

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

MEETING DATE: Monday February 12, 2024

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 January 8, 2024 Regular Board Meeting**
- V. Period of Public Expression**
- VI. Approval of Treasurer's Report**
- VII. Approval of Personnel Report**
- VIII. Director's Report**
- IX. President's Remarks**
- X. Committee Reports**
 - A. Building / Grounds & Long-Range Planning
 - B. Policy / Personnel
- XI. Old Business**
 - A. A/V System Upgrade
- XII. New Business**
 - A. Approval of the 2023 NYS Annual Report
 - B. Approval of Advocacy Day expenses
 - C. Approval of LIPA PILOT Agreement 2023-2024 Tax Year
- XIII. Adjournment**

Next Meeting – March 11, 2024

Directors Report January 2024

Building and Grounds

I have asked the plumbers to order the new fill station and am waiting for them to schedule the work. The quote is attached, it will cost \$4,250.

We had some damage to the mirror dome in Claire's Corner, a new one has been ordered and I'm waiting on a quiet time to carefully install it.

I've finally found an economical fix for the hotbox, after the alarm went off when the temperatures dropped on Tuesday February 16th, I installed a clip light with a flood light, so far things are holding steady. Once we're clear of the temps dropping, I will disassemble it so the light isn't on during the warmer months.

We had a delayed opening on Wednesday January 17th due to the ice/snow – TFLC is doing a great job of making sure the parking lot and walkways are clear by 9am when it snows and putting down plenty of salt when the conditions are icy.

On Tuesday January 23rd I had to call the electrician because the two space heaters in the front office tripped a breaker – unbeknownst to me there is a very old breaker box in the staff room (hidden). The electrician suggested a couple of wall mounted electric heaters in that office since it's very cold, they would tie them in to the old box in the staff room. At this time I'm not sure this is a worthwhile investment and have asked the ladies in the front office to try and not run two space heaters at the same time.

Programs and Services

I was able to attend the Family Story Time on Monday January 22nd. Karen and JoAnne did an excellent job of arranging for Helen to read Bill's book. They included an interactive story walk for the children to help look for grandpa's black hat, each received a black hat and were able to either take home a craft or complete it at the Library. It was really a wonderful program and very special to have a guest reader, who is also one of our regular patrons!

Upcoming programs and events to note:

Sip and Sing "Love Show" with Valerie Di Lorenzo via Zoom – February 11, 2024 at 4pm.

East End Libraries Present: Women's Heart Health via Zoom – February 15, 2024 at 12pm.

Gene Casey in Concert @ Cutchogue New Suffolk Free Library – February 18, 2024 at 2pm.
(registration run by Cutchogue)

Poetry Series – Jerry Matovcik – Tuesdays on Zoom; February 13th - *Harbor of my Heart: Love Poems*, Andrea Bocelli Songs. February 20th - *The Beautiful Changes: The Poetry of Richard Wilbur*. February 27th - *Poems that Make Grown Men Cry, Part One*.

Friends of the Library

The next Friends meeting is Tuesday April 16th at 9:30am. The Friends have agreed to sponsor the 2024 Health Fair Walk and will assist with purchasing t-shirts for the event.

The Friends Irish Tea on Thursday March 14th at 12pm is sold out!

Administrative

The NYS Annual Report has been completed and submitted. It is attached in packets for review and is on the agenda for approval. As a part of the State's requirements the report needs to be reviewed and approved by the Board.

Jerry's local history article from The Suffolk Times has been included in this month's packets. The article addresses local history and Black history and is a combined effort between Jerry and Joe O'Brien, from the Mattituck-Laurel Historical Society.

Riverhead Town Attorney, Erik Howard has provided an updated LIPA agreement for the 2023-2024 tax year. Tom Volz's office does not have an issue with the agreement and has advised that it may be accepted and signed. I have attached correspondence from Tom's office as well as the recent agreement.

We have received a PILOT payment from Southold Town in the amount of \$7,473.92.

Sharon did an amazing job on the "Public Library Changed My Life" Campaign. We didn't get a huge response for stories but the stories we received were wonderful to hear! Sharon packaged everything up and scheduled it all to go out leading up to Advocacy Day, so we were able to participate with all the other libraries across Suffolk County and make Advocacy Day more impactful. I have shared the narratives we received in response to the google form. Sharon's work on the posts can be seen on both Facebook and Instagram.

There will be a full staff meeting on Tuesday, February 13th, the staff will be hearing from EAP about empathy. The Library will be opening at 10am that day to accommodate the time of the workshop.

I have been meeting with a group of staff, Friends, and Jim regarding a health fair that we are planning for April. Sara has been working to arrange all the vendors and activities and the Friends will be sponsoring a walk.

There are a couple of pending items that the building and grounds committee needs to discuss including shade in the greenspace and a location for the Percussion Play Instruments.

I reached out to a local company for a quote to update the A/V system and have not heard back. I would like to move ahead with some sort of attempt to make things better for the staff so if the Board does not want to commit to the full scope of work at this time, I will ask Astoria Communications to only install a new BluRay player.

I have included some correspondence from staff and patrons for the Board to see. A lot of positive feedback all around.

Meetings Attended

January 3 – PALS Executive Board Meeting (virtual)

January 4 – Department Heads

January 4 – Committee: Long Range Planning & Building and Grounds

January 8 – Committee: Long Range Planning & Building and Grounds

January 18 – Reference Department Meeting

January 18 – Committee: Long Range Planning & Building and Grounds

January 22 – PLDA

January 22 – Health Fair

January 26 – Recent Developments in Labor & Employment Law (virtual)

January 29 – Health Fair

January 30 - Committee: Personnel / Policy

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - January 2024

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - January was a busy month. Programs were well attended. I have begun meeting with several staff members, as well as Jim, to discuss our health fair event scheduled to take place on 4/20/24. Program planning is underway for summer and beyond. Collection Development and weeding are ongoing. Sharon is settling into her new role and with assistance from the reference department, has been learning to use Sierra, do one-on-one tech appointments, etc. We have seen a lot of patrons coming in for tax documents, which are beginning to arrive and will be placed in the local history area of the library as we receive them.

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

Date	Meeting
1/4/24	Department Head's Meeting
1/17/24	Health Fair Meeting with Jim
1/18/24	Reference Department Meeting
1/22/24	Health Fair Meeting
1/23/24	Artificial Intelligence Presentation
1/24/24	Gang Activity in Suffolk County @ SCLS
1/29/24	Health Fair Meeting
1/30/24	Heads of Adult Reference Meeting @ SCLC

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

Date	Program	Statistics	Program Platform/Notes
Mondays in January	Chair Strength and Stretch	27 each session	In person
Tuesdays in January	Book Discussion Group: <i>Moby Dick</i>	8	In person; offered by Jerry Matovcik (1st of 2 groups)
Tuesdays in January	Poetry, Music and Art series via Zoom	6 each session	Virtual; offered by Jerry Matovcik
Wednesdays in January	Book Discussion Group: <i>Moby Dick</i>	8	In person; offered by Jerry Matovcik (2nd of 2 groups)
Wednesdays in January	Yoga	6 each session	In person

Every other Thursday in January	Alternate Thursday films	4 one session; 12 second session	In person; coordinated by Jerry Matovcik
Every other Monday beginning 1/9	Caregiver Support Group	3 each session	In person; offered by Ella Engel-Snow and a representative from the Alzheimer's Association
Ongoing	One-on-one Tech Appointments	2	In person; offered by Sharon
Fridays in January	Tai Chi	9 each session	In person
1/7/24	The Everly Brothers in Concert	100+	In person; hosted by Cutchogue-New Suffolk Free Library and co-sponsored by Mattituck-Laurel Library and Southold Free Library
1/9/24	Good Vibrations: Sound Journey with Kathy Pasca	10	In person
1/11/24	Writing Your Way to Wellness	2	Canceled due to low registration
1/12/24	Literary Cafe	9	In person; offered by Bev Wowak
1/16/24	Festive Book Party	12	In person; offered by Bev Wowak
1/18/24	Chef Rob Cooking Demonstration	24	In person
1/20/24	Korean Cooking	30 plus a waiting list	This was scheduled to be an in person program hosted by Mattituck-Laurel Library and co-sponsored by Southold Free Library; however, it was canceled by the instructor due to illness. We will reschedule as soon as possible.
1/23/24	Winter Skin Care with Aromatherapy and Essential Oils	15	In person
1/24/24	Inventing the Florida Vacation	50+	Virtual; hosted by Southold Free Library and co-sponsored by Mattituck-Laurel Library and North Shore Public Library
1/25/24	Essential Steps to Healthy Aging	8	Virtual

*The above chart does not include shared Zoom programs hosted by other east end libraries that Mattituck-Laurel Library participates in and offers to our patrons.

Planning for Spring/Summer - Program planning for spring is complete and planning for summer is in progress. Programs lined up for spring include, but are not limited to: a first-time homebuyers seminar, drawing classes, a Betty White presentation, Irish Music, Bracelet Making, Tortilla Making, and more.

Social Media/Marketing - Diana continues to make adult program flyers. I include information about all programs in our e-newsletter and print newsletter. I also post flyers around our building and advertise them using the library's sandwich board sign outside. Sharon has been diligently promoting our events and services on social media.

Adult Nonfiction and Audiobook Collection - I continue to order nonfiction and reference materials on a monthly basis after reading book reviews in periodicals. Collection development and weeding are ongoing. After a meeting with colleagues and a discussion with Shauna, I have decided not to order audiobooks anymore, unless a specific request is made or need is demonstrated.

Newspapers and Electronic Resources - All newspaper subscriptions and e-resources are up to date at this time.

Adult Grab-and-Go Kits - For the month of January we gave out 20 snowflake string art kits.

Other -

- **Library of Things** - I continue to assist with processing items in our Library of Things as needed.
- **Libraries Nourish** - Libraries Nourish training continues to be available for interested staff on an ongoing basis.
- **Miscellaneous**
Training and paperwork for the Omnibus Grant are ongoing. I will be attending training in February and working on submitted paperwork by March 31, 2024.

Tax documents have begun arriving and will be available for patrons in the local history area.

The English Conversation Group remains steady with 3 patrons attending regularly each week. We have a patron volunteer, Elise Calabrese, who makes this program possible. Jerry also has a contact for patrons who are looking to take citizenship classes and has made this information available in our newsletter.

MahJongg and Bridge groups continue to meet each week. MahJongg meets on Mondays and Fridays; Bridge meets on Wednesdays. The North Fork Anglers also meet the last Thursday of each month (except November and December).

New community groups have been meeting regularly at the library and include: crochet and chat, an outside writing group, Girls Who Code (teen group), English conversation group, and more.

We have a new Medicare counselor who is available for patron appointments on the third Thursday of each month.

Several staff members and I have been meeting with Jim, board president, to plan our library's health fair on 4/20/24. We have been meeting weekly on Mondays at 12 p.m. We currently have several vendors attending and health-related activities planned.

I have begun gathering input from the staff in the reference department about staff evals and will begin doing them sometime over the next few weeks. I will also be doing a check-in with Sharon as well.

- Social Work - Ella has started a caregiver support group. The group has 3 participants so far and we hope it will continue to grow. She has also been taking appointments and assisting with our health fair.

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

Summary – This month I have been planning programming and events for both the spring and summer. I have been running winter programs, attending meetings and trainings, improving the teen social media, weeding the collection, and providing community service opportunities for the recent influx of teens coming in looking for them. I have also been rearranging the teen space as I have noticed more teens coming in after school. As always I continue to learn and grow in this role and look forward to continuing to provide services for the teens in the community.

Meetings: Meetings during the month of January.

Date	Meeting
01/04	Department Heads Meeting
01/12	Northfork Teen Librarian Meeting
01/18	Reference Department Meeting
01/23	Pat/Med Training
01/29	Safety Committee Meeting

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

Date	Program	Statistics	Program Platform/Notes
01-01/31	Mini canvas for community service	15	This was a grab and go program. Some were used to help decorate the Teen Space.
01/08	DIY Winter Door Hanger	6	
01/20	Skating Party	43	This was a shared program with the other Northfork Libraries.

Social Media/Marketing- This month I have been working with Sharon to try and use the Instagram and Facebook pages more. We have been working with different strategies to try and get the most

engagement. I have been sending out monthly email blasts letting patrons know about community service opportunities and upcoming programs. I also continuously update the flyers in the teen space to reflect the upcoming programs and events.

Community Service –Grab and go community service kits are available at an ongoing basis. I have recently had an influx of students coming in looking for the grab and go community service kits. They have been taking the pet portraits, mini canvases, letters to seniors, kindness rocks and bookmark kits. The pet portraits are donated to the North fork Animal League. The mini canvases are used to help seasonally decorate the Teen Space. The letters go the Senior Service Center. The rocks are put around local gardens or the library. The bookmarks are put up at circulation for patrons to take and use. I have a received 5-10 of each back.

Girls Who Code-Girls Who Code started again and runs every Monday. They are currently working on the winter challenge.

Teen Space – This month I have noticed the teen space is being used almost every day afterschool by at least one group of students. For the month of January, I chose to focus on our top circulating books from the previous year. The books have been going quickly from the display and I have had to replace them. The guessing jar has also been updated. January's guessing jar had ten participants. The DIY grab and go kits are placed in the Creation Station on an ongoing basis. I recently updated the creation station by labeling and separating the crafts for more accessible use. Flyers are continually being updated, most recently adding information about the upcoming programs.

Print Newsletter–This month I have been working on the content for the March/April newsletter.

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

Weeding- This month I began the weeding process for the teen collection. I recently requested an updated Teen Reading List from the high school and they are currently working on getting me one. I also am weeding old/outdated textbooks from the collection. In regards to the fiction collection, I am weeding anything with a creation date prior to 12/2020 with less than 3 checkouts.

3D printer- Our 3D printer has been experiencing technical issues for about a month. I have been back and forth with the printer company trying to troubleshoot/resolve the issue. This month with Shauna's help I was able to fix the 3D printer. We recently bought new filament for it and replaced the extruder with a new one. I have begun using it again for bookmarks and 3D print requests.

Date: February 8, 2024

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: January 2024 Wrap-up

Our Numbers are as follows:

Programs: 116
Book pulls 213 In Person Help 53

GENERAL INFORMATION

Each January we await the announcement of the Caldecott Medal winner and the Newbery Award winner. This year the Caldecott Medal went to ***Big***, illustrated and written by Vashti Harrison. The little girl in this book is praised for being a “big” little girl who as she grows finds out being “big” is not very nice. She decides she is perfect the way she is. The John Newbery Medal for the most outstanding contribution to children’s literature went to ***The Eyes and the Impossible***, written by David Eggers. This book addresses changes in your neighborhood seen through the eyes of animals.

