

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

MEETING DATE: Monday December 18, 2023

MEETING TIME: 6:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of the Agenda**
- IV. Review and Approval of the Minutes of November 13, 2023 Regular Board Meeting**
- V. Period of Public Expression**
- VI. Approval of Treasurer's Report**
- VII. Approval of Personnel Report**
- VIII. Director's Report**
- IX. President's Remarks**
- X. Committee Reports**
 - A. Personnel / Policy
 - B. Building / Grounds & Long-Range Planning
- XI. Old Business**
- XII. New Business**
 - A. Approve longevity benefit
 - B. Approve revisions to staff handbook (PTO payouts, holidays, overtime)
 - C. Approve social media policy
- XIII. Executive Session**
- XIV. Adjournment**

Next Meeting – January 8, 2024

Directors Report November 2023

Building and Grounds

Mattituck Plumbing has been here multiple times to repair the leaking flush valve in one of the restrooms on the first floor. They are scheduled to come back once the part is in. I have also asked them to look at the water fountain / bottle filling station. The water fountain part of the station is incredibly loose, and the plastic is broken on either side – I believe that folks may be putting their full weight on the water fountain, and it has caused it to break. I'm waiting for Mattituck Plumbing to provide an estimate to remove the water fountain portion and just have the bottle filler.

CLOS was on site the last week of November to address the lighting installed on the sign out front. I noticed one side was out when leaving one evening. The electrician was able to get it working again but said that there are a lot of loose connections, and we may want to think of having new lighting installed in the next year or so. He says the harsh conditions out there are causing the equipment to age faster.

We had small tree down on the West side of the parking lot on November 10th. TFLC removed it the next day.

TFLC was here again on Friday November 24th to do the fall clean up.

As the weather starts to get cooler, I am reminded of our hot box issues over the last few years. The person that I had been in contact with that I was hoping would remedy our issue has not gotten back to me. Now that we have two custodians it may be less of an issue with the current heater set up. Time will tell.

Our outdoor book drops need replacing. I reached out to Ray and Nick to see if that is something I should move ahead with or hold off on. Nick felt it would be better to hold off, the location might be something to discuss the next time we meet with Ray and Nick.

Programs and Services

Kanopy has updated from “credits” to “tickets”. Each month our Kanopy users will receive a set number of tickets (30). Tickets will reset on the first day of the month, unused tickets do not roll over to the next month. Kanopy Kids doesn't use tickets and an unlimited number of Kanopy Kids titles can be accessed each month.

Some changes have come to Libby recently, which have been bringing more folks into the building to renew their cards. As of 12/1 all Libby users are required to have an updated library card (not expired) and a fine balance of less than \$100. We have had numerous card renewals since the change was instated. The intent behind this update was to reconnect Libby users with their home libraries.

Statistics to continue noting - Physical items 1,936 vs. Overdrive content 2,497

Sonia Sparr shared with me that she will be visiting our library on Sunday December 10 from 2pm-4pm and on Saturday December 23 from 10am-12pm. I have been advertising in our email newsletter and there are flyers around the building as well as on our bulletin board.

Our social work intern Ella will be starting a new caregiver's support group, which will be meeting biweekly starting in January.

Upcoming programs and events to note:

Burner Prudenti Law Group Presents Aging in Place: Homecare Medicaid – Tuesday December 12 4pm – 5pm
 How to Manage Your Paper (Without Losing Your Mind) via Zoom – Thursday December 14 5:30pm – 6:30pm
 A Celebration of the Everly Brothers @ Cutchogue Library – Sunday January 7 2pm

Friends of the Library

Reminder that the next Friends meeting is Tuesday December 19th at 11:00am with the holiday luncheon to follow at 12pm. The “Winter Wonderland” SLED to be present during this time for a walk-through experience and photo op. The Friends are continuing to run monthly raffles – tickets are available to purchase at the circulation desk, they are \$1/ticket or 6 tickets for \$5.

I’m continuing to work with the Friends regarding the omnibus funds – Sara has started to book concerts and we will be meeting with Karen to see how we can apply the money to a couple of children’s / family events.

Administrative

I have included the 2024 holidays and 2024 board meeting dates for everyone – these were approved last year; it has been some time since the dates were approved. Please review so we can make any amendments if needed.

The full day staff development day will be taking place Thursday December 14th, the library will be closed all day. Lunch will take place around 12:30pm and the Board is invited to stop by and say hello.

Responses to the community survey have been closed. In total we received 124 responses. A lot of valuable feedback, see response summary from google attached. I will start to draft some ideas for the long-range plan and will schedule a meeting with that committee after the holidays.

Since we are approaching the end of the year the budget and finance committee will need to meet in January to discuss the fund balance allocation. I’m projecting close to what we had last year and I’m going to recommend that we put a significant amount towards the loan. If we allocate \$60,000 towards the loan, we will pay it off at the end of 2024.

The Suffolk County Libraries are taking part in a campaign leading up to Advocacy Day in February 2024. The campaign is “The Library Changed My Life” – patrons are encouraged to share their stories of positivity about their library and the impact the library has had on their lives. I’m currently advertising through our newsletter and on our webpage where folks can share their stories through a google form.

I was finally able to get a replacement battery and pads for the AED, the new battery and pads have been installed and the AED is still located behind the circulation desk. I also purchased LifeVacs for each department and have talked with the staff about CPR/AED training as well as other trainings offered by SCLS.

I attended the NYLA conference from November 1 – November 4. It was wonderful and encouraging to be amongst library workers from across New York State. I’ve attached a formal accounting of the talks I was able to attend and can answer any questions or provide more information at Monday’s meeting. I’m looking forward to implementing the information I gleaned in our library. One of the programs was given by a Director in our zone and I’m going to see if that person would be willing to give her program to our staff since it was relevant and engaging.

On November 16th I attended a meeting with Senator Palumbo and our Zone Directors hosted by the Cutchogue New Suffolk Free Library. It was a nice, relaxed atmosphere to chat about concerns regarding our

libraries and of course, construction funding. A few days after the meeting I was contacted by Senator Palumbo's Community Affairs Liaison regarding partnering with the Senator for different events. We're currently working towards scheduling Coffee with a Cop sometime in the spring of 2024.

The personnel / policy committee met on December 4th and discussed longevity benefit, edits to the staff handbook and a social media policy (information attached for further review by the full Board). The committee is still discussing other benefits and personnel related items that will be brought before the full Board sometime in 2024.

We had a minor issue with Heartland Payroll and a medical reimbursement (not related to the stipend). We were alerted by an employee on payday (12/5) and the issue was resolved by noon on 12/6. 5 employees were affected.

Meetings Attended

November 1 – November 4 – NYLA Conference

November 9 – Library Director's Manual (zoom)

November 14 – Department Heads Meeting

November 16 – Anthony Palumbo @ CNSFL

November 17 – Zone 1 Director's Meeting @ BRID

November 27 – PLDA @ SCLS (zoom)

November 29 – Committee: building & grounds / LRP with Nick Marcinek

Respectfully submitted by: Shauna Scholl, Director

NYLA 2023 November 1 – November 4

Keynote Address: We're Gonna Win! Tools and Tactics for Change

ALA President 23-24, Emily Drabinski shared a very uplifting breakdown of how libraries “do good work.” With a focus on urgent issues like book bans and budget cuts to longer term challenges like the impacts of climate change and widening inequality. Emily shared some big wins that remind us library workers what’s possible when we work together.

BPL’s Books Unbanned: Libraries Resisting Censorship

Brooklyn Public Library’s Books Unbanned campaign went viral in 2022 for its efforts to combat censorship by offering any U.S. teen ages 13-21 a free eCard and access to half a million digital titles in the library’s collection. BPL also asked teens to “share videos, essays, and stories on the impact that book challenges and bans have had on their lives,” and announced the formation of teen educational and advocacy programming to empower young people to fight for their Freedom to Read.

The campaign has issued more than 6,500 BPL eCards in every U.S. state, D.C., and Puerto Rico and collected thousands of heartbreaking stories shared by teens nationwide experiencing limited library access, censorship, and bigotry. We were able to hear from the Books Unbanned team about their work to connect with partners and stabilize the campaign, as well as how we can take steps to defend Intellectual Freedom.

Notes: Revisit library card sign up process, should in person be required? Youth – is school ID and verbal agreement that they live in MATT/LAUREL sufficient? How to best remove barriers to access?

Staff training on intellectual freedom, necessary.

Add preferred name to library card application.

Menstrual Literacy and Advocacy in Libraries

What makes libraries the perfect place for period advocacy? Brooklyn Public Library’s Rakisha Kearns-White will shared how she became a period advocate and why she decided the public library was the perfect place for her advocacy. Rakisha discussed the different positive outcomes of starting this initiative and the many ways menstrual literacy can look in a library. We were empowered with the knowledge of how to be centers for menstrual literacy and help challenge period poverty. Other learning out comes also included:

- Understand what menstrual literacy is, and how it differs from sex and reproduction education
- Learn how to bring stakeholders on board
- Know how to locate funding to support menstrual initiatives

Notes: period equity, teen community service project: 7 day period kits, period party

Big Glitter and Patron Privacy

As our digital world expands it seems our right to privacy is shrinking. Patron privacy is imperative to providing unfettered access to information for our users. Discussion centered on (as library workers) what is our responsibility to protect the privacy of our patrons and what can we learn from "Big Glitter" (yes, glitter) to help us ensure patron privacy is protected?

Notes: Staff training on patron privacy, turn off linked accounts?, good customer service vs patron privacy, staff training/zone wide training?

Mind the Gap, Get on Board

In our present environment, having positive relationships between public library employees and boards is critical. However, there is a lack of MLIS education around working with boards for students, as well as historical conflicts between public library employees and their boards. In response to this need, ALA's United for Libraries Division worked with a five-member team of the 2023 ALA Emerging Leaders cohort to create a project devoted to filling this gap. In this presentation, the New York representatives of this team reviewed the lack of education around board relationships, shared the best practices for working with boards on a state and national level, and provided resources to further student engagement and professional development for library employees.

Notes: main concerns – expertise and training, socio political issues, roles and responsibilities, ecourse available.

A Librarian's Guide to Genealogy

Presentation on knowing which historical documents are available (including where to find them, how to obtain them, and what information is included in each) and armed with search tips and tricks, genealogical research in the public library setting with families not your own becomes much more manageable. This program will focused on U.S./NYS records only, low-cost record obtainment, and travel-free research.

Fun Trustee Scenarios for Serious Legal Compliance

The team from The Law Office of Stephanie Adams, PLLC, used interactive scenarios to illustrate, deconstruct and practice applying the tools of library trusteeship in 2023. Discussion of reliable tools for using legal compliance to anticipate, work with, and stay "on mission" through such challenges.

