

SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
DECEMBER 21, 2021 - 5:00 P.M.  
AGENDA

1. Call to Order
2. A Pledge of Allegiance
3. Adoption of the Agenda (**Motion**)
4. Public Expression/Participation
5. Presentation: Alexandra Mercado, Librarian III, Library Programs and Newsletter Department
6. Approval of Minutes of the Regular Board Meeting on November 16, 2021 (**Motion**)
7. Approval of Minutes of the Executive Session on November 16, 2021 (**Motion**)
8. Approval of Treasurer's Report, November 2021 (**Motion**)
  - A. Approval of Payroll Expense Report, November 2021 (**Motion**)
  - B. Approval of Payroll Warrants: #17 (**Motion**), #19 (**Motion**)
  - C. Approval of Payroll Summary, November 2021 (**Motion**)
  - D. Approval of Bills: Warrant #18, December 2021 (**Motion**)
9. Reports
  - A. Director's Report
  - B. Assistant Director's Report
  - C. Library Statistical Report
  - D. SCLS Board Report, Susan Tychnowicz
9. Conference Report
10. Old Business
11. New Business
  - A. Equipment Disposal (**Motion**)
  - B. Selection of Finance Committee
12. Other
  - A. Next Board Meeting – Tuesday, January 18, 2022 at 5:00 p.m.
13. Executive Session (as needed) (**Motion**)
14. Personnel Report (**Motion**)
15. Adjournment (**Motion**)

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
NOVEMBER 16, 2021  
5:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Marguerite Barone, Susan Tychnowicz, Thomas Lohr, Robert Winowitch, Diane Longo, Neely McCahey, Kristen Stroh and Sandra Bartalis.

The Board members previewed the board meeting items on the agenda electronically prior to the meeting. Trustee, Thomas Lohr reviewed all warrants with the Director before being presented to the Board for their approval.

The meeting was called to order at 5:04 p.m.

The meeting began with a pledge of allegiance.

The Board adopted the agenda. (Lohr, Longo; unanimous)

**Public Expression/Participation**

None

Christine Latham, Librarian I in the Children's Department attended the Board Meeting as a guest.

**Minutes**

The Board approved the Minutes of the Regular Board Meeting on October 19, 2021. (Longo, Tychnowicz; unanimous)

The minutes of the Executive Session of the October 19, 2021 Board Meeting were approved. (Tychnowicz Winowitch; unanimous)

**Treasurer's Report**

The Treasurer's Report for October 2021 in the amount of \$6,935,183.74 was approved. (Winowitch, Barone; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for October 2021 in the amount of \$890,571.48 was approved. (Barone, Winowitch; unanimous)

Payroll Warrant #13 dated October 1, 2021 in the amount of \$21,929.70 was approved. (Lohr, Longo; unanimous)

Payroll Warrant #14 dated October 14, 2021 in the amount of \$224,761.54 was approved. (Longo, Tychnowicz; unanimous)

Payroll Warrant #16 dated October 28, 2021 in the amount of \$17,152.85 was approved. (Tychnowicz, Winowitch; unanimous)

The October 2021 Payroll Summary was approved. (Winowitch, Barone; unanimous)

### **Schedule of Bills**

The November 16, 2021 Schedule of Bills, warrant #15 in the amount of \$232,970.78 was approved. (Barone, Longo; unanimous)

### **Director's Report**

The Board reviewed the Director's report with interest. Ms. McCahey added to her report that she was very proud of the staff for their efforts in the Haunted Garden event. It was a huge success. This year was the first year that the library hosted a "Trunk or Treat" for families. There are plans to expand the event for next year. Sachem Public Library received a second-place award for the Suffolk County Library Marketing Award. Sachem Public Library will be hosting the *Advanced Battle of the Books* in February. Ms. McCahey informed the Board that the Winter Reading Club plans have begun. This year the Adults, Teens and Children community members will be participating. Ms. McCahey reminded the Board that on November 26, 2021, former Trustee, Carol Paulsen's family will preview her memorial in the Inside/Out. The preparation for the Holiday Light event is underway. The event will be held December 6-10, 13-17, 14-18 and 20-21<sup>th</sup> from 5:30 p.m. to 8:30 p.m. The Holiday Market will be held Saturday, December 11, 2021 from 5:30 p. m. to 8:30 p.m. inside the library. Local vendors and musicians will be attending the event. Ms. McCahey informed the Board of a recent banning a patron for bad behavior.

### **Assistant Director's Report**

Mrs. Stroh reported to the Board about Staff Development Day. The staff members were trained on the mini-business centers, public service desks, customer service training and went on a building safety tour.

### **Library Statistics**

The Board reviewed all the library statistics with interest.

### **SCLS Board Report**

Mrs. Tychnowicz did not have anything to report. Ms. McCahey stated that the guidelines have changed regarding open meetings law. The law now requires that open meeting documents be available upon request or posted to the public body's website at least 24 hours prior to the open meeting at which the documents will be discussed.

### **Old Business**

The Board approved the Proposed FY2022 SCLS Operating Budget. (Lohr, Longo; unanimous)

### **New Business**

The Board approved the SCLS Trustee Election. (Longo, Tychnowicz; unanimous)

The Board approved the Disposal of Equipment. (Tychnowicz, Winowitch; unanimous)

The Board approved the CIT Bill to be paid out of schedule. (Winowitch, Barone; unanimous)

The Board reviewed the Organizational Chart with interest. The recent personnel changes of the retirement incentive and new hires were noted.

The Board approved the purchase of a new laser engraver for the Studio to Boss Laser, LCC at 608 Trestle Point, Sanford, FL 32771, in the amount of \$13,021.72. Boss Laser, LCC was the lowest of four estimates. (Barone, Lohr; unanimous)

### **Other**

The Director reminded the Board that the Staff Appreciation Luncheon will be held on Wednesday, December 8, 2021.

The Holiday Lights will be held December 6-10, 13-17, 20-21<sup>th</sup> from 5:30 p.m. to 8:30 p.m.

The Holiday Market will be held Saturday, December 18, 2021 from 5:30 p.m. to 8:30 p.m.

The Next Board Meeting will be held on Tuesday, December 21, 2021 at 5:00 p.m.

### **Executive Session**

The Board adjourned into Executive Session at 5:53 p.m. to discuss employment history of a particular person. (Lohr, Longo unanimous)

Regular Session resumed at 6:03 p.m.

The Personnel Report with additional items was approved. (Longo, Tychnowicz; unanimous)

### **Adjournment**

The meeting was adjourned at 6:40 p.m. (Barone, Lohr; unanimous)

