

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

MEETING DATE: Monday March 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 February 10, 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. Committee Reports
- X. Old Business
- XI. New Business
 - A. Engagement letter – Hawkins, Delafield & Wood
 - B. Set budget information hearing date and time to Monday September 8, 2025 at 5:30pm and budget vote date and time to Tuesday September 16, 2025 from 9am – 7pm.
 - C. Establish window for call for nominations. Nominations open on July 1, 2025 and close on August 1, 2025 at 7pm.
 - D. ROOM Furniture Quote
- XII. Period of Public Expression
- XIII. Adjournment

Next Meeting – April 14, 2025

Directors Report February 2025

Building and Grounds

The staff restroom overflowed on Thursday February 13th, Coastline responded the next day (Friday) and cleared the clog. I spoke with Will, and he is proposing that they either come every couple of months or that we invest in a self-contained ejector pump. The ejector pump and labor is going to cost around \$10,000.

On February 18th I received a call from the neighbor behind us that one of our trees at the back of the wooded area behind the parking lot fell on their shed and damaged it. TFLC was on site on Wednesday February 26th and removed the tree. They also did some additional clean-up of branches/trees that had the potential to fall on the neighbor's property. I spoke with our insurance agent who informed me that it would be appropriate for the neighbor to go through their homeowner's insurance and while the library was not responsible for the removal of the tree, we would be extending the kindness of being a good neighbor by doing so.

On February 18th the automatic flush valve in the public restroom closest to the children's room was leaking (again). The plumbers were notified and caulked the leak.

The filter on the bottle fill station was changed on February 22nd.

On February 28th the landscaping contract with TFLC was renewed for the 2025 season.

Programs and Services

Jenna led a successful book discussion on *Northanger Abbey* on Tuesday February 11th and has offered to host other discussions in the future. Sara's *Pride and Prejudice* discussion is starting in March, and my next two discussions are, *All the Colors of the Dark* by Chris Whitaker, on Thursday March 20th at 5pm (added all waitlist folks in, current total is 15) and *The Life Impossible* by Matt Haig on Thursday April 24th at 5pm (4 spots left).

Upcoming programs and events to note:

Friends Irish Tea Luncheon (sold out) – March 13, 12pm

The Poet with the Wings of a Painter: Marc Chagall, 40th Anniversary, Part I (zoom) – March 19, 1pm

Narcan Training – March 20, 5:30pm

New Year, New Career – March 22, 10:30am

Q&A with Women of Suffolk County Sheriff's Office (zoom) – March 27, 7pm

Defensive Driving – March 29, 10am

Painted Seashell Creations – March 31, 5:30pm

Blood Drive – April 3, 12:30pm

A Performance by REEB (Real East End Brass) – April 5, 1:30pm

Edible Book Festival – April 6, 2pm

Paper Beads – April 8, 5:30pm

80s and 90s Trivia for Adults – April 10, 5:30pm

Books and Bridles: The Story of the Horse Back Librarians (zoom) – April 15, 2pm

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

There was a full staff meeting on Thursday February 13th, all staff present received their yearly anti-sexual harassment training. The next staff meeting is scheduled for Tuesday April 15th. All staff have been asked to complete the Ryan Dowd Homeless De-Escalation training, we will discuss the training at the staff meeting and will be visited by a staff member from Maureen's Haven. Staff will learn what resources Maureen's Haven provides and how to refer patrons there if needed.

This year National Library Week takes place April 6 – 12, the theme is *Drawn to the Library*. April 8th is National Library Workers Day; I am planning a casual lunch for the staff.

The March / April newsletter was delivered to the post office on Monday February 24th.

The Cutchogue New Suffolk Free Library has agreed to partner with us to visit the school once each quarter during students' lunchtimes and offer an activity. Marissa will work with CNSFL staff and the school to schedule the visits and which activities they will offer.

On February 11th Rosemary (CNSFL) and I officially agreed to enable Sora for the school district. Students now have access to our catalog of K-12 media on Overdrive, which they can check out with their school information. I have included Rosemary's email to the district.

The open house on February 26th was quiet, however the folks that did attend were overwhelmingly positive regarding the proposed renovation. Our next steps will include further messaging to the community about the project and the vote date. We are currently in the process of retaining bond counsel and working towards the June 17th vote date.

I attended Advocacy Day on February 5, 2025. Sara and Martha were both in attendance as well having taken the 1-day SCLA bus up to Albany. There was a very strong response this year – our meetings were very well attended with folks having to stand in the hallway and the office space of our elected officials. We attended meetings with Assemblyman Tommy John Schiavoni and Senator Anthony Palumbo.

Looking ahead to the summer/fall these are the following dates related to the 2026 Budget Vote and Trustee election (on the agenda for approval).

Budget Information Hearing: September 8, 2025 at 5:30pm

Budget Vote & Trustee Election: September 16, 2025 from 9am – 7pm

Two positions are up, Katie & Jim

Nominations July 1 – August 1 at 7pm

On February 24th, I had the honor of being invited by the Mattituck Laurel Civic Association to speak on a panel about the various programs and services we offer. The discussion centered around residents' tax bills, and I was able to provide insight into how tax dollars are being utilized to benefit the community through the Library's offerings. While it was a small meeting, it was highly productive, and the attendees were very engaged and receptive to the Library's impact on the community.

I am currently prepping for the Mattituck Chamber of Commerce's March meeting on the state of Mattituck. I plan to briefly share about the proposed renovation at that meeting.

Andrew Olsen from The Suffolk Times stopped by on Friday February 28th, they are hoping to use our meeting room downstairs for a future panel discussion. We had a positive conversation about the Library and the proposed renovation project.

Meetings Attended

February 4 & 5 – Advocacy Day – Albany, NY

February 11 – Health Fair Meeting

February 12 – Meeting with Library Ideas re: Freegal & Fiero Code

February 13 – Full Staff Meeting

February 13 – Meeting with School District re: vote date

February 24 – Civic Association – Tax Bill Presentation/Discussion

February 26 – Open House

February 28 – Innovations in Employee Benefits

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - February 2025

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - Program attendance remains steady. Martha is currently planning new and exciting programs into the summer months. The Jane Austen, Edible Book, and Health Fair Committees are meeting regularly to plan special events at our library. The weeding of the nonfiction collection is complete and the shelving has been removed. Books that were outdated, not circulating, unnecessary duplicates, etc. have been removed from the collection. Some books have been replaced with more recent ones on the same topics if circulation statistics justified a replacement. Unfortunately, Baker and Taylor, as well as various other vendors, have been experiencing significant delivery delays. It is taking much longer than usual to receive titles that have been ordered. Our EBSCO order has been renewed.

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

Date	Meeting
2/11/25	Health Fair Committee Meeting
2/13/25	Full Staff Meeting
2/18/25	Supervisory Skills @ SCLS
2/24/25	Local History Training @ SCLS
2/25/25	Supervisory Skills @ BBP Public Library
2/26/25	Jane Austen Committee Meeting
2/27/25	Edible Book Committee Meeting

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

Date	Program	Statistics	Program Platform/Notes
Mondays in February	Chair Strength and Stretch	27 plus a waitlist	In person
Tuesdays in February	Qi Gong	11 each session	In person
Wednesdays in February	Yoga	8 each week plus 22 walk-ins	In person
By appointment	One-on-one technology appointments	20	In person; offered by Sharon Twickler

Program Planning - Martha continues to plan programming into the summer. She has done a great job coming up with new ideas and implementing patron feedback. She is also doing some of her own programming. We are excited to see her programs come into fruition. I continue to meet with the Jane Austen committee. Sharon has also started the Edible Book committee for her upcoming program in April. In addition, the Health Fair Committee had our first meeting on February 11th.

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

Adult Collection Development - I continue to order books for the following adult collections: nonfiction, biography, mystery, fiction, paperback, large print, reference, magazines and newspapers. Weeding of the nonfiction collection is officially complete. We removed items that were outdated, not circulating, duplicate items (if circulation statistics didn’t justify the need for the duplicate), etc. Some of the items were replaced with more current versions of the same topic. Unfortunately, our vendors are experiencing delayed delivery dates with our orders. This seems to be a problem across the board with various vendors. This means that it will take some time for our collection to be fully restored. 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 - I recently renewed our EBSCO subscription and removed issues of old magazines that have been discontinued from our shelf. All newspaper, magazine and e-resource subscriptions are up to date at this time.

