

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

MEETING DATE: Monday October 20, 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 September 8, 2025 Regular Board Meeting & Budget Information Meeting
- V. Approval of Treasurer's Report
- VI. Director's Report
- VII. President's Remarks
- VIII. Committee Reports
- IX. Old Business
 - A. Investing – Certificate of Deposit
- X. New Business
 - A. Closure on December 11, 2025 for annual meeting & staff development day
- XI. Period of Public Expression
- XII. Executive Session

To discuss matters related to a contract with an IT consultant
- XIII. Adjournment

Next Meeting – November 10, 2025

Directors Report September 2025

Building and Grounds

The alarm was triggered in the staff restroom again (Monday 9/1) – there seems to be a small but consistent leak that keeps affecting the smoke detector in there. Suffolk Security was on site on Tuesday to install a new one.

On Saturday, September 20th, an accident occurred overnight resulting in a power outage at the Library for the majority of operating hours. Power was restored by the afternoon; however, the Library remained closed for the remainder of the day and reopened at 1:00pm on Sunday, September 21st. Through Sunday and Monday there were issues with the staff and patron networks and internet service, everything was restored by Monday afternoon.

Programs and Services

We are currently gearing up for our annual pumpkin event on Friday October 10th. We are planning all sorts of fun for the whole family!

I hosted book discussion on September 18th; we had 9 in attendance and discussed *American Dirt* by Jeanine Cummins. Sara will be hosting in October on 10/16 and will be discussing *The Silent Patient* by Alex Michaelides. November 20th I'll host again, and we will discuss *All the Ugly and Wonderful Things* by Bryn Greenwood.

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:

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

Chocolate Kings: Hershey vs. Mars (zoom) – October 21, 7pm

Invitation to the Opera – October 22, 1pm

Successfully Navigating College Admissions This Fall – October 22, 7:30pm

American Civil War Retold – October 23, 5pm

Beyond Spring: Why Fall is Prime Time for Native Plants – October 28, 5pm

Flamenco Dance Performance – November 1, 2pm

70s and 80s Trivia for Adults – November 8, 1pm

Chef Rob's Sweet Potato Thanksgiving Muffins (grab & go) – Starts November 11

Wreath Making – November 15, 11am

High Blood Pressure (zoom) – November 20, 12pm

Friends of the Library

The Friends have generously funded the pumpkins and fall décor for the Annual Lighted Pumpkin Display on October 10th. The Friends will also be on site to grill hotdogs and hand out snacks.

The next Friends meeting is Tuesday October 21st at 9:30am.

Administrative

A very heartfelt thank you to our community for their support of the Library – as you all know the 2025 Operating Budget was approved by the community on Tuesday September 16th with 103 yes – 47 no, both Jim and Katie were reelected to the Board with another three-year term starting in November.

I was asked to fill in on one of the advisory committees at SCLS on Thursday September 11th. The Long-Range Planning Committee met and discussed the outline and process of SCLS's Five Year Plan of Service. There was also some discussion related to the advisory committees and how SCLS and Member Library Directors can get more out of them throughout the year as well as regional advocacy efforts and social workers in libraries.

On Monday September 15th we hosted Senator Palumbo for the yearly PLDA Legislative Breakfast. Thank you to those on the Board that were able to make it out and show the Senator why our library and libraries matter! We kicked off the tour showing Senator Palumbo the SLED, SCLS staff including Roger Reyes were on hand to give an overview of the SLED. We then showed the Senator around the building and eventually sat down in the meeting room for a discussion about construction grant funding, eBook pricing and the Right to Read Act. We had a really great time with Senator Palumbo and are very grateful to him for the time he spent in discussion with us. We are looking forward to seeing him at his Albany office in February and appreciate his continued support of our libraries.



Thank you, Senator Palumbo!

Senator Palumbo was back at the Library on Thursday September 25th with the Southold Town Police Department for Coffee with a Cop. The event was well attended by our community and well attended with 30 in attendance. Thank you to Senator Palumbo, the Southold Town Police Department and Hampton Coffee for partnering with us for this program!



Coffee with a Cop
September 2025

The next full staff meeting is scheduled for October 22nd. The last staff meeting of the year is scheduled for December 11th, this meeting also serves as staff development day and the annual meeting where service awards are presented. I am requesting that we close the building for the day to accommodate the meeting. I am planning to have EAP conduct a workshop for the staff on top of the usual activities.

For nearly 200 years, Baker & Taylor has been one of the largest distributors supplying books to libraries across the country – including ours. Their recent closure announced on October 7th, marks a significant shift for public libraries nationwide. For the last year we had been experiencing delays, back-orders and order cancelations with B&T, we have already felt the ripple effect of the challenges that the company was having. There will be a delay in receiving some newly published books as supply chains adjust. We are working to partner with a new distributor and will be updating our systems to keep our patrons reading experience as seamless as possible. Messaging about this change will go out to our community in the coming week.

The Roschelle Foundation donated \$2,500 to the Library again this year. Sharon and Martha are considering a mobile makerspace and have approval to plan and use up to \$2,500.

A resolution needs to be passed to invest with DIME, term limit and amount is needed for the minutes. Jim & I met with M&T regarding investments, and they have provided the following information regarding standalone CD rates, 3.24%APY on a 6-month CD and a rate of 3.49%APY on a 12-month CD. If the Board so chooses to invest with M&T, term limit and amount will be needed for the minutes as well.

Meetings Attended

September 3 – PALS Executive Board

September 3 – Legislative Breakfast Prep

September 4 – Safety Committee
September 8 – Zone 1 Advisory Committees Prep
September 11 – Long Range Planning Committee – Advisory (SCLS)
September 12 – Member Library Directors Quarterly Meeting @ FLOYD
September 15 – Legislative Breakfast – Senator Palumbo
September 16 – Department Heads Meeting
September 18 – Chase Bank RE: Investing
September 18 – Book Discussion: *American Dirt*
September 24 – LibraryIQ Training
September 25 – Coffee with a Cop
September 25 – Construction Grant Committee – SCLS
September 27 – Forever Simon & Garfunkel (Concert) – set up / break down
September 30 – Mary Korpi & Karen re: possible joint children's / adult program

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - September 2025

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - Summer reading wrapped up with a celebration on 9/23/25. Summer raffle prizes were drawn. I will be working on putting together an adult winter reading challenge to start in January 2026. I will also be starting a weekly book discussion featuring *The Great Gatsby* starting in October, as well as a one-time book discussion on *The Silent Patient*. Sharon and Martha are working on putting together a mobile makerspace cart, which is currently in the early stages of planning. Details to follow over the next several months. Marissa's student intern has expanded his role to multiple departments within the library. Our book vendor, Baker & Taylor, will be shutting down by January 2026. We are starting the process of transitioning to Ingram. We are hoping for a smooth transition.

