

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

MEETING DATE: Monday January 8, 2024

MEETING TIME: 6:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of the Agenda**
- IV. Review and Approval of the Minutes of December 18, 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. Building / Grounds & Long-Range Planning
- XI. Old Business**
- XII. New Business**
 - A. Approve mileage reimbursement rate for 2024, .67 cents/mile.
 - B. Equipment removal request
 - C. A/V System Upgrade
 - D. 2025 Holiday Closings
 - E. 2025 Board Meeting Dates
 - F. Approve 2024 Final Budget
 - G. 2023 Fund Balance Allocation
 - H. 2023 Report to the Community
- XIII. Adjournment**

Next Meeting – February 12, 2024

Directors Report December 2023

Building and Grounds

The leaking flush valve in the public restroom on the main floor has been repaired. I'm still waiting for an estimate to repair the bottle filling station. In the meantime, the plumbers have turned it off.

Jeff has been doing a wonderful job decluttering around the building and getting rid of things that have not been utilized or are no longer needed. The storage room / Friends book closet is looking the cleanest it ever has!

Programs and Services

Even though changes have been made to Libby we did not see a significant drop off in stats for Overdrive content, November was 2,497, December was 2,218.

Statistics to continue noting - Physical items 1,732 vs. Overdrive content 2,218.

Sonia Spar will be at our library on Sunday January 21 from 1pm-4pm and on Saturday February 3 from 1pm-4pm. We have been advertising in our email newsletter and there are flyers around the building as well as on our bulletin board. We are also advertising a community day at the American Legion in Greenport. The event is on January 6th from 10:30am – 12:30pm and includes free skating a puppet show and more.

Lisa Baglivi's Beginner Drawing Class was a hit and participants requested a series to build upon what they learned, Sara has booked a 3-class series in April.

The crushed glass holiday tree program was also a big hit and Sara has booked another program with the same programmer in May.

Upcoming programs and events to note:

The Everly Brothers Concert – Hosted by the Cutchogue New Suffolk Free Library on January 7, 2024 at 2pm.
Writing Your Way to Wellness: Exploring Therapeutic Journaling Techniques – January 11, 2024 at 5:30pm
Poetry Series – Jerry Matovcik – Tuesdays on Zoom; January 9th – *Snow on Snow on Snow*: Robert Frost, Christina Rossetti, Avram Sutzskver, Emily Dickinson, et al.; paired with Chagall, Gauguin, Giorgione, etc.
 January 16th - *Peruse How Infinite I am: The Many Voices of Emily Dickinson*. January 23rd - *Sensations Sweet*: Wordsworth's Beloved Lake District. January 30th - *The Skater of Ghost Lake* by Wm. Rose Benet. *The Highway Man* by Alfred Noyes. February 6th - *I Carry Your Heart with Me: Universal Love Stories*, Andrea Bocelli Songs. February 13th - *Harbor of my Heart: Love Poems*, Andrea Bocelli Songs. February 20th - *The Beautiful Changes: The Poetry of Richard Wilbur*. February 27th - *Poems that Make Grown Men Cry, Part One*.

Friends of the Library

At the Friends meeting on December 19th the [memo of understanding](#) between the Library and the Friends was adopted. The Friends will be allocating \$2200 towards the 2024 scholarship, number of scholarships and amount for each to be determined by the scholarship committee.

The Friends are hosting an Irish Tea on Thursday March 14th at 12pm, its \$22/per person and there are plenty of open spots.

Administrative

The IRS mileage reimbursement rate has increased to .67 cents/mile, our internal mileage reimbursement form has been updated and it has been included for approval on the agenda.

I have included the 2025 holidays and 2025 board meeting dates for review and approval.

Also included is the 2024 Budget as it was input into Quickbooks. Note that to best track longevity benefits I have added a line item and allocated \$1,500, which was taken from tuition reimbursement.

The full day staff development day on Thursday December 14th was a success. The staff enjoyed a light breakfast and a presentation from EAP on conflict management. We then had a full staff meeting and broke for lunch around noon where everyone enjoyed a catered lunch from Lucia’s and had some time to spend together and bond. Longevity awards were announced, and we celebrated employee longevity milestones. After lunch each of the departments broke for small meetings and we wrapped up our day.

After the Board approved the longevity awards, I purchased American Express gift cards for the eligible employees. Below are the employees who received awards. I have heard back from several folks that are very grateful to the Board for recognizing their length of service and this added benefit.

Lauren Brigham	5	\$25.00
Sara Colichio	5	\$50.00
Robert Fox	5	\$25.00
JoAnne Hruz	10 (11)	\$50.00
Shauna Scholl	15	\$150.00
Gerard Matovcik	15 (17)	\$150.00
Mary Foster	15 (18)	\$75.00
Elizabeth Grohoski	20 (21)	\$100.00
Karen Letteriello	20 (22)	\$200.00
Linda Scholl	20 (22)	\$100.00
Herman Butts	20 (23)	\$100.00
Beverly Wowak	30 (33)	\$300.00

Pay day has officially been changed to Thursdays and all employees PTO is now calculated per the calendar year.

2023 Fund Balance Allocations

Fund balance allocation recommendations are as follows:

I recommend that we apply \$67,841 towards the loan payment reducing the total loan amount to \$89,156.88 allowing for our budgeted debt service to pay off the loan by the end of 2024. This leaves us with \$162,266.74, which I recommend we transfer \$2,000 to the staff activity fund and the remaining \$160,266.74 to the Capital Reserve Fund, earmarking \$20,000 for a shade sail and the remaining \$140,266.74 for emergency expenses.

2023 Fund Balance: \$230,107.74

Current Loan Amount (12/11): \$156,997.88

Regular loan payment on 12/21: \$7,429.74

3

Loan balance: \$149,568.14

Loan payment from fund balance: \$67,841

Loan amount after payment: \$89,156.88

12 months of loan payments: \$89,156.88

Loan paid off at the end of 2024

Remaining Fund Balance: \$162,266.74

Staff activity fund: \$2,000

Remaining Fund Balance: \$160,266.74

Current Capital Reserve Balance: \$400,136.70

Transfer from 2023 Fund Balance: \$160,266.74

New Capital Reserve Balance: \$560,403.44

Included in the packets is a quote from Astoria Communications (formerly DAV, installed our current A/V system downstairs). The current system has not been operating properly and staff have a great deal of difficulty with it. I spoke with the company and they believe that upgrading the BluRay player as well as adding a control system on the wall outside of the server room will assist with some of the issues we've been experiencing. All the work can be done or just the BluRay upgrade. Doing all the work is just over \$9,000, which is why I'm bringing it to the Boards attention before moving forward with anything.

Meetings Attended

December 4 – Committee: personnel / policy

December 6 – PALS Executive Board Meeting (virtual)

December 14 – Staff Development Day

December 15 – Directors Meeting @ Quogue Library

Respectfully submitted by: Shauna Scholl, Director

Mattituck-Laurel Library
Adult Services Board Report - December 2023

Prepared by Sara Colichio, Head of Adult and Information Services

Summary - We are excited to welcome Sharon to the reference department. Sharon worked Fridays during the month of December and also attended our staff development day on 12/14/23. She will be taking over tech appointments, technology-related tasks and social media. Program planning is underway for late spring and early summer. Ella, our social work intern, will be facilitating a caregiver support group beginning in January, which is sponsored by the Alzheimer's Association.

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

Date	Meeting
12/4/23	Health Fair Meeting
12/5/23	RASD Luncheon @ Brentwood Public Library
12/7/23	Homeless Training (virtual)
12/14/23	Staff Development Day/Reference Department Meeting

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

Date	Program	Statistics	Program Platform/Notes
Mondays in December	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 6 walk ins	In person
Every other Thursday in	Alternate Thursday films	2 each session	In person; coordinated by Jerry Matovcik

December			
Ongoing	One-on-one Tech Appointments	3	Marissa took 2 scheduled tech appointments and Sara took 1 scheduled appointment in the month of December.
Ongoing	December Book Challenge	12	In person; offered by Bev Wowak
12/3/23	Joe Pianos	10	In person
12/4/23	Crushed Glass Holiday Tree	20 plus a waitlist	In person
12/5/23	Beginner's Drawing Class	15	In person
12/6/23	Laurel Lake Preserve Hike	12	In person
12/6/23	Will and Elder Law Workshop	7	In person
12/12/23	Aging in Place Workshop	15	In person
12/13/23	A Classic Television Holiday	35	Virtual; shared with Southold and North Shore Public Libraries
12/14/23	Bev's Book Discussion	23	In person; offered by Bev Wowak
12/14/23	How to Manage Your Paper (Without Losing Your Mind)	10	Virtual
12/19/23	Blue Christmas Workshop	N/A	Canceled due to low enrollment

*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 - Winter programs are booked and spring program planning is underway. Adult programming is currently booking into May/June.