Notes: surplus fund policy, all hazards response policy.

Harassment/sexual harassment situation – start with safety first.

Board responsibility – make sure the director did their due diligence with acting out policy, not their position to question the directors decision.

Material/collection dev policy – who is allowed to challenge material? Should state that they need to have a library card or live in district.

When applying policies be sure to apply across the board allowing equal access to resources i.e. room use.

Library being used as a pass thru for grants, make sure to have a policy.

Board should review insurance coverage on an annual basis – review summary of benefits. Main questions to ask, if the building burns down, if someone slips and falls, if the building is ok but the assets are destroyed or if we have a breach of contract, who's insurance covers it and how much are we covered for? Decision on choosing insurance policy should be board based decision.

Intellectual Freedom Breakfast – The Banned Books Crisis: Year 2

Dr. Christine Emeran from the National Coalition Against Censorship discussed the current cultural and political situation impacting the rise of book challenges in the past two years, identified particular trends seen in school library challenges in recent months and armed librarians with advocacy guidance.

Mattituck-Laurel Library
Adult Services Board Report - November 2023

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - November program statistics remain steady, with some programs generating a waitlist. Winter program planning is complete and spring program planning is underway. I have been working with our social worker, Ella, to plan a caregiver support group. She has also helped Jim and myself in the beginning stages of planning a health fair this spring. Our new social media marketing coordinator, Sharon, will start part time (1 day/week) in December before starting full time in January. We are excited to welcome her to our department and our library.

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

Date	Meeting
11/6/23	Health Fair Meeting
11/14/23	Department Heads Meeting
11/21/23	Reference Department Meeting

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

Date	Program	Statistics	Program Platform/Notes
Mondays in November	Chair Strength and Stretch	27 each session	In person
Tuesdays in November	Spanish Conversation Group	3 each session	In person
Tuesdays in November	Beginner's Crochet Group	8 each session	In person
Tuesdays in November	Book Discussion Group: <i>Moby Dick</i>	8	In person; offered by Jerry Matovcik (1st of 2 groups)
Wednesdays in October	Book Discussion Group: <i>Moby Dick</i>	8	In person; offered by Jerry Matovcik (2nd of 2 groups)
Wednesdays in October	Yoga	8 each session plus 5 walk ins	In person
Ongoing	One-on-one Tech Appointments	3	Marissa took 1 tech appointment and Sara took 2 tech appointments during the month of November.
11/1/23	Invitation to the Opera: Der	19	In person; offered by Jerry Matovcik

	Rosenkavalier		
11/4/23	Homemade Pasta and Bolognese	20	In person; shared with Southold Free Library and hosted by Mattituck-Laurel Library
11/5/23	Beautiful Musical Moments by Shiloh, a piano-cello duo	20	In person
11/8/23	Unclaimed Funds	14	Virtual; shared with Southold Free Library and hosted by Southold Free Library
11/10/23	Lung Cancer	N/A	Canceled due to low enrollment
11/14/23	Build Your Own Cheese Board	24	In person
11/16/23	Gut Microbiome and Your Health	46	Virtual; shared with East End Programming Libraries Group and Stony Brook Southampton. Hosted by Mattituck-Laurel Library
11/16/23	Women Secret Agents	22	In person
11/18/23	Wreath Making	20	In person
11/28/23	What's in our Water?	2	In person; 7 registered, 2 showed up
11/30/23	Plants for the Winter Garden	9	Virtual

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

Planning for Winter/Spring - Spring program planning is underway. Some of the programs that will be offered include, but are not limited to: First-Time Home Buyers Seminar, Maria's Mexican Cooking, The Betty White Story, and more.

Social Media/Marketing - Diana continues to make adult program flyers and I post them on our Facebook page and include information about all programs in our e-newsletter and print newsletter. I also post flyers around our building and advertise them using the library's sandwich board sign outside.

Adult Nonfiction and Audiobook Collection - I continue to order nonfiction and reference materials for our adult collection as well as audiobooks on a monthly basis after reading book reviews in periodicals. Collection development is ongoing.

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

Adult Grab-and-Go Kits - For the month of November we gave out 20 embroidery kits. For the month of December, we are giving out D.I.Y. gnomes.

Other -

- **Library of Things** - I continue to assist with developing and processing the Library of Things as needed. We have been brainstorming ideas for items to add to our Library of Things Collection. Storage continues to be a challenge.
- **Libraries Nourish** - Libraries Nourish training continues to be available for interested staff on an ongoing basis.
- **Miscellaneous** -
We are excited to welcome Sharon Twickler, our new social media marketing coordinator, to our library and the reference department. Sharon started working Fridays in December and will begin working full time in January. In the meantime, Marissa and I have been assisting patrons with technology appointments.

The Friends of the Mattituck-Laurel Library were awarded money from the Omnibus Grant to apply to cultural activities at our library. I am currently booking concerts and cultural programs for which the award can be applied. We are also assisting the Friends with the paperwork that must be completed to obtain the Omnibus Grant funds.

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

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

Medicare Counseling continues to be available by appointment on the third Tuesday of each month.

New laptops have been purchased for the reference department to use for programming, etc.

- **Social Work** - Ella will be starting a caregiver support group, with support from the Alzheimer's Association, beginning in January. We have also started planning a health fair event, with help from Jim, which is tentatively scheduled for April 20th. In addition, Ella has taken on several one-on-one appointments with patrons. All is going well.

Date: December 6, 2023

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: November 2023 Wrap-up

Our Numbers are as follows:

Programs: 147 plus 77 grab and go Total 224
Book pulls: 186 In person help: 30

GENERAL INFORMATION

The STEM table is a huge draw. We change it up regularly. This month children searched for dinosaurs in fall colored beans, pinecones and leaves in shredded paper. Since we have so many young children who come to stay and play, we have created other opportunities for them. The standup plexiglass has become a fine motor skill area. We took a hula hoop and covered it in sticky tape. They get to stick eggs, feathers and other materials to help with sensory touch. These areas along with our manipulatives and coloring station keep quite a number of children busy.

The scavenger hunt had 46 children participate. They comment on how well Elizabeth is able to hide the characters each month.

This time of year we often get asked for books to share as mystery readers in the classroom. One particular patron took out the biography *Balloons over Broadway*. This book discusses Tony Sarg and his idea to create helium balloons that now are the Macy Day parade. The grandmother shared the story and then each child had a balloon they colored to create a parade effect.

MEETINGS

Shauna held a Department Head meeting. It was very informative and offered opportunities to share ideas. These meetings are vital as we often do not get a chance to interact during the day. This month Rosemary has been with us one year. She is a hard worker and willing to do anything. She also likes to keep busy. She is more than happy to help out at Circulation if they need her. However, we keep Rosemary very busy.

PROGRAMS

FAMILY

The Family Baking this month was Sweet Cornbread from Chef Rob. We had 15 families participate in this grab and go.

The family storytime continues to be very popular. This month we went on a bear hunt with the book, *We're Going on a Bear Hunt* by Michael Rosen and illustrated by Helen Oxenbury. We set the room up to travel through the grass, mud, water until we were able to get to the cave. We then made bear paws and bear cookies.

Karen shared autumn stories with the 2, 3 and 4 year old children at A Time To Grow preschool. Everyone enjoyed the Steve Metzger book, *When the Leaf Blew In*. Not only could children see the result of the leaf but there are quite a number of animals within the story. Each child then colored a barn craft along with all the animals within the story.

PROGRAMS

In Person

For our preschoolers we provided Babies Boogie, Toddler's Tango, infant massage, sign language and handwriting skills. This group come prior to programs and stay after to play and just enjoy each other. This was the first time we offered the last three and the response was over whelming. We will have these classes again.

For the school age we provided grade specific LEGO programs, Tail Waggin' Tutor, Q – Tip Art and Straw Weaving along with the retro video game drop in and a movie night. The Q-Tip art for the older children was an interesting class. Some opted to create a full tree with roots, while others created more of a winter type landscape. Either way, they enjoyed this art project. We have yet to get a group for the movie night but will continue it through the winter months.

We also provided a number of grab and go opportunities, 77 to be exact. From Turkey and leaf paper bag puppets, scarecrow tic tac tow boards, sewing kits to make scarecrows and many more. They all went by day two.

OVERALL

We have scheduled January and February Programs. We hope for good weather and full rooms.

We have even begun scheduling summer 2023!!

Work on weeding the DVD collection was completed. We will take another look at this collection after the holiday season. The picture books are the next group we will tackle.

Mattituck-Laurel Library
Teen Services Board Report – November 2022

Prepared by Marissa Timm, Teen Services Librarian

Summary – This month I have kept busy with fall programs and events. I have continued to have several teens come to the library for community service projects. As fall has been winding down I have started planning and programming for the winter season. I also have continued to update the Teen Space, Teen collection and Social Media pages.

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

Date	Meeting	Duration
11/17/2022	Reference Meeting	1.5 hours

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

Date	Program	Statistics	Program Platform/Notes
11/01-11/30	DIY Gratitude Jars	15/15 kits were taken.	This was a grab and go program. No advanced registration was required. Teens were given one hour of community service for this kit.
11/01/2022	Chef Rob: Apple Cinnamon Scones with Maple Glaze.	15 grab and go kits.	Teens always enjoy the Chef Rob kits.
11/07/2022	Mario Kart Tournament	6 teens registered/3 attended.	Teens who came to this program thoroughly enjoyed using our new Nintendo Switch.
11/15/2022	Vanilla Brown Sugar Scrub	10 registered/8 attended.	This program was a one on one program where each teen got to make their own scrub. In the meantime they enjoyed coloring pages, playing board games and hanging out.

Program Raffle: For the fall (Sept/Oct/Nov) I had teens who participated in any of the teen programs, put their name in a raffle to win an Amazon Gift Card. Most teens were very happy to do this. After the last November program the raffle had 76 participants.

Other Programs: Although not a library sponsored program, I am offering access to a class called “Navigating College Admissions Successfully” taught by Ron Feuchs and Jackie Tepper. This class which was offered once this month via zoom, is for both parents and teens to learn more about the college admissions process.

Girls Who Code: After the holiday we are potentially helping organize a “Girls Who Code” Club here at the library. I was approached by a teen who is a frequent library user and she asked if she could

run one of these clubs at our library. I am currently working with her and her mom (who will be the facilitator) to hopefully get this club up and running.

Social Media/Marketing - I have created all flyers for fall programs. I have several posts scheduled for the Mattituck Facebook page and the Mattituck Teens Instagram page with some already posted. I have been sending out weekly email blasts letting patrons know about community service opportunities and upcoming programs. Teens seem to be responding the most to posts on the teen dept. Instagram page. It has gains about 2-3 new followers a week.

