

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

**MEETING DATE:** Monday April 14, 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 March 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. Vote resolution
  - B. Scan center quote
  - C. ALA conference attendance
- XII. Period of Public Expression
- XIII. Adjournment

**Next Meeting – May 12, 2025**

## Directors Report March 2025

### **Building and Grounds**

TFLC was on site March 4<sup>th</sup> and 5<sup>th</sup> to complete the spring cleanup and mulch all the flower beds.

As discussed at the March Board meeting, the staff restroom overflowed on Friday March 7<sup>th</sup>. At the March 10<sup>th</sup> Board meeting it was decided to close the restroom until further notice. There have been no plumbing issues since the closure of that restroom.

Calvin met with me on Monday March 24<sup>th</sup> and pointed out that a number (more than half) of our LED lights will need to be replaced soon. The replacement would be a significant expense and we both agreed to wait a few more months.

Calvin also requested the purchase of more ceiling tiles; I was able to find them from Home Depot and picked them up on March 27<sup>th</sup>.

JJ Simms was on site on Thursday March 27<sup>th</sup> and completed the backflow test, all paperwork has been filed with Suffolk County.

STAT was on site on Thursday March 27<sup>th</sup> and completed the inspection of the fire suppression system. All systems passed.

After the past winter the flag, out front was looking very torn and tattered, Calvin replaced the flag, and I have ordered another one as back up.

I have been in contact with Mills and the shade sail poles have been fabricated. They are expecting to install the new shade sail soon. Prior to the install we will need to have the old poles removed and disposed of, I have been in contact with a local handyman to complete the job.

### **Programs and Services**

On Thursday March 20<sup>th</sup> we had a lively discussion on *All the Colors of the Dark* by Chris Whitaker with 14 in attendance. *The Life Impossible* by Matt Haig will be held Thursday April 24<sup>th</sup> at 5pm and has 21 registrants. Sara continues to run a weekly *Pride and Prejudice* discussion, and Jenna has offered to lead another – one time discussion on *Pride and Prejudice*.

The Health Fair Committee has reconvened for another year and is planning for a health fair on August 16<sup>th</sup> from 11am – 2pm.

I am working on a delivery date for the bicycles for our new bike borrow program. I'm hoping to have them within the next two weeks. Once the bikes are delivered, we will catalog them and start advertising them for check out!

*Upcoming programs and events to note:*

**One Time Book Discussion with Jenna: *Pride and Prejudice*** – April 10, 2:30pm

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

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

**Books Your Brain Health – Avoid “Brain Drain” with Nutrition (zoom)** – April 17, 12pm

**Pollinator Gardens (zoom)** – April 17, 5:30pm

**Global Warming and Climate Change: Understanding the Problem and the Solutions** – April 22, 5:30pm

**Hubbard County Park Hike** – April 30, 10am

**Seaglass Jewelry Making** – May 3, 12pm

**Penny Lane: A Tribute to The Beatles** – May 4, 2pm

**Good Vibrations: Sound Journey with Music Therapist Kathy Pasca (teens & adults)** – May 8, 5:30pm

**Dance Lesson with Michelle Vicale-Smith** – May 9, 5pm

**The Bird (Avian) Flu: Should I Be Worried? (zoom)** – May 8, 7pm

**From Denial to Discussion: Putting a Human Face on Mental Illness** – May 17, 10:30am

**Marine Debris Vase Making with Upsculpt** – May 17, 1pm

### **Friends of the Library**

The Friends hosted the Irish Tea on March 13<sup>th</sup>, the tea was sold out and a good time was had by all.

The Friends have agreed to utilize the funds from the omnibus grant towards concerts for the remainder of the year.

The Friends Scholarship Application is currently open until April 30<sup>th</sup>.

I have sent a request to the Friends to help assist with funding The Dolly Parton Imagination Library for our community. The program is a book gifting program that mails free books to children from birth until they begin school.

The Friends will be sponsoring trivia night on Thursday April 10<sup>th</sup> and will be providing pizza and snacks for participants.

The next Friends meeting is Tuesday April 15<sup>th</sup> at 9:30am.

### **Administrative**

The next staff meeting is scheduled for Tuesday April 15<sup>th</sup>. 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; the staff will enjoy a casual lunch in the breakroom.

Two staff members, Sara and Jackie, recently completed a supervisory skills series of classes through SCLS. The classes met at a SCLS, Bayport-Blue Point Library and Comsewogue Library and were taught by longtime Library Directors and Kevin from SCLS.

Our partnership with The North Fork Community Theater continues – I met with their historian on March 17<sup>th</sup> to collect additional playbills for digitizing. Robert digitized the playbills, and they have been uploaded to our website.

The IMLS situation and federal / state funding remain a concern. We have learned that the state is not able to backfill any of the federal funding that the New York State Library is due to receive. There is a lot unknown and right now the best that we can do is to continue making sure our local representatives hear from us and that we keep pushing the messaging out to our community. We are very fortunate that we are funded primarily through our tax base, however there are certain services that trickle down to us that will be affected, included services that SCLS administers for us.

Two separate letters have been sent to Nick LaLota's office from the Board, there has not been a response (letters included in packets).

Our website now includes an [advocacy page](#) to engage our patrons in advocating for our libraries on a state and federal level. The goal of the page is so that the information is quickly accessible and can be easily updated to communicate our advocacy efforts.

The May / June newsletter is underway – I suspect that delivery might be delayed due to having wait for final approval on 4/15 – final approval is pending the status of the potential bond vote as well as dates and times of the public hearing.

We've had some movement amongst the part-time staff over the last month, we have had three staff members move on to other pursuits and have welcomed two new part-time staff members.

I am requesting to attend the ALA Annual Conference at the end of June. This year's conference takes place in Philadelphia and has several great speakers including, Governor Gretchen Whitmer, George Takei and Brené Brown. Attached is a cost breakdown of conference attendance.

The public scan station is in desperate need of an upgrade. I have asked Sharon to obtain a quote to replace the computer and both scanners, the total cost is expected to be \$5,439.00 (quote attached). I am asking for permission to purchase the new system and to pay for it out of the money market account instead of the tech budget line (operating budget).



**Meetings Attended**

*March 5* – PALS Executive Board Meeting

*March 6* – Vega Training for MLL Staff

*March 11* – Department Heads Meeting

*March 11* – PLDA Mentorship

*March 20* – Member Library Directors Meeting at Riverhead

*March 24* – PLDA Executive Board Meeting

Respectfully submitted by: Shauna Scholl, Director

**Mattituck-Laurel Library**  
**Adult Services Board Report - March 2025**

Prepared by Sara Colichio, Head of Adult and Information Services

**Summary** - The reference department has been busy. During the month of March, we said good-bye to Ann and welcomed Eva to our department. Martha has been busy planning programs into the summer and fall, as well as working with the Friends to assist with concerts that will be covered by the Omnibus award. Sharon has worked hard in planning her edible book program and Jane Austen events. Eva has been training with both reference and circulation staff. Marissa has been planning regularly scheduled visits to the high school, along with staff from Cutchogue-New Suffolk Free Library. She has also been overseeing community service opportunities for teens, including a prom dress drive. Jerry has been working a few hours each week to assist with local history requests, Jane Austen events, and his own Zoom programs. My Jane Austen weekly book discussion has also been going well.

**Meetings** - I attended the following meetings during the month of March:

Date	Meeting
3/4/25	Supervisory Skills
3/11/25	Blood Drive Meeting
3/11/25	Supervisory Skills
3/18/25	Health Fair Committee Meeting
3/18/25	Homelessness Training Meeting (Reference Department)
3/19/25	Jane Austen Committee Meeting
3/20/25	Edible Book Committee Meeting
3/25/25	Supervisory Skills

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

Date	Program	Statistics	Program Platform/Notes
Mondays in March	Chair Strength and Stretch	27 plus a waitlist	In person
Wednesdays in March	Yoga	6 each session plus 4 walk-ins	In person
By appointment	One-on-one technology appointments	14	In person; offered by Sharon Twickler

3/1/25	Irish Yarn with Gil McLean	21	In person
3/4/25	Betty Crocker Cookbook	59	Virtual; shared with Southold Free Library and North Shore Public Library; Southold hosted
3/5/25	Verdi's <i>Otello</i> (opera film)	2	In person
3/10/25	Bringing the Woodland Home: Shade Gardening with Native Plants	9	In person
3/11/25	Tame Your Inner Critic: Listen to Your True Self	9	In person
3/12/25	Total Eclipse of the Moon	93	Virtual; shared EEPA zoom program hosted by Westhampton Free Library
3/13/25	Beyond the Hamptons: Hidden History of the Twin Forks	33	Virtual
3/20/25	EEPA Presents: Menopause	25	Virtual; Virtual; EEPA program sponsored by Stony Brook Southampton Hospital
3/20/25	Book Discussion: <i>All the Colors of the Dark</i> by Chris Whitaker	14	In person; offered by Shauna Scholl
3/22/25	New Year, New Career	8	In person
3/27/25	Q&A with Women of Suffolk County Sheriff's Office	22	Virtual; shared EEPA zoom program hosted by Westhampton Free Library
3/31/25	Painted Seashell Creations	10	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 planned adult programs through the summer and into the fall months. She has been a big help as well in planning events on the Jane Austen committee, Health Fair committee and Edible Books committee. She is currently working with the Friends of the Mattituck-Laurel Library to plan concerts that will be covered by the Omnibus grant.

**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. Our vendor is still experiencing delayed delivery dates with our orders.

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

**Museum Passes** - All museum passes are up to date at this time. We will be raffling off tickets to the Jane Austen exhibit at the Morgan Library & Museum in NYC. The exhibit will be opening in June.

**Other** -

- **Library of Things** - I continue to assist with the library of things as needed.
- **Miscellaneous** -  
I have been working with Sharon, Martha, Jerry 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.

My weekly *Pride and Prejudice* book discussion has started and is going well, with 10 participants coming each week.

I continue to work on staff evals.

We had a meeting in March to discuss the homeless training we all completed. We discussed strategies and participated in role playing scenarios to practice applying the strategies. Productive conversations took place and policies were reviewed.

The Health Fair committee began meeting to plan our 2nd annual health fair, to take place on 8/16/25.

We continue to assist with local history requests as we are able to. Jerry has been working a few hours a week at the library for the past few weeks and has been assisting with this while he's here.

We welcomed Eva McGuire to our department. Her first day was 3/19/25. We look forward to working with her.

Our Scannx scanner has been working only intermittently. Sharon received a quote for a new Scannx system. In the meantime, we've been assisting patrons who need to scan documents with our copy machine, which is helpful but less user friendly.

**Mattituck-Laurel Library**  
**Teen Services Board Report – March 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 March:

Date	Meeting
03/11	Teen Collaborative Summer Workshop
03/11	Meeting with teen for Student Led Program
03/13	YA Department Heads Meeting
03/18	Homeless Training
03/20	Edible Books Committee Meeting
03/27	Meeting with teen for Student Led Program
03/31	EEYA Meeting

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

Date	Program	Statistics
03/08	Creative Makerspace	6
03/11	Navigating College Successfully (via zoom)	4
03/14	Spring mini canvas	10
03/18	Applying for College	9
03/20	Seed Sorting	3
03/27	Mattituck High School Visit	This was rescheduled to 4/24 due to conflict at the HS

**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:** - Mini canvases: 12 Letters to seniors/veterans: 5

**Prom Dress Drive**-The North fork libraries started their annual Prom Dress Drive for the months of March and April. We have collected **27** dresses so far.

**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.

**Mattituck School District-** This month, the Cutchogue Teen Librarian and I connected with the head of the National Honor Society to share information about the community service opportunities available for teens. These include both in-person programs and ongoing service kits that students can complete on their own time. I also maintain regular communication with local librarians, keeping them informed about upcoming teen programs and community service opportunities to ensure broader outreach and engagement.