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

Date	Meeting
9/4/25	Safety Committee meeting
9/16/25	Department Heads meeting
9/18/25	East End Heads of Reference meeting
9/25/25	Jane Austen Committee meeting
9/25/25	Reference Department meeting

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

Date	Program	Statistics	Program Platform/Notes
Ongoing	Tech Appointments	9	In person; offered by Sharon Twickler
Wednesdays in September	Yoga	4 each session plus 5 walk-ins	In person
9/8/25	Alzheimer's Caregiver Support Group	2	In person; offered by a volunteer from the Alzheimer's Association
9/13/25	A Performance by the Homegrown String Band	31	In person
9/16/25	Understanding Alzheimer's and Dementia	28	Virtual; EEPA program hosted by Westhampton Free Library
9/17/25	Bingo	23	In person

9/18/25	LILPA presents: Osteoporosis	27	Virtual; This is a shared EEPA program hosted by East Hampton Free Library and sponsored by Stony Brook Southampton Hospital
9/18/25	Book Discussion: American Dirt	11	In person; offered by Shauna Scholl
9/22/25	Vaccine Clinic	Stats Unavailable	In person
9/22/25	American History Seminar with John Viteritti	8	In person
9/23/25	Writer's Toolbox: Skill-Based Sessions for Honing Your Craft	6	In person
9/23/25	Managing Money: A Caregiver's Guide to Finances	9	Virtual; this is a shared EEPA program hosted by Westhampton Free Library
9/24/25	Opera Film: La Fanciulla del West	2	In person
9/25/25	Coffee with a Cop	25	In person
9/25/25	Thursday Matinee: <i>Bride and Prejudice</i>	N/A	Canceled due to low enrollment
9/27/25	Forever Simon & Garfunkel: A Tribute	83	In person
9/30/25	Pink Lady Cinnamon Scones with Chef Rob	24	Grab-and-go kit

*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 execute all planned programs, festivities and the Falling for Jane raffle. We have also begun discussing ideas for celebrating America's 250th birthday in 2026. I am running a weekly, in-depth book discussion of *The Great Gatsby* starting in October, and continuing to coordinate one-time monthly book discussions with Shauna. In addition, I will be offering a winter reading challenge set to begin in January.

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.

Adult Collection Development - Baker and Taylor will be shutting down by January 2026. We are beginning the process of transitioning over to Ingram, another wholesale vendor. We are hoping for a smooth transition.

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.

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** -
The end of summer reading celebration took place on 9/23/25, with 18 patrons in attendance. Summer reading raffles were drawn and feedback was elicited. Patrons indicated that they would be interested in a winter reading challenge. I will be working on putting the winter reading challenge together with a start date in January 2026.

The library has taken on a student intern, who started working in the teen department over the summer. He has now expanded his role to multiple departments within the library. Marissa has been his point of contact. We are happy to have him.

Sharon and Martha have been attending workshops, roundtables, and library tours to get ideas for how our library can implement a portable makerspace — a small-scale, cart-based setup that will offer patrons an avenue for creativity and learning. Planning is in the preliminary stages at this time and details will follow over the next few months.

Martha attended a meeting regarding America’s 250th birthday, as well as a local history programmer’s showcase to get some inspiration for programming for our year-long celebration of America’s 250th birthday in 2026.

I continue to work with the Safety Committee and the EDI committee and meet regularly with them.

- Social Work - Unfortunately, we have been unable to secure a social work intern this semester.

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

Summary – This month, I focused on planning winter 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 September:

Date	Meeting
09/04	Safety Committee Meeting
09/09	LOT training SCLS
09/11	Department Heads Meeting
09/15	Meeting with Teen Volunteer
09/17	Teen Department Heads Meeting @ SCLS
09/25	LibraryIQ Training
09/25	Reference Department Meeting

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

Date	Program	Statistics
09/13	Fall mini canvas paintings	10
09/16	DIY Self Care Kits	10
09/16	Open House at MHS	200
09/17	How to Successfully Navigate College Admissions in 2025	1
09/22	Snacks around the world	8

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 Dog Toys: 10 Bookmarks: 10

Student Intern- In collaboration with the Career and Employment Agency on Long Island, we have continued with a student intern for the school year. 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 works with us three times per week in all different areas of the library including teen, reference, children's and circulation.

Little Free Food Pantry- Draco is continuing to help maintain the Little Free Food Pantry once a week.

Teen Space-For September I updated the Teen Book Display to highlight some of our realistic fiction books. The display was titled "Back to School Reads." I also updated the guessing jar, for the month of September teens had to guess the amount of fake fall foliage items were in the jar. The guessing jar had 4 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: Paint by numbers: 10 Washi Tape Crafts: 2, Junk Journals: 3 Cutting boards: 4).** 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 fall.

Mattituck Cutchogue Union Free School District-This month I corresponded and collaborated with the new high school librarian, Anna. The library is helping them out as being the delivery place for educational items that will be used at the school. The Cutchogue Teen Librarian and I also attended MHS's open house night where we provided information on programming and community service, as well as a teen raffle that was very well received. I also maintain regular communication with school librarians, keeping them informed about upcoming teen programs and community service opportunities to ensure broader outreach and engagement.

Great Give Back - This month, I began preparations for The Great Give Back, a New York State library initiative in which our library participates. I coordinated a month-long donation drive to benefit the Southold Animal Shelter. After corresponding with the shelter, I developed a list of items that would be most helpful to them. The drive will run throughout the month of October.

Donation Drive Assistant Coordinator - To provide more meaningful involvement for a teen interested in supporting the Southold Animal Shelter, I created a temporary assistant coordinator position for this year's drive. The teen will help ensure the project runs smoothly, with responsibilities including setup and breakdown, sorting and organizing donations, maintaining inventory, promoting the drive in the community, and coordinating with the shelter.

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 submitted the content for the November/December newsletter. I am currently planning programming and events for the winter.

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 bookshelf displays to showcase books in the collection that have low circulation stats. I got these numbers from running statistical reports. I also updated the Teen Services page on our website to showcase the new titles and take off old ones. This month, I finished 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. We have continued promoting 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.

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: October 14, 2025

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: September 2025 Wrap-up

Our Numbers are as follows:

Program attendance: 107 plus 90 for scavenger hunt
Reference questions and book pulls: 285

General Information

As in previous years, we took full advantage of Chicken Kids and year-end sales to purchase items for our programming. We're also keeping an eye on October's Amazon Prime Days to save on items we already plan to buy.

Hispanic Heritage Month is celebrated from September 15th to October 15th. We provided displays with books as well as coloring sheets and take home activities similar to our other holiday events.

This month, the Dramatic Play center was transformed into a grocery store. Children had a great time shopping, using a library-designed credit card to make purchases, and bagging their items. To enhance the experience, we provided shopping carts, aprons, and reusable bags—creating a fun and realistic shopping environment for all.

We welcomed a student intern to help our department out on Wednesdays for a two hour window.

Programs

This month, our Birth through Preschool group enjoyed a variety of engaging programs, including storytime, music, art, and play-based activities. Attendance has remained steady, with parents expressing great appreciation for our age-appropriate offerings. We continue to offer in-house

resources such as coloring sheets, mazes, and educational take-home materials focused on colors, the alphabet, and numbers. The light table remains a favorite, providing a fun and interactive learning experience for all.

Our elementary programs also continue to draw strong attendance, particularly for our popular LEGO and Minecraft sessions. Children had a great time exploring creativity through sunflower process art and also enjoyed a fun-filled painting and Popsicle activity.

Meetings

September 4th Liz attended a Safety Meeting.

September 4th Karen attended the Summer Reading Wrap up at SCLS.

September 4th Karen attended the SLJ Webinar: The Best in Fall Nonfiction.

September 9th Karen attended the Family Place Webinar as all Family Place libraries are now partnered with HABA toys.

September 15th Karen attended the Booklist Webinar A Pura Belpré Picture Book Celebration! To help celebrate Hispanic Heritage Month.

September 16th Karen attended the Youth Services Department Head Meeting at SCLS.

