

**MATTITUCK-LAUREL LIBRARY
BOARD OF TRUSTEES
DRAFT BUDGET INFORMATION MEETING AGENDA**

MEETING DATE: Monday September 8, 2025

MEETING TIME: 5:30 PM

- I. Review of 2026 Budget
- II. Period of Public Expression
- III. Adjournment

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

MEETING DATE: Monday September 8, 2025

MEETING TIME: 6:00 PM

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of the Agenda
- IV. Review and Approval of the Minutes of August 11, 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. Personnel / Policy
- X. Old Business
 - A. Investing – Certificate of Deposit
- XI. New Business
- XII. Period of Public Expression
- XIII. Adjournment

Next Meeting – October 20, 2025

Directors Report August 2025

Building and Grounds

Our Balloon Mission collection bin was delivered on Saturday August 2nd; we went live with the program the following Monday and we have been successfully collecting balloons! Balloon Mission is a nonprofit balloon collection and recycling program that was formed to address the rising plastic pollution problem, protect the environment and preserve wildlife.

On Thursday August 7th TFLC was on site to remove a tree on the West side of the parking lot. They determined that the tree was not in good condition and could potentially come down during a storm.

The garden plaque that attributes the musical garden to the Roschelle Foundation has been installed.

The new seating that was purchased for the greenspace has been put together and placed outside. Patrons seem to be enjoying the space with increased usage at the end of August.

Mills will be removing the shade sail at the end of October, and we have scheduled it to be reinstalled on May 11, 2026.

Programs and Services

The End of Summer Picnic took place on Wednesday August 13th, what a whirlwind! Thank you to our incredible staff for assisting with the event and making sure that patrons had a great time. We kicked off the event with a petting zoo in the greenspace with hot dogs to follow at noon, don't forget the cotton candy and Magic Fountain ice cream! After lunch folks enjoyed a foam party in the greenspace. The SLED was on site and folks were taking fun photos with the greenscreen and of course playing Mario Kart. It was a fantastic event!

A big thank you to Karen and the children's room team for another successful summer!

The Health Fair took place on Saturday August 16th, with a 1-mile walk starting at 10am and programs and vendors commencing from 11am – 2pm. Overall a success, however we did not see as large of an attendance as last year, we did receive a lot of meaningful engagement with our patrons and have had great feedback from attendees and vendors.

Our plastic recycling is picking up in popularity! Since we restarted our challenge in the beginning of July we have collected 29 lbs. of plastic for recycling.

My next book discussion is scheduled for September 18th the book will be *American Dirt* by Jeanine Cummins. I currently have 12 registered for the discussion.

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:

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

End of Adult Summer Reading Celebration – September 23, 4pm

Writer's Toolbox: Skill-Based Sessions for Honing Your Craft – September 23, 5pm

Understanding Your Explanation of Benefits – September 24, 5:30pm

Coffee with a Cop – September 25, 10am

Forever Simon & Garfunkel: A Tribute – September 27, 1pm

American Civil War Retold (series) – October 2, 9, 16, 23, 5pm

Metalsmith Necklace Making – October 4, 12:30pm

Costume Swap – October 3, 1pm – 6pm & October 5, 1pm – 4pm

Estate Planning – October 6, 5:30pm

Film: Banned Together – October 9, 1:30pm

Lighted Pumpkin Display – October 10, 4pm – 7pm

Introduction to Italian Language & Culture – October 11, 1:30pm

Canva Kindergarten – October 14, 5:30pm

Free For All Film & Panel Discussion @ NFAC – October 15, 6pm

What Stays and What Goes: An Organizers Guide to Making Decisions (zoom) – October 15, 6pm

Book Discussion: *The Silent Patient* by Alex Michaelides – October 16, 5pm

A Performance by Rhonda Denet and her Trio: From Jazz to Soul – October 18, 2pm

Friends of the Library

We extend our sincere thanks to the Friends for their dedication and hard work in making both the Hot Dog Picnic and the Health Fair possible. Their efforts played a key role in the success of these community events.

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

Administrative

I met with Scott from Fluid Imagery to discuss our IT concerns, he will be providing a quote for their services.

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.

At this point it is prudent for the Board to adopt a cautionary override resolution before adopting the 2026 Budget. When the budget was calculated an old number for the community growth factor was used. New numbers have been updated, and it could bring the budget very close if not slightly above the cap. The cautionary override takes account for this and ensures that the Board remains compliant with the law.

Our library was asked by the PLDA Legislative Committee to host Senator Palumbo for a legislative breakfast on September 15th. The event will start off with a tour of the building and then the Senator will sit down with Zone 1 Directors and Trustees, and we will discuss NYLA's legislative priorities for the year. Trustees are strongly encouraged to attend!

We are partnering with Senator Palumbo's office for Coffee with a Cop on Thursday September 25th from 10am – 12pm. Hampton Coffee will be providing coffee for the event.

There still seems to be some confusion in the community about the historical society's vote – at the last BOE meeting the resolution was passed for the BOE to put forth a Special District Meeting on behalf of the Mattituck-Laurel Historical society and Museums on October 21, 2025, between the hours for 2pm to 7pm. The vote will not be held at the Library or on the same day as the budget vote.

Throughout the summer, Marissa worked with an organization dedicated to preparing students for the workforce by partnering with local employers. The student that Marissa has been working with will continue their internship with us during the school year, and we plan to expand their duties and responsibilities beyond their summer role to help them gain meaningful skills and experiences.

The full staff meeting took place on August 21st. We had a nice summer wrap up and fall preview discussion. Sharon walked the staff through some Libby troubleshooting tips and it was communicated to staff that everyone is responsible for knowing how to assist a patron with basic Libby functions and questions. The next full staff meeting is scheduled for October 22nd.

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. Is meeting again on September 4th.

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

Sustainability – met and will work towards completing two priorities each month.

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%

At the last Board meeting the Board wanted to see what interest rates were from other institutions. Please see the attached spreadsheet for more information regarding the financial institutions located in Mattituck.

Patchogue-Medford Library has agreed to purchase the stage.

Our Umbrella package (insurance) has been renewed.

I spoke with Amanda Olsen from the Suffolk Times regarding the study that was published claiming that reading for pleasure has significantly decreased over the last 20 years. There should be a story in the paper in the coming weeks.

On Tuesday August 26th we were joined by Steve Wick to discuss the people and stories in his book *All That Remains*. The event was extra special because we had the honor of dedicating a copy of the book to the Unity Baptist Church of Mattituck. LeRoy Heyliger was present to accept the book, and it was a poignant moment and event.



Meetings Attended

August 5 – PLDA Meeting

August 12 – Health Fair Committee

August 13 – EOS Picnic

August 13 – Fluid Imagery Meeting

August 13 – Mattituck Park District Budget Hearing

August 16 – Health Fair

August 18 – East End Directors Meeting

August 19 – One on One

August 21 – Full Staff Meeting

August 21 – Department Heads Meeting

August 21 – Personnel Policy Committee

August 26 – Suffolk Times Interview

August 26 – Steve Wick Book Talk & Book Dedication – Unity Baptist Church of Mattituck

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - August 2025

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - Summer in the reference department has been busy. We had a total of 78 registrants for the adult summer reading program. The summer library tour also brought a lot of patrons into our library, who had fun finding our artifact. Our health fair on 8/16/25 was a success. We had approximately 25 vendors participate in the health fair, as well as yoga and a “Make Your Own Elderberry Syrup” program, which was well attended. The committee will have a meeting to review our successes and what we can do better sometime in the near future. Our blood drive was a big success, with 52 pints of blood collected, potentially saving 156 lives. I will be doing a weekly classical literature book discussion this fall in Jerry’s absence and will also continue to coordinate with Shauna to offer mainstream titles. In an effort to preserve another chapter of black history on the North Fork, Shauna presented a copy of *All That Remains* by Steve Wick to Leroy Heyliger on behalf of the Unity Baptist Church of Mattituck during Steve’s author talk on August 26th. Special thanks to Jerry Matovcik and Leroy Heyliger for making and strengthening the partnership between Mattituck-Laurel Library and the Unity Baptist Church of Mattituck.

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

| Date | Meeting |
|---------|--------------------------------|
| 8/12/25 | Health Fair Committee meeting |
| 8/12/25 | 1:1 check-in with staff member |
| 8/14/25 | 1:1 check-in with staff member |
| 8/14/25 | Reference Department meeting |
| 8/18/25 | 1:1 check in with staff member |
| 8/19/25 | 1:1 check in with Shauna |
| 8/20/25 | 1:1 check-in with staff member |
| 8/20/25 | Jane Austen Committee meeting |
| 8/21/25 | Full Staff meeting |
| 8/21/25 | Stats meeting (zoom) |