Community Service –Grab and go community service kits are available at an ongoing basis. We have had a couple of teens recently have grabbed the letters to seniors and veterans. One teen also took about half of the rock collection for the ‘Kindness Rocks’ project.

Teen Space - The Teen space has remained decorated to reflect the season. This month’s book display is ‘Cozy Reading’ for the end of Fall. The guessing jar has also been updated. November’s guessing jar had 15 participants. The DIY grab and go kits are placed in the Creation Station on an ongoing basis. Flyers are continually being updated, most recently adding information about the upcoming programs.

Print Newsletter–I am currently working on the Jan/Feb. print 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 circulated less than 3 times or less in the last 3 years. I got these numbers from running statistical reports.

Other – Miscellaneous- My first 6 months here have been very informative and rewarding. I am enjoying working independently and with the reference department as I continue to learn about my role and my responsibilities.



East Hampton Library

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TEL: 631.324.0222 • FAX: 631.329.5947

www.easthamptonlibrary.org

November 8, 2023

Dear Ms. Scholl,

Thank you so much for allowing us to scan the Josiah Raynor genealogical materials in your library's local history collection. There is a good deal of very helpful information that will be very helpful to support the research inquiries we have had from the National Archives in England. We hope your patrons will find these digitized (PDF) files helpful.

All the best,

Andrea Meyer

Head of Collection
 Librarian/Archivist
 Long Island Collection

BOARD OF MANAGERS: *Sheila Rogers, Chair • Sara Davison, President • Susan Akkad • Jose Arandia • Ellen Collins
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Dennis Fabiszak, Executive Director

During this season of
gratitude, we are
thankful for
libraries and to
the wonderful staff
at the Mattituck
Library. We
appreciate & value
you & this place.
Thank you,
Eric & Caren Heacock

Nov 23:23

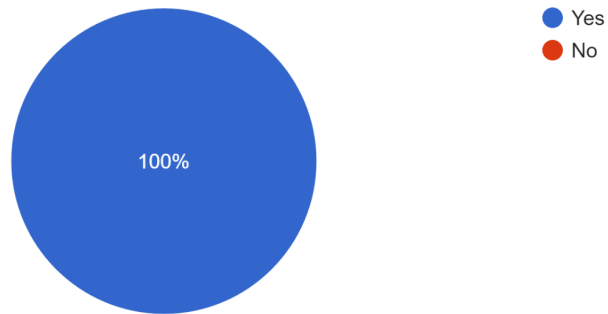
16 To Whom it may concern,

My name is Nina Paek. I recently visited your library, late last week. I came in with a multitude of computer questions, that I had no idea how to solve. But, I was told that your library employees could help me. I walked in to the middle section, where all the computers are set up. And there at the desk was Marissa. She had the patience of a Saint. I tried to explain the problems on my phone, to the best of my ability. I wasn't even sure Marissa could help? But, by the Grace of God - she took the time & fixed everything. I just wanted to take this opp^{ort} to Thank her for her Kindness. I wish there were more people in this world, like her.
Much Thanks - Nina Paek.



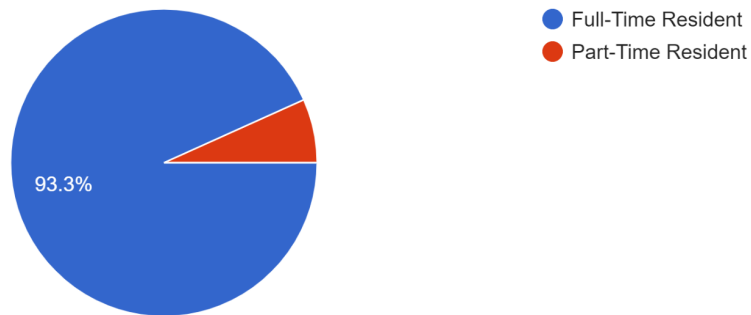
Do you have a Library card?

120 responses



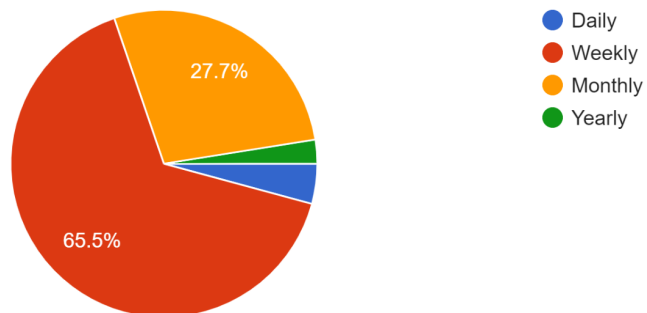
Residency

119 responses



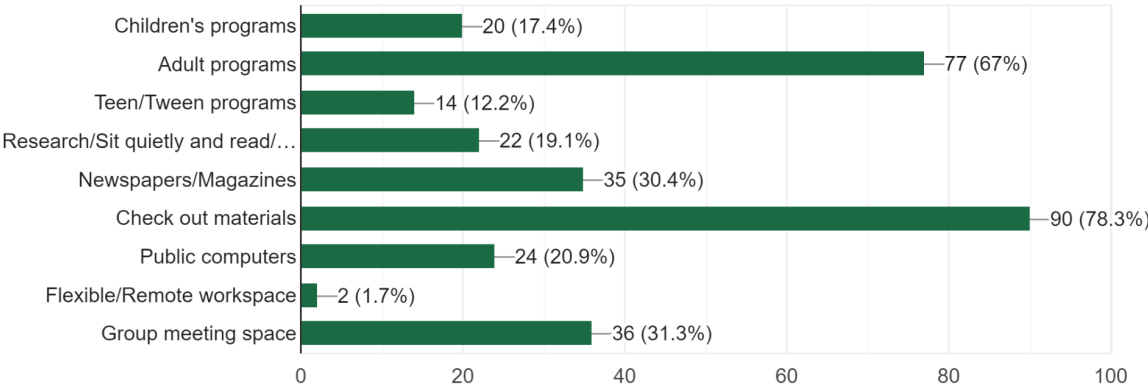
How often do you visit the Library

119 responses



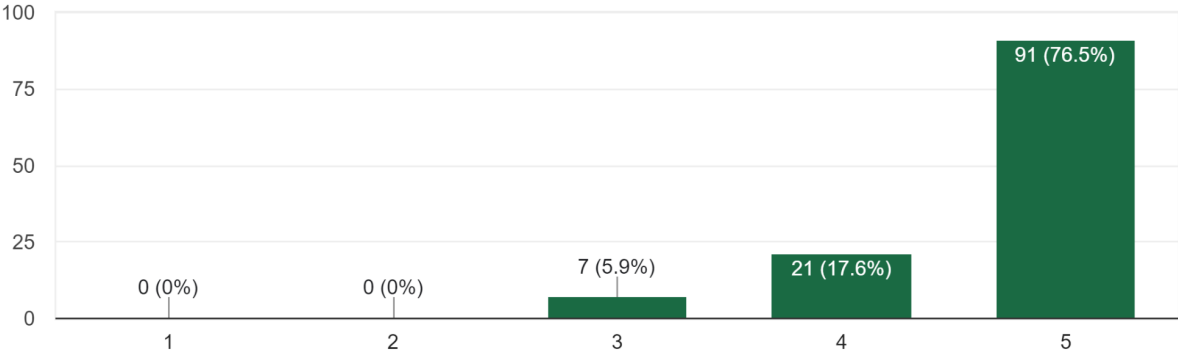
Why do you use the Library for? (Check all that apply)

115 responses



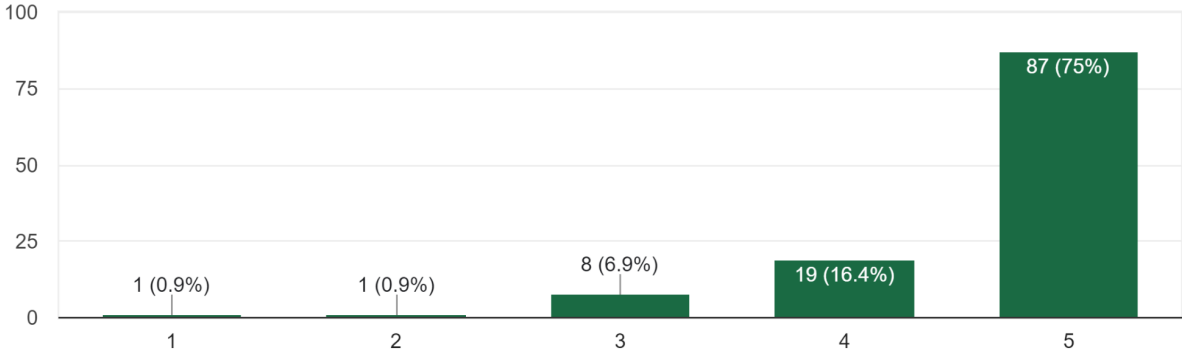
How satisfied are you with the Library Hours of operation?

119 responses



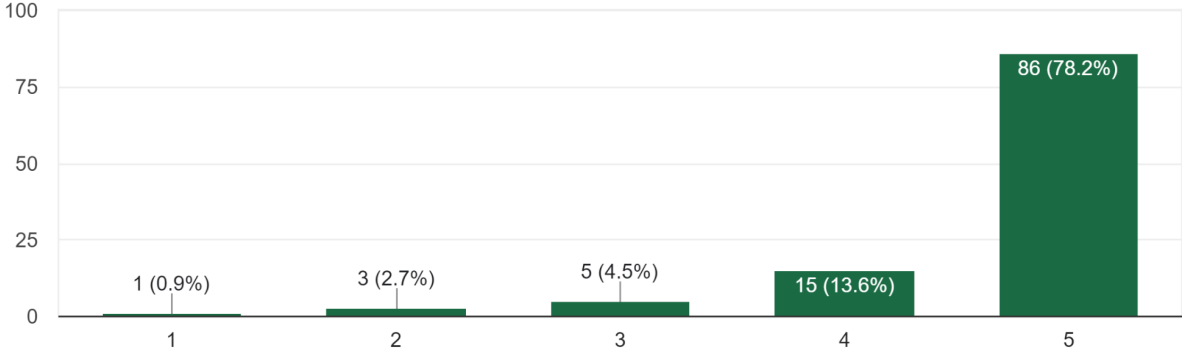
How satisfied are you with the Libraries seating areas and work space?

