

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

MEETING DATE: Monday February 10, 2025

MEETING TIME: 6:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of the Agenda**
- IV. Review and Approval of the Minutes of January 13, 2025 Regular Board Meeting**
- V. Approval of Treasurer's Report**
- VI. Approval of the Personnel Report**
- VII. Director's Report**
- VIII. President's Remarks**
- IX. Mattituck Laurel Historical Society & Museums – Charles Gueli**
- X. Committee Reports**
 - A. Building / Grounds
 - B. Long-Range Planning
 - C. Personnel / Policy
- XI. Old Business**
- XII. New Business**
 - A. Approve NYSHIP Resolution
 - B. Approve Emergency Preparedness & Disaster Response Manual
 - C. Approve Long Range Plan
 - D. Approve 2024 NYS Report
 - E. 2024 Annual Report to the Community
 - F. Set vote date
- XIII. Period of Public Expression**
- XIV. Executive Session**
- XV. Adjournment**

Next Meeting – March 10, 2025

Directors Report January 2025

Building and Grounds

JP Hunter was on site on Friday January 3rd to start the roof work and completed it on Monday January 6th. So far, no new leaks have appeared.

Calvin has started to remove some of the empty shelving around the non-fiction area, I'm working with the adult services staff to rearrange some of the furniture in that area. We are also working towards the purchase of one or two of the study pods.

On Thursday January 9th the automatic flush valve in the public restroom closest to the children's room was leaking (again). The plumbers were notified and fixed the leak.

The heating system was making some alarming sounds on Tuesday January 14th. Kolb was on site the next day, Wednesday January 15th and found that the circulator pump had an internal failure. They were able to replace the pump the same day and restored the system to normal operations.

Programs and Services

Another Book Discussion was hosted on Thursday January 16th, the group discussed the title *We'll Prescribe You a Cat* by Syou Ishida. We had twelve patrons attend the discussion, again with more patrons picking up a book/signing up then attended the discussion. Upcoming discussions for February, March and April – Jenna will be leading a Jane Austen discussion on *Northanger Abbey* on Tuesday February 11th at 3pm. Sara will be leading a *Pride and Prejudice* discussion on Tuesdays through March and April. My next discussion is *All the Colors of the Dark* by Chris Whitaker, on Thursday March 20th at 5pm (full, but waiting to see if there is more interest and I will run a second one).

Our Bike Borrow Program will go live in April just in time for Earth Month. We are expecting delivery of the bikes in early April and may even have a couple of bonus children's bikes to raffle off. Items for the "kits" have been purchased and are ready to go – they include a backpack to hold a helmet, front and back rechargeable lights and a lock.

Upcoming programs and events to note:

Book Discussion: Jane Austen's Northanger Abbey – February 11, 3pm

Pride and Prejudice: A Film – February 19, 4pm

Irish Soda Bread Muffins Kits (Grab and Go) – Registration opens February 24th at 9am, pick up begins March 3.

Understanding the Nature of Self: A Functional and Lifestyle Approach to Modern Medicine – February 27, 5:30pm

Irish Yarn with Gil McLean – March 1, 2pm

Invitation to the Opera – Verdi's Otello – March 5, 1pm

Tame Your Inner Critic: Listen to Your True Self – March 11, 5:30pm

Friends of the Library

The Irish Tea on March 13th is currently full. The Friends have received the omnibus grant for 2025 and are determining if/how they will spend the money on cultural programming.

The Friends Scholarship Application is currently open until April 30th.

The next Friends meeting is Tuesday April 15th at 9:30am.

Administrative

The next full staff meeting will take place on Thursday February 13th, I plan to conduct the yearly sexual harassment training during the meeting.

The Library will be taking part in P.S. I Love You Day, staff have been encouraged to wear purple on Friday, February 14th.

I have asked all staff to take the Ryan Dowd Homelessness De-Escalation Core Training that have access to through Patchogue Medford our Central Library. We will be discussing it at the April staff meeting where staff will also have the opportunity to hear about the services and support Maureen's Haven provides for those affected by homelessness.

We are currently working on the March / April newsletter.

On Thursday January 23rd Marissa attended a meeting with the librarians at Cutchogue New Suffolk Free Library and the library staff at Cutchogue East to discuss how each of the institutions could support one another. The District would like our staff to visit the school once a month and provide an activity for the students during their lunchtimes. I'm working with Rosemary to come up with a schedule that will be appropriate for our staff without taxing our resources.

We were also approached by the District to assist with library cards for any students without cards in the 6th grade class so they could have access to Libby to support the school's curriculum. We updated or issued cards to 59 students.

Rosemary and I have also been in conversation about activating Sora for the District. Sora the reading platform gives K-12 students one-tap access to eBooks, audiobooks, Read-Alongs, magazines and more on any device, at any time, using their school credentials. The District already has Sora; however, they have not built their collection. If we choose to enable Sora we would give the District access to our catalog of K-12 media on Overdrive for students to check out with their school information without needing a library card. Our Overdrive costs may rise due to increased usage through Sora, we will share this expense with Cutchogue New Suffolk Free Library.

The next open house meeting regarding the proposed renovation project will take place on February 26th from 4pm – 6pm. The online feedback form remains open, and the renderings will continue to be on display in the circulation area.

Advocacy Day is taking place on February 5, 2025. I will be in attendance with both Sara and Martha. Sharon has done an amazing job with the My Public Library social media campaign.

We received a PILOT payment from the town in the amount of \$7,776.08.

Meetings Attended

January 7 – Reference Staff Meeting

January 9 – Committees: Long Range Planning / Personnel & Policy

January 14 – Department Heads

January 22 – Trustee Handbook Book Club – Advocacy

January 23 – Bike Borrow Program

January 23 – Open House (Friends)

January 24 – Zone 1 Director's Meeting at MATT

January 29 – Committees: Building & Grounds / Personnel & Policy

January 30 – Southold Town Information Session – Policing Policies

January 31 – PLDA Executive Board Meeting

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - January 2025

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - The reference department has been busy. We continue to meet regularly to plan Jane Austen themed programs and events, plan and implement programs, manage the adult collections, museum passes, local history requests, tech help and more. We are also doing a homeless training to assist us in better serving our patrons who are unhoused. We have received some tax forms and are expecting more in the coming weeks. I am also working with staff on annual performance evaluations.

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

Date	Meeting
1/7/25	Reference Department Meeting
1/14/25	Department Heads Meeting
1/15/25	Jane Austen Committee Meeting
1/16/25	Heads of Reference Meeting
1/30/25	Advocacy Prep Meeting
1/30/25	PALS and Tech Services Meeting

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 plus a waitlist	In person
1/22/25 and 1/29/25	Yoga	7 each session plus 5 walkins	In person
By appointment	One-on-one technology appointments	8	In person; offered by Sharon Twickler
1/7/25	The U.S. and the Holocaust: Episode 1	11	In person; arranged by Jerry Matovcik
1/9/25	Anne Frank Remembered: a Documentary	2	In person; arranged by Jerry Matovcik

1/11/25	Make Your Own Non-Toxic Cleaning Solution	10	In person
1/12/25	An Afternoon with Porchlight	25	In person
1/14/25	Fall Prevention	10	In person
1/14/25	The U.S. and the Holocaust: Episode 2	11	In person
1/16/25	Anne Frank: The Whole Story	1	In person
1/16/25	Hoopiness: A Hula Hooping Program for Adults	9	In person
1/16/25	EEPA Presents: Weight Loss Surgery (via Zoom)	11	EEPA shared virtual program; offered with SBSH Hospital
1/16/25	Book Discussion: We'll Prescribe You a Cat by Syou Ishida	12	In person; offered by Shauna Scholl
1/21/25	The U.S. and the Holocaust: Episode 3	4	In person
1/21/25	Social Security Benefits and Retirement	18	In person
1/23/25	<i>One Survivor Remembers: Holocaust Survivor Gerda Weissmann's Life</i> (documentary)	4	In person
1/23/25	<i>All That Remains</i> , Author Talk with Steve Wick	N/A	This program will be rescheduled.
1/23/25	Lucille Ball Portrayal (via Zoom)	71	Shared virtual program, co-sponsored by Southold Free Library and North Shore Public Library; hosted by North Shore Public Library
1/25/25	New Year, New Career	N/A	Rescheduled to March 2025
1/28/25	Latin Dance Lesson	17 registered; 12 attended	In person
1/30/25	Chef Rob Thai Lettuce Wraps and Glazed Shrimp	24 plus a waitlist	In person

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

Program Planning - Martha has taken over most programming responsibilities at this time. She has been very receptive to patron feedback. She has also booked some creative programs with new programmers who I am excited to bring to our library.

Social Media/Marketing - Diana continues to make adult program flyers and promote via a variety of marketing platforms. Martha has begun taking over adult programming content in our e-newsletter. I submit other miscellaneous information for our e-newsletter, including book discussions, museum tickets, new services, etc. Circulation puts programs on the sandwich board outside and flyers are posted around the building. Sharon continues to promote via social media. Sharon also continues to offer an “e-resource spotlight” in our weekly e-newsletters to promote digital resources.

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. Weeding of the nonfiction collection is almost complete. This was a major project that took about 1 year to complete. We will continue to work on updating other collections within the library as well. Special thanks to Ann for her assistance with this project.

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

Museum Passes - 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. This price increase has officially taken effect. I have renewed the Guggenheim membership pass. We have also raffled off tickets to the Anne Frank Exhibit at the Center for Jewish History in NYC. I am still waiting on tickets to the American Museum of Natural History.

Other -

- **Library of Things** - I continue to assist with the library of things as needed.
- **Miscellaneous** -
I have been working with Ann, Sharon, Martha and Jenna to help bring Jane Austen programming into fruition in Jerry's absence. Marissa is also participating by extending any programs we plan to the teens when applicable. I am preparing for my Jane Austen book discussion, which will take place weekly in March and April.

I have started working on staff evals and have completed my portion of the NYS report.

All library staff have been asked to complete a homelessness training to better prepare us for the increase in library usage by patrons who are unhoused. The reference department will be having a special meeting to go over the key takeaways in the training in February.

We are getting a significant amount of local history requests and we're doing our best to assist in Jerry's absence. We have had some help from local history researchers and the Mattituck Historical Society. Shauna and I will be attending a local history training at the end of February to better familiarize ourselves with resources that may help with some of the patron requests.

We have ordered tax forms and instruction booklets for patrons. Some have arrived and we expect the rest to come in the next few weeks.

- Social Work - At this time we do not have a social work intern lined up for the spring. We are hoping to get one in the fall.

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

Summary – This month, I focused on planning upcoming programs for the winter and spring, organizing the teen collection and space, addressing community service needs, and restocking materials for community service initiatives. I also collaborated with other teen librarians, participated in work-related training sessions, and assisted with adult services and programs. Additionally, I created custom bookmarks for patrons using the 3D printer and fulfilled special requests. As always, I remain committed to learning and growing in this role and look forward to continuing to provide valuable services to the teens in our community.

Meetings: Meetings during the month of January:

Date	Meeting
01/02	Jane Austen Committee Meeting
01/06	Meeting with programmer
01/07	Reference Meeting
01/14	Department Heads Meeting
01/16	Meeting with Karen (for school visit)
01/17	Meeting with Cutchogue Teen Librarian (for school visit)
01/23	Meeting with Librarians from Mattituck High School and Cutchogue East
01/27	North fork Librarians Meeting
01/30	Homeless De-escalation Training

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

Date	Program	Statistics
01/11	Painting party	5
01/14	Disney Trivia and Tacos	This program as postponed.
0123	Hershey Kiss Blindfold Taste Test Challenge	5
01/29	Skating at the American Legion	50

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

Stats: - Letters to seniors (5) children (5) Veterans (5) Surveys (4)

Little Free Food Pantry- Our teen volunteer continues to come weekly to organize the LFFP. They will be responsible for organizing and maintaining the Little Free Food Pantry (LFFP) and managing the overflow bin. The volunteer is scheduled to assist once a week. Additionally, I have reached out to the head of the art department at Mattituck High School to explore the possibility of having students decorate the LFFP, adding a creative and personal touch to the pantry.

