

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

MEETING DATE: Monday January 13, 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 December 9, 2024 Regular Board Meeting**
- V. Approval of Treasurer's Report**
- VI. Approval of the Personnel Report**
- VII. Director's Report**
- VIII. President's Remarks**
- IX. Committee Reports**
 - A. Building / Grounds
 - B. Long-Range Planning
 - C. Personnel / Policy
- X. Old Business**
 - A. Shade sail proposal
- XI. New Business**
 - A. Approve roof work (retro)
 - B. Approve mileage reimbursement rate for 2025 (.70 cents/mile)
 - C. Approve 2025 Final Budget
 - D. Advocacy Day Expenses
 - E. Bike Borrow Program – Policy & Waiver
 - F. 2024 Fund Balance Allocation
- XII. Period of Public Expression**
- XIII. Executive Session**
- XIV. Adjournment**

Next Meeting – February 10, 2025

Directors Report December 2024

Building and Grounds

The heat lamp has been reinstalled in the hotbox for the winter season. I have also installed a smart plug to turn the lamp off when the weather warms up. So far temperatures in the hotbox have been within the 40 – 50-degree range, even when outdoor temps dipped into the teens.

The staff restroom had another overflow on Monday December 9th. Coastline responded the morning of the 10th (Tuesday) and cleared a blockage from the wastepipe. I spoke with Will Parks, and he plans to return and continue to investigate if something can be done to mitigate the reoccurring blockage.

On Tuesday December 10th the building and grounds committee met with Fr. Mike Bartholomew from Sacred Heart Parish regarding the church's parking lot.

The rainfall on Wednesday December 11th displayed some leaks throughout the building. The leaks were contained to the restroom that shares a wall with the tween room, the tween room, the children's room above the fish tank and the children's room office above JoAnne's desk. J.P. Hunter was on site on Friday the 13th, due to the emergent nature of the situation I scheduled the work to be done ASAP, we were scheduled for January 3rd. The invoice is attached for all to review.

Programs and Services

I hosted a book discussion on Thursday December 19th. We discussed the title *Practical Magic* by Alice Hoffman. More folks ended up picking up a book/signing up then attended the discussion, which I attribute to the pre-holiday timing of the discussion. The next book discussion is set for January 16th and we will discuss Syou Ishida's *We'll Prescribe You a Cat*.

Upcoming programs and events to note:

Book Discussion: *We'll Prescribe You a Cat* – January 16, 5:00pm

Hoopiness: Hula Hooping for Adults – January 16, 5:30pm

Steve Wick author talk, *All That Remains* – January 23, 5:30pm

From Denial to Discussion: Putting a Human Face on Mental Illness – February 1, 10:30am

HooDoo Loungers Concert – February 2, 1:30pm

Qi Gong with Ed Moreno – February 4, 11, 18 & 25, 5:30pm

Good Vibrations: Sound Journey with music therapist Kathy Pasca – February 6, 5:30pm

Book Discussion: Jane Austen's *Northanger Abbey* – February 11, 3pm

Pride and Prejudice: A Film – February 19, 4pm

Understanding the Nature of Self: A Functional and Lifestyle Approach to Modern Medicine – February 27, 5:30pm

Friends of the Library

The Friends of the Library hosted their annual holiday party/luncheon and last meeting of the year on December 17th.

Tickets are currently on sale for the Irish Tea on March 13th, they are \$23/person and are selling fast! The Friends generously gave the staff gift cards to Handy Pantry, discussed allotting \$2,400 for the scholarship and are still working on the omnibus grant.

The next Friends meeting is Tuesday April 15th at 9:30am.

Administrative

Staff Development Day took place on Thursday December 12th. The staff were led by Mary Eisenstein in a full day workshop on emotional intelligence and wrapped up with a discussion of *Who Moved My Cheese?* I have received positive feedback about the workshop – staff were engaged and connected with one another, overall, it was a productive day. Additionally, we recognized Ann for 5 years of service at the Library during the holiday luncheon. The next full staff meeting will take place on Thursday February 13th, I plan to conduct the yearly sexual harassment training during the meeting. Staff meeting attendance is now mandatory barring any extenuating circumstance.

The January / February 2025 newsletter was delivered to the post office on Saturday December 14th.

Marissa presented the Presidential Service Award to Daniel G. who completed 106 hours of community service within a 12-month period. We are thrilled to be able to present this award to teens in our community and are looking forward to continuing our status as a certifying organization. Job well done to Daniel!

The IRS mileage reimbursement rate has increased to .70 cents/mile, our internal mileage reimbursement form has been updated and it has been included for approval on the agenda.

I have been working with a consultant from the NYSDOT regarding a bike borrow program at our library. The attorney has approved the language for a waiver, which is still in its draft stage and is attached for review. Our insurance agent has also reviewed the documents and has okayed them from an insurance policy prospective. I have also attached the preliminary policy and procedure regarding this program.

The 2025 final budget was entered into QuickBooks. After making some minor adjustments we had additional funds, which I allocated to the adult programs line and the children's programs line. The 2025 final budget is attached for approval.

The open house meeting regarding the proposed renovation project will take place on January 23rd from 4pm – 6pm. The online feedback form remains open, and the renderings will continue to be on display in the circulation area.

Sharon continues to solicit stories for the Suffolk County-wide marketing campaign leading up to Advocacy Day on February 5, 2025. If you'd like to participate by sharing a story of positivity about the Library, please reach out to Sharon.

The Roschelle Foundation awarded the Library with a \$2,500 grant towards the Rainbow Collection. The collection has been purchased and will be installed upon the completion of the shade sail. The grant will go towards hiring a handyman or contractor to install the instruments. I'm also in the process of having a small rock with a plaque indicating that the Roschelle Foundation funded the instruments.

We will host award-winning journalist Steve Wick at the library on Thursday, January 23rd, at 5:30 PM. He will discuss his latest publication, *All That Remains*, which chronicles the lives of the last migrant workers in Cutchogue, NY, through first-person accounts of their experiences in the local farming community. The Cutchogue New Suffolk Free Library has published this book and has generously donated a copy to our library to circulate to our patrons.

2024 Fund Balance Allocations

I recommend a transfer of \$2,000 to the staff activity fund and the remaining \$172,504.75 to the Capital Reserve Fund, earmarking \$20,000 for a [booth/pod study room](#) and the remaining \$152,504.75 to be used for emergency expenses.

2024 Fund Balance: \$174,504.75

Staff activity fund: \$2,000

Remaining Fund Balance: \$172,504.75

Current Capital Reserve Balance: \$560,403.44

Transfer from 2024 Fund Balance: \$172,504.75

New Capital Reserve Balance: \$732,908.19

Meetings Attended

December 3 – NYSHIP Updates Webinar

December 4 – PALS Executive Board

December 5 – PLDA Mentorship Committee

December 10 – Committee: Long Range Planning / Building & Grounds

December 13 – J.P. Hunter – Site visit / estimate

December 12 – Staff Development Day

December 17 – Friends of the Library

December 19 – Book Discussion: *Practical Magic*

December 20 – Zone 1 Director's Meeting at ROGM

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - December 2024
 Prepared by Sara Colichio, Head of Adult and Information Services

Summary - Martha has begun taking over a lot of programming responsibilities. She has offered a lot of new and creative ideas and I'm excited to see them come into fruition. We have developed an ad-hoc committee for Jane Austen programming, which has begun meeting. We have received the Empire Pass, which is ready for circulation. The cost of aquarium tickets will be going up considerably.

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

Date	Meeting
12/5/24	Meeting with presenter
12/10/24	EEPA meeting
12/11/24	PALS training
12/12/24	Staff Development Day
12/18/24	Jane Austen programming meeting

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

Date	Program	Statistics	Program Platform/Notes
Mondays in December	Chair Strength and Stretch	22 each session	In person
Tuesdays in December	Beginner's Crochet Class	8	In person
Wednesdays in December	Yoga	9 each session plus 7 walk-ins	In person
By appointment	One-on-one technology appointments	9	In person; offered by Sharon Twickler and reference staff when possible
12/3/24	Intermediate Excel	11	In person
12/4/24	Defensive Driving	29	In person
12/5/24	The Making of <i>A Christmas Story</i>	18	Virtual
12/7/24	A Performance by Lady Blue Saxophone Quartet	Approx 30	In person

12/9/24	Swedish Meatballs and Tuscan Garlic Shrimp with Chef Rob	24	In person
12/10/24	Climate Change	N/A	Canceled due to low enrollment at the presenter's request. Rescheduled to 4/22/25
12/19/24	Book Discussion: <i>Practical Magic</i>	11 registered; 6 attended	In person; offered by Shauna Scholl

*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 have been training Martha to coordinate adult programs, write up and issue contracts, write up payment schedules, conduct zoom programs, submit newsletter and e-newsletter write ups, and more. We are currently booking programs into May 2025. Martha has offered new and creative ideas that I'm excited to see come into fruition.

Social Media/Marketing - Diana continues to make adult program flyers and promote via a variety of marketing platforms. Martha has begun taking over adult programming content in our e-newsletter. I submit other miscellaneous information for our e-newsletter, including book discussions, museum tickets, new services, etc. Circulation puts programs on the sandwich board outside and flyers are posted around the building. Sharon continues to promote via social media. Sharon also continues to offer an "e-resource spotlight" in our weekly e-newsletters to promote digital resources.

Adult Collection Development - I continue to order books for the following adult collections: nonfiction, biography, mystery, fiction, paperback, large print, reference, magazines and newspapers. When ordering new materials for our adult collections, patron feedback as well as circulation trends and book review periodicals are taken into consideration.

Newspapers, Magazines and Electronic Resources - All newspaper, magazine and e-resource subscriptions are up to date at this time.

Museum Passes - We have received the Empire Pass and it is ready for circulation. The Empire Pass allows patrons to park for free at any NYS park. There is a list of NYS parks that can be used with the Empire pass in the reference area. The cost of aquarium tickets (set by the aquarium) has increased significantly from \$27 each (for all ages) to \$28 for seniors and children and \$39 for adults. While we are disappointed in the price increase, it will still offer patrons a considerable savings. Regular tickets cost \$48.99 for adults, \$35.99 for seniors and \$34.99 for children. Children 2 and under are still free. I anticipate that this price change will take place in January.

Other -

- Library of Things - I continue to assist with the library of things as needed.
- Miscellaneous -
I have been working with Ann, Sharon, Martha and Jenna to help bring Jane Austen programming into fruition in Jerry's absence. Our ad-hoc committee had our first meeting in December and has another one scheduled for mid-January. Marissa will also be participating and helping to find creative ways to get the teens involved. I will also be doing a book discussion on *Pride and Prejudice* in March/April and have begun preparing for that.

I will be working on staff evals beginning in the new year.

- Social Work - We are still waiting to hear back from Leah Topek-Walker about a possible social work intern to begin during the spring semester.

Mattituck-Laurel Library
Teen Services Board Report – December 2024
 Prepared by Marissa Timm, Teen Services Librarian

Summary – This month, I focused on planning upcoming programs for the remainder of this year and the next, organizing the teen collection and space, addressing community service needs, and restocking materials for community service initiatives. I also collaborated with other teen librarians, participated in work-related training sessions, and assisted with adult services and programs. Additionally, I created custom bookmarks for patrons using the 3D printer and fulfilled special requests. As always, I remain committed to learning and growing in this role and look forward to continuing to provide valuable services to the teens in our community.

Meetings: Meetings during the month of December:

Date	Meeting
12/10	Meeting with teen about Little Free Food Pantry
12/12	Staff Development Day
12/16	Safety Committee Meeting

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

Date	Program	Statistics
12/01	3D Printed Penguins	10
12/10	Handmade Cards for Seniors, Veterans and Children.	5
12/14	Sonic movie and Pizza	1 (This program was postponed due to low registration).
12/16	Gingerbread House Decorating Contest for Teens	10. 8 cancellations day of, gave out kits.

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 toys, writing letters to seniors, veterans, and hospitalized children, decorating kindness rocks, and making bookmarks.

The letters are sent to the Senior Service Center and the Veterans Committee, while postcards are delivered to children at Stony Brook Hospital. During the holiday season, there was a significant increase in cards, which were distributed to the appropriate groups. Bookmarks created by the teens are displayed

at the circulation desk for patrons to take and use. The dog toys are donated to the North Fork Animal Welfare League in Southold. In addition to the grab-and-go kits, I also organize at least one in-person community service program each month, providing teens with further opportunities to give back to the community.

Stats: - Letters to seniors (5) children (5) Veterans (5)

Dog Toys: 10

Holiday Card Program-The teens who attended this program on 12/10 made 11 cards for seniors, veterans and children.

Little Free Food Pantry- This month, our teen volunteer began their role at the library. They will be responsible for organizing and maintaining the Little Free Food Pantry (LFFP) and managing the overflow bin. The volunteer is scheduled to assist once a week. Additionally, I have reached out to the head of the art department at Mattituck High School to explore the possibility of having students decorate the LFFP, adding a creative and personal touch to the pantry.

PVSA Award Winner- The library awarded Daniel G. the Presidential Service Award, a prestigious national recognition endorsed by the President of the United States. This award honors individuals who complete a specified number of volunteer hours within a 12-month period. Daniel achieved this distinction with an impressive 106 hours of community service. Although Daniel requested not to have a formal ceremony, he was photographed with Marissa (Teen Services Librarian) and Shauna (Library Director). This photo will be featured in both the library's e-newsletter and print newsletter. As a certifying organization, the library was honored to facilitate this well-deserved recognition.