September 18th Karen attended the LAPC Meeting at Mastic Moriches Shirley library.

September 19th Karen hosted the other east end children librarians to discuss future summer programming.

September 19th Karen attended the School Library Journal webinar: The Best in Fall Nonfiction.

September 30th Karen met with Shauna and Mary Korpi to discuss a possible child/adult program about lighthouses.

Overall

We continue to weed our youth fiction collection, and Elizabeth has completed the updated "Not on Shelf" report.

Preparations are also underway for the 5th Annual Pumpkin Display, a popular event that has become a favorite among families with young children. We are expecting a large turnout again this year.

Work is ongoing on the upcoming winter newsletter, and on September 3rd, we submitted the Summer Reading at New York Libraries survey for the Youth and Parenting Department.

No turning the page on libraries

Digital, audiobook borrowing on the rise, even as physical check-outs are decreasing

BY AMANDA OLSEN

STAFF WRITER

According to a recent paper released by the Journal iScience, daily reading for pleasure in the United States has declined by 40% in the last 20 years. Despite this dire sounding news, many local libraries are working hard to deliver materials in whatever format people wish to consume them.

“People borrowing via downloads has increased, to the point where there’s an overall increase in usage of materials,” said Caroline MacArthur, director of Southold Free Library. “The number of people walking into the library borrowing a book and walking out has trended [as] decreasing for many years. However, book usage, book borrowing at the library, has increased, and that’s due to Ebooks and audiobooks.”

Shauna Scholl, director of Mattituck-Laurel Library, also reported a decline in demand for physical materials, but stated

that people are borrowing in other ways.

“Our circulation statistics for physical items are definitely down. In 2001, we checked out about 65,000 physical books, and then in 2024, we checked out about 21,000. So that’s a pretty steep difference, but we’re making up for some of that drop off with other items,” said Ms. Scholl.

With the number of distractions competing for attention, patrons often choose to download a book or listen to a digital audiobook rather than take out a physical copy.

“If you think about over the last 20 years, between our cellphones or social media and all this other stuff, we have so many more things to dis-

tract us. There’s so many other things to choose before you get to reading,” said Ellen Nasto, director at Floyd Memorial Library in Greenport.

Rosemary Winters, director at Cutchogue New Suffolk Free Library, notes that people aren’t just distracted. Besides other types of entertainment, there are a greater demands put on an individual’s time — from work to caregiving to maintaining our own well-being.

“I think that there’s some merit to people saying that they’re not reading as much for pleasure because everybody is so incredibly busy with work, and that’s probably growing over the years,” said Ms. Winters. “When they do have time, they’re apt to be listening to audio. And it could have something to do with staring at the computer screen and needing a break or just wanting to change content type. I can’t be certain, but we’ve definitely seen a rise in that format being utilized.”

There are multiple ways for individuals to engage with literature, including graphic novels and even some video games.

“We do talk about a physical book being the ultimate [means] of consuming stories and literature, but in the library world we kind of look at it as however you’re consuming it, it is still learning and reading,” said Ms. Scholl. “All of that is still very much valid.”

Libraries are also striving to fill their community’s needs beyond books. They offer classes ranging from art to conversational Spanish. Many libraries have a “library of things,” where patrons can borrow a wide range of items they would not have access

[LIBRARIES from page 1 to 28](#)

to otherwise. Libraries also often have passport forms, tax paperwork and COVID tests.

“Reading is just an element of what a library can provide. They provide other types of entertainment, they provide other types of information, they provide other methods that people can gain knowledge. It doesn’t stop the fact that libraries continually try to foster that love of reading and encourage people to read for pleasure,” said Kevin Verbesey, executive director of the Suffolk Cooperative Library System.

While daily reading for pleasure may be elusive for many people, consuming stories and engaging their imaginations is still a worthwhile pursuit.

“I don’t agree that people aren’t leisure reading, because our figures are showing otherwise. We still see people constantly checking out items, and we have a really diverse downloadable collection, which they’re seeing as well,” said Ms. Winters. “It might be the format is changing, but I think people are still looking for the opportunity to read and absorb information.”

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Warrants / Expenses

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

To be approved at the Library Board Meeting on October 20, 2025

Operating Account Total \$ 106,754.23

Payroll \$ 71,127.89

Non Payroll \$ 35,626.34

Cultural Activities Fund \$ 3,529.91

Money Market Account \$

Building Fund Savings \$ 0

Building Fund Checking \$ 0

Donations in excess of \$1,000 Ira A. Roschelle MD Family Fund \$2,500

September payroll has four weeks.

10/02/25

**Mattituck-Laurel Library
Fund Balance Report**

	<u>Jan - Sep 25</u>
General Fund	
Operating Fund	631,595.14
Building Fund	
Checking	268,971.72
Savings	57,316.59
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Total Building Fund	326,288.31
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Total General Fund	957,883.45
Cultural Activities Fund	
Coffee Machine	794.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	1,124.30
Adult Programs Wash Account	13,520.50
Designated Gifts	657.80
Parent-Toddler Programs	64.23
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Total Cultural Activities Fund	17,631.63
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	36,296.14
Capital Reserve Fund	711,013.19
Unemployment Insurance	30,000.00
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Total Gift and Trust Fund - MM	806,725.32
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TOTAL	<u><u>1,782,240.40</u></u>

10/02/25

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

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
09/07/2025	Amazon Capital Services	Motion sensor speaker, Aprons	108.70	108.70
09/15/2025	Amazon Capital Services	Game Don't Break the Ice	9.99	9.99
Total Youth Arts & Crafts				118.69
Youth DVD's				
09/07/2025	Midwest Tape	507668851	25.19	25.19
09/25/2025	Midwest Tape	507764192	20.99	20.99
Total Youth DVD's				46.18
Youth Computer Software				
09/07/2025	Amazon Capital Services	Switch game - A Story of Seasons	24.95	24.95
09/15/2025	Amazon Capital Services	Captain Toad Switch Game	39.70	39.70
Total Youth Computer Software				64.65
Youth Books				
09/07/2025	B&T Juvenile Account	August invoices	639.32	639.32
09/07/2025	Amazon Capital Services	Dinosaur book	19.96	19.96
09/15/2025	Amazon Capital Services	Knight Owl Book	11.69	11.69
Total Youth Books				670.97
Total Youth Materials				900.49
Adult Materials				
DVD/Music CD				
09/07/2025	Midwest Tape	507668799	24.49	24.49
09/07/2025	Midwest Tape	507668850	23.79	23.79
09/07/2025	Midwest Tape	507668852	23.09	23.09
09/07/2025	Midwest Tape	507668854	4.89	4.89
09/12/2025	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / Previous count 642, Latest cou...	25.00	25.00
09/12/2025	Midwest Tape	507647118	13.99	13.99
09/25/2025	Midwest Tape	507713666	13.99	13.99
09/25/2025	Midwest Tape	507751308	24.49	24.49
09/25/2025	Midwest Tape	507751309	13.99	13.99
09/25/2025	Midwest Tape	507751320	25.19	25.19
09/25/2025	Midwest Tape	507764190	18.89	18.89
09/25/2025	Midwest Tape	507764191	33.58	33.58
Total DVD/Music CD				245.38
Digital Material Subscriptions				
09/07/2025	Kanopy, Inc.	234 Tickets	234.00	234.00
09/07/2025	Midwest Tape	Month ending 08/31/2025	260.80	260.80
Total Digital Material Subscriptions				494.80
Adult Books				
09/07/2025	Amazon Capital Services	Unleashing the Courageous Feminine book - patron request	24.95	24.95
09/10/2025	B&T Adult Account	August invoices	710.81	710.81
09/15/2025	Amazon Capital Services	Student Debt Crisis Book	13.74	13.74
09/15/2025	Amazon Capital Services	The Tenant, How Highly Effective People Speak - Books	41.05	41.05
09/30/2025	Amazon Capital Services	Patron book request	19.99	19.99
Total Adult Books				810.54
Reference Books and Data Bases				
09/12/2025	SCLS	Data Axle-Reference Solutions Renewal June 2025- June 2026	650.00	650.00
Total Reference Books and Data Bases				650.00
Virtual Reference Collection				
09/12/2025	SCLS	Suffolk E-Resources Oct 2025 - Sep 2026 Annual Renewal	5,549.56	5,549.56
Total Virtual Reference Collection				5,549.56
Large Print Books				
09/10/2025	B&T Adult Account	August invoices	21.60	21.60
Total Large Print Books				21.60
Newspapers				
09/07/2025	Daily News	Pays through October 15, 2025	90.00	90.00
09/15/2025	New York Post	52 weeks of the New York Post (7 days week)	784.68	784.68
09/23/2025	Daily News	Pays through 11/12/25	90.00	90.00
Total Newspapers				964.68

