

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

MEETING DATE: Monday November 10, 2025

MEETING TIME: 6:00 PM

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of the Agenda
- IV. Review and Approval of the Minutes of October 20, 2025 Regular Board Meeting
- V. Election of Officers and Committee Assignments
- VI. Approval of Treasurer's Report
- VII. Approval of the Personnel Report
- VIII. Director's Report
- IX. President's Remarks
- X. Committee Reports
- XI. Old Business
- XII. New Business
 - A. Approve 2026 Board Meeting Dates
 - B. Approve 2026 Holiday Closings
 - C. Amend 2026 Budget
 - D. Retired Computer Equipment
- XIII. Period of Public Expression
- XIV. Adjournment

Next Meeting – December 8, 2025

Directors Report October 2025

Building and Grounds

On October 12th there was a roof leak in the Tween Room. The leak was controlled and fortunately we were closed on Monday. There was minimal damage, however I expect the area to potentially leak again.

The shade sail was removed by Mills the week of October 20th.

North Fork Sealcoating was on site on October 23rd and 24th to sealcoat and restripe the parking lot. They did a fantastic job, and this will help to extend the life of the asphalt. The striping was also starting to fade so the bright new lines really stand out.

Programs and Services

Our annual lighted pumpkin event took place on Friday October 10th. The event was a huge success. Fifteen pumpkins were picked up and returned by families and Marissa had eight teens carve pumpkins for the display and she also facilitated the teen volunteers we had on hand to help with set up and games. We had a great turn out with folks attending that didn't carve pumpkins but wanted to be a part of the event. We even had an adult patron who lent us their artistically carved pumpkin for the evening (they spent 8 hours carving!). Hotdogs were grilled by the Friends again this year along with balloon twisting and face painting, games and a craft. This event continues to be a huge success each year and I am grateful to the Friends of the Library for their support to ensure that it continues along with the planning that the Youth and Family Services Department does each year.

My next book discussion will take place on November 20th, we will discuss *All the Ugly and Wonderful Things* by Bryn Greenwood. So far there are 13 patrons registered.

The collaborative film and panel discussion of **Free For All: The Public Library** with the North Fork Arts Center took place on Wednesday October 15th at 6pm. Unfortunately, I was unable to attend, however, I did hear that the event was a huge success and there was a lot of library love that evening! We originally had planned to be in a smaller theater, but the event drew such a crowd, with over 80 in attendance, NFAC had to move the event to a larger theater! My North Fork colleagues and I have already started discussing another collaboration centered around the recently released film *The Librarians*.

Due to the government shutdown and the concerns surrounding the lack of funding to SNAP we have been working diligently to ensure that the food pantry is stocked. Our local Girl Scout Troop 1983 has offered to assist with collecting nonperishable food items along with diapers, formula and hygiene items for our pantry.

A huge thank you to our community and to Marissa and her Great Give Back Coordinator, Luca for organizing the Great Give Back through the month of October. Our amazing community donated 655 items to be given to the North Fork Animal Welfare League.

I was able to attend the Trunk or Treat again this year with Karen and Elizabeth also in attendance. The PTA does a great job with this event, and it grows bigger and better each year. We always enjoy attending and making positive connections with our patrons. This year we were thankful to SCLS for providing the Tech Van, which was decorated for the Halloween season.

Upcoming programs and events to note:

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

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

Wreath Making (full) – November 15, 11am

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

Defensive Driving – November 22, 10am

Revocable and Irrevocable Trusts – December 2, 5:30pm

Family Gingerbread House Decorating – December 4, 4pm

Holiday Concert with Emy McB – December 6, 1pm

Pressed Flower Holiday Craft – December 9, 5pm

Friends of the Library

A huge thank you to the Friends for their support of the annual lighted pumpkin display each year!

The Friends will be hosting their Irish Tea again in 2026, the date has been set for March 12, 2026, at 12pm.

The next Friends meeting is Tuesday November 18th at 9:30am. The December meeting will also comprise the holiday luncheon and is scheduled for December 16th at 11am with lunch to follow at 12pm.

Administrative

I am pleased to report that the investing of reserve funds into two CD's at two separate financial institutions has been completed. A 10-month CD was opened with Dime and a 12-month CD was opened with M&T. Melissa was able to add the two CD's to the fund balance report as *other assets*. When we get close to the maturity date on each of the CD's the Board will have the opportunity to decide how to proceed at that time.

After speaking with Kevin regarding the budget and the debt service line item, before inputting the budget into Quickbooks I am suggesting an amendment to the budget. Since the loan has been paid off and we will not be utilizing the debt service line item anytime soon best practice is to decrease the debt service to zero, remove it, and increase capital expenditures +\$100,000. If the full amount is not spent in capital expenditures it would be treated as any other fund balance and be put into reserves for capital projects.

Unfortunately, I had to cancel the October 22nd staff meeting due to illness. The next (and last) staff meeting of the year is on December 11th. The Library will be closed to the public and the staff will be on site for an EAP workshop and their annual holiday luncheon.

We have been working to get messaging out on social media regarding the B&T situation. Two of our closest neighboring libraries, Riverhead and Cutchogue-New Suffolk have been kind to assist with ILL's and shelf checks. They were not affected by the B&T situation because they did not use B&T as a vendor or their primary vendor. We are hopeful that items will start to ship soon, all three departments (adult, children's, teen) have submitted orders with Ingram and the orders are processing.

2026 Meeting dates and holiday closings are annexed for everyone to review, and both are agenda items for approval.

I am preparing to order an additional round of new PC's that I plan to have FI update around the building. I may need to place another order in 2026, and idea is to have all staff machines fully updated by June 2026. FI will also be working to update all servers to a cloud-based environment. I am expecting them to start their work with us mid-November.

Elaine Villano the Business Manager at Sacred Heart Parish called to let me know that they are expecting construction to start soon and will be blocking off most of their parking lot for the next year. She inquired if it was alright to let parishioners know that overflow parking would be available in our lot for holiday services and Sundays. I let her know we would be happy to extend that courtesy as they have always been kind to us allowing staff and overflow parking for our bigger events. I have asked staff to refrain from parking in the church parking lot for the duration of the construction project.

Nancy Leskody has kindly donated Anne E. Trimble's political campaign button collection to our library to be housed in our local history collection. There are some really interested finds in Anne's collection and I am grateful to Nancy for trusting us with it. Robert will be working to catalog the collection and I'm looking forward to working with Diana on a display for the next election cycle.

A big congratulations to the Jane Austen Committee for their achievement in receiving second place in the annual Suffolk Library Marketing Award contest. The committee consists of Sharon, Martha, Jenna and Sara. A big thank you to the committee and all the library staff that played a part in this achievement!

I have updated the financial overview to reflect the added CD's, the updated version is annexed and has also been uploaded to the Google Drive.

Meetings Attended

October 1 – Innovative Update

October 6 – M&T Bank

October 10 – Pre-Interview Prep (Hazel, radio show)
October 10 – Annual Lighted Pumpkin Event
October 16 – Ingram
October 18 – Interview (Hazel, radio show)
October 24 – Zone 1 Directors Meeting @ Riverhead Free Library
October 24 – Trunk or Treat @ Cutchogue East
October 27 – LILRC Focus Group
October 27 – Nancy Leskody re: ephemera donation
October 30 – Ingram Demo and Q&A
October 30 – Reference Department Meeting

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - October 2025

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - The Jane Austen Committee placed second in the annual Suffolk Library Marketing Award contest. Members of the committee (Sharon Twickler, Martha Terry, Jenna Geiser and Sara Colichio) attended the SCLA dinner on October 22nd to accept the award. Martha has organized a library-wide committee for America's 250th celebration in 2026. She is also planning programs into the spring and beyond. To help those affected by the ending of SNAP benefits, the library has been focusing on advertising our Little Free Food Pantry more heavily to let patrons know that it is there for them if they need it and that we could use some help keeping it stocked. Girl Scout Troop 1983 has offered to help us by hosting a food drive to collect food for the Little Free Food Pantry. We are grateful for their help. The reference department is planning for Sharon's upcoming leave of absence by working together to divide her responsibilities while she is out. Sharon has also scheduled social media posts and is going to work on some canva templates to make coverage easier for the staff in the reference department. We have also made the switch from Baker & Taylor to Ingram. It will take some time for us to receive all of the items that were canceled from our Baker & Taylor orders and get them processed. We will continue to work on getting books to our patrons as soon as possible. Sharon and Martha continue to tour different libraries' makerspace areas for inspiration to create a mobile makerspace for our library.

