

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

MEETING DATE: Monday December 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 November 10, 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
- X. Old Business
- XI. New Business
 - A. NYSHIP Premiums, ER Contribution
 - B. Lightpath Agreement & Bandwidth Increase
 - C. Network & Server Upgrades
- XII. Period of Public Expression
- XIII. Adjournment

Next Meeting – January 12, 2026

Directors Report November 2025

Building and Grounds

On November 12th I noticed that the dumpster gate was not closing and locking properly, fortunately Riverhead Fence was able to respond the next day and repair the closure.

The wireless switch died on Saturday November 15th and the wifi network was down until Tuesday afternoon. We had a couple of hotspots in the library of things that were not checked out so we set them up around the building and patrons were still able to connect and complete work. Kudos to Sara and the Reference Department for finding a direct connect solution for the wireless printer so folks were still able to utilize that as well. Wired patron computers and staff computers were unaffected. Fortunately, I was able to order the new switch over the weekend and install it as soon as it arrived on Tuesday.

Programs and Services

On November 20th we discussed *All the Ugly and Wonderful Things* by Bryn Greenwood. A truly challenging book to get through, there were 13 signed up and 8 in attendance. Sara continues to host a weekly discussion on *The Great Gatsby*, I ran into one attendee who shared that they have really been enjoying the weekly group. Sara will be hosting *Let's Talk Books!* On Thursday December 11th and my next discussion will be on January 15th and we'll be discussing *We'll Prescribe You Another Cat* by Syou Ishida.

My colleagues and I are working towards another collaboration with the North Fork Arts Center in 2026 for a showing of the film *The Librarians*. We've discussed the possibility of having an advocacy table and a step and repeat for folks to take photos that attendees and libraries could use for advocacy efforts. Once we narrow down a date and time, I will be sure to share it with everyone.

We're very grateful to Girl Scout Troop 1983 for their tremendous support in restocking our little free food pantry through their food drive. Their dedication means a lot—thank you so much to everyone in the troop!

I will be responsible for managing the weekly e-newsletter during Sharon's absence.

Thank you to Cutchogue New Suffolk Free Library for hosting the scanned yearbook collection on their webpage. We recently added a link to their page on our local history page to enhance discoverability and access to this collection.

Upcoming programs and events to note:

Holiday Concert with Emy McB – December 6, 1pm

Pressed Flower Holiday Craft – December 9, 5pm

Let's Talk Books! – December 11, 5pm

Celebrate Jane Austen's 250th Birthday! – December 16, 11am – 3pm

Tai Chi Series – January 9, 16, 23, 30, February 6, 13, 20, 27, 11am

Good Vibrations: Sound Journey with Music Therapist Kathy Pasca – January 10, 2pm

Friends of the Library

The Friends sent out their second mailing on October 31st and have started to receive another round of membership dues back.

The Friends will be providing refreshments for the Holiday Concert with Emy McB on Saturday December 6th.

The Friends will be hosting their Irish Tea again in 2026, the date has been set for March 12, 2026, at 12pm, sign up will open on Tuesday December 16th.

The next Friends meeting is Tuesday December 16th at 11am with the holiday luncheon to follow at 12 noon.

Administrative

I attended the NYLA Conference from November 5 – November 8. Overall, NYLA is always a worthwhile conference to attend with great programming and networking opportunities. I have annexed my conference report for review.

We hosted a Trustee Workshop at our Library on November 12th from 6pm – 8pm. The workshop was well attended with about 30 in attendance. Kevin and staff from SCLS covered topics including Trustee 101: Roles & Responsibilities as well as statistics, the cost of eBooks and advocacy.

Fluid Imagery was on site on Wednesday November 19th to start their onboarding and review all hardware in the server room. Much of the hardware is out of date and needs replacing, one of the servers has a dead hard drive in the array. Scott and I have also discussed not isolating the wifi network and running it through the PALS firewall. This could potentially save us some money as we won't have to pay for content filtering through Umbrella and having the network not isolated will allow the wireless to act as a backup if the Crown Castle (soon to be Lightpath) connection goes down. Scott has provided a quote for the work that needs to be done to get us up to speed and I highly recommend we move forward as soon as possible.

I have ordered four additional PCs from Dell to replace outdated staff equipment.

I have also ordered a new AED, the model that we currently have has been decommissioned and it is getting harder to purchase replacement pads and batteries.

I attended the Telecom meeting at SCLS on November 24th. The new Telecom contract was discussed. I am recommending that we continue with Telecom services coordinated through SCLS. Lightpath is the company that won the bid and will be providing bandwidth as well as firewalls to the member libraries. Firewalls are mandated per PALS. Lightpath will also be providing all managed services on the firewalls. The bandwidth tier that we're on is not

available so we would have to increase to 300Mbps. We are currently at 200Mbps at a cost of \$9,900 per year. The move to 300Mbps will lower our cost by \$900 per year to \$9,000 and includes the firewall and security features.

Thanks to Karen, Marissa, Sara, Elizabeth, and Linda for managing our transition from B&T to Ingram so effectively. Changing a decades-old process isn't simple, but the team handled it well. Books from Ingram are arriving and being processed, and the new shelves are filling up. Shipping remains slightly delayed due to increased demand at Ingram and the upcoming holiday season, but shipping times are expected to improve in the new year.

The final staff meeting of the year is scheduled for December 11th. The Library will be closed to the public. One evening program and the Anglers meeting will still take place. Staff are expected to arrive at 9am, with two EAP workshops taking place in the morning, followed by a lunch break. In the afternoon, the team will convene for presentations on Central Library Services and SCLS services.

We have received several memorial donations honoring Karen Ross, who served as both Trustee and Board President of the Mattituck-Laurel Library Board. A total of five leaves have been sent out for engraving for The Giving Tree, and they will be installed upon their completion and return.

Meetings Attended

November 5 – November 8 – NYLA Conference

November 5 – PALS Executive Board Meeting

November 10 – East End Directors Meeting

November 12 – Department Heads Meeting

November 12 – Trustee Workshop

November 18 – Friends Meeting

November 18 – Trustee Handbook Book Club: Building an Effective & Impactful Board Culture

November 19 – Fluid Imagery Onboarding

November 20 – Zone 1 Directors Meeting @ Hampton Bays Public Library

November 20 – Book Discussion

November 24 – PLDA Executive Board Meeting

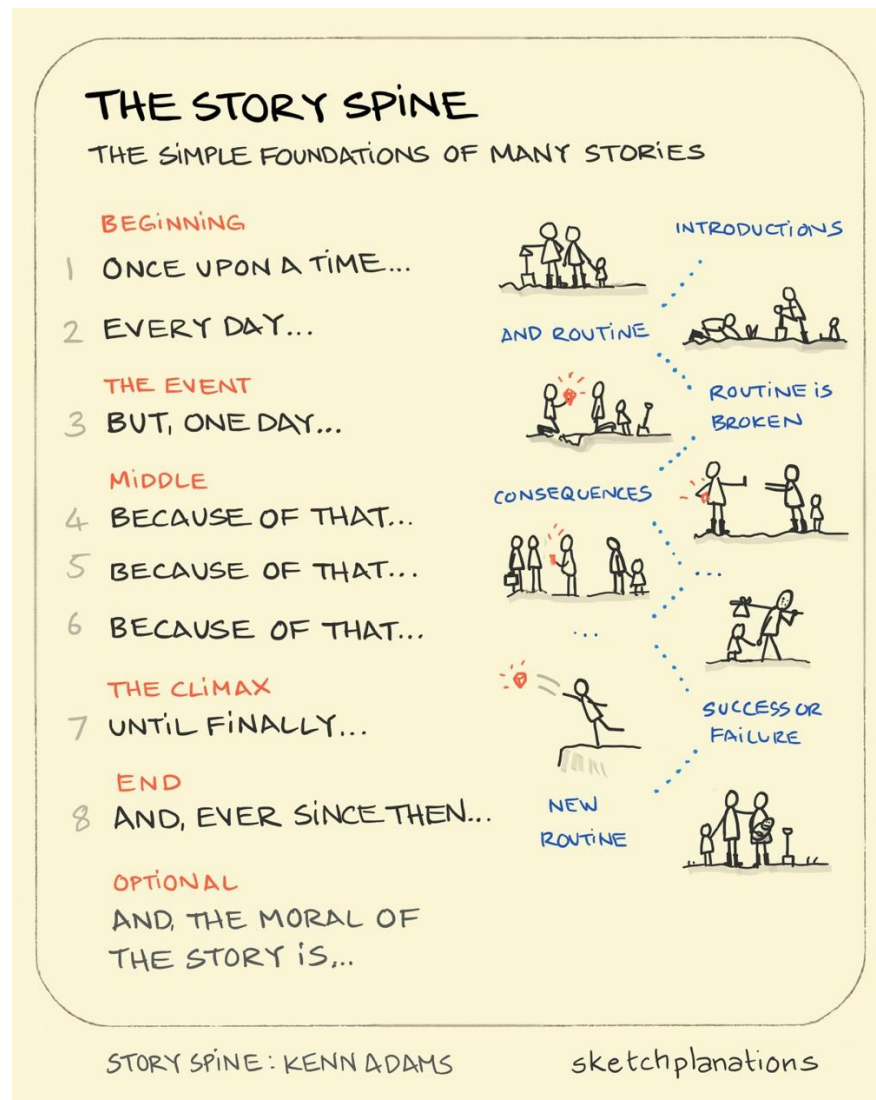
November 24 – Telecom (Bandwidth & Firewalls) and Cybersecurity Meeting

Respectfully submitted by: Shauna Scholl, Director

NYLA 2025 November 5 – November 8

Keynote Presentation: Micaela Blei

Micaela Blei shared about impactful storytelling, how to turn storytelling into advocacy and provided easy tips to prepare library workers for advocacy through storytelling. Michaela shared that any story can be made any length you need it to be with the story spine and recommended we have a file of stories (physical and mental!) that you can tell for various reasons. You don't have to tell stories of your own library to display the importance or power of a program or service.



Essential Skills for Library Trustees in 2025

This taught about developing and following policies that address hot topics (diversity, immigration enforcement, people recording in the library, freedom of information requests, book challenges and programming concerns) and comply with relevant laws and regulations.

This session provided a clear overview of the legal foundations that guide library governance, including the structural independence of libraries, the distinctions between public and association libraries, and the essential roles of charters, bylaws, policies, job descriptions, and budgets. I learned the importance of properly marking nonpublic areas, consistently enforcing policies, from collection management to programming and conduct and ensuring compliance with Open Meetings Law and FOIL where required.

We also discussed how to respond effectively to public criticism using the C.A.L.M. approach: **Confirm** the concern, **Assure** it will be addressed, **Listen** without arguing, and **Manage** the situation according to law and established policy.

See attached handout for further /deeper information.

Unintentional Library Barriers in Library Service

This session explored the many unintentional barriers that can limit access to library resources and services including physical and digital accessibility challenges, cultural and language gaps, economic and geographic obstacles, and social stigma. We also examined technical and educational barriers that can affect how patrons engage with library offerings. The program highlighted strategies for improving equity through targeted outreach, community partnerships, and culturally responsive programming. Overall, I learned how libraries can identify areas for improvement and adopt more inclusive practices to better serve their communities.

Creating Sensory Spaces at Any Size

This session highlighted how the Yonkers Public Library Riverfront Branch created its sensory room, offering practical guidance for developing sensory spaces in libraries of any size. I learned about researching best practices, consulting with community experts, and designing a welcoming, functional environment that supports neurodiverse patrons. The program outlined who can benefit from these spaces, showcased a range of sensory-friendly programming ideas, and emphasized the importance of thoughtful marketing and community outreach. Overall, it provided a clear roadmap for building inclusive sensory initiatives that truly meet community needs.

Navigating the Future: Embracing Emerging Technologies

The session offered practical strategies for helping libraries lead the way in digital literacy and emerging technologies. I learned how hands-on workshops, makerspaces, and tech-focused programs can engage communities and build confidence with new tools. The presenters highlighted essential resources, technologies, and partnerships that support successful initiatives, along with real-world examples of libraries already doing this work well. I came away with concrete steps and best practices for developing or strengthening tech-based programming and positioning the library as a hub for innovation and learning.

Trustee Handbook Book Club for Directors

This “Directors Only” edition of the Trustee Handbook Book Club provided a clear and practical look at the updated *Handbook for Library Trustees of New York State* (2023) as well as an early preview of the new *Handbook for Library Directors in New York State*. The session deepened my understanding of the distinct but complementary roles of the board, the director, and the Friends group: the board **governs** by setting strategic goals, approving the budget, and making policy; the director **manages** the day-to-day operations, including staff, budget administration, and implementing and advising on policy; and the Friends **support** the work of the library.

The session reinforced that the director serves as a **co-leader** of the library alongside the board, acting as both the board’s technical advisor and its facilitator in effective governance. The presenters discussed strategies for managing and collaborating with trustees, emphasized the importance of a strong director–board president relationship, and created a candid space to ask the “gnarly” governance questions directors often hesitate to raise in statewide sessions. Overall, the program strengthened my understanding of how directors can guide, support, and work in partnership with their boards for successful library leadership.