ENL Presentation at MHS- This month I worked on the PowerPoint presentation Kristie (CNSL Teen Librarian) and I presented to the ENL students at MHS last month. I created a Spanish and English version of the presentation, and sent it over to Angela, the MHS librarian.

Brainfuse- Kristie (Cutchogue Teen Librarian) and I also recently updated our Brainfuse presentation and sent over the video to Mattituck High School so that they can share with the students. We are currently waiting to hear if we will go to the school to present to some of the 7th and 8th grade classes in person.

Teen Space – In December, I highlighted a selection of our holiday-themed YA fiction books for display. The guessing jar was also updated, with three participants taking part this month. The DIY grab-and-go kits are consistently available in the Creation Station, and I've replenished the area several times throughout the month to keep up with demand. Flyers are regularly updated, with the most recent additions featuring information about upcoming programs. I also continue to update the community service and events board in the Teen Space to keep teens informed. Additionally, mini canvases designed and donated by teens are now displayed, adding a seasonal touch to the space for the winter.

Teen Space Survey- While we are in the planning stages of a potential renovation I created a Teen Space Survey to get feedback from the teens about what they think of the current teen space and any suggestions they have for future improvements. I have notified teens in the community as well as both the schools. I keep the surveys anonymous and just request that they notify me when they submit a survey in order to earn community service. **We have received 24 responses so far.**

Print Newsletter-This month I submitted the content for the January/February print newsletter. I have begun 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 book shelf displays to showcase books in the collection that have low circulation stats. I got these numbers from running statistical reports. I also update the Teen Services page on our website to showcase the new titles and take off old ones.

Social Media/Marketing- I continue working with Sharon to try and use the Instagram and Facebook pages. We have been working with different strategies to try and get the most engagement for teens. I have been sending out weekly email blasts letting patrons know about community service opportunities and upcoming programs. I also continuously update the flyers in the teen space to reflect the upcoming programs and events. I also add posts to the Teen Services page on our website.

Other-

3D Printer-I am continuing to print bookmarks for the patrons and fulfilling requests.

Tech Appointments- I took on several nonscheduled tech appointments this month.

Presidential Award of Service- I recently went through the process of recertifying our library as a 'certifying organization' for the Presidential Award of Service. This means as the person in charge of this, I have the ability to order and recognize our organization's volunteers based on their hours of service and age with the appropriate level of recognition. The organization recognizes volunteers age 5 and up.

Date: January 8, 2025

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: December 2024 Wrap-up

Our Numbers are as follows:

Programs: 103
Book pulls 160 in person help: 74

GENERAL INFORMATION

The Kids Rock dramatic play was a true "showstopper!" The children took the stage with instruments and microphones, surprising everyone with how they stepped out of their comfort zones. It was an unforgettable experience for all involved. All are anticipating our February dramatic play.

Visitors often praise the decorations and the warm, welcoming atmosphere created by our staff. Another frequent comment we receive is how neat and tidy the room is. We prioritize cleaning the toys and tidying up any items left out. Our displays are always filled with engaging books and coloring sheets.

Each year, we analyze the collections to determine which items are the most popular. Here are the top items by collection: In Switch games, *Super Mario 3D World*. In Picture Books, *We Love Friendship Day!* (A Paw Patrol book) stood out. In Board Books, *What Do You Say, Little Blue Truck?* by Alice Schertle was a top pick. For Early Readers, there was a tie between *Pete the Cat and the Space Chase* by James Dean and *Unicorn World: Interactive Children's Sound Book*. In Youth Fiction, the tie was between *The Sea of Monsters* by Rick Riordan and *Rowley Jefferson's Awesome Friendly Spooky Stories* by Jeff Kinney. Lastly, in Graphic Novels, *I Survived the American Revolution, 1776* by Lauren Tarshis was the most popular.

A big thank you to the Friends of the Library for providing a delightful Christmas lunch and a gift for each staff member. This wonderful group puts in a lot of effort, and we're grateful to have the chance to personally thank them.

MEETINGS

Monday, December 2nd, Karen attended the Distinguished Speakers Series at Middle Country Public Library. The topic addressed ACES (Adverse Childhood Experiences) These meetings are always educational.

Thursday, December 12th, Shauna held a staff development day. The meeting was informative and each staff member was engaged. This was followed by a discussion of the book, *Who Moved My Cheese* by Spenser Johnson. The day was capped off with an enjoyable holiday party.

PROGRAMS

FAMILY

The annual Gingerbread House Decorating Evening is a beloved event for many families, and it's always heartwarming to see everyone, from kids to parents, getting involved. This year, we once again purchased pre-assembled houses, which helped reduce stress for the adults and allowed everyone to focus on enjoying the decorating process. Unfortunately, due to several children being affected by viruses, we will be offering a makeup class for those who were unable to attend.

This year, Chef Rob accidentally provided us with twice as many winter donut muffin cookie packets as we ordered. We shared the extra packets with the circulation desk, and anyone who walked in had the opportunity to take home the dry ingredients and recipe to make the cookies. Patrons were thrilled with this unexpected treat!

PROGRAMS

For the youngest, the Rhyme and Play is a big hit. Children enjoy the large meeting room along with all the toys and crafts. We end each session with nursery rhymes and of course, bubbles. The room also boasts many opportunities for play without having to attend a scheduled programming.

For the elementary students we provided LEGO programs, in house movies and drop in retro video games along with craft activities.

We brought back the Tween Place Scavenger hunt for fun. Even though we are not providing prizes once all characters are located, kids are still enjoying the hunt.

OVERALL

We are actively booking programs through the summer of 2025. We look forward to a great new year.



**Ira A. Roschelle MD
Family Foundation**

9 Undercliff Terrace
West Orange NJ 07052
(973) 731-5257

Karen Mengden, President
Amy Roschelle, Trustee
Jeremy Roschelle, Trustee

December 9, 2024

Shauna Scholl, Director
Mattituck-Laurel Library
PO Box 1437
13900 Main Road
Mattituck, NY 11952

Dear Shauna:

The Ira A. Roschelle MD Family Foundation is pleased to grant \$2500 to the Mattituck-Laurel Library. We would be happy to have these funds to go toward the Rainbow Collection or to hear from you about other opportunities this could be applied towards. We are sending the check electronically so please be on the lookout for it.

We ask that any acknowledgement for this grant be made to the Ira A. Roschelle MD Family Foundation in my father's memory.

Wishing you an enjoyable holiday season and a very happy New Year.

Sincerely,

Jeremy Roschelle, Trustee
cc: Karen Mengden, Amy Roschelle, Trustees



Mattituck-Laurel
LIBRARY

PO Box 1437
13900 Main Rd.
Mattituck, NY 11952

631-298-4134
www.mattitucklaurellibrary.org

December 16, 2024

Ira A. Roschelle MD Family Foundation
9 Undercliff Terrace
West Orange, NJ 07052

Dear Ira A. Roschelle MD Family Foundation,

On behalf of the Mattituck-Laurel Library, I would like to extend our heartfelt thanks to the Foundation for your generous donation in support of the Percussion Play Rainbow Collection. Your contribution will allow us to create a truly immersive and enriching play experience for the children and families we serve.

The donation of \$2,500 will help us professionally install the Rainbow Collection, and we are excited to provide an environment where children can explore their creativity and enjoy music in an interactive and dynamic setting.

In recognition of your incredible generosity, we will be dedicating a special thank-you plaque near the installation of the Rainbow Collection. This plaque will serve as a lasting tribute to your support and positive impact you have made on our community.

Once again, thank you for your invaluable support. We are truly grateful for the opportunity to work together to create a vibrant, creative, and inspiring space for all who visit.

With sincere appreciation,

Shauna Scholl
Director
Mattituck-Laurel Library

Dear Jim, Shauna,

Thank you for your generosity.
Also, the faith you placed in
me - for such an important
project for the community.

Sincerely,
MaryE

Dear Shauna,

Thank you for your kind
words and generous gift.

I enjoyed being with your
staff. I was so happy with
their engagement!!!

Have a successful 2023
MaryE



Brock Awnings Ltd

211-1 East Montauk Highway
Hampton Bays, NY 11946
(631) 728-3367
sales@brockawnings.com
brockawnings.com

Estimate

Date	Estimate
12/20/2024	Mattituck-Laurel Library

Shauna Scholl
13900 Main Rd
Mattituck NY 11952

Job Address:
Shauna Scholl
13900 Main Rd
Mattituck NY 11952
(631) 298-4134

shauna.scholl@mattlibrary.org

13900 Main Rd, Mattituck	(631) 298-4134
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DESCRIPTION OF PROPOSED SERVICES	QTY	COST	TOTAL
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QUOTE TO FABRICATE A "SHADE SAIL" APPROX. 35' X 45' 5 POSTS CONFIGURATION SET IN A 20" X 20" X 36" FOOTING POSTS ARE POWDERCOATED - COLOR - TBD MESH COVER: TYPE - TBD TEXTURE - TBD COLOR - TBD	1	\$28,960.00	\$28,960.00
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ALL HARDWARE IS STAINLESS STEEL
LENGTH OF CONSTRUCTION - APPROX. 2 WEEKS
LABOR AND MATERIALS

Notes:

NOTE: PROJECT COST QUOTED DOES NOT INCLUDE TAX. TAX MAY BE APPLICABLE AT A LATER DATE.

Janet - Janet Hanks - 12/13/2024 10:11:29 AM -

ESTIMATE: 12/20/2024 - C. MERVYN - WITH RENDERING

A 50% deposit is required upon approval. The balance will be invoiced upon completion. Please sign below and return with your deposit payment. Thank you!

If paying by credit card please be aware that there is an additional 4% fee - to avoid this fee please pay by check.

Job Subtotal	\$28,960.00
Sales tax (8.625%)	\$0.00
TOTAL	\$28,960.00

SIGNATURE: _____ DATE: _____

**PO Box 2126
Greenport, NY 11944**

631-477-1500 Fax 631-477-1504
www.millsanvas.com



QUOTATION

Date	Quote #
7/2/2024	9789

Name **Mattituck Library**
Address **Attn: Ms. Shauna Scholl
13900 Main Road
Mattituck NY 11952**

Property **Mattituck Library
13900 Main Road
Mattituck, NY 11952**

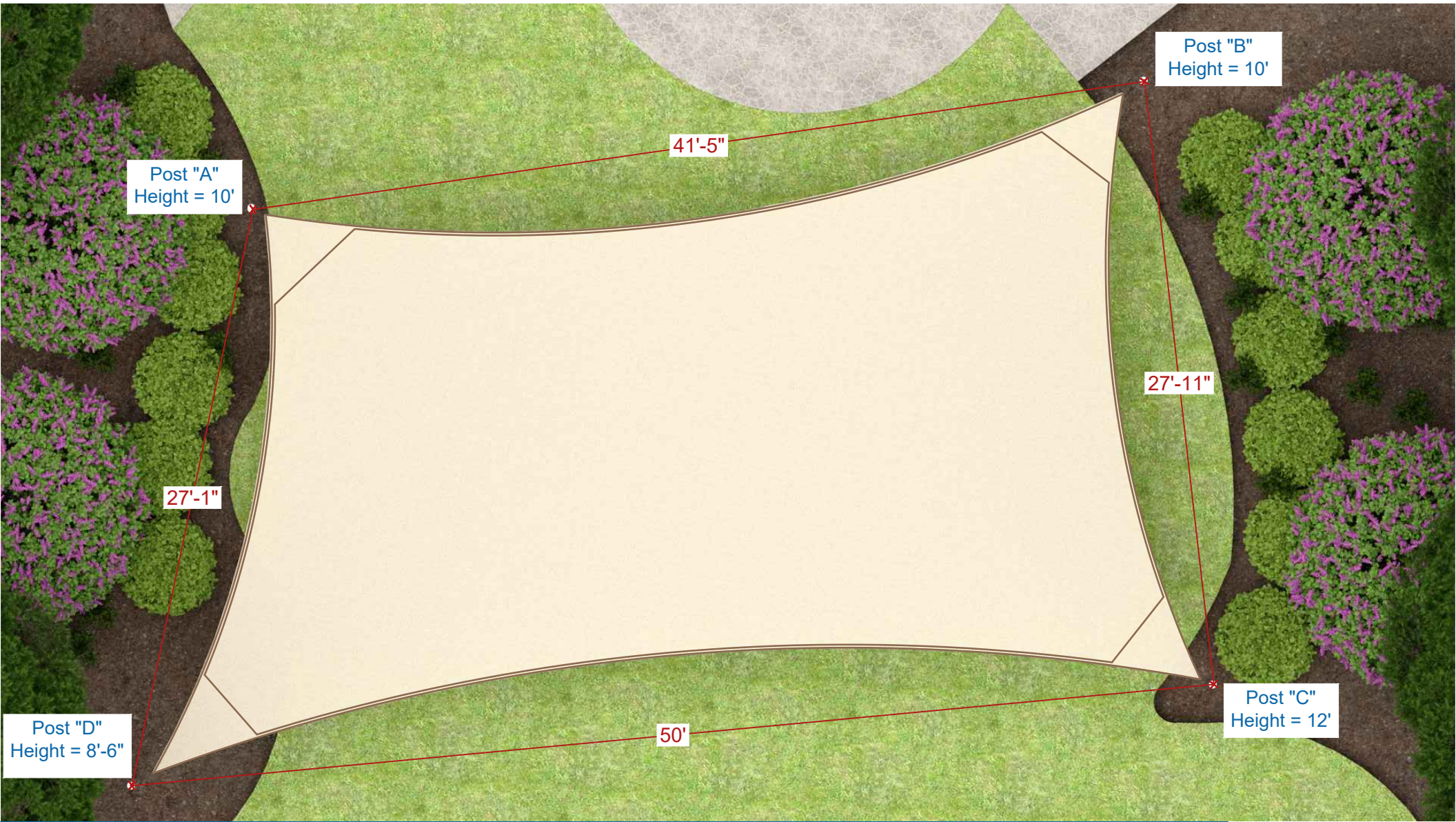
Phone: 631-298-4134

Email:

Description	Total
<p>A: FURNISH & INSTALL ONE (1) SHADE SAIL PER ATTACHED DRAWING</p> <ul style="list-style-type: none"> - The sail to be mounted on 4 posts. - The perimeter to be 2 1/2" seatbelt webbing. - The hardware to be stainless steel. The fasteners shall be stainless steel. - The posts to be 4" in diameter. The posts will be schd. 40 galvanized steel with a silver finish. - The posts will be cemented into the ground at a minimum of 4'0". - The fabric to be Shadetec 320 woven shade sail fabric. - The color to be chosen. <p>Please note: The shade sail is for seasonal use. The fabric covering must be removed prior to winter months. Shades sails are strictly for sun protection and will not protect against rain or other inclement weather.</p> <p style="text-align: right;">(COMPLETE & INSTALLED)</p>	16,456.00
<p>We anticipate delivery to be 3-5 weeks from receipt of your order. Delivery time stated begins upon receipt of deposit and is based upon our production schedule as of the above date.</p> <p>If favored with an order WE REQUEST A 50 % DEPOSIT. The balance is due upon completion.</p> <p>When you provide a deposit by credit card, Mills & Co. reserves the right to automatically charge your credit card for any balance due upon completion of the work specified.</p> <p>This quotation is valid for 30 days from the date listed in the right hand corner.</p>	

<p>This instrument is subject to all the terms and conditions on the reverse side or attached here of those including those related warranties. NOTE: Kindly sign and return white copy. Your signature constitutes a contract for the manufacture or services of the above described at the price stated per the Terms and Conditions attached</p>	Subtotal	\$16,456.00
	Sales Tax.	\$1,419.33
	Total	\$17,875.33

Mills Authorization	<u> CM </u> ...	Date:	7/2/2024	Accepted :	_____...	Date:	_____...
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Post "B"
Height = 10'

Post "A"
Height = 10'

27'-11"

27'-1"

Post "C"
Height = 12'

Post "D"
Height = 8'-6"

50'

41'-5"

Drawn By	JS
Date	07/02/2024
Drawing No.	SSP-0253


Client	Mattituck Library 13900 Main Rd Mattituck, NY 11952
P:\Drawings\Awning\Shade sails\MattituckLibrary_ShadeSailProposal.dwg/pdf	

Project	Proposed Shade Sail
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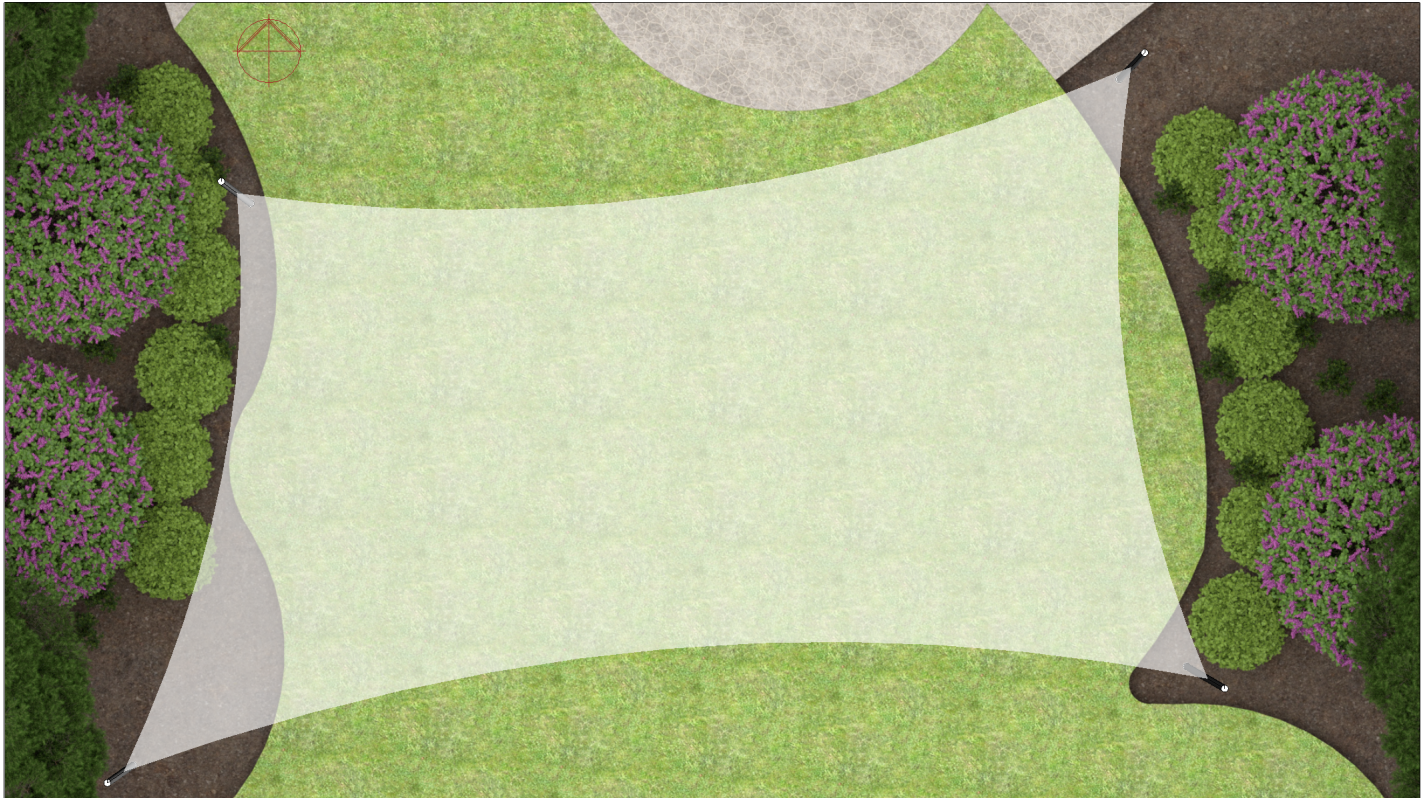
W.M. J. MILLS & CO.
SAILMAKERS
 EST. 1880
 GREENPORT, N. Y.®

MPanel InSite - Visualization

Client	Mattituck Library		
Project	Shade Sail		
Project #	0-0	Date:	7/2/2024
sq feet	Sails	Framed	Sum
Area	1030.9	0.0	1030.9
Site Area	1226.4	0.0	1226.4
Perimeter	153.2	0.0	153.2
Count	1	0	1

Supplier	Wm. J. Mills & Co.
 <p>Wm. J. MILLS & CO. SAILMAKERS EST. 1880 GREENPORT, N. Y. <i>Everything Canvas™</i></p> <p>74100 West Front Street, P.O. Box 2126 Greenport, New York 11944</p>	

Model view



Project approval / Client acceptance

Site address:

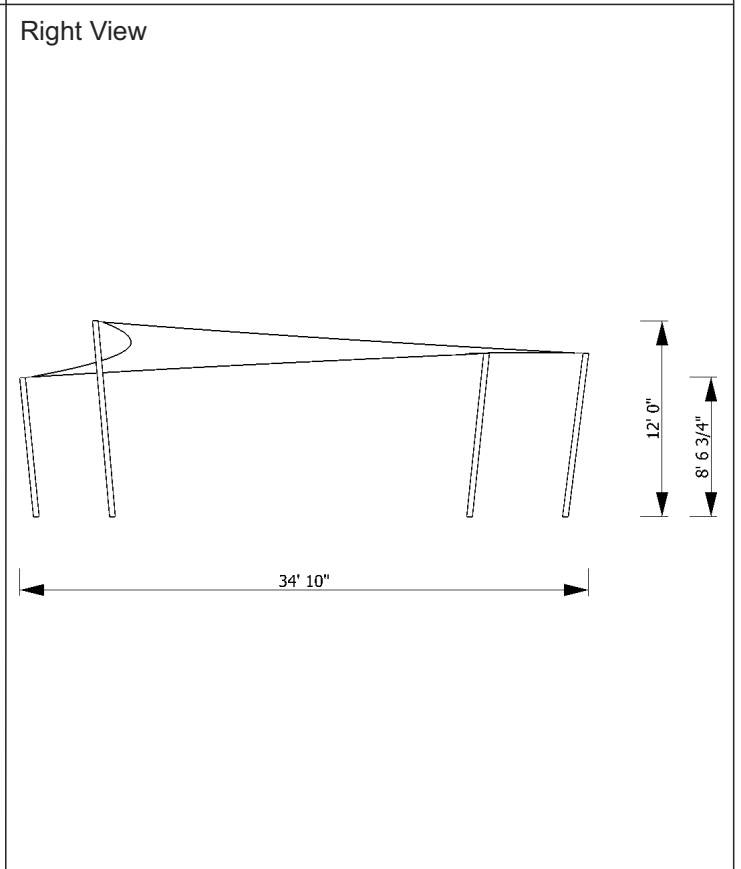
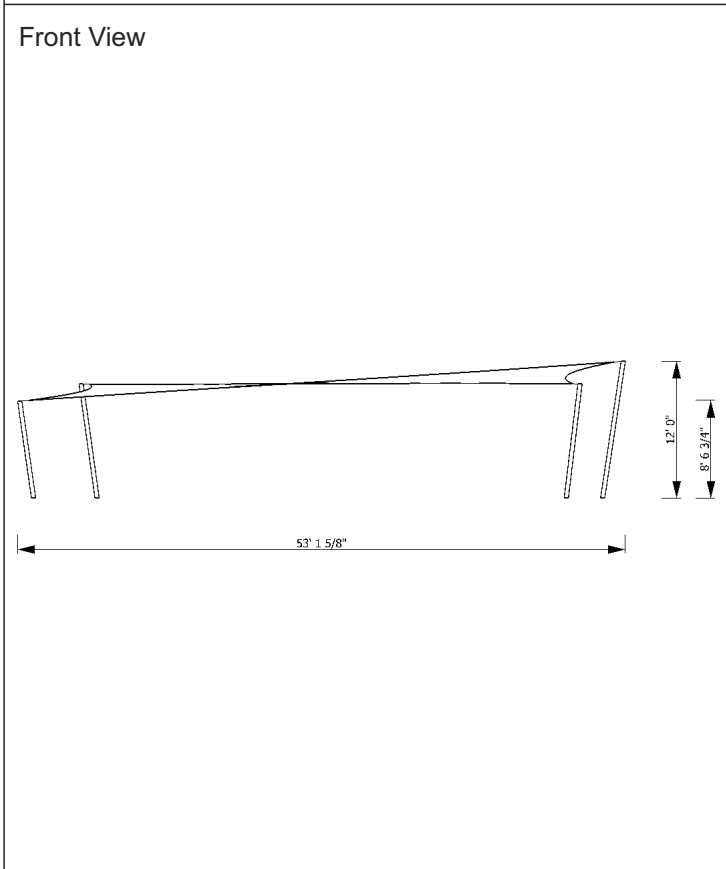
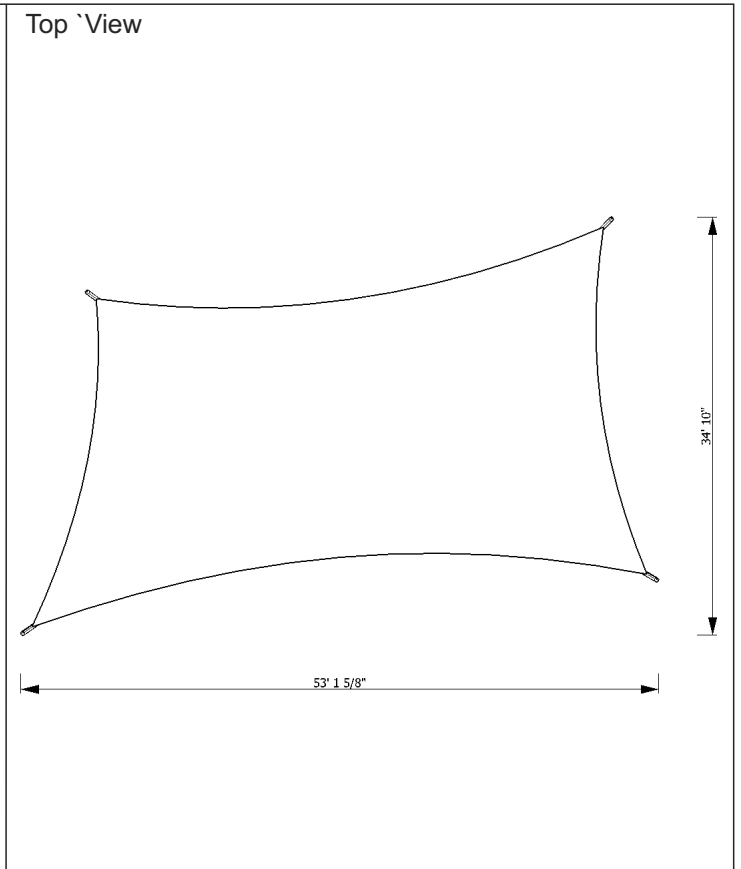
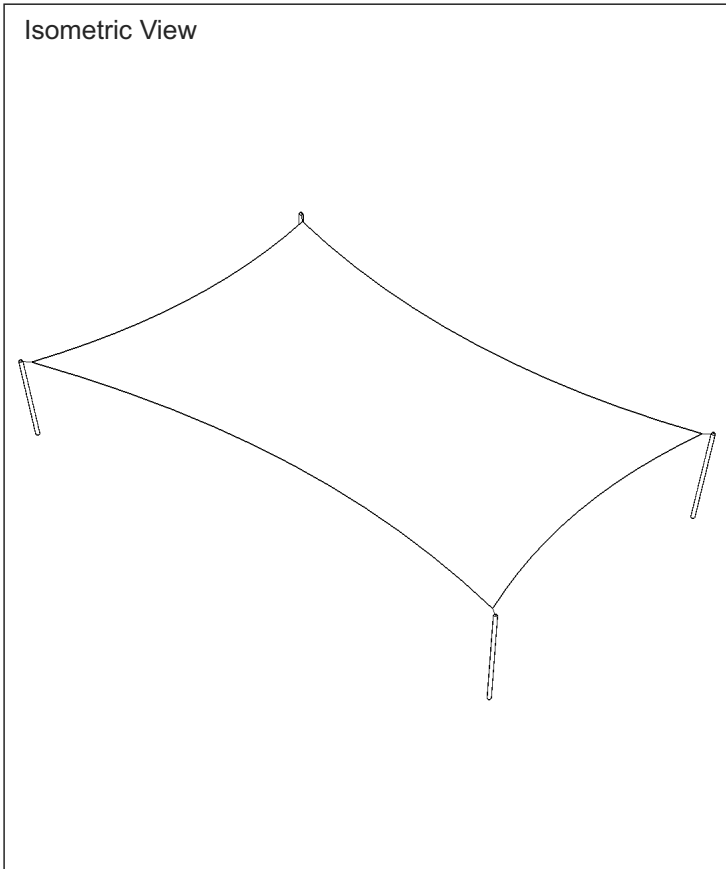
Signature