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

| Date | Program | Statistics | Program Platform/Notes |
|-------------------|----------------------------|------------|------------------------|
| Mondays in August | Chair Strength and Stretch | 26 | In person |

| | | | |
|----------------------|--|--------------|--|
| Wednesdays in August | Yoga | 5 each week | In person |
| Ongoing | One-on-One Technology Appointments | | In person; offered by Sharon Twickler |
| Ongoing | Adult Summer Reading Club | 78 | Ongoing from June 30th-August 29th; facilitated by Sara Colichio |
| 8/2/25 | Music for Healing | N/A | Canceled due to low enrollment |
| 8/5/25 | Discovery Writing Workshop: Telling Your Story | 5 | |
| 8/7/25 | Succulent Terrariums | 21 | In person |
| 8/8/25 | Dance Lesson with Michelle Vicale-Smith | 6 | In person |
| 8/9/25 | Dance Like Jane Austen: English Country Dance Lesson | 23 | In person |
| 8/11/25 | Alzheimer's Caregiver Support Group | 5 | In person |
| 8/13/25 | Winslow Homer's Watercolors from Cullercoats Village | N/A | Canceled due to unavailability of presenter |
| 8/14/25 | Blood Drive | 52 | Potentially saved 156 lives! |
| 8/16/25 | Health Fair | Approx 50-60 | In person |
| 8/16/25 | Make Your Own Elderberry Syrup | 22 | In person; offered as part of our health fair line up |
| 8/16/25 | Yoga | 2 | In person; offered by Jenna as part of our health fair line up |
| 8/18/25 | American History Seminar with John Viteritti | 7 | In person |
| 8/19/25 | Hoopiness: Hula Hooping for Adults | 5 | In person |
| 8/19/25 | Author Talk with Joe Krupski: <i>Bailie Beach</i> | 19 | In person |
| 8/20/25 | Invitation to the Opera: <i>The Hours</i> | N/A | 1 person registered; 0 attended. Offered as in person; arranged by Jerry |

| | | | |
|---------|---|-----|---|
| | | | Matovcik |
| 8/21/25 | EEPA Present: Osteoporosis | N/A | Canceled: This was a virtual; this is a shared EEPA meeting sponsored by Stony Brook Southampton Hospital |
| 8/21/25 | Book Discussion: <i>The Women</i> by Kristin Hannah | 17 | In person; offered by Sara Colichio |
| 8/23/25 | Carne Asada with Maria's Mexican Cooking | 17 | In person |
| 8/26/25 | Steve Wick: <i>All That Remains</i> Author Talk | 23 | In person |
| 8/28/25 | Thursday Matinee: <i>The Jane Austen Book Club</i> | 1 | 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 has finished planning festivities through the end of the year in celebration of Miss Austen's 250th birthday. The committee will be raffling off prize baskets, with patrons earning raffle tickets for attending Jane Austen programs. Patrons can also purchase additional tickets for the raffle baskets at a price of 10 for \$5. Summer reading had 78 registrants this summer. I am currently planning the end of summer reading celebration and eliciting feedback on a potential winter reading program. I am planning on running another classical literature weekly book discussion in Jerry's absence beginning in September. 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 continues to work on obtaining patron submissions for the "My Public Library" campaign for library advocacy.

Adult Collection Development - I continue to make regular monthly book orders after reviewing book review periodicals. I have completed weeding our biography section with help from Eva and circulation staff.

I continue to work on labeling our fiction collection with genre stickers and work on identifying books that are part of a series. I have begun labeling and color coding books in a series 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 we renewed our subscription to *The Riverhead Times Review*. I also submitted our magazine order to EBSCO.

Museum Passes - All museum passes are up to date at this time.

Other -

- **Library of Things** - I continue to assist with the library of things as needed.
- **Miscellaneous** -
Our blood drive on 8/14/25 was a success, with 52 pints of blood collected, potentially saving 156 lives.

The Health Fair on 8/16/25 was a success, with 25 vendors in attendance and approximately 50-60 patrons who participated. The committee will meet in the near future to debrief.

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 Tuesday, August 26th, Steve Wick came to do an author talk on his book, *All That Remains*. In an effort to preserve another chapter of black history on the North Fork, Shauna presented a copy of the book to Leroy Heliger of the Unity Baptist Church of Mattituck. Special thanks to Jerry Matovcik and Leroy Heyliger for making and strengthening the partnership between Mattituck-Laurel Library and the Unity Baptist Church of Mattituck.

The library will continue to assist a student intern at the library this fall. The student intern worked in the teen department with Marissa this summer, but will be expanding his role and working in various departments beginning in September.

Sharon and Martha attended a Makerspace Roundtable discussion on 8/22/25.

I had quarterly one-on-one check-ins with staff in the reference department this month. The next round of check-ins will take place in November.

- 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 – August 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 collaborated with community partners such as the Mattituck School District, Northfork Animal League, 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 August:

| Date | Meeting |
|-------|-------------------------------------|
| 08/14 | Reference Meeting |
| 08/18 | Check in with Sara |
| 08/19 | Teen Intern Meeting |
| 08/21 | Staff Meeting |
| 08/21 | Department Heads Meeting |
| 08/25 | Meeting with CEO and Student Intern |

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

| Date | Program | Statistics |
|-------------|---------------------------|---|
| 08/01 | Beginner Crochet Class | 15 |
| 08/04 | Games in the Greenspace | 10 |
| 08/06 | Pet Portraits | 18 |
| 08/07 | Succulent Terrariums | 20 |
| 08/09 | Jane Austen Dancing | 3 (This was an adult program that teens attended) |
| 08/18 | Comic book Self Portraits | 20 |
| 06/30-08/15 | Summer Reading for Teens | 51 |

Summer Reading –Teen Summer Reading concluded this month with 51 teens officially registered. This figure does not include participants who joined without registering online. The majority of those who signed up successfully completed the challenge.

Raffle ticket stats: Teens received white tickets to choose amongst the gift cards, and blue ticket which could be used for a grand prize, every time they completed the program.

In total we had 500 raffle tickets

Grand prize: 45 tickets were entered in this raffle

Ammirati's: 32 tickets were entered in this raffle

Amazon: 152 tickets were entered in this raffle

Target: 122 tickets were entered in this raffle

Starbucks: 71 tickets were entered in this raffle

Magic Fountain: 74 tickets were entered in this raffle

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.

Student Intern- In collaboration with the Career and Employment Agency on Long Island, we have continued with 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 assumed their responsibilities. This intern will also be taking over during the school year.

Teen Space In August, I continued with the 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 guessing jar had **51** participants. 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: 12 Washi Tape Crafts: 2, Misc. 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 Engagement & Community Partnership-A local teen working toward her Girl Scout Gold Award approached us with a request to display skin cancer awareness activity sheets in the Teen Space. We were happy to support her initiative, and the materials were displayed prominently. Since then, teens have been actively engaging with the resources and taking the activity sheets, demonstrating interest in health education and community-led efforts.

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 39 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 continued to work on and 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. Certainly! Here's a more polished version of that sentence for a board report: This month, we launched a Throwback Thursday social media series to highlight and reflect on teen programs and events from the summer. 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: 7

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: September 3, 2025

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: August 2025 Wrap-up

Our Numbers are as follows:

In Person programs: 518
Reference questions and book pulls 342

General Information

Summer is always a special time at our library, with visitors stopping by not just from our community, but from all over the country. This is the second year of the Suffolk County Library summer tour, and it feels like even more people are coming through our doors. We love welcoming new faces and often hear how much people enjoy the friendly, welcoming vibe of our space.

Our summer reading program continues to earn high praise from patrons both in our community and from nearby libraries. We're incredibly grateful to the Friends of the Library for their generous support, which makes it all possible. The reading challenge, along with our weekly guessing jar, is all about helping kids stay excited about books and motivated to read all summer long.

Each August, we highlight our circulating preschool and kindergarten backpacks. Each backpack contains six carefully selected books tailored to the specific age group, further enriching our community's reading experience.

Fall programming sign up began on Monday, August 4th. Sign up is always slow this time of year as some patrons just can't get out of a summer mode. We have begun planning for the 6th annual pumpkin event. This has become a staple for our families of little ones. Pumpkin carving, games, balloons, face painting, popcorn along with hot dogs.

In the Tween Place, we're sharing some sun safety questionnaires provided by Grace Corrigan, who is working toward her Girl Scout Gold Award. We're excited to support Grace in her project and glad to offer helpful information to our visitors along the way.

All raffle prizes were picked up by the 29th. Congratulations to all our reader winners!!

Meetings:

August 19th Karen attended the Booklist webinar Picture Book Party: what is new this fall.

August 19th Karen attended the School Library Journal webinar. The focus was best in fall nonfiction.

August 21st Shauna held a full staff meeting. All children's staff attended.

Summer Reading Club Information

Again this summer, we used the NYS READSqured online reading program. As we have in the past, we offered both a preschool reading program and an elementary reading program. We reached a total sign up of 207 readers.

The final report numbers will be sent to Youth Services at SCLS for inclusion into the New York State Report.

Summer Reading Club numbers are as follows:

Number of Children who signed up:

| | |
|--------------------------|-----|
| Birth - PreK: | 54 |
| K-6 th grade: | 153 |
| Total | 207 |

Total number of books read by Birth-PreK club: 1,566

Total number of minutes spent reading by K-6th club: 92,160

Our programs had an overall attendance of 2,004.

OVERALL

On August 13th, the Friends of the Library hosted our end-of-summer picnic, drawing an amazing crowd of 240 attendees. This year, we were thrilled to welcome back Long Island Pony Parties and Petting Zoo. Thanks to a generous donation, we were also able to add a second exciting feature: the Bubble Truck! Foam filled the greenspace while kids laughed and played, making unforgettable summer memories. With the addition of the SLED from SCLS, it all came together for a truly perfect day.

A sincere thank-you to everyone who helped make this summer so special. We're grateful to the Friends of the Library for providing hot dogs, snacks, and ice cream, and to Superintendent of Highways Dan Goodwin for arranging snow fencing to keep the animals and picnic area safely separated. Special thanks to Ali from Magic Fountain for sponsoring our weekly guessing jar with ice cream sundae gift cards. And of course, a big thank-you to Shauna, our amazing library staff, and the incredible children's department team for creating a season full of books, fun, and friendships.

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Name **Mattituck Library**
Address **13900 Main Road**
Mattituck, NY 11952

Date: **August 19, 2025**

THIS INSTRUMENT IS SUBJECT TO ALL
OF THE TERMS & CONDITIONS ON THE
REVERSE HERE OF INCLUDING THOSE
RELATING TO WARRANTIES.