116 responses



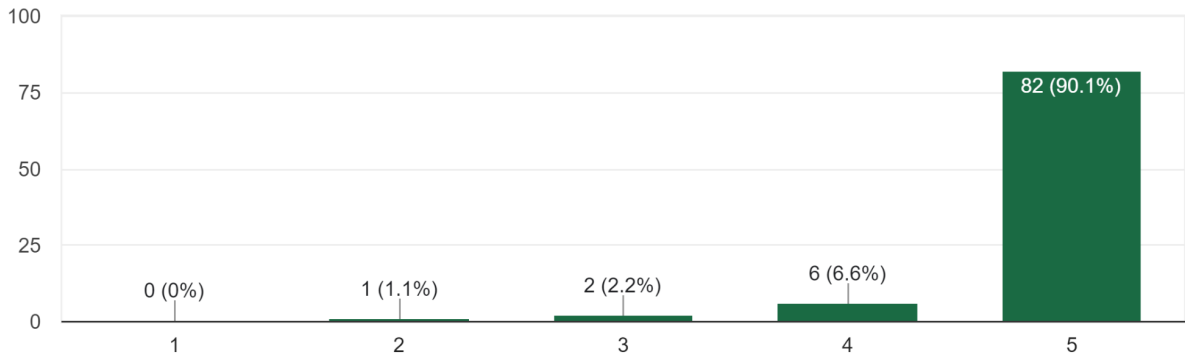
How satisfied are you with the Libraries public meeting rooms?

110 responses



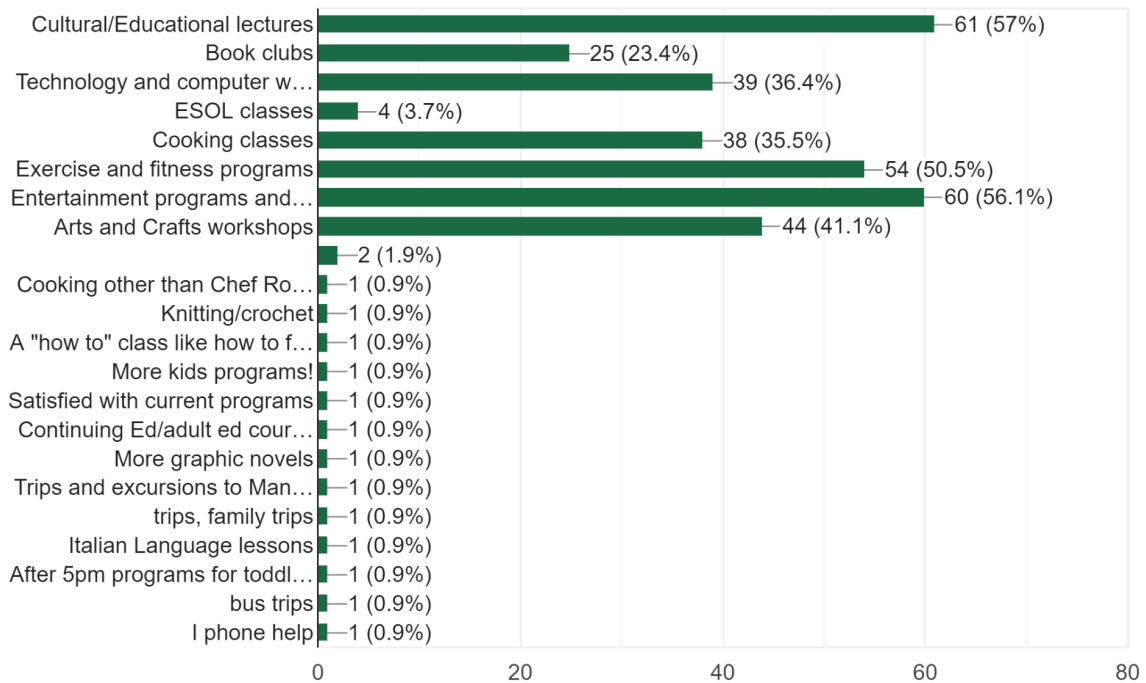
How satisfied are you with the Libraries accessibility/ADA compliance?

91 responses



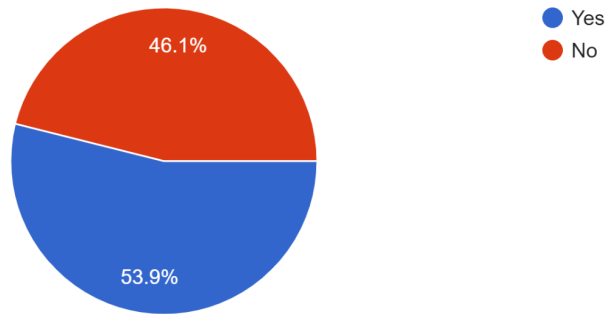
What types of programs/services would you like to see the Library offer more of (Check all that apply)

107 responses



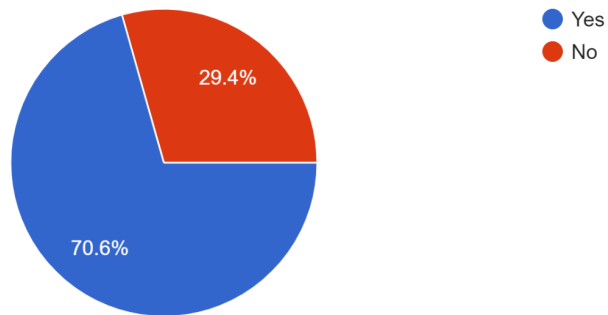
Do you use Live-brary.com (Libby)

115 responses



Would you support a Library renovation?

102 responses



2024 HOLIDAY CLOSINGS

Monday, January 1	NEW YEAR'S DAY
Monday, January 15	MARTIN LUTHER KING
Monday, February 19	PRESIDENT'S DAY
Sunday, March 31	EASTER SUNDAY
Monday, May 27	MEMORIAL DAY
Wednesday, June 19	JUNETEENTH
Thursday, July 4	INDEPENDENCE DAY
Monday, September 2	LABOR DAY
Monday, October 14	COLUMBUS DAY
Monday, November 11	VETERANS' DAY
Wednesday, November 27 (Open 9 am to 1 pm)	THANKSGIVING EVE
Thursday, November 28	THANKSGIVING
Tuesday, December 24	CHRISTMAS EVE
Wednesday, December 25	CHRISTMAS DAY
Tuesday, December 31 (Open 9 am to 1 pm)	NEW YEAR'S EVE

Mattituck-Laurel Library
Board Meeting Dates 2024

The board meets on the second Monday of each month at 6:00 p.m. except for October & November when the meeting is held on the 3rd Monday.

Monday January 8, 2024
Monday February 12, 2024
Monday March 11, 2024
Monday April 8, 2024
Monday May 13, 2024
Monday June 10, 2024
Monday July 8, 2024
Monday August 12, 2024
Monday September 9, 2024
Monday October 21, 2024*
Monday November 18, 2024*
Monday December 9, 2024

Staff Handbook Edits

- PTO pay outs on separation from employment
 - Vacation
 - Currently reads: All employees will be paid for half (50%) of their unused vacation time at separation from employment. Any carried hours remaining from the previous calendar year are not to be included in this calculation.
 - Change to read: All employees will be paid for unused vacation time at separation from employment according to the schedule below. Any carried hours remaining from the previous calendar year are not to be included in this calculation. If an employee has fewer unused vacation hours than the max, they will be awarded the total amount of hours they have left.
 - F/T Professionals up to a max of one (1) week
 - 35 hours for all EE's on a 35-hour workweek
 - 40 hours for all EE's on a 40-hour workweek
 - P/T Professionals up to a max of 30 hours
 - F/T Support Staff up to a max of 35 hours
 - P/T Support Staff up to a max of 25 hours
 - Hourly Staff up a max of 20 hours
 - Sick
 - Currently reads: 25% of the accumulated sick leave is paid at the regular, current wage, subject to a cap set by the Board, which shall be reviewed periodically by the personnel committee. Should the separation of employment occur mid-year, the current year's sick leave will be prorated accordingly.
 - Change to read: All employees will be paid for unused sick time at separation from employment according to the schedule below. If an employee has fewer unused sick hours than the max, they will be awarded the total amount of hours they have left.
 - F/T Professionals up to a max of one (1) week
 - 35 hours for all EE's on a 35-hour workweek
 - 40 hours for all EE's on a 40-hour workweek
 - P/T Professionals up to a max of 30 hours
 - F/T Support Staff up to a max of 35 hours
 - P/T Support Staff up to a max of 25 hours
 - Hourly Staff up a max of 20 hours
- Holidays
 - Add wording to indicate that if an EE is regularly scheduled to work they are paid, F/T & P/T.
 - Full-time and part-time employees regularly scheduled to work a holiday will be paid for the hours they are scheduled even if the Library is closed.

- Section 5.2.2 reads: EE's are eligible to earn compensatory time with prior approval by the EE's supervisor. Comp time must be used within four weeks of the date it is earned. Comp time is to not exceed an accumulation of 35 hours, within a two week period for extra hours worked.
- Should read: F/T Professionals are eligible to earn compensatory time with prior approval by the EE's supervisor. Comp time must be used within four weeks of the date it is earned. Comp time is to not exceed an accumulation of 35 hours, within a two week period for extra hours worked.
- Add: 5.2.5 All hourly EE's who work over 40 hours a week will be paid 1 ½ times their regular hourly rate.

Social Media Policy

The Mattituck-Laurel Library is a dynamic, civic resource. Its mission is to enrich the quality of life for those in the Library's community by providing:

- free and open access to recorded knowledge,
- personal guidance in its use, and
- diverse opportunities for cultural exchange and exploration of ideas. In accordance with its mission, the Mattituck-Laurel Library is committed to using social media to share information about what the library offers and foster community involvement and exchange.

Social media is defined as any website or application that allows people to share information in a virtual environment. Examples include, but are not limited to, Facebook, MySpace, Twitter, Blogger, WordPress, YouTube and Flickr.

This Social Media Policy defines the Mattituck-Laurel Library's purpose in using social media and describes parameters of the service and public use. This policy supplements and does not replace other Mattituck-Laurel Library policies.

Social media participants of all ages should be aware of recommended practices for personal safety in the virtual world. Examples are available at sites such as: <http://www.google.com/familysafety/advice.html> and <http://www.netsmartz.org/safety/safetytips>. As with all other resources provided by the Mattituck-Laurel Library, parents or guardians are responsible for use by their children. The library does not act in place of a parent or guardian and is not responsible for enforcing any restrictions upon minors that a parent or guardian has placed.

User comments, posts and messages are welcome on Library social media accounts and services. The Library reserves the right to monitor content posted on its social media web applications, websites and web accounts, and to modify or remove any content that it deems, in its sole discretion, to be abusive, offensive, defamatory, commercial or spam, in violation of copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate for the service. The Library in addition reserves the right to edit or modify postings for space, while retaining the intent of the original post; and, to reproduce comments, posts and messages in other public venues (removing identifying information other than first name unless prior approval has been granted for full attribution).

