

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

MEETING DATE: Monday December 9, 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 November 18, 2024 Regular Board Meeting
- V. Approval of Treasurer's Report
- VI. Approval of the Personnel Report
- VII. Director's Report
- VIII. President's Remarks
- IX. Committee Reports
 - A. Building / Grounds & Long-Range Planning
- X. Old Business
- XI. New Business
 - A. Shade sail proposal
- XII. Period of Public Expression
- XIII. Executive Session
- XIV. Adjournment

Next Meeting – January 13, 2025

Directors Report November 2024

Building and Grounds

On Saturday November 2nd Sara and I spent a good portion of the day moving furniture in the reference office to add an additional workstation. We were able to utilize a desk that was downstairs in storage. Moving forward we have decided that if the staff that are regularly on the floor are on a break or gone for the day that the folks with workstations in the office will be stationed on the floor to be visible and accessible to patrons.

We had a power outage on Thursday November 14th around 10am, the outage lasted less than a half hour and we were able to return to normal operations. Thankfully there were no patrons in the building at the time of the outage.

On Tuesday November 19th the locksmiths were on site to swap the malfunctioning lock on the restroom door.

Kolb was on site on Tuesday November 19th to perform routine services on the heating system.

I had a bit of back and forth with the plumbers while I was at NYLA – the automatic flusher in the restroom closest to the children's room stopped working, and I did not find out until Calvin called me a few days after the restroom was out of order. Mattituck Plumbing responded and said it was working – however a few days later it was not working again. They returned to find that there was indeed something not working properly. On Tuesday the 26th the automatic flush was replaced as was a pipe that had been leaking in that restroom.

TFLC was on site on Wednesday November 27th to remove a damaged tree and several broken trees on the East side of the parking lot.

Programs and Services

Sara and I hosted a book discussion on Thursday November 21st. We discussed the title *Lessons in Chemistry* by Bonnie Garmus. We had a good group and an interesting discussion.

Thank you to the circulation staff for managing the little free pantry while Marissa was working on securing us a teen volunteer to manage it throughout the year. Marissa is also working to have some talented teens help us design and paint the pantry.

Recently the intermediate crochet group, led by instructor Alice Jones, completed and sent gifts to the mariners through the "Christmas at Sea" Program.

Upcoming programs and events to note:

Lady Blue Saxophone Quartet – December 7, 1:30pm

Global Warming and Climate Change – December 10, 5:30pm

Book Discussion: *Practical Magic* – December 19, 5:00pm

Holocaust Remembrance Day Events

- **The U.S. and the Holocaust (Episodes 1–3):** Tuesdays, January 7th, 14th, and 21st, at 1:00 PM.
- **Documentary Screenings:** *Anne Frank Remembered* on Thursday, January 9th, at 1:00 PM, and *Anne Frank: The Whole Story* on Thursday, January 16th, at 11:00 AM.
- **Closing Event:** *One Survivor Remembers: Holocaust Survivor Gerda Weissmann's Life*, a powerful documentary, will conclude the month's programming on Thursday, January 23rd, at 11:00 AM.

Make Your Own Non-toxic Cleaning Solution – January 11, 11am

An Afternoon with Porchlight (musical performance) – January 12, 2pm

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

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

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

Friends of the Library

The Friends of the Library will be hosting their annual holiday party and luncheon on December 17th. The meeting will take place at 11am with the luncheon to follow at 12 noon. The Friends extend the invite for Board members to attend the lunch.

The next Friends meeting is Tuesday November 17th at 11am.

Administrative

Melissa and I met with the auditors to go over the audit recommendations on Friday November 15th. All recommendations are being implemented. The 990 has been filed and we are working with the auditors to start the 2024 audit early in 2025 as opposed to waiting until late in the year. We are hoping that we can shift the timeline before they are inundated with tax season, but we don't have to wait almost a full year for recommendations to implement.

The reception for the Girl Scout Silver Award project took place on Tuesday November 19th at 4pm. There was a great turnout and there was a ton of community support for the girls and their project. The art pieces are on display in the circulation area.

The second community meeting took place on November 20th at 6:30pm. We are continuing to plan for other community events to attempt to get the word out about the project. There is an open house that we will be marketed to the Friends of the Library – though open to all – happening on January 23rd from 4pm – 6pm. The online feedback form will remain open, and the renderings will continue to be on display in the circulation area. A meeting with church officials is scheduled for early December with the building and groups committee.

The next full staff meeting will take place on December 12th, we will be closed for the day and staff will report from 9am-5pm. Mary Eisenstein will be conducting a full day workshop on emotional intelligence. I have also asked the staff to read *Who Moved My Cheese?*, Mary will assist with discussing this as a group. The staff will enjoy a holiday luncheon for their midday break.

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

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

Federal funding for certain library programs is a very large unknown for 2025 and beyond. Just a few programs in question are the e-rate program, funding for IMLS, and the NLS for the Blind and Print Disabled.

I have been elected to serve a two-year term as the Treasurer for the Suffolk County Public Library Directors Association.

Meetings Attended

November 6 - 9 – 2024 NYLA Conference

November 14 – Committee: Long Range Planning / Building & Grounds

November 15 – Review Audit Recommendations with CPA

November 19 – Department Heads

November 19 – Girl Scouts Silver Award Ceremony

November 20 – Community Meeting Part II

November 21 – Book Discussion: *Lessons in Chemistry*

November 22 – Zone 1 Director's Meeting at CNSFL

November 25 – PLDA

November 25 – Committee: Long Range Planning / Building & Grounds

November 26 – Reference Department

Respectfully submitted by: Shauna Scholl, Director

NYLA 2024 November 6 – November 9

Keynote Presentation: Amanda Jones

Amanda Jones, author of *That Librarian: The Fight Against Book Banning in America*, shares her experiences as a school librarian and advocate against censorship in Louisiana. In her book, she recounts her personal battle against book bans and highlights the power of grassroots efforts to safeguard intellectual freedom. During the keynote interview with Lisa Kropp, the current president of the New York Library Association (NYLA), Jones emphasized the need for collaboration among librarians, educators, and community organizations to combat censorship and protect the right to read amidst increasing challenges nationwide.

Synopsis of That Librarian:

Amanda Jones's book, *That Librarian: The Fight Against Book Banning in America*, is a compelling mix of memoir and manifesto that chronicles her personal and professional battles against censorship. A librarian in Livingston Parish, Louisiana, Jones became a target of online harassment and public defamation after speaking at a 2022 public library board meeting in defense of diverse and inclusive books, particularly those addressing LGBTQ+ and racial issues. This outspokenness led to a smear campaign accusing her of promoting harmful content, which deeply impacted her life and career.

The book explores the emotional toll of these attacks, her defamation lawsuit against her harassers, and her grassroots efforts to combat book banning. Jones emphasizes the importance of libraries as bastions of free thought and inclusivity, drawing from her experience as a middle school librarian and activist. The narrative serves as a call to action for protecting intellectual freedom and diversity in literature, offering strategies for resisting censorship and fostering empathy through reading.

How to work with an Architect

A successful building project starts with clear communication between all parties to get the desired results. This program discussed the important roles of the architect and library administrators when considering a project of any size. Suggestions were offered on how an administrator can best convey the improvements needed to the architect to result in a successful project. There was also discussion about the methodologies and considerations an architect can help maximize a library's visions and benefits from the building project.

Notes: Communication, project management, planning.

Pathways to Librarianship: Building the Future

The Pathways to Librarianship IMLS Research Grant, led by Syracuse University and the New York Library Association, has been studying barriers into librarianship for historically marginalized communities for the past 2 years. After gathering data and conducting design-thinking workshops with stakeholders from across New York State, the Pathways to Librarianship research team shared the results of the workshops, engaged the audience with design-thinking methods and activities, and discussed how they

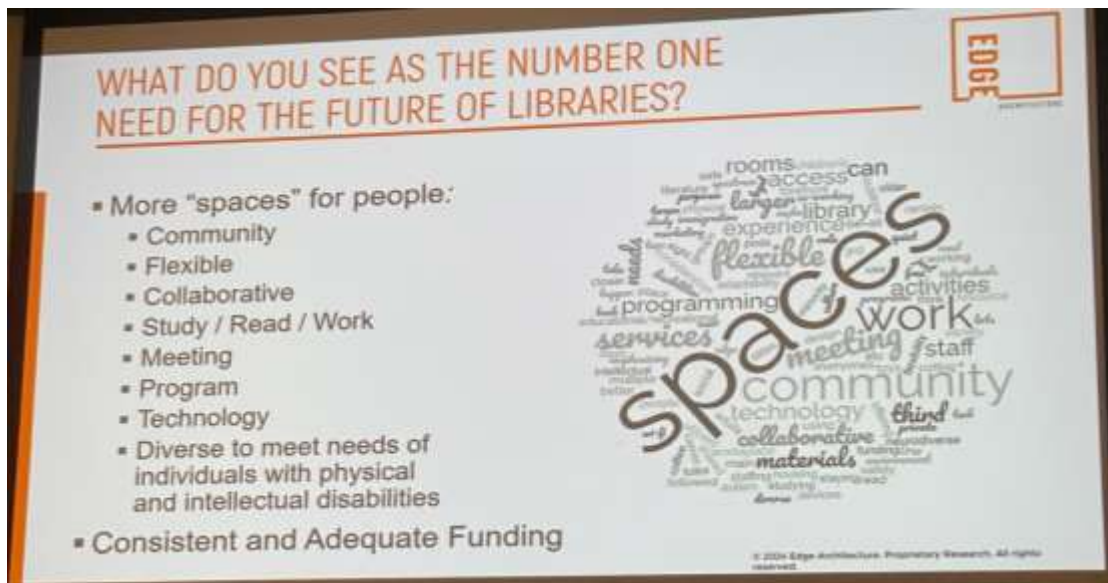
are implementing these community-led designs and building a framework for other states to apply what has been learned.

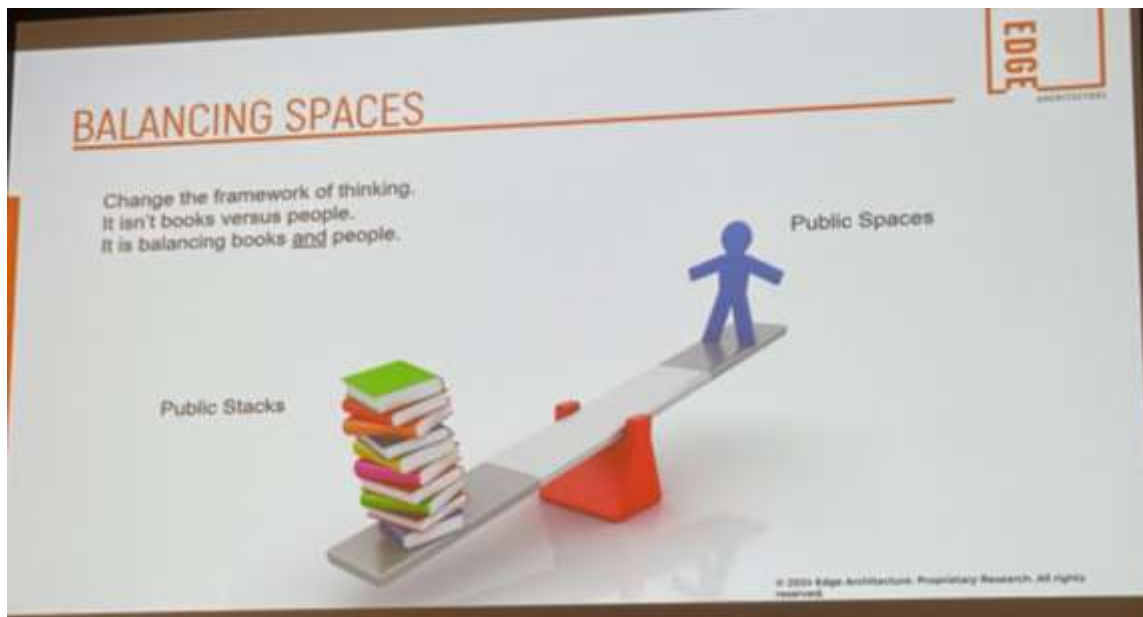
Notes: Address top-down barriers for people of a marginalized base. What we can do to reduce these barriers, encourage supervisors and mentors, financial support from the institution and professional organizations.

