

## Agenda

### The Shelter Island Public Library Society Board of Trustees Meeting April 15, 2024

**Call to order:** H. Fayne

**Approval of Minutes of March 18, 2024**

**Public expression**

**Correspondence**

**Treasurer's Report:** D. Regan

-Vote to approve warrants and Budget vs. Actual

#### **Committee Reports (material not covered in board packet):**

Friends: T.Z. Lucas

Director: T. Z. Lucas

Facilities: D. Dunning

Development and Special Events Committee – S. Binder and M. Carey

#### **New Business:**

Approve Budget Vote Date – October 26th

Facilities Use Policy

#### **Old Business:**

Expansion and Renovation Update

Communication Plan

#### **Adjournment**

#### **Upcoming dates:**

**2024 Board Meetings/Third Monday of the month at 5pm unless otherwise noted:** May 20 (6pm), June 17 (6pm), July 15 (6pm), August 19 (6pm), September 16, October 21, November 18, December 16

**Shelter Island Public Library Society - Draft  
Board of Trustees Meeting  
March 18, 2024  
Minutes of the Meeting**

Henry Fayne called the meeting to order at 5:00 pm.

**Members Present:**

Susan Binder, Henry Fayne, Don Dunning, Tom Hashagen, Don Regan, Tim Sheehan, Karyn Greenwald

**Members Absent or Excused:**

Jo-Ann Robotti, Linda Kraus, Jody Geist, Marianne Carey, Archer Brown,

**Also Attending:**

Terry Lucas

**Secretary's Report:**

Don Regan moved to approve the minutes of the meeting held on February 12, 2024. Karyn Greenwald seconded. All in favor, unanimously approved.

**Public Expression:**

None

**Correspondence:**

None

**Treasurer's Report:**

Treasurer Don Regan delivered the report; the Warrant Report and Budget vs Actual statements were reviewed with a few items explained. Mr. Regan also observed that the Patterson Fund balance has positively increased in the past months.

A motion to accept the reports was made (Susan Binder) and seconded (Don Dunning). All in favor, unanimously approved.

**Friends Report:**

Director Terry Lucas noted that the Friends are working closely with the fundraising committee. Among the possibilities for contributions is the array of EV charging stations built into the design of the new project. A discussion about other projects the Friends could finance ensued. Terry will speak with new Friends Chairperson, Ed Brennan.

**Directors Report:**

Terry reported that she has accepted, with regret, Jessica Montgomery's resignation from the Programming post, as Jessica will be taking a full time job with the Town of Shelter Island. In the wings however, is yet another member of the Larsen family, Liz, who is currently finishing her work for a Masters in creative writing.

**Facilities Report:**

Don Dunning stated that he has spoken with Fred Hyatt about removing trees north of the back driveway in preparation for construction. He recommends Mr. Hyatt due to his previous work for the library, which he has generously discounted.

### **Development and Special Events Committee Report:**

Susan Binder reported that things are going smoothly in preparation for the June 22 fundraiser at Ward's Point. There was a discussion about "naming" opportunities and it was generally agreed that there will be a section of an interior wall with plaques for donors, as well as naming opportunities for certain rooms.

### **New Business:**

Four items were discussed for approval:

- a) NYS Annual Report
- b) Cassone Trailer Quote ( dated attached to Board packet)
- c) Callahead Quote (
- d) National Library Relocations Quote

It was regularly moved (Susan Binder) and seconded (Karyn Greenwald) to approve the NYS report. All in favor, approval unanimous.

Don Regan and Susan Binder moved and seconded, respectively, to approve the three proposals in accordance with documentation presented with the board packet. All in favor, approval unanimous.

It was also regularly moved (Susan Binder) and seconded (Karyn Greenwald) that Terry handle the reassignment of personnel to cover Jessica Montgomery's departure. All in favor, approval unanimous.

### **Old Business**

#### **Expansion and Renovation Update:**

Relocation - Terry reported that the trailers will arrive mid-June and the relocation will begin the last week of June. The books must be moved and the library completely vacated no later than the week of July 8. Groundbreaking slated for 8/1/2024.

A discussion ensued as to the possibility of a yard sale to move items that will no longer be needed or will not fit into the new project. Susan Binder opined that some of the Waldner sculptures/artwork might be able to be auctioned off at the 6/22 fundraiser, to which there was favorable reaction.

Terry reported that the DASNY bond is slated for closing 8/1/2024. The kickoff call with DASNY will occur shortly.

There was also discussion as to getting volunteers to help move. Tom Hashagen and Don Dunning will speak to Bucks GM Brian Cass to see about enlisting the ball team to help, as community service is one of the requirements for participation in the league. Further discussion covered the logistical sequence for the changing over of utilities (electric, water, heat etc.) emphasizing the importance of "time cushions" to deal with unforeseen circumstances.

With respect to the Communication Plan, Karyn Greenwald and Jody Geist will write one or more articles for the Reporter to keep the public in the loop as to the timeline.

The project is estimated to be completed in fourteen to eighteen months.

### **Trustee Open Position**

There was discussion about filling the open trustee position or possibly making a change to the bylaws to allow for fewer trustees.

A motion to adjourn (Susan Binder) was made and Henry Fayne declared the meeting adjourned at 6:01.

