



**Annual Report  
to the Association  
July 1, 2022—June 30, 2023**

Treasurer's Report

**Board Committee Reports:**

- Buildings and Grounds
- Finance
- Long Range Planning
- Personnel
- Policy

**Staff Reports:**

- ◆ Children's Services—Dana Bruey
- ◆ Teen Services—Penny Kelley
- ◆ Adult and Local History—Melissa Andruski
- ◆ Programming—Kathy Saccamano
- ◆ Director—Caroline MacArthur

**Friends Of the Southhold Free Library annual report**

Annual Meeting held

August 9, 2023

**Southold Free Library  
Annual Treasurer's Report  
July 1<sup>st</sup>, 2022 - June 30<sup>th</sup>, 2023**

The General Operating Fund, comprised of a checking and a money market account, began the fiscal year with a balance of \$274,554.42 and ended the fiscal year with a balance of \$227,604.25. As of June 30<sup>th</sup>, 2023 the checking account held \$154,584.09; and the money market account held \$73,020.16.

The Renovation Fund began the fiscal year with a balance of \$48,008.24 and ended the fiscal year with a balance of \$17,937.43.

The Memorial Maintenance account began the fiscal year with a balance of \$32,615.74 and ended the fiscal year with a balance of \$1,128,137.68.

The Vanguard brokerage account began the fiscal year with a balance of \$8,154.60 and ended the fiscal year with a balance of \$10,920.43. The Vanguard brokerage account is invested wholly in Microsoft stock and was gifted to Southold Free Library in fiscal year 2020.

The Whitaker account began the fiscal year with a balance of \$34,349.22 and ended the fiscal year with a balance of \$31,375.80.

All accounts, with the exception of the Vanguard brokerage account, are held with Dime Savings Bank.

Respectfully submitted,

Priscilla Reilly

Treasurer, Board of Trustees

# Buildings and Grounds Annual Report 2022-2023

Report by Nicholas Antonucci (Committee Chair)

During the past year, the following ongoing issues were resolved with the assistance/input of the Library Director:

- Ejector Pumps were replaced. Problems began September 2nd and the project was completed on 10/7/2022. There is an ongoing issue with the holding tank filling with non-organic debris that has forced the toilets to overflow.
- Outdoor lights for the parking lot were replaced on 10/8/2022.
- The half step on the east side of the building was replaced with a feathered grade. (On September 3, 2022 a woman slipped at this spot, and was injured.) This project was completed 11/8/2022.
- "No Overnight Parking" signs were Installed 12/27/2022.
- We received two estimates to repave the parking lot
- Landscape designers / Architects have been found to help with the future design of the pocket park.

## Highlights

Other committee highlights include:

- Wooden Doors are being worked on by Anders Jensen (9/15/2023). Estimated install date is late September/ early October 2023.
- The Sprinkler System was shut off during a SCWA "water emergency". S & L Irrigation was contacted on 9/2/2022.
- Chris Mohr contract for snow removal was signed on 12/28/2022
- Heating issue - Kolb responded 2/4/2023.
- Kolb HVAC refrigerant leaking issue was discovered on 4/13/2023
- Holding tank was full and need to be pumped by Morris Cesspool 4/27/2023
- Kait's Angels is donating a 'buddy bench' in memory of Kaitlyn Doorhy 5/20/2023 the Buddy Bench was installed 7/2023.
- Overgrown branches around the library sign were clipped to make the sign a bit more visible. (6/10/2023)
- The dead tree on the border of the Feather Hill and Library properties has been removed 7/17/2023
- Holding tank was full and need to be pumped by Morris Cesspool 7/26/2023
- Replaced the spigot on the east side of the library with a splitter (7/28/2023)
- No reported issue of the leak in the south west corner of the building.