Mastering Construction: From Planning to Completion

Managing a successful construction project doesn't usually fall under the expertise of a librarian. The session discussed what administrators will need to know before, during and after a construction project. Research was shared on how peers think about their library spaces and services, now and in the future. The presenters discussed how to start with a space audit, apply for a construction aid grant, engaging your community, and what the construction process entails.

Notes: Spaces that we are seeing an increase in across the industry: tutoring and multifunctional. Our renovation project is tracking with the research that was done and what we are seeing in libraries across the country – this session was incredibly validating.

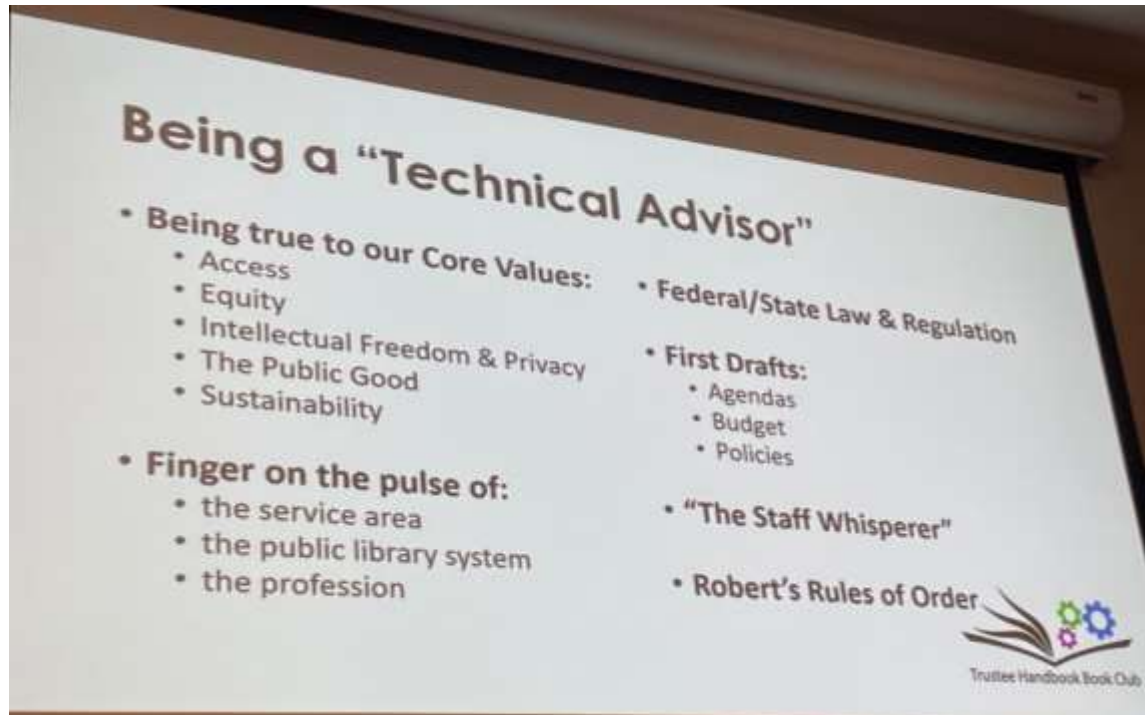




Trustee Handbook Book Club for Directors

A new edition of the Handbook for Library Trustees of New York State was published in 2023. The new Handbook touches on important governance issues such as board structure and committees, the intersection of governance work with sustainability, equity, diversity, and inclusion; the nuances of Open Meetings Law and more. For several years, the "Trustee Handbook Book Club" program has been held online to help library trustees learn more about their roles and responsibilities.

Notes: Role of the Director = co leader of the library board. Director manages, board governs, friends support. Board sets three things: strategic goals, approves budget, policy making. Director = day to day: staff, budget, policy – guiding the board in their governance. Director is the technical advisor and facilitator of the board.



Activating Trustee Leadership: Beyond Board Meetings

With strategic effort, public library trustees can shift from behind-the-scenes decision makers to engaged, impactful advocates for their libraries. Board meetings, despite being public, are not an accessible venue for community members and staff to authentically engage with trustees. Without informal opportunities to forge connections with library users, staff, and other members of the public, trustees have unrealized potential as leaders and advocates for their libraries. The Ossining Public Library and its peers shared about trustee initiatives that extend board efforts beyond meetings, into library communities.

Notes: Ossining Public Library – meet the trustees, monthly basis 2-3 hours, drop in, 1-2 trustees. Creates conversation with community members, morale boost for EE's, face time with the community and trustees see traffic in the building real time. Skaneateles Public Library – traditional and non-traditional committee structures to engage community and utilize trustee's strengths.

Trustee Training: Polished by Practice

Real-life scenarios of challenging situations were used to help trustees (both long-standing and new trustees) to meet the many challenges of library governance. Some of the challenges Library ethics, first amendment, social media, trustee powers and responsibilities, operational "red flags".

Notes: Board president runs meeting and maintains order, agenda should be a script or framework for the meeting, minutes should not be a transcript of the meeting but bare bones of resolutions and votes. Trustees can be removed for violating section 717 of non-for-profit corporation law. Boards act through resolution not by telling someone what to do. Use structure to shape meeting outcomes with clarity, minutes become a record of resolutions instead of intentions. Adding a release to juvenile cards about contacting parents regarding behavior and overdue books – minors cannot consent for their privacy rights to be waived but the parents can.

Intellectual Freedom Breakfast – School and Library Censorship: Taking Stock of the Last Four Years

Jonathan Friedman, Ph. D., the Sy Syms managing director of U.S. free expression and education programs at PEN America discussed his research advocacy, and education related to academic freedom, educational gag orders, book bans, and general free expression in schools, colleges, and universities.

Mattituck-Laurel Library
Adult Services Board Report - November 2024

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - We are excited to welcome Martha Terry, Adult Program Coordinator, to the reference department. I have spent time training her to do all aspects of the job. Jerry will be out until further notice. We are all reading *Who Moved My Cheese* in preparation for our upcoming staff development day on 12/12/24. Program stats remain steady. Program planning for Spring 2025 is underway.

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

Date	Meeting
11/13/24	Possible Collaborative Program meeting (Jane Austen, Edible Book Contest)
11/19/24	Department Heads' Meeting
11/26/24	Reference Department Meeting

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

Date	Program	Statistics	Program Platform/Notes
Mondays in November	Chair Strength and Stretch	22 each session	In person
Tuesdays in November	Beginner's Crochet Class	8	In person
Wednesdays in November	Book Discussion Group	10	In person; this group is patron-led in Jerry's absence
Wednesdays in November	Yoga	9 each session plus 4 walk-ins	In person
By appointment	One-on-one technology appointments	12	In person; offered by Sharon Twickler and reference staff when possible
11/2	Paper Flowers	6	In person
11/4	Canva 101	16	In person
11/6	Intermediate Crochet Group	5	In person
11/7	D.I.Y. Birdhouses	18	In person
11/8	The Little Black Dress	39	Virtual; Southold Free Library hosted

11/12	Paws of War: Helping Both Ends of the Leash	34	EEPA shared virtual program; Westhampton Free Library hosted
11/13	Agents, Executors and Trustees: What You Need to Know	6	In person
11/14	Communicating Effectively with Loved Ones Affected by Alzheimer's	N/A	Canceled due to low enrollment
11/16	Fresh Evergreen and Dried Herb Wreaths	20 plus a waiting list	In person
11/18	Alzheimer's Caregiver Support Group	10	In person; offered by a volunteer from the Alzheimer's Association
11/18	Canva 102	17 registered; 13 attended	In person
11/19	Responding to Dementia-Related Behaviors	N/A	Canceled due to low enrollment
11/21	EEPA presents: Cataracts via Zoom	46	EEPA shared virtual program; offered with SBSH Hospital
11/21	Book Discussion: Lessons in Chemistry	16 registered; 8 attended	In person; offered by Shauna Scholl and Sara Colichio
11/23	Ricotta Gnocchi	20	In person; co-sponsored by Southold Free Library

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

Program Planning - I have been training Martha to coordinate adult programs, write up and issue contracts, write up payment schedules, conduct zoom programs, submit newsletter and e-newsletter write ups, and more. We are currently booking programs into May 2025.

Social Media/Marketing - Diana continues to make adult program flyers and promote via a variety of marketing platforms. Diana recently started including QR codes on our flyers for convenient registration. I include information about all programs in our e-newsletter and print newsletter. Circulation puts programs on the sandwich board outside and flyers are posted around the building. Sharon continues to promote via social media. Sharon also continues to offer an "e-resource spotlight" in our weekly e-newsletters to promote digital resources.

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

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

Museum Passes - We have added the following passes to our museum pass lineup: Michael P. Murphy Navy SEAL Museum, The Empire Pass (waiting for the pass to arrive via USPS), and a Nature Kit for patrons to reserve for Quogue Wildlife Refuge. We have also partnered with CRESLI Whale Watching, who will begin offering discount codes for whale watching tours beginning next season (approx. June). In addition, we have recently partnered with the Gateway Theatre in Bellport to offer discounted tickets to various shows and events. The cost of aquarium tickets (set by the aquarium) has increased significantly from \$27 each (for all ages) to \$28 for seniors and children and \$39 for adults. While we are disappointed in the price increase, it will still offer patrons a considerable savings. Regular tickets cost \$48.99 for adults, \$35.99 for seniors and \$34.99 for children. Children 2 and under are still free.

Other -

- **Library of Things** - I continue to assist with the library of things as needed.
- **Miscellaneous** -
Jerry will be out until further notice. The reference department will be working together to bring his ideas for Jane Austen programming into fruition. Jenna has agreed to do a Jane Austen book discussion in the new year and we will be screening films he suggested as well. Jerry also put together a docuseries in honor of Holocaust remembrance day and a raffle for our patrons to win tickets to *Anne Frank: The Exhibition* at the Center for Jewish History in NYC. We will be assisting the best we can with local history requests and I will continue to oversee museum passes in his absence.

I am working on reference staff scheduling; a new schedule will be effective starting in 2025.

Our Little Free Food Pantry has been built and installed by The Tuesday Crew. We are grateful to them for making it possible. We are collecting donations of non-perishable food items, as well as self-care items to keep the LFFP stocked. Marissa has secured a teen volunteer to help manage the inventory of the LFFP. We are also looking for a talented group of teen volunteers to help us paint the LFFP.

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

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

Summary – This fall I have been catching up on working on upcoming programs for the rest of the year and the following year, organizing the teen collection and space, fulfilling community service needs, replenishing community service related materials, meeting with other teen librarians and completing work related trainings. I have been making bookmarks for patrons using the 3D printer and fulfilling requests as well as helping out with adult services and programs. 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 November:

Date	Meeting
11/04	Meeting with MHS Librarian
11/05	Meeting with Cutchogue Teen Librarian
11/19	Department Heads Meeting
11/26	Reference Department Meeting

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

Date	Program	Statistics
11/07	Super Smash Brothers on the Nintendo Switch	1 (This program was postponed due to low registration).
11/15	Making Placemats and Centerpieces for Community Service	17 registered. 7 attended.
11/18	Tik Toks Weirdest Food Combos	8
11/19	Welcome to Your Library for ENL Students	30 (This was done at the high school with Cutchogue Teen Librarian).