Cutchogue East Elementary-This month, I, along with librarians from the Cutchogue-New Suffolk Library, met with the librarians from Cutchogue East Elementary and Mattituck High School to discuss opportunities for collaboration. During the meeting, we explored ways to support each other's services and provided the schools with worksheets highlighting some of our most utilized digital resources. Additionally, each library supplied library cards for the 6th-grade class. Mattituck Library contributed a total of 32 library cards

Weeding the Collection- This month I also weeded the teen collection. This includes all YA fiction, non-fiction, reading list, classics, biographies, career books and graphic novels. My criteria for most of the collection was that if the book had not been circulated in over 3 years, it was weeded from the collection. There were some exceptions, particularly in the non-fiction section. Weeding also allowed me to shift all the books, making books more organized and easier for teens to find.

Teen Space – In January, I highlighted a selection of our new YA fiction books for display. The guessing jar was also updated, with 9 participants taking part this month. The DIY grab-and-go kits are consistently available in the Creation Station, and I've replenished the area several times throughout the month to keep up with demand. Flyers are regularly updated, with the most recent additions featuring information about upcoming programs. I also continue to update the community service and events board in the Teen Space to keep teens informed. Additionally, mini canvases designed and donated by teens are now displayed, adding a seasonal touch to the space for the winter.

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 26 responses so far.**

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

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: February 5, 2025

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: January 2025 Wrap-up

Our Numbers are as follows:

Programs: 159
Book pulls 156 In Person Help 78

GENERAL INFORMATION

Each January, we eagerly anticipate the announcement of the Caldecott Medal and the Newbery Award winners. This year, the Caldecott Medal was awarded to *Chooch Helped*, illustrated by Rebecca Lee Kunz and written by Andrea L. Rogers. The John Newbery Medal for the most outstanding contribution to children's literature went to *The First State of Being*, written by Erin Entrada Kelly.

This month, Karen visited the Time to Grow Preschool, where she shared stories about cold weather clothing. The children enjoyed songs, flannel board tales, and a variety of books, and everyone made their own winter hats.

Our scavenger hunt this month focused on finding Ice Pokémon, and the kids have had a great time participating. Some families are joining in together, making it a fun, low-key activity for all.

In preparation for the summer reading club, we've begun setting up the online reading program and are purchasing prizes, decorations, and materials.

MEETINGS

January 7th Karen attended the Family Place Webinar on Toy Lending Libraries.

January 14th Shauna held a Department Head Meeting.

January 31st Karen attended the East End Children's Librarian meeting for summer planning at the Cutchogue New Suffolk Library.

PROGRAMS

FAMILY

This month the Family Story Time was a real treat. Allan McButterpants, a groundhog, from the Evelyn Alexander Wildlife Rescue visited along with his handler Tammy. We learned all about groundhogs and each participant was able to get their picture with him. The most notable comment was....He is so big!

Another fun family program was the Snowman S'mores. Families were able to enjoy stories, crafts and eat s'mores.

PROGRAMS

We continue to welcome many patrons who come to stay and play, so we offer a variety of engaging activities in the children's room.

Programs led by hired instructors, like Babies Boogie and Toddler Tango, remain popular. Our in-house weekly Rhyme and Play program is thoughtfully designed to foster imaginative play, exploration, and social interaction between children and their caregivers.

Elementary-aged children are excited for the LEGO classes, as well as the Hula Hooping class, we've also partnered with TD3 to offer Minecraft sessions. Additional craft programs included Terra Cotta Pot Snowmen.

OVERALL

We've finished our portion of the state report, and work is ongoing to schedule summer programming and finalize the March/April newsletter.

Thank you for addressing the roof repairs. Unfortunately, the leak damaged several of the new books, but we've already reordered them.

Additionally, Karen's SCLA membership renewal has been completed.

NYSHIP Self-Audit for Participating Agencies

Section 1: Active Employee Eligibility for NYSHIP

- 1.1 Are active employees in all bargaining units/classes of employees eligible for NYSHIP coverage?
Yes ☐ No ☒
- 1.2 If *no*, which bargaining units or classes of employees are **not** eligible for NYSHIP coverage?
(Please list) Part-timers
- 1.3 Are publicly elected officials eligible for NYSHIP coverage? For school districts, are publicly elected school board members eligible for NYSHIP coverage?
Yes ☐ No ☐ Not Applicable ☒
- 1.4 Are unpaid board members eligible for NYSHIP coverage?
Yes ☐ No ☐ Not Applicable ☒
- 1.5 While an agency may impose higher requirements, New York State Civil Service Law establishes for NYSHIP a minimum of a 20 hour work week *or* a minimum annual salary of \$2,000 per year for an employee to be eligible for coverage. Does your agency use the NYSHIP minimum standards?
☒ Yes ☐ No
- 1.6 If *no*, what are the standards your agency uses? Please explain if your minimum standard is used for all employees or just particular classes of employees.

- 1.7 Is NYSHIP the only health insurance option your agency offers to active employees?
☒ Yes ☐ No
- 1.8 If *no*, how many other plans are offered?
Write in number of plans offered: _____
- 1.9 How many active employees are eligible for health insurance (total): 9
- 1.10 How many active employees are enrolled in NYSHIP? 5

1.11 Does your agency use NYBEAS (New York Benefits Eligibility Accounting System)?

Yes

No

1.12 Does your agency keep a copy of employee transaction forms such as the 503.1 (PA Health Insurance Transaction Form)?

Yes

No

1.13 Does your agency keep a copy of employee eligibility documents such as birth certificates, marriage licenses, and social security cards?

Yes

No

Please be advised that the Employee Benefits Division strongly encourages Participating Agencies to keep copies of employee transaction forms and eligibility documentation. This recommendation is for both the employer and employee's protection in case of a question or challenge to eligibility.

Section 2: Rates of Contribution/Active Employees

New York State Civil Service Law establishes a minimum contribution rate for NYSHIP Participating Agencies of 50% of the cost of Individual coverage and 35% of the cost of Dependent coverage.

2.1 Are there different rates of contribution for different bargaining units or classes of active employees?

Yes

No

2.2 What is your agency's contribution rate for active employees?

Agency's contribution to (Individual) premium: 55 %

Agency's contribution to Dependent (Family) premium: 45 %

For which bargaining unit/s or class/es of active employees do the above rates apply?

all full-timers, except Director

If your agency has different contribution rates for different bargaining units or classes of active eligible employees please specify the units and rates here or attach another sheet.

Director - 100%

- 2.3 Does your agency reimburse co-payments or deductibles to Empire Plan enrollees for doctor visits, prescription drugs, or any service where The Empire Plan requires a co-payment or deductible? (Not including Flex-Spending plans or other plans of that type)

Yes

No

If yes, please specify which types of expense are reimbursed (e.g., drug co-pays, medical co-pays, etc.)

Are you aware of any of the unions representing your agency's employees reimbursing co-payments or deductibles for Empire Plan enrollees?

Yes

No

If yes, please specify, to your knowledge, which classes of employees/retirees receive co-payment or deductible reimbursement, and what types of services are being reimbursed (e.g., drug co-pays, medical co-pays, etc.)

Section 3: Effective Date of Coverage

NYSHIP permits a waiting period of up to six months for new employees.

- 3.1 Does your agency impose a waiting period for new employees before NYSHIP coverage is in effect?

Yes

No

- 3.2 Are there different waiting periods for different bargaining units or classes of employees?

Yes

No

3.3 Please circle the waiting period for new employees. (If there are different waiting periods for different groups please list on a separate sheet):

None 30 days 60 days 90 days 120 days Other: _____

Section 4: Coverage in Retirement

4.1 Are retirees of all bargaining units/classes of employees eligible for NYSHIP coverage?

Yes No

4.2 If no, please list which groups/classes are eligible. (Please attach a sheet if more space is needed.)

NYSHIP mandates a minimum service requirement of 5 years for purposes of establishing eligibility for continuation of coverage in retirement. However, an agency may establish a greater service requirement for retiree coverage.

4.3 What is your agency's minimum service requirement for eligibility for NYSHIP as a retiree?

5 years 10 years 15 years 20 years 25 years Other: _____

4.4 If your agency has different minimum service requirements for different bargaining units or classes of retired employees, please specify the requirements here:

4.5 Does your agency recognize prior public service towards the service requirement?

Yes No

4.6 If yes, please define which prior public service is recognized. (Examples include, recognition of service with the State of New York, the Federal Government, New York City, other governments including counties, cities, towns, villages, school districts or other municipal entities.)

NYSHIP requires a minimum contribution rate for participating agencies of 50% of the cost of Individual retiree coverage and 35% of the cost of retiree Dependent coverage.

4.7 What is your agency's retiree contribution rate?

Agency's contribution to (Individual) retiree premium: 50 %

Agency's contribution to Dependent (Family) retiree premium: 50 %

For which bargaining unit/s or class/es of retired employees do the above rates apply?

If your agency has different contribution rates for different bargaining units or classes of retired employees, please specify the units and rates here or attach another sheet.

Section 5: Medicare Part B Reimbursement

New York State Civil Service Law requires the reimbursement of the Medicare Part B premium once a NYSHIP enrollee or dependent becomes eligible for primary Medicare coverage.

5.1 How often does your agency reimburse Medicare Part B for Medicare primary enrollees, dependents, and survivors?

Once a month

Quarterly

Annually

Other: _____

Section 6: Dependent Survivor Coverage

New York State Civil Service Law requires that the unmarried spouse and dependents of a deceased enrollee who had ten years of service or more are offered coverage under NYSHIP. Civil Service Law allows for a Participating Agency to pay either 75% of the cost of coverage for a dependent survivor, or none of the cost (the survivor pays the premium in full).

6.1 What is your agency's contribution rate for dependent survivors?

0%

75%

Section 7: Additional Eligibility Requirements

Tutorial on vesting: New York State Civil Service Law requires adherence to vesting rules. Your agency should be familiar with these rules, as individuals who vest can be eligible for health insurance in retirement. Vestees *must* pay the full share (100%) of NYSHIP premiums until they met the requirements for health insurance in retirement. A vestee who allows coverage to lapse will not be permitted to reinstate coverage, either during vested status or after retirement.

Definition of a vestee: An enrolled employee who terminates his or her employment before retirement age may continue coverage under the State Health Insurance Program if he or she: 1) Is a member of a retirement system administered and operated by the State of New York or a civil division thereof and has satisfied the minimum requirements established by his or her retirement system for vesting receipt of a retirement allowance, 2) Is a member of a class or category for which his or her employing agency either is required to provide coverage in retirement or has elected administratively or through collective negotiations to provide such coverage, 3) Has met the minimum requirements, other than age, for continuation of health insurance into retirement, and 4) Has terminated employment within 5 years of the date on which he or she is entitled to receive a retirement allowance, *if* his or her employing agency has elected administratively or through collective negotiations to establish such an additional requirement.

- 7.1 Has your agency adopted the policy permitted under NYSHIP that requires a vestee to be within 5 years of retirement age at the time of leaving your agency's service to maintain eligibility for NYSHIP coverage in retirement?

Yes

☒ No

- 7.2 If yes, what was the effective date of that policy?

Effective Date: _____

- 7.3 Does your agency cover domestic partners?

☒ Yes

No

For all employees or retirees?