This month Karen shared stories about a Moose with A Time to Grow Preschool. We enjoyed songs, flanneboard tales and a number of books. We all made moose hats. A few days later a young boy and his dad came to the library “that reads to him.” It was a nice visit and the dad was surprised how much libraries have changed since he was a kid.

In preparation for the summer reading club we have begun setting up the online reading program as well as purchasing prizes, decorations and materials.

MEETINGS

January 9th Karen attended the Family Place Webinar on Toy Lending Libraries.

January 10th Karen traveled to the Cutchogue library to start collaborative summer programs with the other east end libraries.

Sara Colichio set up tours of the Patchogue Medford Library for our staff. All children’s room staff toured and learned of the many system wide opportunities available through that library.

Karen has attended the Monday Health Fair meetings in preparation for the walk, presentations and activities.

PROGRAMS

FAMILY

This month the Family Story Time was a real treat. Bill Coster wrote a book entitled *Grandpa's Black Hat*. His wife Helen enthusiastically shared the book with our families. JoAnne created a story walk within the meeting room to retell the story. The children really enjoyed searching for the hat. Each attendee took home a black knitted hat along with the scratch art hat craft. A few days later the Coster's made a donation to the children's room.

PROGRAMS

We continue to have a number of patrons come here to stay and play. As a result we provide a number of different engaging opportunities within the children's room.

The hired programmers such as Babies Boogie and Toddler Tango continue to be filled. The in house weekly Rhyme and Play program is carefully designed to encourage imaginative play, exploration, and social interaction among children and their caregivers. From ride on toys, building blocks and puzzles to pretend kitchen play sets, our toy collection spans a wide range of interests and developmental stages, ensuring that there's something for every child to enjoy.

The elementary aged children can't wait for the LEGO Classes. We also hired TD3 to offer Minecraft until we get our Laptops set up. The craft programs bring in a different set of kids.

OVERALL

We completed our section of the state report. Work is continuing on scheduling summer programming. We are working on the March/April newsletter.

Celebrating Black history this month

BY GERARD MATOVCIK AND JOSEPH O'BRIEN

George W. Freeman was a coachman in Mattituck and would “sit in the carriage as straight as a ram rod,” according to the description Gertrude Reeve Raynor had from her grandmother. One townsman said that there were only “two real gentlemen in Mattituck — Parson Hamlin and George Freeman.” When George Freeman died shortly before his 40th birthday in the spring of 1875, the local paper provided an informative obituary:

“The funeral of GEORGE. W. FREEMAN (colored) who died of consumption, was held in the Mattituck Presbyterian Church on Saturday April 17th. He had been a resident of Mattituck, and a consistent member of the church for several years. He was much respected by all who knew him and has left the example of an earnest, consistent Christian behind him. He died with the glories of heaven bright before him, only sorrowing on account of his wife and four children, to whom his earthly life seemed so necessary.”

An obituary of this length was rare at the time and generally reserved for prominent town leaders and old legacy family members. George’s testimonial is unique because it speaks to the respect the town had for the dignity and character of this working man. Inserting the term “colored” was common practice by editors of the time, and does not diminish the respect

felt for this local coachman and farm hand.

George and his first wife, whose name eludes us, gave him three sons, all then living on their own at the time their father died. Hannah Rose had given George four more children: Apollos, Irving, Caroline and Elizabeth. The oldest was seven, the youngest newly-born. For support, Hannah does not appear to have close relatives on her side nearby, and her sister-in-law, Maria (Mrs. Samuel Sills) was caring for her own parents, Edward and Caroline Freeman at her home in Mattituck.

Somehow, Hannah managed to keep her four young children together in a small house on Mattituck Creek, shown in an 1873 FW Beers map. Hannah’s children achieved honors at the Mattituck village school and of them, Irving was identified as a boy of special promise. At 9 years old, Irving was sent off to Newport, R.I., to complete his grammar school education. He boarded at the home of the childless couple, Francis and Keturah Girard, who were then also boarding two other Mattituck children. These children were daughters of Keturah Girard’s sister Parthenia, Mrs. Alexander Silone of Mattituck.

Keturah and Parthenia were daughters of the renowned and respected former slaves Elymus and Hagar Reeve of Cutchogue and Mattituck. Josephine Silone, the younger

of the Silone girls, excelled at the esteemed Rogers High School in Newport. She was the only African American in her class and the first African American to graduate from Rogers, selected as valedictorian after completing the four-year course in three. The hope was that Irving Freeman would follow in her footsteps.

As it happened, Irving completed high school in Newport. He married Lydia Sarah Hattie Nellis in August of 1890, and the couple had a daughter, Lila Estelle a year later. Tragedy struck in January 1892 when Lydia passed away, and two weeks later, daughter Lila Estelle also died. The tragedy proved such a blow to Irving that he returned to Mattituck and eventually purchased a three-quarter-acre plot on Factory Avenue, which he farmed while working as a day laborer. His obituary mentions his reclusive life; however, we know in the late 1890s that he was involved in local politics and played piano accompaniment at a variety show.

On the day after Christmas 1905, a fire destroyed the Freeman house on Mattituck Creek. The Riverhead County Review’s report of the incident on Friday, Dec. 29, was unsympathetic: “The place was called “The cold storage” because of the dilapidated condition and the many broken windows. The house overlooked the creek and commanded a splendid view. The origin of the fire was a

mystery, and little was saved of the contents. Now that the old eyesore is gone, a good site is offered for a summer cottage.”

The writer’s suggestion that the property could be put to better use seems callous and inappropriate.

After the fire, Hannah Freeman’s place was rebuilt in its original location beside the creek by Charles M. Robinson. It’s not known how Mrs. Freeman acquired her new house if she was unable to fix windows in her former home.

No matter how difficult it had been for Hannah Freeman to raise her children, and help raise her younger son’s children, Hannah appears to have been admired and respected locally. In April 1917, she was recognized in the local paper as a member of the Mattituck Presbyterian church for 50 years. In May 1926, Mattituck farmer and businessman Bryant Conklin sold to Southold Town property north of his Main Road residence. He agreed to have roads built on that property, namely “Conklin Road” and “Freeman Street,” now Freeman Road. Though we do not know why the Freeman name was chosen, we surmise that it was from the respect accorded to George and Hannah Freeman and their family.

Mr. Matovcik is the reference librarian at Mattituck-Laurel Library. Mr. O’Brien is a researcher at Mattituck-Laurel Historical Society.

Advocacy Day Expenses
Hotel \$219
Mileage reimbursement @ \$302.84 for 452 total miles
TOTAL: \$521.84



Renaissance Albany Hotel

[Hotel Details](#) [144 State Street, Albany, New York 12207 USA](#) [+15189922500](#) [★ 4.4 \(913 reviews\)](#)

STAY DATES (1 NIGHT)
Tue, Feb 06, 2024 - Wed, Feb 07, 2024

ROOMS & GUESTS
1 Room, 1 Adult, 0 Children

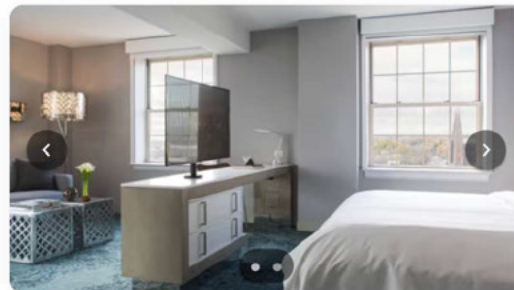
[Edit Stay Details](#)

Select a Room and Rate

You can request an accessible room when reviewing your reservation.

2 Available Rooms

Show with taxes and fees



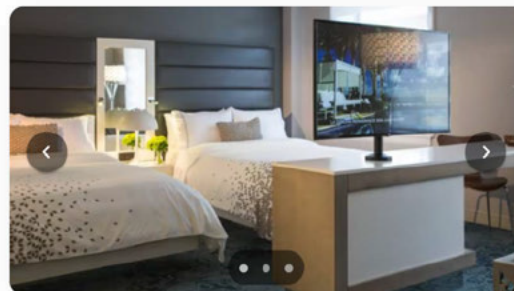
Deluxe, Guest room, 1 King

[Room Details](#)

NYLA ROOM BLOCK 219 USD / Night

[Rate Details](#)

Select



Deluxe, Guest room, 2 Queen(s)

[Room Details](#)

NYLA ROOM BLOCK 219 USD / Night

[Rate Details](#)

Select

Feedback

MATTITUCK PLUMBING & HEATING CORP.

10680 MAIN ROAD
P.O. BOX 1429
MATTITUCK, NY 11952

Phone 631-298-8393
Fax 631-298-1130

JANUARY 10, 2024

MATTITUCK-LAUREL LIBRARY
PO BOX 1437
MATTITUCK, NY 11952

REPLACE WATER FOUNTAIN WITH BOTTLE FILL STATION

1 – ELKAY (LZ8WSSSMC)
NECESSARY WASTE AND WATER LINES

LABOR & MATERIAL: \$4,250.00

AUTHORIZED SIGNATURE: *Ryan Webster*

NECESSARY STATE, TOWN & MUNICIPAL CERTIFICATION PROVIDED UPON PAYMENT IN FULL. ALL MATERIALS GUARANTEED & ALL WORK TO BE COMPLETED IN A MANNER ACCORDING TO STANDARD PRACTICES. **ALL QUOTED PRICES WILL BE UPHELD FOR 10 DAYS.**

***NEW YORK STATE REQUIRES ALL HOMES INSTALLING OR REPLACING A HEATING SYSTEM TO HAVE A CARBON MONOXIDE DETECTOR.**

DATE OF ACCEPTANCE: _____

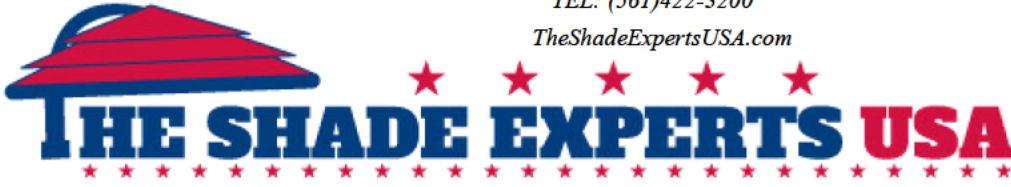
SIGNATURE: _____

***REVIEW AND UPON ACCEPTANCE 50% DOWN IS DUE**

12161 Mercado Dr #245 Venice, Florida 34293

TEL: (561)422-3200

TheShadeExpertsUSA.com



SALES PERSON	SHIPPING	PO #	DELIVERY DATE	PAYMENT TERMS
Jeffrey Costa	LTL		8 Weeks	50% on order 50% prior ship

Date: 2/5/2024

Bill To: Mattituck-Laurel Library
13900 Main Rd
Mattituck, NY 11952

Ship to: Mattituck-Laurel Library
13900 Main Rd
Mattituck, NY 11952

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
19'8" x 19'8" Quad Wind Roof Vent	2	\$14,500.00	\$29,000.00
Galvanized Zinc Plated Steel Structure			Included
Galvanized Zinc Plated Steel Hubs			Included
Structural Grade Interchangeable Aluminum Ribs			Included
Rib Joint Protectors			Included
Powder coat color TBD			Included
100% Marine Grade Acrylic Fabric			Included
Color # TBD, Valance TBD			Included
Easy Drive Marine Grade Cranks (4)			Included
Double Braided Marine Grade Rope			Included
High Wind Stabilizer Bars (4)			Included
Waterproof PVC Covers			Included
Rain Gutters w/ Velcro Attachments	8	\$120.00	\$960.00
Inground Mount Base	2	\$395.00	\$790.00
		Subtotal	\$29,000.00
		Discount	\$9,000.00
		Subtotal	\$20,000.00
		Tax	N/A
		Shipping	No Charge
		Total	\$20,000.00



Astoria Communications

130 Sea Lane
 Farmingdale, NY 11735
 631-694-3334

5553 Ravenswood Rd., Suite 101
 Ft. Lauderdale, FL 33312
 305-728-4280

Estimate

Order Dates/Times:

Dlvry : 12/20/23 [Wed] Unknown Via Astoria
 Start : 12/20/23 [Wed] Unknown
 Ending : 12/20/23 [Wed] Unknown
 Pick-Up: 12/20/23 [Wed] Unknown Via Astoria

Bill-To:

MATTITUCK-LAUREL LIBRARY
 PO BOX 1437
 MAIN ROAD-RT 25
 MATTITUCK, NY 11952
 SHAUNA SCHOLL [631-298-4134]
 Fax : [631-298-4764]

Deliver To:

Ship-To : COMMUNITY ROOM - LOWER LEVEL

 Show :
 Booth :
 SHAUNA SCHOLL [631-298-4134]
 schuna.scholl@mattlibrary.org

Order # : 83954-01	Customer #: MA105	Order Date: 12/20/23	Customer PO Number: QUOTE	Terms: COD-Cash/Check	Sales Code: GHS/GHS/00/RC
------------------------------	-----------------------------	--------------------------------	-------------------------------------	---------------------------------	-------------------------------------

Qty	Description	ID No.	Rate	Days	Total
----- Equipment Sales -----					
1.00	DENON DN-500BDMKii BluRay REPLACES OLD SONY PLAYER	00-000	\$500.00	0	\$500.00
1.00	1G HDMI WALL PLATE W/TAIL FOR REAR OF ROOM (ALREADY HAS ONE AT FRONT)	00-000	\$65.00	0	\$65.00
1.00	HDMI REDMERE CABLE 50'	00-000	\$180.00	0	\$180.00
* CONTROL SYSTEM *					
FOR PROJECTOR, MONITOR, SWITCH, SCREEN, BluRay & PROGRAM VOLUME					
1.00	EXTRON TLP Pro 525M WALL MOUNT TOUCH PANEL	00-000	\$1,475.00	0	\$1,475.00
1.00	PoE POWER SUPPLY	00-000	\$75.00	0	\$75.00
1.00	EXTRON IPCP Pro 550 CONTROL HAS ROOM FOR FUTURE ADDITIONS	00-000	\$3,500.00	0	\$3,500.00
1.00	INSTALL: MATERIALS & HARDWARE	ZI-MH0	\$150.00	0	\$150.00
---- Installation/Service ----					
REPLACE, INSTALL, TEST&TRAIN					
1.00	INSTALLATION LABOR FLAT RATE	LI-I00	\$2,400.00	0	\$2,400.00
1.00	SYSTEM PROGRAMMING FLAT RATE	LI-P00	\$800.00	0	\$800.00
----- Expenses -----					
1.00	SHIPPING CHARGES	DO-SH0	\$125.00	0	\$125.00

Your order was placed with : Glen Sherman

**** THIS ORDER IS C.O.D. ** Collect \$9,270.00**



Astoria Communications

130 Sea Lane
 Farmingdale, NY 11735
 631-694-3334

5553 Ravenswood Rd., Suite 101
 Ft. Lauderdale, FL 33312
 305-728-4280

Estimate

Order Dates/Times:

Dlvry : 12/20/23 [Wed] Unknown Via Astoria
 Start : 12/20/23 [Wed] Unknown
 Ending : 12/20/23 [Wed] Unknown
 Pick-Up: 12/20/23 [Wed] Unknown Via Astoria

Bill-To:

MATTITUCK-LAUREL LIBRARY
 PO BOX 1437
 MAIN ROAD-RT 25
 MATTITUCK, NY 11952
 SHAUNA SCHOLL [631-298-4134]
 Fax : [631-298-4764]

Deliver To:

Ship-To : COMMUNITY ROOM - LOWER LEVEL
 [Page 2]

 Show :
 Booth :
 SHAUNA SCHOLL [631-298-4134]
 schuna.scholl@mattlibrary.org

Order # : 83954-01	Customer #: MA105	Order Date: 12/20/23	Customer PO Number: QUOTE	Terms: COD-Cash/Check	Sales Code: GHS/GHS/00/RC
------------------------------	-----------------------------	--------------------------------	-------------------------------------	---------------------------------	-------------------------------------

Qty	Description	ID No.	Rate	Days	Total
-----	-------------	--------	------	------	-------

Notes:
 SIGNED QUOTE AND 50% DEPOSIT TO CONFIRM, FINAL 50% DUE
 WHEN COMPLETE.

