



Board of Trustees Meeting

Minutes & Agenda

November 8, 2021

DRAFT

**MINUTES OF THE SAYVILLE LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, October 12, 2021**

PRESENT:

Marianne Bastian
Joseph Loughren
Linda Halliday
Louisa Kieffer
Jennifer Fowler, Director
Jody D'Ambrosio, Business Manager
Al Coster, Baldessari & Coster

ABSENT WITH EXCUSE:

Debra Mitchell
Robert Goykin, Assistant Director

MEMBERS OF PUBLIC PRESENT:

Morgan Tamburro

Library Board President Marianne Bastian called the meeting to order at 7:07 PM.

After review, a motion was made to approve the Minutes of the September 13, 2021 Regular Board Meeting. (Kieffer, Halliday) Motion carried 4 – 0.

After review, a motion was made to approve the Minutes of the September 28, 2021 Special Board Meeting. (Loughren, Kieffer) Motion carried 4 – 0.

After review, a motion was made to accept the Agenda. (Halliday, Loughren) Motion carried 4 – 0.

After review, a motion was made to approve the October 1-12, 2021 Authorization list. (Kieffer, Halliday) Motion carried 4 – 0.

After review, a motion was made to approve the September 14-30, 2021 Prepaid Authorization list. (Loughren, Halliday) Motion carried 4 – 0.

After review, a motion was made to approve the October 1-12, 2021 Capital Fund Authorization list. (Kieffer, Loughren) Motion carried 4 – 0.

After review, a motion was made to approve the September 2021 Payroll Warrant as presented by L. Kieffer. (Halliday, Loughren) Motion carried 4 – 0.

The Treasurer's Monthly Financial Reports (Schedule of Appropriations) for the period ending September 30, 2021 were reviewed.

After review, a motion was made to accept the Director's Report dated October 12, 2021. (Halliday, Kieffer) Motion carried 4 – 0.

The statistics and circulation figures for September 2021 were reviewed.

A report from the Head of Youth Services was reviewed.

After review, a motion was made to accept the Personnel Report for October 2021. (Halliday, Kieffer) Motion carried 4 – 0.

The Assistant Director's Report was reviewed.

An update of the LED Lighting Project was presented.

After a review led by Al Coster from Baldessari & Coster, LLP, a motion was made to approve the Financial Statement for the Fiscal Year ending June 30, 2021. (Kieffer, Halliday) Motion carried 4 – 0.

The SCLS Draft of fiscal year 2022 Budget was reviewed.

The 2022 LiveBrary download cost projections were reviewed.

The calendar of events for October 2021 and November 2021 were reviewed.

The next regular meeting of the Library Board will be held on Monday, November 8, 2021 at 7:00 PM.

A motion was made to adjournment the meeting at 8:44 pm. (Halliday) Motion carried 4 – 0.

Respectfully Submitted
Jennifer Fowler, Director

As taken by
Jody D'Ambrosio

Louisa Kieffer
Deputy Board Secretary

Meeting of the Sayville Library Board of Trustees
Monday, November 8, 2021, 7:00 PM
Agenda

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- I. Convening
 - A. Call to Order
 - B. Pledge of Allegiance
- II. Reading and Acceptance of the Minutes & Agenda
 - A. The minutes of the October 12, 2021 Regular Board Meeting*
 - B. Corrections or amendments to the Agenda*
- III. Financial Matters
 - A. Examination and approval of the November 1-8, 2021 authorization*
 - B. Examination and approval of the October 13-31, 2021 **Prepaid** authorization list*
 - C. Examination and approval of the October 2021 Payroll Warrant*
 - D. Review of the District Treasurer's Monthly Reports (Schedule of Appropriations) for the period ending October 31, 2021
- IV. Opportunity for Public Expression
- V. Committee Reports
 - A. Budget & Finance Loughren & Mitchell
 - B. Services & Programs Halliday & Mitchell
 - C. Personnel Kieffer & Halliday
 - D. By-Laws & Policies Loughren & Kieffer
- VI. Administration Reports
 - A. Director's Monthly Report*
 - B. Statistics and circulation figures for October 2021
 - C. Local History Librarian Report
 - D. Personnel Report for November 2021*
 - E. Assistant Director's Report
- VII. Unfinished Business
 - A. LED Lighting Project
- VIII. New Business
 - A. 2022 SCLS Proposed Budget*
 - B. 2022 LiveBrary Downloads Cost

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- C. Review and Approval of updated Cancer Screening Policy*
- D. Review and Approval of updated Circulation Loan Rules Policy*
- E. Review and Approval of updated Credit & Debit Card Use for Library Fees Policy*

IX. Correspondence

- A. James Bertsch
- B. Suffolk Libraries Marketing Award Committee Chairs

X. Exhibits, Miscellaneous Library Information

- A. Welcome Brochure
- B. Museum Passes & Venue Tickets Brochure
- C. Meeting Room Request – Great South Bay Power Squadron

XI. Executive Session (if necessary)

XII. Announcements

- A. The next regular meeting will take place at 7:00 PM on Monday, December 13, 2021.

XIII. Adjournment*

* indicates action may be needed



Board of Trustees Meeting

Financial Matters

November 8, 2021

Sayville Public Library General Fund
Cash Disbursements
November 1 - 8, 2021

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Original Amount</u>
11/08/2021	12607	10100 · GENERAL FUND OPERATING	A TIME FOR KIDS, INC.		(1,025.00)
09/13/2021	09/13/21 - BACK	5900D · LIBRARY PROGRAMS - JUV		(160.00)	160.00
09/23/2021	09/23/21 - NUMBER	5900D · LIBRARY PROGRAMS - JUV		(165.00)	165.00
09/27/2021	09/27/21 - ELEMENTAR	5900D · LIBRARY PROGRAMS - JUV		(125.00)	125.00
10/07/2021	10/07/21 - PUMPKIN	5900D · LIBRARY PROGRAMS - JUV		(165.00)	165.00
10/18/2021	10/18/21 -ELEMENTARY	5900D · LIBRARY PROGRAMS - JUV		(125.00)	125.00
10/20/2021	10/20/21 - FARMER	5900D · LIBRARY PROGRAMS - JUV		(160.00)	160.00
10/25/2021	10/25/21 - APPLES	5900D · LIBRARY PROGRAMS - JUV		(125.00)	125.00
TOTAL				(1,025.00)	1,025.00
11/08/2021	12608	10100 · GENERAL FUND OPERATING	ADP, INC.		(460.90)
10/29/2021	591443735	5437D · PAYROLL / ADP		(460.90)	460.90
TOTAL				(460.90)	460.90
11/08/2021	12609	10100 · GENERAL FUND OPERATING	BAKER & TAYLOR		(4,865.39)
09/29/2021	5017252851	5410B · BOOKS - ADULT		(454.03)	454.03
		5416B · VENDOR PROCESSING		(7.80)	7.80
09/29/2021	5017246445	5410B · BOOKS - ADULT		(274.10)	274.10
		5416B · VENDOR PROCESSING		(9.00)	9.00
09/30/2021	5017277613	5410B · BOOKS - ADULT		(349.24)	349.24
		5416B · VENDOR PROCESSING		(9.60)	9.60
10/04/2021	5017281930	5410E · BOOKS STANDING ORDERS		(187.00)	187.00
10/06/2021	5017265458	5410B · BOOKS - ADULT		(679.39)	679.39
		5416B · VENDOR PROCESSING		(18.60)	18.60
10/07/2021	5017268363	5410B · BOOKS - ADULT		(80.86)	80.86
		5416B · VENDOR PROCESSING		(3.00)	3.00

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10/12/2021	5017284139	5410B · BOOKS - ADULT	(58.79)	58.79
		5416B · VENDOR PROCESSING	(2.40)	2.40
10/13/2021	5017263668	5410C · BOOKS - JUVENILE	(136.72)	136.72
		5416B · VENDOR PROCESSING	(1.20)	1.20
10/14/2021	5017283527	5410B · BOOKS - ADULT	(182.29)	182.29
		5416B · VENDOR PROCESSING	(6.00)	6.00
10/15/2021	5017297018	5410B · BOOKS - ADULT	(32.20)	32.20
		5416B · VENDOR PROCESSING	(1.20)	1.20
10/16/2021	5017275431	5410D · BOOKS - YA	(305.63)	305.63
		5416B · VENDOR PROCESSING	(12.00)	12.00
10/18/2021	5017296041	5410B · BOOKS - ADULT	(307.57)	307.57
		5416B · VENDOR PROCESSING	(8.40)	8.40
10/20/2021	5017304417	5410B · BOOKS - ADULT	(425.56)	425.56
		5416B · VENDOR PROCESSING	(10.20)	10.20
10/21/2021	5017322922	5410E · BOOKS STANDING ORDERS	(33.40)	33.40
10/21/2021	5017290759	5410C · BOOKS - JUVENILE	(285.66)	285.66
		5416B · VENDOR PROCESSING	(8.40)	8.40
10/25/2021	5017312493	5410B · BOOKS - ADULT	(404.95)	404.95
		5416B · VENDOR PROCESSING	(9.60)	9.60
10/26/2021	5017305043	5410B · BOOKS - ADULT	(191.04)	191.04
		5416B · VENDOR PROCESSING	(3.00)	3.00
10/26/2021	5017305061	5410B · BOOKS - ADULT	(137.47)	137.47
		5416B · VENDOR PROCESSING	(4.80)	4.80
10/27/2021	5017247673	5410D · BOOKS - YA	(58.90)	58.90
		5416B · VENDOR PROCESSING	(0.60)	0.60
10/27/2021	5017310665	5410C · BOOKS - JUVENILE	(102.14)	102.14
		5416B · VENDOR PROCESSING	(3.60)	3.60
10/27/2021	5017240491	5410C · BOOKS - JUVENILE	(27.86)	27.86
		5416B · VENDOR PROCESSING	(0.60)	0.60
10/27/2021	5017316072	5410B · BOOKS - ADULT	(29.39)	29.39
		5416B · VENDOR PROCESSING	(1.20)	1.20
TOTAL			<u>(4,865.39)</u>	<u>4,865.39</u>

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11/08/2021	12610	10100 · GENERAL FUND OPERATING	BAKING COACH, INC.		(425.00)
09/17/2021	09/17/21 - PRETZEL	5900D · LIBRARY PROGRAMS - JUV		(425.00)	425.00
TOTAL				(425.00)	425.00
11/08/2021	12611	10100 · GENERAL FUND OPERATING	BECKERT, FRANCES		(10.25)
08/24/2021	LIRR REFUND	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(10.25)	10.25
TOTAL				(10.25)	10.25
11/08/2021	12612	10100 · GENERAL FUND OPERATING	BOA - MC		(2,009.72)
11/03/2021	SD 10/27/21	5410B · BOOKS - ADULT		(62.30)	62.30
		5411 · LIBRARY OF THINGS		(49.18)	49.18
		5412C · AV, VIDEO DVD - ADULT		(35.40)	35.40
		5412O · AV VIDEO/DVD - YA		(11.89)	11.89
		5412P · VIDEO GAMES		(709.65)	709.65
		5416 · TECHNICAL PROCESSING		(40.12)	40.12
		5430A · OFFICE SUPPLIES		(61.23)	61.23
		5430B · COMPUTER EQUIP & SUPPL		(81.66)	81.66
		5436 · CONTR W/ OTHERSCOMP SVCS		(279.92)	279.92
		5452A · MAINTENANCE & REPAIRS-BUILDING		(71.94)	71.94
		5900D · LIBRARY PROGRAMS - JUV		(296.46)	296.46
		5900E · LIBRARY PROGRAMS - TEEN		(309.97)	309.97
TOTAL				(2,009.72)	2,009.72
11/08/2021	12613	10100 · GENERAL FUND OPERATING	C.S.E.A. EMPLOYEE BENEFIT FUND		(2,490.89)
10/22/2021	NOV 2021	90608 · HOSPITAL & MEDICAL INSURANCE		(2,490.89)	2,490.89
TOTAL				(2,490.89)	2,490.89

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11/08/2021	12614	10100 · GENERAL FUND OPERATING	CARDINAL CONTROL SYSTEMS, INC.		(518.64)
10/13/2021	211628	5452A · MAINTENANCE & REPAIRS-BUILDING		(518.64)	518.64
TOTAL				(518.64)	518.64
11/08/2021	12615	10100 · GENERAL FUND OPERATING	CENTER POINT LARGE PRINT		(111.18)
10/03/2021	1883991	5410B · BOOKS - ADULT		(111.18)	111.18
TOTAL				(111.18)	111.18
11/08/2021	12616	10100 · GENERAL FUND OPERATING	CITI CARDS		(195.53)
11/02/2021	COSTCO 11/02/21	5438 · MEMBERSHIP DUES		(195.53)	195.53
TOTAL				(195.53)	195.53
11/08/2021	12617	10100 · GENERAL FUND OPERATING	CORTES, LILLIAN		(20.50)
09/27/2021	LIRR REFUND	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(20.50)	20.50
TOTAL				(20.50)	20.50
11/08/2021	12618	10100 · GENERAL FUND OPERATING	CSEA		(2,283.03)
11/03/2021	UNION DUES OCT 21	206025 · UNION DUES W/H		(2,283.03)	2,283.03
TOTAL				(2,283.03)	2,283.03
11/08/2021	12619	10100 · GENERAL FUND OPERATING	CURLEY, LISA		(165.00)
10/01/2021	10/01/21 - BUSY	5900D · LIBRARY PROGRAMS - JUV		(165.00)	165.00
TOTAL				(165.00)	165.00

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11/08/2021	12620	10100 · GENERAL FUND OPERATING	DE LAGE LANDEN		(223.41)
11/01/2021	74169633	5439F · OFFICE EQUIP, RENT, COPIER		(223.41)	223.41
TOTAL				(223.41)	223.41
11/08/2021	12621	10100 · GENERAL FUND OPERATING	DEMCO		(385.23)
10/28/2021	7032284	5416 · TECHNICAL PROCESSING		(385.23)	385.23
TOTAL				(385.23)	385.23
11/08/2021	12622	10100 · GENERAL FUND OPERATING	DUER, KRISTEN		(275.00)
10/14/2021	10/14/21 - HAUNTED	5900E · LIBRARY PROGRAMS - TEEN		(275.00)	275.00
TOTAL				(275.00)	275.00
11/08/2021	12623	10100 · GENERAL FUND OPERATING	FALLON, JOSEPHINE		(90.03)
11/02/2021	NOV 21 REIMBURSEMENT	90608 · HOSPITAL & MEDICAL INSURANCE		(90.03)	90.03
TOTAL				(90.03)	90.03
11/08/2021	12624	10100 · GENERAL FUND OPERATING	FLUID IMAGERY		(600.00)
10/23/2021	26915	5436B · SERVICE CALLS/CONTRACTS		(25.00)	25.00
11/01/2021	27210	5436 · CONTR W/ OTHERSCOMP SVCS		(575.00)	575.00
TOTAL				(600.00)	600.00
11/08/2021	12625	10100 · GENERAL FUND OPERATING	GALE/CENGAGE LEARNING		(1,441.76)
09/27/2021	75888038	5410B · BOOKS - ADULT		(85.57)	85.57
09/27/2021	75887756	5410B · BOOKS - ADULT		(22.50)	22.50
09/29/2021	75921434	5410B · BOOKS - ADULT		(99.96)	99.96

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10/06/2021	75972737	5410B · BOOKS - ADULT	(82.37)	82.37
10/07/2021	75979963	5410B · BOOKS - ADULT	(53.58)	53.58
10/12/2021	76005729	5410B · BOOKS - ADULT	(29.24)	29.24
10/18/2021	76035824	5410B · BOOKS - ADULT	(80.22)	80.22
10/18/2021	76036044	5410B · BOOKS - ADULT	(193.43)	193.43
10/19/2021	76044967	5410B · BOOKS - ADULT	(134.95)	134.95
10/19/2021	76043557	5410B · BOOKS - ADULT	(127.15)	127.15
10/20/2021	76053521	5410B · BOOKS - ADULT	(105.74)	105.74
10/21/2021	76059523	5410B · BOOKS - ADULT	(89.56)	89.56
10/21/2021	76059440	5410B · BOOKS - ADULT	(24.80)	24.80
10/22/2021	76067917	5410B · BOOKS - ADULT	(260.70)	260.70
10/28/2021	76110521	5410B · BOOKS - ADULT	(51.99)	51.99
TOTAL			<u>(1,441.76)</u>	<u>1,441.76</u>
11/08/2021	12626	10100 · GENERAL FUND OPERATING	GRAINGER	(312.36)
10/19/2021	9091092446	5451 · CUSTODIAL SUPPLIES	(312.36)	312.36
TOTAL			<u>(312.36)</u>	<u>312.36</u>
11/08/2021	12627	10100 · GENERAL FUND OPERATING	GREEN EARTH CRAFT, INC.	(225.00)
09/28/2021	09/28/21 - DIY	5900D · LIBRARY PROGRAMS - JUV	(225.00)	225.00
TOTAL			<u>(225.00)</u>	<u>225.00</u>
11/08/2021	12628	10100 · GENERAL FUND OPERATING	GREENSPAN, MARSHA	(90.03)
11/02/2021	NOV 21 REIMBURSEMENT	90608 · HOSPITAL & MEDICAL INSURANCE	(90.03)	90.03
TOTAL			<u>(90.03)</u>	<u>90.03</u>
11/08/2021	12629	10100 · GENERAL FUND OPERATING	HAASE LANDSCAPING	(459.38)