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

Date	Meeting
10/20/25	Mentorship Series
10/21/25	Judged by the Covers: Meet the Challenge – Organize Advocate and Overcome
10/21/25	Department Heads' Meeting
10/22/25	SCLA Annual Meeting and Dinner
10/30/25	Reference Department Meeting
10/30/25	Ingram Demo

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

Date	Program	Statistics	Program Platform/Notes
Ongoing	Tech Appointments	10	In person; offered by Sharon Twickler
Ongoing 10/1-10/31	Savvy Sightseer: Haunting Tales From Salem to Long Island (Prerecorded Video)	11	Virtual

Mondays in October	Chair Strength and Stretch	27 each session	In person
Wednesdays in October	Yoga	4 each session plus 3 walk-ins	In person
Wednesdays in October	Book Discussion: <i>The Great Gatsby</i>	11	In person; facilitated by Sara Colichio
Thursdays in October	American Civil War Retold	8 each session	In person
10/4/25	Metalsmith Necklace Making	28	In person; co-sponsored by Southold Free Library
10/6/25	Estate Planning	12	In person
10/9/25	When We Spoke to the Dead: How Ghosts Gave American Women Their Voice	26	Virtual; this was an East End Libraries event hosted by Westhampton Free Library
10/11/25	Introduction to Italian Language & Culture	12	In person
10/14/25	Canva Kindergarten: A Beginner's Guide to Creating with Canva	6	In person; facilitated by Sharon Twickler
10/15/25	What Stays and What Goes: An Organizer's Guide to Making Decisions	39	Virtual; co-sponsored by Cutchogue-New Suffolk Free Library and Southold Free Library
10/16/25	Book Discussion: <i>The Silent Patient</i> by Alex Michaelides	11	In person; offered by Sara Colichio
10/16/25	LILPA Presents: Breast Cancer Awareness	17	Virtual; this was an EEPA program sponsored by Stony Brook Southampton Hospital and hosted by Hampton Bays Public Library
10/18/25	Rhonda Denet and Her Trio: From Jazz to Soul	44	In person
10/20/25	Alzheimer's Caregiver Support Group	6	In person; offered by a volunteer from the Alzheimer's Association
10/20/25	American History Seminar with John Viteritti	9	In person

10/21/25	Chocolate Kings: Hershey's vs. Mars	30	Virtual; shared with Southold Free Library; Southold hosted
10/22/25	Invitation to the Opera: Verdi's <i>Otello</i>	3	In person; organized by Jerry Matovcik
10/23/25	Thursday Matinee: <i>Pride and Prejudice and Zombies</i>	1	In person
10/23/25	The Gift of Everything and the Gift of Nothing with Patrick McDonnell	47	Virtual
10/28/25	Beyond Spring: Why Fall Is Prime Time for Native Plants	22	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 - Martha has organized a library-wide committee for America's 250th anniversary in 2026. She is planning into the spring of 2026 and beyond. The Jane Austen committee also continues to meet regarding Jane Austen celebrations, raffles and programming taking place throughout the rest of 2025. I continue to coordinate with Shauna to offer monthly book discussions. I am also doing a weekly book discussion featuring *The Great Gatsby* in celebration of its 100th anniversary. This winter, I will be offering an adult winter reading club as well.

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

I am very excited to share that our library came in second place for the Suffolk Library Marketing Award contest for 2025 for our Jane Austen Marketing Campaign. Members of the Jane Austen Committee attended the SCLA dinner to accept the award on October 22nd. Members of the committee include: Sharon Twickler, Martha Terry, Jenna Geiser and Sara Colichio.

Adult Collection Development - Baker and Taylor will be shutting down by January 2026. We have begun the process of switching to Ingram. We anticipate that obtaining all of the canceled items from Baker and Taylor, as well as getting them all processed, will take some time. We will

continue to work as quickly and efficiently as possible to make books available to our patrons as soon as possible.

I continue to work on labeling our fiction collection with genre stickers and work on identifying books that are part of a series. I have begun labeling and color coding books in a series as well. Linda and the circulation department have been assisting me with this project.

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

Museum Passes - I am currently trying to get in touch with the Long Island Science Center about renewing our membership, but am having a difficult time doing so since they have been temporarily closed. I will continue to try to get in touch with someone to renew the pass. This month, I renewed our membership to Quogue Wildlife Refuge and Lt. Michael P. Murphy Navy Seal Museum.

Library of Things - I continue to assist with the library of things as needed. I recently ordered new karaoke CDs for the karaoke machine.

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

Miscellaneous - Sharon and Martha continue to tour different libraries' makerspaces to get ideas for how our library can implement a portable makerspace—a small-scale, cart-based setup that will offer patrons an avenue for creativity and learning. Planning is in the preliminary stages at this time and details will follow over the next few months.

Sharon and Martha attended a Makerspace tour on October 1st at Connetquot Public Library. They also met with staff at Westhampton Free Library on October 29th to see their mobile makerspace. In addition, Sharon attended an East End Tech Coalition Roundtable meeting at Rogers Memorial Library on October 9th.

With SNAP benefits ending, we have made an effort to advertise our Little Free Food Pantry more heavily. We are advertising that we have it available to patrons and that we are in need of donations. Marissa emailed teens to remind them that they can earn community service by donating items for the food pantry. Sharon posted on social media and I created flyers to post around the building. Girl Scout troop 1983 will be assisting us with collecting food for the food pantry, and we are very grateful for their help. The Girl Scouts will be decorating a large box for the food donations that will be kept in the circulation department, and will help us to keep it stocked. Martha also created a document that lists food pantries on the North Fork, which we will make available to patrons.

Sharon will be out on an extended leave of absence and the reference department is working together to cover her responsibilities while she is out.

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

Summary – This month, I focused on planning winter programs, community service opportunities, and teen events. I organized the teen collection and space, addressed community service needs, and restocked Creation Station materials. I collaborated with community partners such as the Mattituck School District, Northfork Animal League, and CAST. I worked with fellow teen librarians, attended training sessions, assisted with adult services and programs, participated in library committees, created custom 3D-printed bookmarks and special requests and organized and managed our library's participation in the Great Give Back campaign. I remain committed to learning and providing valuable services to our teen community.

Meetings: Meetings during the month of October:

Date	Meeting
10/27	NOFO Teen Librarian Meeting
10/30	Ingram Training
10/30	Reference Meeting

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

Date	Program	Statistics
10/2	Escape Room at the Library	12
10/10	Pumpkin Carving	10
10/15	Mattituck High School Senior Service Day	3
10/15	Pumpkin Decorating	11
10/22	College Admissions Zoom	1
10/27	Candy Science	10 (18 registered)

Community Service – Grab-and-go community service kits continue to be available on an ongoing basis and remain very popular, with a steady influx of students utilizing them. Teens have been engaging in meaningful activities such as creating dog and cat toys, writing letters to seniors, veterans, and hospitalized children, decorating kindness rocks, and making bookmarks

Postcards: 3 Dog Toys: 4 Cat Toys: 7

Costume Sorting – The teens came in and helped the library sort costumes for the Costume Exchange Event that took place the next day. **Stat: 5**

Pumpkin Event – The teens volunteered at the Children's Department annual Pumpkin Event, which took place on October 10th, 2025. They helped with setting up, breaking down, lawn games and pumpkin carving. **Stat: 8**

Student Intern- In collaboration with the Career and Employment Agency on Long Island, we have continued with a student intern for the school year. The intern, Draco, is a local student from Mattituck High School. This internship is designed to provide him with hands-on experience and foundational skills necessary for working in a library setting. Draco works with us three times per week in all different areas of the library including teen, reference, children's and circulation.

Great Give Back – This month, our library participated in The Great Give Back, a New York State library initiative in which our library participates. I coordinated a month-long donation drive to benefit the Southold Animal Shelter. After corresponding with the shelter, I developed a list of items that would be most helpful to them. In total **655** items were donated.

Donation Drive Assistant Coordinator – To provide more meaningful involvement for a teen interested in supporting the Southold Animal Shelter, I created a temporary assistant coordinator position for this year's drive. This teen has had a major impact on ensuring the project runs smoothly, with responsibilities including setup and breakdown, sorting and organizing donations, maintaining inventory, promoting the drive in the community, and coordinating with the shelter. They came once a week every week in October and would help me sort and organize materials. Through promotion they played a major role in community involvement.

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

Teen Space-For October I updated the Teen Book Display to highlight some of our horror fiction books for Halloween. The display was titled "Hauntingly Good Reads." I also updated the guessing jar, for the month of October teens had to guess the number of mini pumpkins that were in the jar. The guessing jar had **14** participants. The DIY grab-and-go kits are consistently available in the Creation Station. Flyers are regularly updated, with the most recent additions featuring information about upcoming programs. I also continue to update the community service and events board in the Teen Space to keep teens informed. Additionally, mini canvases designed and donated by teens are now displayed, adding a seasonal touch to the space for the fall.

Mattituck Cutchoque Union Free School District–This month I corresponded and collaborated with the new high school librarian, Anna. The library is helping them out as being the delivery place for educational items that will be used at the school. Anna and I also collaborated about Banned Books Week. As always, I maintain regular communication with school librarians, keeping them informed about upcoming teen programs and community service opportunities to ensure broader outreach and engagement.

Teen Space Survey- I created a Teen Space Survey to get feedback from the teens about what they think of the current teen space and any suggestions they have for future improvements. I have notified teens in the community as well as both the schools. I keep the surveys anonymous and just request that they notify me when they submit a survey in order to earn community service. **We have received 39 responses so far.** I will continue to try and implement their feedback from this survey.

Print Newsletter–This month I am planning programming and events for the winter.

Teen Collection - Monthly book orders continue after reviewing School Library Journal, Publisher's Weekly and Kirkus. I also continue to take books off new. I am continuing to change the bookshelf displays to showcase books in the collection that have low circulation stats. I got these numbers from running statistical reports. I also updated the Teen Services page on our website to showcase the new

titles and take off old ones. This month, I finished creating updated readers' advisory bookmarks, curating titles based on teen interests such as *Great Graphic Novels*, *Read It before You Stream It*, and *As Seen on BookTok*. With the recent shutdown of Baker and Taylor, I will be working on weeding the current collection while learning and adapting to our new vendor, Ingram.

Banned Books Week- “Banned Books Week” this year was from October 5th-11th. I selected the materials for the book displays for the teen section. The books I selected for teens were fiction books that made the ‘Top 10 challenged’ lists within the last 5 years. I also collaborated with MHS about titles to bring attention to.

Social media/Marketing- I continue to collaborate with Sharon on optimizing engagement through our Instagram and Facebook pages, exploring various strategies to increase teen involvement. We have continued promoting Throwback Thursday social media series to highlight and reflect on teen programs and events from the summer. Regular email blasts are sent to inform patrons about community service opportunities and upcoming programs. I maintain ongoing communication with the school district and regularly update flyers in the teen space to reflect upcoming events. Additionally, I manage content on the Teen Services page of our website to keep information current.