**Teen Space** – In March, I curated a selection of nonfiction books on Women's history and fiction books featuring strong female protagonists for a Women's History Month display. The guessing jar was also updated, with **5** 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 spring.

**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 32 responses so far.**

This month, I continue 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 also am working on updating the T.V. in the space. It now currently is on and displays flyers for programs and events. I will continue to try and implement their feedback from this survey.

**Print Newsletter**–This month I submitted the content for the May/June working on the content July/August 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.

**AI Challenge-** I joined the **AI Youth Services Challenge**, a six-week initiative exploring AI tools to enhance library services. Designed by NYS Youth Services Consultants, it offers Professional Development hours for participants.

**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. With help from Elizabeth I also made trophies for the Edible Books Festival next month.

**Requests: 3**

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

**Local History Requests-**2

**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: April 7, 2025

To: Shauna Scholl

From: Karen Letteriello  
Youth and Parenting Services

Subject: March 2025 Wrap-up

Our Numbers are as follows:

Programs: 260  
Parent TV: 189  
Book pulls 72 In Person help: 121

### **GENERAL INFORMATION**

This month, we are continuing our weeding efforts, primarily focusing on the biography collection. Weeding our collections this time of year allows us to set aside several discarded books that will be available for the Friends' book sales during the summer.

The STEM table remains popular with patrons. This month, we featured activities such as building a STEM robot with wooden character pieces, creating items with Bristle Blocks, searching for worms to feed the bird, and exploring a sensory bin filled with colorful pasta. One of our youngest patrons actually made a birthday cake out of bristle blocks and sang happy birthday to his mom.

The TWEEN Place scavenger hunt challenged participants to find 13 Looney Tunes characters. The kids enjoyed how difficult spotting some of the characters was with the spring decorations adding to the challenge. A number of the board games we place in this room have been broken and missing pieces. Games are on our list when we shop at ChickenKidz this April.

In the Early Reader section, we offer various fine motor skill activities, including cutting, tracing, and penmanship exercises. We've noticed that some preschool aides have been coming in to use these resources in their classrooms.

Last month, we submitted our statistics and documentation to requalify for the Family Place Recertification. By the end of the month, we received confirmation that our recertification was approved. We put a lot of effort into ensuring our library meets all the requirements to be recognized as a Family Place Library.

Karen took part in the AI Youth Services Challenge, which began on March 3 and runs for six Mondays. Each week, participants are given a new AI challenge. I found the tasks quite challenging. However, there are a variety of AI platforms offered and the opportunity to learn about each one has been a great learning tool.



## **MEETINGS**

March 4<sup>th</sup> Karen attended the Booklist webinar featuring Magnificent Middle Grade reads.

March 6<sup>th</sup> Karen attended VEGA training.

March 10<sup>th</sup> Karen attended the Booklist, Summer Scares Middle-Grade Panel. The genre of Horror is somewhat new to the children's department, yet we are finding it is becoming very popular. This webinar helped to provide insight into some of the latest published Horror genre.

March 11<sup>th</sup> Karen attended the Department Head Meeting with Shauna. All children's room staff were informed on topics discussed.

On March 12th, Karen attended the Long Island Library Resources Council webinar, *From Apollo to Artemis: Stories from NASA*. The webinar was both engaging and informative, providing several valuable talking points that will be useful when students ask about space and the space program.

March 14th Karen attended the Family Place Webinar: De-Escalation with children and adolescents. The information is timely and helpful.

March 18<sup>th</sup> Karen attended Booklist webinar: Promising Picture Books

March 26<sup>th</sup> Karen attended the Booklist Webinar on summer 2025 preview books.

## **PROGRAMS**

### **FAMILY**

This month, we hosted two family programs. The first was a puppet storytime and workshop, where families gathered various craft materials to create both a sock and hand puppet with their children. The room was filled with laughter and joy as everyone got creative.

Our second program, Goodbye Frozen Winter, transformed the meeting room into two sections—one representing winter and the other spring. Participants enjoyed seasonal games, took fun pictures in front of themed backdrops, and were treated to delicious Italian ice. It was a wonderful way to bid farewell to winter and welcome spring, even if the outdoor temperatures still had other plans!

## **PROGRAMS**

### **Birth – Preschool**

We welcomed back Mr. James and the Guinea Pig Funny Farm. Mr. James has his guinea pigs act out a nursery rhyme. After the story, the kids create a guinea pig craft and get to pet and take pictures with the guinea pigs.

Babies Boogie and Toddler Tango continue to be very popular programs. We offer separate classes for different age groups, and parents appreciate the opportunity to participate in age-appropriate activities for their child. They find the program more beneficial when the age range is specific. Whenever possible, we also make sure to include neighboring patrons.

The Parent/Child Rhyme and Play program is designed for little ones, offering children from birth through age 3 a chance to develop both gross and fine motor skills. Toys are set up around the room for exploration, and after forty minutes of play, we transition into cleanup followed by nursery rhymes, songs, and puppet activities. The program always ends with bubbles, which is the highlight for the children.

The Dump Truck program had to be rescheduled due to the presenter being stuck on a broken-down train. The program has now been rescheduled for April.

### **Elementary**

We are seeing an increase in the number of kids participating in our LEGO program. Having their designs showcased in our glass case for a month allows them to stop in and show off their creation all month long.

What better way to celebrate National Oreo Day than with a taste test featuring six different Oreo cookie flavors? The taste test included: Regular, Happy Birthday, Lemon, Chocolate, Mint, and Toffee Crunch. The most popular flavor was the regular Oreo. Some of the kids would not even try some of the flavors once they smelled it. I guess the aroma as well as the look of food certainly plays a part in enjoyment.

We celebrated Mario Day, better known as MAR10 day. Elizabeth set up the games in the Tween place and patrons stopped by to play the games. Mario is certainly a favorite character in the video world.

This month's Read to a Dog program took place outdoors in the green space, and the weather was perfect. Everyone had a great time, especially Blitzen the dog, who loved being outside.

## **OVERALL**

Preparations continue for summer reading. All incentives have been purchased and work continues on getting READSquared up and running.

On March 16th, we received a letter from Time to Grow Preschool informing us that the school had to close for two weeks, which meant librarians were unable to provide storytime this month. However, the school has reopened, and storytime will resume in April.

Elizabeth helped the reference department refine a 3D print they plan to use for their Edible Book Program. Her expertise and dedication to learning the software are evident in her work. Back in 2015, Elizabeth designed a 3D open book design using Thingiverse and published it for others to download and print. Since then, this one design has been viewed 36,443 times and downloaded 19,434 times. A big thank you to Elizabeth for creating such a valuable resource that other libraries can use.

Reid, a second-grade student at Cutchogue East Elementary, wrote a book and asked if we could display it and possibly have people read it. Naturally, we made room for it on the new shelf. He also requested to know the total number of readers (36.) To keep track, we set up a book log and shared the count with him after one week. The book will remain on the shelf a bit longer. Reid completed the entire book on his own, including the spelling. The title of his book is *Indoor Recess*.

Whenever a book or item is returned to the children's room, we always inspect it to ensure it's in good condition before it circulates again. Recently, *Dinosaur Sounds*, an Usborne book, was returned through the book drop with the cover of the battery case broken, exposing small round batteries. Karen contacted the company to inform them of the issue, so they could review the design for safety. They appreciated the photo and thanked us for bringing it to their attention. We reordered the book and will make sure to check all battery compartments prior to books circulating.

A big thank you to the children's room staff for stepping up and taking on additional hours while we remain one staff member short.

## Mattituck Library Hosts Irish Tea Luncheon

The Mattituck-Laurel Library hosted a three-course Irish tea and luncheon with Margaret Johnson, author of *The Irish Heritage Cookbook*, offering guests a taste of traditional Irish cuisine. Attendees enjoyed an assortment of tarts, fresh salads, sweet breads,

and a selection of fine Irish teas while Johnson shared insights into the rich culinary traditions of Ireland. Guests had the opportunity to purchase signed copies of Johnson's book.

PHOTOS BY KCOLLECTIONS PHOTOGRAPHY



Peggy Whitrock, Robin Ziemacki, Diane Tandy, Catherine Fortenberry, Alice Jones



Sharon Moore, Dorothy Baumann, Lindsay Ferrara



Shauna and Linda Scholl, Lorna Luniewski, Denise Riecker



Eileen Byrne, Donna Teresko, Roberta Keiss, Diane Lopez,  
Lorretta Burrows



Author Margaret Johnson



# Fed policy changes could impact libraries

Executive order targets agency that supports libraries at state, county and local levels

BY NICOLE WAGNER  
STAFF WRITER

The funding stream that supplies federal support to local library systems — providing money for capital improvements, cultural preservation, internet access and other initiatives — has been slowed to a trickle under a new executive order.

And area library directors are growing concerned.

“Libraries are constantly doing more with less,” Mattituck-Laurel Library director Shauna Scholl said. “But there will come a point when we simply won’t be able to continue doing so, especially if the state and federal programs that support us locally are eroded.”

## EXECUTIVE ORDER

An executive order signed March 14 by President Donald Trump March called for the reduction of the Institute of Museum and Library Services — an independent government agency, created in 1996, which is the primary source of support for the nation’s museums and libraries. The president’s order deemed the institute an “unnecessary” element of the federal government.

The institute’s 2024 fiscal year budget was nearly \$295 million, with roughly \$211 million going to the Office of Library Services. Approxi-



NICOLE WAGNER PHOTO

Mattituck-Laurel Library director Shauna Scholl shares concerns with fellow local directors that local libraries “are now at immediate risk.”

mately \$8.1 million of that funding is funneled through the New York State Library in Albany by the institute’s Grants to States Program — a \$180 million budget line for the institute throughout the country in 2024.

The monies allocated by IMLS to New York help support the state’s 7,000 local libraries, 72 library systems and the state library itself. These funds help cover costs for library re-

sources, construction aid, technical assistance, administration of discretionary grant programs, oversight of trustee education and public librarian certification processing, among other initiatives.

Ms. Scholl said while the library is funded primarily through local taxes, the support and services it receives through the federally funded state library “are now at immediate risk.”

Crucial resources like construction aid, access to online databases and coordination of summer reading programs are financed in part by federal funding funneled through the state, according to both Ms. Scholl and Cutchogue-New Suffolk Free Library director Rosemary Winters. Floyd Memorial Library director Ellen Nasto, Southold Free Library director Caroline MacArthur, North Shore Public Library director Laura Hawrey and Riverhead Free Library director Kerrie McMullen-Smith echoed these concerns. Ms. Hawrey described the uncertainty of federal funding as a “gnawing concern” for local libraries.

The executive order called for the elimination of the institute’s “non-statutory components and functions” as well as reduction of “the performance of their statutory functions and associated personnel to the minimum presence and function required by law.”

Heads of the various agencies impacted by the order are required to submit a report to Director of the Office of Management and Budget Russel Vought confirming compliance and detailing which aspects of their responsibilities are “statutorily required and to what extent.”

The IMLS media contact did not respond to requests for comment about what plans the agency has to conform

# **LIBRARY...**

CONTINUED FROM PAGE 7

with the executive order.

"It's a trickle down effect," Ms. Nasto said of the order. "If these programs aren't funded by the federal government or the state, we'll have to fund these things ourselves, and it will be difficult, because we really don't have a large budget. We would either have to figure out which services we'll do without or ask our taxpayers for more support."

## **SUFFOLK COOPERATIVE LIBRARY SYSTEM**

More than \$5 million of federal funding from the IMLS trickles down to local libraries through the Suffolk Cooperative Library System, which offers a variety of support services to its member libraries throughout the county with an annual budget of \$20 million. SCLS helps support the county's local libraries by coordinating distribution of shared services like Libby — a mobile app that gives library patrons access to millions of ebooks and audiobooks. SCLS director Kevin Verbesey said 3.6 million items were checked out through Libby across Suffolk County in 2024.