Social Media/Marketing - Diana continues to make adult program flyers. I 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. Sharon has already begun making posts to our social media pages to assist in promoting our programs and services.

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. Weeding projects are also 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 December we gave out 20 D.I.Y. gnome kits. For the month of December, we are giving out snowflake string art kits.

Other -

- **Library of Things** - I continue to assist with developing and processing the Library of Things as needed. We recently acquired a game called *All About Us*, which is advertised as being able to assist individuals with dementia and cognitive decline with memory recall. I will process it and add it to our Library of Things.
- **Libraries Nourish** - Libraries Nourish training continues to be available for interested staff on an ongoing basis.
- **Miscellaneous** -
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. The process is ongoing.

English Conversation Group started up again with 3 patrons who have been coming regularly on Tuesday evenings.

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.

- **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.

Date: January 5, 2024

To: Shauna Scholl

From: Karen Letteriello
Youth and Parenting Services

Subject: December 2023 Wrap-up

Our Numbers are as follows:

Programs: 153 Grab and Go 25
Book pulls 139 in person help: 49

GENERAL INFORMATION

This library has certainly become the destination. We find groups tend to meet here and stay for a while. Provided are various activities all can do while here. We have also provided additional games in the Tween place and often hear the laughter from there.

Visitors comment on the decorations and warm feeling they get from our staff. The other top comment we hear is how neat and clean the room is. We make it a point to clean the toys and put away anything left out. Our displays are always filled with books and coloring sheets.

Each year we run a report to see which items circulate the most. This year we looked at each individual collection. By Collection: Switch games Super Smash Brothers, Picture Books: *If you give a Moose a Muffin* by Laura Numeroff, Board Books: *Barnyard Dance* by Sandra Boynton, Early Readers *Pete the Cat and the tip-op tree house* by James Dean, Youth Fiction *Mercy Watson fights crime* by Kate DiCamillo and Graphic Novels *Smile* and *Sisters* by Raina Telgemeier.

Thank you to the Friends of the Library for providing a wonderful Christmas lunch and gift for each staff member. This group works so hard and it is nice to have the opportunity to thank them all in person.

MEETINGS

Shauna held a staff development day on December 14th. After the general meeting we held a department meeting. The afternoon was an enjoyable holiday party.

PROGRAMS**FAMILY**

The make and decorate a Gingerbread house is a highlight of the year for many families. It is wonderful to see the whole family get involved. This year we purchased the houses already put together. It took the stress level down for adults and all just enjoyed the decorating process. The room was packed with 18 families.

The Holiday Jam Thumbprint Cookie dry ingredients from Chef Rob was also a big hit. Everyone loves to bake along with him.

PROGRAMS

For the youngest, the Rhyme and Play is a big hit. Children enjoy the large meeting room along with all the toys and crafts. We end each session with nursery rhymes and of course, bubbles. Having the Babies Boogie and Toddler Tango programs monthly provides the benefit of friendships developing.

For the elementary students we provided LEGO programs, in house movies and drop in retro video games.

The Tween Place Scavenger hunt has run its course for now and we will take a pause for a bit. In the meantime, we created a book cart where we offer each child a free book to take home. These are all donated books in excellent condition. Everyone is thrilled to search through and find a treasure.

OVERALL

We want to thank Lisa Boyd for donating a beautiful Folkmanis Owl puppet. Lisa indicated her children have outgrown puppets but still remember all the fun they had here attending programs.

The year of 2023 this department was able to provide over 199 programs where 3,633 people attended. We look forward to a great new year. Summer planning has already begun!!

Mattituck-Laurel Library
Teen Services Board Report – December 2023

Prepared by Marissa Timm, Teen Services Librarian

Summary – This month I have been planning programming and events for the winter months. I have also started to book some events for spring such as SAT prep classes and also summer programs. This month I have been helping the adult services department with technology support. As always I continue to learn and grow in this role and look forward to continuing to provide services for the teens in the community.

Meetings: Meetings during the month of December.

Date	Meeting
12/07	East End YA Meeting
12/14	Full Staff Meeting
12/14	Reference Department Meeting

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

Date	Program	Statistics	Program Platform/Notes
12/01-12/31	Gingerbread Houses	15	This was a grab and go program
12/05	Paint and Pizza for Teens	3	
12/08	Homemade Cards for Community Service	3	This was a community service program. Around 10 cards were made for service and dropped off at the senior center. They were very appreciative.
12/18	Mug decorating, hot cocoa, and cookies	5	

Social Media/Marketing- I have been sending out monthly email blasts letting patrons know about community service opportunities and upcoming programs. I have also been posting several times a week to both the Teen Department Instagram and the library Facebook. The Instagram page has consistently been gaining followers. I also continuously update the flyers in the teen space to reflect the upcoming programs and events.

Community Service –Grab and go community service kits are available at an ongoing basis. The most popular this month were bookmarks and letters to seniors. We had about 25 new bookmarks made, a dozen letters to seniors and ten postcards that were sent to the Children’s Department at Stony brook Hospital.

Girls Who Code-Girls Who Code started again and runs every Monday. They are currently working on the winter challenge.

Teen Space – For the month of December, I chose to focus on romance fiction and holiday books in the collection. I do this in order to try and showcase some titles that may not be getting noticed as much by the teens. The guessing jar has also been updated. December’s grab and go had five 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–This month I submitted the content for the January/February Newsletter. I also have been working on the content for the March/April newsletter.

Teen Collection - Monthly book orders continue after reviewing School Library Journal, Publisher’s Weekly and Kirkus.I also continue to take books off new. I am continuing to change the book shelf displays to showcase books in the collection that have circulated less than 3 times or less in the last 3 years. I got these numbers from running statistical reports. I have also been studying the collection at other libraries and discussed some popular titles with other YA librarians. Based on this data I have recently ordered more titles for the collection. I hope to add these while also weeding out some older/non circulating titles next month.

Tech Appointments- I have been helping the adult services department with tech appointments. I had two scheduled appointments this month. One was regarding backing up storage from a computer to a backup hard drive and the other involved downloading and then resizing/printing photos.

3D printer- Our 3D printer has been experiencing technical issues for about a month. I have been back and forth with the printer company trying to troubleshoot/resolve the issue. I have tried many different methods to try and resolve the problem including taking the printer apart, unclogging the extruder and Bowden tube and clearing out the gears. So far nothing has worked but I am hoping to resolve the issue in the near future.

John Sciacchitano
31 Hayward Avenue
Miller Place, NY 11764
Tel: 631.928.8352
john8352@hotmail.com

December 27, 2023

Mattituck Public Library
Shauna Scholl, Exec Dir.
PO Box 1437
13900 Main Road
Mattituck, NY 11952

Dear Director Scholl,

I am certified (by NYS) as a (volunteer) HIICAP Medicare Counselor, and I am retiring from that activity on January 1, 2024.

I have been meeting monthly for 25 years with Sachem Public Library patrons to assist them with issues they experienced dealing with Medicare and related insurance.

Your staff has efficiently scheduling appointments, welcoming and directed patrons, and communicated with myself and clients.

They have made the experience pleasant and successful for my clients and me. I congratulate you. The assistance that your patrons and I received at the library begins with good management.

I hope you will communicate my sincere gratitude to the staff for their assistance.

Thank you for your time and attention

Sincerely,

John Sciacchitano



**Ira A Roschelle MD
Family Foundation**

9 Undercliff Terrace
West Orange NJ 07052
(973) 731-5257

Amy Roschelle, President
Karen Mengden, Vice-President
Jeremy Roschelle, Secretary
Donna Barthold, Trustee

December 20, 2023

Shauna Scholl, Director
Mattituck-Laurel Library
PO Box 1437
13900 Main Road
Mattituck, NY 11952

Dear Shauna:

The Ira A. Roschelle MD Family Foundation is pleased to grant the Mattituck-Laurel Library \$5000. The outdoor greenspace sounds wonderful. We would be happy to have these funds to go toward the Rainbow Collection. We are sending the check electronically so please be on the lookout for it.

