

MATTITUCK-LAUREL LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING
DRAFT AGENDA

MEETING DATE: Monday January 12, 2026

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 8, 2025 Regular Board Meeting**
- V. Approval of Treasurer's Report**
- VI. Approval of the Personnel Report**
- VII. Director's Report**
- VIII. President's Remarks**
- IX. Committee Reports**
 - A. Building / Grounds
- X. Old Business**
- XI. New Business**
 - A. Approve mileage reimbursement rate for 2026 (72.5 cents/mile)
 - B. Approve 2026 Final Budget
 - C. 2025 Fund Balance Allocations
 - D. Delayed opening at 10am on Thursday February 12th (staff meeting)
- XII. Period of Public Expression**
- XIII. Adjournment**

Next Meeting – February 9, 2026

Directors Report December 2025

Building and Grounds

On Monday December 8th Mattituck Plumbing was on site to address the continual leak from the automatic flush / water pipe in the public restroom closest to the children's room. They also replaced a sensor on the sink in that restroom.

Brookhaven Locksmiths were on site on December 8th to address the server room lock – the mechanism was slipping and the lock was replaced.

On December 9th, staff reported detecting a burning odor in the non-fiction area. Upon investigation, it was determined that the source was likely one of the lighting fixtures; the lights in the affected area were subsequently turned off. Although I was absent due to illness, I arrived within 10 minutes of notification. The building's front section was ventilated, and the specific lighting unit causing the issue was identified. CLOS was contacted, who confirmed a ballast malfunction. A replacement was ordered and installed at a later date.

TFLC completed the fall leaf clean up on December 11th.

On December 30th, I found a leak in the Director's office caused by snowmelt and roof water seeping between the walls. I relocated all furniture in the affected area, Calvin cleaned up the water, and we ran an industrial blower. The smell is gone and the carpet is dry. This issue has occurred in the past while previous Directors have occupied the office.

Programs and Services

On Thursday January 15th we'll be discussing *We'll Prescribe You Another Cat* by Syou Ishida, so far, I have 11 registrants. We will be hosting local author, Bonnie Stock on Tuesday January 20th, Bonnie will be discussing her *Moose on the Roof* mystery series and will have books available for purchase and signing. Sara will be hosting a weekly discussion of *Tess of the d'Urbervilles* by Thomas Hardy starting on Wednesday January 28th at 1pm. Sara will also be hosting a discussion on *A Guardian and a Thief* by Megha Majumdar on Thursday February 26th at 5pm.

Registration has opened for the Adult Winter Reading Program, which runs until March 2nd. Reading logs and supplies are available when signing up at the circulation desk.

We are offering tickets for a bus trip co-sponsored by Cutchogue New Suffolk Free Library and Southold Free Library. The trip is to The Morgan Library & Museum as well as the NYPL Stephen A. Schwarzman Building (5th Ave. Branch).

Martha and Sharon are developing a mobile makerspace, visiting other libraries and consulting with makerspace staff. They acquired a sublimation printer and heat press through a grant from the Ira A. Roschelle Foundation and formed a committee to oversee programming and future purchases. Currently, the mobile makerspace will be located at the end of the non-fiction area.

I have assumed responsibility for the weekly email newsletter during Sharon's absence.

Upcoming programs and events to note:

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

Art Reception – Good Ground Artists – January 11, 1pm - 3:30pm

Alzheimer's Caregiver Support Group – January 12, 10am

Book Discussion: We'll Prescribe You Another Cat by Syou Ishida – January 15, 5pm

Book Talk: Bonnie Stock – January 20, 5:30pm

Beginner Guitar Lesson Series – January 22, 29, February 5, 12, 5:15pm

Talking the Bill of Rights (zoom) – January 23, 6pm

Vision Board Collage Craft – January 27, 5pm

Bus Trip: A Literary & Artful Day in NYC – February 4

Heart Health Walk – February 6, 13, 20, 27, 9am & 10am

Take Your Child to the Library Day w/ Turtle Rescue of the Hamptons – February 7, 1pm

Hearts and Crafts: Valentine Making – February 8, 2pm

Friends of the Library

Thank you to the Friends for adding a little extra holiday spirit to the Holiday Concert on Saturday December 6th by providing refreshments!

Registration for the Friends Irish Tea is now open. The tea is scheduled to take place on March 12th at 12pm.

Thank you to the Friends for all their work throughout the year so we can go the extra mile when it comes to our programming/events and the patron experience.

Administrative

Melissa attended the NYSHIP updates webinar on Thursday December 4th.

The IRS mileage reimbursement rate has been increased to 72.5 cents per mile, our internal mileage reimbursement form has been updated, and it has been included for approval on the agenda.

Fluid Imagery has ordered a new server and is expecting delivery by the end of the month. Once they have all the hardware, they will be on site to install and configure everything. We will have some downtime, however we will offer hotspots and let patrons know a couple of days beforehand.

The full staff meeting took place on December 11th; the library was closed to the public for the day and the staff enjoyed a day of learning. EAP conducted two workshops, Effective Customer Service and Dealing with Difficult People. After lunch we were joined by staff from the Central Library (Patchogue-Medford Public Library) where we learned about the different services that are available to all patrons in Suffolk County and how we can refer our patrons to those

services. The next full staff meeting is scheduled for Thursday February 12th, where we will complete the Anti Sexual Harassment Training together. After the training I'd like to conduct a staff charrette regarding the renovation project. I am requesting a delayed opening at 10am to accommodate both activities.

The Building & Grounds Committee met on December 15th to discuss next steps regarding the renovation project. They agreed to meet with the architect about possible reductions and prepare a priority list for community charrettes, where stakeholders will use stickers to indicate key project areas. Participants will place stickers on one or several categories, and each board will feature a description and question to guide discussion. Library staff will also participate in this activity during a staff meeting.

2025 Fund Balance

Synopsis

The higher than anticipated fund balance at year end is the result of conservative budgeting, favorable staffing and benefit outcomes, and the elimination of a major planned expense, rather than any reduction in services or unmet obligations. These outcomes strengthen the library's financial position and provide flexibility for future operational needs and capital planning without compromising services.

1. **Debt service was budgeted but not expended**

The loan was fully paid off and as a result no debt service payments were required. This single factor accounts for a significant portion of the year-end fund balance and reflects responsible long-term financial planning, not unused or excess taxation. Note that for 2026 debt service was reduced to \$0 and capital expenditures increased \$100,000.

2. **Payroll and benefit savings**

Clerical salary lines were underspent due to vacancies, leave of absence and lower overall hours than projected. Medical insurance was intentionally budgeted with a significant cushion to protect against premium increases, enrollment changes and unforeseen mid-year cost shifts. Actual costs came in well below budget due to lower than anticipated employee enrollment, fewer plan changes than expected and lower premium increase.

3. **Stronger than expected revenues**

Revenues exceeded projections in several conservative budget lines, including direct public support, copy machine income and PILOT payments.

Allocations

I recommend a transfer of \$2,000 to the staff activity fund and the remaining \$329,134.74 to the Capital Reserve Fund for emergency capital expenses and future capital improvements, subject to Board approval.

2025 Fund Balance: \$331,134.74

Staff activity fund: \$2,000

Capital Reserve Fund: \$329,134.74

Resulting Balances

Current Capital Reserve Balance: \$211,013.19

Transfer from 2025 Fund Balance: \$329,134.74

New Capital Reserve Balance: \$540,147.93

Meetings Attended

December 2 – Health Fair Committee

December 4 – Library Coordinator Training w/ Jackie & PALS Staff

December 11 – Staff Development Day

December 15 – Building / Grounds Committee

December 18 – 250th Committee

December 19 – Member Library Director’s Meeting @ Rogers Memorial Library

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library

Adult Services Board Report - December 2025

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - We wrapped up our year-long Jane Austen celebration this month with an informal birthday celebration. We had sparkling juice and a variety of pastries for our patrons, along with a photo opp with our life-size cardboard cutout of Mr. Darcy. We had a lot of fun celebrating Jane Austen and her contributions to literature, and to the world. The staff in the reference department attended staff development day on Thursday, December 11th. A representative from EAP did two workshops: (1) Effective Customer Service and (2) Dealing with Difficult People. We also had Lissetty Thomas from Patchogue-Medford Library here to talk about central library services offered to all Suffolk County patrons. This month I wrapped up my weekly book discussion of *The Great Gatsby* and will begin another weekly book discussion group on the classic, *Tess of the D'urbervilles* in January. The Adult Winter Reading Club will take place from January 5th-March 2nd. Participants can earn a raffle ticket for each book they read, with the option to complete a winter reading scavenger hunt for an additional raffle ticket. Raffle prizes include gift certificates to local businesses.