Property: **13900 Main Road, Mattituck**

| DESCRIPTION | PRICE |
|--|--|
| <p>FALL 2025: Awning removal service, condition check & winter storage. We have scheduled your removal service for the week of: 10/20/2025</p> <p style="text-align: right;"> Fall Service Price NYS Sales Tax Total Due </p> <p>Note: Minor repairs not to exceed \$400 per awning will be automatically completed. This policy is designed to save our clients money by reducing the number of times an awning is handled. If we determine your awning does not justify a repair up to \$400, due to its age, condition or size, we will provide you with a quote enabling you to make an informed decision on how to proceed.</p> | <p style="text-align: right;"> \$ 678.00 \$ 59.33 \$ 737.33 </p> |
| <p>SPRING 2026: Awning installation service. We have scheduled your installation service for the week of: 5/11/2026</p> <p style="text-align: right;"> Spring Service Price NYS Sales Tax Total Due </p> <p>The installation/removal dates for servicing your awnings are based on our service records for your account. If these dates are unsatisfactory, please indicate your preference on this quotation and return in the envelope provided.</p> <p>If you are planning work that will interfere with the service of your awnings, please notify us two weeks in advance of your scheduled installation date. If we are not notified, you may be charged for any time and/or materials expended by us.</p> <p>We will do everything possible to meet your schedule. However, the vagaries of the weather can affect our schedule dramatically. Thank you for your understanding.</p> <p><u>**A SIGNED CONTRACT is required for services to be performed.**</u></p> | <p style="text-align: right;"> \$ 865.00 \$ 75.69 \$ 940.69 </p> |

*Tax exempt
attached*

NOTE: Kindly sign and return one copy. Keep one copy for your records. Your signature constitutes a contract for the manufacture or services described above at the price stated per the Terms and Conditions attached or on reverse side.

Mills Authorization CLM Date 08/19/2025 Accepted *[Signature]* Date August 19, 2025

74100 WEST FRONT STREET, PO BOX 2126, GREENPORT, NY 11944
631-477-1500 • www.millscanvas.com • FAX 631-477-1504

Wm J. Mills & Co.

AWNING REPAIR-WASH REQUEST FORM

Proceed w/ work

Send a quotation

Hand wash & waterproof **

☐☒

Re-sewing may be required if awning is 6 yr & older.
The threads may not survive the hand washing process.

Resew entirely

☐☐

Ultraviolet light begins to "burn out" the thread after 6-7 years.

Replace existing fabric with new fabric
(Recover)

☐☐

Replace ropes

☐☐

(on window or porch awnings)

Replace braid along edge of valance

☐☐

Repair as necessary

☐☐

Check here if you prefer to have
us effect repairs based upon our
judgement.

We will send a quotation
for repairs **over \$ 400**.
Repairs under \$ 400 will be
completed without a quote.

** fabric must be acrylic If any repair is recommended please send quote. 88

Name (pls. print)

Shauna Schell

Signature

Shauna Schell

Date

August 19, 2025

=====

Office use

WO issued #

Date

Quote issued #

Date

Attach copy to TD/RH work order



Mattituck-Laurel LIBRARY

Warrants / Expenses

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

To be approved at the Library Board Meeting on September 8, 2025

| | |
|--------------------------------|--------------|
| Operating Account Total | \$134,751.59 |
|--------------------------------|--------------|

| | |
|---------|--------------|
| Payroll | \$ 72,310.76 |
|---------|--------------|

| | |
|-------------|--------------|
| Non Payroll | \$ 62,440.83 |
|-------------|--------------|

| | |
|---------------------------------|-------------|
| Cultural Activities Fund | \$ 1,538.78 |
|---------------------------------|-------------|

| | |
|-----------------------------|-------------|
| Money Market Account | \$ 9,500.00 |
|-----------------------------|-------------|

| | |
|------------------------------|------|
| Building Fund Savings | \$ 0 |
|------------------------------|------|

| | |
|-------------------------------|------|
| Building Fund Checking | \$ 0 |
|-------------------------------|------|

| | |
|--------------------------------|------|
| Donations in excess of \$1,000 | None |
|--------------------------------|------|

August payroll has four weeks.

09/04/25

**Mattituck-Laurel Library
Fund Balance Report**

| | <u>Jan - Aug 25</u> |
|---------------------------------------|----------------------------|
| General Fund | |
| Operating Fund | 736,363.89 |
| Building Fund | |
| Checking | 268,971.72 |
| Savings | <u>57,316.09</u> |
| Total Building Fund | <u>326,287.81</u> |
| Total General Fund | 1,062,651.70 |
| Cultural Activities Fund | |
| Coffee Machine | 780.67 |
| Teen Programs | 243.96 |
| Children's Programs | 1,226.17 |
| Staff Activity Fund | 1,174.21 |
| Adult Programs Wash Account | 14,120.55 |
| Designated Gifts | 657.80 |
| Parent-Toddler Programs | <u>64.23</u> |
| Total Cultural Activities Fund | 18,267.59 |
| Gift and Trust Fund - MM | |
| Claire Lincoln Memorial | 2,637.09 |
| Local History Books | 26,778.90 |
| Undesignated & Interest | 33,796.07 |
| Capital Reserve Fund | 711,013.19 |
| Unemployment Insurance | <u>30,000.00</u> |
| Total Gift and Trust Fund - MM | <u>804,225.25</u> |
| TOTAL | <u><u>1,885,144.54</u></u> |

09/04/25

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

| Date | Name | Memo | Original Amount | Paid Amount |
|---------------------------------------|-------------------------|-----------------------------|-----------------|-------------|
| Library Materials | | | | |
| Youth Materials | | | | |
| Youth Arts & Crafts | | | | |
| 08/01/2025 | Karen Letteriello. | Paper goods for prizes | 37.27 | 37.27 |
| Total Youth Arts & Crafts | | | | 37.27 |
| Youth DVD's | | | | |
| 08/09/2025 | Midwest Tape | 507555724 | 25.19 | 25.19 |
| 08/28/2025 | Midwest Tape | 507617071 | 17.48 | 17.48 |
| 08/28/2025 | Midwest Tape | 507617077 | 25.19 | 25.19 |
| Total Youth DVD's | | | | 67.86 |
| Youth Books | | | | |
| 08/04/2025 | B&T Juvenile Account | July invoices | 363.69 | 363.69 |
| 08/04/2025 | Penworthy | Various Books for Childr... | 156.90 | 156.90 |
| Total Youth Books | | | | 520.59 |
| Total Youth Materials | | | | 625.72 |
| Adult Materials | | | | |
| DVD/Music CD | | | | |
| 08/05/2025 | Amazon Capital Services | Qty 1 DVD Bride & Preju... | 22.46 | 22.46 |
| 08/05/2025 | Midwest Tape | 507514954 | 21.69 | 21.69 |
| 08/05/2025 | Midwest Tape | 507514955 | 13.99 | 13.99 |
| 08/05/2025 | Midwest Tape | 507514956 | 20.99 | 20.99 |
| 08/09/2025 | ELM USA, Inc. | PRO-03584B Monthly m... | 25.00 | 25.00 |
| 08/09/2025 | Midwest Tape | 507555679 | 20.99 | 20.99 |
| 08/09/2025 | Midwest Tape | 507555720 | 13.99 | 13.99 |
| 08/09/2025 | Midwest Tape | 507555721 | 28.68 | 28.68 |
| 08/09/2025 | Midwest Tape | 507555722 | 21.69 | 21.69 |
| 08/14/2025 | Midwest Tape | 507578840 | 82.56 | 82.56 |
| 08/14/2025 | Midwest Tape | 507578842 | 13.99 | 13.99 |
| 08/28/2025 | Midwest Tape | 507617072 | 35.68 | 35.68 |
| 08/28/2025 | Midwest Tape | 507617073 | 25.19 | 25.19 |
| 08/28/2025 | Midwest Tape | 507617074 | 18.89 | 18.89 |
| 08/28/2025 | Midwest Tape | 507617075 | 36.38 | 36.38 |
| Total DVD/Music CD | | | | 402.17 |
| Digital Material Subscriptions | | | | |
| 08/04/2025 | Kanopy, Inc. | 214 Tickets | 214.00 | 214.00 |
| 08/04/2025 | Midwest Tape | Hoopla Month Ending 7/... | 170.57 | 170.57 |
| Total Digital Material Subscriptions | | | | 384.57 |
| Adult Books | | | | |
| 08/05/2025 | B&T Adult Account | July invoices | 1,539.95 | 1,539.95 |
| 08/05/2025 | Amazon Capital Services | Qty 3 Books / Great Gat... | 22.38 | 22.38 |
| 08/05/2025 | Amazon Capital Services | Qty 1 Book / An Inside J... | 34.14 | 34.14 |
| 08/19/2025 | Amazon Capital Services | Book - 6 Steps to Fewer... | 8.97 | 8.97 |
| Total Adult Books | | | | 1,605.44 |
| Reference Books and Data Bases | | | | |
| 08/12/2025 | SCLS | Ancestry Library Ed Sub... | 839.80 | 839.80 |
| Total Reference Books and Data Bases | | | | 839.80 |
| Large Print Books | | | | |
| 08/05/2025 | B&T Adult Account | July invoices | 55.20 | 55.20 |

