08/2025	Demco	Labels - Fantasy and Thrillers	37.09	37.09
07/08/2025	Orlowski Hardware Company, ...	Key, Play Sand, Hose washer, Hose	62.53	62.53
07/10/2025	Amazon Capital Services	Plastic key tags, Scale	21.30	21.30
07/11/2025	Quill Corporation	Tru red 14 oz shredder oil	36.38	36.38
07/15/2025	Herman Butts.	Reimburse for 2 Ballasts	57.94	57.94
07/23/2025	Amazon Capital Services	Stationery, Construction paper for Raffle	30.91	30.91
07/23/2025	Elan Financial Services	Cricut	9.99	9.99
07/24/2025	Business Card	Cookies and Milk	37.86	37.86
07/25/2025	Quill Corporation	Napkins, Coffeemate, Ry26 aag mndr blk 3x6w	56.17	56.17
07/25/2025	Quill Corporation	Coffee, Cups, Post its, Book tape, Kcup decaf	211.50	211.50
07/29/2025	Demco	Genre Labels, Realistic Fiction	34.53	34.53
07/29/2025	SCLS	EcoChit 3 - 1/8" x 200' Thermal Rolls (25/case)	46.99	46.99
07/30/2025	Demco	Dot Label various colors	36.66	36.66
Total Supplies - Library				728.68
Supplies - Office				
07/05/2025	Deborah Schwambom	Patron Refund Lost Book Found	23.95	23.95
07/11/2025	Cash	Cash for Change @ Street Fair / Raffle Tickets	150.00	150.00
07/11/2025	Quill Corporation	Staples, Gloves, Tissue	55.94	55.94
07/11/2025	Quill Corporation	HP 414A Black Toner Cartridge	110.99	110.99
07/11/2025	Quill Corporation	Planner, Envelopes	102.98	102.98

Mattituck-Laurel Library

08/02/25

Monthly Expense Report - Operating Fund (Non Payroll)

July 2025

Date	Name	Memo	Original A...	Paid Amount
07/23/2025	W.B. Mason Co., Inc.	Hol punch, Planner, Calendar, Book tape, Thermal po...	117.09	117.09
Total Supplies - Office				560.95
Supplies - Paper				
07/30/2025	W.B. Mason Co., Inc.	Qty 5 - 8.5 x 11 Paper	297.45	297.45
Total Supplies - Paper				297.45
Telephone				
07/16/2025	Optimum	Billing period 7/16/25 to 8/15/25	191.58	191.58
Total Telephone				191.58
Travel				
07/08/2025	Shauna Scholl.	Mileage to ALA Conference Philadelphia, PA	257.60	257.60
Total Travel				257.60
Workshops				
07/08/2025	Shauna Scholl.	Lodging for ALA Conference Philadelphia, PA	992.00	992.00
Total Workshops				992.00
Total Miscellaneous Expense				20,552.01
TOTAL				34,379.43

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

	Jul 25
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	4,355.88
Interest	8.00
Direct Public Support	1,303.50
Fines	144.46
Copy Machine	364.30
Total Income	6,176.14
Gross Profit	6,176.14
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	34,779.74
Clerical	37,661.40
Custodian	4,788.50
Total Salaries	77,229.64
Benefits	
Fica	5,750.44
Disability Insurance	1,358.97
Medical Insurance	4,663.81
Retirement	5,891.19
Total Benefits	17,664.41
Total Payroll Expenses	94,894.05
Library Materials	
Youth Materials	
Youth Arts & Crafts	174.13
Youth Computer Software	266.54
Youth Books	691.12
Total Youth Materials	1,131.79
Adult Materials	
DVD/Music CD	176.13
Digital Material Subscriptions	356.49
Adult Books	2,637.83
Adult Ref Books	
Local History	150.00
Total Adult Ref Books	150.00
Large Print Books	75.23
Newspapers	90.00
Total Adult Materials	3,485.68
Teen Materials	484.89
Total Library Materials	5,102.36