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10/07/2021	11426	5469D · GROUNDS		(459.38)	459.38
TOTAL				<u>(459.38)</u>	<u>459.38</u>
11/08/2021	12630	10100 · GENERAL FUND OPERATING	HALF HOLLOW HILLS LIBRARY		(31.99)
10/22/2021	REFUND	42360A · DIRECT ACCESS REIMBURSEMENT		(31.99)	31.99
TOTAL				<u>(31.99)</u>	<u>31.99</u>
11/08/2021	12631	10100 · GENERAL FUND OPERATING	HEID, ALAN		(297.00)
11/01/2021	NOV 21 REIMBURSEMENT	90608 · HOSPITAL & MEDICAL INSURANCE		(297.00)	297.00
TOTAL				<u>(297.00)</u>	<u>297.00</u>
11/08/2021	12632	10100 · GENERAL FUND OPERATING	iPROMOTEu		(578.43)
11/01/2021	1895228EMD	5430A · OFFICE SUPPLIES		(578.43)	578.43
TOTAL				<u>(578.43)</u>	<u>578.43</u>
11/08/2021	12633	10100 · GENERAL FUND OPERATING	KACZMAREN, KHALIL		(15.95)
11/04/2021	REFUND	42082B · LOST MATERIALS		(15.95)	15.95
TOTAL				<u>(15.95)</u>	<u>15.95</u>
11/08/2021	12634	10100 · GENERAL FUND OPERATING	KANOPY, INC.		(387.00)
10/31/2021	269138	5413D · ONLINE DATABASES		(387.00)	387.00
TOTAL				<u>(387.00)</u>	<u>387.00</u>
11/08/2021	12635	10100 · GENERAL FUND OPERATING	KAPCO		(85.41)
10/26/2021	1435607	5416 · TECHNICAL PROCESSING		(85.41)	85.41
				<u>(85.41)</u>	<u>85.41</u>

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TOTAL				(85.41)	85.41
11/08/2021	12636	10100 · GENERAL FUND OPERATING	KARPINSKI, EUGENE		(10.25)
08/27/2021	LIRR REFUND	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(10.25)	10.25
TOTAL				<u>(10.25)</u>	<u>10.25</u>
11/08/2021	12637	10100 · GENERAL FUND OPERATING	KFB ENTERPRISES		(250.00)
10/27/2021	10/27/21 - HAUNTED	5900C · LIBRARY PROGRAMS - ADULTS		(250.00)	250.00
TOTAL				<u>(250.00)</u>	<u>250.00</u>
11/08/2021	12638	10100 · GENERAL FUND OPERATING	LANTERN THEATRE		(300.00)
10/10/2021	10/10/21- VISITING	5900C · LIBRARY PROGRAMS - ADULTS		(300.00)	300.00
TOTAL				<u>(300.00)</u>	<u>300.00</u>
11/08/2021	12639	10100 · GENERAL FUND OPERATING	LEPORE, ALICE		(755.81)
11/01/2021	NOV 21 REIMBURSEMENT	90608 · HOSPITAL & MEDICAL INSURANCE		(755.81)	755.81
TOTAL				<u>(755.81)</u>	<u>755.81</u>
11/08/2021	12640	10100 · GENERAL FUND OPERATING	LIBRARY STORE, THE		(27.74)
10/29/2021	538435	5416 · TECHNICAL PROCESSING		(27.74)	27.74
TOTAL				<u>(27.74)</u>	<u>27.74</u>
11/08/2021	12641	10100 · GENERAL FUND OPERATING	LINTHWAITE, DARA		(150.00)
09/15/2021	09/15/21 - HELLO	5900D · LIBRARY PROGRAMS - JUV		(150.00)	150.00
TOTAL				<u>(150.00)</u>	<u>150.00</u>

Sayville Public Library General Fund
Cash Disbursements
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11/08/2021	12642	10100 · GENERAL FUND OPERATING	MIDWEST TAPE	(2,428.62)
10/08/2021	501103851	5412A · AV,COMPACT DISC & VINYL - ADULT	(25.98)	25.98
		5416B · VENDOR PROCESSING	(8.22)	8.22
10/08/2021	501103850	5412C · AV, VIDEO DVD - ADULT	(383.61)	383.61
		5416B · VENDOR PROCESSING	(76.83)	76.83
10/08/2021	501103790	5412B · AV, AUDIO BOOKS - ADULT	(174.95)	174.95
10/15/2021	501136930	5412I · AV VIDEO/DVD - JUV	(20.98)	20.98
		5416B · VENDOR PROCESSING	(7.58)	7.58
10/15/2021	501136820	5412B · AV, AUDIO BOOKS - ADULT	(34.99)	34.99
10/15/2021	501136932	5412A · AV,COMPACT DISC & VINYL - ADULT	(26.38)	26.38
		5416B · VENDOR PROCESSING	(8.22)	8.22
10/15/2021	501136928	5412C · AV, VIDEO DVD - ADULT	(513.89)	513.89
		5416B · VENDOR PROCESSING	(108.95)	108.95
10/18/2021	501147841	5412C · AV, VIDEO DVD - ADULT	(78.97)	78.97
		5416B · VENDOR PROCESSING	(15.21)	15.21
10/22/2021	501170791	5412I · AV VIDEO/DVD - JUV	(28.68)	28.68
		5416B · VENDOR PROCESSING	(7.58)	7.58
10/22/2021	501170790	5412C · AV, VIDEO DVD - ADULT	(218.93)	218.93
		5416B · VENDOR PROCESSING	(50.79)	50.79
10/22/2021	501170702	5412C · AV, VIDEO DVD - ADULT	(15.39)	15.39
10/22/2021	501170793	5412A · AV,COMPACT DISC & VINYL - ADULT	(41.97)	41.97
		5416B · VENDOR PROCESSING	(12.33)	12.33
10/29/2021	501202935	5412B · AV, AUDIO BOOKS - ADULT	(164.96)	164.96
11/01/2021	501211219	5413D · ONLINE DATABASES	(403.23)	403.23
TOTAL			(2,428.62)	2,428.62
11/08/2021	12643	10100 · GENERAL FUND OPERATING	MOORE, JAYMIE	(113.08)
11/01/2021	PETTY CASH OCT 21	5411 · LIBRARY OF THINGS	(93.97)	93.97
		5469D · GROUNDS	(14.11)	14.11

Sayville Public Library General Fund
Cash Disbursements
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		5900E · LIBRARY PROGRAMS - TEEN	(5.00)	5.00
TOTAL			(113.08)	113.08
11/08/2021	12644	10100 · GENERAL FUND OPERATING		(235.00)
		NABCO ENTRANCES, INC.		
11/01/2021	90120556	5452A · MAINTENANCE & REPAIRS-BUILDING	(235.00)	235.00
TOTAL			(235.00)	235.00
11/08/2021	12645	10100 · GENERAL FUND OPERATING		(212,727.00)
		NEW YORK STATE & LOCAL		
11/03/2021	2022 PENSION	90100 · STATE RETIREMENT	(212,727.00)	212,727.00
TOTAL			(212,727.00)	212,727.00
11/08/2021	12646	10100 · GENERAL FUND OPERATING		(297.00)
		O'ROURKE, SANDRA		
11/01/2021	NOV 21 REIMBURSEMENT	90608 · HOSPITAL & MEDICAL INSURANCE	(297.00)	297.00
TOTAL			(297.00)	297.00
11/08/2021	12647	10100 · GENERAL FUND OPERATING		(645.20)
		OCEAN JANITORIAL SUPPLY, INC.		
10/22/2021	577704	5451 · CUSTODIAL SUPPLIES	(645.20)	645.20
TOTAL			(645.20)	645.20
11/08/2021	12648	10100 · GENERAL FUND OPERATING		(297.00)
		OLSON, WILLIAM		
11/01/2021	NOV 21 REIMBURSEMENT	90608 · HOSPITAL & MEDICAL INSURANCE	(297.00)	297.00
TOTAL			(297.00)	297.00
11/08/2021	12649	10100 · GENERAL FUND OPERATING		(83.78)
		OMNIGRAPHICS INC.		
10/21/2021	106806-1422	5410E · BOOKS STANDING ORDERS	(83.78)	83.78

Sayville Public Library General Fund
Cash Disbursements
November 1 - 8, 2021

TOTAL				(83.78)	83.78
11/08/2021	12650	10100 · GENERAL FUND OPERATING	OPTIMUM		(209.30)
11/01/2021	NOV 2021	5431A · TELECOMMUNICATIONS		(209.30)	209.30
TOTAL				<u>(209.30)</u>	<u>209.30</u>
11/08/2021	12651	10100 · GENERAL FUND OPERATING	OTTONE. ROBERT P.		(100.00)
10/21/2021	10/21/21 - NIGHT	5900C · LIBRARY PROGRAMS - ADULTS		(100.00)	100.00
TOTAL				<u>(100.00)</u>	<u>100.00</u>
11/08/2021	12652	10100 · GENERAL FUND OPERATING	PARACLETE PRESS, INC.		(73.20)
10/18/2021	723295	5410B · BOOKS - ADULT		(73.20)	73.20
TOTAL				<u>(73.20)</u>	<u>73.20</u>
11/08/2021	12653	10100 · GENERAL FUND OPERATING	PATCHOGUE ADVANCE, INC., THE		(338.00)
10/20/2021	1066042	5434 · PUBLICITY AND PRINTING		(338.00)	338.00
TOTAL				<u>(338.00)</u>	<u>338.00</u>
11/08/2021	12654	10100 · GENERAL FUND OPERATING	PEDERSEN, MARY		(90.03)
11/01/2021	NOV 21 REIMBURSEMENT	90608 · HOSPITAL & MEDICAL INSURANCE		(90.03)	90.03
TOTAL				<u>(90.03)</u>	<u>90.03</u>
11/08/2021	12655	10100 · GENERAL FUND OPERATING	POSTMASTER SAYVILLE		(500.00)
11/01/2021	11/01/21	5433B · LIBRARY BULK MAILING		(500.00)	500.00
TOTAL				<u>(500.00)</u>	<u>500.00</u>

Sayville Public Library General Fund
Cash Disbursements
November 1 - 8, 2021

11/08/2021	12656	10100 · GENERAL FUND OPERATING	POSTMASTER WEST SAYVILLE		(125.00)
11/01/2021	11/01/21	5433B · LIBRARY BULK MAILING		(125.00)	125.00
TOTAL				(125.00)	125.00
11/08/2021	12657	10100 · GENERAL FUND OPERATING	PURPURA-OTTO, LUCILLE		(20.50)
09/07/2021	LIRR REFUND	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(20.50)	20.50
TOTAL				(20.50)	20.50
11/08/2021	12658	10100 · GENERAL FUND OPERATING	QUADIENT FINANCE USA, INC		(4.23)
11/01/2021	CD 10/31/21	5900E · LIBRARY PROGRAMS - TEEN		(4.23)	4.23
TOTAL				(4.23)	4.23
11/08/2021	12659	10100 · GENERAL FUND OPERATING	ROEDER, KATHY		(300.00)
09/11/2021	09/11/21 - BABY	5900D · LIBRARY PROGRAMS - JUV		(150.00)	150.00
10/02/2021	10/02/21 - BABY	5900D · LIBRARY PROGRAMS - JUV		(150.00)	150.00
TOTAL				(300.00)	300.00
11/08/2021	12660	10100 · GENERAL FUND OPERATING	RUBIN-RUQUET, STEPHANIE		(207.90)
11/01/2021	NOV 21 REIMBURSEMENT	90608 · HOSPITAL & MEDICAL INSURANCE		(207.90)	207.90
TOTAL				(207.90)	207.90
11/08/2021	12661	10100 · GENERAL FUND OPERATING	SCHNUPP, JEANNE		(275.00)
10/28/2021	10/28/21 - FOODS	5900C · LIBRARY PROGRAMS - ADULTS		(275.00)	275.00
TOTAL				(275.00)	275.00

Sayville Public Library General Fund
Cash Disbursements
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11/08/2021	12662	10100 · GENERAL FUND OPERATING	SCHWEIKERT, LILLIAN		(20.50)
10/12/2021	LIRR REFUND	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(20.50)	20.50
TOTAL				<u>(20.50)</u>	<u>20.50</u>
11/08/2021	12663	10100 · GENERAL FUND OPERATING	SCLS P.A.L.S.		(5,559.90)
10/01/2021	81289	5439C · OFFICE EQUIP, RENT, CIRC SYS		(5,559.90)	5,559.90
TOTAL				<u>(5,559.90)</u>	<u>5,559.90</u>
11/08/2021	12664	10100 · GENERAL FUND OPERATING	SCOTT, ROBERT		(1,548.00)
10/20/2021	10/20/21 - CHEF	5900E · LIBRARY PROGRAMS - TEEN		(350.00)	350.00
10/20/2021	10/20/21 - AUTUMN	5900C · LIBRARY PROGRAMS - ADULTS		(313.00)	313.00
		5900G · LIBRARY PROGRAMS - REIMBURSABLE		(112.00)	112.00
10/25/2021	02/09/22 - GRAB & GO	5900E · LIBRARY PROGRAMS - TEEN		(299.00)	299.00
10/25/2021	01/14/22 - GRAB & GO	5900E · LIBRARY PROGRAMS - TEEN		(199.00)	199.00
10/25/2021	12/20/21 - GRAB & GO	5900E · LIBRARY PROGRAMS - TEEN		(275.00)	275.00
TOTAL				<u>(1,548.00)</u>	<u>1,548.00</u>
11/08/2021	12665	10100 · GENERAL FUND OPERATING	SEARLES GRAPHICS, INC.		(4,563.00)
10/18/2021	19882	5434 · PUBLICITY AND PRINTING		(4,563.00)	4,563.00
TOTAL				<u>(4,563.00)</u>	<u>4,563.00</u>
11/08/2021	12666	10100 · GENERAL FUND OPERATING	STAHLBERG, JOHN		(150.00)
11/01/2021	NOVEMBER 21	5437C · PROF FEES TREASURER		(150.00)	150.00
TOTAL				<u>(150.00)</u>	<u>150.00</u>

Sayville Public Library General Fund
Cash Disbursements
November 1 - 8, 2021

11/08/2021	12667	10100 · GENERAL FUND OPERATING	STAR FOUNDATION		(150.00)
10/16/2021	10/16/21 - WILDLIFE	5900C · LIBRARY PROGRAMS - ADULTS		(150.00)	150.00
TOTAL				(150.00)	150.00
11/08/2021	12668	10100 · GENERAL FUND OPERATING	SUFFOLK COOPERATIVE LIBRARY SY		(298.14)
10/05/2021	86159	5433A · POSTAGE AND FREIGHT		(73.20)	73.20
10/12/2021	86176	5436 · CONTR W/ OTHERSCOMP SVCS		(224.94)	224.94
TOTAL				(298.14)	298.14
11/08/2021	12669	10100 · GENERAL FUND OPERATING	SUMMERS SPARLING, NICOLE		(325.00)
09/27/2021	09/27/21 - BABIES	5900D · LIBRARY PROGRAMS - JUV		(325.00)	325.00
TOTAL				(325.00)	325.00
11/08/2021	12670	10100 · GENERAL FUND OPERATING	SYLPH CHAMBER MUSIC		(600.00)
10/17/2021	10/17/21 - SYLPH	5900C · LIBRARY PROGRAMS - ADULTS		(600.00)	600.00
TOTAL				(600.00)	600.00
11/08/2021	12671	10100 · GENERAL FUND OPERATING	TGI OFFICE AUTOMATION, INC.		(293.78)
10/13/2021	INV2920542	5439F · OFFICE EQUIP, RENT, COPIER		(293.78)	293.78
TOTAL				(293.78)	293.78
11/08/2021	12672	10100 · GENERAL FUND OPERATING	THERESA'S PROGRAMS LLC		(450.00)
10/12/2021	10/12/21 - FALL	5900C · LIBRARY PROGRAMS - ADULTS		(320.00)	320.00
		5900G · LIBRARY PROGRAMS - REIMBURSABLE		(130.00)	130.00
TOTAL				(450.00)	450.00