Museum Passes - I am in the process of renewing the Children’s Museum of the East End membership pass. I have also officially received the tickets for the American Museum of Natural History, which we are selling to patrons for \$5 each.

Other -

- **Library of Things** - I continue to assist with the library of things as needed.
- **Miscellaneous** -
I have been working with Ann, Sharon, Martha, Jerry (remotely) and Jenna to help bring Jane Austen programming into fruition. 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. Due to popular demand,

Jenna will be doing a one-time book discussion of *Pride and Prejudice* to supplement the 8-week book discussion I am doing with another group.

I continue to work on staff evals.

Our homelessness meeting had to be pushed back due to staff absences and some issues accessing the training. We hope to have this meeting in March.

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. I attended a training at SCLS to assist with some local history requests pertaining to finding information about patrons' homes.

Ann submitted her letter of resignation. We have begun interviewing for someone to take over her responsibilities.

We have received tax forms and instructions, which are placed in the lobby.

- Social Work - We are hoping to get a social work intern for the fall semester.

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

Summary – This month, I focused on planning upcoming programs for the spring and summer, 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 February:

Date	Meeting
02/13	General Staff Meeting
02/13	Sexual Harassment Training
02/27	Edible Books Committee Meeting

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

Date	Program	Statistics
02/01	S.A.T. Prep Classes	10
02/07	Gaming at GameOn Retro Arcade	31
02/10	Heart Shaped Cookie Decorating	4
02/18	Creating toys for cats and dogs	5
02/27	DIY Vanilla Hand Lotion	6

Community Service – Grab-and-go community service kits continue to be available on an ongoing basis and remain very popular, with a steady influx of students utilizing them. Teens have been engaging in meaningful activities such as creating dog and cat toys, writing letters to seniors, veterans, and hospitalized children, decorating kindness rocks, and making bookmarks. **Stats:** - Dog toys: 40 Cat toys: 8 Letters to seniors/veterans/children: 10 Surveys: 3

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.

Mattituck School District- This month, I created a flyer for our website featuring a QR code that provides students with direct access to our online resources. The flyer also highlights the various services available at the library. This resource was shared with both local schools for distribution and display to students. Additionally, I coordinated with the Cutchogue Teen Librarian to participate in *P.S. I Love You Day* at Mattituck High School. Unfortunately, due to unforeseen circumstances, I was unable to attend; however, Cutchogue Library proceeded with the planned card-making activity for students. I have also reached out to the school regarding scheduling a Brainfuse training session and am currently awaiting a response.

Teen Space – In February, I curated a selection of nonfiction books on Black history and fiction books featuring strong Black protagonists for a Black History Month display. The guessing jar was also updated, with 12 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 27 responses so far.**

This month, I began implementing feedback from teens that could be addressed prior to the library renovation. One request was for more teen group activities, so I have organized a Teen Crochet Group, which will begin in the spring. Additionally, there was a request for an expanded graphic novel collection, and I have been actively adding new titles to meet this demand. I will continue to try and implement their feedback from this survey.

Print Newsletter–This month I have been working on the content for the May/June and July/August newsletters.

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. I also have spent a lot of time troubleshooting the 3D printer. Recently it has been having some technical issues.

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

Local History Requests-5

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

Date: March 6, 2025

To: Shauna Scholl
From: Karen Letteriello
Youth and Parenting Services

Subject: February 2025 Wrap-up

Our Numbers are as follows:

Program: 163

Book pulls: 175 In person help: 83

GENERAL INFORMATION

Saturday, February 1st, marked "Take Your Child to the Library Day." This year, we invited the Science Heroes, who captivated the audience with a variety of exciting experiments. The group made sure to engage the crowd, encouraging plenty of audience participation. It was a fantastic way to highlight that today's library offers something for everyone. After the performance, many visitors ventured upstairs to check out the room and were impressed with the variety of activities available for their children.

We completed the weeding of the parenting collection, which continues to be a popular resource across the system. The weeding of the biography collection is still ongoing.

This month, we completed and uploaded the statistics for Family Place Recertification. This annual report is crucial for maintaining our membership with this valuable organization. I'm also looking forward to the rescheduled February Distinguished Speakers meeting, which was canceled due to the presenter's illness. The topic of the presentation will be "De-escalation with Children and Adolescents."

The scavenger hunt for DOGMAN characters was a hit this month, with 67 scavenger hunt sheets distributed. The kids really enjoy the challenge of the hunt!

Work was completed on the March/April print newsletter.

This month staff who will be in attendance for the meeting have completed the Homeless De-Escalation Core Training. We look forward to the discussion with the full library staff at the April staff meeting.

MEETINGS

Wednesday, February 5th Karen attended the online webinar sponsored by Harper Collins. The Topic was summer 2025 preview.

Thursday, February 13th Karen visited A Time to Grow Preschool in Southold with the 2 years old class and then again on Friday, February 14th with the 3 and 4 year old class.

We shared stories about the monkeys and alligators. We then made a monkey mask. It was so nice to see a child who knew Caps for Sale story.

Thursday, February 13th Shauna hosted a Full Staff meeting. The entire department attended. We all participated in the Sexual Harassment Training.

Friday, February 28th Karen attended the online webinar sponsored by Booklist. The topic was Disney Publishing Preview 2025.

PROGRAMS

The Hot Chocolate dramatic play area was a major success. Children had hours of fun using menus and adding ingredients like peppermint sticks, marshmallows, and whipped cream to their pretend hot chocolate cups. The order pads encouraged writing, and the cash register was the math part of the play. We received many compliments on the ever-changing play opportunities we offer. Patrons look forward to seeing what's next each month, and it's important to keep introducing fresh experiences for both children and caregivers.

Family story time remains incredibly popular. This month, we explored the differences between llamas and alpacas, where they live, and what they eat. We then enjoyed reading *Llama Llama Red Pajamas* by Anne Dewey. Afterward, the children painted llama banks and decorated cupcakes to look like llamas.

Even though snowfall is becoming less frequent, our snowman programs continue to bring excitement to our patrons. The first snow program, *Snow Much Fun*, featured snowball toss games, snowflake designs using process art, and the creation of our own snow. We mixed shaving cream and baking soda, and as the kids played with the mixture, "snow" formed in their hands. The shaving cream made it feel cold, just like real snow! The Snowman Snacks storytime was also a big hit. We made a "melted snowman" snack using a graham cracker, melted chocolate, a marshmallow, and pretzel arms. Then, each child made a donut snowman by stacking three small donuts on a skewer and decorating them with candies. Just like real snow, the snacks didn't last long!

OVERALL

Summer preparations are underway. This year's theme, "Color Your World," will be a colorful, candy land-inspired adventure. We've already booked several performers for the summer, and, as always, we're collaborating with other local librarians to offer the best experiences for our patrons while sharing costs.

Dear Librarians,

Thank you so much for making our family feel welcome these past few weeks. I was afraid with there being so many of us that we could be intrusive, but you all made us feel right at home. Thank you for the many borrowed pencils and sharpened pencils. The kids really enjoyed being able to write letters home to their friends! They also loved taking breaks from school to play checkers, work puzzles and play Simon! You have a wonderful facility →



thank you

with extremely friendly, helpful workers!

Kayren M. Henderson
(Thank you)

With Gratefulness,
The Hendersons

Jorja Henderson
Pastor William
John 3:16

Stanley Henderson
(tallest and!)

Reagan Henderson

Christina P. Glend
(Thank you)

Delorah L. Henderson

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(Thank you)

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March 6, 2025

Mattituck-Laurel Library, Suffolk County, New York
Library Facility Revenue Bonds- 2025

Shauna Scholl
Director
Mattituck-Laurel Library
13900 Main Road
Mattituck, NY 11952

Dear Ms. Scholl:

LETTER OF ENGAGEMENT FOR MATTITUCK-LAUREL LIBRARY PROJECT

I have prepared this letter which describes the general services we expect to provide to the Mattituck-Laurel Library, in the County of Suffolk, New York (the "Library") as borrower's counsel in connection with the financing of a library facilities improvement project (the "Project") for the Library. We understand the cost of the Project is expected to be approximately \$5.5 million, and that it is anticipated that the Project will be submitted to the voters on June 17, 2025. We further understand that the Library is a free association library, and that bonds to be issued to finance the Project must be authorized in accordance with Section 260 of the Education Law of the State of New York.