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

Date	Name	Memo	Original Amount	Paid Amount
Total Adult Materials				8,736.56
Teen Materials				
09/10/2025	B&T Teen Account	August invoices	130.19	130.19
09/15/2025	Amazon Capital Services	Better Than the Movies, One of Us is Lying, Caraval - Books	23.30	23.30
Total Teen Materials				153.49
Total Library Materials				9,790.54
Technology				
09/07/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
Total Technology				117.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
09/10/2025	Living Art Aquariums	Service 8/12/25 and 8/26/25	230.00	230.00
Total Aquarium Maintenance				230.00
Total Building Maintenance				230.00
Custodial Supplies				
09/07/2025	Emerald Island	Toilet paper, Tissue, Paper towel, Liner, Hand soap, Mop handle, ...	688.75	688.75
Total Custodial Supplies				688.75
Electric				
09/27/2025	PSEGLI	Service from Aug 20, 2025 to Sep 19, 2025	2,694.43	2,694.43
Total Electric				2,694.43
Gas				
09/25/2025	National Grid	Billing period Aug 20, 2025 to Sep 18, 2025	53.74	53.74
Total Gas				53.74
Grounds Maintenance				
Other Grounds Maintenance				
09/12/2025	Twin Fork Landscape Contracti...	Completed General Bed Maintenance 9/5/25	1,260.00	1,260.00
09/27/2025	Twin Fork Landscape Contracti...	Cuts 9/2,9/8,9/16,9/22 and weed control application	460.00	460.00
Total Other Grounds Maintenance				1,720.00
Total Grounds Maintenance				1,720.00
Water				
North Fork Water				
09/18/2025	Primo Brands	Qty 8 - 5 gallon water	177.91	177.91
Total North Fork Water				177.91
SCWA				
09/07/2025	Suffolk County Water Authority	Service period May 30, 2025 to August 28, 2025	860.82	860.82
Total SCWA				860.82
Total Water				1,038.73
Garbage Removal				
09/18/2025	Mattituck Environmental Services	4 YD Trash Service	280.29	280.29
Total Garbage Removal				280.29
Total Operations and Maintenance				6,705.94
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
09/18/2025	Optimum	Billing period from 09/16/25 to 10/15/25	244.85	244.85
Total Optimum Internet Service				244.85
Computer/Network Maintenance				
09/23/2025	L2J Consulting, Inc.	Monthly IT Support - September 2025	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
09/10/2025	Librarica LLC	Support/Updates Renewal: CASSIE; 8 PAC Term: 10/9/2025-10/...	238.80	238.80
09/22/2025	Elan Financial Services	Adobe, Paddle.net Crashplan	812.47	812.47

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

Date	Name	Memo	Original Amount	Paid Amount
Total Computer Software Licenses				1,051.27
Total Maintenance Office Equipment				2,296.12
Membership				
Professional Memberships				
09/07/2025	Mary D. Foster.	Notary Public license renewal	60.00	60.00
09/18/2025	Business Card	Suffolk County Library Association Membership / Jacqueline Rod...	35.00	35.00
Total Professional Memberships				95.00
Total Membership				95.00
Professional Fees				
Annual audit				
09/07/2025	Covati & Janhsen CPAsPC	Preparation of Audited Financial Statements 2024	12,000.00	12,000.00
09/15/2025	SCLS	OPEB-GASB-75 - 12.31.24 For services rendered in connection ...	365.00	365.00
Total Annual audit				12,365.00
SCLS/Overdue Notices				
09/12/2025	SCLS	Overdues - Processed & Mailed August 2025	10.64	10.64
Total SCLS/Overdue Notices				10.64
Total Professional Fees				12,375.64
Programs - Adult				
Adult Reading Club & Book Discu				
09/15/2025	Amazon Capital Services	Mason jars, Tablecloth, Party decorations, sticky notes, streamers	63.28	63.28
09/18/2025	Business Card	Pastries for Book Club	35.39	35.39
09/24/2025	Sara Colichio.	Reimburse gift card/food Summer Reading	23.77	23.77
Total Adult Reading Club & Book Discu				122.44
Adult Programs				
09/07/2025	Sharon Twickler	Chocolate for Raffle Basket	20.60	20.60
09/18/2025	Theresa's Programs LLC	Bingo 9/17/25	395.00	395.00
09/18/2025	Cavan Gregg	Refund Patron Program (Embroider a Tea Towel) cancelled	10.00	10.00
09/22/2025	Elan Financial Services	Zoom	67.96	67.96
09/24/2025	Maria Orlando Pietromonaco	Writer's Toolbox 9/23/25	75.00	75.00
Total Adult Programs				568.56
Total Programs - Adult				691.00
Programs - Juvenile				
09/15/2025	Amazon Capital Services	Various Dinosaur themed items	410.20	410.20
09/15/2025	Amazon Capital Services	Dinosaur themed items and Pumpking lights	219.82	219.82
09/23/2025	Arrayscape Gaming, Inc.	Minecraft Scarecrow 9/18/25	300.00	300.00
09/30/2025	Karen Letteriello.	Reimburse Snacks for Juvenile Programs	42.42	42.42
Total Programs - Juvenile				972.44
Programs - Summer				
09/19/2025	Cutchogue-New Suffolk Free Li...	Uncle Tony's Reptiles 7/11/25 Shared Program	112.25	112.25
09/19/2025	Cutchogue-New Suffolk Free Li...	Bright Star 7/23/25 Shared Program	175.00	175.00
09/19/2025	Cutchogue-New Suffolk Free Li...	Magic, Laughs 8/5/25 Shared Program	250.00	250.00
09/19/2025	Southold Free Library	Science Heroes 7/18/25 Shared Program	100.00	100.00
Total Programs - Summer				637.25
Programs - Teen				
09/07/2025	Amazon Capital Services	Banana milk, Ketchup chips, Kurkure Masala munch, shipping an...	40.44	40.44
09/15/2025	Amazon Capital Services	Conditioner, Balloons, Grapeseed oil, Sugar, Baking soda	48.52	48.52
09/15/2025	Amazon Capital Services	Guarana Antarctica soda, Dulzur sesame seed snack bars	23.63	23.63
09/15/2025	Amazon Capital Services	Measuring cups, mixing spoons, Mixing bowls	44.45	44.45
09/18/2025	Business Card	Amazon gift card	25.00	25.00
09/30/2025	Amazon Capital Services	Cotton bags, Mason jars	16.58	16.58
Total Programs - Teen				198.62
Supplies - Library				
09/07/2025	Amazon Capital Services	Raffle tickets, storage basket	30.47	30.47
09/12/2025	Quill Corporation	Medium Black Pens, Conex 5oz/100 pk	31.16	31.16
09/15/2025	Amazon Capital Services	Tweezers x 2	19.98	19.98
09/15/2025	Amazon Capital Services	Leaves for Fall Tree	11.99	11.99
09/22/2025	Elan Financial Services	Cricut	9.99	9.99
09/23/2025	Demco	PETG Frame Double sided Vertical and Horizontal 11"H x 8 1/2" ...	370.40	370.40
09/23/2025	Quill Corporation	Tissue 6 pk, Self stick note 3x3	69.95	69.95
09/25/2025	Demco	Multiple Alpha Labels	239.23	239.23
09/27/2025	Quill Corporation	Tape book scotch 2x540 - Qty 12	90.84	90.84