Respectfully submitted, Tom Hashagen (for Secretary Linda Kraus)  
3/19/24

# Shelter Island Public Library Society

## Warrants March 2024

Date	Name	Memo/Description	Amount
03/01/2024		direct deposit net pay	-13,805.98
03/01/2024		payroll tax deposit	-5,509.46
03/04/2024	S&S Worldwide	Adult Programs	-45.94
03/04/2024	Maria's Kitchen	YA Programs	-41.60
03/04/2024	Postmaster	General Postage	-2.35
03/04/2024	Audioeye Inc	Computer Maintenance- ADA Compliance	-239.00
03/05/2024	Postmaster	General Postage	-200.00
03/06/2024	Faronics	Computer Maintenance- Firewall	-88.00
03/07/2024	Postmaster	General Postage	-9.25
03/07/2024	Zoom	Computer Maintenance	-27.99
03/07/2024	Stars Cafe	Professional Development	-226.66
03/13/2024	Transfer	to cover payroll & exepnses	30,000.00
03/14/2024	Aflac New York		-247.98
03/14/2024	Kanopy LLC	Movie Downloads	-237.00
03/14/2024	Amazon Capital Services, Inc.	Office Supplies, YA Program, Adult DVD	-233.14
03/14/2024	Jaquelin Suriel Garcia	Building & Maintenance/Cleaning	-160.00
03/14/2024	Ingram Library Services	Children's Books	-132.47
03/14/2024	Suffolk Security Systems	Building & Maintenance	-108.00
03/14/2024	Crystal Springs	Office Supplies	-107.38
03/14/2024	Shelter Island Environmental	Building & Maintenance/Trash Removal	-98.50
03/14/2024	Flash Electric	Building & Maintenance	-250.66
03/14/2024	Peter Waldner	Professional Fees/Gallery Curator	-300.00
03/14/2024	SCLS	Button Maker, SIPL Book Club Long Island Reads	-317.28
03/14/2024	Optimum/Cablevision	Utilities	-362.93
03/14/2024	Shelter Island IGA	YA Programs	-370.45
03/14/2024	Walter Richards	Building & Grounds	-475.00
03/14/2024	PSEGLI	Utilities	-612.64
03/14/2024	C's Home & Office Management, Inc.	Building & Maintenance/Cleaning	-1,540.00
03/14/2024	New York Times	Periodicals/Newspapers	-136.00
03/14/2024	Terry Lucas	Travel/Conference, Ferriage, Office Supplies	-300.21
03/14/2024	NYS Health Insurance Pending Acct	Health Insurance	-5,782.64
03/14/2024	John W. Hallman, LTD.	Building & Grounds/Water Testing	-80.00
03/14/2024	Quill, Corp.	Office Expense	-20.78
03/14/2024	Verizon	Utilities/Telephone	-33.90
03/14/2024	Ingram Library Services	Adult Books	-51.69
03/15/2024		payroll tax deposit	-5,588.19
03/15/2024		direct deposit net pay	-14,245.65
03/15/2024	Intuit	Office supplies/QuickBooks	-32.59
03/15/2024	Intuit	Office Supplies/QuickBooks	-32.59
03/18/2024	Costco	YA Program	-80.96
03/18/2024	Costco	YA Program	-151.50
03/18/2024	UPS	General Postage	-30.95
03/18/2024		Debit Encoding error on check # 18913	-0.60



**SHELTER ISLAND PUBLIC LIBRARY SOCIETY**  
**BUDGET vs. ACTUAL**  
**YEAR-TO-DATE February, 2024**

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>% of BUDGET</b> (Target = 25%)
Tax Assessment	394,903	789,806	50%
Annual Appeal	3,577	20,000	18%
Friends of the Library	2,200	20,000	11%
Patterson Bequest	117,000	100,000	117%
Tennis Tournament		10,000	0%
All Other	10,120	16,355	62%
<b>TOTAL REVENUE</b>	<b>527,800</b>	<b>956,161</b>	<b>55%</b>
Total Staff Expenses	170,120	651,565	26%
Annual Vote & Fundraising		8,000	0%
Insurance	11,174	21,265	53%
Miscellaneous Management	5,090	33,100	15%
Professional Fees	1,950	20,700	9%
Utilities	5,200	23,060	23%
Dues, Licenses & SCLS Expense	4,411	23,261	19%
Technology	1,947	9,000	22%
Physical Materials	6,588	32,200	20%
Electronic Databases	52,059	55,375	94%
Office Supplies and Postage	3,025	13,500	22%
Adult Programming	5,752	13,000	44%
Children, YA and Other Program	4,333	12,600	34%
Building/Grounds Maintenance	10,727	39,535	27%
Roounding		0	
<b>TOTAL EXPENSES</b>	<b>282,376</b>	<b>956,161</b>	<b>30%</b>

# Shelter Island Public Library Society Budget vs. Actual

Mar-24

Revenue	Actual	Budget	% of Budget
<b>3999 SUPPORT</b>			
4000 S.I. Tax Assesment	394,903.00	789,806.00	50.00%
4010 PILOT Funds	2,236.49	0.00	
<b>Total 4000 S.I. Tax Assesment</b>	<b>\$ 397,139.49</b>	<b>\$ 789,806.00</b>	<b>50.28%</b>
<b>4099 Contributions,Legacies&amp;Bequests</b>			
4123 Annual Appeal*	3,577.22	20,000.00	17.89%
4180 Memorials	150.00	700.00	21.43%
4185 Friends of the Library-Annual	0.00	6,000.00	0.00%
4190 Friends of the Library -Other	2,200.00	14,000.00	15.71%
Patterson Bequest/Transfer	117,000.00	100,000.00	117.00%
<b>Total 4099 Contributions,Legacies&amp;Bequests</b>	<b>\$ 122,927.22</b>	<b>\$ 140,700.00</b>	<b>87.37%</b>
<b>4205 Grants</b>			
4200 Intern Grant	0.00	1,000.00	0.00%
4200 Intern Grant	0.00	2,500.00	0.00%
<b>Total 4205 Grants</b>	<b>\$ 0.00</b>	<b>\$ 3,500.00</b>	<b>0.00%</b>
<b>4349 Interest Revenue</b>			
4350 Checking	0.54	5.00	10.80%
4360 Money Market	5,269.14	150.00	3512.76%
<b>Total 4349 Interest Revenue</b>	<b>\$ 5,269.68</b>	<b>\$ 155.00</b>	<b>3399.79%</b>
<b>Total 3999 SUPPORT</b>	<b>\$ 525,336.39</b>	<b>\$ 934,161.00</b>	<b>56.24%</b>
<b>4301 FINES, FEES &amp; PROGRAM REVENUE</b>			
<b>4399 Fines and Fees</b>			
4400 Fax Fees	46.25	250.00	18.50%
4410 Photocopy Fees	314.65	1,200.00	26.22%
4420 Scanner	31.55	150.00	21.03%
4430 Internet Printer	146.85	1,300.00	11.30%
4440 Lost Book/Replacement Fees	64.93	350.00	18.55%
4460 Ecommerce Fines	51.15	100.00	51.15%
<b>Total 4399 Fines and Fees</b>	<b>\$ 655.38</b>	<b>\$ 3,350.00</b>	<b>19.56%</b>
<b>4499 Fund Raising</b>			
4510 Book Sale	232.50	600.00	38.75%
4631 Tennis Tournament	0.00	10,000.00	0.00%
<b>Total 4499 Fund Raising</b>	<b>\$ 232.50</b>	<b>\$ 10,600.00</b>	<b>2.19%</b>
<b>4520 Miscellaneous Revenue</b>			
4620 Local library services aid	0.00	1,200.00	0.00%
4630 Library Services Aid - E-Rate	0.00	350.00	0.00%
4632 Passport	886.25	5,000.00	17.73%
<b>Total 4520 Miscellaneous Revenue</b>	<b>\$ 886.25</b>	<b>\$ 6,550.00</b>	<b>13.53%</b>
<b>4670 Program Donations/Supply Reimb</b>			
4672 Misc. Donation	280.30	800.00	35.04%