09/04/25

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

| Date | Name | Memo | Original Amount | Paid Amount |
|-----------------------------------|--------------------------------|------------------------------|-----------------|-------------|
| Total Large Print Books | | | | 55.20 |
| Newspapers | | | | |
| 08/06/2025 | Daily News | Pays through 9/17/25 | 90.00 | 90.00 |
| 08/06/2025 | Times Review Media Group | 12 months Riverhead N... | 98.00 | 98.00 |
| 08/19/2025 | Newsday | Subscription period from... | 343.92 | 343.92 |
| 08/21/2025 | Elan Financial Services | D.J. Barrons | 97.84 | 97.84 |
| Total Newspapers | | | | 629.76 |
| Total Adult Materials | | | | 3,916.94 |
| Teen Materials | | | | |
| 08/04/2025 | B&T Teen Account | July invoices | 184.01 | 184.01 |
| Total Teen Materials | | | | 184.01 |
| Total Library Materials | | | | 4,726.67 |
| Capital Expenditures | | | | |
| 08/21/2025 | Elan Financial Services | Wayfair Cafe Tables & ... | 404.97 | 404.97 |
| Total Capital Expenditures | | | | 404.97 |
| Technology | | | | |
| 08/04/2025 | PM Communications Corp. | Monthly Maintenance | 117.89 | 117.89 |
| 08/05/2025 | Amazon Capital Services | Makerbot 3D printer fila... | 329.99 | 329.99 |
| Total Technology | | | | 447.88 |
| Operations and Maintenance | | | | |
| Building Maintenance | | | | |
| Aquarium Maintenance | | | | |
| 08/13/2025 | Living Art Aquariums | Service - 7/1/25,7/15/25,... | 345.00 | 345.00 |
| Total Aquarium Maintenance | | | | 345.00 |
| HVAC Maintenance | | | | |
| 08/09/2025 | Kolb Service Corp. | Service call 6/26/25 for ... | 216.25 | 216.25 |
| Total HVAC Maintenance | | | | 216.25 |
| Alarm Test | | | | |
| 08/04/2025 | Southold Town Clerk | Alarm permit no. 1756 e... | 20.00 | 20.00 |
| Total Alarm Test | | | | 20.00 |
| Elevator Maint. | | | | |
| 08/28/2025 | Champion Elevator | Replaced Button (Lobby... | 850.00 | 850.00 |
| 08/29/2025 | Champion Elevator | Quarterly Maintenance 3... | 1,435.80 | 1,435.80 |
| Total Elevator Maint. | | | | 2,285.80 |
| Other Building Maint. | | | | |
| 08/06/2025 | Suffolk Security Systems, Inc. | Service call for Bathroo... | 299.00 | 299.00 |
| Total Other Building Maint. | | | | 299.00 |
| Total Building Maintenance | | | | 3,166.05 |
| Electric | | | | |
| 08/28/2025 | PSEGLI | Service from July 22, 20... | 3,274.07 | 3,274.07 |
| Total Electric | | | | 3,274.07 |
| Gas | | | | |

09/04/25

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

| Date | Name | Memo | Original Amount | Paid Amount |
|-------------------------------------|----------------------------------|-------------------------------|-----------------|-------------|
| 08/28/2025 | National Grid | Billing period July 21, 20... | 55.60 | 55.60 |
| Total Gas | | | | 55.60 |
| Grounds Maintenance | | | | |
| Other Grounds Maintenance | | | | |
| 08/04/2025 | Twin Fork Landscape Contracti... | Cuts 6/30,7/7,7/15,7/22,... | 676.00 | 676.00 |
| 08/19/2025 | Business Card | Plaque for Percussion P... | 155.98 | 155.98 |
| 08/21/2025 | Twin Fork Landscape Contracti... | Tree removal from SW p... | 805.00 | 805.00 |
| 08/29/2025 | Twin Fork Landscape Contracti... | Cuts 8/5,8/12,8/19,8/26,... | 490.00 | 490.00 |
| Total Other Grounds Maintenance | | | | 2,126.98 |
| Total Grounds Maintenance | | | | 2,126.98 |
| Insurance | | | | |
| Umbrella Package | | | | |
| 08/15/2025 | Utica National Insurance Group | Commercial Umbrella P... | 23,015.11 | 23,015.11 |
| Total Umbrella Package | | | | 23,015.11 |
| Total Insurance | | | | 23,015.11 |
| Garbage Removal | | | | |
| 08/21/2025 | Mattituck Environmental Services | 4 YD Trash Service | 280.42 | 280.42 |
| Total Garbage Removal | | | | 280.42 |
| Total Operations and Maintenance | | | | 31,918.23 |
| Miscellaneous Expense | | | | |
| Maintenance Office Equipment | | | | |
| Optimum Internet Service | | | | |
| 08/19/2025 | Optimum | Billing period 08/16/25 t... | 244.85 | 244.85 |
| Total Optimum Internet Service | | | | 244.85 |
| Copy Machine | | | | |
| 08/11/2025 | Precision Microproducts | Contract plus color and ... | 691.14 | 691.14 |
| 08/11/2025 | Precision Microproducts | Contract plus color and ... | 688.62 | 688.62 |
| Total Copy Machine | | | | 1,379.76 |
| Computer/Network Maintenance | | | | |
| 08/25/2025 | L2J Consulting, Inc. | Monthly IT Support - Au... | 1,000.00 | 1,000.00 |
| Total Computer/Network Maintenance | | | | 1,000.00 |
| Computer Software Licenses | | | | |
| 08/21/2025 | Elan Financial Services | Paddle.Net Crashplan | 32.59 | 32.59 |
| Total Computer Software Licenses | | | | 32.59 |
| Total Maintenance Office Equipment | | | | 2,657.20 |
| Membership | | | | |
| Museum Passes | | | | |
| 08/19/2025 | Business Card | Long Island Science Ce... | 450.00 | 450.00 |
| Total Museum Passes | | | | 450.00 |
| Eastern Suffolk BOCES | | | | |
| 08/09/2025 | Eastern Suffolk BOCES | A617 Participation in the... | 609.00 | 609.00 |
| Total Eastern Suffolk BOCES | | | | 609.00 |

09/04/25

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

| Date | Name | Memo | Original Amount | Paid Amount |
|--|----------------------------------|-------------------------------|-----------------|-------------|
| Total Membership | | | | 1,059.00 |
| Postage | | | | |
| Newsletter mailing | | | | |
| 08/14/2025 | Postmaster | Postage for September/... | 481.40 | 481.40 |
| Total Newsletter mailing | | | | 481.40 |
| Total Postage | | | | 481.40 |
| Printing & Advertising | | | | |
| Other printing & advertising | | | | |
| 08/14/2025 | Handy Pantry | Fruit for Health Fair 8/16... | 60.00 | 60.00 |
| Total Other printing & advertising | | | | 60.00 |
| Newsletter printing | | | | |
| 08/18/2025 | Pine Barrens Printing | September/October Ne... | 3,767.00 | 3,767.00 |
| Total Newsletter printing | | | | 3,767.00 |
| Total Printing & Advertising | | | | 3,827.00 |
| Professional Fees | | | | |
| SCLS Telecommunications | | | | |
| 08/05/2025 | SCLS-Telecommunications | Telecommunications - ... | 9,900.00 | 9,900.00 |
| Total SCLS Telecommunications | | | | 9,900.00 |
| SCLS/Overdue Notices | | | | |
| 08/05/2025 | SCLS | Overdues - Processed &... | 19.95 | 19.95 |
| Total SCLS/Overdue Notices | | | | 19.95 |
| Total Professional Fees | | | | 9,919.95 |
| Programs - Adult | | | | |
| Adult Reading Club & Book Discu | | | | |
| 08/05/2025 | Amazon Capital Services | Qty 12 Books / The Gre... | 54.00 | 54.00 |
| Total Adult Reading Club & Book Discu | | | | 54.00 |
| Adult Programs | | | | |
| 08/09/2025 | Sharon Twickler | Reimburse Raffle Baske... | 40.00 | 40.00 |
| 08/09/2025 | Westhampton Free Library | Shared Adult Program T... | 25.00 | 25.00 |
| 08/09/2025 | Westhampton Free Library | Shared Adult Program B... | 50.00 | 50.00 |
| 08/09/2025 | Westhampton Free Library | Shared Adult Program L... | 50.00 | 50.00 |
| 08/11/2025 | Vicaliente, LLC | Dance 8/8/25 | 300.00 | 300.00 |
| 08/13/2025 | The Pot City, Inc. | Terrariums for Adults an... | 240.00 | 240.00 |
| 08/19/2025 | Amazon Capital Services | 4 pk Raffle baskets | 19.99 | 19.99 |
| 08/21/2025 | Elan Financial Services | Zoom | 67.96 | 67.96 |
| 08/21/2025 | Home Health and Spirit Corpor... | Elderberry Syrup 8/16/25 | 435.00 | 435.00 |
| 08/21/2025 | Jeannie Pendergrass | Hula 8/19/25 | 225.00 | 225.00 |
| 08/25/2025 | Maria's Mexican Cooking, LLC | Mexican Cooking 8/23/25 | 450.00 | 450.00 |
| Total Adult Programs | | | | 1,902.95 |
| Total Programs - Adult | | | | 1,956.95 |
| Programs - Summer | | | | |
| 08/01/2025 | Karen Letteriello. | Fruit and graham cracke... | 39.13 | 39.13 |
| 08/04/2025 | Nicole Summers Sparling | Boogie/Tango 8/5/25 | 350.00 | 350.00 |
| 08/04/2025 | Rob Scott | Brownies 8/4/25 | 360.00 | 360.00 |
| 08/04/2025 | Theresa's Programs LLC | Pet Portraits for Tweens... | 225.00 | 225.00 |
| 08/09/2025 | Arrayscape Gaming, Inc. | Minecraft - Lost Egypt 8/... | 300.00 | 300.00 |