Services. Our primary responsibility as borrower's counsel is to provide legal services to the Library in connection with the submission of a proposition to the voters to authorize (i) the Board of Trustees of the Library to undertake the Project and (ii) the levy of a tax in annual installments on the real property located in the Mattituck-Cutchogue Union Free School District (the "School District") in an amount sufficient to pay the principal of and interest on bonds issued to finance the Project. We understand that the Project is likely to be financed by the Dormitory Authority of the State of New York ("DASNY") or through another conduit issuer, and that we would be expected to perform a number of functions in connection therewith, including:

- (1) participation in conferences and telephone discussions with representatives of the School District and the Library regarding the Project and financing requirements, including advice as to the timetable for authorizing bond financing and matters related thereto;

- (2) drafting of authorizing documents relating to financing the Project, including the resolution(s) authorizing the submission of a proposition to the voters and preparation of language to be inserted in the legal notice for newspaper publication and proceedings with respect to the sale of the obligations to finance the Project;
- (3) Review of State Environmental Quality Review Act (“SEQRA”) findings and determinations (*Note that out scope of services do not include the preparation of the SEQRA findings, determinations, resolutions or advice related thereto*);
- (4) Review of ballot labels to be used for voting on the proposition;
- (5) Review of affidavits of newspaper publishers with respect to the publication of the official notices;
- (6) Review of election documents and proceedings including:
 - (a) Resolution appointing officers to act at the election,
 - (b) Oaths of Inspectors of Election, and
 - (c) Certificate of Inspectors of Election, and certificate of canvass of the vote;
- (7) Preparation and review of any requisite architect’s affidavits;
- (8) Participation in conferences and telephone conversations with representatives of the School District, Library, State Department of Education Office of Facilities Planning officials, Library architect, DASNY or another conduit issuer and counsel to DASNY and the underwriter, with respect to the financing of the Project;
- (9) Providing advice and consultation with respect to compliance with applicable provisions of the Internal Revenue Code of 1986, as amended, including all federal arbitrage regulations;
- (10) Participation with the Library, its municipal advisor, DASNY or another conduit issuer and its representatives in scheduling and structuring the bond financing;
- (11) (a) Assistance in drafting and review of agreements (including the Tax Pledge Agreement and related DASNY loan documents and agreements), forms and underlying documentation relating to the financing and (b) coordinating approval of the Tax Pledge Agreement by the Library, the School District and the Town of Southold, including drafting the authorizing resolution for each of the foregoing entities;

statement of a material fact or omit to state a material fact necessary to make the statements contained therein, in light of the circumstances under which they were made, not misleading;

- (2) Preparing requests for tax rulings from the Internal Revenue Service, or no action letters from the Securities and Exchange Commission;
- (3) Preparing blue sky or investments surveys with respect to the bonds to be issued.
- (4) Drafting state constitutional or legislative amendments;
- (5) Pursuing test cases or other litigation such as contested validation proceedings;
- (6) Conducting legal research and preparing legal memoranda for the Library;
- (7) Making an investigation or expressing any view as to the creditworthiness or financial strength of the Library or any other party or of the bonds to be issued;
- (8) Representing the Library in Internal Revenue Service examinations or inquiries, or Securities and Exchange Commission investigations; and
- (9) Addressing any other matter not specifically set forth above that is not required to render our opinion.

It is expressly agreed that the Library shall not request the firm to provide predictions or advice regarding, and that the firm shall provide no predictions or advice and owes the Library no duty regarding, the financial structuring or feasibility of any arrangement nor any predictions or advice as to the ability or likelihood of any other party actually performing its bonds to be issued relating thereto.

In delivering our opinion, the firm does not represent, warrant or guarantee that a court will not invalidate either any of the procedures or contracts being utilized in connection with the issuance of the bonds, nor does the firm represent, warrant or guarantee the actual performance rendered by participants in any transaction with the Library.

It is also expressly agreed that (i) our client for purposes of this representation is the Library and not any of its officers or employees, members, creditors, bondholders, or any other entities having any interest in the Library or in which the Library has an interest, and (ii) accordingly, this engagement will not establish an attorney-client relationship between the firm and any such individual, member or other entity.

At the Library's request, its papers and property will be returned to it or delivered to successor counsel, as it may direct, promptly upon receipt of payment of outstanding fees and expenses. Our own files pertaining to this engagement will be retained by the firm. These firm

files include, for example, firm administrative records, time and expense reports, and accounting records, as well as internal lawyer's work product such as drafts, notes, internal memoranda, and legal and factual research prepared by or for the internal use of lawyers. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents or other materials retained by us within a reasonable time after the termination of this engagement.

After completion of this engagement, changes may occur in applicable laws or regulations, or in administrative or judicial interpretations thereof, that could have an impact upon issues as to which we have advised the Library during the course of this engagement. Unless you subsequently engage us, after completion of this engagement, to provide additional advice on such issues, the firm has no continuing obligation to advise you with respect to any such future legal developments.

In recent years, several courts have held that when a firm reviews its compliance with professional conduct rules or other law in the representation of a client, the firm may not be able to claim attorney-client privilege for its review unless the firm withdraws from representing the particular client before conducting the review or the client agrees that the firm can assert privilege for any such review. We believe it is in the interest of our clients that the firm have the protection of the privilege in connection with internal reviews of its work for you. The Library agrees that any communications between the lawyers and staff working on the Library matters and the lawyers at the firm who may be reviewing that work for compliance with professional conduct rules or other law will be protected by the firm's own attorney-client privilege and that any such review will not constitute a conflict between our interests and your interests.

The Library agrees to cooperate fully with us and to provide promptly all information known or available to the Library relevant to our representation. The Library also agrees to pay our statements for services and expenses as outlined herein.

The firm from time to time has represented, currently represents, and may in the future represent, various underwriters or purchasers of municipal bonds in financings involving other issuers and also currently represents the School District. The Library consents to the firm simultaneously representing such underwriters or purchasers, the School District and the Library. The Library acknowledges and agrees that it has not relied upon any firm representations or statements of any kind in deciding to give its consent. Instead, to the extent it has deemed it necessary, the Library has consulted with other independent counsel and that it has exclusively relied upon such other counsel in deciding to consent.

Fees. We would propose the following schedule of fees for our services in connection with the authorization and financing of the Project. The fees provided herein shall apply to the authorization and financing of the Project expected to be submitted for voter approval on June 17, 2025. Our fees for providing our services in connection with the authorization and financing of the Project are fixed, and will not increase.

Authorization: We propose to charge a one-time "*bond authorization fee*" in the range of not to exceed \$17,500 to \$22,500 (the precise amount dependent upon several factors) for the preparation of all requisite resolutions, legal notices, affidavits and certifications

pertaining to the submission of a bond proposition to the voters. Said fee will also include telephone advice and consultation concerning the foregoing matters. In the unfortunate event the proposition is not approved by the voters, we would anticipate billing for a fair and reasonable portion of the "*bond authorization fee*" together with all of our out-of-pocket disbursements incurred up to that time, in an aggregate amount of not to exceed \$13,500.

Financing: In connection with the financing of the Project through DASNY, another conduit issuer or any other financing provider, we propose to charge a fee in the range of \$32,500 to \$39,500.

Based upon our understanding of the Project's financing requirements and our experience in these matters, we believe that the foregoing fees will compensate us for the usual and services we anticipate will be required. However, if unusual or unexpected circumstances arise and we are called upon to provide service that cannot now be anticipated, we will apprise you of our fees for any such additional service, and obtain your consent prior to proceeding.

Disbursements. We will not bill the Library for our out-of-pocket disbursements, such as duplicating, postage, FedEx and other delivery service charges.

Our services in connection with the legal authorization of financing will be billed at the earlier of (a) twelve months from the date of the vote, or (b) the date of financing. It is our practice to submit a bill for our services rendered in connection with any financing within ten days following a closing. Our statement for services will be addressed and mailed to you, as the Director.

In addition to, and not in limitation of, any other rights, the Library may have a right to arbitrate fee disputes under applicable law, including Part 137 of Title 22 of the Codes, Rules and Regulations of the State of New York, to the extent applicable, a copy of which we will provide you upon request.