There was also some discussion regarding new required policies from DLD, reporting questions will show up for 2025 state report and will be mandatory for 2026 report. Policies include Collection Development, Public Use / Meeting Room, Code of Conduct, Confidentiality of Patron Records, Personnel Policies, Disaster Preparedness / Response, Financial Controls, Public Comment Periods (OML). I’m pleased to report that we already have all these policies in place.

Intellectual Freedom Breakfast – Teen Literacy is the Solution to Everything

In this powerful session, A.S. King spoke about the urgent need to heal our nation by creating space for teens and adults to confront trauma honestly. She explored how generations of unresolved shame and dishonesty have contributed to the violence, fear, and division we see today, and how many young people carry trauma that is rarely acknowledged or addressed. At the same time, she emphasized that limited literacy skills among much of the adult population leave communities more vulnerable to misinformation and manipulation.

A.S. King argued that **teen literacy is one of the strongest tools we have for breaking this cycle**, because reading offers teens access to truth, empathy, critical thinking, and emotional resilience. She challenged us to consider how teens can find the real truth when so many adults push their own versions of it—and underscored the role of libraries, educators, and authors in helping young people navigate that landscape. The session highlighted storytelling as a path to healing, honesty, and connection, not just for teens but for communities at large.

Essential skills for Library Trustees in 2025

Thursday, November 6, 2025

1:45 PM - 3:00 PM

NYLA Room Broadway 3

2025 is bringing novel challenges and uncertainties to libraries and their boards of trustees, including concerns about:

- Employee safety
- Ongoing impacts of housing, food insecurity, and addiction on the served community
- Federal and state laws' impact on diversity, equity, and inclusion ("DEI") initiatives
- Immigration law enforcement
- Public controversies over library materials and programming
- Hiring and staffing concerns
- Artificial Intelligence ("AI")
- Staying connected to the served community

This session will teach trustees how to develop and follow policies addressing these hot topics and comply with relevant laws and regulations. We will also have time to discuss questions from attendees at any point.

We'll discuss the following essential skills and the corresponding questions to build each skill.

1. Prepare to Keep Employees Safe

What does your workplace violence prevention policy say?

For more information, see the New York State Department of Labor's [Workplace Violence Prevention Information](#).

2. Know Your Library

- What kind of library is your library?
- What does your charter require?
- Are there any state or local laws that pertain to your library?
- Who governs the library?
- Who decides how library money is spent?

Identify your library type with the New York State Library's [Find Your Public Library](#) tool.

3. Know Your Library's Building and Grounds

- What are the boundaries of your library? (There should be a survey, map, or floorplan!)
- Does your library own the property, is there a lease, OR are you there with unwritten permission?
- If library property is damaged, what insurance covers it?
- If a person is injured in the library, what insurance covers it?

For more on insurance, see the Empire State Library Network's [Unlocking the Mysteries of Directors & Officers Insurance](#) (learning checklist [here](#)).

4. Know How Your Library Handles Money

- Who is the custodian of the library's money?
- Are the board's resolutions to approve payment of expenses in the board meeting minutes?
- What is the cash handling policy of your library?
- What is the investment policy of your library?

For more information, see the New York State Comptroller's ["Internal Controls" guide for local governments](#).

5. Follow the Open Meetings Law (even if you're an association library)

- Has your library adopted an Open Meetings Law Policy or revised it since 2021? (That year, the law was amended to include rules for videoconferencing from private locations.)
- Does your library board have committees that must follow the Open Meetings Law? (To answer this, see *Ask the Lawyer's* [Do library board committees have to follow the Open Meetings Law?](#))

For more information, see the New York State Committee on Open Government's [Open Meetings Law page](#).

6. Follow FOIL (unless you're an association library or Indian library, in which case, be transparent but consider not following FOIL)

Does your library have a Freedom of Information Law (FOIL) policy that identifies the library's "records access officer" and "FOIL appeals officer"? They cannot be the same person!

For association libraries, does your library have a policy on sharing select information that shows responsible decision-making and stewardship of public funds?

For more information, see the New York State Committee on Open Government's [Freedom of Information Law page](#).

7. Keep Records as Required by Law

Does your public library have a records retention policy that clearly sets out how long records are retained, how they are disposed of, and when they are converted to archives, as set by the Retention and Disposition Schedule for New York Local Government Records (LGS-1)?

For association libraries, does your library have a Records Retention policy that clearly sets out how long records are retained, how they are disposed of, and when they are converted to archives?

For more information, see the New York State Archive's [LGS-1 page](#).

8. Be Ready for Controversy

Does your library have a policy on addressing the public and the media? Does the policy:

- Create a mission-based formula for how the library responds to public matters?
- Include a process for approving board statements between meetings or empower a board officer, director, or designated spokesperson to act without a board resolution?
- Consider naming different spokespersons depending on the issue?
- Enable use of advisors when needed?

9. Govern for Great Signage

The job of the board is not to create the signage but to create the policy and budget that enables it!

Policies can be long and boring, but signage should be short and punchy. Signage is essential for helping library employees enforce important aspects of the library: library user rights, accessibility information, rules for certain areas, code of conduct, service areas, "authorized access only" areas, no smoking or no smoking within 100 feet of library property, parking rules, rules for board meetings, etc.

The “brand” of your library can be reflected in its signage, with the look and feel consistent throughout the property. This is also a chance to showcase the approach, use of language(s), and tone that you feel will work best for your community. A library can also consider adopting a “style guide” that sets the standard for signage and other publications of the library.

For more information, see:

- The International Organization for Standardization (ISO) standards for safety signs
- The New York State Health Department's “no smoking” sign
- The Job Accommodation Network's “Vendors and Products” list for Braille and/or “ADA” signage
- Matthew Butterick's Practical Typography

10. Ensure Effective Board Meetings

Do your board meetings have:

- Timely notice to the public and news media (except for special meetings called with short notice)?
- Board packets that are posted to the library's website at least 24 hours in advance (except for special meetings called with short notice)?
- Agendas that the board adheres to?
- A respectful and agreed-upon method of keeping meetings on time?
- Committees or other methods for assessing matters prior to voting?

For more information, see *Ask the Lawyer's* Open Meetings Law and Robert's Rules of Order.

11. Insist on Excellent Board Minutes

Do your board meeting minutes have:

- The date, time, place of meeting?
- If videoconferencing is allowed, a statement of who appeared virtually?
- A list of trustees in attendance?
- A list of trustees excused?
- A list of trustees absent?
- A list of guests participating in meeting and their roles?
- Resolutions adopted at the meeting, including the precise wording, who made a motion, who seconded, who voted for it, and any recusals?
- Noted declarations or board findings of a “conflict of interest”?
- A certification of who took and submitted the minutes?

NOTE: Whenever possible, draft resolutions can be included with the board packet, so the secretary (or person assisting the secretary) is not struggling to capture accurate wording at the meeting and so it can be shown that trustees knew precisely what they were voting for.

For more information, see *Ask the Lawyer's* [Open Meetings Law 2022 Library Board Chart and Checklist](#).

12. Essential Skill: Proper Use of Resolutions

Do your board meeting minutes consist of resolutions, motions, and votes? The way the board acts is via resolution. A board operates as a unit, except for officers or committees authorized to take specific actions (for instance, the Investment Committee making investment decisions, if authorized by the bylaws).

Resolutions are clear statements of directions or decision-making that are approved by a required number of trustees (usually a majority at a meeting with a quorum). They are not transcripts or notes of meetings.

Here is a good example of a resolution:

BE IT RESOLVED that the Board directs the Director to present a draft Style Guide for consideration of the board at the December meeting;

BE IT FURTHER RESOLVED that the board shall include time on the agenda at the December meeting to discuss the draft; and

BE IT FURTHER RESOLVED that such Style Guide shall be sent to the board by the Director no later than December 2 and that each trustee is expected to review it in advance of the meeting.

Moved by: Trustee Puce

Seconded by: Trustee Orange

Ayes: 7

Noes: 0

MOTION CARRIES

Here is an example of ineffective minutes complicated by notetaking:

The board next discussed having a "style guide" to make sure signage all looks the same and is attractive. Trustee Blue said they want the

Director to prepare a version of that for the next meeting. Trustees Green and Yellow said that was a good idea, and that such a guide can be found on Google. Trustee Puce said the guide should be sent before the meeting, and people had better read it in advance, because stuff like that can take a lot of time at meetings. Trustee Purple said we should spend more time worrying about the leaky roof than what signage looks like. The board agreed that we like the “Helvetica” font.

13. Know When to Recuse Yourself from a Vote

Does your library’s Conflict of Interest Policy have clear examples about what a “Conflict of Interest” is, as required by law? Does it have clear instructions to allow trustees to declare a possible conflict of interest and either a) have the board review the issue to determine if a conflict of interest exists; or b) recuse themselves from the vote? All recusals, possible conflicts, and board determinations under the policy should be noted in the minutes.

For more information, *Ask the Lawyer’s* Staff Member Position on Board of Trustees.

14. Normalize “No” Votes

If you vote “no,” will your board simply record it in the minutes and continue to operate in fellowship and good faith?

Many boards are under the impression that, for the health of the library, a library board must operate by consensus. This can lead to indecision, waffling, and dangerous delays in decision-making. As your board works together, embrace the notion that sometimes trustees may vote “no,” and that is okay.

An important part of this is normalizing that a “no” vote is not a vote against the library or a personal attack. A “no” vote means that a trustee, voting their conscience, genuinely believes they can’t agree. That is fine.

For more information, see the *Harvard Law School Forum on Corporate Governance’s* article, Why good boards make bad decisions.

15. Do not Tolerate Toxic Trustees

Does your board tolerate or normalize a toxic trustee who routinely:

- Derails discussion?
- Demeans or dismisses others?

- Performs board tasks with an alternate agenda (for example, reviewing the Director's report at a board meeting and pointing out typos)?
- Compounds dysfunction? For example, saying, "Of course people are rude to the employees. They are paid too much!"
- Uses Robert's Rules to limit the participation of others? For example, saying, "You can't ask that now!" instead of, "We haven't moved into discussion yet, but we'll address that soon."
- Uses special skills or knowledge to limit the participation of others? For example, saying, "I'm a lawyer, and what you're saying will get us sued!" instead of, "As an attorney, I am concerned that this approach could bring liability. We should ask our lawyer if we should pursue that.")

To be clear, toxic behavior is NOT voting "no" when a trustee simply disagrees on a course of action.

Everyone can get salty now and then. Toxic board members regularly create delay, dysfunction, and factions. When such behavior is normalized, it can hurt the library.

Toxic behavior can be countered (somewhat) by sticking to agendas, enforcing a board code of conduct, and keeping a clear record of corrections.

Once toxic behavior starts manifesting, it is wise for a board to bring in help from a library system, consultant, or attorney to correct it and, in a worst-case scenario, remove the trustee from the board.

16. Know 8 NYCRR 90.2

Can you connect library regulations to important needs including:

- Community needs?
- Long-range plan?
- Budget?
- Minimum hours of operation?
- Bylaws review?
- Policy review?
- Community partnerships (collaboration)?

For more information, see New York Codes, Rules and Regulations Title 8 Section 90.2.

17. Promote Your Library in its Annual Report to the Community

Does your library's annual report to the community showcase the unique value of your library?

The board may entrust the Director with overseeing preparation of the report (in this, they will have support from the library system), but the board should ensure that the report contains things that are important to the community.

Reading early drafts to ensure these elements can be included gracefully is every trustee's responsibility. Creating a production schedule so there is time for this type of review and input is the job of the Director and Board working together; the pacing and method should be in a policy or a board resolution (not just notes or hasty instructions to the Director!).

18. Using Your Library's Advocates and Allies

Does your library have dedicated advocates in its library system, its regional library resources council (or network), NYLA, and the American Library Association (ALA)?

Does your library have natural allies in the local school library system, boards of cooperative education (BOCES), community colleges, and higher education institutions?

Does your library have allies in local media, cultural, and arts organizations?

Cultivating these relationships is never-ending work, and a board can develop policy and procedure for trustees to help maintain the network (trustees, don't go rogue!).

This skill is functioning when your library finds quantifiable and high-quality support, efficiency, and enhancement by working with these advocates and allies.

19. Supporting the Right to Read

Is your library supporting the "right to read" by enabling library access with minimal barriers in a facility that is a safe and welcoming place for all?

Access to a public library is essential to the right to read, which is a part of the rights guaranteed by the First Amendment to the U.S. Constitution.

By having a thoughtful code of conduct that is enforced consistently, a plan for safety, a clear policy governing library access, and a well-maintained facility, a library supports this fundamental right.

For more information, see the ALA's [Freedom to Read Statement](#)

20. Crafting Actionable Advocacy

Has your board adopted a long-range plan and budget based on known community needs? Is the board asking the public to support concrete steps toward the goals in that plan?

Examples include:

- A capital campaign for an improved facility
- A ballot initiative for a demonstrably needed budget increase
- Partnerships with local community groups and institutions towards specific collection and programing goals
- A pipeline of projects creating future library trustees
- An initiative to promote respect for library workers

For more information, see ALA's [Advocacy Action Plan Workbook](#).

21. Creating Joy in Trusteeship

Do you WANT to go to board meetings and find fellowship and respect among your fellow trustees, even when they disagree?