The Library does not collect, maintain, or otherwise use personal information stored on any third-party social media site. Users may add or remove themselves from the library's "friend" or "fan" lists at their discretion, according to the capabilities offered by such third-party sites. Users should be aware that third party sites have their own privacy policies and proceed accordingly. Social media applications used by the Library include opt out from further contact.

The Library respects the privacy of individual users, and will only make contact with an individual user when granted permission by that user, such as when a user asks for reference assistance, registers for a program, signs up for a notification or responds to an appeal.

By participating in the Mattituck-Laurel Library's social media services, each user agrees to abide by the Library's policies and all applicable federal, state and local laws. By participating in these services, each user agrees to indemnify the Mattituck-Laurel Library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) that arise out of or are related to the content posted by said user.

The Mattituck-Laurel Library is not responsible for and does not endorse content other than the "pages" and "posts" created by Mattituck-Laurel Library staff on its social media services. Any views expressed by a user of the Library's social media services are those of the individual author and do not represent the official views of the Mattituck-Laurel Library.

Longevity Benefit

All staff will be eligible for longevity benefits according to the chart as follows. Effective December 11, 2023, benefits will be acknowledged retroactively for staff that have passed the closest milestone. (i.e., a staff member is currently in year 23, they will be recognized for year 20 in 2023.)

Longevity		
Professional Staff	Years of Service	Amount
	5	\$50
	10	\$100
	15	\$150
	20	\$200
	25	\$250
	30	\$300
Support Staff Hourly Staff	Years of Service	Amount
	5	\$25
	10	\$50
	15	\$75
	20	\$100
	25	\$125
	30	\$300

Equipment Removal Request

Computer Name	Location	Service Tag/SN	Purchase Date	Primary User	Deaccession Date
Youth Laptop 3	Public	5CB2520DH5	N/A	Public	11-Dec-23
Public Tween	Children's Office	5CB2520DJ6	2013	Public/Staff	11-Dec-23



Mattituck-Laurel **LIBRARY**

Warrants / Expenses

These are the expenses for the month and year of November 2023

To be approved at the Library Board Meeting on December 18 , 2023

Operating Account Total	\$101,955.50
Payroll	\$ 67,219.89
Non Payroll	\$ 34,735.61
Cultural Activities Fund	\$ 1,743.09
Money Market Account	\$0
Building Fund Savings	\$0
Building Fund Checking	\$0
Donations in excess of \$1,000	None

**Mattituck-Laurel Library
Fund Balance Report**

12/05/23

	Jan - Nov 23
General Fund	
Operating Fund	327,206.90
Building Fund	
Checking	285,741.34
Savings	57,305.06
	343,046.40
Total Building Fund	343,046.40
Total General Fund	670,253.30
Cultural Activities Fund	
Coffee Machine	487.67
Teen Programs	21.12
Children's Programs	1,226.17
Staff Activity Fund	346.63
Adult Programs Wash Acco...	7,860.39
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
Cultural Activities Fund - Ot...	-94.49
	10,569.52
Total Cultural Activities Fund	10,569.52
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,495.05
Undesignated & Interest	1,390.09
Capital Reserve Fund	400,136.70
Unemployment Insurance	30,000.00
	460,658.93
Total Gift and Trust Fund - MM	460,658.93
TOTAL	1,141,481.75

12/05/23

Mattituck-Laurel Library
 Monthly Expense Report - Operating Fund (Non Payroll)
 November 2023

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
11/16/2023	Business Card	Cellophane, Fishing Line	16.00	16.00
Total Youth Arts & Crafts				16.00
Youth Computer Software				
11/16/2023	Business Card	Cuphead, Zelda, Gang, ...	272.83	272.83
Total Youth Computer Software				272.83
Youth Books				
11/07/2023	B&T Juvenile Account	October Invoices	1,581.93	1,581.93
Total Youth Books				1,581.93
Total Youth Materials				1,870.76
Adult Materials				
DVD/Music CD				
11/02/2023	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
11/07/2023	Midwest Tape	504573777	16.09	16.09
11/07/2023	Midwest Tape	504573779	13.99	13.99
11/07/2023	Midwest Tape	504573810	24.49	24.49
11/07/2023	Midwest Tape	504573811	13.99	13.99
11/14/2023	Midwest Tape	504603822	9.79	9.79
11/14/2023	Midwest Tape	504603821	20.99	20.99
11/14/2023	Midwest Tape	504603809	24.49	24.49
11/14/2023	Midwest Tape	504603808	18.89	18.89
11/21/2023	Midwest Tape	504640628	20.99	20.99
11/21/2023	Midwest Tape	504640690	24.49	24.49
11/21/2023	Midwest Tape	504640691	23.09	23.09
11/28/2023	Midwest Tape	504664890	20.99	20.99
11/28/2023	Midwest Tape	504657028	102.84	102.84
11/28/2023	Midwest Tape	504657027	12.59	12.59
11/28/2023	Midwest Tape	504657026	18.19	18.19
Total DVD/Music CD				390.90
Digital Material Subscriptions				
11/02/2023	Kanopy, Inc.	Invoice #342320-PPU	150.00	150.00
11/02/2023	Midwest Tape	Hoopla Month Ending 1...	191.57	191.57
11/24/2023	SCLS	National Geographic Kid...	500.00	500.00
Total Digital Material Subscriptions				841.57
Title Source				
11/07/2023	SCLS	Title Source 360 (12/01/...	1,155.00	1,155.00
Total Title Source				1,155.00
Adult Books				
11/07/2023	B&T Adult Account	October Invoices	2,457.42	2,457.42
11/16/2023	Business Card	Safeguard History, Secre...	152.02	152.02
Total Adult Books				2,609.44
Reference Books and Data Bases				
11/17/2023	SCLS	Data Axle-Reference So...	650.00	650.00
Total Reference Books and Data Bases				650.00
Virtual Reference Collection				

Mattituck-Laurel Library
 Monthly Expense Report - Operating Fund (Non Payroll)
 November 2023

Date	Name	Memo	Original Amount	Paid Amount
11/15/2023	SCLS	Suffolk E-Resources Oc...	5,225.00	5,225.00
	Total Virtual Reference Collection			5,225.00
Large Print Books				
11/07/2023	B&T Adult Account	October Invoices	171.98	171.98
	Total Large Print Books			171.98
Newspapers				
11/07/2023	Newsday	From 11/18/23 to 1/12/24	287.92	287.92
11/15/2023	Wall Street Journal	Annual Subscription Re...	719.88	719.88
11/16/2023	Business Card	ANC Newspapers.com	81.36	81.36
11/17/2023	Daily News	Pays through 12/17/23	90.00	90.00
11/21/2023	Elan Financial Services	WSJ/BARRONS Subscr...	89.97	89.97
	Total Newspapers			1,269.13
	Total Adult Materials			12,313.02
	Total Library Materials			14,183.78
Capital Expenditures				
11/16/2023	Business Card	Desk for Karen	716.21	716.21
	Total Capital Expenditures			716.21
Technology				
11/07/2023	P.M. Communications Corp.	Monthly Maintenance	117.89	117.89
11/16/2023	Business Card	Qty 3 iPads, HDMI Cabl...	1,647.92	1,647.92
11/21/2023	Elan Financial Services	Siteground Hosting \$62...	594.76	594.76
	Total Technology			2,360.57
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
11/14/2023	Living Art Aquariums	Service 10/3/23, 10/31/2...	348.88	348.88
	Total Aquarium Maintenance			348.88
	Total Building Maintenance			348.88
Custodial Supplies				
11/07/2023	Emerald Island	Soap, Black Liner bags, ...	457.30	457.30
	Total Custodial Supplies			457.30
Gas				
11/24/2023	National Grid	Oct 18, 2023 to Nov 16, ...	479.94	479.94
	Total Gas			479.94
Grounds Maintenance				
Other Grounds Maintenance				
11/30/2023	Twin Fork Landscape Contracti...	Cut 10/31/23, Remove f...	237.50	237.50
	Total Other Grounds Maintenance			237.50
	Total Grounds Maintenance			237.50
Water				
North Fork Water				
11/21/2023	ReadyFresh	Qty 7 - 5 gallon bottle w...	126.92	126.92

12/05/23

Mattituck-Laurel Library
 Monthly Expense Report - Operating Fund (Non Payroll)
 November 2023

Date	Name	Memo	Original Amount	Paid Amount
	Total North Fork Water			126.92
	Total Water			126.92
	Garbage Removal			
11/15/2023	Mattituck Enviro Services	4 YD Trash Service	252.72	252.72
	Total Garbage Removal			252.72
	Total Operations and Maintenance			1,903.26
	Miscellaneous Expense			
	Legal Fees			
11/14/2023	Volz & Vigliotta, PLLC	Union Issues - research ...	96.00	96.00
	Total Legal Fees			96.00
	Maintenance Office Equipment			
	Optimum Internet Service			
11/17/2023	Optimum	Billing period 11/16 - 12/...	245.32	245.32
	Total Optimum Internet Service			245.32
	Copy Machine			
11/24/2023	Precision Microproducts	Contract plus color and ...	626.77	626.77
11/24/2023	Precision Microproducts	Contract plus color and ...	513.30	513.30
	Total Copy Machine			1,140.07
	Computer/Network Maintenance			
11/02/2023	L2J Consulting, Inc.	Monthly IT Support - No...	1,000.00	1,000.00
	Total Computer/Network Maintenance			1,000.00
	Computer Software Licenses			
11/21/2023	Elan Financial Services	Dropbox, DRI CrashPlan	152.43	152.43
	Total Computer Software Licenses			152.43
	Total Maintenance Office Equipment			2,537.82
	Printing & Advertising			
	Other printing & advertising			
11/15/2023	SCLS	SLED Fees Pumpkin Lig...	187.50	187.50
	Total Other printing & advertising			187.50
	Total Printing & Advertising			187.50
	Professional Fees			
	Annual audit			
11/14/2023	Covati & Janhsen CPA's PC	Assistance w/ Audit Adj...	490.00	490.00
	Total Annual audit			490.00
	SCLS/Overdue Notices			
11/07/2023	SCLS	Overdues - Processed &...	17.64	17.64
	Total SCLS/Overdue Notices			17.64
	Total Professional Fees			507.64
	Programs - Adult			
	Adult Reading Club & Book Discu			
11/14/2023	Beverly Wowak.	Reimburse Glass dispen...	66.13	66.13