☒ Yes

No

- 7.4 Does your agency allow two Family NYSHIP policies? (For example, if both husband and wife work for your agency, would they both be allowed to have Family coverage?)

Yes

☒ No

NOTE: If any of your agency's policies or contribution rates change through collective bargaining or administrative policy, please notify the Employee Benefits Division in writing.

Health Benefits Administrator (print name): Shauna Scholl

Health Benefits Administrator Phone Number: 631 298 4134 x105

Attestation: I certify that the following information I have supplied is true and correct.

Name of CEO (print): Shauna Scholl CEO Phone Number: 631 298 4134 x105

Signature of CEO: [Signature]

Date: February 10, 2025

Agency Name: Mattituck - Laurel Library

Agency Code: 03909 County Agency Resides in: Suffolk

Please mail or fax completed Self-Audit to:

Mary B. Frye
Director of Employee Insurance Programs
NYS Department of Civil Service
Alfred E. Smith Office Building
Employee Benefits Division
Albany, NY 12239

fax: 518-474-3744

IMPORTANT: Keep a copy of this information for your records

Please Use This Page or Attach Additional Pages for Responses In Excess of the Space Allotted

Mattituck-Laurel Library
Long-Range Plan 2026 – 2029

Mission Statement

To enrich the quality of life in our community.

Vision Statement

The Mattituck-Laurel Library enhances the quality of life for residents in the communities of Mattituck and Laurel. The Library is the center for information, educational enrichment, and recreation for all ages, providing materials, programs and services that reflect the changing needs of the community. Additionally, the Library provides community groups and organizations a convenient, safe and accessible meeting space.

The Library is committed to serving families with young children by providing developmentally appropriate programs, welcoming public spaces, and materials for very young children and their parents or caregivers. The Library is also committed to nurturing children to become lifelong library users.

The Mattituck-Laurel Library is a dynamic community center which keeps pace with the changing needs of the communities it serves. The Library is committed to pursuing building and grounds procedures and programs that conserve energy and are environmentally friendly.

Goals

1. Respond to the needs and interests of the communities of Mattituck and Laurel.
2. Provide a variety of cultural, educational, and recreational programs.
3. Provide materials in a variety of formats, based on the changing needs of the communities of Mattituck and Laurel.
4. Provide well maintained, barrier free, easy to use facilities.
5. Promote the Library's services and collections.
6. Maintain and develop ties with community organizations and institutions.
7. Ensure the effectiveness of the Board as a cohesive unit that reflects the communities it serves and responsibly governs the Library.
8. Periodically review business and fiscal policies and provide adequate and stable funding.
9. Periodically review personnel practices and procedures and ensure continuous staff development.

Goal: Respond to the needs and interests of the communities of Mattituck and Laurel.

Objectives:

- Periodically survey the public regarding library services and programs.
- Respond to suggestions made by patrons in a timely manner.
- Encourage Board members to solicit input from public.
- Encourage Director and Staff to solicit input from public.

Goal: Provide a variety of cultural, educational, and recreational programs.

Objectives:

- Identify programming needs and desires of adults and children.
- Expand programming in areas that have proved to be successful and/or where there is an expressed desire such as adult classes and programs for older children.
- Continue to meet the criteria for “Family Place Library” designation.
- Expand programs for teens.
- Provide support and space to literacy volunteers.

Goal: Provide materials in a variety of formats, based on the changing needs of the communities of Mattituck and Laurel.

Objectives:

- Maintain and update all collections.
- Regularly weed collections.
- Act as clearinghouse for community information.
- Respond in a timely manner to requests for purchase in all formats by patrons.
- Expand reserve/purchase ratio of popular materials and bestsellers.
- Be informed and aware of new and innovative formats for materials and information.
- Be informed and familiar with eresources made available through SCLS and subscriptions unique to Mattituck-Laurel Library (Kanopy, Hoopla).
- Continue to train staff to report deficiencies in collections and correct accordingly.

Goal: Provide well maintained, environmentally friendly, energy efficient, barrier free, easy to use facilities.

Objective:

- Investigate the Sustainable Libraries Initiative

Goal: Promote the Library's services and collections.

Objectives:

- Continue personal visits to students in schools to promote library programs.
- Promote library's business collection to business community.
- Create engaging displays of items in the collection.
- Continue Library news in the local newspapers.

Goal: Maintain and develop ties with community organizations and institutions.

Objectives:

- Work with Friends of the Library, supporting the development of a sound, supportive library organization (on-going).
- Increase cooperative programs with schools (on-going).
- Nurture and expand ties with all community organizations (on-going).
- Meet regularly with school librarians and other school personnel.
- Meet with elected officials and invite them to tour the Library and learn a bit about our institution.
- Encourage program partnering with local community organizations.
- Commitment to facilitating public's access to elected officials/candidates through debates and public meetings held at the Library.

Goal: Ensure the effectiveness of the Board as a cohesive unit that reflects the communities it serves and responsibly governs the Library.

Objectives:

- Review bylaws and make any necessary revisions and additions.
- Enhance trustee knowledge about the Library staff and operations through department presentations and reports.
- Regularly review Library policies.
- Encourage attendance at trustee conferences and workshops.
- Invite SCLS Trustee and/or SCLS Director to Board meetings when appropriate.
- Develop ties with neighboring Library Boards.
- Develop ties with community organizations.

- Support Friends-sponsored activities.
- Attend Library and Staff programs and functions.
- Promote the Library in the community.
- Plan the Library's future service program.
- Offer in-house formal orientation for new Trustees.
- Encourage all current trustees to keep trustee notebook up to date.
- Encourage all trustees to be on the lookout for potential new board members who can help keep the Library and the Board strong and move it confidently into the future.

Goal: Periodically review business and fiscal policies and provide adequate and stable funding.

Objectives:

- Explore grant opportunities.
- Review all Library insurance policies.
- Continue to explore fund raising opportunities.
- Insure that financial, Board and personnel records are kept for the proper period of time.
- Annually review and update Library's financial procedures.
- Annual review Library's investment options.
- Continue annual audit by a Certified Public Accountant.
- Continue annual update of Capital Asset Depreciation Report.

Goal: Periodically review personnel practices and procedures and ensure continuous staff development.

Objectives:

- Continue annual staff reviews.
- Continue to schedule bimonthly staff meetings, department head meetings and departmental meetings.
- Encourage conference attendance and continuing education activities.
- Provide staff training in supervision, leadership and customer service.
- Develop formalized orientation procedures for new employees.
- Review staff benefits and salaries.
- Encourage staff to consider career in librarianship.
- Encourage staff to join and participate in professional organizations and interact and exchange ideas with neighboring library staffs.
- Update and expand on-line staff web page.

Mattituck-Laurel Library

Annual Report For Public And Association Libraries - 2024

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	8000583980	8000583980
1.2	Library Name	MATTITUCK-LAUREL LIBRARY	MATTITUCK-LAUREL LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)	00 (for no change from previous year)
1.5	Community	Mattituck	Mattituck
1.6	Beginning Fiscal Reporting Year	01/01/2024	01/01/2023
1.7	Ending Fiscal Reporting Year	12/31/2024	12/31/2023
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	No
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	N/A

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	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2024	01/01/2023
1.12	Ending <u>Local</u> Fiscal Year	12/31/2024	12/31/2023
1.13	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.14	Street Address	13900 MAIN ROAD	13900 MAIN ROAD
1.15	City	MATTITUCK	MATTITUCK
1.16	Zip Code	11952	11952
1.17	Mailing Address	P.O. BOX 1437	P.O. BOX 1437
1.18	City	MATTITUCK	MATTITUCK
1.19	Zip Code	11952	11952
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(631) 298-4134	(631) 298-4134
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(631) 298-4764	(631) 298-4764
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	reference@mattlibrary.org	reference@mattlibrary.org
1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	www.mattitucklaurellibrary.org	www.mattitucklaurellibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	5,817	5,817
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Other	Other
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	N

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	Y
1.43	E-mail Address of the Director/Manager	shauna.scholl@mattlibrary.org	shauna.scholl@mattlibrary.org
1.44	Fax Number of the Director/Manager	(631) 298-4764	(631) 298-4764
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N	N

Public Votes / Contracts

1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (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	N
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Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	N/A	N/A
2.	Indicate the type of municipality or district holding the public vote	N/A	N/A
3.	Date the vote was held (mm/dd/2024)	N/A	N/A
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 2024) 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)	09/19/2023	<i>N/A</i>
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?	\$1,663,155	<i>\$1,581,499</i>

Unusual Circumstances

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
---	---	---

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

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

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 <u>Note</u> ; if no, please go to Part 2, Library Collection.	N	N
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2. LIBRARY COLLECTION

Physical Holdings

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

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

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	12,410	13,093
2.2	Adult Non-fiction Books	5,468	7,452
2.3	Total Adult Books (Total questions 2.1 & 2.2)	17,878	20,545
2.4	Children's Fiction Books	13,276	13,662
2.5	Children's Non-fiction Books	5,383	6,166

2.6	Total Children's Books (Total questions 2.4 & 2.5)	18,659	19,828
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2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	36,537	40,373
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Other Print Materials

2.8	Total Uncataloged Books	0	0
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2.9	Total Print Serials	987	977
-----	---------------------	-----	-----

2.10	All Other Print Materials	192	192
------	---------------------------	-----	-----

2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,179	1,169
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2.12	Total Print Materials (Total questions 2.7 and 2.11)	37,716	41,542
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ALL OTHER MATERIALS

2.13	Audio - Physical Units	4,267	4,245
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2.14	Video - Physical Units	5,101	5,380
------	------------------------	-------	-------

2.15	Other Circulating Physical Items	127	127
------	----------------------------------	-----	-----

2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	9,495	9,752
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Grand Total / Additions to Holdings

2.17	GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	47,211	1,232,403
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ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18	Cataloged Books	1,954	2,644
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2.19	All Other Print Materials	569	650
------	---------------------------	-----	-----

2.20	All Other Materials	360	337
------	---------------------	-----	-----

2.21	Total Additions (Total questions 2.18 through 2.20)	2,883	377,090
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3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 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)	49,776	50,115
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	3,562	3,566
3.3	Registered non-resident borrowers	26	21

Please report information on WRITTEN POLICIES as of 12/31/24.

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 12/31/24.