The library system also coordinates internet bandwidth services for local libraries and a countywide "lending library" service for books and events.

"There's a wealth of different things that we work at the cooperative level," Mr. Verbesey said in a phone interview. "All of which are at some level of risk with the loss of state support and federal support."

## **FEDERAL E-RATE PROGRAM**

The executive order affecting the IMLS is one of several things Mr. Verbesey is concerned will have a "deep and troubling impact on libraries and, quite frankly, on all public services." A bigger issue, he believes, are efforts to upend the \$4 billion federal E-rate program that helps schools and libraries offset the costs of internet service.

The program "was authorized by Congress as part of the Telecommunications Act of 1996 and created by the Federal Communications Commission in 1997," according to the System for Award Management website.

The effort to undercut the E-rate

program is being spearhead by Washington-based conservative advocacy group Consumers' Research in U.S. Supreme Court. Its concern is that "the Universal Services Administration Company makes quarterly recommendations to the FCC for how much telecommunications companies must contribute to the fund," and that the FCC effectively "rubber-stamps the recommendations," according to a March 26 report in Education Week.

The U.S. Supreme Court "signaled that it is unlikely to upend" the program, the report noted, with Justice Samuel Alito Jr. questioning "the broader impact of a sweeping decision [to undo] the program."

Across Long Island, roughly \$30 million helps ensure access to stable, high-speed internet. Mattituck-Laurel Library receives roughly \$5,000 a year from the E-rate program and, pending its fate, could have to find the money elsewhere in its budget.

"[The E-rate program] obviously makes sense from an education, economic development and personal enrichment [perspective]," Mr. Verbesey said. "But it's also critical to public safety. [Schools and libraries] are made of cement and steel ... [where] cellular service doesn't work as well. So without these internet connections, it's hard to contact the outside world."

When libraries aren't able to provide free access to information, Mr. Verbesey added, they will have to turn to private sources "which will put a strain on local library budgets."

"In general, government thrives on stability," Mr. Verbesey said. "And when somebody commits to giving you funding and you put it into your budget for the next year — the expectation is it will come to you so you can undertake your plans."

"When all of a sudden ... somebody changes their decisions on things that have already been set in stone — or at least set in the law — it just makes it very difficult to function," he said.

Area library directors urged residents to reach out to their federal representatives and let them know these public services are important to them.

"If you love your library, advocate for what you love," Ms. Winters said.

[nwagner@timesreview.com](mailto:nwagner@timesreview.com)



# Mattituck-Laurel LIBRARY

PO Box 1437  
13900 Main Rd.  
Mattituck, NY 11952

631-298-4134  
[www.mattitucklaurellibrary.org](http://www.mattitucklaurellibrary.org)

March 24, 2025

The Honorable Nicholas J. LaLota  
515 Hauppauge Road, Suite 3B  
Hauppauge, NY 11788

Dear Representative LaLota,

I am writing on behalf of the Mattituck-Laurel Library and the 5,000 residents of Mattituck and Laurel who utilize the services of our library, to share with you some significant concerns that we have regarding the Federal budget and President Trump's recent Executive Order signed on Friday, March 14, which calls for the elimination of the Institute of Museum and Library Services, the nation's only federal agency for America's libraries.

Last year our residents visited the Mattituck-Laurel Library more than 50,000 times and over 10,000 residents attended a program at our library. Our library continues to thrive as a community center and as a social support organization connecting our community to a wide variety of resources that meet many needs. As the Federal government cuts back on the resources it makes available to residents/taxpayers even more people will be turning to us for support with preparing taxes, starting a new business, finding assistance in times of emergency, getting accurate health information, connecting to The Social Security Administration, and gaining access to many other critically important programs and services.

**The first thing that we ask is that the Federal government remain front and center with ensuring local residents have access to universal and affordable broadband services.** The E-Rate program, funded through the Universal Service Fund, is in need of stable and permanent Federal funding. This program brings in nearly \$100M to New York's libraries and schools to ensure that students, seniors, entrepreneurs, job seekers, and all New Yorkers have access to high-speed broadband through their public libraries and schools. On Long Island alone the funding figure is close to \$35M. Without this funding Long Island's libraries and schools would have two choices, not offer internet access to local residents or require local property taxes to increase by an additional \$35M. At a time when the Federal government has eliminated the SALT deductions and Long Islanders pay significantly more into the Federal budget than they receive back in services neither option is tenable.

**We call on you to speak to leadership in the House and demand that universal and affordable broadband continue to be made available through the Federal E-Rate program.**



**We also call on Congress to advance Federal funding to strengthen and expand library services. The Library Services and Technology Act (LSTA) Grants to States program administered by the Institute of Museum and Library Services (IMLS) is the largest source of Federal funding for library services in the United States.** State library agencies, like New York, receive LSTA funding to support statewide initiatives and services all to the benefit of local libraries and the communities they serve. The approximately \$8M that New York receives in LSTA funding allows local libraries and systems to access state aid, construction grants, and a wide array of support services which assist and promote library services throughout New York.

Mattituck-Laurel Library has previously received construction grant funding and is currently in the process of proposing a renovation to the community. We were hoping to apply for this funding again, as we are upgrading essential infrastructure such as the roof and HVAC system. These improvements will help us continue providing quality library services to our patrons without placing an undue burden on them through rising library taxes.

**We ask you to speak to leadership in the House and demand that LSTA and IMLS funding remains stable in the new budget so that your constituents continue to have access to all of the world class library services of which they are accustomed and need. We ask that you call on President Trump to reconsider the short-sighted decision to dismantle IMLS.**

Libraries are an important part of New York's education ecosystem and are centers for lifelong learning. Libraries coordinate programs and offer resources to increase and strengthen the reading skills of children and adults. Reading is the gateway to success in education, work and life; it strengthens problem solving, language and communication skills and enables adults to decode critical health, financial, and other information.

We strongly encourage Congress to include libraries as key partners in legislation supporting reading. The first early reading experiences of many children come from library story times and books. Children who learn to read proficiently early in life have a much greater chance of succeeding academically and in the workforce.

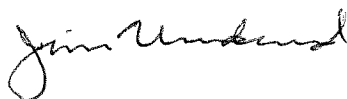
Libraries stand ready to support our communities and assist our patrons with their education, workforce development, and employment needs while connecting them to cultural programs and materials (in print and digital formats) to satisfy their curiosities.

Please stand up for our libraries.

Sincerely,



Shauna Scholl  
Executive Director



Jim Underwood  
President, Board of Trustees

Mary Sanchez, Vice President | Colleen Grattan-Arnoff, Treasurer | Katie O'Rourke, Secretary  
John Carter, Trustee | Peter Kren, Trustee | Randi Teitel, Trustee





# Mattituck-Laurel LIBRARY

PO Box 1437  
13900 Main Rd.  
Mattituck, NY 11952  

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631-298-4134  
[www.mattitucklaurellibrary.org](http://www.mattitucklaurellibrary.org)

April 7, 2025

The Honorable Nicholas J. LaLota  
515 Hauppauge Road, Suite 3B  
Hauppauge, NY 11788

Dear Representative LaLota,

As concerned citizens, taxpayers, and library advocates from Suffolk County, we are writing to express our deep concern about President Trump's Executive Order from March 14, which calls for the elimination of the Institute of Museum and Library Services (IMLS), the nation's only federal agency dedicated to libraries.

We are especially troubled by the cancellation of the IMLS Grants to States Program, which will lead to the loss of critical library services for the communities of Mattituck and Laurel.

We urge you, Representative LaLota, to stand against the EO and ensure the Administration reinstates IMLS funding, as it is a congressionally authorized program.

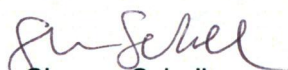
Our library plays a vital role in our educational ecosystem, offering resources and programs that enhance reading skills for both children and adults. Reading is key to success in education and life, building essential problem-solving, language, and communication skills.

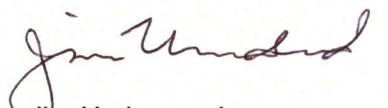
We encourage Congress to support libraries as essential partners in literacy legislation. Early reading experiences at the library are critical to academic success and future workforce achievement.

We remain committed to supporting our community with education, workforce development, and access to cultural programs and resources.

Please stand up for our libraries.

Sincerely,

  
Shauna Scholl  
Executive Director

  
Jim Underwood  
President, Board of Trustees

Mary Sanchez, Vice President | Colleen Grattan-Arnoff, Treasurer | Katie O'Rourke, Secretary  
John Carter, Trustee | Peter Kren, Trustee | Randi Teitel, Trustee

*HDW's April 9, 2025 draft, subject to review and completion*

EXTRACT OF MINUTES

Meeting of the Board of Trustees of the

Mattituck-Laurel Library,

in the County of Suffolk, New York

April 14, 2025

\* \* \*

A regular meeting of the Board of Trustees of the Mattituck-Laurel Library, located in the Town of Southold, Suffolk County, New York, was held at the Mattituck-Laurel Library, 13900 Main Road, Mattituck, New York, on April 14, 2025, at \_\_\_\_ o'clock P.M. (Prevailing Time).

There were present: Jim Underwood, President of the Board  
Mary Sanchez, Vice President of the Board  
Katie O'Rourke, Secretary  
Colleen Grattan-Arnoff, Treasurer  
Randi Teitel  
John Carter  
Peter Kren

There were absent: [add names of other library officials not present]

Also present: Shauna Scholl, Director  
[add names of other library officials present]

\* \* \*

Trustee \_\_\_\_\_ offered the following resolution and moved its

adoption:

RESOLUTION OF THE BOARD OF TRUSTEES OF THE MATTITUCK-LAUREL LIBRARY, LOCATED IN THE TOWN OF SOUTHOLD, SUFFOLK COUNTY, NEW YORK, ADOPTED APRIL 14, 2025, PURSUANT TO SECTION 260 OF THE EDUCATION LAW DETERMINING THAT IT IS NECESSARY AND DESIRABLE TO CONSTRUCT ALTERATIONS AND IMPROVEMENTS TO THE EXISTING LIBRARY AND REQUESTING THAT THE MATTITUCK-CUTCHOGUE UNION FREE SCHOOL DISTRICT CALL, GIVE NOTICE OF AND CONDUCT A SPECIAL DISTRICT MEETING ON BEHALF OF THE MATTITUCK-LAUREL LIBRARY DISTRICT (WHICH LIES WITHIN THE BOUNDARIES OF THE SCHOOL DISTRICT) FOR THE PURPOSE OF SUBMITTING A PROPOSITION TO THE VOTERS OF SAID LIBRARY DISTRICT.

RESOLVED BY THE BOARD OF TRUSTEES OF THE MATTITUCK-LAUREL LIBRARY, LOCATED IN THE TOWN OF SOUTHOLD, SUFFOLK COUNTY, NEW YORK, AS FOLLOWS:

Section 1. Pursuant to Section 260 of the Education Law (the “Section 260”), the Board of Trustees of the Mattituck-Laurel Library, located in the Town of Southold, Suffolk County, New York, hereby determines that it is necessary and desirable to construct alterations and improvements to existing Library building (the “Project”) in accordance with a plan prepared by the Library with the assistance of Nemschick Silverman Architects P.C., Patchogue, New York, which plan is on file and available for public inspection at the office of the Director of the Library.

Section 2. Pursuant to Section 260, the Board of Trustees of the Library hereby requests that the Board of Education of the Mattituck-Cutchogue Union Free School District call, give notice of and conduct a Special District Meeting on behalf of the Mattituck-Laurel Library

District (which lies within the boundaries of said School District), all in accordance with the provisions set forth in the form of the resolution attached as **Exhibit A** hereto, for the purposes of voting upon a Library proposition authorizing the Project, the financing thereof, and certain other matters related thereto.