Date

MPanel InSite - General Layout

Client	Mattituck Library
Project	Shade Sail
Project #	0-0

Date	7/2/2024
Entered by	MH
Units	Feet inches and fractions

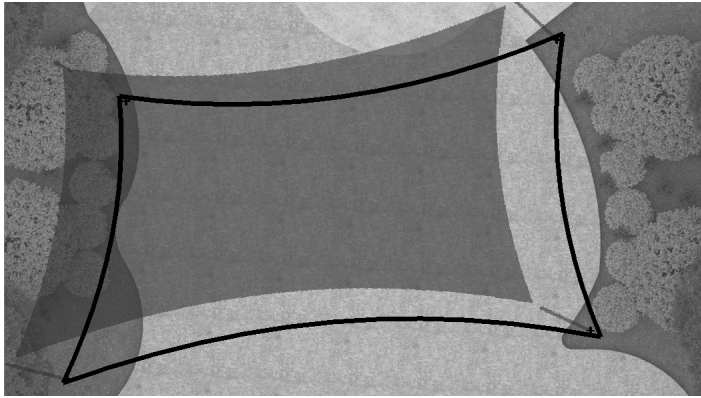


MPanel InSite - Shadow analysis

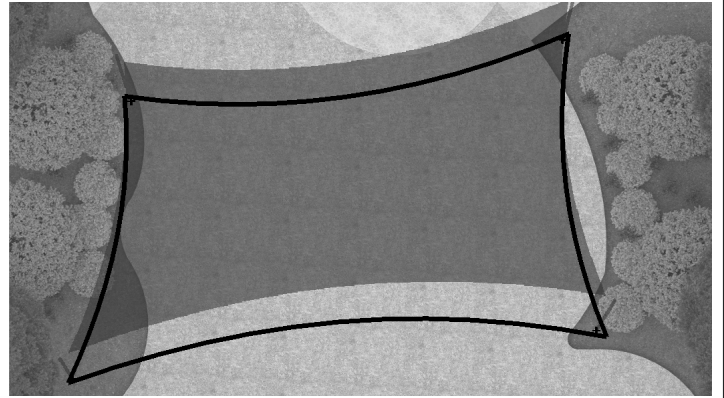
Client	Mattituck Library
Project	Shade Sail
Project #	0-0
Date	7/2/2024

Location	NY
Latitude	41 N
Longitude	74W
Time Zone	GMT - 5

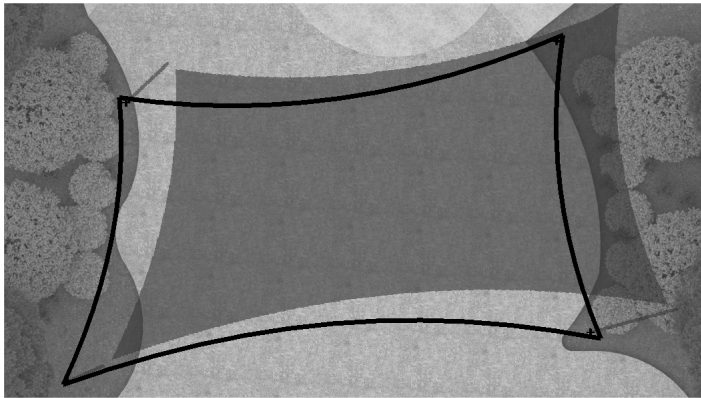
7/4/2024 10:00 AM



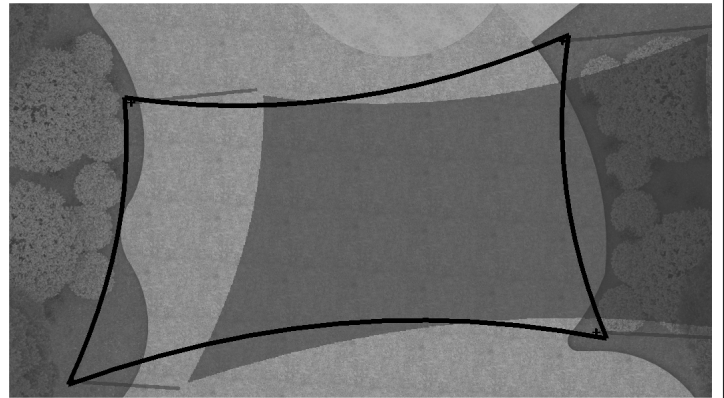
7/4/2024 12:00 PM



7/4/2024 2:00 PM



7/4/2024 4:00 PM





J.P. Hunter CO. INC.

1171 East Main Street
Riverhead, NY 11901
Phone: (631) 369-8181
Fax: (631) 369-8139
Email: info@jphuntercoinc.com
Lic. No.: 15254-H

Proposal

Date	Estimate #
12/17/2024	9613



To: Mattituck - Laurel Library
Attn: Shauna Scholl
13900 Main Rd
Mattituck NY 11952

JOB NAME/LOCATION

Description	Total
<p>Job Proposal For: 13900 Main Rd, Mattituck, NY 11952</p> <p>General Construction Notes: Asphalt Roof Section:</p> <ul style="list-style-type: none"> •Remove existing asphalt roof shingles and all components exposing roof deck approximately 11 Sqs •Remove and replace two exhaust flu vents •Replace any damaged or deteriorated sheathing using the appropriate dimension plywood •All construction related debris to be removed by J.P. Hunter Co., using company vehicles. <p>There will be no large waste containers used during this project 5 Years JP Hunter Co. Labor Warranty</p> <p>Scope: Roof (Asphalt) Supply and Install:</p> <ul style="list-style-type: none"> •GAF Timberline HDZ Architectural Asphalt Shingle (Weathered Wood) •GAF Weather Watch Ice and water shield to all rakes, eaves, and valleys •GAF Tiger Paw Underlayment •GAF Weather Blocker Starter •GAF Timbertex Hip & Ridge Shingles •F5 White Aluminum Drip Edge •All necessary flashing to penetrations <p>Total Labor and Materials:</p>	7,200.00
Total	\$7,200.00

Signature _____

	<u>Jan - Dec 25</u>
Ordinary Income/Expense	
Income	
PILOT Funds	5,000.00
Mattituck-Cutchogue School Dist	1,718,603.00
NY State Incentive	1,800.00
Interest	50.00
Direct Public Support	5,000.00
Copy Machine	3,500.00
E-Rate Discount	5,400.00
	<hr/>
Total Income	1,739,353.00
	<hr/>
Gross Profit	1,739,353.00
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	361,729.00
Clerical	459,661.00
Custodian	49,050.00
	<hr/>
Total Salaries	870,440.00
Benefits	
Fica	64,310.00
Disability Insurance	1,200.00
Medical Insurance	125,405.00
Retirement	71,153.00
	<hr/>
Total Benefits	262,068.00
	<hr/>
Total Payroll Expenses	1,132,508.00
Library Materials	
Youth Materials	
Youth Arts & Crafts	2,000.00
Youth DVD's	400.00
Youth Computer Software	1,500.00
Youth Compact Discs	0.00
Youth Audio Books	0.00
Youth Books	12,000.00
	<hr/>
Total Youth Materials	15,900.00
Adult Materials	
DVD/Music CD	3,700.00

1:40 PM
12/16/24
Cash Basis

Mattituck-Laurel Library
2025 Final Budget
January through December 2025

	<u>Jan - Dec 25</u>
Live-brary Downloadable e-b...	57,300.00
Digital Material Subscriptions	12,500.00
Title Source	2,400.00
Adult Books	21,500.00
Reference Books and Data ...	2,000.00
Adult Ref Books	
Local History	1,000.00
Continuations	2,000.00
	<hr/>
Total Adult Ref Books	3,000.00
Virtual Reference Collection	5,600.00
Adult Audio Books	250.00
Large Print Books	5,000.00
Newspapers	7,200.00
Periodicals	5,200.00
	<hr/>
Total Adult Materials	125,650.00
Teen Materials	2,500.00
	<hr/>
Total Library Materials	144,050.00
Capital Expenditures	19,000.00
Technology	9,300.00
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	3,600.00
HVAC Maintenance	2,500.00
Exterminator	1,200.00
False Alarms	200.00
Alarm Test	200.00
Elevator Maint.	5,500.00
Security Monitoring	700.00
Water Backflow Test	275.00
Fire Sprinkler Test	1,200.00
Piano Tuning	400.00
Other Building Maint.	7,000.00
	<hr/>
Total Building Maintenance	22,775.00
Custodial Supplies	1,300.00
Electric	29,000.00
Gas	12,000.00
Grounds Maintenance	

Mattituck-Laurel Library
2025 Final Budget
January through December 2025

	<u>Jan - Dec 25</u>
Snow Removal	4,000.00
Sprinkler Maintenance	700.00
Other Grounds Maintenance	<u>12,500.00</u>
Total Grounds Maintenance	17,200.00
Insurance	
Workers' Comp.	12,000.00
Umbrella Package	<u>23,000.00</u>
Total Insurance	35,000.00
Water	
North Fork Water	850.00
SCWA	<u>3,500.00</u>
Total Water	4,350.00
Garbage Removal	<u>3,300.00</u>
Total Operations and Maintenance	124,925.00
Miscellaneous Expense	
Longevity Benefit	1,500.00
Legal Fees	2,500.00
Contingency	3,000.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	2,500.00
Optimum Internet Service	3,500.00
Copy Machine	5,500.00
Computer/Network Maintenance	12,000.00
BookScan Maintenance	750.00
Computer Software Licenses	<u>9,000.00</u>
Total Maintenance Office Equipment	33,250.00
Membership	
Professional Memberships	2,300.00
Museum Passes	5,000.00
Mattituck Chamber of Commerce	350.00
Eastern Suffolk BOCES	<u>800.00</u>
Total Membership	8,450.00
Postage	
Postage & Stamps	770.00
Mailing Permit	300.00

1:40 PM
12/16/24
Cash Basis

Mattituck-Laurel Library
2025 Final Budget
January through December 2025

	<u>Jan - Dec 25</u>
Newsletter mailing	2,000.00
Post Office Box Fee	200.00
Total Postage	<u>3,270.00</u>
Printing & Advertising	
Other printing & advertising	1,500.00
Newsletter printing	21,000.00
Total Printing & Advertising	<u>22,500.00</u>
Professional Fees	
Payroll Processing	8,000.00
SCLS Telecommunications	10,500.00
PALS Membership	10,900.00
Annual audit	15,000.00
SCLS/Overdue Notices	500.00
SCLS/Annual Membership	12,500.00
Total Professional Fees	<u>57,400.00</u>
Programs - Adult	
Motion Picture/Music Licensing	600.00
Adult Reading Club & Book ...	3,500.00
Adult Programs	18,000.00
Total Programs - Adult	<u>22,100.00</u>
Programs - Juvenile	12,000.00
Programs - Summer	8,000.00
Programs - Teen	8,000.00
Supplies - Library	10,500.00
Supplies - Office	4,000.00
Supplies - Paper	2,500.00
Telephone	2,400.00
Travel	2,400.00
Workshops	2,300.00
Staff Development	1,000.00
Tuition Reimbursement	2,500.00
Total Miscellaneous Expense	<u>209,570.00</u>
Debt Service Total	<u>100,000.00</u>
Total Expense	<u>1,739,353.00</u>
Net Ordinary Income	<u>0.00</u>

1:40 PM
12/16/24
Cash Basis

Mattituck-Laurel Library
2025 Final Budget
January through December 2025

	<u>Jan - Dec 25</u>
Net Income	<u><u>0.00</u></u>

Advocacy Day Expenses

Hotel \$169

Mileage reimbursement @ \$316.40 for 452 total miles

TOTAL: \$485.40

Hotel Accommodations

The Hampton Inn and Suites Hotel in downtown Albany is our host hotel. Pre-Advocacy events and meetings will take place in the hotel and at the State Library building.