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
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3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y	Y
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3.13	Does the library have large print books?	Y	Y
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3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y	Y
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3.15 - If so, what do you have? If no, go to next question

	screen reader, such as JAWS, Windoweyes or NVDA	No
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	refreshable Braille commonly referred to as a refreshable Braille display	No
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	screen magnification software, such as Zoomtext	Yes	Yes
--	---	-----	-----

	electronic scanning and reading software, such as OpenBook	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
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Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

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

Live Program Sessions

- A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
- Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
- Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

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

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

3.17a	Number of Sessions Targeted at Children Ages 0-5	70	76
3.17b	Attendance at Sessions Targeted at Children Ages 0-5	1,681	2,200
3.18a	Number of Sessions Targeted at Children Ages 6-11	74	72
3.18b	Attendance at Sessions Targeted at Children Ages 6-11	1,241	1,433
3.19a	Number of Sessions Targeted at Young Adults Ages 12-18	92	62
3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	2,149	874
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	406	157
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	5,124	3,417
3.21a	Number of General Interest Program Sessions	11	15
3.21b	Attendance at General Interest Program Sessions	632	425

3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	653	382
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	10,827	8,349
Live Programs Categorized by Venue			
3.24a	Total Live Onsite Program Sessions	590	344
3.24b	Total Live Onsite Program Attendance	8,646	7,234
3.25a	Total Live Offsite Program Sessions	10	12
3.25b	Total Live Offsite Program Attendance	809	639
3.26a	Total Live Virtual Program Sessions	53	26
3.26b	Total Live Virtual Program Attendance	1,372	476
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	653	382
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	10,827	8,349
Prerecorded and One-on-One Programs			
3.29	Total Number of Prerecorded Program Presentations	2	2
3.30	Total Views of Prerecorded Program Presentations within 30 Days	48	50
3.31	One-on-One Program Sessions	118	60
3.32	Attendance at One-on-One Program Sessions	118	60

3.33	Did your library offer teen-led activities during the 2024 calendar year?	Y	Y
3.34a	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	Yes
3.34b	Does your library use Facebook for promotion?	Yes	
3.34c	Does your library use Instagram for promotion?	Yes	
3.34d	Does your library use Twitter/X for promotion?	No	
3.34e	Does your library use TikTok for promotion?	No	

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.36	Library outlets offering the summer reading program	1	1
3.37	Children registered for the library's summer reading program	188	191
3.38	Young adults registered for the library's summer reading program	54	46
3.39	Adults registered for the library's summer reading program	74	50
3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	316	287
3.41a	Children's program sessions - Summer 2024	67	72

3.41b Children's program attendance - Summer 2024	1,621	1,916
3.42a Young adult program sessions - Summer 2024	23	15
3.42b Young adult program attendance - Summer 2024	506	219
3.43a Adult program sessions - Summer 2024	17	32
3.43b Adult program attendance - Summer 2024	231	791
3.44 Total program sessions - Summer 2024 (total 3.41a + 3.42a + 3.43a)	107	119
3.45 Total program attendance - Summer 2024 (total 3.41b + 3.42b + 3.43b)	2,358	2,926
3.46 Did the library use the Summer Reading at New York Libraries name and/or logo?	Y	Y
3.47 Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	N	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

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2024? (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	42	56
3.57b	Focus on birth - school entry (kindergarten) attendance	275	479
3.58a	Focus on parents & caregivers sessions	20	53
3.58b	Focus on parents & caregivers attendance	205	393
3.59a	Combined audience sessions	62	109
3.59b	Combined audience attendance	480	872
3.60	Total Sessions	124	218
3.61	Total Attendance	960	1,744
3.62	Collaborators (check all that apply):		
a.	Childcare center(s)		No
b.	Public School District(s) and/or BOCES		No
c.	Non-Public School(s)		No
d.	Health care providers/agencies		No
e.	Other (describe using the State note)		No

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N *N*

3.64a Total group program sessions 0

3.64b Total group program attendance 0

3.65a Total one-on-one program sessions 0

3.65b Total one-on-one program attendance 0

3.66 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America) No

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

c. Non-Public Schools No

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

ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (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	1	0
3.69b	Young adult program attendance	30	0
3.70a	Adult program sessions	1	32
3.70b	Adult program attendance	4	96
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	2	32
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	34	96
3.73a	One-on-one program sessions	2	0
3.73b	One-on-one program attendance	2	0
3.74 - Collaborators (check all that apply):			
a.	Literacy NY (Literacy Volunteers of America)		No
b.	Public School District(s) and/or BOCES		No
c.	Non-Public School(s)		No
d.	Other (describe using the Note)		Yes

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

3.75	Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
3.76a	Total group program sessions	14	6
3.76b	Total group program attendance	117	29
3.77a	Total one-on-one program sessions	118	300
3.77b	Total one-on-one program attendance	118	300

4. LIBRARY TRANSACTIONS

Circulation / 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	8,946	8,257
4.2	Adult Non-fiction Books	2,599	2,510
4.3	Total Adult Books (Total questions 4.1 & 4.2)	11,545	10,767
4.4	Children's Fiction Books	7,882	8,710
4.5	Children's Non-fiction Books	1,703	3,112
4.6	Total Children's Books (Total questions 4.4 & 4.5)	9,585	11,822
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	21,130	22,589

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	4,538	4,692
4.9	Circulation of Children's Other Materials	350	840
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	4,888	5,532
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	26,018	28,121
4.12	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
4.13	Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes	

REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	4,800	4,700
4.14a	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)	<i>ES - Annual Estimate Based on Typical Week(s)</i>
4.15	Does the library offer virtual reference?	Y	Y

Interlibrary Loan / E-Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	3,638	4,466
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	5,164	5,269
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E-RATE

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

5. ELECTRONIC USE

Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

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

Electronic Books

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

5.1 Did the library provide access to Yes
e-books purchased solely by the library?

5.2 Did the library provide access to Yes
e-books purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.3 Did the library provide access to No
e-books provided by the New York State
Library at no or minimal cost to the
library?

Electronic Serials

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

5.4 Did the library provide access to Yes
e-serials purchased solely by the
library?

5.5 Did the library provide access to Yes
e-serials purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.6 Did the library provide access to No
e-serials provided by the New York
State Library at no or minimal cost to
the library?

Electronic Audio

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

5.7 Did the library provide access to Yes
e-audio purchased solely by the library?

5.8 Did the library provide access to Yes
e-audio purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.9 Did the library provide access to No
e-audio provided by the New York State
Library at no or minimal cost to the
library?

Electronic Video

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

5.10 Did the library provide access to Yes
e-videos purchased solely by the
library?

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

5.12 Did the library provide access to No
e-videos provided by the New York
State Library at no or minimal cost to
the library?

Databases / Online Learning / E-Material Circulation

Research Databases

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

5.13 Did the library provide access to Yes
research databases purchased solely by
the library?

5.14 Did the library provide access to Yes
research databases purchased via a
consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.15 Did the library provide access to Yes
research databases provided by the New
York State Library at no or minimal cost
to the library (e.g., NOVELny)?

Online Learning

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

5.16 Did the library provide access to Yes
online learning platforms purchased
solely by the library?

5.17 Did the library provide access to Yes
online learning platforms purchased via
a consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.18 Did the library provide access to No
online learning platforms provided by
the New York State Library at no or
minimal cost to the library?

E-Material Circulation

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

5.19 The total circulation of e-books 18,647
during the reporting period

5.20 The total circulation of e-serials 723
during the reporting period.

5.21 The total circulation of e-audio 12,096
during the reporting period

5.22 The total circulation of e-videos 1,744
during the reporting period.

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

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

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35	35
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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	3	4
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	19	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)	23.00	22.00
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)	\$100,000	\$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	1
6.19	Salary - Librarian	\$50,000	\$47,500

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, 2024**. 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
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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	3,068.00	3,068.00
Hours Open (Total questions 8.10 through 8.12)			

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

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

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

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

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

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send 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.

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

1.	Outlet Name	MATTITUCK-LAUREL LIBRARY	<i>MATTITUCK-LAUREL LIBRARY</i>
2.	Outlet Name Status	00 (for no change)	<i>00</i>
3.	Street Address	13900 MAIN ROAD	<i>13900 MAIN ROAD</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00</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	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	Y	<i>Y</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	607	<i>439</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	Library Board	<i>Library Board</i>
22.	Who owns the land on which this outlet is built?	Library Board	<i>Library Board</i>
23.	Indicate the year this outlet was initially constructed	1961	<i>1961</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	1998	<i>1998</i>
25.	Square footage of the outlet	14,000	<i>14,000</i>
26.	Number of Internet Computers Used by General Public	6	<i>6</i>
27.	Number of uses (sessions) of public Internet computers per year	3,314	<i>3,294</i>
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>

28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
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	<i>10 Greater than or equal to 50 mbps and less than 100 mbps</i>
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	<i>9 Greater than or equal to 25 mbps and less than 50 mbps</i>
31.	Internet Provider	Cablevision/Optimum	<i>Cablevision/Optimum</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	3,865	<i>3,686</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	N	<i>N</i>
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</i>

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. 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, 2024 to December 31, 2024)	12	<i>13</i>
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NUMBER OF TRUSTEES AND TERMS

10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	5-9	5-9
10.3	If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.	7	7
10.4	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here.	N/A	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	3 years
10.6	I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note.	Y	Y

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>
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List Officers and Board Members as of February 1 of the CURRENT year.

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	Randi	<i>Nick</i>
3.	Last Name of Board Member	██████	██████
4.	Mailing Address	██████████	██████████
5.	City	██████	██████
6.	Zip Code (5 digits only)	██████	██████
7.	E-mail address	████████████████████	████████████████████

8.	Office Held or Trustee	Trustee	<i>Vice President</i>
9.	Term Begins - Month	June	<i>November</i>
10.	Term Begins - Year (year)	2024	<i>2020</i>
11.	Term Expires	November	<i>October</i>
12.	Term Expires - Year (yyyy)	2026	<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.	No	<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?	Y	<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	████	████
4.	Mailing Address	██████████	██████████
5.	City	██████	██████
6.	Zip Code (5 digits only)	████	████
7.	E-mail address	████████████████████	████████████████████
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	November	<i>November</i>
10.	Term Begins - Year (year)	2023	<i>2023</i>
11.	Term Expires	November	<i>November</i>
12.	Term Expires - Year (yyyy)	2026	<i>2026</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>James</i>
3.	Last Name of Board Member	[REDACTED]	[REDACTED]
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>President</i>
9.	Term Begins - Month	November	<i>November</i>
10.	Term Begins - Year (year)	2022	<i>2022</i>
11.	Term Expires	November	<i>October</i>
12.	Term Expires - Year (yyyy)	2025	<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	<i>Filled</i>
2.	First Name of Board Member	Colleen	<i>Colleen</i>
3.	Last Name of Board Member	[REDACTED]	[REDACTED]
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>Trustee</i>
9.	Term Begins - Month	November	<i>November</i>
10.	Term Begins - Year (year)	2023	<i>2020</i>
11.	Term Expires	November	<i>October</i>
12.	Term Expires - Year (yyyy)	2026	<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	<i>Filled</i>
2.	First Name of Board Member	Mary	<i>Mary</i>

3.	Last Name of Board Member	<div></div>	<div></div>
4.	Mailing Address	<div></div>	<div></div>
5.	City	<div></div>	<div></div>
6.	Zip Code (5 digits only)	<div></div>	<div></div>
7.	E-mail address	<div></div>	<div></div>
8.	Office Held or Trustee	Vice President	<i>Trustee</i>
9.	Term Begins - Month	November	<i>November</i>
10.	Term Begins - Year (year)	2024	<i>2021</i>
11.	Term Expires	November	<i>October</i>
12.	Term Expires - Year (yyyy)	2027	<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	John	<i>Karenann</i>
3.	Last Name of Board Member	<div></div>	<div></div>
4.	Mailing Address	<div></div>	<div></div>
5.	City	<div></div>	<div></div>
6.	Zip Code (5 digits only)	<div></div>	<div></div>
7.	E-mail address	<div></div>	<div></div>
8.	Office Held or Trustee	Trustee	<i>Financial Officer</i>
9.	Term Begins - Month	November	<i>November</i>

10.	Term Begins - Year (year)	2024	2021
11.	Term Expires	November	October
12.	Term Expires - Year (yyyy)	2027	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?	Y	N
1.	Status	Filled	Filled
2.	First Name of Board Member	Kathleen	Kathleen
3.	Last Name of Board Member		
4.	Mailing Address		
5.	City		
6.	Zip Code (5 digits only)		
7.	E-mail address		
8.	Office Held or Trustee	Secretary	Secretary
9.	Term Begins - Month	November	November
10.	Term Begins - Year (year)	2022	2022
11.	Term Expires	November	October
12.	Term Expires - Year (yyyy)	2025	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	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

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	Y
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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	\$1,663,124	<i>\$1,581,543</i>
4. Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5. Written Contractual Agreement	N	N