## Unresolved Issues

- Search for a "handy worker" for small jobs - such as safety paint on steps to the entrance and steps on the east side of the building—pathway, screen repairs, and installation on some windows – is ongoing.
- Fixing or replacing the rotten planters.
- A/V system in Community Room—the projector is not hooked up to properly play sound and DVDs
- Power wash exterior stairwell for mildew removal
- Sign on front lawn—to be replaced (new design not finalized)

**Southold Free Library**

**Finance Committee Report**

**July 01, 2022 – June 30, 2023**

**Charles C. Barkley, Chair; Caroline MacArthur, Executive Director**

**Budget:** Southold Free Library's budget for the fiscal year commencing July 1, 2023 through June 30, 2024, which proposed an operating budget tax levy in the amount of \$1,155,057, was approved by the community on May 16, 2023. The Board of Trustees is sensitive to the impact of additional taxation on the community and strives to remain fiscally responsible, while also building a library that meets not only the present, but future needs of the community. Additional information concerning Southold Free Library's budget can be found on their website: <https://southoldlibrary.org/about-us/budget/>

**Banking:** Southold Free Library was not impacted by the failures of Silicon Valley and Signature Banks, which touched of a crisis of confidence across the regional banking sector in March 2023. The entirety of Southold Free Library's cash and cash equivalents are held on deposit with Dime Community Bank. Deposits in excess of FDIC coverage are collateralized to ensure adequate protection.

**Audit:** On behalf of the Board of Trustees, the Finance Committee would like to report that in the opinion of our auditors, Baldessari & Coster LLP, Southold Free Library's financial statements presented fairly, in all material aspects, the financial position of the governmental activities and each major fund for the year ending June 30, 2022 and all changes in financial position detailed therein were in accordance with accounting principles generally accepted in the United States of America.

The audit engagement letter for the year ending June 30, 2023 was received from Baldessari & Coster LLP on May 1, 2023 and unanimously approved by the Board of Trustees during May's meeting. The audit for the fiscal year ending June 30, 2023 is currently in process.

**Donations:** The Southold Free Library received \$1,091,777.95 in donations for the year ending June 30, 2023. The total does not include donations from Friends of the Library. The Board of Trustees greatly appreciates the generosity of our benefactors and would like to extend a sincere thank you for helping us enhance the library's offerings, experience, and overall mission.

Respectfully Submitted,

Charles C. Barkley

Board of Trustees

## **Long range planning committee annual report August 2023**

**Prepared by James Roth Committee Chairperson**

The long-range planning committee is tasked to develop a plan for future projects for the Southold Free Library. A long-range plan assists the library board of trustees in budgeting for yearly expenses and how to be fiduciarly responsible within the endowment funds.

The committee consists of Jim Roth and Priscilla Reilly from the board, Perry Weiss and Merrill Hitman from the community, Jenny Schlecht from The Friends of the Library and Caroline MacArthur and Penny Kelley from the library staff.

The five-year plan was developed in 2022 and was reviewed this year by the committee and no changes were suggested.

**Southold Free Library  
Personnel Committee Annual Report 2022 - 2023**

**Committee:** Camille Broussard, Chair; Priscilla Reilly; Jim Roth; Caroline MacArthur, Library Director

The Committee worked on the projects set out below. Our work and discussions are ongoing.

**Library Services and Community Programming.**

1. Continued to work on making the adjacent 'Pocket Park' easily accessible and available for offering library programs.
2. Reviewed staff training needs and develop appropriate offerings, including in various technology needs.
3. Assisted the Board in fundraising efforts to increase funding for programs and services.

**Staff Diversity and Inclusion Initiatives.**

1. Continued to work on diversity and inclusion initiatives and training, including updating job descriptions to include an inclusive diversity statement.

**Review and Update Personnel Procedures, Manuals and Job Descriptions.**

1. Updated personnel manual and job descriptions.
2. Reviewed library personnel salary levels in light of: (1) increases in minimum wage requirements; (2) individual length of service; (3) increased skills and additional duties assigned over time. Presented a proposal to the Board to adjust and increase salary levels for various employees based on the above considerations.
3. Reviewed future staffing needs to prepare for any necessary changes, including hiring a part-time librarian to provide reference services, participate in community programs and provide digital services expertise. Reviewed the value of bilingual language skills, particularly Spanish / English.

Respectfully submitted by Camille Broussard, Chair.

## **Policy Committee Annual Report 2023**

### **Prepared by James Roth Committee Chairperson**

The following members are on the policy committee; Jim Roth (Chairperson), Priscilla Reilly, Nancy Stellato and Library Director Caroline MacArthur

The following policies were reviewed and updated as necessary by the policy committee over the 2022-2023 year.