4680 Adult Programs	400.00	0.00	
4650 Friday Night Dialogues	10.00	200.00	5.00%
4660 Movies & Misc. Program	0.00	500.00	0.00%
<b>Total 4680 Adult Programs</b>	<b>\$ 410.00</b>	<b>\$ 700.00</b>	<b>58.57%</b>
<b>Total 4670 Program Donations/Supply Reimb</b>	<b>\$ 690.30</b>	<b>\$ 1,500.00</b>	<b>46.02%</b>
<b>Total 4301 FINES, FEES &amp; PROGRAM REVENUE</b>	<b>\$ 2,464.43</b>	<b>\$ 22,000.00</b>	<b>11.20%</b>
<b>Total Revenue</b>	<b>\$ 527,800.82</b>	<b>\$ 956,161.00</b>	<b>55.20%</b>
<b>Expenses</b>			
6999 STAFF EXPENSES	0.00	10,000.00	0.00%
7240 Staff-wages	130,998.17	490,023.00	26.73%
7250 Summer Intern	0.00	2,500.00	0.00%
7260 Staff-payroll tax expense	11,782.76	39,201.00	30.06%
7270 Health Insurance	15,581.09	65,058.00	23.95%
7280 Pension Expense -VanGuard/SEP	11,758.43	44,783.00	26.26%
<b>Total 6999 STAFF EXPENSES</b>	<b>\$ 170,120.45</b>	<b>\$ 651,565.00</b>	<b>26.11%</b>
<b>7005 MANAGEMENT &amp; GENERAL</b>			
7000 Annual Vote	0.00	1,600.00	0.00%
7001 Workers & Administration	0.00	1,550.00	0.00%
7002 Special Report	0.00	1,300.00	0.00%
<b>Total 7000 Annual Vote</b>	<b>\$ 0.00</b>	<b>\$ 4,450.00</b>	<b>0.00%</b>
<b>7029 Fundraising</b>			
7030 Annual Appeal	0.00	1,300.00	0.00%
7060 Little Green Light	0.00	550.00	0.00%
Tennis Tournament	0.00	1,700.00	0.00%
<b>Total 7029 Fundraising</b>	<b>\$ 0.00</b>	<b>\$ 3,550.00</b>	<b>0.00%</b>
<b>7089 Insurance</b>			
7090 Liability Insurance	7,607.08	16,050.00	47.40%
7100 Workers Compensation	3,170.00	4,815.00	65.84%
7110 Disability Insurance/PFL	397.55	400.00	99.39%
<b>Total 7089 Insurance</b>	<b>\$ 11,174.63</b>	<b>\$ 21,265.00</b>	<b>52.55%</b>
<b>7120 Miscellaneous</b>			
7010 Bank Service Charges	75.00	400.00	18.75%
7130 Capital Items	0.00	7,000.00	0.00%
7135 Capital Items - Computer Equip	0.00	3,500.00	0.00%
7140 Corporate Gift	219.25	500.00	43.85%
7150 Newsletters	1,200.00	4,800.00	25.00%
7155 Professional Development	625.66	1,000.00	62.57%
7190 Travel & Conference	1,387.65	7,000.00	19.82%
7195 Ferriage	1,351.20	6,600.00	20.47%
7290 Advertising	192.00	2,000.00	9.60%
Community Relations	39.97	300.00	13.32%
<b>Total 7120 Miscellaneous</b>	<b>\$ 5,090.73</b>	<b>\$ 33,100.00</b>	<b>15.38%</b>
<b>7169 Professional Fees</b>			

7160 Accounting	0.00	11,500.00	0.00%
7165 Gallery Curator	300.00	1,200.00	25.00%
7170 Bookkeeping Fees	1,650.00	6,500.00	25.38%
7180 Legal Fees	0.00	1,500.00	0.00%
<b>Total 7169 Professional Fees</b>	<b>\$ 1,950.00</b>	<b>\$ 20,700.00</b>	<b>9.42%</b>
<b>Utilities</b>			
7200 Electric	1,844.55	10,060.00	18.34%
7210 Fuel Oil	2,015.77	4,500.00	44.79%
7220 Telephone/Telecommunications	1,339.96	8,500.00	15.76%
<b>Total Utilities</b>	<b>\$ 5,200.28</b>	<b>\$ 23,060.00</b>	<b>22.55%</b>
<b>Total 7005 MANAGEMENT &amp; GENERAL</b>	<b>\$ 23,415.64</b>	<b>\$ 106,125.00</b>	<b>22.06%</b>
<b>7300 DUES, LICENSES &amp; SCLS EXPENSES</b>			
7320 Dues and Subscriptions	179.00	1,000.00	17.90%
7325 Museum Memberships	600.00	700.00	85.71%
7330 Professional Dues	1,602.00	1,900.00	84.32%
7340 Licenses and Permits	87.49	400.00	21.87%
7350 Member Library Support SCLS	0.00	11,845.00	0.00%
7360 PALS Portal Dues/Citrix	1,942.38	7,416.00	26.19%
<b>Total 7300 DUES, LICENSES &amp; SCLS EXPENSES</b>	<b>\$ 4,410.87</b>	<b>\$ 23,261.00</b>	<b>18.96%</b>
<b>7369 TECHNOLOGY EXPENSES</b>			
7370 Computer maintenance and supplies	1,146.65	4,000.00	28.67%
Childrens/YA Maint. & Supply	139.99	300.00	46.66%
<b>Total 7370 Computer maintenance and supplies</b>	<b>\$ 1,286.64</b>	<b>\$ 4,300.00</b>	<b>29.92%</b>
7380 Office Equipment Maintenance	408.50	1,900.00	21.50%
7390 Website Maintenance	252.00	2,800.00	9.00%
<b>Total 7369 TECHNOLOGY EXPENSES</b>	<b>\$ 1,947.14</b>	<b>\$ 9,000.00</b>	<b>21.63%</b>
<b>7459 MATERIALS EXPENSE</b>			
<b>7401 Physical Materials</b>			
7400 Audio Books	0.00	1,000.00	0.00%
7410 Books	0.00	500.00	0.00%
7420 Adult Books	1,654.29	14,000.00	11.82%
7430 Children's Books	910.19	5,000.00	18.20%
<b>Total 7410 Books</b>	<b>\$ 2,564.48</b>	<b>\$ 19,500.00</b>	<b>13.15%</b>
7415 Developmental Materials - Child	0.00	300.00	0.00%
7465 Non-traditional Materials	0.00	400.00	0.00%
7485 Periodicals - Newspapers	595.24	3,300.00	18.04%
7486 Periodicals - Other	2,442.13	2,500.00	97.69%
7490 Adult DVDS	234.74	2,500.00	9.39%
7500 Children's Videotapes & DVDs	0.00	300.00	0.00%
7501 Kanopy	752.00	2,400.00	31.33%
<b>Total 7401 Physical Materials</b>	<b>\$ 6,588.59</b>	<b>\$ 32,200.00</b>	<b>20.46%</b>
<b>Electronic Data Bases</b>	<b>0.00</b>	<b>250.00</b>	<b>0.00%</b>
7445 Ancestry Library Edition	0.00	800.00	0.00%