Other-

3D Printer- I am continuing to print bookmarks for the patrons and fulfilling requests.
Requests: 2

Safety and EDI Committees- I continue to be a part of this committee and help with organization, planning and related tasks.

EAP Flyer- I continue my role as the EAP representative for the library.

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

Date: November 5, 2025

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: October 2025 Wrap-up

Our Numbers are as follows:

Programs: 275 plus 156 for pumpkin display and 300 for Trunk or Treat

Book pulls and reference questions 362

GENERAL INFORMATION

This year marked the 6th Annual Pumpkin Display, an event that continues to grow each year! We were thrilled to welcome 156 attendees who joined in the fun. Many families carried on the tradition of carving their pumpkins and celebrating with us, while others simply came to enjoy the festivities.

A big thank you to the Teens who carved pumpkins and volunteered at the event, and to the Friends of the Library for serving hot dogs and snacks. An extra-special thank you goes to our library staff for their hard work and dedication in making the evening such a success.

On Monday, October 13, we received notice that our primary book supplier would be ceasing operations. Fortunately, we already maintained an account with another distributor, Penworthy, allowing us to transition smoothly over to Ingram. After completing online training sessions, we successfully set up our new accounts and placed our first book order on October 24. We now await delivery and look forward to building a strong partnership with this new company.

On Friday, October 24, the Cutchogue East PTA hosted its annual Trunk or Treat event. We're grateful to Shauna, Elizabeth, and Karen for representing the library, and to the Tech Van team for helping create a fun and engaging experience for the kids.

October also brought the Great Give Back program. This year, our library focused on collecting items for the North Fork Animal Shelter. A heartfelt thank you goes to teen volunteer Luca, who singlehandedly led the donation effort.

Our STEM Table this month featured Mr. Potato Head. We've built quite a collection of potatoes and accessories to create all kinds of silly characters. Some families even stopped by twice a week just to play!

MEETINGS

October 8th Karen attended the webinar sponsored by Library Journal: Leading through Disruption: How Public Libraries Adapt, Innovate, and Thrive

October 14th Karen attended the Booklist fall and winter picture book webinar.

October 17th Karen and Elizabeth attended the Ingram Demonstration via zoom.

October 21st Karen attended the Judged by the Covers presentation at SCLS.

October 23rd Karen attended the Booklist webinar: Spanish Language & Bilingual Titles for Young Readers

October 28th Ask. Discover. Cite. How Academic AI is Redefining Discovery. This event was hosted by Library Journal.

PROGRAMS

Our Babies Boogie and Toddler Tango programs continue to be very popular, giving families the flexibility to attend morning sessions one month and evening sessions the next. Older children are still enjoying our LEGO and Minecraft programs, both of which remain favorites.

This month, we introduced a new program called Flashlight Fun, where kids created their own shadow designs and projected them on the wall using flashlights. Our Inflatable Monsters activity was another hit. Participants used red solo cups, vinyl gloves, and straws to make their own silly creatures. Everyone also loved the Spooky Crafts program, where attendees made four different Halloween-themed crafts and decorated Rice Krispie treats to match the spooky theme.

I also continued my regular visits to A Time to Grow Preschool. On October 10, we shared stories about friendship and enjoyed interactive fun with books, instruments, and puppets.

This month's Scavenger Hunt theme featured the Ninja Turtles, which turned out to be a hit with both kids and adults alike.

OVERALL

We continue to assess and refine our collections to ensure they remain current, relevant, and easy for patrons to browse. This month, we continued the weeding of the Youth Fiction collection.

In addition, we conducted a review of the department's online resource, National Geographic Kids. I recommended that we renew this subscription for another year and

continue to monitor its usage. This platform remains one of our strongest digital resources, offering a rich variety of nonfiction materials: books, videos, magazines, and images about current events and hot topics for kids. It is very easy to navigate.

Mattituck-Laurel Library

Board Meeting Dates 2026

The board meets on the second Monday of each month at 6:00 p.m. except for October when the meeting is held on the 3rd Monday.

Monday January 12, 2026

Monday February 9, 2026

Monday March 9, 2026

Monday April 13, 2026

Monday May 11, 2026

Monday June 8, 2026

Monday July 13, 2026

Monday August 10, 2026

Monday September 14, 2026

Monday October 19, 2026*

Monday November 9, 2026

Monday December 14, 2026

2026 HOLIDAY CLOSINGS

Thursday, January 1	NEW YEAR'S DAY
Monday, January 19	MARTIN LUTHER KING
Monday, February 16	PRESIDENT'S DAY
Sunday, April 5	EASTER SUNDAY
Monday, May 25	MEMORIAL DAY
Friday, June 19	JUNETEENTH
Saturday, July 4	INDEPENDENCE DAY
Monday, September 7	LABOR DAY
Monday, October 12	COLUMBUS DAY
Wednesday, November 11	VETERANS' DAY
Wednesday, November 25 (Open 9 am to 1 pm)	THANKSGIVING EVE
Thursday, November 26	THANKSGIVING
Thursday, December 24	CHRISTMAS EVE
Friday, December 25	CHRISTMAS DAY
Thursday, December 31 (Open 9 am to 1 pm)	NEW YEAR'S EVE

2026 Budget	2026 Proposed	2025 Approved	% Inc/Dec 25/26
Income			
Mattituck-Cutchogue School District	1,789,817	1,718,603	4%
NY State Incentive	1,800	1,800	0%
Interest	50	50	0%
Direct Public Support	7,000	5,000	40%
Fines	0	0	0%
Copy Machine	4,500	3,500	29%
E-Rate Discount	5,400	5,400	0%
PILOT Funds	7,500	5,000	50%
Total Income	1,816,067	1,739,353	4%
DISBURSEMENTS			
Payroll Expenses			
Professional Salaries	374,411	361,729	4%
Clerical Salaries	442,904	434,661	2%
Custodian	50,520	49,050	3%
Sunday Overtime	25,000	25,000	0%
Total Salaries	892,835	870,440	3%
Benefits			
FICA	66,433	64,310	3%
Disability Insurance	1,200	1,200	0%
State Unemployment Insurance	0	0	0%
Medical Insurance	160,038	125,405	28%
Retirement	74,981	71,153	5%
Total Benefits	302,652	262,068	15%
Total Personnel Costs	1,195,487	1,132,508	6%
LIBRARY MATERIALS			
Adult Materials			
Digital Material Subscriptions	12,500	12,500	0%
Live-brary Downloadable Ebooks	58,000	57,300	1%
Title Source	2,400	2,400	0%
Adult Books	21,500	21,500	0%

2026 Budget	2026 Proposed	2025 Approved	% Inc/Dec 25/26
Reference Books & Databases	2,000	2,000	0%
Local History	1,000	1,000	0%
Continuations	2,000	2,000	0%
Virtual Reference Collection	5,600	5,600	0%
Audiobooks	250	250	0%
DVD/Music Cd	3,700	3,700	0%
Large Print Books	5,000	5,000	0%
Newspapers	7,500	7,200	4%
Periodicals	5,200	5,200	0%
Total Adult Materials	126,650	125,650	1%
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	145,050	144,050	1%
Capital Expenditures	120,000	19,000	
Technology	9,300	9,300	0%
Operations & Maintenance			
Building Maintenance			
Aquarium Maintenance	3,600	3,600	0%
Exterminator	1,200	1,200	0%
False Alarms	200	200	0%
Alarm Test	235	200	18%

2026 Budget	2026 Proposed	2025 Approved	% Inc/Dec 25/26
Eleavator Maintenance	5,500	5,500	0%
Security Monitoring	700	700	0%
Water Backflow Test	275	275	0%
Fire Sprinkler Test	1,250	1,200	4%
HVAC Maintenance	2,500	2,500	0%
Piano Tuning	400	400	0%
Other Building Maintenance	7,000	7,000	0%
Total Building Maintenance	22,860	22,775	0%
Custodial Supplies	1,500	1,300	15%
Electric	30,000	29,000	3%
Gas	12,500	12,000	4%
Grounds Maintenance	15,000	12,500	20%
Snow Removal	4,000	4,000	0%
Sprinkler Maintenance	700	700	0%
Total Grounds Maintenance	19,700	17,200	15%
Insurance			
Workers Comp	12,000	12,000	0%
Umbrella Package	23,500	23,000	2%
Total Insurance	35,500	35,000	1%
Water			
North Fork Water	1,000	850	18%
SCWA	3,600	3,500	3%
Total Water	4,600	4,350	6%
Garbage Removal	3,500	3,300	6%
Total Operation and Maintenance	130,160	124,925	4%
Miscellaneous Expense			
Contingency	2,500	3,000	-17%
Legal Fees	2,500	2,500	0%

2026 Budget	2026 Proposed	2025 Approved	% Inc/Dec 25/26
Longevity Benefit	1,500	1,500	0%
Maintenance of Equipment			
Copy Machine	5,500	5,500	0%
Computer/Network Maintenance	12,000	12,000	0%
BookScan Maintenance	750	750	0%
Computer Software Licenses	9,500	9,000	6%
Optimum Internet Service	3,600	3,500	3%
Verizon Mobile Hotspots	2,500	2,500	0%
Total Maintenance of Equipment	33,850	33,250	2%
Membership			
Museum Passes	5,000	5,000	0%
Professional Memberships	2,500	2,300	9%
Mattituck Chamber of Commerce	350	350	0%
Eastern Suffolk BOCES (EAP)	800	800	0%
Total Membership	8,650	8,450	2%
Postage			
Postage & Stamps	770	770	0%
Mailing Permit	300	300	0%
Newsletter Mailing	2,600	2,000	30%
P.O. Box Fee	200	200	0%
Total Postage	3,870	3,270	18%
Printing & Advertising			
Other Printing & Advertising	2,500	1,500	67%
Newsletter Printing	23,000	21,000	10%
Total Printing & Advertising	25,500	22,500	13%
SCLS Expenses			
SCLS Telecommunications	10,500	10,500	0%
PALS Membership	11,500	10,900	6%
Annual Audit	15,000	15,000	0%
SCLS/Overdue Notices	500	500	0%