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
09/27/2025	Quill Corporation	Paper towels, Napkins, Plates, Kcup decaf and regular	120.94	120.94
09/27/2025	Quill Corporation	12 oz Cups for hot - Qty 3	60.27	60.27
09/27/2025	Shauna Scholl.	Reimburse snacks for Coffee w/ a Cop	19.99	19.99
09/30/2025	Amazon Capital Services	Qty 3 Rolls of Table Covers	82.35	82.35
09/30/2025	Amazon Capital Services	Mason jars	24.98	24.98
09/30/2025	Amazon Capital Services	Selfie stick and tripod	32.97	32.97
Total Supplies - Library				1,215.51
Supplies - Office				
09/12/2025	W.B. Mason Co., Inc.	Vinyl Gloves, Laminating sheets 8.9x14.4" 20sht/pk	28.71	28.71
09/15/2025	Cutchogue-New Suffolk Free Li...	Lost Books	27.50	27.50
09/18/2025	Business Card	Black Sheep Bagels for Health Fair	166.40	166.40
Total Supplies - Office				222.61
Telephone				
09/18/2025	Optimum	Billing period from 09/16/25 to 10/15/25	191.58	191.58
Total Telephone				191.58
Travel				
09/27/2025	Karen Letteriello.	Reimburse Mileage to SCLS x 2 and Mastic Moriches Library	116.20	116.20
Total Travel				116.20
Total Miscellaneous Expense				19,011.97
TOTAL				35,626.34

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

	Sep 25
Ordinary Income/Expense	
Income	
PILOT Funds	1,575.34
NY State Incentive	1,723.50
Interest	6.11
Direct Public Support	1,332.90
Fines	252.42
Library Materials Paid For	5.95
Copy Machine	798.75
Total Income	5,694.97
Gross Profit	5,694.97
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	27,823.78
Clerical	25,594.14
Custodian	3,623.22
Total Salaries	57,041.14
Benefits	
Fica	4,156.02
Disability Insurance	-270.50
Medical Insurance	7,012.20
Retirement	6,157.30
Total Benefits	17,055.02
Total Payroll Expenses	74,096.16
Library Materials	
Youth Materials	
Youth Arts & Crafts	118.69
Youth DVD's	46.18
Youth Computer Software	64.65
Youth Books	670.97
Total Youth Materials	900.49
Adult Materials	
DVD/Music CD	245.38
Digital Material Subscriptions	494.80
Adult Books	810.54
Reference Books and Data Ba...	650.00
Virtual Reference Collection	5,549.56
Large Print Books	21.60
Newspapers	964.68
Total Adult Materials	8,736.56
Teen Materials	153.49
Total Library Materials	9,790.54

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

	Sep 25
Technology	117.89
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	230.00
Total Building Maintenance	230.00
Custodial Supplies	688.75
Electric	2,694.43
Gas	53.74
Grounds Maintenance	
Other Grounds Maintenance	1,720.00
Total Grounds Maintenance	1,720.00
Water	
North Fork Water	177.91
SCWA	860.82
Total Water	1,038.73
Garbage Removal	280.29
Total Operations and Maintenance	6,705.94
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	244.85
Computer/Network Maintenance	1,000.00
Computer Software Licenses	1,051.27
Total Maintenance Office Equipm...	2,493.52
Membership	
Professional Memberships	95.00
Total Membership	95.00
Professional Fees	
Payroll Processing	543.82
Annual audit	12,365.00
SCLS/Overdue Notices	10.64
Total Professional Fees	12,919.46
Programs - Adult	
Adult Reading Club & Book Dis...	122.44
Adult Programs	568.56
Total Programs - Adult	691.00
Programs - Juvenile	972.44
Programs - Summer	637.25
Programs - Teen	198.62
Supplies - Library	1,215.51
Supplies - Office	222.61

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

	Sep 25
Telephone	191.58
Travel	116.20
Total Miscellaneous Expense	19,753.19
Total Expense	110,463.72
Net Ordinary Income	-104,768.75
Net Income	-104,768.75

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

	Jan - Sep 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	14,671.78	5,000.00	9,671.78	293.4%
Mattituck-Cutchoque School Dist	1,683,945.94	1,718,603.00	-34,657.06	98.0%
NY State Incentive	1,723.50	1,800.00	-76.50	95.8%
Interest	42.02	50.00	-7.98	84.0%
Direct Public Support	17,743.61	5,000.00	12,743.61	354.9%
Fines	809.19			
Library Materials Paid For	244.24			
Copy Machine	4,581.01	3,500.00	1,081.01	130.9%
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	1,714,672.23	1,739,353.00	-24,680.77	98.6%
Gross Profit	1,714,672.23	1,739,353.00	-24,680.77	98.6%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	264,261.71	361,729.00	-97,467.29	73.1%
Clerical	267,469.23	459,661.00	-192,191.77	58.2%
Custodian	35,569.94	49,050.00	-13,480.06	72.5%
Total Salaries	567,300.88	870,440.00	-303,139.12	65.2%
Benefits				
Fica	41,833.35	64,310.00	-22,476.65	65.0%
Disability Insurance	990.25	1,200.00	-209.75	82.5%
Medical Insurance	49,383.86	125,405.00	-76,021.14	39.4%
Retirement	44,526.99	71,153.00	-26,626.01	62.6%
Total Benefits	136,734.45	262,068.00	-125,333.55	52.2%
Total Payroll Expenses	704,035.33	1,132,508.00	-428,472.67	62.2%
Library Materials				
Youth Materials				
Youth Arts & Crafts	1,010.74	2,000.00	-989.26	50.5%
Youth DVD's	258.17	400.00	-141.83	64.5%
Youth Computer Software	360.28	1,500.00	-1,139.72	24.0%
Youth Compact Discs	0.00	0.00	0.00	0.0%
Youth Audio Books	0.00	0.00	0.00	0.0%
Youth Books	5,837.74	12,000.00	-6,162.26	48.6%
Total Youth Materials	7,466.93	15,900.00	-8,433.07	47.0%
Adult Materials				
DVD/Music CD	2,604.25	3,700.00	-1,095.75	70.4%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	8,849.23	12,500.00	-3,650.77	70.8%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	13,297.37	21,500.00	-8,202.63	61.8%
Reference Books and Data ...	1,489.80	2,000.00	-510.20	74.5%
Adult Ref Books				

