

SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 18, 2022 - 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: Anthony Bliss, Librarian II, Digital Services Department and Jonathan Green
Sachem Public Library Garden of Lights
6. Approval of Minutes of the Regular Board Meeting on December 21, 2021 (**Motion**)
7. Approval of Treasurer's Report, December 2021 (**Motion**)
 - A. Approval of Payroll Expense Report, December 2021 (**Motion**)
 - B. Approval of Payroll Warrants: #20 (**Motion**), #23 (**Motion**)
 - C. Approval of Payroll Summary, December 2021 (**Motion**)
 - D. Approval of Bills: Warrant #22, January 2022 (**Motion**)
8. Reports
 - A. Director's Report
 - B. Assistant Director's Report
 - C. Library Statistical Report
 - D. SCLS Board Report, Susan Tychnowicz
9. Old Business
10. New Business
 - A. Approval of External Auditor (**Motion**)
 - B. Approval of Legal Notice for Budget Vote and Trustee Election, April 5, 2022 (**Motion**)
 - C. Approval of Equipment Disposal (**Motion**)
11. Other
 - A. Next Board Meeting –Tuesday, February 15, 2022 at 5 p.m.
 - B. Virtual Library Advocacy Day, Wednesday, March 2, 2022
12. Executive Session (as needed) (**Motion**)
13. Personnel Report (**Motion**)
14. Adjournment (**Motion**)

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

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

Robert Winowitch informed the trustees that he will not be available for the December 21, 2021 Board meeting and was formally excused.

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

Before the meeting began, Alexandra Mercado, Librarian III, was presented a proclamation by Councilman Kevin LaValle for her time served as President of the Suffolk County Library Association. The Councilman, Board and Director all thanked her for her service.

The meeting was called to order at 5:10 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

None

Alexandra Mercado, Librarian III in the Library and Newsletter Department presented to the Board. Her presentation informed the Board of the journey that programing took place during 2021. The library will continue to offer programs in a variety of formats such as in person, one-on-one, on Zoom and on YouTube. The Board and the Director thanked Miss Mercado for her presentation.

Minutes

The Board approved the Minutes of the Regular Board Meeting on November 16, 2021. (Longo, Tychnowicz; unanimous)

The minutes of the Executive Session of the November 16, 2021 Board Meeting were approved. (Tychnowicz, Barone; unanimous)

Treasurer's Report

The Treasurer's Report for November 2021 in the amount of \$6,284,428.60 was approved. (Barone, Lohr; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for November 2021 in the amount of \$1,315,090.67 was approved. (Lohr, Longo; unanimous)

Payroll Warrant #17 dated November 10, 2021 in the amount of \$852,047.54 was approved. (Longo, Tychnowicz; unanimous)

Payroll Warrant #19 dated November 24, 2021 in the amount of \$112,618.95 was approved. (Tychnowicz, Barone; unanimous)

The November 2021 Payroll Summary was approved. (Barone, Lohr: unanimous)

Schedule of Bills

The December 21, 2021 Schedule of Bills, warrant #18 in the amount of \$189,972.50 was approved. (Lohr, Longo; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey informed the Board that News 12 had mentioned Sachem Public Library as a vaccination site for December 21, 2021. Many people came to the library to receive their vaccinations. Ms. McCahey reported to the Board that the Haunted Garden's cost per patron was \$.47. She also stated that the library received \$25,000 in bullet aid. The funds will go to the Community Garden project. The arbor in the Community Garden had been installed. The Brookhaven Town Hall book drop will be installed in the new year. Ms. McCahey informed the Board that curbside pickup has been moved out of the LOT (Library Of Things) and is now located at the main desk. The library is working with the Ronkonkoma Hub to get every resident in the apartment complex a library card. The library is also going to attempt to coordinate children's programming onsite. Ms. McCahey stated that the library will have the library events listed in a local Holbrook newspaper monthly. Ms. McCahey stated that the Reference department will increase the number of Excel classes due to popular demand. She also stated that the 3-in-1 business centers are doing very well. The library has become a Long Island Cares mobile pickup spot for non-perishable items starting in February.