7450 Live-brary Downloads	46,834.00	48,660.00	96.25%
7460 Suffolk E-Resource	5,225.00	5,665.00	92.23%
<b>Total Electronic Data Bases</b>	<b>\$ 52,059.00</b>	<b>\$ 55,375.00</b>	<b>94.01%</b>
<b>Total 7459 MATERIALS EXPENSE</b>	<b>\$ 58,647.59</b>	<b>\$ 87,575.00</b>	<b>66.97%</b>
<b>7502 OFFICE &amp; POSTAGE EXPENSES</b>			
7510 Office Expense	1,994.91	10,000.00	19.95%
7530 General Postage & Delivery	735.63	2,000.00	36.78%
7550 Overdue Fees	0.00	0.00	
Passport Expense	294.47	1,500.00	19.63%
<b>Total 7502 OFFICE &amp; POSTAGE EXPENSES</b>	<b>\$ 3,025.01</b>	<b>\$ 13,500.00</b>	<b>22.41%</b>
<b>7560 PROGRAMMING EXPENSES</b>			
7570 Adult Programming	5,053.58	13,000.00	38.87%
7580 Book Club	188.16	0.00	
7625 Yoga, Tai Chi & Misc. Classes	510.00	0.00	
<b>Total 7570 Adult Programming</b>	<b>\$ 5,751.74</b>	<b>\$ 13,000.00</b>	<b>44.24%</b>
7630 Children's Program	2,871.51	10,000.00	28.72%
7670 YA Program	1,461.17	0.00	
7680 Battle of the Books	0.00	0.00	
<b>Total 7670 YA Program</b>	<b>\$ 1,461.17</b>	<b>\$ 0.00</b>	
7700 Other Programs.		2,600.00	0.00%
<b>Total 7560 PROGRAMMING EXPENSES</b>	<b>\$ 10,084.42</b>	<b>\$ 25,600.00</b>	<b>39.39%</b>
9000 Transfer to Capital Fund	50,000.00	0.00	
<b>BUILDING, MAINTENANCE &amp; DEPR</b>	<b>0.00</b>	<b>0.00</b>	
7690 Building Repairs and Maint	8,924.93	30,535.00	29.23%
7691 Grounds - Maintenance	1,745.77	9,000.00	19.40%
Renovation & Expansion	56.72	0.00	
<b>Total BUILDING, MAINTENANCE &amp; DEPR</b>	<b>\$ 10,727.42</b>	<b>\$ 39,535.00</b>	<b>27.13%</b>
<b>Total Expenses</b>	<b>\$ 332,378.54</b>	<b>\$ 956,161.00</b>	<b>34.76%</b>
<b>Excess(Deficit)</b>	<b>\$ 195,422.28</b>	<b>\$ 0.00</b>	

Friday, Apr 05, 2024 11:04:01 AM GMT-7 - Accrual Basis

Shelter Island Public Library  
Director's Report  
April 15, 2024

Despite the rain, we kept busy in March with programs, new books and plans for our imminent move.

**March Programs**

***Basics of Philosophy*** – On Fridays, March 1, 8, 15, 22 and 29, Wendy Turgeon and her group engaged in Socratic dialogue on questions addressing the fundamental human experience.

***Silent Book Club*** – On Sunday, March 3, a group met at the Rams Head Inn to read silently for an hour and then chat for a while about their books.

***Mah Jongg*** – On Mondays, March 4, 11, 18 and 25, the Mah Jongg group met in the Community Room.

***Tai Chi with Denise Gillies*** – On Wednesdays, March 6 and 20, Denise Gillies taught our patrons via Zoom.

***LSC – Nina Totenberg*** – On Wednesday, March 6, the Library Speakers Consortium presented an author talk with Nina Totenberg.

***Intermediate French Conversation*** – On Thursdays, March 7, 14, 21, and 28, a group met to practice their French language skills.

***About the Oscars - FND*** - On Friday, March 8, Molly Haskell discussed this year's Oscar contenders.

***Knitting and Crochet with Ashley*** – On Monday, March 11, fiber artist Ashley Edmund worked with local needleworkers.

***How to be a Birder....Anywhere!*** – On Monday, March 11, Dianne Taggart presented on program on how to enjoy the birds in your own backyard.

***Shelter Island Library Book Club*** – On Tuesday, March 12, the Shelter Island Book Club discussed *Vanderbilt: The Rise and Fall of an American Dynasty* by Anderson Cooper and Katherine Howe.

**Garden Gnome Craft** - On Wednesday, March 14, some crafty patrons painted some adorable garden gnomes.

**Cookbook Club – Queens of Cuisine** - On Wednesday, March 13, the cookbook club members cooked some specialties from favorite female chefs.

**LSC – Christopher Paolini** – On Thursday, March 14, the Library Speakers Consortium presented an author talk with Christopher Paolini.

**Broadway on a Budget – FND** - On Friday, March 15, Brian Stoll discussed all things Broadway.

**The Roosevelt Women** - On Wednesday, March 20, historian JoAnn Tufo discussed these remarkable women.

**Weight Loss: Are Medications the Solution?** – On Thursday, March 21, Dr. Amy Rosenbluth discussed the risks and benefits of medications that can help with weight loss.

**The Sun Will Darken** – On Thursday, March 21, Meteorologist Joe Rao shared information about the science of eclipses.

**LSC – Madeline Miller** - On Thursday, March 21, the Library Speakers Consortium presented an author talk with Madeline Miller.

