

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

MEETING DATE: Monday April 13, 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 March 9, 2026 Regular Board Meeting**
- V. Approval of Treasurer's Report**
- VI. Approval of the Personnel Report**
- VII. Director's Report**
- VIII. President's Remarks**
- IX. Committee Reports**
- X. Old Business**
 - A. 2027 Draft Budget
- XI. New Business**
 - A. Cybersecurity Insurance
 - B. Approve NYS Annual Report
- XII. Period of Public Expression**
- XIII. Executive Session**
- XIV. Adjournment**

Next Meeting – May 11, 2026

Directors Report March 2026

Building and Grounds

Suffolk Security completed a successful alarm test on Wednesday March 4th.

Carlos from J.P. Hunter assessed the roof on Tuesday March 10th, he indicated that there was an ice dam that had formed that was causing the leak into the Director's office. He suggested yearly maintenance and was checking with his boss if that was something their company would be able to provide.

PMC was onsite to address some phone programming issues on Tuesday March 17th.

TFLC removed the remainder of the tree debris on the front lawn and garden area on Friday March 20th during their spring clean-up.

Lightpath (new telecom vendor) was onsite on Tuesday March 24th to conduct a site survey. In the coming weeks they will be running new fiber into the building from the street.

JJ Simms was onsite on Thursday March 26th to complete our yearly backflow testing – all paperwork has been filed with the county.

Mattituck Plumbing was back again to address the leak in the restroom closest to the children's room. They needed to order parts and finally completed the work. The base of the toilet needed to be replaced, and an adjustable pipe was installed. The plumbing does not line up with the toilet so it would rock and would slowly break the hardware which was causing the leak.

The back of the parking lot is sinking, I spoke with Will Parks regarding this issue and am waiting for him to provide a quote to remedy the situation. Unfortunately, it involves cutting through the asphalt, inspecting the drywell and any pipe underneath the asphalt, backfilling and putting everything back into place including asphalt and concrete work. Last I spoke with Will he was awaiting a quote from the concrete company and would be in touch; I hope to have something to present Monday 4/13.

The landscaping / maintenance contract for 2026 has been signed with TFLC.

Programs and Services

Sara continues a weekly discussion of *Tess of the d'Urbervilles* by Thomas Hardy and will also be hosting the Long Island Reads discussion (*The Doorman* by Chris Pavone) on April 23rd at 5pm. On March 19th I hosted the discussion for *My Friends* by Fredrik Backman, we had a small group of about 6 but it was a beloved book by all. My next discussion will be May 21st at 5pm and we will be reading *More Than Enough* by Anna Quindlen. Sara also rounded out a successful winter reading club with a wrap up party on March 26th.

I have been working with Mary Eisenstein on a program to help educate our community about finding information and engaging with town hall, specifically in matters related to the planning board. Our conversations naturally evolved to creating a webpage that the library would maintain as a lasting information resource for our community. We will be debuting the material and the webpage at a program on April 11th at 10am.

We are currently working on the May / June newsletter and are aiming for printing the week of April 20th.

Upcoming programs and events to note:

Your Town, Your Voice: A Guide for Mattituck-Laurel Residents – April 11, 10am

A Performance by Daniel Bennett Group – April 12, 2pm

Climate Change & Social Justice: The Climate Knowledge Collective – April 16, 5:30pm

America's Founding Fathers: Alexander Hamilton – April 18, 10:30am

Edible Book Festival – April 19, 2pm

EV101 with Drive Electric Long Island – April 20, 5pm

Book Discussion: The Doorman by Chris Pavone – April 23, 5pm

Third Annual Health Fair – April 25, 11am – 2pm

Quogue Wildlife Hike – April 27, 11am

National Poetry Month Celebration – April 30, 5pm

Northeast Stage – Shakespeare in Modern Context Lecture – May 2, 12:30pm

Vaccine Clinic – May 4, 12pm – 3pm

Blood Drive – May 7, 12pm – 6pm

America's Founding Fathers: George Washington – May 9, 10:30am

Climate Change: The Ecosystem of the Andes Mountains – May 14, 5:30pm

Tavern Tea with Margaret Johnson – May 15, 1pm

Friends of the Library

The Friends Irish Tea took place on March 12th at 12pm, the tea was full with all tickets purchased. Always great feedback from the attendees at this program. We are looking forward to hosting the presenter, Margaret Johnson again for a America 250 Tavern Tea program in the summer.

The next Friends meeting is scheduled for Tuesday April 21 at 9:30am.

Administrative

Fluid Imagery has completed all server upgrades, and we have moved into a maintenance phase with them. Staff have been instructed to continue utilizing the tech issues spreadsheet, which Fluid will be checking periodically. Any emergent issues should be communicated to Fluid by opening a ticket via email. Staff are aware of all procedures and I'm looking forward to seeing how working with them each month takes shape.

The Civic Association has asked if they could place a sign on our front lawn to advertise when they have meetings, they will place the sign one week before the meeting and remove it the night that the meeting is over. I have them the OK and so far, it has been working out well.

The full staff meeting took place on March 12th. All staff present completed their yearly anti sexual harassment training. Those that were not present completed the training on their own through the learning software.

The stickering activity went well and solicited a lot of great feedback which has been shared with the architect. We are still awaiting the completion of the same activity with the community on April 21st at 6pm and May 16 at 10am.

The next full staff meeting will be held on Tuesday April 14th. Slated for the meeting are updates and reminders as well as departmental reports.

The WebPac (old catalog) has officially been retired as of March 31st due to the inability to update it to comply with ADA Title II. Vega is officially the only public facing catalog. We have been preparing for this for over a year at this point and SCLS has provided several training opportunities for staff on Vega.

I have started scheduling weekly meetings with the three departmental supervisors to give everyone a chance to hear what is going on at a more granular level and for them to present me with any issues they may be encountering with projects that they are working on. The meetings are structured so that they are doing most of the presenting and they are tasked with answering or providing information to three questions: 1. What are you working on? 2. Are you hitting any snags? 3. How can I help? These meetings are being held in addition to department heads meetings every other month.

March is open enrollment for Aflac insurance products, our Aflac rep, Ericka was on site on Friday March 13th to meet with any staff that were interested in adding or changing their Aflac coverage.

The Mattituck Chamber of Commerce hosted the Annual State of Mattituck Meeting on Monday March 23rd, I was happy to represent the Library and talk about how the Board is working to re-engage the renovation and that there are two feedback sessions planned.

PMA delivered and installed a new copier on March 31st. Chris from PMA reached out to let me know that they had a leased item that recently came off lease but was in great condition. The new copier went to circulation for main public use and the one that was formerly there went to reference. The old reference machine was decommissioned.

The 2027 draft budget is attached for review and discussion. The draft budget reflects staying within the tax cap, a 2% increase for all staff with a projected 10% increase to health insurance

premiums. Line items have been revised to account for both anticipated and current increases, resulting in limited flexibility for additional allocations.

Logins for the NYS Annual report were finally provided, and the report was unlocked on March 30th. The report was completed and submitted on April 2nd.

I asked our insurance agent to provide us with some information regarding cybersecurity insurance coverage, I am recommending that the Board consider option #2.

The NYS Board of Regents recently approved an amendment to minimum standards for libraries to include specific policies which must be reviewed and updated at least once every five years or earlier if required by law, the policies include: the selection of library materials and reconsideration of such selection, public usage of library space and meeting rooms, codes of conduct, confidentiality of library records, internal library policies related to: personnel policies that ensure consistent staff management and fair employment practices, disaster preparedness, financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management. The reporting for these items will not become mandatory until next year for the 2026 NYS Annual Report. Great news, we're already in compliance and have all the policies in place. Some are due for review; I will be in touch with the personnel / policy committee to discuss.

A SAM (System for Award Management) registration is required for any organization receiving federal funds, including grants. It serves as the federal government's official vendor and eligibility record. Our registration had lapsed (since 2007) and required recovery before it could be renewed. I worked through the federal verification process to restore access and successfully completed the renewal, ensuring the library remains eligible for current and future federal funding opportunities. Most importantly, SAM numbers are required for NYS Construction Grant funding.

A new law regarding voting & elections has gone into effect – NYSED has determined that association libraries are not affected, however I do want to put this on everyone's radar. There are now reporting requirements around elections related to the Dr. John L. Flateau Voting & Elections Database Law. The law requires reporting of voter turnout, ballots cast (including absentee), vote totals by contest and poll site and district level information to the NYS Board of Elections.

New voting machines from the Suffolk County Board of Elections will be on display on Monday April 13th, be sure to come by a little early and check them out before the Board meeting.

Meetings Attended

March 4 – PALS Executive Board Meeting

March 5 – Leadership Transitions of Key Employees

March 5 – Reference Department Meeting

March 7 – Author Talk

March 9 – Webpac Transition Zoom
March 10 – Department Heads Meeting
March 11 – LibraryIQ Incidents
March 12 – Full Staff Meeting
March 13 – Director’s Handbook Book Club
March 18 – Zone 1 Director’s Meeting @ Southold
March 19 – Quarterly Director’s Meeting @ Longwood
March 19 – Mary E Partnership Program
March 23 – PLDA Executive Board Meeting
March 23 – Mattituck Chamber of Commerce – State of Mattituck
March 25 – Book Discussion
March 26 – Supervisors Weekly Meeting
March 27 – Mary E Partnership Program

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - March 2026

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - My weekly book discussion group continues to discuss *Tess of the D'Urbervilles* every Wednesday. The adult winter reading challenge celebration took place on 3/26/26. Raffle winners were picked. I am currently planning the summer reading challenge taking place from late June-late August. We had a very well attended author talk on 3/7 featuring Mary Ellen Tomaszewski, who discussed her book, *Savoring Time*. There were approximately 50 patrons in attendance. Martha recently hosted two book discussions at Panoramica Coffee Shop, featuring the book, *I'm Not Your Muse: Uncovering the Overshadowed Brilliance of Women Artists and Visionaries* by Lori Zimmer. She is in the process of planning a concert at Landcraft Gardens. Sharon has returned from her extended leave of absence and resumed all of her previous responsibilities. We are happy to have her back. I am in contact with Waterdrinker Farm and Finks Farm about pricing information for a pass for our patrons to offer in addition to the Harbes pass. The cost of aquarium tickets will be going up. I am also in touch with Horton's Flower Farm about offering a library membership pass for our patrons. Career Cruising has been discontinued because it does not comply with ADA title II. Brainfuse and Peterson's Test Prep are good alternatives that offer many of the same services that Career Cruising offered.

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

Date	Meeting
3/5/26	Reference Department Meeting
3/10/26	Department Heads' Meeting
3/10/26	1:1 check in with Marissa
3/11/26	1:1 check in with Eva
3/12/26	1:1 check in with Martha
3/12/26	Health Fair Committee Meeting
3/26/26	Supervisors Meeting
3/31/26	1:1 check in with Sharon

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

Date	Program	Statistics	Program Platform/Notes
Ongoing	Tech Appointments	7	In person; offered by the reference department staff
Mondays in March	Chair Strength and Stretch	27 plus a waitlist	In person

Wednesdays in March	Weekly Book Discussion: <i>Tess of the D'Urbervilles</i>	10	In person
Wednesdays in March	Yoga	8 each session plus 5 walk-ins	In person
Fridays in March	Tai Chi series	15 each session plus 17 walk-ins	In person
3/4/26	Invitation to the Opera: <i>Madama Butterfly</i>	10 registered; 5 attended	In person; coordinated by Jerry Matovcik
3/5/26-3/16/26	Irish Soda Bread Grab-and-Go Kits	25	Grab-and-Go
3/7/26	Author Talk: <i>Savoring Time</i> by Mary Ellen Tomaszewski	Approx. 50	In person
3/9/26	Alzheimer's Caregiver Support Group	6	In person; facilitated by a volunteer from the Alzheimer's Association
3/10/26	The History of the Mattituck Post Office	7	In person
3/12/26	Friends Irish Tea Luncheon	30	In person; hosted by the Friends of the Mattituck-Laurel Library
3/13/26	Talking the Bill of Rights	Stat Not Available	Virtual; EEPA program hosted by Shelter Island Public Library
3/16/26	Healthcare Close to Home: Meet the Mattituck Doctors	30	In person
3/17/26, 3/24/26 & 3/31/26	Intermediate Crochet Class	9 each session	In person
3/18/26 & 3/25/26	Beginner Crochet Class	5 each session	In person
3/18/26	Women of Ireland	55	Virtual; EEPA program hosted by Westhampton Free Library
3/19/26	LILPA Presents: How to Boost Your Immunity in the Winter Months	38	Virtual; EEPA program hosted by and sponsored by SBSH Hospital
3/21/26	America's Founding Fathers: Benjamin Franklin	6	In person

3/24/26 & 3/31/26	North Fork Book Discussion at Panoramica	8	In person; offsite at Panoramica Coffee Shop
3/24/26	Not Dead Yet	35	Virtual; EEPA program hosted by Westhampton Free Library
3/25/26	Invitation to the Opera: Donizetti's <i>Anna Bolena</i>	3	In person; coordinated by Jerry Matovcik
3/25/26	Book Discussion: <i>My Friends</i> by Fredrik Backman	6	In person; facilitated by Shauna Scholl
3/26/26	End of Winter Reading Celebration	11	In person; facilitated by Sara Colichio
3/26/26	Yankee Stargazers	35	Virtual
3/27/26	AI for the Curious	53	Virtual; EEPA program hosted by Westhampton Free Library
3/30/26	Nature Watercolor Class	20	In person

*Statistics for virtual shared EEPA programs do not definitively represent the number of Mattituck-Laurel Library patrons that attended the program. Final statistics are kept by the host library but do not indicate the number of attendees by specific library. Shared programs are typically low cost and/or free for participating libraries.