2026 Budget	2026 Proposed	2025 Approved	% Inc/Dec 25/26
SCLS Annual Membership	12,500	12,500	0%
Total SCLS Expenses	50,000	49,400	1%
Programs-Adult			
Adult Reading Club & Book Discussion	3,500	3,500	0%
Adult Programs	19,000	18,000	6%
Motion Picture & Music Licensing	600	600	0%
Total Programs Adult	23,100	22,100	5%
Programs-Youth/Teen/Parent			
Programs-Youth	12,500	12,000	4%
Programs Summer	8,500	8,000	6%
Programs - Teen	8,500	8,000	6%
Total Programs Youth/Teen Parent	29,500	28,000	5%
Payroll Processing	8,000	8,000	0%
Supplies - Library	10,500	10,500	0%
Supplies- Office	4,000	4,000	0%
Supplies - Paper	2,000	2,500	-20%
Telephone	2,400	2,400	0%
Travel	2,400	2,400	0%
Workshops and Conferences	2,300	2,300	0%
Staff Development	1,000	1,000	0%
Tuition Reimbursement	2,500	2,500	0%
Total	35,100	35,600	-1%
Total Miscellaneous Expense	216,070	209,570	3%
Debt Service	0	100,000	
Total Budget	1,816,067	1,739,353	

Retired equipment, retired on November 10, 2025, at the regularly scheduled Board Meeting.

Computer Name	Location	Service Tag/SN	Purchase Date	Primary User	Deaccession Date
MLLREFERENCE-01	Reference Desk	DN4P382	3-Feb-16	Jerry	10-Nov-25
MLLCHDESK	Children's Office	GHT38V1	9-Aug-12	Rosemary	10-Nov-25
MLLHISTORY-1	Reference Office	6GV7ZQ1	3-Aug-11	Robert	10-Nov-25
MLLREF-DH	Reference Desk	6H3SL02	30-Apr-14	Marissa	10-Nov-25



Mattituck-Laurel LIBRARY

Warrants / Expenses

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

To be approved at the Library Board Meeting on November 10, 2025

Operating Account Total \$ 122,665.65

Payroll \$ 88,299.90

Non Payroll \$ 34,365.75

Cultural Activities Fund \$ 518.96

Money Market Account \$ 502,289.54

Building Fund Savings \$ 0

Building Fund Checking \$ 0

Donations in excess of \$1,000 None

October payroll has five weeks.

Please note: Two CDs were purchased with Money Market Capital Reserve Funds
Dime 10 month CD @ \$250,000 and M&T Bank 12 month CD @ \$250,000

11/03/25

Mattituck-Laurel Library
Fund Balance Report

	Jan - Oct 25
Other Current Assets	
Dime Bank CD 10 mo.	250,000.00
M&T Bank CD 12 mo	250,000.00
Total Other Current Assets	500,000.00
General Fund	
Operating Fund	511,870.83
Building Fund	
Checking	268,971.72
Savings	57,316.59
Total Building Fund	326,288.31
Total General Fund	838,159.14
Cultural Activities Fund	
Coffee Machine	801.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	1,124.30
Adult Programs Wash Account	14,111.30
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Total Cultural Activities Fund	18,229.43
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	34,006.66
Capital Reserve Fund	211,013.19
Unemployment Insurance	30,000.00
Total Gift and Trust Fund - MM	304,435.84
TOTAL	1,660,824.41

11/02/25

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

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
10/17/2025	Business Card	Arts/Crafts supplies i.e. Paint, paper, feathers, foam, pi...	187.00	187.00
Total Youth Arts & Crafts				187.00
Youth DVD's				
10/03/2025	Midwest Tape	507813797	39.18	39.18
10/21/2025	Midwest Tape	507875794	14.69	14.69
10/29/2025	Midwest Tape	507912712	23.79	23.79
10/29/2025	Midwest Tape	507912713	17.49	17.49
Total Youth DVD's				95.15
Youth Computer Software				
10/29/2025	Amazon Capital Services	Switch - Mario Galaxy, Pokemon, Sonic Racing	188.98	188.98
Total Youth Computer Software				188.98
Youth Books				
10/03/2025	B&T Juvenile Account	September invoices	512.19	512.19
Total Youth Books				512.19
Total Youth Materials				983.32
Adult Materials				
DVD/Music CD				
10/03/2025	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / Previous count 642, ...	25.00	25.00
10/03/2025	Midwest Tape	507813796	34.98	34.98
10/03/2025	Midwest Tape	507813799	23.79	23.79
10/03/2025	Midwest Tape	507813830	25.19	25.19
10/03/2025	Midwest Tape	507813831	21.69	21.69
10/03/2025	Midwest Tape	507813832	21.69	21.69
10/03/2025	Midwest Tape	507813833	21.69	21.69
10/21/2025	Midwest Tape	507842216	16.09	16.09
10/21/2025	Midwest Tape	507875795	25.19	25.19
10/29/2025	Sara Colichio.	Reimburse Opera DVD	22.98	22.98
Total DVD/Music CD				238.29
Digital Material Subscriptions				
10/01/2025	Kanopy, Inc.	140 Tickets	40.00	40.00
10/02/2025	Midwest Tape	Hoopla Month ending 9/30/25	234.31	234.31
Total Digital Material Subscriptions				274.31
Adult Books				
10/01/2025	B&T Adult Account	September invoices	634.91	634.91
Total Adult Books				634.91
Large Print Books				
10/01/2025	B&T Adult Account	September invoices	204.76	204.76
Total Large Print Books				204.76
Newspapers				
10/16/2025	Newsday	Subscription period from 10/22/25 to 12/16/25	343.92	343.92
10/16/2025	Wall Street Journal	Wall Street Journal Ultimate Package for 12 months	719.88	719.88
10/30/2025	Daily News	Pays through 12/10/25	90.00	90.00
Total Newspapers				1,153.80
Total Adult Materials				2,506.07
Teen Materials				
10/01/2025	B&T Teen Account	September invoices	81.03	81.03
10/16/2025	Amazon Capital Services	Of Mice and Men book	4.99	4.99
Total Teen Materials				86.02
Total Library Materials				3,575.41
Capital Expenditures				
10/29/2025	North Fork Seal Coating	Parking Lot - blow clean, fill cracks, sealcoat w/ sealer ...	6,900.00	6,900.00
Total Capital Expenditures				6,900.00
Technology				
10/08/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
10/16/2025	Amazon Capital Services	Battery Backup Replacement Batteries - Qty 5	230.90	230.90

11/02/25

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

Date	Name	Memo	Original Amount	Paid Amount
10/24/2025	Elan Financial Services	Siteground Hosting	621.75	621.75
Total Technology				970.54
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
10/17/2025	Living Art Aquariums	Service 9/9/25 and 9/24/25	230.00	230.00
Total Aquarium Maintenance				230.00
Exterminator				
10/29/2025	Hampton Pest Management, Inc.	Termite Bait Station	90.00	90.00
10/29/2025	Hampton Pest Management, Inc.	Rodent Control	125.00	125.00
Total Exterminator				215.00
Security Monitoring				
10/08/2025	Suffolk Security Systems, Inc.	Standard Digital Monitoring 11/1/2025 to 01/31/2026	122.85	122.85
Total Security Monitoring				122.85
Other Building Maint.				
10/01/2025	Suffolk Security Systems, Inc.	Replaced smoke detector and moved to a better locatio...	299.00	299.00
10/10/2025	Peconic Fire Equipment	8 Fire Extinguishers Serviced and Tagged	156.00	156.00
10/24/2025	Wm. J. Mills & Co.	Fall 2025: Awning Removal, condition check and Winte...	678.00	678.00
Total Other Building Maint.				1,133.00
Total Building Maintenance				1,700.85
Electric				
10/30/2025	PSEGLI	Service from Sep 19, 2025 to Oct 21, 2025	2,174.86	2,174.86
Total Electric				2,174.86
Gas				
10/24/2025	National Grid	Billing period Sep 18, 2025 to Oct 17, 2025	60.13	60.13
Total Gas				60.13
Grounds Maintenance				
Other Grounds Maintenance				
10/29/2025	Twin Fork Landscape Contracting	Cuts - 9/30,10/14,10/21,10/27, Storm cleanup 10/14/25...	875.00	875.00
Total Other Grounds Maintenance				875.00
Total Grounds Maintenance				875.00
Water				
North Fork Water				
10/16/2025	Primo Brands	Qty 7 - 5 gallon Water	139.92	139.92
Total North Fork Water				139.92
Total Water				139.92
Garbage Removal				
10/16/2025	Mattituck Environmental Services	4 YD Trash Service	308.78	308.78
Total Garbage Removal				308.78
Total Operations and Maintenance				5,259.54
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
10/16/2025	Optimum	Billing period from 10/16/25 to 11/15/25	244.85	244.85
Total Optimum Internet Service				244.85
Computer/Network Maintenance				
10/29/2025	L2J Consulting, Inc.	Monthly IT Support - October 2025	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
10/24/2025	Elan Financial Services	Paddle.Net CrashPlan	32.59	32.59
Total Computer Software Licenses				32.59
Total Maintenance Office Equipment				1,277.44
Membership				