**Tinseltown Gangsters - FND** - On Friday, March 22, author Jeffrey Sussman discussed his latest book.

**Mystery Book Club** -On Monday, March 25, the Mystery Book Club discussed *Those Who Wished Me Dead* by Michael Korya.

**Zion National Park** - On Monday, March 25, patrons enjoyed a chat with a ranger who told us about Zion National Park.

**Dickens Book Club** – On Saturday, March 30 the Dickens book club met to discuss the *Nicholas Nickleby*.

**Shakespeare in Community** – On Saturday, March 30, the group discussed *Twelfth Night*.

***Art/Rich Poetry Roundtable*** – This group continued to meet on Zoom and in person on Tuesday afternoons in January.

**Director's Activities**

3/2 - Attend meeting regarding the Garden Party

3/2 – Manage the Shakespeare in Community program

3/3 – Run inaugural Silent Book Club

3/4 - Attend Construction Grant Webinar

3/6 – Staff Development Day

3/6 – Attend SCLS Board meeting

3/8 – Meeting with representative from National Library Relocations

3/11 – Construction Project progress meeting

3/14 – Attend the Suffolk County Library Directors meeting in Smithtown

3/19 – Call with Chris Sepp about bathroom fixtures and finishes

3/19 – Meet with Bliss Morehead Poetry Grant judges

3/21 – Present censorship program to the Four County Library System

3/22 – Attend East End Directors meeting in Riverhead

3/22 – Call with Bill Jackson about Tax Questionnaire

3/25 – Chair PLDA meeting at SCLS

3/25 – DASNY kickoff call

3/26 – Meet with Lisa Stamm about landscape design

3/26 – Construction Project progress meeting

3/28 – Attend PLDA, CLASC and SCLA mingle networking event

3/30 – Run Dickens book club

## **Facilities**

After all of the rain, the upstairs bathroom is once again working only sporadically.

One of the people counters has stopped working. Due to the upcoming construction project, we will wait to replace it.

## **Personnel**

We were very sad to say goodbye to Jessica as she left to work for the Town. Luckily, she has agreed to help out when she can.

Happily, Liz Larsen has agreed to take on the role of full-time programmer in May. She is currently working part-time to come up to speed on the programmer role.

Our Staff Development Day went well. We had a great presentation on patron privacy and the laws around that subject. We spent some time remembering Jocelyn. We went over some reminders about policies and procedures. We had a lunch from Stars and spent some time working on a craft together.

## **Technology**

After numerous programs in the last few years, the OWL has begun to only transmit fuzzy pictures. We have ordered a new OWL and will ask the Friends to fund it.

## **Renovation and Expansion**

We are moving forward with the plans to move into the trailer in June. A weeding project is clearing books that we do not want to move.

The Historical Society will be taking the display case. As the case will not be used in the new space, I am glad it will be going to a place that will preserve it and find it useful.

Sales for the June 22<sup>nd</sup> fundraiser are going well.

We are beginning to get document and information requests from DASNY, bond counsel, the underwriter and Noah Nadelson. There will be monthly meetings with all the people involved with DASNY going forward.

The architects, Park East representative and the building sub-committee continue to meet every two weeks to discuss the progress of the project.

### **Miscellaneous**

I sent a beautiful orchid to Phyllis Gates on behalf of the staff and the trustees to thank her for her time as a trustee and her contributions to the library.

The tent is with Mills Canvas for repair. We hope to be able to have it up by the end of May.

### **Upcoming Events and Meetings**

April 1, 8, 15, 22 and 29 – Mah Jongg

April 2 through 5 – Attend PLA Conference in Columbus, Ohio

April 2 -Paula Johnson – The Foods, People and Innovations that Feed Us

April 2, 9, 16, 23, and 20 – Art/Rich Poetry Roundtable

April 3 and 17 – Tai Chi

April 4, 11, 18 and 25 – Intermediate French Conversations

April 5, 12, 19 and 26 – Basics of Philosophy

April 5 – FND – Soundtrack: Liner Notes From a Pandemic Mixtape with author Alison Cupp Relyea

April 8 – Knitting with Ashley

April 8 – Construction project progress meeting

April 9 – LSC – Collum McCann and Diane Foley



April 9 – Shelter Island Book Club, *Better Living Through Birding* by Christian Cooper

April 10 – Quicken/Quickbooks Tutorial

April 11- Silent Book Club

April 15 – Estate Planning Basics

April 16 – Louis Armstrong: It's a Wonderful World

April 17 – Cookbook Club – Retro Revival

April 17 – Sea Salt Scrub with Holly

April 17 – LSC – Xochitl Gonzalez

April 18 – The Loneliness Epidemic & Mental Health

April 22 – Construction project progress meeting

April 23 – DASNY call

April 24 – What is Compost and Compost Tea

April 25 – Nick Tanzi's "AI for Directors" program

April 26 – 3<sup>rd</sup> Annual Bliss Morehead Poetry Grant

April 27 – Shakespeare in Community - *Rosencrantz and Guildenstern are Dead*

April 27 – Inside the CIA with Lester Paldy

April 29 – Mystery Book Club – *In a Dark, Dark Wood* by Ruth Ware

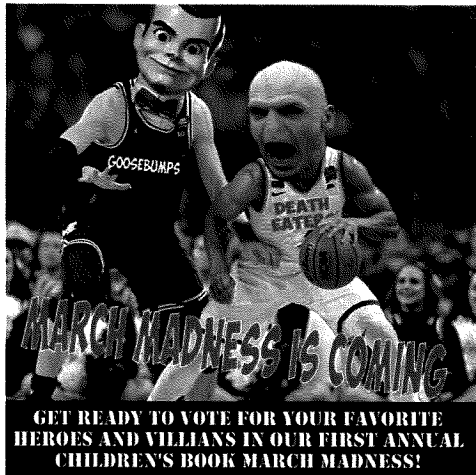
April 29 – Speak at the Connecticut Library Association conference about sustainability.

April 30 - Directors Roundtable

Respectfully submitted, Terry Lucas, Library Director

Shelter Island Public Library  
Youth Services Board Report  
April 15th, 2024

So, the library has a big move coming up. There is a lot to do to plan for that move. Surely our programming has decreased. Surely we're doing less to give ourselves more time to get everything done. Naturally, these are very common thoughts and very realistic expectations. However, you would be dead wrong. Out of the 26 days in March that the library was open there were only two days on which there were no Youth Services programs. This is a long winded way of saying we're busy and it's awesome! We're moving forward with as many programs as we realistically can with the understanding that our trailer-based programming may look a little



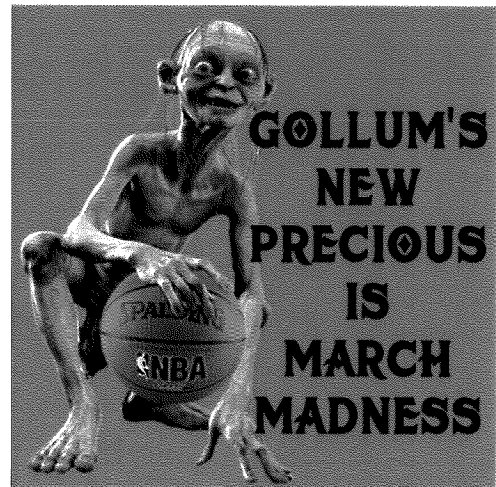
different compared to the norm. With all of that extraneous information out of the way let's jump right into the meat and potatoes of programming (I haven't had lunch yet so there may be some snack-related puns and eggcellent yolks—ba dum tss).