Program Planning

My weekly book discussion group continues to discuss *Tess of the D'Urbervilles* every Wednesday.

The adult winter reading challenge celebration took place on 3/26/26. Raffle winners were picked and attendees engaged in a lovely conversation about books and recommendations. Additionally, Shauna and I continue to alternate each month with a book discussion on various mainstream titles. In April, I will be conducting a book discussion on *The Doorman* by Chris Pavone. I am currently planning the summer reading challenge taking place from the end of June-late August.

We had a very well attended author talk on 3/7 featuring Mary Ellen Tomaszewski, who discussed her book, *Savoring Time*. There were approximately 50 patrons in attendance.

The Health Fair Committee continues to meet to finalize the details of our health fair on 4/25/26.

Martha and Sharon have been planning our 2nd annual Edible Book Festival, taking place on 4/19/26.

Martha continues to work with the Friends to plan programs that will qualify for funds via the Omnibus Award. Martha has also partnered with local community businesses and organizations

to plan more programs offsite. She recently hosted two book discussions at Panoramica Coffee Shop, featuring the book, *I'm Not Your Muse: Uncovering the Overshadowed Brilliance of Women Artists and Visionaries* by Lori Zimmer. She is in the process of planning a concert at Landcraft Gardens.

Social Media/Marketing

Diana continues to make adult program flyers and promote via a variety of marketing platforms. Martha is in charge of the adult programming content for our e-newsletter. I submit other miscellaneous information for our e-newsletter, including book discussions, museum tickets, new services, etc. Circulation puts programs on the sandwich board outside and flyers are posted around the building. Sharon has returned from an extended leave of absence this month and has resumed her regular marketing responsibilities, including social media management, e-newsletters, book rivers on our website, etc.

Adult Collection Development

I continue to order books for the adult fiction, nonfiction, paperback, large print and mystery collections.

The circulation department, along with Eva, have been assisting me in the weeding process. Large print, audiobooks, paperbacks, mysteries and DVDs have all been weeded. We are currently working on the nonfiction collection.

I am gradually working on labeling books with genre stickers.

Newspapers, Magazines and Electronic Resources

All magazines, newspapers and e-resources are up to date at this time. Career Cruising has been discontinued because it does not comply with ADA title II. Brainfuse and Peterson's Test prep are good alternatives that offer many of the same services that Career Cruising offered.

Museum Passes

I am in contact with Waterdrink Farm and Finks Farm about pricing information for a pass for our patrons to offer in addition to the Harbes pass. The cost of aquarium tickets will be going up. The current pricing is \$39 for adult tickets and \$28 for child and senior tickets. The new prices will be \$41.50 for adult tickets and \$29.50 for child and senior tickets. I am also in touch with Horton's Flower Farm about offering a library membership pass for our patrons. Lastly, the CMEE pass has been renewed. As of May 1, 2026, the pass will only admit 2 guests (previously admitted 4), and will offer a 50% discount for an additional 4 guests. A 20% discount on a purchase of a full price family membership will also be redeemable on the day of library pass use.

Library of Things

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

Social Work

We do our best to assist patrons with various needs, including Medicare assistance, caregiver support groups, and more. We also advertise social work and other services available to all Suffolk County patrons via the Central Library at Patchogue-Medford Library. Additionally, we have a community resources binder and webpage that we refer to and maintain regularly.

Miscellaneous

- Sharon has returned to the library after an extended leave of absence. She has resumed all of her previous responsibilities. We are happy to have her back.
- The EDI, safety, makerspace, America's 250th and health fair committees continue to meet regularly.
- I conducted regularly scheduled 1:1 check-ins with the reference department staff this month.
- Shauna has begun holding weekly supervisor's meetings with Jackie, Karen and myself.
- As per Shauna, we have also begun succession planning.
- The makerspace committee has obtained a sublimation printer, heat press and new carts for the makerspace. Martha has downloaded the software for the printer onto one of our laptops.
- During the month of March, Martha attended an Adult Programmers Roundtable Discussion at SCLS, a Lending Library Deep Dive Discussion at SCLS, the Performer's Showcase at SCLS, and an East End Library Programmer's meeting via Zoom.
- Sharon attended Title II of the ADA and Website Accessibility presentation at SCLS this month.

Mattituck-Laurel Library
Teen Services Board Report – March 2026
 Prepared by Marissa Timm, Teen Services Librarian

Summary – This month, I focused on planning spring and summer 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, CAST, 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. I remain committed to learning and providing valuable services to our teen community.

Meetings: Meetings during the month of March:

Date	Meeting
03/05	Leadership of Key Employees
03/05	Reference Meeting
03/10	Department Heads Meeting
03/10	1:1 with Sara
03/11	YA Programmers Workshop
03/12	All Staff Meeting
03/19	Found Sound: A Novel
03/24	Joint YASD Meeting

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

Date	Program	Statistics
03/05	Irish Bingo and Snacks	11
03/13	Community Service Fair at MHS	400
03/14	Spring Paint and Brunch	10
03/20	Melted Crayon Art	11
03/23	Mystery Box Challenge	6
03/01-03/30	Seed Sorting by appointment	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 toys, writing letters to seniors, veterans, and hospitalized children, decorating kindness rocks, and making bookmarks.

Dog Toys: 14 Letters to Veterans: 4 Postcards for children: 4 Bookmarks: 31 Kindness Rocks: 10

Prom Dress Drive- Mattituck Library once again partnered with CAST and collected prom dresses and formal wear during the month of March. All donations were given to CAST for their GLAM Fest.

Donations: 25

Seed Sorting- Teens also helped with sorting seeds for our seed library. We had several groups of teens come in by appointment to sort seeds.

Student Library Assistant- Draco, has continued to do an excellent job as our Student Library Assistant. Draco has been helping the library across departments, including circulation, reference, teens and children's. In addition to his regular tasks, he also was trained in checking out books, updating item records, making flyers in Canva as well as the children's collection.

Little Free Food Pantry- Our volunteer for the Little Free Food Pantry continues to come once a week. They have been very helpful with maintaining and organizing the pantry.

Teen Space- For March I updated the Teen Book Display to highlight some of our fiction and non-fiction books for Women's History Month. The guessing jar for this month was four leaf clover stickers. A total of **12** 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 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 spring. **Canvases: 8 Coloring pages: 4**

Mattituck Cutchogue Union Free School District- This month, I attended Mattituck High School's annual Community Service Fair along with Cutchogue Library. At the fair we made teens aware of all the volunteer opportunities available to them as well as other library services. The library also helped spread word to the community about the school play and acted as a site of delivery for their traveling art exhibit. 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.

Friends of the Library Scholarship- I created the application and promoted the Friends of the Library Annual Scholarship to graduating seniors from Mattituck and Laurel, ensuring outreach to both the high school and the broader community. The deadline for applications is April 30th.

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 41 responses so far.** I will continue to try and implement their feedback from this survey.

Print Newsletter- I submitted the content for the May/June and continue working on the content for the July/August 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 recently updated our Teen Reading List collection as well as added a few titles to our Spanish Language collection.

Social media/Marketing- Sharon has returned, and we have resumed our collaboration on teen social media content. 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-1

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

Requests: 6

Committees- I continue to be a part of the 250th EDI and Makerspace 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.

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: April 10, 2026

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: March 2026 Wrap-up

Our Numbers are as follows:

Programs: 154
Book pulls 262 In Person help: 57

GENERAL INFORMATION

This month, we are continuing our weeding efforts. Conducting this work at this time of year allows us to set aside discarded materials for the Friends' summer book sales.

We have also redesigned the room to include additional activity stations. Rotating toys and rearranging stations encourages patrons to explore different skills and areas of play. In the Tween Place, we've added more games, giving families even more to enjoy during their visits.

The Tween Place scavenger hunt challenged participants to find 11 K-Pop Demon Hunters, and many were surprised by the creative new hiding spots introduced this month. The Early Reader section remains very popular, with parents especially appreciative of the variety of activities available, including cutting, tracing, and penmanship practice. Graphic novel early readers continue to be in high demand.

We also entered a spring giveaway through Highlights and won a copy of *Spot the Imposter Puzzles!* which will soon be processed and added to the collection.

Our coloring table continues to provide hours of enjoyment, inspiring many budding artists. Adults love this as much as the children.

Finally, staff in the department are now comfortable using the new VEGA catalog following online training. Elizabeth, who oversees processing, identified a cataloging concern and reached out to Technical Services with questions about Rapid Records, view public display and call number searching, demonstrating her strong understanding of the cataloging process.

MEETINGS

March 12th Karen, Elizabeth and JoAnne attended the full staff meeting.

Later that afternoon Karen visited A Time to Grow preschool and shared books on wind. She then returned for the 4 year old class on Friday and shared the wind stories.

March 10th Karen attended the Booklist, Random House webinar for summer 2026.

March 25th Karen attended the Booklist webinar featuring summer books from Harper Collins.

March 26th Karen attended the Department Head Meeting. All children's room staff were informed on topics discussed.

On March 27th, Karen attended the CSLP Dinosaurs 101 for librarians. This online program walked librarians through how the American Museum of Natural History teaches paleontology to children.

March 31st staff attended online VEGA training.

PROGRAMS

We continue to welcome an increasing number of younger children into our programming, and it's been wonderful to see so many friendships forming within the room. Our fine motor activity using Cheerios was both engaging and tasty. Some participants may have enjoyed eating them as much as counting them!

The Oreo Cookie Flowers program was a sweet success, with children designing creative "flowers" using Oreos and M&M's. This month, we also hosted two family programs: *Put Me in the Zoo* storytime and *There's a Lion in My Cornflakes*. Both are classic favorites, and we always enjoy highlighting these beloved older books.

Minecraft remains a strong favorite among participants. Recently, one child shared a set of creative ideas for new worlds; these were sent to Arrayscape, and the next few sessions will feature three of his imaginative concepts.

OVERALL

Preparations continue for summer reading. All incentives have been purchased and work continues on fine tuning READSquared. We have made an adjustment this year on the ages in each of the reading groups. The new categories are Birth – 6 years and then 5 years – 12 years.

2027 Draft Budget	2027 Proposed	2026 Approved	% Inc/Dec 26/27
Income			
Mattituck-Cutchogue School District	1,845,895	1,789,817	3%
NY State Incentive	1,800	1,800	0%
Interest	50	0	0%
Direct Public Support	8,500	000	21%
Fines	0	0	0%
Copy Machine	5,000	4,500	11%
E-Rate Discount	5,400	00	0%
PILOT Funds	10,000	7,5	33%
Total Income	1,876,645	1,816,067	3%
DISBURSEMENTS			
Payroll Expenses			
Professional Salaries	3 699	374,411	5%
Clerical Salaries	448 0	442,904	1%
Custodian	51,52	50,520	2%
Sunday Overtime	25,000	25,000	0%
Total Salaries	916,425	892,835	3%
Benefits			
FICA	68,195	66,433	3%
Disability Insurance	1,000	1,200	-17%
State Unemployment Insurance	0	0	0%
Medical Insurance	186,212	160,038	16%
Retirement	71,569	74,981	-5%
Total Benefits	326,976	302,652	8%
Total Personnel Costs	1,243,400	1,195,487	4%
LIBRARY MATERIALS			
Adult Materials			
Digital Material Subscriptions	12,500	12,500	0%
Library Downloadable E-books	60,050	58,000	4%
Title Service	0	2,400	-100%
Adult Books	18,000	21,500	-16%
Reference Books & Databases	2,000	2,000	0%
Local History	1,000	1,000	0%
Continuations	1,000	2,000	-50%
Virtual Reference Collection	5,600	5,600	0%
Audiobooks	250	250	0%
DVD/Music Cd	3,500	3,700	-5%
Large Print Books	4,500	5,000	-10%