Mattituck-Laurel Library
Adult Services Board Report - November 2025

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - Girl Scout Troop 1983 has successfully helped the library with a food drive to help us keep our little free food pantry stocked. We are grateful for their assistance. The reference department is working together to divide Sharon's responsibilities while she is out. Ingram orders have started coming in and we are gradually acquiring the cancelled items we ordered from Baker and Taylor. We will continue to work on getting books to our patrons as soon as possible. Martha has begun ordering items for our mobile makerspace.

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

Date	Meeting
11/6/25	1:1 check-in with Marissa
11/6/25	EDI committee meeting
11/6/25	Social Media meeting
11/18/25	1:1 check-in with Martha
11/20/25	The reference department held a department meeting in my absence.

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

Date	Program	Statistics	Program Platform/Notes
Ongoing	Tech Appointments	10	In person; offered by Sharon Twickler, Marissa Timm, Martha Terry and Sara Colichio
Mondays in November	Chair Strength and Stretch	27 each session	In person
Tuesdays in November	Intermediate Crochet Group	8 each session	In person
Wednesdays in November	Yoga	4 each session plus 5 walk-ins	In person
Wednesdays in November	Book Discussion: <i>The Great Gatsby</i>	11	In person; facilitated by Sara Colichio
11/1/25	Flamenco Dance Performance	45	In person

11/6/25	Chef Rob's Sweet Potato Muffins Grab-and-Go Kits	20	Grab-and-Go
11/6/25	Jane Austen: An Enduring Influencer	40	Virtual; this was an EEPA program hosted by Mattituck-Laurel Library
11/8/25	70s and 80s trivia	25	In person
11/10/25	Alzheimer's Caregiver Support Group	6	In person; facilitated by a volunteer from the Alzheimer's Association
11/10/25	Bearable Bookmarks	15	Grab-and-Go
11/12/25	Invitation to the Opera: Puccini's <i>La Rondine</i>	3	In person; organized by Jerry Matovcik
11/15/25	Wreath Making	11	In person
11/16/25	American History Seminar with John Viteritti	11	In person
11/18/25	Scents and Sensibility: Fashion and Perfume in the Age of Jane Austen	27	Virtual; this was an EEPA program hosted by Mattituck-Laurel Library
11/20/25	LILPA Presents: High Blood Pressure	Stats Unavailable	Virtual; this was an EEPA program sponsored by Stony Brook Southampton Hospital
11/20/25	Book Discussion: <i>All the Beautiful and Ugly Things</i>	13	In person; offered by Shauna Scholl
11/22/25	Defensive Driving	18	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 -

I will be offering a winter reading club beginning January 5th. Shauna and I continue to alternate each month with a book discussion on various mainstream titles. I also continue to meet with *The Great Gatsby* book discussion group each week.

Martha has organized a library-wide committee for America's 250th anniversary in 2026. She is planning into the spring of 2026 and beyond. The Jane Austen committee's fall raffle is over and winners were thrilled. We will be holding a brief celebration for Jane Austen's 250th birthday on December 16th, which will wrap up our Jane Austen celebration this year. Martha has also started offering more grab-and-go kits for patrons and has been collaborating with the East End Programmer's Association to offer zoom programs to our patrons. Jerry and Martha have been talking about offering some Climate Change and Social Justice programs in 2026. Martha is

also in the process of getting a suggestion box for programming to elicit feedback from patrons. Martha and Sharon have been working together to plan the 2026 Edible Book Festival in April.

The Health Fair Committee will begin meeting next month to start planning our 2026 health fair event.

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. In Sharon's absence, Martha has agreed to assist with social media accounts, with some help from Sara as needed. Marissa is managing the teen accounts.

Adult Collection Development -

We have begun receiving shipments from Ingram, our new book vendor. However, we are not fully caught up from Baker and Taylor cancellations. We will continue working to get books out to patrons as quickly as possible. Additionally, 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 - The Long Island Science Center is temporarily closed. I renewed our memberships to Cooper Hewitt, The Guggenheim and our Empire Pass this month. All other museum memberships are up to date at this time.

Library of Things - I continue to assist with the library of things as needed.

Social Work - Unfortunately, we have been unable to secure a social work intern this semester. We have a community resources binder and webpage. We do our best to assist patrons with various needs, including Medicare assistance, Caregiver support groups, and more.

Miscellaneous -

- Martha has ordered a Sawgrass Sublimation Printer and a 16"x20" heat press for our mobile makerspace. She will continue to use funds donated by the Ira Roschelle Foundation to continue to build a mobile makerspace, with input from Sharon and a makerspace committee.
- Martha attended a New Adult Committee (NAC) meeting on November 19th.
- Girl Scout Troop 1983 has been hugely helpful in eliciting food donations for our little free food pantry this month. We collected several large boxes of food donations. The

troop will be coming to assist us with organizing and stocking the food pantry as well. We are very grateful for their help.

- Sharon is out on an extended leave of absence and the reference department is working to divide her responsibilities and cover her shifts while she is out.

Mattituck-Laurel Library
Teen Services Board Report – November 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 the Southold senior center. I worked with fellow teen librarians, attended training sessions, assisted with adult services and programs, participated in library committees, created custom 3D-printed bookmarks and special requests and organized and managed our library's participation in the Great Give Back campaign. I remain committed to learning and providing valuable services to our teen community.

Meetings: Meetings during the month of November:

Date	Meeting
11/06	1:1 check in with Sara
11/06	EDI Committee Meeting
11/20	Reference Meeting

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

Date	Program	Statistics
11/04	Board Games and Boba	10
11/07	Centerpieces and Placemats Making	10
11/17	Giant games at Mattituck High School	25
11/17	DIY Charcuterie Board	10
11/25	Mattituck High School 8 th grade day of service	3

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

Centerpieces: 6 Placemats:10 Letters to seniors: 15 Postcards to children: 20 Bookmarks:35

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.

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. This teen has had a major impact on ensuring 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. They came once a week every week in October and would help me sort and organize materials. Through promotion they played a major role in community involvement. On November 6th, we dropped off the 655 items to the shelter. They were very appreciative.

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

Teen Space-For November I updated the Teen Book Display to highlight some of our historical fiction books. The DIY grab-and-go kits are consistently available in the Creation Station. 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 Cutchoque Union Free School District–This month I corresponded and collaborated with the 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. As always, I maintain regular communication with school librarians, keeping them informed about upcoming teen programs and community service opportunities to ensure broader outreach and engagement.

Library Visit- Anna, Joan from the Cutchoque Library, and I also collaborated to visit the school library during the lunch periods, where we provided a selection of oversized games for students to enjoy. This activity supported positive social interaction and helped strengthen our collaborative relationship with the school community.

8th grade Day of Service- I collaborated with Megan Collins from MHS to arrange for a group of 8th-grade students to visit the library during the school day to participate in meaningful community service activities. During their visit, the students created bookmarks that will be distributed to library patrons, as well as letters and postcards that will be shared with local seniors and children.

Teen Space Survey- The Teen Space Survey continues to be available 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.** I will continue to try and implement their feedback from this survey.

Print Newsletter–I submitted the content for the January/February newsletter. I am now working on the content for the March/April 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 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. 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*. With the recent shutdown of Baker and Taylor, I will be working on weeding the current collection while learning and adapting to our new vendor, Ingram.

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.
Requests: 2

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.

Tech appointments-2

Local History- This month, I reviewed the sports sections of *The Suffolk Times* from 1985–1989 and printed all articles featuring a patron's son, per their request.

Date: December 3, 2025

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: November 2025 Wrap-up

Our Numbers are as follows:

Programs: 427 plus 145 at ENL/AIS night Parent TV 207 views
Book pulls: 231 In person help: 28

GENERAL INFORMATION

This month, we featured a dramatic play Bakery, where children had the chance to “create” pumpkin pies and lattes. Families enjoyed stopping in to watch their children learn through imaginative play.

Our scavenger hunt continues to be a popular passive program, with families often working together to find all the characters. For November, we highlighted characters from Disney’s *Zootopia*.

To celebrate National Donut Day, we set up a coloring station where children were able to color donuts. There was a “donut” play game where sparkled pool floats acted as donuts with sprinkles. Children were tasked with trying to throw the donut onto the pole.

We also worked hard to transition to a new book provider. We successfully placed and received an order, and we now feel more confident about how the process will work moving forward.

MEETINGS

11/6 Karen met with Sara and Sharon to discuss increasing social media for the children’s department.

11/12 Karen attended Booklist’s Picture Book Buzz.

11/14 Karen provided a storytime at A Time To Grow Preschool featuring Scarecrows.

11/14 Karen attended ENL/AIS night at Cutchogue East Elementary School

PROGRAMS **FAMILY**

The Quogue Wildlife Rescue presented a family program where participants had the chance to meet several animals up close. Jake was engaging and informative, sharing

details about each animal he introduced, and attendees even had the opportunity to touch them.

Our Cheerios Bird Feeder craft drew many families eager to prepare for the colder weather by making feeders. Thanks to their efforts, the birds around Mattituck will be well fed this winter.

At the start of the month, we were able to borrow both the Giant Chess set and the Giant Connect Four game from SCLS. These popular items always spark additional opportunities for play and engagement when patrons visit.

PRESCHOOL

For our preschoolers, we offered Babies Boogie, Toddler Tango, and our Parent/Child Rhyme and Play sessions. New to our lineup was the *Ms. Rachel Experience*. For families with young children, Ms. Rachel is a beloved performer whose songs and warm, engaging style draw enthusiastic audiences. We were delighted to welcome Erinn Furey as our “Ms. Rachel.” Erinn performed many familiar songs, and both children and parents were thrilled—especially during the photo opportunities.

For school-age children, we provided LEGO Club, Read to a Dog, Minecraft, and retro video games. We are currently experiencing some scheduling challenges with the Read to a Dog program. Monday afternoons are no longer ideal due to the start of Religious Education. We are working with the handler and may adjust the day of the week moving forward.

OVERALL

We have scheduled January and February Programs. We hope for good weather and full rooms.

We have even begun scheduling summer 2026!!

Work continues with the youth fiction collection. We plan on looking at the gaming collection next month.

Shauna Scholl
Executive Director
Mattituck Laurel Library
PO Box 1437
Mattituck, NY 11952

Dear Shauna,

A special thanks to you for removing a serious road block in getting the Mattituck High School yearbooks on-line and available to the public. Without your expertise and personal effort, I suspect this project would have stalled permanently and probably have been forgotten.

It's hard for me gauge the impact of this resource on others, however, I consider yearbook a valuable historical resource. Birth, marriage and death dates are the record. Year books often provide background and color. Insights on behavior and preferences. And because we are so attached to images, senior photos can put a face to the subject.

Again, many thanks. This would not have happened without your help.

A handwritten signature in black ink, appearing to read "Joe O'Brien". The signature is stylized with a large, looping initial "J" and a cursive "O'Brien".

Joe O'Brien

Cc: Charles Gueli
President
Mattituck-Laurel Historical Society and Museum



AED Brands
55 Chastain Road, NW
Suite 112
Kennesaw GA 30144
United States

Sales Order

Date	Sales Order
12/02/2025	#157232

Bill To	Ship To
Shauna Scholl Mattituck Laurel Library 13900 Main Rd Mattituck NY 11952 United States	Shauna Scholl Mattituck Laurel Library 13900 Main Rd Mattituck NY 11952 United States

Terms	Sales Rep	Ship Date
Net 30	Reagan Smith	12/02/2025

Item number	Description	Qty	Base Price	Rate	Amount
99512-001268	CR2 Fully Automatic AED Dual Language English/Spanish Includes: - 8-Year Warranty - 4-Year Battery - Adult/Child Pads - Owners Manual - Physician's Prescription - AED Inspection Tag - "AED On-Site" Window Static Sticker	1	\$2,582.00	\$2,452.90	\$2,452.90
				Subtotal	\$2,452.90
				Shipping Cost	
				Tax Total	\$0.00
				Total	\$2,452.90

Terms and Conditions

A 3% transaction fee may be added to credit card payments. Any invoice discrepancies should be reported to AED Brands within 10 days of receipt, otherwise all charges will be deemed valid. All returns must have preapproval to receive credit.

Past due invoices are subject to 1.5% finance charge (18% Annually).

Orders for CPR classes can be cancelled without penalty up to 7 days prior to the scheduled class date. Cancellations made within 7 days of the class date will incur a cancellation fee of \$200.

stryker

LIFEPAK® AED response system **Connected. Ready.**



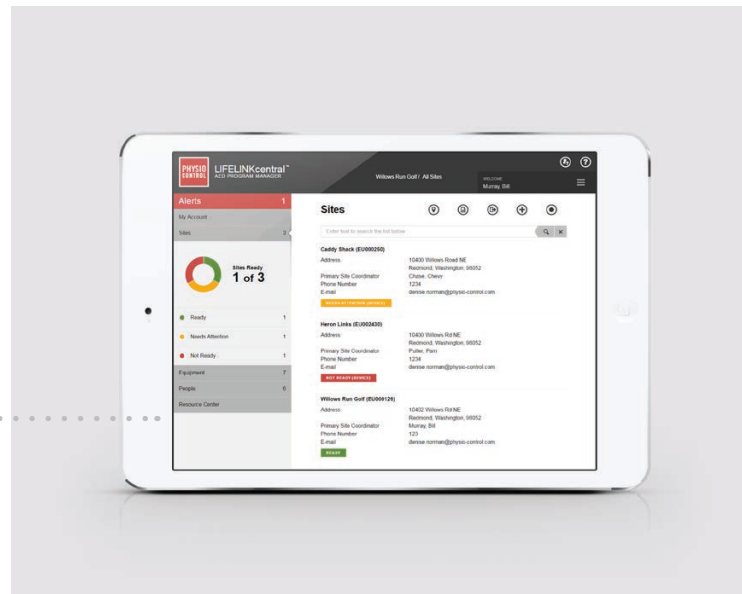
LIFEPAK® CR2 defibrillator
with **LIFEPAKcentral™ AED** program manager

A new approach to public access defibrillation.