11.2	TOTAL LOCAL PUBLIC FUNDS	\$1,663,124	<i>\$1,581,543</i>
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SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$2,050	<i>\$1,800</i>
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11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	<i>\$0</i>
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11.5	Additional State Aid received from the System	\$0	<i>\$0</i>
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11.6	Federal Aid received from the System	\$0	<i>\$0</i>
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11.7	Other Cash Grants	\$0	<i>\$0</i>
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11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$2,050	<i>\$1,800</i>
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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>
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Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

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

11.14	Gifts and Endowments	\$5,000	<i>\$10,000</i>
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11.15	Fund Raising	\$0	<i>\$0</i>
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11.16	Income from Investments	\$273	\$282
11.17	Library Charges	\$27,586	\$26,954
11.18	Other	\$36,315	\$14,484
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$69,174	\$51,720
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$1,734,348	\$1,635,063
11.21	BUDGET LOANS	\$0	\$0

Transfers / Grand Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0	\$0
11.23	From Other Funds	\$0	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$230,108	\$116,708
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)	\$1,964,456	\$1,751,771

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	\$354,298	<i>\$318,334</i>
12.2	Other Staff	\$464,571	<i>\$405,043</i>
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$818,869	<i>\$723,377</i>
12.4	Employee Benefits Expenditures	\$176,173	<i>\$154,541</i>
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$995,042	<i>\$877,918</i>

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$48,959	<i>\$48,101</i>
12.7	Electronic Materials Expenditures	\$69,243	<i>\$65,259</i>
12.8	Other Materials Expenditures	\$6,220	<i>\$7,485</i>
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$124,422	<i>\$120,845</i>

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$25,008	<i>\$51,592</i>
12.11	From Other Funds (71OF)	\$0	<i>\$0</i>
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$25,008	<i>\$51,592</i>

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$18,739	<i>\$24,471</i>
12.14	From Other Funds (72OF)	\$0	<i>\$0</i>

12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$18,739	<i>\$24,471</i>
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$87,973	<i>\$77,020</i>
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$106,712	<i>\$101,491</i>

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$12,359	<i>\$12,629</i>
12.19	Telecommunications	\$17,126	<i>\$14,695</i>
12.21	Professional & Consultant Fees	\$26,161	<i>\$31,337</i>
12.22	Equipment	\$5,321	<i>\$6,537</i>
12.23	Other Miscellaneous	\$165,702	<i>\$99,254</i>
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$226,669	<i>\$164,452</i>

Contracts / Debt Service / Transfers / Grand Total

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

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$151,831	<i>\$165,082</i>
12.27	From Other Funds (73OF)	\$0	<i>\$0</i>
12.28	Total (Add Questions 12.26 and 12.27)	\$151,831	<i>\$165,082</i>

Other Loans

12.29	Budget Loans (Principal and Interest)	\$0	<i>\$0</i>
12.30	Short-Term Loans	\$0	<i>\$0</i>

12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$151,831	<i>\$165,082</i>
12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$1,629,684	<i>\$1,481,380</i>

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0	<i>\$0</i>
12.34	From Other Funds (76OF)	\$0	<i>\$0</i>
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0	<i>\$0</i>
12.36	Transfer to Other Funds	\$160,267	<i>\$40,283</i>
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$160,267	<i>\$40,283</i>
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$1,789,951	<i>\$1,521,663</i>
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024	\$174,505	<i>\$230,108</i>
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$1,964,456	<i>\$1,751,771</i>

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).	02/10/2025	<i>02/12/2024</i>
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FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy)	11/01/2024	08/01/2023
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	1/01/2023-12/31/2023	1/01/2022-12/31/2022
12.44 Indicate type of audit (select one):	Private Accounting Firm	Private Accounting Firm

CAPITAL FUND

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

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

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources	\$0	\$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	\$0	\$22,423
13.5 Other State Aid	\$0	\$0
13.6 Total State Aid (Add Questions 13.4 and 13.5)	\$0	\$22,423

FEDERAL AID FOR CAPITAL PROJECTS

13.7 TOTAL FEDERAL AID	\$0	\$0
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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)	\$0	\$22,423

13.10	NON-REVENUE RECEIPTS	\$0	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0	\$22,423
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$343,041	\$321,708
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$343,041	\$344,131

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	\$11,598	\$1,090

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)	\$11,598	\$1,090
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14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0
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14.9	NON-PROJECT EXPENDITURES	\$0	\$0
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14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$11,598	\$1,090
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14.11	BALANCE IN CAPITAL	\$331,409	\$343,041
	FUND - Ending Balance for the Fiscal Year Ending 2024		
14.12	TOTAL CASH	\$343,007	\$344,131
	DISBURSEMENTS AND BALANCE		
	(Add Questions 14.10 and 14.11; same as Question 13.13)		

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	3.50	4.38
16.2	Total Librarians	3.50	4.38
16.3	All Other Paid Staff	16.63	14.88
16.4	Total Paid Employees	20.13	19.26
16.5	State Government Revenue	\$2,050	\$1,800
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$69,174	\$51,720
16.8	Total Operating Revenue	\$1,734,348	\$1,635,063
16.9	Other Operating Expenditures	\$333,381	\$265,943
16.10	Total Operating Expenditures	\$1,452,845	\$1,264,706
16.11	Total Capital Expenditures	\$36,606	\$52,682
16.12	Print Materials	37,524	41,350
16.12a	Total Physical Items in Collection	47,019	51,102
16.13	Circulation of Children's Physical Material	9,935	
16.14	Total Registered Borrowers	3,588	3,587
16.15	Other Capital Revenue and Receipts	\$0	\$0

16.16	Number of Internet Computers Used by General Public	6	6
16.17	Total Uses (sessions) of Public Internet Computers Per Year	3,314	3,294
16.18	Wireless Sessions	3,865	3,686
16.19	Total Capital Revenue	\$0	\$22,423

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	SED CODE	581012700035	581012700035
17.9	INSTITUTION ID	800000036755	800000036755

SUGGESTED IMPROVEMENTS

Library Name:	MATTITUCK-LAUREL LIBRARY	MATTITUCK-LAUREL LIBRARY
Library System:	Suffolk Cooperative Library System	Suffolk Cooperative Library System
Name of Person Completing Form:	Shauna Scholl	Shauna Scholl
Phone Number:	6312984134	(631) 298-4134
I am satisfied that this resource (Collect) is meeting library needs:	Neither Agree nor Disagree	Neither Agree nor Disagree
Applying this resource (Collect) will help improve library services to the public:	Neither Agree nor Disagree	Neither Agree nor Disagree

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!



Mattituck-Laurel LIBRARY

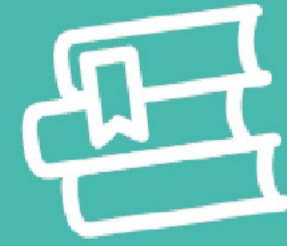
2024
YEAR IN REVIEW

49,776 VISITS



3,562
library card
holders

277
new cards
this year



25,937 books & other items
49,007 ebooks & digital items

74,944
ITEMS CHECKED OUT

CIRCULATION



3,314 PUBLIC
COMPUTER
SESSIONS



FREE WIFI
ACCESSED
3,865 TIMES

175,000
UNIQUE VISITORS
TO THE LIBRARY
WEBSITE

OVER
2,600
ANNUAL
SERVICE
HOURS



653
PROGRAMS



10,827
ATTENDEES

607
ROOM
RESERVATIONS

YOUR
COMMUNITY
LIBRARY





Mattituck-Laurel LIBRARY

Warrants / Expenses

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

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

Operating Account Total \$ 128,339.03

Payroll \$ 92,380.81

Non Payroll \$ 35,958.22

Cultural Activities Fund \$ 3,593.19

Money Market Account \$ 8,228.00

Building Fund Savings \$0

Building Fund Checking \$ 5,000.00

Donations in excess of \$1,000 Ira A. Roschelle MD Family Fund \$2,500.00
Anonymous donor -
In memory of Thom Fleetwood \$2,000.00

January payroll has five weeks.

02/04/25

**Mattituck-Laurel Library
Fund Balance Report**

	<u>Jan - Dec 25</u>
General Fund	
Operating Fund	796,177.63
Building Fund	
Checking	269,096.89
Savings	57,312.29
	<hr/>
Total Building Fund	326,409.18
	<hr/>
Total General Fund	1,122,586.81
Cultural Activities Fund	
Coffee Machine	740.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	2.27
Adult Programs Wash Account	9,779.01
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	-118.19
	<hr/>
Total Cultural Activities Fund	12,595.92
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	43,295.60
Capital Reserve Fund	552,175.44
Unemployment Insurance	30,000.00
	<hr/>
Total Gift and Trust Fund - MM	654,803.18
	<hr/>
TOTAL	1,789,985.91

02/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
01/16/2025	Karen Letteriello.	Cotton balls Qty 2	6.38	6.38
01/28/2025	Karen Letteriello.	Cotton balls - Qty 2	6.38	6.38
Total Youth Arts & Crafts				12.76
Total Youth Materials				12.76
Adult Materials				
DVD/Music CD				
01/07/2025	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / Previous count ...	25.00	25.00
01/07/2025	Midwest Tape	506496629	15.39	15.39
01/16/2025	Midwest Tape	506577462	25.19	25.19
01/16/2025	Midwest Tape	506608468	49.67	49.67
01/16/2025	Midwest Tape	506608470	50.38	50.38
01/29/2025	Midwest Tape	506629618	17.49	17.49
01/29/2025	Midwest Tape	506629619	34.98	34.98
01/29/2025	Midwest Tape	506658771	32.88	32.88
01/29/2025	Midwest Tape	506658773	25.19	25.19
Total DVD/Music CD				276.17
Digital Material Subscriptions				
01/07/2025	Midwest Tape	Month ending 12/31/24	207.96	207.96
Total Digital Material Subscriptions				207.96
Title Source				
01/16/2025	SCLS	Title Source 360 (12/1/24-11/30/25) Baker & Taylo...	1,189.65	1,189.65
Total Title Source				1,189.65
Adult Books				
01/07/2025	Amazon Capital Services	The pillars of gynarchy book, 150 years of gynarch...	32.53	32.53
01/22/2025	Amazon Capital Services	Qty 2 Books / Love in Time of Cholera & Sons and...	28.13	28.13
Total Adult Books				60.66
Adult Ref Books				
Local History				
01/08/2025	PastPerfect Software, Inc.	Annual Hosting from January 3, 2025 through Jan...	475.00	475.00
Total Local History				475.00
Total Adult Ref Books				475.00
Newspapers				
01/08/2025	Daily News	Pays through 2/12/25	90.00	90.00
01/14/2025	Newsday	Subscription period 1/25/25 to 3/21/25	319.92	319.92
Total Newspapers				409.92
Periodicals				
01/17/2025	Business Card	MAD Magazine	19.99	19.99
Total Periodicals				19.99
Total Adult Materials				2,639.35
Teen Materials				
01/07/2025	Amazon Capital Services	Mini canvases, Animal erasers	35.85	35.85
Total Teen Materials				35.85
Total Library Materials				2,687.96
Technology				
01/07/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
01/22/2025	Amazon Capital Services	Laptop charger	9.98	9.98