Sayville Public Library General Fund
Cash Disbursements
November 1 - 8, 2021

11/08/2021	12673	10100 · GENERAL FUND OPERATING	ULINE		(323.23)
10/05/2021	139523517	5900D · LIBRARY PROGRAMS - JUV		(323.23)	323.23
TOTAL				(323.23)	323.23
11/08/2021	12674	10100 · GENERAL FUND OPERATING	VIOLA, DIANE		(13.99)
10/21/2021	REFUND	42082B · LOST MATERIALS		(13.99)	13.99
TOTAL				(13.99)	13.99
11/08/2021	12675	10100 · GENERAL FUND OPERATING	VIVAS, CHRIS		(250.00)
10/22/2021	10/22/21 - SPOOKY	5900D · LIBRARY PROGRAMS - JUV		(250.00)	250.00
TOTAL				(250.00)	250.00
11/08/2021	12676	10100 · GENERAL FUND OPERATING	W.B. MASON CO., INC.		(132.78)
10/13/2021	224176870	5430A · OFFICE SUPPLIES		(35.47)	35.47
10/19/2021	224339004	5900D · LIBRARY PROGRAMS - JUV		(50.76)	50.76
		5430A · OFFICE SUPPLIES		(21.08)	21.08
10/19/2021	224339491	5900D · LIBRARY PROGRAMS - JUV		(18.48)	18.48
10/20/2021	224375098	5451 · CUSTODIAL SUPPLIES		(6.99)	6.99
TOTAL				(132.78)	132.78
11/08/2021	12677	10100 · GENERAL FUND OPERATING	WHEATON, JUDY		(30.75)
10/25/2021	LIRR REFUND	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(30.75)	30.75
TOTAL				(30.75)	30.75
11/08/2021	12678	10100 · GENERAL FUND OPERATING	WILLIAMSON, CARMELLA		(148.50)

Sayville Public Library General Fund
Cash Disbursements
November 1 - 8, 2021

11/01/2021	NOV 21 REIMBURSEMENT	90608 · HOSPITAL & MEDICAL INSURANCE	(148.50)	148.50
TOTAL			<u>(148.50)</u>	<u>148.50</u>
11/08/2021	12679	10100 · GENERAL FUND OPERATING		
		WINTERS BROS. HAULING OF L.I. LLC		(202.85)
10/31/2021	2335054	5469A · SANITATION	(202.85)	202.85
TOTAL			<u>(202.85)</u>	<u>202.85</u>
		TOTAL CASH DISBURSEMENT:	<u><u>(255,703.07)</u></u>	

**Sayville Public Library General Fund
Cash Disbursements - PREPAID**

October 13 - 31, 2021

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Original Amount</u>
10/22/2021	12597	10100 · GENERAL FUND OPERATING	BRINKMANN'S HARDWARE		(103.52)
10/06/2021	219716/1	5451 · CUSTODIAL SUPPLIES		(13.58)	13.58
10/08/2021	219765/1	5451 · CUSTODIAL SUPPLIES		(89.94)	89.94
TOTAL				<u>(103.52)</u>	<u>103.52</u>
10/22/2021	12598	10100 · GENERAL FUND OPERATING	CARDINAL CONTROL SYSTEMS, INC.		(259.32)
10/06/2021	211594	5452A · MAINTENANCE & REPAIRS-BUILDING		(259.32)	259.32
TOTAL				<u>(259.32)</u>	<u>259.32</u>
10/22/2021	12599	10100 · GENERAL FUND OPERATING	COFFEE DISTRIBUTING CORP.		(537.00)
10/15/2021	CDC323022	5436 · CONTR W/ OTHERSCOMP SVCS		(537.00)	537.00
TOTAL				<u>(537.00)</u>	<u>537.00</u>
10/22/2021	12600	10100 · GENERAL FUND OPERATING	J.D. POWER		(624.00)
09/01/2021	ORDUS100432	5410E · BOOKS STANDING ORDERS		(205.00)	205.00
09/01/2021	ORDUS099015	5410E · BOOKS STANDING ORDERS		(109.00)	109.00
09/01/2021	ORDUS100339	5410E · BOOKS STANDING ORDERS		(135.00)	135.00
10/01/2021	ORDUS096228	5410E · BOOKS STANDING ORDERS		(175.00)	175.00
TOTAL				<u>(624.00)</u>	<u>624.00</u>
10/22/2021	12601	10100 · GENERAL FUND OPERATING	LEAF		(338.39)
10/21/2021	12398456	5439F · OFFICE EQUIP, RENT, COPIER		(338.39)	338.39
TOTAL				<u>(338.39)</u>	<u>338.39</u>
10/22/2021	12602	10100 · GENERAL FUND OPERATING	NEW YORK TIMES		(224.24)
10/10/2021	BD 10/10/21	5413C · PERIODICAL NONMICROFORM NEWS		(224.24)	224.24

**Sayville Public Library General Fund
Cash Disbursements - PREPAID**

October 13 - 31, 2021

TOTAL				(224.24)	224.24
10/22/2021	12603	10100 · GENERAL FUND OPERATING	PSEGLI 92-2		(10,673.27)
10/14/2021	BD 10/14/21	5450A · ELECTRICITY		(10,673.27)	10,673.27
TOTAL				<u>(10,673.27)</u>	<u>10,673.27</u>
10/22/2021	12604	10100 · GENERAL FUND OPERATING	PSEGLI 93-0		(14.55)
10/14/2021	BD 10/14/21	5450A · ELECTRICITY		(14.55)	14.55
TOTAL				<u>(14.55)</u>	<u>14.55</u>
10/22/2021	12605	10100 · GENERAL FUND OPERATING	SCWA		(127.87)
10/04/2021	BD 10.04.21	5450C · WATER		(127.87)	127.87
TOTAL				<u>(127.87)</u>	<u>127.87</u>
10/22/2021	12606	10100 · GENERAL FUND OPERATING	VERIZON		(547.22)
09/30/2021	BD 09/30/21	5431 · TELEPHONE		(547.22)	547.22
TOTAL				<u>(547.22)</u>	<u>547.22</u>
		TOTAL PREPAID CASH DISBURSEMENT:		<u><u>\$ (13,449.38)</u></u>	

Sayville Public Library General Fund
Revenues and Expenditures
July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Income				
41001 · REAL PROPERTY TAXES	1,086,740.67	3,260,222.00	(2,173,481.33)	33.3%
41010 · TAX REVENUE - DEBT SERVICE	269,333.33	808,000.00	(538,666.67)	33.3%
41020 · PILOT PAYMENT	0.00	32,335.00	(32,335.00)	0.0%
42082A · FINES	343.24	0.00	343.24	100.0%
42082B · LOST MATERIALS	1,253.47	1,800.00	(546.53)	69.6%
42082C · MERCHANDISE	15.00	0.00	15.00	100.0%
42082F · DVD CHARGES	10.64	1,000.00	(989.36)	1.1%
42082G · PRINTING	948.31	4,200.00	(3,251.69)	22.6%
42082H · PUBLIC FAX	437.00	1,700.00	(1,263.00)	25.7%
42082I · COFFEE VENDING	206.00	1,200.00	(994.00)	17.2%
42082J · 3D PRINTING/MEDIA CONVERSION	235.57	1,000.00	(764.43)	23.6%
42360A · DIRECT ACCESS REIMBURSEMENT	(84.56)	0.00	(84.56)	100.0%
42401A · INTEREST INCOME BANK ACCOUNT	3,579.61	15,000.00	(11,420.39)	23.9%
42450B · PHOTOCOPIER COMMISSION	285.01	2,500.00	(2,214.99)	11.4%
42705 · GIFTS AND DONATIONS	6,155.47	5,000.00	1,155.47	123.1%
42770 · OTHER UNCLASSIFIED REVENUES	255.63	900.00	(644.37)	28.4%
42770C · REFUNDS	0.00	253.00	(253.00)	0.0%
42880 · ALLOCATION OF FUND BALANCE	0.00	15,000.00	(15,000.00)	0.0%
43840A1 · STATE GRANTS / AID LSIA	4,777.00	0.00	4,777.00	100.0%
43850 · E-RATE	0.00	5,500.00	(5,500.00)	0.0%
Total Income	1,374,491.39	4,155,610.00	(2,781,118.61)	33.1%
Expense				
510000 · SALARIES				
51410 · SALARIES - LIBRARIANS	370,989.52	1,135,200.00	(764,210.48)	32.7%
51420 · SALARIES - CLERICAL	116,090.00	308,840.00	(192,750.00)	37.6%
51430 · SALARIES - CUSTODIAL	30,358.07	89,000.00	(58,641.93)	34.1%
51440 · SALARIES - GUARDS	12,662.55	41,000.00	(28,337.45)	30.9%
51450 · SALARIES - PAGES	31,774.31	127,000.00	(95,225.69)	25.0%
Total 510000 · SALARIES	561,874.45	1,701,040.00	(1,139,165.55)	33.0%
5203B · FURNITURE & OTHER EQUIPMENT	1,354.15	5,000.00	(3,645.85)	27.1%
5203C · COMPUTER EQUIPMENT	887.55	22,400.00	(21,512.45)	4.0%
5203E · BUILDING IMPROVEMENTS	0.00	2,000.00	(2,000.00)	0.0%
5203K · FURNITURE & EQUIPMT UNDER \$500	255.89	1,000.00	(744.11)	25.6%

Sayville Public Library General Fund
Revenues and Expenditures
July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
54100 · TOTAL BOOKS				
5410B · BOOKS - ADULT	15,184.45	50,000.00	(34,815.55)	30.4%
5410C · BOOKS - JUVENILE	9,368.28	33,000.00	(23,631.72)	28.4%
5410D · BOOKS - YA	1,591.70	7,000.00	(5,408.30)	22.7%
5410E · BOOKS STANDING ORDERS	4,280.09	15,000.00	(10,719.91)	28.5%
5410F · STANDING ORDERS FICTION	561.03	3,100.00	(2,538.97)	18.1%
Total 54100 · TOTAL BOOKS	30,985.55	108,100.00	(77,114.45)	28.7%
5410G · LOCAL HISTORY	47.95	1,000.00	(952.05)	4.8%
5411 · LIBRARY OF THINGS	873.80	2,350.00	(1,476.20)	37.2%
5412 · AUDIOVISUAL				
5412A · AV,COMPACT DISC & VINYL - ADULT	750.63	3,000.00	(2,249.37)	25.0%
5412B · AV, AUDIO BOOKS - ADULT	1,615.07	9,000.00	(7,384.93)	17.9%
5412C · AV, VIDEO DVD - ADULT	3,731.18	15,000.00	(11,268.82)	24.9%
5412H · AV AUDIO BOOKS - JUV	2,008.68	1,000.00	1,008.68	200.9%
5412I · AV VIDEO/DVD - JUV	1,081.69	5,000.00	(3,918.31)	21.6%
5412N · AV AUDIO BOOKS - YA	0.00	500.00	(500.00)	0.0%
5412O · AV VIDEO/DVD - YA	117.70	800.00	(682.30)	14.7%
5412P · VIDEO GAMES	1,735.45	5,500.00	(3,764.55)	31.6%
Total 5412 · AUDIOVISUAL	11,040.40	39,800.00	(28,759.60)	27.7%
5412D · LIVEBRARY	16,793.00	97,300.00	(80,507.00)	17.3%
5413A · TOTAL PERIODICALS				
5413B · PERIODICAL NONMICROFORM	545.00	9,500.00	(8,955.00)	5.7%
5413C · PERIODICAL NONMICROFORM NEWS	601.92	2,000.00	(1,398.08)	30.1%
Total 5413A · TOTAL PERIODICALS	1,146.92	11,500.00	(10,353.08)	10.0%
5413D · ONLINE DATABASES	20,891.24	30,360.00	(9,468.76)	68.8%
5416 · TECHNICAL PROCESSING	5,689.83	11,000.00	(5,310.17)	51.7%
5416B · VENDOR PROCESSING	1,711.99	5,000.00	(3,288.01)	34.2%
5430 · OFFICE & COMPUTER SUPPLIES				
5430A · OFFICE SUPPLIES	1,915.76	12,000.00	(10,084.24)	16.0%
5430B · COMPUTER EQUIP & SUPPL	5,615.12	15,000.00	(9,384.88)	37.4%
Total 5430 · OFFICE & COMPUTER SUPPLIES	7,530.88	27,000.00	(19,469.12)	27.9%

Sayville Public Library General Fund
Revenues and Expenditures
July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
5431 · TELEPHONE	2,206.69	6,000.00	(3,793.31)	36.8%
5431A · TELECOMMUNICATIONS	10,737.20	13,000.00	(2,262.80)	82.6%
5433 · PRINTING/ POSTAGE / FREIGHT				
5433A · POSTAGE AND FREIGHT	620.07	2,500.00	(1,879.93)	24.8%
5433B · LIBRARY BULK MAILING	1,495.00	6,000.00	(4,505.00)	24.9%
5434 · PUBLICITY AND PRINTING	9,496.00	32,000.00	(22,504.00)	29.7%
5433 · PRINTING/ POSTAGE / FREIGHT - Other	8.73			
Total 5433 · PRINTING/ POSTAGE / FREIGHT	11,619.80	40,500.00	(28,880.20)	28.7%
54350 · TRAVEL & PROFESSIONAL DEVELOPME				
5435 · TRAVEL	23.00	2,500.00	(2,477.00)	0.9%
5435A · MEETING EXPENSES	207.58	2,500.00	(2,292.42)	8.3%
5435B · SEMINAR EXPENSES	353.00	1,000.00	(647.00)	35.3%
Total 54350 · TRAVEL & PROFESSIONAL DEVELOPME	583.58	6,000.00	(5,416.42)	9.7%
5436 · CONTR W/ OTHERSCOMP SVCS	8,626.80	32,830.00	(24,203.20)	26.3%
5436A · SCLS MEMBER SUPPORT	0.00	30,000.00	(30,000.00)	0.0%
5436B · SERVICE CALLS/CONTRACTS	225.00	5,000.00	(4,775.00)	4.5%
5437A · PROF FEES ACCOUNTING	0.00	11,350.00	(11,350.00)	0.0%
5437B · PROF FEES LEGAL & OTHER	6,250.00	12,750.00	(6,500.00)	49.0%
5437C · PROF FEES TREASURER	600.00	1,800.00	(1,200.00)	33.3%
5437D · PAYROLL / ADP	3,053.50	9,900.00	(6,846.50)	30.8%
5438 · MEMBERSHIP DUES	590.00	3,400.00	(2,810.00)	17.4%
5439C · OFFICE EQUIP, RENT, CIRC SYS	5,559.90	25,000.00	(19,440.10)	22.2%
5439D · OFFICE EQUIP. REPAIR & MAINT	2,706.99	3,500.00	(793.01)	77.3%
5439E · OFFICE EQUIP, RENT POST METER	269.40	1,500.00	(1,230.60)	18.0%
5439F · OFFICE EQUIP, RENT, COPIER	2,247.20	10,000.00	(7,752.80)	22.5%
5450A · ELECTRICITY	48,423.87	110,000.00	(61,576.13)	44.0%
5450C · WATER	1,755.46	2,100.00	(344.54)	83.6%
5451 · CUSTODIAL SUPPLIES	1,977.53	12,000.00	(10,022.47)	16.5%
5452A · MAINTENANCE & REPAIRS-BUILDING	4,608.10	20,150.00	(15,541.90)	22.9%
5452B · REPAIRS - CONTRACTS	3,496.50	11,605.00	(8,108.50)	30.1%
5452C · SECURITY / FIRE	1,297.95	11,120.00	(9,822.05)	11.7%
5469A · SANITATION	811.40	3,000.00	(2,188.60)	27.0%
5469B · SNOW REMOVAL	0.00	7,000.00	(7,000.00)	0.0%
5469C · EXTERMINATOR	0.00	500.00	(500.00)	0.0%
5469D · GROUNDS	1,947.44	3,675.00	(1,727.56)	53.0%