2027 Draft Budget	2027 Proposed	2026 Approved	% Inc/Dec 26/27
Newspapers	7,600	7,500	1%
Periodicals	4,700	5,200	-10%
Total Adult Materials	120,700	126,650	-5%
Youth Materials			
Youth Books	12,000	12,000	0%
Youth Audiobooks	0	0	0%
Youth Compact Discs	0	0	0%
Youth Computer Software	1,500	1,500	0%
Youth DVDs	400	400	0%
Arts & Crafts	2,000	2,000	0%
Total Youth Materials	15,900	15,900	0%
Teen Materials			
Teen Books	2,500	2,500	0%
Total Teen Materials	2,500	2,500	0%
Total Library Materials	139,100	145,050	-4%
Capital Expenditures	120,000	120,000	0%
Technology	9,000	9,300	-3%
Operations & Maintenance			
Building Maintenance			
Aquarium Maintenance	3,600	3,600	0%
Exterminator	1,200	1,200	0%
False Alarms	200	200	0%
Alarm Test	200	235	-15%
Elevator Maintenance	8,000	5,500	45%
Security Monitoring	700	700	0%
Water Backflow Test	275	275	0%
Fire Sprinkler Test	1,250	1,250	0%
HVAC Maintenance	2,500	2,500	0%
Piano Tuning	400	400	0%
Other Building Maintenance	7,000	7,000	0%
Total Building Maintenance	25,325	22,860	11%
Custodial Supplies	2,000	1,500	33%
Electric	30,000	30,000	0%
Gas	12,500	12,500	0%

2027 Draft Budget	2027 Proposed	2026 Approved	% Inc/Dec 26/27
Grounds Maintenance	15,000	15,000	0%
Snow Removal	4,000	4,000	0%
Sprinkler Maintenance	700	700	0%
Total Grounds Maintenance	19,700	19,700	0%
Insurance			
Workers Comp	8,000	2,000	-33%
Umbrella Package	23,500	2,000	0%
Total Insurance	31,500	35,500	-11%
Water			
North Fork Water	00	1,000	0%
SCWA	2,500	3,600	-31%
Total Water	500	4,600	-24%
Garbage Removal	3,800	3,500	9%
Total Operation and Maintenance	128,325	130,160	-1%
Miscellaneous Expense			
Contingency	0	2,500	-60%
Legal Fees	2,500	2,500	0%
Longevity Benefit	1,000	1,500	-33%
Maintenance of Equipment			
Copy Machine	5,500	5,500	0%
Computer/Network Maintenance	32,400	12,000	170%
BookScan Maintenance	750	750	0%
Computer Software Licenses	10,300	9,500	8%
Optimum Service	3,600	3,600	0%
Verizo Mobile Hotspot	2,600	2,500	4%
Total Maintenance of Equipment	55,150	33,850	63%
Membership			
Museum Passes	5,000	5,000	0%
Professional Membership	4,000	2,500	60%
Mattituck Chamber of Commerce	350	350	0%
Eastern Suffolk S (EAP)	800	800	0%
Total Membership	10,150	8,650	17%
Postage			
Postage & Stamps	770	770	0%
Mailing Permit	350	300	17%

2027 Draft Budget	2027 Proposed	2026 Approved	% Inc/Dec 26/27
Newsletter Mailing	2,700	2,600	4%
P.O. Box Fee	200	200	0%
Total Postage	4,020	3,870	4%
Printing & Advertising			
Other Printing & Advertising	3,000	2,500	20%
Newsletter Printing	23,500	3,000	2%
Total Printing & Advertising	26,500	2,000	4%
SCLS Expenses			
SCLS Telecommunications	9,000	10,500	-14%
PALS Membership	1,000	11,500	9%
Annual Audit	5,000	15,000	0%
SCLS/Overdue Notices	500	500	0%
SCLS Annual Membership	12,000	12,500	0%
Total SCLS Expenses	49,500	50,000	-1%
Programs-Adult			
Adult Reading Club & Book Discussion	3,000	3,500	-14%
Adult Programs		19,000	0%
Motion Picture & Music Licensing	600	600	0%
Total Programs Adult	22,600	23,100	-2%
Programs-Youth/Teen/Par t			
Programs-Youth	12,500	12,500	0%
Programs Summer	8,500	8,500	0%
Programs - Teen	8,500	8,500	0%
Total Programs Youth/Teen nt	29,500	29,500	0%
Payroll Pr essing	8,000	8,000	0%
Suppli Library	10,000	10,500	-5%
Sup s- Office	4,000	4,000	0%
Suppli Paper	2,000	2,000	0%
Telephon	2,400	2,400	0%
Travel	2,000	2,400	-17%
Workshops and feren	3,000	2,300	30%
Staff Development	1,000	1,000	0%
Tuition Reimbursement	2,500	2,500	0%
Total	34,900	35,100	-1%
Total Miscellaneous Expense	236,820	216,070	10%

2027 Draft Budget	2027 Proposed	2026 Approved	% Inc/Dec 26/27
Debt Service	0	0	0%
Total Budget	1,876,645	1,816,067	
Balanced	0	0	

DRAFT

Annual Report For Public And Association Libraries

The State Library due date for the annual reports will be April 16, 2026.

[Instructions](#)

1. GENERAL LIBRARY INFORMATION

Library / Director Information

The report saves automatically after every new entry or change.

Multiple users can view and edit reports at the same time.

Report all information in Part 1 as of December 31, 2025, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1Library ID Number	8000583980
1.2Library Name	MATTITUCK-LAUREL LIBRARY
1.3Name Status (State use only)	no change from the prior year
1.4Structure Status (State use only)	no change
1.5Community	Mattituck
1.6Beginning Fiscal Reporting Year	01/01/2025
1.7Ending Fiscal Reporting Year	12/31/2025
1.8Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11Beginning Local Fiscal Year	01/01/2025
1.12Ending Local Fiscal Year	12/31/2025
1.13Address Status	no change from the prior year

1.14Street Address	13900 MAIN ROAD
1.15City	MATTITUCK
1.16Zip Code	11952
1.17Mailing Address	P.O. BOX 1437
1.18City	MATTITUCK
1.19Zip Code	11952
1.20Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	6312984134
1.21E-Mail Address (enter M (Missing) if no E-Mail)	reference@mattlibrary.org
1.22Library Home Page URL (Enter M (Missing) if no home page URL)	www.mattitucklaurellibrary.org
1.23Population Chartered to Serve (per 2020 Census)	5,817
1.24Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.25Indicate the area chartered to serve as stated in the library's charter (select one):	Other
1.26During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.27Indicate the type of charter the library currently holds (select one):	Absolute
1.28Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	03/31/1910
1.29Date the library was last registered	05/02/1977
1.30Federal Employer Identification Number	111677136
1.31County	SUFFOLK
1.32School District	Mattituck-Cutchogue
1.33Town/City	Mattituck
1.34Library System	Suffolk Cooperative Library System

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THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.35aPresident/CEO Name	
1.35bPresident/CEO Phone Number	
1.35cPresident/CEO Email	

-
For questions 1.36 through 1.42, report all information for the current library director/manager.

1.36 First Name of Library Director/Manager	Shauna
1.37 Last Name of Library Director/Manager	Scholl
1.38 NYS Public Librarian Certification Number	CSTDURC
1.39 What is the highest education level of the library manager/director?	Master's Degree
1.40 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Yes
1.41 Do all staff working in the budgeted Librarian (certified) positions reported in 6.6 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Yes
1.42 E-mail Address of the Director/Manager	shauna.scholl@mattlibrary.org
1.43 Does the library charge fees for library cards to people residing outside the system's service area?	N

Public Votes / Contracts

1.44 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2025? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.45.	N
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Please Note: last year's answers for repeating groups cannot be displayed.

1.44a Name of municipality or district holding the public vote	1.44b Indicate the type of municipality or district holding the public vote	1.44c Date the vote was held(mm/dd/2025)	1.44d Was the vote successful? Y/N	1.44e What type of public vote was it?	1.44f.i Most recent prior year approved appropriation from a public vote:	1.44f.ii Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	1.44f.iii Total proposed appropriation (manually sum of 6a and 6b):
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 This question should only be answered if "No" was answered in Q1.44 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.45 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2025) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.46.	Y
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 Please Note: last year's answers for repeating groups cannot be displayed.

1.45a Name of municipality or district holding the public vote	1.45b Indicate the type of municipality or district holding the public vote	1.45c Date the last successful vote was held (mm/dd/yyyy)	1.45d What type of public vote was it?	1.45e What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?
Mattituck-Cutchogue UFSD	School District	2024-09-17	school district ballot proposition (Ed. Law	\$1,718,603

Contractual Agreements

1.46 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.47.	N
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-
 Please Note: last year's answers for repeating groups cannot be displayed.

1.46a Name of contracting municipality or district	1.46b Is this a written contractual agreement?	1.46c Population of the geographic area served by	1.46d Dollar amount of contract	1.46e Enter the appropriate code for range

this contract	of services provided (select one):
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Unusual Circumstances

1.47 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.	N
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2. LIBRARY COLLECTION

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

<https://ny.countingopinions.com/docs/ny/Instructions2025AnnualReportPublicAssociationLibraries.pdf>

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available online.

PRINT MATERIALS

Cataloged Books

2.1Adult Fiction Books	14,043
2.2Adult Non-fiction Books	6,123
2.3Total Adult Books (Total questions 2.1 & 2.2)	20,166
2.4Children's Fiction Books	12,538
2.5Children's Non-fiction Books	5,334
2.6Total Children's Books (Total questions 2.4 & 2.5)	17,872
2.7Total Cataloged Books (Total questions 2.3 & 2.6)	38,038

Other Print Materials

2.8Total Uncataloged Books	0
2.9Total Print Serials	1,047
2.10All Other Print Materials	192
2.11Total Other Print Materials (Total questions 2.8 through 2.10)	1,239
2.12Total Print Materials (Total questions 2.7 and 2.11)	39,277

ALL OTHER MATERIALS

2.13Audio - Physical Units	4,169
2.14Video - Physical Units	5,409
2.15Other Circulating Physical Items	395
2.16Total Other Physical Materials(Total questions 2.13 through 2.15)	9,973

Grand Total / Additions to Holdings

2.17GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	49,250
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18Cataloged Books	2,050
2.19All Other Print Materials	601
2.20All Other Materials	232
2.21Total Additions (Total questions 2.18 through 2.20)	2,883

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2025 calendar year. Please [click here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1Library visits (total annual attendance)	48,287
3.1aRegarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
3.2Registered resident borrowers	3,532
3.3Registered non-resident borrowers	15

WRITTEN POLICIES (Answer Y for Yes, N for No)

Please report information on WRITTEN POLICIES as of 12/31/25.

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4 Does the library have an open meeting policy?	Y
3.5 Does the library have an Internet use policy?	Y
3.6 Does the library have a board-approved conflict of interest policy?	Y
3.7 Does the library have a board-approved whistle blower policy?	Y
3.8 Does the library have a board-approved sexual harassment prevention policy?	Y

ACCESSIBILITY (Answer Y for Yes, N for No)

Please report information on ACCESSIBILITY as of 12/31/25.

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y
3.13 Does the library have large print books?	Y
3.14 Does the library have assistive technology for people who are visually impaired or blind?	Y

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA	N
refreshable Braille commonly referred to as a refreshable Braille display	N
screen magnification software, such as Zoomtext	Y
electronic scanning and reading software, such as OpenBook	N
3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17aNumber of Sessions Targeted at Children Ages 0-5	119
3.17bAttendance at Sessions Targeted at Children Ages 0-5	2,477
3.18aNumber of Sessions Targeted at Children Ages 6-11	83
3.18bAttendance at Sessions Targeted at Children Ages 6-11	2,394
3.19aNumber of Sessions Targeted at Young Adults Ages 12-18	164
3.19bAttendance at Sessions Targeted at Young Adults Ages 12-18	2,636
3.20aNumber of Sessions Targeted at Adults Age 19 or Older ¹	471
3.20bAttendance at Sessions Targeted at Adults Age 19 or Older	7,473
3.21aNumber of General Interest Program Sessions	14
3.21bAttendance at General InterestProgram Sessions	954
3.22Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	851
3.23Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	15,934

Live Programs Categorized by Venue

3.24a Total Live Onsite Program Sessions ²	750
3.24b Total Live Onsite Program Attendance	9,447
3.25a Total Live Offsite Program Sessions ³	39
3.25b Total Live Offsite Program Attendance	2,866
3.26a Total Live Virtual Program Sessions ⁴	62
3.26b Total Live Virtual Program Attendance	3,621
3.27 Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	851
3.28 Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	15,934

Prerecorded and One-on-One Programs

3.29 Total Number of Prerecorded Program Presentations	3
3.30 Total Views of Prerecorded Program Presentations within 30 Days	54
3.31 One-on-One Program Sessions	112
3.32 Attendance at One-on-One Program Sessions	112

Teen-Led Promotions

3.33 Did your library offer teen-led activities during the 2025 calendar year?	Y
3.34a Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.34b Does your library use Facebook for promotion?	Yes
3.34c Does your library use Instagram for promotion?	Yes
3.34d Does your library use Twitter/X for promotion?	No
3.34e Does your library use TikTok for promotion?	No

SUMMER READING PROGRAM

Please report information on SUMMER READING PROGRAMS for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.35Did the library offer a summer reading program in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36Library outlets offering the summer reading program	1
3.37Children registered for the library's summer reading program	207
3.38Young adults registered for the library's summer reading program	51
3.39Adults registered for the library's summer reading program	78
3.40Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	336
3.41aChildren's program sessions - Summer 2025	55
3.41bChildren's program attendance - Summer 2025	1,387
3.42aYoung adult program sessions - Summer 2025	35
3.42bYoung adult program attendance - Summer 2025	570
3.43aAdult program sessions - Summer 2025	65
3.43bAdult program attendance - Summer 2025	1,320
3.44Total program sessions - Summer 2025 (total 3.41a + 3.42a + 3.43a)	155
3.45Total program attendance - Summer 2025 (total 3.41b + 3.42b + 3.43b)	3,277
3.46Did the library use the Summer Reading at New York Libraries name and/or logo?	Y
3.47Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	N