09/04/25

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

| Date | Name | Memo | Original Amount | Paid Amount |
|-----------------------------|-----------------------------------|------------------------------|------------------------|--------------------|
| 08/12/2025 | Long Island Pony Parties & Pet... | Petting Zoo 8/13/25 | 475.00 | 475.00 |
| 08/13/2025 | The Bubble Truck NY, Inc. | Bubble Truck 8/13/25 | 450.00 | 450.00 |
| 08/19/2025 | Joanne Hruz. | Cups, Cutlery, Plates, S... | 124.16 | 124.16 |
| Total Programs - Summer | | | | 2,323.29 |
| Programs - Teen | | | | |
| 08/04/2025 | Theresa's Programs LLC | Pet Portraits for Tweens... | 225.00 | 225.00 |
| 08/12/2025 | Marissa Timm | Reimburse Gift Cards fo... | 100.00 | 100.00 |
| 08/13/2025 | The Pot City, Inc. | Terrariums for Adults an... | 300.00 | 300.00 |
| 08/18/2025 | Chris Vivas | Comic Book Self Portrait... | 275.00 | 275.00 |
| 08/19/2025 | Amazon Capital Services | Candy, Food items, Jour... | 181.22 | 181.22 |
| Total Programs - Teen | | | | 1,081.22 |
| Supplies - Library | | | | |
| 08/04/2025 | Orlowski Hardware Company, I... | AA Batteries, Extension ... | 51.26 | 51.26 |
| 08/05/2025 | Amazon Capital Services | Table cloths for Health F... | 34.99 | 34.99 |
| 08/05/2025 | Amazon Capital Services | Traffic Cones 10 pack | 128.28 | 128.28 |
| 08/09/2025 | Quill Corporation | Qty 1 Scotch tape, Qty 1... | 40.47 | 40.47 |
| 08/09/2025 | Quill Corporation | Qty 1 Paper towel, Qty 1... | 105.46 | 105.46 |
| 08/11/2025 | Brodart | Labels - Valentine's, Sp... | 146.88 | 146.88 |
| 08/11/2025 | The Library Store | Label - Christmas, Than... | 218.78 | 218.78 |
| 08/14/2025 | Demco | Color coding Dot Labels... | 77.17 | 77.17 |
| 08/19/2025 | Business Card | Aunt Flow pads | 150.00 | 150.00 |
| 08/19/2025 | Amazon Capital Services | Suggestion box, Manila f... | 41.98 | 41.98 |
| 08/19/2025 | Amazon Capital Services | AA Batteries | 14.35 | 14.35 |
| 08/19/2025 | Amazon Capital Services | 5 pk Plastic Bins | 14.97 | 14.97 |
| 08/21/2025 | Elan Financial Services | Cricut | 9.99 | 9.99 |
| 08/25/2025 | Demco | Custom Stamp | 45.91 | 45.91 |
| 08/28/2025 | SCLS | Cotton Candy Machine ... | 25.00 | 25.00 |
| Total Supplies - Library | | | | 1,105.49 |
| Telephone | | | | |
| 08/19/2025 | Optimum | Billing period 08/16/25 t... | 191.58 | 191.58 |
| Total Telephone | | | | 191.58 |
| Workshops | | | | |
| 08/19/2025 | Business Card | NYLA Conference Regis... | 340.00 | 340.00 |
| Total Workshops | | | | 340.00 |
| Total Miscellaneous Expense | | | | 24,943.08 |
| TOTAL | | | | 62,440.83 |

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

| | Aug 25 |
|--------------------------------|-----------|
| Ordinary Income/Expense | |
| Income | |
| Interest | 6.60 |
| Direct Public Support | 955.72 |
| Fines | 124.55 |
| Copy Machine | 749.90 |
| Total Income | 1,836.77 |
| Gross Profit | 1,836.77 |
| Expense | |
| Payroll Expenses | |
| Salaries | |
| Professional Salaries | 27,823.78 |
| Clerical | 26,413.27 |
| Custodian | 3,906.77 |
| Total Salaries | 58,143.82 |
| Benefits | |
| Fica | 4,240.33 |
| Disability Insurance | -276.01 |
| Medical Insurance | 5,778.05 |
| Retirement | 4,436.35 |
| Total Benefits | 14,178.72 |
| Total Payroll Expenses | 72,322.54 |
| Library Materials | |
| Youth Materials | |
| Youth Arts & Crafts | 37.27 |
| Youth DVD's | 67.86 |
| Youth Books | 520.59 |
| Total Youth Materials | 625.72 |
| Adult Materials | |
| DVD/Music CD | 402.17 |
| Digital Material Subscriptions | 384.57 |
| Adult Books | 1,605.44 |
| Reference Books and Data Ba... | 839.80 |
| Large Print Books | 55.20 |
| Newspapers | 629.76 |
| Total Adult Materials | 3,916.94 |
| Teen Materials | 184.01 |
| Total Library Materials | 4,726.67 |
| Capital Expenditures | 404.97 |
| Technology | 447.88 |
| Operations and Maintenance | |
| Building Maintenance | |
| Aquarium Maintenance | 345.00 |

2:48 PM
09/04/25
Cash Basis

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

| | Aug 25 |
|------------------------------------|-----------|
| HVAC Maintenance | 216.25 |
| Alarm Test | 20.00 |
| Elevator Maint. | 2,285.80 |
| Other Building Maint. | 299.00 |
| Total Building Maintenance | 3,166.05 |
| Electric | 3,274.07 |
| Gas | 55.60 |
| Grounds Maintenance | |
| Other Grounds Maintenance | 2,126.98 |
| Total Grounds Maintenance | 2,126.98 |
| Insurance | |
| Umbrella Package | 23,015.11 |
| Total Insurance | 23,015.11 |
| Garbage Removal | 280.42 |
| Total Operations and Maintenance | 31,918.23 |
| Miscellaneous Expense | |
| Maintenance Office Equipment | |
| Verizon Mobile Hotspots | 197.40 |
| Optimum Internet Service | 244.85 |
| Copy Machine | 1,379.76 |
| Computer/Network Maintenance | 1,000.00 |
| Computer Software Licenses | 32.59 |
| Total Maintenance Office Equipm... | 2,854.60 |
| Membership | |
| Museum Passes | 450.00 |
| Eastern Suffolk BOCES | 609.00 |
| Total Membership | 1,059.00 |
| Postage | |
| Newsletter mailing | 481.40 |
| Total Postage | 481.40 |
| Printing & Advertising | |
| Other printing & advertising | 60.00 |
| Newsletter printing | 3,767.00 |
| Total Printing & Advertising | 3,827.00 |
| Professional Fees | |
| Payroll Processing | 556.54 |
| SCLS Telecommunications | 9,900.00 |
| SCLS/Overdue Notices | 19.95 |
| Total Professional Fees | 10,476.49 |
| Programs - Adult | |
| Adult Reading Club & Book Dis... | 54.00 |

2:48 PM
09/04/25
Cash Basis

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

| | Aug 25 |
|-----------------------------|-------------|
| Adult Programs | 1,902.95 |
| Total Programs - Adult | 1,956.95 |
| Programs - Summer | 2,323.29 |
| Programs - Teen | 1,081.22 |
| Supplies - Library | 1,105.49 |
| Telephone | 191.58 |
| Workshops | 340.00 |
| Total Miscellaneous Expense | 25,697.02 |
| Total Expense | 135,517.31 |
| Net Ordinary Income | -133,680.54 |
| Net Income | -133,680.54 |

2:49 PM
09/04/25
Cash Basis

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

| | Jan - Aug 25 | Budget | \$ Over Budget | % of Budget |
|----------------------------------|--------------|--------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| PILOT Funds | 13,096.44 | 5,000.00 | 8,096.44 | 261.9% |
| Mattituck-Cutchoogue 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 | 35.91 | 50.00 | -14.09 | 71.8% |
| Direct Public Support | 16,410.71 | 5,000.00 | 11,410.71 | 328.2% |
| Fines | 556.77 | | | |
| Library Materials Paid For | 238.29 | | | |
| Copy Machine | 3,782.26 | 3,500.00 | 282.26 | 108.1% |
| 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 | 1,708,977.26 | 1,739,353.00 | -30,375.74 | 98.3% |
| Gross Profit | 1,708,977.26 | 1,739,353.00 | -30,375.74 | 98.3% |
| Expense | | | | |
| Payroll Expenses | | | | |
| Salaries | | | | |
| Professional Salaries | 236,437.93 | 361,729.00 | -125,291.07 | 65.4% |
| Clerical | 241,875.09 | 459,661.00 | -217,785.91 | 52.6% |
| Custodian | 31,946.72 | 49,050.00 | -17,103.28 | 65.1% |
| Total Salaries | 510,259.74 | 870,440.00 | -360,180.26 | 58.6% |
| Benefits | | | | |
| Fica | 37,677.33 | 64,310.00 | -26,632.67 | 58.6% |
| Disability Insurance | 1,260.75 | 1,200.00 | 60.75 | 105.1% |
| Medical Insurance | 42,371.66 | 125,405.00 | -83,033.34 | 33.8% |
| Retirement | 38,369.69 | 71,153.00 | -32,783.31 | 53.9% |
| Total Benefits | 119,679.43 | 262,068.00 | -142,388.57 | 45.7% |
| Total Payroll Expenses | 629,939.17 | 1,132,508.00 | -502,568.83 | 55.6% |
| Library Materials | | | | |
| Youth Materials | | | | |
| Youth Arts & Crafts | 892.05 | 2,000.00 | -1,107.95 | 44.6% |
| Youth DVD's | 211.99 | 400.00 | -188.01 | 53.0% |
| 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 | 5,166.77 | 12,000.00 | -6,833.23 | 43.1% |
| Total Youth Materials | 6,566.44 | 15,900.00 | -9,333.56 | 41.3% |
| Adult Materials | | | | |
| DVD/Music CD | 2,358.87 | 3,700.00 | -1,341.13 | 63.8% |
| Live-brary Downloadable e-b... | 54,688.00 | 57,300.00 | -2,612.00 | 95.4% |
| Digital Material Subscriptions | 8,354.43 | 12,500.00 | -4,145.57 | 66.8% |
| Title Source | 1,189.65 | 2,400.00 | -1,210.35 | 49.6% |
| Adult Books | 12,486.83 | 21,500.00 | -9,013.17 | 58.1% |
| Reference Books and Data ... | 839.80 | 2,000.00 | -1,160.20 | 42.0% |
| Adult Ref Books | | | | |