* * *

This agreement is intended as a complete integration of the terms of this engagement and, as such, all prior understandings, representations, warranties and agreements are fully and completely merged herein. Of course, you may limit or expand the scope of our representation from time to time, provided that any such expansion is agreed to by each of us and memorialized in a supplement hereto.

Either the Library or the firm may terminate this engagement at any time for any reason by written notice, subject on our part to applicable rules of professional conduct. In the event that we terminate the engagement, we will take such steps as are reasonably practicable to protect the Library's interests in matters within the scope of this engagement. In the event of termination of this engagement for any reason, the firm will be paid for services satisfactorily rendered by the firm up to the date of termination, and for any post-termination services requested by the Library in connection with the termination.

Should the terms hereof be acceptable, may I kindly ask that an authorized officer of the Library acknowledge the acceptance of the terms of our engagement by signing where provided below, and returning a signed copy of this letter to us.

If you have any questions or concerns about the contents of this letter or related matters, please do not delay contacting me.

We look forward to working with you and your staff at the Library.

With best wishes, I am

Very truly yours,

A handwritten signature in black ink, appearing to read 'William J. Jackson', with a long horizontal flourish extending to the right.

William J. Jackson

**APPROVED AND ACCEPTED BY
MATTITUCK-LAUREL LIBRARY, SUFFOLK COUNTY, NEW YORK**

By:

(printed name/title)

(signature)

Date: _____

R O O M



ROOM
121 Greene Street, 2F
New York, NY 10012
+1 (646) 791-3726

Date: Feb 13, 2025
Valid Until: Mar 13, 2025

Customer
Shauna Scholl
Mattituck Free Library

13900 Main Rd
Mattituck, NY 11952
USA

Your Representative
Name: Lacy Johnson
Email: ljohnson@room.com
Phone: (650) 374-0047

Acoustic Lounge	Product Code	List Price	Sell Price	Quantity	Line Total	
Solo Connect With Table (Graphite)	AC-SOL-CONWT-GRT-C	\$4,995.00	\$4,845.15	3	\$14,535.45	
Solo With Desk (Graphite)	AC-SOL-WDESK-GRT-C	\$3,395.00	\$3,293.15	2	\$6,586.30	
Subtotal					\$21,121.75	

Shipping	Product Code	List Price	Sell Price	Quantity	Line Total
Standard Shipping, Solo Connect	AC-S-SHIP-SOL-CON-NA	\$600.00	\$600.00	3	\$1,800.00
Standard Shipping, Solo	AC-S-SHIP-SOL-NA	\$500.00	\$500.00	2	\$1,000.00
Subtotal					\$2,800.00

Assembly	Product Code	List Price	Sell Price	Quantity	Line Total
Assembly, Solo Connect	AC-ASM-SOLCON	\$350.00	\$350.00	3	\$1,050.00
Assembly, Solo	AC-ASM-SOL	\$300.00	\$300.00	2	\$600.00
Subtotal					\$1,650.00

Total Quoted Amount

Total at List Price	\$26,225.00
Total Discount	-\$653.25
Subtotal	\$25,571.75
Tax	
Total USD*	\$25,571.75

Special Notes and Instructions

Payment is due per the terms of your order. Please note pricing does not include sales tax.

By signing this quote, you agree to ROOM's Terms & Conditions and acknowledge the following:

- Any changes made to the products or services detailed above may result in additional charges
- Any requested changes to your delivery date or time may result in additional charges. Note that changes cannot be accommodated within two weeks of your ship date.
- Discovery of non-standard delivery, assembly, and/or labor conditions prior to or at the time of delivery may result in a cancellation of your delivery appointment and additional charges

ROOM defines standard delivery and assembly parameters as:

- Delivery and assembly during normal business hours (Monday - Friday, 9:00 AM - 5:00 PM Local Time)
- Delivery and assembly using non-union labor
- Exclusive access to a freight elevator by reservation

- Any construction or renovations resulting in an inability for ROOM's delivery and assembly partners to complete your order may result in additional charges

Payment of additional charges is due upon receipt and further progress may be delayed if payment is not received promptly.

Please refer to ROOM's Privacy Policy and Limited Warranty for additional information (linked below).

<https://room.com/pages/privacy-policy>

<https://room.com/pages/warranty>

<https://room.com/pages/terms-and-conditions>

Customer Signature

Location:

Date:

Signature:

Above information is not an invoice and only an estimate of services/goods described above.

If you have any questions about this quote, please contact us at +1 (646) 791-3726.

Thank you for your business!

ROOM an OFS Company



Mattituck-Laurel **LIBRARY**

Warrants / Expenses

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

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

Operating Account Total \$ 160,772.51

Payroll \$ 74,417.14

Non Payroll \$ 86,355.37

Cultural Activities Fund \$ 35.59

Money Market Account \$ 0

Building Fund Savings \$ 0

Building Fund Checking \$ 0

Donations in excess of \$1,000 None

February payroll has four weeks.

03/04/25

**Mattituck-Laurel Library
Fund Balance Report**

	Jan - Feb 25
General Fund	
Operating Fund	497,224.26
Building Fund	
Checking	269,096.89
Savings	57,312.29
Total Building Fund	326,409.18
Total General Fund	823,633.44
Cultural Activities Fund	
Coffee Machine	747.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	2,126.85
Adult Programs Wash Account	10,938.20
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	-118.19
Total Cultural Activities Fund	15,886.69
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	43,295.66
Capital Reserve Fund	724,680.19
Unemployment Insurance	30,000.00
Total Gift and Trust Fund - MM	827,307.99
TOTAL	1,666,828.12

03/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
02/05/2025	Amazon Capital Services	Sandwich bags and Gallon bags	41.38	41.38
02/19/2025	Amazon Capital Services	Blue raspberry syrup, plastic cups w/ lids	57.95	57.95
Total Youth Arts & Crafts				99.33
Youth Books				
02/06/2025	Penworthy	Qty 17 Various Books for Children's Department	376.33	376.33
02/12/2025	B&T Juvenile Account	January invoices	337.07	337.07
Total Youth Books				713.40
Total Youth Materials				812.73
Adult Materials				
DVD/Music CD				
02/05/2025	Amazon Capital Services	Verdi Othello, Falstaff DVDs	52.99	52.99
02/05/2025	Amazon Capital Services	Persuasion DVD	11.93	11.93
02/05/2025	Amazon Capital Services	Shipping on Adult DVDs	8.99	8.99
02/05/2025	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / Previous count 642, Latest count 642	25.00	25.00
02/14/2025	Midwest Tape	506698162	47.58	47.58
02/14/2025	Midwest Tape	506724102	25.89	25.89
02/14/2025	Midwest Tape	506724103	17.49	17.49
02/25/2025	Midwest Tape	506768700	21.69	21.69
02/25/2025	Midwest Tape	506768702	34.98	34.98
02/25/2025	Midwest Tape	506768703	36.39	36.39
02/27/2025	Midwest Tape	506787220	72.07	72.07
02/27/2025	Midwest Tape	506784538	48.98	48.98
02/27/2025	Midwest Tape	506784539	23.79	23.79
Total DVD/Music CD				427.77
Live-brary Downloadable e-books				
02/12/2025	SCLS	Downloadable Media (Overdrive) 2025 Live-brary	54,688.00	54,688.00
Total Live-brary Downloadable e-books				54,688.00
Digital Material Subscriptions				
02/05/2025	Kanopy, Inc.	200 Tickets, 1 credit KKids	205.00	205.00
02/05/2025	Midwest Tape	Hoopla Month Ending 1/31/2025	266.39	266.39
02/12/2025	SCLS	TumbleBook Premium Subscription January 1, 2025 - December 31,2022	479.40	479.40
Total Digital Material Subscriptions				950.79