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

	Jul 25
Capital Expenditures	249.00
Technology	232.53
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	250.00
Exterminator	335.00
Security Monitoring	122.85
Other Building Maint.	150.00
Total Building Maintenance	857.85
Electric	3,835.70
Gas	65.80
Grounds Maintenance	
Other Grounds Maintenance	3,063.97
Total Grounds Maintenance	3,063.97
Water	
North Fork Water	139.92
Total Water	139.92
Garbage Removal	280.29
Total Operations and Maintenance	8,243.53
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	394.80
Optimum Internet Service	244.85
Computer/Network Maintenance	1,000.00
Computer Software Licenses	1,111.93
Total Maintenance Office Equipm...	2,751.58
Membership	
Museum Passes	300.00
Total Membership	300.00
Postage	
Postage & Stamps	6.86
Total Postage	6.86
Printing & Advertising	
Other printing & advertising	1,433.86
Total Printing & Advertising	1,433.86
Professional Fees	
Payroll Processing	704.54
PALS Membership	2,899.41
SCLS/Overdue Notices	31.92
Total Professional Fees	3,635.87
Programs - Adult	

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

	Jul 25
Adult Programs	1,883.28
Total Programs - Adult	1,883.28
Programs - Juvenile	397.86
Programs - Summer	3,790.44
Programs - Teen	4,423.34
Supplies - Library	728.68
Supplies - Office	560.95
Supplies - Paper	297.45
Telephone	191.58
Travel	257.60
Workshops	992.00
Total Miscellaneous Expense	21,651.35
Total Expense	130,372.82
Net Ordinary Income	-124,196.68
Net Income	-124,196.68

11:41 AM
08/02/25
Cash Basis

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

	Jan - Jul 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	1,683,945.94	1,718,603.00	-34,657.06	98.0%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	29.31	50.00	-20.69	58.6%
Direct Public Support	15,454.99	5,000.00	10,454.99	309.1%
Fines	432.22			
Library Materials Paid For	238.29			
Copy Machine	3,032.36	3,500.00	-467.64	86.6%
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	1,707,140.49	1,739,353.00	-32,212.51	98.1%
Gross Profit	1,707,140.49	1,739,353.00	-32,212.51	98.1%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	208,614.15	361,729.00	-153,114.85	57.7%
Clerical	215,461.82	459,661.00	-244,199.18	46.9%
Custodian	28,039.95	49,050.00	-21,010.05	57.2%
Total Salaries	452,115.92	870,440.00	-418,324.08	51.9%
Benefits				
Fica	33,437.00	64,310.00	-30,873.00	52.0%
Disability Insurance	1,536.76	1,200.00	336.76	128.1%
Medical Insurance	36,593.61	125,405.00	-88,811.39	29.2%
Retirement	33,933.34	71,153.00	-37,219.66	47.7%
Total Benefits	105,500.71	262,068.00	-156,567.29	40.3%
Total Payroll Expenses	557,616.63	1,132,508.00	-574,891.37	49.2%
Library Materials				
Youth Materials				
Youth Arts & Crafts	854.78	2,000.00	-1,145.22	42.7%
Youth DVD's	144.13	400.00	-255.87	36.0%
Youth Computer Software	295.63	1,500.00	-1,204.37	19.7%
Youth Compact Discs	0.00	0.00	0.00	0.0%
Youth Audio Books	0.00	0.00	0.00	0.0%
Youth Books	4,646.18	12,000.00	-7,353.82	38.7%
Total Youth Materials	5,940.72	15,900.00	-9,959.28	37.4%
Adult Materials				
DVD/Music CD	1,956.70	3,700.00	-1,743.30	52.9%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	7,969.86	12,500.00	-4,530.14	63.8%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	10,881.39	21,500.00	-10,618.61	50.6%
Reference Books and Data ...	0.00	2,000.00	-2,000.00	0.0%
Adult Ref Books				