Sayville Public Library General Fund
Revenues and Expenditures
July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
5900 · PROGRAMS & MUSEUM PASSES				
5900C · LIBRARY PROGRAMS - ADULTS	6,861.48	25,000.00	(18,138.52)	27.4%
5900D · LIBRARY PROGRAMS - JUV	10,579.41	35,000.00	(24,420.59)	30.2%
5900E · LIBRARY PROGRAMS - TEEN	2,802.36	10,000.00	(7,197.64)	28.0%
5900G · LIBRARY PROGRAMS - REIMBURSABLE	(2,177.59)	0.00	(2,177.59)	100.0%
5900H · MUSEUM PASSES	1,550.00	2,000.00	(450.00)	77.5%
5900I · VENUE TICKETS	(951.27)	0.00	(951.27)	100.0%
5900J · OUTREACH SERVICES	0.00	1,000.00	(1,000.00)	0.0%
Total 5900 · PROGRAMS & MUSEUM PASSES	18,664.39	73,000.00	(54,335.61)	25.6%
5900A · CHECKING ACCT SERVICE CHARGES	0.00	45.00	(45.00)	0.0%
5900B · LOST MATERIALS DA/ILL	0.00	45.00	(45.00)	0.0%
5900X · OTHER	0.00	10.00	(10.00)	0.0%
6454 · INSURANCE BUILDING LIABILITY	39,429.50	40,000.00	(570.50)	98.6%
90100 · STATE RETIREMENT	0.00	210,000.00	(210,000.00)	0.0%
90308 · FICA SOCIAL SECURITY	42,995.78	130,130.00	(87,134.22)	33.0%
90408 · WORKERS COMPENSATION	12,098.00	13,000.00	(902.00)	93.1%
90508 · UNEMPLOYMENT INSURANCE	0.00	2,500.00	(2,500.00)	0.0%
90558 · DISABILITY INSURANCE	2,104.14	4,000.00	(1,895.86)	52.6%
90608 · HOSPITAL & MEDICAL INSURANCE	133,944.43	400,000.00	(266,055.57)	33.5%
90708 · RENT GREENE AVE.	84,000.00	823,000.00	(739,000.00)	10.2%
90898 · EMPLOYEE ASSISTANCE PROGRAM	1,317.50	1,350.00	(32.50)	97.6%
99900 · TRANSFER TO CAPITAL FUND(1)	300,000.00			
Total Expense	1,415,231.65	4,155,610.00	(2,740,378.35)	34.1%
Net Income	(40,740.26)	0.00	(40,740.26)	100.0%

Sayville Public Library - Capital Fund
Statement of Revenues and Expenditures
July through October 2021

	<u>Jul - Oct 21</u>
Income	
309100 · TRANSFER FROM GENERAL FUND	300,000.00
42401A · INTEREST INCOME BANK ACCOUNT	117.57
	<hr/>
Total Income	300,117.57
Expense	
5203A0 · FURNITURE	6,391.89
5203E0 · BUILDING IMPROVEMENTS	34,948.00
5452A0 · MAINT & REPAIRS - BUILDING	21,660.00
	<hr/>
Total Expense	62,999.89
Net Income	<u><u>237,117.68</u></u>

Sayville Public Library - Capital Fund

Balance Sheet

As of October 31, 2021

	<u>Oct 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10200G · CASH PEOPLES UNITED CHECKING	654,750.59
Total Checking/Savings	654,750.59
Total Current Assets	654,750.59
TOTAL ASSETS	<u>654,750.59</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
206050 · ACCOUNTS PAYABLE - AUDITOR	10,848.00
Total Other Current Liabilities	10,848.00
Total Current Liabilities	10,848.00
Total Liabilities	10,848.00
Equity	
309090 · FUND BALANCE	266,644.73
309093 · DESG - TECHNOLOGY UPGRADES	70,120.73
309094 · DESG - BLDG MAINT AND REPAIR	95,750.00
32000 · Retained Earnings	(25,730.55)
Net Income	237,117.68
Total Equity	643,902.59
TOTAL LIABILITIES & EQUITY	<u>654,750.59</u>

**SAYVILLE LIBRARY
CASH ACTIVITY REPORT
FOR THE MONTH OF October 2021**

	<u>TOTAL</u>	<u>FNBLI OPERATING CHECKING</u>	<u>FNBLI PAYROLL CHECKING</u>	<u>FNBLI NON-INTEREST CHECKING</u>	<u>FNBLI FUTURE COSTS MONEY MARKET</u>	<u>[-CAPITAL FUND-] PEOPLE'S UNITED CAPITAL FUND CHECKING</u>
OPENING G/L BALANCE 10/01/2021	\$ 4,220,337.61	2,498,010.06	2,138.82	450,000.00	583,536.09	686,652.63
ADD: OCTOBER INTEREST INCOME	\$ 978.98	765.41	2.15	0.00	173.46	37.96
ADD: OCTOBER CASH RECEIPTS	\$ 341,987.52	341,987.52	0.00	0.00	0.00	0.00
LESS: OCTOBER CASH DISBURSEMENTS	\$ (347,526.13)	(184,894.68)	(130,691.45)	0.00	0.00	(31,940.00)
LESS: OCTOBER ELECTRONIC PAYMENTS	\$ (135,066.25)	(4,374.80)	0.00	0.00	0.00	0.00
OTHER ADJ- DIRECT DEPOSIT ADJ	\$ 1,094.12	0.00	1,094.12	0.00	0.00	0.00
OTHER ADJ - VOIDED CHECK	\$ 161.69	0.00	161.69	0.00	0.00	0.00
OCTOBER TRANSFERS IN / (OUT)	\$ <u>0.00</u>	<u>(130,691.45)</u>	<u>130,691.45</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
ENDING G/L BALANCE 10/31/2021	\$ 4,081,967.54	2,520,802.06	3,396.78	450,000.00	583,709.55	654,750.59
RECONCILING ITEMS:						
ADD: OUTSTANDING CHECKS	\$ 39,725.63	17,547.13	518.50	0.00	0.00	21,660.00
ADD: OUTSTANDING ELECTRONIC PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00
LESS: PAYROLL DIRECT DEPOSIT	(1,094.12)	0.00	(1,094.12)	0.00	0.00	0.00
LESS: BANK CHARGE TO BE RESOLVED	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
ENDING BANK BALANCE 10/31/2021	\$ 4,251,290.50	2,538,349.19	2,821.16	450,000.00	583,709.55	676,410.59



Board of Trustees Meeting

Administration Reports

November 8, 2021

Meetings Attended

10/19/2021 – LILRC Board Meeting
10/20/2021 – Civil Service for Library Administrators Workshop
10/22/2021 – Islip Zone Directors Meeting (Brentwood)
10/27/2021 – LILRC Bylaws Committee Meeting
11/01/2021 – SCLS Executive Board Meeting

Library Statistics

Included in the Trustee Board Packets, are the following statistical reports:

- Circulation Statistics for *July 2020 – June 2021 & July – October 2021*
- Programs & Online Services Statistics for *October 2021*
- Library Visits for *July 2020 – October 2021*

Employee of the Month - Star Staffer

The "Star Staffer" for November 2021 is Patron Services Clerk, Cindy Carmody. Her nominator states, *"Cindy is a ray of sunshine in the patron services department. She is always willing to help out and always goes out of her way to make people feel extra special. She even treated us all this year to some great Halloween candy! I'm sad that she is retiring soon, but so excited for her new adventure in the Sunshine State!"* Congratulations to Cindy!

Suffolk Library Marketing Award (SLMA)

Librarians Marianne Ramirez and Stephanie DiChiara's program, *Discover Sayville: A Scavenger Hunt*, has won 3rd place in the 2021 Suffolk Library Marketing Award (SLMA) competition. The SMLA competition recognizes the best public relations marketing campaigns by a public or academic library in Suffolk County, a commission of the PR & Marketing Committee of the Reference and Adult Services Division (RASD) of the Suffolk County Library Association, a Regional Chapter of the New York Library Association.

Discover Sayville: A Scavenger Hunt was a collaborative program created by the Sayville Library Teen Librarian, Marianne Ramirez and Local History Librarian, Stephanie DiChiara. It was designed to promote library features and services, encourage participation in Summer Reading and other library programming, and educate participants of some of Sayville's history. The Hunt provided a fun and exciting activity for patrons of all ages through an app-based platform, GooseChase Game Manager. Congratulations Marianne and Stephanie for such a successful collaboration and the well-deserved recognition!

News from Friends of the Library

At the Friends November 2, 2021 meeting the Friends Board approved \$500.00 to be used for refreshments and lunch for the upcoming Staff Development Day in December.

2022 SCLS Proposed Budget Draft & Live-brary Download Costs

Under New Business, trustees will review the proposed budget for SCLS's upcoming fiscal year and vote for approval or disapproval. Additionally, we will review the projected for the cost of downloads for 2022.

Blood Pressure Loaner Kits

As one of the eight Healthy Libraries locations, Sayville Library will serve as a pilot location for a Blood Pressure Kit Loaner Program. This program is in partnership with Stony Brook Medicine and the American Heart Association (AHA). Jonathan Pryer, Head of Outreach Services, will attend a meeting on November 17, 2021 at SCLS for a demonstration of the blood pressure monitor, a run through of the materials in staff/patron information packets, and how the program will operate.

New Marketing Materials

Trustees will find in their Board Packets two newly designed brochures created by Head of Patron Services, Morgan Brett. One is a "welcome" brochure and the other details our Museum Passes and Discount Venue tickets program.

Fire Drill

The Library conducted a fire drill at 10:30am on Wednesday, November 4, 2021. The fire drill was coordinated by the Library's Safety Warden, Tim Sicurella. The drill went off well with all staff responding appropriately in clearing out the building and convening at the designated meeting location.

Trick or Treat On Main Street *(Report from Donna DiBerardino)*

The Library had a table at the Chamber of Commerce's "Trick or Treat on Main Street" on October 31, 2021. **719 people** stopped by our table. We received lots of positive feedback from families who were happy to see us and kids so excited to show and tell us all about their costumes. All thanking us for what we do and have done over these last two years. We totally underestimated the amount of families that would be at this event. We gave out our entire stock of glow sticks (which were a hit), a big bag of candy that the Chamber gave to us to hand out, and our back-up supply of leftovers from past summer reading clubs. It felt like old times. A great event. So glad we were able to get there!

The Great Give Back

The Library participated in the 5th Annual *Great Give Back* on Saturday, October 16, 2021 – a day of service at the libraries across NYS. Details of the event follows:

Thank You, First Responders! - 89 people visited us and were able to explore an ambulance, a fire truck, and a brush clearing truck from Community Ambulance Company, and Sayville and West Sayville Fire Departments. Children met volunteers from each organization, and took pictures wearing firefighter turnout gear, sitting in the cabs of each truck, and even got to take turns spraying the water hose! Inside the library, banners for each department were filled with messages of thanks and appreciation for the work that these local first responders do for our community. The banners were given to those organizations to display in their headquarters.

Child ID Program provided by New York Life - 25 people met with representatives of New York Life and left with Child ID kits and peace of mind knowing that should anything ever happen to their children, they will have an ID with vital information to distribute to the local authorities.

Teen Volunteers - Teens made cat toys, which will be donated to a local shelter, and frames that already went to a local hospice.

Community Organization Networking Event - 29 organizations participated and 104 people attended the event. Catholic Health Long Island was a new agency at the event this year and they were a big hit! Greater Sayville Food Pantry said they connected with Catholic Health and were able to book the Catholic Health Mobile Outreach Bus to come to the Food Pantry in March! The Library already has this bus booked for November and February. Now we have three different months where mobile healthcare is accessible to people in need in our community!

Stony Brook Mobile Mammography Unit - helped 3 patrons with exams.

NY Project Hope/Association for Mental Health and Wellness - helped two patrons in need at their table. This organization will host an information table once a month in our lobby from November through February! This gives our community regular, in-person access to mental health resources, in addition to targeted mental health resources for Covid.

Food Drive - 411 items were collected to benefit the Greater Sayville/Chestene M. Coverdale Food Pantry.

2021-2022 Circulation Statistics

Current Year's Statistics

2021-2022	Adult Fiction	Adult Nonfiction	Juvenile Fiction	Juvenile Nonfiction	Serials	Audio	Video	Other	In House Circ	Reference Questions	2021-22 Monthly Circs	2020-21 Monthly Circs	% change	2021-22 YTD TOTALS	2020-21 YTD TOTALS	YTD % change	Library of Things
Jul-21	3855	1639	5426	1445	228	562	3455	243	269	2135	17122	16686	3%	17122	16686	3%	148
Aug-21	3900	1613	5203	1404	212	595	3958	312	325	2570	17522	16352	7%	34644	33038	5%	132
Sep-21	3386	1465	4179	1126	184	604	3230	190	222	2085	14586	15077	-3%	49230	48115	2%	127
Oct-21	3270	1537	4723	1276	178	584	3411	218	201	1666	15197	15593	-3%	64427	63708	1%	173
Nov-21											0	13456			77164		
Dec-21											0	13774			90938		
Jan-22											0	14157			105095		
Feb-22											0	11324			116419		
Mar-22											0	14137			130556		
Apr-22											0	13370			143926		
May-22											0	13159			157085		
Jun-22											0	14915			172000		
YTD TOTALS	14411	6254	19531	5251	802	2345	14054	963	816	8456	64427	172000		64427	172000		580

Current Year's Statistics

2021-2022	Downloaded Audiobooks	Downloaded eBooks	2021-22 Total Downloads	2020-21 Total Downloads	% CHANGE		LinkedIn Learning Sessions	Brainfuse HW Help & Tutoring	Flipster (Downloads + online views)	Pronunciator	Ancestry	Live-brary Databases	Library Website page views	Wifi Sessions	New Patron Library Cards	Museum Passes
Jul-21	1570	3151	4721	4903	-4%	Jul-21	0	104	188	32	NA	1064	24890	3639	86	35
Aug-21	1492	3153	4645	5080	-9%	Aug-21	105	236	217	34	NA	2800	23964	3760	62	48
Sep-21	1601	2943	4544	4608	-1%	Sep-21	24	132	223	28	NA	3250	22541	4229	60	19
Oct-21	1537	2956	4493	4587	-2%	Oct-21	31	67	230	33	NA	265	24124	4318	61	15
Nov-21			0	4112		Nov-21										
Dec-21			0	4287		Dec-21										
Jan-22			0	4705		Jan-22										
Feb-22			0	4462		Feb-22										
Mar-22			0	4508		Mar-22										
Apr-22			0	4455		Apr-22										
May-22			0	4395		May-22										
Jun-22			0	4933		Jun-22										
TOTALS	6200	12203	18403	55035		TOTALS	160	539	858	127	0	7379	95519	15946	269	117

2020-2021 Circulation Statistics

2020-2021	Adult Fiction	Adult Nonfiction	Juvenile Fiction	Juvenile Nonfiction	Serials	Audio	Video	Other	In House Circ	Reference Questions	2020-21 Monthly Circs	2019-20 Monthly Circs	% change	2020-21 YTD TOTALS	2019-20 YTD TOTALS	YTD % change	Library of Things
Jul-20	3437	1757	4089	1581	239	778	4610	147	48	1220	16686	26944	-38%	16686	26944	-38%	70
Aug-20	3359	1578	3668	1488	178	729	5090	199	63	922	16352	24992	-35%	33038	51936	-36%	119
Sep-20	3292	1397	3685	1398	210	604	4262	142	87	1061	15077	19962	-24%	48115	71898	-33%	62
Oct-20	3065	1387	4517	1282	222	786	4131	163	40	1288	15593	21971	-29%	63708	93869	-32%	82
Nov-20	2743	1144	3721	1198	168	705	3653	95	29	780	13456	20303	-34%	77164	114172	-32%	54
Dec-20	2710	1329	3073	1033	135	766	4478	148	102	1139	13774	19592	-30%	90938	133764	-32%	85
Jan-21	2968	1248	2963	1233	147	642	4749	153	54	951	14157	20361	-30%	105095	154125	-32%	93
Feb-21	2380	1088	2603	968	136	533	3450	118	48	724	11324	20885	-46%	116419	175010	-33%	39
Mar-21	2806	1379	3509	1181	251	550	4192	153	116	1141	14137	10239	38%	130556	185249	-30%	93
Apr-21	2744	1418	3324	1344	249	557	3389	117	228	1407	13370	88	15093%	143926	185337	-22%	106
May-21	2833	1361	3337	1291	172	648	3264	156	97	1604	13159	39	33641%	157085	185376	-15%	141
Jun-21	3261	1401	3368	1080	224	500	2884	174	103	1920	14915	10207	46%	172000	195583	-12%	134
YTD TOTALS	35598	16487	41857	15077	2331	7798	48152	1765	1015	14157	172000	195583	-12%	172000	195583	-12%	1078

2020-2021	Downloaded Audiobooks	Downloaded eBooks	2020-21 Total Downloads	2019-20 Total Downloads	% CHANGE		Lynda.com Sessions	Brainfuse HW Help & Tutoring	Poster (Downloads + online views)	Pronunciator	Ancestry	Live-brary Databases	Library Website page views	Wifi Sessions	New Patron Library Cards	Museum Passes
Jul-20	1211	3692	4903	3897	26%	Jul-20	72	107	207	33	NA	2982	7083	712	40	6
Aug-20	1419	3661	5080	3987	27%	Aug-20	29	295	292	24	NA	863	6407	908	24	14
Sep-20	1347	3261	4608	3541	30%	Sep-20	71	180	234	21	NA	2488	6150	1026	35	10
Oct-20	1428	3159	4587	3528	30%	Oct-20	91	133	254	21	NA	1718	10031*	927	45	5
Nov-20	1320	2792	4112	3438	20%	Nov-20	56	149	230	13	NA	2036	15085	970	10	3
Dec-20	1331	2956	4287	3462	24%	Dec-20	28	502	155	11	NA	2720	14154	1918	28	3
Jan-21	1490	3215	4705	3786	24%	Jan-21	171	302	260	32	NA	960	18026	2236	33	5
Feb-21	1319	3143	4462	3668	22%	Feb-21	152	264	172	34	NA	1324	21362	2143	19	7
Mar-21	1448	3060	4508	4058	11%	Mar-21	NA	358	229	37	NA	2319	20896	4727	59	10
Apr-21	1497	2958	4455	4666	-5%	Apr-21	133	319	214	34	NA	1779	19596	3154	37	6
May-21	1487	2908	4395	5278	-17%	May-21	38	109	231	49	NA	2189	16436	3223	233	16
Jun-21	1497	3105	4602	4933	-7%	Jun-21	22	84	200	15	NA	2637	24245	3407	123	22
TOTALS	16794	37910	54704	48242	13%	TOTALS	863	2802	2678	324	0	24015	169440	25351	686	107