Respectfully submitted,

Thomas Lohr

SACHEM PUBLIC LIBRARY  
BUDGET STATUS REPORT  
FY 2021/2022

NOVEMBER 30, 2021

	APPROPRIATION		EXPENDITURES		BALANCE	%
<b><u>MATERIALS</u></b>						
Books	\$ 240,607.00	*	\$ 43,007.85	\$	197,599.15	18%
Digital Resources	\$ 338,010.00		\$ 215,951.48	\$	122,058.52	64%
Media	\$ 140,579.00	*	\$ 21,465.83	\$	119,113.17	15%
Periodicals	\$ 20,605.00		\$ 18,496.86	\$	2,108.14	90%
<b><u>BUILDING</u></b>						
Building Alterations	\$ 258,624.00	*	\$ 115,983.88	\$	142,640.12	45%
Computer Equipment	\$ 179,755.00		\$ 35,142.86	\$	144,612.14	20%
Equipment	\$ 87,094.00		\$ 15,812.58	\$	71,281.42	18%
Hawkins Ave Property Upkeep	\$ 1,000.00		\$ 156.00	\$	844.00	16%
<b><u>SUPPLIES</u></b>						
Custodial Supplies	\$ 28,000.00		\$ 6,976.23	\$	21,023.77	25%
Office Supplies	\$ 134,335.00		\$ 29,974.31	\$	104,360.69	22%
<b><u>SALARIES</u></b>						
Clerical, Full Time	\$ 1,135,607.00		\$ 708,974.73	\$	426,632.27	62%
Clerical, Part Time	\$ 613,166.00		\$ 244,723.88	\$	368,442.12	40%
Custodial	\$ 321,262.00		\$ 119,924.05	\$	201,337.95	37%
Professional	\$ 3,388,749.00		\$ 1,448,155.71	\$	1,940,593.29	43%
<b><u>UTILITIES</u></b>						
Electricity	\$ 130,000.00		\$ 61,052.38	\$	68,947.62	47%
Gas	\$ 20,000.00		\$ 816.05	\$	19,183.95	4%
Water	\$ 4,000.00		\$ 2,630.21	\$	1,369.79	66%
<b><u>CONTRACTS</u></b>						
Cleaning & Exterminating	\$ 9,900.00		\$ 740.00	\$	9,160.00	7%
Equipment Maintenance	\$ 116,160.00		\$ 28,285.74	\$	87,874.26	24%
SCLS-PALS	\$ 52,232.00		\$ 26,118.90	\$	26,113.10	50%
Membership	\$ 6,322.00		\$ 3,220.00	\$	3,102.00	51%
Professional & Technical	\$ 110,924.00		\$ 26,720.63	\$	84,203.37	24%
Refuse Removal	\$ 5,724.00		\$ 1,998.72	\$	3,725.28	35%
Security Personnel	\$ 112,000.00		\$ 19,980.22	\$	92,019.78	18%
Suffolk Cooperative Library Sys.	\$ 114,922.00		\$ 57,995.00	\$	56,927.00	50%
<b><u>LIBRARY OPERATION</u></b>						
Insurance	\$ 83,440.00		\$ 94,031.00	\$	(10,591.00)	113%
Postage	\$ 37,275.00		\$ 14,285.21	\$	22,989.79	38%
Printing & Publicity	\$ 70,832.00		\$ 23,103.16	\$	47,728.84	33%
Professional Development	\$ 20,000.00		\$ 4,097.85	\$	15,902.15	20%
Programs	\$ 340,000.00		\$ 107,196.43	\$	232,803.57	32%
Telecommunications	\$ 49,940.00		\$ 27,304.79	\$	22,635.21	55%
Vehicle Maintenance	\$ 1,480.00		\$ 49.65	\$	1,430.35	3%
<b><u>MANDATED EXPENSES</u></b>						
Dental Insurance	\$ 43,115.00		\$ 14,930.36	\$	28,184.64	35%
Health Insurance	\$ 1,385,980.00		\$ 476,417.16	\$	909,562.84	34%
New York State Retirement	\$ 848,819.00		\$ 351,823.74	\$	496,995.26	41%
Social Security	\$ 407,214.00		\$ 184,661.57	\$	222,552.43	45%
Unemployment Insurance	\$ 3,000.00		\$ -	\$	3,000.00	0%
Worker's Compensation	\$ 45,967.00		\$ -	\$	45,967.00	0%
Other Contractual Benefits:	\$ 52,488.00		\$ 27,850.30	\$	24,637.70	53%
Disability Insurance	\$ 6,884.00		\$ (708.00)	\$	7,592.00	
EAP	\$ 4,930.00		\$ 4,505.00	\$	425.00	
Life Insurance	\$ 2,268.00		\$ 847.80	\$	1,420.20	
Long Term Care	\$ 16,051.00		\$ 11,401.07	\$	4,649.93	
Long Term Disability	\$ 13,679.00		\$ 8,418.39	\$	5,260.61	
Vision Insurance	\$ 8,676.00		\$ 3,386.04	\$	5,289.96	

<b>TOTAL</b>	<b>\$ 10,959,127.00</b>	<b>\$ 4,580,055.32</b>	<b>\$ 6,379,071.68</b>	<b>42%</b>
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\*Reflects FY 20/21 amounts carried forward from the encumbrances fund balance to the designated appropriation accounts.

# Director's Report- December 2021

## Correspondence/Donations:

- The Friends of the Library have donated 2 beautiful floral arrangements that sit at The Main Desk and Welcome Desks.
- We are in receipt and review of the IMA with Brookhaven Town for our return bin coming in January.

## Programming and Publicity:

- The Library's Outreach Coordinator presented at PTA Council and SEPTA meetings this past month.
- Reference Department held our first CrimeCON in the month of November, we saw a positive response to all of the programs. The Vanished Heiress program was a particular hit with over 50 people in attendance.
- The Explore LI walking tours continued with a visit to Stony Brook Village, Wendy and Patrice joined 20 of our patrons on the tour led by the Ward Melville Heritage Organization.
- Our Studio department held a basic sheetrock and spackling program that quickly filled.
- Over 80 Lynwood students were given a tours of the Children's Department, led by Christine Latham. 30 cards were created by that visit.
- **HAPPY BIRTHDAY** lawn signs have been added to our LOT collection for checkout.
- Thank you to Rebecca and Kelly for conducting the green screen holiday photo program for patrons. We saw 172 patrons participate.
- SPL's Black Friday Blood Drive collected a total of 30 units that will save 90 lives!
- The Children's Fall reading club had 183 kids register. We are gearing up for our All Ages Winter Reading Club beginning Monday, January 3.
- Virtual Battle of the Bands has 250 votes placed so far, voting will remain open for a month.

## Building and Grounds:

- Flag pole garden was cut back for the winter.
- Robert Downs is working on taking the items out of the POD. We plan to return the container in January.
- Teen office carpet installation is on the calendar for January.
- Thank you to Robert, Darren, Brian and Kristen for conducting Safety Tours for staff.

## Technology:

- IT has worked out kinks in how our outreach tech updates. A problem was encountered at a recent school visit that took time away from the lesson.
- SPL's Homeschooling page is live on our website. A great job was done by the team who put it together.
- Stacey ran a digital art program/club for middle schoolers at Samoset Junior High, 26 kids attended.

## Meetings:

- 11/2 Full Staff Meeting, Managers Meeting, Adelphi class zoom.
- 11/10 Zone Directors meeting. Halloween meeting.
- 11/12 Met with Sue Lyons, Gerry Keeley, Ron Cleary.
- 11/15 Meeting with individual Department Heads.
- 11/19 Zoom with Adelphi Class.
- 11/26 Community Garden meeting with Paulsen family.



## **Board Report**

**Assistant Director**

**December 21, 2021**

We launched our weekly residential delivery service with Trellus on August 4th of this year.

- As of the end of November, they have made 250 deliveries of materials to assisted living facilities and residential homes.
- Local assisted livings get regularly scheduled weekly service.
- Patrons can call any service desk to get items sent to their home.
- Trellus does weekly deliveries on Wednesday for us. We get 24 deliveries with the 25<sup>th</sup> stop back to the library with items to be returned.
- A delivery constitutes one library basket/pouch which can hold several items.