02/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
Total Technology				127.87
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
01/16/2025	Living Art Aquariums	Service 12/3/24 and 12/17/24, Flourish excel	250.00	250.00
Total Aquarium Maintenance				250.00
Exterminator				
01/29/2025	Hampton Pest Management, L...	Rodent Control	125.00	125.00
01/29/2025	Hampton Pest Management, L...	Termite Bait Station Inspection	85.00	85.00
Total Exterminator				210.00
Security Monitoring				
01/07/2025	Suffolk Security Systems, Inc.	Standard Digital Monitoring 02/01/2025 - 04/30/2025	122.85	122.85
Total Security Monitoring				122.85
Total Building Maintenance				582.85
Electric				
01/30/2025	PSEGLI	Service from Dec 19, 2024 to Jan 22, 2025	1,817.64	1,817.64
Total Electric				1,817.64
Gas				
01/27/2025	National Grid	Billing period Dec 17, 2025 to Jan 17, 2025	1,801.09	1,801.09
Total Gas				1,801.09
Grounds Maintenance				
Snow Removal				
01/08/2025	Twin Fork Landscape Contrac...	Salt application 1/6/25	200.00	200.00
01/29/2025	Twin Fork Landscape Contrac...	Snow Plow 1/20/25, Salt 1/20/25 and 1/21/25	600.00	600.00
Total Snow Removal				800.00
Total Grounds Maintenance				800.00
Water				
North Fork Water				
01/16/2025	ReadyRefresh	Qty 8 - 5 gallon Water	147.90	147.90
Total North Fork Water				147.90
Total Water				147.90
Garbage Removal				
01/08/2025	Mattituck Environmental Servi...	4 YD Trash Service	277.99	277.99
Total Garbage Removal				277.99
Total Operations and Maintenance				5,427.47
Miscellaneous Expense				
Legal Fees				
01/02/2025	Dime Community Bank	Loan Pay off - Legal fee	1,500.00	1,500.00
Total Legal Fees				1,500.00
Contingency				
01/02/2025	Dime Community Bank	Loan Pay off - UCC Termination fees - State & Co...	150.00	150.00
01/02/2025	Dime Community Bank	Loan Pay off - Letter fee	25.00	25.00
Total Contingency				175.00
Maintenance Office Equipment				
Optimum Internet Service				
01/17/2025	Optimum	Billing period 1/16/25 - 2/15/25	244.85	244.85
Total Optimum Internet Service				244.85

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

Date	Name	Memo	Original Amount	Paid Amount
Computer/Network Maintenance				
01/30/2025	L2J Consulting, Inc.	Monthly IT Support - January 2025	1,000.00	1,000.00
	Total Computer/Network Maintenance			1,000.00
BookScan Maintenance				
01/07/2025	CCP Solutions, LLC	01/01/2025 to 12/31/2025 / Annual Advanced Exc...	690.00	690.00
	Total BookScan Maintenance			690.00
Computer Software Licenses				
01/22/2025	Elan Financial Services	Quickbooks Annual Subscription	999.00	999.00
01/22/2025	Elan Financial Services	PaddleNet*CrashPlan	32.75	32.75
	Total Computer Software Licenses			1,031.75
	Total Maintenance Office Equipment			2,966.60
Membership				
Professional Memberships				
01/08/2025	Suffolk PLDA	Suffolk County PLDA Membership 2025	65.00	65.00
	Total Professional Memberships			65.00
Museum Passes				
01/09/2025	The New York Historical	Family-level of Membership for one year at The N...	160.00	160.00
	Total Museum Passes			160.00
Mattituck Chamber of Commerce				
01/07/2025	Mattituck Chamber of Comme...	Membership Dues 2025	125.00	125.00
	Total Mattituck Chamber of Commerce			125.00
	Total Membership			350.00
Postage				
Postage & Stamps				
01/22/2025	Elan Financial Services	Book of Stamps, Roll of Stamps, Postage to IRS f...	89.44	89.44
	Total Postage & Stamps			89.44
	Total Postage			89.44
Printing & Advertising				
Other printing & advertising				
01/14/2025	Rogers Memorial Library	Voz Latina 12 month Ad / Shared	192.00	192.00
	Total Other printing & advertising			192.00
	Total Printing & Advertising			192.00
Professional Fees				
PALS Membership				
01/13/2025	SCLS-PALS	PALS Maintenance & Access Fee - Quarterly	2,899.41	2,899.41
	Total PALS Membership			2,899.41
Annual audit				
01/24/2025	SCLS	OPEB-GASB-75 / For services rendered in conne...	1,275.00	1,275.00
	Total Annual audit			1,275.00
SCLS/Overdue Notices				
01/14/2025	SCLS	Overdues-Processed & Mailed December 2024	18.62	18.62
	Total SCLS/Overdue Notices			18.62
SCLS/Annual Membership				
01/15/2025	SCLS	Member Library Support 2025 / January 1, 2025 - ...	11,450.00	11,450.00
01/16/2025	Karen Letteriello.	SCLS Membership Renewal Karen Letteriello	58.00	58.00
01/17/2025	Business Card	SCLS Membership - Shauna Scholl	55.00	55.00

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

Date	Name	Memo	Original Amount	Paid Amount
Total SCLS/Annual Membership				11,563.00
Total Professional Fees				15,756.03
Programs - Adult				
Adult Reading Club & Book Discu				
01/07/2025	Amazon Capital Services	Qty 12 - Books - We'll prescribe you a cat	264.00	264.00
Total Adult Reading Club & Book Discu				264.00
Adult Programs				
01/07/2025	Amazon Capital Services	Dog, Lisa Frank, Jane Austen stickers, Pens, Stati...	69.63	69.63
01/14/2025	Charles A Powell	Porchlight Concert 1/12/25	500.00	500.00
01/15/2025	Home Health and Spirit Corpo...	DIY Cleaning 1/11/25	433.00	433.00
01/16/2025	Jeannie Pendergrass	Hula Hoop 1/16/25 Kids and Adults	225.00	225.00
01/22/2025	Amazon Capital Services	Floral sticker seals	11.99	11.99
01/22/2025	Elan Financial Services	Stamps for Letter writing	29.20	29.20
01/22/2025	Elan Financial Services	Zoom	63.96	63.96
01/28/2025	Southold Free Library	Lucille Ball 1/23/25 - Shared Program	75.00	75.00
01/29/2025	Frank C. Pomata	Mental Health 2/1/25	150.00	150.00
01/29/2025	Historic Music Archive, Inc.	HooDoo Loungers 2/2/25	1,000.00	1,000.00
01/29/2025	Rob Scott	Thai Lettuce Wraps 1/30/25	445.00	445.00
01/29/2025	Vicaliente, LLC	Latin Dance Lessons 1/28/25	300.00	300.00
Total Adult Programs				3,302.78
Total Programs - Adult				3,566.78
Programs - Juvenile				
01/07/2025	Amazon Capital Services	Chocolate	12.62	12.62
01/08/2025	Nicole Summers Sparling	Baby Boogie, Toddler Tango 1/9/25	350.00	350.00
01/16/2025	Jeannie Pendergrass	Hula Hoop 1/16/25 Kids and Adults	200.00	200.00
01/22/2025	Amazon Capital Services	Marshmallow peeps, Graham crackers	19.47	19.47
01/29/2025	Evelyn Alexander Wildlife Res...	Storytime w/ Groundhog 1/28/25	200.00	200.00
01/29/2025	Nicole Summers Sparling	Baby Boogie, Toddler Tango 2/3/25	350.00	350.00
01/29/2025	Talewise, LLC	Science Heroes 2/1/25	400.00	400.00
Total Programs - Juvenile				1,532.09
Programs - Teen				
01/15/2025	Marissa Timm	Candy for Teens	58.26	58.26
01/30/2025	Southold Free Library	Skate & Sip 1/26/25 - Shared Program	100.00	100.00
Total Programs - Teen				158.26
Supplies - Library				
01/07/2025	Amazon Capital Services	Hexagon Bulletin Board	15.99	15.99
01/22/2025	Amazon Capital Services	Command clips, Lights	30.65	30.65
01/22/2025	Amazon Capital Services	File organizer	9.99	9.99
01/22/2025	Brodart	French class symbol labels, Qty 3 Disc cases	46.62	46.62
01/22/2025	Elan Financial Services	Cricut	9.99	9.99
01/22/2025	Quill Corporation	12 oz Hot Cups, Cup lids, Coffeemate	73.96	73.96
01/22/2025	Shauna Scholl.	Reimburse snacks for Open House - Water and C...	48.27	48.27
Total Supplies - Library				235.47
Supplies - Office				
01/07/2025	Center Moriches Free Public ...	Lost Book - A death in Cornwall paid by Mary Leva...	21.00	21.00
01/21/2025	Dime Community Bank	Checks order	570.57	570.57
01/22/2025	Elan Financial Services	Late payment fee	39.00	39.00
01/22/2025	Quill Corporation	Black Toner Brother TN420, Self stick notes 3x3	58.58	58.58
Total Supplies - Office				689.15
Supplies - Paper				
01/29/2025	Quill Corporation	11 x 17 Paper	72.99	72.99
Total Supplies - Paper				72.99
Telephone				
01/17/2025	Optimum	Billing period 1/16/25 - 2/15/25	161.35	161.35

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Telephone				161.35
Travel				
01/28/2025	Karen Letteriello	Mileage to Centereach, Southold	69.30	69.30
Total Travel				69.30
Staff Development				
01/09/2025	Mary Eisenstein	Staff Development 12/12/24	200.00	200.00
Total Staff Development				200.00
Total Miscellaneous Expense				27,714.46
Debt Service Total				
Mortgage Interest				
01/02/2025	Dime Community Bank	Loan Pay off - Final interest	0.46	0.46
Total Mortgage Interest				0.46
Total Debt Service Total				0.46
TOTAL				35,958.22

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

	Jan 25
Ordinary Income/Expense	
Income	
PILOT Funds	7,776.08
Mattituck-Cutchoque School Dist	752,438.00
Interest	2.42
Direct Public Support	2,715.71
Fines	117.43
Copy Machine	289.40
Designated Gifts	2,500.00
Refunds	35.87
Fund Balance Brought Forward	174,504.75
Total Income	940,379.66
Gross Profit	940,379.66
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	34,480.15
Clerical	37,223.21
Custodian	4,684.38
Total Salaries	76,387.74
Benefits	
Fica	5,584.08
Disability Insurance	907.17
Medical Insurance	4,811.82
Retirement	3,820.30
Total Benefits	15,123.37
Total Payroll Expenses	91,511.11
Library Materials	
Youth Materials	
Youth Arts & Crafts	12.76
Total Youth Materials	12.76
Adult Materials	
DVD/Music CD	276.17
Digital Material Subscriptions	207.96
Title Source	1,189.65
Adult Books	60.66
Adult Ref Books	
Local History	475.00
Total Adult Ref Books	475.00
Newspapers	409.92
Periodicals	19.99
Total Adult Materials	2,639.35

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

	Jan 25
Teen Materials	35.85
Total Library Materials	2,687.96
Technology	127.87
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	250.00
Exterminator	210.00
Security Monitoring	122.85
Total Building Maintenance	582.85
Electric	1,817.64
Gas	1,801.09
Grounds Maintenance	
Snow Removal	800.00
Total Grounds Maintenance	800.00
Water	
North Fork Water	147.90
Total Water	147.90
Garbage Removal	277.99
Total Operations and Maintenance	5,427.47
Miscellaneous Expense	
Legal Fees	1,500.00
Contingency	175.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	244.85
Computer/Network Maintenance	1,000.00
BookScan Maintenance	690.00
Computer Software Licenses	1,031.75
Total Maintenance Office Equipm...	3,164.00
Membership	
Professional Memberships	65.00
Museum Passes	160.00
Mattituck Chamber of Commer...	125.00
Total Membership	350.00
Postage	
Postage & Stamps	89.44
Total Postage	89.44
Printing & Advertising	
Other printing & advertising	192.00
Total Printing & Advertising	192.00
Professional Fees	