12/05/23

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
November 2023

Date	Name	Memo	Original Amount	Paid Amount
11/16/2023	Business Card	Qty 15 Handmaid	240.00	240.00
Total Adult Reading Club & Book Discu				306.13
Adult Programs				
11/21/2023	Elan Financial Services	Embroidery Kits, Zoom	259.16	259.16
11/21/2023	Sara Colichio.	Gift card for Presenter	25.00	25.00
11/28/2023	Jessica Damiano	Winter Garden 11.30.23	150.00	150.00
11/28/2023	Joe Pianos Entertainment	Cocktails in Concert 12....	300.00	300.00
11/28/2023	Evelyn Palladino	Crushed Glass Frame 1...	340.00	340.00
Total Adult Programs				1,074.16
Total Programs - Adult				1,380.29
Programs - Juvenile				
11/14/2023	Lisamarie Curley	Infant Massage, Sign La...	600.00	600.00
11/16/2023	Business Card	Popcorn, Decorations le...	4.51	4.51
11/21/2023	Joanne Hruz.	Gingerbread Houses Qt...	291.80	291.80
11/21/2023	Karen Letteriello.	Scarecrow outfit, Cookis...	29.76	29.76
11/28/2023	Rob Scott	Holiday Cookie 12.4.23	299.00	299.00
Total Programs - Juvenile				1,225.07
Programs - Summer				
11/21/2023	Joanne Hruz.	Smores makers Qty 2	39.98	39.98
Total Programs - Summer				39.98
Programs - Teen				
11/16/2023	Business Card	Paintbrush, Jars, Decor...	94.71	94.71
11/21/2023	Elan Financial Services	T-shirts	52.52	52.52
11/24/2023	Marissa Timm	Reimburse Gingerbread...	148.05	148.05
Total Programs - Teen				295.28
Supplies - Library				
11/07/2023	Orlowski Hardware Company, I...	Aluminum foil, Twine	18.97	18.97
11/14/2023	C-Pac, Inc.	Qty 3 - EcoChit 3-1/8" x ...	161.97	161.97
11/14/2023	Brodart	Just A Fold Covers	38.97	38.97
11/16/2023	Business Card	Table cover roll	28.41	28.41
11/17/2023	Quill Corporation	Kleenex, Coffeemate 18...	87.98	87.98
11/21/2023	Elan Financial Services	Cricut	9.99	9.99
11/28/2023	Quill Corporation	Plates, Paper towels, Na...	101.35	101.35
11/28/2023	Quill Corporation	Fax Cartridge, Scotch b...	162.31	162.31
Total Supplies - Library				609.95
Supplies - Office				
11/14/2023		Service Charge	30.00	30.00
11/16/2023	Business Card	Calendars, Bubble mailers	52.97	52.97
11/17/2023	Quill Corporation	Jumbo Paper Clips	15.59	15.59
11/28/2023	Quill Corporation	Paper clips, Scotch tape...	147.37	147.37
Total Supplies - Office				245.93
Telephone				
11/17/2023	Optimum	Billing period 11/16 - 12/...	154.75	154.75
Total Telephone				154.75
Travel				
11/17/2023	Shauna Scholl.	Reimburse Mileage to N...	345.84	345.84
Total Travel				345.84

12/05/23

Mattituck-Laurel Library
 Monthly Expense Report - Operating Fund (Non Payroll)
 November 2023

Date	Name	Memo	Original Amount	Paid Amount
Workshops				
11/17/2023	Shauna Scholl.	NYLA Conference - Lod...	516.00	516.00
Total Workshops				516.00
Total Miscellaneous Expense				8,142.05
Debt Service Total				
Mortgage Interest				
11/21/2023	Dime Community Bank	Payment to Bus Term L...	7,429.74	7,429.74
Total Mortgage Interest				7,429.74
Total Debt Service Total				7,429.74
TOTAL				34,735.61

Mattituck-Laurel Library
 Monthly Budget Report With Current Month
 November 2023

	Nov 23
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	27,225.80
Interest	3.14
Direct Public Support	
Programs & Tickets Paid For	130.00
Direct Public Support - Other	134.00
Total Direct Public Support	264.00
Fines	1.15
Library Materials Paid For	40.90
Copy Machine	505.90
Total Income	28,040.89
Gross Profit	28,040.89
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	25,120.35
Clerical	29,727.03
Custodian	3,746.44
Total Salaries	58,593.82
Benefits	
Fica	4,218.76
Disability Insurance	-318.71
Medical Insurance	4,286.36
Retirement	3,298.70
Unemployment Insurance	205.09
Total Benefits	11,690.20
Total Payroll Expenses	70,284.02
Library Materials	
Youth Materials	
Youth Arts & Crafts	16.00
Youth Computer Software	272.83
Youth Books	1,581.93
Total Youth Materials	1,870.76
Adult Materials	
DVD/Music CD	390.90
Digital Material Subscriptions	841.57
Title Source	1,155.00
Adult Books	2,609.44
Reference Books and Data Ba...	650.00
Virtual Reference Collection	5,225.00
Large Print Books	171.98
Newspapers	1,269.13
Total Adult Materials	12,313.02

Mattituck-Laurel Library
 Monthly Budget Report With Current Month
 November 2023

	Nov 23
Total Library Materials	14,183.78
Capital Expenditures	716.21
Technology	2,360.57
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	348.88
Total Building Maintenance	348.88
Custodial Supplies	457.30
Gas	479.94
Grounds Maintenance	
Other Grounds Maintenance	237.50
Total Grounds Maintenance	237.50
Water	
North Fork Water	126.92
Total Water	126.92
Garbage Removal	252.72
Total Operations and Maintenance	1,903.26
Miscellaneous Expense	
Legal Fees	96.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	118.44
Optimum Internet Service	245.32
Copy Machine	1,140.07
Computer/Network Maintenance	1,000.00
Computer Software Licenses	152.43
Total Maintenance Office Equipm...	2,656.26
Printing & Advertising	
Other printing & advertising	187.50
Total Printing & Advertising	187.50
Professional Fees	
Payroll Processing	444.52
Annual audit	490.00
SCLS/Overdue Notices	17.64
Total Professional Fees	952.16
Programs - Adult	
Adult Reading Club & Book Dis...	306.13
Adult Programs	1,074.16
Total Programs - Adult	1,380.29
Programs - Juvenile	1,225.07
Programs - Summer	39.98
Programs - Teen	295.28

Mattituck-Laurel Library
Monthly Budget Report With Current Month
November 2023

	Nov 23
Supplies - Library	609.95
Supplies - Office	245.93
Telephone	154.75
Travel	345.84
Workshops	516.00
Total Miscellaneous Expense	8,705.01
Debt Service Total	
Mortgage Interest	7,429.74
Total Debt Service Total	7,429.74
Total Expense	105,582.59
Net Ordinary Income	-77,541.70
Net Income	-77,541.70

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	12,670.19	4,000.00	8,670.19	316.8%
Mattituck-Cutchoque School Dist	1,581,543.09	1,581,499.00	44.09	100.0%
NY State Incentive	1,800.00	1,800.00	0.00	100.0%
Interest	46.25	100.00	-53.75	46.3%
Direct Public Support				
Programs & Tickets Paid For	1,917.70			
Direct Public Support - Other	9,499.51	2,000.00	7,499.51	475.0%
Total Direct Public Support	11,417.21	2,000.00	9,417.21	570.9%
Fines	760.26	0.00	760.26	100.0%
Library Materials Paid For	702.04			
Copy Machine	4,880.50	2,000.00	2,880.50	244.0%
Designated Gifts	10,000.00			
E-Rate Discount	5,167.80	5,400.00	-232.20	95.7%
Refunds	11,578.23			
Fund Balance Brought Forward	76,425.44			
Total Income	1,716,991.01	1,596,799.00	120,192.01	107.5%
Gross Profit	1,716,991.01	1,596,799.00	120,192.01	107.5%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	292,283.22	334,851.00	-42,567.78	87.3%
Clerical	340,602.28	429,895.00	-89,292.72	79.2%
Custodian	28,387.33	47,477.00	-19,089.67	59.8%
Total Salaries	661,272.83	812,223.00	-150,950.17	81.4%
Benefits				
Fica	48,099.76	60,342.00	-12,242.24	79.7%
Disability Insurance	1,388.58	1,000.00	388.58	138.9%
Medical Insurance	44,707.58	89,240.00	-44,532.42	50.1%
Retirement	36,033.63	50,749.00	-14,715.37	71.0%
Unemployment Insurance	9,372.51	10,000.00	-627.49	93.7%
Total Benefits	139,602.06	211,331.00	-71,728.94	66.1%
Total Payroll Expenses	800,874.89	1,023,554.00	-222,679.11	78.2%
Library Materials				
Youth Materials				
Youth Arts & Crafts	508.57	2,500.00	-1,991.43	20.3%
Youth DVD's	277.74	500.00	-222.26	55.5%
Youth Computer Software	1,026.40	1,500.00	-473.60	68.4%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	8,753.74	14,000.00	-5,246.26	62.5%
Total Youth Materials	10,566.45	19,000.00	-8,433.55	55.6%
Adult Materials				
DVD/Music CD	3,394.03	4,000.00	-605.97	84.9%
Live-brary Downloadable e-bo...	49,295.00	51,000.00	-1,705.00	96.7%
Digital Material Subscriptions	8,958.71	12,500.00	-3,541.29	71.7%
Title Source	2,310.00	1,050.00	1,260.00	220.0%
Adult Books	19,729.43	21,000.00	-1,270.57	93.9%
Reference Books and Data Ba...	1,437.78	1,500.00	-62.22	95.9%
Adult Ref Books				
Local History	520.00	1,000.00	-480.00	52.0%