- *July 2022- Video conferencing policy was updated.*
- *Jan 2023 - Ground usage policy was updated.*
- *March 2023 - iPad and eReader policies were retired.*
- *April 2023 - Americans with Disabilities ACT (ADA) and Cell Phone usage policies were updated.*
- *July 2023- Audit and Control of Funds, Budget Policy, Code of Ethics for Library Trustees, Committees of the Board of Trustees, Conflict of Interest Compliance, Nominating Committee and Open Meetings policies were all updated.*

The updated policies were all accepted by the Board as current policy for the library.

The following policies were created by the policy committee and adopted by the Library Board over the 2022-2023 year.

- *October 2022- Folk room policy and Grounds Use Policy were established.*

Children's Services  
Dana Bruey  
Program Highlights of 2022/2023

Our highlights always start in the Summer, my favorite season! Summer 2022 had fun, wonderful programs mostly taking place outside under our rented tent out in the library yard. We are so lucky to have a shed to store our chairs and tables in so we can easily set up under the tent for all of our programs. We had a lot of our regular programmers come back again plus some new ones. Judy Wilson showed the children how to create cowrie shell jewelry, Jen McGreevy brought fabulous materials to show the kids how to make Beach Mosaics, and Penny and I did fun food programs that the kids really enjoyed. We made Rice Krispie Treat Flip Flops by shaping the Rice Krispie treats into sole shapes and then adding fruit roll up straps and an M&M for the button. We had several art classes and concerts as well as regular storytimes for the little ones every week for 6 weeks. We did a couple of big audience style programs like the Family Music and Art with Jack Licitra and the Sciencetellers show. Brady Rymer did his show live on the Mitchell Park lawn, which is always popular and I had Beach Bingo at Founders Beach, where 60 patrons came with their children. It was awesome!

Fantastic programming continued into the fall. Mignon Osmer from the Cutchogue Library and I did our annual Fairy house workshop with natural materials gathered from outside. Mignon hosted the program inviting patrons from each of our libraries and we had 30 people come with their children. Other program highlights included Storytime Yoga, Ghost Windsocks, Fall Color Felting, and storytimes and the baby group Romp 'N Rhyme were back in full force with so many parents and their little ones participating.



November and December brought more creative programming. Penny and I did a Family Pop Tart Holiday House Making, building houses with Pop Tart walls and various candies using royal icing to hold them together. It was quite popular with 17 participants. Jen McGreevy did her annual holiday centerpieces, bringing in a wide variety of evergreen branches, white sticks, pinecones, and bows and showed the children how to fill in their arrangement to look festive.

We continued our creative programming in Winter 2023 with our Winter Break Games week. Most of our programs were centered around all types of game play for the week, Nintendo gaming, board games, coding with our new Dashbots and Lego kits, and Bingo for all ages on that Friday. The kids had tons of fun all week! Malena Bendik also ran a North Fork Junior Debate Club for grades 5-8 every week for 6 weeks to inspire children to learn the skill of being an influential speaker. They practiced mock debates in preparation for a final official debate with judges and their parents in the audience. Malena was so charming and talented. It was such a wonderful program experience for the kids.

Spring programming included continued creative storytimes with the little ones, more playgroups and Storytime Yoga, and craft classes inspired by artists instructed by Darlene Siracusano. I hired a new programmer, James Ciervo, who brings his live guinea pigs in for families to enjoy sets designed for them to run through to tell fairy tales, such as the Three Little Pigs and the Three Billy Goats Gruff! I look forward to another wonderful year of programming next year.

## **Annual Report - Program Highlights July 2022-June 2023**

### *Young Adult Programs*

Beginning with a summer theme of *Oceans of Possibilities* and ending with Making Rainbow Heart Chains, a Teen Bingo Party, and Regents Reivews, this was quite the year!

Dungeons and Dragons continues to be a program staple. We also had our first in-person SAT Prep course since before the Pandemic and it was well attended. Dana and I took on the challenge of learning a little bit about coding and with the help of Board member Thomas Hudgens, we now have four Dashbots (robots) and 2 Lego Prime kits. Both of which teach kids the basics of scratch coding. Below are some of the program highlights throughout the year.