Respectfully Submitted,

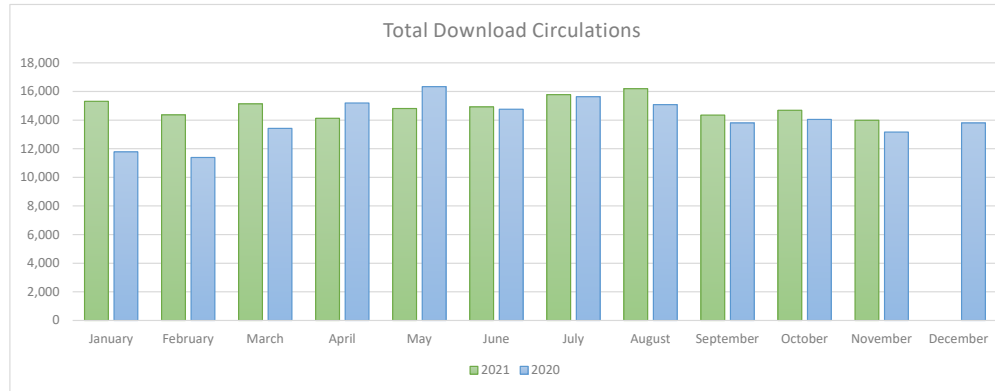
*Kristen Stroh*

Kristen Stroh



TOTAL DOWNLOADS CIRCULATION		
Month	2021	2020
January	15,313	11,780
February	14,364	11,388
March	15,134	13,421
April	14,127	15,194
May	14,809	16,336
June	14,922	14,759
July	15,777	15,633
August	16,194	15,079
September	14,350	13,799
October	14,686	14,047
November	13,988	13,164
December	0	13,799
<b>Total</b>	<b>163,664</b>	<b>168,399</b>

<b>Monthly Average in 2021</b>	<b>14,879</b>
Monthly Average in 2020	14,033

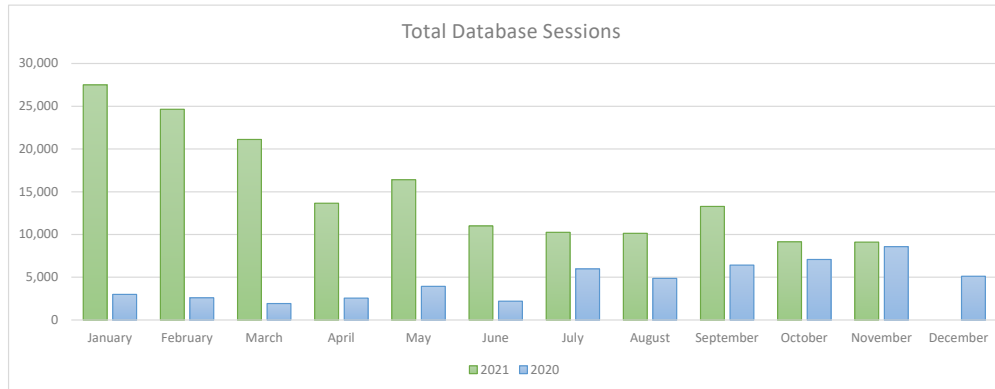


2021 YTD= 163,664  
2020 YTD= 154,600

TOTAL DATABASE SESSIONS		
Month	2021	2020
January	27,496	2,995
February	24,646	2,595
March	21,115	1,925
April	13,658	2,560
May	16,403	3,936
June	10,999	2,201
July	10,255	5,975
August	10,138	4,869
September	13,283	6,421
October	9,142	7,078
November	9,109	8,577
December	0	5,118
<b>Total</b>	<b>166,244</b>	<b>54,250</b>

\* changed how reported

<b>Monthly Average in 2021</b>	<b>15,113</b>
Monthly Average in 2020	4,517



2021 YTD= 166,244  
2020 YTD= 49,132

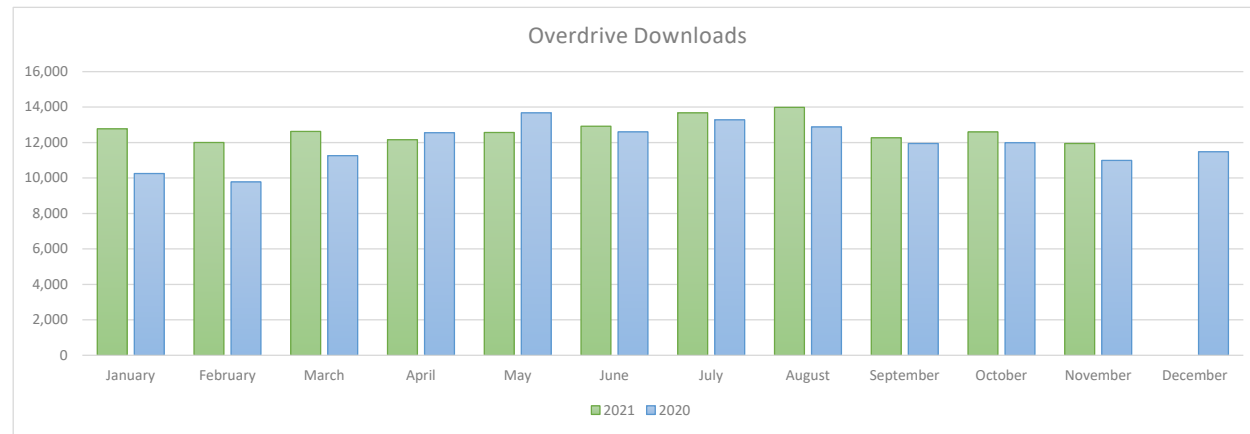
Month	Child	Teen	Adult
January	4,755	63	22,678
February	2,456	936	21,254
March	3,548	450	17,117
April	1,010	424	12,224
May	1,654	293	14,456
June	692	348	9,959
July	264	300	9,691
August	743	64	9,331
September	1,775	410	11,098
October	2,240	129	6,773
November	1,817	287	7,005
December	0	0	0
<b>Total</b>	<b>20,954</b>	<b>3,704</b>	<b>141,586</b>

\*Child newly reporting

# OVERDRIVE DOWNLOADS

Month	2021	2020
January	12,774	10,253
February	12,003	9,779
March	12,628	11,260
April	12,159	12,554
May	12,568	13,675
June	12,921	12,602
July	13,675	13,281
August	13,985	12,879
September	12,268	11,947
October	12,599	11,990
November	11,947	10,993
December	0	11,480
<b>TOTAL</b>	<b>139,527</b>	<b>142,693</b>

<b>Monthly Average in 2021</b>	<b>12,684</b>
<b>Monthly Average in 2020</b>	<b>11,891</b>

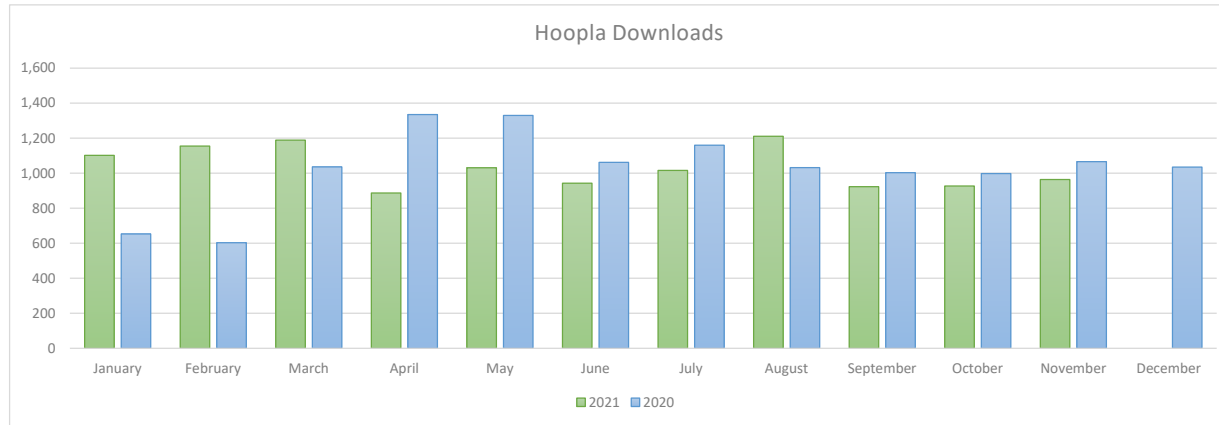


**2021 YTD= 139,527**  
**2020 YTD= 131,213**

# HOOPLA DOWNLOADS

Month	2021	2020
January	1,102	653
February	1,155	603
March	1,189	1,036
April	887	1,335
May	1,031	1,330
June	943	1,062
July	1,016	1,160
August	1,211	1,032
September	923	1,003
October	927	998
November	964	1,066
December	0	1,035
<b>TOTAL</b>	<b>11,348</b>	<b>12313</b>