NYLA has arranged a block of rooms at the Hampton Inn and Suites for a discounted rate of \$169 USD per night.

25 Chapel St, Albany, NY 12210 (518) 432-7000



[CLICK HERE TO BOOK YOUR ROOM TODAY!](#)

Mattituck-Laurel Library

Release of Liability and Assumption of Risk

The individual borrower named below (referred to as "I" or "me") desires to participate in the free bicycle lending program (the "Activity") provided by the Mattituck-Laurel Library (the "Library"), located at 13900 Main Road Mattituck, NY 11952. In consideration of being permitted by the Library to participate in the Activity, the intangible value that I will gain by participating in the Activity, and in recognition of the Library's reliance hereon, I agree to all the terms and conditions set forth in this agreement (this "Release").

The Library hereby loans the bicycle and equipment to me upon the terms described below and upon the agreement by me that if the bicycle or any accessories borrowed (such as helmets and locks) are not returned to the Library on or before the end of the term, then I shall pay the Library the replacement cost of any bicycle or accessory not returned. I agree to lock the bicycle when not in use. I agree to follow the rules of the road and wear a helmet whenever riding the bicycle and participating in the Activity. When crossing railroad tracks or other obstacles that might "flip" the bicycle, I agree to cross such obstacles at a perpendicular angle. I agree that I have recently watched a bike safety video.

I am aware and understand that the Activity is a potentially dangerous activity and involves the risk of personal or psychological injury, pain, suffering, temporary or permanent disability, death, property damage, and/or other risks when care is not taken in performing the Activity. I am also aware of the highly contagious nature of bacterial and viral diseases, including but not limited to COVID-19 and other infectious diseases (collectively the "Disease"), and the risk that I may be exposed to or contract the Disease by engaging in the Activity, which may result in illness, personal or psychological injury, pain, suffering, temporary or permanent disability, death, property damage, and/or financial loss.

NOTWITHSTANDING THESE RISKS, I ACKNOWLEDGE THAT I AM VOLUNTARILY PARTICIPATING IN THE ACTIVITY WITH KNOWLEDGE OF THE DANGERS INVOLVED. I HEREBY AGREE TO ACCEPT AND ASSUME ALL RISKS OF ILLNESS, PERSONAL OR PSYCHOLOGICAL INJURY, PAIN, SUFFERING, TEMPORARY OR PERMANENT DISABILITY, DEATH, PROPERTY DAMAGE, AND/OR FINANCIAL LOSS ARISING THEREFROM, WHETHER CAUSED BY THE ORDINARY NEGLIGENCE OF THE LIBRARY OR OTHERWISE.

I hereby, on behalf of myself, my executors, administrators, personal representatives, and assigns expressly waive and release any and all claims now known or hereafter known against the Library, and its officers, employees, agents, successors, and assigns (collectively, "Releasees") on account of personal or psychological injury, illness, pain, suffering, temporary or permanent disability, death, property damage, or financial loss arising out of or attributable to my participating in the Activity, whether arising out of the ordinary negligence of the Library or any Releasees or otherwise. I covenant not to make or bring any such claim against the Library or any other Releasee and forever release and discharge the Library and all other Releasees from liability under such claims. I agree to indemnify the Library and to assume and be responsible for all harm, injury, or damage caused by me to the Library, the Library's property or equipment, or other persons or other personal property while participating in the Activity

BY SIGNING, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF THE TERMS OF THIS RELEASE AND THAT I AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE THE LIBRARY.

Name of borrower: _____

ID#: _____ **State:** _____

Mailing Address: _____ **City/State:** _____

Street Address: _____ **City/State:** _____

Cell Phone #: _____ **Home Phone #:** _____

Email Address: _____

Signature: _____ **Date:** _____

Bicycle pick-up date: _____ **Time:** _____ **Bicycle return date:** _____ **Time:** _____

Bicycle ID#: _____ **Kit#:** _____

I hereby acknowledge receipt and agreement with terms of use (initial): _____

LIBRARY USE ONLY

Lending Agreement noted in Circ

Circ record up to date

Lock Code: _____

Staff Initials: _____

Mattituck-Laurel Library
Bike Borrow Program – Lending Policy

Program Description

The Bicycle Lending Library program of Mattituck-Laurel Library is a community centered and driven program whose purpose is to engage the communities of Mattituck and Laurel in bicycling as a healthy, effective, enjoyable and sustainable mode of transportation and recreation. The program is designed to lend bicycles, bicycle helmets, bicycle locks and bicycle lights to Mattituck-Laurel library card holders ages 18+ for 14 days.

Lending Policies

Mattituck-Laure Library (the “Library”, “MLL”) is a lending library offering bicycles for check out. A **Rider** is a person 18 years old or older.

I, as the Rider, am attesting with my signature above that I have read, understand, and agree to the following statements:

- Riding a bicycle involves risks, dangers and hazards which may result in injury or death to myself and others as well as damage to property. There are risks associated with the use of any bicycle which cannot be predicted or avoided, and which are the sole responsibility of the rider.
- Before borrowing/renting a bicycle, I am required to consent to a *Release of Liability and Assumption of Risk*, which completely releases the Mattituck-Laurel Library from any liability in connection with the rental use of bicycles.
- State and local laws require me to obey the rules of the road while riding a bicycle. There are state and local laws applying specifically to bicycle riders. I will follow all applicable state and local laws.
- Bicycles are machines that may malfunction, and such malfunctions may cause injury. Malfunctions may occur unexpectedly even if a bicycle is properly maintained. Before riding a MLL bicycle, I will conduct a safety inspection of the bicycle, which includes checking for the following: proper tire pressure, trueness of the wheels (smooth spinning), safe brakes operation, and any signs of damage, excessive wear, or other mechanical problems or maintenance needs. I will not ride the bicycle if I notice any mechanical problem or other safety issue; I will notify the Library of the problem.
- Wearing a properly fitted and fastened CPSC, ANSI or ASTM-certified helmet while cycling may protect against some injury or lessen the severity of an injury caused by impact to the head. Bicycle helmets are not 100% effective, will not protect against all head injuries and do not protect against other injuries. The Library recommends all riders wear a properly fitted and sized (according to manufacturer’s instructions) CPSC, ANSI or ASTM-approved helmet. The Library will not be responsible for any injury or loss sustained because of the non-use or improper use of a helmet.
- I must report all accidents and injuries involving a MLL bicycle to competent authorities and to the Library as soon as possible.
- MLL does not provide or maintain places to ride bicycles and does not guarantee there will always be a safe place to ride a bicycle.
- Roads, bicycle lanes and bicycle routes may become dangerous due to weather, traffic, or other hazards.
- MLL provides no warranties, express or implied, for the bicycles it makes available.
- MLL requires that a Rider agrees to follow certain rules while using MLL bicycles to promote the safe use of said bicycles by Riders. The rules shall not be construed as a waiver by MLL of any

term in this agreement. Riders are solely responsible for the safe operation of MLL bicycles. Riders may need to take safety measures or precautions not specifically addressed in this Agreement.

- I will not ride a MLL bicycle while wearing or carrying anything that impedes my ability to safely operate the bicycle.
- I will not carry a second person on a MLL bicycle.
- I will not dismantle or modify a MLL bicycle other than adjusting seat height.
- I will not add a trailer to a MLL bicycle.
- I will not operate a MLL bicycle while under the influence of alcohol, drugs or any other substance that could impair my ability to operate a bicycle.
- I will not use a MLL bicycle in weather conditions, including rain, snow, extreme heat, or electrical storms, which make it more dangerous to ride a bicycle.
- I will not use a MLL bicycle for racing, riding off-road, or any other use besides operation on public roads and designated public bicycle routes.

I will pay for the replacement of lost or damaged equipment as follows: Lock: \$9 Helmet: \$28 Light: \$19

Signature: _____ **Date:** _____

Printed Name: _____

Mattituck-Laurel Library
Bike Borrow Program – Procedure

Patron Eligibility: 18+, MLL card in good standing

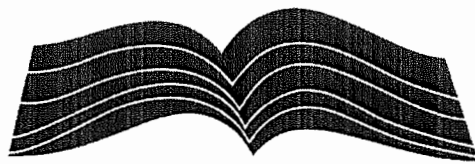
Loan Period: 14 days

Check Out Procedure:

- Patron must fill out and sign **2 forms, Bike Borrow Program – Lending Policy and the Release of Liability and Assumption of Risk.**
- Assist patron in choosing a bicycle – there are XX bicycles to choose from, specs?
- Check out the bicycle to the patron using the barcode assigned to each bicycle.
- Upon check out the patron should also receive the backpack that corresponds to each bicycle.
- Each drawstring bag contains these contents (double check that all contents are there upon check out):
 - Helmet
 - Bicycle light
 - Bicycle lock
- Add a note to the patron record that reads: Bicycle Lending Agreement on file MM/DD/YY + your initials. (Example: Bicycle Lending Agreement on file 01/04/25 SS)
- All lock codes are set to: **XXXX**
- Arrange a date and time for the bicycle return and note it on the Release of Liability and Assumption of Risk.
- Ask the patron if they would like a copy of the documents they filled out, if yes make sure the Library retains the original.

Return Procedure:

- Check over the bicycle for any obvious damage – note it on the lending agreement.
- If the patron reports damage or something not working – note it on the lending agreement.
- Check the contents of the drawstring bag:
 - Helmet
 - Bicycle light
 - Bicycle lock
- Damage or missing items? Do not check the bicycle in. Report any damage or missing items to the Director.
- If there is no reported damage or missing items check the bicycle in to clear it from the patron's card and return the bicycle and the drawstring bag to the shed.



Mattituck-Laurel LIBRARY

Warrants / Expenses

These are the expenses for the month and year of December 2024

To be approved at the Library Board Meeting on January 13, 2025

Operating Account Total	\$ 120,450.44
Payroll	\$ 79,473.85
Non Payroll	\$ 40,976.59
Cultural Activities Fund	\$ 2,336.23
Money Market Account	\$0
Building Fund Savings	\$0
Building Fund Checking	\$ 5,050.00

Donations in excess of \$1,000 Emilia Kabakov, Viola Kanevsky @ \$1,000

December payroll has four weeks.

01/06/25

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Dec 24</u>
General Fund	
Operating Fund	174,504.75
Building Fund	
Checking	274,096.89
Savings	57,312.29
	<hr/>
Total Building Fund	331,409.18
	<hr/>
Total General Fund	505,913.93
Cultural Activities Fund	
Coffee Machine	724.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	127.27
Adult Programs Wash Account	10,380.41
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	-118.19
	<hr/>
Total Cultural Activities Fund	13,306.32
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	43,295.54
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	663,031.12
	<hr/>
TOTAL	1,182,251.37

Mattituck-Laurel Library
 Monthly Expense Report - Operating Fund (Non Payroll)
 December 2024

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
12/10/2024	Amazon Capital Services	Nerf Series (Pumpkin ni...	73.62	73.62
Total Youth Arts & Crafts				73.62
Youth Computer Software				
12/29/2024	Amazon Capital Services	PS5 EA Sports, Metaphor	84.96	84.96
Total Youth Computer Software				84.96
Youth Books				
12/03/2024	B&T Juvenile Account	November invoices	359.25	359.25
12/31/2024	B&T Juvenile Account	December invoices	682.50	682.50
Total Youth Books				1,041.75
Total Youth Materials				1,200.33
Adult Materials				
DVD/Music CD				
12/10/2024	Amazon Capital Services	Austenland DVD	11.99	11.99
12/10/2024	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
12/13/2024	Midwest Tape	506419841	25.19	25.19
12/13/2024	Midwest Tape	506443066	59.47	59.47
12/13/2024	Midwest Tape	506443068	13.99	13.99
12/13/2024	Midwest Tape	506443069	17.49	17.49
12/29/2024	Midwest Tape	506487148	24.49	24.49
12/29/2024	Midwest Tape	506487149	32.88	32.88
Total DVD/Music CD				210.50
Digital Material Subscriptions				
12/03/2024	Kanopy, Inc.	143 Tickets, 2 credits	153.00	153.00
12/03/2024	Midwest Tape	Hoopla month ending 11...	189.12	189.12
12/31/2024	Kanopy, Inc.	125 Tickets, 1 credit KKi...	130.00	130.00
Total Digital Material Subscriptions				472.12
Adult Books				
12/03/2024	B&T Adult Account	November invoices	1,863.18	1,863.18
12/10/2024	Amazon Capital Services	Highly Sensitive Person ...	12.49	12.49
12/31/2024	B&T Adult Account	December invoices	1,727.20	1,727.20
Total Adult Books				3,602.87
Adult Ref Books				
Local History				
12/16/2024	Cutchogue-New Suffolk Free Li...	Qty 2 - All That Remains...	300.00	300.00
Total Local History				300.00
Total Adult Ref Books				300.00
Large Print Books				
12/03/2024	B&T Adult Account	November invoices	246.42	246.42
12/31/2024	B&T Adult Account	December invoices	224.79	224.79
Total Large Print Books				471.21
Newspapers				
12/03/2024	Wall Street Journal	Print and Digital Annual ...	781.97	781.97
12/16/2024	Daily News	Pays through January 1...	90.00	90.00

Mattituck-Laurel Library
 Monthly Expense Report - Operating Fund (Non Payroll)
 December 2024