We ask that any acknowledgement for this grant be made to the Ira A. Roschelle MD Family Foundation in my father's memory.

Wishing you an enjoyable holiday season and a very happy New Year.

Sincerely,

Karen Mengden

Karen Roschelle Mengden
Vice President



Mattituck-Laurel
LIBRARY

PO Box 1437
13900 Main Rd.
Mattituck, NY 11952

631-298-4134
www.mattitucklaurellibrary.org

December 26, 2023

Ira A. Roschelle MD Family Foundation
9 Undercliff Terrace
West Orange, NJ 07052

Dear Ira A. Roschelle MD Family Foundation,

I trust this message finds you well. On behalf of the entire community served by the Mattituck-Laurel Library, I am writing to extend our heartfelt gratitude for the generous donation of \$5,000 from the Ira A. Roschelle MD Family Foundation.

Your generous support enables us to acquire the Percussion Play Rainbow Collection, a delightful addition to our greenspace. This collection not only brings joy to users of all ages but also fosters a sense of community and creativity. It provides a unique and engaging experience, extending beyond children to benefit individuals of all ages.

As we continue to enhance our greenspace, we are reminded of the profound impact that such contributions make in honoring the memory of individuals like Dr. Ira A. Roschelle. Your support goes beyond the tangible benefits of the Rainbow Collection; it serves as a testament to the enduring legacy of individuals who have left an indelible mark on our lives.

We are excited about the positive impact your donation will have, and we look forward to inviting the community to experience the fun, play and creativity of the musical instruments. Your belief in our mission and commitment to community well-being are deeply appreciated.

We would be honored to keep you updated on the progress and impact of your generous donation. Additionally, we extend an invitation for you to visit and witness firsthand the positive effects of your support.

Once again, thank you for your generosity and for being a crucial partner in our mission to enrich the lives of those in our community.

With sincere appreciation,

Shauna Scholl
Director
Mattituck-Laurel Library

Equipment Removal Request

Computer Name	Location	Service Tag/SN	Purchase Date	Primary User	Deaccession Date
Youth Laptop 3	Public	5CB2520DH5	N/A	Public	8-Jan-24
Public Tween	Children's Office	5CB2520DJ6	2013	Public/Staff	8-Jan-24



Astoria Communications

130 Sea Lane
Farmingdale, NY 11735
631-694-3334

5553 Ravenswood Rd., Suite 101
Ft. Lauderdale, FL 33312
305-728-4280

Estimate

Order Dates/Times:

Dlvry : 12/20/23 [Wed] Unknown Via Astoria
Start : 12/20/23 [Wed] Unknown
Ending : 12/20/23 [Wed] Unknown
Pick-Up: 12/20/23 [Wed] Unknown Via Astoria

Bill-To:

MATTITUCK-LAUREL LIBRARY
PO BOX 1437
MAIN ROAD-RT 25
MATTITUCK, NY 11952
SHAUNA SCHOLL [631-298-4134]
Fax : [631-298-4764]

Deliver To:

Ship-To : COMMUNITY ROOM - LOWER LEVEL

Show :
Booth :
SHAUNA SCHOLL [631-298-4134]
schuna.scholl@mattlibrary.org

Order # : 83954-01	Customer #: MA105	Order Date: 12/20/23	Customer PO Number: QUOTE	Terms: COD-Cash/Check	Sales Code: GHS/GHS/00/RC
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Qty	Description	ID No.	Rate	Days	Total
----- Equipment Sales -----					
1.00	DENON DN-500BDMKii BluRay REPLACES OLD SONY PLAYER	00-000	\$500.00	0	\$500.00
1.00	1G HDMI WALL PLATE W/TAIL FOR REAR OF ROOM (ALREADY HAS ONE AT FRONT)	00-000	\$65.00	0	\$65.00
1.00	HDMI REDMERE CABLE 50'	00-000	\$180.00	0	\$180.00
* CONTROL SYSTEM *					
FOR PROJECTOR, MONITOR, SWITCH, SCREEN, BluRay & PROGRAM VOLUME					
1.00	EXTRON TLP Pro 525M WALL MOUNT TOUCH PANEL	00-000	\$1,475.00	0	\$1,475.00
1.00	PoE POWER SUPPLY	00-000	\$75.00	0	\$75.00
1.00	EXTRON IPCP Pro 550 CONTROL HAS ROOM FOR FUTURE ADDITIONS	00-000	\$3,500.00	0	\$3,500.00
1.00	INSTALL: MATERIALS & HARDWARE	ZI-MH0	\$150.00	0	\$150.00
---- Installation/Service ----					
REPLACE, INSTALL, TEST&TRAIN					
1.00	INSTALLATION LABOR FLAT RATE	LI-I00	\$2,400.00	0	\$2,400.00
1.00	SYSTEM PROGRAMMING FLAT RATE	LI-P00	\$800.00	0	\$800.00
----- Expenses -----					
1.00	SHIPPING CHARGES	DO-SH0	\$125.00	0	\$125.00

Your order was placed with : Glen Sherman

**** THIS ORDER IS C.O.D. ** Collect \$9,270.00**



Astoria Communications

130 Sea Lane
Farmingdale, NY 11735
631-694-3334

5553 Ravenswood Rd., Suite 101
Ft. Lauderdale, FL 33312
305-728-4280

Estimate

Order Dates/Times:

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Start : 12/20/23 [Wed] Unknown
Ending : 12/20/23 [Wed] Unknown
Pick-Up: 12/20/23 [Wed] Unknown Via Astoria

Bill-To:

MATTITUCK-LAUREL LIBRARY
PO BOX 1437
MAIN ROAD-RT 25
MATTITUCK, NY 11952
SHAUNA SCHOLL [631-298-4134]
Fax : [631-298-4764]

Deliver To:

Ship-To : COMMUNITY ROOM - LOWER LEVEL
[Page 2]

Show :
Booth :
SHAUNA SCHOLL [631-298-4134]
schuna.scholl@mattlibrary.org

Order # : 83954-01	Customer #: MA105	Order Date: 12/20/23	Customer PO Number: QUOTE	Terms: COD-Cash/Check	Sales Code: GHS/GHS/00/RC
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Qty	Description	ID No.	Rate	Days	Total
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Notes:
SIGNED QUOTE AND 50% DEPOSIT TO CONFIRM, FINAL 50% DUE
WHEN COMPLETE.

Subtotal \$9,270.00
Total \$9,270.00

Ordered By: SHAUNA SCHOLL [631-298-4134]

Customer Signature:

Astoria Signature:

2025 HOLIDAY CLOSINGS

Wednesday, January 1	NEW YEAR'S DAY
Monday, January 20	MARTIN LUTHER KING
Monday, February 17	PRESIDENT'S DAY
Sunday, April 20	EASTER SUNDAY
Monday, May 26	MEMORIAL DAY
Thursday, June 19	JUNETEENTH
Friday, July 4	INDEPENDENCE DAY
Monday, September 1	LABOR DAY
Monday, October 13	COLUMBUS DAY
Tuesday, November 11	VETERANS' DAY
Wednesday, November 26 (Open 9 am to 1 pm)	THANKSGIVING EVE
Thursday, November 27	THANKSGIVING
Wednesday, December 24	CHRISTMAS EVE
Thursday, December 25	CHRISTMAS DAY
Wednesday, December 31 (Open 9 am to 1 pm)	NEW YEAR'S EVE

Mattituck-Laurel Library
Board Meeting Dates 2025

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

Monday January 13, 2025

Monday February 10, 2025

Monday March 10, 2025

Monday April 14, 2025

Monday May 12, 2025

Monday June 9, 2025

Monday July 14, 2025

Monday August 11, 2025

Monday September 8, 2025

Monday October 20, 2025*

Monday November 10, 2025

Monday December 8, 2025

Mattituck-Laurel Library
 2024 Final Budget
 January through December 2024

	Jan - Dec 24
Ordinary Income/Expense	
Income	
PILOT Funds	4,000.00
Mattituck-Cutchoogue School Dist	1,663,155.00
NY State Incentive	1,800.00
Interest	100.00
Direct Public Support	2,000.00
Copy Machine	2,000.00
E-Rate Discount	5,400.00
	1,678,455.00
Total Income	1,678,455.00
Gross Profit	1,678,455.00
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	350,493.00
Clerical	453,257.00
Custodian	47,675.00
	851,425.00
Total Salaries	851,425.00
Benefits	
Fica	63,298.00
Disability Insurance	1,000.00
Medical Insurance	104,560.00
Retirement	60,017.00
Unemployment Insurance	11,000.00
	239,875.00
Total Benefits	239,875.00
Total Payroll Expenses	1,091,300.00
Library Materials	
Youth Materials	
Youth Arts & Crafts	2,500.00
Youth DVD's	500.00
Youth Computer Software	1,500.00
Youth Compact Discs	250.00
Youth Audio Books	250.00
Youth Books	14,000.00
	19,000.00
Total Youth Materials	19,000.00
Adult Materials	