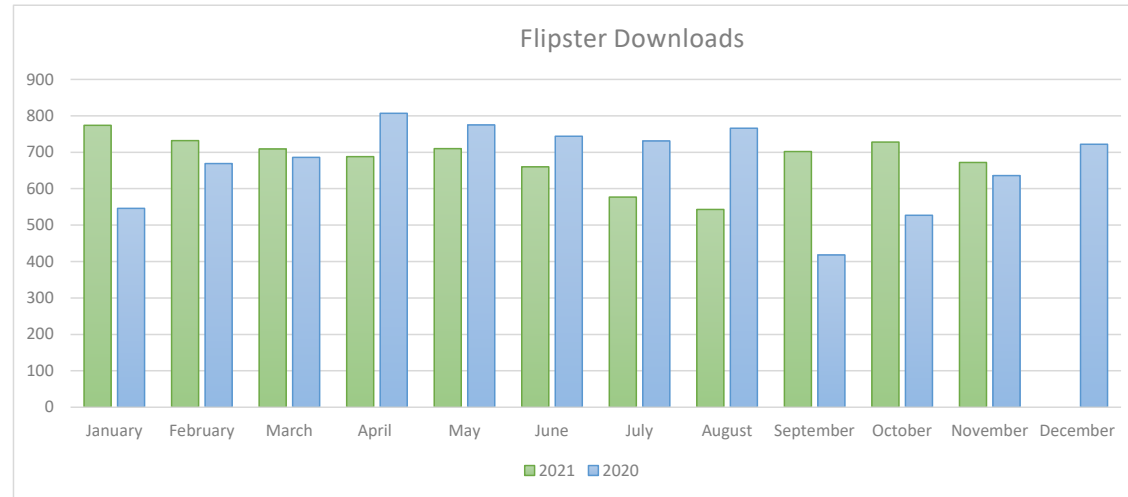
<b>Monthly Average in 2021</b>	<b>1,032</b>
<b>Monthly Average in 2020</b>	<b>1,026</b>



**FLIPSTER DOWNLOADS**

Month	2021	2020
January	774	546
February	732	669
March	709	686
April	688	807
May	710	775
June	660	744
July	577	731
August	543	766
September	702	418
October	728	527
November	672	636
December	0	722
<b>TOTAL</b>	<b>7495</b>	<b>8027</b>

<b>Monthly Average in 2021</b>	<b>681</b>
<b>Monthly Average in 2020</b>	<b>669</b>



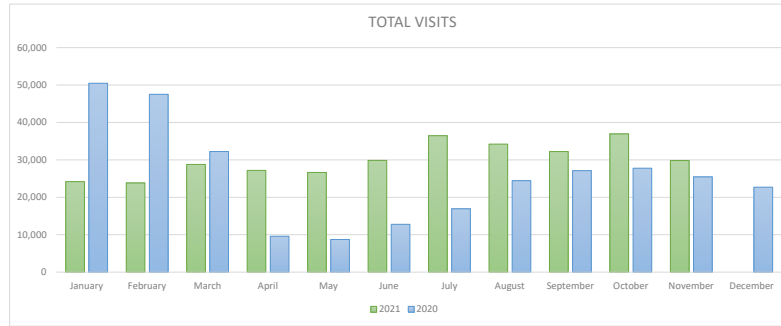
**2021YTD= 7495**  
**2020 YTD= 7305**

TOTAL VISITS		
Month	2021	2020
January	24,189	50,482
February	23,827	47,520
March	28,786	32,236
April	27,197	9,593
May	26,643	8,734
June	29,861	12,785
July	36,457	16,928
August	34,218	24,438
September	32,228	27,116
October	36,928	27,778
November	29,831	25,446
December	0	22,705
<b>TOTAL</b>	<b>330,165</b>	<b>305,761</b>

DOOR COUNT		
Month	2021	2020
January	10,603	33,438
February	10,262	31,796
March	14,431	15,499
April	13,892	0
May	13,733	0
June	16,075	0
July	19,627	2,508
August	19,339	9,933
September	16,530	10,981
October	21,053	13,147
November	17,725	12,501
December	0	11,026
<b>TOTAL</b>	<b>173,270</b>	<b>140,829</b>

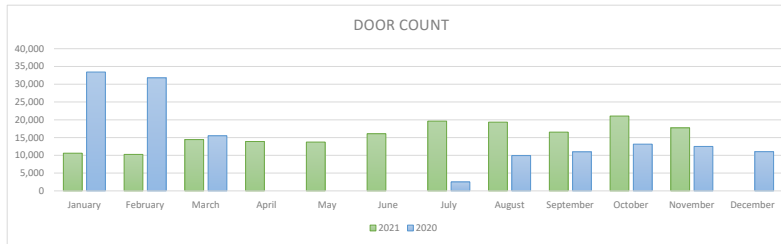
\* library closed to public mid-March to July 2020 due to covid-19

WEBSITE VISITS		
Month	2021	2020
January	13,586	17,044
February	13,565	15,724
March	14,355	16,737
April	13,305	9,593
May	12,910	8,734
June	13,786	12,785
July	16,830	14,420
August	14,879	14,505
September	15,698	16,135
October	15,875	14,631
November	12,106	12,945
December	0	11,679
<b>TOTAL</b>	<b>156,895</b>	<b>164,932</b>

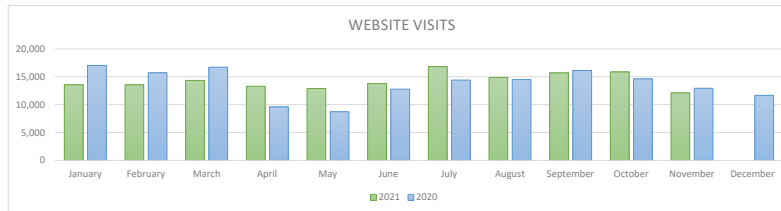


2021 YTD= 330,165  
2020 YTD= 305,761

\*Total visit= Door Count + Website Visits



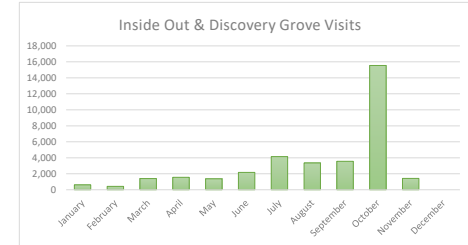
2021 YTD= 173,270  
2020 YTD= 140,829



2021 YTD= 156,895  
2020 YTD= 164,932

I/O & DG VISITS	
Month	2021
January	608
February	424
March	1,401
April	1,557
May	1,369
June	2,171
July	4,146
August	3,350
September	3,559
October	15,547
November	1,420
December	0
<b>TOTAL</b>	<b>35,552</b>

\* Haunted Garden & Fall Festival included



**FACEBOOK REACH**

January	16,964
February	20,053
March	29,084
April	27,851
May	24,099
June	39,418
July	34,193
August	39,675
September	33,739
October	40,541
November	25,215
December	0

\*changed method of reporting

**INSTAGRAM IMPRESSIONS**

January	36,529
February	14,116
March	28,283
April	33,554
May	20,249
June	14,517
July	26,658
August	26,706
September	17,201
October	30,542
November	18,314
December	0

**TWITTER IMPRESSIONS**

January	30,900
February	30,900
March	39,000
April	82,000
May	36,800
June	26,700
July	36,000
August	31,500
September	14,600
October	19,200
November	14,400
December	0

**GOOGLE BUSINESS VIEWS**

January	25,200
February	24,500
March	27,500
April	31,700
May	31,200
June	31,900
July	35,600
August	1,523
September	36,800
October	36,500
November	31,500
December	0

TOTAL SOCIAL MEDIA		
Month	2021	2020
January	175,259	62,203
February	144,383	61,918
March	187,680	102,208
April	230,874	137,758
May	161,221	112,083
June	158,311	96,633
July	186,149	121,838
August	157,042	116,705
September	152,455	106,462
October	179,539	102,577
November	140,333	119,690
December	0	131,391