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

Date	Meeting
12/2/25	Health Fair Meeting
12/11/25	Full Staff Meeting/Staff Development Day

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

Date	Program	Statistics	Program Platform/Notes
Ongoing	Tech Appointments	7	In person; offered by Marissa Timm, Martha Terry and Sara Colichio
Ongoing in December	Savvy Sightseer: Traditional Holiday Markets	20	Virtual; pre-recorded video
Mondays in December	Chair Strength and Stretch	27 plus a waitlist	In person
Wednesdays in December	Yoga	4 each session plus 2 walk-ins	In person
Wednesdays in December	Book Discussion: <i>The Great Gatsby</i>	10	In person; facilitated by Sara Colichio
12/2/25	Revocable and Irrevocable Trusts	8	In person

12/6/25	Holiday Concert with Emy McB	32	In person
12/8/25	Alzheimer's Caregiver Support Group	6	In person; facilitated by a volunteer from the Alzheimer's Association
12/9/25	Intermediate Crochet Group	8	In person
12/9/25	Defensive Driving	N/A	Cancelled due to low enrollment
12/9/25	Pressed Flower Holiday Craft	17	In person; facilitated by Martha Terry
12/11/25	Let's Talk Books	N/A	Cancelled due to low enrollment
12/16/25	Jane Austen's Birthday Celebration	N/A	In person, walk-through event

*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

Last month, my weekly book discussion group wrapped up our discussion of *The Great Gatsby*. We will be resuming in the new year with a new classic title, *Tess of the D'Urbervilles* by Thomas Hardy.

I will be offering a winter reading club beginning January 5th, in which patrons can earn 1 raffle ticket for each book they read between January 5th-March 2nd. Patrons who enjoy a challenge can also opt to complete a winter reading scavenger hunt for an extra raffle ticket. Raffle prizes include gift certificates to local businesses. Additionally, Shauna and I continue to alternate each month with a book discussion on various mainstream titles. In January, Shauna will be hosting a book discussion on *We'll Prescribe You Another Cat* by Syou Ishida. In February, I will be hosting a book discussion on *A Guardian and a Thief* by Megha Majumdar.

The year-long celebration of Jane Austen came to an end with our informal birthday celebration on December 16th. We had a successful year celebrating the work of a timeless and very influential author.

Martha has organized a library-wide committee for America's 250th anniversary in 2026. She is planning into the spring of 2026 and beyond. She has also been working with Sharon on preliminary plans to create a mobile makerspace. More details to follow.

The Health Fair Committee has begun meeting and has set a tentative date of Saturday, April 25, 2026 for our 3rd annual health fair. We will continue to meet regularly to plan the details of the event.

- The staff in the reference department all attended staff development day. A representative from EAP did two workshops: (1) Effective Customer Service and (2) Dealing with Difficult People. We also had Lissetty Thomas from Patchogue-Medford Library here to talk about central library services offered to all Suffolk County patrons.

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

Summary – This month, I focused on planning winter and spring 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, tech appointments and programs, participated in library committees, created custom 3D-printed bookmarks and special requests and have organized lectures as the EAP representative. I remain committed to learning and providing valuable services to our teen community.

Meetings: Meetings during the month of December:

Date	Meeting
12/11	Staff Development Day
12/18	250 th Committee Meeting

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

Date	Program	Statistics
12/04	Gingerbread House Decorating for Teens	10
12/08	Handcrafted Cards	5 (15 registered)
12/17	Sublimation Mugs and Cookies	10

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

Postcards: 5 Dog Toys: 3 Letters: 25

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. Draco's last day was December 8th.

Little Free Food Pantry- Draco is continuing to help maintain the Little Free Food Pantry once a week. Starting next month, I will begin the process of finding a new teen volunteer.

Teen Space-For December I updated the Teen Book Display to highlight some of our holiday fiction books. The guessing jar for this month was candy canes. A total of **six** teens participated. 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 winter.

Washi tape pencil cases: 2 Washi tape dry erase boards: 2 Coloring/Activity pages: 20

Mattituck Cutchogue 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.

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- For this month I have taken over submitting the content for the Teen Instagram Page. I have continued promoting Throwback Thursday social media series to highlight and reflect on teen programs and events. 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

Tech appointments-3

3D Printer-I am continuing to print bookmarks for the patrons and fulfilling requests. **Requests: 4**

Committees- I continue to be a part of the 250th and EDI committees and help with organization, planning and related tasks. I also continue to be the co-chair of the Safety Committee. I have been organizing meetings, creating agendas, and doing other related tasks to update our safety manual.

EAP Flyer- I continued serving as the library's Employee Assistance Program (EAP) representative and coordinated with the organization to arrange two training sessions for staff during our staff development day.

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

Date: January 6, 2026

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: December 2025 Wrap-up

Our Numbers are as follows:

Programs: 192 and Parent TV 208 views
Book pulls 205 in person help: 52

GENERAL INFORMATION

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, *The Pigeon finds a hot dog!* By Mo Willems. In Board Books, *A is for Apple* a letter tracing book was a top pick. For Early Readers, another Mo Willems, *A Big Guy took my Ball*. In Youth Fiction, *Diary of a Wimpy Kid* by Jeff Kinney. Lastly, in Graphic Novels, *Sisters* by Raina Telgemeier 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 Health Fair Meeting.

Tuesday, December 9th, Karen attended the Distinguished Speakers program: Bouncing Back: Building Resilience & Frustration Tolerance in a Time of Big Feelings.

Thursday, December 11th Shauna held a staff development day. The meeting was informative and each staff member was engaged. 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. The room was filled with smiling families. We set up an area for taking photos and most everyone took advantage of this opportunity.

PROGRAMS

Back by popular demand was the Ms. Rachel experience for little ones. The parents had just as much fun singing along and getting photo opportunities. For the youngest, the Rhyme and Play is a big hit along with the Babies Boogie and the Toddler Tango sessions. We welcomed back Kidnastics which is a fun preschool learning program.

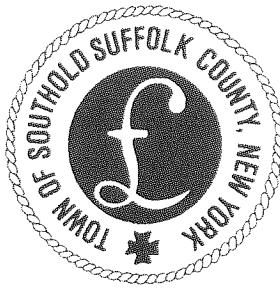
For the elementary students we provided LEGO programs, and drop in retro video games.

The monthly Tween Place Scavenger hunt continues to be a fun experience for kids and families.

OVERALL

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

JACQUELINE MARTINEZ
Senior Citizens Program
Director
Town of Southold
P.O. Box 85
750 Pacific Street
Mattituck, NY 11952
Tel. (631) 298-4460
Fax (631) 298-4462



Nutrition Program
Home Delivered Meals
Case Management
Essential Transportation
Senior Adult Day
Care/Katinka House
Alzheimer's Day Care
Telephone Reassurance
Residential Repair

December 15, 2025

Mattituck-Laurel Library
P.O. Box 1437
Mattituck, NY 11952

Dear Marissa,

On behalf of Southold Town Senior Services, I want to thank you for the beautiful holiday cards created for the seniors by the teens in your library program. These cards brought smiles, warmth and a sense of connection to our seniors during the holiday season.

We sincerely appreciate the library's continued commitment to intergenerational connections. Wishing you and the teens a happy Holiday season. Thanks again.

Sincerely,

Jacqueline Martinez

Jacqueline Martinez
Senior Citizens Program Director

FOR IMMEDIATE RELEASE



PUBLIC LIBRARIES of Suffolk County, NY

The Public Libraries of Suffolk County Reaches Record-Breaking Four Million Digital Book Checkouts in 2025

Suffolk library users checked out an average of over 11,000 digital items per day in 2025

BELLPORT, N.Y. – December 16, 2025 – The Public Libraries of Suffolk County announced today that it reached a record-breaking four million digital book checkouts on Livebrary.com in 2025. This important milestone is indicative of the popularity of ebooks, audiobooks, and other digital media among library patrons in Suffolk County, and the reach public libraries have within the communities they serve. Suffolk County readers check out over 11,000 digital items per day, on average, from the digital branch of Suffolk County's 56 public libraries.