03/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
Adult Books				
02/05/2025	Amazon Capital Services	Great Gasby Book	13.49	13.49
02/05/2025	Amazon Capital Services	Qty 10 - Pride & Prejudice @ \$151.20 less Credit Memos \$32.53 Gynarchy	126.10	126.10
02/07/2025	B&T Adult Account	January invoices	1,004.08	1,004.08
02/19/2025	Amazon Capital Services	Pride and Prejudice - Annotated - Qty 2	31.98	31.98
Total Adult Books				1,175.65
Newspapers				
02/13/2025	Daily News	Pays through 3/12/25	90.00	90.00
02/24/2025	Elan Financial Services	D J Barrons	97.73	97.73
Total Newspapers				187.73
Periodicals				
02/27/2025	EBSCO Subscription Services	Total \$4,600.46 less 2024 credits \$65.94 - Net \$4534.52	4,534.52	4,534.52
Total Periodicals				4,534.52
Total Adult Materials				61,964.46
Teen Materials				
02/12/2025	B&T Teen Account	January invoices	107.06	107.06
Total Teen Materials				107.06
Total Library Materials				62,884.25
Technology				
02/05/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
Total Technology				117.89
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
02/12/2025	Living Art Aquariums	Service 1/2/25,1/15/25,1/30/25, Fish food flakes	365.00	365.00
Total Aquarium Maintenance				365.00
HVAC Maintenance				
02/05/2025	Kolb Service Corp.	Replaced Circulator	697.74	697.74
Total HVAC Maintenance				697.74
Elevator Maint.				
02/05/2025	Champion Elevator	Quarterly Maintenance 4th Qtr. 2024	1,341.87	1,341.87

03/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
Total Elevator Maint.				1,341.87
Fire Sprinkler Test				
02/05/2025	STAT Inspection	Annual Inspection Contract due in advance for Quarterly Inspection from ...	1,250.00	1,250.00
Total Fire Sprinkler Test				1,250.00
Total Building Maintenance				3,654.61
Custodial Supplies				
02/19/2025	Emerald Island	Toilet paper, Paper towels, Garbage liners 100 ct - Qty 2, Hand soap - 1 g...	513.45	513.45
Total Custodial Supplies				513.45
Electric				
02/27/2025	PSEGLI	Service from Jan 22, 205 to Feb 20, 2025	1,567.36	1,567.36
Total Electric				1,567.36
Grounds Maintenance				
Snow Removal				
02/14/2025	Twin Fork Landscape Contrac...	Snow plow 2/9 & 2/12, Salt 2/9 & 2/12, Clear walk ways 2/3 & 2/6	1,150.00	1,150.00
Total Snow Removal				1,150.00
Other Grounds Maintenance				
02/24/2025	Coastline Cesspool & Drain S...	Cleared waste line for front bathroom	485.00	485.00
Total Other Grounds Maintenance				485.00
Total Grounds Maintenance				1,635.00
Garbage Removal				
02/05/2025	Mattituck Environmental Servi...	4 YD Trash Service	279.18	279.18
Total Garbage Removal				279.18
Total Operations and Maintenance				7,649.60
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
02/19/2025	Optimum	Billing period 2/16/25 to 3/15/25	244.85	244.85
Total Optimum Internet Service				244.85
Copy Machine				
02/24/2025	Precision Microproducts	Contract plus color and b&w copy counts	405.30	405.30

03/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
02/24/2025	Precision Microproducts	Contract plus color and b&w copy counts	473.31	473.31
	Total Copy Machine			878.61
	Computer Software Licenses			
02/06/2025	Library Market	Library Calendar: Annual Subscription	1,500.00	1,500.00
02/06/2025	Library Market	Library Website: Annual Hosting & Maintenance Fee	2,000.00	2,000.00
02/06/2025	Port53 Technologies Inc.	Cisco Umbrella DNS Security Insights - 1 Year - renews 05/09/2025	1,641.60	1,641.60
02/24/2025	Elan Financial Services	Paddle.net*CrashPlan	32.55	32.55
	Total Computer Software Licenses			5,174.15
	Total Maintenance Office Equipment			6,297.61
	Membership			
	Professional Memberships			
02/19/2025	Business Card	SCLA renewals - Marissa and Sara	106.00	106.00
	Total Professional Memberships			106.00
	Museum Passes			
02/19/2025	Business Card	Anne Frank The Exhibition - 3 Adult Tickets	105.06	105.06
	Total Museum Passes			105.06
	Total Membership			211.06
	Postage			
	Newsletter mailing			
02/21/2025	Postmaster	March/April Newsletter mailing postage	416.67	416.67
	Total Newsletter mailing			416.67
	Total Postage			416.67
	Printing & Advertising			
	Newsletter printing			
02/24/2025	Pine Barrens Printing	March/April Newsletter Printing	3,767.00	3,767.00
	Total Newsletter printing			3,767.00
	Total Printing & Advertising			3,767.00
	Professional Fees			
	SCLS/Overdue Notices			
02/05/2025	SCLS	Overdues - Processed & Mailed - January 2025	25.27	25.27

03/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
Total SCLS/Overdue Notices				25.27
Total Professional Fees				25.27
Programs - Adult				
Adult Programs				
02/05/2025	Seed Savers Exchange	Community Seed Donations - 50 packets	15.00	15.00
02/12/2025	Kathy Pasca	Good Vibrations 2/6/25	300.00	300.00
02/12/2025	Crafts on the Move, LLC	Card Making 2/8/25	126.00	126.00
02/12/2025	Raven Janoski	Cheese Board 2/10/25	600.00	600.00
02/12/2025	Shelter Island Public Library	Eugenics 2/7/25 / Shared Program	50.00	50.00
02/19/2025	Business Card	Life size Cut outs for Jane Austen program	103.00	103.00
02/19/2025	Business Card	Charms, Pendants, Locketts for Jane Austen program	75.99	75.99
02/19/2025	Quogue Wildlife Refuge	Owls of LI 2/13/25	200.00	200.00
02/24/2025	St. George Living History Pro...	Comedians 2/20/25	225.00	225.00
02/24/2025	Edward J. Moreno	Qi Gong series 2/4/25 - 2/25/25	240.00	240.00
02/24/2025	Maria's Mexican Cooking, LLC	Empanadas 2/22/25	400.00	400.00
02/24/2025	Elan Financial Services	Zoom	63.96	63.96
02/27/2025	Gil McLean	Irish Yarn Concert 3/1/25	400.00	400.00
Total Adult Programs				2,798.95
Total Programs - Adult				2,798.95
Programs - Juvenile				
02/06/2025	Karen Letteriello.	Reimburse Cookies for Programs less \$6.38 Cotton ball accidental charge	17.56	17.56
02/12/2025	Fun Express, LLC	Various items for Children's Programs	94.65	94.65
02/13/2025	Karen Letteriello.	Reimburse Cupcakes for Program	29.27	29.27
Total Programs - Juvenile				141.48
Programs - Teen				
02/19/2025	Amazon Capital Services	Twine, Bells, Feathers, Dowels, Aloe gel, Vanilla, Grapeseed oil, Shea but...	83.04	83.04
02/19/2025	Business Card	Gift cards Qty 5	50.00	50.00
02/25/2025	Cutchogue-New Suffolk Free ...	GameOn 2/7/25 / Shared Program	125.00	125.00
Total Programs - Teen				258.04
Supplies - Library				
02/05/2025	Amazon Capital Services	Photo backdrop	9.80	9.80
02/05/2025	Amazon Capital Services	Bike borrow program - LOT items - Helmet, locks, backpack, bike light	198.03	198.03
02/05/2025	The Library Store	Col-R-Lock Prelaminated Labels - 3/4" Stars 207/pkg Green - Ttl Qty 5	96.24	96.24
02/12/2025	The Library Store	Dura-Gloss Bar Code Label Portectors 1 in H x 2 - 1/2 in. W, 1000/Roll	98.77	98.77
02/19/2025	Amazon Capital Services	Elday Water Filter	73.38	73.38
02/19/2025	Amazon Capital Services	Wipes for Smart Table in Children's department	17.80	17.80
02/19/2025	Business Card	Information Cards	66.00	66.00

03/04/25

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

Date	Name	Memo	Original Amount	Paid Amount
02/24/2025	Elan Financial Services	Cricut		
02/27/2025	Shauna Scholl.	Open House 2/26/25 - Refreshments	9.99	9.99
Total Supplies - Library			31.78	31.78
				601.79
Supplies - Office				
02/05/2025	Quill Corporation	Canon e20 black toner		
02/14/2025	Quill Corporation	Envelopes #10, window white 500	122.99	122.99
02/14/2025	Quill Corporation	Thermal pouches, file folder ltr	60.99	60.99
02/14/2025	Quill Corporation	Rubber bands, Facial tissue 6pk	55.98	55.98
02/19/2025	Amazon Capital Services	Cardstock Qty 2	25.87	25.87
Total Supplies - Office			11.58	11.58
				277.41
Supplies - Paper				
02/14/2025	Quill Corporation	8.5x11 white paper Qty 5		
Total Supplies - Paper			231.46	231.46
				231.46
Telephone				
02/19/2025	Optimum	Billing period 2/16/25 to 3/15/25		
Total Telephone			191.49	191.49
				191.49
Travel				
02/05/2025	Shauna Scholl.	Mileage \$316.40 - Albany 452 miles, Lodging @ \$169.00		
Total Travel			485.40	485.40
Total Miscellaneous Expense				485.40
TOTAL				15,703.63
				86,355.37