**TIKTOK VIEWS**

January	3,553
February	5,585
March	5,688
April	1,789
May	2,324
June	5,462
July	2,388
August	6,928
September	4,003
October	1,339
November	996
December	0

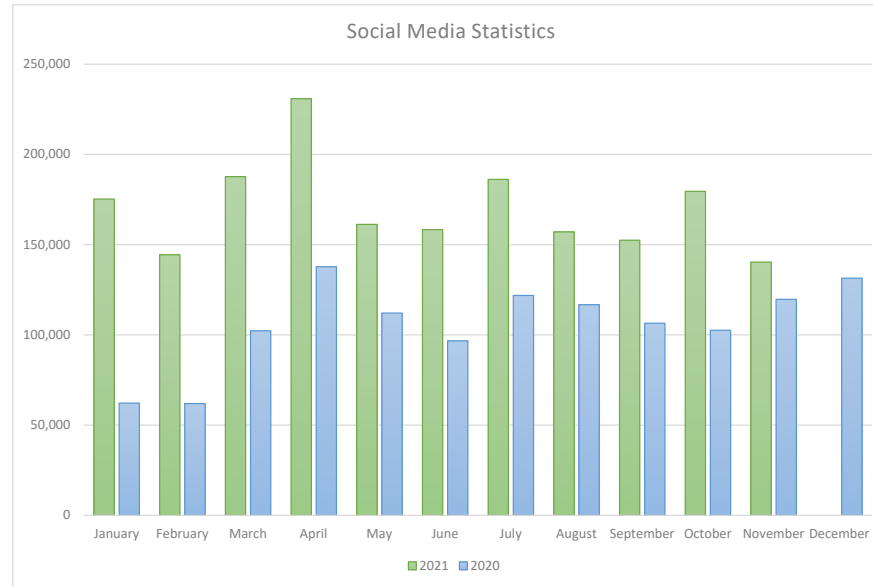
**YouTube Impressions**

January	61,800
February	48,900
March	57,800
April	53,700
May	45,395
June	38,800
July	50,200
August	50,500
September	45,600
October	50,600
November	49,300
December	0

**SnapChat Views**

January	313
February	329
March	325
April	280
May	1,154
June	1,514
July	1,110
August	210
September	512
October	817
November	608
December	0

\*NEW reporting



Monthly Average in 2021

170,295

Monthly Average in 2020

105,959

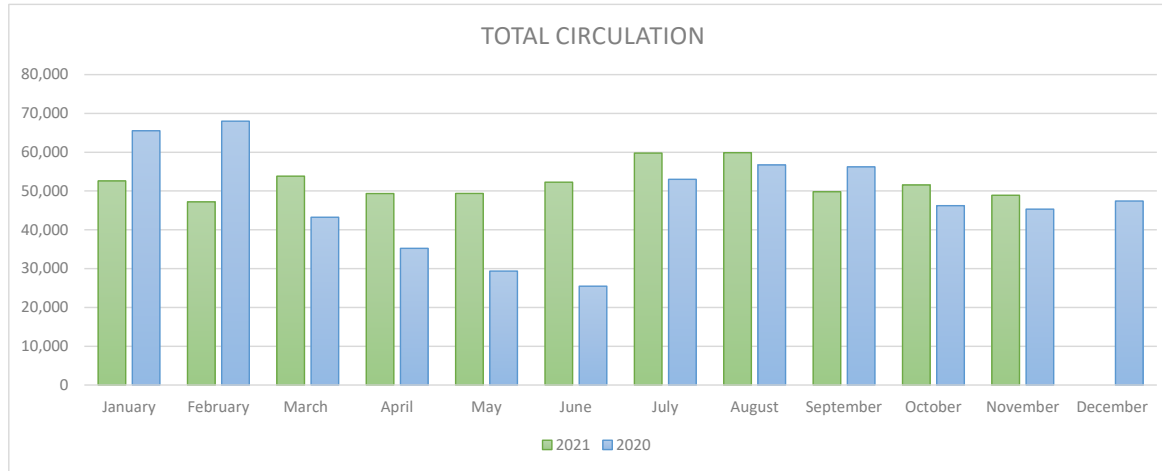
2021 YTD= 1,873,246

2020 YTD= 1,140,075



### TOTAL CIRCULATION

Month	2021	2020
January	52,594	65,527
February	47,200	68,001
March	53,830	43,240
April	49,346	35,225
May	49,376	29,366
June	52,274	25,471
July	59,773	53,014
August	59,873	56,720
September	49,811	56,220
October	51,553	46,221
November	48,907	45,326
December	0	47,422
<b>TOTAL</b>	<b>574,537</b>	<b>571,753</b>

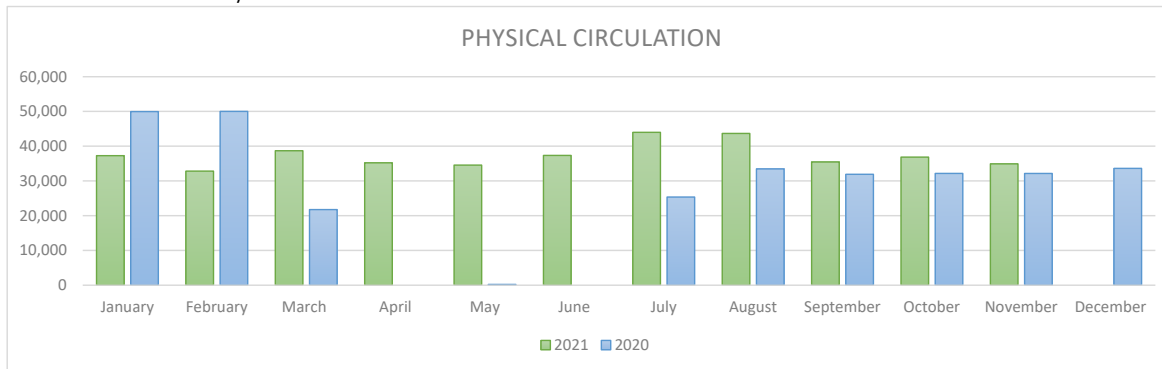


2021 YTD= 574,537  
2020 YTD= 524,331

### PHYSICAL CIRCULATION

Month	2021	2020
January	37,281	49,966
February	32,836	50,020
March	38,696	21,762
April	35,219	0
May	34,567	223
June	37,352	0
July	43,996	25,375
August	43,679	33,467
September	35,461	31,921
October	36,867	32,174
November	34,919	32,162
December	0	33,623
<b>TOTAL</b>	<b>410,873</b>	<b>310,693</b>

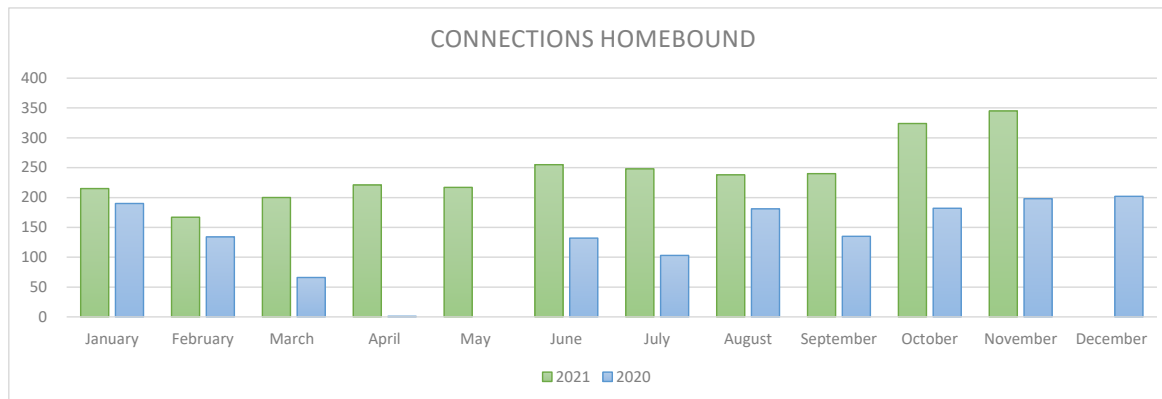
\*TOTAL CIRCULATION= Physical Circulation + Online Circulation