The Public Libraries of Suffolk County and Livebrary.com have been providing readers 24/7 access to ebooks and audiobooks since 2010 via [OverDrive](https://OverDrive.com) and, later, its [Libby reading app](https://Libbyapp.com). Since its launch, Livebrary.com has seen over 31 million checkouts of various digital media, including ebooks and audiobooks. Livebrary's large digital collection is maintained and updated daily and includes over one hundred thousand unique popular titles for patrons to choose from. It serves readers of all ages and interests, and usage has only grown year over year.

"The Public Libraries of Suffolk County are excited to see readers across Suffolk County using Livebrary.com and checking out digital media like ebooks and audiobooks at such a high rate. Suffolk County library patrons understand how valuable their libraries are and what an incredible opportunity it is to have access to a vast collection of digital media at their fingertips," said Kevin Verbesey, Director of the Suffolk Cooperative Library System.

The title Livebrary readers borrowed most in 2025 was *Great Big Beautiful Life* by Emily Henry. The most popular genre, romance, is part of a rapidly growing catalog that also includes thriller, mystery, fantasy, children, young adult and more.

The top 5 ebook titles borrowed through Livebrary's digital collection in 2025:

1. *Great Big Beautiful Life* by Emily Henry
2. *The Let Them Theory* by Mel Robbins
3. *The Wedding People: A Novel* by Alison Espach
4. *The God of the Woods: A Novel* by Liz Moore
5. *All Colors of the Dark* by Chris Whitaker

The top 5 audiobook titles borrowed through Livebrary's digital collection in 2025:

1. *Great Big Beautiful Life* by Emily Henry
2. *Atmosphere* by Taylor Jenkins Reid
3. *The Wedding People: A Novel* by Alison Espach
4. *Onyx Storm* by Rebecca Yarros
5. *The Women* by Kristin Hannah

Download the Libby app or visit Livebrary.com to get started borrowing ebooks, audiobooks and more anytime, anywhere.

Readers in Suffolk County only need a valid library card from one of the 56 member libraries to access digital books from Livebrary's OverDrive-powered digital collection.

About Livebrary

Livebrary is the public-facing and digital branch for Suffolk County's public libraries' electronic and online shared services. Livebrary as well as the library system for Suffolk County's fifty-six public libraries. Ebook and audiobook collections, digital magazine collections, electronic databases, historic newspapers, homework help/student support services, and more.

Contact:

Noah Reed
Marketing Coordinator
Livebrary.com
631-286-1600 ext 1358
noah@suffolknet.org

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10:37 PM
12/08/25
Cash Basis

Mattituck-Laurel Library
2026 Final Budget
January through December 2026

	Jan - Dec 26
Ordinary Income/Expense	
Income	
PILOT Funds	7,500.00
Mattituck-Cutchogue School Dist	1,789,817.00
NY State Incentive	1,800.00
Interest	50.00
Direct Public Support	7,000.00
Copy Machine	4,500.00
E-Rate Discount	5,400.00
Total Income	1,816,067.00
Gross Profit	1,816,067.00
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	374,411.00
Clerical	467,904.00
Custodian	50,520.00
Total Salaries	892,835.00
Benefits	
Fica	66,433.00
Disability Insurance	1,200.00
Medical Insurance	160,038.00
Retirement	74,981.00
Total Benefits	302,652.00
Total Payroll Expenses	1,195,487.00
Library Materials	
Youth Materials	
Youth Arts & Crafts	2,000.00
Youth DVD's	400.00
Youth Computer Software	1,500.00
Youth Books	12,000.00
Total Youth Materials	15,900.00
Adult Materials	
DVD/Music CD	3,700.00
Live-brary Downloadable e-b...	58,000.00
Digital Material Subscriptions	12,500.00

10:37 PM
12/08/25
Cash Basis

Mattituck-Laurel Library
2026 Final Budget
January through December 2026

	Jan - Dec 26
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	7,500.00
Periodicals	5,200.00
	<hr/>
Total Adult Materials	126,650.00
Teen Materials	<hr/>
Total Library Materials	145,050.00
Capital Expenditures	120,000.00
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	235.00
Elevator Maint.	5,500.00
Security Monitoring	700.00
Water Backflow Test	275.00
Fire Sprinkler Test	1,250.00
Piano Tuning	400.00
Other Building Maint.	7,000.00
	<hr/>
Total Building Maintenance	22,860.00
Custodial Supplies	1,500.00
Electric	30,000.00
Gas	12,500.00
Grounds Maintenance	
Snow Removal	4,000.00
Sprinkler Maintenance	700.00

10:37 PM
12/08/25
Cash Basis

Mattituck-Laurel Library
2026 Final Budget
January through December 2026

	Jan - Dec 26
Other Grounds Maintenance	<u>15,000.00</u>
Total Grounds Maintenance	19,700.00
Insurance	
Workers' Comp.	12,000.00
Umbrella Package	<u>23,500.00</u>
Total Insurance	35,500.00
Water	
North Fork Water	1,000.00
SCWA	<u>3,600.00</u>
Total Water	4,600.00
Garbage Removal	<u>3,500.00</u>
Total Operations and Maintenanc...	130,160.00
Miscellaneous Expense	
Longevity Benefit	1,500.00
Legal Fees	2,500.00
Contingency	2,500.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	2,500.00
Optimum Internet Service	3,600.00
Copy Machine	5,500.00
Computer/Network Maintena...	12,000.00
BookScan Maintenance	750.00
Computer Software Licenses	<u>9,500.00</u>
Total Maintenance Office Equi...	33,850.00
Membership	
Professional Memberships	2,500.00
Museum Passes	5,000.00
Mattituck Chamber of Comm...	350.00
Eastern Suffolk BOCES	<u>800.00</u>
Total Membership	8,650.00
Postage	
Postage & Stamps	770.00
Mailing Permit	300.00
Newsletter mailing	2,600.00
Post Office Box Fee	<u>200.00</u>

10:37 PM
12/08/25
Cash Basis

Mattituck-Laurel Library
2026 Final Budget
January through December 2026

	Jan - Dec 26
Total Postage	3,870.00
Printing & Advertising	
Other printing & advertising	2,500.00
Newsletter printing	<u>23,000.00</u>
Total Printing & Advertising	25,500.00
Professional Fees	
Payroll Processing	8,000.00
SCLS Telecommunications	10,500.00
PALS Membership	11,500.00
Annual audit	15,000.00
SCLS/Overdue Notices	500.00
SCLS/Annual Membership	<u>12,500.00</u>
Total Professional Fees	58,000.00
Programs - Adult	
Motion Picture/Music Licensing	600.00
Adult Reading Club & Book ...	3,500.00
Adult Programs	<u>19,000.00</u>
Total Programs - Adult	23,100.00
Programs - Juvenile	12,500.00
Programs - Summer	8,500.00
Programs - Teen	8,500.00
Supplies - Library	10,500.00
Supplies - Office	4,000.00
Supplies - Paper	2,000.00
Telephone	2,400.00
Travel	2,400.00
Workshops	2,300.00
Staff Development	1,000.00
Tuition Reimbursement	<u>2,500.00</u>
Total Miscellaneous Expense	<u>216,070.00</u>
Total Expense	<u>1,816,067.00</u>
Net Ordinary Income	0.00
Net Income	<u>0.00</u>



**Mattituck-Laurel
LIBRARY**

Warrants / Expenses

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

To be approved at the Library Board Meeting on January 12, 2026

Operating Account Total \$ 118,790.58

 Payroll \$ 80,942.69

 Non Payroll \$ 37,847.89

Cultural Activities Fund \$ 1,485.00

Money Market Account \$ 0

Building Fund Savings \$ 0

Building Fund Checking \$ 60.00

Donations in excess of \$1,000 \$2,500 Keegan, Keegan, Ross & Rosner, LLP

December payroll has four weeks.