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

	Jan 25
Payroll Processing	613.25
PALS Membership	2,899.41
Annual audit	1,275.00
SCLS/Overdue Notices	18.62
SCLS/Annual Membership	11,563.00
Total Professional Fees	16,369.28
Programs - Adult	
Adult Reading Club & Book Dis...	264.00
Adult Programs	3,302.78
Total Programs - Adult	3,566.78
Programs - Juvenile	1,532.09
Programs - Teen	158.26
Supplies - Library	235.47
Supplies - Office	689.15
Supplies - Paper	72.99
Telephone	161.35
Travel	69.30
Staff Development	200.00
Total Miscellaneous Expense	28,525.11
Debt Service Total	
Mortgage Interest	0.46
Total Debt Service Total	0.46
Total Expense	128,279.98
Net Ordinary Income	812,099.68
Net Income	812,099.68

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

	Jan 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	7,776.08	5,000.00	2,776.08	155.5%
Mattituck-Cutchoque School Dist	752,438.00	1,718,603.00	-966,165.00	43.8%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	2.42	50.00	-47.58	4.8%
Direct Public Support	2,715.71	5,000.00	-2,284.29	54.3%
Fines	117.43			
Copy Machine	289.40	3,500.00	-3,210.60	8.3%
Designated Gifts	2,500.00			
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	35.87			
Fund Balance Brought Forward	174,504.75			
Total Income	940,379.66	1,739,353.00	-798,973.34	54.1%
Gross Profit	940,379.66	1,739,353.00	-798,973.34	54.1%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	34,480.15	361,729.00	-327,248.85	9.5%
Clerical	37,223.21	459,661.00	-422,437.79	8.1%
Custodian	4,684.38	49,050.00	-44,365.62	9.6%
Total Salaries	76,387.74	870,440.00	-794,052.26	8.8%
Benefits				
Fica	5,584.08	64,310.00	-58,725.92	8.7%
Disability Insurance	907.17	1,200.00	-292.83	75.6%
Medical Insurance	4,811.82	125,405.00	-120,593.18	3.8%
Retirement	3,820.30	71,153.00	-67,332.70	5.4%
Total Benefits	15,123.37	262,068.00	-246,944.63	5.8%
Total Payroll Expenses	91,511.11	1,132,508.00	-1,040,996.89	8.1%
Library Materials				
Youth Materials				
Youth Arts & Crafts	12.76	2,000.00	-1,987.24	0.6%
Youth DVD's	0.00	400.00	-400.00	0.0%
Youth Computer Software	0.00	1,500.00	-1,500.00	0.0%
Youth Compact Discs	0.00	0.00	0.00	0.0%
Youth Audio Books	0.00	0.00	0.00	0.0%
Youth Books	0.00	12,000.00	-12,000.00	0.0%
Total Youth Materials	12.76	15,900.00	-15,887.24	0.1%
Adult Materials				
DVD/Music CD	276.17	3,700.00	-3,423.83	7.5%
Live-brary Downloadable e-b...	0.00	57,300.00	-57,300.00	0.0%
Digital Material Subscriptions	207.96	12,500.00	-12,292.04	1.7%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	60.66	21,500.00	-21,439.34	0.3%
Reference Books and Data ...	0.00	2,000.00	-2,000.00	0.0%
Adult Ref Books				
Local History	475.00	1,000.00	-525.00	47.5%

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

	Jan 25	Budget	\$ Over Budget	% of Budget
Continuations	0.00	2,000.00	-2,000.00	0.0%
Total Adult Ref Books	475.00	3,000.00	-2,525.00	15.8%
Virtual Reference Collection	0.00	5,600.00	-5,600.00	0.0%
Adult Audio Books	0.00	250.00	-250.00	0.0%
Large Print Books	0.00	5,000.00	-5,000.00	0.0%
Newspapers	409.92	7,200.00	-6,790.08	5.7%
Periodicals	19.99	5,200.00	-5,180.01	0.4%
Total Adult Materials	2,639.35	125,650.00	-123,010.65	2.1%
Teen Materials	35.85	2,500.00	-2,464.15	1.4%
Total Library Materials	2,687.96	144,050.00	-141,362.04	1.9%
Capital Expenditures	0.00	19,000.00	-19,000.00	0.0%
Technology	127.87	9,300.00	-9,172.13	1.4%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	250.00	3,600.00	-3,350.00	6.9%
HVAC Maintenance	0.00	2,500.00	-2,500.00	0.0%
Exterminator	210.00	1,200.00	-990.00	17.5%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	0.00	200.00	-200.00	0.0%
Elevator Maint.	0.00	5,500.00	-5,500.00	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	0.00	1,200.00	-1,200.00	0.0%
Piano Tuning	0.00	400.00	-400.00	0.0%
Other Building Maint.	0.00	7,000.00	-7,000.00	0.0%
Total Building Maintenance	582.85	22,775.00	-22,192.15	2.6%
Custodial Supplies	0.00	1,300.00	-1,300.00	0.0%
Electric	1,817.64	29,000.00	-27,182.36	6.3%
Gas	1,801.09	12,000.00	-10,198.91	15.0%
Grounds Maintenance				
Snow Removal	800.00	4,000.00	-3,200.00	20.0%
Sprinkler Maintenance	0.00	700.00	-700.00	0.0%
Other Grounds Maintenance	0.00	12,500.00	-12,500.00	0.0%
Total Grounds Maintenance	800.00	17,200.00	-16,400.00	4.7%
Insurance				
Workers' Comp.	0.00	12,000.00	-12,000.00	0.0%
Umbrella Package	0.00	23,000.00	-23,000.00	0.0%
Total Insurance	0.00	35,000.00	-35,000.00	0.0%
Water				
North Fork Water	147.90	850.00	-702.10	17.4%
SCWA	0.00	3,500.00	-3,500.00	0.0%
Total Water	147.90	4,350.00	-4,202.10	3.4%

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

	Jan 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	277.99	3,300.00	-3,022.01	8.4%
Total Operations and Maintenance	5,427.47	124,925.00	-119,497.53	4.3%
Miscellaneous Expense				
Longevity Benefit	0.00	1,500.00	-1,500.00	0.0%
Legal Fees	1,500.00	2,500.00	-1,000.00	60.0%
Contingency	175.00	3,000.00	-2,825.00	5.8%
Maintenance Office Equipment				
Verizon Mobile Hotspots	197.40	2,500.00	-2,302.60	7.9%
Optimum Internet Service	244.85	3,500.00	-3,255.15	7.0%
Copy Machine	0.00	5,500.00	-5,500.00	0.0%
Computer/Network Maintenance	1,000.00	12,000.00	-11,000.00	8.3%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	1,031.75	9,000.00	-7,968.25	11.5%
Total Maintenance Office Equipment	3,164.00	33,250.00	-30,086.00	9.5%
Membership				
Professional Memberships	65.00	2,300.00	-2,235.00	2.8%
Museum Passes	160.00	5,000.00	-4,840.00	3.2%
Mattituck Chamber of Commerce	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	350.00	8,450.00	-8,100.00	4.1%
Postage				
Postage & Stamps	89.44	770.00	-680.56	11.6%
Mailing Permit	0.00	300.00	-300.00	0.0%
Newsletter mailing	0.00	2,000.00	-2,000.00	0.0%
Post Office Box Fee	0.00	200.00	-200.00	0.0%
Total Postage	89.44	3,270.00	-3,180.56	2.7%
Printing & Advertising				
Other printing & advertising	192.00	1,500.00	-1,308.00	12.8%
Newsletter printing	0.00	21,000.00	-21,000.00	0.0%
Total Printing & Advertising	192.00	22,500.00	-22,308.00	0.9%
Professional Fees				
Payroll Processing	613.25	8,000.00	-7,386.75	7.7%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	2,899.41	10,900.00	-8,000.59	26.6%
Annual audit	1,275.00	15,000.00	-13,725.00	8.5%
SCLS/Overdue Notices	18.62	500.00	-481.38	3.7%
SCLS/Annual Membership	11,563.00	12,500.00	-937.00	92.5%
Total Professional Fees	16,369.28	57,400.00	-41,030.72	28.5%
Programs - Adult				
Motion Picture/Music Licensing	0.00	600.00	-600.00	0.0%
Adult Reading Club & Book ...	264.00	3,500.00	-3,236.00	7.5%
Adult Programs	3,302.78	18,000.00	-14,697.22	18.3%
Total Programs - Adult	3,566.78	22,100.00	-18,533.22	16.1%
Programs - Juvenile	1,532.09	12,000.00	-10,467.91	12.8%

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

	Jan 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	0.00	8,000.00	-8,000.00	0.0%
Programs - Teen	158.26	8,000.00	-7,841.74	2.0%
Supplies - Library	235.47	10,500.00	-10,264.53	2.2%
Supplies - Office	689.15	4,000.00	-3,310.85	17.2%
Supplies - Paper	72.99	2,500.00	-2,427.01	2.9%
Telephone	161.35	2,400.00	-2,238.65	6.7%
Travel	69.30	2,400.00	-2,330.70	2.9%
Workshops	0.00	2,300.00	-2,300.00	0.0%
Staff Development	200.00	1,000.00	-800.00	20.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	28,525.11	209,570.00	-181,044.89	13.6%
Debt Service Total				
Mortgage Interest	0.46			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	0.46	100,000.00	-99,999.54	0.0%
Total Expense	128,279.98	1,739,353.00	-1,611,073.02	7.4%
Net Ordinary Income	812,099.68	0.00	812,099.68	100.0%
Net Income	812,099.68	0.00	812,099.68	100.0%

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

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
General Journal	01/01/2025			274,096.89
Bill	01/03/2025	J.P. Hunter	Balance due on invoice #2077 - ...	-5,000.00
Total Checking				269,096.89
Savings				
General Journal	01/01/2025			57,312.29
Total Savings				57,312.29
Total Building Fund				326,409.18
Total General Fund				326,409.18
Cultural Activities Fund				
Coffee Machine				
General Journal	01/01/2025			724.67
Deposit	01/06/2025		Coffee	2.00
Deposit	01/13/2025		Coffee	4.00
Deposit	01/21/2025		Coffee	4.00
Deposit	01/27/2025		Coffee	3.00
Total Coffee Machine				737.67
Teen Programs				
General Journal	01/01/2025			243.96
Total Teen Programs				243.96
Children's Programs				
General Journal	01/01/2025			1,226.17
Total Children's Programs				1,226.17
Staff Activity Fund				
General Journal	01/01/2025			127.27
Bill	01/28/2025	James Underwood	Reimburse Gift Card - Mary E	-125.00
Total Staff Activity Fund				2.27
Adult Programs Wash Account				
General Journal	01/01/2025			10,380.41
Deposit	01/06/2025		Aerobics	432.45
Deposit	01/06/2025		Yoga	173.88
Deposit	01/06/2025		Cooking	103.51
Deposit	01/06/2025		Arts/Crafts	28.23
Deposit	01/06/2025		Qi Gong	19.12
Deposit	01/06/2025		Aerobics	330.00
Deposit	01/06/2025		Cooking	40.00
Deposit	01/06/2025		Arts/Crafts	30.00
Deposit	01/06/2025		LI Aquarium Tickets	729.00
Deposit	01/13/2025		Yoga	77.38
Deposit	01/13/2025		Arts/Crafts	28.23
Deposit	01/13/2025		LI Aquarium Tickets	54.00
Deposit	01/13/2025		Qi Gong	20.00
Deposit	01/21/2025		LI Aquarium Tickets	135.00
Bill	01/24/2025	SCLS	LI Aquarium Tickets - 50 Adult, ...	-3,350.00
Deposit	01/27/2025		Yoga	193.00
Deposit	01/27/2025		Qi Gong	57.36
Deposit	01/27/2025		Yoga	20.00
Deposit	01/27/2025		Qi Gong	40.00