Community Service –Grab and go community service kits are available at an ongoing basis. I have continued to have an influx of students coming in looking for the grab and go community service kits. They have been creating dog toys, writing letters to seniors/veterans and hospitalized children, decorating kindness rocks and making bookmarks. The letters go the Senior Service Center and The Veterans Committee. The postcards go to the children at Stony brook Hospital. We have been getting an influx of the kindness rocks and so I have asked the circulations staff to help start giving them out for the patrons to take and put in their own gardens. The bookmarks are put up at circulation for patrons to take and use.

The dog toys are donated to the Northfork Animal Welfare League in Southold. I also run at least one in person community service program a month.

Stats: - Bookmarks (5), Letters to seniors (5), Dog toys (10), Postcards (10)

Donations to the Senior Center-The teens made at the library and then donated **9 centerpieces and 8 placemats** to the local senior center for the upcoming holidays.

Little Free Food Pantry- The Library was looking to have 1 teen volunteer come weekly to help clean and maintain our Little Free Food Pantry and overflow bin. I put out an application and have selected a volunteer. They will be starting in December.

ENL Presentation at MHS- Kristie (Cutchogue Teen Librarian) and I recently went to Mattituck High School to give a presentation about our libraries and the different services we offer to the ENL students. We also provided them with handouts and resources that they can use.

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

Teen Space –For the month of November, I displayed some of our historical fiction YA books. The guessing jar has also been updated. November's guessing jar had 7 participants. The DIY grab and go kits are placed in the Creation Station on an ongoing basis. I have had to replenish this area a few times this month. Flyers are continually being updated, most recently adding information about the upcoming programs. I also continue to add to the community service and events board in the Teen Space. I also have about a dozen mini canvases that the teens designed and donated to help decorate the space for fall.

Teen Space Survey- While we are in the planning stages of a potential renovation I created a Teen Space Survey to get feedback from the teens about what they think of the current teen space and any suggestions they have for future improvements. I have notified teens in the community as well as both the schools. I keep the surveys anonymous and just request that they notify me when they submit a survey in order to earn community service. **We have received 22 responses so far.**

Print Newsletter–This month I submitted the content for the January/February print newsletter. I have begun working on the content for the March/April newsletter.

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

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

Other-

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

Requests: 5

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

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

Date: December 3, 2024

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: November 2024 Wrap-up

Our Numbers are as follows:

Programs: 148
Book pulls: 190 in person help: 82

GENERAL INFORMATION

November is recognized as Nonfiction Month, a yearly initiative encouraging readers to explore more nonfiction titles. Our nonfiction collection is slightly larger than our picture book collection, and this year, we showcased some new additions on the "new shelf."

The scavenger hunt remains a fun, passive program with no prizes, designed to engage participants who enjoy the thrill of the "hunt." For November, the theme was Pokémon.

MEETINGS

11/14 Karen attended the Storytime Palooza event at SCLS.

11/18 Karen represented our department at the monthly library board meeting.

11/19 Shauna led a Department Head meeting, where topics included the Girl Scout ceremony, staff development day and updates from the architect.

11/26 Shauna held another Department Head meeting to discuss adding shade in the green space.

PROGRAMS

The Family Baking this month was Crustless Apple Crumb Pie grab and go from Chef Rob. We had 15 families participate.

The Oreo Turkey Program was a fun, delicious activity where families created Oreo turkeys decorated with candy corn.

For our preschoolers we offered a variety of programs including Babies Boogie, Toddler's Tango, Musical Babies, Musical Kids and Hula Hooping along with our Parent/Child Rhyme and Play. This group come prior to programs and stay after to play and just enjoy each other.

For the school age activities included LEGO, Tail Waggin' Tutor, Minecraft, retro Video games, button and bracelet making. , the button-making class, where participants used discarded books and magazines to create their pins, provides a fun way to recycle materials.

OVERALL

We have already scheduled programs for January and February and are hoping for favorable weather and full attendance. In addition, we've started planning for summer 2025 programming!

Everyone is eagerly anticipating the December Kids Rock dramatic play area. We're thrilled that it has become such an exciting addition to our programming!

**PO Box 2126
Greenport, NY 11944**

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



QUOTATION

Date	Quote #
7/2/2024	9789

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

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

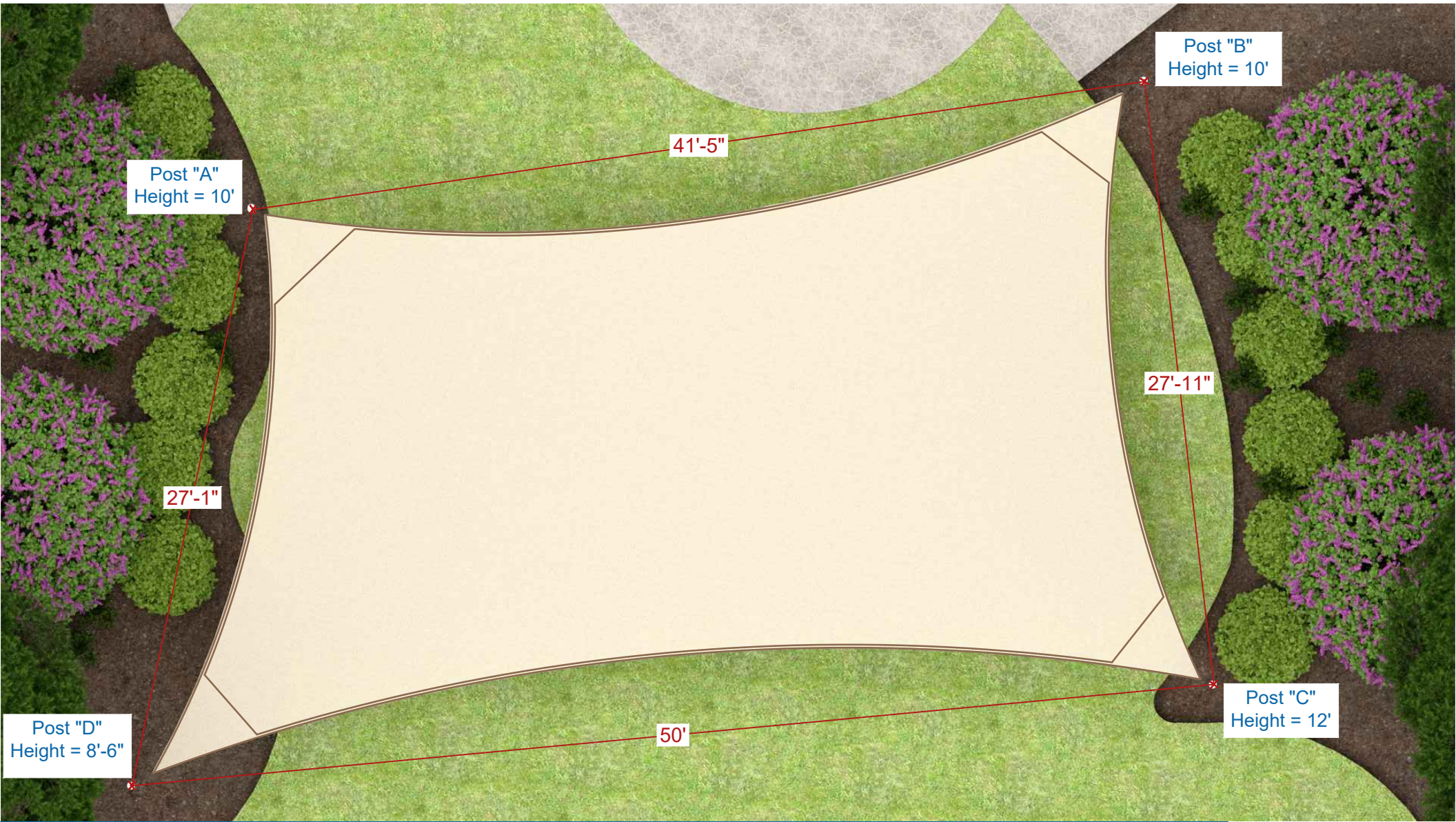
Phone: 631-298-4134

Email:

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

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

Mills Authorization	<u> CM </u> ...	Date:	7/2/2024	Accepted :	_____...	Date:	_____...
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Drawn By	JS
Date	07/02/2024
Drawing No.	SSP-0253


Client	Mattituck Library 13900 Main Rd Mattituck, NY 11952
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Project	Proposed Shade Sail
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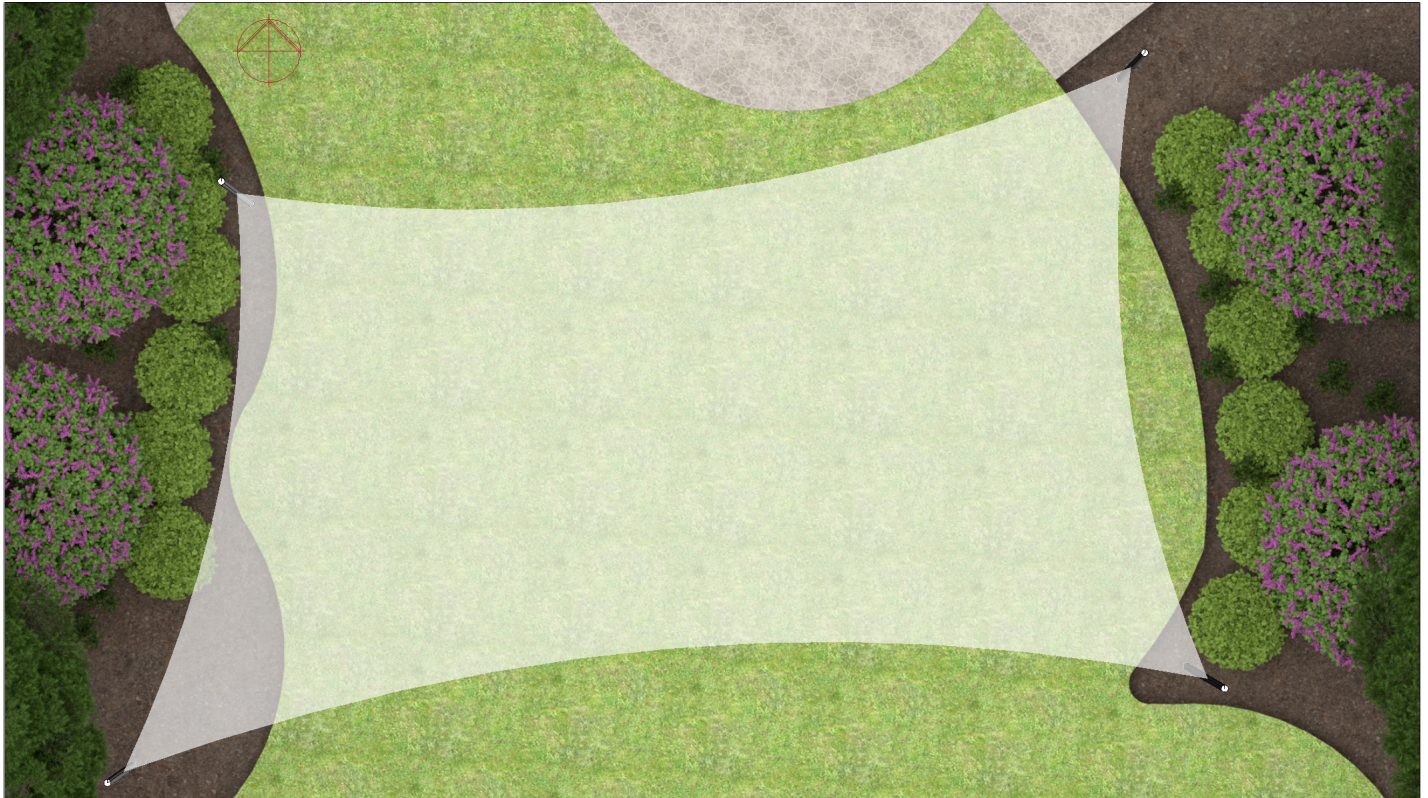
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 EST. 1880
 GREENPORT, N. Y.®