11/02/25

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

Date	Name	Memo	Original Amount	Paid Amount
Professional Memberships				
10/01/2025	Long Island Library Resources	2025 LILRC Membership	865.00	865.00
10/17/2025	Business Card	SCLA -Sharon Twickler, ALA Membership Renewal - S...	260.00	260.00
Total Professional Memberships				1,125.00
Museum Passes				
10/30/2025	American Museum of Natural History	Library Basic (25 vouchers)	250.00	250.00
Total Museum Passes				250.00
Total Membership				1,375.00
Postage				
Newsletter mailing				
10/16/2025	Postmaster	Newsletter Mailing November/December	485.89	485.89
Total Newsletter mailing				485.89
Total Postage				485.89
Printing & Advertising				
Other printing & advertising				
10/08/2025	Shauna Scholl.	Mums, Cornstalks, Straw Bales for Pumpkin event 10/1...	174.95	174.95
10/16/2025	SCLS	SLED Fees October 10th Pumpkin event	262.50	262.50
10/29/2025	SCLS	Tech Van for Trunk or Treat 10/24/25 5pm to 8:15 pm	243.75	243.75
Total Other printing & advertising				681.20
Newsletter printing				
10/20/2025	Pine Barrens Printing	November/December Newsletter Printing	3,767.00	3,767.00
Total Newsletter printing				3,767.00
Total Printing & Advertising				4,448.20
Professional Fees				
PALS Membership				
10/01/2025	SCLS-PALS	PALS Quarterly Maintenance & Access Fee	2,899.41	2,899.41
10/16/2025	SCLS-PALS	Library IQ Consortia Add-On 07/01/2025 to 06/30/2026	648.86	648.86
Total PALS Membership				3,548.27
SCLS/Overdue Notices				
10/08/2025	SCLS	Overdues - Processed & Mailed September 2025	11.97	11.97
Total SCLS/Overdue Notices				11.97
Total Professional Fees				3,560.24
Programs - Adult				
Adult Reading Club & Book Discu				
10/17/2025	Business Card	Refreshments, Gift card	63.78	63.78
Total Adult Reading Club & Book Discu				63.78
Adult Programs				
10/02/2025	Rob Scott	Pink Lady Scones 9/30/25	445.00	445.00
10/08/2025	Dana Neger-Lagos	Metalsmith Jewelry 10/4/25	660.00	660.00
10/08/2025	Jeanne Schnupp	Haunting Tales - October	100.00	100.00
10/17/2025	Organize Me! of NY, LLC	Organizer's Guide 10/15/25	300.00	300.00
10/17/2025	Business Card	ChessUp 2 Smart Board for Library of Things	334.00	334.00
10/17/2025	Business Card	Summer Reading Gift Cards	125.00	125.00
10/24/2025	Elan Financial Services	Zoom	67.96	67.96
10/24/2025	Southold Free Library	Chocolate Wars 10/21/25 Shared Adult Program	75.00	75.00
10/29/2025	KMS Native Plants	Beyond Spring 10/28/25	250.00	250.00
Total Adult Programs				2,356.96
Total Programs - Adult				2,420.74
Programs - Juvenile				
10/02/2025	Karen Letteriello.	Reimburse Juvenile Program Items	168.00	168.00
10/08/2025	Lilly Hayes	Face Painting, Balloons for Pumpkin event 10/10/25	600.00	600.00
10/09/2025	Rosemary Stiansen	Reimburse snacks for Juvenile Programs	35.71	35.71
10/14/2025	Nicole Summers Sparling	Baby Boogie, Toddler Tango 10/15/25	350.00	350.00
10/16/2025	Amazon Capital Services	Glow stick bracelets, Spiders, spider web	19.97	19.97
10/20/2025	Arrayscape Gaming, Inc.	Minecraft - Pumpkin Patch 10/16/25	300.00	300.00
10/30/2025	Karen Letteriello.	Halloween items, Snacks, Gingerbread houses	309.75	309.75
10/30/2025	Quogue Wildlife Refuge	Meet the Animals 11/6/25	250.00	250.00
Total Programs - Juvenile				2,033.43

11/02/25

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

October 2025

Date	Name	Memo	Original Amount	Paid Amount
Programs - Summer				
10/16/2025	Amazon Capital Services	Dinosaur squishmallow, Hungry Hippos	26.91	26.91
10/20/2025	Floyd Memorial Library.	Shared Summer Program / Lady Blue Saxophone 8/1/25	75.00	75.00
Total Programs - Summer				101.91
Programs - Teen				
10/16/2025	Amazon Capital Services	Dried flower, Foam paint brushes, Halloween backdrop...	60.79	60.79
10/16/2025	Amazon Capital Services	Chocolate, Marshmallows, Candies, Cups, Candy cane...	95.80	95.80
10/29/2025	Amazon Capital Services	Vinegar	1.68	1.68
Total Programs - Teen				158.27
Supplies - Library				
10/08/2025	Orlowski Hardware Company, Inc.	AAA Batteries 16 pk, Adhesive	47.27	47.27
10/16/2025	Amazon Capital Services	Air dusters Qty 6, Electronic wipes, Ethernet cable, ma...	82.24	82.24
10/16/2025	SCLS	EcoChit 3-1/8" x 200' Thermal Rolls (25/case)	93.98	93.98
10/16/2025	W.B. Mason Co., Inc.	Thermal Pouch	33.09	33.09
10/17/2025	Business Card	Spoons, Knives, Breakfast for Legislator, Pumpkin eve...	456.31	456.31
10/21/2025	Karen Letteriello.	Reimburse for Outdoor extension cord, Batteries	52.37	52.37
10/24/2025	Elan Financial Services	Cricut	9.99	9.99
10/29/2025	Amazon Capital Services	Garbage can for Greenspace	123.41	123.41
10/29/2025	Amazon Capital Services	Halloween Photo Props	7.88	7.88
10/29/2025	Quill Corporation	Coffeemate 180/ct	21.22	21.22
10/29/2025	W.B. Mason Co., Inc.	Book Tape 4 x 15 yds	113.94	113.94
10/30/2025	Brodart	Jacket covers	38.79	38.79
Total Supplies - Library				1,080.49
Supplies - Office				
10/16/2025	Quill Corporation	Clorox wipes 3/75ct	31.18	31.18
10/16/2025	Quill Corporation	Kleenex, hand sanitizer wipes, Binder clips, Shredder w...	112.91	112.91
10/29/2025	Quill Corporation	#8 5/8 envelope double window 500 P	50.16	50.16
10/29/2025	W.B. Mason Co., Inc.	Bandages, Desk Pad Calendar, Planner	91.75	91.75
10/29/2025	W.B. Mason Co., Inc.	Disinfecting Wipes refill, 6	25.99	25.99
10/30/2025	Michael Gibek	Reimburse Lost books found - Off to the Races and Ma...	11.98	11.98
10/30/2025	W.B. Mason Co., Inc.	Planner	37.49	37.49
10/30/2025	W.B. Mason Co., Inc.	Drum	165.19	165.19
Total Supplies - Office				526.65
Telephone				
10/16/2025	Optimum	Billing period from 10/16/25 to 11/15/25	192.00	192.00
Total Telephone				192.00
Total Miscellaneous Expense				17,660.26
TOTAL				34,365.75

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

	Oct 25
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	1,004.18
Interest	4.95
Direct Public Support	972.21
Fines	121.73
Copy Machine	291.50
Refunds	526.93
Total Income	2,921.50
Gross Profit	2,921.50
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	34,779.73
Clerical	32,778.18
Custodian	4,443.44
Total Salaries	72,001.35
Benefits	
Fica	5,299.49
Disability Insurance	844.33
Medical Insurance	5,477.58
Retirement	3,791.97
Total Benefits	15,413.37
Total Payroll Expenses	87,414.72
Library Materials	
Youth Materials	
Youth Arts & Crafts	187.00
Youth DVD's	95.15
Youth Computer Software	188.98
Youth Books	512.19
Total Youth Materials	983.32
Adult Materials	
DVD/Music CD	238.29
Digital Material Subscriptions	274.31
Adult Books	634.91
Large Print Books	204.76
Newspapers	1,153.80
Total Adult Materials	2,506.07
Teen Materials	86.02
Total Library Materials	3,575.41
Capital Expenditures	6,900.00
Technology	970.54
Operations and Maintenance	

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

	Oct 25
Building Maintenance	
Aquarium Maintenance	230.00
Exterminator	215.00
Security Monitoring	122.85
Other Building Maint.	1,133.00
Total Building Maintenance	1,700.85
Electric	2,174.86
Gas	60.13
Grounds Maintenance	
Other Grounds Maintenance	875.00
Total Grounds Maintenance	875.00
Water	
North Fork Water	139.92
Total Water	139.92
Garbage Removal	308.78
Total Operations and Maintenance	5,259.54
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	244.85
Computer/Network Maintenance	1,000.00
Computer Software Licenses	32.59
Total Maintenance Office Equipm...	1,474.84
Membership	
Professional Memberships	1,125.00
Museum Passes	250.00
Total Membership	1,375.00
Postage	
Newsletter mailing	485.89
Total Postage	485.89
Printing & Advertising	
Other printing & advertising	681.20
Newsletter printing	3,767.00
Total Printing & Advertising	4,448.20
Professional Fees	
Payroll Processing	667.94
PALS Membership	3,548.27
SCLS/Overdue Notices	11.97
Total Professional Fees	4,228.18
Programs - Adult	
Adult Reading Club & Book Dis...	63.78

11:22 AM
11/02/25
Cash Basis

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

	Oct 25
Adult Programs	2,356.96
Total Programs - Adult	2,420.74
Programs - Juvenile	2,033.43
Programs - Summer	101.91
Programs - Teen	158.27
Supplies - Library	1,080.49
Supplies - Office	526.65
Telephone	192.00
Total Miscellaneous Expense	18,525.60
Total Expense	122,645.81
Net Ordinary Income	-119,724.31
Net Income	-119,724.31