March means March Madness! While basketball adventures were happening, we were setting up literary characters in a who-will-win bracket. On the wall we set up the bracket and our kids voted once a week on the match ups. Grandpa Joe from Charlie and the Chocolate Factory was our winner (beating out Voldemort, Mrs. Trunchbull, and

other literary favorites). Mary Theinert is the genius behind this and she knocked it out of the park with the posters leading up to March Madness. This was a program that she ran with Anthony back in the day. Last year was our first year doing March Madness but we've really settled into having this be an annual program. Usually around February the kids start asking if we're "going to do that voting thing again." We can't wait for next year on who our characters are going to be and who will win the 2025 March Madness.

As we are getting perilously close to June (and thus, our move) Mary Theinert and I have been reaching out to various locations and groups on Shelter Island to



come up with fun, alternative program ideas and locations to vary our trailer adventures. We chatted with Bethany at the Legion, Becca at Mashomack, and the folks at Salt and at Sylvester Manor to set up different activities and things to do. We will be bouncing around a bit mostly throughout July and into August so the library will be getting plenty of outreach opportunities and attention. Moving into trailers has provided us with an exciting opportunity to change up how we're doing programs now and try some new things.

During March we brought back some old favorites such as Earring Making and Slime and tried some new programs such as PomPom Painting and Dungeons & Dragons. Our PomPom Painting was fun and gave the kids a unique way to experiment with painting. Naturally part of the program devolved into fingerpainting as all of the best painting programs do. But we had a mixed age-group of kids that wandered in to just chill and paint.



Earring making is always a great time. The kids end up with more pairs of earrings than I can count. This time we had stud options as well as the dangling versions. This program always attracts kids from all ages. We had teens, tweens, children, adults, and even kids as young as 6 attend this program! Once they were shown how to do it everyone was successfully attaching, arranging, and creating wild and wonderful earrings for themselves, their friends, their parents, anyone who needed earrings.

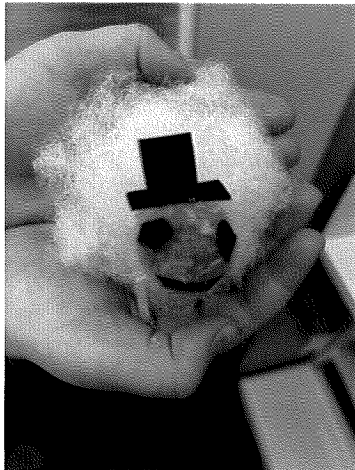


Slime is one of our most popular programs. Our recipe is guaranteed to make perfect slime every time (provided everyone follows the ingredients). A not-so-secret about me that I may have mentioned before: I hate slime. What the whaaaat?! Yeah, it's true. I think it's clammy and cold and awful to the touch. However, I love *making* slime because the kids love making slime. So if that means I have to get my hands deep into the clammy, cold, goopy, gross mess that is slime then so be it. This time we added acrylic paint to get a few different colors going. This was met with mixed results. If you touch the slime with your hands too quickly you're bound to get paint all over yourself but if you mix it in evenly the paint will adhere to the slime and not to your skin. A few kids walked out with stained hands (but with happy faces) so it was all good.

We had some of our Early Childhood friends that attended this program as well and they had a blast making something that was for the "bigger kids." I love being able to create these multi-aged programs and it's awesome when it works out. Sometimes the crafts are too simple or too challenging for it to work out for everyone but I have found that our older children and tweens really go the extra mile in making sure our littles have an awesome time at these particular programs. June, one of our Toddler Time frequent flyers, wanted to make slime but then decided she would rather play in the kitchen instead. So I let her know that I was more than

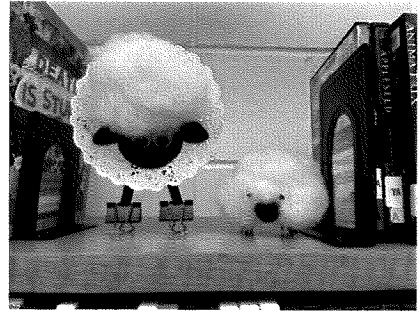
happy to make slime for her and quickly whipped it up for her. Her mom sent me an email about 2 hours later that said, "June loved the slime! She's been playing with it since she got home." I'd call that a win!

Delightfully ridiculous sheep were crafted (in two different forms, one clearly more terrifying than the other) in an



explosion of fluff, googly eyes, doilies, and mini clothespins.

Some of our programs have one way of going and then they see my pre-crafted potential projects and go, "I wanna make THAT!" And that is how we get the super adorable doily sheep and the shocking and less-cute Baa-bby that now roam the shelves of the library. Between this program and our Bad Art night we have been rapidly using up random craft bits and pieces from the depths of the closet which is perfect!



Speaking of Bad Art Night we had a fun group of kids who were inspired to make the worst art possible. They decorated a specific Bad Art trophy and then voted on whose art piece was the worst. Our winner got to take home the trophy and everyone could keep their horrid artwork if they wanted. It's the best way for us to clean out our closet of supplies where we may not have enough of it to do another version of that program or craft supplies that may have been damaged and won't work for other programs.



We officially started our own Teen Dungeons & Dragons game. As of right now we have around 7 players (which is a pretty big group for a D&D game) but we have a few other kids that are interested in playing so we might have somewhere between 9-10 players at any given session. I designed this one to be for grades 6th and up but some of our younger kids are interested so I might end up setting up a D&D group designed for younger kids as well. It's a lot of fun. Our kids have made their own characters and are working together to progress through the adventure and defeat mystical monsters, solve puzzles, and have a fun time. I would regale you on their adventures but we sadly don't have time and must move on with the report!

Tween Graphic Novel Book Club is back from its small hiatus! *Lightfall Book 3* has been released and the kids are so excited to read it. We have read book 1 and 2 for our club. In fact book 1 was the very first book we chose for our Graphic Novel Book Club! Needless to say, the

kids are super excited to read book 3 since they've been waiting for it for over a year. We will be finishing the book before our April meeting and we will be discussing it then.

Mary has been rocking Escape Rooms and Crafternoons. They're the perfect programs for our after school group which mostly consists of 4th graders who are *very* energetic. It's a delicate balancing act with the number of kids we attract to find programs that keep them engaged, intrigued and interested. Especially since so many of our kids that come in are interested in vastly different things. We're happily trying all of the new things we possibly can to see what works best for them and is still really fun for all of us (and them, of course).



We watched *The Hunger Games* for our teen movie and *Detective Pikachu* for our Early Childhood/Children's. I am trying to figure out the potential to keep movie days going but our Swank licensing may only permit us to show the films in the building so I have to do a bit more sleuthing.