MPanel InSite - Visualization

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

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

Model view



Project approval / Client acceptance

Site address:

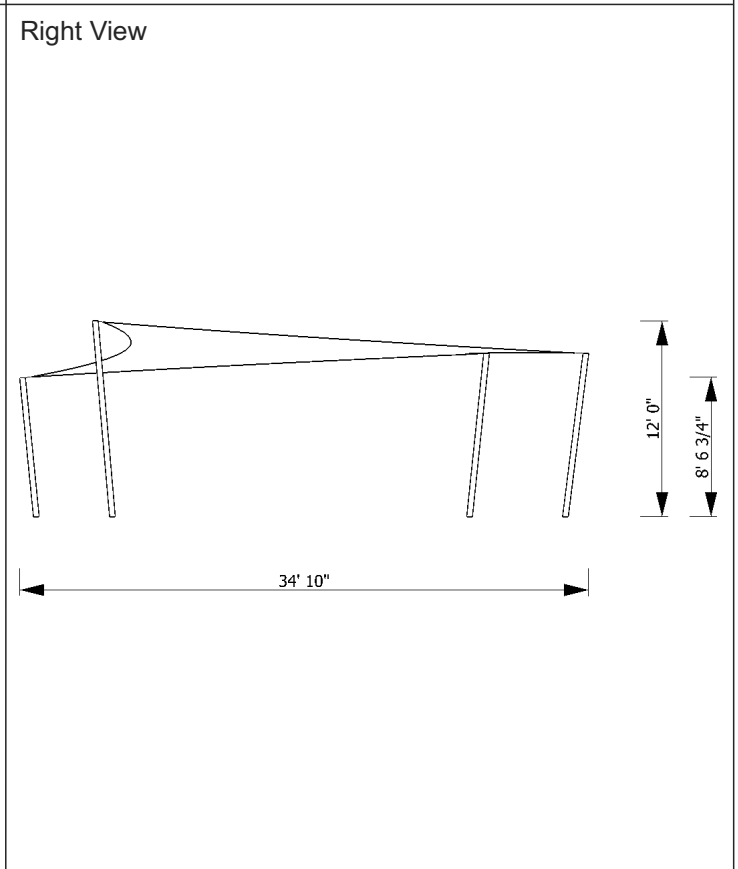
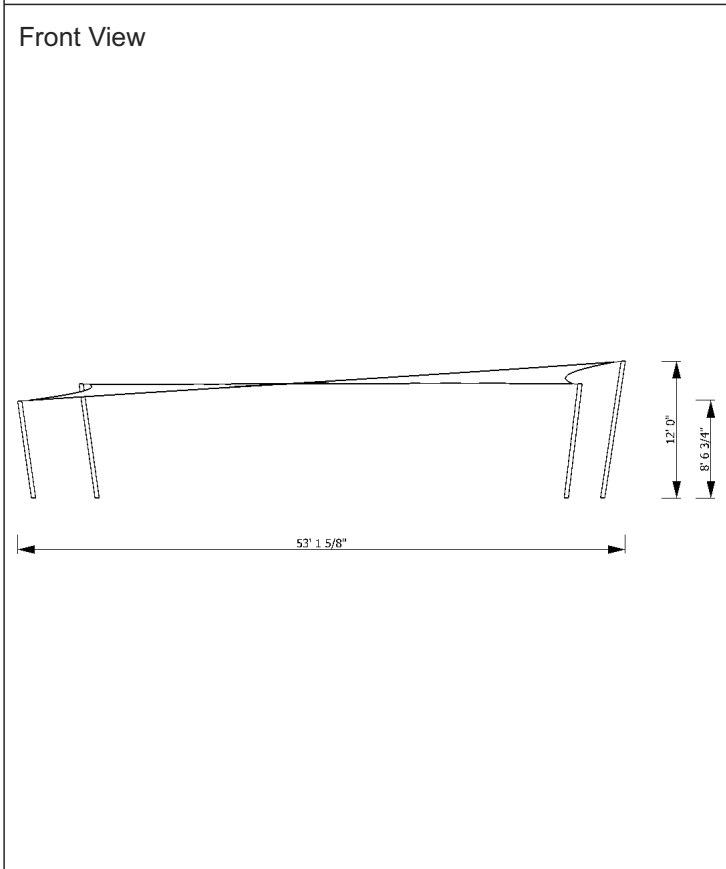
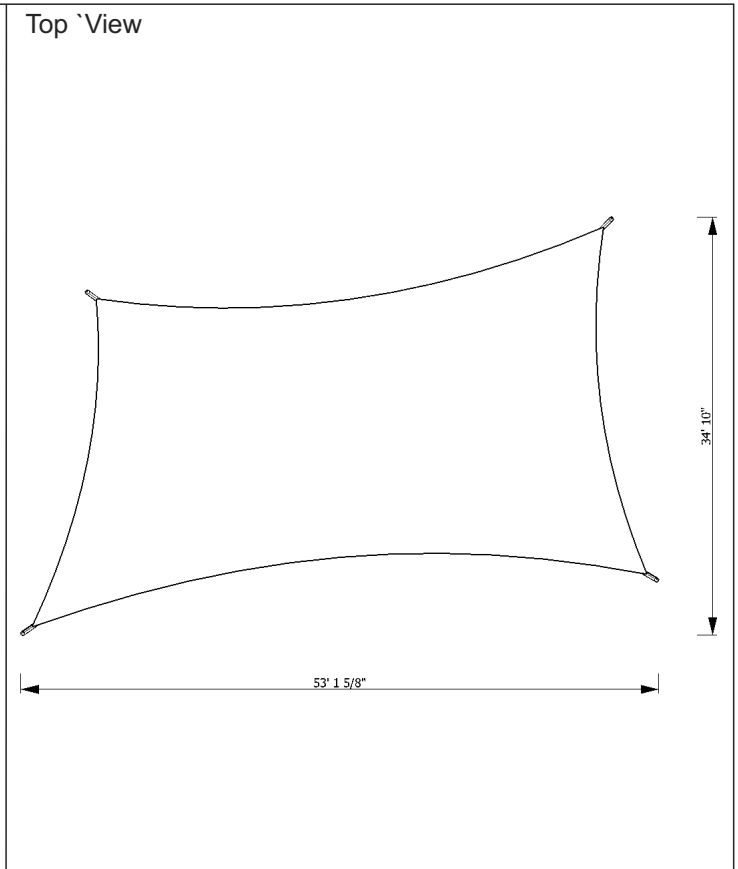
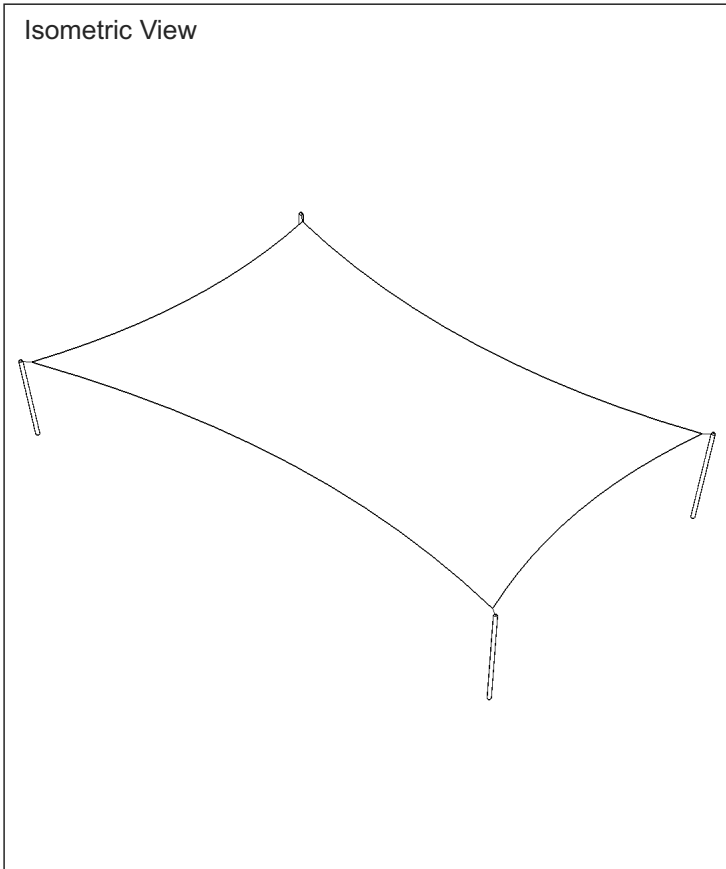
Signature

Date

MPanel InSite - General Layout

Client	Mattituck Library
Project	Shade Sail
Project #	0-0

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

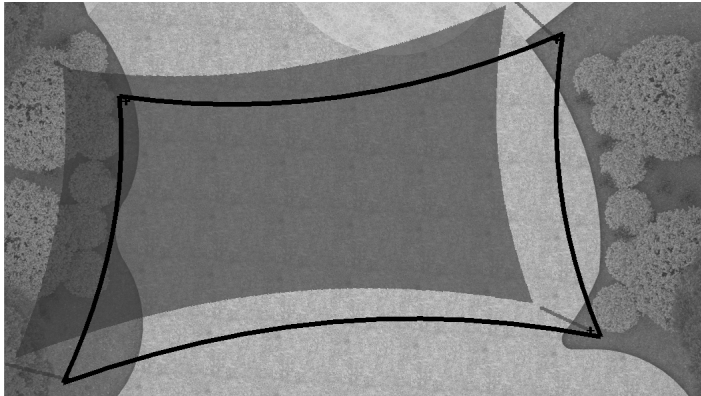


MPanel InSite - Shadow analysis

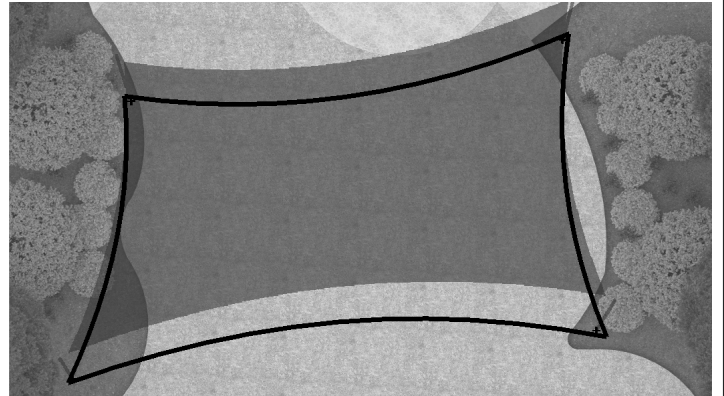
Client	Mattituck Library
Project	Shade Sail
Project #	0-0
Date	7/2/2024

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

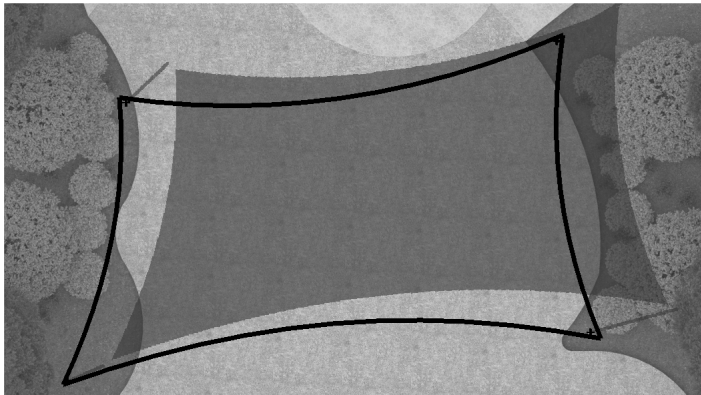
7/4/2024 10:00 AM



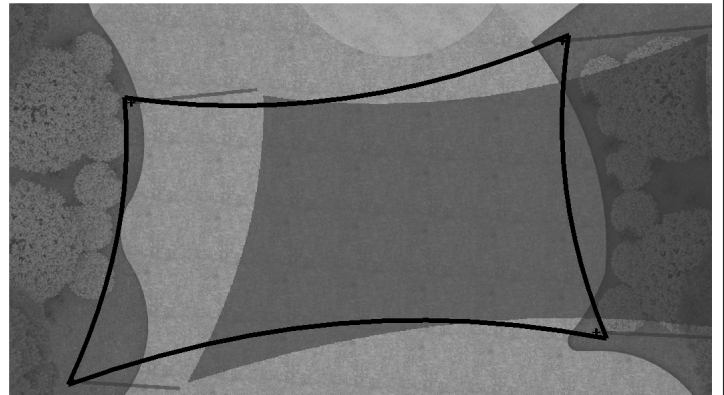
7/4/2024 12:00 PM



7/4/2024 2:00 PM



7/4/2024 4:00 PM



ESTIMATE

Twin Fork Landscape Contracting
Inc.
P.O. Box 460
Cutchogue, NY 11935

info@twinforklandscapecontracting.com
+1 (631) 734-6643



Bill to
Shauna Scholl
Mattituck-Laurel Library
P.O. Box 1437
Mattituck, New York 11952