Section 3. The proceeds of the bonds authorized pursuant to the Library Proposition set forth in **Exhibit A** hereto, and any bond anticipation notes issued in anticipation of said bonds, may be applied to reimburse the Library for expenditures made for the purpose or purposes for which said bonds are authorized. The foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department

Section 4. This resolution shall take effect immediately.

\* \* \*

The adoption of the foregoing resolution was seconded by Trustee \_\_\_\_\_  
and duly put to a vote on roll call which resulted as follows:

AYES:

NOES:

The resolution was declared adopted.

\*\*\*\*\*

CERTIFICATE

I, Katie O'Rourke, Secretary of the Mattituck-Laurel Library, located in the Town of Southold, Suffolk County, New York, HEREBY CERTIFY that the foregoing annexed extract from the minutes of a meeting of the Board of Trustees of said Library, duly called and held on April 14, 2025 has been compared by me with the original minutes as officially recorded in my office in the Minute Book of said Board of Trustees and is a true, complete and correct copy thereof and of the whole of said original minutes so far as the same relate to the subject matters referred to in said extract.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Library this \_\_\_\_\_ day of April, 2025.

(SEAL)

\_\_\_\_\_  
Secretary

**EXHIBIT A**

DRAFT  
INCOMPLETE

RESOLUTION OF THE MATTITUCK-CUTCHOGUE UNION FREE  
SCHOOL DISTRICT, NEW YORK, ADOPTED APRIL 22, 2025,  
CALLING A SPECIAL DISTRICT MEETING ON BEHALF OF THE  
MATTITUCK-LAUREL LIBRARY DISTRICT (WHICH LIES  
WITHIN THE SCHOOL DISTRICT) TO AUTHORIZE THE  
EXPENDITURE OF MONEYS FOR LIBRARY PURPOSES AND  
THE LEVY OF A TAX THEREFORE.

Recitals

WHEREAS, pursuant to Section 260 of the Education Law (the “Section 260”), the Board of Trustees of the Mattituck-Laurel Library, located in the Town of Southold, Suffolk County, New York (the “Library”) has, by resolution adopted on April 14, 2025, determined that it is necessary and desirable to construct alterations and improvements to the existing Library building (the “Project”); and has requested the Board of Education of the Mattituck-Cutchogue Union Free School District to call, give notice of and conduct a Special District Meeting on behalf of the Mattituck-Laurel Library District (which lies within the boundaries of said School District), all in accordance with the provisions set forth herein, for the purposes of voting upon a proposition authorizing the Project, the financing thereof and certain other matters related thereto.

Now, therefore, be it

RESOLVED BY THE BOARD OF EDUCATION OF THE MATTITUCK-  
CUTCHOGUE UNION FREE SCHOOL DISTRICT, IN THE COUNTY OF SUFFOLK, NEW  
YORK AS FOLLOWS:

Section 1. A Special District Meeting of the qualified voters residing in the Mattituck-Laurel Library District, which lies within the Mattituck-Cutchogue Union Free School District, in the County of Suffolk, New York (the “District”), shall be held on Tuesday, June 17, 2025 at 9:00 o’clock A.M. (Prevailing Time) at the Mattituck-Laurel Library located at 13900 Main Road, Mattituck, New York, as provided in the Notice calling said Special District Meeting hereinafter prescribed. The voting at such Special District Meeting shall be by paper ballot, as provided by the Education Law, and the polls shall remain open from 9:00 o’clock A.M. until 7:00 o’clock P.M. (Prevailing Time) on said day and as much longer as may be necessary to enable the voters, then present, to cast their votes.

Section 2. The business to be acted upon at said Special District Meeting shall be as stated in the Notice thereof, and the District Clerk is hereby authorized and directed to cause the Notice of said Special District Meeting to be published in the “*Suffolk Times*” and “*Riverhead News Review*,” two newspapers each having a general circulation in the District, such publications to be made four (4) times within the seven (7) weeks next preceding such Special District Meeting, the first publications to be at least forty-five (45) days prior to the date of said Special District Meeting or by May 3, 2025.

Section 3. Said Notice of Special District Meeting shall be substantially in the following form:



**NOTICE OF SPECIAL DISTRICT MEETING OF THE MATTITUCK-  
CUTCHOGUE UNION FREE SCHOOL DISTRICT ON BEHALF OF THE  
MATTITUCK-LAUREL LIBRARY DISTRICT (WHICH LIES WITHIN THE  
BOUNDARIES OF THE SCHOOL DISTRICT), IN THE TOWN OF  
SOUTHOLD, SUFFOLK COUNTY, NEW YORK**

**NOTICE IS HEREBY GIVEN** that the Board of Education of the Mattituck-Cutchogue Union Free School District (the “School District”), in the County of Suffolk, New York, has adopted a resolution on April 22, 2025, authorizing a Special District Meeting of the qualified voters of the Mattituck-Laurel Library District (which lies within the boundaries of the School District) to be held on

**Tuesday, June 17, 2025**

from 9:00 o’clock A.M. to 7:00 o’clock P.M. (Prevailing Time) at the Mattituck-Laurel Library located at 13900 Main Road, Mattituck, New York, for the purpose of voting upon the following Library Proposition:

**LIBRARY PROPOSITION**

**RESOLVED:**

The Board of Trustees of the Mattituck-Laurel Library (the “Library”) located in the Town of Southold, Suffolk County, New York is hereby authorized: (i) to construct alterations and improvements to the Mattituck-Laurel Library located at 13900 Main Road, Mattituck, New York, the foregoing to include the original furnishings, equipment, machinery, apparatus and ancillary or related site work required in connection therewith (the “Project”), substantially as described in a plan prepared by the Library with the assistance of Nemschick Silverman Architects P.C., Patchogue, New York, which plan is on file and available for public inspection at the office of the Director of the Library; and to expend therefor, including preliminary costs and costs incidental thereto and to the financing thereof and to reimburse prior expenditures made by the Library for the Project, not to exceed the estimated cost \$5,500,000, plus any additional amounts received by the Library in connection with the financing of said Project, including but not limited to bond sale premiums, investment income on bond proceeds, grants, donations or charitable contributions; (ii) to finance such cost by borrowing a principal amount not to exceed \$5,500,000 from the Dormitory Authority of the State of New York (the “Dormitory Authority”), a qualified industrial development agency, local development corporation or

other lending institution(s); (iii) to cause the appropriate taxing authority, or to authorize and direct the Mattituck-Cutchogue Union Free School District, pursuant to Education Law Section 259, to authorize and direct the appropriate taxing authority to levy therefor a tax upon the taxable real property of the Mattituck-Laurel Library District, payable in annual installments in an amount not to exceed \$727,000 per year, which annual installment of the tax shall be in addition to the amount raised annually by tax for the Library's annual appropriations, over a maximum period of thirty (30) years for the payment of all principal, interest, redemption premiums, if any, and expenses relating to the financing of the Project; (iv) to assign and pledge all of said tax to the Dormitory Authority, industrial development agency, local development corporation or other lending institution(s); and (v) to enter into mortgages, loan agreements and any other agreements and/or to take any and all other actions incidental or necessary to the completion of the Project and the financing thereof.

Such Library Proposition shall appear on the ballots used for voting at said

Special District Meeting in substantially the following condensed form:

LIBRARY PROPOSITION

YES

NO

RESOLVED:

The Board of Trustees of the Mattituck-Laurel Library (the "Library") located in the Town of Southold, Suffolk County, New York is hereby authorized: (i) to construct alterations and improvements to the Mattituck-Cutchogue Library located at 13900 Main Road, Mattituck, New York (the "Project"), and to expend therefore, including the reimbursement of prior expenditures made by the Library for the Project, not to exceed \$5,500,000, plus any additional amounts received by the Library in connection with the funding of said Project; (ii) to finance such cost by borrowing a principal amount not to exceed \$5,500,000 from the Dormitory Authority of the State of New York (the "Dormitory Authority"), a qualified industrial development agency, local development corporation or other lending institution(s); (iii) to cause the appropriate taxing authority, or to authorize and direct the Mattituck-Cutchogue Union Free School District, pursuant to Education Law Section 259, to authorize and direct the appropriate taxing authority to levy therefor a tax upon the taxable real property of the Mattituck-Laurel Library District, payable in annual installments not to exceed \$727,000 per year, which annual installment of the tax shall be in addition to the amount raised annually by tax for the Library's annual appropriations, over a maximum period of thirty (30) years for the payment of all principal, interest, redemption premiums, if any, and expenses relating to the financing of the Project; (iv) to assign and pledge all of said tax to the Dormitory Authority, industrial development agency, local development corporation or other lending institution(s); and (v) to enter into mortgages, loan agreements and any other agreements and/or to take any and all other actions incidental or necessary to the completion of the Project and the financing thereof.

The voting will be conducted by paper ballot as provided in the Education Law and the polls will remain open from 9:00 o'clock A.M. to 7:00 o'clock P.M. (Prevailing Time) and as much longer as may be necessary to enable the voters then present to cast their ballots.

**NOTICE IS FURTHER GIVEN** that pursuant to Section 2014 of the Education Law and a prior resolution by the Board of Education of the School District, personal registration of voters will be held. A person shall not be entitled to vote at said meeting whose name does not appear on the register of said School District, or who is not currently registered from a residence address within the Mattituck-Laurel Library District (which lies within the boundaries of said School District) for general election purposes, on the registration list provided by the Suffolk County Board of Elections. Registration for this meeting will be held in the Business Office of the School District, located in the Central Administration Offices, 385 Depot Lane, Cutchogue, New York, between the hours of 9:00 o'clock A.M. and 4:00 o'clock P.M. (Prevailing Time), Monday through Friday on any business day until five (5) days preceding the Special District Meeting. Any person shall be entitled to have his name placed upon such register provided that he is known or proven to the satisfaction of the Board of Registration to be then or thereafter entitled to vote at said Special District Meeting for which such register is prepared. All persons residing in the Mattituck-Laurel Library District (which lies within the boundaries of said School District) who have previously registered for any annual or special meeting or election and who shall have voted at any annual or special meeting or election at any time within the four (4) calendar years prior to the year in which the registration is being prepared, shall be entitled to vote. In addition, any qualified voter of the School District who resides in the Mattituck-Laurel Library District (which lies within the boundaries of said School District),

whose name appears on the Suffolk County voter registration lists as transmitted to the School District by the Suffolk County Board of Elections will also be entitled to vote.

Said register will be filed in the Office of the Clerk of the School District located at the Business Office of the School District, in the Central Administration Offices, 385 Depot Lane, Cutchogue, New York, where said register will be open for inspection by any qualified voter of the Mattituck-Laurel Library District (which lies within the boundaries of said School District) between the hours of 9:00 o'clock A.M. and 4:00 o'clock P.M. (Prevailing Time), on each of the five (5) days prior to the date set for said special district vote, except Sunday.

**NOTICE IS FURTHER GIVEN** that early mail and absentee ballots shall be made available in accordance with the provisions of Section 2018-e and Section 2018-a, respectively, of the Education Law. Applications for such early mail and absentee ballots may be obtained at the office of the School District Clerk no earlier than thirty (30) days prior to the vote. The District Clerk must receive the early mail or absentee ballot application at least seven (7) days before the date of the vote, if the ballot is to be mailed to the voter, or the day before the vote, if the ballot is to be delivered personally to the voter. A list of all persons to whom early mail and absentee ballots shall have been issued will be available in the said office of the Clerk between the hours of 9:00 o'clock A.M. and 4:00 o'clock P.M. (Prevailing Time), Monday through Friday on any business day up to and including the day set for the vote.