Sudden cardiac arrest (SCA) can happen to anyone—anywhere. Immediate treatment is vital. A victim's chance of survival dramatically decreases for every minute without treatment.¹ That's why public access defibrillators are so important. They put lifesaving technology where it can do the most good. So when an emergency happens, you should have nothing less than the best.

Visualize a future where better technology enables better outcomes—and more lives saved. The groundbreaking LIFEPAK CR2 defibrillator with LIFELINKcentral AED program manager is at the heart of a complete AED response system. Everything and everyone involved are connected, reducing unnecessary delays when a SCA occurs. It's exactly the breakthrough technology you'd expect from the industry leader.





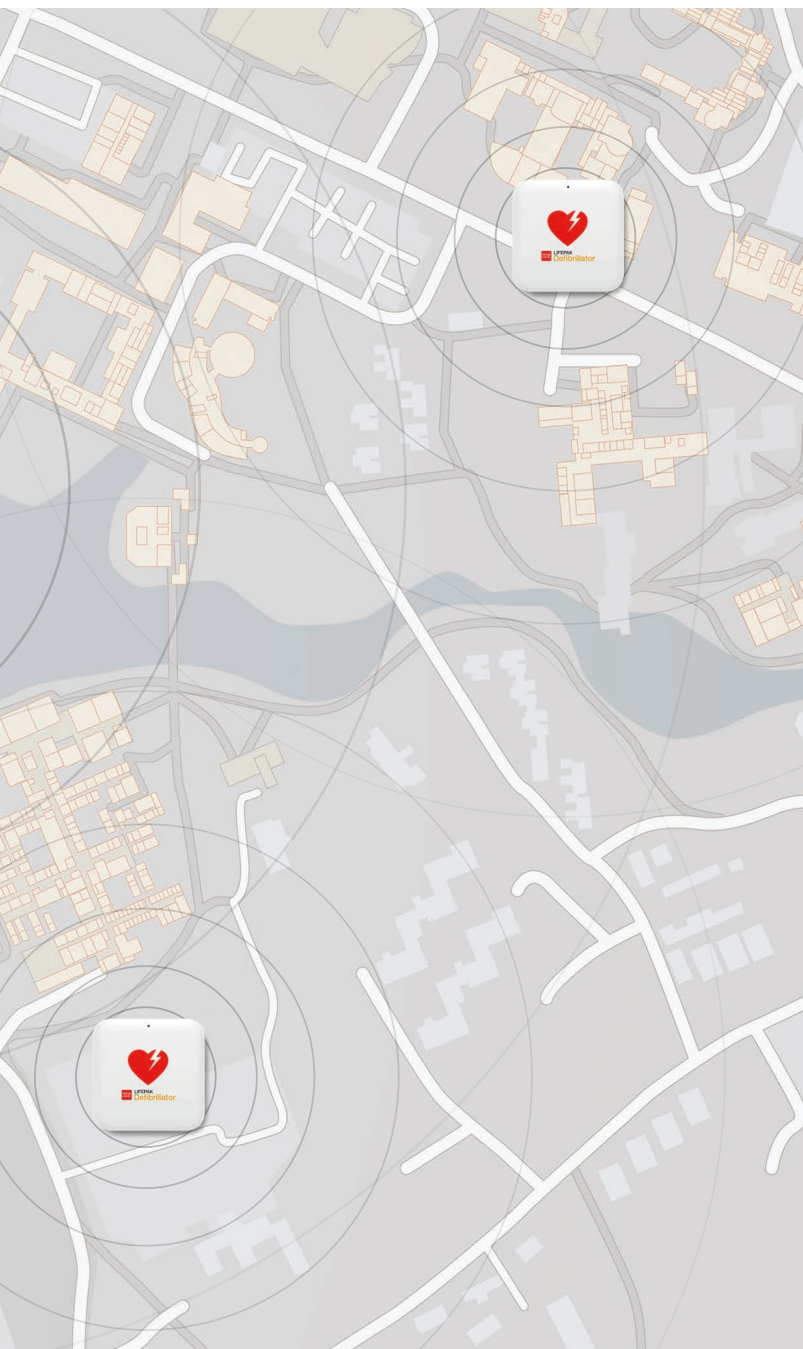
Self-monitoring means you're emergency ready

AEDs are effective only if they are close at hand and ready to work. Whether you have one AED, or 100 spread across the globe, now you can track the readiness status of each one. Ongoing system maintenance has been time-consuming and error-prone—until now.



The LIFELINKcentral AED program manager monitors each CR2 connected to a Wi-Fi® network and alerts you to anything that may affect device readiness—all automatically.

Battery not charged? You'll receive an alert through the LIFELINKcentral AED program manager, helping to greatly reduce the effort and expense of managing your AED program, while increasing your program's readiness and effectiveness.



Connectivity is the foundation for better care.

Wi-Fi connectivity can give emergency responders equipped with LIFENET® AED event viewer a complete picture of each SCA event. So even before they arrive, they are better prepared for the patient, knowing details of shocks given, seeing the actual patient's ECG and more.

This continuity of care follows patients to the hospital as well, and carries over for providers connected to the LIFENET System. After an event, all information can be seamlessly sent via Wi-Fi network and integrated into one patient care record report, without having to download event data directly from the AED.

Continuous CPR

increases survival rates²

Every SCA response requires CPR. Every single one. Previously, CPR had to be interrupted for heart rhythm analysis, and older, competitive technologies require rescuers to pause for 10 seconds or more. Unfortunately, interrupting CPR adversely affects survival rates and the 2015 American Heart Association (AHA) Guidelines recommend minimizing pauses to increase the chance of a successful outcome.³

While other AEDs may offer CPR feedback through the use of an accelerometer or additional tool, the CR2 provides the right amount of instruction and includes new cprINSIGHT™ analysis technology. Once CPR begins, cprINSIGHT technology automatically analyzes and detects if a shock is needed. This significantly reduces pauses in chest compressions, even eliminating pauses if the rhythm is determined to be non-shockable. And more CPR means improved blood circulation and better odds of survival.^{3,4}

The CR2 is the only AED that allows chest compressions during ECG rhythm analysis, thereby reducing pauses between CPR and defibrillation. In an AED comparison study, the CR2 helped lay responders deliver the highest overall CPR quality.⁵ If a shockable rhythm is detected, the CR2 delivers shocks with powerful escalating energy, with no judgment call required on the part of the user. Proven superior by competitive testing, the CR2 will keep the rescuer focused on what really matters—saving a life.⁵





Fastest time to first shock.⁵

Even minimally-trained users can quickly begin lifesaving care in just 2 steps:

1

Open lid and bare patient's chest.



2

Pull red handle and apply electrodes.



According to the AHA Guidelines, when bystanders provide CPR and use an AED to deliver a shock within 3-5 minutes of collapse or before emergency services arrive, survival rates can increase as high as 70%.³

LIFEPAK CR2 defibrillator
with **LIFELINKcentral AED** program manager

Designed for user confidence

For a minimally trained responder, intervening in an unfolding emergency can be intimidating. Responders need the easiest possible AED to instill confidence.

While other AEDs may be difficult to use or require users to stop CPR during analysis, the LIFEPAK CR2 defibrillator uses simple graphics, audible instructions and automated features to help users remain focused. We've removed all the guesswork with proven better results.⁵

The CR2 was rated easiest to use, easiest to hear and highest in overall user confidence by AED users.⁵





Saving a life can be easier than you think.

1-2

Layered design with easy to follow bold graphics

Both trained and untrained AED users clearly know how to begin.



QUIK-STEP™ electrodes

Peel directly off the base for faster side-by-side placement.



cprINSIGHT™ analysis technology

Analyses for shockable rhythm during chest compressions with no need to pause.



Metronome and CPR coaching

Sets an effective pace and audibly guides users, detecting and correcting technique as needed.



Child Mode

Toggle to Child Mode for reduced energy and CPR guidance appropriate for children.



ClearVoice™ technology

Enables prompts to be heard more clearly in noisy environments.



Highest available energy

Up to 360J for more effective shocks as needed.



Bilingual

Toggle between two pre-set languages when using the device.



LIFEPAK TOUGH™

IP55 rating for challenging environments.

8yr

8-year warranty

Backed by an 8-year warranty.

Specifications

Defibrillator

Waveform: Biphasic Truncated
Exponential with voltage and duration
compensation for patient impedance.

Patient impedance range: 10 – 300 ohms

Energy accuracy:

10% of the energy setting into 50 ohms
15% of the rated energy output into
25 – 175 ohms

Output energy sequence: Multiple levels,
configurable from 150 joules to 360 joules.

Energy default: 200J, 300J, 360J (adult)
50J, 75J, 90J (pediatric)

Shock Advisory System™: An ECG
analysis system that advises whether
a shock is appropriate.

cprINSIGHT™ analysis technology:
Enables the defibrillator to analyze
the patient's heart rhythm while CPR
is being performed.

CPR coaching: Instructions for adult
and pediatric CPR, including feedback
when no CPR is detected, rate and depth
guidance, a metronome and instructions
on hand placement.

**Time to shock at 360J after CPR
(with cprINSIGHT enabled):**

- **Semi-automatic:** < 7 seconds

- **Fully automatic:** < 13 seconds

Charge time: 0 seconds for first 150J or
200J shock (as device is pre-charged). With
cprINSIGHT enabled, subsequent shocks
will be charged during CPR and ready to
shock at the end of the CPR period.

Controls

Lid release/ON-OFF: Controls device
power.

Shock button, semi-automatic: Delivers
energy when button pressed by the user.

Shock button, fully automatic: Flashes
prior to delivering shock without requiring
user intervention.

Child Mode button: Allows operator to
switch to Child Mode for reduced energy
and CPR guidance appropriate for children.

Language button: Optional feature allows
operator to switch between the primary
and secondary languages for an optional
multi-language configuration.

Electrical protection: Input protected
against high voltage defibrillator pulses per
IEC 60601-1/EN 60601-1.

Safety classification: Internally powered
equipment. IEC 60601-1/EN 60601-1.

User interface

User interface: The user interface
includes voice prompts and audible tones.

ClearVoice™ technology: Detects
background noise and adjusts audio and
voice prompts to ensure they can be heard
clearly in noisy environments.

Device status indicators: Visual and
audible indicators indicating system
readiness (device, pads and battery).

Environmental

Note: All performance specifications
defined assume the unit has been stored
(two hours minimum) at operating
temperature prior to operation.

Operating temperature: +32° to +122°F
(0° to +50°C).

Storage temperature: -22° to +140°F
(-30° to +60°C) with battery and
electrodes, maximum exposure time
limited to one week.

Long term storage: Always store the
defibrillator within the recommended
temperature range of 59° to 95°F
(15° to 35°C).

Altitude: -1,253 to 15,000 ft
(-382 to 4,572 m).

Relative humidity: 5 to 95%
(non-condensing).

Dust and water resistance: IEC 60529/
EN 60529 IP55 with electrodes connected
and battery installed.

Shock: IEC 60068-2-27, (40g, 11 ms pulse,
½ sine each axis).

Vibration: MIL-STD-810G, method 514.6,
helicopter – category 14 and ground
vehicle – category 20.

Physical characteristics

**With handle, including electrodes
and battery:**

- **Height:** 3.8 in (9.7 cm)

- **Width:** 8.9 in (22.6 cm)

- **Depth:** 10.8 in (27.4 cm)

- **Weight:** 4.5 lb (2.0 kg)

Accessories

Primary battery:

- **Type:** Lithium manganese dioxide
(Li/MnO₂), 12.0V, 4.7 amp-hours.

- **Capacity (at 20°C):** Will provide 166 200
joule shocks (with one minute of CPR
between shocks) or 103 360 joules shocks
(with one minute of CPR between shocks)
or 800 minutes of operating time.

- **Standby life (assuming daily
tests only):**

A new battery provides device power
for 4 years if installed in device that
is not used.

- **Replace battery indication:** At least
6 shocks and 30 minutes of operating time
remain when first indicated.

- **Weight:** 0.7 lb (0.3 kg)

Electrode pads:

- **Pads:** Can be used on both adult and
pediatric patients.

- **Pads packaging:** User intuitive, rapid
access electrodes.

- **Pads replacement:** Replace every
4 years or after each patient use.

Data storage

Memory type: Internal digital memory
(flash RAM).

ECG storage: Minimum 60 minutes of
ECG stored for two patient episodes.

Communications

Communications: USB, Wireless
802.11 b/g/n data transfer to
LIFELINKcentral™ AED program
manager or LIFENET® System.