Subtotal \$9,270.00
 Total \$9,270.00

Ordered By: SHAUNA SCHOLL [631-298-4134]

Customer Signature: _____ **Astoria Signature:** _____



Fwd: Happening this week @ your Library!

2 messages

Reference Department <reference@mattlibrary.org>

Wed, Jan 10, 2024 at 11:57 AM

To: Shauna Scholl <shauna.scholl@mattlibrary.org>, Sara Colichio <sara.colichio@mattlibrary.org>

Positive email from a patron!

----- Forwarded message -----

From: [REDACTED]
Date: Mon, Jan 8, 2024 at 1:11 PM
Subject: Re: Happening this week @ your Library!
To: <reference@mattlibrary.org>

Just want to let you know how amazing your selection of programming and the social services/support are. I'm a Mattituck part-timer so I can't make most programs but it's wonderful to see how much support you provide.

Christine [REDACTED]

On Jan 8, 2024, at 7:01 AM, Mattituck-Laurel Library <no-reply@mattlibrary.org> wrote:



[Search The Library Catalog](#)

Happening at the Library

Week of January 8, 2024 - January 14, 2024

[En Español](#)



Adult Events & Services

[Southold Town En Español](#)

Tues.

Dearest Karen & Jack,
I'm still in awe
with what you did
yesterday re. Grandpa's
Black Hat.

You spent hours
on the planning and
on the decorations
you two were better at
this than most of
the teachers I knew.

Bill & I are truly
flattered that you
went to all this
trouble. Thank you
Love,
Wileen & Bill

2/1/24

Dear Members of the Library Board,

Thank you so much for the generous check acknowledging my 5 years of service.

The check was thoughtful and ~~I~~ greatly appreciate it.

Sincerely,
Lauren Brigham



Shauna Scholl <shauna.scholl@mattlibrary.org>

Clothing Drive - Leos

2 messages

Shauna Scholl <shauna.scholl@mattlibrary.org>

Mon, Feb 5, 2024 at 3:47 PM

To: [REDACTED]

Hi Mike,

I just wanted to reach out and say thanks to Alexander for the phone call on Thursday. The Library is always happy to assist the Leos!

I also wanted to let you know that we have more items here that were dropped off after everything was collected. The circulation desk is holding on to them if someone would like to come pick them up.

Any questions please let me know. -Shauna

Shauna Scholl (she, her, hers)
Director
Mattituck-Laurel Library
631-298-4134 ext. 105



Mike [REDACTED]
To: Shauna Scholl <shauna.scholl@mattlibrary.org>

Mon, Feb 5, 2024 at 8:56 PM

Sounds great Shauna, someone will be picking them up in the next day or so.
If you ever need some extra set of hands for anything the Leo's would be happy to help!
The clothing drive was a great success thanks to our community and people like you helping us help others.
Thanks again.

Sent from my iPhone

On Feb 5, 2024, at 3:47 PM, Shauna Scholl <shauna.scholl@mattlibrary.org> wrote:

[Quoted text hidden]

About the campaign...

The Mattituck Laurel Library is hoping to participate in a Suffolk County wide marketing campaign leading up to Library Advocacy Day on February 7, 2024. We hope our patrons will share their stories of positivity about the Mattituck Laurel Library and the impact the library has had on their lives. We greatly appreciate your response!

Name *

Michelle [REDACTED]

Email *

[REDACTED]

Please share how the Mattituck-Laurel Library has changed or positively impacted your life. *

Back in 2020, after a very long wait, my family and I finally bought our forever home here in Mattituck. It was covid summer and we had 2 small children that were eager to start school, make new friends and explore the community. What better place to start than our new local library?

Myself and my 2 children (4yrs & 6yrs at the time) head straight to children's department. Quickly, we are greeted by the most beautiful and caring woman that all the kids know as Mrs. L. Even under her mask I could tell she was all smiles. She listened attentively to my kids talk about their new home and their excitement about the library. She showed me all the amazing things happening in the children's department and pointed to me to the various resources the library had to offer.

Over the years, Mrs. L has remained a constant in our lives. She's always there listening to our stories, to offer advice, or even a helping hand. Filling us in on the new library happenings and helping us find the books we need. Just being in her presence makes you feel at ease.

Her dedication to the Library, the children's department and to the local community is unmatched. My whole family is blessed to know Mrs. L. We truly love her and value her so much. We continue to look forward to our regular visits to the library and all the fun programs to attend but we especially look forward to being greeted by Mrs. L.

This is home!

Would you be willing to have your photo or video taken for posting on social media along with your story? Please indicate below. *

Photo

Video

None

Do we have your permission to share your story for the campaign? We may contact you for a photo or video all of which may be posted on our social media pages or in our email newsletter. *

Yes, you have my permission to share my story.

This form was created inside of Mattituck-Laurel Library.

Google Forms

About the campaign...

The Mattituck-Laurel Library is hoping to participate in a Suffolk County-wide marketing campaign leading up to Library Advocacy Day on February 7, 2024. We hope our patrons will share their stories of positivity about the Mattituck-Laurel Library and the impact the library has had on their lives. We greatly appreciate your response!

Name *

Ann

Email *

Please share how the Mattituck-Laurel Library has changed or positively impacted your life. *

As soon as I was able to walk to one, libraries became a second home to me; a place where I discovered there was a wider world of people, places, and ideas. And the access pass was free (thank goodness, I had no money!)-a precious library card, a key to countless doors.

When we moved to Mattituck in 2018, the first place I went to was the Mattituck-Laurel Library to get my card. I was greeted so warmly by everyone I encountered there. Within six months, this new library became a second home. It was here I met Jerry Matovcik and started attending his excellent and varied programs. For the time in my life, I was reading the classics—Melville, Dickens, Shakespeare. All under Jerry's guidance and with a group of bright, interesting people who in time became my new friends. Not always an easy thing as you approach your seventh decade. One thing led to the next, and with Jerry's and the library's support, I helped start a writers group and what a fabulous group this is! This current chapter in my life, including my desire to continually learn and be exposed to new and varying ideas, features Mattituck-Laurel Library and its librarians as leading characters.

Would you be willing to have your photo or video taken for posting on social media along with your story? Please indicate below. *

Photo

Video

None

Do we have your permission to share your story for the campaign? We may contact you for a photo or video all of which may be posted on our social media pages or in our email newsletter. *

Yes, you have my permission to share my story.

This form was created inside of Mattituck Laurel Library.

Google Forms

About the campaign...

The Mattituck Laurel Library is hoping to participate in a Suffolk County wide marketing campaign leading up to Library Advocacy Day on February 7, 2024. We hope our patrons will share their stories of positivity about the Mattituck Laurel Library and the impact the library has had on their lives. We greatly appreciate your response!

Name *

Ellen [REDACTED]

Email *

[REDACTED]

Please share how the Mattituck-Laurel Library has changed or positively impacted your life. *

I was fairly new to the North Fork when Covid hit and I felt so isolated. Then I took a Zoom class on Jane Austen with Jerry Matovcik. From that I met several people who have become dear friends. I have continued to take classes with Jerry and attend lectures and other events. A friend and I have started a writers group which meets at the library. The library is central to and essential for my social and intellectual life on the North Fork.

Would you be willing to have your photo or video taken for posting on social media along with your story? Please indicate below. *

Photo

Video

None

Do we have your permission to share your story for the campaign? We may contact you for a photo or video all of which may be posted on our social media pages or in our email newsletter. *

Yes, you have my permission to share my story.

This form was created inside of Mattituck-Laurel Library.

Google Forms

About the campaign...

The Mattituck-Laurel Library is hoping to participate in a Suffolk County-wide marketing campaign leading up to Library Advocacy Day on February 7, 2024. We hope our patrons will share their stories of positivity about the Mattituck-Laurel Library and the impact the library has had on their lives. We greatly appreciate your response!

Name *

David

Email *

Please share how the Mattituck-Laurel Library has changed or positively impacted your life. *

I'm a big fan of the library and have never had anything less than excellent service, but I need to single out one staff member for special mention. For a year or more (frankly I've lost track) I've had the privilege and the pleasure of participating in a weekly book discussion group led by Jerry Matovcik. Jerry is intelligent, affable, witty, erudite, humorous, creative, insightful. I could go on listing adjectives but I think you get the idea. The group is a joy to attend. So far we've read, among other things, several plays by Shakespeare, David Copperfield and Moby Dick. Our discussion is consistently informative and entertaining. We learn a lot, we laugh a lot. Has it changed my life? To give us a better appreciation of Shakespeare's poetry, Jerry had each of us compose a sonnet. (Yes, he actually did. In fact, as we speak, they're hanging on the wall in the conference room where we meet. They're not bad. You should go check them out.) Before I met Jerry, sonnet-writing wasn't even on my bucket list. Now I can say I'm a poet (), so I'd have to say the answer is yes, it has.

Thank you, Jerry. Keep up the good work.

Would you be willing to have your photo or video taken for posting on social media along with your story? Please indicate below. *

Photo

Video

None

Do we have your permission to share your story for the campaign? We may contact you for a photo or video all of which may be posted on our social media pages or in our email newsletter. *

Yes, you have my permission to share my story.

This form was created inside of Mattituck-Laurel Library.

Google Forms

About the campaign...

The Mattituck-Laurel Library is hoping to participate in a Suffolk County-wide marketing campaign leading up to Library Advocacy Day on February 7, 2024. We hope our patrons will share their stories of positivity about the Mattituck-Laurel Library and the impact the library has had on their lives. We greatly appreciate your response!

Name *

Sandra [REDACTED]

Email *

[REDACTED]

Please share how the Mattituck-Laurel Library has changed or positively impacted your life. *

Mattituck Library has been by go to place since moving to LI in 1963. I have learned skills from books I've read there, cooking, sewing, etc. and of course I love to read good fiction books and you have them all! Don't know what I would do without the library as its always been such a part of my life. Thanks you so much Mattituck Library and all you wonderful librarians that are so helpful when I need help finding a book and give you limited information and you manage to help me anyways. Your the best.

Would you be willing to have your photo or video taken for posting on social media along with your story? Please indicate below. *

Photo

Video

None

Do we have your permission to share your story for the campaign? We may contact you for a photo or video all of which may be posted on our social media pages or in our email newsletter. *

Yes, you have my permission to share my story.

This form was created inside of Mattituck-Laurel Library.

Google Forms

About the campaign...

The Mattituck-Laurel Library is hoping to participate in a Suffolk County-wide marketing campaign leading up to Library Advocacy Day on February 7, 2024. We hope our patrons will share their stories of positivity about the Mattituck-Laurel Library and the impact the library has had on their lives. We greatly appreciate your response!

Name *

Charles

Email *

Please share how the Mattituck-Laurel Library has changed or positively impacted your life. *

Jerry has been a tremendous help in guiding me through some research of local history. I also have enjoyed the monthly opera viewings.

Would you be willing to have your photo or video taken for posting on social media along with your story? Please indicate below. *

Photo

Video

None

Do we have your permission to share your story for the campaign? We may contact you for a photo or video all of which may be posted on our social media pages or in our email newsletter. *

Yes, you have my permission to share my story.

This form was created inside of Mattituck-Laurel Library.

Google Forms

Mattituck-Laurel Library

Annual Report For Public And Association Libraries - 2023

CURRENT YEAR

*PREVIOUS
YEAR*

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey. To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2023, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8000583980	<i>8000583980</i>
1.2	Library Name	MATTITUCK-LAUREL LIBRARY	<i>MATTITUCK-LAUREL LIBRARY</i>
1.3	Name Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.4	Structure Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.5	Community	Mattituck	<i>Mattituck</i>
1.6	Beginning Fiscal Reporting Year	01/01/2023	<i>01/01/2022</i>
1.7	Ending Fiscal Reporting Year	12/31/2023	<i>12/31/2022</i>
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	<i>No</i>
1.9	If 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	<i>N/A</i>
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	<i>N/A</i>
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2023	<i>01/01/2022</i>
1.12	Ending <u>Local</u> Fiscal Year	12/31/2023	<i>12/31/2022</i>

1.13	Address Status	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.14	Street Address	13900 MAIN ROAD	<i>13900 MAIN ROAD</i>
1.15	City	MATTITUCK	<i>MATTITUCK</i>
1.16	Zip Code	11952	<i>11952</i>
1.17	Mailing Address	P.O. BOX 1437	<i>P.O. BOX 1437</i>
1.18	City	MATTITUCK	<i>MATTITUCK</i>
1.19	Zip Code	11952	<i>11952</i>
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(631) 298-4134	<i>(631) 298-4134</i>
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(631) 298-4764	<i>(631) 298-4764</i>
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	reference@mattlibrary.org	<i>reference@mattlibrary.org</i>
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.mattitucklaurellibrary.org	<i>https://mattitucklaurellibrary.org</i>
1.24	Population Chartered to Serve (per 2020 Census)	5,817	<i>5,817</i>
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION	<i>ASSOCIATION</i>
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Other	<i>Other</i>
1.27	During 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	<i>N</i>
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	<i>Absolute</i>
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	03/31/1910	<i>03/31/1910</i>
1.30	Date the library was last registered	05/02/1977	<i>05/02/1977</i>
1.31	Federal Employer Identification Number	111677136	<i>111677136</i>
1.32	County	SUFFOLK	<i>SUFFOLK</i>
1.33	School District	Mattituck-Cutchogue	<i>Mattituck-Cutchogue</i>
1.34	Town/City	Mattituck	<i>Mattituck</i>

1.35	Library System	Suffolk Cooperative Library System	<i>Suffolk Cooperative Library System</i>
------	----------------	------------------------------------	---

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

1.36a	President/CEO Name		
1.36b	President/CEO Phone Number		
1.36c	President/CEO Email		

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Shauna	<i>Shauna</i>
1.38	Last Name of Library Director/Manager	Scholl	<i>Scholl</i>
1.39	NYS Public Librarian Certification Number	QFTMLW5	<i>QFTMLW5</i>
1.40	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 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.	Y	<i>Y</i>
1.43	E-mail Address of the Director/Manager	shauna.scholl@mattlibrary.org	<i>shauna.scholl@mattlibrary.org</i>
1.44	Fax Number of the Director/Manager	(631) 298-4764	<i>(631) 298-4764</i>
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N	<i>N</i>
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (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 1.47.	N	<i>N</i>

Public Votes / Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	N/A	<i>N/A</i>
2.	Indicate the type of municipality or district holding the public vote	N/A	<i>N/A</i>
3.	Date the vote was held (mm/dd/2023)	N/A	<i>N/A</i>

4.	Was the vote successful? Y/N	N/A	N/A
5.	What type of public vote was it?	N/A	N/A
6a.	Most recent prior year approved appropriation from a public vote:	N/A	N/A
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	N/A	N/A
6c.	Total proposed appropriation (manually sum of 6a and 6b):	N/A	N/A

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2023) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	Y	Y
------	--	---	---

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	Mattituck-Cutchogue UFSD	<i>Mattituck-Cutchogue UFSD</i>
2.	Indicate the type of municipality or district holding the public vote	School District	<i>School District</i>
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	N/A
4.	What type of public vote was it?	school district ballot proposition (Ed. Law §259(1)(a))	<i>school district ballot proposition (Ed. Law §259(1)(a))</i>
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	\$1,581,499	<i>\$1,536,050</i>

1.48	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 <i>each</i> contract. If no, go to question 1.49.	N	N
------	--	---	---

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of contracting municipality or district	N/A	N/A
2.	Is this a written contractual agreement?	N/A	N/A

3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A

1.49 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 N

2. LIBRARY COLLECTION

Print / Electronic / Other 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.