COLLABORATORS

3.48Public school district(s) and/or BOCES	
3.49Non-public school(s)	
3.50Childcare center(s)	
3.51Summer camp(s)	
3.52Municipality/Municipalities	
3.53Literacy provider(s)	
3.54Other (describe using the State note)	
3.55Total Collaborators (total 3.48 through 3.54)	0

Early Literacy

Please report information on EARLY LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.56Did the library offer early literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
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EARLY LITERACY PROGRAMS

3.57aFocus on birth - school entry (kindergarten) sessions	47
3.57bFocus on birth - school entry (kindergarten) attendance	516
3.58aFocus on parents & caregivers sessions	20
3.58bFocus on parents & caregivers attendance	357
3.59aCombined audience sessions	67
3.59bCombined audience attendance	873
3.60Total Sessions	134
3.61Total Attendance	1,746

3.62 - Collaborators (check all that apply):

3.62a.Childcare center(s)	Yes
3.62b.Public School District(s) and/or BOCES	Yes
3.62c.Non-Public School(s)	No
3.62d.Health care providers/agencies	No
3.62e.Other (describe using the State note)	No

Adult Literacy

Please report information on ADULT LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ADULT LITERACY

3.63Did the library offer adult literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
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ESOL / Digital Literacy

Please report information on ESOL, for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67Did the library offer English for Speakers of Other Languages (ESOL) programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
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DIGITAL LITERACY

Please report information on DIGITAL LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.75Did the library offer digital literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76aTotal group program sessions	5
3.76bTotal group program attendance	26
3.77aTotal one-on-one program sessions	112
3.77bTotal one-on-one program Attendance	112

4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

Circulation / Reference Transactions

- The total annual circulation of all physical library materials of all types, including renewals.
- Count all physical materials in all formats that are charged out for use outside the library. Circulation of uncataloged books, and other non-book materials should be reported in the appropriate category - Adult or Children's Other Materials. Include non-traditional items that are charged out, such as cake pans, tools, Roku sticks, etc. under Circulation of Other Materials.
- Interlibrary loan transactions included are only items borrowed for users. Include items borrowed for users of the reporting library through interlibrary loan (materials received) and charged out for home use by the reporting library's patrons.
- Items loaned in bulk (bulk loans) by your library to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan from your library to the school or institution).
- Do not include items checked out to another library. Items sent to another autonomous library as interlibrary loan are not counted as circulation by the reporting library.
- Items sent from one outlet of the reporting library to another, i.e., from main library to a branch, are not counted as circulation.
- Items packaged together as a unit which are generally checked out as a unit, should be counted once for each loan of the unit (e.g., two compact discs, two films, two videocassettes, a kit or a set of 25slides).

CATALOGED BOOK CIRCULATION

4.1Adult Fiction Books	8,254
4.2Adult Non-fiction Books	2,391
4.3Total Adult Books (Total questions 4.1 & 4.2)	10,645
4.4Children's Fiction Books	7,633
4.5Children's Non-fiction Books	1,505
4.6Total Children's Books (Total questions 4.4 & 4.5)	9,138
4.7Total Cataloged Book Circulation (Total question 4.3 & 4.6)	19,783

CIRCULATION OF OTHER MATERIALS

4.8aCirculation of Adult Other Materials - Non-Audio/Visual	920
4.8bCirculation of Adult Other Materials - Audio/Visual	2,528
4.9aCirculation of Children's Other Materials - Non-Audio/Visual	14
4.9bCirculation of Children's Other Materials - Audio/Visual	350
4.10Circulation of Other Physical Items (Total questions 4.8a, 4.9a)	934
4.11Physical Item Circulation (Total questions 4.7 & 4.8 b & 4.9b & 4.10)	23,595
4.12As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No
4.13Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes

REFERENCE TRANSACTIONS

4.14Total Reference Transactions	4,850
4.14aRegarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Estimate Based on Typical Week(s)
4.15Does the library offer virtual reference?	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16TOTAL MATERIALS RECEIVED	3,409
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17TOTAL MATERIALS PROVIDED	5,696
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E-RATE

4.18Does the library file for E-ratebenefits?	Y
4.19Is the library part of a consortium for E-rate benefits?	Y
4.20If yes, in which consortium are you participating?	SCLS

5. ELECTRONIC USE

Electronic Holdings

For all questions: Answer Missing if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1Did the library provide access to e-books purchased solely by the library?	Yes
5.2Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.3Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library?	No

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4Did the library provide access to e-serials purchased solely by the library?	Yes
5.5Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.6Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library?	No

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7Did the library provide access to e-audio purchased solely by the library?	Yes
5.8Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.9Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library?	No

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10Did the library provide access to e-videos purchased solely by the library?	Yes
5.11Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.)	No
5.12Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library?	No

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13Did the library provide access to research databases purchased solely by the library?	Yes
5.14Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.15Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)?	Yes

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to online learning platforms purchased solely by the library?	Yes
5.17 Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.18 Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library?	No

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books during the reporting period	18,590
5.20 The total circulation of e-serials during the reporting period.	480
5.21 The total circulation of e-audio during the reporting period	13,737
5.22 The total circulation of e-videos during the reporting period.	2,246

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35.00
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified)	1.00
6.3 Vacant Library Director (certified)	0.00
6.4 Library Manager (not certified)	0.00
6.5 Vacant Library Manager (not certified)	0.00
6.6 Librarian	3.00
6.7 Vacant Librarian	0.00
6.8 Library Specialist/Paraprofessional	0.00
6.9 Vacant Library Specialist/Paraprofessional	0.00
6.10 Other Staff	14.00
6.11 Vacant Other Staff	0.00
6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	18.00
6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14 FTE - Library Director (certified)	1
6.15 Salary - Library Director (certified)	\$105,000
6.16 FTE - Library Manager (not certified)	
6.17 Salary - Library Manager (not certified)	
6.18 FTE - Librarian	1
6.19 Salary - Librarian	\$52,000

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your

library meets as of December 31, 2025. Please [click here](#) to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. <https://nyslibrary.libguides.com/publiclibrarystandards>

7.1.Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y
7.2.Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
7.3.Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y
7.4.Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y
7.4.a.Does the Library have a Board-approved policy for the selection of library materials and reconsideration of such selection?	Y
7.4.b.Does the Library have a Board-approved policy explaining the public usage of library space and meeting rooms?	Y
7.4.c.Does the Library have Board-approved Codes of conduct?	Y
7.4.d.Does the library have a policy protecting the confidentiality of library records?	Y
7.4.e.Does the library have Board-approved personnel policies ensuring consistent staff management and fair employment practices?	Y
7.4.f.Does the library have a disaster plan?	Y
7.4.g.Does the Library have Board-approved financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management?	Y
7.5.Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y
7.6.Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y
7.7.Is open the minimum standard number of public service hours for population served. (see instructions)	Y

7.8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

7.8a.space	Y
7.8b.lighting	Y
7.8c.shelving	Y
7.8d.seating	Y
7.8e.power infrastructure	Y
7.8f.data infrastructure	Y
7.8g.public restroom	Y

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7.9.Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y
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7.10. Provides

7.10a.a circulation system that facilitates access to the local library collection and other library catalogs	Y
7.10b.equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y

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7.11.Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
7.12.Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
7.13.Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
7.14.Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1 Main Library	1
8.2 Branches	0
8.3 Bookmobiles	0
8.4 Other Outlets	0
8.5 TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - Main Library	59.00
8.7 Minimum Weekly Total Hours - Branch Libraries	0.00
8.8 Minimum Weekly Total Hours - Bookmobiles	0.00
8.9 Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	59.00
8.10 Annual Total Hours - Main Library	3,068.00
8.11 Annual Total Hours - Branch Libraries	0.00
8.12 Annual Total Hours - Bookmobiles	0.00
8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	3,068.00

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 1-14, 20-25, and 34-36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter New in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either Closed, will reopen or Closed permanently in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you will enter the data into the spreadsheet that Counting Opinions will provide. Complete this spreadsheet and email it to support@countingopinions.com and your data will be uploaded into LibPAS within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5-6, 11-14, and 20-23 should be locked.

Name

Location		1. Outlet Name	2. Outlet Name Status
MATTITUCK-LAUREL LIBRARY		MATTITUCK-LAUREL LIBRARY	no change from the prior year

Address

Location		3. Street Address	4. Outlet Street Address Status
MATTITUCK-LAUREL LIBRARY		13900 MAIN ROAD	no change from the prior year

Address / Phone

Location		5. City	6. Zip Code	7. Phone (enter 10 digits only)
MATTITUCK-LAUREL LIBRARY		MATTITUCK	11952	(631) 298-4134

Contact

Location		8. E-mail Address	9. Outlet URL
MATTITUCK-LAUREL LIBRARY		reference@mattlibrary.org	https://mattitucklaurellibrary.org/

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Location		10. County	11. School District	12. Library System	13. Outlet Type Code (select one):
MATTITUCK-LAUREL LIBRARY		SUFFOLK	Mattituck-Cutchogue	Suffolk Cooperative Library System	Central Library

Hours / Meetings

Location		14. Public Service Hours Per Year for This Outlet	15. Number of Weeks This Outlet is Open	16. Total number of meeting spaces available to the public	17. How many of the above meeting spaces are reservable?	18. Number of times members of the public reserved meeting spaces	19. Is the meeting space available for public use even when the outlet is closed?
MATTITUCK-LAUREL LIBRARY		3,068	52	5	5	979	Y

Building

Location		20. Enter the appropriate outlet code (select one):	21. Who owns this outlet building?	22. Who owns the land on which this outlet is built?	23. Indicate the year this outlet was initially constructed	24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more
MATTITUCK-LAUREL LIBRARY		LO	Library Board	Library Board	1961	1998

Space / Use

Location		25. Square footage of the outlet	26. Number of Internet Computers Used by General Public	27. Number of uses (sessions) of public Internet computers per year	27a Reporting Method for Number of Uses of Public Internet Computers Per Year
MATTITUCK-LAUREL LIBRARY		14,000	6	3,143	Annual Count

Internet Connection

Location		28. Type of connection on the outlet's public Internet computers	29. Maximum download speed of connection on the outlet's public Internet computers	30. Maximum upload speed of connection on the outlet's public Internet computers
MATTITUCK-LAUREL LIBRARY		Cable	10 Greater than or equal to 50 mbps and less than 100 mbps	9 Greater than or equal to 25 mbps and less than 50 mbps

Internet / WiFi

Location		31. Internet Provider	32. WiFi Access	33. Wireless Sessions	33a Reporting Method for Wireless Sessions
MATTITUCK-LAUREL LIBRARY		Cablevision/Optimum	No restrictions to access	5,202	Annual Count

Accessibility / Makerspace

Location		34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	35. Is every public part of the outlet accessible to a person in a wheelchair?	36. Does your outlet have a Makerspace?
MATTITUCK-LAUREL LIBRARY		Y	Y	N

ID

Questions 35-39 37-40 are locked fields for New York State Library use only.

Location		37. LIBID	38. FSCSID	39. Number of Bookmobiles in the Bookmobile Outlet Record	40. Outlet Structure Status
MATTITUCK-LAUREL LIBRARY		8000583980	NY0673	0	no change

10. OFFICERS AND TRUSTEES

Guidance at the start of the section has been updated to clarify that entries should reflect Officers and Board Members as of February 1, 2026.

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2025. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2025 to December 31, 2025)	12
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NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, select N/A.	5 - 9
10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, select N/A.	7
10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, select N/A here.	N/A
10.5 What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note.	3 years
10.6 I attest that all trustees participated in trustee education in the last calendar year (2025). If entering No, provide explanation in a Note.	Y

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one):	EP - board members are elected in a public election
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List Officers and Board Members as of February 1, 2026.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you must enter the data into the spreadsheet that Counting Opinions will send you. Please Note: It is customized and contains previously entered data in need of updating. Complete this spreadsheet and email it to support@countingopinions.com.