02/04/25

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

Type	Date	Name	Memo	Paid Amount
Total Adult Programs Wash Account				9,541.57
Designated Gifts				
General Journal	01/01/2025			657.80
Total Designated Gifts				657.80
Parent-Toddler Programs				
General Journal	01/01/2025			64.23
Total Parent-Toddler Programs				64.23
Staff Ordering Account				
General Journal	01/01/2025			-118.19
Total Staff Ordering Account				-118.19
Total Cultural Activities Fund				12,355.48
Gift and Trust Fund - MM				
Claire Lincoln Memorial				
General Journal	01/01/2025			2,637.09
Total Claire Lincoln Memorial				2,637.09
Local History Books				
General Journal	01/01/2025			26,695.05
Total Local History Books				26,695.05
Undesignated & Interest				
General Journal	01/01/2025			43,295.54
Deposit	01/31/2025		Interest	0.06
Total Undesignated & Interest				43,295.60
Capital Reserve Fund				
General Journal	01/01/2025			560,403.44
Bill	01/15/2025	Wm. J. Mills & Co.	Quote 10509 / 50% Deposit	-8,228.00
Total Capital Reserve Fund				552,175.44
Unemployment Insurance				
General Journal	01/01/2025			30,000.00
Total Unemployment Insurance				30,000.00
Total Gift and Trust Fund - MM				654,803.18
TOTAL				993,567.84

02/04/25

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

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	01/02/2025	ACH	Dime Community Bank	Payment to Bus Term Loan-Com RE LOAN	-1,675.46
Bill Pmt -Check	01/07/2025	12985	CCP Solutions, LLC	Acct ML00, Invoice INV298171, Contract 7...	-690.00
Bill Pmt -Check	01/07/2025	12986	Center Moriches Free Public Library	Lost Book - A death in Cornwall	-21.00
Bill Pmt -Check	01/07/2025	12987	ELM USA, Inc.	Invoice #73232	-25.00
Bill Pmt -Check	01/07/2025	12988	Mattituck Chamber of Commerce	Membership Dues 2025	-125.00
Bill Pmt -Check	01/07/2025	12989	Midwest Tape	11952	-207.96
Bill Pmt -Check	01/07/2025	12990	NYS Employees Health Insurance Pen...	03909	-9,461.05
Bill Pmt -Check	01/07/2025	12991	PM Communications Corp.	Invoice 44165	-117.89
Bill Pmt -Check	01/07/2025	12992	Suffolk Security Systems, Inc.	1720	-122.85
Bill Pmt -Check	01/07/2025	12993	Midwest Tape	11952	-15.39
Bill Pmt -Check	01/07/2025	12994	Amazon Capital Services	Acct#A1QBFNTMAAYKEX, Invoice # 13T...	-430.62
Bill Pmt -Check	01/08/2025	12995	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	01/08/2025	12996	Mattituck Environmental Services	Cstmr 11-0001422-0, Inv 6080956	-277.99
Bill Pmt -Check	01/08/2025	12997	PastPerfect Software, Inc.	Cstmr 39482, Inv 2025PPO-39482	-475.00
Bill Pmt -Check	01/08/2025	12998	Suffolk PLDA	Suffolk County PLDA Membership 2025	-65.00
Bill Pmt -Check	01/08/2025	12999	Twin Fork Landscape Contracting	Invoice no. 27926	-200.00
Bill Pmt -Check	01/08/2025	13000	Nicole Summers Sparling	Baby Boogie, Toddler Tango 1/9/25	-350.00
Bill Pmt -Check	01/09/2025	13001	Mary Eisenstein	Staff Development 12/12/24	-200.00
Bill Pmt -Check	01/09/2025	13002	The New York Historical	Family-level of Membership for one year	-160.00
Bill Pmt -Check	01/13/2025	13003	SCLS-PALS		-2,899.41
Bill Pmt -Check	01/13/2025	13004	Shelterpoint Life Insurance Company	Policy #D242574	-1,272.09
Bill Pmt -Check	01/14/2025	13005	Charles A Powell	Porchlight Concert 1/12/25	-500.00
Bill Pmt -Check	01/14/2025	13006	Newsday	Acct 40410623	-319.92
Bill Pmt -Check	01/14/2025	13007	Rogers Memorial Library	Voz Latina 12 month Ad / Shared	-192.00
Bill Pmt -Check	01/14/2025	13008	SCLS	Invoice 93674	-18.62
Bill Pmt -Check	01/15/2025	13009	Home Health and Spirit Corporation	DIY Cleaning 1/11/25	-433.00
Bill Pmt -Check	01/15/2025	13010	Jeannie Pendergrass	Hula Hoop 1/16/25 Kids and Adults	-425.00
Bill Pmt -Check	01/15/2025	13011	Marissa Timm	Reimburse Candy for Teens	-58.26
Bill Pmt -Check	01/15/2025	13012	SCLS	Invoice 93717	-11,450.00
Bill Pmt -Check	01/16/2025	13014	SCLS	Invoice 93764	-1,189.65
Bill Pmt -Check	01/16/2025	13015	Living Art Aquariums	Invoice no. 2169	-250.00
Bill Pmt -Check	01/16/2025	13016	Midwest Tape	11952	-125.24
Bill Pmt -Check	01/16/2025	13017	ReadyRefresh	Acct 0140002023, Inv 05A0140002023	-147.90
Bill Pmt -Check	01/16/2025	13018	Karen Letteriello.	Reimburse SCLS Membership, Cotton balls	-64.38
Bill Pmt -Check	01/17/2025	13019	Business Card	5474 1518 7474 0647	-74.99
Bill Pmt -Check	01/17/2025	13020	Optimum	Acct 07839-381822-01-2	-406.20
Bill Pmt -Check	01/22/2025	13021	Amazon Capital Services	Acct#A1QBFNTMAAYKEX, Invoice # 1WQ...	-110.21
Bill Pmt -Check	01/22/2025	13022	Brodart	318719	-46.62
Bill Pmt -Check	01/22/2025	13023	Elan Financial Services	4798 5101 7200 1022	-1,263.34
Bill Pmt -Check	01/22/2025	13024	Quill Corporation	03047280	-132.54
Bill Pmt -Check	01/22/2025	13025	Shauna Scholl.	Reimburse snacks for Open House	-48.27
Bill Pmt -Check	01/24/2025	13026	Aflac	Acct NQH35, Inv 569440	-51.24
Bill Pmt -Check	01/24/2025	13027	SCLS	Invoice 93882	-1,275.00
Bill Pmt -Check	01/27/2025	13028	National Grid	Acct 43544-64005	-1,801.09
Bill Pmt -Check	01/28/2025	13029	Karen Letteriello.	Reimburse Mileage and Arts supplies	-75.68
Bill Pmt -Check	01/28/2025	13030	Southold Free Library	Lucille Ball 1/23/25 - Shared Program	-75.00
Bill Pmt -Check	01/29/2025	13031	Evelyn Alexander Wildlife Rescue	Storytime w/ Groundhog 1/28/25	-200.00
Bill Pmt -Check	01/29/2025	13032	Frank C. Pomata	Mental Health 2/1/25	-150.00
Bill Pmt -Check	01/29/2025	13033	Hampton Pest Management, Inc.		-210.00
Bill Pmt -Check	01/29/2025	13034	Historic Music Archive, Inc.	HooDoo Loungers 2/2/25	-1,000.00
Bill Pmt -Check	01/29/2025	13035	Midwest Tape	11952	-110.54
Bill Pmt -Check	01/29/2025	13036	Nicole Summers Sparling	Baby Boogie, Toddler Tango 2/3/25	-350.00
Bill Pmt -Check	01/29/2025	13037	Quill Corporation	03047280	-72.99
Bill Pmt -Check	01/29/2025	13038	Rob Scott	Thai Lettuce Wraps 1/30/25	-445.00
Bill Pmt -Check	01/29/2025	13039	Talewise, LLC	Science Heroes 2/1/25	-400.00
Bill Pmt -Check	01/29/2025	13040	Twin Fork Landscape Contracting	Invoice 27971	-600.00
Bill Pmt -Check	01/29/2025	13041	Verizon	Acct. 242398426-00001, Inv 6103802949	-197.40
Bill Pmt -Check	01/29/2025	13042	Vicaliente, LLC	Latin Dance Lessons 1/28/25	-300.00
Bill Pmt -Check	01/30/2025	13043	L2J Consulting, Inc.	Invoice 012025	-1,000.00
Bill Pmt -Check	01/30/2025	13044	PSEGLI	Cstmr 0295-3001-61-3, Acct 9610338501	-1,817.64
Bill Pmt -Check	01/30/2025	13045	Southold Free Library	Skate & Sip 1/26/25 - Shared Program	-100.00
Total BNB Operating Checking					-46,369.43
TOTAL					-46,369.43

MONTHLY IMPACT

JANUARY 2025

5,711

ITEMS
CHECKED
OUT

1,714 books & other items
3,997 ebooks & digital items

books & other items
+ 112 December (1,602)
- 201 January 2024 (1,915)



DIGITAL
MATERIAL
CIRCULATION

3,997

Flipster **N/A**

Freegal (downloads) **152**

Freegal (streamed) **766**



+ 104 December (3,893)

- 70 January 2024 (4,067)

Hoopla **115**

Kanopy **203**

Overdrive **2,761**

WAM **N/A**

270



public computer sessions

276

ILL's incoming



473

ILL's outgoing

19

new patrons



335

guest Wi-Fi connections

311

materials
added

Library Programs

36

Community Groups

14

Tutors

16

69

room use



3,433

visitors

+ 351 December (3,082)

- 230 January 2024 (3,663)

Busiest day of the week -
Thursdays (735)

Adult Services

357

Teen Services

60

Youth & Parenting Services

159



576

program attendance



Mattituck-Laurel
LIBRARY

13900 Main Rd. | PO Box 1437

Mattituck, NY 11952

631-298-4134

www.mattitucklaurellibrary.org

Monthly Circulation Statistics of Physical Material							
	2019	2020	2021	2022	2023	2024	2025
January	2,871	3,117	2,256	2,215	2,051	1,915	1,714
February	2,704	2,871	2,092	2,068	2,030	1,794	
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	1,602	
Total	40,452	23,709	30,310	30,687	28,546	25,937	1,714

[illegible][illegible][illegible][illegible]

[illegible]

[illegible]

NEW PATRON REGISTRATIONS

JANUARY 2025

Adult Year Round	16
Youth Year Round	3
Teen	
2 ND Address	
Total:	19

MEETING ROOM USE REPORT-JANUARY 2025

The following groups used the 3 meeting rooms JANUARY 2025

Community Room

Chair aerobics	Latin Dance
Lego K-6	Yoga
The U.S. & The Holocaust	Hula Hooping for Kids
Babies Boogie	Bears in Books
Toddlers Tango	Fall Prevention
"Anne Frank Remembered" Documentary	Snowman S'Mores
Make Your Own Non-Toxic Cleaning Solution	Terra Cotta Pot Snowman
An Afternoon with Porchlight Concert	Parent/Child Rhyme & Play
"Anne Frank: The Whole Story"	Social Security Benefits & Retirement
Hoopiness: Hula Hooping Program for Adults	Take Your Child to the Library
"One Survivor Remembers": Gerda Weismann's Life	
Family Story Time with A Groundhog	
Chef Rob: Thai Lettuce Wraps & Glazed Shrimp	

Conference Room

Mah Jongg
Artist Reception – Good Ground Artists
Bridge
MCLA Board Meeting
Medicare
Book Discussion: We'll Prescribe You A Cat
Minecraft Snowman's Paradise

Craft Room

Tutor (16)
Painting Party for Teens (Community Service Opportunity)
Alzheimer's Support Group
Disney Music Trivia & Tacos
Hershey's Kiss Blindfold Challenge

*Winter Skating Party for Teens @ Greenport American Legion

Tutors-16

Community Groups-14

Library Programs-36

Local History-3