01/03/26

Mattituck-Laurel Library
Fund Balance Report

	Jan - Dec 25
Other Current Assets	
Dime Bank CD 10 mo.	250,000.00
M&T Bank CD 12 mo	<u>250,000.00</u>
Total Other Current Assets	500,000.00
General Fund	
Operating Fund	331,134.74
Building Fund	
Checking	268,911.72
Savings	<u>57,318.04</u>
Total Building Fund	326,229.76
Total General Fund	657,364.50
Cultural Activities Fund	
Coffee Machine	830.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	399.30
Adult Programs Wash Account	16,558.08
Designated Gifts	657.80
Parent-Toddler Programs	<u>64.23</u>
Total Cultural Activities Fund	19,980.21
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	34,006.71

01/03/26

**Mattituck-Laurel Library
Fund Balance Report**

	Jan - Dec 25
Capital Reserve Fund	211,013.19
Unemployment Insurance	<u>30,000.00</u>
Total Gift and Trust Fund - MM	304,435.89
TOTAL	<u>1,481,780.60</u>

Mattituck-Laurel Library

01/03/26

Monthly Expense Report - Operating Fund (Non Payroll)
December 2025

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
12/08/2025	Amazon Capital Services	Crayola markers	32.50	32.50
Total Youth Arts & Crafts				32.50
Youth DVD's				
12/04/2025	Midwest Tape	508075167	21.69	21.69
12/04/2025	Midwest Tape	508088992	13.99	13.99
Total Youth DVD's				35.68
Youth Computer Software				
12/08/2025	Amazon Capital Services	Hades II Switch, Kirby Air Riders Switch	118.94	118.94
12/31/2025	Amazon Capital Services	Hollow Knight game, Qty 2 Switch controllers	74.49	74.49
Total Youth Computer Software				193.43
Youth Books				
12/12/2025	Ingram Library Services, Inc.	Qty 95 Children's Books	1,051.64	1,051.64
12/12/2025	Ingram Library Services, Inc.	Qty 6 Children's Books	73.60	73.60
12/12/2025	Ingram Library Services, Inc.	Qty 14 Children's Books	260.38	260.38
12/31/2025	Ingram Library Services, Inc.	Qty 103 Children's Books of various titles	1,064.18	1,064.18
12/31/2025	Ingram Library Services, Inc.	Qty 17 Parenting books of various titles	201.78	201.78
12/31/2025	Ingram Library Services, Inc.	Qty 15 Children's Books various titles	162.78	162.78
12/31/2025	Ingram Library Services, Inc.	Qty 5 Parenting Books various titles	90.22	90.22
Total Youth Books				2,904.58
Total Youth Materials				3,166.19
Adult Materials				
DVD/Music CD				
12/04/2025	Midwest Tape	508046018	16.09	16.09
12/04/2025	Midwest Tape	508075169	16.09	16.09
12/04/2025	Midwest Tape	508088993	32.18	32.18
12/04/2025	Midwest Tape	508088995	25.19	25.19
12/08/2025	Amazon Capital Services	Madame Butterfly DVD	19.14	19.14
12/31/2025	Midwest Tape	508145939	51.07	51.07
12/31/2025	Midwest Tape	508148230	17.49	17.49
12/31/2025	Midwest Tape	508172819	38.48	38.48
Total DVD/Music CD				215.73
Digital Material Subscriptions				
12/01/2025	Kanopy, Inc.	147 Tickets	147.00	147.00
12/04/2025	Midwest Tape	Hoopla month ending 11/30/25	163.65	163.65
Total Digital Material Subscriptions				310.65
Adult Books				
12/04/2025	Ingram Library Services, Inc.	Adult Books	15.56	15.56
12/04/2025	Ingram Library Services, Inc.	Adult Books	152.07	152.07
12/08/2025	Amazon Capital Services	Breaking the Dark, This is Panther Country	35.83	35.83
12/09/2025	Catherine Harper	I Am the House - Qty 2	44.98	44.98
12/12/2025	Ingram Library Services, Inc.	Qty 2 Adult Books	30.32	30.32
12/12/2025	Ingram Library Services, Inc.	Qty 5 Adult Books	88.42	88.42
12/16/2025	Ingram Library Services, Inc.	Qty 52 Adult Books - Invoice 92693620	1,293.86	1,293.86
12/31/2025	Amazon Capital Services	Adult Book Replacements	78.39	78.39
12/31/2025	Ingram Library Services, Inc.	Tailored Realities	17.79	17.79
Total Adult Books				1,757.22
Adult Ref Books				
Local History				
12/30/2025	PastPerfect Software, Inc.	Annual Hosting from January 3, 2026 throu...	475.00	475.00
Total Local History				475.00
Total Adult Ref Books				475.00

Mattituck-Laurel Library

01/03/26

Monthly Expense Report - Operating Fund (Non Payroll)
December 2025

Date	Name	Memo	Original Amount	Paid Amount
Large Print Books				
12/31/2025	Ingram Library Services, Inc.	Intruder, Wayfinder, Everlasting	103.59	103.59
12/31/2025	Ingram Library Services, Inc.	Boom Town, Burning Library, And To All A ...	87.46	87.46
				191.05
	Total Large Print Books			
Newspapers				
12/01/2025	Daily News	Pays through 1/7/26	90.00	90.00
12/12/2025	Newsday	Subscription period from 12/17/25 through ...	343.92	343.92
				433.92
	Total Newspapers			
	Total Adult Materials			3,383.57
Teen Materials				
12/04/2025	Ingram Library Services, Inc.	Teen Books	58.87	58.87
				58.87
	Total Teen Materials			
	Total Library Materials			6,608.63
Capital Expenditures				
12/05/2025	AED Brands	CR2 Fully Automatic AED Dual Language, ...	2,452.90	2,452.90
12/08/2025	Amazon Capital Services	Qty 2 - Office Chairs	379.00	379.00
12/30/2025	Business Card	Unifi POE Switch (tax refund \$47.78 next bi...	593.78	593.78
12/30/2025	Business Card	Sawgrass Sublimation Printer & Heat Press	1,650.18	1,650.18
12/30/2025	Business Card	Qty 4 - Dell AIOs	4,671.80	4,671.80
				9,747.66
	Total Capital Expenditures			
Technology				
12/04/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
				117.89
	Total Technology			
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
12/12/2025	Living Art Aquariums	Service 11/4/25 and 11/18/25	230.00	230.00
				230.00
	Total Aquarium Maintenance			
Elevator Maint.				
12/01/2025	Champion Elevator	Quarterly Maintenance 4th Quarter	1,435.80	1,435.80
				1,435.80
	Total Elevator Maint.			
Other Building Maint.				
12/15/2025	Custom Lighting of Suffolk, Inc.	Overhead light fixture - installed new ballast	462.00	462.00
12/16/2025	Mattituck Plumbing & Heating	Repaired Toilet water pipe leak, replaced v...	400.00	400.00
12/30/2025	Brookhaven Locksmiths, Inc.	Repaired Storeroom door lock and lever	345.00	345.00
				1,207.00
	Total Other Building Maint.			
	Total Building Maintenance			2,872.80
Custodial Supplies				
12/31/2025	Emerald Island	Hand soap, Paper bags, Dust mop head	85.95	85.95
				85.95
	Total Custodial Supplies			
Electric				
12/01/2025	PSEG LI	Service from Oct 21, 2025 - Nov 19, 2025	1,560.79	1,560.79
12/30/2025	PSEG LI	Service from Nov 19, 2025 to Dec 18, 2025	1,609.84	1,609.84
				3,170.63
Gas				
12/30/2025	National Grid	Billing period Nov 17, 2025 to Dec 17, 2025	1,452.40	1,452.40
				1,452.40
	Total Gas			
Grounds Maintenance				