Mattituck-Laurel Library
 2024 Final Budget
 January through December 2024

	Jan - Dec 24
DVD/Music CD	4,000.00
Live-brary Downloadable e-books	54,000.00
Digital Material Subscriptions	13,000.00
Title Source	1,050.00
Adult Books	21,000.00
Reference Books and Data Bas...	2,000.00
Adult Ref Books	
Local History	1,000.00
Continuations	2,500.00
	<hr/>
Total Adult Ref Books	3,500.00
Virtual Reference Collection	5,500.00
Adult Audio Books	1,000.00
Large Print Books	5,000.00
Newspapers	7,000.00
Periodicals	5,000.00
	<hr/>
Total Adult Materials	122,050.00
Teen Materials	2,500.00
	<hr/>
Total Library Materials	143,550.00
Capital Expenditures	19,000.00
Technology	9,200.00
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	3,500.00
HVAC Maintenance	2,000.00
Exterminator	1,000.00
False Alarms	200.00
Alarm Test	200.00
Elevator Maint.	4,500.00
Security Monitoring	700.00
Water Backflow Test	275.00
Fire Sprinkler Test	1,200.00
Piano Tuning	400.00
Other Building Maint.	7,000.00
	<hr/>
Total Building Maintenance	20,975.00
Custodial Supplies	1,000.00
Electric	27,500.00
Gas	11,000.00

Mattituck-Laurel Library
 2024 Final Budget
 January through December 2024

	Jan - Dec 24
Grounds Maintenance	
Snow Removal	4,500.00
Sprinkler Maintenance	700.00
Other Grounds Maintenance	11,000.00
Total Grounds Maintenance	16,200.00
Insurance	
Workers' Comp.	12,000.00
Umbrella Package	22,000.00
Total Insurance	34,000.00
Water	
North Fork Water	1,000.00
SCWA	3,500.00
Total Water	4,500.00
Garbage Removal	3,000.00
Total Operations and Maintenance	118,175.00
Miscellaneous Expense	
Longevity Benefit	1,500.00
Legal Fees	2,500.00
Contingency	3,000.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	2,400.00
Optimum Internet Service	3,200.00
Copy Machine	8,500.00
Computer/Network Maintenance	12,000.00
BookScan Maintenance	700.00
Computer Software Licenses	9,000.00
Total Maintenance Office Equipm...	35,800.00
Membership	
Professional Memberships	2,200.00
Museum Passes	5,000.00
Mattituck Chamber of Commerce	350.00
Eastern Suffolk BOCES	800.00
Total Membership	8,350.00
Postage	
Postage & Stamps	770.00

Mattituck-Laurel Library
 2024 Final Budget
 January through December 2024

	Jan - Dec 24
Mailing Permit	250.00
Newsletter mailing	1,500.00
Post Office Box Fee	160.00
	<hr/>
Total Postage	2,680.00
Printing & Advertising	
Other printing & advertising	1,000.00
Newsletter printing	12,000.00
	<hr/>
Total Printing & Advertising	13,000.00
Professional Fees	
Payroll Processing	10,500.00
SCLS Telecommunications	10,500.00
PALS Membership	10,800.00
Annual audit	12,500.00
SCLS/Overdue Notices	500.00
SCLS/Annual Membership	12,000.00
	<hr/>
Total Professional Fees	56,800.00
Programs - Adult	
Motion Picture/Music Licensing	500.00
Adult Reading Club & Book Discu	3,500.00
Adult Programs	16,000.00
	<hr/>
Total Programs - Adult	20,000.00
Programs - Juvenile	10,500.00
Programs - Summer	8,000.00
Programs - Teen	8,000.00
Supplies - Library	10,500.00
Supplies - Office	4,000.00
Supplies - Paper	2,500.00
Telephone	2,200.00
Travel	2,200.00
Workshops	2,200.00
Staff Development	1,000.00
Tuition Reimbursement	2,500.00
	<hr/>
Total Miscellaneous Expense	197,230.00
Debt Service Total	100,000.00
	<hr/>
Total Expense	1,678,455.00

	<u>Jan - Dec 24</u>
Net Ordinary Income	<u>0.00</u>
Net Income	<u><u>0.00</u></u>



Mattituck-Laurel LIBRARY

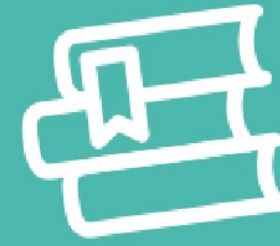
2023 YEAR IN REVIEW

50,115 VISITS



3,587
library card
holders

325
new cards
this year



28,564 books & other items
52,314 ebooks & digital items

80,878 ITEMS CHECKED OUT

CIRCULATION



3,294 PUBLIC
COMPUTER
SESSIONS



FREE WIFI
ACCESSED
3,686 TIMES

32,567 UNIQUE VISITORS TO THE LIBRARY WEBSITE

OVER 2,600 ANNUAL SERVICE HOURS



473 PROGRAMS



7,832 ATTENDEES

YOUR COMMUNITY LIBRARY





Mattituck-Laurel LIBRARY

Warrants / Expenses

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

To be approved at the Library Board Meeting on January 8 , 2024

Operating Account Total \$ 99,552.40

 Payroll \$ 74,068.21

 Non Payroll \$ 25,484.19

Cultural Activities Fund \$ 1,580.59

Money Market Account \$0

Building Fund Savings \$0

Building Fund Checking \$ 6.34

Donations in excess of \$1,000 \$10,000 Garrett Moore / In memory of
his wife, Barbara Moore

**Mattituck-Laurel Library
Fund Balance Report**

01/04/24

	Jan - Dec 23
General Fund	
Operating Fund	230,107.74
Building Fund	
Checking	285,735.00
Savings	57,306.49
	343,041.49
Total Building Fund	
Total General Fund	573,149.23
Cultural Activities Fund	
Coffee Machine	507.67
Teen Programs	21.12
Children's Programs	1,226.17
Staff Activity Fund	-68.96
Adult Programs Wash Acco...	8,535.75
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	0.00
	10,943.78
Total Cultural Activities Fund	
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,695.05
Undesignated & Interest	11,408.39
Capital Reserve Fund	400,136.70
Unemployment Insurance	30,000.00
	470,877.23
Total Gift and Trust Fund - MM	
TOTAL	1,054,970.24

01/02/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Library Materials				
Youth Materials				
Youth Arts & Crafts				
12/19/2023	Elan Financial Services	Fun Express various	124.98	124.98
Total Youth Arts & Crafts				124.98
Youth Computer Software				
12/12/2023	Business Card	Hogwarts Switch, Super ...	119.87	119.87
Total Youth Computer Software				119.87
Youth Books				
12/05/2023	B&T Juvenile Account	November invoices	274.76	274.76
12/28/2023	Penworthy	Qty 16 Children's books	315.06	315.06
Total Youth Books				589.82
Total Youth Materials				834.67
Adult Materials				
DVD/Music CD				
12/05/2023	ELM USA, Inc.	PRO-03584B Monthly m...	25.00	25.00
12/06/2023	Midwest Tape	504701914	20.29	20.29
12/06/2023	Midwest Tape	504701915	20.99	20.99
12/06/2023	Midwest Tape	504701917	20.99	20.99
12/06/2023	Midwest Tape	504701918	13.99	13.99
12/19/2023	Midwest Tape	504736548	20.99	20.99
12/19/2023	Midwest Tape	504763300	24.49	24.49
12/19/2023	Midwest Tape	504763302	12.59	12.59
12/19/2023	Midwest Tape	504763303	12.59	12.59
Total DVD/Music CD				171.92
Digital Material Subscriptions				
12/01/2023	Kanopy, Inc.	Invoice #376575-PPU	149.00	149.00
12/05/2023	Midwest Tape	Hoopla Month Ending 1...	178.49	178.49
Total Digital Material Subscriptions				327.49
Adult Books				
12/08/2023	B&T Adult Account	November invoices	1,269.31	1,269.31
12/12/2023	Business Card	Flash cards, NOFO Win...	104.13	104.13
Total Adult Books				1,373.44
Reference Books and Data Bases				
12/28/2023	SCLS	SCOPE Directory of Suff...	15.00	15.00
Total Reference Books and Data Bases				15.00
Large Print Books				
12/08/2023	B&T Adult Account	November invoices	202.54	202.54
Total Large Print Books				202.54
Newspapers				
12/15/2023	Daily News	Pays through 1/13/24	90.00	90.00
Total Newspapers				90.00
Total Adult Materials				2,180.39
Teen Materials				
12/01/2023	B&T Teen Account	November invoices	142.66	142.66