**NOTICE IS FURTHER GIVEN** that military voters who are not currently registered may apply to register as a qualified voter of the school district and Mattituck-Laurel Library District. Military voters who are qualified voters of the school district and Mattituck-Laurel Library District may submit an application for a military ballot. Military voters may designate a preference to receive a military voter registration, military ballot application or

military ballot by mail, facsimile transmission, or electronic mail in their request for such registration, ballot application or ballot. Military voter registration forms and military ballot application forms must be received in the Office of the District Clerk no later than 5:00 o'clock P.M. (Prevailing Time) on May 22, 2025. No military ballot will be canvassed unless it is (1) received in the Office of the District Clerk before the close of the polls on election day and showing a cancellation mark of the United States postal service or a foreign country's postal service, or showing a dated endorsement of receipt by another agency of the United States government; or (2) received by the Office of the District Clerk by no later than 5:00 o'clock P.M. (Prevailing Time) on election day and signed and dated by the military voter and one witness thereto, with a date which is associated to be not later than the day before the election.

Only qualified voters who are duly registered will be permitted to vote.

NOTICE IS FURTHER GIVEN that an Information Meeting will be held at the Library on June 4, 2025 at 5:00 o'clock P.M. (Prevailing Time). Library Trustees and personnel will be present to provide information to the public regarding the proposed improvements to the existing Library.

Any questions regarding the Special District Meeting to be held on June 17, 2025 should contact the District Clerk of the Mattituck-Cutchogue Union Free School District at (631) 298-4242 x.3101 or email lbieber@mufsd.com.

BY THE ORDER OF THE BOARD OF EDUCATION

Dated: April 22, 2025

Lisa Bieber  
District Clerk

Section 4. The proceeds of the bonds authorized pursuant to the Library Proposition set forth in Section 1 hereof, and any bond anticipation notes issued in anticipation of said bonds, may be applied to reimburse the District for expenditures made for the purpose or purposes for which said bonds are authorized. The foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department.

Section 5. The vote upon the Library Proposition to be submitted to the qualified voters of the Mattituck-Laurel Library District shall be by paper ballot, and the District Clerk is hereby authorized and directed to have the necessary ballot printed for voting, in form corresponding as nearly as may be with the requirements of the Education Law.

Section 6. This resolution shall take effect immediately.

\* \* \*

The adoption of the foregoing resolution was seconded by Board Member \_\_\_\_\_ and duly put to a vote on roll call which resulted as follows:

AYES:

NOES:

The resolution was declared adopted.

\*\*\*\*\*

CERTIFICATE

I, Lisa Bieber, District Clerk of the Mattituck-Cutchogue Union Free School District, Suffolk County, State of New York, HEREBY CERTIFY that the foregoing annexed extract from the minutes of a meeting of the Board of Education of said School District, duly called and held on April 22, 2025 has been compared by me with the original minutes as officially recorded in my office in the Minute Book of said Board of Education and is a true, complete and correct copy thereof and of the whole of said original minutes so far as the same relate to the subject matters referred to in said extract.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said School District this \_\_\_\_ day of April, 2025.

(SEAL)

\_\_\_\_\_  
District Clerk



# MATTITUCK PUBLIC LIBRARY

MARCH 26TH, 2025



Casey Gerhard  
Director of Sales  
631-807-7412  
Casey@ccpcopy.com



74 Marine St. Farmingdale NY 11735



# COMPANY OVERVIEW



A local, family-owned business established in 1974, CCP Solutions is headquartered in Farmingdale, NY. CCP's service is provided by certified Kyocera/Copystar technicians and IT Network specialists.

**CCP Solutions, LLC, a leader in document management services in the New York tristate area. As a recipient of the Kyocera Elite Dealer Award, CCP Solutions is distinguished for its company's growth, innovative marketing and sales programs, exceptional work culture, and deep involvement within their community.**

**CCP has a deep 50-year history of providing extraordinary service, understanding our customers' needs and working closely to maximize their productivity. Exclusively offering our customers Copystar MFPs and printers strengthens CCP Solutions commitment to providing the highest level of customer satisfaction and best possible document & software solutions.**

# FINANCIAL BREAKDOWN

## PROPOSED EQUIPMENT:

### SCANNX FLEXI SYSTEM

- 23" AIO Touchscreen PC
- BookScanner 7145 Flatbed Scanner
- Scannx Book Scan Software
- Xerox Gravity Scanner

## FINANCIALS:

### Purchase Options:

- \$5,439.00

### 63 Month Lease Option

- \$109.45





CCP SOLUTIONS

# GET IN TOUCH

We open up opportunities to market our latest products. Please contact our sales department to discuss your business plan.

**CASEY GERHARD**

**631-414-7945 ext 121**

**casey@ccpcopy.com**

**www.ccpcopy.com**

**@ccpsolutionsny**

**74 Marine St. Farmingdale NY 11735**



**ALA Annual 2025**

**Conference & Exhibition**

June 26<sup>th</sup> – June 30<sup>th</sup>, Philadelphia, PA

Conference Registration (early bird): \$430 (paid)

Lodging: \$248 x 4 nights = \$992 (to be reimbursed upon approval (end of conference))

Mileage: 368 miles (round trip), \$257.60 (to be reimbursed upon approval (end of conference))



Mattituck-Laurel  
**LIBRARY**

### **Warrants / Expenses**

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

To be approved at the Library Board Meeting on April 14, 2025

**Operating Account Total**      \$ 108,739.51

Payroll    \$ 73,548.32

Non Payroll    \$ 35,191.19

**Cultural Activities Fund**      \$ 1,410.00

**Money Market Account**      \$ 0

**Building Fund Savings**      \$ 0

**Building Fund Checking**      \$ 0

Donations in excess of \$1,000      None

March payroll has four weeks.

04/03/25

**Mattituck-Laurel Library  
Fund Balance Report**

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	<u>Jan - Mar 25</u>
<b>General Fund</b>	
Operating Fund	447,176.86
Building Fund	
Checking	269,096.89
Savings	57,313.71
	<hr/>
Total Building Fund	326,410.60
	<hr/>
<b>Total General Fund</b>	773,587.46
 <b>Cultural Activities Fund</b>	
Coffee Machine	756.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	2,126.85
Adult Programs Wash Account	12,573.16
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	-118.19
	<hr/>
<b>Total Cultural Activities Fund</b>	17,530.65
 <b>Gift and Trust Fund - MM</b>	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	43,295.73
Capital Reserve Fund	724,680.19
Unemployment Insurance	30,000.00
	<hr/>
<b>Total Gift and Trust Fund - MM</b>	827,391.91
	<hr/>
<b>TOTAL</b>	<b>1,618,510.02</b>

04/03/25

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

Date	Name	Memo	Original Amount	Paid Amount
<b>Library Materials</b>				
<b>Youth Materials</b>				
<b>Youth Arts &amp; Crafts</b>				
03/05/2025	Amazon Capital Services	Vevor Slushy Machine	47.99	47.99
03/24/2025	Business Card	2025 US President Digital Updates (Bid...	5.44	5.44
03/31/2025	Amazon Capital Services	Ice cream salt for slushie machine	11.32	11.32
Total Youth Arts & Crafts				64.75
<b>Youth DVD's</b>				
03/13/2025	Midwest Tape	506854496	39.18	39.18
03/25/2025	Midwest Tape	506895626	21.69	21.69
Total Youth DVD's				60.87
<b>Youth Books</b>				
03/07/2025	B&T Juvenile Account	February invoices	367.52	367.52
Total Youth Books				367.52
Total Youth Materials				493.14
<b>Adult Materials</b>				
<b>DVD/Music CD</b>				
03/05/2025	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / Previ...	25.00	25.00
03/07/2025	Midwest Tape	506821902	47.57	47.57
03/07/2025	Midwest Tape	506821903	26.59	26.59
03/07/2025	Midwest Tape	506821904	23.09	23.09
03/13/2025	Midwest Tape	506854493	27.98	27.98
03/13/2025	Midwest Tape	506854495	17.49	17.49
03/13/2025	Midwest Tape	506854497	44.07	44.07
03/25/2025	Midwest Tape	506895625	20.99	20.99
03/31/2025	Midwest Tape	506933426	44.78	44.78
03/31/2025	Midwest Tape	506933428	48.28	48.28
03/31/2025	Midwest Tape	506933429	25.19	25.19
Total DVD/Music CD				351.03
<b>Digital Material Subscriptions</b>				
03/05/2025	Kanopy, Inc.	181 Tickets, 1 Credit KKids	186.00	186.00
03/05/2025	Midwest Tape	Hoopla Month ending 02/28/2025	284.50	284.50
03/20/2025	Library Ideas, LLC	Fiero Code Annual Subscription 3/1/25-...	995.00	995.00
Total Digital Material Subscriptions				1,465.50
<b>Adult Books</b>				
03/05/2025	Amazon Capital Services	Qty 3 All the Colors of the Dark - for Bo...	59.37	59.37
03/05/2025	Sachem Public Library.	Lost Book - Cross My Heart	28.99	28.99
03/07/2025	B&T Adult Account	February invoices	1,322.41	1,322.41
Total Adult Books				1,410.77
<b>Large Print Books</b>				
03/07/2025	B&T Adult Account	February invoices	40.99	40.99
Total Large Print Books				40.99
<b>Newspapers</b>				
03/05/2025	Daily News	Pays through 4/9/25	90.00	90.00
03/05/2025	Newsday	Subscription period from 3/18/25 to 5/1...	343.92	343.92
03/05/2025	The New York Times	Large Print subscription from 2/24/25 t...	200.20	200.20
03/25/2025	Daily News	Pays through 4/30/25	90.00	90.00
Total Newspapers				724.12
Total Adult Materials				3,992.41
<b>Teen Materials</b>				
03/05/2025	Amazon Capital Services	Skittles	9.96	9.96
03/07/2025	B&T Teen Account	February invoices	100.15	100.15
03/31/2025	Amazon Capital Services	Chocolate candy eggs	12.99	12.99

## Mattituck-Laurel Library

04/03/25

## Monthly Expense Report - Operating Fund (Non Payroll)

March 2025

Date	Name	Memo	Original Amount	Paid Amount
Total Teen Materials				123.10
Total Library Materials				4,608.65
<b>Technology</b>				
03/06/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
03/24/2025	Business Card	Qty 4 - Dell OptiPlex AIO Computers	4,140.56	4,140.56
Total Technology				4,258.45
<b>Operations and Maintenance</b>				
<b>Building Maintenance</b>				
<b>Aquarium Maintenance</b>				
03/11/2025	Living Art Aquariums	Service 2/27/25, 2/11/25, Livestock 6 s...	286.00	286.00
Total Aquarium Maintenance				286.00
<b>Elevator Maint.</b>				
03/05/2025	Champion Elevator	Monthly Maintenance for 1st Quarter 2...	1,341.87	1,341.87
Total Elevator Maint.				1,341.87
<b>Water Backflow Test</b>				
03/31/2025	JJ Simms Valve Testing	Annual Testing & Paperwork for Backfl...	260.00	260.00
Total Water Backflow Test				260.00
<b>Other Building Maint.</b>				
03/20/2025	Coastline Cesspool & Drain Ser...	Cleared blockage in house trap	485.00	485.00
Total Other Building Maint.				485.00
Total Building Maintenance				2,372.87
<b>Electric</b>				
03/31/2025	PSEGLI	Service from Feb 20, 2025 to Mar 20. 2...	1,504.36	1,504.36
Total Electric				1,504.36
<b>Gas</b>				
03/05/2025	National Grid	Billing from Jan 17, 2025 to Feb 19, 2025	2,033.50	2,033.50
03/31/2025	National Grid	Billing period Feb 19, 2025 to Mar 20, 2...	1,331.87	1,331.87
Total Gas				3,365.37
<b>Grounds Maintenance</b>				
<b>Snow Removal</b>				
03/05/2025	Twin Fork Landscape Contracting	Salt application 2/15/25	200.00	200.00
Total Snow Removal				200.00
<b>Other Grounds Maintenance</b>				
03/05/2025	Twin Fork Landscape Contracting	Tree Removal	1,850.00	1,850.00
03/13/2025	Twin Fork Landscape Contracting	Spring Clean up	4,900.00	4,900.00
Total Other Grounds Maintenance				6,750.00
Total Grounds Maintenance				6,950.00
<b>Water</b>				
<b>SCWA</b>				
03/11/2025	Suffolk County Water Authority	Service period Nov 28, 2024 to March ...	213.18	213.18
Total SCWA				213.18
Total Water				213.18
<b>Garbage Removal</b>				
03/05/2025	Mattituck Environmental Services	4 YD trash service	279.02	279.02
Total Garbage Removal				279.02
Total Operations and Maintenance				14,684.80