11:41 AM
08/02/25
Cash Basis

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

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
Local History	625.00	1,000.00	-375.00	62.5%
Continuations	0.00	2,000.00	-2,000.00	0.0%
Total Adult Ref Books	625.00	3,000.00	-2,375.00	20.8%
Virtual Reference Collection	0.00	5,600.00	-5,600.00	0.0%
Adult Audio Books	0.00	250.00	-250.00	0.0%
Large Print Books	340.24	5,000.00	-4,659.76	6.8%
Newspapers	4,197.86	7,200.00	-3,002.14	58.3%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	86,403.21	125,650.00	-39,246.79	68.8%
Teen Materials	1,169.63	2,500.00	-1,330.37	46.8%
Total Library Materials	93,513.56	144,050.00	-50,536.44	64.9%
Capital Expenditures	249.00	19,000.00	-18,751.00	1.3%
Technology	6,369.16	9,300.00	-2,930.84	68.5%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	1,866.00	3,600.00	-1,734.00	51.8%
HVAC Maintenance	1,581.24	2,500.00	-918.76	63.2%
Exterminator	630.00	1,200.00	-570.00	52.5%
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	368.55	700.00	-331.45	52.7%
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.	753.50	7,000.00	-6,246.50	10.8%
Total Building Maintenance	10,828.83	22,775.00	-11,946.17	47.5%
Custodial Supplies	1,145.88	1,300.00	-154.12	88.1%
Electric	14,342.21	29,000.00	-14,657.79	49.5%
Gas	6,670.50	12,000.00	-5,329.50	55.6%
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	12,244.97	12,500.00	-255.03	98.0%
Total Grounds Maintenance	14,728.97	17,200.00	-2,471.03	85.6%
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	552.66	850.00	-297.34	65.0%
SCWA	473.96	3,500.00	-3,026.04	13.5%
Total Water	1,026.62	4,350.00	-3,323.38	23.6%

11:41 AM
08/02/25
Cash Basis

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

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	2,234.54	3,300.00	-1,065.46	67.7%
Total Operations and Maintenance	57,822.55	124,925.00	-67,102.45	46.3%
Miscellaneous Expense				
Longevity Benefit	0.00	1,500.00	-1,500.00	0.0%
Legal Fees	1,900.00	2,500.00	-600.00	76.0%
Contingency	175.00	3,000.00	-2,825.00	5.8%
Maintenance Office Equipment				
Verizon Mobile Hotspots	1,381.80	2,500.00	-1,118.20	55.3%
Optimum Internet Service	1,720.05	3,500.00	-1,779.95	49.1%
Copy Machine	1,856.23	5,500.00	-3,643.77	33.7%
Computer/Network Maintenance	7,000.00	12,000.00	-5,000.00	58.3%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	8,230.47	9,000.00	-769.53	91.4%
Total Maintenance Office Equipment	20,878.55	33,250.00	-12,371.45	62.8%
Membership				
Professional Memberships	1,786.00	2,300.00	-514.00	77.7%
Museum Passes	2,015.05	5,000.00	-2,984.95	40.3%
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	3,926.05	8,450.00	-4,523.95	46.5%
Postage				
Postage & Stamps	534.30	770.00	-235.70	69.4%
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	2,322.31	3,270.00	-947.69	71.0%
Printing & Advertising				
Other printing & advertising	3,371.07	1,500.00	1,871.07	224.7%
Newsletter printing	11,301.00	21,000.00	-9,699.00	53.8%
Total Printing & Advertising	14,672.07	22,500.00	-7,827.93	65.2%
Professional Fees				
Payroll Processing	3,986.79	8,000.00	-4,013.21	49.8%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	8,698.23	10,900.00	-2,201.77	79.8%
Annual audit	2,075.00	15,000.00	-12,925.00	13.8%
SCLS/Overdue Notices	174.23	500.00	-325.77	34.8%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	26,442.25	57,400.00	-30,957.75	46.1%
Programs - Adult				
Motion Picture/Music Licensing	347.99	600.00	-252.01	58.0%
Adult Reading Club & Book ...	998.66	3,500.00	-2,501.34	28.5%
Adult Programs	19,302.36	18,000.00	1,302.36	107.2%
Total Programs - Adult	20,649.01	22,100.00	-1,450.99	93.4%
Programs - Juvenile	6,050.92	12,000.00	-5,949.08	50.4%

11:41 AM
08/02/25
Cash Basis

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

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	6,714.92	8,000.00	-1,285.08	83.9%
Programs - Teen	6,497.01	8,000.00	-1,502.99	81.2%
Supplies - Library	3,682.81	10,500.00	-6,817.19	35.1%
Supplies - Office	2,616.81	4,000.00	-1,383.19	65.4%
Supplies - Paper	899.35	2,500.00	-1,600.65	36.0%
Telephone	1,305.00	2,400.00	-1,095.00	54.4%
Travel	858.50	2,400.00	-1,541.50	35.8%
Workshops	1,734.14	2,300.00	-565.86	75.4%
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	121,524.70	209,570.00	-88,045.30	58.0%
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	837,096.06	1,739,353.00	-902,256.94	48.1%
Net Ordinary Income	870,044.43	0.00	870,044.43	100.0%
Net Income	870,044.43	0.00	870,044.43	100.0%