**July 2022** Decorate your own Mug, Sea Glass Painting, Dungeons & Dragons, Sparkle Mermaid Painting, Skating Party, Battle of the Books and Macrame Bracelet

**August 2022** Visual Journals, Fizzy Pink Lemonade, Rice Krispie Flip Flops, Battle of the Books Regional Competition

**September 2022** Dungeons & Dragons and Tabletop Sign

**October 2022** Halloween Treat Boxes, Masquerade Masks and The Great Give Back

**November 2022** Chess Club, Graffiti Logo and Light Up Snowman

**December 2022** Pop Tart Holiday House, Holiday Centerpieces, and DIY Dog Treat Jars

**January 2023** NF Debate Club, Escape Room, Tutti Fruity Lip Balm, Skating Party

**February 2023** Terracotta Valentine Candle Holder, Winterfest and Maker Week

**March 2023** Coding classes, Cake in a Mug & a Movie, Sharpie Mugs, and Spring Salt Painting

**April 2023** SAT Prep, Pressed Flowers and Fairy lite Jars, Chess Club, Authors Unlimited, Student Art Reception and Prom Dress Showcase

**May 2023** Wookie Cookies, Coding classes, Mother's Day Rolled Paper flowers, Dungeons & Dragons

**June 2023** Regents Reveiw classes, Teen Party (Bingo), Rainbow Heart Chains

Total Programs: **118**

Total Attendance: **1,555**

Submitted by:

Penny Kelley, Teen Services Librarian

Annual Report

August 9, 2023

Melissa Andruski  
July 1, 2022-June 30, 2023

## **PROGRAMS**

109 programs with 1385 attendees.

Book discussions, chair yoga, Mahjong, Canasta, art workshops, defensive driving classes, Medicare seminars, heritage walks, and cemetery visits are popular programs and are offered multiple times throughout the year. New this year was a New York Boating Safety Course which took place in March, an estate planning 101 program, a free hearing screening, and Tai Chi. One very special event included a concert in January organized by the Long Island Composers Alliance and featured the Namaste Clarinet Quintet of Perugia, Italy. In April Southold resident Stephen Sanfilippo presented a maritime program with stories and songs titled "Songs of the Fishermen: Life, Work, Hardships and Dangers". And local author Mary Korpi proudly presented her book "Lady Lighthouse Keeper" in a lively presentation about Stella Prince and the Horton Point Lighthouse.

## **FRIENDS**

The Book Cottage continues to thrive in their 30<sup>th</sup> year of offering sales twice weekly from January through November! Gently used donations of two boxes are gladly accepted to keep the shelves and tables stocked. It's the best bargain in town! Both the volunteers and customers are happy to be there.

The spring plant sale is held in May prior to Mother's Day. It's a colorful sight to see hanging baskets, potted flowers, and herbs spread out on the cottage lawn. This has become a successful annual event.

Monthly raffles are prominently displayed near the circulation desk and are generously donated by creative individuals and businesses.

A Support the Friends trifold brochure was introduced in the spring. Copies are available in the Library and in the Book Cottage. The Friends suspended the membership card.

Art exhibits in the Lucy Hallock Folk Room are another enjoyable feature of the Library. The receptions are well attended, paintings are purchased, and exhibits are booked well into 2024.

## **WHITAKER COLLECTION**

75 entries were logged for the year. Inquiries come by phone, emails, and in-person to visits. Each request is unique and a pleasure to explore. The paintings along the walls are much admired and also the model of the Holland Submarine. Programs attended this year included one by Mark Torres who wrote the book "Long Island Migrant Labor Camps: Dust for Blood" and two presentations about slavery on the North Fork. Two tote boxes of archives from the Southold Town Garden Club were accepted. Also accepted correspondence from the early 1800's from Thomas Lester, Ezra L'Hommedieu and Thomas Lyon Gardiner.