10.7a Status	10.7b First Name of Board Member	10.7c Last Name of Board Member	10.7d Mailing Address	10.7e City	10.7f Zip Code (5 digits only)	10.7g E-mail address	10.7h Office Held or Trustee	10.7i Term Begins - Month	10.7j Term Begins - Year	10.7k Term Expires	10.7l Term Expires - Year (yyyy)	10.7m Is the trustee serving a full term? If No, add a Note. The	10.7n The date the Oath of Office (mm/dd/yyyy) was taken	10.7o The date the Oath of Office was filed with town or	10.7p Is this a brand new trustee?
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Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling

county clerk (mm/dd/yyyy)

Filled	Randi	Teitel	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Trustee	June 2024	November 2026	No	N/A	N/A	N
Filled	Peter	Kren	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Trustee	November 2023	November 2026	Yes	N/A	N/A	N
Filled	James	Underwood	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	President	November 2025	November 2028	Yes	N/A	N/A	N

		od	elwood									
Filled	Colleen	Grattan-Arnoff				Financial Officer	November 2023	November 2026	Yes	N/A	N/A	N
Filled	Mary	Sanchez				Vice President	November 2024	November 2027	Yes	N/A	N/A	N
Filled	John	Carter				Trustee	November 2024	November 2027	Yes	N/A	N/A	N
Filled	Kathleen	O'Rourke				Secretary	November 2025	November 2028	Yes	N/A	N/A	N

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y
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11.1.a Source of Funds	11.1.b Name of funding County, Municipality or School District	11.1.c Amount	11.1.d Subject to public vote held in reporting year or in a previous reporting	11.1.e Written Contractual Agreement
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School District	Mattituck-Cutchoque UFSD \$1,718,603	year(s). Y	N
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Please Note: last year's answers for repeating groups cannot be displayed.

11.2TOTAL LOCAL PUBLIC FUNDS ⁵	\$1,718,603
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SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3Local Library Services Aid (LLSA)	\$1,724
11.4Record all Central Library Services Aid monies received from system headquarters	\$0
11.5Additional State Aid received from the System	\$0
11.6Federal Aid received from the System	\$0
11.7Other Cash Grants	\$0
11.8TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$1,724

OTHER STATE AID

11.9State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
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FEDERAL AID FOR LIBRARY OPERATION

11.10LSTA	\$0
11.11Other Federal Aid	\$0
11.12TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0

OTHER RECEIPTS

11.14 Gifts and Endowments	\$27,372
11.15 Fund Raising	\$0
11.16 Income from Investments	\$55
11.17 Library Charges	\$16,148
11.18 Other	\$33,121
11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$76,696
11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$1,797,023
11.21 BUDGET LOANS	\$0

Transfers / Grand Total

TRANSFERS

11.22 From Capital Fund (Same as Question 14.8)	\$0
11.23 From Other Funds	\$0
11.24 TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0
11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$174,505
11.26 GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$1,971,528

12. OPERATING FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians	\$365,086
12.2 Other Staff	\$413,822
12.3 Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$778,908
12.4 Employee Benefits Expenditures	\$185,033
12.5 Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$963,941

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures	\$44,037
12.7 Electronic Materials Expenditures	\$72,031
12.8 Other Materials Expenditures	\$5,892
12.9 Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$121,960

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF)	\$47,558
12.11 From Other Funds (71OF)	\$0
12.12 Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$47,558

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13From Local Public Funds (72PF)	\$19,029
12.14From Other Funds (72OF)	\$0
12.15Total Repairs (Add Questions 12.13 and 12.14)	\$19,029
12.16Other Disbursements for Operation & Maintenance of Buildings	\$96,157
12.17Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$115,186

MISCELLANEOUS EXPENSES

12.18Office and Library Supplies	\$12,920
12.19Telecommunications	\$17,501
12.21Professional & Consultant Fees	\$35,840
12.22Equipment	\$5,069
12.23Other Miscellaneous	\$147,910
12.24Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$219,240

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12.25CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26From Local Public Funds (73PF)	\$0
12.27From Other Funds (73OF)	\$0
12.28Total (Add Questions 12.26 and 12.27) Other Loans	\$0
12.29Budget Loans (Principal and Interest)	\$0
12.30Short-Term Loans	\$0
12.31Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$1,467,885

Transfers to Capital Fund

12.33From Local Public Funds (76PF)	\$0
12.34From Other Funds (76OF)	\$0
12.35Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36Transfer to Other Funds	\$172,505
12.37TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$172,505
12.38TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$1,640,390
12.39BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2025	\$331,138
12.40GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$1,971,528

ASSURANCE

12.41The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the Annual Report was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	2026-04-13
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FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy)	2025-07-03
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2024-12/31/2024
12.44 Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.45 Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y
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13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources	\$0
13.2 All Other Revenues from Local Sources	\$0
13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction	\$0
13.5 Other State Aid	\$0
13.6 Total State Aid (Add Questions 13.4 and 13.5)	\$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 TOTAL FEDERAL AID	\$0
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INTERFUND REVENUE

13.8 Transfer from Operating Fund(Same as Question 12.35)	\$0
13.9 TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0
13.10 NON-REVENUE RECEIPTS	\$0
13.11 TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0
13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$331,409
13.13 TOTAL CASH RECEIPTS AND BALANCE(Add Questions 13.11 and 13.12; same as Question 14.12)	\$331,409

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1 Construction	\$0
14.2 Incidental Construction	\$5,185

Other Disbursements

14.3Purchase of Buildings	\$0
14.4Interest	\$0
14.5Collection Expenditures	\$0
14.6Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$5,185
14.8TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9NON-PROJECT EXPENDITURES	\$0
14.10TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$5,185
14.11BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2025	\$326,224
14.12TOTAL CASH DISBURSEMENTS AND BALANCE	\$331,409

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1Total ALA-MLS	3.50
16.2Total Librarians	3.50
16.3All Other Paid Staff	12.25
16.4Total Paid Employees	15.75
16.5State Government Revenue	\$1,724
16.6Federal Government Revenue	\$0
16.7Other Operating Revenue	\$76,696
16.8Total Operating Revenue	\$1,797,023
16.9Other Operating Expenditures	\$334,426
16.10Total Operating Expenditures	\$1,420,327
16.11Total Capital Expenditures	\$52,743
16.12Print Materials	39,085
16.12aTotal Physical Items in Collection	45,081
16.13Circulation of Children's Physical Material	9,502
16.14Total Registered Borrowers	3,547
16.15Other Capital Revenue and Receipts	0
16.16Number of Internet Computers Used by General Public	6
16.17Total Uses (sessions) of Public Internet Computers Per Year	3,143
16.18Wireless Sessions	5,202
16.19Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1LIB ID	8000583980
17.2Interlibrary Relationship Code	Member of a Federation or Cooperative
17.3Legal Basis Code	Non-profit Association or Agency
17.4Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
17.5FSCS Public Library Definition	Yes
17.6Geographic Code	Multi-Place, entirety
17.7FSCS ID	NY0673
17.8SED CODE	
17.9INSTITUTION ID	
User defined ID. used to link two or more AEs together.	
Old FSCSKEY	

SUGGESTED IMPROVEMENTS

Library Name:	MATTITUCK-LAUREL LIBRARY
Library System:	Suffolk Cooperative Library System
Name of Person Completing Form:	Shauna Scholl
Phone Number:	(631) 298-4134
I am satisfied that this resource (LibPAS) is meeting library needs:	Neither Agree nor Disagree
Applying this resource (LibPAS) will help improve library services to the public:	
Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	

¹, 3.20a OFFERED MORE ADULT PROGRAMS(0-2026-03-30)

², 3.24a OFFERED MORE LIVE ONSITE PROGRAMS(0-2026-03-30)

³, 3.25a OFFERED MORE LIVE OFF SITE PROGRAMS(0-2026-03-30)

⁴, 3.26a OFFERED MORE VIRTUAL PROGRAMS(0-2026-03-30)

⁵, 11.2 THE ENTERED AMOUNT IS CORRECT(0-2026-04-02)



March 19, 2026

Mattituck-Laurel Library
13900 Main Rd.
Mattituck, NY 11952
Sara Colichio

Sara,
Thank you for the opportunity to quote on a Konica Minolta copier.
We have bizhub C250i that come off lease from a library.
This would be a great replacement for your current C224e which has been discontinued for quite some time.

Konica Minolta BizHub C250i Color Printer/Scanner/Copier (Used)
25 pages per minute B/W and Color
100 sheet single pass duplex automatic document feeder.
(2) 500 sheet paper trays handle 5 ½ x 8 ½ up to 11x17.
(1) 150 sheet bypass tray handles 5 ½ x 8 ½ up to 11x17.
Copier stand, Keypad.

Your price is \$1,675.00 delivered and installed.

Any questions, please let us know.

Christopher Capobianco

PRECISION MICROPRODUCTS OF AMERICA, INC.

7 Old Dock Rd Unit 3 Yaphank, NY 11980

Orders: 1-800-932-9215 Phone: 1-631-580-3456 Fax: 1-631-580-3003

WWW.P-M-A.COM

04/06/26

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Mar 26</u>
Other Current Assets	
Dime Bank CD 10 mo.	250,000.00
M&T Bank CD 12 mo	250,000.00
	<hr/>
Total Other Current Assets	500,000.00
General Fund	
Operating Fund	425,314.31
Building Fund	
Checking	268,887.72
Savings	57,319.45
	<hr/>
Total Building Fund	326,207.17
	<hr/>
Total General Fund	751,521.48
Cultural Activities Fund	
Coffee Machine	852.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	2,399.30
Adult Programs Wash Account	22,438.81
Designated Gifts	657.80
Parent-Toddler Programs	64.23
	<hr/>
Total Cultural Activities Fund	27,882.94
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	14,126.83

04/06/26

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Mar 26</u>
Capital Reserve Fund	540,151.64
Unemployment Insurance	30,000.00
Total Gift and Trust Fund - MM	<u>613,694.46</u>
TOTAL	<u><u>1,893,098.88</u></u>

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
March 2026

Date	Name	Memo	Original Amo...	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
03/12/2026	Ingram Library Services, Inc.	94871915	30.60	30.60
Total Youth Arts & Crafts				30.60
Youth Computer Software				
03/02/2026	Amazon Capital Services	Switch - Mario Kart	79.00	79.00
Total Youth Computer Software				79.00
Youth Books				
03/03/2026	Ingram Library Services, Inc.	94512561	503.27	503.27
03/03/2026	Ingram Library Services, Inc.	94512562	520.00	520.00
03/03/2026	Ingram Library Services, Inc.	94512563	11.63	11.63
03/03/2026	Ingram Library Services, Inc.	94512569	16.77	16.77
03/05/2026	Ingram Library Services, Inc.	94840725	20.18	20.18
03/05/2026	Ingram Library Services, Inc.	94905467	22.17	22.17
03/12/2026	Ingram Library Services, Inc.	94871914	85.63	85.63
03/12/2026	Ingram Library Services, Inc.	95043150	11.19	11.19
03/17/2026	Ingram Library Services, Inc.	95113329	12.19	12.19
03/17/2026	Ingram Library Services, Inc.	95113330	11.63	11.63
03/17/2026	Ingram Library Services, Inc.	95146363	22.70	22.70
03/18/2026	Penworthy	Qty 12 Youth Books	258.65	258.65
Total Youth Books				1,496.01
Total Youth Materials				1,605.61
Adult Materials				
DVD/Music CD				
03/02/2026	Amazon Capital Services	Massenet Opera DVD	38.95	38.95
03/03/2026	Midwest Tape	508427677	25.19	25.19
03/03/2026	Midwest Tape	508427678	48.28	48.28
03/03/2026	Midwest Tape	508454190	40.58	40.58
03/03/2026	Midwest Tape	508491977	21.69	21.69
03/03/2026	Midwest Tape	508487001	23.79	23.79
03/18/2026	Midwest Tape	508520877	20.99	20.99
03/18/2026	Midwest Tape	508520878	23.09	23.09
Total DVD/Music CD				242.56
Digital Material Subscriptions				
03/02/2026	Kanopy, Inc.	137 Tickets, 1 Credit KKids	143.00	143.00
03/03/2026	Midwest Tape	Hoopla Month Ending 2/28/26	208.58	208.58
Total Digital Material Subscriptions				351.58
Adult Books				
03/03/2026	Ingram Library Services, Inc.	94512559	134.54	134.54
03/03/2026	Ingram Library Services, Inc.	94512560	23.39	23.39
03/03/2026	Ingram Library Services, Inc.	94512564	37.80	37.80
03/03/2026	Ingram Library Services, Inc.	94512565	18.92	18.92
03/03/2026	Ingram Library Services, Inc.	94512566	211.32	211.32
03/03/2026	Ingram Library Services, Inc.	94512567	11.40	11.40
03/03/2026	Ingram Library Services, Inc.	94512568	20.15	20.15
03/03/2026	Ingram Library Services, Inc.	94414820	38.40	38.40
03/03/2026	Ingram Library Services, Inc.	94414821	134.87	134.87
03/03/2026	Ingram Library Services, Inc.	94414822	247.90	247.90
03/03/2026	Ingram Library Services, Inc.	94414823	276.90	276.90
03/05/2026	Ingram Library Services, Inc.	94840719	18.92	18.92
03/05/2026	Ingram Library Services, Inc.	94840721	28.00	28.00
03/05/2026	Ingram Library Services, Inc.	94840722	160.20	160.20
03/05/2026	Ingram Library Services, Inc.	94840723	38.40	38.40
03/05/2026	Ingram Library Services, Inc.	94905461	157.77	157.77
03/05/2026	Ingram Library Services, Inc.	94905462	17.80	17.80
03/05/2026	Ingram Library Services, Inc.	94905463	36.69	36.69
03/05/2026	Ingram Library Services, Inc.	94905464	84.27	84.27
03/05/2026	Ingram Library Services, Inc.	94905465	63.40	63.40
03/12/2026	Ingram Library Services, Inc.	95043144	17.24	17.24