Date	Name	Memo	Original Amount	Paid Amount
Total Newspapers				871.97
Total Adult Materials				5,928.67
Teen Materials				
12/03/2024	B&T Teen Account	November invoices	238.53	238.53
12/16/2024	Business Card	Amazon gift cards	50.00	50.00
12/16/2024	Marissa Timm	Reimburse Gingerbread...	99.90	99.90
12/29/2024	Amazon Capital Services	Hot cocoa, Acrylic Paint ...	53.81	53.81
12/31/2024	B&T Teen Account	December invoices	228.23	228.23
Total Teen Materials				670.47
Total Library Materials				7,799.47
Capital Expenditures				
12/29/2024	Amazon Capital Services	Puzzle Table	114.99	114.99
Total Capital Expenditures				114.99
Technology				
12/06/2024	PM Communications Corp.	Monthly Maintenance	117.89	117.89
12/10/2024	Amazon Capital Services	2 x barcode scanners fo...	158.00	158.00
Total Technology				275.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
12/13/2024	Living Art Aquariums	Service 11/6/24 and 11/...	220.00	220.00
Total Aquarium Maintenance				220.00
HVAC Maintenance				
12/10/2024	Kolb Service Corp.	Routine Gas Heat Service	406.25	406.25
Total HVAC Maintenance				406.25
Other Building Maint.				
12/03/2024	Mattituck Plumbing & Heating	Replaced Flushometer i...	1,158.00	1,158.00
Total Other Building Maint.				1,158.00
Total Building Maintenance				1,784.25
Custodial Supplies				
12/31/2024	Emerald Island	Vacuum bags	14.85	14.85
Total Custodial Supplies				14.85
Electric				
12/30/2024	PSEGLI	Service from Nov 19, 20...	1,526.43	1,526.43
Total Electric				1,526.43
Gas				
12/30/2024	National Grid	Billing period Nov 15, 20...	1,150.36	1,150.36
Total Gas				1,150.36
Grounds Maintenance				
Snow Removal				
12/31/2024	Twin Fork Landscape Contracti...	Salt Application for 12/2...	200.00	200.00
Total Snow Removal				200.00

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
December 2024

Date	Name	Memo	Original Amount	Paid Amount
Other Grounds Maintenance				
12/03/2024	Twin Fork Landscape Contracti...	Cuts, 11/1, 11/14, Clean...	1,095.00	1,095.00
12/09/2024	Twin Fork Landscape Contracti...	Fall Leaf Clean Up 10/3...	1,785.00	1,785.00
12/13/2024	Coastline Cesspool & Drain Se...	Cleared main line with v...	525.00	525.00
Total Other Grounds Maintenance				3,405.00
Total Grounds Maintenance				3,605.00
Water				
North Fork Water				
12/16/2024	ReadyRefresh	Qty 7 Five gallon bottles...	131.91	131.91
Total North Fork Water				131.91
SCWA				
12/10/2024	Suffolk County Water Authority	Service period Aug 29, ...	708.05	708.05
Total SCWA				708.05
Total Water				839.96
Garbage Removal				
12/13/2024	Mattituck Environmental Services	4 YD Trash Removal	277.99	277.99
Total Garbage Removal				277.99
Total Operations and Maintenance				9,198.84
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
12/29/2024	Optimum	Billing period 12/16/24 - ...	244.85	244.85
Total Optimum Internet Service				244.85
Computer/Network Maintenance				
12/29/2024	L2J Consulting, Inc.	Monthly IT Support - De...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
12/29/2024	Elan Financial Services	Paddle.Net*CrashPlan.c...	32.55	32.55
Total Computer Software Licenses				32.55
Total Maintenance Office Equipment				1,277.40
Membership				
Professional Memberships				
12/16/2024	Business Card	ALA membership Karen	180.00	180.00
Total Professional Memberships				180.00
Museum Passes				
12/16/2024	Business Card	Empire Pass	80.00	80.00
12/16/2024	Solomon R. Guggenheim Foun...	Museum Membership A...	500.00	500.00
Total Museum Passes				580.00
Total Membership				760.00
Postage				
Newsletter mailing				
12/13/2024	Postmaster	January/February Newsl...	419.80	419.80

Mattituck-Laurel Library
 Monthly Expense Report - Operating Fund (Non Payroll)
 December 2024

Date	Name	Memo	Original Amount	Paid Amount
Total Newsletter mailing				419.80
Total Postage				419.80
Printing & Advertising				
Newsletter printing				
12/16/2024	Pine Barrens Printing	January/February Newsli...	3,767.00	3,767.00
Total Newsletter printing				3,767.00
Total Printing & Advertising				3,767.00
Professional Fees				
Annual audit				
12/13/2024	Covati & Janhsen CPAsPC	Preparation of Audited F...	12,000.00	12,000.00
Total Annual audit				12,000.00
SCLS/Overdue Notices				
12/06/2024	SCLS	Overdues - Processed &...	11.97	11.97
Total SCLS/Overdue Notices				11.97
Total Professional Fees				12,011.97
Programs - Adult				
Adult Programs				
12/06/2024	Rob Scott	Swedish Meatballs 12/9/...	445.00	445.00
12/06/2024	Sharper Training Solutions	Intermediate Excel 12/3/...	250.00	250.00
12/10/2024	Alice Jones	Beginner Crochet series...	360.00	360.00
12/10/2024	St. George Living History Prod...	Christmas Story 12/5/24	225.00	225.00
12/29/2024	Elan Financial Services	Zoom	63.96	63.96
Total Adult Programs				1,343.96
Total Programs - Adult				1,343.96
Programs - Juvenile				
12/03/2024	Rob Scott	Crustless Apple Pie 11/...	299.00	299.00
12/03/2024	Rob Scott	Donut Muffins 12/1/24	299.00	299.00
Total Programs - Juvenile				598.00
Programs - Teen				
12/16/2024	Business Card	Amazon gift cards	30.00	30.00
Total Programs - Teen				30.00
Supplies - Library				
12/06/2024	The Library Store	Dukra Gloss Bar Code L...	98.77	98.77
12/10/2024	Amazon Capital Services	Fishing Line	6.29	6.29
12/10/2024	Amazon Capital Services	Vornado space heater	59.49	59.49
12/10/2024	SCLS	EcoChit 3-1/8"x200' The...	89.98	89.98
12/16/2024	Business Card	Compostable cutlery	91.77	91.77
12/16/2024	Business Card	PVSA Bronze Award	29.76	29.76
12/16/2024	Business Card	Lamp for hot box, Light ...	15.98	15.98
12/16/2024	Business Card	Heat lamp	10.97	10.97
12/29/2024	Elan Financial Services	Cricut	9.99	9.99
12/29/2024	Amazon Capital Services	Extension cord	19.98	19.98
12/29/2024	Amazon Capital Services	File holder	21.99	21.99
12/31/2024	Orlowski Hardware Company, I...	Keys	19.92	19.92
Total Supplies - Library				474.89
Supplies - Office				

Mattituck-Laurel Library
 Monthly Expense Report - Operating Fund (Non Payroll)
 December 2024

Date	Name	Memo	Original Amount	Paid Amount
12/03/2024	Cash	Petty Cash Replenishm...	50.00	50.00
12/03/2024	Quill Corporation	Adding tape rolls, Fellow...	77.17	77.17
12/16/2024	Business Card	1099 Forms	51.09	51.09
12/16/2024	Quill Corporation	Sharpie 4pk, Scotch tap...	55.46	55.46
12/29/2024	Quill Corporation	Clingwrap, Book Tape, ...	109.19	109.19
12/29/2024	Amazon Capital Services	Quickbooks 2024 Book	24.49	24.49
12/31/2024	Quill Corporation	Shredder wastebags	56.99	56.99
Total Supplies - Office				424.39
Telephone				
12/29/2024	Optimum	Billing period 12/16/24 - ...	161.22	161.22
Total Telephone				161.22
Travel				
12/29/2024	Karen Letteriello.	Reimburse Mileage / Ce...	55.61	55.61
Total Travel				55.61
Total Miscellaneous Expense				21,324.24
Debt Service Total				
Mortgage Interest				
12/10/2024	Dime Community Bank	Payment to Bus Term L...	2,263.16	2,263.16
Total Mortgage Interest				2,263.16
Total Debt Service Total				2,263.16
TOTAL				40,976.59

Mattituck-Laurel Library
Monthly Budget Report With Current Month
 January through December 2024

	Jan - Dec 24
Ordinary Income/Expense	
Income	
PILOT Funds	13,024.10
Mattituck-Cutchoque School Dist	1,663,123.95
NY State Incentive	2,050.00
Interest	43.39
Direct Public Support	
Programs & Tickets Paid For	579.70
Direct Public Support - Other	18,852.67
	19,432.37
Total Direct Public Support	19,432.37
Fines	736.90
Library Materials Paid For	1,078.30
Copy Machine	6,918.45
Refunds	9,657.67
Fund Balance Brought Forward	67,841.00
	1,783,906.13
Total Income	1,783,906.13
Gross Profit	1,783,906.13
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	354,297.85
Clerical	416,913.72
Custodian	47,656.65
	818,868.22
Total Salaries	818,868.22
Benefits	
Fica	60,129.02
Disability Insurance	1,221.17
Medical Insurance	53,784.78
Retirement	54,789.44
Unemployment Insurance	6,248.72
	176,173.13
Total Benefits	176,173.13
Total Payroll Expenses	995,041.35
Library Materials	
Youth Materials	
Youth Arts & Crafts	874.32
Youth DVD's	359.81
Youth Computer Software	1,461.40
Youth Compact Discs	79.93
Youth Books	11,718.09
	14,493.55
Total Youth Materials	14,493.55
Adult Materials	
DVD/Music CD	3,445.15
Live-brary Downloadable e-boo...	51,651.00
Digital Material Subscriptions	9,807.99
Adult Books	18,551.23

Mattituck-Laurel Library
 Monthly Budget Report With Current Month
 January through December 2024

	Jan - Dec 24
Reference Books and Data Ba...	2,374.07
Adult Ref Books	
Local History	873.84
Continuations	73.45
Total Adult Ref Books	947.29
Virtual Reference Collection	5,410.00
Large Print Books	5,473.54
Newspapers	7,430.16
Periodicals	4,838.82
Total Adult Materials	109,929.25
Teen Materials	2,434.59
Total Library Materials	126,857.39
Capital Expenditures	20,410.19
Technology	4,597.84
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	3,081.73
HVAC Maintenance	1,253.12
Exterminator	1,005.00
Alarm Test	235.00
Elevator Maint.	4,503.62
Security Monitoring	491.40
Water Backflow Test	260.00
Fire Sprinkler Test	1,250.00
Piano Tuning	335.00
Other Building Maint.	6,324.20
Total Building Maintenance	18,739.07
Custodial Supplies	1,541.16
Electric	24,957.26
Gas	6,936.82
Grounds Maintenance	
Snow Removal	1,725.00
Sprinkler Maintenance	360.00
Other Grounds Maintenance	15,211.00
Total Grounds Maintenance	17,296.00
Insurance	
Workers' Comp.	8,257.00
Umbrella Package	21,896.38
Total Insurance	30,153.38
Water	
North Fork Water	1,160.28
SCWA	2,567.40
Total Water	3,727.68

Mattituck-Laurel Library
 Monthly Budget Report With Current Month
 January through December 2024

	Jan - Dec 24
Garbage Removal	3,361.17
Total Operations and Maintenance	106,712.54
Miscellaneous Expense	
Longevity Benefit	1,409.30
Legal Fees	361.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	2,398.84
Optimum Internet Service	2,985.02
Copy Machine	4,631.38
Computer/Network Maintenance	12,000.00
BookScan Maintenance	690.00
Computer Software Licenses	8,892.32
Total Maintenance Office Equipm...	31,597.56
Membership	
Professional Memberships	2,963.00
Museum Passes	3,039.99
Mattituck Chamber of Commer...	125.00
Eastern Suffolk BOCES	591.50
Total Membership	6,719.49
Postage	
Postage & Stamps	701.63
Mailing Permit	320.00
Newsletter mailing	2,487.15
Post Office Box Fee	188.00
Total Postage	3,696.78
Printing & Advertising	
Other printing & advertising	3,455.36
Newsletter printing	26,378.00
Total Printing & Advertising	29,833.36
Professional Fees	
Payroll Processing	6,891.77
SCLS Telecommunications	9,900.00
PALS Membership	11,194.76
Annual audit	13,800.00
SCLS/Overdue Notices	245.33
SCLS/Annual Membership	11,841.00
Total Professional Fees	53,872.86
Programs - Adult	
Motion Picture/Music Licensing	297.49
Adult Reading Club & Book Dis...	3,405.43
Adult Programs	25,479.38
Total Programs - Adult	29,182.30
Programs - Juvenile	10,960.10
Programs - Summer	10,922.42

Mattituck-Laurel Library
Monthly Budget Report With Current Month
January through December 2024

	Jan - Dec 24
Programs - Teen	8,244.36
Supplies - Library	7,502.41
Supplies - Office	3,732.12
Supplies - Paper	1,006.67
Telephone	1,842.17
Travel	1,464.39
Workshops	1,113.68
Staff Development	489.80
Total Miscellaneous Expense	203,950.77
Debt Service Total	
Mortgage Principal	147,782.73
Mortgage Interest	4,048.57
Total Debt Service Total	151,831.30
Total Expense	1,609,401.38
Net Ordinary Income	174,504.75
Net Income	174,504.75