11:24 AM
11/02/25
Cash Basis

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

	Jan - Oct 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	14,671.78	5,000.00	9,671.78	293.4%
Mattituck-Cutchoque School Dist	1,684,950.12	1,718,603.00	-33,652.88	98.0%
NY State Incentive	1,723.50	1,800.00	-76.50	95.8%
Interest	46.97	50.00	-3.03	93.9%
Direct Public Support	18,715.82	5,000.00	13,715.82	374.3%
Fines	930.92			
Library Materials Paid For	244.24			
Copy Machine	4,872.51	3,500.00	1,372.51	139.2%
Designated Gifts	2,500.00			
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	3,537.66			
Fund Balance Brought Forward	-14,599.79			.
Total Income	1,717,593.73	1,739,353.00	-21,759.27	98.7%
Gross Profit	1,717,593.73	1,739,353.00	-21,759.27	98.7%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	299,041.44	361,729.00	-62,687.56	82.7%
Clerical	300,247.41	459,661.00	-159,413.59	65.3%
Custodian	40,013.38	49,050.00	-9,036.62	81.6%
Total Salaries	639,302.23	870,440.00	-231,137.77	73.4%
Benefits				
Fica	47,132.84	64,310.00	-17,177.16	73.3%
Disability Insurance	1,834.58	1,200.00	634.58	152.9%
Medical Insurance	54,861.44	125,405.00	-70,543.56	43.7%
Retirement	48,318.96	71,153.00	-22,834.04	67.9%
Total Benefits	152,147.82	262,068.00	-109,920.18	58.1%
Total Payroll Expenses	791,450.05	1,132,508.00	-341,057.95	69.9%
Library Materials				
Youth Materials				
Youth Arts & Crafts	1,197.74	2,000.00	-802.26	59.9%
Youth DVD's	353.32	400.00	-46.68	88.3%
Youth Computer Software	549.26	1,500.00	-950.74	36.6%
Youth Compact Discs	0.00	0.00	0.00	0.0%
Youth Audio Books	0.00	0.00	0.00	0.0%
Youth Books	6,349.93	12,000.00	-5,650.07	52.9%
Total Youth Materials	8,450.25	15,900.00	-7,449.75	53.1%
Adult Materials				
DVD/Music CD	2,842.54	3,700.00	-857.46	76.8%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	9,123.54	12,500.00	-3,376.46	73.0%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	13,932.28	21,500.00	-7,567.72	64.8%
Reference Books and Data ...	1,489.80	2,000.00	-510.20	74.5%
Adult Ref Books				

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11/02/25
Cash Basis

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

	Jan - Oct 25	Budget	\$ Over Budget	% of Budget
Local History	625.00	1,000.00	-375.00	62.5%
Continuations	0.00	2,000.00	-2,000.00	0.0%
Total Adult Ref Books	625.00	3,000.00	-2,375.00	20.8%
Virtual Reference Collection	5,549.56	5,600.00	-50.44	99.1% *
Adult Audio Books	0.00	250.00	-250.00	0.0%
Large Print Books	621.80	5,000.00	-4,378.20	12.4%
Newspapers	6,946.10	7,200.00	-253.90	96.5%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	101,562.78	125,650.00	-24,087.22	80.8%
Teen Materials	1,593.15	2,500.00	-906.85	63.7%
Total Library Materials	111,606.18	144,050.00	-32,443.82	77.5%
Capital Expenditures	7,553.97	19,000.00	-11,446.03	39.8%
Technology	7,905.47	9,300.00	-1,394.53	85.0%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,671.00	3,600.00	-929.00	74.2%
HVAC Maintenance	1,797.49	2,500.00	-702.51	71.9%
Exterminator	845.00	1,200.00	-355.00	70.4%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	20.00	200.00	-180.00	10.0%
Elevator Maint.	6,405.34	5,500.00	905.34	116.5%
Security Monitoring	491.40	700.00	-208.60	70.2%
Water Backflow Test	260.00	275.00	-15.00	94.5% *
Fire Sprinkler Test	1,250.00	1,200.00	50.00	104.2%
Piano Tuning	0.00	400.00	-400.00	0.0%
Other Building Maint.	2,185.50	7,000.00	-4,814.50	31.2%
Total Building Maintenance	15,925.73	22,775.00	-6,849.27	69.9%
Custodial Supplies	1,834.63	1,300.00	534.63	141.1%
Electric	22,485.57	29,000.00	-6,514.43	77.5%
Gas	6,839.97	12,000.00	-5,160.03	57.0%
Grounds Maintenance				
Snow Removal	2,150.00	4,000.00	-1,850.00	53.8%
Sprinkler Maintenance	334.00	700.00	-366.00	47.7%
Other Grounds Maintenance	16,966.95	12,500.00	4,466.95	135.7%
Total Grounds Maintenance	19,450.95	17,200.00	2,250.95	113.1%
Insurance				
Workers' Comp.	6,845.00	12,000.00	-5,155.00	57.0%
Umbrella Package	23,015.11	23,000.00	15.11	100.1%
Total Insurance	29,860.11	35,000.00	-5,139.89	85.3%
Water				
North Fork Water	870.49	850.00	20.49	102.4% *
SCWA	1,334.78	3,500.00	-2,165.22	38.1%
Total Water	2,205.27	4,350.00	-2,144.73	50.7%

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

	Jan - Oct 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	3,104.03	3,300.00	-195.97	94.1%
Total Operations and Maintenance	101,706.26	124,925.00	-23,218.74	81.4%
Miscellaneous Expense				
Longevity Benefit	0.00	1,500.00	-1,500.00	0.0%
Legal Fees	1,900.00	2,500.00	-600.00	76.0%
Contingency	175.00	3,000.00	-2,825.00	5.8%
Maintenance Office Equipment				
Verizon Mobile Hotspots	1,974.00	2,500.00	-526.00	79.0%
Optimum Internet Service	2,454.60	3,500.00	-1,045.40	70.1%
Copy Machine	3,235.99	5,500.00	-2,264.01	58.8%
Computer/Network Maintenance	10,000.00	12,000.00	-2,000.00	83.3%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	9,346.92	9,000.00	346.92	103.9%
Total Maintenance Office Equipment	27,701.51	33,250.00	-5,548.49	83.3%
Membership				
Professional Memberships	3,006.00	2,300.00	706.00	130.7%
Museum Passes	2,715.05	5,000.00	-2,284.95	54.3%
Mattituck Chamber of Commerce	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	609.00	800.00	-191.00	76.1%
Total Membership	6,455.05	8,450.00	-1,994.95	76.4%
Postage				
Postage & Stamps	534.30	770.00	-235.70	69.4%
Mailing Permit	350.00	300.00	50.00	116.7%
Newsletter mailing	2,217.30	2,000.00	217.30	110.9%
Post Office Box Fee	188.00	200.00	-12.00	94.0%
Total Postage	3,289.60	3,270.00	19.60	100.6%
Printing & Advertising				
Other printing & advertising	4,112.27	1,500.00	2,612.27	274.2%
Newsletter printing	18,835.00	21,000.00	-2,165.00	89.7%
Total Printing & Advertising	22,947.27	22,500.00	447.27	102.0%
Professional Fees				
Payroll Processing	5,755.09	8,000.00	-2,244.91	71.9%
SCLS Telecommunications	9,900.00	10,500.00	-600.00	94.3%
PALS Membership	12,246.50	10,900.00	1,346.50	112.4%
Annual audit	14,440.00	15,000.00	-560.00	96.3%
SCLS/Overdue Notices	216.79	500.00	-283.21	43.4%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	54,066.38	57,400.00	-3,333.62	94.2%
Programs - Adult				
Motion Picture/Music Licensing	347.99	600.00	-252.01	58.0%
Adult Reading Club & Book ...	1,238.88	3,500.00	-2,261.12	35.4%
Adult Programs	24,130.83	18,000.00	6,130.83	134.1%
Total Programs - Adult	25,717.70	22,100.00	3,617.70	116.4%
Programs - Juvenile	9,056.79	12,000.00	-2,943.21	75.5%

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

	Jan - Oct 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	9,777.37	8,000.00	1,777.37	122.2%
Programs - Teen	7,935.12	8,000.00	-64.88	99.2%
Supplies - Library	7,084.30	10,500.00	-3,415.70	67.5%
Supplies - Office	3,366.07	4,000.00	-633.93	84.2%
Supplies - Paper	899.35	2,500.00	-1,600.65	36.0%
Telephone	1,880.16	2,400.00	-519.84	78.3%
Travel	974.70	2,400.00	-1,425.30	40.6%
Workshops	2,074.14	2,300.00	-225.86	90.2%
Staff Development	200.00	1,000.00	-800.00	20.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	185,500.51	209,570.00	-24,069.49	88.5%
Debt Service Total				
Mortgage Interest	0.46			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	0.46	100,000.00	-99,999.54	0.0%
Total Expense	1,205,722.90	1,739,353.00	-533,630.10	69.3%
Net Ordinary Income	511,870.83	0.00	511,870.83	100.0%
Net Income	511,870.83	0.00	511,870.83	100.0%