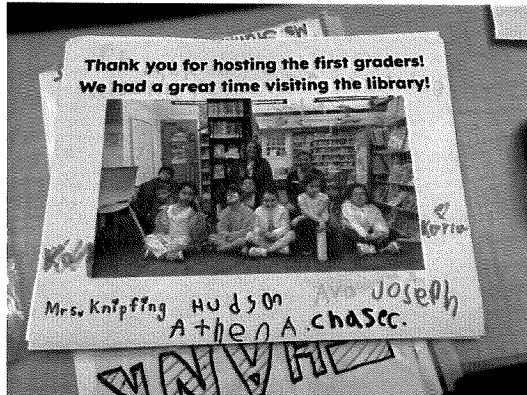
We did a Face Painting program where the kids painted each other's faces (or hands) which was an

absolute blast. Parents and littles settled down for some face painting (there was an incredible Spider-Man and a fearsome cheetah created) while our older children painted each other. Some of our littles were determined to paint other people's faces so there ended up being a good deal of work all around. I used rubbing alcohol to sanitize everything in between patrons so everything was super clean and everyone left smiling and happy. I personally came down with a bad case of the stripes.



Our little ones have been having a great time during Toddler Time. Having the BenAnna Band come has been a regular enjoyment for our local preschool and for our Toddler Time regulars. Mary has officially broken out the ball pit for our little ones which definitely means that spring is in the air and summer is coming! And during our Saturday Story Times I have noticed an uptick in our weekend kids as more families are able to come out to Shelter Island and enjoy the nice weather. Knox and his little sister Margot are my number 1 (and 2) fans of Story Time. They're absolutely delightful to read to! Margot loves to give small comments on the book we're reading while Knox loves to provide predictions on what's going to happen next. If they had it their way I would likely have to read every single book in the entire library for them! As it is, we usually manage somewhere between five to seven books. This number of books gives us a solid half hour most of the time although sometimes we run over by a few minutes (hopefully that secret is safe with you all!). I love when I have a group for Story Time. During the winter months we end up being a little quieter as families are busy or holed up avoiding the cold weather. Personally, I can't wait to get back to doing our Farmstand Story Times at Sylvester

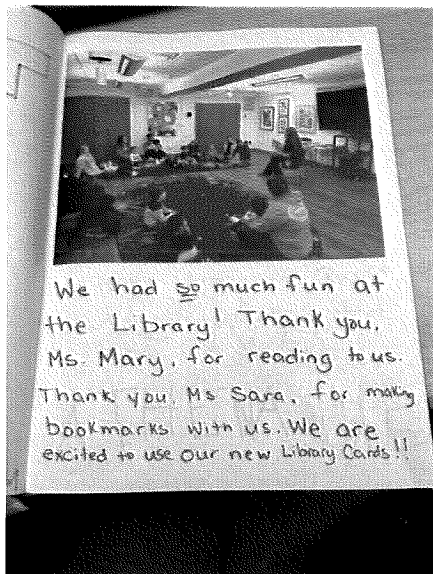
Manor. That always brings in a crowd to make for a really fun Story Time. Currently Mary Theinert and I have been discussing different picture books we would specifically like to move into the trailer that we definitely can't live without. Naturally we'll be leaving room to get new books so our patrons don't miss out on any of the amazing new books that are being released while we're in trailer time.



One of our most fun programs that happened during March was our Blindfold Taste Test. We used different flavors of soda in tiny cups and had the kids guess on flavor and brand. We had quite a few different flavors of soda and some were especially tricky (such as trying to figure out what brand of root beer they were drinking). We didn't have anyone who guessed all of them correctly and it was definitely a more challenging program than they thought it would be but they loved it just the same. Personally, I think that's the most

important part. We're looking into doing more of these programs in the future. I am thinking that a chip tasting challenge with different flavors of Lays would be a lot of fun.

During March we had our Staff Development Day which was extremely educational! And if you haven't heard about the glitter conspiracy, you are missing out! It was really awesome and was a good reminder on how important patron privacy is.



PARP (Pick a Reading Partner) is a program that the school does every year where they encourage and foster a love of reading. This year we partnered with the school and had each class in the elementary school come over to the library for a visit! For the younger grades (PK-3rd) we had a story time and decorated bookmarks. For 4th and 5th grades we designed a scavenger hunt for them to teach them where books are located in the library and how to find them. We specifically made sure that the kids coming over either already had library cards or received new ones so that they could check out books if they wanted to. We wanted to make sure that every kid that walked through the library could bring home a book if they wanted. We also introduced them to the book sale room which helped clear out a good number of books too. It was extremely successful and all of the kids had

such a great time! It was also really awesome to realize that almost every single elementary

school kid comes to the library! Genuinely there might have been five kids that I didn't recognize off the bat. I also have noticed that our PARP pals have now been coming to the library more and more after school or anytime with their parents which is always something we love to see. It was definitely a long day but it was so much fun and it was awesome to see our kids and connect with the teachers. The sweetest thing was the adorable thank you's we received after their visit.

March was great, busy and we are cranking through the months and prepping for the big move in June. We'll have some awesome programs happening in May so please feel free to stop by to see any of our crazy cool programs! Be well, and good luck with this allergy season.

Respectfully submitted,  
Sara Garcia

## March Statistic Summary

Visits to the library increased 27% in March. Circulation of items increased slightly and use of Libby, Kanopy & Hoopla continue to increase. New cardholders increased due to a day-long visit from pre-school and elementary classes and each student was issued a library card! Online interest in our programs has grown as shown by the increase in e-blast clicks. Zoom attendance continues to be strong. Surprisingly there were no passport applications processed and only 4 photos taken.