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

	Jan - Sep 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	5,549.56	5,600.00	-50.44	99.1%
Adult Audio Books	0.00	250.00	-250.00	0.0%
Large Print Books	417.04	5,000.00	-4,582.96	8.3%
Newspapers	5,792.30	7,200.00	-1,407.70	80.4%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	99,056.71	125,650.00	-26,593.29	78.8%
Teen Materials	1,507.13	2,500.00	-992.87	60.3%
Total Library Materials	108,030.77	144,050.00	-36,019.23	75.0%
Capital Expenditures	653.97	19,000.00	-18,346.03	3.4%
Technology	6,934.93	9,300.00	-2,365.07	74.6%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,441.00	3,600.00	-1,159.00	67.8%
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	14,224.88	22,775.00	-8,550.12	62.5%
Custodial Supplies	1,834.63	1,300.00	534.63	141.1%
Electric	20,310.71	29,000.00	-8,689.29	70.0%
Gas	6,779.84	12,000.00	-5,220.16	56.5%
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	16,091.95	12,500.00	3,591.95	128.7%
Total Grounds Maintenance	18,575.95	17,200.00	1,375.95	108.0%
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	730.57	850.00	-119.43	85.9%
SCWA	1,334.78	3,500.00	-2,165.22	38.1%
Total Water	2,065.35	4,350.00	-2,284.65	47.5%

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Cash Basis

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

	Jan - Sep 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	2,795.25	3,300.00	-504.75	84.7%
Total Operations and Maintenance...	96,446.72	124,925.00	-28,478.28	77.2%
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	1,776.60	2,500.00	-723.40	71.1%
Optimum Internet Service	2,209.75	3,500.00	-1,290.25	63.1%
Copy Machine	3,235.99	5,500.00	-2,264.01	58.8%
Computer/Network Maintenance...	9,000.00	12,000.00	-3,000.00	75.0%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	9,314.33	9,000.00	314.33	103.5%
Total Maintenance Office Equipment...	26,226.67	33,250.00	-7,023.33	78.9%
Membership				
Professional Memberships	1,881.00	2,300.00	-419.00	81.8%
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	5,080.05	8,450.00	-3,369.95	60.1%
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	5,087.15	8,000.00	-2,912.85	63.6%
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	14,440.00	15,000.00	-560.00	96.3%
SCLS/Overdue Notices	204.82	500.00	-295.18	41.0%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	49,838.20	57,400.00	-7,561.80	86.8%
Programs - Adult				
Motion Picture/Music Licensi...	347.99	600.00	-252.01	58.0%
Adult Reading Club & Book ...	1,175.10	3,500.00	-2,324.90	33.6%
Adult Programs	21,773.87	18,000.00	3,773.87	121.0%
Total Programs - Adult	23,296.96	22,100.00	1,196.96	105.4%
Programs - Juvenile	7,023.36	12,000.00	-4,976.64	58.5%

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Cash Basis

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

	Jan - Sep 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	9,675.46	8,000.00	1,675.46	120.9%
Programs - Teen	7,776.85	8,000.00	-223.15	97.2%
Supplies - Library	6,003.81	10,500.00	-4,496.19	57.2%
Supplies - Office	2,839.42	4,000.00	-1,160.58	71.0%
Supplies - Paper	899.35	2,500.00	-1,600.65	36.0%
Telephone	1,688.16	2,400.00	-711.84	70.3%
Travel	974.70	2,400.00	-1,425.30	40.6%
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	166,974.91	209,570.00	-42,595.09	79.7%
Debt Service Total				
Mortgage Interest	0.46			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	0.46	100,000.00	-99,999.54	0.0%
Total Expense	1,083,077.09	1,739,353.00	-656,275.91	62.3%
Net Ordinary Income	631,595.14	0.00	631,595.14	100.0%
Net Income	631,595.14	0.00	631,595.14	100.0%

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Savings				
Deposit	09/30/2025		Interest	0.50
Total Savings				0.50
Total Building Fund				0.50
Total General Fund				0.50
Cultural Activities Fund				
Coffee Machine				
Deposit	09/06/2025		Coffee	7.00
Deposit	09/22/2025		Coffee	6.00
Deposit	09/29/2025		Coffee	1.00
Total Coffee Machine				14.00
Staff Activity Fund				
Bill	09/18/2025	Business Card	Land's End Sweaters w/ Library monogram f...	-49.91
Total Staff Activity Fund				-49.91
Adult Programs Wash Account				
Deposit	09/06/2025		Aerobics	900.00
Deposit	09/06/2025		Cooking	40.00
Deposit	09/06/2025		Arts/Crafts	5.00
Deposit	09/06/2025		Natural History	15.00
Deposit	09/06/2025		LI Aquarium Tickets	430.00
Deposit	09/06/2025		Defensive Driving	105.00
Deposit	09/06/2025		Aerobics (includes \$50 refund)	432.50
Deposit	09/06/2025		Yoga	173.88
Deposit	09/06/2025		Cooking	150.56
Deposit	09/06/2025		Arts & Crafts	18.82
Bill	09/07/2025	SCLS	LI Aquarium Tickets, 50 Adult, 50 Child/Senior	-3,350.00
Deposit	09/08/2025		Yoga	100.00
Deposit	09/08/2025		LI Aquarium Tickets	39.00
Deposit	09/08/2025		Jane Austen Raffle	5.00
Deposit	09/08/2025		Yoga includes \$20 refund from dispute	76.50
Deposit	09/08/2025		Cooking	19.15
Deposit	09/08/2025		Arts/Crafts	9.41
Deposit	09/08/2025		Defensive Driving	134.72
Bill	09/10/2025	Patricia Cafo	Refund Patron Tea Towel Program	-10.00
Deposit	09/15/2025		Yoga	20.00
Deposit	09/15/2025		Arts/Crafts	20.00
Deposit	09/15/2025		LI Aquarium Tickets	106.00
Deposit	09/15/2025		Arts/crafts	9.41
Deposit	09/22/2025		LI Aquarium Tickets	40.00
Bill	09/24/2025	Kathleen Milne	Refund Patron Defensive Driving cancelled	-35.00
Deposit	09/29/2025		Jane Austen Raffle	15.00
Bill	09/30/2025	Joel Reitman	Refund Patron for Defensive Driving x 2	-70.00
Total Adult Programs Wash Account				-600.05
Total Cultural Activities Fund				-635.96
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	09/22/2025	Ira A. Roschelle MD Fam Fnd	Donation to be used for Mobile Makerspace	2,500.00
Deposit	09/30/2025		Interest	0.07
Total Undesignated & Interest				2,500.07
Total Gift and Trust Fund - MM				2,500.07
TOTAL				1,864.61