Mattituck-Laurel Library
 Monthly Budget Report With Year To Date
 January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	13,024.10	4,000.00	9,024.10	325.6%
Mattituck-Cutchogue School Dist	1,663,123.95	1,663,155.00	-31.05	100.0%
NY State Incentive	2,050.00	1,800.00	250.00	113.9%
Interest	43.39	100.00	-56.61	43.4%
Direct Public Support				
Programs & Tickets Paid For	579.70			
Direct Public Support - Other	18,852.67	2,000.00	16,852.67	942.6%
Total Direct Public Support	19,432.37	2,000.00	17,432.37	971.6%
Fines	736.90			
Library Materials Paid For	1,078.30			
Copy Machine	6,918.45	2,000.00	4,918.45	345.9%
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	9,657.67			
Fund Balance Brought Forward	67,841.00			
Total Income	1,783,906.13	1,678,455.00	105,451.13	106.3%
Gross Profit	1,783,906.13	1,678,455.00	105,451.13	106.3%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	354,297.85	350,493.00	3,804.85	101.1%
Clerical	416,913.72	453,257.00	-36,343.28	92.0%
Custodian	47,656.65	47,675.00	-18.35	100.0%
Total Salaries	818,868.22	851,425.00	-32,556.78	96.2%
Benefits				
Fica	60,129.02	63,298.00	-3,168.98	95.0%
Disability Insurance	1,221.17	1,000.00	221.17	122.1%
Medical Insurance	53,784.78	104,560.00	-50,775.22	51.4%
Retirement	54,789.44	60,017.00	-5,227.56	91.3%
Unemployment Insurance	6,248.72	11,000.00	-4,751.28	56.8%
Total Benefits	176,173.13	239,875.00	-63,701.87	73.4%
Total Payroll Expenses	995,041.35	1,091,300.00	-96,258.65	91.2%
Library Materials				
Youth Materials				
Youth Arts & Crafts	874.32	2,500.00	-1,625.68	35.0%
Youth DVD's	359.81	500.00	-140.19	72.0%
Youth Computer Software	1,461.40	1,500.00	-38.60	97.4%
Youth Compact Discs	79.93	250.00	-170.07	32.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	11,718.09	14,000.00	-2,281.91	83.7%
Total Youth Materials	14,493.55	19,000.00	-4,506.45	76.3%
Adult Materials				
DVD/Music CD	3,445.15	4,000.00	-554.85	86.1%
Live-brary Downloadable e-b...	51,651.00	54,000.00	-2,349.00	95.7%
Digital Material Subscriptions	9,807.99	13,000.00	-3,192.01	75.4%

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	18,551.23	21,000.00	-2,448.77	88.3%
Reference Books and Data ...	2,374.07	2,000.00	374.07	118.7%
Adult Ref Books				
Local History	873.84	1,000.00	-126.16	87.4%
Continuations	73.45	2,500.00	-2,426.55	2.9%
Total Adult Ref Books	947.29	3,500.00	-2,552.71	27.1%
Virtual Reference Collection	5,410.00	5,500.00	-90.00	98.4%
Adult Audio Books	0.00	1,000.00	-1,000.00	0.0%
Large Print Books	5,473.54	5,000.00	473.54	109.5%
Newspapers	7,430.16	7,000.00	430.16	106.1%
Periodicals	4,838.82	5,000.00	-161.18	96.8%
Total Adult Materials	109,929.25	122,050.00	-12,120.75	90.1%
Teen Materials	2,434.59	2,500.00	-65.41	97.4%
Total Library Materials	126,857.39	143,550.00	-16,692.61	88.4%
Capital Expenditures	20,410.19	19,000.00	1,410.19	107.4%
Technology	4,597.84	9,200.00	-4,602.16	50.0%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	3,081.73	3,500.00	-418.27	88.0%
HVAC Maintenance	1,253.12	2,000.00	-746.88	62.7%
Exterminator	1,005.00	1,000.00	5.00	100.5%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	235.00	200.00	35.00	117.5%
Elevator Maint.	4,503.62	4,500.00	3.62	100.1%
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	335.00	400.00	-65.00	83.8%
Other Building Maint.	6,324.20	7,000.00	-675.80	90.3%
Total Building Maintenance	18,739.07	20,975.00	-2,235.93	89.3%
Custodial Supplies	1,541.16	1,000.00	541.16	154.1%
Electric	24,957.26	27,500.00	-2,542.74	90.8%
Gas	6,936.82	11,000.00	-4,063.18	63.1%
Grounds Maintenance				
Snow Removal	1,725.00	4,500.00	-2,775.00	38.3%
Sprinkler Maintenance	360.00	700.00	-340.00	51.4%
Other Grounds Maintenance	15,211.00	11,000.00	4,211.00	138.3%
Total Grounds Maintenance	17,296.00	16,200.00	1,096.00	106.8%
Insurance				
Workers' Comp.	8,257.00	12,000.00	-3,743.00	68.8%
Umbrella Package	21,896.38	22,000.00	-103.62	99.5%
Total Insurance	30,153.38	34,000.00	-3,846.62	88.7%
Water				

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
North Fork Water	1,160.28	1,000.00	160.28	116.0%
SCWA	2,567.40	3,500.00	-932.60	73.4%
Total Water	3,727.68	4,500.00	-772.32	82.8%
Garbage Removal	3,361.17	3,000.00	361.17	112.0%
Total Operations and Maintenance	106,712.54	118,175.00	-11,462.46	90.3%
Miscellaneous Expense				
Longevity Benefit	1,409.30	1,500.00	-90.70	94.0%
Legal Fees	361.00	2,500.00	-2,139.00	14.4%
Contingency	0.00	3,000.00	-3,000.00	0.0%
Maintenance Office Equipment				
Verizon Mobile Hotspots	2,398.84	2,400.00	-1.16	100.0%
Optimum Internet Service	2,985.02	3,200.00	-214.98	93.3%
Copy Machine	4,631.38	8,500.00	-3,868.62	54.5%
Computer/Network Maintenance	12,000.00	12,000.00	0.00	100.0%
BookScan Maintenance	690.00	700.00	-10.00	98.6%
Computer Software Licenses	8,892.32	9,000.00	-107.68	98.8%
Total Maintenance Office Equipment	31,597.56	35,800.00	-4,202.44	88.3%
Membership				
Professional Memberships	2,963.00	2,200.00	763.00	134.7%
Museum Passes	3,039.99	5,000.00	-1,960.01	60.8%
Mattituck Chamber of Commerce	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	591.50	800.00	-208.50	73.9%
Total Membership	6,719.49	8,350.00	-1,630.51	80.5%
Postage				
Postage & Stamps	701.63	770.00	-68.37	91.1%
Mailing Permit	320.00	250.00	70.00	128.0%
Newsletter mailing	2,487.15	1,500.00	987.15	165.8%
Post Office Box Fee	188.00	160.00	28.00	117.5%
Total Postage	3,696.78	2,680.00	1,016.78	137.9%
Printing & Advertising				
Other printing & advertising	3,455.36	1,000.00	2,455.36	345.5%
Newsletter printing	26,378.00	12,000.00	14,378.00	219.8%
Total Printing & Advertising	29,833.36	13,000.00	16,833.36	229.5%
Professional Fees				
Payroll Processing	6,891.77	10,500.00	-3,608.23	65.6%
SCLS Telecommunications	9,900.00	10,500.00	-600.00	94.3%
PALS Membership	11,194.76	10,800.00	394.76	103.7%
Annual audit	13,800.00	12,500.00	1,300.00	110.4%
SCLS/Overdue Notices	245.33	500.00	-254.67	49.1%
SCLS/Annual Membership	11,841.00	12,000.00	-159.00	98.7%
Total Professional Fees	53,872.86	56,800.00	-2,927.14	94.8%
Programs - Adult				
Motion Picture/Music Licensing	297.49	500.00	-202.51	59.5%
Adult Reading Club & Book ...	3,405.43	3,500.00	-94.57	97.3%

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Adult Programs	25,479.38	16,000.00	9,479.38	159.2%
Total Programs - Adult	29,182.30	20,000.00	9,182.30	145.9%
Programs - Juvenile	10,960.10	10,500.00	460.10	104.4%
Programs - Summer	10,922.42	8,000.00	2,922.42	136.5%
Programs - Teen	8,244.36	8,000.00	244.36	103.1%
Supplies - Library	7,502.41	10,500.00	-2,997.59	71.5%
Supplies - Office	3,732.12	4,000.00	-267.88	93.3%
Supplies - Paper	1,006.67	2,500.00	-1,493.33	40.3%
Telephone	1,842.17	2,200.00	-357.83	83.7%
Travel	1,464.39	2,200.00	-735.61	66.6%
Workshops	1,113.68	2,200.00	-1,086.32	50.6%
Staff Development	489.80	1,000.00	-510.20	49.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	203,950.77	197,230.00	6,720.77	103.4%
Debt Service Total				
Mortgage Principal	147,782.73			
Mortgage Interest	4,048.57			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	151,831.30	100,000.00	51,831.30	151.8%
Total Expense	1,609,401.38	1,678,455.00	-69,053.62	95.9%
Net Ordinary Income	174,504.75	0.00	174,504.75	100.0%
Net Income	174,504.75	0.00	174,504.75	100.0%

01/06/25

Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
December 2024

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Bill	12/06/2024	Twin Fork Landscape Co...	Removal of 2 Tr...	-2,850.00
Bill	12/29/2024	J.P. Hunter	Deposit on invoic...	-2,200.00
Total Checking				-5,050.00
Savings				
Deposit	12/31/2024		Interest	1.45
Total Savings				1.45
Total Building Fund				-5,048.55
Total General Fund				-5,048.55
Cultural Activities Fund				
Coffee Machine				
Deposit	12/02/2024		Coffee	1.00
Deposit	12/09/2024		Coffee	2.00
Deposit	12/16/2024		Coffee	2.00
Deposit	12/30/2024		Coffee	3.00
Deposit	12/30/2024		Coffee	2.00
Total Coffee Machine				10.00
Staff Activity Fund				
Bill	12/16/2024	Denise Riecker	Reimburse suppl...	-21.23
Total Staff Activity Fund				-21.23
Adult Programs Wash Account				
Deposit	12/02/2024		Aerobics	38.54
Deposit	12/02/2024		Yoga	38.24
Deposit	12/02/2024		Defensive Drivinb	101.04
Deposit	12/02/2024		LI Aquarium Tick...	243.00
Deposit	12/02/2024		Defensive Driving	35.00
General Journal	12/02/2024		Encode error Ck...	50.00
Bill	12/06/2024	Suffolk Safety Program	Defensive Drivin...	-1,015.00
Deposit	12/09/2024		Cooking	10.00
Deposit	12/09/2024		Aerobics	38.54
Deposit	12/09/2024		Yoga	19.12
Deposit	12/16/2024		Cooking	30.00
Deposit	12/30/2024		Cooking	30.00
Deposit	12/30/2024		LI Aquarium Tick...	27.00
Bill	12/30/2024	Rosemary Martilotta	9 series, 7 walk-ins	-860.00
Bill	12/30/2024	Laurie Short	Chair Strength 1...	-440.00
Deposit	12/30/2024		Chair 3 new and...	35.62
Deposit	12/30/2024		Yoga	77.38
Deposit	12/30/2024		Cooking	235.25
Deposit	12/30/2024		Arts/Crafts (clea...	9.41
Deposit	12/30/2024		Yoga	80.00
Deposit	12/30/2024		Cooking	200.00
Deposit	12/30/2024		LI Aquarium Tick...	108.00
Total Adult Programs Wash Account				-908.86

01/06/25

Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
December 2024

Type	Date	Name	Memo	Paid Amount
Total Cultural Activities Fund				-920.09
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	12/31/2024		Interest	0.06
Total Undesignated & Interest				0.06
Total Gift and Trust Fund - MM				0.06
TOTAL				-5,968.58