2021 YTD= 410,873  
2020 YTD= 277,070

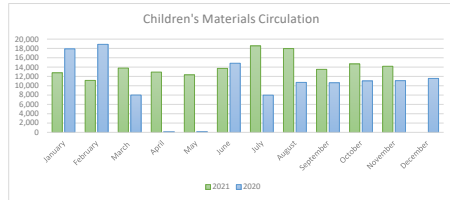
### CONNECTIONS HOMEBOUND

Month	2021	2020
January	215	190
February	167	134
March	200	66
April	221	1
May	217	0
June	255	132
July	248	103
August	238	181
September	240	135
October	324	182
November	345	198
December	0	202
<b>TOTAL</b>	<b>2670</b>	<b>1524</b>

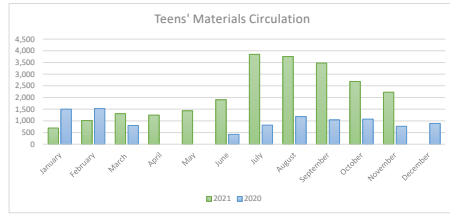


2021 YTD= 2,670  
2020 YTD= 1322

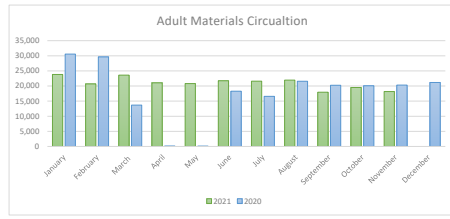
CHILDREN'S MATERIALS		
Month	2021	2020
January	12,768	17,901
February	11,139	18,875
March	13,787	8,001
April	12,926	77
May	12,329	116
June	13,718	14,822
July	18,544	7,976
August	17,971	10,712
September	13,512	10,633
October	14,668	11,021
November	14,174	11,084
December	0	11,565
<b>TOTAL</b>	<b>155,536</b>	<b>122,784</b>



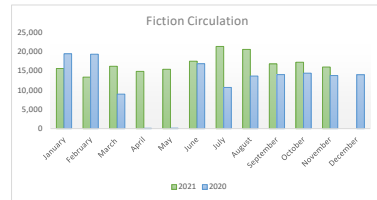
TEENS' MATERIALS		
Month	2021	2020
January	694	1,501
February	1,013	1,525
March	1,307	801
April	1,248	0
May	1,431	0
June	1,901	422
July	3,849	817
August	3,753	1,181
September	3,475	1,039
October	2,687	1,075
November	2,228	767
December	0	890
<b>TOTAL</b>	<b>23,586</b>	<b>10,018</b>



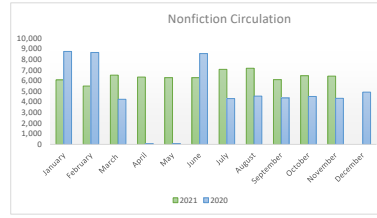
ADULT MATERIALS		
Month	2021	2020
January	23,819	30,564
February	20,684	29,620
March	23,602	13,686
April	21,045	153
May	20,807	122
June	21,735	18,282
July	21,603	16,582
August	21,955	21,574
September	17,951	20,249
October	19,512	20,078
November	18,172	20,311
December	0	21,167
<b>TOTAL</b>	<b>230,883</b>	<b>212,388</b>



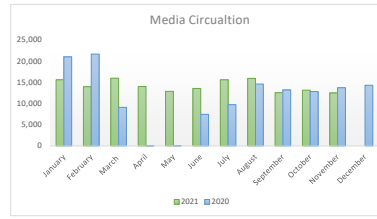
FICTION		
Month	2021	2020
January	15,597	19,419
February	13,361	19,307
March	16,175	8,947
April	14,849	86
May	15,393	113
June	17,491	16,840
July	21,319	10,681
August	20,551	13,640
September	16,787	14,015
October	17,224	14,388
November	15,981	13,773
December	0	13,982
<b>TOTAL</b>	<b>184,728</b>	<b>145,193</b>



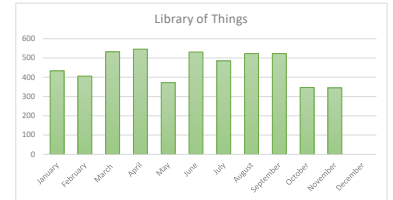
NONFICTION		
Month	2021	2020
January	6,084	8,770
February	5,505	8,672
March	6,534	4,255
April	6,353	64
May	6,296	78
June	6,295	8,570
July	7,080	4,323
August	7,184	4,555
September	6,108	4,379
October	6,479	4,521
November	6,442	4,347
December	0	4,931
<b>TOTAL</b>	<b>70,360</b>	<b>57,465</b>



MEDIA MATERIALS		
Month	2021	2020
January	15,600	21,017
February	13,970	21,673
March	15,987	9,106
April	14,017	28
May	12,878	47
June	13,566	7,454
July	15,597	9,731
August	15,944	14,608
September	12,566	13,202
October	13,164	12,821
November	12,496	13,730
December	0	14,317
<b>TOTAL</b>	<b>155,785</b>	<b>137,736</b>



LIBRARY OF THINGS	
Month	2021
January	433
February	406
March	532
April	546
May	372
June	531
July	485
August	523
September	523
October	347
November	345
December	
<b>TOTAL</b>	<b>5043</b>



\* new for 2021



### Curbside Pickup

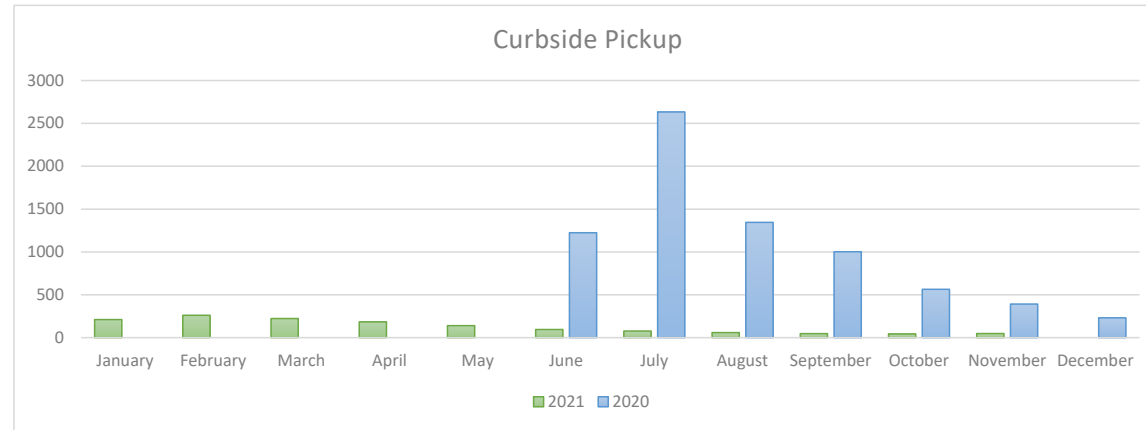
Date	2021	2020
January	211	0
February	261	0
March	223	0
April	184	0
May	140	0
June	95	1,224
July	77	2,633
August	59	1,345
September	47	1,002
October	43	564
November	48	392
December		231
<b>TOTAL</b>	<b>1,388</b>	<b>7,391</b>