*new website launched

2021-2022 Program Statistics

ADULT	2021-22	2021-22	2020-21	2020-21	Year to Year
	Sessions	Attendance	Sessions	Attendance	% CHANGE
July	13	274	18	193	42%
August	22	276	17	232	19%
September	24	387	21	293	32%
October	27	402	21	335	20%
November			29	166	
December			28	256	
January			21	340	
February			23	478	
March			33	410	
April			36	317	
May			34	311	
June			18	165	
TOTALS	86	1339	299	3496	

Community Outreach	2021-22	2021-22	2021-22	2020-21	2020-21
	Sessions	Attendance	Collection Count	Sessions	Attendance
July	6	130	85	22	35
August	7	367	722	21	56
September	14	439	-	17	82
October	12	319	-	20	170
November				12	38
December				17	106
January				6	83
February				8	329
March				8	96
April				10	276
May				12	158
June				11	229
TOTALS	39	1255	807	164	1658

COMMUNITY GROUPS	2021-22	2021-22	2020-21	2020-21	Year to Year
	Sessions	Attendance	Sessions	Attendance	% CHANGE
July	19	359	0	1	35800%
August	24	457	0	1	45600%
September	37	627	7	92	582%
October	37	604	16	99	510%
November			0	0	
December			0	0	
January			0	0	
February			0	0	
March			17	190	
April			21	173	
May			20	269	
June			28	459	
TOTALS	117	2047	109	1284	

CHILDRENS	2021-22	2021-22	2020-21	2020-21	Year to Year
	Sessions	Attendance	Sessions	Attendance	% CHANGE
July	49	528	43	441	20%
August	36	534	28	362	48%
September	19	279	11	165	69%
October	27	555	16	423	31%
November			14	221	
December			12	272	
January			14	277	
February			18	307	
March			15	483	
April			15	363	
May			24	306	
June			20	200	
TOTALS	131	1896	230	3820	

TEENS	2021-22	2021-22	2021-22	2020-21	2020-21	Year to Year
	Sessions	Attendance	Volunteer Hrs.	Sessions	Attendance	% CHANGE
July	14	176	40	26	87	102%
August	15	368	34	11	56	557%
September	11	164	40	11	96	71%
October	16	276	39	13	67	312%
November				8	66	
December				6	30	
January				9	77	
February				10	78	
March				7	136	
April				17	79	
May				14	127	
June				10	84	
TOTALS	56	984	153	142	983	

LIBRARY VISITS				
	2021-22	2020-21	% CHANGE	2019-20
July	7,160	3,443	108%	15,280
August	7,015	4,461	57%	13,523
September	7,279	4,590	59%	12,218
October	7,442	4,913	51%	14,615
November		3,329		13,382
December		4,836		11,887
January		4,290		14,745
February		3,063		14,484
March		5,121		6,942
April		4,505		0
May		4,955		0
June		5,262		0
TOTALS	28,896	52,768		117,076

66%
Library Visits YTD

2021-2022 Online Services Statistics

	Hoopla	Kanopy (video plays)	Lynda.com (sessions)	Niche Academy	Ancestry Library Edition	Flipster	Chat Service	NY Heritage (online digital collections)	JobNow	VetNow
Jul-21	241	260	-	33	NA	188	15	40	0	0
Aug-21	247	302	105	14	NA	217	11	68	0	0
Sep-21	163	240	24	30	NA	223	23	50	0	0
Oct-21	214	355	31	8	NA	230	11	279	0	0
Nov-21										
Dec-21										
Jan-22										
Feb-22										
Mar-22										
Apr-22										
May-22										
Jun-22										
TOTALS	865	1,157	160	85	-	858	60	437	0	0

Reported by Stephanie DiChiara

Over the course of the year the Local History Department has been hard at work expanding our digital collections, and presenting new and engaging programs.

I am happy to report that our Suffolk County News digitization product is almost complete. In December of last year we sent out five years' worth of microfilm to be digitized (2008-2012), and seven years of paper copies to be microfilmed and then digitized (2013-2019), all of which was to be added to the New York State Historic Newspapers website. To date, the Suffolk County News 2008-2012 is now available on the website and 2013-2019 is in the final processing stage and should be posted to the site very soon. This final stage, called Optical Character Recognition or OCR, makes the digitized images keyword-searchable and provides a great ease of access to our patrons compared to manually searching through microfilm.


The newest addition to our digital collections is the "John A. Conklin Image Collection" consisting of photographic slides that the former Sayville resident took from the late 1950s to the late 1990s of the members and events of the Sayville Kiwanis and Yacht Clubs. The collection was donated to us by John Conklin Jr. prior to my hire at the Library. I first re-housed and numbered the collection, which consists of just over 1000 slides before I began scanning them in late April. Each slide must be scanned individually, cataloged, and uploaded to the New York Heritage Digital Collections (NYHDC) site. On average, 15 slides are uploaded per hour of work, and once uploaded they are immediately available to the public for viewing. At present, 650 slides have been scanned and uploaded and I hope to have the entire project completed by the end of the year. A wonderful feature of having an easily accessible collection of digital images that are available for immediate use is that we can use them to engage with the public through our social media accounts. For example, slides of teenagers painting the windows of the beauty shop the Conklins owned on Main Street (presently Capozzi and Co. next to Starbucks) were used in two "#tbt (#throwbackthursday) posts and had extremely high amounts of engagement on Facebook. According to Facebook's analytics, the first post reached over 7800 people, and had over 1000 "engagements" where people interacted in the post in some way over the course of 5 days. The second post reached almost 4,000 people and had 560 engagements within the first 4 days. To put this into perspective, an average photo post might have a reach of 200-400 people, and make anywhere from 1-30 engagements. Many people of various ages commented on the posts and reminisced about their own time painting the shop windows on Main Street, the businesses that used to be in those stores, as well as memories of the Conklins themselves. It is very rewarding to see this collection already being put to use and enjoyed by the community.

Not to be left out, our first digital collection, the Postcard Collection, was featured in a write up on GreaterSayville.com. The article titled "Sayville history in postcards: Century-old images and notes depicts summers of yesteryear" was written by Brian Harmon and published online on August 16. In the article, Harmon stated "The Sayville Library pulled together a collection of nearly 300 Sayville-themed old postcards and digitized them for the world to enjoy". He also included a link to our collection, and a few examples of the postcard images. Over the course of a year, we have had a total of 894 page views for all of the pages in or NYHDC combined.

Our virtual programs have continued throughout the year and have been extremely popular. From January to September we hosted one virtual Local history program a month and have had 288 patron in total attending via Zoom. In October we hosted our first in-person program again, a presentation about Sayville and General Regis de Trobriand who is buried in St. Ann's Cemetery. We had a modest turnout of 12 attendees. We will continue to host both virtual and in-person programs in the coming months. Our next in-person event will be in November where we will be screening the documentary "The Bay Houses of Long Island" which will be followed by a discussion with the filmmakers.

The most engaging program we held this year was a summer-long scavenger hunt. "Discover Sayville: A Scavenger Hunt" was a collaboration with Marianne in the Teen Department. Together, we created an app-based game consisting of 71 missions patrons were ask to complete in and around the library and throughout Sayville. This game was designed to promote library services, have patrons visit all areas of the library, and learn local history facts about both the library and various places around town in a fun and creative way. Throughout the Hunt patrons were asked to complete questions and tasks by answering questions with text, or taking videos or photos and submitting them through the app. Each player that completed all 71 missions was awarded a prize bag at the end of the 6 weeks. In all, we had 40 teams participating with a total of 101 players. Over the course of the game, we had 904 mission submissions. Seven of the forty teams completed all the missions and we gave out 22 prizes. Through one of the missions we received some excellent feedback from the participants. When tasked to locate a special book we placed in the teen room, players who found the book were able to leave us a message. I've included a few scans of some of the messages and drawings we received. The photos and videos submitted during the game were featured in our social media posts during those six weeks, further promoting the game as well as various services of the Library. We also created a photo exhibit of all of the pictures submitted and displayed it in the meeting room level gallery for the month of September. At the conclusion of the Hunt, I submitted the work Marianne and I had done along with the program statistics to the Suffolk County Library Association's PR & Marketing Committee to be considered for its annual Suffolk Library Marketing Award which recognizes the best public relations marketing campaign by a Public or Academic Library. I'm happy to report that we were awarded 3rd place.

Going forward, upon the completion of the slide scanning I hope to continue to add to the digital collections by utilizing the new equipment available for us to borrow from the Long Island Library Resources Council. They have recently purchased a large format scanner that will be able to scan our Poster Collection consisting of about 40 vintage posters from the Sayville Musical Workshop. We will also continue to organize the Suffolk County Life Newspaper Collection and prepare it for microfilming, digitization, and posting on the New York Historic Newspapers website.



Sayville Library

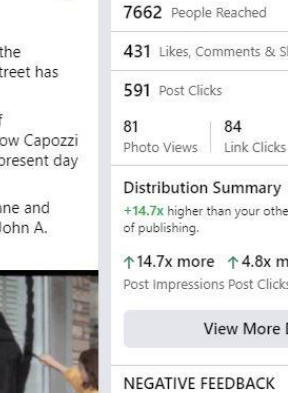
Published by Later ·
October 14 at 7:55 PM · 🌐

#throwbackthursday

Did you know that the tradition of painting windows on Main Street has been going on for decades?!

This picture was taken in 1968 in front of "Mademoiselle Beauty Salon", which is now Capozzi and Co. To the far right, "Atlas Travel" is present day Starbucks!

The old beauty salon was owned by Jeanne and John Conklin, the photographer of our "John A. Conklin Image Collection"! ... [See More](#)



👍❤️ You and 33 others

7 Comments

14 Shares

👍 Like

💬 Comment

➦ Share

Most Relevant ▼

Comment as Sayville Lib...

😊 📷 📄 📱

Performance for Your Post

7662 People Reached

431 Likes, Comments & Shares

591 Post Clicks

81 Photo Views

84 Link Clicks

426 Other Clicks

Distribution Summary

+14.7x higher than your other posts within 5 days of publishing.

↑14.7x more

↑4.8x more

↑24.8x more

Post Impressions

Post Clicks

Reactions

View More Details

NEGATIVE FEEDBACK

0 Hide All Posts

3 Hide Post

0 Report as Spam

0 Unlike Page

431 Likes, Comments & Shares

BRANDED CONTENT DISTRIBUTION

View Breakdown

7662 Total Reach


7662 Organic Reach

0 Paid Reach

7846 Total Impressions

7842 Organic Impressions

0 Paid Impressions



Sayville Library

Published by Later


October 14 at 7:55 PM



...

#throwbackthursday Did you know that the tradition of painting windows on Main Street has been going on for decades?!

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The old beauty salon was owned by Jeanne and John Conklin, the photographer of our "John A. Conklin Image Collection"! ... See More









You and 33 others


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14 Shares






 Like

 Comment

 Share



Comment as Sayville Lib...

Performance for Your Post

7662

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84

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426

Other Clicks

Distribution Summary

+14.7%

higher than your other posts within 5 days of publishing.

↑ 14.7x more

↑ 4.8x more

↑ 24.8x more

Post Impressions

Post Clicks

Reactions

View More Details

NEGATIVE FEEDBACK

0

Hide All Posts

3

Hide Post

0

Report as Spam

0

Unlike Page

431

Likes, Comments & Shares

BRANDED CONTENT DISTRIBUTION

7662

Total Reach

7662

Organic Reach

0

Paid Reach

View Breakdown

7846

Total Impressions

7842

Organic Impressions

0

Paid Impressions

×



4 Comments 6 Shares

Reported stats may be delayed from what appears on posts



4155	4155	0
Total Impressions	Organic Impressions	Paid Impressions



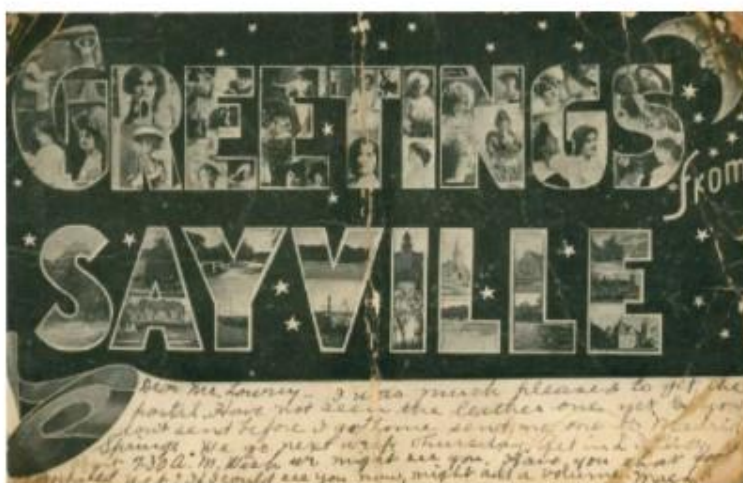
Educate the Spats Program
TEACHING OUR YOUTH

FIND OUT MORE



Sayville history in postcards: Century-old images and notes depict summers of yesteryear

BRIAN HARMON | AUGUST 16, 2021



They were the text messages of their time.

Blanche sent one from Sayville to Brooklyn in 1903 that simply said she'd be home "Tuesday afternoon about six o'clock." And "Joe and Abe" wrote from Sayville to Elizabeth in Garfield, New Jersey, in August of 1915 that they had seen an "aeroplane" fly about 500 feet over the bay where they were sitting.

The notes — and the images on the frontside of these historic postcards — provide glimpses of summer life in Sayville more than a century ago. The Sayville Library pulled together a collection of nearly 300 Sayville-themed old postcards and digitized them for the world to enjoy.

Such iconic places as the Kensington Hotel, the South Bay House and Gerber's department store are featured on the postcards, along with nature's Sayville Creek, the Old Mill Pond and Roosevelt's Pond. Check them out below; click on the numbered boxes to see them all.

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email address

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Date: 6/29/2021

Amelia D'Almeida, Meghan D'Almeida,
Emma Williams, Kathryn McDermott,
Katherine Davis.
We are having so much fun!
We are also running to get to
every task!

Date: 6.30.21

7:12 Bossard - exhilarating!

~~Marissa F~~

I'm having so much fun! - Will Kerk
This is like Book Scavenger! - Gen F

it's fun and cool
from Matthew Y.

its cool

from Justin

PS. I'm in fourth grade

HAPPY READING
SAYVILLE!

Hi, I'm Lily

July 23rd

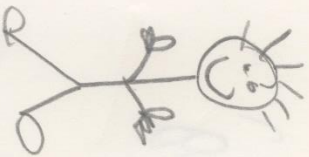
Happy
Reading!

Hi, I'm Gio.

BTW

~~_____~~

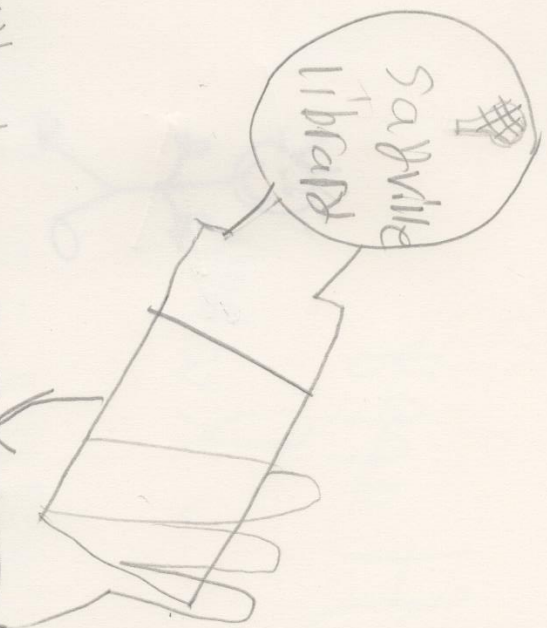
Drew Christopher



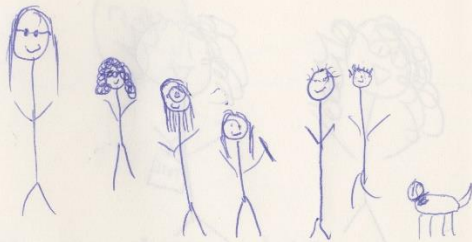
Two thumbs up
for this super fun
hunt!