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
March 2026

Date	Name	Memo	Original Amo...	Paid Amount
03/12/2026	Ingram Library Services, Inc.	95043145	11.39	11.39
03/12/2026	Ingram Library Services, Inc.	95043146	18.92	18.92
03/12/2026	Ingram Library Services, Inc.	95043147	80.03	80.03
03/12/2026	Ingram Library Services, Inc.	95043148	26.06	26.06
03/17/2026	Amazon Capital Services	All the Light We Cannot See	10.18	10.18
03/17/2026	Ingram Library Services, Inc.	95146360	69.51	69.51
03/17/2026	Ingram Library Services, Inc.	95146361	92.87	92.87
03/17/2026	Ingram Library Services, Inc.	95146362	73.98	73.98
03/17/2026	Ingram Library Services, Inc.	95146364	8.39	8.39
Total Adult Books				2,169.61
Large Print Books				
03/03/2026	Ingram Library Services, Inc.	94512558	21.60	21.60
03/03/2026	Ingram Library Services, Inc.	94512564	19.20	19.20
03/03/2026	Ingram Library Services, Inc.	94414819	71.44	71.44
03/03/2026	Ingram Library Services, Inc.	94414824	19.20	19.20
03/05/2026	Ingram Library Services, Inc.	94840720	20.40	20.40
03/05/2026	Ingram Library Services, Inc.	94840724	20.40	20.40
03/05/2026	Ingram Library Services, Inc.	94905466	55.49	55.49
03/05/2026	Ingram Library Services, Inc.	94905468	34.19	34.19
03/12/2026	Ingram Library Services, Inc.	95043143	161.68	161.68
03/12/2026	Ingram Library Services, Inc.	95043149	20.40	20.40
03/12/2026	Ingram Library Services, Inc.	95043151	40.80	40.80
Total Large Print Books				484.80
Newspapers				
03/02/2026	The New York Times	Large Print subscription from 2/23/26 to 2/21/27	200.20	200.20
03/18/2026	Daily News	To settle and close disputed account	252.07	252.07
03/31/2026	Newsday	Subscription period from 4/3/26 to 5/28/26	367.92	367.92
Total Newspapers				820.19
Periodicals				
03/03/2026	EBSCO Subscription Services	Annual Periodicals Subscriptions	4,761.13	4,761.13
Total Periodicals				4,761.13
Total Adult Materials				8,829.87
Teen Materials				
03/03/2026	Ingram Library Services, Inc.	94414822	11.19	11.19
03/12/2026	Ingram Library Services, Inc.	94871913	171.77	171.77
Total Teen Materials				182.96
Total Library Materials				10,618.44
Technology				
03/05/2026	PM Communications Corp.	Monthly Maintenance	123.78	123.78
03/17/2026	Business Card	4 Yubico Security Keys	116.00	116.00
Total Technology				239.78
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
03/20/2026	Living Art Aquariums	Service 2/10/26 and 2/28/26	230.00	230.00
Total Aquarium Maintenance				230.00
HVAC Maintenance				
03/10/2026	Kolb Service Corp.	Routine Gas Heat Service	145.68	145.68
03/20/2026	Kolb Service Corp.	Replace fan belt for unit serving entrance and ...	95.00	95.00
Total HVAC Maintenance				240.68
Water Backflow Test				
03/31/2026	JJ Simms Valve Testing	Annual Testing & Paperwork for Backflow Devi...	270.00	270.00
Total Water Backflow Test				270.00

04/06/26

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
March 2026

Date	Name	Memo	Original Amo...	Paid Amount
Other Building Maint.				
03/31/2026	Suffolk Security Systems, Inc.	Replaced 4 C/Os	996.00	996.00
03/31/2026	Suffolk Security Systems, Inc.	Fire inspection	225.00	225.00
Total Other Building Maint.				1,221.00
Total Building Maintenance				1,961.68
Electric				
03/31/2026	PSEGLI	Service from Feb 19, 2026 to March 20, 2026	1,814.06	1,814.06
Total Electric				1,814.06
Gas				
03/31/2026	National Grid	Billing period Feb 18, 2026 to March 19, 2026	1,927.07	1,927.07
Total Gas				1,927.07
Grounds Maintenance				
Snow Removal				
03/02/2026	Twin Fork Landscape Contracting	Snow plow and Salt 2/23/26 & 2/25/26	2,080.00	2,080.00
Total Snow Removal				2,080.00
Other Grounds Maintenance				
03/31/2026	Twin Fork Landscape Contracting	Spring Clean-up	6,700.00	6,700.00
Total Other Grounds Maintenance				6,700.00
Total Grounds Maintenance				8,780.00
Water				
SCWA				
03/10/2026	Suffolk County Water Authority	Service period Dec 2, 2025 to March3, 2026	218.97	218.97
Total SCWA				218.97
Total Water				218.97
Garbage Removal				
03/05/2026	Mattituck Environmental Services	4 YD Trash Service	309.89	309.89
Total Garbage Removal				309.89
Total Operations and Maintenance				15,011.67
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
03/20/2026	Optimum	Billing period 3/16/26 to 4/15/26	260.95	260.95
Total Optimum Internet Service				260.95
Computer/Network Maintenance				
03/02/2026	Fluid Imagery, Inc.	Service Contract - Monthly Managed Services	2,400.00	2,400.00
03/13/2026	Fluid Imagery, Inc.	Server UPS Replacement	845.00	845.00
Total Computer/Network Maintenance				3,245.00
Computer Software Licenses				
03/17/2026	Business Card	Deep Freeze Licensing - Faronics Technologies	381.18	381.18
03/20/2026	Elan Financial Services	CrashPlan	32.59	32.59
Total Computer Software Licenses				413.77
Total Maintenance Office Equipment				3,919.72
Membership				
Professional Memberships				
03/10/2026	Linda Scholl.	Notary License Renewal	60.00	60.00
03/17/2026	Business Card	SCLA Membership - Sara	55.00	55.00
Total Professional Memberships				115.00

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
March 2026

Date	Name	Memo	Original Amo...	Paid Amount
Total Membership				115.00
Printing & Advertising				
Other printing & advertising				
03/13/2026	Floyd Memorial Library.	Ad 2026 Suffolk Times Spring Children's Direc...	150.00	150.00
03/17/2026	Business Card	Swag, pens and post it notes	543.56	543.56
Total Other printing & advertising				693.56
Total Printing & Advertising				693.56
Professional Fees				
SCLS/Overdue Notices				
03/04/2026	SCLS	Overdues - Processed & Mailed February 2026	18.62	18.62
Total SCLS/Overdue Notices				18.62
SCLS/Annual Membership				
03/03/2026	SCLS	Member Library Support 2025 / January 1, 202...	12,114.00	12,114.00
Total SCLS/Annual Membership				12,114.00
Total Professional Fees				12,132.62
Programs - Adult				
Motion Picture/Music Licensing				
03/31/2026	SCLS	Motion Picture Lic Corp. - Movie Blanket Licen...	117.59	117.59
03/31/2026	SCLS	SWANK Movie Licensing USA - 2 year , 1/1/2...	262.00	262.00
Total Motion Picture/Music Licensing				379.59
Adult Reading Club & Book Discu				
03/02/2026	Amazon Capital Services	Qty 10 - My Friends	199.90	199.90
03/02/2026	Sara Colichio.	Reimburse snacks for Book Discussion	39.66	39.66
03/17/2026	Amazon Capital Services	I'm Not Your Muse	27.55	27.55
03/18/2026	SCLS	Qty 16 - The Doorman	264.00	264.00
Total Adult Reading Club & Book Discu				531.11
Adult Programs				
03/02/2026	Adam King	Guitar series Jan/Feb 2026	840.00	840.00
03/02/2026	Southold Free Library	American Cookbooks 2/26/26	100.00	100.00
03/03/2026	Alan Stewart	Tai Chi series Jan/Feb 2026	320.00	320.00
03/04/2026	Tom Collins	Refund Tai Chi 2/27/26	5.00	5.00
03/04/2026	Jill Hansen	Refund Tai Chi 2/27/26	5.00	5.00
03/04/2026	Dorothy Silvestri	Refund Tai Chi 2/27/26	5.00	5.00
03/10/2026	Martha Terry	Reimburse Adult Program food items	87.92	87.92
03/12/2026	Rob Scott	Irish Soda Bread 3/5/26	299.00	299.00
03/18/2026	Theresa Maritato	Bingo 3/18/26	395.00	395.00
03/20/2026	Elan Financial Services	Zoom	67.96	67.96
03/31/2026	Tonito Valderrama	Watercolor 3/30/26	400.00	400.00
Total Adult Programs				2,524.88
Total Programs - Adult				3,435.58
Programs - Juvenile				
03/02/2026	Amazon Capital Services	Chirping bird	8.99	8.99
03/02/2026	Joanne Hruz.	Reimburse Penguin Program supplies	33.83	33.83
03/04/2026	Nicole Summers Sparling	Boogie/Tango 3/5/26	350.00	350.00
03/13/2026	Arrayscape Gaming, Inc.	Minecraft - Winter Wonderland 3/12/26	275.00	275.00
03/31/2026	Arrayscape Gaming, Inc.	Minecraft - Polar Bear Peak 3/24/26	275.00	275.00
03/31/2026	Karen Letteriello.	Reimburse items for Juvenile Programs	74.59	74.59
Total Programs - Juvenile				1,017.41
Programs - Summer				
03/02/2026	Amazon Capital Services	Dino candy lab, Microscope, Chemistry set	55.50	55.50
03/02/2026	Joanne Hruz.	Reimburse Penguin Program supplies	11.98	11.98
03/12/2026	Noah's Ark Animal Workshop, I...	Ember the Eagle	2,023.50	2,023.50
Total Programs - Summer				2,090.98

04/06/26

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
March 2026

Date	Name	Memo	Original Amo...	Paid Amount
Programs - Teen				
03/02/2026	Amazon Capital Services	Farm Puzzle, Bluetooth speaker, Paint by num...	61.05	61.05
03/17/2026	Amazon Capital Services	Acrylic Paint Kit	43.68	43.68
Total Programs - Teen				104.73
Supplies - Library				
03/02/2026	Amazon Capital Services	Ant traps	5.99	5.99
03/03/2026	Quill Corporation	Shredder wastebags	54.99	54.99
03/05/2026	Orlowski Hardware Company, I...	Fasteners	7.83	7.83
03/13/2026	Shauna Scholl.	Reimburse water for programs	23.67	23.67
03/17/2026	Amazon Capital Services	Swiffer pads, 5oz cups	34.83	34.83
03/17/2026	Amazon Capital Services	Water Filter	91.88	91.88
03/17/2026	Business Card	ID LABEL, INC	291.34	291.34
03/17/2026	Business Card	Shipping for seed packets	15.00	15.00
03/17/2026	Business Card	Business cards	65.00	65.00
03/18/2026	W.B. Mason Co., Inc.	Labels	12.56	12.56
03/18/2026	W.B. Mason Co., Inc.	Book Tape	118.32	118.32
03/20/2026	Elan Financial Services	Cricut	9.99	9.99
03/31/2026	SCLS	Vinyl Banner 6 ft	60.00	60.00
Total Supplies - Library				791.40
Supplies - Office				
03/02/2026	Amazon Capital Services	Shipping and Handling	2.89	2.89
03/17/2026	Business Card	Finance charge	1.29	1.29
03/18/2026	Dime Community Bank	Stop Payment Fee	15.00	15.00
03/20/2026	Quill Corporation	Sharpies, Envelopes, Lysol spray	73.96	73.96
Total Supplies - Office				93.14
Telephone				
03/20/2026	Optimum	Billing period 3/16/26 to 4/15/26	161.04	161.04
Total Telephone				161.04
Workshops				
03/17/2026	Business Card	Library Works	49.00	49.00
Total Workshops				49.00
Total Miscellaneous Expense				24,604.18
TOTAL				50,474.07

Mattituck-Laurel Library
 Monthly Budget Report With Current Month
 March 2026

	Mar 26
Ordinary Income/Expense	
Income	
Interest	4.31
Direct Public Support	1,742.15
Library Materials Paid For	37.99
Copy Machine	230.14
	2,014.59
Total Income	2,014.59
Gross Profit	2,014.59
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	26,680.54
Clerical	29,902.62
Custodian	4,233.27
	60,816.43
Total Salaries	60,816.43
Benefits	
Fica	4,348.58
Disability Insurance	-318.89
Medical Insurance	8,628.95
Retirement	6,174.79
	18,833.43
Total Benefits	18,833.43
Total Payroll Expenses	79,649.86
Library Materials	
Youth Materials	
Youth Arts & Crafts	30.60
Youth Computer Software	79.00
Youth Books	1,496.01
	1,605.61
Total Youth Materials	1,605.61
Adult Materials	
DVD/Music CD	242.56
Digital Material Subscriptions	351.58
Adult Books	2,169.61
Large Print Books	484.80
Newspapers	820.19
Periodicals	4,761.13
	8,829.87
Total Adult Materials	8,829.87
Teen Materials	182.96
	10,618.44
Total Library Materials	10,618.44
Technology	239.78
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	230.00
HVAC Maintenance	240.68