Ship to
Mattituck-Laurel Library
13900 Main Road
Mattituck, NY 11952

Shipping info
Ship date: 11/21/2024

Estimate details
Estimate no.: 6548
Estimate date: 11/21/2024

Product or service	Description	Qty	Rate	Amount
	Snow Removal Proposal November 1, 2024 through April 30, 2025			\$0.00
PROJECT	Required Specifications/TFLC standard procedures: 1.) TFLC will respond automatically after a two (2") inch snowfall or ice occurrence, pricing is based on a 2"-12". 2.) Snow or ice will be cleared by 7:00am 3.) Library Property will be cleared by 7:00am regardless if open or closed, including all Parking lots, all entrance/exit ways and sidewalks will be cleared of snow and ice. 4.) Ice control will consist of salting and sanding of parking lots, sidewalks and all entrance/ exit ways for any precipitation that freezes on surfaces and is also available upon library request.		\$0.00	\$0.00
	Pricing is based on 2"-3" per occurrence.			\$0.00
Snow	Price per Snow Removal/ clearing per occurrence: \$300.00	1	\$0.00	\$0.00
Sand/Salt	Price per Sand/Salt Application: \$ 200.00	1	\$0.00	\$0.00
	Twin Fork Landscape Contracting will also provide you with all required insurance, workers comp and liability.			\$0.00
	All work will be completed in workmanlike manner according to standard practices.			

Signature of Authorization:

Total

\$0.00

Accepted date

Accepted by



Mattituck-Laurel **LIBRARY**

Warrants / Expenses

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

To be approved at the Library Board Meeting on December 9, 2024

Operating Account Total	\$ 95,938.18
Payroll	\$ 69,659.74
Non Payroll	\$ 26,278.44
Cultural Activities Fund	\$ 1,520.00
Money Market Account	\$0
Building Fund Savings	\$0
Building Fund Checking	\$ 0

Donations in excess of \$1,000 Mattituck Community Fund \$2,476.80
designated for Children and Teen Programs

November payroll has four weeks.

12/02/24

Mattituck-Laurel Library
Fund Balance Report

	<u>Jan - Nov 24</u>
General Fund	
Operating Fund	250,170.83
Building Fund	
Checking	279,146.89
Savings	57,310.84
	<hr/>
Total Building Fund	336,457.73
	<hr/>
Total General Fund	586,628.56
	<hr/>
Cultural Activities Fund	
Coffee Machine	714.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	148.50
Adult Programs Wash Account	11,289.27
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	-118.19
	<hr/>
Total Cultural Activities Fund	14,226.41
	<hr/>
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	43,295.48
Capital Reserve Fund	560,403.44
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	663,031.06
	<hr/>
TOTAL	1,263,886.03

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

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
11/01/2024	Joanne Hruz.	Reimburse Foam Fun House	119.99	119.99
11/18/2024	Business Card	Rush Hour Game (Replacement)	18.49	18.49
11/18/2024	Business Card	Rugs for Liz Desk, and train table	159.98	159.98
11/26/2024	Amazon Capital Services	Binder rings	4.99	4.99
11/29/2024	Elan Financial Services	Discount School Supply balance due	27.82	27.82
Total Youth Arts & Crafts				331.27
Youth DVD's				
11/19/2024	Midwest Tape	506326446	50.38	50.38
11/29/2024	Midwest Tape	506377231	24.49	24.49
11/29/2024	Midwest Tape	506357759	20.99	20.99
Total Youth DVD's				95.86
Youth Computer Software				
11/18/2024	Business Card	Unpacking Switch, Balatro Switch, ...	116.97	116.97
Total Youth Computer Software				116.97
Youth Compact Discs				
11/18/2024	Business Card	Sonic X Shadow, Poppy Playtime ...	79.93	79.93
Total Youth Compact Discs				79.93
Youth Books				
11/13/2024	B&T Juvenile Account	October Invoices	776.24	776.24
Total Youth Books				776.24
Total Youth Materials				1,400.27
Adult Materials				
DVD/Music CD				
11/04/2024	Amazon Capital Services	The U.S. and the Holocaust DVD	28.41	28.41
11/05/2024	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / ...	25.00	25.00
11/05/2024	Midwest Tape	506217543	38.48	38.48
11/05/2024	Midwest Tape	506249092	25.19	25.19
11/05/2024	Midwest Tape	506249093	23.09	23.09
11/13/2024	Amazon Capital Services	Anne Frank Remembered and Ann...	50.55	50.55
11/19/2024	Midwest Tape	506282790	17.49	17.49
11/19/2024	Midwest Tape	506326447	24.49	24.49
11/19/2024	Midwest Tape	506326449	16.79	16.79
11/19/2024	Midwest Tape	506326450	23.09	23.09
11/29/2024	Midwest Tape	506377230	23.09	23.09
11/29/2024	Midwest Tape	506377232	72.06	72.06
11/29/2024	Midwest Tape	506357851	20.99	20.99
Total DVD/Music CD				388.72
Digital Material Subscriptions				
11/01/2024	Kanopy, Inc.	178 Tickets	178.00	178.00
11/02/2024	Midwest Tape	Hoopla Month Ending 10/31/2024	178.51	178.51
11/13/2024	SCLS	National Geographic Kids Subscrip...	515.00	515.00
Total Digital Material Subscriptions				871.51
Adult Books				
11/05/2024	B&T Adult Account	October invoices	1,403.07	1,403.07
11/13/2024	Amazon Capital Services	Lake of Legends, Savoring Time, ...	49.18	49.18
11/26/2024	Amazon Capital Services	Wrightslaw - parenting, IEP Checkl...	65.38	65.38
Total Adult Books				1,517.63
Large Print Books				
11/05/2024	B&T Adult Account	October invoices	526.49	526.49
Total Large Print Books				526.49

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

Date	Name	Memo	Original Amount	Paid Amount
Newspapers				
11/08/2024	Daily News	Pays through 12/18/24	180.00	180.00
11/18/2024	Business Card	ANC Newspapers.com	81.36	81.36
11/19/2024	Newsday	8 weeks from 12/2/24 to 1/26/24	319.92	319.92
11/29/2024	Elan Financial Services	DJ Barrons	97.73	97.73
Total Newspapers				679.01
Total Adult Materials				3,983.36
Teen Materials				
11/04/2024	B&T Teen Account	October invoices	107.55	107.55
11/18/2024	Business Card	Qty 2 Books - Healthy Eating, Eat ...	28.98	28.98
11/18/2024	Business Card	Teen Snacks, Gift cards, Vinyl glov...	60.98	60.98
11/26/2024	Amazon Capital Services	167 piece Acrylic Paint set	19.69	19.69
Total Teen Materials				217.20
Total Library Materials				5,600.83
Technology				
11/08/2024	PM Communications Corp.	Monthly Maintenance	117.89	117.89
11/13/2024	PM Communications Corp.	Troubleshoot port for new staff me...	170.00	170.00
11/13/2024	Amazon Capital Services	Qty 3 Dell Pro KM5221W Keyboar...	119.37	119.37
11/13/2024	Amazon Capital Services	Anker USB C to HDMI Adapter	14.98	14.98
Total Technology				422.24
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
11/14/2024	Living Art Aquariums	Service 10/11/24 and 10/24/24	200.00	200.00
Total Aquarium Maintenance				200.00
Other Building Maint.				
11/19/2024	Mattituck Plumbing & Heating	Checked Toilet by Circ - Working p...	100.00	100.00
11/29/2024	Brookhaven Locksmiths, Inc.	Replaced Bathroom Lock by Circ	277.00	277.00
Total Other Building Maint.				377.00
Total Building Maintenance				577.00
Electric				
11/29/2024	PSEGLI	Service from Oct 21, 2024 to Nov ...	1,449.20	1,449.20
Total Electric				1,449.20
Gas				
11/05/2024	National Grid	Billing period Sep 17, 2024 to Oct ...	74.06	74.06
11/29/2024	National Grid	Billing period Oct 16, 2024 to Nov ...	444.93	444.93
Total Gas				518.99
Grounds Maintenance				
Sprinkler Maintenance				
11/19/2024	Lindsay Irrigation, Inc.	Winterization 11/12/24	140.00	140.00
Total Sprinkler Maintenance				140.00
Other Grounds Maintenance				
11/01/2024	Twin Fork Landscape Contracting	7 Cuts, 10/1,10/8,10/15,10/22, We...	610.00	610.00
Total Other Grounds Maintenance				610.00
Total Grounds Maintenance				750.00
Garbage Removal				
11/13/2024	Mattituck Environmental Services	4 YD Trash Service	277.99	277.99
Total Garbage Removal				277.99

12/02/24

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

Date	Name	Memo	Original Amount	Paid Amount
Total Operations and Maintenance				3,573.18
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
11/19/2024	Optimum	Billing period 11/16/24 - 12/15/24	244.85	244.85
Total Optimum Internet Service				244.85
Copy Machine				
11/18/2024	Precision Microproducts	Contract plus color and b&w copy ...	838.00	838.00
11/18/2024	Precision Microproducts	Contract plus color and b&w copy ...	385.26	385.26
Total Copy Machine				1,223.26
Computer/Network Maintenance				
11/26/2024	L2J Consulting, Inc.	Monthly IT Support - November 2024	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
11/29/2024	Elan Financial Services	Paddle.Net*CrashPlan	32.65	32.65
11/29/2024	Elan Financial Services	Dropbox	119.78	119.78
Total Computer Software Licenses				152.43
Total Maintenance Office Equipment				2,620.54
Membership				
Professional Memberships				
11/18/2024	Business Card	ALA Membership Shauna	210.00	210.00
11/18/2024	Business Card	ALA Membership Sara	192.00	192.00
Total Professional Memberships				402.00
Total Membership				402.00
Postage				
Postage & Stamps				
11/13/2024	Postmaster	200 Forever stamps @ \$ 0.73	146.00	146.00
Total Postage & Stamps				146.00
Total Postage				146.00
Professional Fees				
SCLS/Overdue Notices				
11/01/2024	SCLS	Overdues - Processed & Mailed - ...	26.60	26.60
Total SCLS/Overdue Notices				26.60
Total Professional Fees				26.60
Programs - Adult				
Adult Programs				
11/02/2024	Kathleen Cunningham	Paper Flowers 11/2/24 - 10 patron...	145.00	145.00
11/02/2024	Westhampton Free Library	Frankenstein 10/10/24 Shared Pro...	50.00	50.00
11/13/2024	Alice Jones	Intermediate Crochet series	360.00	360.00
11/13/2024	Evelyn Palladino	Birdhouse Painting 11/7/24	300.00	300.00
11/13/2024	Southold Free Library	Little Black Dress 11/8/24 Shared ...	75.00	75.00
11/13/2024	Westhampton Free Library	Paws of War 11/12/24 Shared Pro...	50.00	50.00
11/19/2024	Everlastings by Diana	Wreath 11/16/24	550.00	550.00
11/19/2024	Holly Kix	Canva 11/24/24 & 11/18/24	450.00	450.00
11/19/2024	Jeannie Pendergrass	Hula Hoop 11/21/24 Two sessions	400.00	400.00
11/26/2024	Judy Boshnack	Gnocchi 11/23/24	425.00	425.00
11/29/2024	Elan Financial Services	Zoom	63.96	63.96
Total Adult Programs				2,868.96
Total Programs - Adult				2,868.96
Programs - Juvenile				
11/04/2024	Nicole Summers Sparling	Baby Boogie, Toddler Tango 11/6/24	350.00	350.00