01/02/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Teen Materials				142.66
Total Library Materials				3,157.72
Capital Expenditures				
12/01/2023	Quill Corporation	Qty 3 - Chairs / Dexley b...	608.19	608.19
12/12/2023	Business Card	2 sets Lifepak cr plus ex...	589.85	589.85
12/12/2023	Business Card	Ubiquiti Networks UniFi ...	400.32	400.32
Total Capital Expenditures				1,598.36
Technology				
12/01/2023	Shauna Scholl.	Reimburse Apple 12W ...	38.00	38.00
12/05/2023	P.M. Communications Corp.	Monthly Maintenance	117.89	117.89
12/12/2023	Business Card	Qty 3 Acer Aspire A315-...	1,049.97	1,049.97
Total Technology				1,205.86
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance				
12/19/2023	Living Art Aquariums	Service 11/15/23 and 11...	200.00	200.00
Total Aquarium Maintenance				200.00
Exterminator				
12/12/2023	Hampton Pest Management, Inc.	Rodent Control	125.00	125.00
Total Exterminator				125.00
Elevator Maint.				
12/01/2023	Champion Elevator	Quarterly Maintenance f...	1,219.88	1,219.88
Total Elevator Maint.				1,219.88
Other Building Maint.				
12/05/2023	Custom Lighting of Suffolk, Inc.	Sign Light troubleshooti...	155.00	155.00
12/26/2023	Mattituck Plumbing & Heating	Repaired broken toilet 1...	191.00	191.00
Total Other Building Maint.				346.00
Total Building Maintenance				1,890.88
Electric				
12/01/2023	PSEGLI	Service from Oct 20, 20...	1,374.85	1,374.85
Total Electric				1,374.85
Gas				
12/26/2023	National Grid	Nov 16, 2023 to Dec 18,...	972.00	972.00
Total Gas				972.00
Grounds Maintenance				
Other Grounds Maintenance				
12/26/2023	Twin Fork Landscape Contracti...	Fall clean up 11/24/23 &...	1,625.00	1,625.00
Total Other Grounds Maintenance				1,625.00
Total Grounds Maintenance				1,625.00
Garbage Removal				
12/15/2023	Mattituck Enviro Services	4 YD Trash Service	252.72	252.72
Total Garbage Removal				252.72

01/02/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Operations and Maintenance				6,115.45
Miscellaneous Expense				
Maintenance Office Equipment				
Optimum Internet Service				
12/19/2023	Optimum	Billing period 12/16 - 1/15	245.32	245.32
Total Optimum Internet Service				245.32
Computer/Network Maintenance				
12/05/2023	L2J Consulting, Inc.	Monthly IT Support - De...	1,000.00	1,000.00
Total Computer/Network Maintenance				1,000.00
Computer Software Licenses				
12/19/2023	Elan Financial Services	DRI Crashplan	32.55	32.55
Total Computer Software Licenses				32.55
Total Maintenance Office Equipment				1,277.87
Membership				
Professional Memberships				
12/19/2023	Elan Financial Services	ALA Annual Membershi...	162.00	162.00
Total Professional Memberships				162.00
Museum Passes				
12/19/2023	Elan Financial Services	Guggenheim Museum	500.00	500.00
Total Museum Passes				500.00
Total Membership				662.00
Professional Fees				
SCLS/Overdue Notices				
12/05/2023	SCLS	Overdues - Processed &...	26.46	26.46
Total SCLS/Overdue Notices				26.46
Total Professional Fees				26.46
Programs - Adult				
Motion Picture/Music Licensing				
12/08/2023	SCLS	SWANK Movie Licensin...	244.00	244.00
Total Motion Picture/Music Licensing				244.00
Adult Reading Club & Book Discu				
12/12/2023	Business Card	Qty 5 Handmaid Books	80.00	80.00
Total Adult Reading Club & Book Discu				80.00
Adult Programs				
12/05/2023	Lee McAllister	Laurel Lake Hike 12.6.23	275.00	275.00
12/05/2023	Lisa Baglivi	Learn to Draw 12.5.23	350.00	350.00
12/12/2023	Southold Library	Classic Television Holid...	100.00	100.00
12/12/2023	Alice Jones	Crochet Series 11.7.23 t...	360.00	360.00
12/15/2023	Jeanne Schnupp	Savvy Sightseer Go We...	100.00	100.00
12/15/2023	Organize Me! Of NY, LLC	How to Manage Paper 1...	250.00	250.00
12/19/2023	Elan Financial Services	Gnomes / Oriental Trading	55.40	55.40
12/19/2023	Elan Financial Services	Zoom	63.96	63.96
Total Adult Programs				1,554.36

01/02/24

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
Total Programs - Adult				1,878.36
Programs - Juvenile				
12/12/2023	Nicole Summers Sparling	Baby Boogie, Toddler T...	350.00	350.00
12/19/2023	Elan Financial Services	Dollar Tree , Jars, Moss,...	114.05	114.05
Total Programs - Juvenile				464.05
Programs - Summer				
12/19/2023	Elan Financial Services	Fun Express various	630.91	630.91
Total Programs - Summer				630.91
Programs - Teen				
12/06/2023	Marissa Timm	Reimburse Pizza for Te...	24.79	24.79
12/12/2023	Business Card	Gift Cards, Paint brush,...	286.24	286.24
Total Programs - Teen				311.03
Supplies - Library				
12/01/2023	Orlowski Hardware Company, I...	Wall plate	2.97	2.97
12/12/2023	Business Card	CEC Industries #1769 B...	7.80	7.80
12/19/2023	Elan Financial Services	Cricut	9.99	9.99
12/19/2023	Elan Financial Services	Green Paper Products / ...	91.40	91.40
12/26/2023	Brodart	Color coding labels, pre-...	61.76	61.76
12/26/2023	Quill Corporation	File folder ltr size, Coffee	76.75	76.75
Total Supplies - Library				250.67
Supplies - Office				
12/19/2023	Elan Financial Services	Intuit 1099 forms	72.99	72.99
12/19/2023	Quill Corporation	HP 414A Black toner ca...	92.99	92.99
12/19/2023	W.B. Mason Co., Inc.	Toner, Coffe cups	130.96	130.96
12/28/2023	W.B. Mason Co., Inc.	Desk calendar refill	2.74	2.74
12/28/2023	W.B. Mason Co., Inc.	Planner	6.28	6.28
Total Supplies - Office				305.96
Telephone				
12/19/2023	Optimum	Billing period 12/16 - 1/15	154.75	154.75
Total Telephone				154.75
Workshops				
12/19/2023	Elan Financial Services	RASD Luncheon Sara C...	15.00	15.00
Total Workshops				15.00
Total Miscellaneous Expense				5,977.06
Debt Service Total				
Mortgage Interest				
12/20/2023	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				25,484.19

Mattituck-Laurel Library
Monthly Budget Report With Current Month

December 2023

	Dec 23
Ordinary Income/Expense	
Income	
Interest	2.25
Direct Public Support	602.60
Fines	0.05
Library Materials Paid For	236.91
Copy Machine	272.35
E-Rate Discount	5,167.80
Total Income	6,281.96
Gross Profit	6,281.96
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	26,051.16
Clerical	32,444.68
Custodian	3,608.94
Total Salaries	62,104.78
Benefits	
Fica	4,485.22
Disability Insurance	-300.37
Medical Insurance	5,455.28
Retirement	5,112.32
Unemployment Insurance	186.21
Total Benefits	14,938.66
Total Payroll Expenses	77,043.44
Library Materials	
Youth Materials	
Youth Arts & Crafts	124.98
Youth Computer Software	119.87
Youth Books	589.82
Total Youth Materials	834.67
Adult Materials	
DVD/Music CD	171.92
Digital Material Subscriptions	327.49
Adult Books	1,373.44
Reference Books and Data Ba...	15.00
Large Print Books	202.54
Newspapers	90.00
Total Adult Materials	2,180.39
Teen Materials	142.66
Total Library Materials	3,157.72
Capital Expenditures	1,598.36
Technology	1,205.86