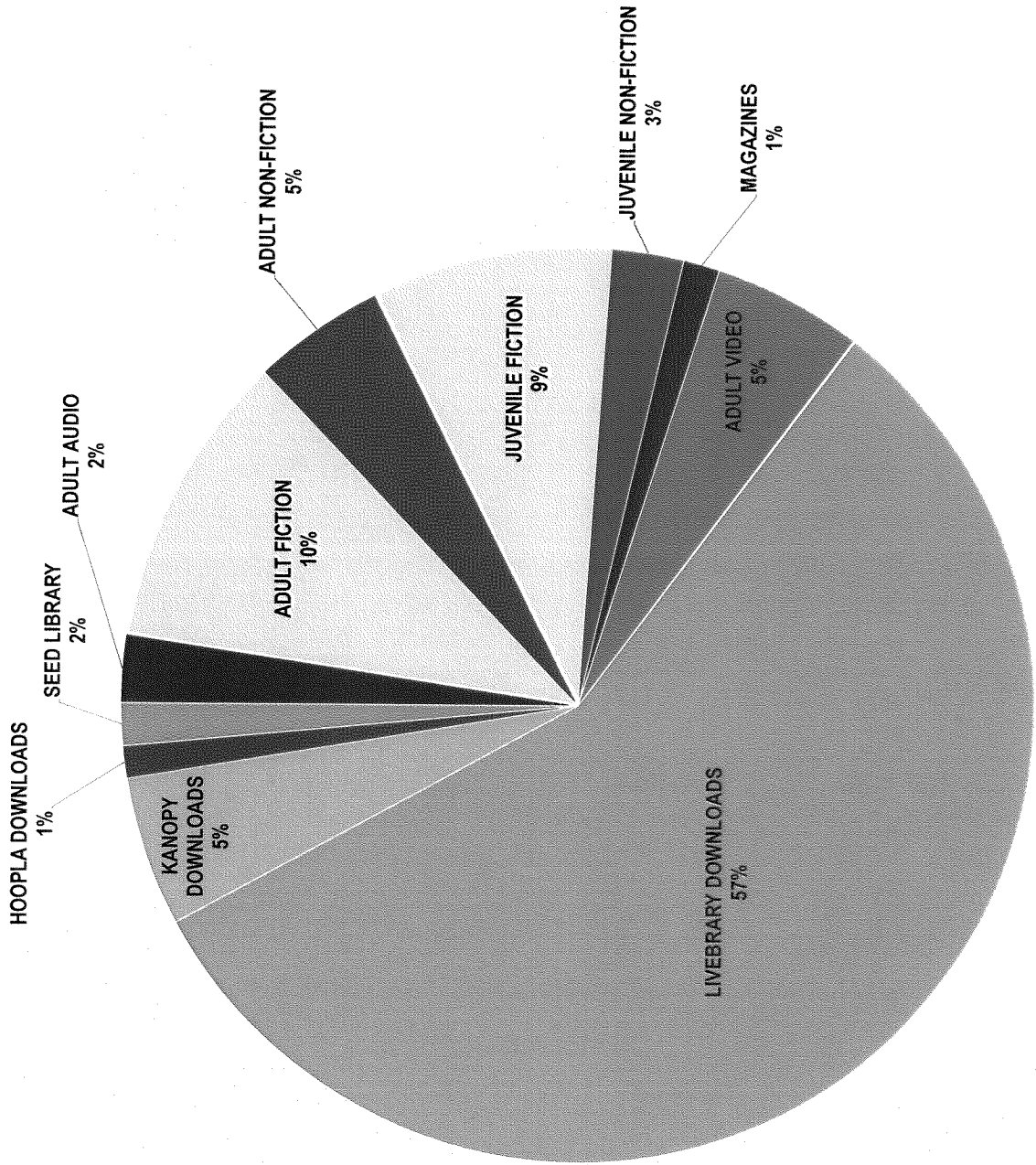


**March 2023  
Statistics Report**

	2023	2024	% Change
<b>In house circulation by SI Patrons</b>			
Checkouts	1395	1371	-2%
Renewals	96	145	51%
Holds	234	282	21%
<b>Circulation at SI by other libraries patrons</b>			
Checkouts	10	6	-40%
<b>Kanopy Movie Downloads</b>	88	206	134%
<b>Live-brary Downloads</b>	2065	2205	7%
<b>Hoopla</b>	n/a	44	n/a
<b>Seed Library</b>	44	59	34%
<b>Interlibrary Loans</b>			
Items SI patrons borrowed from other libraries	408	418	2%
SI items sent to other libraries	218	171	-22%
Patron placed online renewals	33	21	-36%
Patron placed online holds	196	221	13%
<b>Total Circulation</b>	4787	5149	7%
<b>Visits</b>	6189	7862	27%
<b>New Items</b>	199	107	-46%
<b>New Cardholders</b>	19	75	295%
<b>Reference Transactions</b>	240	316	32%
<b>Website views</b>	16,309	16,265	0%
<b>Wireless GB use</b>	802	924	15%
<b>Program Sessions</b>			
Adult	43	44	2%
Children	31	25	-19%
YA	16	15	-6%
<b>Total Program Sessions</b>	90	84	-7%
<b>Program Attendance</b>			
Adult	513	659	28%
Children's	366	425	16%
YA	87	161	31%
<b>Total Program Attendance</b>	966	1245	29%
<b>Facebook:</b>			
Pageviews	50	494	888%
Followers	1084	1173	8%
Post Reaches	1454	1209	-17%
Page likes	966	1117	16%
<b>Instagram:</b>			
Followers	1446	1569	9%
Reaches	2222	1366	-39%
Impressions	8670	6102	-30%



**SHELTER ISLAND PUBLIC LIBRARY  
ALL CIRCULATION ACTIVITY**



## FACILITY USE POLICY

### I. Purpose

The primary purpose of the Library's Community Room and other facilities (the "Facilities") is to serve Library sponsored services, programs and activities that have priority over all other programs. The Board welcomes the use of the Facilities by local community groups, organizations or individuals whose aims are Library-connected, educational, cultural and/or civic. The Library's Facilities are not to be used as places of religious worship, to proselytize, or for political agendas. All meetings and programs must be open to the public.

### II. Availability

Availability will be determined by the Library Director or Assistant Director. Applications will be reviewed on a first come, first served basis, with preference given to Shelter Island based organizations. The Facilities are available during the Library's operating hours at no charge. Use outside the regular operating hours may be requested, and if granted, the applicant will incur a staffing charge of \$100 for each hour or part thereof. Applications to use the Facilities are available at the Library upon request.

### III. Terms of Use

Attendance shall be limited to the legal capacity of the room. All state and local regulations affecting the use of public buildings must be observed at all times. Setup, cleanup and any refreshments provided are the sole responsibility of the applicant. Smoking and alcoholic beverages are not allowed on the premises. All groups using the Facilities assume responsibility for leaving the area in a neat and orderly condition, as well as for any damage to the Facilities or equipment. Responsibility for order and safety must be assured by the applicant.

Use of the Library's meeting room is subject to all federal, state and local laws and regulations as well as policies approved by the Library Board of Trustees. Use of the Facilities does not imply endorsement of the beliefs or the program of an organization by the Library or anyone connected with the Library.

The applicant agrees to hold the Library, its representatives, agents and employees harmless and to indemnify the Library for any and all claims, lawsuits, fees or costs that may arise from the applicant's use of the Library facilities.

The applicant agrees that the Library may release the applicant's name and telephone number to any person requesting information concerning the applicant's program or the sponsoring organization's activities.

**ADOPTED: April 2024**