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

	Feb 25
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	20,886.58
Interest	4.69
Direct Public Support	772.18
Fines	21.14
Library Materials Paid For	50.99
Copy Machine	187.20
Refunds	80.09
Fund Balance Brought Forward	-174,504.75
Total Income	-152,501.88
Gross Profit	-152,501.88
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	27,823.80
Clerical	29,021.12
Custodian	3,698.12
Total Salaries	60,543.04
Benefits	
Fica	4,474.82
Disability Insurance	-288.60
Medical Insurance	6,156.15
Retirement	4,574.81
Total Benefits	14,917.18
Total Payroll Expenses	75,460.22
Library Materials	
Youth Materials	
Youth Arts & Crafts	99.33
Youth Books	713.40
Total Youth Materials	812.73
Adult Materials	
DVD/Music CD	427.77
Live-brary Downloadable e-bo...	54,688.00
Digital Material Subscriptions	950.79
Adult Books	1,175.65
Newspapers	187.73
Periodicals	4,534.52
Total Adult Materials	61,964.46
Teen Materials	107.06
Total Library Materials	62,884.25
Technology	117.89
Operations and Maintenance	

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

	Feb 25
Building Maintenance	
Aquarium Maintenance	365.00
HVAC Maintenance	697.74
Elevator Maint.	1,341.87
Fire Sprinkler Test	1,250.00
Total Building Maintenance	3,654.61
Custodial Supplies	513.45
Electric	1,567.36
Grounds Maintenance	
Snow Removal	1,150.00
Other Grounds Maintenance	485.00
Total Grounds Maintenance	1,635.00
Garbage Removal	279.18
Total Operations and Maintenance	7,649.60
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	244.85
Copy Machine	878.61
Computer Software Licenses	5,174.15
Total Maintenance Office Equipm...	6,495.01
Membership	
Professional Memberships	106.00
Museum Passes	105.06
Total Membership	211.06
Postage	
Newsletter mailing	416.67
Total Postage	416.67
Printing & Advertising	
Newsletter printing	3,767.00
Total Printing & Advertising	3,767.00
Professional Fees	
Payroll Processing	510.55
SCLS/Overdue Notices	25.27
Total Professional Fees	535.82
Programs - Adult	
Adult Programs	2,798.95
Total Programs - Adult	2,798.95
Programs - Juvenile	141.48
Programs - Teen	258.04

10:20 AM
03/04/25
Cash Basis

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

	Feb 25
Supplies - Library	601.79
Supplies - Office	277.41
Supplies - Paper	231.46
Telephone	191.49
Travel	485.40
Total Miscellaneous Expense	16,411.58
Total Expense	162,523.54
Net Ordinary Income	-315,025.42
Net Income	-315,025.42

10:17 AM
03/04/25
Cash Basis

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

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	7,776.08	5,000.00	2,776.08	155.5%
Mattituck-Cutchogue School Dist	773,324.58	1,718,603.00	-945,278.42	45.0%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	7.11	50.00	-42.89	14.2%
Direct Public Support	3,487.89	5,000.00	-1,512.11	69.8%
Fines	138.57			
Library Materials Paid For	50.99			
Copy Machine	476.60	3,500.00	-3,023.40	13.6%
Designated Gifts	2,500.00			
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	115.96			
Fund Balance Brought Forward	0.00			
Total Income	787,877.78	1,739,353.00	-951,475.22	45.3%
Gross Profit	787,877.78	1,739,353.00	-951,475.22	45.3%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	62,303.95	361,729.00	-299,425.05	17.2%
Clerical	66,244.33	459,661.00	-393,416.67	14.4%
Custodian	8,382.50	49,050.00	-40,667.50	17.1%
Total Salaries	136,930.78	870,440.00	-733,509.22	15.7%
Benefits				
Fica	10,058.90	64,310.00	-54,251.10	15.6%
Disability Insurance	618.57	1,200.00	-581.43	51.5%
Medical Insurance	10,967.97	125,405.00	-114,437.03	8.7%
Retirement	8,395.11	71,153.00	-62,757.89	11.8%
Total Benefits	30,040.55	262,068.00	-232,027.45	11.5%
Total Payroll Expenses	166,971.33	1,132,508.00	-965,536.67	14.7%
Library Materials				
Youth Materials				
Youth Arts & Crafts	112.09	2,000.00	-1,887.91	5.6%
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	713.40	12,000.00	-11,286.60	5.9%
Total Youth Materials	825.49	15,900.00	-15,074.51	5.2%
Adult Materials				
DVD/Music CD	703.94	3,700.00	-2,996.06	19.0%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	1,158.75	12,500.00	-11,341.25	9.3%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	1,236.31	21,500.00	-20,263.69	5.8%
Reference Books and Data ...	0.00	2,000.00	-2,000.00	0.0%
Adult Ref Books				

10:17 AM
03/04/25
Cash Basis

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

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
Local History	475.00	1,000.00	-525.00	47.5%
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	597.65	7,200.00	-6,602.35	8.3%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	64,603.81	125,650.00	-61,046.19	51.4%
Teen Materials	142.91	2,500.00	-2,357.09	5.7%
Total Library Materials	65,572.21	144,050.00	-78,477.79	45.5%
Capital Expenditures	0.00	19,000.00	-19,000.00	0.0%
Technology	245.76	9,300.00	-9,054.24	2.6%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	615.00	3,600.00	-2,985.00	17.1%
HVAC Maintenance	697.74	2,500.00	-1,802.26	27.9%
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.	1,341.87	5,500.00	-4,158.13	24.4%
Security Monitoring	122.85	700.00	-577.15	17.6%
Water Backflow Test	0.00	275.00	-275.00	0.0%
Fire Sprinkler Test	1,250.00	1,200.00	50.00	104.2%
Piano Tuning	0.00	400.00	-400.00	0.0%
Other Building Maint.	0.00	7,000.00	-7,000.00	0.0%
Total Building Maintenance	4,237.46	22,775.00	-18,537.54	18.6%
Custodial Supplies	513.45	1,300.00	-786.55	39.5%
Electric	3,385.00	29,000.00	-25,615.00	11.7%
Gas	1,801.09	12,000.00	-10,198.91	15.0%
Grounds Maintenance				
Snow Removal	1,950.00	4,000.00	-2,050.00	48.8%
Sprinkler Maintenance	0.00	700.00	-700.00	0.0%
Other Grounds Maintenance	485.00	12,500.00	-12,015.00	3.9%
Total Grounds Maintenance	2,435.00	17,200.00	-14,765.00	14.2%
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%

10:17 AM
03/04/25
Cash Basis

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

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	557.17	3,300.00	-2,742.83	16.9%
Total Operations and Maintenance	13,077.07	124,925.00	-111,847.93	10.5%
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	394.80	2,500.00	-2,105.20	15.8%
Optimum Internet Service	495.80	3,500.00	-3,004.20	14.2%
Copy Machine	878.61	5,500.00	-4,621.39	16.0%
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	6,205.90	9,000.00	-2,794.10	69.0%
Total Maintenance Office Equipment	9,665.11	33,250.00	-23,584.89	29.1%
Membership				
Professional Memberships	226.00	2,300.00	-2,074.00	9.8%
Museum Passes	265.06	5,000.00	-4,734.94	5.3%
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	616.06	8,450.00	-7,833.94	7.3%
Postage				
Postage & Stamps	89.44	770.00	-680.56	11.6%
Mailing Permit	0.00	300.00	-300.00	0.0%
Newsletter mailing	416.67	2,000.00	-1,583.33	20.8%
Post Office Box Fee	0.00	200.00	-200.00	0.0%
Total Postage	506.11	3,270.00	-2,763.89	15.5%
Printing & Advertising				
Other printing & advertising	192.00	1,500.00	-1,308.00	12.8%
Newsletter printing	3,767.00	21,000.00	-17,233.00	17.9%
Total Printing & Advertising	3,959.00	22,500.00	-18,541.00	17.6%
Professional Fees				
Payroll Processing	1,123.80	8,000.00	-6,876.20	14.0%
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	43.89	500.00	-456.11	8.8%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	16,850.10	57,400.00	-40,549.90	29.4%
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	5,951.73	18,000.00	-12,048.27	33.1%
Total Programs - Adult	6,215.73	22,100.00	-15,884.27	28.1%
Programs - Juvenile	1,673.57	12,000.00	-10,326.43	13.9%