Benny & Tess

Drew Christopher



My dad and I are having
so much fun doing the
scavenger hunt.



The
Joneses
were here
♥

Date: _____





Jennifer T. Fowler, Library Director

88 Greene Avenue
Sayville, NY 11782
631-589-4440
www.sayvillelibrary.org

To: Sayville Library Board of Trustees
From: Jennifer T. Fowler, Director
Date: November 08, 2021
Re: Personnel Report

The following report of personnel changes is submitted for approval to the Board of Trustees:

RESIGNATIONS:

EMPLOYEE	POSITION	RATE	DEPARTMENT	EFFECTIVE DATE
Henry Fenyo	Page	\$14.00	Adult Services	11/02/2021

ADDITIONS:

EMPLOYEE	POSITION	RATE	DEPARTMENT	EFFECTIVE DATE
Olivia Diaz	Page	\$14.00	Youth Services	10/26/2021

RETIREMENTS:

EMPLOYEE	POSITION	RATE	DEPARTMENT	EFFECTIVE DATE
Cynthia Carmody	PT Library Clerk	\$20.08	Patron Services	11/30/2021

Jennifer Fowler
Director
Sayville Public Library
88 Greene Avenue
Sayville, NY 11782

November 1, 2021

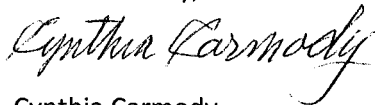
Dear Jenn,

I wish to inform you in writing, as we discussed, that my last day will be November 30, 2021.

It has been a very happy 13 years with Sayville library. Throughout my tenure the entire staff has been kind, caring and more than supportive. I am sad to be leaving my colleagues and the family that I have grown to love.

I want to take this opportunity to express my thanks to you for being so supportive to me over these past few years.

Yours sincerely,

A handwritten signature in cursive script that reads "Cynthia Carmody". The ink is dark and the signature is fluid, with a long, sweeping tail on the "y".

Cynthia Carmody

Assistant Director's Report – November 2021

MAINTENANCE TOPICS TO BE DISCUSSED AT TRUSTEE MEETING

Fire Sprinklers

Solar Panels

Railings

HVAC/BMS

Photocopiers

Snow Plowing



**Sayville
Library**

**Board of Trustees
Meeting**

Unfinished Business

November 8, 2021



Jennifer T. Fowler, Library Director

88 Greene Avenue
Sayville, NY 11782
631-589-4440
www.sayvillelibrary.org

MEMO

To: Board of Trustees
From: Jennifer T. Fowler, Director
Date: November 8, 2021
Re: LED Lighting Project Update

At the November 8, 2021 Trustee meeting, the Director will provide the Board of Trustees with an update on the progress of the LED Lighting Project.



Board of Trustees Meeting

New Business

November 8, 2021



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000
TEL: 631-286-1600 ■ FAX: 631-286-1647

November 1, 2021

To: Member Library Directors;
Boards of Trustees
From: Kevin Verbesey
Re: **SCLS Proposed FY 2022 Budget**

Enclosed with this memo is the **Proposed SCLS FY 2022 Operating Budget** for your review and consideration.

At its meeting on November 1, 2021 the SCLS Board of Trustees approved the enclosed SCLS FY 2022 Operating Budget and authorized its submission for member library approval. In order for this proposal to take effect more than 2/3 of member libraries must vote to approve the proposed budget before December 31, 2021.

Attached to this memo are the final proposed SCLS FY 2022 Budget, a final proposed Member Support Chart, and your budget ballot. **Please print the ballot out and use it to record your library vote.**

To gain a full understanding of this proposed budget, and its impact on the member libraries, we ask that you review both this packet and the previously distributed “draft” budget packet that was dated October 6, 2021.

There have been only a limited number of changes made from the “draft” budget that was distributed in October. The changes are based upon additional information and feedback that we have received subsequent to the “draft” budget being developed. The reasons behind each change are listed below.

Income

- 1) *Library Service Contracts* has been adjusted down \$3,000 from the previous estimate based on current projections. This number may also be impacted by new census information that we may or may not receive in time to effect 2022 contracts.

- 2) *Downloadable Media* is listed at a 5% increase in this draft which is up from a flat number in the first draft. Once feedback has been received from the Zones this number will be finalized. All revenue in this line is offset by expenditures so

while very important to the member libraries and SCLS it is non-material to the SCLS overall budget.

Expenditures

- 1) *Salaries* overall increase \$19,682 from the first draft. This is due primarily to staffing that will be needed to operate the “mini-SLED” which SCLS is receiving a \$242,000 ARPA grant for in 2022. Individual salary lines have also been adjusted based on current and expected staffing in 2022.
- 2) *Retirement and Social Security* have been adjusted from the previous estimates based on new estimates and the updated adjustments in the salary lines.
- 3) *Downloadable Media* is listed at a 5% increase in this draft which is up from a flat number in the first draft. Once feedback has been received from the Zones this number will be finalized. All expenditures in this line are offset by revenue so while very important to the member libraries and SCLS it is non-material to the SCLS overall budget.
- 4) *Programs* have been increased by \$18,000 from the first draft. This is due primarily to programing that SCLS will be hosting related to the ARPA grant of \$242,000 which we will receive in 2022.
- 5) *Electricity* costs have been revised down \$2,000 from the first estimate based on current cost projections.
- 6) *Equipment – Vehicles* costs have been revised down \$5,000 from the first estimate based on current cost projections.

The bottom line after these changes have been made is that **the overall SCLS 2022 Budget is projected to increase by 0.39% (\$56,405.)** The operations side will decrease by 4.92% (\$351,746) and the Direct Offset side will increase by 5.57% (\$408,151.) Most of the increase is due to the additional spending on Downloadable Media and a projected increase in coordinated orders.

Member Support, overall, will not change in 2022.

We are often asked why every library does not have the same percentage change in member support. Member library financial participation is determined by a formula that includes the library’s service population (which has not changed this year) and the library’s expenditures for the prior year (2020.) If your library’s disbursements (less capital expenditures and debt service – as defined in your New York State Annual Report) increased more than the County average then your contribution change will be greater than the average. The version that is enclosed with this memo is the final member support chart for 2022.

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS before December 31, 2021. Should you have any questions, please feel free to contact me.

Thank you for your continued support of our collaborative efforts.

2022 BUDGET REVENUE

	2020	2021	2022	2021 to 2022	2021 to 2022
SOURCE	Budget	Rev. Budget	Proposed	\$ Change	% Change
N. Y. State	2,848,170	3,187,691	2,656,409	(531,282)	-16.67%
Local Services Support Aid (LSS)	328,865	306,749	306,749	0	0.00%
Outreach	234,307	262,238	218,531	(43,707)	-16.67%
SCLS: CLA	162,847	174,391	145,326	(29,065)	-16.67%
Misc. Grants	10,000	0	242,000	242,000	0.00%
Interest	25,000	10,000	5,000	(5,000)	-50.00%
Rental	55,080	56,180	57,500	1,320	2.35%
Delivery Service	2,000	500	500	0	0.00%
Mailing Overdues	21,000	15,000	15,000	0	0.00%
Miscellaneous	35,000	10,000	10,000	0	0.00%
Contributions	300	100	100	0	0.00%
Programs/Rooms	13,500	5,000	5,000	0	0.00%
Library Contract Service	165,000	165,000	162,000	(3,000)	-1.82%
Member Library Support	2,282,680	2,328,334	2,328,334	0	0.00%
PALS Admin. Fee	628,496	627,434	644,422	16,988	2.71%
RFID Support	0	0		0	0.00%
Sub-Total (Operational)	6,812,245	7,148,617	6,796,871	(351,746)	-4.92%
<i>Central Library support</i>					
Non-fiction (Overdrive)	12,000	12,000	12,000	0	0.00%
Homework Help	55,000	55,000	55,000	0	0.00%
ILL Delivery Support	60,000	0	0	0	0.00%
Sub-Total (Central Library)	127,000	67,000	67,000	0	0.00%
<i>DIRECT OFFSET</i>					
LLSA Member Libraries	465,283	520,748	433,957	(86,791)	-16.67%
CLA CBA Central Library	379,971	414,551	345,458	(69,093)	-16.67%
Suffolk E-Resources	722,400	722,400	744,000	21,600	2.99%
Coordinated Orders	1,000,000	700,000	1,000,000	300,000	42.86%
Downloadable Media	3,879,496	4,946,362	5,193,680	247,318	5.00%
SCLS: CBA	16,080	18,581	15,484	(3,097)	-16.67%
Institutional Library Aid	9,333	10,712	8,926	(1,786)	-16.67%
Misc. Grants	0	0		0	0.00%
Sub-Total (Direct Offset)	6,472,563	7,333,354	7,741,505	408,151	5.57%
Transfer from Unappropriated					
Fund Balance	125,000	0	0	0	0.00%
Sub-Total (Non-Operational)	125,000	-	-	0	0.00%
TOTAL REVENUE	13,536,808	14,548,971	14,605,376	56,405	0.39%

2022 Budget Expenditures

ACCOUNT TITLE	2020	2021	2022	2021 to 2022	2021 to 2022
	Budget	Rev. Budget	Proposed	\$ Change	% Change
<u>SALARIES</u>					
LIBRARIANS	1,164,847	1,268,847	1,305,985	37,138	2.93%
CLERICAL	1,096,022	948,526	1,029,845	81,319	8.57%
Shipping & Maint.	243,974	304,647	376,835	72,188	23.70%
SUBSTITUTES & HOURLY	318,850	151,068	175,813	24,745	16.38%
SUB-TOTAL (Salaries)	2,823,693	2,673,088	2,888,478	215,390	8.06%
<u>FIXED CHARGES & FRINGE BENEFITS</u>					
RETIREMENT	400,000	420,000	400,000	(20,000)	-4.76%
SOCIAL SECURITY	216,016	203,175	220,768	17,593	8.66%
WORKER'S COMP.	41,500	41,500	41,500	0	0.00%
UNEMPLOYMENT	1,000	50,000	1,000	(49,000)	-98.00%
DISABILITY	6,500	6,000	5,000	(1,000)	-16.67%
HEALTH INSURANCE	553,500	500,000	445,000	(55,000)	-11.00%
MEDICAL INS. RETIREES	610,350	550,000	500,000	(50,000)	-9.09%
DENTAL	43,500	40,000	42,000	2,000	5.00%
OPTICAL	4,000	3,500	4,500	1,000	28.57%
FLEX PLAN	500	500	500	0	0.00%
SICK & VAC. PAYOUTS	85,000	85,000	85,000	0	0.00%
LONG TERM CARE INS.	3,500	2,500	2,500	0	0.00%
INSURANCE INCENTIVE	22,500	23,000	26,000	3,000	13.04%
Empl. Assist. Program	3,000	2,000	2,000	0	0.00%
SUB-TOTAL (Fixed & Fringe)	1,990,866	1,927,175	1,775,768	(151,407)	-7.86%
<u>PROFESSIONAL FEES</u>	62,950	60,850	62,350	1,500	2.47%
SUB-TOTAL (Professional Fees)	62,950	60,850	62,350	1,500	2.47%
<u>LIBRARY MATERIALS</u>					
BOOKS	3,500	3,500	2,500	(1,000)	-28.57%
DOWNLOADABLE MEDIA	155,000	100,000	100,000	0	0.00%
HOMEWORK HELP	320,000	366,000	366,000	0	0.00%
SUB-TOTAL	478,500	469,500	468,500	(1,000)	-0.21%
<u>DIRECT OFFSET</u>					
LLSA MEMBER LIBRARIES	465,283	520,748	433,957	(86,791)	-16.67%
CLA CBA CNTRL LIBRARY	379,971	414,551	345,458	(69,093)	-16.67%
CBA MATERIALS	16,080	18,581	15,484	(3,097)	-16.67%
SUFFOLK E-RESOURCES	722,400	722,400	744,000	21,600	2.99%
DOWNLOADABLE MEDIA	3,879,496	4,946,362	5,193,680	247,318	5.00%
COORDINATED ORDERS	1,000,000	700,000	1,000,000	300,000	42.86%
Institutional Library Books	9,333	10,712	8,926	(1,786)	-16.67%
Misc. Grants	-	-	0	0	0.00%
SUB-TOTAL	6,472,563	7,333,354	7,741,505	1,268,942	19.60%

2022 Budget Expenditures

ACCOUNT TITLE	2020	2021	2022	2021 to 2022	2021 to 2022
	Budget	Rev. Budget	Proposed	\$ Change	% Change
<i>OPERATIONS</i>					
OFFICE & LIB. SUPPLIES	51,000	30,000	44,500	14,500	48.33%
TELEPHONE VOICE	22,000	22,000	26,000	4,000	18.18%
ISP SERVICE	63,500	60,000	60,000	0	0.00%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	15,000	10,000	12,500	2,500	25.00%
POSTAGE OVERDUES	21,000	12,000	12,000	0	0.00%
PUBLICITY & PRINTING	60,000	30,000	30,000	0	0.00%
TRAVEL	29,000	10,000	20,500	10,500	105.00%
LOST IN TRANSIT	13,500	13,500	13,500	0	0.00%
OVERDUE SUPPLIES	6,500	3,500	3,500	0	0.00%
MEMBERSHIP DUES	26,000	25,000	25,000	0	0.00%
MAINT. - OFFICE EQUIP.	33,350	23,800	18,050	(5,750)	-24.16%
COMPUTER SERVICES	295,000	260,000	260,500	500	0.19%
VEHICLE OPERATION	43,300	38,300	40,700	2,400	6.27%
VEHICLE MAINTENANCE	14,000	12,000	12,000	0	0.00%
SECURITY SERVICES	25,000	21,500	21,500	0	0.00%
TRUSTEE EXPENSE	3,500	2,500	2,500	0	0.00%
PROGRAMS	49,000	50,000	59,500	9,500	19.00%
PROF. DEVELOPMENT	44,000	15,000	35,500	20,500	136.67%
Misc		604,054	0	(604,054)	0.00%
SUB-TOTAL	814,750	1,243,254	697,850	(545,404)	-43.87%
<i>BUILDING OPERATIONS</i>					
GAS	20,000	21,000	21,000	0	0.00%
ELECTRICITY	40,000	38,000	36,000	(2,000)	-5.26%
WATER	1,500	1,500	1,500	0	0.00%
SUPPLIES-JANITORIAL	3,500	2,500	2,500	0	0.00%
CONTRACT SERVICES	415,936	307,062	307,125	63	0.02%
REPAIR - BLDG. & EQUIP.	50,000	35,000	40,000	5,000	14.29%
SUB-TOTAL	530,936	405,062	408,125	3,063	0.76%
<i>INSURANCE</i>	72,550	71,688	77,800	6,112	8.53%
<i>EQUIPMENT - LENDING LIBRARY</i>	30,000	5,000	5,000	0	0.00%
<i>EQUIPMENT - SYSTEM</i>	65,000	35,000	55,000	20,000	57.14%
<i>EQUIPMENT - VEHICLES</i>	125,000	-	275,000	275,000	100.00%
<i>FACILITY RENOVATIONS</i>	70,000	325,000	150,000	(175,000)	-53.85%
SUB-TOTAL	362,550	436,688	562,800	126,112	28.88%
TOTAL EXPENDITURES	13,536,808	14,548,971	14,605,376	56,405	0.39%