This section of the survey (2.1-2.25) 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 without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	13,093	13,303
2.2	Adult Non-fiction Books	7,452	7,636
2.3	Total Adult Books (Total questions 2.1 & 2.2)	20,545	20,939
2.4	Children's Fiction Books	13,662	13,369
2.5	Children's Non-fiction Books	6,166	5,184
2.6	Total Children's Books (Total questions 2.4 & 2.5)	19,828	18,553
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	40,373	39,492

Other Print Materials

2.8	Total Uncataloged Books	0	0
-----	-------------------------	---	---

2.9	Total Print Serials	977	968
2.10	All Other Print Materials	192	192
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,169	1,160
2.12	Total Print Materials (Total questions 2.7 and 2.11)	41,542	40,652

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	609,428	507,027
2.14	Local Electronic Collections	42	43
2.15	NOVEL _{NY} Electronic Collections	15	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	57	58
2.17	Audio - Downloadable Units	548,143	434,881
2.18	Video - Downloadable Units	0	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	23,481	23,368
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	1,181,109	965,334

Non-Electronic Materials

2.21	Audio - Physical Units	4,245	4,588
2.22	Video - Physical Units	5,380	5,456
2.23	Other Circulating Physical Items	127	127
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	9,752	10,171

Grand Total / Additions to Holdings

2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	1,232,403	1,016,157
------	---	-----------	-----------

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	2,644	2,107
2.27	All Other Print Materials	650	609
2.28	Electronic Materials	373,459	154,238

2.29	All Other Materials	337	242
2.30 2.29)	Total Additions (Total questions 2.26 through 2.29)	377,090	157,196

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 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

3.1	Library visits (total annual attendance)	50,115	43,217
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
3.2	Registered resident borrowers	3,566	3,585
3.3	Registered non-resident borrowers	21	25

Please report information on WRITTEN POLICIES as of 12/31/23.

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

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	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.6	Does the library have an Internet use policy?	Y	Y
3.7	Does the library have a disaster plan?	Y	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y	Y
3.9	Does the library have a board-approved whistle blower policy?	Y	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	Y

Please report information on ACCESSIBILITY as of 12/31/23.

ACCESSIBILITY (Answer Y for Yes, N for No)

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	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	Y
3.13	Does the library have large print books?	Y	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y	Y
3.15 - If so, what do you have? If no, go to next question			
	screen reader, such as JAWS, Windoweyes or NVDA	No	No
	refreshable Braille commonly referred to as a refreshable Braille display	No	No
	screen magnification software, such as Zoomtext	Yes	Yes
	electronic scanning and reading software, such as OpenBook	No	No
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	Y

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

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.

Live Programs Categorized by Age

3.17a	Number of Sessions Targeted at Children Ages 0-5	76	128
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	2,200	2,514
3.18a	Number of Sessions Targeted at Children Ages 6-11	72	70

3.18b	Attendance at Sessions Targeted at Children Ages 6-11	1,433	2,438
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	62	46
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	874	522
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	157	203
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	3,417	2,838
3.21a	Number of General Interest Program Sessions	15	10
3.21b	Attendance at General Interest Program Sessions	425	300
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	382	
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	8,349	
Live Programs Categorized by Venue			
3.24a	Total Live Onsite Program Sessions	344	412
3.24b	Total Live Onsite Program Attendance	7,234	8,191
3.25a	Total Live Offsite Program Sessions	12	5
3.25b	Total Live Offsite Program Attendance	639	100
3.26a	Total Live Virtual Program Sessions	26	40
3.26b	Total Live Virtual Program Attendance	476	321
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	382	
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	8,349	
Prerecorded and One-on-One Programs			
3.29	Total Number of Prerecorded Program Presentations	2	3
3.30	Total Views of Prerecorded Program Presentations within 30 Days	50	45
3.31	One-on-One Program Sessions	60	52
3.32	Attendance at One-on-One Program Sessions	60	51

Teen-Led / Promotion / Summer Reading

3.33	Did your library offer teen-led activities during the 2023 calendar year?	Y	Y
3.34	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	Yes

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year

SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	
3.36	Library outlets offering the summer reading program	1	1
3.37	Children registered for the library's summer reading program	191	214
3.38	Young adults registered for the library's summer reading program	46	31
3.39	Adults registered for the library's summer reading program	50	40
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	287	285
3.41a	Children's program sessions - Summer 2023	72	77
3.41b	Children's program attendance - Summer 2023	1,916	2,102
3.42a	Young adult program sessions - Summer 2023	15	11
3.42b	Young adult program attendance - Summer 2023	219	160
3.43a	Adult program sessions - Summer 2023	32	45
3.43b	Adult program attendance - Summer 2023	791	775
3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	119	133
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	2,926	3,037
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	Y	
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	N	

COLLABORATORS

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

Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.57a	Focus on birth - school entry (kindergarten) sessions	56	35
3.57b	Focus on birth - school entry (kindergarten) attendance	479	295
3.58a	Focus on parents & caregivers sessions	53	126
3.58b	Focus on parents & caregivers attendance	393	0
3.59a	Combined audience sessions	109	126
3.59b	Combined audience attendance	872	563
3.60	Total Sessions	218	287
3.61	Total Attendance	1,744	858
3.62	- Collaborators (check all that apply):		
a.	Childcare center(s)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Health care providers/agencies	No	No

e. Other (describe using the State note) No No

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N No

3.64a Total group program sessions 0 0

3.64b Total group program attendance 0 0

3.65a Total one-on-one program sessions 0 0

3.65b Total one-on-one program attendance 0 0

3.66 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America) No No

b. Public School District(s) and/or BOCES No No

c. Non-Public Schools No No

d. Other (see instructions and describe using Note) No No

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y Y

3.68a Children's program sessions 0 0

3.68b Children's program attendance 0 0

3.69a	Young adult program sessions	0	0
3.69b	Young adult program attendance	0	0
3.70a	Adult program sessions	32	14
3.70b	Adult program attendance	96	84
3.71 3.70a)	Total program sessions (total 3.68a + 3.69a + 3.70a)	32	14
3.72 3.70b)	Total program attendance (total 3.68b + 3.69b + 3.70b)	96	84
3.73a	One-on-one program sessions	0	0
3.73b	One-on-one program attendance	0	0
3.74 - Collaborators (check all that apply):			
a.	Literacy NY (Literacy Volunteers of America)	No	No
b.	Public School District(s) and/or BOCES	No	No
c.	Non-Public School(s)	No	No
d.	Other (describe using the Note)	Yes	Yes

Please report information on DIGITAL LITERACY for the 2023 calendar year.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
------	---	---	---

3.76a	Total group program sessions	6	0
3.76b	Total group program attendance	29	0
3.77a	Total one-on-one program sessions	300	18
3.77b	Total one-on-one program attendance	105	16

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use Reference 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.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	8,257	9,285
4.2	Adult Non-fiction Books	2,510	3,381

4.3	Total Adult Books (Total questions 4.1 & 4.2)	10,767	12,666
4.4	Children's Fiction Books	8,710	9,124
4.5	Children's Non-fiction Books	3,112	1,998
4.6	Total Children's Books (Total questions 4.4 & 4.5)	11,822	11,122
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	22,589	23,788
CIRCULATION OF OTHER MATERIALS			
4.8	Circulation of Adult Other Materials	4,692	6,240
4.9	Circulation of Children's Other Materials	840	660
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	5,532	6,900
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	28,121	30,688
ELECTRONIC USE			
4.12	Use of Electronic Material	52,314	50,663
4.13	Successful Retrieval of Electronic Information	2,892	4,222
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	55,206	54,885
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	80,435	81,351
4.16	Total Collection Use (Total questions 4.13 & 4.15)	83,327	85,573
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	12,662	11,782
4.18	As 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	No
REFERENCE TRANSACTIONS			
4.19	Total Reference Transactions	4,700	4,368
4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	ES - Annual Estimate Based on Typical Week(s)	ES - Annual Estimate Based on Typical Week(s)
4.20	Does the library offer virtual reference?	Y	Y

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	4,466	4,588
------	--------------------------	-------	-------

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	5,269	6,327
------	--------------------------	-------	-------

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
-----	-------------------------------	---	---

5.2	Online public access catalog (OPAC)?	Y	Y
-----	--------------------------------------	---	---

5.3	Electronic access to the OPAC from outside the library?	Y	Y
-----	---	---	---

5.4	Annual number of visits to the library's web site	32,567	48,075
-----	---	--------	--------

5.5	Does the library use Internet filtering software on any computer?	Y	Y
-----	---	---	---

5.6	Does your library use social media?	Y	Y
-----	-------------------------------------	---	---

5.7	Does the library file for E-rate benefits?	Y	Y
-----	--	---	---

5.8	Is the library part of a consortium for E-rate benefits?	Y	Y
-----	--	---	---

5.9	If yes, in which consortium are you participating?	SCLS	SCLS
-----	--	------	------

5.10	Name of the person responsible for the library's Information Technology (IT) services	Shauna Scholl	Shauna Scholl
------	---	---------------	---------------

5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(631) 298-4134	(631) 298-4134
------	--	----------------	----------------

5.12	IT contact's email address	shauna.scholl@mattlibrary.org	shauna.scholl@mattlibrary.org
------	----------------------------	-------------------------------	-------------------------------

6. STAFF INFORMATION

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	35
-----	--	----	----

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	1
-----	------------------------------	---	---

6.3	Vacant Library Director (certified)	0	0
6.4	Library Manager (not certified)	0	0
6.5	Vacant Library Manager (not certified)	0	0
6.6	Librarian	4	3
6.7	Vacant Librarian	0	0
6.8	Library Specialist/Paraprofessional	0	0
6.9	Vacant Library Specialist/Paraprofessional	0	0
6.10	Other Staff	17	17
6.11	Vacant Other Staff	0	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	22.00	21.00
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00	0.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1	1
6.15	Salary - Library Director (certified)	\$95,000	\$95,000
6.16	FTE - Library Manager (not certified)	N/A	N/A
6.17	Salary - Library Manager (not certified)	N/A	N/A
6.18	FTE - Librarian	1	0.87
6.19	Salary - Librarian	\$47,500	\$45,000

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, 2023**. 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.

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	Y
2.	Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y	Y
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	Y

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	Y
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	Y
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	Y
7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8.	Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:		
8a.	space	Y	Y
8b.	lighting	Y	Y
8c.	shelving	Y	Y
8d.	seating	Y	Y
8e.	power infrastructure	Y	Y
8f.	data infrastructure	Y	Y
8g.	public restroom	Y	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	Y
10.	Provides		
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	Y
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	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y

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

PUBLIC SERVICE HOURS - Report hours to two decimal places.

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

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed.

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.

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 Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect 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.

1.	Outlet Name	Mattituck-Laurel Library	<i>Mattituck-Laurel Library</i>
2.	Outlet Name Status	00 (for no change)	<i>00 (for no change)</i>
3.	Street Address	13900 Main Road	<i>13900 Main Road</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00 (for no change)</i>
5.	City	Mattituck	<i>Mattituck</i>
6.	Zip Code	11952	<i>11952</i>
7.	Phone (enter 10 digits only)	(631) 298-4134	<i>(631) 298-4134</i>
8.	Fax Number (enter 10 digits only)	(631) 298-4764	<i>(631) 298-4764</i>
9.	E-mail Address	reference@mattlibrary.org	<i>reference@mattlibrary.org</i>
10.	Outlet URL	https://mattitucklaurellibrary.org	<i>https://mattitucklaurellibrary.org</i>
11.	County	Suffolk	<i>Suffolk</i>
12.	School District	Mattituck-Cutchogue	<i>Mattituck-Cutchogue</i>
13.	Library System	Suffolk Cooperative Library System	<i>Suffolk Cooperative Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	3,068	<i>3,068</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>

17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	Y
18.	Is the meeting space available for public use even when the outlet is closed?	Y	Y
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	439	319
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	Library Board	Library Board
22.	Who owns the land on which this outlet is built?	Library Board	Library Board
23.	Indicate the year this outlet was initially constructed	1961	1961
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	1998	1998
25.	Square footage of the outlet	14,000	14,000
26.	Number of Internet Computers Used by General Public	6	6
27.	Number of uses (sessions) of public Internet computers per year	3,294	3,245
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Cable	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	10 Greater than or equal to 50 mbps and less than 100 mbps	10 Greater than or equal to 50 mbps and less than 100 mbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	9 Greater than or equal to 25 mbps and less than 50 mbps	9 Greater than or equal to 25 mbps and less than 50 mbps
31.	Internet Provider	Cablevision/Optimum	Cablevision/Optimum
32.	WiFi Access	No restrictions to access	No restrictions to access
33.	Wireless Sessions	3,686	2,770
33a	Reporting Method for Wireless Sessions	CT - Annual Count	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y

35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	Does your outlet have a Makerspace?	N	N
37.	<i>LIBID</i>	8000583980	<i>8000583980</i>
38.	<i>FSCSID</i>	NY0673	<i>NY0673</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. 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, 2023 to December 31, 2023)	13	<i>13</i>
------	---	----	-----------

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, enter N/A.	5-9	<i>5-9</i>
------	--	-----	------------

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, enter N/A.	7	<i>7</i>
------	--	---	----------

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, enter 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	<i>3 years</i>
------	---	---------	----------------

10.6	I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note.	Y	<i>N</i>
------	---	---	----------

BOARD MEMBER SELECTION

10.7	Enter Board Member Selection Code (select one):	EP - board members are elected in a public election	<i>EP - board members are elected in a public election</i>
------	---	---	--

Please Note: last year's answers for repeating groups cannot be displayed.