Mattituck-Laurel Library

01/03/26

Monthly Expense Report - Operating Fund (Non Payroll)
December 2025

Date	Name	Memo	Original Amount	Paid Amount
Snow Removal				
12/16/2025	Twin Fork Landscape Contract...	Snow Plow 12/14/ 25 and Salt 12/15/25	650.00	650.00
Total Snow Removal				650.00
Other Grounds Maintenance				
12/04/2025	Twin Fork Landscape Contract...	Cuts 11/5,11/14, Fall Cutbacks, bed weeding	1,345.00	1,345.00
12/12/2025	Twin Fork Landscape Contract...	Fall Leaf Clean Up Completed 12/11/25	1,750.00	1,750.00
Total Other Grounds Maintenance				3,095.00
Total Grounds Maintenance				3,745.00
Water				
North Fork Water				
12/16/2025	Primo Brands	Qty 4 - 5 gallon Water	86.95	86.95
Total North Fork Water				86.95
SCWA				
12/08/2025	Suffolk County Water Authority	Service period Aug 29, 2025 - Dec 01, 2025	417.98	417.98
Total SCWA				417.98
Total Water				504.93
Garbage Removal				
12/12/2025	Mattituck Environmental Servic...	4 YD Trash Service	309.35	309.35
Total Garbage Removal				309.35
Total Operations and Maintenance				12,141.06
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
12/31/2025	Optimum	Billing period from 12/16/25 to 01/15/26	244.85	244.85
Total Optimum Internet Service				244.85
Computer Software Licenses				
12/30/2025	Elan Financial Services	Paddle.Net CrashPlan	32.59	32.59
12/30/2025	Elan Financial Services	Constant Contact - charged twice at \$360 e...	720.00	720.00
Total Computer Software Licenses				752.59
Total Maintenance Office Equipment				997.44
Membership				
Professional Memberships				
12/30/2025	Business Card	ALA Membership Sara Colichio	192.00	192.00
Total Professional Memberships				192.00
Museum Passes				
12/30/2025	Business Card	Guggenheim	500.00	500.00
12/30/2025	Business Card	Empire Pass	72.00	72.00
12/30/2025	Business Card	Cooper Hewitt	125.00	125.00
Total Museum Passes				697.00
Total Membership				889.00
Postage				
Postage & Stamps				
12/30/2025	Shauna Scholl.	Reimburse shipping to recycle old AED	29.90	29.90
12/30/2025	Elan Financial Services	Postage for leaf mailing and Stamps	116.90	116.90
Total Postage & Stamps				146.80
Newsletter mailing				
12/16/2025	Postmaster	January/February Newsletter Mailing	485.89	485.89

01/03/26

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

Date	Name	Memo	Original Amount	Paid Amount
	Total Newsletter mailing			485.89
	Total Postage			632.69
	Printing & Advertising			
	Newsletter printing			
12/30/2025	Pine Barrens Printing	Jan/Feb Newsletter printing	3,909.00	3,909.00
	Total Newsletter printing			3,909.00
	Total Printing & Advertising			3,909.00
	Professional Fees			
	SCLS/Overdue Notices			
12/04/2025	SCLS	Overdues - Processed and Mailed Novem...	21.28	21.28
	Total SCLS/Overdue Notices			21.28
	Total Professional Fees			21.28
	Programs - Adult			
	Adult Reading Club & Book Discu			
12/31/2025	Amazon Capital Services	Book Discussion Books	239.25	239.25
12/31/2025	Amazon Capital Services	Winter reading supplies, Raffle tickets, Boo...	186.04	186.04
	Total Adult Reading Club & Book Discu			425.29
	Adult Programs			
12/04/2025	Jeanne Schnupp	Savvy Sightseer Holiday Mkts	100.00	100.00
12/08/2025	Amazon Capital Services	Cards, envelopes, dried leaves, gift tags, fo...	36.95	36.95
12/16/2025	Jenna Geiser	Reimburse Jane Austen items - Scones an...	29.30	29.30
12/30/2025	Business Card	Canva stickers for Jane Austen	35.32	35.32
12/30/2025	Elan Financial Services	Zoom	67.96	67.96
12/31/2025	Amazon Capital Services	Dried flowers, Jane Austen supplies	37.43	37.43
	Total Adult Programs			306.96
	Total Programs - Adult			732.25
	Programs - Juvenile			
12/04/2025	Erin Furey	Ms. Rachel Experience 12/9/25	250.00	250.00
12/04/2025	Nicole Summers Sparling	Baby Boogie/Toddler Tango 12/29/25	350.00	350.00
12/08/2025	Amazon Capital Services	Little Tikes Rockin Puppy and Dino	62.98	62.98
	Total Programs - Juvenile			662.98
	Programs - Teen			
12/01/2025	Marissa Timm	Reimburse Gingerbread Houses	99.40	99.40
12/08/2025	Amazon Capital Services	Christmas Food items for Teen Craft	94.60	94.60
12/31/2025	Amazon Capital Services	Hot cocoa, Sublimation paper, mugs, mark...	154.57	154.57
	Total Programs - Teen			348.57
	Supplies - Library			
12/01/2025	Quill Corporation	Napkins, Tissue	63.46	63.46
12/01/2025	Quill Corporation	Conex 100/pk	30.96	30.96
12/08/2025	W.B. Mason Co., Inc.	Aluminum foil	6.84	6.84
12/08/2025	W.B. Mason Co., Inc.	Napkins	6.81	6.81
12/08/2025	W.B. Mason Co., Inc.	Tea, Kcups and bags, Green and Earl Grey	41.54	41.54
12/16/2025	Comsewogue Public Library	Book Replacement - On Death and Dying	8.82	8.82
12/30/2025	Demco	Pre-inked Stock Stamp	92.51	92.51
12/30/2025	Elan Financial Services	Cricut	9.99	9.99
12/31/2025	Amazon Capital Services	Qty 2 - Vornado space heater	69.98	69.98
12/31/2025	Quill Corporation	Tissue 6pk	53.97	53.97
	Total Supplies - Library			384.88
	Supplies - Office			
12/01/2025	Quill Corporation	Coffee, Cups	170.89	170.89
12/08/2025	W.B. Mason Co., Inc.	Tape, Thermal Pouch, Laminating sheets	140.08	140.08
12/30/2025	Elan Financial Services	1099 forms for 2026 froms Intuit	84.99	84.99
12/31/2025	Amazon Capital Services	Desk calendar	5.99	5.99

Mattituck-Laurel Library

01/03/26

Monthly Expense Report - Operating Fund (Non Payroll)
December 2025

Date	Name	Memo	Original Amount	Paid Amount
Total Supplies - Office				401.95
Supplies - Paper				
12/08/2025	W.B. Mason Co., Inc.	Paper 20#	25.32	25.32
Total Supplies - Paper				25.32
Telephone				
12/31/2025	Optimum	Billing period from 12/16/25 to 01/15/26	166.00	166.00
Total Telephone				166.00
Travel				
12/16/2025	Karen Letteriello.	Reimburse Mileage/Southold, Centereach	61.29	61.29
Total Travel				61.29
Total Miscellaneous Expense				9,232.65
TOTAL				37,847.89

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

	Dec 25
Ordinary Income/Expense	
Income	
Interest	3.71
Direct Public Support	5,568.24
Fines	42.57
Library Materials Paid For	103.92
Copy Machine	712.67
Refunds	870.99
Total Income	<u>7,302.10</u>
Gross Profit	<u>7,302.10</u>
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	38,221.18
Clerical	37,085.75
Custodian	4,332.19
Total Salaries	<u>79,639.12</u>
Benefits	
Fica	5,816.30
Disability Insurance	-323.05
Medical Insurance	6,837.93
Retirement	6,107.63
Total Benefits	<u>18,438.81</u>
Total Payroll Expenses	<u>98,077.93</u>
Library Materials	
Youth Materials	
Youth Arts & Crafts	32.50
Youth DVD's	35.68
Youth Computer Software	193.43
Youth Books	2,904.58
Total Youth Materials	<u>3,166.19</u>
Adult Materials	
DVD/Music CD	215.73
Digital Material Subscriptions	310.65
Adult Books	1,757.22
Adult Ref Books	
Local History	475.00
Total Adult Ref Books	<u>475.00</u>
Large Print Books	191.05
Newspapers	433.92
Total Adult Materials	<u>3,383.57</u>
Teen Materials	<u>58.87</u>

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

	Dec 25
Total Library Materials	6,608.63
Capital Expenditures	9,747.66
Technology	117.89
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	230.00
Elevator Maint.	1,435.80
Other Building Maint.	1,207.00
Total Building Maintenance	2,872.80
Custodial Supplies	85.95
Electric	3,170.63
Gas	1,452.40
Grounds Maintenance	
Snow Removal	650.00
Other Grounds Maintenance	3,095.00
Total Grounds Maintenance	3,745.00
Water	
North Fork Water	86.95
SCWA	417.98
Total Water	504.93
Garbage Removal	309.35
Total Operations and Maintenance	12,141.06
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	394.80
Optimum Internet Service	244.85
Computer Software Licenses	752.59
Total Maintenance Office Equipm...	1,392.24
Membership	
Professional Memberships	192.00
Museum Passes	697.00
Total Membership	889.00
Postage	
Postage & Stamps	146.80
Newsletter mailing	485.89
Total Postage	632.69
Printing & Advertising	
Newsletter printing	3,909.00
Total Printing & Advertising	3,909.00
Professional Fees	
Payroll Processing	1,107.40