Let's save more lives with the LIFEPAK AED response system

We are working on a future where better technology enables better outcomes—and more lives saved. When SCA strikes, you want the best for your employees, customers, students and the public. Designed by the trusted industry leader in emergency response technology, the LIFEPAK CR2 defibrillator with LIFELINKcentral AED program manager gives users the solution they need to effectively respond to an SCA emergency—all while maintaining its own readiness through self-monitoring, making AED program management nearly effortless.

References

- 1 Graham R, McCoy M, Schultz A. Strategies to Improve Cardiac Arrest Survival, A Time to Act. Institute of Medicine Report, 2015.
- 2 Christenson J, Andrusiek D, Everson-Stewart S, et al. Chest compression fraction determines survival in patients with out-of-hospital ventricular fibrillation. *Circulation*. 2009;120:1241-1247.
- 3 Berg RA, Hemphill R, Abella BS, Et al. Part 5: Adult Basic Life Support: 2010 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care. *Circulation*. 2010;122[suppl 3]:S694.
- 4 Brouwer T, Walker R, Chapman F, Koster, R. Association Between Chest Compression Interruptions and Clinical Outcomes of Ventricular Fibrillation Out-of-Hospital Cardiac Arrest. *Circulation*. 2015;132:1030-1037.
- 5 Physio-Control Internal Semi-Automatic AED Comparison Usability Study, August 2016.

BRIEF SUMMARY OF INDICATIONS AND IMPORTANT SAFETY INFORMATION

INDICATIONS FOR USE: LIFEPAK CR2 AED is indicated for use on patients 1 year of age or older in cardiopulmonary arrest. The patient must be unresponsive (unconscious), not breathing normally, and showing no signs of circulation (for example, no pulse, no coughing, or no movement). cprCOACH™ Feedback Technology in CR2 AED is indicated for use on cardiopulmonary arrest patients and provides CPR guidance in accordance with AHA Guidelines for patients 1 year of age or older. AED is intended for use by personnel who have been trained in its operation. Users should have received training in basic life support/AED, advanced life support, or a physician-authorized emergency medical response training program. The LIFEPAK CR2 Defibrillator is indicated to be used with the QUIK-STEP™ Pacing/ECG Defibrillation Electrodes and the LIFEPAK CR2 Lithium Battery.

CONTRAINDICATIONS: LIFEPAK CR2 AED is not indicated for patients who are conscious and responsive.

DANGER: Do not use LIFEPAK CR2 in presence of flammable gases or anesthetics.

WARNINGS: LIFEPAK CR2 AED delivers up to 360 joules of electrical energy. Unless used properly by following AED's visual and audio prompts, this electrical energy may cause serious injury or death. • When instructed EVERYONE CLEAR, do not touch AED, patient, electrode pads or any material/fluid in contact with patient. Make sure no one is touching patient when AED shocks patient. • Do not immerse AED in water or other fluids. Avoid spilling fluids on AED or its accessories. • Do not store in presence of flammable gases, anesthetics or in direct contact with flammable material. Use care when operating close to oxygen sources. Turn off gas source or move it away from patient during defibrillation. • Equipment operating in close proximity may emit strong electromagnetic interference (EMI) or radio frequency interference (RFI) which could affect performance of AED. • Keep AED away from magnetic resonance imaging (MRI) equipment as it is unsafe. • AED should not be used adjacent to or stacked with other equipment. • Do not touch patient and USB connector on back of AED simultaneously. • Replace battery immediately when AED indicates battery is low. • Use only accessories specified by Physio-Control or Stryker. Using other manufacturers' accessories may cause AED to perform improperly and may invalidate safety agency certification. Contact authorized service personnel for repair. • QUIK-STEP electrode pads: Place pads so they adhere to skin completely. • Do not allow pads to touch each other or any material on patient's chest. • Do not use damaged, expired, or dried-out pads. Dried out or damaged pads may cause electrical arcing and skin burns during defibrillation. • Do not pull red handle to open electrodes until immediately before use. • QUIK-STEP electrodes provided with CR2 are not compatible with LIFEPAK 500 device. Emergency medical personnel should not connect these electrodes to LIFEPAK 500 device.

CAUTIONS: Damaged batteries may leak and cause personal injury or equipment damage; handle with extreme care. • Do not open device lid unnecessarily as this will reduce internal battery power.

POTENTIAL ADVERSE EFFECTS (for example, complications): Failure to identify shockable arrhythmia • Failure to deliver a defibrillation shock in presence of ventricular fibrillation (VF) or pulseless ventricular tachycardia, which may result in death or permanent injury • Inappropriate energy delivery which could cause failed defibrillation or post-shock dysfunction • Myocardial damage • Incorrectly shocking a pulse-sustaining rhythm and inducing VF or cardiac arrest • Bystander shock from patient contact during defibrillation shock • Interaction with pacemakers • Skin burns around electrode pad placement area • Allergic dermatitis due to sensitivity to materials used in electrode construction • Minor skin rash • Fire hazard in presence of high oxygen concentration or flammable anesthetic agents • EMI from AED impacting other devices especially during charge and energy transfers.

U.S. Federal law restricts this device to sale by or on the order of a physician.

Please consult Operating Instructions at www.physio-control.com or call 800.442.1142 for complete list of indications, contraindications, warnings, cautions, potential adverse events, safety and effectiveness data, instructions for use and other important information.

If you purchased your LIFEPAK CR2 defibrillator from an authorized Stryker distributor or reseller, this distributor or reseller will have access to your LIFELINKcentral AED program manager account and may receive notifications prompted by the LIFEPAK CR2 defibrillator. Please note that this setting to notify your distributor or reseller can be disabled at ANY time: if you wish to disable this setting, please send a request to Stryker customer support to self-manage your site without notifications to your distributor or reseller.

All claims valid as of December 2018.

Physio-Control is now part of Stryker.

For further information, please contact Stryker at 800.442.1142 or visit our website at www.strykeremergencycare.com

Physio-Control Manufacturing

11811 Willows Road NE
Redmond, WA 98052
www.physio-control.com

Customer Support

P. O. Box 97006
Redmond, WA 98073
Toll free 800 442 1142
Fax 800 426 8049



Physio-Control, Inc., 11811 Willows Road NE, Redmond, WA 98052 USA



Your Quote is ready.

Your personalized Quote is now available for purchase.

Complete your order through our secure online checkout before your Quote expires.

Order Now

Quote Name:	Prelim Quote	Sales Rep	Cameron Smith
Quote No.	3000195798114.3	Phone	1(800) 4563355
Total	\$4,676.56	Email	Cameron.Smith1@dell.com
Customer #	119515748	Billing To	JEFFREY WALDEN
Quoted On	Oct. 31, 2025		MATTITUCK-LAUREL LIBRARY
Expires by	Nov. 03, 2025		13900 MAIN RD
			MATTITUCK, NY 11952-3211

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Cameron Smith

Shipping Group

Shipping To	Shipping Method
JEFFREY WALDEN MATTITUCK-LAUREL LIBRARY 13900 MAIN RD MATTITUCK, NY 11952-3211 (631) 298-4134	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Pro 24 All-in-One (65W) QC24250	\$1,097.96	4	\$4,391.84
Dell Accessories	\$71.18	4	\$284.72
Subtotal:			\$4,676.56
Shipping:			\$0.00
Non-Taxable Amount:			\$4,676.56
Taxable Amount:			\$0.00
Estimated Tax:			\$0.00
Total:			\$4,676.56

Shipping Group Details

Shipping To	Shipping Method
JEFFREY WALDEN MATTITUCK-LAUREL LIBRARY 13900 MAIN RD MATTITUCK, NY 11952-3211 (631) 298-4134	Standard Delivery

		Unit Price	Quantity	Subtotal
Dell Pro 24 All-in-One (65W) QC24250		\$1,097.96	4	\$4,391.84
Estimated delivery if purchased today: Nov. 04, 2025				
Description	SKU	Unit Price	Quantity	Subtotal
Intel(R) Core(TM) Ultra 5 245 (13 TOPS NPU, 14 cores, up to 5.1GHz)	338-CRZH	-	4	-
Windows 11 Pro	619-BBQD	-	4	-
16 GB: 1 x 16 GB, DDR5, up to 5600 MT/s, non-ECC	370-BCWF	-	4	-
512GB SSD	400-BSWY	-	4	-
Thermal Pad, Screw and Rubber for SSD	412-ABEK	-	4	-
Integrated Graphics	490-BKSX	-	4	-
Screw for WLAN card	555-BIGS	-	4	-
Intel(R) Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth(R) wireless card	555-BLWW	-	4	-
Wireless Driver, Intel(R) Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth(R) wireless card	555-BLXN	-	4	-
Dell Pro 24 All-in-One QC24250, 65W CPU, Non-touch, FHD HDR Camera, 160W Bronze	329-BKQF	-	4	-
No Keyboard Selected	340-DTJF	-	4	-
No Mouse Selected	570-BBKQ	-	4	-
Fixed Stand for Dell Pro 24 All-in-One 35W/65W, Dark Grey	575-BCNR	-	4	-
ENERGY STAR Qualified	387-BBLW	-	4	-
System Power Cord C13 (Philippine/TH/US)	450-AAOJ	-	4	-
Documentation	340-DNBV	-	4	-
Watch Dog SRV	379-BFYR	-	4	-
Quick Start Guide	340-DTTS	-	4	-
US Reese coin battery Package Warning label	389-FKHZ	-	4	-
Print on Demand Label	389-BDQH	-	4	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	4	-
DAO factory Information	340-DFWR	-	4	-
Package for Fixed/ HAS/ no stand (DAO)	340-DTJG	-	4	-
Shipping Label	389-BBUU	-	4	-
Regulatory Label, 160W Bronze, FSJ	389-FJSZ	-	4	-
Intel IRST Driver	658-BFVF	-	4	-
Intel Core Ultra 5 Processor Label	389-FGFR	-	4	-
Desktop BTS/BTP Shipment	800-BBIP	-	4	-
Non-touch Panel	391-BJVZ	-	4	-

Dell Pro 24 All-in-One QC24250 65W	210-BPNS	-	4	-
EPEAT Silver with Climate+	379-BDTO	-	4	-
No vPro support	631-BCCL	-	4	-
Fixed Hardware Configuration	998-HMDN	-	4	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	4	-
No Option Included	340-ACQQ	-	4	-
Basic Onsite Service 12 Months	709-BHXJ	-	4	-
Basic Onsite Service Extension, 24 Month(s)	199-CFFL	-	4	-
Accidental Damage Service, 36 Month(s)	127-BCRT	-	4	-
Activate Your Microsoft 365 For A 30 Day Trial	630-ABBT	-	4	-
Dell Pro 24 All-in-One (65W) QC24250	658-BFVX	-	4	-

	Unit Price	Quantity	Subtotal
	\$71.18	4	\$284.72

Dell Accessories
Estimated delivery if purchased today:
Nov. 04, 2025

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Plus Keyboard and Mouse - KM7321W	580-AJIX	-	4	-

Subtotal:	\$4,676.56
Shipping:	\$0.00
Estimated Tax:	\$0.00
Total:	\$4,676.56

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All products, pricing, and other information is based on the latest information available and is subject to change for any reason, including but not limited to tariffs imposed by government authorities. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offerspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

ESTIMATE

Twin Fork Landscape Contracting Inc.
P.O. Box 460
Cutchogue, NY 11935

info@twinforklandscapecontracting.com
+1 (631) 734-6643



Bill to

Shauna Scholl
Mattituck-Laurel Library
P.O. Box 1437
Mattituck, New York 11952

Ship to

Mattituck-Laurel Library
13900 Main Road
Mattituck, NY 11952

Shipping info

Ship date: 11/21/2024

Estimate details

Estimate no.: 6548
Estimate date: 11/21/2024

Product or service	Description	Qty	Rate	Amount
	Snow Removal Proposal November 1, 2025 through April 30, 2026			\$0.00
PROJECT	Required Specifications/TFLC standard procedures: 1.) TFLC will respond automatically after a two (2") inch snowfall or ice occurrence, pricing is based on a 2"-12". 2.) Snow or ice will be cleared by 7:00am 3.) Library Property will be cleared by 7:00am regardless if open or closed, including all Parking lots, all entrance/exit ways and sidewalks will be cleared of snow and ice. 4.) Ice control will consist of salting and sanding of parking lots, sidewalks and all entrance/ exit ways for any precipitation that freezes on surfaces and is also available upon library request.		\$0.00	\$0.00
	Pricing is based on 2"-3" per occurrence.			\$0.00
Snow	Price per Snow Removal/ clearing per occurrence: \$375.00	1	\$0.00	\$0.00
Sand/Salt	Price per Sand/Salt Application: \$ 260.00	1	\$0.00	\$0.00
	Twin Fork Landscape Contracting will also provide you with all required insurance, workers comp and liability.			\$0.00

All work will be completed in workmanlike manner according to standard practices.