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09/04/25
Cash Basis

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

| | Jan - Aug 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 | 395.44 | 5,000.00 | -4,604.56 | 7.9% |
| Newspapers | 4,827.62 | 7,200.00 | -2,372.38 | 67.1% |
| Periodicals | 4,554.51 | 5,200.00 | -645.49 | 87.6% |
| Total Adult Materials | 90,320.15 | 125,650.00 | -35,329.85 | 71.9% |
| Teen Materials | 1,353.64 | 2,500.00 | -1,146.36 | 54.1% |
| Total Library Materials | 98,240.23 | 144,050.00 | -45,809.77 | 68.2% |
| Capital Expenditures | 653.97 | 19,000.00 | -18,346.03 | 3.4% |
| Technology | 6,817.04 | 9,300.00 | -2,482.96 | 73.3% |
| Operations and Maintenance | | | | |
| Building Maintenance | | | | |
| Aquarium Maintenance | 2,211.00 | 3,600.00 | -1,389.00 | 61.4% |
| HVAC Maintenance | 1,797.49 | 2,500.00 | -702.51 | 71.9% |
| Exterminator | 630.00 | 1,200.00 | -570.00 | 52.5% |
| False Alarms | 0.00 | 200.00 | -200.00 | 0.0% |
| Alarm Test | 20.00 | 200.00 | -180.00 | 10.0% |
| Elevator Maint. | 6,405.34 | 5,500.00 | 905.34 | 116.5% |
| Security Monitoring | 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. | 1,052.50 | 7,000.00 | -5,947.50 | 15.0% |
| Total Building Maintenance | 13,994.88 | 22,775.00 | -8,780.12 | 61.4% |
| Custodial Supplies | 1,145.88 | 1,300.00 | -154.12 | 88.1% |
| Electric | 17,616.28 | 29,000.00 | -11,383.72 | 60.7% |
| Gas | 6,726.10 | 12,000.00 | -5,273.90 | 56.1% |
| 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 | 14,371.95 | 12,500.00 | 1,871.95 | 115.0% |
| Total Grounds Maintenance | 16,855.95 | 17,200.00 | -344.05 | 98.0% |
| Insurance | | | | |
| Workers' Comp. | 6,845.00 | 12,000.00 | -5,155.00 | 57.0% |
| Umbrella Package | 23,015.11 | 23,000.00 | 15.11 | 100.1% |
| Total Insurance | 29,860.11 | 35,000.00 | -5,139.89 | 85.3% |
| Water | | | | |
| North Fork Water | 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% |

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Cash Basis

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

| | Jan - Aug 25 | Budget | \$ Over Budget | % of Budget |
|------------------------------------|--------------|------------|----------------|-------------|
| Garbage Removal | 2,514.96 | 3,300.00 | -785.04 | 76.2% |
| Total Operations and Maintenance | 89,740.78 | 124,925.00 | -35,184.22 | 71.8% |
| 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 | 1,579.20 | 2,500.00 | -920.80 | 63.2% |
| Optimum Internet Service | 1,964.90 | 3,500.00 | -1,535.10 | 56.1% |
| Copy Machine | 3,235.99 | 5,500.00 | -2,264.01 | 58.8% |
| Computer/Network Maintenance | 8,000.00 | 12,000.00 | -4,000.00 | 66.7% |
| BookScan Maintenance | 690.00 | 750.00 | -60.00 | 92.0% |
| Computer Software Licenses | 8,263.06 | 9,000.00 | -736.94 | 91.8% |
| Total Maintenance Office Equipment | 23,733.15 | 33,250.00 | -9,516.85 | 71.4% |
| Membership | | | | |
| Professional Memberships | 1,786.00 | 2,300.00 | -514.00 | 77.7% |
| Museum Passes | 2,465.05 | 5,000.00 | -2,534.95 | 49.3% |
| Mattituck Chamber of Commerce | 125.00 | 350.00 | -225.00 | 35.7% |
| Eastern Suffolk BOCES | 609.00 | 800.00 | -191.00 | 76.1% |
| Total Membership | 4,985.05 | 8,450.00 | -3,464.95 | 59.0% |
| Postage | | | | |
| Postage & Stamps | 534.30 | 770.00 | -235.70 | 69.4% |
| Mailing Permit | 350.00 | 300.00 | 50.00 | 116.7% |
| Newsletter mailing | 1,731.41 | 2,000.00 | -268.59 | 86.6% |
| Post Office Box Fee | 188.00 | 200.00 | -12.00 | 94.0% |
| Total Postage | 2,803.71 | 3,270.00 | -466.29 | 85.7% |
| Printing & Advertising | | | | |
| Other printing & advertising | 3,431.07 | 1,500.00 | 1,931.07 | 228.7% |
| Newsletter printing | 15,068.00 | 21,000.00 | -5,932.00 | 71.8% |
| Total Printing & Advertising | 18,499.07 | 22,500.00 | -4,000.93 | 82.2% |
| Professional Fees | | | | |
| Payroll Processing | 4,543.33 | 8,000.00 | -3,456.67 | 56.8% |
| SCLS Telecommunications | 9,900.00 | 10,500.00 | -600.00 | 94.3% |
| 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 | 194.18 | 500.00 | -305.82 | 38.8% |
| SCLS/Annual Membership | 11,508.00 | 12,500.00 | -992.00 | 92.1% |
| Total Professional Fees | 36,918.74 | 57,400.00 | -20,481.26 | 64.3% |
| Programs - Adult | | | | |
| Motion Picture/Music Licensing | 347.99 | 600.00 | -252.01 | 58.0% |
| Adult Reading Club & Book ... | 1,052.66 | 3,500.00 | -2,447.34 | 30.1% |
| Adult Programs | 21,205.31 | 18,000.00 | 3,205.31 | 117.8% |
| Total Programs - Adult | 22,605.96 | 22,100.00 | 505.96 | 102.3% |
| Programs - Juvenile | 6,050.92 | 12,000.00 | -5,949.08 | 50.4% |

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Cash Basis

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

| | Jan - Aug 25 | Budget | \$ Over Budget | % of Budget |
|-----------------------------|--------------|--------------|----------------|-------------|
| Programs - Summer | 9,038.21 | 8,000.00 | 1,038.21 | 113.0% |
| Programs - Teen | 7,578.23 | 8,000.00 | -421.77 | 94.7% |
| Supplies - Library | 4,788.30 | 10,500.00 | -5,711.70 | 45.6% |
| 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 | 1,496.58 | 2,400.00 | -903.42 | 62.4% |
| Travel | 858.50 | 2,400.00 | -1,541.50 | 35.8% |
| Workshops | 2,074.14 | 2,300.00 | -225.86 | 90.2% |
| 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 | 147,221.72 | 209,570.00 | -62,348.28 | 70.2% |
| 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 | 972,613.37 | 1,739,353.00 | -766,739.63 | 55.9% |
| Net Ordinary Income | 736,363.89 | 0.00 | 736,363.89 | 100.0% |
| Net Income | 736,363.89 | 0.00 | 736,363.89 | 100.0% |

09/04/25

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

| Type | Date | Name | Memo | Paid Amount |
|------------------------------------|------------|----------------------------|---------------------------|-------------|
| General Fund | | | | |
| Building Fund | | | | |
| Savings | | | | |
| Deposit | 08/31/2025 | | Interest | 0.46 |
| Total Savings | | | | 0.46 |
| Total Building Fund | | | | 0.46 |
| Total General Fund | | | | 0.46 |
| Cultural Activities Fund | | | | |
| Coffee Machine | | | | |
| Deposit | 08/04/2025 | | Coffee | 1.00 |
| Deposit | 08/18/2025 | | Coffee | 1.00 |
| Total Coffee Machine | | | | 2.00 |
| Staff Activity Fund | | | | |
| Check | 08/01/2025 | | Check order | -111.64 |
| Bill | 08/19/2025 | Business Card | Land's End Sweaters ... | -462.14 |
| Total Staff Activity Fund | | | | -573.78 |
| Adult Programs Wash Account | | | | |
| Deposit | 08/04/2025 | | Yoga | 19.12 |
| Deposit | 08/04/2025 | | LI Aquarium Tickets | 346.00 |
| Deposit | 08/11/2025 | | Arts/Crafts | 28.23 |
| Deposit | 08/11/2025 | | Hula | 4.55 |
| Deposit | 08/11/2025 | | Yoga | 20.00 |
| Deposit | 08/11/2025 | | LI Aquarium Tickets | 67.00 |
| Deposit | 08/18/2025 | | LI Aquarium Tickets | 190.00 |
| Deposit | 08/18/2025 | | Cooking | 28.23 |
| Deposit | 08/18/2025 | | Hula | 9.10 |
| Bill | 08/21/2025 | Rosemary Martilotta | Yoga series 7/16 to 8/... | -580.00 |
| Bill | 08/22/2025 | Laurie Short | Chair Strength series ... | -385.00 |
| Deposit | 08/25/2025 | | Cooking | 37.97 |
| Deposit | 08/25/2025 | | Hula | 4.55 |
| Deposit | 08/25/2025 | | Defensive Driving | 33.62 |
| Deposit | 08/25/2025 | | Cooking | 40.00 |
| Deposit | 08/25/2025 | | Arts & Crafts | 10.00 |
| Deposit | 08/25/2025 | | Natural History | 35.00 |
| Deposit | 08/25/2025 | | LI Aquarium Tickets | 955.00 |
| Deposit | 08/25/2025 | | Hula | 5.00 |
| Total Adult Programs Wash Account | | | | 868.37 |
| Total Cultural Activities Fund | | | | 296.59 |
| Gift and Trust Fund - MM | | | | |
| Undesignated & Interest | | | | |
| Bill | 08/13/2025 | Hawkins, Delafield & Wo... | Bond Counsel Service... | -9,500.00 |
| Deposit | 08/31/2025 | | Interest | 0.06 |
| Total Undesignated & Interest | | | | -9,499.94 |
| Total Gift and Trust Fund - MM | | | | -9,499.94 |

09/04/25

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

| | Type | Date | Name | Memo | Paid Amount |
|-------|------|------|------|------|-------------------------|
| TOTAL | | | | | <u><u>-9,202.89</u></u> |