Kathy Saccamano  
July 2022-June 2023

I offered 22 in person classes that served 287 patrons. Some highlights and well attended programs were : Shackleton's shipwreck, a lecture by the Eco-Photo explorers and a Coronation tea party with Margaret Johnson, an author of over 15 cookbooks. I was the first North Fork library to offer a Mediterranean cooking class in February. It was so well attended that the Cutchogue Library now hosts the chef for monthly cooking classes that we often co-host with them. We shared in five additional in person classes serving 134 patrons, 54 of them from Southold.

I shared concerts with Mattituck and Cutchogue Libraries starting with the Summer of 2022 kick off concert of the Just 60's band. Additional concerts were Rhonda Denet, Penny Lane and Gene Casey.

Zoom classes continue to be popular. I hosted 11 solo zoom sessions with 303 patrons attending and I shared in 78 zooms serving 744 Southold patrons Some popular solo zoom sessions were Chicago's Candy History, Paranormal LI, Mid Century Christmas, Whales and Dolphins of LI and The Kentucky Derby.

**SFL Annual Meeting 8/9/23**  
**Director's Report July 2022-June 2023**

**Programs:**

We had a very successful year offering programs to people of all ages.

**Children's Programs:** 221 with attendance totaling 2797

**Teen programs:** 118 with attendance totaling 1555

In addition, 86 "to go" bags were taken by young people for at home crafting, baking etc.

47 school classes came to the Library for stories, book talks, and borrowing materials.

Penny, Dana and Nicole presented Library information at Open School nights at the beginning of the school year. At the end of the year, they made visits to all classes K-6 to advertise the Summer Reading Club.

Youth services also offer many 'things' for children and teens to enjoy while visiting the Library. The fake kitchen and dollhouse are well used, as are the ipads, Chromebooks, Nintendo Switches, as well as a Nintendo in the Teen Room. A Touch table was acquired in 2022. It is a table with preloaded games for young children and families to play, and has been a very popular addition to the Children's area.

**Adult Programs:** 220 programs with attendance totaling 2,719

I continued to lead the Book discussion group, going strong since 2001. Attendance averages 21 each month. Books include both non-fiction and fiction, as well as classic literature, and books that have been challenged or banned.

Involvement in the second annual Winterfest (Feb 2023) was a huge success. Youth Services staff teamed up with staff member Darlene Siracusano to offer crafts and activities in the parking lot of the pocket park. SCLS brought the SLED (large RV with library related technology and activities). There were also giveaways for all who stopped by the SLED or in the Library.

**Circulation Statistics:**

- Total circulation of library materials: 28,444 physical items +30,755 downloads = **59,199**
- New cards issued: 373
- Total borrowers: 10,656

Blood pressure monitor kits were added to the "Library of things" and circulated 24 times. A corn hole game was added at the beginning of the summer. Museum passes, puzzles, fishing poles, telescope, umbrellas and bike locks are other popular items for patrons to borrow.

A jigsaw puzzle table was purchased for the adult reading room. There is a puzzle always out for anyone to have a seat and work on. When a puzzle is finished, staff put a new one out. The table was purchased in memory of longtime Library supporter, and former Trustee Gayle Kaplan.

Summer 2022—the audit was completed, with Bookkeeper Marjory Stevens working with accountant Magdalena Mihalik on all aspects of the financials.

The Library participated in the 2022 July 4th parade, and to follow the Summer Reading Club theme of “Oceans of Possibilities”, the float was a small boat decorated to celebrate both the Library, and America’s independence.

I attended 2 conferences, and 2 legislative events. In November I attended the annual New York Library Association conference in Saratoga Springs, and in May the Long Island Library Conference. Both offered many opportunities for networking, learning about new initiatives, technologies and products, as well as attending workshops on many and varied issues, programs and services. I enjoy these opportunities very much. I also attended the Legislative Breakfast, held in the fall at the Smithtown Library. In March, I traveled to Albany to once again meet with our NYS legislators to speak about the importance of libraries, and support of libraries in our communities.

I served on a number of committees this year: I am the East End representative of the Suffolk County Public Library Directors Association, the North Fork representative on the SCLS Resource Sharing Committee, SCLS Long Range Planning Committee, and NYS Construction Grant Committee.

In-house meetings include monthly staff meetings, board meetings, Board committee meetings, Friends of the Library meetings, as well as regular meetings with staff on an individual basis. Of course, I am always available to meet with patrons.