1:51 PM
01/03/26
Cash Basis

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

	Dec 25
SCLS/Overdue Notices	<u>21.28</u>
Total Professional Fees	1,128.68
Programs - Adult	
Adult Reading Club & Book Dis...	425.29
Adult Programs	<u>306.96</u>
Total Programs - Adult	732.25
Programs - Juvenile	662.98
Programs - Teen	348.57
Supplies - Library	384.88
Supplies - Office	401.95
Supplies - Paper	25.32
Telephone	166.00
Travel	<u>61.29</u>
Total Miscellaneous Expense	<u>10,734.85</u>
Total Expense	<u>137,428.02</u>
Net Ordinary Income	<u>-130,125.92</u>
Net Income	<u>-130,125.92</u>

1:51 PM
01/03/26
Cash Basis

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

	Jan - Dec 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	54.57	50.00	4.57	109.1%
Direct Public Support	30,302.91	5,000.00	25,302.91	606.1%
Fines	1,004.12			
Library Materials Paid For	364.56			
Copy Machine	5,848.53	3,500.00	2,348.53	167.1%
Designated Gifts	2,500.00			
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	4,410.85			
Fund Balance Brought Forward	-14,599.79			
Total Income	1,766,478.97	1,739,353.00	27,125.97	101.6%
Gross Profit	1,766,478.97	1,739,353.00	27,125.97	101.6%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	365,086.43	361,729.00	3,357.43	100.9%
Clerical	365,826.12	459,661.00	-93,834.88	79.6%
Custodian	47,995.54	49,050.00	-1,054.46	97.9%
Total Salaries	778,908.09	870,440.00	-91,531.91	89.5%
Benefits				
Fica	57,328.94	64,310.00	-6,981.06	89.1%
Disability Insurance	1,246.89	1,200.00	46.89	103.9%
Medical Insurance	67,189.76	125,405.00	-58,215.24	53.6%
Retirement	59,267.58	71,153.00	-11,885.42	83.3%
Total Benefits	185,033.17	262,068.00	-77,034.83	70.6%
Total Payroll Expenses	963,941.26	1,132,508.00	-168,566.74	85.1%
Library Materials				
Youth Materials				
Youth Arts & Crafts	1,282.20	2,000.00	-717.80	64.1%
Youth DVD's	389.00	400.00	-11.00	97.3%
Youth Computer Software	742.69	1,500.00	-757.31	49.5%
Youth Compact Discs	0.00	0.00	0.00	0.0%
Youth Audio Books	0.00	0.00	0.00	0.0%
Youth Books	10,276.29	12,000.00	-1,723.71	85.6%
Total Youth Materials	12,690.18	15,900.00	-3,209.82	79.8%
Adult Materials				
DVD/Music CD	3,478.40	3,700.00	-221.60	94.0%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	10,302.53	12,500.00	-2,197.47	82.4%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	17,958.02	21,500.00	-3,541.98	83.5%
Reference Books and Data ...	1,489.80	2,000.00	-510.20	74.5%
Adult Ref Books				

1:51 PM
01/03/26
Cash Basis

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

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Local History Continuations	1,100.00 72.45	1,000.00 2,000.00	100.00 -1,927.55	110.0% 3.6%
Total Adult Ref Books	1,172.45	3,000.00	-1,827.55	39.1%
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	812.85	5,000.00	-4,187.15	16.3%
Newspapers	7,559.32	7,200.00	359.32	105.0%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	108,755.09	125,650.00	-16,894.91	86.6%
Teen Materials	1,704.40	2,500.00	-795.60	68.2%
Total Library Materials	123,149.67	144,050.00	-20,900.33	85.5%
Capital Expenditures	17,301.63	19,000.00	-1,698.37	91.1%
Technology	8,361.37	9,300.00	-938.63	89.9%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	3,131.00	3,600.00	-469.00	87.0%
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.	7,841.14	5,500.00	2,341.14	142.6%
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.	3,392.50	7,000.00	-3,607.50	48.5%
Total Building Maintenance	19,028.53	22,775.00	-3,746.47	83.6%
Custodial Supplies	1,920.58	1,300.00	620.58	147.7%
Electric	25,656.20	29,000.00	-3,343.80	88.5%
Gas	8,952.34	12,000.00	-3,047.66	74.6%
Grounds Maintenance				
Snow Removal	2,800.00	4,000.00	-1,200.00	70.0%
Sprinkler Maintenance	474.00	700.00	-226.00	67.7%
Other Grounds Maintenance	20,061.95	12,500.00	7,561.95	160.5%
Total Grounds Maintenance	23,335.95	17,200.00	6,135.95	135.7%
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	957.44	850.00	107.44	112.6%
SCWA	1,752.76	3,500.00	-1,747.24	50.1%
Total Water	2,710.20	4,350.00	-1,639.80	62.3%

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

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	3,722.02	3,300.00	422.02	112.8%
Total Operations and Maintenance	115,185.93	124,925.00	-9,739.07	92.2%
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	2,368.80	2,500.00	-131.20	94.8%
Optimum Internet Service	2,944.30	3,500.00	-555.70	84.1%
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	10,251.98	9,000.00	1,251.98	113.9%
Total Maintenance Office Equipment	30,634.00	33,250.00	-2,616.00	92.1%
Membership				
Professional Memberships	4,063.00	2,300.00	1,763.00	176.7%
Museum Passes	3,712.05	5,000.00	-1,287.95	74.2%
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	8,509.05	8,450.00	59.05	100.7%
Postage				
Postage & Stamps	729.30	770.00	-40.70	94.7%
Mailing Permit	350.00	300.00	50.00	116.7%
Newsletter mailing	2,703.19	2,000.00	703.19	135.2%
Post Office Box Fee	188.00	200.00	-12.00	94.0%
Total Postage	3,970.49	3,270.00	700.49	121.4%
Printing & Advertising				
Other printing & advertising	4,112.27	1,500.00	2,612.27	274.2%
Newsletter printing	22,744.00	21,000.00	1,744.00	108.3%
Total Printing & Advertising	26,856.27	22,500.00	4,356.27	119.4%
Professional Fees				
Payroll Processing	7,436.19	8,000.00	-563.81	93.0%
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	260.68	500.00	-239.32	52.1%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	55,791.37	57,400.00	-1,608.63	97.2%
Programs - Adult				
Motion Picture/Music Licensing	467.99	600.00	-132.01	78.0%
Adult Reading Club & Book Club	2,140.79	3,500.00	-1,359.21	61.2%
Adult Programs	27,264.19	18,000.00	9,264.19	151.5%
Total Programs - Adult	29,872.97	22,100.00	7,772.97	135.2%
Programs - Juvenile	11,180.97	12,000.00	-819.03	93.2%

1:51 PM
01/03/26
Cash Basis

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

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	9,777.37	8,000.00	1,777.37	122.2%
Programs - Teen	8,615.08	8,000.00	615.08	107.7%
Supplies - Library	7,682.14	10,500.00	-2,817.86	73.2%
Supplies - Office	3,985.70	4,000.00	-14.30	99.6%
Supplies - Paper	1,252.42	2,500.00	-1,247.58	50.1%
Telephone	2,238.16	2,400.00	-161.84	93.3%
Travel	1,229.19	2,400.00	-1,170.81	51.2%
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	 207,400.20	 209,570.00	 -2,169.80	 99.0%
Debt Service Total				
Mortgage Interest	0.46			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
 Total Debt Service Total	 0.46	 100,000.00	 -99,999.54	 0.0%
 Total Expense	 1,435,340.52	 1,739,353.00	 -304,012.48	 82.5%
 Net Ordinary Income	 331,138.45	 0.00	 331,138.45	 100.0%
 Net Income	 331,138.45	 0.00	 331,138.45	 100.0%