08/02/25

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Savings				
Deposit	07/31/2025		Interest	0.49
Total Savings				0.49
Total Building Fund				0.49
Total General Fund				0.49
Cultural Activities Fund				
Coffee Machine				
Deposit	07/07/2025		Coffee	1.00
Total Coffee Machine				1.00
Adult Programs Wash Account				
Deposit	07/01/2025		LI Aquarium Tickets / Emanuel C...	106.00
Bill	07/01/2025	Brian D. Collins	Brazilian BBQ 6/26/25	-700.00
Bill	07/01/2025	Diane Bianculi	Refund LI Aquarium Tickets	-95.00
Bill	07/01/2025	Laurie Short	Chair Strength Series May/June	-330.00
Deposit	07/07/2025		Aerobics	560.00
Deposit	07/07/2025		Cooking	20.00
Deposit	07/07/2025		Arts/Crafts	35.00
Deposit	07/07/2025		LI Aquarium Tickets	253.00
Deposit	07/09/2025		Aerobics	437.84
Deposit	07/09/2025		Yoga	77.38
Deposit	07/09/2025		Cooking	47.05
Deposit	07/09/2025		Arts/Crafts	56.46
Deposit	07/09/2025		Hula	4.55
Deposit	07/09/2025		Dance	4.55
Deposit	07/14/2025		Arts and Crafts	10.00
Deposit	07/14/2025		LI Aquarium Tickets	67.00
Deposit	07/14/2025		Yoga	77.38
Deposit	07/14/2025		Arts/Crafts (one refund)	8.84
Deposit	07/14/2025		Dance	18.20
Deposit	07/14/2025		Cooking	28.23
Deposit	07/21/2025		Arts/Crafts less \$20 Hula refund	64.69
Deposit	07/21/2025		Hula less 2 cent error last week	4.53
Deposit	07/21/2025		Yoga	60.00
Deposit	07/21/2025		Arts/Crafts	10.00
Deposit	07/21/2025		LI Aquarium Tickets	184.00
Bill	07/23/2025	Gloria Valle	Refund Patron LI Aquarium Ticket...	-78.00
Deposit	07/28/2025		Yoga	77.38
Deposit	07/28/2025		Arts and Crafts	37.64
Deposit	07/28/2025		Hula	4.55
Deposit	07/28/2025		Yoga	80.00
Deposit	07/28/2025		Arts and Crafts	20.00
Deposit	07/28/2025		LI Aquarium Tickets	631.00
Bill	07/31/2025	MD Design Studio	Wine Glass Painting 7/24/25	-440.00
Total Adult Programs Wash Account				1,342.27
Total Cultural Activities Fund				1,343.27
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	07/31/2025		Interest	0.07
Total Undesignated & Interest				0.07
Total Gift and Trust Fund - MM				0.07