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 Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Nick	<i>Nick</i>
3.	Last Name of Board Member	Timpone	<i>Timpone</i>
4.	Mailing Address	██████████	██████████
5.	City	████████	████████
6.	Zip Code (5 digits only)	██████	██████
7.	E-mail address	████████████████████	████████████████████
8.	Office Held or Trustee	Vice President	<i>Vice President</i>
9.	Term Begins - Month	November	<i>November</i>
10.	Term Begins - Year (year)	2020	<i>2020</i>
11.	Term Expires	November	<i>November</i>
12.	Term Expires - Year (yyyy)	2023	<i>2023</i>
13.	Is the trustee serving a full term? If No, add a Note. The 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 the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Peter	<i>Peter</i>
3.	Last Name of Board Member	Kren	<i>Kren</i>
4.	Mailing Address	██████████	██████████
5.	City	████████	████████
6.	Zip Code (5 digits only)	██████	██████

7.	E-mail address	[REDACTED]	[REDACTED]
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	November	<i>November</i>
10.	Term Begins - Year (year)	2020	<i>2020</i>
11.	Term Expires	November	<i>November</i>
12.	Term Expires - Year (yyyy)	2023	<i>2023</i>
13.	Is the trustee serving a full term? If No, add a Note. The 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 the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	James	<i>Colleen</i>
3.	Last Name of Board Member	Underwood	<i>Grattan-Arnoff</i>
4.	Mailing Address	[REDACTED]	[REDACTED]
5.	City	[REDACTED]	[REDACTED]
6.	Zip Code (5 digits only)	[REDACTED]	[REDACTED]
7.	E-mail address	[REDACTED]	[REDACTED]
8.	Office Held or Trustee	President	<i>Trustee</i>
9.	Term Begins - Month	November	<i>November</i>
10.	Term Begins - Year (year)	2022	<i>2020</i>
11.	Term Expires	November	<i>November</i>
12.	Term Expires - Year (yyyy)	2025	<i>2023</i>
13.	Is the trustee serving a full term? If No, add a Note. The 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 the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>

14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Filled
2.	First Name of Board Member	Colleen	Mary
3.	Last Name of Board Member	Grattan-Arnoff	Sanchez
4.	Mailing Address	[REDACTED]	[REDACTED]
5.	City	[REDACTED]	[REDACTED]
6.	Zip Code (5 digits only)	[REDACTED]	[REDACTED]
7.	E-mail address	[REDACTED]	[REDACTED]
8.	Office Held or Trustee	Trustee	Trustee
9.	Term Begins - Month	November	November
10.	Term Begins - Year (year)	2020	2021
11.	Term Expires	November	November
12.	Term Expires - Year (yyyy)	2023	2024
13.	Is the trustee serving a full term? If No, add a Note. The 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 the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Filled
2.	First Name of Board Member	Mary	Karenann
3.	Last Name of Board Member	Sanchez	Volinski
4.	Mailing Address	[REDACTED]	[REDACTED]
5.	City	[REDACTED]	[REDACTED]
6.	Zip Code (5 digits only)	[REDACTED]	[REDACTED]

7.	E-mail address	[REDACTED]	[REDACTED]
8.	Office Held or Trustee	Trustee	<i>Financial Officer</i>
9.	Term Begins - Month	November	<i>November</i>
10.	Term Begins - Year (year)	2021	<i>2021</i>
11.	Term Expires	November	<i>November</i>
12.	Term Expires - Year (yyyy)	2024	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The 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 the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	<i>N/A</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>N/A</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Karenann	<i>Kathleen</i>
3.	Last Name of Board Member	Volinski	<i>O'Rourke</i>
4.	Mailing Address	[REDACTED]	[REDACTED]
5.	City	[REDACTED]	[REDACTED]
6.	Zip Code (5 digits only)	[REDACTED]	[REDACTED]
7.	E-mail address	[REDACTED]	[REDACTED]
8.	Office Held or Trustee	Financial Officer	<i>Secretary</i>
9.	Term Begins - Month	November	<i>November</i>
10.	Term Begins - Year (year)	2021	<i>2022</i>
11.	Term Expires	November	<i>November</i>
12.	Term Expires - Year (yyyy)	2024	<i>2025</i>
13.	Is the trustee serving a full term? If No, add a Note. The 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 the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>

14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	
2.	First Name of Board Member	Kathleen	
3.	Last Name of Board Member	O'Rourke	
4.	Mailing Address	[REDACTED]	
5.	City	[REDACTED]	
6.	Zip Code (5 digits only)	[REDACTED]	
7.	E-mail address	[REDACTED]	
8.	Office Held or Trustee	Secretary	
9.	Term Begins - Month	November	
10.	Term Begins - Year (year)	2022	
11.	Term Expires	November	
12.	Term Expires - Year (yyyy)	2025	
13.	Is the trustee serving a full term? If No, add a Note. The 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 the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A	
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	
16.	Is this a brand new trustee?	N	

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash Grants / Other State

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

Specify by name the municipalities or school districts which are the source of 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

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or School District	Mattituck-Cutchogue UFSD	<i>Mattituck-Cutchogue UFSD</i>
3.	Amount	\$1,581,543	<i>\$1,548,336</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	<i>Y</i>
5.	Written Contractual Agreement	N	<i>N</i>
11.2	TOTAL LOCAL PUBLIC FUNDS	\$1,581,543	<i>\$1,548,336</i>

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$1,800	<i>\$1,788</i>
11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	<i>\$0</i>
11.5	Additional State Aid received from the System	\$0	<i>\$0</i>
11.6	Federal Aid received from the System	\$0	<i>\$0</i>
11.7	Other Cash Grants	\$0	<i>\$0</i>
11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$1,800	<i>\$1,788</i>

OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	<i>\$0</i>
------	---	-----	------------

Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0	<i>\$0</i>
11.11	Other Federal Aid	\$0	<i>\$0</i>
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0	<i>\$0</i>

11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	<i>\$0</i>
-------	--	-----	------------

OTHER RECEIPTS

11.14	Gifts and Endowments	\$10,000	<i>\$10,000</i>
11.15	Fund Raising	\$0	<i>\$0</i>
11.16	Income from Investments	\$282	<i>\$249</i>
11.17	Library Charges	\$26,954	<i>\$16,169</i>
11.18	Other	\$14,484	<i>\$8,253</i>
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$51,720	<i>\$34,671</i>
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$1,635,063	<i>\$1,584,795</i>
11.21	BUDGET LOANS	\$0	<i>\$0</i>

Transfers / Grant Total**TRANSFERS**

11.22	From Capital Fund (Same as Question 14.8)	\$0	<i>\$0</i>
11.23	From Other Funds	\$0	<i>\$0</i>
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0	<i>\$0</i>
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$116,708	<i>\$319,115</i>
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)	\$1,751,771	<i>\$1,903,910</i>

12. OPERATING FUND DISBURSEMENTS**Staff / Collection / Capital
Operation and Maintenance**

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	\$318,334	<i>\$398,772</i>
------	----------------------	-----------	------------------

12.2	Other Staff	\$405,043	\$390,570
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$723,377	\$789,342
12.4	Employee Benefits Expenditures	\$154,541	\$145,771
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$877,918	\$935,113

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$48,101	\$49,278
12.7	Electronic Materials Expenditures	\$65,259	\$64,590
12.8	Other Materials Expenditures	\$7,485	\$6,073
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$120,845	\$119,941

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$51,592	\$29,329
12.11	From Other Funds (71OF)	\$0	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$51,592	\$29,329

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$24,471	\$29,156
12.14	From Other Funds (72OF)	\$0	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$24,471	\$29,156
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$77,020	\$83,518
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$101,491	\$112,674

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$12,629	\$11,130
12.19	Telecommunications	\$14,695	\$16,108
12.21	Professional & Consultant Fees	\$31,337	\$28,708
12.22	Equipment	\$6,537	\$7,113
12.23	Other Miscellaneous	\$99,254	\$116,327
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$164,452	\$181,873

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
DEBT SERVICE			
Capital Purposes Loans (Principal and Interest)			
12.26	From Local Public Funds (73PF)	\$165,082	\$239,157
12.27	From Other Funds (73OF)	\$0	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$165,082	\$239,157
Other Loans			
12.29	Budget Loans (Principal and Interest)	\$0	\$0
12.30	Short-Term Loans	\$0	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$165,082	\$239,157
12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$1,481,380	\$1,618,087
TRANSFERS			
Transfers to Capital Fund			
12.33	From Local Public Funds (76PF)	\$0	\$0
12.34	From Other Funds (76OF)	\$0	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0	\$0
12.36	Transfer to Other Funds	\$40,283	\$169,115
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$40,283	\$169,115
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$1,521,663	\$1,787,202
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	\$230,108	\$116,708
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$1,751,771	\$1,903,910

ASSURANCE

12.41 The 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). 02/12/2024 02/13/2023

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) 08/01/2023 11/01/2022
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 1/01/2022-12/31/2022 1/01/2021-12/31/2021
12.44 Indicate type of audit (select one): Private Accounting Firm Private Accounting Firm

CAPITAL FUND

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

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

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$22,423 \$0
13.5 Other State Aid \$0 \$0
13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$22,423 \$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0 \$0

INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.35) \$0 \$0
13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$22,423 \$0

13.10	NON-REVENUE RECEIPTS	\$0	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$22,423	\$0
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$321,708	\$398,512
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$344,131	\$398,512

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	\$0
14.2	Incidental Construction	\$1,090	\$76,804

Other Disbursements

14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$1,090	\$76,804

14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0
------	--	-----	-----

14.9	NON-PROJECT EXPENDITURES	\$0	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$1,090	\$76,804
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2023	\$343,041	\$321,708
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$344,131	\$398,512

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

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.

16.1	Total ALA-MLS	4.38	3.50
16.2	Total Librarians	4.38	3.50
16.3	All Other Paid Staff	14.88	14.88
16.4	Total Paid Employees	19.26	18.38
16.5	State Government Revenue	\$1,800	\$1,788
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$51,720	\$34,671
16.8	Total Operating Revenue	\$1,635,063	\$1,584,795
16.9	Other Operating Expenditures	\$265,943	\$294,547
16.10	Total Operating Expenditures	\$1,264,706	\$1,349,601
16.11	Total Capital Expenditures	\$52,682	\$106,133
16.12	Print Materials	41,350	40,460
16.12a	Total Physical Items in Collection	51,102	50,631
16.13	Total Registered Borrowers	3,587	3,610
16.14	Other Capital Revenue and Receipts	\$0	\$0
16.15	Number of Internet Computers Used by General Public	6	6
16.16	Total Uses (sessions) of Public Internet Computers Per Year	3,294	3,245
16.17	Wireless Sessions	3,686	2,770
16.18	Total Capital Revenue	\$22,423	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	8000583980	8000583980
17.2	Interlibrary Relationship Code	ME	ME
17.3	Legal Basis Code	NP	NP
17.4	Administrative Structure Code	SO	SO
17.5	FSCS Public Library Definition	Y	Y
17.6	Geographic Code	MP1	MP1
17.7	FSCS ID	NY0673	NY0673

17.8	<i>SED CODE</i>	581012700035	581012700035
17.9	<i>INSTITUTION ID</i>	800000036755	800000036755

SUGGESTED IMPROVEMENTS

Library Name:	MATTITUCK-LAUREL LIBRARY	<i>MATTITUCK- LAUREL LIBRARY</i>
Library System:	Suffolk Cooperative Library System	<i>Suffolk Cooperative Library System</i>
Name of Person Completing Form:	Shauna Scholl	<i>Shauna Scholl</i>
Phone Number:	(631) 298-4134	<i>(631) 298-4134</i>
I am satisfied that this resource (Collect) is meeting library needs:	Neither Agree nor Disagree	<i>Neither Agree nor Disagree</i>
Applying this resource (Collect) will help improve library services to the public:	Neither Agree nor Disagree	<i>Neither Agree nor Disagree</i>

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!

AUTHORIZATION AGREEMENT

This **AUTHORIZATION AGREEMENT** (“Agreement”), made as of the date last indicated below by and between the **Town of Riverhead**, a municipal corporation organized under the laws of the State of New York with offices located at 200 Howell Ave., Riverhead, New York (hereinafter “Town of Riverhead”), the **Shoreham-Wading River Central School District**, a municipal corporation organized under the laws of the State of New York with offices located at 250B Route 25A, Shoreham, New York, the **Riverhead Central School District**, a municipal corporation organized under the laws of the State of New York, with offices located at 814 Harrison Avenue, Riverhead, New York, the **Mattituck-Cutchogue Union Free School District**, a municipal corporation organized under the laws of the State of New York, with offices located at 385 Depot Lane, Cutchogue, New York, the **Riverhead Free Library**, a municipal corporation organized under the laws of the State of New York, with offices at 330 Court Street, Riverhead, New York the **North Shore Library District**, a municipal corporation organized under the laws of the State of New York, with offices at 250 Route 25A, Shoreham, New York, the **Baiting Hollow Free Library**, a municipal corporation organized under the laws of the State of New York, with offices located at 4 Warner Drive, Calverton, New York, the **Mattituck Laurel Library**, a municipal corporation organized under the laws of the State of New York, with offices located at 13900 Main Road, Mattituck, New York, the **Riverhead Fire District**, a municipal corporation organized under the laws of the State of New York, with offices located at 540 Roanoke Avenue, Riverhead, New York, the **Jamesport Fire District**, a municipal corporation organized under the laws of the State of New York, with offices located at 25 Manor Lane, Wading River, New York, the **Wading River Fire District**, a municipal corporation organized under the laws of the State of New York, with offices located at 1503 North Country Road, Wading River, New York, the **Manorville Fire District**, a municipal corporation organized under the laws of the State of New York, with offices located at 14 Silas Center Road, Manorville, New York, the **County of Suffolk**, a municipal corporation organized under the laws of the State of New York with offices located at 300 Center Drive, Riverhead, New York, and its taxing districts (hereinafter “County”) (“collectively “the taxing jurisdictions”), and the **Long Island Power Authority, and its wholly owned subsidiary, the Long Island Lighting Company d/b/a LIPA** (hereinafter “LIPA”) with offices located at 333 Earle Ovington Blvd, Uniondale, New York, each individually a (“Party”) and collectively (the “Parties”).