Mattituck-Laurel Library
 Monthly Budget Report With Current Month
 March 2026

	Mar 26
Water Backflow Test	270.00
Other Building Maint.	1,221.00
Total Building Maintenance	1,961.68
Electric	1,814.06
Gas	1,927.07
Grounds Maintenance	
Snow Removal	2,080.00
Other Grounds Maintenance	6,700.00
Total Grounds Maintenance	8,780.00
Water	
SCWA	218.97
Total Water	218.97
Garbage Removal	309.89
Total Operations and Maintenance	15,011.67
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	394.80
Optimum Internet Service	260.95
Computer/Network Maintenance	3,245.00
Computer Software Licenses	413.77
Total Maintenance Office Equipm...	4,314.52
Membership	
Professional Memberships	115.00
Total Membership	115.00
Printing & Advertising	
Other printing & advertising	693.56
Total Printing & Advertising	693.56
Professional Fees	
Payroll Processing	593.14
SCLS/Overdue Notices	18.62
SCLS/Annual Membership	12,114.00
Total Professional Fees	12,725.76
Programs - Adult	
Motion Picture/Music Licensing	379.59
Adult Reading Club & Book Dis...	531.11
Adult Programs	2,524.88
Total Programs - Adult	3,435.58
Programs - Juvenile	1,017.41
Programs - Summer	2,090.98
Programs - Teen	104.73
Supplies - Library	791.40

Mattituck-Laurel Library
Monthly Budget Report With Current Month
March 2026

	Mar 26
Supplies - Office	93.14
Telephone	161.04
Workshops	49.00
	<hr/>
Total Miscellaneous Expense	25,592.12
Building Fund Expenses	
Incidental Construction	225.00
	<hr/>
Total Building Fund Expenses	225.00
	<hr/>
Total Expense	131,336.87
	<hr/>
Net Ordinary Income	-129,322.28
	<hr/>
Net Income	-129,322.28
	<hr/> <hr/>

Mattituck-Laurel Library
 Monthly Budget Report With Year To Date
 January through March 2026

	Jan - Mar 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	0.00	7,500.00	-7,500.00	0.0%
Mattituck-Cutchoque School Dist	809,050.11	1,789,817.00	-980,766.89	45.2%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	12.19	50.00	-37.81	24.4%
Direct Public Support	3,406.48	7,000.00	-3,593.52	48.7%
Fines	258.61			
Library Materials Paid For	44.59			
Copy Machine	697.04	4,500.00	-3,802.96	15.5%
E-Rate Discount	5,702.00	5,400.00	302.00	105.6%
Refunds	71.65			
Fund Balance Brought Forward	0.00			
Total Income	819,242.67	1,816,067.00	-996,824.33	45.1%
Gross Profit	819,242.67	1,816,067.00	-996,824.33	45.1%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	75,801.01	374,411.00	-298,609.99	20.2%
Clerical	87,640.41	467,904.00	-380,263.59	18.7%
Custodian	11,454.56	50,520.00	-39,065.44	22.7%
Total Salaries	174,895.98	892,835.00	-717,939.02	19.6%
Benefits				
Fica	12,722.63	66,433.00	-53,710.37	19.2%
Disability Insurance	218.60	1,200.00	-981.40	18.2%
Medical Insurance	23,278.01	160,038.00	-136,759.99	14.5%
Retirement	14,838.65	74,981.00	-60,142.35	19.8%
Total Benefits	51,057.89	302,652.00	-251,594.11	16.9%
Total Payroll Expenses	225,953.87	1,195,487.00	-969,533.13	18.9%
Library Materials				
Youth Materials				
Youth Arts & Crafts	252.08	2,000.00	-1,747.92	12.6%
Youth DVD's	0.00	400.00	-400.00	0.0%
Youth Computer Software	79.00	1,500.00	-1,421.00	5.3%
Youth Books	1,562.19	12,000.00	-10,437.81	13.0%
Total Youth Materials	1,893.27	15,900.00	-14,006.73	11.9%
Adult Materials				
DVD/Music CD	553.22	3,700.00	-3,146.78	15.0%
Live-brary Downloadable e-b...	56,644.00	58,000.00	-1,356.00	97.7%
Digital Material Subscriptions	2,285.88	12,500.00	-10,214.12	18.3%
Title Source	0.00	2,400.00	-2,400.00	0.0%
Adult Books	9,229.82	21,500.00	-12,270.18	42.9%
Reference Books and Data ...	0.00	2,000.00	-2,000.00	0.0%
Adult Ref Books				
Local History	0.00	1,000.00	-1,000.00	0.0%
Continuations	0.00	2,000.00	-2,000.00	0.0%

Mattituck-Laurel Library
 Monthly Budget Report With Year To Date
 January through March 2026

	Jan - Mar 26	Budget	\$ Over Budget	% of Budget
Total Adult Ref Books	0.00	3,000.00	-3,000.00	0.0%
Virtual Reference Collection	0.00	5,600.00	-5,600.00	0.0%
Adult Audio Books	0.00	250.00	-250.00	0.0%
Large Print Books	510.29	5,000.00	-4,489.71	10.2%
Newspapers	1,285.95	7,500.00	-6,214.05	17.1%
Periodicals	4,761.13	5,200.00	-438.87	91.6%
Total Adult Materials	75,270.29	126,650.00	-51,379.71	59.4%
Teen Materials	715.20	2,500.00	-1,784.80	28.6%
Total Library Materials	77,878.76	145,050.00	-67,171.24	53.7%
Capital Expenditures	152.24	120,000.00	-119,847.76	0.1%
Technology	1,062.63	9,300.00	-8,237.37	11.4%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	870.00	3,600.00	-2,730.00	24.2%
HVAC Maintenance	525.68	2,500.00	-1,974.32	21.0%
Exterminator	210.00	1,200.00	-990.00	17.5%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	0.00	235.00	-235.00	0.0%
Elevator Maint.	2,035.80	5,500.00	-3,464.20	37.0%
Security Monitoring	122.85	700.00	-577.15	17.6%
Water Backflow Test	270.00	275.00	-5.00	98.2%
Fire Sprinkler Test	1,250.00	1,250.00	0.00	100.0%
Piano Tuning	0.00	400.00	-400.00	0.0%
Other Building Maint.	1,221.00	7,000.00	-5,779.00	17.4%
Total Building Maintenance	6,505.33	22,860.00	-16,354.67	28.5%
Custodial Supplies	0.00	1,500.00	-1,500.00	0.0%
Electric	5,541.09	30,000.00	-24,458.91	18.5%
Gas	6,539.45	12,500.00	-5,960.55	52.3%
Grounds Maintenance				
Snow Removal	8,195.00	4,000.00	4,195.00	204.9% *
Sprinkler Maintenance	0.00	700.00	-700.00	0.0%
Other Grounds Maintenance	6,700.00	15,000.00	-8,300.00	44.7%
Total Grounds Maintenance	14,895.00	19,700.00	-4,805.00	75.6%
Insurance				
Workers' Comp.	0.00	12,000.00	-12,000.00	0.0%
Umbrella Package	0.00	23,500.00	-23,500.00	0.0%
Total Insurance	0.00	35,500.00	-35,500.00	0.0%
Water				
North Fork Water	228.90	1,000.00	-771.10	22.9%
SCWA	218.97	3,600.00	-3,381.03	6.1%
Total Water	447.87	4,600.00	-4,152.13	9.7%
Garbage Removal	927.08	3,500.00	-2,572.92	26.5%

Mattituck-Laurel Library
 Monthly Budget Report With Year To Date
 January through March 2026

	Jan - Mar 26	Budget	\$ Over Budget	% of Budget
Total Operations and Maintenance	34,855.82	130,160.00	-95,304.18	26.8%
Miscellaneous Expense				
Longevity Benefit	0.00	1,500.00	-1,500.00	0.0%
Legal Fees	0.00	2,500.00	-2,500.00	0.0%
Contingency	0.00	2,500.00	-2,500.00	0.0%
Maintenance Office Equipment				
Verizon Mobile Hotspots	592.20	2,500.00	-1,907.80	23.7%
Optimum Internet Service	765.90	3,600.00	-2,834.10	21.3%
Copy Machine	1,076.35	5,500.00	-4,423.65	19.6%
Computer/Network Maintenance	5,645.00	12,000.00	-6,355.00	47.0%
BookScan Maintenance	700.00	750.00	-50.00	93.3%
Computer Software Licenses	5,027.95	9,500.00	-4,472.05	52.9%
Total Maintenance Office Equipment	13,807.40	33,850.00	-20,042.60	40.8%
Membership				
Professional Memberships	466.00	2,500.00	-2,034.00	18.6%
Museum Passes	160.00	5,000.00	-4,840.00	3.2%
Mattituck Chamber of Commerce	0.00	350.00	-350.00	0.0%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	626.00	8,650.00	-8,024.00	7.2%
Postage				
Postage & Stamps	173.77	770.00	-596.23	22.6%
Mailing Permit	0.00	300.00	-300.00	0.0%
Newsletter mailing	481.93	2,600.00	-2,118.07	18.5%
Post Office Box Fee	0.00	200.00	-200.00	0.0%
Total Postage	655.70	3,870.00	-3,214.30	16.9%
Printing & Advertising				
Other printing & advertising	693.56	2,500.00	-1,806.44	27.7%
Newsletter printing	3,909.00	23,000.00	-19,091.00	17.0%
Total Printing & Advertising	4,602.56	25,500.00	-20,897.44	18.0%
Professional Fees				
Payroll Processing	1,620.72	8,000.00	-6,379.28	20.3%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	3,119.90	11,500.00	-8,380.10	27.1%
Annual audit	365.00	15,000.00	-14,635.00	2.4%
SCLS/Overdue Notices	58.52	500.00	-441.48	11.7%
SCLS/Annual Membership	12,114.00	12,500.00	-386.00	96.9%
Total Professional Fees	17,278.14	58,000.00	-40,721.86	29.8%
Programs - Adult				
Motion Picture/Music Licensing	379.59	600.00	-220.41	63.3%
Adult Reading Club & Book ...	570.91	3,500.00	-2,929.09	16.3%
Adult Programs	4,716.63	19,000.00	-14,283.37	24.8%
Total Programs - Adult	5,667.13	23,100.00	-17,432.87	24.5%
Programs - Juvenile	2,629.70	12,500.00	-9,870.30	21.0%
Programs - Summer	3,133.52	8,500.00	-5,366.48	36.9%
Programs - Teen	709.56	8,500.00	-7,790.44	8.3%

12:37 PM
04/06/26
Cash Basis

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through March 2026

	<u>Jan - Mar 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Supplies - Library	1,678.15	10,500.00	-8,821.85	16.0%
Supplies - Office	1,362.88	4,000.00	-2,637.12	34.1%
Supplies - Paper	327.75	2,000.00	-1,672.25	16.4%
Telephone	496.57	2,400.00	-1,903.43	20.7%
Travel	605.98	2,400.00	-1,794.02	25.2%
Workshops	49.00	2,300.00	-2,251.00	2.1%
Staff Development	170.00	1,000.00	-830.00	17.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	<u>53,800.04</u>	<u>216,070.00</u>	<u>-162,269.96</u>	<u>24.9%</u>
Building Fund Expenses				
Incidental Construction	<u>225.00</u>			
Total Building Fund Expenses	<u>225.00</u>			
Total Expense	<u>393,928.36</u>	<u>1,816,067.00</u>	<u>-1,422,138.64</u>	<u>21.7%</u>
Net Ordinary Income	<u>425,314.31</u>	<u>0.00</u>	<u>425,314.31</u>	<u>100.0%</u>
Net Income	<u>425,314.31</u>	<u>0.00</u>	<u>425,314.31</u>	<u>100.0%</u>