Mattituck-Laurel Library
Monthly Budget Report With Current Month

December 2023

	Dec 23
Operations and Maintenance	
Building Maintenance	
Aquarium Maintenance	200.00
Exterminator	125.00
Elevator Maint.	1,219.88
Other Building Maint.	346.00
	1,890.88
Total Building Maintenance	1,890.88
Electric	1,374.85
Gas	972.00
Grounds Maintenance	
Other Grounds Maintenance	1,625.00
	1,625.00
Total Grounds Maintenance	1,625.00
Garbage Removal	252.72
	252.72
Total Operations and Maintenance	6,115.45
Miscellaneous Expense	
Maintenance Office Equipment	
Verizon Mobile Hotspots	118.44
Optimum Internet Service	245.32
Computer/Network Maintenance	1,000.00
Computer Software Licenses	32.55
	1,396.31
Total Maintenance Office Equipm...	1,396.31
Membership	
Professional Memberships	162.00
Museum Passes	500.00
	662.00
Total Membership	662.00
Professional Fees	
Payroll Processing	735.05
SCLS/Overdue Notices	26.46
	761.51
Total Professional Fees	761.51
Programs - Adult	
Motion Picture/Music Licensing	244.00
Adult Reading Club & Book Dis...	80.00
Adult Programs	1,554.36
	1,878.36
Total Programs - Adult	1,878.36
Programs - Juvenile	464.05
Programs - Summer	630.91
Programs - Teen	311.03
Supplies - Library	250.67
Supplies - Office	305.96
Telephone	154.75
Workshops	15.00
	6,830.55
Total Miscellaneous Expense	6,830.55

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

	<u>Dec 23</u>
Debt Service Total	
Mortgage Interest	<u>7,429.74</u>
Total Debt Service Total	<u>7,429.74</u>
Total Expense	<u>103,381.12</u>
Net Ordinary Income	<u>-97,099.16</u>
Net Income	<u><u>-97,099.16</u></u>

1:20 PM
01/02/24
Cash Basis

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	12,670.19	4,000.00	8,670.19	316.8%
Mattituck-Cutchogue 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	48.50	100.00	-51.50	48.5%
Direct Public Support				
Programs & Tickets Paid For	1,917.70			
Direct Public Support - Other	10,102.11	2,000.00	8,102.11	505.1%
Total Direct Public Support	12,019.81	2,000.00	10,019.81	601.0%
Fines	760.31	0.00	760.31	100.0%
Library Materials Paid For	938.95			
Copy Machine	5,152.85	2,000.00	3,152.85	257.6%
Designated Gifts	10,000.00			
E-Rate Discount	10,335.60	5,400.00	4,935.60	191.4%
Refunds	11,578.23			
Fund Balance Brought Forward	76,425.44			
Total Income	1,723,272.97	1,596,799.00	126,473.97	107.9%
Gross Profit	1,723,272.97	1,596,799.00	126,473.97	107.9%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	318,334.38	334,851.00	-16,516.62	95.1%
Clerical	373,046.96	429,895.00	-56,848.04	86.8%
Custodian	31,996.27	47,477.00	-15,480.73	67.4%
Total Salaries	723,377.61	812,223.00	-88,845.39	89.1%
Benefits				
Fica	52,584.98	60,342.00	-7,757.02	87.1%
Disability Insurance	1,088.21	1,000.00	88.21	108.8%
Medical Insurance	50,162.86	89,240.00	-39,077.14	56.2%
Retirement	41,145.95	50,749.00	-9,603.05	81.1%
Unemployment Insurance	9,558.72	10,000.00	-441.28	95.6%
Total Benefits	154,540.72	211,331.00	-56,790.28	73.1%
Total Payroll Expenses	877,918.33	1,023,554.00	-145,635.67	85.8%
Library Materials				
Youth Materials				
Youth Arts & Crafts	633.55	2,500.00	-1,866.45	25.3%
Youth DVD's	277.74	500.00	-222.26	55.5%
Youth Computer Software	1,146.27	1,500.00	-353.73	76.4%
Youth Compact Discs	0.00	250.00	-250.00	0.0%
Youth Audio Books	0.00	250.00	-250.00	0.0%
Youth Books	9,343.56	14,000.00	-4,656.44	66.7%
Total Youth Materials	11,401.12	19,000.00	-7,598.88	60.0%
Adult Materials				
DVD/Music CD	3,565.95	4,000.00	-434.05	89.1%
Live-brary Downloadable e-bo...	49,295.00	51,000.00	-1,705.00	96.7%
Digital Material Subscriptions	9,286.20	12,500.00	-3,213.80	74.3%
Title Source	2,310.00	1,050.00	1,260.00	220.0%
Adult Books	21,102.87	21,000.00	102.87	100.5%
Reference Books and Data Ba...	1,452.78	1,500.00	-47.22	96.9%
Adult Ref Books				
Local History	520.00	1,000.00	-480.00	52.0%

1:20 PM
01/02/24
Cash Basis

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

	Jan - Dec 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	3,966.31	4,500.00	-533.69	88.1%
Newspapers	6,541.03	7,000.00	-458.97	93.4%
Periodicals	4,861.75	4,500.00	361.75	108.0%
Total Adult Materials	110,060.89	116,850.00	-6,789.11	94.2%
Teen Materials	1,690.61	3,500.00	-1,809.39	48.3%
Total Library Materials	123,152.62	139,350.00	-16,197.38	88.4%
Capital Expenditures	9,063.98	19,000.00	-9,936.02	47.7%
Technology	9,245.38	9,000.00	245.38	102.7%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	2,843.33	3,500.00	-656.67	81.2%
HVAC Maintenance	3,687.87	2,000.00	1,687.87	184.4%
Exterminator	1,520.00	1,000.00	520.00	152.0%
False Alarms	110.00	200.00	-90.00	55.0%
Alarm Test	0.00	200.00	-200.00	0.0%
Elevator Maint.	5,368.62	4,000.00	1,368.62	134.2%
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.	9,442.73	7,000.00	2,442.73	134.9%
Total Building Maintenance	24,471.45	20,475.00	3,996.45	119.5%
Custodial Supplies	1,296.14	900.00	396.14	144.0%
Electric	20,046.82	26,400.00	-6,353.18	75.9%
Gas	7,463.33	11,000.00	-3,536.67	67.8%
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	11,917.50	11,000.00	917.50	108.3%
Total Grounds Maintenance	13,013.50	16,000.00	-2,986.50	81.3%
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	3,217.26	3,000.00	217.26	107.2%
Total Operations and Maintenance	101,491.53	115,425.00	-13,933.47	87.9%
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				

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01/02/24
Cash Basis

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Verizon Mobile Hotspots	1,421.28	1,500.00	-78.72	94.8%
Optimum Internet Service	2,926.10	3,000.00	-73.90	97.5%
Copy Machine	4,431.35	8,500.00	-4,068.65	52.1%
Computer/Network Maintenance	12,000.00	12,000.00	0.00	100.0%
BookScan Maintenance	685.00	650.00	35.00	105.4%
Computer Software Licenses	6,374.84	8,500.00	-2,125.16	75.0%
Total Maintenance Office Equip...	27,838.57	34,150.00	-6,311.43	81.5%
Membership				
Professional Memberships	2,142.90	2,000.00	142.90	107.1%
Museum Passes	5,059.99	5,000.00	59.99	101.2%
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	7,794.39	8,150.00	-355.61	95.6%
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	3,716.03	1,000.00	2,716.03	371.6%
Newsletter printing	20,379.00	11,000.00	9,379.00	185.3%
Total Printing & Advertising	24,095.03	12,000.00	12,095.03	200.8%
Professional Fees				
Payroll Processing	6,520.91	10,000.00	-3,479.09	65.2%
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	256.44	500.00	-243.56	51.3%
SCLS/Annual Membership	11,968.00	12,000.00	-32.00	99.7%
Total Professional Fees	53,716.39	56,210.00	-2,493.61	95.6%
Programs - Adult				
Motion Picture/Music Licensing	572.12	500.00	72.12	114.4%
Adult Reading Club & Book Di...	4,171.92	3,500.00	671.92	119.2%
Adult Programs	24,896.07	16,000.00	8,896.07	155.6%
Total Programs - Adult	29,640.11	20,000.00	9,640.11	148.2%
Programs - Juvenile	10,847.91	10,000.00	847.91	108.5%
Programs - Summer	13,015.42	7,500.00	5,515.42	173.5%
Programs - Teen	7,164.71	6,500.00	664.71	110.2%
Supplies - Library	7,766.59	10,500.00	-2,733.41	74.0%
Supplies - Office	3,694.74	4,000.00	-305.26	92.4%
Supplies - Paper	1,166.88	2,500.00	-1,333.12	46.7%
Telephone	1,868.68	2,000.00	-131.32	93.4%
Travel	1,201.93	2,000.00	-798.07	60.1%
Workshops	861.00	2,000.00	-1,139.00	43.1%
Staff Development	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	199,781.33	190,470.00	9,311.33	104.9%
Debt Service Total				
Mortgage Principal	136,714.96			
Mortgage Interest	35,797.10			