Signature of Authorization:

Total		\$0.00
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Accepted date 11/26/2024

Accepted by

1a Montauk Highway
Westhampton, NY 11977
www.FIComputing.com
(631) 288-2032



Mattituck-Laurel Library
13900 Main Road
Mattituck, NY, United States 11952

Estimate # 23426
Estimate Date 11-24-25
Total \$19,880.00

Network and Server Upgrade

Item	Description	Unit Cost	Quantity	Line Total
Dell - PowerEdge Server	Dell PowerEdge Server - 1U Powerededge Server - Single Xeon 8c/16T Processor - 64GB Memory - 2 x 480gb BOSS Card - 4 x 960gb SATA SSD (1.8TB total usable - RAID10 Array) - iDRAC Enterprise - 7yr Basic Warranty	\$7,900.00	1.0	\$7,900.00
Labor - Level 3	Labor - Level 3 Technician - Prep Server - Migrate Staff Domain - Join workgroup computers - Migrate Patron Network - Create Patron domain - Join Patron workstations - Move Cassie and Deepfreeze to new Server - Configure Backups - Remove old server equipment	\$185.00	20.0	\$3,700.00
Unifi - Network	Unifi Network Upgrades - 3 x Unifi Pro 24 HD Switches - 6 x Unifi Pro XG - Unifi PDU - 2x Unifi UPS if available - SFP Cables - 6" Patch Cords	\$6,060.00	1.0	\$6,060.00
Labor - Level 3	Labor - Level 3 Technician - Clean up network rack and organize cabling - Remove unused equipment. - Label ports	\$185.00	12.0	\$2,220.00

THIS IS AN ESTIMATE

Disclaimer

This estimate is not guaranteed. The price named in the estimate is an approximation of the project requirements as described by the client. The actual cost may change after all of the project elements have been negotiated and finalized

Subtotal \$19,880.00
Tax \$0.00
Estimate Total \$19,880.00

Signed: _____

Date: _____



Mattituck-Laurel **LIBRARY**

Warrants / Expenses

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

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

Operating Account Total \$ 91,642.26

Payroll \$ 74,675.59

Non Payroll \$ 16,966.67

Cultural Activities Fund \$ 725.00

Money Market Account \$ 0

Building Fund Savings \$ 0

Building Fund Checking \$ 0

Donations in excess of \$1,000 None

November payroll has four weeks.

12/03/25

**Mattituck-Laurel Library
Fund Balance Report**

	<u>Jan - Nov 25</u>
Other Current Assets	
Dime Bank CD 10 mo.	250,000.00
M&T Bank CD 12 mo	250,000.00
	<hr/>
Total Other Current Assets	500,000.00
General Fund	
Operating Fund	461,264.37
Building Fund	
Checking	268,971.72
Savings	57,317.52
	<hr/>
Total Building Fund	326,289.24
	<hr/>
Total General Fund	787,553.61
Cultural Activities Fund	
Coffee Machine	813.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	399.30
Adult Programs Wash Account	15,731.72
Designated Gifts	657.80
Parent-Toddler Programs	64.23
	<hr/>
Total Cultural Activities Fund	19,136.85
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	34,006.68

12/03/25

**Mattituck-Laurel Library
Fund Balance Report**

	Jan - Nov 25
Capital Reserve Fund	211,013.19
Unemployment Insurance	30,000.00
Total Gift and Trust Fund - MM	304,435.86
TOTAL	1,611,126.32

Mattituck-Laurel Library

Monthly Expense Report - Operating Fund (Non Payroll)

November 2025

12/02/25

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
11/12/2025	Amazon Capital Services	4 packages White card stock	51.96	51.96
Total Youth Arts & Crafts				51.96
Youth Books				
11/04/2025	Penworthy	Various Children's Books - Qty 24	527.73	527.73
11/04/2025	B&T Juvenile Account	October invoices	25.07	25.07
11/25/2025	Ingram Library Services, Inc.	Children's Books	468.98	468.98
Total Youth Books				1,021.78
Total Youth Materials				1,073.74
Adult Materials				
DVD/Music CD				
11/04/2025	Midwest Tape	507933984	14.69	14.69
11/04/2025	Midwest Tape	507933986	18.89	18.89
11/07/2025	Midwest Tape	507980451	95.18	95.18
11/07/2025	Midwest Tape	507980453	23.79	23.79
11/07/2025	Midwest Tape	507980454	59.47	59.47
11/07/2025	Midwest Tape	507980455	21.69	21.69
11/07/2025	Midwest Tape	507980455	25.00	25.00
11/12/2025	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / Previous co...	48.98	48.98
11/13/2025	Midwest Tape	508002341	24.49	24.49
11/13/2025	Midwest Tape	508002342	33.58	33.58
11/13/2025	Midwest Tape	508002343	54.37	54.37
11/25/2025	Amazon Capital Services	Opera DVD - Emily Magee		
Total DVD/Music CD				420.13
Digital Material Subscriptions				
11/04/2025	Midwest Tape	Month ending 10/31/2025	198.34	198.34
11/04/2025	Kanopy, Inc.	140 Tickets	140.00	140.00
11/04/2025	SCLS	National Geographic Kids - Subscription 11/1/...	530.00	530.00
Total Digital Material Subscriptions				868.34
Adult Books				
11/04/2025	B&T Adult Account	October invoices	206.51	206.51
11/25/2025	Ingram Library Services, Inc.	Adult Books	1,914.84	1,914.84
11/25/2025	Amazon Capital Services	Rilke: The Life of the Work	41.99	41.99
11/25/2025	Amazon Capital Services	Gardens Illustrated - patron request	33.44	33.44
11/25/2025	Amazon Capital Services	The Widow	17.60	17.60
11/25/2025	Amazon Capital Services	Book Replacements - Practical Magic and Mir...	54.14	54.14
Total Adult Books				2,268.52
Adult Ref Books				
Continuations				
11/12/2025	Nassau County Library Assoc...	Directory of Long Island Libraries and Media ...	72.45	72.45
Total Continuations				72.45
Total Adult Ref Books				72.45
Newspapers				
11/19/2025	Business Card	ANC Newspapers.com	81.46	81.46
11/25/2025	Elan Financial Services	D.J. Barrons	97.84	97.84
Total Newspapers				179.30
Total Adult Materials				3,808.74
Teen Materials				
11/07/2025	B&T Teen Account	One Book - This Could Be Forever	13.01	13.01
11/25/2025	Ingram Library Services, Inc.	Teen Books	39.37	39.37
Total Teen Materials				52.38
Total Library Materials				4,934.86

Mattituck-Laurel Library

Monthly Expense Report - Operating Fund (Non Payroll)

November 2025

12/02/25

Date	Name	Memo	Original Amount	Paid Amount
Technology				
11/07/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
11/25/2025	Elan Financial Services	Porteus Kiosk Client x 4	200.94	200.94
11/25/2025	Amazon Capital Services	2 clickers for slideshows	19.18	19.18
Total Technology				338.01
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
11/12/2025	Living Art Aquariums	Service 10/9/25 and 10/21/25	230.00	230.00
Total Aquarium Maintenance				230.00
Total Building Maintenance				230.00
Gas				
11/25/2025	National Grid	Billing period Oct 17, 2025 to Nov 17, 2025	659.97	659.97
Total Gas				659.97
Grounds Maintenance				
Sprinkler Maintenance				
11/12/2025	Lindsay Irrigation, Inc.	Winterization 11/5/25	140.00	140.00
Total Sprinkler Maintenance				140.00
Total Grounds Maintenance				140.00
Garbage Removal				
11/12/2025	Mattituck Environmental Servi...	4 Yd Trash Service	308.64	308.64
Total Garbage Removal				308.64
Total Operations and Maintenance				1,338.61
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
11/19/2025	Optimum	Billing period 11/16/25 to 12/15/25	244.85	244.85
Total Optimum Internet Service				244.85
Copy Machine				
11/19/2025	Precision Microproducts	Contract plus color and b&w copy counts	622.19	622.19
11/19/2025	Precision Microproducts	Contract plus color and b&w copy counts	520.74	520.74
Total Copy Machine				1,142.93
Computer Software Licenses				
11/25/2025	Elan Financial Services	Paddle.Net CrashPlan	32.59	32.59
11/25/2025	Elan Financial Services	Dropbox	119.88	119.88
Total Computer Software Licenses				152.47
Total Maintenance Office Equipment				1,540.25
Membership				
Professional Memberships				
11/13/2025	Long Island Library Resources	2026 LILRC Membership (memberships expir...	865.00	865.00
Total Professional Memberships				865.00
Museum Passes				
11/04/2025	Quogue Wildlife Refuge	Annual Library Pass "Nature Kit" renewal valid...	100.00	100.00
11/19/2025	Business Card	Michael Murphy Museum Membership	200.00	200.00
Total Museum Passes				300.00
Total Membership				1,165.00
Postage				
Postage & Stamps				

Mattituck-Laurel Library

Monthly Expense Report - Operating Fund (Non Payroll)

November 2025

12/02/25

Date	Name	Memo	Original Amount	Paid Amount
11/19/2025	Business Card	Postage for DVD cleaner returned to ELM US...	48.20	48.20
Total Postage & Stamps				48.20
Total Postage				48.20
Professional Fees				
SCLS/Overdue Notices				
11/07/2025	SCLS	Overdues - Processed & Mailed - October 2025	22.61	22.61
Total SCLS/Overdue Notices				22.61
Total Professional Fees				22.61
Programs - Adult				
Adult Reading Club & Book Discu				
11/12/2025	Amazon Capital Services	Lip balm, Black tea	49.99	49.99
11/19/2025	Business Card	Refreshments	50.81	50.81
11/25/2025	Amazon Capital Services	Chocolate, Lip balm, Bookmarks, Socks	136.57	136.57
11/25/2025	Amazon Capital Services	Qty 15 - We'll Prescribe You Another Cat	239.25	239.25
Total Adult Reading Club & Book Discu				476.62
Adult Programs				
11/04/2025	Rob Scott	Sweet Potato Muffins 11/6/25	299.00	299.00
11/12/2025	Amazon Capital Services	Library of Things - Fearless, Disney Karaoke ...	44.44	44.44
11/12/2025	Theresa's Programs LLC	70s & 80s Trivia 11/8/25	395.00	395.00
11/13/2025	Erin Coughlin	Jane Austen 11/6/25	450.00	450.00
11/20/2025	Christine Griffiths	Scents & Sensibility 11/18/25	400.00	400.00
11/25/2025	Diana Conklin	Wreath 11/15/25	610.00	610.00
11/25/2025	Elan Financial Services	Zoom	67.96	67.96
11/25/2025	Suffolk Safety Program	Defensive Driving 11/22/25 Invoice 11222025	560.00	560.00
Total Adult Programs				2,826.40
Motion Picture License				
11/19/2025	Business Card	Kinema - Free For All Licensing	120.00	120.00
Total Motion Picture License				120.00
Total Programs - Adult				3,423.02
Programs - Juvenile				
11/10/2025	Nicole Summers Sparling	Baby Boogie/Toddler Tango 11/12/25	350.00	350.00
11/13/2025	Erin Furey	Ms. Rachel 11/13/25	250.00	250.00
11/20/2025	Arrayscape Gaming, Inc.	Minecraft Polar Bear 11/13/25	300.00	300.00
11/25/2025	Karen Letteriello.	Reimburse Snack for program	11.20	11.20
11/25/2025	Kidnastics, Inc.	Kidnastics Toddler & Littles 11/28/25	550.00	550.00
Total Programs - Juvenile				1,461.20
Programs - Teen				
11/12/2025	Amazon Capital Services	Cups, straws, games, syrup dried flowers, ma...	221.20	221.20
11/18/2025	Marissa Timm	Reimburse Teen Program Supplies	58.41	58.41
11/25/2025	Amazon Capital Services	Cutting boards, caramels	51.78	51.78
Total Programs - Teen				331.39
Supplies - Library				
11/04/2025	Orlowski Hardware Company,...	Propane	26.99	26.99
11/12/2025	Amazon Capital Services	First Aid Supplies, White board markers & era...	110.13	110.13
11/12/2025	Demco	Classic Genre Labels Thrillers , Modern subje...	28.63	28.63
11/19/2025	Business Card	Spoons - cost \$41.90 rewards applied \$4.68	37.22	37.22
11/25/2025	Elan Financial Services	Cricut	9.99	9.99
Total Supplies - Library				212.96
Supplies - Office				
11/12/2025	Amazon Capital Services	2026 Planner	19.95	19.95
11/12/2025	W.B. Mason Co., Inc.	Black Toner 414A	93.84	93.84
11/20/2025	Mary Miller	Lost Book Found	10.99	10.99
11/25/2025	Amazon Capital Services	Desk calendar, Labels for Cricut	25.87	25.87

12/02/25

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

Date	Name	Memo	Original Amount	Paid Amount
11/25/2025	Amazon Capital Services	AA Batteries, Cardstock	40.22	40.22
11/25/2025	Amazon Capital Services	File folders, Binder clips	19.22	19.22
11/25/2025	Amazon Capital Services	Desk Calendar	7.59	7.59
Total Supplies - Office				217.68
Supplies - Paper				
11/12/2025	W.B. Mason Co., Inc.	Qty 5 8.5 x 11 Paper	327.75	327.75
Total Supplies - Paper				327.75
Telephone				
11/19/2025	Optimum	Billing period 11/16/25 to 12/15/25	192.00	192.00
Total Telephone				192.00
Travel				
11/13/2025	Shauna Scholl.	Mileage to Saratoga Springs, NY	186.20	186.20
11/25/2025	Karen Letteriello.	Reimburse Mileage to Southold	7.00	7.00
Total Travel				193.20
Workshops				
11/04/2025	Nassau County Library Assoc...	Registration for the Programming Table 11/5/25	15.00	15.00
11/13/2025	Shauna Scholl.	NYLA Conference Lodging	540.00	540.00
11/13/2025	Shauna Scholl.	Trustee Workshop snacks	324.93	324.93
Total Workshops				879.93
Staff Development				
11/25/2025	Elan Financial Services	Four SCLS Annual Dinner Tickets	340.00	340.00
Total Staff Development				340.00
Total Miscellaneous Expense				10,355.19
TOTAL				16,966.67