10:17 AM
03/04/25
Cash Basis

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

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	0.00	8,000.00	-8,000.00	0.0%
Programs - Teen	416.30	8,000.00	-7,583.70	5.2%
Supplies - Library	837.26	10,500.00	-9,662.74	8.0%
Supplies - Office	966.56	4,000.00	-3,033.44	24.2%
Supplies - Paper	304.45	2,500.00	-2,195.55	12.2%
Telephone	346.74	2,400.00	-2,053.26	14.4%
Travel	554.70	2,400.00	-1,845.30	23.1%
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	44,786.69	209,570.00	-164,783.31	21.4%
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	290,653.52	1,739,353.00	-1,448,699.48	16.7%
Net Ordinary Income	497,224.26	0.00	497,224.26	100.0%
Net Income	497,224.26	0.00	497,224.26	100.0%

03/04/25

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

Type	Date	Name	Memo	Paid Amount
Cultural Activities Fund				
Coffee Machine				
Deposit	02/03/2025		Coffee	3.00
Deposit	02/10/2025		Coffee	6.00
Deposit	02/18/2025		Coffee	1.00
Total Coffee Machine				10.00
Staff Activity Fund				
Deposit	02/10/2025	Better World Books	Oct 2024 \$55.61, Dec 2024...	160.17
Bill	02/13/2025	Jacqueline Rodgers	Reimburse Bagels for Staff ...	-35.59
Total Staff Activity Fund				124.58
Adult Programs Wash Account				
Deposit	02/03/2025		Cooking	20.00
Deposit	02/03/2025		Defensive Driving	35.00
Deposit	02/03/2025		Yoga	173.32
Deposit	02/03/2025		Qi Gong (less refund for C...	9.12
Deposit	02/10/2025		Yoga	57.36
Deposit	02/10/2025		Qi Gong	38.24
Deposit	02/10/2025		LI Aquarium Tickets	268.00
Deposit	02/18/2025		Yoga	20.00
Deposit	02/18/2025		Cooking	20.00
Deposit	02/18/2025		LI Aquarium Tickets	81.00
Deposit	02/18/2025		Yoga - 3 walk ins	57.36
Deposit	02/24/2025		LI Aquarium tickets	424.00
Deposit	02/24/2025		Defensive Driving	70.00
Deposit	02/24/2025		Yoga walk in x 3	57.36
Deposit	02/24/2025		Arts/Crafts - Crochet	65.87
Total Adult Programs Wash Account				1,396.63
Total Cultural Activities Fund				1,531.21
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	02/28/2025		Interest	0.06
Total Undesignated & Interest				0.06
Total Gift and Trust Fund - MM				0.06
TOTAL				1,531.27

03/04/25

Mattituck-Laurel Library

Monthly Bill Payments

As of February 28, 2025

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	02/05/2025	13046	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice ID 1YJ3-Y64M...	-462.71
Bill Pmt -Check	02/05/2025	13047	Champion Elevator	Acct ID 41981, Invoice 2285770	-1,341.87
Bill Pmt -Check	02/05/2025	13048	ELM USA, Inc.	Invoice 73965	-25.00
Bill Pmt -Check	02/05/2025	13049	Kanopy, Inc.	Invoice #436225-PPU	-205.00
Bill Pmt -Check	02/05/2025	13050	Kolb Service Corp.	Invoice 4505-215	-697.74
Bill Pmt -Check	02/05/2025	13051	Mattituck Environmental Ser...	Cstmr 11-0001422-0, Inv 6094821	-279.18
Bill Pmt -Check	02/05/2025	13052	Midwest Tape	11952	-266.39
Bill Pmt -Check	02/05/2025	13053	PM Communications Corp.	Invoice 44309	-117.89
Bill Pmt -Check	02/05/2025	13054	Quill Corporation	03047280	-122.99
Bill Pmt -Check	02/05/2025	13055	SCLS	Invoice 93973	-25.27
Bill Pmt -Check	02/05/2025	13056	Seed Savers Exchange	Invoice INVC096532, Cstmr 21906063	-15.00
Bill Pmt -Check	02/05/2025	13057	Shauna Scholl	Reimburse Advocacy Day Travel/Lodging	-485.40
Bill Pmt -Check	02/05/2025	13058	STAT Inspection	Invoice # 2025-142	-1,250.00
Bill Pmt -Check	02/05/2025	13059	The Library Store	Invoice 725414, Cstmr 20058	-96.24
Bill Pmt -Check	02/06/2025		Mattituck-Laurel Library	2024 fund balance year-end transfer to M/M CR line	-172,504.75
Bill Pmt -Check	02/06/2025		Mattituck-Laurel Library	2024 year-end fund balance transfer from O/A	-2,000.00
Bill Pmt -Check	02/06/2025	13060	Karen Letteriello	Reimburse Cookies for Programs	-17.56
Bill Pmt -Check	02/06/2025	13061	Library Market	Invoice # 3886	-3,500.00
Bill Pmt -Check	02/06/2025	13062	Penworthy	Cstmr 00-5320020_001, Inv 0605243-IN	-376.33
Bill Pmt -Check	02/06/2025	13063	Port53 Technologies Inc.	Invoice 13916	-1,641.60
Bill Pmt -Check	02/07/2025	13064	B&T Adult Account	L 90004-3	-1,004.08
Bill Pmt -Check	02/10/2025	13065	NYS Employees Health Insu...	03909	-9,461.05
Bill Pmt -Check	02/12/2025	13066	SCLS	Invoice 94035	-54,688.00
Bill Pmt -Check	02/12/2025	13067	B&T Juvenile Account	L 935700	-337.07
Bill Pmt -Check	02/12/2025	13068	B&T Teen Account	L943258	-107.06
Bill Pmt -Check	02/12/2025	13069	Crafts on the Move, LLC	Card Making 2/8/25	-126.00
Bill Pmt -Check	02/12/2025	13070	Fun Express, LLC	Invoice 73589726401, Acct 2746478	-94.65
Bill Pmt -Check	02/12/2025	13071	Kathy Pasca	Good Vibrations 2/6/25	-300.00
Bill Pmt -Check	02/12/2025	13072	Living Art Aquariums	Invoice 2178	-365.00
Bill Pmt -Check	02/12/2025	13073	Raven Janoski	Cheese Board 2/10/25	-600.00
Bill Pmt -Check	02/12/2025	13074	SCLS	Invoice 94073	-479.40
Bill Pmt -Check	02/12/2025	13075	Shelter Island Public Library	Invoice 02072025MA / Eugenics 2/7/25	-50.00
Bill Pmt -Check	02/12/2025	13076	The Library Store	Cstmr 20058, Inv 726252	-98.77
Bill Pmt -Check	02/13/2025	13077	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	02/13/2025	13078	Karen Letteriello	Reimburse Cupcakes for Program	-29.27
Bill Pmt -Check	02/14/2025	13079	Midwest Tape	11952	-90.96
Bill Pmt -Check	02/14/2025	13080	Quill Corporation	03047280	-374.30
Bill Pmt -Check	02/14/2025	13081	Twin Fork Landscape Contra...	Invoice no. 27992	-1,150.00
Bill Pmt -Check	02/19/2025	13082	Amazon Capital Services	Acct#A1QBFNTMAAYKEX, Invoice # 1RF6-J1XF-7...	-275.73
Bill Pmt -Check	02/19/2025	13083	Business Card	5474 1518 7474 0647	-506.05
Bill Pmt -Check	02/19/2025	13084	Emerald Island	940058	-513.45
Bill Pmt -Check	02/19/2025	13085	Optimum	Acct 07839-381822-01-2	-436.34
Bill Pmt -Check	02/19/2025	13086	Quogue Wildlife Refuge	Owls of LI 2/13/25	-200.00
Bill Pmt -Check	02/21/2025	13087	Postmaster	Permit no. 41	-416.67
Bill Pmt -Check	02/24/2025	13088	Aflac	Acct NQH35, Inv 587273	-51.24
Bill Pmt -Check	02/24/2025	13089	Coastline Cesspool & Drain ...	Invoice 11881	-485.00
Bill Pmt -Check	02/24/2025	13090	Edward J. Moreno	Qi Gong series 2/4/25 - 2/25/25	-240.00
Bill Pmt -Check	02/24/2025	13091	Elan Financial Services	4798 5101 7200 1022	-204.23
Bill Pmt -Check	02/24/2025	13092	Maria's Mexican Cooking, LLC	Empanadas 2/22/25	-400.00
Bill Pmt -Check	02/24/2025	13093	Precision Microproducts		-878.61
Bill Pmt -Check	02/24/2025	13094	St. George Living History Pr...	Comedians 2/20/25	-225.00
Bill Pmt -Check	02/24/2025	13095	Pine Barrens Printing	Invoice no. 34635	-3,767.00
Bill Pmt -Check	02/25/2025	13096	Cutchogue-New Suffolk Free...	GameOn 2/7/25 / Shared Program	-125.00
Bill Pmt -Check	02/25/2025	13097	Midwest Tape	11952	-93.06
Bill Pmt -Check	02/25/2025	13098	Verizon	Acct. 242398426-00001, Inv 6106251149	-197.40
Bill Pmt -Check	02/27/2025	13099	Midwest Tape	11952	-144.84
Bill Pmt -Check	02/27/2025	13100	PSEGLI	Cstmr 0295-3001-61-3, Acct 9610338501	-1,567.36
Bill Pmt -Check	02/27/2025	13101	Shauna Scholl	Open House 2/26/25 - Refreshments	-31.78
Bill Pmt -Check	02/27/2025	13102	EBSCO Subscription Services	TN-S-59543-00	-4,534.52
Bill Pmt -Check	02/27/2025	13103	Gil McLean	Irish Yarn Concert 3/1/25	-400.00
Total BNB Operating Checking					-270,569.81
TOTAL					-270,569.81