04/03/25

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

Date	Name	Memo	Original Amount	Paid Amount
<b>Miscellaneous Expense</b>				
<b>Legal Fees</b>				
03/11/2025	Volz & Vigliotta, PLLC	Historical Society correspondence revi...	275.00	275.00
Total Legal Fees				275.00
<b>Maintenance Office Equipment</b>				
<b>Optimum Internet Service</b>				
03/20/2025	Optimum	Billing period 3/16/25 - 4/15/25	244.85	244.85
Total Optimum Internet Service				244.85
<b>Computer/Network Maintenance</b>				
03/05/2025	L2J Consulting, Inc.	Monthly IT Support - February 2025	1,000.00	1,000.00
03/31/2025	L2J Consulting, Inc.	Monthly IT Support - March 2025	1,000.00	1,000.00
Total Computer/Network Maintenance				2,000.00
<b>Computer Software Licenses</b>				
03/25/2025	Elan Financial Services	Paddle.Net*CrashPlan	32.59	32.59
Total Computer Software Licenses				32.59
Total Maintenance Office Equipment				2,277.44
<b>Membership</b>				
<b>Museum Passes</b>				
03/24/2025	Business Card	American Museum of Natural History (...)	250.00	250.00
03/24/2025	Business Card	Children's Museum of the East End Me...	400.00	400.00
Total Museum Passes				650.00
Total Membership				650.00
<b>Postage</b>				
<b>Postage &amp; Stamps</b>				
03/06/2025	Postmaster	200 Forever stamps @ \$ 0.73	146.00	146.00
Total Postage & Stamps				146.00
<b>Mailing Permit</b>				
03/31/2025	Postmaster	USPS Marketing Mail Permit no. 41 an...	350.00	350.00
Total Mailing Permit				350.00
Total Postage				496.00
<b>Printing &amp; Advertising</b>				
<b>Other printing &amp; advertising</b>				
03/24/2025	Business Card	Suffolk Times Classifieds Ad	185.10	185.10
Total Other printing & advertising				185.10
Total Printing & Advertising				185.10
<b>Professional Fees</b>				
<b>SCLS/Overdue Notices</b>				
03/05/2025	SCLS	Overdues - Processed & Mailed - Febr...	34.58	34.58
Total SCLS/Overdue Notices				34.58
Total Professional Fees				34.58
<b>Programs - Adult</b>				
<b>Motion Picture/Music Licensing</b>				
03/06/2025	SCLS	Motion Picture Lic Corp. Movie Licensi...	97.99	97.99
Total Motion Picture/Music Licensing				97.99
<b>Adult Programs</b>				
03/05/2025	Rob Scott	Irish Soda Bread Grab and Go 3/1/25	299.00	299.00
03/05/2025	Southold Free Library	Betty Crocker 3/4/25 / Shared Program	75.00	75.00
03/13/2025	Inner Strength Coaching, Inc.	Inner Critic 3/11/25	250.00	250.00

**Mattituck-Laurel Library**

04/03/25

**Monthly Expense Report - Operating Fund (Non Payroll)**

**March 2025**

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Original Amount</b>	<b>Paid Amount</b>
03/13/2025	KMS Native Plants	Native Plants 3/10/25	200.00	200.00
03/20/2025	Eco-Photo Explorers	Beyond the Hamptons 3/13/25	200.00	200.00
03/20/2025	Westhampton Free Library	Full Moon Eclipse 3/12/25	50.00	50.00
03/24/2025	Frank C. Pomata	Career Workshop 3/22/25	150.00	150.00
03/25/2025	Elan Financial Services	Zoom	63.96	63.96
Total Adult Programs				1,287.96
Total Programs - Adult				1,385.95
<b>Programs - Juvenile</b>				
03/04/2025	Nicole Summers Sparling	Baby Boogie/Toddler Tango 3/5/25	350.00	350.00
03/10/2025	James A. Ciervo	Guinea Pig 3/12/25	300.00	300.00
03/13/2025	Arrayscape Gaming, Inc.	Big Bad Wolf 3/13/25	300.00	300.00
03/14/2025	Joanne Hruz.	Reimburse Juvenile Program items - Pr...	11.78	11.78
03/24/2025	Amazon Capital Services	Winter & Spring Backdrops, Unicorn & ...	72.94	72.94
03/25/2025	Doris J. Benter	Dump Truck & Mosaic Butterfly 3/27/25	525.00	525.00
Total Programs - Juvenile				1,559.72
<b>Programs - Summer</b>				
03/10/2025	Noah's Ark Animal Workshop, I...	Color Splash Workshop 6/30/25 Share...	1,873.50	1,873.50
03/11/2025	Fun Express, LLC	Horns, Squirt toys	727.38	727.38
03/14/2025	Joanne Hruz.	Reimburse Summer Program items - S...	32.74	32.74
03/24/2025	Amazon Capital Services	Legos,Crochet,Puppets, Carts, T-shirts	235.85	235.85
Total Programs - Summer				2,869.47
<b>Programs - Teen</b>				
03/05/2025	Amazon Capital Services	3D Printer drawing molds (20 sheets), ...	25.97	25.97
03/05/2025	Amazon Capital Services	SCRIB3D pen filament refills	16.99	16.99
03/31/2025	Amazon Capital Services	LEGO Creator, Dreidel Easter Eggs,Kn...	176.56	176.56
03/31/2025	Amazon Capital Services	Stickers, Twine, Notebooks, Easter eggs	41.95	41.95
Total Programs - Teen				261.47
<b>Supplies - Library</b>				
03/05/2025	Amazon Capital Services	Qty 2 Green Table coverings	43.12	43.12
03/05/2025	Amazon Capital Services	Canon Ivy 2 mini photo printer	80.75	80.75
03/05/2025	Amazon Capital Services	Permanent Vinyl for Cricut	25.68	25.68
03/05/2025	Amazon Capital Services	Table cover roll - White	27.90	27.90
03/05/2025	Quill Corporation	Napkins, plates, paper towels	123.15	123.15
03/06/2025	Quill Corporation	Facial tissue Qty 4	43.76	43.76
03/24/2025	Amazon Capital Services	2x3" Photo Sticker Paper	40.88	40.88
03/24/2025	Business Card	Recycling containers for Lobby	134.98	134.98
03/24/2025	Business Card	Qty 19 Name Tags	160.55	160.55
03/25/2025	Elan Financial Services	Cricut	9.99	9.99
03/31/2025	Quill Corporation	Tea	17.54	17.54
Total Supplies - Library				708.30
<b>Supplies - Office</b>				
03/05/2025	Amazon Capital Services	plastic tab for hanging folders	4.39	4.39
03/05/2025	Quill Corporation	Fine point markers	12.59	12.59
03/20/2025	Quill Corporation	Qty 3 - Toner cartridges, Coffeemate	409.76	409.76
03/20/2025	SCLS	EcoChit 3-1.8"x200' Thermal Rolls (25/...	89.98	89.98
03/31/2025	Quill Corporation	Book tape 4x15 yds, Book tape scotch ...	150.76	150.76
Total Supplies - Office				667.48
<b>Telephone</b>				
03/20/2025	Optimum	Billing period 3/16/25 - 4/15/25	191.64	191.64
Total Telephone				191.64
<b>Workshops</b>				
03/24/2025	Business Card	Notary Class - Marissa Timm	77.14	77.14
Total Workshops				77.14
Total Miscellaneous Expense				11,639.29

04/03/25

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

Date	Name	Memo	Original Amount	Paid Amount
TOTAL				<u>35,191.19</u>

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

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	Mar 25
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	58,891.09
Interest	4.01
Direct Public Support	243.00
Fines	68.30
Library Materials Paid For	35.45
Copy Machine	730.24
Total Income	59,972.09
Gross Profit	59,972.09
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	27,823.81
Clerical	29,193.03
Custodian	3,666.02
Total Salaries	60,682.86
Benefits	
Fica	4,485.56
Disability Insurance	-289.79
Medical Insurance	4,718.90
Retirement	4,517.12
Total Benefits	13,431.79
Total Payroll Expenses	74,114.65
Library Materials	
Youth Materials	
Youth Arts & Crafts	64.75
Youth DVD's	60.87
Youth Books	367.52
Total Youth Materials	493.14
Adult Materials	
DVD/Music CD	351.03
Digital Material Subscriptions	1,465.50
Adult Books	1,410.77
Large Print Books	40.99
Newspapers	724.12
Total Adult Materials	3,992.41
Teen Materials	123.10
Total Library Materials	4,608.65
Technology	4,258.45
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	286.00

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

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	Mar 25
Elevator Maint.	1,341.87
Water Backflow Test	260.00
Other Building Maint.	485.00
Total Building Maintenance	2,372.87
Electric	1,504.36
Gas	3,365.37
Grounds Maintenance	
Snow Removal	200.00
Other Grounds Maintenance	6,750.00
Total Grounds Maintenance	6,950.00
Water	
SCWA	213.18
Total Water	213.18
Garbage Removal	279.02
Total Operations and Maintenance	14,684.80
Miscellaneous Expense	
Legal Fees	275.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	244.85
Computer/Network Maintenance	2,000.00
Computer Software Licenses	32.59
Total Maintenance Office Equipm...	2,474.84
Membership	
Museum Passes	650.00
Total Membership	650.00
Postage	
Postage & Stamps	146.00
Mailing Permit	350.00
Total Postage	496.00
Printing & Advertising	
Other printing & advertising	185.10
Total Printing & Advertising	185.10
Professional Fees	
Payroll Processing	516.25
SCLS/Overdue Notices	34.58
Total Professional Fees	550.83
Programs - Adult	
Motion Picture/Music Licensing	97.99
Adult Programs	1,287.96

1:13 PM

04/03/25

Cash Basis

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

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	Mar 25
Total Programs - Adult	1,385.95
Programs - Juvenile	1,559.72
Programs - Summer	2,869.47
Programs - Teen	261.47
Supplies - Library	708.30
Supplies - Office	667.48
Telephone	191.64
Workshops	77.14
Total Miscellaneous Expense	12,352.94
Total Expense	110,019.49
Net Ordinary Income	-50,047.40
Net Income	-50,047.40