11/03/25

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

Type	Date	Name	Memo	Paid Amount
Cultural Activities Fund				
Coffee Machine				
Deposit	10/06/2025		Coffee	1.00
Deposit	10/14/2025		Coffee	1.00
Deposit	10/20/2025		Coffee	5.00
Total Coffee Machine				7.00
Adult Programs Wash Account				
Deposit	10/06/2025		Aerobics	50.00
Deposit	10/06/2025		Cooking	20.00
Deposit	10/06/2025		Arts/Crafts	10.00
Deposit	10/06/2025		Jane Austen Raffle	5.00
Deposit	10/06/2025		Yoga (week of 9/21/25 & 10/5/25)	38.24
Deposit	10/06/2025		Arts / Crafts (week of 10/5/25)	9.41
Deposit	10/06/2025		Defensive Driving (week of 9/21/25 &...	-3.96
Deposit	10/14/2025		Yoga walk in	19.12
Deposit	10/14/2025		LI Aquarium Tickets	78.00
Deposit	10/14/2025		Defensive Driving	35.00
Bill	10/16/2025	Irene Stulsky	Refund Defensive Driving	-35.00
Bill	10/17/2025	Rosemary Martilotta	Yoga series September/October	-480.00
Deposit	10/20/2025		Arts/crafts	18.00
Deposit	10/20/2025		LI Aquarium Tickets	257.00
Deposit	10/20/2025		Jane Austen Raffle	20.00
Deposit	10/20/2025		Yoga walk in	19.12
Deposit	10/20/2025		Arts/Crafts	9.41
Deposit	10/20/2025		Defensive Driving	33.68
Deposit	10/28/2025		Cookings	20.00
Deposit	10/28/2025		Arts/Crafts	36.00
Deposit	10/28/2025		Natural History Museum	20.00
Deposit	10/28/2025		LI Aquarium Tickets	67.00
Deposit	10/28/2025		Jane Austen Raffle	15.00
Deposit	10/28/2025		Cooking	75.28
Deposit	10/28/2025		Arts/Crafts	220.82
Deposit	10/28/2025		Defensive Driving	33.68
Total Adult Programs Wash Account				590.80
Total Cultural Activities Fund				597.80
Gift and Trust Fund - MM				
Undesignated & Interest				
Bill	10/03/2025	Mattituck Cutchogue Sc...	Bond vote reimbursable costs to Dist...	-2,289.54
Deposit	10/31/2025		Interest	0.06
Total Undesignated & Interest				-2,289.48
Capital Reserve Fund				
Bill	10/24/2025	Mattituck-Laurel Library	Acct no. 31003934381573 - 12 mont...	-250,000.00
Bill	10/29/2025	Mattituck-Laurel Library	Dime Bank CD 10 month	-250,000.00
Total Capital Reserve Fund				-500,000.00
Total Gift and Trust Fund - MM				-502,289.48
TOTAL				-501,691.68

11/02/25

Mattituck-Laurel Library

Monthly Bill Payments

As of October 31, 2025

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	10/01/2025	13582	B&T Adult Account	L 90004-3	-839.67
Bill Pmt -Check	10/01/2025	13583	B&T Teen Account	L943258	-81.03
Bill Pmt -Check	10/01/2025	13584	Kanopy, Inc.	Invoice #470759-PPU	-40.00
Bill Pmt -Check	10/01/2025	13585	Long Island Library Resourc...	MATT	-865.00
Bill Pmt -Check	10/01/2025	13586	SCLS-PALS	Invoice #82205	-2,899.41
Bill Pmt -Check	10/01/2025	13587	Suffolk Security Systems, Inc.	1720	-299.00
Bill Pmt -Check	10/02/2025	13588	Karen Letteriello.	Reimburse Juvenile Program Items	-168.00
Bill Pmt -Check	10/02/2025	13589	Midwest Tape	Cstmr 2000016439, Inv 507822007	-234.31
Bill Pmt -Check	10/02/2025	13590	Rob Scott	Pink Lady Scones 9/30/25	-445.00
Bill Pmt -Check	10/03/2025	13591	B&T Juvenile Account	L 935700	-512.19
Bill Pmt -Check	10/03/2025	13592	ELM USA, Inc.	Invoice 79853	-25.00
Bill Pmt -Check	10/03/2025	13593	Midwest Tape	Customer 2000001786	-188.21
Bill Pmt -Check	10/07/2025	13594	NYS Employees Health Ins...	03909	-9,461.05
Bill Pmt -Check	10/08/2025	13595	Dana Neger-Lagos	Metalsmith Jewelry 10/4/25	-660.00
Bill Pmt -Check	10/08/2025	13596	Jeanne Schnupp	Haunting Tales - October	-100.00
Bill Pmt -Check	10/08/2025	13597	Lilly Hayes	Face Painting, Balloons for Pumpkin...	-600.00
Bill Pmt -Check	10/08/2025	13598	Orlowski Hardware Compan...	Acct 584177	-47.27
Bill Pmt -Check	10/08/2025	13599	PM Communications Corp.	Invoice 45392	-117.89
Bill Pmt -Check	10/08/2025	13600	SCLS	Invoice 95529	-11.97
Bill Pmt -Check	10/08/2025	13601	Shauna Scholl.	Reimburse items for Pumpkin event ...	-174.95
Bill Pmt -Check	10/08/2025	13602	Suffolk Security Systems, Inc.	1720	-122.85
Bill Pmt -Check	10/09/2025	13603	Shelterpoint Life Insurance ...	Policy #D242574	-1,186.07
Bill Pmt -Check	10/09/2025	13604	Rosemary Stiansen	Reimburse snacks for Juvenile Prog...	-35.71
Bill Pmt -Check	10/10/2025	13605	Peconic Fire Equipment	Invoice no. 6925	-156.00
Bill Pmt -Check	10/14/2025	13606	Nicole Summers Sparling	Baby Boogie, Toddler Tango 10/15/25	-350.00
Bill Pmt -Check	10/16/2025	13607	Postmaster	Permit no. 41	-485.89
Bill Pmt -Check	10/16/2025	13608	Amazon Capital Services	Acct A1QBFNTMAAYKEX, Invoice #...	-521.60
Bill Pmt -Check	10/16/2025	13609	Mattituck Environmental Ser...	Custmr 11-0001422-0, Inv. 6349440	-308.78
Bill Pmt -Check	10/16/2025	13610	Newsday	Acct 40410623	-343.92
Bill Pmt -Check	10/16/2025	13611	Optimum	Acct 07839-381822-01-2	-436.85
Bill Pmt -Check	10/16/2025	13612	Primo Brands	Acct 0140002023,Inv. 05J0140002023	-139.92
Bill Pmt -Check	10/16/2025	13613	Quill Corporation	03047280	-144.09
Bill Pmt -Check	10/16/2025	13614	SCLS	Invoice 95588	-93.98
Bill Pmt -Check	10/16/2025	13615	W.B. Mason Co., Inc.	Cstmr C2001734, Inv 257282170	-33.09
Bill Pmt -Check	10/16/2025	13616	Wall Street Journal	Account J010960436609	-719.88
Bill Pmt -Check	10/16/2025	13617	SCLS	Invoice 95586	-262.50
Bill Pmt -Check	10/16/2025	13618	SCLS-PALS	Invoice 82263	-648.86
Bill Pmt -Check	10/17/2025	13619	Business Card	5474 1518 7474 0647	-1,426.09
Bill Pmt -Check	10/17/2025	13620	Living Art Aquariums	Invoice 2368	-230.00
Bill Pmt -Check	10/17/2025	13621	Organize Me! of NY, LLC	Organizer's Guide 10/15/25	-300.00
Bill Pmt -Check	10/20/2025	13622	Arrayscape Gaming, Inc.	Minecraft - Pumpkin Patch 10/16/25	-300.00
Bill Pmt -Check	10/20/2025	13623	Floyd Memorial Library.	Lady Blue Saxophone 8/1/25	-75.00
Bill Pmt -Check	10/20/2025	13624	Pine Barrens Printing	Invoice no. 34911	-3,767.00
Bill Pmt -Check	10/21/2025	13625	Midwest Tape	2000001786	-55.97
Bill Pmt -Check	10/21/2025	13626	Shauna Scholl.	VOID: Reimburse Library supplies	0.00
Bill Pmt -Check	10/21/2025	13627	Karen Letteriello.	Reimburse Library Supplies	-52.37
Bill Pmt -Check	10/24/2025	13628	Aflac	Acct NQH35, Inv. 726630	-51.24
Bill Pmt -Check	10/24/2025	13629	Elan Financial Services	4798 5101 7200 1022	-732.29
Bill Pmt -Check	10/24/2025	13630	National Grid	Acct 43544-64005	-60.13
Bill Pmt -Check	10/24/2025	13631	Southold Free Library	Chocolate Wars 10/21/25	-75.00
Bill Pmt -Check	10/24/2025	13632	Wm. J. Mills & Co.	Invoice 151472	-678.00
Bill Pmt -Check	10/29/2025	13633	Amazon Capital Services	Acct A1QBFNTMAAYKEX, Invoice I...	-321.95
Bill Pmt -Check	10/29/2025	13634	Hampton Pest Management...		-215.00
Bill Pmt -Check	10/29/2025	13635	KMS Native Plants	Beyond Spring 10/28/25	-250.00
Bill Pmt -Check	10/29/2025	13636	L2J Consulting, Inc.	Invoice # 102025	-1,000.00
Bill Pmt -Check	10/29/2025	13637	Midwest Tape	Cstmr 2000001786	-41.28
Bill Pmt -Check	10/29/2025	13638	North Fork Seal Coating	Reference 9469	-6,900.00
Bill Pmt -Check	10/29/2025	13639	Quill Corporation	03047280	-71.38
Bill Pmt -Check	10/29/2025	13640	SCLS	Invoice 95650	-243.75
Bill Pmt -Check	10/29/2025	13641	Twin Fork Landscape Contr...	Invoice 29074	-875.00
Bill Pmt -Check	10/29/2025	13642	Verizon	Acct. 242398426-00001, Inv 612622...	-197.40
Bill Pmt -Check	10/29/2025	13643	W.B. Mason Co., Inc.		-231.68
Bill Pmt -Check	10/29/2025	13644	Sara Colichio.	Reimburse Opera DVD	-22.98
Bill Pmt -Check	10/30/2025	13645	Karen Letteriello.	Reimburse Juvenile Program items	-309.75