09/04/25

Mattituck-Laurel Library

Monthly Bill Payments

As of August 31, 2025

| Type | Date | Num | Name | Memo | Amount |
|-------------------------------|------------|-------|-------------------------|-------------------------------|------------|
| Operating Checking | | | | | |
| Total Operating Checking | | | | | |
| BNB Operating Checking | | | | | |
| Bill Pmt -Check | 08/01/2025 | 13448 | Karen Letteriello. | Reimburse items for Pro... | -76.40 |
| Bill Pmt -Check | 08/04/2025 | 13449 | Nicole Summers Sp... | Boogie/Tango 8/5/25 | -350.00 |
| Bill Pmt -Check | 08/04/2025 | 13450 | B&T Juvenile Acco... | L 935700 | -363.69 |
| Bill Pmt -Check | 08/04/2025 | 13451 | B&T Teen Account | L943258 | -184.01 |
| Bill Pmt -Check | 08/04/2025 | 13452 | Kanopy, Inc. | Invoice \$461236-PPU | -214.00 |
| Bill Pmt -Check | 08/04/2025 | 13453 | Midwest Tape | Cstmr 2000016439,Inv 5... | -170.57 |
| Bill Pmt -Check | 08/04/2025 | 13454 | NYS Employees He... | 03909 | -9,748.71 |
| Bill Pmt -Check | 08/04/2025 | 13455 | Orlowski Hardware ... | Acct #584177 | -51.26 |
| Bill Pmt -Check | 08/04/2025 | 13456 | Penworthy | Cstmr 00-5320020_001,... | -156.90 |
| Bill Pmt -Check | 08/04/2025 | 13457 | PM Communication... | Invoice 45123 | -117.89 |
| Bill Pmt -Check | 08/04/2025 | 13458 | Rob Scott | Brownies 8/4/25 | -360.00 |
| Bill Pmt -Check | 08/04/2025 | 13459 | Southold Town Clerk | Alarm Permit no. 1756 | -20.00 |
| Bill Pmt -Check | 08/04/2025 | 13460 | Theresa's Program... | Pet Portraits for Tweens ... | -450.00 |
| Bill Pmt -Check | 08/04/2025 | 13461 | Twin Fork Landsca... | Invoice 28643 | -676.00 |
| Bill Pmt -Check | 08/05/2025 | 13462 | B&T Adult Account | L 90004-3 | -1,595.15 |
| Bill Pmt -Check | 08/05/2025 | 13463 | SCLS-Telecommun... | Invoice 73993 | -9,900.00 |
| Bill Pmt -Check | 08/05/2025 | 13464 | Amazon Capital Ser... | Acct A1QBFNTMAAYK... | -626.24 |
| Bill Pmt -Check | 08/05/2025 | 13465 | Midwest Tape | Customer 2000001789 | -56.67 |
| Bill Pmt -Check | 08/05/2025 | 13466 | SCLS | Invoice 95100 | -19.95 |
| Bill Pmt -Check | 08/06/2025 | 13467 | Daily News | Acct 4090496 | -90.00 |
| Bill Pmt -Check | 08/06/2025 | 13468 | Suffolk Security Sys... | 1720 | -299.00 |
| Bill Pmt -Check | 08/06/2025 | 13469 | Times Review Medi... | Subscriber 28982 | -98.00 |
| Bill Pmt -Check | 08/09/2025 | 13470 | Arrayscape Gaming... | Minecraft - Lost Egypt 8/... | -300.00 |
| Bill Pmt -Check | 08/09/2025 | 13471 | Eastern Suffolk BO... | Invoice no. 703-26A | -609.00 |
| Bill Pmt -Check | 08/09/2025 | 13472 | ELM USA, Inc. | Invoice 78440 | -25.00 |
| Bill Pmt -Check | 08/09/2025 | 13473 | Kolb Service Corp. | Invoice 4505-216 | -216.25 |
| Bill Pmt -Check | 08/09/2025 | 13474 | Midwest Tape | Customer 2000001789 | -110.54 |
| Bill Pmt -Check | 08/09/2025 | 13475 | Quill Corporation | 03047280 | -145.93 |
| Bill Pmt -Check | 08/09/2025 | 13476 | Sharon Twickler | Reimburse Raffle Baske... | -40.00 |
| Bill Pmt -Check | 08/09/2025 | 13477 | Westhampton Free ... | | -125.00 |
| Bill Pmt -Check | 08/11/2025 | 13478 | Brodart | 318719 | -146.88 |
| Bill Pmt -Check | 08/11/2025 | 13479 | Precision Microprod... | | -1,379.76 |
| Bill Pmt -Check | 08/11/2025 | 13480 | The Library Store | Cstmr 20058, Invoice 93... | -218.78 |
| Bill Pmt -Check | 08/11/2025 | 13481 | Vicaliente, LLC | Dance 8/8/25 | -300.00 |
| Bill Pmt -Check | 08/12/2025 | 13482 | Long Island Pony P... | Petting Zoo 8/13/25 | -475.00 |
| Bill Pmt -Check | 08/12/2025 | 13483 | Marissa Timm | Reimburse Gift Cards fo... | -100.00 |
| Bill Pmt -Check | 08/12/2025 | 13484 | SCLS | Invoice 95174 / Ancestry... | -839.80 |
| Bill Pmt -Check | 08/13/2025 | 13485 | The Pot City, Inc. | Terrariums for Adults an... | -540.00 |
| Bill Pmt -Check | 08/13/2025 | 13486 | Living Art Aquariums | Invoice 2318 | -345.00 |
| Bill Pmt -Check | 08/13/2025 | 13487 | The Bubble Truck N... | Bubble Truck 8/13/25 | -450.00 |
| Bill Pmt -Check | 08/14/2025 | 13488 | Postmaster | Permit no. 41 | -481.40 |
| Bill Pmt -Check | 08/14/2025 | 13489 | Demco | Cstmr 310297230, Invoi... | -77.17 |
| Bill Pmt -Check | 08/14/2025 | 13490 | Midwest Tape | Customer 2000001786 | -96.55 |
| Bill Pmt -Check | 08/14/2025 | 13491 | Handy Pantry | Fruit for Health Fair 8/16... | -60.00 |
| Bill Pmt -Check | 08/15/2025 | 13492 | Utica National Insur... | Acct 101096305 | -23,015.11 |
| Bill Pmt -Check | 08/18/2025 | 13493 | Chris Vivas | Comic Book Self Portrait... | -275.00 |
| Bill Pmt -Check | 08/18/2025 | 13494 | Pine Barrens Printing | Invoice 34831 | -3,767.00 |
| Bill Pmt -Check | 08/19/2025 | 13495 | Business Card | 5474 1518 7474 0647 | -1,095.98 |
| Bill Pmt -Check | 08/19/2025 | 13496 | Newsday | Acct 40410623 | -343.92 |
| Bill Pmt -Check | 08/19/2025 | 13497 | Optimum | Acct 07839-381822-01-2 | -436.43 |
| Bill Pmt -Check | 08/19/2025 | 13498 | Amazon Capital Ser... | Acct# A1QBFNTMAAY... | -281.48 |
| Bill Pmt -Check | 08/19/2025 | 13499 | Joanne Hruz. | Reimburse Summer Pro... | -124.16 |
| Bill Pmt -Check | 08/21/2025 | 13500 | Aflac | Acct NQH35, Inv 691938 | -51.24 |
| Bill Pmt -Check | 08/21/2025 | 13501 | Elan Financial Servi... | 4798 5101 7200 1022 | -613.35 |
| Bill Pmt -Check | 08/21/2025 | 13502 | Home Health and S... | Elderberry Syrup 8/16/25 | -435.00 |
| Bill Pmt -Check | 08/21/2025 | 13503 | Jeannie Pendergrass | Hula 8/19/25 | -225.00 |
| Bill Pmt -Check | 08/21/2025 | 13504 | Mattituck Environm... | Custmr 11-0001422-0, I... | -280.42 |
| Bill Pmt -Check | 08/21/2025 | 13505 | Twin Fork Landsca... | Invoice no. 28755 | -805.00 |
| Bill Pmt -Check | 08/25/2025 | 13506 | Demco | Cstmr 310297230, Inv 7... | -45.91 |
| Bill Pmt -Check | 08/25/2025 | 13507 | L2J Consulting, Inc. | Invoice 082025 | -1,000.00 |
| Bill Pmt -Check | 08/25/2025 | 13508 | Maria's Mexican Co... | Mexican Cooking 8/23/25 | -450.00 |
| Bill Pmt -Check | 08/28/2025 | 13509 | Champion Elevator | Acct 13900 Main Road, I... | -850.00 |
| Bill Pmt -Check | 08/28/2025 | 13510 | Midwest Tape | Customer 2000001786 | -158.81 |
| Bill Pmt -Check | 08/28/2025 | 13511 | National Grid | Acct 43544-64005 | -55.60 |

09/04/25

Mattituck-Laurel Library
Monthly Bill Payments
As of August 31, 2025

| Type | Date | Num | Name | Memo | Amount |
|------------------------------|------------|-------|----------------------|----------------------------|-------------------|
| Bill Pmt -Check | 08/28/2025 | 13512 | PSEGLI | Cstmr 0295-3001-61-3, ... | -3,274.07 |
| Bill Pmt -Check | 08/28/2025 | 13513 | SCLS | Invoice 95253 | -25.00 |
| Bill Pmt -Check | 08/28/2025 | 13514 | Verizon | Acct. 242398426-00001,... | -197.40 |
| Bill Pmt -Check | 08/29/2025 | 13515 | Champion Elevator | Acct ID #41981, Inv.#23... | -1,435.80 |
| Bill Pmt -Check | 08/29/2025 | 13516 | Twin Fork Landsca... | Invoice no.28777 | -490.00 |
| Total BNB Operating Checking | | | | | -72,438.18 |
| TOTAL | | | | | -72,438.18 |

MONTHLY IMPACT

AUGUST 2025

10,141 ITEMS
CHECKED
OUT

2,816 books & other items
7,325 ebooks & digital items

books & other items
- 901 July (3,717)
- 675 August 2024 (3,491)



DIGITAL
MATERIAL
CIRCULATION

7,325

Flipster **50**
Freegal (downloads) **120**
Freegal (streamed) **634**



- 864 July (8,189)
+ 3,487 August 2024 (3,838)

Hoopla **112**
Kanopy **249**
Overdrive **2,955**
WAM **3,205**

279



public computer sessions

357

ILL's incoming



493

ILL's outgoing

40

new patrons



584

guest Wi-Fi connections

211

materials
added

Library Programs **32**
Community Groups **20**
Tutors **8**

64

room use



5,556
visitors

- 213 July (5,769)
+ 135 August 2024 (5,421)
Busiest day of the week -
Mondays (1,047)