1:11 PM  
04/03/25  
Cash Basis

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

	Jan - Mar 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	832,215.67	1,718,603.00	-886,387.33	48.4%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	11.12	50.00	-38.88	22.2%
Direct Public Support	3,730.89	5,000.00	-1,269.11	74.6%
Fines	206.87			
Library Materials Paid For	86.44			
Copy Machine	1,206.84	3,500.00	-2,293.16	34.5%
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	847,849.87	1,739,353.00	-891,503.13	48.7%
Gross Profit	847,849.87	1,739,353.00	-891,503.13	48.7%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	90,127.76	361,729.00	-271,601.24	24.9%
Clerical	95,437.36	459,661.00	-364,223.64	20.8%
Custodian	12,048.52	49,050.00	-37,001.48	24.6%
Total Salaries	197,613.64	870,440.00	-672,826.36	22.7%
Benefits				
Fica	14,544.46	64,310.00	-49,765.54	22.6%
Disability Insurance	328.78	1,200.00	-871.22	27.4%
Medical Insurance	15,686.87	125,405.00	-109,718.13	12.5%
Retirement	12,912.23	71,153.00	-58,240.77	18.1%
Total Benefits	43,472.34	262,068.00	-218,595.66	16.6%
Total Payroll Expenses	241,085.98	1,132,508.00	-891,422.02	21.3%
Library Materials				
Youth Materials				
Youth Arts & Crafts	176.84	2,000.00	-1,823.16	8.8%
Youth DVD's	60.87	400.00	-339.13	15.2%
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	1,080.92	12,000.00	-10,919.08	9.0%
Total Youth Materials	1,318.63	15,900.00	-14,581.37	8.3%
Adult Materials				
DVD/Music CD	1,054.97	3,700.00	-2,645.03	28.5%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	2,624.25	12,500.00	-9,875.75	21.0%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	2,647.08	21,500.00	-18,852.92	12.3%
Reference Books and Data ...	0.00	2,000.00	-2,000.00	0.0%
Adult Ref Books				

1:11 PM  
04/03/25  
Cash Basis

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

	Jan - Mar 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	40.99	5,000.00	-4,959.01	0.8%
Newspapers	1,321.77	7,200.00	-5,878.23	18.4%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	68,596.22	125,650.00	-57,053.78	54.6%
Teen Materials	266.01	2,500.00	-2,233.99	10.6%
Total Library Materials	70,180.86	144,050.00	-73,869.14	48.7%
Capital Expenditures	0.00	19,000.00	-19,000.00	0.0%
Technology	4,504.21	9,300.00	-4,795.79	48.4%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	901.00	3,600.00	-2,699.00	25.0%
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.	2,683.74	5,500.00	-2,816.26	48.8%
Security Monitoring	122.85	700.00	-577.15	17.6%
Water Backflow Test	260.00	275.00	-15.00	94.5%
Fire Sprinkler Test	1,250.00	1,200.00	50.00	104.2%
Piano Tuning	0.00	400.00	-400.00	0.0%
Other Building Maint.	485.00	7,000.00	-6,515.00	6.9%
Total Building Maintenance	6,610.33	22,775.00	-16,164.67	29.0%
Custodial Supplies	513.45	1,300.00	-786.55	39.5%
Electric	4,889.36	29,000.00	-24,110.64	16.9%
Gas	5,166.46	12,000.00	-6,833.54	43.1%
Grounds Maintenance				
Snow Removal	2,150.00	4,000.00	-1,850.00	53.8%
Sprinkler Maintenance	0.00	700.00	-700.00	0.0%
Other Grounds Maintenance	7,235.00	12,500.00	-5,265.00	57.9%
Total Grounds Maintenance	9,385.00	17,200.00	-7,815.00	54.6%
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	213.18	3,500.00	-3,286.82	6.1%
Total Water	361.08	4,350.00	-3,988.92	8.3%



1:11 PM  
04/03/25  
Cash Basis

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

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	836.19	3,300.00	-2,463.81	25.3%
Total Operations and Maintenance...	27,761.87	124,925.00	-97,163.13	22.2%
Miscellaneous Expense				
Longevity Benefit	0.00	1,500.00	-1,500.00	0.0%
Legal Fees	1,775.00	2,500.00	-725.00	71.0%
Contingency	175.00	3,000.00	-2,825.00	5.8%
Maintenance Office Equipment				
Verizon Mobile Hotspots	592.20	2,500.00	-1,907.80	23.7%
Optimum Internet Service	740.65	3,500.00	-2,759.35	21.2%
Copy Machine	878.61	5,500.00	-4,621.39	16.0%
Computer/Network Maintena...	3,000.00	12,000.00	-9,000.00	25.0%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	6,238.49	9,000.00	-2,761.51	69.3%
Total Maintenance Office Equi...	12,139.95	33,250.00	-21,110.05	36.5%
Membership				
Professional Memberships	226.00	2,300.00	-2,074.00	9.8%
Museum Passes	915.06	5,000.00	-4,084.94	18.3%
Mattituck Chamber of Com...	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	1,266.06	8,450.00	-7,183.94	15.0%
Postage				
Postage & Stamps	235.44	770.00	-534.56	30.6%
Mailing Permit	350.00	300.00	50.00	116.7%
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	1,002.11	3,270.00	-2,267.89	30.6%
Printing & Advertising				
Other printing & advertising	377.10	1,500.00	-1,122.90	25.1%
Newsletter printing	3,767.00	21,000.00	-17,233.00	17.9%
Total Printing & Advertising	4,144.10	22,500.00	-18,355.90	18.4%
Professional Fees				
Payroll Processing	1,640.05	8,000.00	-6,359.95	20.5%
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	78.47	500.00	-421.53	15.7%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	17,400.93	57,400.00	-39,999.07	30.3%
Programs - Adult				
Motion Picture/Music Licensi...	97.99	600.00	-502.01	16.3%
Adult Reading Club & Book ...	264.00	3,500.00	-3,236.00	7.5%
Adult Programs	7,239.69	18,000.00	-10,760.31	40.2%
Total Programs - Adult	7,601.68	22,100.00	-14,498.32	34.4%
Programs - Juvenile	3,233.29	12,000.00	-8,766.71	26.9%

1:11 PM  
04/03/25  
Cash Basis

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

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	2,869.47	8,000.00	-5,130.53	35.9%
Programs - Teen	677.77	8,000.00	-7,322.23	8.5%
Supplies - Library	1,545.56	10,500.00	-8,954.44	14.7%
Supplies - Office	1,634.04	4,000.00	-2,365.96	40.9%
Supplies - Paper	304.45	2,500.00	-2,195.55	12.2%
Telephone	538.38	2,400.00	-1,861.62	22.4%
Travel	554.70	2,400.00	-1,845.30	23.1%
Workshops	77.14	2,300.00	-2,222.86	3.4%
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	57,139.63	209,570.00	-152,430.37	27.3%
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	400,673.01	1,739,353.00	-1,338,679.99	23.0%
Net Ordinary Income	447,176.86	0.00	447,176.86	100.0%
Net Income	447,176.86	0.00	447,176.86	100.0%

04/03/25

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

Type	Date	Name	Memo	Paid Amount
<b>General Fund</b>				
<b>Building Fund</b>				
<b>Savings</b>				
Deposit	03/31/2025		Interest	0.49
Total Savings				0.49
Total Building Fund				0.49
Total General Fund				0.49
<b>Cultural Activities Fund</b>				
<b>Coffee Machine</b>				
Deposit	03/03/2025		Coffee	1.00
Deposit	03/10/2025		Coffee	2.00
Deposit	03/19/2025		Coffee	2.00
Deposit	03/24/2025		Coffee	2.00
Deposit	03/31/2025		Coffee	2.00
Total Coffee Machine				9.00
<b>Adult Programs Wash Account</b>				
Deposit	03/03/2025		Aerobics	405.00
Deposit	03/03/2025		Yoga	40.00
Deposit	03/03/2025		Arts/Crafts - Seashells	20.00
Deposit	03/03/2025		LI Aquarium Tickets	145.00
Deposit	03/03/2025		Defensive Driving	105.00
Deposit	03/03/2025		Aerobics	781.02
Deposit	03/03/2025		Yoga	38.24
Deposit	03/03/2025		Arts/Crafts - Seashells	56.46
Deposit	03/03/2025		Defensive Driving	336.80
Bill	03/06/2025	Laurie Short	Aerobics series 1/6-2/24	-330.00
Bill	03/06/2025	Rosemary Martilotta	Yoga series 1/22 to 3/5	-1,080.00
Deposit	03/10/2025		Yoga	20.00
Deposit	03/10/2025		Yoga	38.24
Deposit	03/10/2025		Arts/Crafts	9.41
Deposit	03/10/2025		Defensive Driving	101.04
Deposit	03/19/2025		Arts/Crafts	20.00
Deposit	03/19/2025		Yoga	309.52
Deposit	03/24/2025		Yoga	80.00
Deposit	03/24/2025		LI Aquarium Tickets	78.00
Deposit	03/24/2025		Yoga	77.38
Deposit	03/24/2025		Arts/Crafts	47.65
Deposit	03/24/2025		Defensive Driving	101.04
Deposit	03/31/2025		Aerobics	25.00
Deposit	03/31/2025		Yoga	20.00
Deposit	03/31/2025		Defensive Driving	105.00
Deposit	03/31/2025		Yoga	19.12
Deposit	03/31/2025		Defensive Driving - 3 regist...	66.04
Total Adult Programs Wash Account				1,634.96
Total Cultural Activities Fund				1,643.96
<b>Gift and Trust Fund - MM</b>				
<b>Local History Books</b>				
Deposit	03/28/2025	Arcadia Publishing	Royalties 12/31/24	83.85
Total Local History Books				83.85
<b>Undesignated &amp; Interest</b>				
Deposit	03/31/2025		Interest	0.07

04/03/25

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

Type	Date	Name	Memo	Paid Amount
Total Undesignated & Interest				0.07
Total Gift and Trust Fund - MM				83.92
TOTAL				1,728.37