WITNESSETH:

WHEREAS, the Parties, all wishing to avoid the delay, expense and uncertainty of litigation over the matters addressed herein, have determined that it is in their best interests to enter this Agreement addressing the payments in lieu of taxes (“PILOTs”) to be made by LIPA for the 2023/2024 tax years without any admissions or concessions of liability on the part of any Party on any issue; and

WHEREAS, for the 2021/2022 and 2022/2023 tax years, the Parties entered into an Authorization Agreement in the same form as this Agreement;

NOW, THEREFORE, in consideration of the mutual agreements, promises and undertakings set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and intending to be legally bound hereby, the Parties agree as follows:

1. The taxing jurisdictions agree that the Town of Riverhead will issue consolidated PILOT statements ("PILOT statements") to LIPA for the 2023/2024 tax year, which will itemize the total PILOTs claimed to be owed for all taxing jurisdictions on each individual parcel owned by LIPA that are subject to PILOTs under PAL 1020-q(1), calculated no differently than property taxes before the 2% cap on LIPA payments pursuant to PAL 1020-q(1) is applied. For illustrative purposes, the PILOT statement should include all the information that the Town would ordinarily provide in its property tax bills issued for each parcel. The Town of Riverhead will provide the Suffolk County Comptroller and each taxing jurisdiction with copies of all "PILOT" invoices issued to LIPA under this agreement.
2. Within 30 days of receipt of the PILOT statements, LIPA will remit payments to the Town of Riverhead of the amounts that LIPA determines to be its PILOT obligation for each parcel owned by LIPA for the subject tax year. LIPA reserves all rights and remedies to establish the amount of its PILOT obligation for 2023/2024 in accordance with the method it has applied under the LIPA Reform Act. LIPA's payments of the 2023/2024 PILOT invoices shall be made in two installments, by 1st half for the period covering December 1 to May 31 and by 2nd half for the period covering June 1 to November 30. The 1st half payment will be due within 30 days of LIPA's receipt of the invoice containing the information needed to calculate LIPA's payment according to LIPA's methodology. The 2nd half installment shall be due on or before May 10, 2024. The taxing jurisdictions reserve all rights and remedies to challenge such methodology established by LIPA and all parties agree that the Town of Riverhead's receipt, distribution and/or deposit of payments remitted by LIPA under the procedure set forth herein shall be without prejudice to any pending litigation.
3. The taxing jurisdictions authorize the Town of Riverhead to accept payment of the PILOT amounts paid by LIPA for the 2023/2024 tax year and to promptly remit payment to the taxing jurisdictions.
4. The taxing jurisdictions agree that the Town of Riverhead will apportion the payments from LIPA in accordance with the percentage of each taxing jurisdiction's percentage share of the total tax rate on a parcel-by-parcel basis. The taxing jurisdictions reserve all rights and remedies they may have to pursue a claim for the difference and such jurisdictions shall hold the Town of Riverhead harmless from any difference between the amounts set forth in the PILOT Statements and the sums actually remitted by LIPA.
 - a. Notwithstanding the foregoing paragraph "4", as to the County of Suffolk, in light of the pending litigation relating to money alleged to be due to the County from LIPA and/or the Town of Riverhead, to wit: Long Island Power Authority, et al. v. County of Suffolk, et al., Suffolk County Index No.: 622697-2017, the County's right to dispute computation and apportionment methodology by the parties to this agreement shall be preserved.

b. The Parties agree that the period commencing on December 1, 2021, and ending thirty (30) days after service of notice of entry of a final, non-appealable order in the pending action Long Island Power Authority, et al. v. County of Suffolk, et al. (Suffolk County Supreme Court Index No. 622697/2017) (the "Tolling Period"), shall not be included in computing the running of any statute of limitations potentially applicable to any claims arising from PILOTs calculated, paid, apportioned and distributed in connection with this Agreement (the "Tolled Claims"). Any defenses of laches, estoppel, or waiver, or other equitable defenses upon the running or expiration of any time period, whether raised by answer, motion, or otherwise, shall not include the Tolling Period for the Tolled Claims.

5. Except as set forth herein, the issuance of a single consolidated PILOT statement by the Town of Riverhead as provided in Paragraph 1, and the remittance of a PILOT payment by LIPA as provided in Paragraph 2, shall not be construed as an admission or waiver by any Party as to any claims or defenses related to this or any other matter.

6. For the avoidance of doubt, except as to the procedure set forth in paragraphs 1 & 2 hereinabove for issuance of a PILOT Statements and remittance of payments for the tax years specified herein, the Parties each expressly reserve all rights, assertions, claims and defenses including, but not limited to, the right to litigate any of the issues related to this matter including but not limited to any issues related to any Party's obligation to prepare and/or issue a PILOT statement, the Town of Riverhead's obligation to issue a consolidated PILOT statement, the obligation of LIPA to remit PILOT payments, the calculation of the amount of such PILOT payments, the PILOT amounts remitted by LIPA, and the Town of Riverhead's obligation to distribute said payments.

7. The Parties acknowledge that, for the purposes of this Agreement, they have been represented by legal counsel of their own choice, throughout all of the negotiations preceding the execution of this Agreement; that they have consulted with their attorneys prior to executing this Agreement; that they have executed this Agreement only after consultation with their independent legal counsel; that they have carefully read this Agreement in its entirety; that they have had the provisions of this Agreement explained to them by their counsel who have answered any questions they asked with regard to the meaning of any of the provisions of this Agreement to their satisfaction; that they fully understand the terms, conditions and significance of this Agreement and are signing this Agreement voluntarily and of their own accord and that they intend to abide by all of the provisions of this Agreement.

8. This Agreement represents the complete understanding of the Parties regarding the matters contained herein relative to the 2023/2024 tax year. The Parties further agree that:

- a. This Agreement may not be changed or modified orally;
- b. This Agreement shall be construed and enforced in accordance with the laws of the State of New York;
- c. If, at any time after the date of execution of this Agreement, any provision of this Agreement shall be held to be illegal, void, or unenforceable by a court of competent

jurisdiction, such provision shall be of no force and effect. However, the illegality or unenforceability of such provision shall have no effect upon, and shall not impair the enforceability of any other provision of this Agreement;

d. This Agreement is binding upon, and shall inure to the benefit of the Parties, and their respective heirs, assigns, and distributees;

e. The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the Parties;

f. The Parties agree that this Agreement has been jointly drafted and negotiated with the assistance of counsel for each Party and that any ambiguity shall not be construed against any Party as the drafter of the Agreement; and

g. The Parties hereby waive any statutory notice of claim provisions that may apply to an action to enforce the terms of this Agreement.

9. The Parties, individually and collectively, expressly represent and warrant that there has been no assignment or other transfer of any interest in any claims or interests being settled hereunder.

10. Except as otherwise set forth herein, the Parties shall at any and all times, upon reasonable request to the other, or to their legal representatives, promptly make, execute and deliver any and all other and further instruments, writings or documents as may be necessary or desirous for the purpose of giving full force and effect to the provisions of this Agreement without charge.

11. Nothing herein shall be construed as granting the right to or prohibiting LIPA from instituting administrative and/or judicial review of assessments where LIPA is an aggrieved party pursuant to the Real Property Tax Law. Nothing herein shall be construed as waiving or preventing any party from asserting any claim or defense it may have relative to LIPA instituting administrative and/or judicial review of assessments.

12. The Parties acknowledge that this Agreement is the entire agreement among the Parties concerning its subject matter, supersedes all prior agreements and understandings, whether or not written, and is not intended to confer upon any person other than the Parties any rights or remedies hereunder.

13. This Agreement may be executed in counterparts, each of which when executed shall be deemed to be an original and all of which together shall constitute a single instrument binding upon the Parties, and facsimile or electronic signatures shall have the same force and effect as an original.

14. This Agreement may be delivered by facsimile or electronic transmission. The facsimile or electronic transmission of any signed original document or any retransmission of any signed facsimile or electronic transmission will be deemed the same as delivery of an original.

15. Each of the individuals signing this Agreement on behalf of any of the Parties represent that he/she has authority to sign on behalf of the entity for which they have acted as signatory.

WHEREFORE, the Parties hereto have caused this Agreement to be signed on the dates indicated below and the Agreement becoming effective upon signature by all Parties.

Dated: _____

Town of Riverhead

By: _____

**Long Island Power Authority and Long Island
Lighting Company d/b/a Long Island Power
Authority**

Dated: _____

By: Bobbi O'Connor, General Counsel

Shoreham-Wading River Central School District

Dated: _____

By: _____

County of Suffolk

Dated: _____

By: _____

Riverhead Central School District

Dated: _____

By: _____

Mattituck-Cutchogue Union Free School District

Dated: _____

By: _____

North Shore Library District

Dated: _____

By: _____

Baiting Hollow Free Library

Dated: _____

By: _____

Mattituck Laurel Library

Dated: _____

By: _____

Riverhead Fire District

Dated: _____

By: _____

Jamesport Fire District

Dated: _____

By: _____

Wading River Fire District

Dated: _____

By: _____

Manorville Fire District

Dated: _____

By: _____

Riverhead Free Library

Dated: _____

By: _____



2023-24 LIPA PILOT Payment

2 messages

Glew, Claire <Claire.Glew@town.southold.ny.us>

Thu, Jan 18, 2024 at 12:27 PM

To: Charles Delargy <cdelargy@mufsd.com>, Tina Smith <tsmith@mufsd.com>

Cc: Rosemary Winters <rosemary@cnsfl.org>, "shauna.scholl@mattlibrary.org" <shauna.scholl@mattlibrary.org>, "Webster, Kevin" <kevin.webster@town.southold.ny.us>, "Nickonovitz, Michelle" <michellen@southoldtownny.gov>

The Town of Southold is sending out a check or a wire transfer to distribute the Payment in Lieu of Taxes for LIPA. This is the third year for this payment based on a court decision which transferred certain properties owned by LIPA to the Wholly Exempt portion of our assessment roll. The amount that you receive should be used to offset your levy for the 24-25 tax year.

The amount of your payment is a total of \$ 232,568.80 which breaks down as follows: School - \$214,817.97 Cutchogue
Library - \$10,276.91 Mattituck Library - \$7,473.92

Please disperse the payment to the libraries as indicated above.

If you have any questions, please contact myself or Kevin Webster.

Best Regards,

Claire Glew

Assistant to Assessor

Town of Southold

Board of Assessors

(631)765-1937 (O)

(631)765-1356 (F)

www.southoldtownny.gov

claireg@southoldtownny.gov

Shauna Scholl <shauna.scholl@mattlibrary.org>

Thu, Jan 18, 2024 at 1:07 PM

To: Melissa Vermey <melissa.vermey@mattlibrary.org>

[Quoted text hidden]



Mattituck-Laurel **LIBRARY**

Warrants / Expenses

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

To be approved at the Library Board Meeting on February 12, 2024

Operating Account Total \$ 173,124.27

 Payroll \$ 72,830.66

 Non Payroll \$ 100,293.61

Cultural Activities Fund \$ 2,813.96

Money Market Account \$0

Building Fund Savings \$0

Building Fund Checking \$ 20.68

Donations in excess of \$1,000 \$5,000 Ira A. Roschelle MD Fam Fnd

02/05/24

**Mattituck-Laurel Library
Fund Balance Report**

	<u>Jan 24</u>
General Fund	
Operating Fund	445,768.00
Building Fund	
Checking	285,714.32
Savings	57,306.49
	<u>343,020.81</u>
Total General Fund	788,788.81
Cultural Activities Fund	
Coffee Machine	529.67
Teen Programs	21.12
Children's Programs	1,226.17
Staff Activity Fund	1,931.04
Adult Programs Wash Acco...	7,608.60
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
	<u>12,038.63</u>
Total Cultural Activities Fund	12,038.63
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	16,432.01
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
	<u>636,167.59</u>
Total Gift and Trust Fund - MM	636,167.59
TOTAL	<u><u>1,436,995.03</u></u>

02/05/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Library Materials				
Youth Materials				
Youth Arts & Crafts				
01/25/2024	Discount School Supply	Pom poms, Wiggly eyes	58.18	58.18
Total Youth Arts & Crafts				58.18
Youth DVD's				
01/02/2024	Midwest Tape	504818363	10.49	10.49
01/09/2024	Midwest Tape	504862960	17.48	17.48
01/30/2024	Midwest Tape	504909726	24.49	24.49
Total Youth DVD's				52.46
Youth Computer Software				
01/18/2024	Business Card	Switch Fae, Pimkin4, M...	447.35	447.35
01/18/2024	Business Card	Dredge	29.99	29.99
Total Youth Computer Software				477.34
Youth Books				
01/03/2024	B&T Juvenile Account	December invoices	1,041.52	1,041.52
01/18/2024	Business Card	Freddie Snowman	10.99	10.99
Total Youth Books				1,052.51
Total Youth Materials				1,640.49
Adult Materials				
DVD/Music CD				
01/02/2024	Midwest Tape	504818364	17.49	17.49
01/05/2024	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
01/09/2024	Midwest Tape	504832808	20.99	20.99
Total DVD/Music CD				63.48
Digital Material Subscriptions				
01/02/2024	Kanopy, Inc.	Invoice #380284-PPU	129.00	129.00
01/02/2024	Midwest Tape	Hoopla / Month Ending ...	191.62	191.62
Total Digital Material Subscriptions				320.62
Adult Books				
01/03/2024	B&T Adult Account	December invoices	752.85	752.85
01/18/2024	Business Card	Grace in Aging, Girl Mis...	36.94	36.94
Total Adult Books				789.79
Reference Books and Data Bases				
01/25/2024	Demco Software	Brain HQ Annual 6.12.2...	666.67	666.67
Total Reference Books and Data Bases				666.67
Adult Ref Books				
Local History				
01/02/2024	PastPerfect Software, Inc.	Annual Hosting from Ja...	475.00	475.00
Total Local History				475.00
Total Adult Ref Books				475.00
Large Print Books				
01/03/2024	B&T Adult Account	December invoices	127.98	127.98
Total Large Print Books				127.98