Monthly Average in 2021 **127**  
 Monthly Average in 2020 1,056

### Trellus Deleiveries

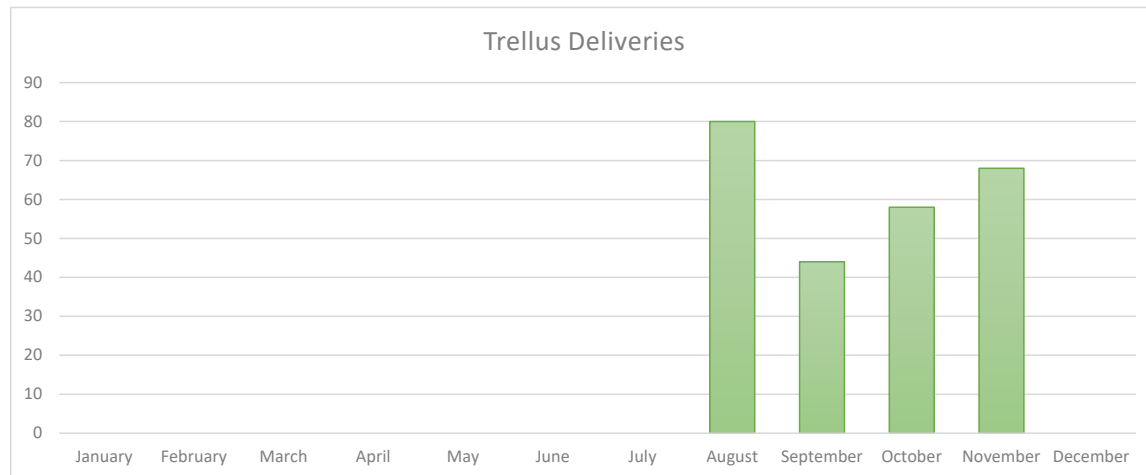
Date	2021
January	0
February	0
March	0
April	0
May	0
June	0
July	0
August	80
September	44
October	58
November	68
December	
<b>TOTAL</b>	<b>250</b>

Monthly Average in 2021 **63**



**2021 YTD= 1388**  
**2020 YTD= 7160**

**\*started in June 2020**



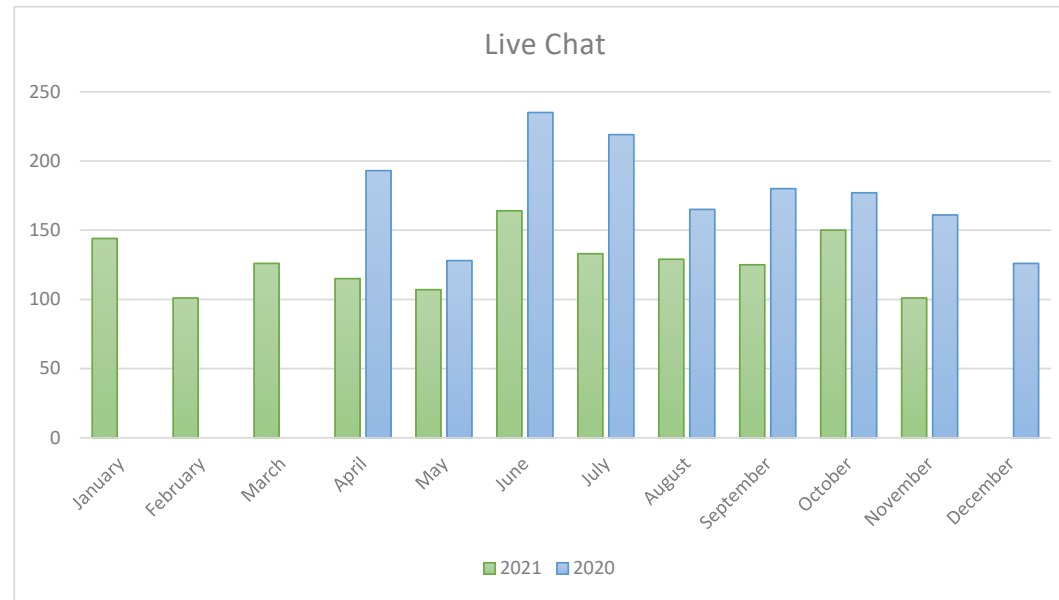
**\*new service started 8/2021**

# LIVE CHAT STATS

Month	2021	2020
January	144	0
February	101	0
March	126	0
April	115	193
May	107	128
June	164	235
July	133	219
August	129	165
September	125	180
October	150	177
November	101	161
December		126
<b>TOTAL</b>	<b>1395</b>	<b>1584</b>

Monthly Average in 2021 **127**

Monthly Average in 2020 176



**2021 YTD= 1395**  
**2020 YTD= 1458**

**\*Started in April 2020**

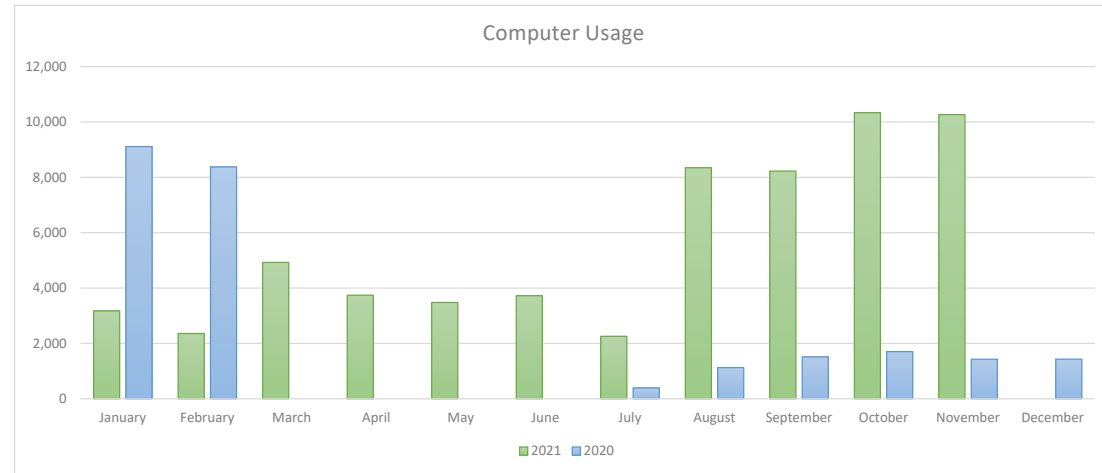
Computer Usage Total		
Month	2021	2020
January	3,175	9,113
February	2,359	8,376
March	4,927	0
April	3,743	0
May	3,480	0
June	3,724	0
July	2,258	391
August	8,347	1,127
September	8,228	1,514
October	10,337	1,704
November	10,268	1,430
December	0	1,432
<b>TOTAL</b>	<b>60,846</b>	<b>25,087</b>

\*changed method of reporting in Jan & Aug 2021

Month	Childrens	Adults	Teens
January	0	3,034	141
February	4	2,238	117
March	9	4,781	137
April	3	3,612	128
May	22	3,298	160
June	48	3,226	450
July	151	1,716	391
August	105	4,642	483
September	28	4,741	342
October	110	4,053	307
November	100	4,015	286
December	0	0	0
<b>TOTAL</b>	<b>580</b>	<b>39,356</b>	<b>2942</b>

Month	Copies	Faxes	Other
January	0	0	0
February	0	0	0
March	0	0	0
April	0	0	0
May	0	0	0
June	0	0	0
July	0	0	0
August	3,117	0	0
September	3,117	0	0
October	4,142	1,410	315
November	4,142	1,410	315
December			
<b>TOTAL</b>	<b>14,518</b>	<b>2,820</b>	<b>630</b>