10/02/25

Mattituck-Laurel Library
Monthly Bill Payments
As of September 30, 2025

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	09/07/2025	13517	Covati & Janhsen CPAsPC	Invoice 36719	-12,000.00
Bill Pmt -Check	09/07/2025	13518	Emerald Island	940058	-688.75
Bill Pmt -Check	09/07/2025	13519	Kanopy, Inc.	Invoice #465880-PPU	-234.00
Bill Pmt -Check	09/07/2025	13520	Mary D. Foster.	Reimburse Notary Public license renewal	-60.00
Bill Pmt -Check	09/07/2025	13521	Midwest Tape	Cstmr 2000016439, Inv 507678605	-260.80
Bill Pmt -Check	09/07/2025	13522	PM Communications Corp.	Invoice 45254	-117.89
Bill Pmt -Check	09/07/2025	13523	Sharon Twickler	Reimburse Raffle basket chocolate	-20.60
Bill Pmt -Check	09/07/2025	13524	Suffolk County Water Auth...	Acct 3000390878	-860.82
Bill Pmt -Check	09/07/2025	13528	B&T Juvenile Account	L 935700	-639.32
Bill Pmt -Check	09/07/2025	13529	Daily News	Account 4090496	-90.00
Bill Pmt -Check	09/07/2025	13530	Midwest Tape	Customer 2000001786	-101.45
Bill Pmt -Check	09/07/2025	13531	Amazon Capital Services	Acct A1QBFNTMAAYKEX, Invoice # 1XHV-Q91N-LTK7	-249.47
Bill Pmt -Check	09/08/2025	13532	NYS Employees Health In...	03909	-9,461.05
Bill Pmt -Check	09/10/2025	13533	B&T Adult Account	L 90004-3	-732.41
Bill Pmt -Check	09/10/2025	13534	B&T Teen Account	L943258	-130.19
Bill Pmt -Check	09/10/2025	13535	Librarica LLC	Invoice #204472-111R	-238.80
Bill Pmt -Check	09/10/2025	13536	Living Art Aquariums	Invoice no. 2361	-230.00
Bill Pmt -Check	09/12/2025	13537	ELM USA, Inc.	Invoice 79307	-25.00
Bill Pmt -Check	09/12/2025	13538	Midwest Tape	Cstmr 2000001786, Inv 507647118	-13.99
Bill Pmt -Check	09/12/2025	13539	SCLS	Invoice 95366	-5,549.56
Bill Pmt -Check	09/12/2025	13540	W.B. Mason Co., Inc.	Cstmr C2001734, Inv 256594238	-28.71
Bill Pmt -Check	09/12/2025	13541	SCLS	Invoice 95375	-650.00
Bill Pmt -Check	09/12/2025	13542	SCLS	Invoice 95409	-10.64
Bill Pmt -Check	09/12/2025	13543	Quill Corporation	03047280	-31.16
Bill Pmt -Check	09/12/2025	13544	Twin Fork Landscape Cont...	Invoice 28895	-1,260.00
Bill Pmt -Check	09/15/2025	13545	Cutchogue-New Suffolk Fr...	Lost Books	-27.50
Bill Pmt -Check	09/15/2025	13546	New York Post	Acct 105633992	-784.68
Bill Pmt -Check	09/15/2025	13547	SCLS	Invoice 95424	-365.00
Bill Pmt -Check	09/15/2025	13548	Amazon Capital Services	Acct A1QBFNTMAAYKEX, Invoice ID 14JP-C4C9-WG9J	-981.34
Bill Pmt -Check	09/18/2025	13549	Business Card	5474 1518 7474 0647	-261.79
Bill Pmt -Check	09/18/2025	13550	Mattituck Environmental S...	Custmr 11-0001422-0, Inv. 6321693	-280.29
Bill Pmt -Check	09/18/2025	13551	Optimum	Acct 07839-381822-01-2	-436.43
Bill Pmt -Check	09/18/2025	13552	Primo Brands	Acct 0140002023, Inv. 05I0140002023	-177.91
Bill Pmt -Check	09/18/2025	13553	Cavan Gregg	Refund Patron Program cancelled	-10.00
Bill Pmt -Check	09/18/2025	13554	Theresa's Programs LLC	Bingo 9/17/25	-395.00
Bill Pmt -Check	09/19/2025	13555	Cutchogue-New Suffolk Fr...	Uncle Tony's Reptiles 7/11/25 Shared Program	-112.25
Bill Pmt -Check	09/19/2025	13556	Cutchogue-New Suffolk Fr...	Bright Star 7/23/25 Shared Program	-175.00
Bill Pmt -Check	09/19/2025	13557	Cutchogue-New Suffolk Fr...	Magic, Laughs 8/5/25 Shared Program	-250.00
Bill Pmt -Check	09/19/2025	13558	Southold Free Library	Science Heroes 7/18/25 Shared Program	-100.00
Bill Pmt -Check	09/22/2025	13559	Elan Financial Services	4798 5101 7200 1022	-890.42
Bill Pmt -Check	09/23/2025	13560	Arrayscape Gaming, Inc.	Minecraft Scarecrow 9/18/25	-300.00
Bill Pmt -Check	09/23/2025	13561	Daily News	Account 4090496	-90.00
Bill Pmt -Check	09/23/2025	13562	Daniel J. Faraone	Medicare Reimbursement 3rd Quarter 2025	-562.50
Bill Pmt -Check	09/23/2025	13563	Demco	Cstmr 310297230, Inv 7697332	-370.40
Bill Pmt -Check	09/23/2025	13564	Garrett H. Moore	Medicare Reimbursement 3rd Quarter 2025	-384.00
Bill Pmt -Check	09/23/2025	13565	Kay Zegel.	Medicare Reimbursement 3rd Quarter 2025	-562.50
Bill Pmt -Check	09/23/2025	13566	L2J Consulting, Inc.	Invoice #092025	-1,000.00
Bill Pmt -Check	09/23/2025	13567	Quill Corporation	03047280	-69.95
Bill Pmt -Check	09/24/2025	13568	Maria Orlando Pietromonaco	Writer's Toolbox 9/23/25	-75.00
Bill Pmt -Check	09/24/2025	13569	Sara Colichio.	Reimburse gift card/food Summer Reading	-23.77
Bill Pmt -Check	09/25/2025	13570	Aflac	Acct NQH35, Inv. 709331	-64.05
Bill Pmt -Check	09/25/2025	13571	Demco	Cstmr 310297230, Invoice 7698372	-239.23
Bill Pmt -Check	09/25/2025	13572	Midwest Tape	Customer 2000001786	-151.12
Bill Pmt -Check	09/25/2025	13573	National Grid	Acct 43544-64005	-53.74
Bill Pmt -Check	09/25/2025	13574	Verizon	Acct. 242398426-00001, Inv 6123738644	-197.40
Bill Pmt -Check	09/27/2025	13575	Karen Letteriello.	Reimburse Mileage	-116.20
Bill Pmt -Check	09/27/2025	13576	PSEGLI	Cstmr 0295-3001-61-3, Acct 9610338501	-2,694.43
Bill Pmt -Check	09/27/2025	13577	Quill Corporation	03047280	-272.05
Bill Pmt -Check	09/27/2025	13578	Shauna Scholl.	Reimburse snacks for Coffee w/ a Cop	-19.99
Bill Pmt -Check	09/27/2025	13579	Twin Fork Landscape Cont...	Invoice 28920	-460.00
Bill Pmt -Check	09/30/2025	13580	Karen Letteriello.	Reimburse Snacks for Juvenile Programs	-42.42
Bill Pmt -Check	09/30/2025	13581	Amazon Capital Services	Acct A1QBFNTMAAYKEX, Invoice # 1GMK-3VCD-3CQH	-176.87
Total BNB Operating Checking					-46,857.84
TOTAL					-46,857.84