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

Date	Name	Memo	Original Amount	Paid Amount
11/08/2024	Arrayscape Gaming, Inc.	Minecraft Hay Bale Maze 11/5/24	250.00	250.00
11/13/2024	Happy Feet Suffolk	Musical Babies and Kids 11/14/24	350.00	350.00
Total Programs - Juvenile				950.00
Programs - Teen				
11/15/2024	Marissa Timm	Reimburse Teen Snacks	44.69	44.69
Total Programs - Teen				44.69
Supplies - Library				
11/08/2024	Orlowski Hardware Company, Inc.	AAA Batteries / Statement 9/29/24...	10.99	10.99
11/13/2024	Amazon Capital Services	Table covers	41.86	41.86
11/13/2024	Amazon Capital Services	Wipes for Smart Table	16.71	16.71
11/14/2024	Herman Butts.	Reimburse Ballast	38.97	38.97
11/18/2024	Business Card	Paint & supplies for food pantry	73.32	73.32
11/18/2024	Business Card	Aunt Flow Cartridge Pads refill	140.00	140.00
11/19/2024	Quill Corporation	Hot cups, Jumbo paper clips	39.38	39.38
11/22/2024	Melissa Vermey.	Reimburse Teas for Events/ Black ...	13.98	13.98
11/22/2024	Shauna Scholl.	Reimburse Snacks for Book Discu...	34.98	34.98
11/26/2024	Amazon Capital Services	Filament (Cold White) "" for 3D Pri...	22.99	22.99
11/26/2024	Amazon Capital Services	Eraser for ink, Eraser for paper	11.50	11.50
11/26/2024	Amazon Capital Services	Wall clock for conference room	11.98	11.98
11/26/2024	Amazon Capital Services	Desk calendar, Planner	32.46	32.46
11/29/2024	Brodart	Class Labels-French, Just A Fold ...	36.47	36.47
11/29/2024	Elan Financial Services	Cricut	9.99	9.99
Total Supplies - Library				535.58
Supplies - Office				
11/04/2024	Stephanie Paterik	Lost Book Found / Refund Patron	17.99	17.99
11/14/2024	Friends of the Mattituck-Laurel Li...	Square coding error Donation 10/1...	50.00	50.00
11/19/2024	Elwood Public Library	Lost Book - Istanbul: Memories an...	14.95	14.95
11/26/2024	Amazon Capital Services	Mouse pad	2.56	2.56
Total Supplies - Office				85.50
Telephone				
11/19/2024	Optimum	Billing period 11/16/24 - 12/15/24	161.22	161.22
Total Telephone				161.22
Travel				
11/14/2024	Shauna Scholl.	Reimburse Mileage to NYLA Confe...	452.92	452.92
11/27/2024	Karen Letteriello.	Mileage Reimbursement to SCLS ...	61.64	61.64
Total Travel				514.56
Workshops				
11/14/2024	Shauna Scholl.	Reimburse NYLA Conf. Lodging	447.00	447.00
Total Workshops				447.00
Staff Development				
11/04/2024	Amazon Capital Services	Qty 20 Who Moved My Cheese	279.80	279.80
11/18/2024	Business Card	SCLA Annual Mtg. Tickets (Shaun...	170.00	170.00
Total Staff Development				449.80
Total Miscellaneous Expense				9,252.45
Debt Service Total				
Mortgage Interest				
11/19/2024	Dime Community Bank	Payment to Bus Term Loan-Com ...	7,429.74	7,429.74
Total Mortgage Interest				7,429.74
Total Debt Service Total				7,429.74
TOTAL				26,278.44

Mattituck-Laurel Library
Monthly Budget Report With Current Month
November 2024

	Nov 24
Ordinary Income/Expense	
Income	
Interest	2.44
Direct Public Support	2,648.80
Fines	40.93
Library Materials Paid For Copy Machine	66.98
	712.95
Total Income	3,472.10
Gross Profit	3,472.10
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	26,882.68
Clerical	27,387.65
Custodian	3,567.57
Total Salaries	57,837.90
Benefits	
Fica	4,221.63
Disability Insurance	1,044.61
Medical Insurance	3,929.40
Retirement	3,670.75
Total Benefits	12,866.39
Total Payroll Expenses	70,704.29
Library Materials	
Youth Materials	
Youth Arts & Crafts	331.27
Youth DVD's	95.86
Youth Computer Software	116.97
Youth Compact Discs	79.93
Youth Books	776.24
Total Youth Materials	1,400.27
Adult Materials	
DVD/Music CD	388.72
Digital Material Subscriptions	871.51
Adult Books	1,517.63
Large Print Books	526.49
Newspapers	679.01
Total Adult Materials	3,983.36
Teen Materials	217.20
Total Library Materials	5,600.83
Technology	422.24
Operations and Maintenance	
Building Maintenance	

Mattituck-Laurel Library
 Monthly Budget Report With Current Month
 November 2024

	Nov 24
Aquarium Maintenance	200.00
Other Building Maint.	377.00
Total Building Maintenance	577.00
Electric	1,449.20
Gas	518.99
Grounds Maintenance	
Sprinkler Maintenance	140.00
Other Grounds Maintenance	610.00
Total Grounds Maintenance	750.00
Garbage Removal	277.99
Total Operations and Maintenance	3,573.18
Miscellaneous Expense	
Longevity Benefit	28.95
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	244.85
Copy Machine	1,223.26
Computer/Network Maintenance	1,000.00
Computer Software Licenses	152.43
Total Maintenance Office Equipm...	2,817.94
Membership	
Professional Memberships	402.00
Total Membership	402.00
Postage	
Postage & Stamps	146.00
Total Postage	146.00
Professional Fees	
Payroll Processing	507.70
SCLS/Overdue Notices	26.60
Total Professional Fees	534.30
Programs - Adult	
Adult Programs	2,868.96
Total Programs - Adult	2,868.96
Programs - Juvenile	950.00
Programs - Teen	44.69
Supplies - Library	535.58
Supplies - Office	85.50
Telephone	161.22
Travel	514.56
Workshops	447.00
Staff Development	449.80

Mattituck-Laurel Library
Monthly Budget Report With Current Month
November 2024

	<u>Nov 24</u>
Total Miscellaneous Expense	9,986.50
Debt Service Total	
Mortgage Interest	<u>7,429.74</u>
Total Debt Service Total	<u>7,429.74</u>
Total Expense	<u>97,716.78</u>
Net Ordinary Income	<u>-94,244.68</u>
Net Income	<u><u>-94,244.68</u></u>

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

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	13,024.10	4,000.00	9,024.10	325.6%
Mattituck-Cutchogue School Dist	1,621,578.01	1,663,155.00	-41,576.99	97.5%
NY State Incentive	1,863.00	1,800.00	63.00	103.5%
Interest	41.39	100.00	-58.61	41.4%
Direct Public Support				
Programs & Tickets Paid For	579.70			
Direct Public Support - Other	17,551.01	2,000.00	15,551.01	877.6%
Total Direct Public Support	18,130.71	2,000.00	16,130.71	906.5%
Fines				
Library Materials Paid For	919.41			
Copy Machine	6,480.75	2,000.00	4,480.75	324.0%
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	4,489.87			
Fund Balance Brought Forward	67,841.00			
Total Income	1,735,063.16	1,678,455.00	56,608.16	103.4%
Gross Profit	1,735,063.16	1,678,455.00	56,608.16	103.4%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	321,540.18	350,493.00	-28,952.82	91.7%
Clerical	386,358.81	453,257.00	-66,898.19	85.2%
Custodian	44,113.56	47,675.00	-3,561.44	92.5%
Total Salaries	752,012.55	851,425.00	-99,412.45	88.3%
Benefits				
Fica	55,222.20	63,298.00	-8,075.80	87.2%
Disability Insurance	1,473.92	1,000.00	473.92	147.4%
Medical Insurance	48,252.11	104,560.00	-56,307.89	46.1%
Retirement	49,324.59	60,017.00	-10,692.41	82.2%
Unemployment Insurance	6,248.72	11,000.00	-4,751.28	56.8%
Total Benefits	160,521.54	239,875.00	-79,353.46	66.9%
Total Payroll Expenses	912,534.09	1,091,300.00	-178,765.91	83.6%
Library Materials				
Youth Materials				
Youth Arts & Crafts	800.70	2,500.00	-1,699.30	32.0%
Youth DVD's	359.81	500.00	-140.19	72.0%
Youth Computer Software	1,376.44	1,500.00	-123.56	91.8%
Youth Compact Discs	79.93	250.00	-170.07	32.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	10,676.34	14,000.00	-3,323.66	76.3%
Total Youth Materials	13,293.22	19,000.00	-5,706.78	70.0%
Adult Materials				
DVD/Music CD	3,234.65	4,000.00	-765.35	80.9%
Live-brary Downloadable e-b...	51,651.00	54,000.00	-2,349.00	95.7%
Digital Material Subscriptions	9,335.87	13,000.00	-3,664.13	71.8%

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

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
Title Source	0.00	1,050.00	-1,050.00	0.0%
Adult Books	14,948.36	21,000.00	-6,051.64	71.2%
Reference Books and Data ...	2,374.07	2,000.00	374.07	118.7%
Adult Ref Books				
Local History	573.84	1,000.00	-426.16	57.4%
Continuations	73.45	2,500.00	-2,426.55	2.9%
Total Adult Ref Books	647.29	3,500.00	-2,852.71	18.5%
Virtual Reference Collection	5,410.00	5,500.00	-90.00	98.4%
Adult Audio Books	0.00	1,000.00	-1,000.00	0.0%
Large Print Books	5,002.33	5,000.00	2.33	100.0%
Newspapers	6,558.19	7,000.00	-441.81	93.7%
Periodicals	4,838.82	5,000.00	-161.18	96.8%
Total Adult Materials	104,000.58	122,050.00	-18,049.42	85.2%
Teen Materials	1,764.12	2,500.00	-735.88	70.6%
Total Library Materials	119,057.92	143,550.00	-24,492.08	82.9%
Capital Expenditures	20,295.20	19,000.00	1,295.20	106.8%
Technology	4,321.95	9,200.00	-4,878.05	47.0%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,861.73	3,500.00	-638.27	81.8%
HVAC Maintenance	846.87	2,000.00	-1,153.13	42.3%
Exterminator	1,005.00	1,000.00	5.00	100.5%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	235.00	200.00	35.00	117.5%
Elevator Maint.	4,503.62	4,500.00	3.62	100.1%
Security Monitoring	491.40	700.00	-208.60	70.2%
Water Backflow Test	260.00	275.00	-15.00	94.5%
Fire Sprinkler Test	1,250.00	1,200.00	50.00	104.2%
Piano Tuning	335.00	400.00	-65.00	83.8%
Other Building Maint.	5,166.20	7,000.00	-1,833.80	73.8%
Total Building Maintenance	16,954.82	20,975.00	-4,020.18	80.8%
Custodial Supplies	1,526.31	1,000.00	526.31	152.6%
Electric	23,430.83	27,500.00	-4,069.17	85.2%
Gas	5,786.46	11,000.00	-5,213.54	52.6%
Grounds Maintenance				
Snow Removal	1,525.00	4,500.00	-2,975.00	33.9%
Sprinkler Maintenance	360.00	700.00	-340.00	51.4%
Other Grounds Maintenance	11,806.00	11,000.00	806.00	107.3%
Total Grounds Maintenance	13,691.00	16,200.00	-2,509.00	84.5%
Insurance				
Workers' Comp.	8,257.00	12,000.00	-3,743.00	68.8%
Umbrella Package	21,896.38	22,000.00	-103.62	99.5%
Total Insurance	30,153.38	34,000.00	-3,846.62	88.7%
Water				