\* obtained 2 new copiers in Aug & 2 new mini business centers in Oct 2021



**2021 YTD= 60,846**  
**2020 YTD= 23,655**

**Monthly Average in 2021**  
**Monthly Average in 2020**

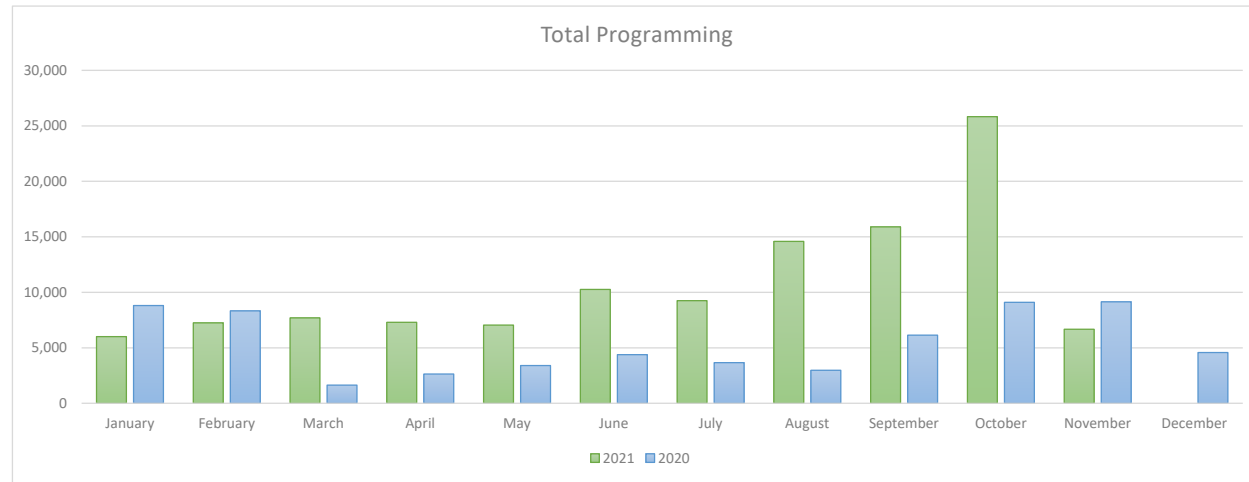
**5,531**  
**2,090**

other= scanning & remote printing

Month	2021	2020
January	6,006	8,807
February	7,244	8,325
March	7,693	1,636
April	7,297	2,636
May	7,046	3,400
June	10,259	4,380
July	9,246	3,660
August	14,588	2,974
September	15,895	6,139
October	25,826	9,097
November	6,671	9,141
December		4,572
<b>TOTAL</b>	<b>117,771</b>	<b>64,767</b>

\*changed method of reporting

Monthly Average 2021 **10,706**  
Monthly Average 2020 5,398



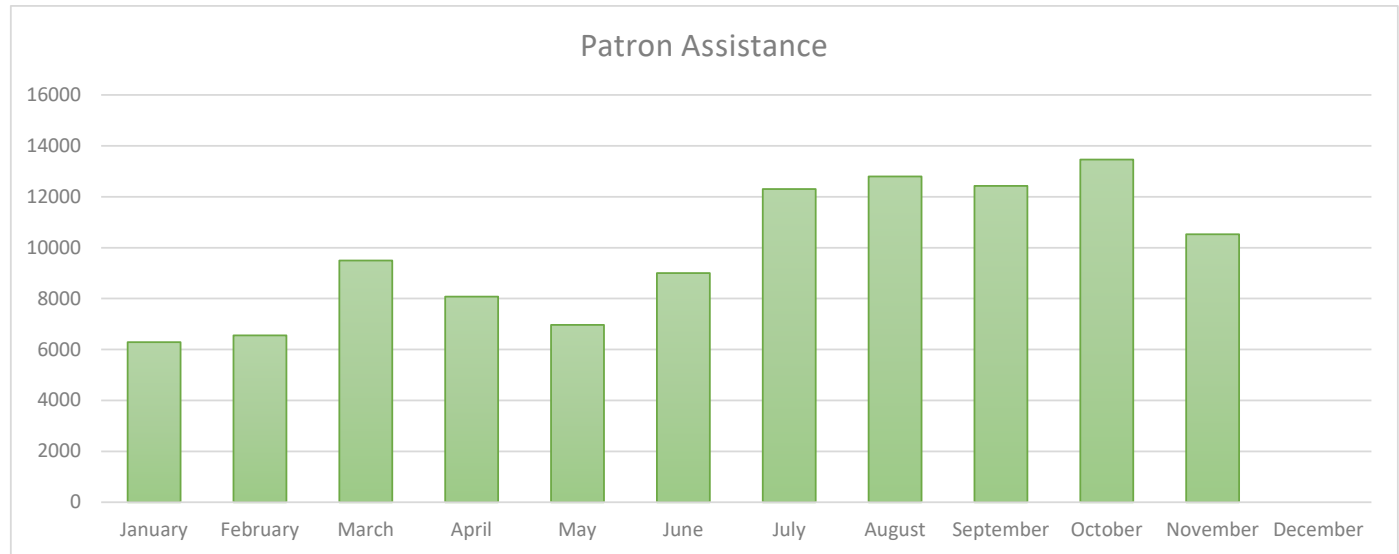
YTD 2021= **117,771**  
YTD 2020= **60,195**

Programs by Age Range				
Month	Childrens	Teens	Adults	All Ages
January	1,526	317	3,802	700
February	2,654	775	3,787	89
March	1,902	1,662	3,606	195
April	776	1,885	4,360	276
May	1,006	1,338	3,551	251
June	1,082	4,629	3,207	2,391
July	3,375	1,258	4,295	318
August	4,299	4,170	4,991	1,128
September	2,547	3,252	4,048	6,048
October	2,514	1,393	4,177	17,729
November	1,101	736	4,410	294
December				

Programs by Department								
Month	Child	Teens	Comm Serv	Reference	Studio	Outreach	Dis Grove	outside groups
January	1,517	1,008	1,053	296	330	1,793	9	0
February	2,577	864	1,708	157	314	1,608	16	0
March	1,902	889	1,409	328	498	2,657	10	0
April	776	2,070	1546	535	329	1,950	91	0
May	986	1453	2082	504	559	1,401	61	0
June	732	3,841	1451	505	311	3,159	260	0
July	2140	795	2026	517	515	3,160	93	0
August	3264	1164	2716	470	288	6,618	68	0
September	846	525	1,647	609	612	11,649	7	0
October	1,427	535	1,358	9,246	843	12,338	79	0
November	1,050	560	1,262	789	722	2,181	8	99
December			0		0	0	0	

\* reintroduced outside groups 11/21

Month	2021
January	6288
February	6554
March	9,495
April	8,077
May	6,966
June	9,002
July	12,303
August	12,797
September	12,426
October	13,461
November	10,526
December	0
<b>TOTAL</b>	<b>107895</b>

[illegible]

# New York Library Association Exhibition and Conference 2021

## Syracuse, New York November 1-8, 2021

Takeaways from the NYLA Conference:

During my attendance at NYLA I was fortunate to present for a 5-hour pre-conference Institute on podcasting in libraries. I had 10 participants from around the State. I brought various equipment and not only discussed what podcasting was, but also did a live demo of the equipment and the development of an actual podcast. I am hopeful that new podcasts were born in that presentation.

I also attended a presentation by members of the Middle Country Public Library on podcasting because I thought it would be interesting to view a program on the same topic from a different perspective. The program was informative and although their approach and philosophy varies from my own, it was a chance to connect with colleagues who are doing the same thing.

I also attended a presentation on digital storytelling presented by Dr. Kishawna Soljor from Yonkers Public Library. Her presentation was very informative because I would like to start a program here involving patrons who bring in their old 8mm films and turn the films into an opportunity to tell the story that is playing in the films. Dr. Soljor affirmed some of the ideas and methods I was contemplating and afterwards in having a discussion with her, she offered to help us and even participate because she is interested in the same concept with converting 8mm films.

Respectfully Submitted

Chris DeCristofaro, Technology Librarian


## Disposal of Equipment

December 21, 2021

A motion is needed to dispose of the following equipment that is obsolete, no longer usable or unable to be repaired:

The Following Was Disposed:		
(1)	Shop Vacuum	Refuse
(1)	Blue High Back Chair	Refuse
(2)	Display Racks	Refuse
(1)	Microwave – Community Room	Refuse
(1)	Garden Tool Holder	Refuse
24	Acer Monitors	Obsolete – Computer Room

Respectfully submitted,

  
Neely McCahey