Proposed 2022 MEMBER LIBRARY SUPPORT @ 0.00% (OVERALL INCREASE)
BASED ON ANNUAL REPORT FINANCIALS: 2020

	ACT 2021 ML SUPP	PROP 2022 ML SUPP	INCR PROP 2022 FROM 2021 ACT	\$ Change PROP 2022 FROM 2021 ACT
AMAGANSETT	11,057	11,057	-	0.00%
AMITYVILLE	33,301	33,060	(241)	-0.72%
BABYLON	19,336	19,121	(215)	-1.11%
BAYPORT-BLUE POINT	23,288	23,736	448	1.92%
BAY SHORE-BRIGHTWATERS	41,735	42,645	910	2.18%
BRENTWOOD	106,223	107,019	796	0.75%
BROOKHAVEN	11,057	11,057	-	0.00%
CENTER MORICHES	37,074	37,385	311	0.84%
CENTRAL ISLIP	45,435	46,327	892	1.96%
COLD SPRING HARBOR	18,522	18,699	177	0.96%
COMMACK	31,522	31,701	179	0.57%
COMSEWOGUE	65,462	63,978	(1,484)	-2.27%
CONNETQUOT	63,870	63,660	(210)	-0.33%
COPIAGUE	42,658	42,458	(200)	-0.47%
CUTCHOGUE-NEW SUFFOLK	11,057	11,057	-	0.00%
DEER PARK	36,166	36,138	(28)	-0.08%
EAST HAMPTON	27,144	26,626	(518)	-1.91%
EAST ISLIP	38,316	38,956	640	1.67%
ELWOOD	18,479	18,725	246	1.33%
EMMA S CLARK	65,760	64,331	(1,429)	-2.17%
FLOYD MEMORIAL	11,057	11,057	-	0.00%
HALF HOLLOW HILLS	73,451	71,603	(1,848)	-2.52%
HAMPTON BAYS	23,118	23,405	287	1.24%
HAMPTON	11,057	11,057	-	0.00%
HARBORFIELDS	37,507	37,332	(175)	-0.47%
HAUPPAUGE	22,662	23,717	1,055	4.66%
HUNTINGTON	71,753	71,252	(501)	-0.70%
ISLIP	33,886	33,768	(118)	-0.35%
JOHN JERMAIN	11,057	11,057	-	0.00%
LINDENHURST	53,801	54,141	340	0.63%
LONGWOOD	83,821	84,485	664	0.79%
MASTICS-MORICHES-SHIRLEY	91,129	89,348	(1,781)	-1.95%
MATTITUCK	11,057	11,057	-	0.00%
MIDDLE COUNTRY	126,716	122,961	(3,755)	-2.96%
MONTAUK	11,057	11,057	-	0.00%
NORTH BABYLON	38,751	39,218	467	1.21%
NORTH SHORE	44,357	43,589	(768)	-1.73%
NORTHPORT-EAST NORTHPORT	76,566	76,978	412	0.54%
PATCHOGUE-MEDFORD	87,378	88,255	877	1.00%
PORT JEFFERSON	33,262	32,582	(680)	-2.04%
QUOGUE	11,057	11,057	-	0.00%
RIVERHEAD	50,883	51,451	568	1.12%
ROGERS MEMORIAL	32,810	32,003	(807)	-2.46%
SACHEM	115,990	117,362	1,372	1.18%
SAYVILLE	29,916	30,584	668	2.23%
SHELTER ISLAND	11,057	11,057	-	0.00%
SMITHTOWN	156,223	160,973	4,750	3.04%
SOUTH COUNTRY	30,871	30,623	(248)	-0.80%
SOUTH HUNTINGTON	58,021	57,956	(65)	-0.11%
SOUTHOLD	11,057	11,057	-	0.00%
WEST BABYLON	38,962	38,560	(402)	-1.03%
WEST ISLIP	40,491	40,283	(208)	-0.51%
WESTHAMPTON	21,094	21,799	705	3.34%
WYANDANCH	18,997	17,914	(1,083)	-5.70%
TOTALS:	2,328,334	2,328,334	-	0.00%



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000
TEL: 631-286-1600 ■ FAX: 631-286-1647

BALLOT

2022 SCLS Budget

The Board of Trustees of the _____ Library

☐

Approved

☐

Disapproved

The Proposed 2022 Budget of the Suffolk Cooperative Library System,
approved by the SCLS Board of Trustees on November 1, 2021.

Signed: _____ Date: _____

Please return to SCLS. Attention Director's Office no later than
December 31, 2021



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000
TEL: 631-286-1600 ■ FAX: 631-286-1647

November 1, 2021

To: Member Library Directors & Boards of Trustees

From: Kevin Verbesey

Re: **Proposed Live-brary.com Downloads Costs for 2022**

Attached please find the breakdown of the proposed cost model for the Live-brary.com Downloads for 2022.

In 2021 the member libraries contributed \$4,946,362 for purchases of materials for the Downloads service. (Every dollar that the member libraries contribute towards the service is used to purchase materials to lend to patrons.) SCLS pays the service platform fee for the Overdrive service out of our regular operating budget.

The usage for the service in the last twelve months has increased by 11.4%.

October 1, 2019 – September 30, 2020 --- 2,599,380

October 1, 2020 – September 30, 2021 --- 2,894,715

The numbers above are significantly impacted by pandemic related closings and library service adjustments. Increases from 2020 to 2021 (January-September) are about 6%.

Based on member library input we are proposing an increase in the member library contributions for the Live-brary.com Downloads in 2022 of 5% to bring the total contributions to \$5,193,680. SCLS will contribute \$100,000 and Patchogue-Medford \$12,000 for a total budget of \$5,305,680.

Please note that the Live-brary.com Download fee is calculated with a “base fee” that every library pays at the same rate regardless of size or service usage. The combined “base fee” of the fifty-four member libraries equals 10% of the total cost of the service. The remaining 90% of the total cost is charged based on the amount of usage from each individual library’s patrons. Libraries whose patrons borrow more - pay more, at a proportional rate.

We hope that all fifty-four member libraries will continue to offer this service to their patrons in 2022 but if you decide for any reason that you would no longer like to offer the service please inform me of that fact -- in writing – by December 31, 2021. At that time these charges will be applied for 2022.

If you have any questions, comments, or concerns please do not hesitate to contact me.

Library	# of Downloads	%	# of Downloads	%	%	Library	2021	2021	Total	%	2022	2022	Total	%	% Inc.
	10/19-9/20	Of Total	10/20-9/21	Of Total	Change		Base	Usage	2021	Of Total	Base	Usage	2022	Of Total	COST
		Use		Use	19/20			Payment	Payment	2021		Payment	Payment	2022	2021/2022
		19/20		20/21	20/21					Cost				Cost	
Amagansett	5,858	0.29%	12,128	0.42%	107.03%	Amagansett	\$ 9,160	\$15,203	\$ 24,363	0.49%	\$ 9,618	\$19,585	\$ 29,203	0.56%	20%
Amityville	18,450	0.91%	27,653	0.96%	49.88%	Amityville	\$ 9,160	\$38,823	\$47,983	0.97%	\$ 9,618	\$44,656	\$54,274	1.04%	13%
Babylon	21,179	1.04%	26,722	0.92%	26.17%	Babylon	\$ 9,160	\$44,680	\$53,840	1.09%	\$ 9,618	\$43,152	\$52,770	1.02%	-2%
Bay Shore	28,115	1.39%	43,357	1.50%	54.21%	Bay Shore	\$ 9,160	\$65,703	\$74,863	1.51%	\$ 9,618	\$70,015	\$79,633	1.53%	6%
Bayport	22,404	1.10%	34,468	1.19%	53.85%	Bayport	\$ 9,160	\$50,731	\$59,891	1.21%	\$ 9,618	\$55,661	\$65,279	1.26%	9%
Brentwood	26,069	1.28%	33,242	1.15%	27.52%	Brentwood	\$ 9,160	\$55,910	\$65,070	1.32%	\$ 9,618	\$53,681	\$63,299	1.22%	-3%
Brookhaven	5,656	0.28%	7,521	0.26%	32.97%	Brookhaven	\$ 9,160	\$12,495	\$21,655	0.44%	\$ 9,618	\$12,145	\$21,763	0.42%	0%
Center Moriches	38,082	1.88%	52,229	1.80%	37.15%	Center Moriches	\$ 9,160	\$79,900	\$89,060	1.80%	\$ 9,618	\$84,342	\$93,960	1.81%	6%
Central Islip	15,133	0.75%	18,948	0.65%	25.21%	Central Islip	\$ 9,160	\$31,306	\$40,466	0.82%	\$ 9,618	\$30,598	\$40,216	0.77%	-1%
Cold Spring Har	21,840	1.08%	38,099	1.32%	74.45%	Cold Spring Har	\$ 9,160	\$43,687	\$52,847	1.07%	\$ 9,618	\$61,524	\$71,142	1.37%	35%
Commack	26,916	1.33%	38,383	1.33%	42.60%	Commack	\$ 9,160	\$57,717	\$66,877	1.35%	\$ 9,618	\$61,983	\$71,601	1.38%	7%
Comsewogue	64,291	3.17%	94,460	3.26%	46.93%	Comsewogue	\$ 9,160	\$144,068	\$153,228	3.10%	\$ 9,618	\$152,539	\$162,157	3.12%	6%
Connetquot	60,998	3.01%	83,484	2.88%	36.86%	Connetquot	\$ 9,160	\$134,031	\$143,191	2.89%	\$ 9,618	\$134,814	\$144,432	2.78%	1%
Copague	17,541	0.86%	23,133	0.80%	31.88%	Copague	\$ 9,160	\$38,047	\$47,207	0.95%	\$ 9,618	\$37,356	\$46,974	0.90%	0%
Cutchogue	10,960	0.54%	18,284	0.63%	66.82%	Cutchogue	\$ 9,160	\$24,422	\$33,582	0.68%	\$ 9,618	\$29,526	\$39,144	0.75%	17%
Deer Park	20,119	0.99%	26,636	0.92%	32.39%	Deer Park	\$ 9,160	\$41,294	\$50,454	1.02%	\$ 9,618	\$43,013	\$52,631	1.01%	4%
East Hampton	37,466	1.85%	58,979	2.04%	57.42%	East Hampton	\$ 9,160	\$88,910	\$98,070	1.98%	\$ 9,618	\$95,242	\$104,860	2.02%	7%
East Islip	37,217	1.83%	48,215	1.67%	29.55%	East Islip	\$ 9,160	\$79,782	\$88,942	1.80%	\$ 9,618	\$77,860	\$87,478	1.68%	-2%
Elwood	23,793	1.17%	33,083	1.14%	39.05%	Elwood	\$ 9,160	\$52,695	\$61,855	1.25%	\$ 9,618	\$53,424	\$63,042	1.21%	2%
Emma S Clark	98,364	4.85%	153,956	5.32%	56.52%	Emma S Clark	\$ 9,160	\$233,353	\$242,513	4.90%	\$ 9,618	\$248,616	\$258,234	4.97%	6%
Floyd Memorial	10,629	0.52%	17,343	0.60%	63.17%	Floyd Memorial	\$ 9,160	\$25,266	\$34,426	0.70%	\$ 9,618	\$28,006	\$37,624	0.72%	9%
Half Hollow Hills	74,838	3.69%	129,996	4.49%	73.70%	Half Hollow Hills	\$ 9,160	\$167,289	\$176,449	3.57%	\$ 9,618	\$209,924	\$219,542	4.23%	24%
Hampton	7,610	0.38%	13,000	0.45%	70.83%	Hampton	\$ 9,160	\$18,929	\$28,089	0.57%	\$ 9,618	\$20,993	\$30,611	0.59%	9%
Hampton Bays	27,015	1.33%	39,325	1.36%	45.57%	Hampton Bays	\$ 9,160	\$58,778	\$67,938	1.37%	\$ 9,618	\$63,504	\$73,122	1.41%	8%
Harborfields	41,404	2.04%	66,664	2.30%	61.01%	Harborfields	\$ 9,160	\$95,634	\$104,794	2.12%	\$ 9,618	\$107,653	\$117,271	2.26%	12%
Hauppauge	18,263	0.90%	26,043	0.90%	42.60%	Hauppauge	\$ 9,160	\$39,642	\$48,802	0.99%	\$ 9,618	\$42,056	\$51,674	0.99%	6%
Huntington	33,224	1.64%	49,263	1.70%	48.28%	Huntington	\$ 9,160	\$73,757	\$82,917	1.68%	\$ 9,618	\$79,553	\$89,171	1.72%	8%
Islip	26,401	1.30%	37,381	1.29%	41.59%	Islip	\$ 9,160	\$55,427	\$64,587	1.31%	\$ 9,618	\$60,365	\$69,983	1.35%	8%
John Jermain	22,505	1.11%	33,991	1.17%	51.04%	John Jermain	\$ 9,160	\$48,566	\$57,726	1.17%	\$ 9,618	\$54,890	\$64,508	1.24%	12%
Lindenhurst	35,049	1.73%	52,507	1.81%	49.81%	Lindenhurst	\$ 9,160	\$78,081	\$87,241	1.76%	\$ 9,618	\$84,791	\$94,409	1.82%	8%
Longwood	83,327	4.11%	112,546	3.89%	35.07%	Longwood	\$ 9,160	\$180,456	\$189,616	3.83%	\$ 9,618	\$181,745	\$191,363	3.68%	1%
Mastics	53,507	2.64%	63,166	2.18%	18.05%	Mastics	\$ 9,160	\$105,966	\$115,126	2.33%	\$ 9,618	\$102,004	\$111,622	2.15%	-3%
Mattituck	14,997	0.74%	22,284	0.77%	48.59%	Mattituck	\$ 9,160	\$34,139	\$43,299	0.88%	\$ 9,618	\$35,985	\$45,603	0.88%	5%
Middle Country	74,952	3.69%	98,769	3.41%	31.78%	Middle Country	\$ 9,160	\$158,850	\$168,010	3.40%	\$ 9,618	\$159,497	\$169,115	3.26%	1%
Montauk	10,097	0.50%	15,676	0.54%	55.25%	Montauk	\$ 9,160	\$22,946	\$32,106	0.65%	\$ 9,618	\$25,314	\$34,932	0.67%	9%
North Babylon	29,605	1.46%	35,727	1.23%	20.68%	North Babylon	\$ 9,160	\$58,981	\$68,141	1.38%	\$ 9,618	\$57,694	\$67,312	1.30%	-1%
North Shore	53,753	2.65%	71,591	2.47%	33.19%	North Shore	\$ 9,160	\$111,933	\$121,093	2.45%	\$ 9,618	\$115,609	\$125,227	2.41%	3%
Northport	73,046	3.60%	103,904	3.59%	42.24%	Northport	\$ 9,160	\$168,257	\$177,417	3.59%	\$ 9,618	\$167,790	\$177,408	3.42%	0%
Patchogue-Medford	52,573	2.59%	73,338	2.53%	39.50%	Patchogue-Medford	\$ 9,160	\$112,789	\$121,949	2.47%	\$ 9,618	\$118,430	\$128,048	2.47%	5%
Port Jefferson	34,242	1.69%	50,717	1.75%	48.11%	Port Jefferson	\$ 9,160	\$80,960	\$90,120	1.82%	\$ 9,618	\$81,901	\$91,519	1.76%	2%
Quogue	10,987	0.54%	14,762	0.51%	34.36%	Quogue	\$ 9,160	\$23,101	\$32,261	0.65%	\$ 9,618	\$23,838	\$33,456	0.64%	4%
Riverhead	48,348	2.38%	66,283	2.29%	37.10%	Riverhead	\$ 9,160	\$100,861	\$110,021	2.22%	\$ 9,618	\$107,037	\$116,655	2.25%	6%
Rogers Memorial	40,156	1.98%	59,326	2.05%	47.74%	Rogers Memorial	\$ 9,160	\$94,257	\$103,417	2.09%	\$ 9,618	\$95,803	\$105,421	2.03%	2%
Sachem	111,219	5.48%	149,430	5.16%	34.36%	Sachem	\$ 9,160	\$233,686	\$242,846	4.91%	\$ 9,618	\$241,308	\$250,926	4.83%	3%
Sayville	42,447	2.09%	54,080	1.87%	27.41%	Sayville	\$ 9,160	\$88,133	\$97,293	1.97%	\$ 9,618	\$87,331	\$96,949	1.87%	0%
Shelter Island	10,145	0.50%	17,156	0.59%	69.11%	Shelter Island	\$ 9,160	\$23,309	\$32,469	0.66%	\$ 9,618	\$27,704	\$37,322	0.72%	15%
Smithtown	187,201	9.23%	263,277	9.10%	40.64%	Smithtown	\$ 9,160	\$419,516	\$428,676	8.67%	\$ 9,618	\$425,154	\$434,772	8.37%	1%
South Country	27,177	1.34%	37,328	1.29%	37.35%	South Country	\$ 9,160	\$59,654	\$68,814	1.39%	\$ 9,618	\$60,279	\$69,897	1.35%	2%
South Huntington	58,017	2.86%	81,197	2.81%	39.95%	South Huntington	\$ 9,160	\$127,918	\$137,078	2.77%	\$ 9,618	\$131,121	\$140,739	2.71%	3%
Southold	16,858	0.83%	25,600	0.88%	51.86%	Southold	\$ 9,160	\$36,843	\$46,003	0.93%	\$ 9,618	\$41,340	\$50,958	0.98%	11%
West Babylon	32,029	1.58%	40,493	1.40%	26.43%	West Babylon	\$ 9,160	\$64,579	\$73,739	1.49%	\$ 9,618	\$65,390	\$75,008	1.44%	2%
West Islip	32,724	1.61%	46,909	1.62%	43.35%	West Islip	\$ 9,160	\$72,234	\$81,394	1.65%	\$ 9,618	\$75,751	\$85,369	1.64%	5%
Westhampton	33,052	1.63%	51,381	1.78%	55.46%	Westhampton	\$ 9,160	\$76,596	\$85,756	1.73%	\$ 9,618	\$82,973	\$92,591	1.78%	8%
Wyandanch	1,027	0.05%	1,138	0.04%	10.81%	Wyandanch	\$ 9,160	\$1,632	\$10,792	0.22%	\$ 9,618	\$1,838	\$11,456	0.22%	6%
Total	2,028,875	100%	2,894,571	100%	42.67%	Total	\$494,640	\$4,451,722	\$4,946,362	100%	\$519,372	\$4,674,308	\$5,193,680	100%	
							10.0%	90.0%	27.5%		10.0%	90.0%	5.0%		

[DRAFT REVISION]
Cancer Screening

Pursuant to New York State Civil Service Law §159-b and §159-c, Sayville Library as a public employer and participant in the New York State Retirement System will provide the following:

On an annual basis, all Sayville Library employees are entitled to take up to four hours of paid leave ~~for breast or prostate cancer~~ to undertake a cancer screening **during regularly scheduled hours**. This paid leave will not be deducted from accrued leave. According to Civil Service guidelines, physical examinations, blood work, as well as the travel time to and from these screenings, are all included in this four hour cap. The four hours may be divided between appointments if a follow-up screening is required. Absence beyond the four hour cap must be charged to leave credits.