Assistant Director's Report

Mrs. Stroh reported to the Board about the newly added service that the library has offered to community members. The Trellus delivery service launched on August 4, 2021 and had made 250 deliveries. It has been going very well with this service.

Library Statistics

The Board reviewed all the library statistics with interest. Mrs. Stroh indicated that the spike in Computer Usage was because the 3-in-1 business centers are now calculated into the Computer Usage stats.

SCLS Board Report

Mrs. Tychnowicz distributed to the Board information on the School Library System Association. She also distributed a newsletter from the Sustainable Library Initiative which

highlighted Comsewogue Public Library and South Hunting Public Library's certification through the Green Business Partnership (GBP). She also stated that Middle Country Library construction has been delayed due to product availability.

Old Business

None

New Business

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

The Finance Committee to review the Budget FY 2022/2023 had been selected. Robert Winowitch and Marguerite Barone will meet with the Director the week of January 10th to discuss the proposed budget.

Other

A discussion took place in regard to the Sachem Central Teachers Association (SCTA). The association wants to engage more with the community. The group discussed possible plans of coordinating an end of Winter reading Club event with them.

A discussion took place concerning the Landscaping bid.

A discussion took place concerning of the most recent fast spreading COVID variant was discussed. How will this affect the operation the library once again? Some schools may not go back to in person school after the holiday break. Ms. McCahey stated that the library is always evaluating the conditions of COVID.

The next Board Meeting will be held on Tuesday, January 18, 2022 at 5:00 p.m.

Executive Session

None

Personnel Report

The Personnel Report was approved. (Tychnowicz, Barone: unanimous)

Adjournment

The meeting was adjourned at 6:24 p.m. (Lohr, Tychnowicz; unanimous)

Respectfully submitted,

Thomas Lohr

Director's Report- January 2022

Correspondence/Donations:

- We received thank yous from some recent retirees.
- The library collected a total of 4,781 pounds of food for LI Cares in 2021!
- SPL received the Bullet Aid from NYS Assemblyman Doug Smith for our Community Garden Project.
- TOB Supervisor Ed Romaine sent the library a thank you letter for our contribution to the Interface Toy Drive, this year the Town was able to help 7,300 children, 1,000 more than last year.

Programming and Publicity:

- Many THANKS to our resident party planner, Mrs. Stroh, she put together another lovely Staff Luncheon, the thought and care that she puts into every event is sincerely appreciated. Thank you, Kristen.
- Out of the 185 kids who registered for the Fall Reading Club, 76 completed.
- The 2nd Annual Drug Take Back and Toy Drive in partnership with Councilman LaValle and SCPD had 100 vehicles come through on December 2nd.
- Although we canceled the outdoor part of our December 11 nighttime program, we still held the Craft Market and Toy Drive which brought down over 850 people. THANK YOU to Techworks for their very generous contributions to the Interface Toy Drive!
- **Congratulations** to Anthony Bliss and the Garden of Lights organizers, some of whom will be with us at the meeting, the 2021 event brought 9,112 people to the library over the course of 12 nights (one cancellation on Sat. Dec 11) the cost per person this year was \$1.32. The feedback from the community was all positive. We could not be prouder of this group of community members and staff- thank you for all of your hard work.
- Island Hills Chorus performed a dazzling holiday concert, we had 80 folks in the audience.
- Zoom continues to be a popular platform for our programming, all departments are utilizing it, one noteworthy program in particular was Immigrants of New York organized by Allison which had 55 in attendance.
- Battle of the Bands voting has closed. Andrew had 3 bands that participated, we are very pleased to bring this program back and have started brainstorming for next year.
- Stacey has started an afternoon drop in program for teens, Art & Chill. We hope to see participation increase as the weeks progress.
- Kelly and Christine were thrilled to be back at FOTAL (Festival of Trees and Lights) this season, they represented the library both days and connected with hundreds of library patrons.