Adult Services **487**
Teen Services **137**
Youth & Parenting Services **518**



1,142
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 | 2,816 |
| 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 | 16,864 |

| 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 | 7 | | | | | 105 |
| 106 - DVD | 129 | 135 | 90 | 78 | 77 | 53 | 118 | 85 | | | | | 765 |
| 110 - Magazines | 52 | 24 | 19 | 29 | 33 | 20 | 45 | 31 | | | | | 253 |
| 120 - Fiction | 272 | 267 | 302 | 269 | 338 | 316 | 482 | 447 | | | | | 2,693 |
| 121 - Nonfiction | 160 | 110 | 108 | 123 | 162 | 132 | 159 | 175 | | | | | 1,129 |
| 122 - Biography | 37 | 24 | 29 | 37 | 39 | 28 | 39 | 31 | | | | | 264 |
| 125 - Paperback | 49 | 35 | 47 | 31 | 40 | 28 | 56 | 37 | | | | | 323 |
| 126 - Large Print | 140 | 135 | 147 | 138 | 142 | 134 | 198 | 200 | | | | | 1,234 |
| 127 - Oversize | 2 | 2 | 0 | 1 | 2 | 2 | 1 | 3 | | | | | 13 |
| 131 - Mystery | 98 | 78 | 80 | 98 | 113 | 105 | 145 | 125 | | | | | 842 |
| 151 - Audiobooks | 22 | 21 | 9 | 6 | 8 | 17 | 12 | 14 | | | | | 109 |
| 160 - DVD New | 88 | 62 | 70 | 45 | 57 | 70 | 70 | 63 | | | | | 525 |
| 161 - DVD NF | 7 | 2 | 5 | 4 | 11 | 3 | 3 | 1 | | | | | 36 |
| 700- Library of Things | 15 | 9 | 10 | 10 | 13 | 22 | 20 | 16 | | | | | 115 |
| Total | 1,084 | 918 | 924 | 872 | 1043 | 938 | 1392 | 1235 | 0 | 0 | 0 | 0 | 8,406 |
| 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 | | | | | 0 |
| 302 - Youth CD | 0 | 0 | 1 | 2 | 4 | 0 | 0 | 1 | | | | | 8 |
| 304 - Tween Video Games | 16 | 19 | 12 | 15 | 28 | 36 | 29 | 39 | | | | | 194 |
| 305 - Backpacks | 0 | 1 | 0 | 1 | 0 | 3 | 8 | 2 | | | | | 15 |
| 306 - Youth DVD | 10 | 24 | 21 | 8 | 25 | 31 | 61 | 45 | | | | | 225 |
| 320 - Tween Chapter/Graphic | 100 | 70 | 148 | 155 | 180 | 251 | 565 | 456 | | | | | 1,925 |
| 321 - Youth Nonfiction | 53 | 91 | 63 | 62 | 93 | 82 | 247 | 131 | | | | | 822 |
| 322 - Youth Biography | 11 | 4 | 9 | 4 | 10 | 2 | 16 | 6 | | | | | 62 |
| 325 - Tween Paperback | 13 | 19 | 19 | 38 | 50 | 62 | 129 | 104 | | | | | 434 |
| 327 - Oversize | 8 | 3 | 4 | 3 | 7 | 6 | 17 | 8 | | | | | 56 |
| 330 - Youth Picture Book | 149 | 163 | 142 | 215 | 174 | 170 | 488 | 231 | | | | | 1,732 |
| 331 - Youth Boardbook | 39 | 38 | 53 | 46 | 60 | 40 | 123 | 87 | | | | | 486 |
| 332 - Youth Easy Reader | 56 | 52 | 43 | 51 | 62 | 78 | 303 | 173 | | | | | 818 |
| 337 - Tween Books New | 10 | 14 | 7 | 27 | 32 | 30 | 53 | 66 | | | | | 239 |
| 338 - New NF | 7 | 3 | 7 | 11 | 11 | 10 | 30 | 20 | | | | | 99 |
| 351 - Audiobooks | 0 | 1 | 0 | 0 | 0 | 4 | 0 | 0 | | | | | 5 |
| 353 - Youth DVD NF | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | 2 |
| 364 - Parenting Material | 13 | 21 | 15 | 11 | 8 | 9 | 18 | 20 | | | | | 115 |
| 377 - Parenting Magazines | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | | | | | 2 |
| 396 - Tween Magazines | 0 | 0 | 0 | 1 | 0 | 0 | 4 | 4 | | | | | 9 |
| 650 - Youth Spanish | 3 | 12 | | 5 | 6 | 5 | 8 | 10 | | | | | 49 |
| Total | 489 | 536 | 544 | 657 | 750 | 819 | 2099 | 1403 | 0 | 0 | 0 | 0 | 7297 |
| 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 | 2 | | | | | 8 |
| 220 - Teen Fiction | 20 | 13 | 19 | 16 | 25 | 24 | 61 | 30 | | | | | 208 |
| 221 - Teen Nonfiction | 1 | 2 | 2 | 1 | 0 | 0 | 0 | 6 | | | | | 12 |
| 222 - Teen Bios | 1 | 2 | 1 | 0 | 0 | 1 | 0 | 1 | | | | | 6 |
| 224 - Teen Graphic Novels | 1 | 5 | 3 | 1 | 4 | 4 | 13 | 6 | | | | | 37 |
| 237 - New Teen Fiction | 1 | 2 | 2 | 1 | 4 | 1 | 4 | 1 | | | | | 16 |
| 251 - Teen BOCD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | 0 |
| 275 - Teen Reading List | 0 | 1 | 0 | 2 | 0 | 3 | 3 | 1 | | | | | 10 |
| Total | 24 | 25 | 28 | 21 | 34 | 33 | 85 | 47 | 0 | 0 | 0 | 0 | 297 |

| 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 | 50 | | | | | 336 |
| Freegal downloads | 152 | 144 | 128 | 119 | 95 | 100 | 134 | 120 | | | | | 992 |
| Freegal streaming | 766 | 605 | 636 | 715 | 688 | 757 | 630 | 634 | | | | | 5431 |
| Hoopla (items) | 115 | 133 | 101 | 95 | 101 | 78 | 84 | 112 | | | | | 819 |
| Kanopy (tickets) | 203 | 182 | 184 | 162 | 247 | 172 | 214 | 249 | | | | | 1613 |
| Overdrive (items) | 2761 | 2411 | 2694 | 2418 | 2695 | 2482 | 2712 | 2955 | | | | | 21128 |
| Comics Plus | 0 | 18 | 7 | 1 | 0 | 0 | 0 | N/A | | | | | 26 |
| WAM | 3229 | 4322 | 3671 | 3989 | 9292 | 4836 | 4399 | 3205 | | | | | 36943 |
| | | | | | | | | | | | | | |
| Totals | 7280 | 7862 | 7447 | 7544 | 13189 | 8452 | 8189 | 7325 | 0 | 0 | 0 | | 67288 |

| 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 | 25 | | | | | 186 |
| Public computer sessions | 270 | 202 | 269 | 249 | 249 | 270 | 311 | 279 | | | | | 2,099 |
| Guest wifi connections | 335 | 351 | 381 | 418 | 440 | 455 | 640 | 584 | | | | | 3,604 |
| Door count | 3,433 | 3,225 | 3,609 | 3,820 | 3,871 | 4,643 | 5,769 | 5,556 | | | | | 33,926 |
| Total Views (Website) | 12,000 | 14,000 | 14,000 | 14,000 | 17,000 | 19,000 | 17,000 | 19,000 | | | | | 126,000 |
| Total Events (Website) | 27,000 | 32,000 | 32,000 | 33,000 | 38,000 | 42,000 | 41,000 | 43,000 | | | | | 288,000 |
| Totals | 43,062 | 49,787 | 50,281 | 51,519 | 59,580 | 66,396 | 64,746 | 68,444 | 0 | 0 | 0 | 0 | 453,815 |

NEW PATRON REGISTRATIONS

AUGUST 2025

| | |
|-------------------------|-----------|
| Adult Year Round | 21 |
| Youth Year Round | 7 |
| Teen | |
| 2 ND Address | 12 |
| Total: | 40 |

MEETING ROOM USE REPORT-AUGUST 2025

The following groups used the 3 meeting rooms AUGUST 2025

Community Room

| | |
|--|-------------------------------------|
| Beginner Crochet Class for Teens | Hoopiness:Hula Hooping for Adults |
| The Art of the Slice | Book Talk with Joseph Peter Krupski |
| Music for Healing | Invitation to Opera:The Hours |
| Chair aerobics | Book Discussion:The Women |
| Browne All The Way | Babies Boogie |
| Toddlers Tango | Yoga |
| Succulent Terrariums/Teens/Adults | Dance Lesson |
| Dance Like Jane Austen | Blood Drive |
| Spot-Tacular Summer | Health Fair |
| American History Talk | Discovery Writing Workshop |
| Comic Book Self Portrait for Teens | Steve Wick:All That Remains |
| Carne Asada with Maria's Mexican Cooking | North Fork Anglers |
| Thursday Matinee/Jane Austen Book Club | |

Conference Room

| | |
|------------------------------|--------------------------|
| Tutor (1) | Writing Group |
| Artist Reception/Diane White | Medicare |
| Mah Jongg | Recorder Group Practice |
| Bridge | Mattituck Community Fund |
| Minecraft-Lost Egypt | HOA Mattituck |
| Health Fair | Zoom Meeting |

Craft Room

Tutor (7)
Eastern Suffolk BOCES
Read to a Dog
Pet Portraits for Tweens & Teens
Alzheimer's Support Group
How to Make Your Own Elderberry Syrup

Kitchen-LSAT

| | |
|---------------------|---------------------|
| Tutors-8 | Library Programs-32 |
| Community Groups-20 | Local History-4 |

Greenspace – on Wednesday-Toys in the Greenspace – weather permitting
on Thursday – Yarn art & Sand art program