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

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
North Fork Water	1,028.37	1,000.00	28.37	102.8%
SCWA	1,859.35	3,500.00	-1,640.65	53.1%
Total Water	2,887.72	4,500.00	-1,612.28	64.2%
Garbage Removal	3,083.18	3,000.00	83.18	102.8%
Total Operations and Maintenance	97,513.70	118,175.00	-20,661.30	82.5%
Miscellaneous Expense				
Longevity Benefit	1,409.30	1,500.00	-90.70	94.0%
Legal Fees	361.00	2,500.00	-2,139.00	14.4%
Contingency	0.00	3,000.00	-3,000.00	0.0%
Maintenance Office Equipment				
Verizon Mobile Hotspots	2,205.24	2,400.00	-194.76	91.9%
Optimum Internet Service	2,740.17	3,200.00	-459.83	85.6%
Copy Machine	4,631.38	8,500.00	-3,868.62	54.5%
Computer/Network Maintenance	11,000.00	12,000.00	-1,000.00	91.7%
BookScan Maintenance	690.00	700.00	-10.00	98.6%
Computer Software Licenses	8,859.77	9,000.00	-140.23	98.4%
Total Maintenance Office Equipment	30,126.56	35,800.00	-5,673.44	84.2%
Membership				
Professional Memberships	2,783.00	2,200.00	583.00	126.5%
Museum Passes	2,459.99	5,000.00	-2,540.01	49.2%
Mattituck Chamber of Commerce	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	591.50	800.00	-208.50	73.9%
Total Membership	5,959.49	8,350.00	-2,390.51	71.4%
Postage				
Postage & Stamps	701.63	770.00	-68.37	91.1%
Mailing Permit	320.00	250.00	70.00	128.0%
Newsletter mailing	2,067.35	1,500.00	567.35	137.8%
Post Office Box Fee	188.00	160.00	28.00	117.5%
Total Postage	3,276.98	2,680.00	596.98	122.3%
Printing & Advertising				
Other printing & advertising	3,455.36	1,000.00	2,455.36	345.5%
Newsletter printing	22,611.00	12,000.00	10,611.00	188.4%
Total Printing & Advertising	26,066.36	13,000.00	13,066.36	200.5%
Professional Fees				
Payroll Processing	6,060.17	10,500.00	-4,439.83	57.7%
SCLS Telecommunications	9,900.00	10,500.00	-600.00	94.3%
PALS Membership	11,194.76	10,800.00	394.76	103.7%
Annual audit	1,800.00	12,500.00	-10,700.00	14.4%
SCLS/Overdue Notices	233.36	500.00	-266.64	46.7%
SCLS/Annual Membership	11,841.00	12,000.00	-159.00	98.7%
Total Professional Fees	41,029.29	56,800.00	-15,770.71	72.2%
Programs - Adult				
Motion Picture/Music Licensing	297.49	500.00	-202.51	59.5%
Adult Reading Club & Book ...	3,405.43	3,500.00	-94.57	97.3%

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

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
Adult Programs	24,535.42	16,000.00	8,535.42	153.3%
Total Programs - Adult	28,238.34	20,000.00	8,238.34	141.2%
Programs - Juvenile	9,962.10	10,500.00	-537.90	94.9%
Programs - Summer	10,922.42	8,000.00	2,922.42	136.5%
Programs - Teen	8,214.36	8,000.00	214.36	102.7%
Supplies - Library	7,027.52	10,500.00	-3,472.48	66.9%
Supplies - Office	3,307.73	4,000.00	-692.27	82.7%
Supplies - Paper	1,006.67	2,500.00	-1,493.33	40.3%
Telephone	1,680.95	2,200.00	-519.05	76.4%
Travel	1,408.78	2,200.00	-791.22	64.0%
Workshops	1,113.68	2,200.00	-1,086.32	50.6%
Staff Development	489.80	1,000.00	-510.20	49.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	181,601.33	197,230.00	-15,628.67	92.1%
Debt Service Total				
Mortgage Principal	140,382.92			
Mortgage Interest	9,185.22			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	149,568.14	100,000.00	49,568.14	149.6%
Total Expense	1,484,892.33	1,678,455.00	-193,562.67	88.5%
Net Ordinary Income	250,170.83	0.00	250,170.83	100.0%
Net Income	250,170.83	0.00	250,170.83	100.0%

12/02/24

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

Type	Date	Name	Memo	Paid Amount
Cultural Activities Fund				
Coffee Machine				
Deposit	11/12/2024		Coffee	2.00
Deposit	11/25/2024		Coffee	3.00
Total Coffee Machine				5.00
Staff Activity Fund				
Deposit	11/04/2024	Better World Books	Discarded Books Sold - ...	116.54
Bill	11/18/2024	CJ's American Grill	Staff Holiday Party 12/12/...	-640.00
Total Staff Activity Fund				-523.46
Adult Programs Wash Account				
Bill	11/02/2024	Rosemary Martilotta	Yoga series 9/11/24 to 10...	-880.00
Deposit	11/04/2024		Aerobics	600.00
Deposit	11/04/2024		Yoga	100.00
Deposit	11/04/2024		Cooking	70.00
Deposit	11/04/2024		Arts/Crafts	40.00
Deposit	11/04/2024		LI Aquarium Tickets	270.00
Deposit	11/04/2024		Defensive Driving	105.00
Deposit	11/05/2024		Aerobics	230.97
Deposit	11/05/2024		Yoga	232.14
Deposit	11/05/2024		Cooking	235.25
Deposit	11/05/2024		Arts/Crafts	57.02
Deposit	11/05/2024		Defensive Driving	33.68
Deposit	11/12/2024		Aerobics	38.45
Deposit	11/12/2024		Yoga	77.38
Deposit	11/12/2024		Defensive Driving	134.72
Deposit	11/12/2024		Aerobics	160.00
Deposit	11/12/2024		Yoga	80.00
Deposit	11/12/2024		LI Aquarium Tickets	243.00
Deposit	11/12/2024		Defensive Driving	35.00
Deposit	11/18/2024		Defensive Driving	235.76
Deposit	11/18/2024		Yoga	40.00
Deposit	11/18/2024		Arts and Crafts	10.00
Deposit	11/18/2024		LI Aquarium Tickets	27.00
Deposit	11/18/2024		Defensive Driving	70.00
Deposit	11/25/2024		Yoga	19.15
Deposit	11/25/2024		Defensive Driving	101.04
Deposit	11/25/2024		Yoga	20.00
Deposit	11/25/2024		Cooking	20.00
Deposit	11/25/2024		Defensive Driving	105.00
Total Adult Programs Wash Account				2,510.56
Total Cultural Activities Fund				1,992.10
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	11/29/2024		Interest	0.05
Total Undesignated & Interest				0.05
Total Gift and Trust Fund - MM				0.05

12/02/24

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

Type	Date	Name	Memo	Paid Amount
TOTAL				<u>1,992.15</u>

Mattituck-Laurel Library

Monthly Bill Payments

As of November 30, 2024

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	11/01/2024	12859	Shelterpoint Life Insura...	Policy #D242574	-1,302.00
Bill Pmt -Check	11/01/2024	12860	Joanne Hruz.	Reimburse Foam Fun House	-119.99
Bill Pmt -Check	11/01/2024	12861	Kanopy, Inc.	Invoice #422958-PPU	-178.00
Bill Pmt -Check	11/01/2024	12862	SCLS	Invoice #93291	-26.60
Bill Pmt -Check	11/01/2024	12863	Twin Fork Landscape ...	Invoice 27667	-610.00
Bill Pmt -Check	11/02/2024	12864	Kathleen Cunningham	Paper Flowers 11/2/24	-145.00
Bill Pmt -Check	11/02/2024	12865	Westhampton Free Lib...	Frankenstein 10/10/24 Shared Program	-50.00
Bill Pmt -Check	11/02/2024	12866	Midwest Tape	11952	-178.51
Bill Pmt -Check	11/04/2024	12867	NYS Employees Healt...	03909	-7,829.60
Bill Pmt -Check	11/04/2024	12868	Amazon Capital Services	A1QBFNTMAAKEX, Inv#19N9-P4VX-Y...	-308.21
Bill Pmt -Check	11/04/2024	12869	B&T Teen Account	L943258	-107.55
Bill Pmt -Check	11/04/2024	12870	Nicole Summers Sparli...	Baby Boogie, Toddler Tango 11/6/24	-350.00
Bill Pmt -Check	11/04/2024	12871	Stephanie Paterik	Lost Book Found / Refund Patron	-17.99
Bill Pmt -Check	11/05/2024	12872	National Grid	Acct 43544-64005	-74.06
Bill Pmt -Check	11/05/2024	12873	ELM USA, Inc.	Invoice 71831	-25.00
Bill Pmt -Check	11/05/2024	12875	B&T Adult Account	L 90004-3	-1,929.56
Bill Pmt -Check	11/05/2024	12876	Midwest Tape	11952	-86.76
Bill Pmt -Check	11/08/2024	12877	Arrayscape Gaming, Inc.	Minecraft Hay Bale Maze 11/5/24	-250.00
Bill Pmt -Check	11/08/2024	12878	Daily News	Acct 4090496	-180.00
Bill Pmt -Check	11/08/2024	12879	Orlowski Hardware Co...	Statement 9/29/24 to 10/28/24	-10.99
Bill Pmt -Check	11/08/2024	12880	PM Communications C...	Invoice 43929	-117.89
Bill Pmt -Check	11/13/2024	12881	Alice Jones	Intermediate Crochet series	-360.00
Bill Pmt -Check	11/13/2024	12882	B&T Juvenile Account	L 935700	-776.24
Bill Pmt -Check	11/13/2024	12883	Evelyn Palladino	Birdhouse Painting 11/7/24	-300.00
Bill Pmt -Check	11/13/2024	12884	Happy Feet Suffolk	Musical Babies and Kids 11/14/24	-350.00
Bill Pmt -Check	11/13/2024	12885	Mattituck Environment...	Cstmr 11-0001422-0, Inv 6038268	-277.99
Bill Pmt -Check	11/13/2024	12886	PM Communications C...	Invoice 43959	-170.00
Bill Pmt -Check	11/13/2024	12887	SCLS	Invoice 93323	-515.00
Bill Pmt -Check	11/13/2024	12888	Southold Free Library	Little Black Dress 11/8/24 Shared Progr...	-75.00
Bill Pmt -Check	11/13/2024	12889	Westhampton Free Lib...	Invoice 11122024MA / Paws of War	-50.00
Bill Pmt -Check	11/13/2024	12890	Postmaster	200 Forever stamps @ \$ 0.73	-146.00
Bill Pmt -Check	11/13/2024	12891	Amazon Capital Services	Inv# 14TX-KHGK-3VR9, Acct# A1QBF...	-292.65
Bill Pmt -Check	11/14/2024	12892	Friends of the Mattituc...	Square coding error Donation 10/14/24 ...	-50.00
Bill Pmt -Check	11/14/2024	12893	Herman Butts.	Reimburse Ballast	-38.97
Bill Pmt -Check	11/14/2024	12894	Living Art Aquariums	Invoice 2110	-200.00
Bill Pmt -Check	11/14/2024	12895	Shauna Scholl.		-899.92
Bill Pmt -Check	11/15/2024	12896	Marissa Timm	Reimburse Teen Snacks	-44.69
Bill Pmt -Check	11/18/2024	12897	Business Card	5474 1518 7474 0647	-1,360.96
Bill Pmt -Check	11/18/2024	12898	Precision Microproducts		-1,223.26
Bill Pmt -Check	11/19/2024	12899	Everlastings by Diana	Wreath 11/16/24	-550.00
Bill Pmt -Check	11/19/2024	12900	Lindsay Irrigation, Inc.	Invoice 19856	-140.00
Bill Pmt -Check	11/19/2024	12901	Mattituck Plumbing & ...	Acct MAT-LIB, Inv 53004	-100.00
Bill Pmt -Check	11/19/2024	12902	Midwest Tape	11952	-132.24
Bill Pmt -Check	11/19/2024	12903	Newsday	Acct 40410623	-319.92
Bill Pmt -Check	11/19/2024	12904	Optimum	Acct 07839-381822-01-2	-406.07
Bill Pmt -Check	11/19/2024	12905	Quill Corporation	03047280	-39.38
Bill Pmt -Check	11/19/2024	ACH	Dime Community Bank	Payment to Bus Term Loan-Com RE L...	-7,429.74
Bill Pmt -Check	11/19/2024	12906	Elwood Public Library	Lost Book - Istanbul: Memories and the...	-14.95
Bill Pmt -Check	11/19/2024	12907	Holly Kix	Canva 11/24/24 & 11/18/24	-450.00
Bill Pmt -Check	11/19/2024	12908	Jeannie Pendergrass	Hula Hoop 11/21/24 Two sessions	-400.00
Bill Pmt -Check	11/21/2024		Audit Adjustments	QuickBooks generated zero amount tra...	0.00
Bill Pmt -Check	11/21/2024	12909	Aflac	Acct NQH35, Invoice 533535	-51.24
Bill Pmt -Check	11/22/2024	12910	Melissa Vermey.	Reimburse Teas for Events	-13.98
Bill Pmt -Check	11/22/2024	12911	Shauna Scholl.	Reimburse Snacks for Book Discussion	-34.98
Bill Pmt -Check	11/26/2024	12912	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Inv#13TG...	-171.55
Bill Pmt -Check	11/26/2024	12913	Judy Boshnack	Gnocchi 11/23/24	-425.00
Bill Pmt -Check	11/26/2024	12914	L2J Consulting, Inc.	Invoice #112024	-1,000.00
Bill Pmt -Check	11/27/2024	12915	Karen Letteriello.	Mileage Reimbursement	-61.64
Bill Pmt -Check	11/29/2024	12916	Brodart	318719	-36.47
Bill Pmt -Check	11/29/2024	12917	Brookhaven Locksmith...	Invoice #177437, Cstmr # 15533	-277.00
Bill Pmt -Check	11/29/2024	12918	Elan Financial Services	4798 5101 7200 1022	-351.93
Bill Pmt -Check	11/29/2024	12919	Midwest Tape	11952	-161.62
Bill Pmt -Check	11/29/2024	12920	National Grid	Acct 43544-64005	-444.93
Bill Pmt -Check	11/29/2024	12921	PSEGLI	Cstmr 0295-3001-61-3, Acct 9610338501	-1,449.20