02/05/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Newspapers				
01/02/2024	Newsday	From 1/11/24 to 3/6/24	287.92	287.92
01/05/2024	Daily News	Pays through 02/09/24	90.00	90.00
Total Newspapers				377.92
Total Adult Materials				2,821.46
Teen Materials				
01/05/2024	B&T Teen Account	December invoices	106.11	106.11
01/18/2024	Business Card	Books - multiple	108.07	108.07
Total Teen Materials				214.18
Total Library Materials				4,676.13
Technology				
01/05/2024	P.M. Communications Corp.	Monthly Maintenance	117.89	117.89
01/18/2024	Business Card	EVA case	13.48	13.48
Total Technology				131.37
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
01/18/2024	Living Art Aquariums	Service 12/12/23, 12/27/...	220.00	220.00
Total Aquarium Maintenance				220.00
Exterminator				
01/11/2024	Hampton Pest Management, Inc.	Termite Bait Station	85.00	85.00
01/11/2024	Hampton Pest Management, Inc.	Rodent Control	125.00	125.00
Total Exterminator				210.00
Security Monitoring				
01/05/2024	Suffolk Security Systems, Inc.	Digital Monitoring 02/01/...	122.85	122.85
Total Security Monitoring				122.85
Fire Sprinkler Test				
01/18/2024	STAT Inspection	Annual Inspection Contr...	1,250.00	1,250.00
Total Fire Sprinkler Test				1,250.00
Other Building Maint.				
01/26/2024	Custom Lighting of Suffolk, Inc.	Tripped Breaker Staff Of...	150.00	150.00
Total Other Building Maint.				150.00
Total Building Maintenance				1,952.85
Electric				
01/02/2024	PSEGLI	Service from Nov 20, 20...	1,304.27	1,304.27
01/30/2024	PSEGLI	Service from Dec 19, 20...	1,618.03	1,618.03
Total Electric				2,922.30
Gas				
01/25/2024	National Grid	Dec 18, 2023 to Jan 18,...	1,375.99	1,375.99
Total Gas				1,375.99
Water				
North Fork Water				

02/05/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
01/18/2024	ReadyFresh	Qty 7 - 5 gallon bottles o...	130.91	130.91
Total North Fork Water				130.91
Total Water				130.91
Garbage Removal				
01/11/2024	Mattituck Enviro Services	4 YD Trash Service	252.72	252.72
Total Garbage Removal				252.72
Total Operations and Maintenance				6,634.77
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
01/25/2024	Optimum	Bill period 1/16/24 to 2/1...	245.32	245.32
Total Optimum Internet Service				245.32
Computer/Network Maintenance				
01/02/2024	L2J Consulting, Inc.	Monthly IT Support - Jan...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
01/25/2024	Elan Financial Services	Intuit,DRICrashplan,Con...	941.34	941.34
Total Computer Software Licenses				941.34
Total Maintenance Office Equipment				2,186.66
Membership				
Professional Memberships				
01/09/2024	Suffolk PLDA	2024 PLDA Membership	65.00	65.00
01/25/2024	Elan Financial Services	Suffolk County Library (...)	268.00	268.00
01/26/2024	Karen Letteriello.	Reimburse Professional ...	58.00	58.00
Total Professional Memberships				391.00
Museum Passes				
01/25/2024	Elan Financial Services	Frick, NY Historical	360.00	360.00
01/25/2024	Metropolitan Opera Association...	Rigoletto 2022	75.00	75.00
Total Museum Passes				435.00
Total Membership				826.00
Postage				
Postage & Stamps				
01/26/2024	Postmaster	200 Forever stamps @ ...	136.00	136.00
Total Postage & Stamps				136.00
Newsletter mailing				
01/05/2024	Postmaster	January/February Newsl...	392.00	392.00
Total Newsletter mailing				392.00
Total Postage				528.00
Printing & Advertising				
Other printing & advertising				
01/30/2024	Town of Southold.	Special Event Permit 4....	500.00	500.00

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

Date	Name	Memo	Original Amount	Paid Amount
Total Other printing & advertising				500.00
Newsletter printing				
01/05/2024	Pine Barrens Printing	January/February Newsl...	3,508.00	3,508.00
Total Newsletter printing				3,508.00
Total Printing & Advertising				4,008.00
Professional Fees				
SCLS/Overdue Notices				
01/08/2024	SCLS	Overdues - Processed &...	21.42	21.42
Total SCLS/Overdue Notices				21.42
Total Professional Fees				21.42
Programs - Adult				
Adult Programs				
01/02/2024	Elise Anne Calabrese	Spanish series 11-14-23...	480.00	480.00
01/09/2024	Cutchogue-New Suffolk Library	Everly Bros. Concert 1/7...	333.00	333.00
01/09/2024	Kathy Pasca	Good Vibrations 1/9/24	300.00	300.00
01/18/2024	Business Card	Opera, Board game	52.79	52.79
01/18/2024	Rob Scott	Morrocan Stew 1.18.24	445.00	445.00
01/25/2024	Elan Financial Services	YouTube, Zoom, Seed ...	140.63	140.63
01/25/2024	Tara Penske	Winter Skin Care 1.23.24	355.00	355.00
01/25/2024	Cornell Cooperative Extension	Healthy Aging 1.25.24	150.00	150.00
01/25/2024	North Shore Public Library	Sip and Sing 1.21.24 Sh...	50.00	50.00
01/25/2024	Southold Library	The Florida Vacation 1.2...	100.00	100.00
Total Adult Programs				2,406.42
Total Programs - Adult				2,406.42
Programs - Juvenile				
01/08/2024	Rob Scott	Rugelach Grab & Go 1/8...	299.00	299.00
01/08/2024	Nicole Summers Sparling	Baby Boogie, Toddler T...	350.00	350.00
01/11/2024	TD3 Innovative Gaming, LLC	Minecraft Polar Bear Plu...	200.00	200.00
01/18/2024	Business Card	Knit hats	43.98	43.98
01/18/2024	Business Card	Simon game, Crayons	27.96	27.96
01/25/2024	Elan Financial Services	YouTube	46.66	46.66
01/25/2024	Discount School Supply	Scratch art, palm pipes, ...	59.90	59.90
01/30/2024	Evelyn Alexander Wildlife Resc...	Story Time w/ Groundho...	200.00	200.00
01/30/2024	Joseph Ciaravino	Prestino's Magic 2.3.24	350.00	350.00
Total Programs - Juvenile				1,577.50
Programs - Summer				
01/18/2024	Business Card	Flashlights, Books, Gam...	255.93	255.93
01/25/2024	Southold Library	Jack Licitra Music 7.28...	75.00	75.00
Total Programs - Summer				330.93
Programs - Teen				
01/18/2024	Business Card	Markers, Ceramic mugs	44.93	44.93
01/25/2024	Cutchogue-New Suffolk Library	Deposit for 10 Climbers ...	137.00	137.00
01/25/2024	Elan Financial Services	YouTube	46.66	46.66
01/25/2024	Southold Library	Roller Skating 1.20.24	100.00	100.00
01/30/2024	Rob Scott	Chef Rob Cheesecake ...	235.00	235.00
Total Programs - Teen				563.59
Supplies - Library				
01/05/2024	Orlowski Hardware Company, I...	16 pk AA Batteries, Pola...	27.97	27.97
01/18/2024	Business Card	Labeling Tape	12.99	12.99

02/05/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
01/25/2024	Elan Financial Services	Aunt Flow,Cricut	159.99	159.99
01/25/2024	Quill Corporation	Fellowes Shredder Oil	7.75	7.75
01/25/2024	Quill Corporation	Book tape 4x15 yds, Sc...	275.90	275.90
01/25/2024	Sara Colichio.	Reimburse Paper goods...	76.12	76.12
Total Supplies - Library				560.72
Supplies - Office				
01/02/2024	Quill Corporation	Brother tn420 black toner	42.99	42.99
01/11/2024	Cash	Petty Cash Replenishm...	50.00	50.00
01/25/2024	Quill Corporation	Napkins, Clorox wipes, ...	60.89	60.89
Total Supplies - Office				153.88
Supplies - Paper				
01/25/2024	Quill Corporation	8 Boxes 8.5x11 White P...	262.72	262.72
Total Supplies - Paper				262.72
Telephone				
01/25/2024	Optimum	Bill period 1/16/24 to 2/1...	154.76	154.76
Total Telephone				154.76
Total Miscellaneous Expense				13,580.60
Debt Service Total				
Mortgage Interest				
01/17/2024	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74
01/22/2024	Dime Community Bank	2023 Y/E Fund Balance ...	67,841.00	67,841.00
Total Mortgage Interest				75,270.74
Total Debt Service Total				75,270.74
TOTAL				100,293.61

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

	Jan 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	0.00	4,000.00	-4,000.00	0.0%
Mattituck-Cutchoque School Dist	553,109.07	1,663,155.00	-1,110,045.93	33.3%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	2.45	100.00	-97.55	2.5%
Direct Public Support	750.56	2,000.00	-1,249.44	37.5%
Fines	131.56			
Library Materials Paid For	54.60			
Copy Machine	523.55	2,000.00	-1,476.45	26.2%
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Fund Balance Brought Forward	67,841.00			
Total Income	622,412.79	1,678,455.00	-1,056,042.21	37.1%
Gross Profit	622,412.79	1,678,455.00	-1,056,042.21	37.1%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	29,706.24	350,493.00	-320,786.76	8.5%
Clerical	29,301.93	453,257.00	-423,955.07	6.5%
Custodian	3,516.05	47,675.00	-44,158.95	7.4%
Total Salaries	62,524.22	851,425.00	-788,900.78	7.3%
Benefits				
Fica	4,252.38	63,298.00	-59,045.62	6.7%
Disability Insurance	994.67	1,000.00	-5.33	99.5%
Medical Insurance	3,721.37	104,560.00	-100,838.63	3.6%
Retirement	611.80	60,017.00	-59,405.20	1.0%
Unemployment Insurance	2,124.60	11,000.00	-8,875.40	19.3%
Total Benefits	11,704.82	239,875.00	-228,170.18	4.9%
Total Payroll Expenses	74,229.04	1,091,300.00	-1,017,070.96	6.8%
Library Materials				
Youth Materials				
Youth Arts & Crafts	58.18	2,500.00	-2,441.82	2.3%
Youth DVD's	52.46	500.00	-447.54	10.5%
Youth Computer Software	477.34	1,500.00	-1,022.66	31.8%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	1,052.51	14,000.00	-12,947.49	7.5%
Total Youth Materials	1,640.49	19,000.00	-17,359.51	8.6%
Adult Materials				
DVD/Music CD	63.48	4,000.00	-3,936.52	1.6%
Live-brary Downloadable e-bo...	0.00	54,000.00	-54,000.00	0.0%
Digital Material Subscriptions	320.62	13,000.00	-12,679.38	2.5%
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	789.79	21,000.00	-20,210.21	3.8%
Reference Books and Data Ba...	666.67	2,000.00	-1,333.33	33.3%
Adult Ref Books				
Local History	475.00	1,000.00	-525.00	47.5%
Continuations	0.00	2,500.00	-2,500.00	0.0%
Total Adult Ref Books	475.00	3,500.00	-3,025.00	13.6%
Virtual Reference Collection	0.00	5,500.00	-5,500.00	0.0%
Adult Audio Books	0.00	1,000.00	-1,000.00	0.0%

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

	Jan 24	Budget	\$ Over Budget	% of Budget
Large Print Books	127.98	5,000.00	-4,872.02	2.6%
Newspapers	377.92	7,000.00	-6,622.08	5.4%
Periodicals	0.00	5,000.00	-5,000.00	0.0%
Total Adult Materials	2,821.46	122,050.00	-119,228.54	2.3%
Teen Materials	214.18	2,500.00	-2,285.82	8.6%
Total Library Materials	4,676.13	143,550.00	-138,873.87	3.3%
Capital Expenditures	0.00	19,000.00	-19,000.00	0.0%
Technology	131.37	9,200.00	-9,068.63	1.4%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	220.00	3,500.00	-3,280.00	6.3%
HVAC Maintenance	0.00	2,000.00	-2,000.00	0.0%
Exterminator	210.00	1,000.00	-790.00	21.0%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	0.00	200.00	-200.00	0.0%
Elevator Maint.	0.00	4,500.00	-4,500.00	0.0%
Security Monitoring	122.85	700.00	-577.15	17.6%
Water Backflow Test	0.00	275.00	-275.00	0.0%
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.	150.00	7,000.00	-6,850.00	2.1%
Total Building Maintenance	1,952.85	20,975.00	-19,022.15	9.3%
Custodial Supplies	0.00	1,000.00	-1,000.00	0.0%
Electric	2,922.30	27,500.00	-24,577.70	10.6%
Gas	1,375.99	11,000.00	-9,624.01	12.5%
Grounds Maintenance				
Snow Removal	0.00	4,500.00	-4,500.00	0.0%
Sprinkler Maintenance	0.00	700.00	-700.00	0.0%
Other Grounds Maintenance	0.00	11,000.00	-11,000.00	0.0%
Total Grounds Maintenance	0.00	16,200.00	-16,200.00	0.0%
Insurance				
Workers' Comp.	0.00	12,000.00	-12,000.00	0.0%
Umbrella Package	0.00	22,000.00	-22,000.00	0.0%
Total Insurance	0.00	34,000.00	-34,000.00	0.0%
Water				
North Fork Water	130.91	1,000.00	-869.09	13.1%
SCWA	0.00	3,500.00	-3,500.00	0.0%
Total Water	130.91	4,500.00	-4,369.09	2.9%
Garbage Removal	252.72	3,000.00	-2,747.28	8.4%
Total Operations and Maintenance	6,634.77	118,175.00	-111,540.23	5.6%
Miscellaneous Expense				
Longevity Benefit	1,380.35	1,500.00	-119.65	92.0%
Legal Fees	0.00	2,500.00	-2,500.00	0.0%
Contingency	0.00	3,000.00	-3,000.00	0.0%
Maintenance Office Equipment				
Verizon Mobile Hotspots	231.24	2,400.00	-2,168.76	9.6%
Optimum Internet Service	245.32	3,200.00	-2,954.68	7.7%
Copy Machine	0.00	8,500.00	-8,500.00	0.0%
Computer/Network Maintenance	1,000.00	12,000.00	-11,000.00	8.3%
BookScan Maintenance	0.00	700.00	-700.00	0.0%