Mattituck-Laurel Library
Monthly Bill Payments
 As of December 31, 2024

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	12/03/2024	12923	B&T Adult Account	L 90004-3	-2,109.60
Bill Pmt -Check	12/03/2024	12924	Mattituck Plumbing ...	Acct MAT-LIB, Inv 53159	-1,158.00
Bill Pmt -Check	12/03/2024	12925	Twin Fork Landscap...	Invoice no. 24800	-1,095.00
Bill Pmt -Check	12/03/2024	12926	B&T Juvenile Acco...	L 935700	-359.25
Bill Pmt -Check	12/03/2024	12927	B&T Teen Account	L943258	-238.53
Bill Pmt -Check	12/03/2024	12928	Cash	Petty Cash Replenishment	-50.00
Bill Pmt -Check	12/03/2024	12929	Kanopy, Inc.	Invoice #427383--PPU	-153.00
Bill Pmt -Check	12/03/2024	12930	Midwest Tape	11952	-189.12
Bill Pmt -Check	12/03/2024	12931	Quill Corporation	03047280	-77.17
Bill Pmt -Check	12/03/2024	12932	Rob Scott		-598.00
Bill Pmt -Check	12/03/2024	12933	Wall Street Journal	Account 010960436609	-781.97
Bill Pmt -Check	12/06/2024	12934	PM Communication...	Invoice 44037	-117.89
Bill Pmt -Check	12/06/2024	12935	Rob Scott	Swedish Meatballs 12/9/24	-445.00
Bill Pmt -Check	12/06/2024	12936	SCLS	Invoice 93448	-11.97
Bill Pmt -Check	12/06/2024	12937	Sharper Training So...	Intermediate Excel 12/3/24	-250.00
Bill Pmt -Check	12/06/2024	12938	The Library Store	Cstmr no. 20058, Invoice no. 717431	-98.77
Bill Pmt -Check	12/09/2024	12939	NYS Employees He...	03909	-7,981.52
Bill Pmt -Check	12/09/2024	12940	Twin Fork Landscap...	Invoice 27847	-1,785.00
Bill Pmt -Check	12/10/2024	ACH	Dime Community B...	Payment to Bus Term Loan-Com R...	-2,263.16
Bill Pmt -Check	12/10/2024	12941	Alice Jones	Beginner Crochet series 11/5/24 to 1...	-360.00
Bill Pmt -Check	12/10/2024	12942	Amazon Capital Ser...	Acct# A1QBFNTMAAYKEX, Inv#19...	-321.88
Bill Pmt -Check	12/10/2024	12943	ELM USA, Inc.	Invoice 72618	-25.00
Bill Pmt -Check	12/10/2024	12944	Kolb Service Corp.	Invoice #4505-210	-406.25
Bill Pmt -Check	12/10/2024	12945	SCLS	Invoice 93499	-89.98
Bill Pmt -Check	12/10/2024	12946	St. George Living Hi...	Christmas Story 12/5/24	-225.00
Bill Pmt -Check	12/10/2024	12947	Suffolk County Wat...	Acct 3000390878	-708.05
Bill Pmt -Check	12/13/2024	12948	Postmaster	Permit no. 41	-419.80
Bill Pmt -Check	12/13/2024	12949	Living Art Aquariums	Invoice 2141	-220.00
Bill Pmt -Check	12/13/2024	12950	Midwest Tape	11952	-116.14
Bill Pmt -Check	12/13/2024	12951	Mattituck Environm...	Cstmr 11-0001422-0, Inv 6058413	-277.99
Bill Pmt -Check	12/13/2024	12952	Nicole Summers Sp...	VOID: Baby Boogie, Toddler Tango ...	0.00
Bill Pmt -Check	12/13/2024	12953	Covati & Janhsen C...	Invoice 34557	-12,000.00
Bill Pmt -Check	12/13/2024	12954	Coastline Cesspool ...	Invoice no. 11840	-525.00
Bill Pmt -Check	12/16/2024	12955	Business Card	5474 1518 7474 0647	-539.57
Bill Pmt -Check	12/16/2024	12956	Cutchogue-New Suf...	Qty 2 - All That Remains book	-300.00
Bill Pmt -Check	12/16/2024	12957	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	12/16/2024	12958	Pine Barrens Printing	Invoice no. 34529	-3,767.00
Bill Pmt -Check	12/16/2024	12959	Quill Corporation	03047280	-55.46
Bill Pmt -Check	12/16/2024	12960	ReadyRefresh	Acct 0140002023, Inv 04L0140002023	-131.91
Bill Pmt -Check	12/16/2024	12961	Solomon R. Gugge...	Annual Museum Membership Renewal	-500.00
Bill Pmt -Check	12/16/2024	12962	Marissa Timm	Reimburse Gingerbread House Kit	-99.90
Bill Pmt -Check	12/29/2024	12963	Aflac	Acct NQH35, Inv 551692	-64.05
Bill Pmt -Check	12/29/2024	12964	Amazon Capital Ser...	Acct# A1QBFNTMAAYKEX, Inv#1F...	-320.22
Bill Pmt -Check	12/29/2024	12965	Daniel J. Faraone	Medicare Reimbursement 4th Quart...	-562.50
Bill Pmt -Check	12/29/2024	12966	Elan Financial Servi...	4798 5101 7200 1022	-106.50
Bill Pmt -Check	12/29/2024	12967	Garrett H. Moore	Medicare Reimbursement 4th Quart...	-384.00
Bill Pmt -Check	12/29/2024	12968	Karen Letteriello.	Reimburse Mileage	-55.61
Bill Pmt -Check	12/29/2024	12969	Kay Zegel.	Medicare Reimbursement 4th Quart...	-562.50
Bill Pmt -Check	12/29/2024	12970	L2J Consulting, Inc.	Invoice #122024	-1,000.00
Bill Pmt -Check	12/29/2024	12971	Midwest Tape	11952	-57.37
Bill Pmt -Check	12/29/2024	12972	Optimum	Acct 07839-381822-01-2	-406.07
Bill Pmt -Check	12/29/2024	12973	Quill Corporation	03047280	-109.19
Bill Pmt -Check	12/30/2024	12974	National Grid	Acct 43544-64005	-1,150.36
Bill Pmt -Check	12/30/2024	12975	PSEGLI	Cstmr 0295-3001-61-3, Acct 961033...	-1,526.43
Bill Pmt -Check	12/31/2024	12976	Emerald Island	940058	-14.85
Bill Pmt -Check	12/31/2024	12977	Quill Corporation	03047280	-56.99
Bill Pmt -Check	12/31/2024	12978	Twin Fork Landscap...	Invoice 27905	-200.00
Bill Pmt -Check	12/31/2024	12979	Verizon	Acct. 242398426-00001, Inv 610136...	-193.60
Bill Pmt -Check	12/31/2024	12980	B&T Juvenile Acco...	L 935700	-682.50
Bill Pmt -Check	12/31/2024	12981	Kanopy, Inc.	Invoice #431343-PPU	-130.00
Bill Pmt -Check	12/31/2024	12982	Orlowski Hardware ...	Acct 584177	-19.92
Bill Pmt -Check	12/31/2024	12983	B&T Adult Account	L 90004-3	-1,951.99
Bill Pmt -Check	12/31/2024	12984	B&T Teen Account	L943258	-228.23

01/06/25

Mattituck-Laurel Library
Monthly Bill Payments
As of December 31, 2024

Type	Date	Num	Name	Memo	Amount
Total BNB Operating Checking					-50,724.76
TOTAL					-50,724.76

MONTHLY IMPACT

DECEMBER 2024

5,495 ITEMS CHECKED OUT

1,602 books & other items
3,893 ebooks & digital items

books & other items
-170 November (1,772)
-130 December 2023 (1,732)



DIGITAL MATERIAL CIRCULATION **3,893**

Flipster **54**
Freegal (downloads) **156**
Freegal (streamed) **664**
Hoopla **90**
Kanopy **125**
Overdrive **2,444**
WAM **360**
-482 November (4,375)
+342 December 2023 (3,551)



230 public computer sessions



254 ILL's incoming



370 ILL's outgoing

11 new patrons



308 guest Wi-Fi connections



211 materials added

Library Programs **23**
Community Groups **16**
Tutors **14**

55 room use

3,082 visitors



-322 November (3,402)
-255 December 2023 (3,337)
Busiest day of the week -
Mondays (800)

Adult Services **279**
Teen Services **25**
Youth & Parenting Services **103**



407 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	
February	2,704	2,871	2,092	2,068	2,030	1,794	
March	2,882	1,255	2,329	2,165	2,293	1,961	
April	3,328	13	2,153	2,376	1,997	1,998	
May	3,080	0	2,101	2,150	2,062	1,785	
June	3,727	818	2,763	2,794	2,890	2,109	
July	5,304	2,930	3,924	4,100	3,828	3,815	
August	4,912	2,978	3,575	4,098	3,488	3,491	
September	3,242	2,677	2,539	2,412	2,426	1,864	
October	2,996	2,569	2,391	2,248	1,813	1,831	
November	2,824	2,185	2,117	2,084	1,936	1,772	
December	2,582	2,296	2,070	1,977	1,732	1,602	
Total	40,452	23,709	30,310	30,687	28,546	25,937	0

Monthly Circulation Statistics by Material Type 2024

Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
102 - Music CD's	21	18	29	9	38	10	19	17	12	10	8	10	201
106 - DVD	128	121	137	138	130	106	116	164	102	104	135	114	1,495
110 - Magazines	15	46	22	20	25	29	44	41	25	38	64	39	408
120 - Fiction	303	315	285	324	311	341	456	457	295	314	232	239	3,872
121 - Nonfiction	172	144	174	144	139	137	168	162	117	134	121	112	1,724
122 - Biography	24	28	26	17	18	33	37	32	36	26	35	26	338
125 - Paperback	65	51	68	58	57	47	83	77	46	59	52	47	710
126 - Large Print	205	161	156	194	168	166	248	240	187	182	173	141	2,221
127 - Oversize	1	2	0	0	0	1	3	1	1	1	1	1	12
131 - Mystery	86	78	68	89	93	133	127	169	134	89	85	130	1,281
151 - Audiobooks	22	23	34	23	32	23	37	38	16	20	26	25	319
160 - DVD New	99	83	110	88	67	64	97	107	65	57	50	65	952
161 - DVD NF	4	6	4	9	1	3	4	6	8	2	0	7	54
700- Library of Things	12	10	3	8	10	31	25	25	14	12	6	5	161
Total	1,157	1,086	1116	1,121	1089	1124	1464	1536	1058	1048	988	961	13,748

Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
302 - Youth CD	1	3	0	0	0	0	0	0	0	1	0	0	5
304 - Tween Video Games	28	25	19	18	9	29	36	28	24	18	24	22	280
306 - Youth DVD	22	26	36	25	17	32	18	49	22	33	18	13	311
320 - Tween Chapter/Graphic	94	119	153	161	79	241	737	638	147	123	132	130	2,754
321 - Youth Nonfiction	100	83	110	145	126	61	210	169	100	67	90	59	1,320
322 - Youth Biography	3	13	4	1	2	6	20	11	3	4	12	0	79
325 - Tween Paperback	27	32	33	54	46	54	175	86	39	47	29	24	646
330 - Youth Picture Book	152	143	168	165	134	155	392	379	175	186	159	146	2,354
331 - Youth Boardbook	55	45	74	42	39	40	95	69	30	39	56	23	607
332 - Youth Easy Reader	38	51	40	62	40	77	258	150	57	62	64	56	955
337 - Tween Books New	21	27	35	34	11	45	67	77	24	20	28	6	395
353 - Youth DVD NF	0	0	0	0	0	0	0	0	0	0	2	1	3
364 - Parenting Material	7	6	12	7	9	9	21	19	9	7	1	3	110
650 - Youth Spanish	5	1	4		13	9	25	10	11	7	9	7	101
Total	553	574	688	714	525	758	2054	1685	641	614	624	490	9920

Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
210 - Teen Magazines	0	0	0	6	0	0	7	11	0	0	1	2	27
220 - Teen Fiction	22	13	9	22	16	62	62	49	12	25	30	18	340
221 - Teen Nonfiction	1	3	5	0	5	5	3	2	10	4	2	0	40
222 - Teen Bios	0	0	1	0	0	1	1	0	0	1	1	0	5
224 - Teen Graphic Novels	2	6	4	4	2	14	15	6	8	2	1	2	66
237 - New Teen Fiction	3	1	0	4	1	2	8	2	3	2	4	3	33
251 - Teen BOCD	1	0	0	0	0	0	0	0	1	1	0	0	3
275 - Teen Reading List	1	0	1	2	0	1	5	4	1	1	1	1	18
Total	30	23	20	38	24	85	101	74	35	36	40	26	532

Digital Circulation													
2024	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Flipster (magazines)	65	54	52	39	40	57	38	52	121	73	78	54	723
Freegal downloads	140	152	105	109	126	159	164	173	162	172	146	156	1764
Freegal streaming	885	944	299	531	788	644	468	355	428	631	867	664	7504
Hoopla (items)	72	78	72	72	67	99	75	87	67	78	87	90	944
Kanopy (tickets)	179	145	173	100	119	117	134	189	139	178	146	125	1744
Overdrive (items)	2514	2515	2581	2405	2440	2313	2636	2566	2447	2465	2479	2444	29805
WAM	212	513	822	765	240	697	758	416	565	603	572	360	6523
Totals	4067	4401	4104	4021	3820	4086	4273	3838	3929	4200	4375	3893	49007

Computer/Wifi Use & Door Count													
2024	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Notary Appointments	13	14	6	13	7	11	4	11	19	21	14	16	149
Public computer sessions	206	248	269	307	271	288	331	300	281	305	278	230	3,314
Guest wifi connections	280	206	264	256	295	305	481	434	337	341	358	308	3,865
Door count	3,663	3,600	4,219	4,667	3,812	4,064	6,132	5,421	3,733	3,981	3,402	3,082	49,776
Total Views (Website)	12,000	11,000	13,000	16,000	13,000	18,000	16,000	24,000	11,000	15,000	11,000	15,000	175,000
Total Events (Website)	29,000	27,000	29,000	34,000	31,000	39,000	37,000	44,000	26,000	31,000	24,000	29,000	380,000
Totals	45,162	42,068	46,758	55,243	48,385	61,668	59,948	74,166	41,370	50,648	39,052	47,636	612,104

NEW PATRON REGISTRATIONS

DECEMBER 2024

Adult Year Round	8
Youth Year Round	3
Teen	
2 ND Address	
Total:	11

MEETING ROOM USE REPORT-DECEMBER 2024
The following groups used the 3 meeting rooms DECEMBER 2024

Community Room

Chair aerobics
Intermediate Excel
Defensive Driving
Yoga
Family Gingerbread House Decorating
Lady Blue Saxophone Quartet
Chef Rob-Swedish Meatballs & Tuscan Garlic Shrimp
Parent/Child Rhyme & Play
NF Anglers
Pizza & Sonic Movie Hangout
Babies Boogie
Toddlers Tango
Book Discussion-Practical Magic
Global Warming & Climate Change

Conference Room

Mah Jongg
Crochet & Chat
Bridge
Medicare

Craft Room

Tutor (14)
MCLA
Book Discussion
Alzheimer's Support Group
Crochet & Chat
Handcrafted Cards for Community Services
Gingerbread Houses for Teens
Zoom Call

Tutors-14
Community Groups-16

Library Programs-23
Local History-2