MONTHLY IMPACT

JANUARY 2025

8,994 ITEMS
CHECKED
OUT

1,714 books & other items
7,280 ebooks & digital items

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



DIGITAL
MATERIAL
CIRCULATION **7,280**

Flipster **54**
Freegal (downloads) **152**
Freegal (streamed) **766**



Hoopla **115**
Kanopy **203**
Overdrive **2,761**
WAM **3,229**
+ 3,387 December (3,893)
+ 3,213 January 2024 (4,067)

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

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MONTHLY IMPACT

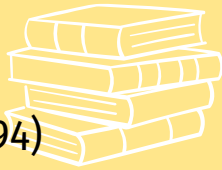
FEBRUARY 2025

9,419

ITEMS
CHECKED
OUT

1,575 books & other items
7,844 ebooks & digital items

books & other items
- 139 January (1,714)
- 219 February 2024 (1,794)



DIGITAL
MATERIAL
CIRCULATION

7,844

Flipster **47**

Freegal (downloads) **144**

Freegal (streamed) **605**



+ 564 January (7,280)

+ 3,443 February 2024 (4,401)

Hoopla **133**

Kanopy **182**

Overdrive **2,411**

WAM **4,322**

202



public computer sessions

247

ILL's incoming



369

ILL's outgoing

17

new patrons



351

guest Wi-Fi connections

266

materials
added

Library Programs

36

Community Groups

16

Tutors

16

71

room use



3,225

visitors

- 208 January (3,433)
- 375 February 2024 (3,600)
Busiest day of the week -
Tuesdays (640)

Adult Services

415

Teen Services

56

Youth & Parenting Services

163



634

program attendance



Mattituck-Laurel
LIBRARY

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Monthly Circulation Statistics of Physical Material							
	2019	2020	2021	2022	2023	2024	2025
January	2,871	3,117	2,256	2,215	2,051	1,915	1,714
February	2,704	2,871	2,092	2,068	2,030	1,794	1,575
March	2,882	1,255	2,329	2,165	2,293	1,961	
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	3,289

Monthly Circulation Statistics by Material Type 2025												
Month	Fiction			Non-Fiction			Reference			Children's		
	Nov	Dec	Jan	Nov	Dec	Jan	Nov	Dec	Jan	Nov	Dec	Jan
Nov	120	150	180	90	110	130	30	40	50	60	70	80
Dec	150	180	210	110	140	170	40	50	60	70	80	90
Jan	180	210	240	140	170	200	50	60	70	80	90	100
Feb	160	190	220	120	150	180	40	50	60	70	80	90
Mar	140	170	200	100	130	160	30	40	50	60	70	80
Apr	110	140	170	80	110	140	20	30	40	50	60	70
May	90	120	150	60	90	120	10	20	30	40	50	60
Jun	70	100	130	40	70	100	5	10	15	20	25	30
Jul	50	80	110	20	50	80	2	5	8	10	12	15
Aug	30	60	90	10	30	60	1	2	3	4	5	6
Sep	40	70	100	15	40	70	2	4	6	8	10	12
Oct	60	90	120	30	60	90	5	10	15	20	25	30
Nov	80	110	140	50	80	110	10	20	30	40	50	60
Dec	100	130	160	70	100	130	15	25	35	45	55	65
Jan	120	150	180	90	120	150	20	30	40	50	60	70
Feb	100	130	160	70	100	130	15	25	35	45	55	65
Mar	80	110	140	50	80	110	10	20	30	40	50	60
Apr	60	90	120	30	60	90	5	10	15	20	25	30
May	40	70	100	15	40	70	2	5	8	10	12	15
Jun	20	50	80	5	15	40	0	2	3	4	5	6
Jul	10	30	60	2	10	30	0	1	2	3	4	5
Aug	5	15	40	1	5	15	0	0	1	2	3	4
Sep	10	30	60	2	10	30	0	1	2	3	4	5
Oct	20	50	80	5	15	40	0	2	3	4	5	6
Nov	40	70	100	15	40	70	0	5	10	15	20	25
Dec	60	90	120	30	60	90	0	10	20	30	40	50
Jan	80	110	140	50	80	110	0	15	25	35	45	55
Feb	100	130	160	70	100	130	0	20	30	40	50	60
Mar	120	150	180	90	120	150	0	25	35	45	55	65
Apr	140	170	200	110	140	170	0	30	40	50	60	70
May	160	190	220	130	160	190	0	35	45	55	65	75
Jun	180	210	240	150	180	210	0	40	50	60	70	80
Jul	200	230	260	170	200	230	0	45	55	65	75	85
Aug	220	250	280	190	220	250	0	50	60	70	80	90
Sep	240	270	300	210	240	270	0	55	65	75	85	95

[illegible][illegible][illegible]

[illegible]

[illegible]

NEW PATRON REGISTRATIONS

FEBRUARY 2025

Adult Year Round	13
Youth Year Round	2
Teen	
2 ND Address	2
Total:	17

MEETING ROOM USE REPORT-FEBRUARY 2025

The following groups used the 3 meeting rooms FEBRUARY 2025

Community Room

From Denial to Discussion	Pride & Prejudice Film
Take Your Child to the Library	Snowman Snacks & Story
HooDoo Loungers in Concert	Empanada Making
Chair aerobics	Strong's Marina Training
Babies Boogie	Understanding the Nature of Self
Toddlers Tango	Heart Health
Lego K-6	Qi Gong 4-Class Series
Parent/Child Rhyme & Play	Yoga
Sock Puppet Fun	Llama Llama Storytime
Create Your Own Greeting Cards	Snow Much Fun
Build Your Own Cheese & Chocolate Board	
Good Vibrations: Sound Journey with Music Therapist Kathy Pasca	

Conference Room

Tutor (1)
Mah Jongg
MCLA Board Meeting
Bridge
Book Discussion: Jane Austen
East End Lions
Medicare

Craft Room

Tutor (15)
Alzheimer's Support Group
Heart Shaped Cookie Decorating Contest
Crafting Toys for Cats & Dogs
Zoom Meeting
Read to a Dog
DIY Vanilla Scented Hand Lotion

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Community Groups-16

Library Programs-36

Local History-3