1:20 PM
01/02/24
Cash Basis

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	172,512.06	100,000.00	72,512.06	172.5%
Total Expense	1,493,165.23	1,596,799.00	-103,633.77	93.5%
Net Ordinary Income	230,107.74	0.00	230,107.74	100.0%
Net Income	230,107.74	0.00	230,107.74	100.0%

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

01/02/24

Type	Date	Name	Memo	Paid Amount
General Fund				
Building Fund				
Checking				
Check	12/15/2023		Service Charge	-6.34
Total Checking				-6.34
Savings				
Deposit	12/31/2023		Interest for Octo...	1.43
Total Savings				1.43
Total Building Fund				-4.91
Total General Fund				-4.91
Cultural Activities Fund				
Coffee Machine				
Deposit	12/04/2023		Coffee	6.00
Deposit	12/11/2023		Coffee	5.00
Deposit	12/18/2023		Coffee	7.00
Deposit	12/26/2023		Coffee	2.00
Total Coffee Machine				20.00
Staff Activity Fund				
Bill	12/12/2023	Lucia Restaurant	Staff Luncheon 1...	-360.00
Bill	12/12/2023	Denise Riecker	Reimburse Staff ...	-31.87
Bill	12/19/2023	Sara Colichio.	Reimburse Bagel...	-23.72
Total Staff Activity Fund				-415.59
Adult Programs Wash Account				
Deposit	12/04/2023		Yoga	60.00
Deposit	12/04/2023		Cooking	20.00
Deposit	12/11/2023		Yoga	20.00
Deposit	12/11/2023		Arts & Crafts	5.00
Deposit	12/18/2023		Yoga	20.00
Deposit	12/18/2023		LI Aquarium Tick...	243.00
Bill	12/19/2023	Laurie Short	Chair Strength S...	-385.00
Deposit	12/20/2023		Tai Chi	231.84
Deposit	12/20/2023		Aerobics	347.12
Deposit	12/20/2023		Mardi Gras	18.82
Deposit	12/20/2023		Chef Rob Holiday	-20.00
Deposit	12/20/2023		Chef Rob Holiday	9.41
Deposit	12/20/2023		Chef Rob Soup	65.87
Deposit	12/26/2023		Aerobics	575.00
Deposit	12/26/2023		Yoga	20.00
Deposit	12/26/2023		Cooking	10.00
Deposit	12/26/2023		LI Aquarium Tick...	27.00
Deposit	12/26/2023		Tai Chi	60.00
Bill	12/27/2023	Rosemary Martilotta	Yoga Series 11/8...	-760.00
Deposit	12/28/2023		Aerobics	173.56
Deposit	12/28/2023		Mardi Gras	18.82
Deposit	12/28/2023		Chef Rob	9.41
Total Adult Programs Wash Account				769.85

01/02/24

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

Type	Date	Name	Memo	Paid Amount
Total Cultural Activities Fund				374.26
Gift and Trust Fund - MM				
Local History Books				
Deposit	12/18/2023	Academy Printing Services	Article in Peconic...	200.00
Total Local History Books				200.00
Undesignated & Interest				
Deposit	12/29/2023	Garrett H. Moore	In Memory of Bar...	10,000.00
Deposit	12/29/2023		Interest	18.30
Total Undesignated & Interest				10,018.30
Total Gift and Trust Fund - MM				10,218.30
TOTAL				10,587.65

Mattituck-Laurel Library
Monthly Bill Payments
As of December 31, 2023

01/02/24

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	12/01/2023	12159	Champion Elevator	Invoice 2189988	-1,219.88
Bill Pmt -Check	12/01/2023	12160	Kanopy, Inc.	Invoice #376575-PPU	-149.00
Bill Pmt -Check	12/01/2023	12161	Orlowski Hardware ...	Acct 584177	-2.97
Bill Pmt -Check	12/01/2023	12162	PSEGLI	Cstmr ID 0295-3001-61-...	-1,374.85
Bill Pmt -Check	12/01/2023	12163	Quill Corporation	03047280	-608.19
Bill Pmt -Check	12/01/2023	12164	B&T Teen Account	L943258	-142.66
Bill Pmt -Check	12/01/2023	12165	Shauna Scholl.	Reimburse Apple Adapt...	-38.00
Bill Pmt -Check	12/04/2023	12166	NYS Employees He...	03909	-7,829.60
Bill Pmt -Check	12/05/2023	12167	B&T Juvenile Acco...	L 935700	-274.76
Bill Pmt -Check	12/05/2023	12168	Custom Lighting of ...	Invoice no. 12560	-155.00
Bill Pmt -Check	12/05/2023	12169	ELM USA, Inc.	Invoice 63209	-25.00
Bill Pmt -Check	12/05/2023	12170	L2J Consulting, Inc.	Invoice 122023	-1,000.00
Bill Pmt -Check	12/05/2023	12171	Lee McAllister	Laurel Lake Hike 12.6.23	-275.00
Bill Pmt -Check	12/05/2023	12172	Lisa Baglivi	Learn to Draw 12.5.23	-350.00
Bill Pmt -Check	12/05/2023	12173	Midwest Tape	11952	-178.49
Bill Pmt -Check	12/05/2023	12174	P.M. Communicatio...	Invoice 42455	-117.89
Bill Pmt -Check	12/05/2023	12175	SCLS	MATT	-26.46
Bill Pmt -Check	12/06/2023	12176	Marissa Timm	Reimburse Pizza for Tee...	-24.79
Bill Pmt -Check	12/06/2023	12177	Midwest Tape	11952	-76.26
Bill Pmt -Check	12/08/2023	12178	B&T Adult Account	L 90004-3	-1,471.85
Bill Pmt -Check	12/08/2023	12179	SCLS	MATT	-244.00
Bill Pmt -Check	12/12/2023	12180	Alice Jones	Crochet Series 11.7.23 t...	-360.00
Bill Pmt -Check	12/12/2023	12181	Hampton Pest Man...	Invoice 63665	-125.00
Bill Pmt -Check	12/12/2023	12182	Nicole Summers Sp...	Baby Boogie, Toddler T...	-350.00
Bill Pmt -Check	12/12/2023	12183	Southold Library	Classic Television Holid...	-100.00
Bill Pmt -Check	12/12/2023	12184	Business Card	5474 9700 8150 2023	-2,638.18
Bill Pmt -Check	12/15/2023	12185	Daily News	Acct. 4090496	-90.00
Bill Pmt -Check	12/15/2023	12186	Jeanne Schnupp	Savvy Sightseer Go We...	-100.00
Bill Pmt -Check	12/15/2023	12187	Mattituck Enviro Se...	Cstmr 11-0001422-0, In...	-252.72
Bill Pmt -Check	12/15/2023	12188	Organize Me! Of N...	How to Manage Paper 1...	-250.00
Bill Pmt -Check	12/19/2023	12189	Elan Financial Servi...	4798 5101 7200 1022	-1,873.23
Bill Pmt -Check	12/19/2023	12190	Living Art Aquariums	Invoice no. 1879	-200.00
Bill Pmt -Check	12/19/2023	12191	Midwest Tape	11952	-70.66
Bill Pmt -Check	12/19/2023	12192	Optimum	Acct. no. 07839-381822-...	-400.07
Bill Pmt -Check	12/19/2023	12193	Quill Corporation	03047280	-92.99
Bill Pmt -Check	12/19/2023	12194	W.B. Mason Co., Inc.	Cstmr C2001734, Inv. 2...	-130.96
Bill Pmt -Check	12/20/2023	ACH	Dime Community B...	Payment to Bus Term L...	-7,429.74
Bill Pmt -Check	12/26/2023	12195	Brodart	318719	-61.76
Bill Pmt -Check	12/26/2023	12196	Mattituck Plumbing ...	Acct #MAT-LIB, Invoice ...	-191.00
Bill Pmt -Check	12/26/2023	12197	National Grid	Acct 43544-64005	-972.00
Bill Pmt -Check	12/26/2023	12198	Quill Corporation	03047280	-76.75
Bill Pmt -Check	12/26/2023	12199	Twin Fork Landscap...	Invoice #26523	-1,625.00
Bill Pmt -Check	12/26/2023	12200	Verizon	Acct. 242398426-00001,...	-118.44
Bill Pmt -Check	12/26/2023	12201	Daniel J. Faraone	Medicare Reimburseme...	-562.50
Bill Pmt -Check	12/26/2023	12202	Garrett H. Moore	Medicare Reimburseme...	-384.00
Bill Pmt -Check	12/26/2023	12203	Kay Zegel.	Medicare Reimburseme...	-562.50
Bill Pmt -Check	12/28/2023	12204	Aflac	Acct NQH35, Inv. 334429	-189.00
Bill Pmt -Check	12/28/2023	12205	Penworthy	Cstmr 00-5320020_001,...	-315.06
Bill Pmt -Check	12/28/2023	12206	SCLS	MATT	-15.00
Bill Pmt -Check	12/28/2023	12207	W.B. Mason Co., Inc.		-9.02
Bill Pmt -Check	12/28/2023	12208	AFLAC INC	Grp AFA0017018, Inv. 4...	-272.16
Total BNB Operating Checking					-35,402.39
TOTAL					-35,402.39