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
Continuations	73.45	2,500.00	-2,426.55	2.9%
Total Adult Ref Books	593.45	3,500.00	-2,906.55	17.0%
Virtual Reference Collection	5,225.00	5,300.00	-75.00	98.6%
Adult Audio Books	1,860.55	1,000.00	860.55	186.1%
Large Print Books	3,763.77	4,500.00	-736.23	83.6%
Newspapers	6,574.93	7,000.00	-425.07	93.9%
Periodicals	4,861.75	4,500.00	361.75	108.0%
Total Adult Materials	108,004.40	116,850.00	-8,845.60	92.4%
Teen Materials	1,547.95	3,500.00	-1,952.05	44.2%
Total Library Materials	120,118.80	139,350.00	-19,231.20	86.2%
Capital Expenditures	7,465.62	19,000.00	-11,534.38	39.3%
Technology	8,039.52	9,000.00	-960.48	89.3%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,643.33	3,500.00	-856.67	75.5%
HVAC Maintenance	3,687.87	2,000.00	1,687.87	184.4%
Exterminator	1,395.00	1,000.00	395.00	139.5%
False Alarms	110.00	200.00	-90.00	55.0%
Alarm Test	0.00	200.00	-200.00	0.0%
Elevator Maint.	4,148.74	4,000.00	148.74	103.7%
Security Monitoring	238.90	700.00	-461.10	34.1%
Water Backflow Test	260.00	275.00	-15.00	94.5%
Fire Sprinkler Test	1,000.00	1,200.00	-200.00	83.3%
Piano Tuning	0.00	400.00	-400.00	0.0%
Other Building Maint.	9,096.73	7,000.00	2,096.73	130.0%
Total Building Maintenance	22,580.57	20,475.00	2,105.57	110.3%
Custodial Supplies	1,296.14	900.00	396.14	144.0%
Electric	18,671.97	26,400.00	-7,728.03	70.7%
Gas	6,491.33	11,000.00	-4,508.67	59.0%
Grounds Maintenance				
Snow Removal	470.00	4,500.00	-4,030.00	10.4%
Sprinkler Maintenance	626.00	500.00	126.00	125.2%
Other Grounds Maintenance	10,292.50	11,000.00	-707.50	93.6%
Total Grounds Maintenance	11,388.50	16,000.00	-4,611.50	71.2%
Insurance				
Workers' Comp.	8,145.00	12,000.00	-3,855.00	67.9%
Umbrella Package	21,603.31	22,000.00	-396.69	98.2%
Total Insurance	29,748.31	34,000.00	-4,251.69	87.5%
Water				
North Fork Water	795.45	350.00	445.45	227.3%
SCWA	1,439.27	3,300.00	-1,860.73	43.6%
Total Water	2,234.72	3,650.00	-1,415.28	61.2%
Garbage Removal	2,964.54	3,000.00	-35.46	98.8%
Total Operations and Maintenance	95,376.08	115,425.00	-20,048.92	82.6%
Miscellaneous Expense				
Legal Fees	2,854.50	2,500.00	354.50	114.2%
Contingency	1,992.00	3,000.00	-1,008.00	66.4%
Maintenance Office Equipment				

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
Verizon Mobile Hotspots	1,302.84	1,500.00	-197.16	86.9%
Optimum Internet Service	2,680.78	3,000.00	-319.22	89.4%
Copy Machine	4,431.35	8,500.00	-4,068.65	52.1%
Computer/Network Maintenance	11,000.00	12,000.00	-1,000.00	91.7%
BookScan Maintenance	685.00	650.00	35.00	105.4%
Computer Software Licenses	6,342.29	8,500.00	-2,157.71	74.6%
Total Maintenance Office Equip...	26,442.26	34,150.00	-7,707.74	77.4%
Membership				
Professional Memberships	1,980.90	2,000.00	-19.10	99.0%
Museum Passes	4,559.99	5,000.00	-440.01	91.2%
Mattituck Chamber of Commer...	0.00	350.00	-350.00	0.0%
Eastern Suffolk BOCES	591.50	800.00	-208.50	73.9%
Total Membership	7,132.39	8,150.00	-1,017.61	87.5%
Postage				
Postage & Stamps	650.70	650.00	0.70	100.1%
Mailing Permit	290.00	250.00	40.00	116.0%
Newsletter mailing	1,863.78	1,400.00	463.78	133.1%
Post Office Box Fee	178.00	160.00	18.00	111.3%
Total Postage	2,982.48	2,460.00	522.48	121.2%
Printing & Advertising				
Other printing & advertising	3,592.13	1,000.00	2,592.13	359.2%
Newsletter printing	20,379.00	11,000.00	9,379.00	185.3%
Total Printing & Advertising	23,971.13	12,000.00	11,971.13	199.8%
Professional Fees				
Payroll Processing	5,785.86	10,000.00	-4,214.14	57.9%
SCLS Telecommunications	9,900.00	10,500.00	-600.00	94.3%
PALS Membership	10,581.04	10,710.00	-128.96	98.8%
Annual audit	14,490.00	12,500.00	1,990.00	115.9%
SCLS/Overdue Notices	229.98	500.00	-270.02	46.0%
SCLS/Annual Membership	11,968.00	12,000.00	-32.00	99.7%
Total Professional Fees	52,954.88	56,210.00	-3,255.12	94.2%
Programs - Adult				
Motion Picture/Music Licensing	328.12	500.00	-171.88	65.6%
Adult Reading Club & Book Di...	4,091.92	3,500.00	591.92	116.9%
Adult Programs	23,341.71	16,000.00	7,341.71	145.9%
Total Programs - Adult	27,761.75	20,000.00	7,761.75	138.8%
Programs - Juvenile	10,383.86	10,000.00	383.86	103.8%
Programs - Summer	12,384.51	7,500.00	4,884.51	165.1%
Programs - Teen	6,853.68	6,500.00	353.68	105.4%
Supplies - Library	7,515.92	10,500.00	-2,984.08	71.6%
Supplies - Office	3,388.78	4,000.00	-611.22	84.7%
Supplies - Paper	1,166.88	2,500.00	-1,333.12	46.7%
Telephone	1,713.93	2,000.00	-286.07	85.7%
Travel	1,201.93	2,000.00	-798.07	60.1%
Workshops	846.00	2,000.00	-1,154.00	42.3%
Staff Meetings	0.00	1,000.00	-1,000.00	0.0%
Tuition Reimbursement	1,280.00	4,000.00	-2,720.00	32.0%
Total Miscellaneous Expense	192,826.88	190,470.00	2,356.88	101.2%
Debt Service Total				
Mortgage Principal	136,714.96			
Mortgage Interest	28,367.36			

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	165,082.32	100,000.00	65,082.32	165.1%
Total Expense	1,389,784.11	1,596,799.00	-207,014.89	87.0%
Net Ordinary Income	327,206.90	0.00	327,206.90	100.0%
Net Income	327,206.90	0.00	327,206.90	100.0%

12/05/23

Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
November 2023

Type	Date	Name	Memo	Paid Amount
Cultural Activities Fund				
Coffee Machine				
Deposit	11/06/2023		Coffee	5.00
Deposit	11/13/2023		Coffee	2.50
Deposit	11/20/2023		Coffee	6.00
Deposit	11/27/2023		Coffee	2.00
Total Coffee Machine				15.50
Staff Activity Fund				
Deposit	11/06/2023	Better World Books	Discarded Books...	128.54
Total Staff Activity Fund				128.54
Adult Programs Wash Account				
Bill	11/02/2023	Rosemary Martilotta	Yoga / 8 series ...	-780.00
Deposit	11/06/2023		Aerobics	735.00
Deposit	11/06/2023		Yoga	20.00
Deposit	11/06/2023		Cooking	70.00
Deposit	11/06/2023		Arts & Crafts	70.00
Deposit	11/09/2023		Yoga	154.76
Deposit	11/09/2023		Yoga	152.96
Deposit	11/09/2023		Cheese Board	40.95
Deposit	11/09/2023		Wreath	56.46
Deposit	11/09/2023		Aerobics	134.72
Deposit	11/09/2023		Defensive Driving	-1.32
Deposit	11/09/2023		Chef Rob	-1.77
Bill	11/14/2023	Raven Janoski	Cheese Board 1...	-410.00
Deposit	11/16/2023		Yoga	77.38
Deposit	11/16/2023		Aerobics	33.68
Deposit	11/16/2023		Wreath	18.82
Deposit	11/20/2023		Yoga	280.00
Deposit	11/20/2023		Cooking	10.00
Bill	11/24/2023	Everlastings by Diana	Evergreen Wreat...	-550.00
Deposit	11/27/2023	Southold Library	Pasta Making Sh...	225.00
Deposit	11/27/2023		Yoga	20.00
Deposit	11/27/2023		LI Aquarium Tick...	108.00
Total Adult Programs Wash Account				464.64
Total Cultural Activities Fund				608.68
Gift and Trust Fund - MM				
Undesignated & Interest				
Deposit	11/30/2023		Interest	18.93
Total Undesignated & Interest				18.93
Total Gift and Trust Fund - MM				18.93
TOTAL				627.61