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

	Jan 24	Budget	\$ Over Budget	% of Budget
Computer Software Licenses	941.34	9,000.00	-8,058.66	10.5%
Total Maintenance Office Equip...	2,417.90	35,800.00	-33,382.10	6.8%
Membership				
Professional Memberships	391.00	2,200.00	-1,809.00	17.8%
Museum Passes	435.00	5,000.00	-4,565.00	8.7%
Mattituck Chamber of Commer...	0.00	350.00	-350.00	0.0%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	826.00	8,350.00	-7,524.00	9.9%
Postage				
Postage & Stamps	136.00	770.00	-634.00	17.7%
Mailing Permit	0.00	250.00	-250.00	0.0%
Newsletter mailing	392.00	1,500.00	-1,108.00	26.1%
Post Office Box Fee	0.00	160.00	-160.00	0.0%
Total Postage	528.00	2,680.00	-2,152.00	19.7%
Printing & Advertising				
Other printing & advertising	500.00	1,000.00	-500.00	50.0%
Newsletter printing	3,508.00	12,000.00	-8,492.00	29.2%
Total Printing & Advertising	4,008.00	13,000.00	-8,992.00	30.8%
Professional Fees				
Payroll Processing	510.55	10,500.00	-9,989.45	4.9%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	0.00	10,800.00	-10,800.00	0.0%
Annual audit	0.00	12,500.00	-12,500.00	0.0%
SCLS/Overdue Notices	21.42	500.00	-478.58	4.3%
SCLS/Annual Membership	0.00	12,000.00	-12,000.00	0.0%
Total Professional Fees	531.97	56,800.00	-56,268.03	0.9%
Programs - Adult				
Motion Picture/Music Licensing	0.00	500.00	-500.00	0.0%
Adult Reading Club & Book Di...	0.00	3,500.00	-3,500.00	0.0%
Adult Programs	2,406.42	16,000.00	-13,593.58	15.0%
Total Programs - Adult	2,406.42	20,000.00	-17,593.58	12.0%
Programs - Juvenile	1,577.50	10,500.00	-8,922.50	15.0%
Programs - Summer	330.93	8,000.00	-7,669.07	4.1%
Programs - Teen	563.59	8,000.00	-7,436.41	7.0%
Supplies - Library	560.72	10,500.00	-9,939.28	5.3%
Supplies - Office	153.88	4,000.00	-3,846.12	3.8%
Supplies - Paper	262.72	2,500.00	-2,237.28	10.5%
Telephone	154.76	2,200.00	-2,045.24	7.0%
Travel	0.00	2,200.00	-2,200.00	0.0%
Workshops	0.00	2,200.00	-2,200.00	0.0%
Staff Development	0.00	1,000.00	-1,000.00	0.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	15,702.74	197,230.00	-181,527.26	8.0%
Debt Service Total				
Mortgage Interest	75,270.74			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	75,270.74	100,000.00	-24,729.26	75.3%
Total Expense	176,644.79	1,678,455.00	-1,501,810.21	10.5%

1:14 PM
02/05/24
Cash Basis

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

	Jan 24	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	445,768.00	0.00	445,768.00	100.0%
Net Income	445,768.00	0.00	445,768.00	100.0%

02/05/24

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
General Journal	01/01/2024			285,735.00
Check	01/12/2024		Service Charge	-20.68
Total Checking				285,714.32
Savings				
General Journal	01/01/2024			57,306.49
Total Savings				57,306.49
Total Building Fund				343,020.81
Total General Fund				343,020.81
Cultural Activities Fund				
Coffee Machine				
General Journal	01/01/2024			507.67
Deposit	01/02/2024		Coffee	2.00
Deposit	01/16/2024		Coffee	3.00
Deposit	01/22/2024		Coffee	10.00
Deposit	01/29/2024		Coffee	6.50
Deposit	01/30/2024		Coffee	0.50
Total Coffee Machine				529.67
Teen Programs				
General Journal	01/01/2024			21.12
Total Teen Programs				21.12
Children's Programs				
General Journal	01/01/2024			1,226.17
Total Children's Programs				1,226.17
Staff Activity Fund				
General Journal	01/01/2024			-68.96
Total Staff Activity Fund				-68.96
Adult Programs Wash Account				
General Journal	01/01/2024			8,535.75
Deposit	01/02/2024		Museum	60.00
Deposit	01/02/2024		LI Aquarium Tick...	567.00
Deposit	01/04/2024		Mardi Gras	94.10
Deposit	01/04/2024		Aerobics	86.78
Deposit	01/04/2024		Yoga	77.38
Deposit	01/08/2024		Yoga	80.00
Deposit	01/08/2024		Cooking	60.00
Deposit	01/08/2024		Tai Chi	180.00
Bill	01/11/2024	SCLS	LI Aquarium Tick...	-2,700.00
Deposit	01/11/2024		Chef Rob	65.87
Deposit	01/16/2024		Cooking	30.00
Deposit	01/16/2024		LI Aquarium Tick...	54.00
Deposit	01/19/2024		Yoga	154.76

02/05/24

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

Type	Date	Name	Memo	Paid Amount
Deposit	01/22/2024		Yoga	80.00
Deposit	01/22/2024		Cooking	10.00
Deposit	01/22/2024		Natural History ...	50.00
Bill	01/25/2024	Cathy Hinderliter	Refund Chair Str...	-45.00
Deposit	01/26/2024		Tai Chi	57.96
Deposit	01/29/2024		Writing	75.00
Deposit	01/30/2024		Defensive Driving	35.00
Total Adult Programs Wash Account				7,608.60
Designated Gifts				
General Journal	01/01/2024			657.80
Total Designated Gifts				657.80
Parent-Toddler Programs				
General Journal	01/01/2024			64.23
Total Parent-Toddler Programs				64.23
Staff Ordering Account				
General Journal	01/01/2024			0.00
Total Staff Ordering Account				0.00
Total Cultural Activities Fund				10,038.63
Gift and Trust Fund - MM				
Claire Lincoln Memorial				
General Journal	01/01/2024			2,637.09
Total Claire Lincoln Memorial				2,637.09
Local History Books				
General Journal	01/01/2024			26,695.05
Total Local History Books				26,695.05
Undesignated & Interest				
Deposit	01/01/2024	Ira A. Roschelle MD Fam...	Ira A. Roschelle ...	5,000.00
General Journal	01/01/2024			11,408.39
Deposit	01/31/2024		Interest	23.62
Total Undesignated & Interest				16,432.01
Capital Reserve Fund				
General Journal	01/01/2024			400,136.70
Total Capital Reserve Fund				400,136.70
Unemployment Insurance				
General Journal	01/01/2024			30,000.00
Total Unemployment Insurance				30,000.00
Total Gift and Trust Fund - MM				475,900.85
TOTAL				828,960.29

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

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	01/02/2024	12209	Elise Anne Calabrese	Spanish series 11-14-23...	-480.00
Bill Pmt -Check	01/02/2024	12210	Kanopy, Inc.	Invoice #380284-PPU	-129.00
Bill Pmt -Check	01/02/2024	12211	L2J Consulting, Inc.	Invoice #012024	-1,000.00
Bill Pmt -Check	01/02/2024	12212	Midwest Tape	11952	-27.98
Bill Pmt -Check	01/02/2024	12213	Newsday	Acct 40410623	-287.92
Bill Pmt -Check	01/02/2024	12214	PastPerfect Softwar...	Cstrmr #39482, Invoice #...	-475.00
Bill Pmt -Check	01/02/2024	12215	PSEGLI	Cstrmr ID 0295-3001-61-...	-1,304.27
Bill Pmt -Check	01/02/2024	12216	Quill Corporation	03047280	-42.99
Bill Pmt -Check	01/02/2024	12217	Midwest Tape	11952	-191.62
Bill Pmt -Check	01/03/2024	12218	B&T Juvenile Acco...	L 935700	-1,041.52
Bill Pmt -Check	01/03/2024	12219	B&T Adult Account	L 90004-3	-880.83
Bill Pmt -Check	01/05/2024	12220	B&T Teen Account	L943258	-106.11
Bill Pmt -Check	01/05/2024	12221	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	01/05/2024	12222	ELM USA, Inc.	Invoice no. 63822	-25.00
Bill Pmt -Check	01/05/2024	12223	Orlowski Hardware ...	Acct 584177	-27.97
Bill Pmt -Check	01/05/2024	12224	P.M. Communicatio...	Invoice no. 42575	-117.89
Bill Pmt -Check	01/05/2024	12225	Pine Barrens Printing	Invoice 34141	-3,508.00
Bill Pmt -Check	01/05/2024	12226	Postmaster	Permit no. 41	-392.00
Bill Pmt -Check	01/05/2024	12227	Suffolk Security Sys...	1720	-122.85
Bill Pmt -Check	01/08/2024	12228	Nicole Summers Sp...	Baby Boogie, Toddler T...	-350.00
Bill Pmt -Check	01/08/2024	12229	Rob Scott	Rugelach Grab & Go 1/8...	-299.00
Bill Pmt -Check	01/08/2024	12230	SCLS	MATT	-21.42
Bill Pmt -Check	01/09/2024	12231	Cutchogue-New Suf...	Everly Bros. Concert 1/7...	-333.00
Bill Pmt -Check	01/09/2024	12232	Kathy Pasca	Good Vibrations 1/9/24	-300.00
Bill Pmt -Check	01/09/2024	12233	Midwest Tape	11952	-38.47
Bill Pmt -Check	01/09/2024	12234	NYS Employees He...	03909	-7,829.60
Bill Pmt -Check	01/09/2024	12235	Suffolk PLDA	2024 PLDA Membership	-65.00
Bill Pmt -Check	01/11/2024	12236	Cash	Petty Cash Replenishment	-50.00
Bill Pmt -Check	01/11/2024	12237	Hampton Pest Man...		-210.00
Bill Pmt -Check	01/11/2024	12238	Mattituck Enviro Se...	Cstrmr 11-0001422-0, In...	-252.72
Bill Pmt -Check	01/11/2024	12239	TD3 Innovative Ga...	Minecraft Polar Bear Plu...	-200.00
Bill Pmt -Check	01/17/2024	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	01/18/2024	12241	Business Card	5474 9700 8150 2023	-989.99
Bill Pmt -Check	01/18/2024	12242	Living Art Aquariums	Invoice no. 1901	-220.00
Bill Pmt -Check	01/18/2024	12243	Rob Scott	Morrocan Stew 1.18.24	-445.00
Bill Pmt -Check	01/18/2024	12244	Shelterpoint Life Ins...	Policy # D242574	-1,265.19
Bill Pmt -Check	01/18/2024	12245	Business Card	5474 1518 7474 0647	-1,475.76
Bill Pmt -Check	01/18/2024	12246	ReadyFresh	Acct 0140002023, Inv. 0...	-130.91
Bill Pmt -Check	01/18/2024	12247	STAT Inspection	Invoice #2024-0033	-1,250.00
Bill Pmt -Check	01/18/2024	12248	KSCPP	VOID: Taste of Korea 1...	0.00
Bill Pmt -Check	01/22/2024	ACH	Dime Community B...	2023 Y/E Fund Balance ...	-67,841.00
Bill Pmt -Check	01/22/2024		Mattituck-Laurel Lib...	2023 fund balance year...	-160,266.74
Bill Pmt -Check	01/22/2024		Mattituck-Laurel Lib...	2023 fund balance year...	-2,000.00
Bill Pmt -Check	01/25/2024	12249	Aflac	Acct NQH35, Inv. 352887	-236.25
Bill Pmt -Check	01/25/2024	12250	Cutchogue-New Suf...	Deposit for 10 Climbers ...	-137.00
Bill Pmt -Check	01/25/2024	12251	Demco Software	INV00014956	-666.67
Bill Pmt -Check	01/25/2024	12252	Discount School Su...	Inv. W13517860101	-118.08
Bill Pmt -Check	01/25/2024	12253	Elan Financial Servi...	4798 5101 7200 1022	-1,963.28
Bill Pmt -Check	01/25/2024	12254	Metropolitan Opera ...	Met Opera M397 Invoice	-75.00
Bill Pmt -Check	01/25/2024	12255	National Grid	Acct. 43544-64005	-1,375.99
Bill Pmt -Check	01/25/2024	12256	Optimum	Acct. no. 07839-381822-...	-400.08
Bill Pmt -Check	01/25/2024	12257	Quill Corporation	03047280	-607.26
Bill Pmt -Check	01/25/2024	12258	Sara Colichio.	Reimburse Paper goods...	-76.12
Bill Pmt -Check	01/25/2024	12259	Southold Library	Roller Skating 1.20.24	-100.00
Bill Pmt -Check	01/25/2024	12260	Tara Penske	Winter Skin Care 1.23.24	-355.00
Bill Pmt -Check	01/25/2024	12261	Verizon	Acct. 242398426-00001,...	-231.24
Bill Pmt -Check	01/25/2024	12262	Cornell Cooperative...	Healthy Aging 1.25.24	-150.00
Bill Pmt -Check	01/25/2024	12263	North Shore Public ...	Sip and Sing 1.21.24 Sh...	-50.00
Bill Pmt -Check	01/25/2024	12264	Southold Library	The Florida Vacation 1.2...	-100.00
Bill Pmt -Check	01/25/2024	12265	Southold Library	Jack Licitra Music 7.28....	-75.00
Bill Pmt -Check	01/26/2024	12266	Custom Lighting of ...	Invoice #12699	-150.00
Bill Pmt -Check	01/26/2024	12267	Karen Letteriello.	Reimburse Professional ...	-58.00
Bill Pmt -Check	01/26/2024	12268	Postmaster	200 Forever stamps @ \$...	-136.00
Bill Pmt -Check	01/30/2024	12269	Evelyn Alexander ...	Story Time w/ Groundho...	-200.00

02/05/24

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

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/30/2024	12270	Joseph Ciaravino	Prestino's Magic 2.3.24	-350.00
Bill Pmt -Check	01/30/2024	12271	Midwest Tape	11952	-24.49
Bill Pmt -Check	01/30/2024	12272	PSEGLI	Cstmr 0295-3001-61-3, ...	-1,618.03
Bill Pmt -Check	01/30/2024	12273	Town of Southold.	Special Event Permit 4.2...	-500.00
Bill Pmt -Check	01/30/2024	12274	Rob Scott	Chef Rob Cheesecake ...	-235.00
Total BNB Operating Checking					-273,502.98
TOTAL					-273,502.98

LIBRARY STATS

JANUARY 2024

5,979 ITEMS CHECKED OUT

1,915 books & other items
4,064 ebooks & digital items



WIFI

280

connections to the public wifi

206

PUBLIC COMPUTERS

log ins to the public access computers

VISITORS

3,663



MATTITUCK-LAUREL LIBRARY



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

NEW PATRON REGISTRATIONS

JANUARY 2024

Adult Year Round	20
Youth Year Round	4
Teen	1
2 ND Address	1
Total:	26

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

Community Room

Thursday Movie
T'ai Chi
Chair aerobics
Lego
Babies Boogie
Toddlers Tango
Good Vibrations with Kathy Pasca
Piano Practice
Marsh Mellow Building
Writing Your Way to Wellness
Minecraft
Homemakers Group
Festive Book Day
Chef Rob Cooking Demo
Rest & Relax Aromatherapy
Yoga
NF Anglers

Conference Room

Bridge
Italian Language Group
Medicare
Girls Who Code
Good Ground Artists Reception
Girl Scouts
Homeowners Association/Ed Giordano

Craft Room

Zoom/Emily Tobey
Academic Study
Physical Therapy
Girls Who Code
DIY Snowman Door Hanger
Literary Café
Writers Group
Alzheimer's Group
Snowflake Design
Read to a Dog

Kitchen

Tutor (2)