01/03/26

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Bill	12/30/2025	Business Card	Leaf engraving	-60.00
Total Checking				-60.00
Savings				
Deposit	12/31/2025		Interest	0.52
Total Savings				0.52
Total Building Fund				-59.48
Total General Fund				-59.48
Cultural Activities Fund				
Coffee Machine				
Deposit	12/01/2025		Coffee	8.00
Deposit	12/08/2025		Coffee	1.00
Deposit	12/15/2025		Coffee	4.00
Deposit	12/29/2025		Coffee	2.00
Deposit	12/30/2025		Coffee	2.00
Total Coffee Machine				17.00
Adult Programs Wash Account				
Deposit	12/01/2025		Jane Austen Raffle	10.00
Bill	12/03/2025	Alice Jones	Intermediate Crochet N...	-300.00
Bill	12/03/2025	Laurie Short	Chair Strength Oct, Nov...	-550.00
Bill	12/03/2025	Demetrio Laveglia	Refund Defensive Drivi...	-70.00
Bill	12/03/2025	Catherine Sidor	Refund Defensive Driving	-35.00
Bill	12/03/2025	John LaForce	Refund Defensive Driving	-35.00
Bill	12/03/2025	Nicholas Dechiaro	Refund Defensive Driving	-35.00
Deposit	12/08/2025		LI Aquarium Tickets	385.00
Deposit	12/15/2025		LI Aquarium Tickets	39.00
Deposit	12/15/2025		Yoga walk ins	38.34
Deposit	12/29/2025		Cooking	20.00
Deposit	12/29/2025		Cooking	122.33
Deposit	12/29/2025		Guitar	38.14
Deposit	12/29/2025		Tai Chi	192.70
Deposit	12/29/2025		Aerobics	432.45
Deposit	12/29/2025		Cooking	112.92
Deposit	12/29/2025		Bus Trip	344.48
Deposit	12/30/2025		Aerobics	330.00
Deposit	12/30/2025		Cooking	70.00
Deposit	12/30/2025		Natural History Museum	20.00
Deposit	12/30/2025		LI Aquarium Tickets	67.00
Deposit	12/30/2025		Bus Trip	89.00
Bill	12/30/2025	Rosemary Martilotta	Yoga Series November...	-460.00
Total Adult Programs Wash Account				826.36
Total Cultural Activities Fund				843.36
Gift and Trust Fund - MM				
Undesignated & Interest				

01/03/26

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

Type	Date	Name	Memo	Paid Amount
Deposit	12/31/2025		Interest	0.03
Total Undesignated & Interest				0.03
Total Gift and Trust Fund - MM				0.03
TOTAL				783.91

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

01/03/26

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	12/01/2025	13702	Champion Elevator	Acct. 41981, Inv2381394	-1,435.80
Bill Pmt -Check	12/01/2025	13703	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	12/01/2025	13704	Kanopy, Inc.	Invoice #479736-PPU	-147.00
Bill Pmt -Check	12/01/2025	13705	Marissa Timm	Reimburse Gingerbread Houses	-99.40
Bill Pmt -Check	12/01/2025	13706	PSEG LI	Cstmr 0295-3001-61-3, Acct 9610...	-1,560.79
Bill Pmt -Check	12/01/2025	13707	Quill Corporation	03047280	-265.31
Bill Pmt -Check	12/01/2025	13708	Verizon	Acct. 242398426-00001, Inv 6128...	-197.40
Bill Pmt -Check	12/04/2025	13709	Erin Furey	Ms. Rachel Experience 12/9/25	-250.00
Bill Pmt -Check	12/04/2025	13710	Ingram Library Services, Inc.	Savvy Sightseer Holiday Mkts	-226.50
Bill Pmt -Check	12/04/2025	13711	Jeanne Schnupp	Cstmr 2000016439, Inv 508109776	-100.00
Bill Pmt -Check	12/04/2025	13712	Midwest Tape	Baby Boogie/Toddler Tango 12/29...	-163.65
Bill Pmt -Check	12/04/2025	13713	Nicole Summers Sparling	Invoice 45655	-350.00
Bill Pmt -Check	12/04/2025	13714	PM Communications Corp.	Invoice 95872	-117.89
Bill Pmt -Check	12/04/2025	13715	SCLS	Invoice 29198	-21.28
Bill Pmt -Check	12/04/2025	13716	Twin Fork Landscape Contr...	Cstmr 2000001786	-1,345.00
Bill Pmt -Check	12/04/2025	13717	Midwest Tape	Invoice 190577	-125.23
Bill Pmt -Check	12/05/2025	13718	AED Brands	Acct A1QBFNTMAAYKEX, Invoi...	-2,452.90
Bill Pmt -Check	12/08/2025	13719	Amazon Capital Services	Acct 3000390878	-779.94
Bill Pmt -Check	12/08/2025	13720	Suffolk County Water Autho...	Acct 2000001786	-417.98
Bill Pmt -Check	12/08/2025	13721	W.B. Mason Co., Inc.	Invoice no. 1	-220.59
Bill Pmt -Check	12/09/2025	13722	Catherine Harper	03909	-44.98
Bill Pmt -Check	12/09/2025	13723	NYS Employees Health Ins...	Medicare Reimbursement 4th Qua...	-10,287.01
Bill Pmt -Check	12/12/2025	13724	Daniel J. Faraone	Medicare Reimbursement 4th Qua...	-562.50
Bill Pmt -Check	12/12/2025	13725	Garrett H. Moore	Medicare Reimbursement 4th Qua...	-384.00
Bill Pmt -Check	12/12/2025	13726	Kay Zegel	Medicare Reimbursement 4th Qua...	-562.50
Bill Pmt -Check	12/12/2025	13727	Living Art Aquariums	Invoice 2419	-230.00
Bill Pmt -Check	12/12/2025	13728	Mattituck Environmental Se...	Cstmr 11-0001422-0, Invoice 6403...	-309.35
Bill Pmt -Check	12/12/2025	13729	Newsday	Acct 40410623	-343.92
Bill Pmt -Check	12/12/2025	13730	Twin Fork Landscape Contr...	Invoice 29284	-1,750.00
Bill Pmt -Check	12/12/2025	13731	Ingram Library Services, Inc.	Invoice #14674	-1,504.36
Bill Pmt -Check	12/15/2025	13732	Custom Lighting of Suffolk, ...	Reimburse Mileage/Southold, Cen...	-462.00
Bill Pmt -Check	12/16/2025	13733	Karen Letteriello	Acct MAT-LIB, Invoice 56387	-61.29
Bill Pmt -Check	12/16/2025	13734	Mattituck Plumbing & Heating	Acct 20T1781, Invoice 92693620	-400.00
Bill Pmt -Check	12/16/2025	13735	Ingram Library Services, Inc.	Acct 0140002023, Inv. 05L014000...	-1,293.86
Bill Pmt -Check	12/16/2025	13736	Primo Brands	Permit no. 41	-86.95
Bill Pmt -Check	12/16/2025	13737	Postmaster	Reimburse Jane Austen items	-485.89
Bill Pmt -Check	12/16/2025	13738	Jenna Geiser	Invoice 29297	-29.30
Bill Pmt -Check	12/16/2025	13739	Twin Fork Landscape Contr...	Book Replacement	-650.00
Bill Pmt -Check	12/16/2025	13740	Comsewogue Public Library	Acct NQH35, Inv 761257	-8.82
Bill Pmt -Check	12/30/2025	13741	Aflac	Cstmr 15533, Inv 1002736	-64.05
Bill Pmt -Check	12/30/2025	13742	Brookhaven Locksmiths, Inc.	Cstmr 310297230, Inv 7740479	-345.00
Bill Pmt -Check	12/30/2025	13743	Demco	Cstmr 39482, Inv 2026PPO-39482	-92.51
Bill Pmt -Check	12/30/2025	13744	PastPerfect Software, Inc.	Reimburse shipping old AED	-475.00
Bill Pmt -Check	12/30/2025	13745	Shauna Scholl	Acct. 242398426-00001, Inv 6131...	-29.90
Bill Pmt -Check	12/30/2025	13746	Verizon	5474 1518 7474 0647	-197.40
Bill Pmt -Check	12/30/2025	13747	Business Card	4798 5101 7200 1022	-7,840.08
Bill Pmt -Check	12/30/2025	13748	Elan Financial Services	Acct 43544-64005	-1,032.43
Bill Pmt -Check	12/30/2025	13749	National Grid	Invoice 34990	-1,452.40
Bill Pmt -Check	12/30/2025	13750	Pine Barrens Printing	Cstmr 0295-3001-61-3, Acct 9610...	-3,909.00
Bill Pmt -Check	12/30/2025	13751	PSEG LI	Acct A1QBFNTMAAYKEX, Invoic...	-1,609.84
Bill Pmt -Check	12/31/2025	13752	Amazon Capital Services	940058	-846.14
Bill Pmt -Check	12/31/2025	13753	Emerald Island	Cstmr 2000001786	-85.95
Bill Pmt -Check	12/31/2025	13754	Midwest Tape	Acct 03047280	-68.56
Bill Pmt -Check	12/31/2025	13755	Optimum	VOID:	-410.85
Bill Pmt -Check	12/31/2025	13756	Quill Corporation	Cstmr 2000001786, Inv. 508172819	-53.97
Bill Pmt -Check	12/31/2025	13757	Ingram Library Services, Inc.		0.00
Bill Pmt -Check	12/31/2025	13758	Midwest Tape		-38.48
Bill Pmt -Check	12/31/2025	13759	Ingram Library Services, Inc.		-1,727.80
Total BNB Operating Checking					
TOTAL					
-50,102.75					
-50,102.75					