12/05/23

Mattituck-Laurel Library
Monthly Bill Payments
 As of November 30, 2023

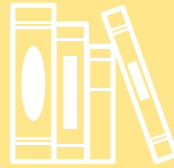
Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	11/02/2023	12104	ELM USA, Inc.	Invoice 62332	-25.00
Bill Pmt -Check	11/02/2023	12105	Kanopy, Inc.	Invoice #342320-PPU	-150.00
Bill Pmt -Check	11/02/2023	12106	L2J Consulting, Inc.	Invoice 112023	-1,000.00
Bill Pmt -Check	11/02/2023	12107	Midwest Tape	11952	-191.57
Bill Pmt -Check	11/07/2023	12108	B&T Juvenile Acco...	L 935700	-1,581.93
Bill Pmt -Check	11/07/2023	12109	Midwest Tape	11952	-68.56
Bill Pmt -Check	11/07/2023	12110	NYS Employees He...	03909	-8,213.93
Bill Pmt -Check	11/07/2023	12111	Orlowski Hardware ...	Acct 584177	-18.97
Bill Pmt -Check	11/07/2023	12112	P.M. Communicatio...	Invoice 42323	-117.89
Bill Pmt -Check	11/07/2023	12113	Emerald Island	940058	-457.30
Bill Pmt -Check	11/07/2023	12114	Newsday	Acct 40410623	-287.92
Bill Pmt -Check	11/07/2023	12115	SCLS	MATT	-1,155.00
Bill Pmt -Check	11/07/2023	12116	SCLS	MATT	-17.64
Bill Pmt -Check	11/07/2023	12117	B&T Adult Account	L 90004-3	-2,629.40
Bill Pmt -Check	11/14/2023	12118	Beverly Wowak.	Reimburse Glass dispen...	-66.13
Bill Pmt -Check	11/14/2023	12119	Brodart	318719	-38.97
Bill Pmt -Check	11/14/2023	12120	C-Pac, Inc.	Invoice no. 1140	-161.97
Bill Pmt -Check	11/14/2023	12121	Covati & Janhsen C...	Invoice no. 31872	-490.00
Bill Pmt -Check	11/14/2023	12122	Living Art Aquariums	Invoice 1857	-348.88
Bill Pmt -Check	11/14/2023	12123	Midwest Tape	11952	-74.16
Bill Pmt -Check	11/14/2023	12124	Volz & Vigliotta, PL...	Acct MLL-01M, Stmtnt 52...	-96.00
Bill Pmt -Check	11/14/2023	12125	Lisamarie Curley	Infant Massage, Sign La...	-600.00
Bill Pmt -Check	11/15/2023	12126	SCLS	MATT	-5,225.00
Bill Pmt -Check	11/15/2023	12127	AFLAC INC	Group AFA00178018,Bil...	-272.16
Bill Pmt -Check	11/15/2023	12128	SCLS	MATT	-187.50
Bill Pmt -Check	11/15/2023	12129	Wall Street Journal	Acct. no. 010960436609	-719.88
Bill Pmt -Check	11/15/2023	12130	Mattituck Enviro Se...	Invoice #5776394	-252.72
Bill Pmt -Check	11/16/2023	12131	Business Card	5474 9700 8150 2023	-3,306.94
Bill Pmt -Check	11/17/2023	12132	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	11/17/2023	12133	Optimum	Acct. no. 07839-381822-...	-400.07
Bill Pmt -Check	11/17/2023	12134	Quill Corporation	03047280	-103.57
Bill Pmt -Check	11/17/2023	12135	SCLS	MATT	-650.00
Bill Pmt -Check	11/17/2023	12136	Shauna Scholl.		-861.84
Bill Pmt -Check	11/21/2023	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	11/21/2023	12137	Elan Financial Servi...	4798 5101 7200 1022	-1,158.83
Bill Pmt -Check	11/21/2023	12138	Joanne Hruz.	Reimburse Gingerbread ...	-331.78
Bill Pmt -Check	11/21/2023	12139	Karen Letteriello.	Reimburse Scarecrow, ...	-29.76
Bill Pmt -Check	11/21/2023	12140	Midwest Tape	11952	-68.57
Bill Pmt -Check	11/21/2023	12141	ReadyFresh	Acct 0140002023, Inv. 0...	-126.92
Bill Pmt -Check	11/21/2023	12142	Sara Colichio.	Reimburse Gift Card for ...	-25.00
Bill Pmt -Check	11/24/2023	12143	Aflac	Acct NQH35, Inv. 315942	-189.00
Bill Pmt -Check	11/24/2023	12144	Marissa Timm	Reimburse Gingerbread ...	-148.05
Bill Pmt -Check	11/24/2023	12145	National Grid	Acct 43544-64005	-479.94
Bill Pmt -Check	11/24/2023	12146	Precision Microprod...	MATT11, Invoice 231571	-626.77
Bill Pmt -Check	11/24/2023	12147	Precision Microprod...	MATT11, Invoice 231572	-513.30
Bill Pmt -Check	11/24/2023	12148	SCLS	MATT	-500.00
Bill Pmt -Check	11/28/2023	12149	Jessica Damiano	Winter Garden 11.30.23	-150.00
Bill Pmt -Check	11/28/2023	12150	Midwest Tape	11952	-154.61
Bill Pmt -Check	11/28/2023	12151	Quill Corporation	03047280	-411.03
Bill Pmt -Check	11/28/2023	12152	Rob Scott	Holiday Cookie 12.4.23	-299.00
Bill Pmt -Check	11/28/2023	12153	Verizon	Acct 242398426-00001,...	-118.44
Bill Pmt -Check	11/28/2023	12154	Evelyn Palladino	Crushed Glass Frame 1...	-340.00
Bill Pmt -Check	11/28/2023	12155	Joe Pianos Entertai...	Cocktails in Concert 12...	-300.00
Bill Pmt -Check	11/30/2023	12156	Garrett H. Moore	Medical Reimbursement...	-78.12
Bill Pmt -Check	11/30/2023	12157	Kay Zegel.	Medical Reimbursement...	-101.76
Bill Pmt -Check	11/30/2023	12158	Twin Fork Landsca...	Invoice 26398	-237.50
Total BNB Operating Checking					-43,679.02
TOTAL					-43,679.02

LIBRARY STATS

NOVEMBER 2023

6,367 ITEMS CHECKED OUT

1,936 books & other items
4,431 ebooks & digital items



WIFI 304

connections to the public wifi

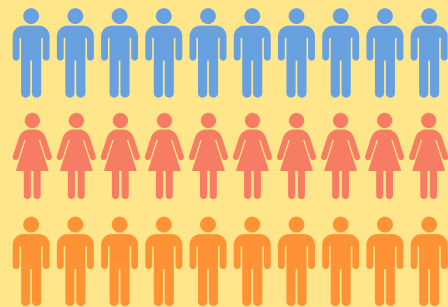
269

PUBLIC COMPUTERS

log ins to the public access computers

VISITORS

3,819



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

Monthly Circulation Statistics by Material Type 2023													
Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
102 - Music CD's	30	22	42	27	59	77	58	67	38	39	33		492
106 - DVD	160	120	159	139	134	169	177	183	167	125	129		1,662
110 - Magazines	43	45	38	34	20	23	75	32	27	43	30		410
120 - Fiction	306	264	289	271	308	432	439	423	431	321	280		3,764
121 - Nonfiction	192	172	195	162	186	174	194	211	193	136	135		1,950
122 - Biography	40	39	42	41	47	41	30	29	19	18	33		379
125 - Paperback	61	65	51	52	63	61	73	74	66	48	64		678
126 - Large Print	159	143	135	164	177	206	217	198	224	159	180		1,962
127 - Oversize	1	10	0	3	1	2	0	4	1	3	2		27
131 - Mystery	87	83	105	68	136	125	159	156	143	104	99		1,265
151 - Audiobooks	31	25	38	33	21	30	32	41	26	19	21		317
160 - DVD New	117	104	137	99	115	154	88	121	116	77	92		1,220
161 - DVD NF	7	2	6	6	9	9	8	11	7	6	10		81
700- Library of Things	8	8	7	19	13	20	23	25	12	9	4		148
Total	1,242	1,102	1244	1,118	1289	1523	1573	1575	1470	1107	1112		14,355
Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
302 - Youth CD	1	1	3	0	0	1	1	3	0	0	0		10
304 - Tween Video Games	19	21	18	30	20	28	52	48	13	20	16		285
306 - Youth DVD	20	58	41	38	23	79	54	78	21	27	21		460
320 - Tween Chapter/Graphic	78	142	161	158	126	331	594	440	211	96	95		2,432
321 - Youth Nonfiction	84	78	110	87	72	93	208	174	149	56	88		1,199
322 - Youth Biography	17	23	10	1	5	7	9	8	13	7	1		101
325 - Tween Paperback	24	50	37	58	23	52	203	185	52	39	26		749
330 - Youth Picture Book	134	161	196	147	137	205	353	296	150	146	174		2,099
331 - Youth Boardbook	81	53	102	79	61	68	87	109	47	47	70		804
332 - Youth Easy Reader	83	101	95	58	69	113	229	175	70	59	97		1,149
337 - Tween Books New	28	23	22	30	24	44	75	77	27	24	42		416
353 - Youth DVD NF	1	0	1	0	2	0	2	0	0	0	1		7
364 - Parenting Material	9	17	7	6	10	17	17	17	5	15	18		138
650 - Youth Spanish	11	7	3	1	4	8	24	12	3	13	6		92
Total	590	735	806	693	576	1046	1908	1622	761	549	655		9941
Material Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
210 - Teen Magazines	3	6	0	1	0	7	5	1	0	0	5		28
220 - Teen Fiction	23	36	41	40	17	87	103	70	22	19	16		474
221 - Teen Nonfiction	6	5	0	2	5	3	3	3	2	3	4		36
222 - Teen Bios	1	2	1	0	0	0	2	0	1	1	0		8
224 - Teen Graphic Novels	2	3	8	1	18	7	10	10	1	5	4		69
237 - New Teen Fiction	0	3	0	0	3	3	4	3	6	0	2		24
251 - Teen BOCD	0	0	0	0	0	0	2	0	0	0	0		2
275 - Teen Reading List	1	1	3	1	1	9	9	2	2	3	1		33
Total	36	56	53	45	44	116	138	89	34	31	32	0	674

Digital Circulation													
2023	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Flipster (magazines)	87	80	69	49	39	73	63	47	64	49	63		683
Freegal downloads	141	136	113	121	125	105	141	145	206	178	185		1596
Freegal streaming	924	1008	542	684	576	423	356	390	665	1082	466		7116
Hoopla (items)	87	96	86	67	72	88	79	65	76	77	88		881
Kanopy (tickets)	50	51	64	47	20	71	73	90	70	60	149		745
Overdrive (items)	2495	2164	2266	2107	2142	2095	2443	2500	2484	2461	2497		25654
P4a Antiques (searches)	1	0	0	0	0	0							1
WAM	1859	3169	686	408	119	358	1482	2383	109	593	983		12149
Totals	5644	6704	3826	3483	3093	3213	4637	5620	3674	4500	4431		48825

Computer/Wifi Use & Door Count													
2023	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Public computer sessions	243	231	274	276	307	291	302	316	286	260	269		3,055
Guest wifi connections	274	216	316	271	288	351	443	429	293	270	304		3,455
Door count	3,854	3,440	4,041	3,808	3,814	4,495	5,633	5,650	4,140	4,084	3,819		46,778
Website unique visitors / Total Clicks	3,714	3,641	3,610	3,113	3,929	3,938	4,267	3,842	504	779	642		31,979
Website pageviews / Total Impressions	14,864	14,717	15,082	12,578	15,997	16,208	16,547	15,533	2,165	5,100	3,720		132,511
Totals	22,949	22,245	23,323	20,046	24,335	25,283	27,192	25,770	7,388	10,493	8,754	0	217,778

NEW PATRON REGISTRATIONS

NOVEMBER 2023

Adult Year Round	19
Youth Year Round	4
Teen	1
Total:	24

MEETING ROOM USE REPORT-November 2023

The following groups used the 3 meeting rooms November 2023

Community Room

Invitation to the Opera: Der Rosenkavalier
Yoga
Chef Rob's Holiday Gatherings Cooking Program
Homemade Past & Bolognese with Judy Boshnack
Somewhere in Time Concert
Chair aerobics
Lego
Girl Scout Training
Piano Practice
Alternate Thursday Film
Creative Makerspace: 3D Printing-T-Shirt Design & Button Making
Lung Cancer Program
Bear Family Storytime
Van Gogh: Painting the Pulse of Life
Build Your Own Cheese Board
Women Secret Agents of World War II
Evergreen & Dried Herb Holiday Wreath/Centerpiece
What's In Our Water?

Conference Room

Tutor (1)
Mah Jongg
Bridge
Girls Who Code
Girl Scout Troop 1291
Writing with Pat
Alumni Interviews
Spanish Conversation
East End Lions
Medicare
Mattituck Cub Scouts

Craft Room

Tutor (4)
Crochet & Chat
Book Discussion
Literary Café
Read to a Dog
Writing with Pat
Writers Group
Mason Jar Centerpiece
Girl Scouts

Kitchen

Tutor (5)