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

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/30/2025	13646	American Museum of Natur...	Museum membership	-250.00
Bill Pmt -Check	10/30/2025	13647	Brodart	318719	-38.79
Bill Pmt -Check	10/30/2025	13648	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	10/30/2025	13649	Michael Gibek	Reimburse Lost books found	-11.98
Bill Pmt -Check	10/30/2025	13650	PSEGLI	Cstmr 0295-3001-61-3, Acct 961033...	-2,174.86
Bill Pmt -Check	10/30/2025	13651	Quogue Wildlife Refuge	Meet the Animals 11/6/25	-250.00
Bill Pmt -Check	10/30/2025	13652	W.B. Mason Co., Inc.	Cstmr C2001734, Inv 257728781	-37.49
Bill Pmt -Check	10/30/2025	13653	W.B. Mason Co., Inc.	Cstmr C2001734, Inv 257731860	-165.19
Total BNB Operating Checking					-45,261.51
TOTAL					-45,261.51

MONTHLY IMPACT

OCTOBER 2025

7,570

ITEMS
CHECKED
OUT

1,830 books & other items
5,740 ebooks & digital items

books & other items
+ 32 September (1,798)
- 1 October 2024 (1,831)



DIGITAL
MATERIAL
CIRCULATION

5,740

Flipster **N/A**

Freegal (downloads) **82**

Freegal (streamed) **760**



+ 1,299 September (4,441)

+ 1,540 October 2024 (4,200)

Hoopla **95**

Kanopy **140**

Overdrive **2,476**

WAM **2,187**

271



public computer sessions

322

ILL's incoming



567

ILL's outgoing

20

new patrons



434

guest Wi-Fi connections

108

materials
added

Library Programs

46

Community Groups

22

Tutors

14

90

room use



4,038

visitors

+ 256 September (3,782)

+ 57 October 2024 (3,981)

Busiest day of the week -
Thursdays (794)

Adult Services

473

Teen Services

47

Youth & Parenting Services

731



1,251

program attendance



Mattituck-Laurel
LIBRARY

13900 Main Rd. | PO Box 1437

Mattituck, NY 11952

631-298-4134

www.mattitucklaurellibrary.org

Monthly Circulation Statistics of Physical Material							
	2019	2020	2021	2022	2023	2024	2025
January	2,871	3,117	2,256	2,215	2,051	1,915	1,714
February	2,704	2,871	2,092	2,068	2,030	1,794	1,575
March	2,882	1,255	2,329	2,165	2,293	1,961	1,608
April	3,328	13	2,153	2,376	1,997	1,998	1,632
May	3,080	0	2,101	2,150	2,062	1,785	1,920
June	3,727	818	2,763	2,794	2,890	2,109	1,882
July	5,304	2,930	3,924	4,100	3,828	3,815	3,717
August	4,912	2,978	3,575	4,098	3,488	3,491	2,816
September	3,242	2,677	2,539	2,412	2,426	1,864	1,798
October	2,996	2,569	2,391	2,248	1,813	1,831	1,830
November	2,824	2,185	2,117	2,084	1,936	1,772	
December	2,582	2,296	2,070	1,977	1,732	1,602	
Total	40,452	23,709	30,310	30,687	28,546	25,937	20,492

Monthly Circulation Statistics by Material Type 2025													
Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
102 - Music CD's	13	14	8	3	8	8	44	7	12	16			133
106 - DVD	129	135	90	78	77	53	118	85	84	87			936
110 - Magazines	52	24	19	29	33	20	45	31	23	22			298
120 - Fiction	272	267	302	269	338	316	482	447	333	312			3,338
121 - Nonfiction	160	110	108	123	162	132	159	175	133	116			1,378
122 - Biography	37	24	29	37	39	28	39	31	26	28			318
125 - Paperback	49	35	47	31	40	28	56	37	21	34			378
126 - Large Print	140	135	147	138	142	134	198	200	168	169			1,571
127 - Oversize	2	2	0	1	2	2	1	3	0	0			13
131 - Mystery	98	78	80	98	113	105	145	125	135	107			1,084
151 - Audiobooks	22	21	9	6	8	17	12	14	5	12			126
160 - DVD New	88	62	70	45	57	70	70	63	54	58			637
161 - DVD NF	7	2	5	4	11	3	3	1	3	3			42
700- Library of Things	15	9	10	10	13	22	20	16	9	14			138
Total	1,084	918	924	872	1043	938	1392	1235	1006	978	0	0	10,390
Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
246 - Hooked on Phonics Kits	0	0	0	0	0	0	0	0	0	0			0
302 - Youth CD	0	0	1	2	4	0	0	1	0	0			8
304 - Tween Video Games	16	19	12	15	28	36	29	39	19	14			227
305 - Backpacks	0	1	0	1	0	3	8	2	0	4			19
306 - Youth DVD	10	24	21	8	25	31	61	45	21	29			275
320 - Tween Chapter/Graphic	100	70	148	155	180	251	565	456	136	105			2,166
321 - Youth Nonfiction	53	91	63	62	93	82	247	131	95	94			1,011
322 - Youth Biography	11	4	9	4	10	2	16	6	2	10			74
325 - Tween Paperback	13	19	19	38	50	62	129	104	70	66			570
327 - Oversize	8	3	4	3	7	6	17	8	10	7			73
330 - Youth Picture Book	149	163	142	215	174	170	488	231	155	201			2,088
331 - Youth Boardbook	39	38	53	46	60	40	123	87	37	33			556
332 - Youth Easy Reader	56	52	43	51	62	78	303	173	44	73			935
337 - Tween Books New	10	14	7	27	32	30	53	66	24	36			299
338 - New NF	7	3	7	11	11	10	30	20	8	9			116
351 - Audiobooks	0	1	0	0	0	4	0	0	2	0			7
353 - Youth DVD NF	1	1	0	0	0	0	0	0	0	1			3
364 - Parenting Material	13	21	15	11	8	9	18	20	22	5			142
377 - Parenting Magazines	0	0	0	2	0	0	0	0	0	0			2
396 - Tween Magazines	0	0	0	1	0	0	4	4	0	3			12
650 - Youth Spanish	3	12		5	6	5	8	10	12	6			67
Total	489	536	544	657	750	819	2099	1403	657	696	0	0	8650
Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
210 - Teen Magazines	0	0	1	0	1	0	4	2	0	0			8
220 - Teen Fiction	20	13	19	16	25	24	61	30	20	12			240
221 - Teen Nonfiction	1	2	2	1	0	0	0	6	2	1			15
222 - Teen Bios	1	2	1	0	0	1	0	1	0	0			6
224 - Teen Graphic Novels	1	5	3	1	4	4	13	6	0	3			40
237 - New Teen Fiction	1	2	2	1	4	1	4	1	1	0			17
251 - Teen BOCD	0	0	0	0	0	0	0	0	0	0			0
275 - Teen Reading List	0	1	0	2	0	3	3	1	1	1			12
Total	24	25	28	21	34	33	85	47	24	17	0	0	338

Digital Circulation													
2025	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Flipster (magazines)	54	47	26	45	71	27	16	50	37	N/A			373
Freegal downloads	152	144	128	119	95	100	134	120	100	82			1174
Freegal streaming	766	605	636	715	688	757	630	634	696	760			6887
Hoopla (items)	115	133	101	95	101	78	84	112	107	95			1021
Kanopy (tickets)	203	182	184	162	247	172	214	249	140	140			1893
Overdrive (items)	2761	2411	2694	2418	2695	2482	2712	2955	2647	2476			26251
Comics Plus	0	18	7	1	0	0	0	0	0	0			26
WAM	3229	4322	3671	3989	9292	4836	4399	3205	714	2187			39844
Totals	7280	7862	7447	7544	13189	8452	8189	7325	4441	5740	0		77469

Computer/Wifi Use & Door Count													
2025	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Notary Appointments	24	9	22	32	20	28	26	25	25	25			236
Public computer sessions	270	202	269	249	249	270	311	279	269	271			2,639
Guest wifi connections	335	351	381	418	440	455	640	584	442	434			4,480
Door count	3,433	3,225	3,609	3,820	3,871	4,643	5,769	5,556	3,782	4,038			41,746
Total Views (Website)	12,000	14,000	14,000	14,000	17,000	19,000	17,000	19,000	13,000	18,000			157,000
Total Events (Website)	27,000	32,000	32,000	33,000	38,000	42,000	41,000	43,000	31,000	47,000			366,000
Totals	43,062	49,787	50,281	51,519	59,580	66,396	64,746	68,444	48,518	69,768	0	0	572,101

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

Community Room

Parent/Child Rhyme & Play	Inflatable Expressions
Yoga	Canva Kindergarten
Escape The Library	Babies Boogie
American Civil War Retold	Toddlers Tango
Costume Pick Up	Rhonda Denet Concert
Metalsmith Necklace Making	Homeowners Association
Chair aerobics	Lego
Flashlight Fun	Spooky Art-Family Program
Estate Planning	Invitation to Opera: <i>Verdi's Otello</i>
Film: <i>Banned Together</i>	Thursday Matinee
Piano Practice	Leaf It To Art
Girl Scout Meeting	Beyond Spring
Intro to Italian Language & Culture	NF Anglers

Conference Room

Bridge
Mah Jongg
Artist Reception
North Fork Teen Librarian Meeting
East End Lions
Yoga
Writing Group
Medicare
Minecraft Pumpkin Patch Fun
Patron Zoom Meeting
Brower's Woods Association
Zoom (2)

Craft Room

Tutor (12)
Weekly Book Discussion
Jack O' Lanterns Carving/Community Service
Decorate A Pumpkin
Book Discussion
Alzheimer's Support Group
Read to a Dog
Candy Science

Kitchen

Zoom (5)

Tutor-14	Library Programs-46
Community Groups-22	Local History-3

NEW PATRON REGISTRATIONS

OCTOBER 2025

Adult Year Round	14
Youth Year Round	6
Teen	
2 ND Address	
Total:	20