08/02/25

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

	Type	Date	Name	Memo	Paid Amount
TOTAL					1,343.83

08/02/25

Mattituck-Laurel Library

Monthly Bill Payments

As of July 31, 2025

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	07/01/2025	13356	SCLS-PALS	Invoice 82151	-2,899.41
Bill Pmt -Check	07/01/2025	13357	Demco	810225915	-48.83
Bill Pmt -Check	07/01/2025	13358	Fun Express, LLC	Invoice 73764976901	-49.45
Bill Pmt -Check	07/01/2025	13359	Kanopy, Inc.	Invoice #457497-PPU	-180.00
Bill Pmt -Check	07/01/2025	13360	Qwick Craft, LLC	Cherry Blossom Art 6/23/25	-400.00
Bill Pmt -Check	07/01/2025	13361	Rob Scott	Monkey cupcakes 6/30/25	-360.00
Bill Pmt -Check	07/01/2025	13362	SCLS	Invoice 94922	-31.92
Bill Pmt -Check	07/01/2025	13363	Twin Fork Landscape Cont...	Invoice 28469	-415.00
Bill Pmt -Check	07/01/2025	13364	Verizon	Acct. 242398426-00001, Inv 6116238041	-197.40
Bill Pmt -Check	07/02/2025	13365	Karen Letteriello.	Reimburse Items for Summer & Juvenile Programs	-92.05
Bill Pmt -Check	07/02/2025	13366	Midwest Tape	Cstrmr 2000016439, Inv 507397832	-176.49
Bill Pmt -Check	07/02/2025	13367	OCLC Inc.	Invoice 1000438267, Cstrmr Acct ID 10430	-727.34
Bill Pmt -Check	07/05/2025	13368	B&T Hot Deals	L4433233	-38.80
Bill Pmt -Check	07/05/2025	13369	B&T Juvenile Account	L 935700	-602.10
Bill Pmt -Check	07/05/2025	13370	B&T Teen Account	L943258	-393.92
Bill Pmt -Check	07/05/2025	13371	Deborah Schwambom	Patron Refund Lost Book Found	-23.95
Bill Pmt -Check	07/05/2025	13372	ELM USA, Inc.	Invoice 77533	-25.00
Bill Pmt -Check	07/05/2025	13373	Suffolk Security Systems, L...	1720	-122.85
Bill Pmt -Check	07/05/2025	13374	B&T Adult Account	L 90004-3	-2,679.06
Bill Pmt -Check	07/07/2025	13375	BenAnna Band, LLC	BenAnna Band 7/7/25	-425.00
Bill Pmt -Check	07/08/2025	13376	Lilly Hayes	Balloon Twisting 7/8/25	-250.00
Bill Pmt -Check	07/08/2025	13377	Nicole Summers Sparling	Boogie/Tango 7/8/25	-350.00
Bill Pmt -Check	07/08/2025	13378	Agostino Arts, LLC	Storyfaces 7/9/25	-550.00
Bill Pmt -Check	07/08/2025	13379	Cutchogue-New Suffolk Fr...	Shared Program Bouncy House 7/1/25	-141.25
Bill Pmt -Check	07/08/2025	13380	Demco	810225915	-37.09
Bill Pmt -Check	07/08/2025	13381	NYS Employees Health Ins...	03909	-7,981.52
Bill Pmt -Check	07/08/2025	13382	Orlowski Hardware Compa...	Acct 584177	-62.53
Bill Pmt -Check	07/08/2025	13383	PM Communications Corp.	Invoice 44991	-117.89
Bill Pmt -Check	07/08/2025	13384	Shauna Scholl.	Reimbursement ALA Conference Expenses	-1,249.60
Bill Pmt -Check	07/09/2025	13385	Shelterpoint Life Insurance...	Policy #D242574	-1,727.06
Bill Pmt -Check	07/10/2025	13386	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice ID 1F4K-FPD...	-215.19
Bill Pmt -Check	07/10/2025	13387	Arrayscape Gaming, Inc.	Minecraft Pirate Quest 7/10/25	-300.00
Bill Pmt -Check	07/10/2025	13388	Cheryl Grigg	Soul Food 7/10/25	-500.00
Bill Pmt -Check	07/10/2025	13389	Jon Knows How LLC	VOID: Model Train 7/10/25	0.00
Bill Pmt -Check	07/10/2025	13390	Midwest Tape	Customer 2000001786	-65.07
Bill Pmt -Check	07/10/2025	13391	Robyn Romanoff	Seaglass Jewelry 7/8/25	-525.00