04/06/26

Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
March 2026

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Savings				
Deposit	03/31/2026		Interest	0.50
Total Savings				0.50
Total Building Fund				0.50
Total General Fund				0.50
Cultural Activities Fund				
Coffee Machine				
Deposit	03/02/2026		Coffee	1.00
Deposit	03/10/2026		Coffee	2.00
Total Coffee Machine				3.00
Adult Programs Wash Account				
Bill	03/01/2026	Cavan Gregg	Refund Cooking 2/24/26	-10.00
Bill	03/01/2026	Barbara Celeste	Refund Cooking 2/24/26	-10.00
Bill	03/01/2026	Lorna Luniewski	Lorna Luniewski	-10.00
Bill	03/01/2026	Diane Tandy	Diane Tandy	-10.00
Bill	03/01/2026	Elena Grefe	Refund Cooking 2/24/26	-10.00
Deposit	03/01/2026		Cooking	253.23
Deposit	03/01/2026		Arts/crafts	4.55
Deposit	03/01/2026		Crochet	56.46
Deposit	03/01/2026		Watercolor	4.55
Deposit	03/01/2026		Tai Chi	192.70
Deposit	03/01/2026		Defensive Driving	101.04
Deposit	03/02/2026		Aerobics	505.00
Deposit	03/02/2026		Cooking	29.00
Deposit	03/02/2026		Arts/Crafts	10.00
Deposit	03/02/2026		Natural History Museum	55.00
Deposit	03/06/2026		Aerobics \$317.95 less Che...	107.95
Deposit	03/06/2026		Yoga	328.64
Deposit	03/06/2026		Cooking	46.97
Deposit	03/06/2026		Arts/Crafts	9.10
Deposit	03/06/2026		Defensive Driving	101.04
Deposit	03/06/2026		Tai Chi	93.94
Deposit	03/10/2026		Yoga	80.00
Deposit	03/10/2026		Cooking	25.00
Deposit	03/10/2026		Arts/Crafts	5.00
Deposit	03/10/2026		Bus Trip	534.00
Deposit	03/10/2026		Natural History	10.00
Deposit	03/10/2026		Defensive Driving	70.00
Deposit	03/10/2026		Tai Chi	104.00
Deposit	03/13/2026		Yoga	115.72
Deposit	03/13/2026		Cooking	26.65
Deposit	03/13/2026		Arts/Crafts	9.10
Deposit	03/13/2026		Bus Trip \$258.36 less refu...	169.26
Deposit	03/13/2026		Defensive Driving	101.04
Deposit	03/13/2026		Tai Chi	82.61
Deposit	03/16/2026		Arts/Crafts	15.00
Deposit	03/16/2026		Tai Chi	12.00

04/06/26

Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
March 2026

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Total Adult Programs Wash Account				3,208.55
Total Cultural Activities Fund				3,211.55
Gift and Trust Fund - MM				
Undesignated & Interest				
Bill	03/13/2026	Fluid Imagery, Inc.	54195 Server Upgrade	-19,880.00
Deposit	03/31/2026		Interest	0.05
Total Undesignated & Interest				-19,879.95
Total Gift and Trust Fund - MM				-19,879.95
TOTAL				-16,667.90

Mattituck-Laurel Library

Monthly Bill Payments

As of March 31, 2026

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	03/02/2026	13863	Adam King	Guitar series Jan/Feb 2026	-840.00
Bill Pmt -Check	03/02/2026	13864	Fluid Imagery, Inc.	Invoice 59566	-2,400.00
Bill Pmt -Check	03/02/2026	13865	Kanopy, Inc.	Invoice #493295-PPU	-143.00
Bill Pmt -Check	03/02/2026	13866	Southold Free Library	American Cookbooks 2/26/26	-100.00
Bill Pmt -Check	03/02/2026	13867	Twin Fork Landscape Contrac...	Invoice 29562	-2,080.00
Bill Pmt -Check	03/02/2026	13868	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, In...	-452.27
Bill Pmt -Check	03/02/2026	13869	Joanne Hruz.	Reimburse Penguin Program s...	-45.81
Bill Pmt -Check	03/02/2026	13870	Sara Colichio.	Reimburse snacks for Book Dis...	-39.66
Bill Pmt -Check	03/02/2026	13871	The New York Times	Acct 802189563, Invoice 2FD0...	-200.20
Bill Pmt -Check	03/03/2026	13872	EBSCO Subscription Services	TN-S-59543-00	-4,761.13
Bill Pmt -Check	03/03/2026	13873	Ingram Library Services, Inc.	Acct 20T1781	-1,549.99
Bill Pmt -Check	03/03/2026	13874	Midwest Tape	Invoice 508512572	-208.58
Bill Pmt -Check	03/03/2026	13875	SCLS	Invoice 96475	-12,114.00
Bill Pmt -Check	03/03/2026	13876	Alan Stewart	Tai Chi series Jan/Feb 2026	-320.00
Bill Pmt -Check	03/03/2026	13877	Ingram Library Services, Inc.	Acct 20T1781	-799.90
Bill Pmt -Check	03/03/2026	13878	Midwest Tape	Cstmr 2000001786	-159.53
Bill Pmt -Check	03/03/2026	13879	Quill Corporation	03047280	-54.99
Bill Pmt -Check	03/04/2026	13880	Dorothy Silvestri	Refund Tai Chi 2/27/26	-5.00
Bill Pmt -Check	03/04/2026	13881	Jill Hansen	Refund Tai Chi 2/27/26	-5.00
Bill Pmt -Check	03/04/2026	13882	SCLS	Invoice 96364	-18.62
Bill Pmt -Check	03/04/2026	13883	Tom Collins	Refund Tai Chi 2/27/26	-5.00
Bill Pmt -Check	03/04/2026	13884	Nicole Summers Sparling	Boogie/Tango 3/5/26	-350.00
Bill Pmt -Check	03/05/2026	13885	Ingram Library Services, Inc.		-778.28
Bill Pmt -Check	03/05/2026	13886	Mattituck Environmental Servi...	Cstmr 11-0001422-0, Invoice 6...	-309.89
Bill Pmt -Check	03/05/2026	13887	Orlowski Hardware Company,...	Acct 584177, Stmtnt 2/28/26	-7.83
Bill Pmt -Check	03/05/2026	13888	PM Communications Corp.	Invoice 46067	-123.78
Bill Pmt -Check	03/09/2026	13889	NYS Employees Health Insur...	03909	-13,950.80
Bill Pmt -Check	03/10/2026	13890	Kolb Service Corp.	Invoice 4505-217 balance due	-145.68
Bill Pmt -Check	03/10/2026	13891	Linda Scholl.	Notary License Renewal	-60.00
Bill Pmt -Check	03/10/2026	13892	Martha Terry	Reimburse Adult Program food...	-87.92
Bill Pmt -Check	03/10/2026	13893	Suffolk County Water Authority	Acct 3000390878	-218.97
Bill Pmt -Check	03/12/2026	13894	Fluid Imagery, Inc.	VOID: Invoice 59718	0.00
Bill Pmt -Check	03/12/2026	13895	Noah's Ark Animal Workshop,...	Invoice na74896 / Workshop d...	-2,023.50
Bill Pmt -Check	03/12/2026	13896	Ingram Library Services, Inc.		-675.71
Bill Pmt -Check	03/12/2026	13897	Rob Scott	Irish Soda Bread 3/5/26	-299.00
Bill Pmt -Check	03/13/2026	13898	Arrayscape Gaming, Inc.	Minecraft - Winter Wonderland ...	-275.00
Bill Pmt -Check	03/13/2026	13899	Floyd Memorial Library.	Ad 2026 Suffolk Times Spring ...	-150.00
Bill Pmt -Check	03/13/2026	13900	Fluid Imagery, Inc.	Server UPS Replacement	-845.00
Bill Pmt -Check	03/13/2026	13901	Shauna Scholl.	Reimburse water for programs	-23.67
Bill Pmt -Check	03/17/2026	13902	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, In...	-208.12
Bill Pmt -Check	03/17/2026	13903	Business Card	5474 1518 7474 0647	-1,517.37
Bill Pmt -Check	03/17/2026	13904	Ingram Library Services, Inc.		-291.27
Bill Pmt -Check	03/17/2026	13905	Osprey Security Systems, Inc.	Invoice 63492-ARS	-225.00
Bill Pmt -Check	03/18/2026	13906	Daily News	Acct 4090496, Agency 0072370...	-252.07
Bill Pmt -Check	03/18/2026	13907	Midwest Tape	2000001786	-44.08
Bill Pmt -Check	03/18/2026	13908	SCLS	Invoice 96594	-264.00
Bill Pmt -Check	03/18/2026	13909	W.B. Mason Co., Inc.		-130.88
Bill Pmt -Check	03/18/2026	13910	Theresa Maritato	VOID: Bingo 3/18/26	0.00
Bill Pmt -Check	03/18/2026	13911	Theresa Maritato	Bingo 3/18/26	-395.00
Bill Pmt -Check	03/18/2026	13912	Penworthy	Cstmr 00-5320020_001, Invoic...	-258.65
Bill Pmt -Check	03/20/2026	13913	Elan Financial Services	4798 5101 7200 1022	-110.54
Bill Pmt -Check	03/20/2026	13914	Kolb Service Corp.	Invoice 4505-219	-95.00
Bill Pmt -Check	03/20/2026	13915	Living Art Aquariums	Invoice 2496	-230.00
Bill Pmt -Check	03/20/2026	13916	Optimum	Acct 07839-381822-01-2	-421.99
Bill Pmt -Check	03/20/2026	13917	Quill Corporation	03047280	-73.96
Bill Pmt -Check	03/31/2026	13918	Aflac	Acct NQH35, Inv 812260	-64.05
Bill Pmt -Check	03/31/2026	13919	Arrayscape Gaming, Inc.	Minecraft - Polar Bear Peak 3/...	-275.00
Bill Pmt -Check	03/31/2026	13920	JJ Simms Valve Testing	Invoice 2181	-270.00
Bill Pmt -Check	03/31/2026	13921	Karen Letteriello.	Reimburse items for Juvenile P...	-74.59
Bill Pmt -Check	03/31/2026	13922	National Grid	Acct 43544-64005	-1,927.07
Bill Pmt -Check	03/31/2026	13923	Newsday	Acct 40410623	-367.92
Bill Pmt -Check	03/31/2026	13924	PSEGLI	Cstmr 0295-3001-61-3, Acct 96...	-1,814.06
Bill Pmt -Check	03/31/2026	13925	SCLS		-439.59
Bill Pmt -Check	03/31/2026	13926	Suffolk Security Systems, Inc.	1720	-1,221.00

04/06/26

Mattituck-Laurel Library
Monthly Bill Payments
As of March 31, 2026

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Bill Pmt -Check	03/31/2026	13927	Tonito Valderrama	Watercolor 3/30/26	-400.00
Bill Pmt -Check	03/31/2026	13928	Twin Fork Landscape Contrac...	Invoice 29623	-6,700.00
Bill Pmt -Check	03/31/2026	13929	Verizon	Acct. 242398426-00001, Inv 61...	-394.80
Total BNB Operating Checking					-65,093.72
TOTAL					-65,093.72

MONTHLY IMPACT

MARCH 2026

5,851

ITEMS
CHECKED
OUT

1,514 books & other items
4,337 ebooks & digital items

books & other items
- 10 February (1,524)
- 94 March 2025 (1,608)



DIGITAL
MATERIAL
CIRCULATION

4,337

Flipster **76**
Freegal (downloads) **153**
Freegal (streamed) **605**

Hoopla **95**
Kanopy **167**
Overdrive **2,626**
WAM **615**



- 14 February (4,351)
- 3,110 March 2025 (7,447)

325



public computer sessions

243



ILL's incoming

549

ILL's outgoing

25

new patrons



126

guest Wi-Fi connections

330

materials
added

Library Programs **53**
Community Groups **29**
Tutors **4**

91

room use



4,173

visitors

+ 1,680 February (2,493)
+ 564 March 2025 (3,609)
Busiest day of the week -
Mondays (871)

Adult Services **726**
Teen Services **448**
Youth & Parenting Services **154**



1,328

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	1,699
February	2,704	2,871	2,092	2,068	2,030	1,794	1,575	1,524
March	2,882	1,255	2,329	2,165	2,293	1,961	1,608	1,514
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	4,737

NEW PATRON REGISTRATIONS

MARCH 2026

Adult Year Round	15
Youth Year Round	10
Courtesy Card	
Teen	
2 ND Address	
Total:	25

MEETING ROOM USE REPORT-MARCH 2026

The following groups used the 3 meeting rooms MARCH 2026

Community Room

Chair aerobics	Rainbow Adventures
P/C Rhyme & Play	The History of Mattituck Post Office
Windy Stories	Friends Irish Tea Luncheon
Invitation to Opera (2)	Staff Meeting
Yoga	Healthcare Close to Home
Babies Boogie	Fine Motor Fun with Cheerios
Toddlers Tango	Bingo & Irish Treats
Daisy Girl Scouts Meeting	Put Me in The Zoo
T'ai Chi	Author Talk
Oreo Cookie Flowers	There's A Lion in My Cornflakes
Fighting Chance	Family Lego
Lego K-6	North Fork Anglers
Alewife Workshop	Nature Watercolor Class
National Crayon Day	
America's Founding Fathers: Benjamin Franklin	

Conference Room

Mah Jongg	Minecraft
MCLA Board Meeting	American History Seminar
Bridge	North Fork Penwriters
AP World Study Session (2)	Medicare
Guitar Group	M-L History Club
Light Painters	Book Discussion/ <i>My Friends</i>
East End Lions	

Craft Room

Tutor (4)	Read to A Dog
NF Action	Guitar Group
Weekly Book Discussion	Girl Scouts
Irish Snacks & Bingo	Melted Crayon
Alzheimer's Group	Glow in Dark Egg Challenge
Spring Paint & Brunch	
Trifles Rehearsal	

Kitchen

Zoom

** Don't Cross The Line: Respecting Personal Boundaries for Teens
held at Cutchogue-New Suffolk Free Library

Tutors-4
Community Groups-29

Library Programs-53
Local History-5