Employees who undergo screenings outside their regular work schedule do so on their own time. For example, employees are not granted compensatory time off for ~~breast or prostate~~ cancer screenings that occur on personal days or holidays.

Sayville Library requires satisfactory medical documentation that the employee's absence was for the purpose of ~~breast or prostate~~ cancer screening and proof of time of arrival and time of departure are to be verified by the screening facility. Employees ~~will be provided with~~ can obtain a *Cancer Screening Leave Form* prior to the appointment, available from the ~~Human Resources Clerk~~ Business Office.

Adopted: 12/08/08

Updated 11/08/21 (Pending Board Approval)

Loan Period	Fines (Min/Max)	Holdable/ Renewable*	Direct Access Other Libraries	ILL	Business Cards**
3 Days					
Quick Flicks Lawn Games	1.00/10.00	No/No	No	No	Yes
Museum Pass (3-day)	25.00/100.00	Yes/No	No	No	No

7 Days					
New Adult, Juv, Teen Fiction DVDs	None	Yes/Yes	No	No	Yes
Adult, Juv, Teen Fiction DVDs, Adult Non-Fiction DVDs	None	Yes/Yes	Yes	Yes	Yes
Children's Holiday Collection (in season)	None	Yes/No	No	No	Yes
Vinyl Records	.05/5.00	Yes/No	Yes	No	Yes
Record Players	1.00/10.00	Yes/No	Yes	No	Yes
Lawn Games	1.00/10.00	No/No	No	No	Yes
Board Games	.05/5.00	Yes/Yes	Yes	No	Yes
Video Games***	1.00/10.00	Yes/Yes	No	No	Yes
Museum Pass (7-day)	25.00/100.00	Yes/No	No	No	No

14 Days					
New Adult, Juv, Teen Fiction & Non-Fiction Books, New Music	None	Yes/Yes	No	No	Yes
New Adult, Juv, Teen Fiction & Non-Fiction Audio Books	None	Yes/Yes	No	No	Yes
Adult Test Book Collection	.50/10.00	Yes/Yes	Yes	Yes	Yes
"Library of Things" Items	1.00/10.00	Yes/Yes	No	No	No
Mobile Hotspots	5.00/50.00	Yes/No	No	No	No

21 Days					
Fiction & Non-Fiction Books and Audio Books	None	Yes/Yes	Yes	Yes	Yes
Periodicals	None	Yes/Yes	Yes	Yes	Yes
Juv, Teen Non-Fiction DVDs	None	Yes/Yes	Yes	Yes	Yes
Music CDs	None	Yes/Yes	Yes	Yes	Yes
Long Island Collection, Literacy Collection	None	Yes/Yes	Yes	Yes	Yes
Educators Collection, Parenting Collection	None	Yes/Yes	Yes	Yes	Yes
Big Books, Kits, Playaways	None	Yes/Yes	No	No	Yes

* Most materials are holdable and renewable if no reserves for other patrons

** Business Cards: Privileges at Sayville Library only. Card may not be used at other libraries

*** Mature-rated video games can only be checked out by Sayville patrons 18 years or older.

Limits	Number
Items per card	75
Items per Audiovisual format per card	20
Number of holds/reserves	50
Number of notices-1st notice & bill	2
Expiration of library cards	3 years
Library card blocked at maximum fines/fees	\$5.00
Please Note: Library reserves right to limit homework assignment materials	

Lost/Damaged/Missing Parts	Replacement Cost
Lost or damaged materials	full replacement cost
Missing part of multi-part items	full replacement cost

Public Computer Printing	Cost
Black & White pages	\$0.05 each
Color pictures/photos	\$0.25 each
Faxes	\$1.00 initial dialing; 50 cents per page after two
Copier printing black & white	\$0.10 each
Copier color printing	\$0.25 each

Items that Do Not Circulate
Reference
LI Collection Reference
New Magazines

Adopted July 2004
Revised 11-12-04, 11-15-05, 2-08-10, 5-10-10, 7-10-17, 9-9-19, 5-11-20

Reviewed 7-13-20

Revised 4-12-20

Revised 7-12-21

Revised 11-08-21 Pending Board Approval

[DRAFT REVISION]**Credit and Debit Card use for Library Fees**

For the convenience of our patrons Sayville Library offers the option to pay for library fees and services with a credit card in person at the Circulation Department or online through the PALS system. ~~There is a \$5.00 minimum for in-library credit card charges.~~

For some programs and/or services, a convenience fee may be added to the cost of the charge at the time of registration.

The Library reserves the right to refuse service or cancel transactions at any time. Completion of a payment transaction is contingent upon both the authorization of payment by the applicable credit card company or financial institution and acceptance of payment by the Library. In the event that a credit card payment is unable to be processed, the Library will attempt to notify the customer using the contact information provided. In any event, the credit card user remains solely responsible for payments due.

REFUNDS

When a fine or fee has been paid using a credit card and a refund is necessary, it will only be issued for payments that are made at the circulation desk (not online). A refund will only be issued for lost items that are found within 30 days of the original payment date. Refunds in excess of the original amount paid or cash refunds are prohibited.

PRIVACY

Credit card payment details collected electronically are encrypted through the credit card provider and are never stored on the Library's computers or servers. At no time does the Library store credit card information.

Adopted: 5/10/16

Updated: 11/08/21 Pending Board Approval



Board of Trustees Meeting

Correspondence

November 8, 2021

Thank you

3 messages

James Bertsch

Mon, Nov 1, 2021 at 2:55 PM

Jonathan,

On behalf of myself, Roy Fedelem (Sayville Historical Society, President) and Mary Bailey (Bayport Blue Point Heritage Association), I am writing to thank you for supporting the interview with Theresa Dodaro. Both organizations hosted their members at Meadow Croft to talk with Theresa about her novel, the Baymen's Daughter. We had approximately forty (attendees) and over ten Sayville High School musicians who played period music from the 1910s-1920s. As you always do, you were helpful, gracious, thoughtful and a big enhancement to the program.

Meadow Croft, the location for the interview, is a spectacular site. Yet it is not set up with WiFi or as many outlets as the Library. Having your support--with a microphone, a speaker and plenty of batteries to record the interview--was a HUGE contribution. Thank you very much!

As always, the Library's support is appreciated. We look forward to the recording.

-James

4 attachments

Screen Shot 2021-10-31 at 9.48.57 AM.png
4165K



Screen Shot 2021-10-31 at 9.49.20 AM.png
3117K



Screen Shot 2021-10-31 at 10.01.14 AM.png
3776K

Screen Shot 2021-10-31 at 10.01.45 AM.png



Recognizing Excellence in Library Marketing

October 8, 2021

Sayville Public Library
Jennifer Fowler, Director
88 Greene Avenue
Sayville, NY 11782

Dear Director Fowler,

The RASD PR & Marketing Committee was created to advance knowledge of the best marketing practices of library programs and services through roundtable discussions, workshops, and speakers. The committee sponsors the annual Suffolk Library Marketing Award (SLMA) to encourage, promote and reward exceptional marketing in Suffolk County public and academic libraries.

The RASD PR & Marketing Committee presented the first SLMA award in 2014. This award is loosely based on ALA's John Cotton Dana Award. The committee appreciates the time and effort it took to complete the application and corroborating documents.

It is our pleasure to inform you that the Sayville Public Library has won third place for the 2021 SLMA! Your staff members not only created the *Discover Sayville: A Scavenger Hunt* marketing campaign that was mentioned in the application but Local History Librarian Stephanie DiChiara took the time to apply for the award.

All awards will be presented during the annual SCLA Dinner on **Thursday, October 21 at 6:00 p.m.** at the West Sayville Country Club in West Sayville. You will receive a trophy and certificate to display in your library.

Stephanie DiChiara has been asked to attend the committee's meeting on **January 20, 2022 at 10:00 am** via Zoom during which all entered campaigns will be reviewed for their colleagues.

The following is a quote by one of the judges, about the marketing campaign submitted.

*"Interactive and fun. Visuals very clear, simple yet effective -- which is not easy to do!
Kudos to the staff for clear and concise messaging that keeps the message on point."* – Jaci Clement

The committee thanks you for sharing your creative staff with the wider library community and allowing us to learn from their fine work. We hope you will apply again next year.

Sincerely,

Jo-Ann Carhart & Joan Cook



**Sayville
Library**

**Board of Trustees
Meeting**

**Miscellaneous
Library Information**

November 8, 2021

WEBSITE & ONLINE SERVICES

- Access a variety of databases for research, homework, genealogy, career advancement and more
- Register for Library programs (in-person and virtual programs offered)
- Peruse the latest Library newsletter
- Download free eBooks, eAudiobooks, movies and magazines
- Check out online learning opportunities available
- Access online, live tutors for students of all ages through Brainfuse
- Reserve passes for local museums and parks, materials, & Library of Things
- Purchase discounted tickets to local amusement attractions

LOAN PERIODS

3 DAYS

Lawn Games

7 DAYS

Adult, Teen & Children's DVDs

Children's Holiday Collection

Vinyl Records

Video Games

14 DAYS

New Fiction & Nonfiction books

New Audiobooks

Long Island Collection

Adult Career Collection

Adult Test Collection

Library of Things Collection

21 DAYS

Everything Else!

SAYVILLE LIBRARY IS A FINE-FREE LIBRARY!

With the following exceptions:

FINES FOR LATE MATERIALS

	DAILY	MAX
Board Games	\$0.05	\$5.00
Vinyl Records	\$0.05	\$5.00
Lawn Games	\$1.00	\$10.00
Library of Things	\$1.00	\$10.00
Adult Test Books	\$0.05	\$10.00
Museum Passes	\$25.00	\$100.00
Video Games	\$1.00	\$10.00
Mobile Hotspots	\$5.00	\$50.00

Most items can be renewed up to 6 times if there are no reserves on the items. Renew in the Library, via telephone or through your online library account.

BOARD OF TRUSTEES

Marianne Bastian	President
Joseph Loughren	Vice President
Debra I. Mitchell	Secretary
Linda Halliday	Trustee
Louisa Kieffer	Trustee
Jennifer T. Fowler	Director

WEBSITE

sayvillelibrary.org

PHONE

631.589.4440

FACEBOOK

@sayvillelibrary

INSTAGRAM

@sayvillelibrary

SCAN ME



Get started today!



Welcome! Start Here

LIBRARY HOURS

Monday - Friday	10:00am - 9:00pm
Saturday	9:30am - 5:00pm
Sunday	1:00pm - 5:00pm

(Sunday hours are mid-September through mid-June)

Reimagine Your Library With Us...

ADULT SERVICES

- Browse thousands of items – books, large print books, audiobooks, music CDs, DVDs, vinyl records and more.
- Enjoy popular magazines & newspapers
- Choose from a wide array of programs & workshops that will introduce you to crafting, technology skills, fitness classes, book discussions, and more
- Utilize a quiet study room
- Participate in summer and winter reading programs for prizes
- Request a guided tour of the Library

LOCAL HISTORY

- Gain access to over 2300 items that are cataloged and searchable through our online catalog
- Many items of historic value are housed in our archives and available to view upon request
- Digital collections are accessible through our website and include local newspapers, postcards, and oral histories

PATRON SERVICES

- Get a library card in-person or online at www.sayvillelibrary.org/getacard
- Check out materials from all over Suffolk County
- Find out about our homebound delivery program
- Utilize 24/7 pick-up lockers and curbside pick-up services
- Check out items from the Library of Things (lawn games, mobile hotspots, telescopes, and so much more!)
- Inquire about the Library's Museum Pass Program & Discount Venue Tickets

COMMUNITY OUTREACH SERVICES

- Supports underserved members of our community through food, clothing, school supply drives and more
- Partners with community organizations, the Sayville School District and local businesses
- Offers educational programs on timely, relevant topics in our community
- Community groups can reserve meeting rooms by calling 631.589.4440 x310

TECHNOLOGY & COMPUTER SERVICES

- Book one-on-one tech help appointments with an IT specialist
- Learn about 3D printing
- Take advantage of our VHS to DVD media conversion service
- Attend technology workshops
- Free Wi-Fi (in parking lot too!)
- Ask about wireless printing

TEEN SERVICES

- Earn community service credit by participating in volunteer programs
- Librarians can assist in book selections and provide guidance in finding homework help
- Teens (6th-12th grade) can attend programs that include pre-licensing courses, SAT Prep workshops, arts & crafts, technology, virtual reality, etc.
- Join the annual **Battle of the Books**
- Participate in summer and winter reading programs for prizes
- Check out video games

YOUTH & PARENT SERVICES

- Browse thousands of children's items: books, magazines, age-appropriate DVDs, audiobooks, and more
- Librarians can assist in book selections and provide guidance in finding homework help
- Programs available for kids (birth-5th grade) include storytimes, educational classes, arts and crafts, STEAM, literacy learning, etc.
- Sign up your preschooler for the 1000 Books Before Kindergarten program
- Participate in summer and winter reading programs for prizes

ADDITIONAL SERVICES

- Free notary service
- Fax service (outgoing only)
- Color copies
- Audio-version newsletter edition
- Outside courtyard seating (seasonal)



WALT WHITMAN BIRTHPLACE STATE HISTORIC SITE

Printable

This pass entitles 4 guests free admission to the museum. At least one must be an adult.

Discounted Tickets

BRONX ZOO & NEW YORK AQUARIUM

Pricing Varies
(online only)

These discounted tickets are available for the Bronx Zoo, Central Park Zoo, NY Aquarium, Queens Zoo and the Prospect Park Zoo. Tickets are purchased through our online portal

LONG ISLAND AQUARIUM

\$23.00 ea. cash
\$23.50 ea. credit

These tickets can be used for anyone aged 3 and older and do not have an expiration date. Tickets are available at the Library's Circulation Desk on a first come, first served basis.

SPLISH SPLASH

\$37.99 ea. + tax & fees
(online only)

These discounted general admission tickets are available for purchase through our online portal.

Tag Us!

*If you take photos at a
museum or park, tag
us! @sayvillelibrary*

WEBSITE

sayvillelibrary.org

FACEBOOK

[@sayvillelibrary](https://www.facebook.com/sayvillelibrary)

INSTAGRAM

[@sayvillelibrary](https://www.instagram.com/sayvillelibrary)

SCAN ME



Get started today!

For more information, or to reserve a museum pass, visit Sayville Library online at

www.sayvillelibrary.org/passes
or call us 631.589.4440



Museum Passes & Discount Tickets

Explore, Discover & Learn

Our Museum Pass program is made possible by the Friends of the Sayville Library.

We offer 12 unique passes for Sayville Library cardholders to visit some of the best museums and NY State Parks.

Our passes can be reserved and either printed conveniently at home, or picked up at the Library at our Circulation Desk.

CHILDREN'S MUSEUM OF THE EAST END

Printable

This pass entitles 4 people free admission to the museum. At least one must be an adult.

CRADLE OF AVIATION MUSEUM

Returnable

Pass entitles free admission for 2 adults and 2 children to museum galleries and a discount of \$1.50 on IMAX tickets.



FIRE ISLAND LIGHTHOUSE

Printable

This pass includes free tower tour admission for 2 adults and up to 4 children aged 12 and under. Children must be 42" to climb.

HECKSCHER MUSEUM OF ART

Printable

This pass entitles 2 adults and accompanying children aged 18 or under to free admission to the museum.

INTREPID SEA, AIR & SPACE MUSEUM

Printable

This pass, in conjunction with your library card, entitles free admission for 6 people.

LONG ISLAND CHILDREN'S MUSEUM

Returnable

This pass entitles up to 4 people free admission to the museum.

LONG ISLAND MARITIME MUSEUM

Printable

This pass entitles 2 adults and 2 accompanying children aged 12 or under to free admission to the museum and a 10% discount on Gift Shop purchases.

NEW YORK EMPIRE PASS (3-DAY & 7-DAY)

Returnable

Enjoy 3 or 7 days of day-use access to most facilities operated by New York State Parks and the State Department of Environmental Conservation.

OLD BETHPAGE VILLAGE RESTORATION

Printable

This pass entitles 2 adults and 2 accompanying children or seniors to free admission to the museum.

OLD WESTBURY GARDENS

Printable

This pass entitles admission for 2 adults and their children, free parking, and a 10% discount in the gift store.