Bill Pmt -Check	07/11/2025	13392	Cash	Cash for Change @ Street Fair / Raffle Tickets	-150.00
Bill Pmt -Check	07/11/2025	13393	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	07/11/2025	13394	Living Art Aquariums	Invoice no. 2301	-250.00
Bill Pmt -Check	07/11/2025	13395	Mattituck Plumbing & Heati...	Acct MAT-LIB, Invoice 54875	-150.00
Bill Pmt -Check	07/11/2025	13396	Metropolitan Opera Associ...	Met Opera M517	-300.00
Bill Pmt -Check	07/11/2025	13397	Quill Corporation	03047280	-306.29
Bill Pmt -Check	07/15/2025	13398	Herman Butts.	Reimburse for 2 Ballasts	-57.94
Bill Pmt -Check	07/15/2025	13399	Jon Knows How LLC	Model Train 7/10/25	-500.00
Bill Pmt -Check	07/15/2025	13400	Mad Science of Long Island	Lights, Color, Action 7/14/25	-410.00
Bill Pmt -Check	07/15/2025	13401	Tara Penske	Lip Balm & Lotions 7/12/25	-645.00
Bill Pmt -Check	07/15/2025	13402	Travelingartprograms, LLC	Lighthouse Sunset Painting 7/14/25	-325.00
Bill Pmt -Check	07/15/2025	13403	Twin Fork Landscape Cont...	Invoice no. 28581	-1,840.00
Bill Pmt -Check	07/16/2025	13404	Optimum	Acct 07839-381822-01-2	-436.43
Bill Pmt -Check	07/16/2025	13405	Primo Brands	Acct 0140002023, Inv. 05G0140002023	-139.92
Bill Pmt -Check	07/17/2025	13406	Edward J. Moreno	Teen Defense & Awareness 7/18/25	-150.00
Bill Pmt -Check	07/17/2025	13407	Rob Scott	Quesadilla 7/15/25	-435.00
Bill Pmt -Check	07/17/2025	13408	Upsculpt, Inc.	Wreath making 7/17/25	-300.00
Bill Pmt -Check	07/18/2025	13409	Jeannie Pendergrass	Hula 7/17/25	-200.00
Bill Pmt -Check	07/23/2025	13410	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice ID 11L7-VCV1-...	-635.60
Bill Pmt -Check	07/23/2025	13411	Elan Financial Services	4798 5101 7200 1022	-469.40
Bill Pmt -Check	07/23/2025	13412	Mattituck Environmental S...	Custmr 11-0001422-0, Inv. 6263564	-280.29
Bill Pmt -Check	07/23/2025	13413	SCLS		-810.00
Bill Pmt -Check	07/23/2025	13414	Hampton Pest Manageme...	Acct 2450, Invoice 89092	-125.00
Bill Pmt -Check	07/23/2025	13415	W.B. Mason Co., Inc.	Cstrmr C2001734, Inv 255402863	-117.09
Bill Pmt -Check	07/24/2025	13416	Move N' Groove Bus	Move n' Groove Bus 7/24/25	-300.00
Bill Pmt -Check	07/24/2025	13417	Aflac	Acct NQH35, Inv 674910	-51.24
Bill Pmt -Check	07/24/2025	13418	Business Card	5474 1518 7474 0647	-661.72
Bill Pmt -Check	07/24/2025	13419	Crafts on the Move, LLC	Greeting Cards 7/22/25	-198.00
Bill Pmt -Check	07/24/2025	13420	Cutchogue-New Suffolk Fr...	All That Remains	-150.00
Bill Pmt -Check	07/24/2025	13421	Millennium Steel & Rack R...	Invoice S40398	-249.00
Bill Pmt -Check	07/24/2025	13422	Southold Free Library	Skating Party 7/22/25	-102.00
Bill Pmt -Check	07/25/2025	13423	Cutchogue-New Suffolk Fr...	Jaws 7/9/25 - Shared Adult Program	-50.00
Bill Pmt -Check	07/25/2025	13424	Hampton Pest Manageme...		-210.00
Bill Pmt -Check	07/25/2025	13425	L2J Consulting, Inc.	Invoice 072025	-1,000.00
Bill Pmt -Check	07/25/2025	13426	Marissa Timm	Reimburse Items for Teen Programs	-64.41
Bill Pmt -Check	07/25/2025	13427	Quill Corporation	03047280	-267.67
Bill Pmt -Check	07/25/2025	13428	Verizon	Acct. 242398426-00001, Inv 6115752436	-197.40
Bill Pmt -Check	07/28/2025	13429	PSEGLI	Cstrmr 0295-3001-61-3, Acct 9610338501	-3,835.70