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

	Nov 25
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	35,247.82
Interest	3.89
Direct Public Support	6,018.85
Fines	30.63
Library Materials Paid For	16.40
Copy Machine	263.35
Refunds	2.20
Total Income	41,583.14
Gross Profit	41,583.14
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	27,823.81
Clerical	28,492.96
Custodian	3,649.97
Total Salaries	59,966.74
Benefits	
Fica	4,379.80
Disability Insurance	-264.64
Medical Insurance	5,490.39
Retirement	4,840.99
Total Benefits	14,446.54
Total Payroll Expenses	74,413.28
Library Materials	
Youth Materials	
Youth Arts & Crafts	51.96
Youth Books	1,021.78
Total Youth Materials	1,073.74
Adult Materials	
DVD/Music CD	420.13
Digital Material Subscriptions	868.34
Adult Books	2,268.52
Adult Ref Books	
Continuations	72.45
Total Adult Ref Books	72.45
Newspapers	179.30
Total Adult Materials	3,808.74
Teen Materials	52.38
Total Library Materials	4,934.86

10:59 AM
12/02/25
Cash Basis

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

	Nov 25
Technology	338.01
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	230.00
Total Building Maintenance	230.00
Gas	659.97
Grounds Maintenance	
Sprinkler Maintenance	140.00
Total Grounds Maintenance	140.00
Garbage Removal	308.64
Total Operations and Maintenance	1,338.61
Miscellaneous Expense	
Longevity Benefit	235.95
Maintenance Office Equipment	
Optimum Internet Service	244.85
Copy Machine	1,142.93
Computer Software Licenses	152.47
Total Maintenance Office Equipm...	1,540.25
Membership	
Professional Memberships	865.00
Museum Passes	300.00
Total Membership	1,165.00
Postage	
Postage & Stamps	48.20
Total Postage	48.20
Professional Fees	
Payroll Processing	573.70
SCLS/Overdue Notices	22.61
Total Professional Fees	596.31
Programs - Adult	
Adult Reading Club & Book Dis...	476.62
Adult Programs	2,826.40
Motion Picture License	120.00
Total Programs - Adult	3,423.02
Programs - Juvenile	1,461.20
Programs - Teen	331.39
Supplies - Library	212.96
Supplies - Office	217.68
Supplies - Paper	327.75
Telephone	192.00
Travel	193.20
Workshops	879.93

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

	Nov 25
Staff Development	340.00
Total Miscellaneous Expense	11,164.84
Total Expense	92,189.60
Net Ordinary Income	-50,606.46
Net Income	-50,606.46

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

	Jan - Nov 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	14,671.78	5,000.00	9,671.78	293.4%
Mattituck-Cutchogue School Dist	1,720,197.94	1,718,603.00	1,594.94	100.1%
NY State Incentive	1,723.50	1,800.00	-76.50	95.8%
Interest	50.86	50.00	0.86	101.7%
Direct Public Support	24,734.67	5,000.00	19,734.67	494.7%
Fines	961.55			
Library Materials Paid For	260.64			
Copy Machine	5,135.86	3,500.00	1,635.86	146.7%
Designated Gifts	2,500.00			
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	3,539.86			
Fund Balance Brought Forward	-14,599.79			
Total Income	1,759,176.87	1,739,353.00	19,823.87	101.1%
Gross Profit	1,759,176.87	1,739,353.00	19,823.87	101.1%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	326,865.25	361,729.00	-34,863.75	90.4%
Clerical	328,740.37	459,661.00	-130,920.63	71.5%
Custodian	43,663.35	49,050.00	-5,386.65	89.0%
Total Salaries	699,268.97	870,440.00	-171,171.03	80.3%
Benefits				
Fica	51,512.64	64,310.00	-12,797.36	80.1%
Disability Insurance	1,569.94	1,200.00	369.94	130.8%
Medical Insurance	60,351.83	125,405.00	-65,053.17	48.1%
Retirement	53,159.95	71,153.00	-17,993.05	74.7%
Total Benefits	166,594.36	262,068.00	-95,473.64	63.6%
Total Payroll Expenses	865,863.33	1,132,508.00	-266,644.67	76.5%
Library Materials				
Youth Materials				
Youth Arts & Crafts	1,249.70	2,000.00	-750.30	62.5%
Youth DVD's	353.32	400.00	-46.68	88.3%
Youth Computer Software	549.26	1,500.00	-950.74	36.6%
Youth Compact Discs	0.00	0.00	0.00	0.0%
Youth Audio Books	0.00	0.00	0.00	0.0%
Youth Books	7,371.71	12,000.00	-4,628.29	61.4%
Total Youth Materials	9,523.99	15,900.00	-6,376.01	59.9%
Adult Materials				
DVD/Music CD	3,262.67	3,700.00	-437.33	88.2%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	9,991.88	12,500.00	-2,508.12	79.9%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	16,200.80	21,500.00	-5,299.20	75.4%
Reference Books and Data ...	1,489.80	2,000.00	-510.20	74.5%
Adult Ref Books				

11:04 AM
12/02/25
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Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through November 2025

	Jan - Nov 25	Budget	\$ Over Budget	% of Budget
Local History	625.00	1,000.00	-375.00	62.5%
Continuations	72.45	2,000.00	-1,927.55	3.6%
Total Adult Ref Books	697.45	3,000.00	-2,302.55	23.2%
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	621.80	5,000.00	-4,378.20	12.4%
Newspapers	7,125.40	7,200.00	-74.60	99.0%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	105,371.52	125,650.00	-20,278.48	83.9%
Teen Materials	1,645.53	2,500.00	-854.47	65.8%
Total Library Materials	116,541.04	144,050.00	-27,508.96	80.9%
Capital Expenditures	7,553.97	19,000.00	-11,446.03	39.8%
Technology	8,243.48	9,300.00	-1,056.52	88.6%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,901.00	3,600.00	-699.00	80.6%
HVAC Maintenance	1,797.49	2,500.00	-702.51	71.9%
Exterminator	845.00	1,200.00	-355.00	70.4%
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	491.40	700.00	-208.60	70.2%
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.	2,185.50	7,000.00	-4,814.50	31.2%
Total Building Maintenance	16,155.73	22,775.00	-6,619.27	70.9%
Custodial Supplies	1,834.63	1,300.00	534.63	141.1%
Electric	22,485.57	29,000.00	-6,514.43	77.5%
Gas	7,499.94	12,000.00	-4,500.06	62.5%
Grounds Maintenance				
Snow Removal	2,150.00	4,000.00	-1,850.00	53.8%
Sprinkler Maintenance	474.00	700.00	-226.00	67.7%
Other Grounds Maintenance	16,966.95	12,500.00	4,466.95	135.7%
Total Grounds Maintenance	19,590.95	17,200.00	2,390.95	113.9%
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	870.49	850.00	20.49	102.4%
SCWA	1,334.78	3,500.00	-2,165.22	38.1%
Total Water	2,205.27	4,350.00	-2,144.73	50.7%

11:04 AM
12/02/25
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Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through November 2025

	Jan - Nov 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	3,412.67	3,300.00	112.67	103.4%
Total Operations and Maintenance	103,044.87	124,925.00	-21,880.13	82.5%
Miscellaneous Expense				
Longevity Benefit	235.95	1,500.00	-1,264.05	15.7%
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	1,974.00	2,500.00	-526.00	79.0%
Optimum Internet Service	2,699.45	3,500.00	-800.55	77.1%
Copy Machine	4,378.92	5,500.00	-1,121.08	79.6%
Computer/Network Maintenance	10,000.00	12,000.00	-2,000.00	83.3%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	9,499.39	9,000.00	499.39	105.5%
Total Maintenance Office Equipment	29,241.76	33,250.00	-4,008.24	87.9%
Membership				
Professional Memberships	3,871.00	2,300.00	1,571.00	168.3%
Museum Passes	3,015.05	5,000.00	-1,984.95	60.3%
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	7,620.05	8,450.00	-829.95	90.2%
Postage				
Postage & Stamps	582.50	770.00	-187.50	75.6%
Mailing Permit	350.00	300.00	50.00	116.7%
Newsletter mailing	2,217.30	2,000.00	217.30	110.9%
Post Office Box Fee	188.00	200.00	-12.00	94.0%
Total Postage	3,337.80	3,270.00	67.80	102.1%
Printing & Advertising				
Other printing & advertising	4,112.27	1,500.00	2,612.27	274.2%
Newsletter printing	18,835.00	21,000.00	-2,165.00	89.7%
Total Printing & Advertising	22,947.27	22,500.00	447.27	102.0%
Professional Fees				
Payroll Processing	6,328.79	8,000.00	-1,671.21	79.1%
SCLS Telecommunications	9,900.00	10,500.00	-600.00	94.3%
PALS Membership	12,246.50	10,900.00	1,346.50	112.4%
Annual audit	14,440.00	15,000.00	-560.00	96.3%
SCLS/Overdue Notices	239.40	500.00	-260.60	47.9%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	54,662.69	57,400.00	-2,737.31	95.2%
Programs - Adult				
Motion Picture/Music Licensing	467.99	600.00	-132.01	78.0%
Adult Reading Club & Book ...	1,715.50	3,500.00	-1,784.50	49.0%
Adult Programs	26,957.23	18,000.00	8,957.23	149.8%
Total Programs - Adult	29,140.72	22,100.00	7,040.72	131.9%
Programs - Juvenile	10,517.99	12,000.00	-1,482.01	87.6%

11:04 AM
12/02/25
Cash Basis

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

	Jan - Nov 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	9,777.37	8,000.00	1,777.37	122.2%
Programs - Teen	8,266.51	8,000.00	266.51	103.3%
Supplies - Library	7,297.26	10,500.00	-3,202.74	69.5%
Supplies - Office	3,583.75	4,000.00	-416.25	89.6%
Supplies - Paper	1,227.10	2,500.00	-1,272.90	49.1%
Telephone	2,072.16	2,400.00	-327.84	86.3%
Travel	1,167.90	2,400.00	-1,232.10	48.7%
Workshops	2,954.07	2,300.00	654.07	128.4%
Staff Development	540.00	1,000.00	-460.00	54.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	196,665.35	209,570.00	-12,904.65	93.8%
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	1,297,912.50	1,739,353.00	-441,440.50	74.6%
Net Ordinary Income	461,264.37	0.00	461,264.37	100.0%
Net Income	461,264.37	0.00	461,264.37	100.0%

12/02/25

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Savings				
Deposit	11/30/2025		Interest	0.44
Total Savings				0.44
Total Building Fund				0.44
Total General Fund				0.44
Cultural Activities Fund				
Coffee Machine				
Deposit	11/03/2025		Coffee	1.00
Deposit	11/10/2025		Coffee	6.00
Deposit	11/17/2025		Coffee	2.00
Deposit	11/24/2025		Coffee	3.00
Total Coffee Machine				12.00
Staff Activity Fund				
Bill	11/20/2025	CJ's American Grill	Staff Holiday Par...	-725.00
Total Staff Activity Fund				-725.00
Adult Programs Wash Account				
Deposit	11/03/2025		Yoga	77.38
Deposit	11/03/2025		Cooking	18.82
Deposit	11/03/2025		Arts and Crafts	137.44
Deposit	11/03/2025		Defensive Driving	33.68
Deposit	11/03/2025		Defensive Driving	35.00
Deposit	11/10/2025		Jane Austen Raffle	10.00
Deposit	11/10/2025		Yoga	260.00
Deposit	11/10/2025		Cooking	10.00
Deposit	11/10/2025		LI Aquarium Tick...	78.00
Deposit	11/10/2025		Defensive Driving	70.00
Deposit	11/10/2025		Yoga	19.12
Deposit	11/10/2025		Cooking	18.82
Deposit	11/10/2025		Defensive Driving	134.72
Deposit	11/17/2025		Yoga	19.12
Deposit	11/17/2025		Defensive Driving	67.36
Deposit	11/17/2025		Cooking	20.00
Deposit	11/17/2025		Arts/Crafts	36.00
Deposit	11/17/2025		LI Aquarium Tick...	257.00
Deposit	11/17/2025		Defensive Driving	70.00
Deposit	11/17/2025		Jane Austen Raffle	45.00
Deposit	11/24/2025		Yoga	38.24
Deposit	11/24/2025		Defensive Driving	134.72
Deposit	11/24/2025		Yoga	30.00
Total Adult Programs Wash Account				1,620.42
Total Cultural Activities Fund				907.42
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	11/30/2025		Interest	0.02

12/02/25

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

Type	Date	Name	Memo	Paid Amount
Total Undesignated & Interest				0.02
Total Gift and Trust Fund - MM				0.02
TOTAL				907.88