04/03/25

# Mattituck-Laurel Library

## Monthly Bill Payments

As of March 31, 2025

Type	Date	Num	Name	Memo	Amount
<b>Operating Checking</b>					
Total Operating Checking					
<b>BNB Operating Checking</b>					
Bill Pmt -Check	03/04/2025	13104	Nicole Summers Sparling	Baby Boogie/Toddler Tango 3/5/25	-350.00
Bill Pmt -Check	03/05/2025	13105	Amazon Capital Services	Acct#A1QBFNTMAAYKEX, Invoice ID 1RVX-3JQV-...	-342.12
Bill Pmt -Check	03/05/2025	13106	Champion Elevator	Acct ID 41981, Invoice 2306929	-1,341.87
Bill Pmt -Check	03/05/2025	13107	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	03/05/2025	13108	ELM USA, Inc.	Invoice 74697	-25.00
Bill Pmt -Check	03/05/2025	13109	Kanopy, Inc.	Invoice # 440841- PPU	-186.00
Bill Pmt -Check	03/05/2025	13110	L2J Consulting, Inc.	Invoice # 022025	-1,000.00
Bill Pmt -Check	03/05/2025	13111	Mattituck Environmental Ser...	Cstmr 11-0001422-0, Inv 6117377	-279.02
Bill Pmt -Check	03/05/2025	13112	Midwest Tape	11952	-284.50
Bill Pmt -Check	03/05/2025	13113	National Grid	Acct 43544-64005	-2,033.50
Bill Pmt -Check	03/05/2025	13114	Newsday	Acct 40410623	-343.92
Bill Pmt -Check	03/05/2025	13115	Quill Corporation	03047280	-135.74
Bill Pmt -Check	03/05/2025	13116	Rob Scott	Irish Soda Bread Grab and Go 3/1/25	-299.00
Bill Pmt -Check	03/05/2025	13117	Sachem Public Library.	Lost Book - Cross My Heart	-28.99
Bill Pmt -Check	03/05/2025	13118	SCLS	Invoice 94221	-34.58
Bill Pmt -Check	03/05/2025	13119	Southold Free Library	Betty Crocker 3/4/25 / Shared Program	-75.00
Bill Pmt -Check	03/05/2025	13120	The New York Times	Acct 802189563, Invoice 2FD070FB258	-200.20
Bill Pmt -Check	03/05/2025	13121	Twin Fork Landscape Contr...	Invoice 28031	-200.00
Bill Pmt -Check	03/05/2025	13122	Twin Fork Landscape Contr...	Invoice 28036	-1,850.00
Bill Pmt -Check	03/06/2025	13123	PM Communications Corp.	Invoice 44426	-117.89
Bill Pmt -Check	03/06/2025	13124	Postmaster	200 Forever stamps @ \$ 0.73	-146.00
Bill Pmt -Check	03/06/2025	13125	Quill Corporation	03047280	-43.76
Bill Pmt -Check	03/06/2025	13126	SCLS	Invoice 94268	-97.99
Bill Pmt -Check	03/07/2025	13127	B&T Adult Account	L 90004-3	-1,363.40
Bill Pmt -Check	03/07/2025	13128	B&T Juvenile Account	L 935700	-367.52
Bill Pmt -Check	03/07/2025	13129	B&T Teen Account	L943258	-100.15
Bill Pmt -Check	03/07/2025	13130	Midwest Tape	11952	-97.25
Bill Pmt -Check	03/10/2025	13131	James A. Ciervo	Guinea Pig 3/12/25	-300.00
Bill Pmt -Check	03/10/2025	13132	NYS Employees Health Insu...	03909	-6,501.99
Bill Pmt -Check	03/10/2025	13133	Noah's Ark Animal Worksho...	Invoice NN72153, Workshop 6/30/25	-1,873.50
Bill Pmt -Check	03/11/2025	13134	Fun Express, LLC	Invoice #73622140101	-727.38
Bill Pmt -Check	03/11/2025	13135	Living Art Aquariums	Invoice 2218	-286.00
Bill Pmt -Check	03/11/2025	13136	Suffolk County Water Autho...	Acct 3000390878	-213.18
Bill Pmt -Check	03/11/2025	13137	Volz & Vigliotta, PLLC	Acct MLL-01M, Stmtnt no. 6294	-275.00
Bill Pmt -Check	03/13/2025	13138	Arrayscape Gaming, Inc.	Big Bad Wolf 3/13/25 / Invoice 1757	-300.00
Bill Pmt -Check	03/13/2025	13139	Inner Strength Coaching, Inc.	Inner Critic 3/11/25	-250.00
Bill Pmt -Check	03/13/2025	13140	KMS Native Plants	Native Plants 3/10/25	-200.00
Bill Pmt -Check	03/13/2025	13141	Midwest Tape	11952	-128.72
Bill Pmt -Check	03/13/2025	13142	Twin Fork Landscape Contr...	Invoice no. 28038	-4,900.00
Bill Pmt -Check	03/14/2025	13143	Joanne Hruz.	Reimburse Juvenile/Summer Program items	-44.52
Bill Pmt -Check	03/20/2025	13144	Coastline Cesspool & Drain ...	Invoice 11899	-485.00
Bill Pmt -Check	03/20/2025	13145	Eco-Photo Explorers	Beyond the Hamptons 3/13/25	-200.00
Bill Pmt -Check	03/20/2025	13146	Library Ideas, LLC	Invoice 117165	-995.00
Bill Pmt -Check	03/20/2025	13147	Optimum	Acct 07839-381822-01-2	-436.49
Bill Pmt -Check	03/20/2025	13148	Quill Corporation	03047280	-409.76
Bill Pmt -Check	03/20/2025	13149	SCLS	Invoice 94332	-89.98
Bill Pmt -Check	03/20/2025	13150	Westhampton Free Library	Invoice 03122025MA / Full Moon Eclipse 3/12/25	-50.00
Bill Pmt -Check	03/24/2025	13151	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice #14QR-3Q4N-...	-349.67
Bill Pmt -Check	03/24/2025	13152	Business Card	5474 1518 7474 0647	-5,353.77
Bill Pmt -Check	03/24/2025	13153	Frank C. Pomata	Career Workshop 3/22/25	-150.00
Bill Pmt -Check	03/25/2025	13154	Doris J. Benter	Dump Truck & Mosaic Butterfly 3/24/7/25	-525.00
Bill Pmt -Check	03/25/2025	13155	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	03/25/2025	13156	Elan Financial Services	4798 5101 7200 1022	-106.54
Bill Pmt -Check	03/25/2025	13157	Midwest Tape	11952	-42.68
Bill Pmt -Check	03/26/2025	13158	Aflac	Acct NQH35, Inv 604798	-64.05
Bill Pmt -Check	03/26/2025	13159	Verizon	Acct. 242398426-00001, Inv 6108729414	-197.40
Bill Pmt -Check	03/27/2025	13160	Daniel J. Faraone	Medicare Reimbursement 1st Quarter 2025	-562.50
Bill Pmt -Check	03/27/2025	13161	Garrett H. Moore	Medicare Reimbursement 1st Quarter 2025	-384.00
Bill Pmt -Check	03/27/2025	13162	Kay Zegel.	Medicare Reimbursement 1st Quarter 2025	-562.50
Bill Pmt -Check	03/31/2025	13163	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice ID 1HD7-RL3K...	-242.82
Bill Pmt -Check	03/31/2025	13164	JJ Simms Valve Testing	Invoice 1833	-260.00
Bill Pmt -Check	03/31/2025	13165	L2J Consulting, Inc.	Invoice # 032025	-1,000.00
Bill Pmt -Check	03/31/2025	13166	Midwest Tape	11952	-118.25
Bill Pmt -Check	03/31/2025	13167	National Grid	Acct 43544-64005	-1,331.87
Bill Pmt -Check	03/31/2025	13168	Postmaster	USPS Marketing Mail Permit no. 41 annual fee	-350.00
Bill Pmt -Check	03/31/2025	13169	PSEGLI	Cstmr 0295-3001-61-3, Acct 9610338501	-1,504.36
Bill Pmt -Check	03/31/2025	13170	Quill Corporation	03047280	-168.30
Total BNB Operating Checking					-43,463.63
<b>TOTAL</b>					<b>-43,463.63</b>

# MONTHLY IMPACT

## MARCH 2025

# 9,055

ITEMS  
CHECKED  
OUT

1,608 books & other items  
7,447 ebooks & digital items

books & other items  
+ 33 February (1,575)  
- 353 March 2024 (1,961)



DIGITAL  
MATERIAL  
CIRCULATION

# 7,447

Flipster 26

Freegal (downloads) 128

Freegal (streamed) 636



- 397 February (7,844)  
+ 3,343 March 2024 (4,104)

Hoopla 101

Kanopy 184

Overdrive 2,694

WAM 3,671

# 269



public computer sessions

# 292

ILL's incoming



# 449

ILL's outgoing

# 11

new patrons



# 381

guest Wi-Fi connections

# 204

materials  
added

Library Programs 45

Community Groups 23

Tutors 18

# 99

room use



# 3,609

visitors

+ 384 February (3,225)  
- 610 March 2024 (4,219)  
Busiest day of the week -  
Mondays (764)

Adult Services 472

Teen Services 32

Youth & Parenting Services 260



# 764

program attendance



Mattituck-Laurel  
**LIBRARY**

13900 Main Rd. | PO Box 1437

Mattituck, NY 11952

631-298-4134

[www.mattitucklaurellibrary.org](http://www.mattitucklaurellibrary.org)

Monthly Circulation Statistics of Physical Material							
	2019	2020	2021	2022	2023	2024	2025
January	2,871	3,117	2,256	2,215	2,051	1,915	1,714
February	2,704	2,871	2,092	2,068	2,030	1,794	1,575
March	2,882	1,255	2,329	2,165	2,293	1,961	1,608
April	3,328	13	2,153	2,376	1,997	1,998	
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	4,897

Monthly Circulation Statistics by Material Type 2025												
Month	Fiction			Non-Fiction			Children's			Reference		
	Nov	Dec	Jan	Nov	Dec	Jan	Nov	Dec	Jan	Nov	Dec	Jan
Nov	120	150	180	90	110	130	40	50	60	10	15	20
Dec	150	180	210	110	140	170	50	60	70	15	20	25
Jan	180	210	240	140	170	200	60	70	80	20	25	30
Feb	160	190	220	120	150	180	50	60	70	15	20	25
Mar	140	170	200	100	130	160	40	50	60	10	15	20
Apr	130	160	190	90	120	150	30	40	50	10	15	20
May	110	140	170	80	110	140	20	30	40	10	15	20
Jun	100	130	160	70	100	130	15	25	35	10	15	20
Jul	90	120	150	60	90	120	10	20	30	10	15	20
Aug	80	110	140	50	80	110	10	20	30	10	15	20
Sep	70	100	130	40	70	100	10	20	30	10	15	20
Oct	60	90	120	30	60	90	10	20	30	10	15	20
Nov	50	80	110	20	50	80	10	20	30	10	15	20
Dec	40	70	100	10	40	70	10	20	30	10	15	20
Jan	30	60	90	10	30	60	10	20	30	10	15	20
Feb	20	50	80	10	20	50	10	20	30	10	15	20
Mar	10	40	70	10	20	50	10	20	30	10	15	20
Apr	5	30	60	10	20	50	10	20	30	10	15	20
May	5	20	50	10	20	50	10	20	30	10	15	20
Jun	5	10	40	10	20	50	10	20	30	10	15	20
Jul	5	10	40	10	20	50	10	20	30	10	15	20
Aug	5	10	40	10	20	50	10	20	30	10	15	20
Sep	5	10	40	10	20	50	10	20	30	10	15	20
Oct	5	10	40	10	20	50	10	20	30	10	15	20
Nov	5	10	40	10	20	50	10	20	30	10	15	20
Dec	5	10	40	10	20	50	10	20	30	10	15	20
Jan	5	10	40	10	20	50	10	20	30	10	15	20
Feb	5	10	40	10	20	50	10	20	30	10	15	20
Mar	5	10	40	10	20	50	10	20	30	10	15	20
Apr	5	10	40	10	20	50	10	20	30	10	15	20
May	5	10	40	10	20	50	10	20	30	10	15	20
Jun	5	10	40	10	20	50	10	20	30	10	15	20
Jul	5	10	40	10	20	50	10	20	30	10	15	20
Aug	5	10	40	10	20	50	10	20	30	10	15	20
Sep	5	10	40	10	20	50	10	20	30	10	15	20
Oct												

[illegible][illegible][illegible]



[illegible]

[illegible]

# **NEW PATRON REGISTRATIONS**

## **MARCH 2025**

Adult Year Round	11
Youth Year Round	
Teen	
2 <sup>ND</sup> Address	
<b>Total:</b>	<b>11</b>

## MEETING ROOM USE REPORT-MARCH 2025

The following groups used the 3 meeting rooms MARCH 2025

### Community Room

Chair aerobics	Oreo Taste Test
Lego K-6	Goodbye Frozen Winter
Women War Correspondents In Vietnam	Narcan Training
Puppet Story Time	Yoga
Babies Boogie	Dump Truck
Toddlers Tango	Mosaic Butterfly
Invitation to Opera: Verdi's Otello	Defensive Driving
Teen-Code, Create, Innovate	Guinea Pig Funny Farm
Parent/Child Rhyme & Play	Painted Seashell Creations
Minecraft The Big Bad Wolf	Emma: A Film
Persuasion: A Film	Irish Yarn with Gil Mclean
Bringing The Woodland Home	

### Conference Room

Mah Jongg  
East End Lions  
Bridge  
Medicare  
Writing Group  
Book Discussion-All The Colors of The Dark  
North Fork Anglers  
Artist Reception

### Craft Room

Tutor (18)  
Book Discussion  
Alzheimer's Support Group  
Tame Your Inner Critic  
Spring Mini Canvas Painting/Community Service Opportunity  
Seed Sorting Party/Community Service Opportunity  
Jelly Bean Taste Test Challenge

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Tutors-18

Community Groups-23

Library Programs-45

Local History-13