12/02/24

Mattituck-Laurel Library
Monthly Bill Payments
As of November 30, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	11/29/2024	12922	Verizon	Acct. 242398426-00001, Inv 9978945236	-197.40
Total BNB Operating Checking					-35,687.63
TOTAL					-35,687.63

MONTHLY IMPACT

NOVEMBER 2024

6,147

ITEMS
CHECKED
OUT

1,772 books & other items
4,375 ebooks & digital items

books & other items
- 59 October (1,831)

-164 November 2023 (1,936)



DIGITAL
MATERIAL
CIRCULATION

4,375

Flipster **78**

Freegal (downloads) **146**

Freegal (streamed) **867**



+ 175 October (4,200)

- 56 November 2023 (4,431)

Hoopla **87**

Kanopy **146**

Overdrive **2,479**

WAM **572**

278



public computer sessions

220

ILL's incoming



393

ILL's outgoing

20

new patrons



358

guest Wi-Fi connections

264

materials
added

Library Programs **35**

Community Groups **16**

Tutors **19**

73

room use



3,402

visitors

- 579 October (3,981)

- 417 November 2023 (3,819)

Busiest day of the week -

Fridays (622)

Adult Services **389**

Teen Services **45**

Youth & Parenting Services **148**



582

program attendance



Mattituck-Laurel
LIBRARY

13900 Main Rd. | PO Box 1437

Mattituck, NY 11952

631-298-4134

www.mattitucklaurellibrary.org

Monthly Circulation Statistics of Physical Material							
	2019	2020	2021	2022	2023	2024	2025
January	2,871	3,117	2,256	2,215	2,051	1,915	
February	2,704	2,871	2,092	2,068	2,030	1,794	
March	2,882	1,255	2,329	2,165	2,293	1,961	
April	3,328	13	2,153	2,376	1,997	1,998	
May	3,080	0	2,101	2,150	2,062	1,785	
June	3,727	818	2,763	2,794	2,890	2,109	
July	5,304	2,930	3,924	4,100	3,828	3,815	
August	4,912	2,978	3,575	4,098	3,488	3,491	
September	3,242	2,677	2,539	2,412	2,426	1,864	
October	2,996	2,569	2,391	2,248	1,813	1,831	
November	2,824	2,185	2,117	2,084	1,936	1,772	
December	2,582	2,296	2,070	1,977	1,732		
Total	40,452	23,709	30,310	30,687	28,546	24,335	0

Monthly Circulation Statistics by Material Type 2024

Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
102 - Music CD's	21	18	29	9	38	10	19	17	12	10	8		191
106 - DVD	128	121	137	138	130	106	116	164	102	104	135		1,381
110 - Magazines	15	46	22	20	25	29	44	41	25	38	64		369
120 - Fiction	303	315	285	324	311	341	456	457	295	314	232		3,633
121 - Nonfiction	172	144	174	144	139	137	168	162	117	134	121		1,612
122 - Biography	24	28	26	17	18	33	37	32	36	26	35		312
125 - Paperback	65	51	68	58	57	47	83	77	46	59	52		663
126 - Large Print	205	161	156	194	168	166	248	240	187	182	173		2,080
127 - Oversize	1	2	0	0	0	1	3	1	1	1	1		11
131 - Mystery	86	78	68	89	93	133	127	169	134	89	85		1,151
151 - Audiobooks	22	23	34	23	32	23	37	38	16	20	26		294
160 - DVD New	99	83	110	88	67	64	97	107	65	57	50		887
161 - DVD NF	4	6	4	9	1	3	4	6	8	2	0		47
700- Library of Things	12	10	3	8	10	31	25	25	14	12	6		156
Total	1,157	1,086	1116	1,121	1089	1124	1464	1536	1058	1048	988	0	12,787

Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
302 - Youth CD	1	3	0	0	0	0	0	0	0	1	0		5
304 - Tween Video Games	28	25	19	18	9	29	36	28	24	18	24		258
306 - Youth DVD	22	26	36	25	17	32	18	49	22	33	18		298
320 - Tween Chapter/Graphic	94	119	153	161	79	241	737	638	147	123	132		2,624
321 - Youth Nonfiction	100	83	110	145	126	61	210	169	100	67	90		1,261
322 - Youth Biography	3	13	4	1	2	6	20	11	3	4	12		79
325 - Tween Paperback	27	32	33	54	46	54	175	86	39	47	29		622
330 - Youth Picture Book	152	143	168	165	134	155	392	379	175	186	159		2,208
331 - Youth Boardbook	55	45	74	42	39	40	95	69	30	39	56		584
332 - Youth Easy Reader	38	51	40	62	40	77	258	150	57	62	64		899
337 - Tween Books New	21	27	35	34	11	45	67	77	24	20	28		389
353 - Youth DVD NF	0	0	0	0	0	0	0	0	0	0	2		2
364 - Parenting Material	7	6	12	7	9	9	21	19	9	7	1		107
650 - Youth Spanish	5	1	4		13	9	25	10	11	7	9		94
Total	553	574	688	714	525	758	2054	1685	641	614	624	0	9430

Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
210 - Teen Magazines	0	0	0	6	0	0	7	11	0	0	1		25
220 - Teen Fiction	22	13	9	22	16	62	62	49	12	25	30		322
221 - Teen Nonfiction	1	3	5	0	5	5	3	2	10	4	2		40
222 - Teen Bios	0	0	1	0	0	1	1	0	0	1	1		5
224 - Teen Graphic Novels	2	6	4	4	2	14	15	6	8	2	1		64
237 - New Teen Fiction	3	1	0	4	1	2	8	2	3	2	4		30
251 - Teen BOCD	1	0	0	0	0	0	0	0	1	1	0		3
275 - Teen Reading List	1	0	1	2	0	1	5	4	1	1	1		17
Total	30	23	20	38	24	85	101	74	35	36	40	0	506

Digital Circulation													
2024	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Flipster (magazines)	65	54	52	39	40	57	38	52	121	73	78		669
Freegal downloads	140	152	105	109	126	159	164	173	162	172	146		1608
Freegal streaming	885	944	299	531	788	644	468	355	428	631	867		6840
Hoopla (items)	72	78	72	72	67	99	75	87	67	78	87		854
Kanopy (tickets)	179	145	173	100	119	117	134	189	139	178	146		1619
Overdrive (items)	2514	2515	2581	2405	2440	2313	2636	2566	2447	2465	2479		27361
WAM	212	513	822	765	240	697	758	416	565	603	572		6163
Totals	4067	4401	4104	4021	3820	4086	4273	3838	3929	4200	4375		45114

Computer/Wifi Use & Door Count													
2024	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Notary Appointments	13	14	6	13	7	11	4	11	19	21	14		133
Public computer sessions	206	248	269	307	271	288	331	300	281	305	278		3,084
Guest wifi connections	280	206	264	256	295	305	481	434	337	341	358		3,557
Door count	3,663	3,600	4,219	4,667	3,812	4,064	6,132	5,421	3,733	3,981	3,402		46,694
Total Views (Website)	12,000	11,000	13,000	16,000	13,000	18,000	16,000	24,000	11,000	15,000	11,000		160,000
Total Events (Website)	29,000	27,000	29,000	34,000	31,000	39,000	37,000	44,000	26,000	31,000	24,000		351,000
Totals	45,162	42,068	46,758	55,243	48,385	61,668	59,948	74,166	41,370	50,648	39,052	0	564,468
*Note there was a mistake on last month's report for the door count, it has been corrected moving forward.													

NEW PATRON REGISTRATIONS

NOVEMBER 2024

Adult Year Round	18
Youth Year Round	
Teen	
2 ND Address	2
Total:	20

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

Community Room

Paper Flowers with Casey Cunningham	Concert – Banjo Rascals
Chair aerobics	Parent/Child Rhyme & Play
Canva 101	Musical Babies
Babies Boogie	Musical Kids
Toddlers Tango	Fresh Evergreen & Herb Wreaths
Yoga	Canva 102
Oreo Turkeys Storytime	Hula Hooping for Preschoolers
DIY Birdhouses	Community Meeting Part 2
Ricotta Gnocchi with Judy Boshack	Hula Hooping for Kids

Conference Room

Mah Jongg
Crochet & Chat
Minecraft
East End Lions
Book Discussion/Lessons in Chemistry
Physical Therapy
Rosado Review
Medicare
Bridge
Meeting/Patron

Craft Room

Tutor (18)	Alzheimer's Group
Girl Scout Troop 1291	Burner Law Group
NY Therapy Placement Services	Meeting Work
Read to A Dog	TAB making placemats
MCLA	Dare to Taste
Back Ground Investigation	Mattituck Community Fund
Super Smash Brothers on Nintendo Switch	Writers Group

Kitchen

Tutor (1)
Patron Interview
Patron Zoom Call

Tutors-19
Community Groups-16

Library Programs-35
Local History-3