12/02/25

Mattituck-Laurel Library

Monthly Bill Payments

As of November 30, 2025

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	11/04/2025	13654	Kanopy, Inc.	Invoice #475353-PPU	-140.00
Bill Pmt -Check	11/04/2025	13655	Midwest Tape	Cstmr 2000016439, Inv 507968601	-198.34
Bill Pmt -Check	11/04/2025	13656	Nassau County Library As...	Invoice no. 04314	-15.00
Bill Pmt -Check	11/04/2025	13657	Orlowski Hardware Comp...	Account # 584177	-26.99
Bill Pmt -Check	11/04/2025	13658	Penworthy	Cstmr 00-5320020_001, Invoice 06...	-527.73
Bill Pmt -Check	11/04/2025	13659	Quogue Wildlife Refuge	Invoice # 110125	-100.00
Bill Pmt -Check	11/04/2025	13660	SCLS	Invoice #95716	-530.00
Bill Pmt -Check	11/04/2025	13661	B&T Juvenile Account	L 935700	-25.07
Bill Pmt -Check	11/04/2025	13662	B&T Adult Account	L 90004-3	-206.51
Bill Pmt -Check	11/04/2025	13663	Midwest Tape	Cstmr 2000001786	-33.58
Bill Pmt -Check	11/04/2025	13664	Rob Scott	Sweet Potato Muffins 11/6/25	-299.00
Bill Pmt -Check	11/07/2025	13665	B&T Teen Account	Acct L943258, Invoice 5019671287	-13.01
Bill Pmt -Check	11/07/2025	13666	Midwest Tape	Cstmr 2000001786	-200.13
Bill Pmt -Check	11/07/2025	13667	PM Communications Corp.	Invoice 45538	-117.89
Bill Pmt -Check	11/07/2025	13668	SCLS	Invoice 95758	-22.61
Bill Pmt -Check	11/10/2025	13669	NYS Employees Health In...	03909	-9,461.05
Bill Pmt -Check	11/10/2025	13670	Nicole Summers Sparling	Baby Boogie/Toddler Tango 11/12/25	-350.00
Bill Pmt -Check	11/12/2025	13671	Amazon Capital Services	Acct A1QBFNTMAAYKEX, Invoice I...	-497.67
Bill Pmt -Check	11/12/2025	13672	Demco	Cstmr 310297230 Invoice 7723153	-28.63
Bill Pmt -Check	11/12/2025	13673	ELM USA, Inc.	Invoice 80741	-25.00
Bill Pmt -Check	11/12/2025	13674	Lindsay Irrigation, Inc.	Invoice 20898	-140.00
Bill Pmt -Check	11/12/2025	13675	Living Art Aquariums	Invoice 2399	-230.00
Bill Pmt -Check	11/12/2025	13676	Mattituck Environmental S...	Cstmr 11-0001422-0, Invoice 63756...	-308.64
Bill Pmt -Check	11/12/2025	13677	Nassau County Library As...	Invoice 2025-29	-72.45
Bill Pmt -Check	11/12/2025	13678	Theresa's Programs LLC	70s & 80s Trivia 11/8/25	-395.00
Bill Pmt -Check	11/12/2025	13679	W.B. Mason Co., Inc.		-421.59
Bill Pmt -Check	11/13/2025	13680	Erin Coughlin	Jane Austen 11/6/25	-450.00
Bill Pmt -Check	11/13/2025	13681	Long Island Library Resou...	Invoice 300000245	-865.00
Bill Pmt -Check	11/13/2025	13682	Midwest Tape	Cstmr 2000001786	-107.05
Bill Pmt -Check	11/13/2025	13683	Shauna Scholl.	Reimburse NYLA Conference expe...	-1,051.13
Bill Pmt -Check	11/13/2025	13684	Erin Furey	Ms. Rachel 11/13/25	-250.00
Bill Pmt -Check	11/18/2025	13685	Diana Conklin	Wreath 11/15/25	-610.00
Bill Pmt -Check	11/18/2025	13686	Marissa Timm	Reimburse Teen Program Supplies	-58.41
Bill Pmt -Check	11/19/2025	13687	Business Card	5474 1518 7474 0647	-537.69
Bill Pmt -Check	11/19/2025	13688	Optimum	Acct 07839-381822-01-2	-436.85
Bill Pmt -Check	11/19/2025	13689	Precision Microproducts		-1,142.93
Bill Pmt -Check	11/20/2025	13690	Aflac	Acct NQH35, Inv. 743924	-51.24
Bill Pmt -Check	11/20/2025	13691	Arrayscape Gaming, Inc.	Minecraft Polar Bear 11/13/25	-300.00
Bill Pmt -Check	11/20/2025	13692	Christine Griffiths	Scents & Sensibility 11/18/25	-400.00
Bill Pmt -Check	11/20/2025	13693	Mary Miller	Lost Book Found	-10.99
Bill Pmt -Check	11/25/2025	13694	Elan Financial Services	4798 5101 7200 1022	-1,105.15
Bill Pmt -Check	11/25/2025	13695	Ingram Library Services, I...		-2,423.19
Bill Pmt -Check	11/25/2025	13696	Karen Letteriello.	Reimburse Mileage & Snack	-18.20
Bill Pmt -Check	11/25/2025	13697	Kidnastics, Inc.	Kidnastics Toddler & Littles 11/28/25	-550.00
Bill Pmt -Check	11/25/2025	13699	Amazon Capital Services	Acct A1QBFNTMAAYKEX, Invoice I...	-741.22
Bill Pmt -Check	11/25/2025	13700	National Grid	Acct 43544-64005	-659.97
Bill Pmt -Check	11/25/2025	13701	Suffolk Safety Program	Defensive Driving 11/22/25 Invoice ...	-560.00
Total BNB Operating Checking					-26,714.91
TOTAL					-26,714.91

MONTHLY IMPACT

NOVEMBER 2025

5,998

ITEMS
CHECKED
OUT

1,634 books & other items
4,364 ebooks & digital items

books & other items
- 196 October (1,830)
- 138 November 2024 (1,772)



DIGITAL
MATERIAL
CIRCULATION

4,364

Flipster **N/A**

Freegal (downloads) **112**

Freegal (streamed) **468**



- 1,431 October (5,795)

- 11 November 2024 (4,375)

Hoopla **67**

Kanopy **147**

Overdrive **2,348**

WAM **1,222**

268



public computer sessions

243

ILL's incoming



422

ILL's outgoing

13

new patrons



376

guest Wi-Fi connections

169

materials
added

Library Programs

33

Community Groups

20

Tutors

10

69

room use



3,521

visitors

- 517 October (4,038)

- 119 November 2024 (3,402)

Busiest day of the week -
Mondays (701)

Adult Services

406

Teen Services

58

Youth & Parenting Services

427



891

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	1,830
November	2,824	2,185	2,117	2,084	1,936	1,772	1,634
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	22,126

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	16	19		152
106 - DVD	129	135	90	78	77	53	118	85	84	87	46		982
110 - Magazines	52	24	19	29	33	20	45	31	23	22	31		329
120 - Fiction	272	267	302	269	338	316	482	447	333	312	299		3,637
121 - Nonfiction	160	110	108	123	162	132	159	175	133	116	111		1,489
122 - Biography	37	24	29	37	39	28	39	31	26	28	26		344
125 - Paperback	49	35	47	31	40	28	56	37	21	34	22		400
126 - Large Print	140	135	147	138	142	134	198	200	168	169	120		1,691
127 - Oversize	2	2	0	1	2	2	1	3	0	0	0		13
131 - Mystery	98	78	80	98	113	105	145	125	135	107	112		1,196
151 - Audiobooks	22	21	9	6	8	17	12	14	5	12	15		141
160 - DVD New	88	62	70	45	57	70	70	63	54	58	43		680
161 - DVD NF	7	2	5	4	11	3	3	1	3	3	2		44
700- Library of Things	15	9	10	10	13	22	20	16	9	14	12		150
Total	1,084	918	924	872	1043	938	1392	1235	1006	978	858	0	11,248
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	0		0
302 - Youth CD	0	0	1	2	4	0	0	1	0	0	2		10
304 - Tween Video Games	16	19	12	15	28	36	29	39	19	14	17		244
305 - Backpacks	0	1	0	1	0	3	8	2	0	4	2		21
306 - Youth DVD	10	24	21	8	25	31	61	45	21	29	18		293
320 - Tween Chapter/Graphic	100	70	148	155	180	251	565	456	136	105	152		2,318
321 - Youth Nonfiction	53	91	63	62	93	82	247	131	95	94	93		1,104
322 - Youth Biography	11	4	9	4	10	2	16	6	2	10	3		77
325 - Tween Paperback	13	19	19	38	50	62	129	104	70	66	43		613
327 - Oversize	8	3	4	3	7	6	17	8	10	7	13		86
330 - Youth Picture Book	149	163	142	215	174	170	488	231	155	201	154		2,242
331 - Youth Boardbook	39	38	53	46	60	40	123	87	37	33	26		582
332 - Youth Easy Reader	56	52	43	51	62	78	303	173	44	73	69		1,004
337 - Tween Books New	10	14	7	27	32	30	53	66	24	36	24		323
338 - New NF	7	3	7	11	11	10	30	20	8	9	8		124
351 - Audiobooks	0	1	0	0	0	4	0	0	2	0	0		7
353 - Youth DVD NF	1	1	0	0	0	0	0	0	0	1	0		3
364 - Parenting Material	13	21	15	11	8	9	18	20	22	5	12		154
377 - Parenting Magazines	0	0	0	2	0	0	0	0	0	0	0		2
396 - Tween Magazines	0	0	0	1	0	0	4	4	0	3	0		12
650 - Youth Spanish	3	12		5	6	5	8	10	12	6	16		83
Total	489	536	544	657	750	819	2099	1403	657	696	652	0	9302
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	0	0		8
220 - Teen Fiction	20	13	19	16	25	24	61	30	20	12	24		264
221 - Teen Nonfiction	1	2	2	1	0	0	0	6	2	1	0		15
222 - Teen Bios	1	2	1	0	0	1	0	1	0	0	1		7
224 - Teen Graphic Novels	1	5	3	1	4	4	13	6	0	3	0		40
237 - New Teen Fiction	1	2	2	1	4	1	4	1	1	0	0		17
251 - Teen BOCD	0	0	0	0	0	0	0	0	0	0	0		0
275 - Teen Reading List	0	1	0	2	0	3	3	1	1	1	0		12
Total	24	25	28	21	34	33	85	47	24	17	25	0	363

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	55	N/A		428
Freegal downloads	152	144	128	119	95	100	134	120	100	82	112		1286
Freegal streaming	766	605	636	715	688	757	630	634	696	760	468		7355
Hoopla (items)	115	133	101	95	101	78	84	112	107	95	67		1088
Kanopy (tickets)	203	182	184	162	247	172	214	249	140	140	147		2040
Overdrive (items)	2761	2411	2694	2418	2695	2482	2712	2955	2647	2476	2348		28599
Comics Plus	0	18	7	1	0	0	0	0	0	0	0		26
WAM	3229	4322	3671	3989	9292	4836	4399	3205	714	2187	1222		41066
Totals	7280	7862	7447	7544	13189	8452	8189	7325	4441	5795	4364		81888

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	25	24		260
Public computer sessions	270	202	269	249	249	270	311	279	269	271	268		2,907
Guest wifi connections	335	351	381	418	440	455	640	584	442	434	376		4,856
Door count	3,433	3,225	3,609	3,820	3,871	4,643	5,769	5,556	3,782	4,038	3,521		45,267
Total Views (Website)	12,000	14,000	14,000	14,000	17,000	19,000	17,000	19,000	13,000	18,000	17,000		174,000
Total Events (Website)	27,000	32,000	32,000	33,000	38,000	42,000	41,000	43,000	31,000	47,000	48,000		414,000
Totals	43,062	49,787	50,281	51,519	59,580	66,396	64,746	68,444	48,518	69,768	69,189	0	641,290

NEW PATRON REGISTRATIONS

NOVEMBER 2025

Adult Year Round	9
Youth Year Round	3
Teen	
2 ND Address	1
Total:	13

MEETING ROOM USE REPORT-NOVEMBER 2025
The following groups used the 3 meeting rooms November 2025

Community Room

Yoga	Babies Boogie
Flamenco Dance	Toddlers Tango
Chair aerobics	Ms. Rachel Experience
Lego K-6	Fresh Evergreen & Dried Herb Holiday Wreath
Meet the Animals	Cheerio Bird Feeders
70's & 80's Trivia for Adults	Parent/Child Rhyme & Play
American History Seminar	Kidnastics Littles
Book Discussion	Defensive Driving

Conference Room

Bridge	Interview
Mah Jongg	Girl Scout Meeting
MLCA Board Meeting	Alumni & Student Meeting
East End Lions	Zoom Meeting(3)
If You Give A Dog a Donut	Yoga
Minecraft Polar Bear Peak	Writing Group

Craft Room

Tutor (10)
Weekly Book Discussion
Centerpieces & Placemats for Community Service
Board Games & Boba Tea
Anchr Meeting
Alzheimer's Group
Daisy Girl Scout Meeting
Read to a Dog
Mini Charcuterie Board Competition
Girl Scout Troop 865 Project

Kitchen-Zoom Meeting (1)

Tutors-10	Library Programs-33
Community Groups-20	Local History-6