08/02/25

Mattituck-Laurel Library Monthly Bill Payments

As of July 31, 2025

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	07/29/2025	13430	Cutchogue-New Suffolk Fr...	College Apps Bootcamp 7/29/25	-75.00
Bill Pmt -Check	07/29/2025	13431	Demco	810225915	-34.53
Bill Pmt -Check	07/29/2025	13432	Eakta Gandhi	Henna for Teens 7/29/25	-300.00
Bill Pmt -Check	07/29/2025	13433	Fun Express, LLC	Acct 2746478, Inv 73790427201	-112.72
Bill Pmt -Check	07/29/2025	13434	Long Island Science Center	Ice Cream Science 7/22/25	-285.00
Bill Pmt -Check	07/29/2025	13435	MD Design Studio	Mason jar Lanterns 7/24/25	-400.00
Bill Pmt -Check	07/29/2025	13436	Midwest Tape	Customer no. 2000001786	-86.06
Bill Pmt -Check	07/29/2025	13437	National Grid	Acct 43544-64005	-65.80
Bill Pmt -Check	07/29/2025	13438	Rob Scott	S'mores Muffin Tops 7/28/25	-450.00
Bill Pmt -Check	07/29/2025	13439	SCLS	Invoice 95013	-46.99
Bill Pmt -Check	07/29/2025	13440	Shake n Make Music LLC	Shake n Make Toddlers, Babies 7/30/25	-300.00
Bill Pmt -Check	07/30/2025	13441	Demco	Cstmr 310297230, Inv 7674004	-36.66
Bill Pmt -Check	07/30/2025	13442	Erica Dantzier	Double Dutch Jump Rope 7/29/25	-225.00
Bill Pmt -Check	07/30/2025	13443	W.B. Mason Co., Inc.	Cstmr C2001734, Inv 255707274	-297.45
Bill Pmt -Check	07/31/2025	13444	Cary Home Improvement	Invoice 184	-808.97
Bill Pmt -Check	07/31/2025	13445	James C. Ward	Man on Moon 7/30/25	-225.00
Bill Pmt -Check	07/31/2025	13446	Judy Wilson	Beginner's Crochet 8/1/25	-300.00
Bill Pmt -Check	07/31/2025	13447	Martha Terry	Reimburse Raffle Basket Items	-64.00
Total BNB Operating Checking					-44,534.05
TOTAL					-44,534.05

MONTHLY IMPACT

JULY 2025

11,906 ITEMS
CHECKED
OUT

3,717 books & other items
8,189 ebooks & digital items

books & other items
+ 1,835 June (1,882)
- 98 July 2024 (3,815)



DIGITAL
MATERIAL
CIRCULATION

8,189

Flipster **16**
Freegal (downloads) **134**
Freegal (streamed) **630**



Hoopla **84**
Kanopy **214**
Overdrive **2,712**
WAM **4,399**
- 263 June (8,452)
+ 3,916 July 2024 (4,273)

311



public computer sessions

384

ILL's incoming



505

ILL's outgoing

18

new patrons



640

guest Wi-Fi connections

304

materials
added

Library Programs **54**
Community Groups **17**
Tutors **14**

89

room use



5,769
visitors

+ 1,126 June (4,643)
- 363 July 2024 (6,132)
Busiest day of the week -
Tuesdays (1,178)

Adult Services **699**
Teen Services **312**
Youth & Parenting Services **1,486**



2,497
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	3,717
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	14,048

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	44						98
106 - DVD	129	135	90	78	77	53	118						680
110 - Magazines	52	24	19	29	33	20	45						222
120 - Fiction	272	267	302	269	338	316	482						2,246
121 - Nonfiction	160	110	108	123	162	132	159						954
122 - Biography	37	24	29	37	39	28	39						233
125 - Paperback	49	35	47	31	40	28	56						286
126 - Large Print	140	135	147	138	142	134	198						1,034
127 - Oversize	2	2	0	1	2	2	1						10
131 - Mystery	98	78	80	98	113	105	145						717
151 - Audiobooks	22	21	9	6	8	17	12						95
160 - DVD New	88	62	70	45	57	70	70						462
161 - DVD NF	7	2	5	4	11	3	3						35
700- Library of Things	15	9	10	10	13	22	20						99
Total	1,084	918	924	872	1043	938	1392	0	0	0	0	0	7,171
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						0
302 - Youth CD	0	0	1	2	4	0	0						7
304 - Tween Video Games	16	19	12	15	28	36	29						155
305 - Backpacks	0	1	0	1	0	3	8						13
306 - Youth DVD	10	24	21	8	25	31	61						180
320 - Tween Chapter/Graphic	100	70	148	155	180	251	565						1,469
321 - Youth Nonfiction	53	91	63	62	93	82	247						691
322 - Youth Biography	11	4	9	4	10	2	16						56
325 - Tween Paperback	13	19	19	38	50	62	129						330
327 - Oversize	8	3	4	3	7	6	17						48
330 - Youth Picture Book	149	163	142	215	174	170	488						1,501
331 - Youth Boardbook	39	38	53	46	60	40	123						399
332 - Youth Easy Reader	56	52	43	51	62	78	303						645
337 - Tween Books New	10	14	7	27	32	30	53						173
338 - New NF	7	3	7	11	11	10	30						79
351 - Audiobooks	0	1	0	0	0	4	0						5
353 - Youth DVD NF	1	1	0	0	0	0	0						2
364 - Parenting Material	13	21	15	11	8	9	18						95
377 - Parenting Magazines	0	0	0	2	0	0	0						2
396 - Tween Magazines	0	0	0	1	0	0	4						5
650 - Youth Spanish	3	12		5	6	5	8						39
Total	489	536	544	657	750	819	2099	0	0	0	0	0	5894
Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
210 - Teen Magazines	0	0	1	0	1	0	4						6
220 - Teen Fiction	20	13	19	16	25	24	61						178
221 - Teen Nonfiction	1	2	2	1	0	0	0						6
222 - Teen Bios	1	2	1	0	0	1	0						5
224 - Teen Graphic Novels	1	5	3	1	4	4	13						31
237 - New Teen Fiction	1	2	2	1	4	1	4						15
251 - Teen BOCD	0	0	0	0	0	0	0						0
275 - Teen Reading List	0	1	0	2	0	3	3						9
Total	24	25	28	21	34	33	85	0	0	0	0	0	250