MONTHLY IMPACT

DECEMBER 2025

7,788

ITEMS
CHECKED
OUT

1,469 books & other items
6,319 ebooks & digital items

books & other items

- 165 November (1,634)

- 133 December 2025 (1,602)



6,319

DIGITAL
MATERIAL
CIRCULATION

Flipster **N/A**

Freegal (downloads) **109**

Freegal (streamed) **569**

 + 1,903 November (4,416)
EBOOK + 2,426 December 2024 (3,893)

Hoopla **79**

Kanopy **206**

Overdrive **2,560**

WAM **2,796**

236



public computer sessions

233



ILL's incoming

461

ILL's outgoing

6



new patrons



346

guest Wi-Fi connections

259

materials
added

Library Programs

33

Community Groups

20

Tutors

12

72

room use



3,020

visitors

- 501 November (3,521)
- 62 December 2024 (3,082)
Busiest day of the week -
Mondays (768)

Adult Services

257

Teen Services

25

Youth & Parenting Services

192



474

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	2026
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	1,469	
Total	40,452	23,709	30,310	30,687	28,546	25,937	23,595	0

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	9	161
106 - DVD	129	135	90	78	77	53	118	85	84	87	46	101	1,083
110 - Magazines	52	24	19	29	33	20	45	31	23	22	31	30	359
120 - Fiction	272	267	302	269	338	316	482	447	333	312	299	269	3,906
121 - Nonfiction	160	110	108	123	162	132	159	175	133	116	111	84	1,573
122 - Biography	37	24	29	37	39	28	39	31	26	28	26	29	373
125 - Paperback	49	35	47	31	40	28	56	37	21	34	22	23	423
126 - Large Print	140	135	147	138	142	134	198	200	168	169	120	141	1,832
127 - Oversize	2	2	0	1	2	2	1	3	0	0	0	2	15
131 - Mystery	98	78	80	98	113	105	145	125	135	107	112	84	1,280
151 - Audiobooks	22	21	9	6	8	17	12	14	5	12	15	11	152
160 - DVD New	88	62	70	45	57	70	70	63	54	58	43	61	741
161 - DVD NF	7	2	5	4	11	3	3	1	3	3	2	2	46
700- Library of Things	15	9	10	10	13	22	20	16	9	14	12	7	157
Total	1,084	918	924	872	1043	938	1392	1235	1006	978	858	853	12,101
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	0
302 - Youth CD	0	0	1	2	4	0	0	1	0	0	2	0	10
304 - Tween Video Games	16	19	12	15	28	36	29	39	19	14	17	24	268
305 - Backpacks	0	1	0	1	0	3	8	2	0	4	2	0	21
306 - Youth DVD	10	24	21	8	25	31	61	45	21	29	18	19	312
320 - Tween Chapter/Graphic	100	70	148	155	180	251	565	456	136	105	152	105	2,423
321 - Youth Nonfiction	53	91	63	62	93	82	247	131	95	94	93	58	1,162
322 - Youth Biography	11	4	9	4	10	2	16	6	2	10	3	2	79
325 - Tween Paperback	13	19	19	38	50	62	129	104	70	66	43	24	637
327 - Oversize	8	3	4	3	7	6	17	8	10	7	13	8	94
330 - Youth Picture Book	149	163	142	215	174	170	488	231	155	201	154	148	2,390
331 - Youth Boardbook	39	38	53	46	60	40	123	87	37	33	26	60	642
332 - Youth Easy Reader	56	52	43	51	62	78	303	173	44	73	69	23	1,027
337 - Tween Books New	10	14	7	27	32	30	53	66	24	36	24	17	340
338 - New NF	7	3	7	11	11	10	30	20	8	9	8	7	131
351 - Audiobooks	0	1	0	0	0	4	0	0	2	0	0	0	7
353 - Youth DVD NF	1	1	0	0	0	0	0	0	0	1	0	0	3
364 - Parenting Material	13	21	15	11	8	9	18	20	22	5	12	7	161
377 - Parenting Magazines	0	0	0	2	0	0	0	0	0	0	0	0	2
396 - Tween Magazines	0	0	0	1	0	0	4	4	0	3	0	0	12
650 - Youth Spanish	3	12		5	6	5	8	10	12	6	16	2	85
Total	489	536	544	657	750	819	2099	1403	657	696	652	504	9806
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	4	12
220 - Teen Fiction	20	13	19	16	25	24	61	30	20	12	24	21	285
221 - Teen Nonfiction	1	2	2	1	0	0	0	6	2	1	0	2	17
222 - Teen Bios	1	2	1	0	0	1	0	1	0	0	1	0	7
224 - Teen Graphic Novels	1	5	3	1	4	4	13	6	0	3	0	1	41
237 - New Teen Fiction	1	2	2	1	4	1	4	1	1	0	0	0	17
251 - Teen BOCD	0	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	0	12
Total	24	25	28	21	34	33	85	47	24	17	25	28	391

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	52	N/A	480
Freegal downloads	152	144	128	119	95	100	134	120	100	82	112	109	1395
Freegal streaming	766	605	636	715	688	757	630	634	696	760	468	569	7924
Hoopla (items)	115	133	101	95	101	78	84	112	107	95	67	79	1167
Kanopy (tickets)	203	182	184	162	247	172	214	249	140	140	147	206	2246
Overdrive (items)	2761	2411	2694	2418	2695	2482	2712	2955	2647	2476	2348	2560	31159
Comics Plus	0	18	7	1	0	0	0	0	0	0	0	0	26
WAM	3229	4322	3671	3989	9292	4836	4399	3205	714	2187	1222	2796	43862
Totals	7280	7862	7447	7544	13189	8452	8189	7325	4441	5795	4416	6319	88259

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	21	281
Public computer sessions	270	202	269	249	249	270	311	279	269	271	268	236	3,143
Guest wifi connections	335	351	381	418	440	455	640	584	442	434	376	346	5,202
Door count	3,433	3,225	3,609	3,820	3,871	4,643	5,769	5,556	3,782	4,038	3,521	3,020	48,287
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	20,000	194,000
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	58,000	472,000
Totals	43,062	49,787	50,281	51,519	59,580	66,396	64,746	68,444	48,518	69,768	69,189	81,623	722,913

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

Community Room

Chair aerobics
Revocable & Irrevocable Trusts
P/C Rhyme & Play
Yoga
Family Gingerbread House Decorating
Holiday Concert with Emy McB
Ms. Rachel Experience
Staff Development
NF Anglers
Lego Family Build
Babies Boogie
Toddlers Tango
Kidnastics

Conference Room

Bridge	Jr. High D&D
Meeting/Patron	Mattituck Community Fund mailing
Zoom Meeting	Medicare
Study Help (2)	Book Discussion
Mah Jongg	
Hand crafted cards for Community Service	

Craft Room

Tutor (10)
Weekly Book Discussion
Gingerbread House Decorating for Teens
Meeting/Patron (2)
Alzheimer's Group
Read to a Dog
Pressed Flower Holiday Craft
Let's Talk Books
Mugs, Hot Cocoa & Cookies/Teen
Daisy Girl Scouts
Music Rehearsal

Kitchen-Zoom Meeting (2)

Tutors-12
Community Groups-20

Library Programs-33
Local History-7

NEW PATRON REGISTRATIONS

DECEMBER 2025

Adult Year Round	2
Youth Year Round	2
Courtesy Card	1
Teen	
2 ND Address	1
Total:	6