LIBRARY STATS

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DECEMBER 2023

5,221 ITEMS CHECKED OUT

1,732 books & other items
3,489 ebooks & digital items



WIFI 231

connections to the public wifi

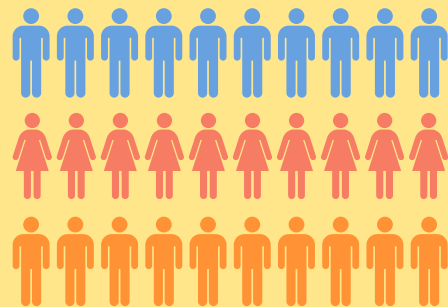
239

PUBLIC COMPUTERS

log ins to the public access computers

VISITORS

3,337



MATTITUCK-LAUREL LIBRARY



Monthly Circulation Statistics of Physical Material						
	2019	2020	2021	2022	2023	2024
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	1,732	
Total	40,452	23,709	30,310	30,687	28,546	0

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	24	516
106 - DVD	160	120	159	139	134	169	177	183	167	125	129	147	1,809
110 - Magazines	43	45	38	34	20	23	75	32	27	43	30	24	434
120 - Fiction	306	264	289	271	308	432	439	423	431	321	280	256	4,020
121 - Nonfiction	192	172	195	162	186	174	194	211	193	136	135	150	2,100
122 - Biography	40	39	42	41	47	41	30	29	19	18	33	31	410
125 - Paperback	61	65	51	52	63	61	73	74	66	48	64	63	741
126 - Large Print	159	143	135	164	177	206	217	198	224	159	180	154	2,116
127 - Oversize	1	10	0	3	1	2	0	4	1	3	2	1	28
131 - Mystery	87	83	105	68	136	125	159	156	143	104	99	87	1,352
151 - Audiobooks	31	25	38	33	21	30	32	41	26	19	21	25	342
160 - DVD New	117	104	137	99	115	154	88	121	116	77	92	128	1,348
161 - DVD NF	7	2	6	6	9	9	8	11	7	6	10	4	85
700- Library of Things	8	8	7	19	13	20	23	25	12	9	4	10	158
Total	1,242	1,102	1244	1,118	1289	1523	1573	1575	1470	1107	1112	1104	15,459
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	0	10
304 - Tween Video Games	19	21	18	30	20	28	52	48	13	20	16	16	301
306 - Youth DVD	20	58	41	38	23	79	54	78	21	27	21	30	490
320 - Tween Chapter/Graphic	78	142	161	158	126	331	594	440	211	96	95	73	2,505
321 - Youth Nonfiction	84	78	110	87	72	93	208	174	149	56	88	66	1,265
322 - Youth Biography	17	23	10	1	5	7	9	8	13	7	1	0	101
325 - Tween Paperback	24	50	37	58	23	52	203	185	52	39	26	37	786
330 - Youth Picture Book	134	161	196	147	137	205	353	296	150	146	174	99	2,198
331 - Youth Boardbook	81	53	102	79	61	68	87	109	47	47	70	35	839
332 - Youth Easy Reader	83	101	95	58	69	113	229	175	70	59	97	44	1,193
337 - Tween Books New	28	23	22	30	24	44	75	77	27	24	42	21	437
353 - Youth DVD NF	1	0	1	0	2	0	2	0	0	0	1	2	9
364 - Parenting Material	9	17	7	6	10	17	17	17	5	15	18	6	144
650 - Youth Spanish	11	7	3	1	4	8	24	12	3	13	6	18	110
Total	590	735	806	693	576	1046	1908	1622	761	549	655	447	10388
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	0	28
220 - Teen Fiction	23	36	41	40	17	87	103	70	22	19	16	29	503
221 - Teen Nonfiction	6	5	0	2	5	3	3	3	2	3	4	2	38
222 - Teen Bios	1	2	1	0	0	0	2	0	1	1	0	0	8
224 - Teen Graphic Novels	2	3	8	1	18	7	10	10	1	5	4	10	79
237 - New Teen Fiction	0	3	0	0	3	3	4	3	6	0	2	2	26
251 - Teen BOCD	0	0	0	0	0	0	2	0	0	0	0	0	2
275 - Teen Reading List	1	1	3	1	1	9	9	2	2	3	1	1	34
Total	36	56	53	45	44	116	138	89	34	31	32	44	718

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	N/A	683
Freegal downloads	141	136	113	121	125	105	141	145	206	178	185	122	1718
Freegal streaming	924	1008	542	684	576	423	356	390	665	1082	466	419	7535
Hoopla (items)	87	96	86	67	72	88	79	65	76	77	88	87	968
Kanopy (tickets)	50	51	64	47	20	71	73	90	70	60	149	129	874
Overdrive (items)	2495	2164	2266	2107	2142	2095	2443	2500	2484	2461	2497	2218	27872
P4a Antiques (searches)	1	0	0	0	0	0							1
WAM	1859	3169	686	408	119	358	1482	2383	109	593	983	514	12663
Totals	5644	6704	3826	3483	3093	3213	4637	5620	3674	4500	4431	3489	52314

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	239	3,294
Guest wifi connections	274	216	316	271	288	351	443	429	293	270	304	231	3,686
Door count	3,854	3,440	4,041	3,808	3,814	4,495	5,633	5,650	4,140	4,084	3,819	3,337	50,115
Website unique visitors / Total Clicks	3,714	3,641	3,610	3,113	3,929	3,938	4,267	3,842	504	779	642	588	32,567
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	3,470	135,981
Totals	22,949	22,245	23,323	20,046	24,335	25,283	27,192	25,770	7,388	10,493	8,754	7,865	225,643

MEETING ROOM USE REPORT-December 2023
The following groups used the 3 meeting rooms December 2023

Community Room

Crushed Glass Holiday Tree Frame
Learn to Draw with Lisa Baglivi
Chair aerobics
P/C Rhyme & Play
Family Gingerbread House Building
Yoga
LEGO
Babies Boogie
Toddlers Tango
Friends Holiday Luncheon & Meeting
Book Discussion
Joe Pianos Concert

Conference Room

Mah Jongg
Bridge
Artist Reception
Girls Who Code
Writing with Pat
Spanish Conversation
Medicare

Craft Room

Tutor (4)
Crochet & Chat
Paint by Numbers & Pizza for Teens
Will & Elder Law Workshop
North Fork Community Theatre
Handcrafted Cards for Community Service
Burner Law Group-Aging in Place
Writers Group
Literary Café
Mug Decorating, Hot Cocoa & Cookies for Teens

NEW PATRON REGISTRATIONS

DECEMBER 2023

Adult Year Round	12
Youth Year Round	
Teen	1
2 ND Address	1
Total:	14