As the Library’s sole Notary Public, I notarized 319 signatures over the course of 12 months.

2022-23 in house initiatives include a new webpage design, new calendar and room reservation software, paperless payroll, and expanding the newsletter to 6 issues per year. I am in the process of searching for a person to oversee an English as a Second Language program, either in the form of regularly scheduled classes, or one on one tutoring.

The Library collaborated with the Center for Advocacy, Support and Transformation, offering programs for families in both Spanish and English. The Prom Dress Drive was a collaborative event involving the NF libraries and CAST. There are plans to work with staff at CAST to improve ESL and Social services in the future.

I approved a staff wellness program series, which is organized by Dana Bruey in conjunction with the Employee Assistance Program (via East End BOCES) as well as staff input. Programs and workshops have included Dealing with Stress, Emotional Intelligence, meditation, Henna, and one included a tea and scone party. These are well received by staff and appreciated by all who attended.

I was approached by a volunteer with Kait's Angels in the early Spring. They expressed interested in donating a "Buddy Bench" to the Library. In May it was donated and a dedication was held. Tom and Darla Doorhy, the Southold PBA, and Kait's Angels volunteers set it up in the Children's Room (due to the weather). It was a very nice tribute to a special young person who tragically lost her life at the age of 20. Her spirit of helping others lives on in the work done by the organization, whose mission is " the discovery and optimization of one's value. It is this simple influence that ultimately empowers people to reach their full potential and to set a positive example."

In May I hosted the annual Appreciation Luncheon for the Friends of the Library who volunteer in the Book Cottage and on the Board of the Friends. It was held for the second year at Touch of Venice, and this year we were fortunate to have Lisa Davidoff in attendance as well. This luncheon is greatly appreciated by the women who attend.

I make every attempt to attend the Art Exhibit receptions, held for each artist who has an exhibit in the Folk gallery. The Friends of the Library organize the exhibits, and host the receptions. The artists are consistently enthusiastic and appreciative of the support. The Friends receive 20% of any artwork sold at the Library exhibits.

New doors were installed in June. North Fork WoodWorks worked with Westhampton Glass to replace the entrance door, and fire door in the Children's Room. The new doors match the other doors that were installed during the renovation. The new entrance door is lighter, and more inviting than the old, dark, heavy door. It is a great improvement.

To end this exciting and busy year, I celebrated my 25th anniversary at Southold Library on June 1st. I appreciate the Board and Staff acknowledging this landmark—in addition, many patrons, friends and neighbors saw the newsletter announcement or Suffolk Times article. It was inspiring and humbling to hear all the comments shared with me. Being part of this Library and Community continues to be an honor and a privilege.

Finally, the Library would not be the successful and beloved community resource without the staff, all of whom are dedicated and committed to offer outstanding Library service to our community. 2022-23 staff: **Melissa Andruski, Janet Auer, Quinn Bruer, Dana Bruey, Susan Caggiano, Carol Forestieri, Denise Gagen, Nicole Gomez, Sarah Harvey, Penny Kelley, Skye Prichard, Kathy Saccamano, Lorraine Sferlazza, Darlene Siracusano, and Marjory Stevens.**

Respectfully submitted,  
Caroline MacArthur  
Library Director

## The Friends of The Southold Free Library

### Annual Report 7/1/2022 – 6/30/2023

The Friends of the Southold Free Library are a dedicated group of volunteers. Their commitments to the success of the Book Cottage, Plant Sale and the Monthly Raffle have provided the following contributions to the Library in 2022/23.

Programs; YA & Children's summer	\$8525-
Adult's Programs	3275-
Concerts	1817-
Gardens, Planters	2830-
N.Y. Times Large Print	166-
Magnifiers	475-
Pocket Park Fence	1993-
Ladder	93-
16 Folding Chairs	682-
Holland Display Box	254-
Reframe Cow Painting	150-
2 Mah-jong Sets	167-
Raffle, Books for Babies, Memorials etc.	<u>162-</u>
	\$20589-
Book Cottage Maintenance & Repairs -	
Fire Extinguishers & Smoke Detectors	\$329-

The Friends also hosted monthly Art Exhibitions in  
The Lucy Hallock Folk Room