MONTHLY IMPACT

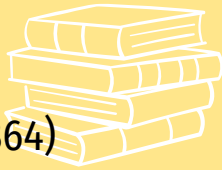
SEPTEMBER 2025

6,239

ITEMS
CHECKED
OUT

1,798 books & other items
4,441 ebooks & digital items

books & other items
- 1,018 August (2,816)
- 66 September 2024 (1,864)



DIGITAL
MATERIAL
CIRCULATION

4,441

Flipster **37**
Freegal (downloads) **100**
Freegal (streamed) **696**
Hoopla **107**
Kanopy **140**
Overdrive **2,647**
WAM **714**
- 2,884 August (7,325)
+ 512 September 2024 (3,929)



269



public computer sessions

297

ILL's incoming



487

ILL's outgoing

20

new patrons



442

guest Wi-Fi connections

355

materials
added

Library Programs **39**
Community Groups **18**
Tutors **9**

71

room use



3,782

visitors

- 1,774 August (5,556)
+ 49 September 2024 (3,733)
Busiest day of the week -
Tuesdays (858)

Adult Services **309**
Teen Services **229**
Youth & Parenting Services **197**



735

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	1,798
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	18,662

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	12				117
106 - DVD	129	135	90	78	77	53	118	85	84				849
110 - Magazines	52	24	19	29	33	20	45	31	23				276
120 - Fiction	272	267	302	269	338	316	482	447	333				3,026
121 - Nonfiction	160	110	108	123	162	132	159	175	133				1,262
122 - Biography	37	24	29	37	39	28	39	31	26				290
125 - Paperback	49	35	47	31	40	28	56	37	21				344
126 - Large Print	140	135	147	138	142	134	198	200	168				1,402
127 - Oversize	2	2	0	1	2	2	1	3	0				13
131 - Mystery	98	78	80	98	113	105	145	125	135				977
151 - Audiobooks	22	21	9	6	8	17	12	14	5				114
160 - DVD New	88	62	70	45	57	70	70	63	54				579
161 - DVD NF	7	2	5	4	11	3	3	1	3				39
700- Library of Things	15	9	10	10	13	22	20	16	9				124
Total	1,084	918	924	872	1043	938	1392	1235	1006	0	0	0	9,412
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				0
302 - Youth CD	0	0	1	2	4	0	0	1	0				8
304 - Tween Video Games	16	19	12	15	28	36	29	39	19				213
305 - Backpacks	0	1	0	1	0	3	8	2	0				15
306 - Youth DVD	10	24	21	8	25	31	61	45	21				246
320 - Tween Chapter/Graphic	100	70	148	155	180	251	565	456	136				2,061
321 - Youth Nonfiction	53	91	63	62	93	82	247	131	95				917
322 - Youth Biography	11	4	9	4	10	2	16	6	2				64
325 - Tween Paperback	13	19	19	38	50	62	129	104	70				504
327 - Oversize	8	3	4	3	7	6	17	8	10				66
330 - Youth Picture Book	149	163	142	215	174	170	488	231	155				1,887
331 - Youth Boardbook	39	38	53	46	60	40	123	87	37				523
332 - Youth Easy Reader	56	52	43	51	62	78	303	173	44				862
337 - Tween Books New	10	14	7	27	32	30	53	66	24				263
338 - New NF	7	3	7	11	11	10	30	20	8				107
351 - Audiobooks	0	1	0	0	0	4	0	0	2				7
353 - Youth DVD NF	1	1	0	0	0	0	0	0	0				2
364 - Parenting Material	13	21	15	11	8	9	18	20	22				137
377 - Parenting Magazines	0	0	0	2	0	0	0	0	0				2
396 - Tween Magazines	0	0	0	1	0	0	4	4	0				9
650 - Youth Spanish	3	12		5	6	5	8	10	12				61
Total	489	536	544	657	750	819	2099	1403	657	0	0	0	7954
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	0				8
220 - Teen Fiction	20	13	19	16	25	24	61	30	20				228
221 - Teen Nonfiction	1	2	2	1	0	0	0	6	2				14
222 - Teen Bios	1	2	1	0	0	1	0	1	0				6
224 - Teen Graphic Novels	1	5	3	1	4	4	13	6	0				37
237 - New Teen Fiction	1	2	2	1	4	1	4	1	1				17
251 - Teen BOCD	0	0	0	0	0	0	0	0	0				0
275 - Teen Reading List	0	1	0	2	0	3	3	1	1				11
Total	24	25	28	21	34	33	85	47	24	0	0	0	321

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	37				373
Freegal downloads	152	144	128	119	95	100	134	120	100				1092
Freegal streaming	766	605	636	715	688	757	630	634	696				6127
Hoopla (items)	115	133	101	95	101	78	84	112	107				926
Kanopy (tickets)	203	182	184	162	247	172	214	249	140				1753
Overdrive (items)	2761	2411	2694	2418	2695	2482	2712	2955	2647				23775
Comics Plus	0	18	7	1	0	0	0	0	0				26
WAM	3229	4322	3671	3989	9292	4836	4399	3205	714				37657
Totals	7280	7862	7447	7544	13189	8452	8189	7325	4441	0	0		71729

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	25				211
Public computer sessions	270	202	269	249	249	270	311	279	269				2,368
Guest wifi connections	335	351	381	418	440	455	640	584	442				4,046
Door count	3,433	3,225	3,609	3,820	3,871	4,643	5,769	5,556	3,782				37,708
Total Views (Website)	12,000	14,000	14,000	14,000	17,000	19,000	17,000	19,000	13,000				139,000
Total Events (Website)	27,000	32,000	32,000	33,000	38,000	42,000	41,000	43,000	31,000				319,000
Totals	43,062	49,787	50,281	51,519	59,580	66,396	64,746	68,444	48,518	0	0	0	502,333

NEW PATRON REGISTRATIONS

SEPTEMBER 2025

Adult Year Round	14
Youth Year Round	2
Teen	
2 ND Address	4
Total:	20

MEETING ROOM USE REPORT-SEPTEMBER 2025

The following groups used the 3 meeting rooms SEPTEMBER 2025

Community Room

Yoga
Embroider A Tea Towel
Vaccine Clinic
Lego k-6
Sunflower Process Art
Colorful Storytime Adventure
Piano Practice
Home Grown String Band
Legislative Breakfast
Babies Boogie
Toddlers Tango
Book Discussion: American Dirt

American History Seminar
Once Upon A Tune
End of Summer Reading Celebration
Parent/Child Rhyme & Play
Invitation To The Opera: *LA Fanciulla Del West*
Understanding Your Explanation of Benefits
Coffee With A Cop
Thursday Matinee: *Bride & Prejudice*
Painting & Popsicles
North Fork Anglers
Chef Rob-Pink Lady Cinnamon Scones
Bingo

Conference Room

Bridge
Mah Jongg
Artist Reception
Zoom Meeting (2)
Yoga

Medicare
Writer's Toolbox
MLCA Board Meeting
Writing Group

Craft Room

Tutor (8)
Alzheimer's Group
Read to a Dog
Fall Mini Canva Paintings
Minecraft-Scarecrow Building Contest

American History Seminar
Snacks Around the World
Weekly Book Discussion
Magnets, Motion & Mystery
DIY Self Care Kits

Kitchen-Tutor (1)

Tutors-9
Community Groups-18

Library Programs-39
Local History-4

Greenspace: Concert-Forever Simon & Garfunkel: A Tribute