Digital Circulation													
2025	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Flipster (magazines)	54	47	26	45	71	27	16						286
Freegal downloads	152	144	128	119	95	100	134						872
Freegal streaming	766	605	636	715	688	757	630						4797
Hoopla (items)	115	133	101	95	101	78	84						707
Kanopy (tickets)	203	182	184	162	247	172	214						1364
Overdrive (items)	2761	2411	2694	2418	2695	2482	2712						18173
Comics Plus	0	18	7	1	0	0	0						26
WAM	3229	4322	3671	3989	9292	4836	4399						33738
Totals	7280	7862	7447	7544	13189	8452	8189	0	0	0	0		59963

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	26						161
Public computer sessions	270	202	269	249	249	270	311						1,820
Guest wifi connections	335	351	381	418	440	455	640						3,020
Door count	3,433	3,225	3,609	3,820	3,871	4,643	5,769						28,370
Total Views (Website)	12,000	14,000	14,000	14,000	17,000	19,000	17,000						107,000
Total Events (Website)	27,000	32,000	32,000	33,000	38,000	42,000	41,000						245,000
Totals	43,062	49,787	50,281	51,519	59,580	66,396	64,746	0	0	0	0	0	385,371

NEW PATRON REGISTRATIONS

JULY 2025

Adult Year Round	13
Youth Year Round	3
Teen	
2 ND Address	2
Total:	18

MEETING ROOM USE REPORT-JULY 2025

The following groups used the 3 meeting rooms JULY 2025

Community Room

Aging Seamlessly	Parmesan Crusted Quesadillas
The BenAnna Band	Jane Austen: An Enduring Influencer
Babies Boogie	Yoga
Toddlers Tango	Dog Days of Summer
Balloon Twisting Workshop	Wreath Making with Upsculpt
Christopher Agostino Story faces Art & Stories	Teen Self-Defense Class
Painting and Popsicles	American History Seminar
Soul Food Basics with Chef Cheryl	Ice Cream Science
Science & Skittles Who Knew?	Create Your Own Greeting Cards
Dance Lesson	Wednesday Matinee
Lip Balms & Lotions	Yoga
Chair aerobics	Wine Glass Painting
Lights Color Action	Mason Jar Lanterns
Hoopiness:Hula Hooping Program for Adults	Stuffed Animal Build
Foodie Picasso	Spinning Art
S'Mores Muffin Tops with Chef Rob	Double Dutch Jump Rope
Shake N Make Music for Babies	Shake N Make Music for Toddlers
Invitation To The Opera: Le Comte Ory	Express Yourself! Pollock Drip Painting

Conference Room

Bridge	Mattituck Community Fund
Mah Jongg	Writing Group
MC Civic Meeting	Book Discussion
Fiero Code Club	Tutor (1)
Minecraft	Medicare
Build Your Own Model Train	Artist Reception
Lighthouse Sunset Painting	

Craft Room

Tutor (13)
Sea glass Jewelry Making
Alzheimer's Support Group
Read to a Dog
Edible Beach Huts
Henna Tattoos for Teens

Tutors-14

Community Groups-17

Library Programs-54

Local History-4

Greenspace – on Wednesday-Toys in the Greenspace – weather permitting