Building and Grounds:

- As of this week the final features have been installed in our Community Garden and we have submitted a small punch list to the contractor.
- Unfortunately, the staff bathrooms and public restrooms in the reference corridor have had multiple clogs caused by paper towels being flushed, we have notified staff and put up signage with hopes of alleviating this problem.
- Public vending machines have been stocked and Kristen is working through some hiccups with the dispensing app.
- The 2nd phase of the carpeting project in Teen has been completed.

Technology: Nothing significant to report this month. Shifting back to a distanced Tech 30 model and increased virtual programming.

Meetings:

- 12/2 Toy Drive/Drug Take Back & Holbrook Chamber meeting.
- Holbrook Tree Lighting, 12/5 Lamppost decorating with FHCOG
- 12/7 Ronk COC, 12/8 Staff Luncheon 12/8, 12/11, 12/13 & 12/15 worked Garden of Lights
- 12/14 Adelphi Class marketing presentation 12/16 Tour of SPL with NYS elected 12/17 County Director's meeting.



Town of Brookhaven Long Island

Edward P. Romaine, Supervisor

January 7, 2022

Dear Friend of INTERFACE:

On behalf of the Town of Brookhaven and the thousands of children who were the recipients of your generosity, thank you for your assistance with our 2021 Toys for Kids Drive.

Thanks to your donations, we were able to provide assistance to 1,622 families with 7,300 children receiving toys.

I am proud of the work that the INTERFACE Program has done in providing for the many needy children living within the Town of Brookhaven. Our partnership has led to enormous success and I am eternally grateful to those whose tireless efforts have led to such results.

Best wishes in 2022 and, once again, thank you for your help with our INTERFACE Toys for Kids Drive.

Sincerely,

Edward P. Romaine
Supervisor

EPR:sv

Office of the Supervisor

One Independence Hill • Farmingville • NY 11738 • Phone (631) 451-9100 • Fax (631) 451-6677
www.brookhaven.org

Email not displaying correctly?
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Dear Suzie,

Your product donation to Operation Gratitude was received here at our Forward Operating Base, aka "The FOB." Thank you for your generous gift to help us fill Care Packages for all who serve!

We could not have created more than 2,500,000 Care Packages shipped to date without the support of generous Americans like you.

Your impact is best measured by the beautiful responses we receive daily from the Troops, their families, Veterans, and First Responders who have received our Care Packages. We invite you to read these notes everyday:

READ MAIL CALL

We would love to have you share your own Operation Gratitude story as well. What made you want to support our mission with a product donation?

Thank you again for your wonderful donation! You will receive an official thank you letter in the mail as soon as your donation is fully processed through our system. Your kindness is heartwarming and always appreciated.

Warmly,

Nancy Levy
Director of Donor Relations

OperationGratitude.com

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BECAUSE IT TAKES MORE THAN FOOD TO FEED THE HUNGRY



BETHPAGE • HAMPTON BAYS • HAUPPAUGE • HUNTINGTON • FREEPORT • LINDENHURST
www.licares.org | 631.582.FOOD

January 11, 2022

Sachem Public Library
150 Holbrook Rd.
Holbrook, NY 11741

Dear Sachem Public Library,
Long Island Cares, Inc., The Harry Chapin Food Bank gratefully acknowledges receipt of a total of 4,781 pounds of food received in 2021.

In addition to distributing more than 17 million pounds of food to nearly 600 member agencies and programs since the beginning of the COVID-19 pandemic, Long Island Cares, Inc. seeks to heighten public awareness about hunger and provides skills training to foster self-sufficiency among the population that benefits from our services.

Many times hunger and poverty are hard to see. By outward appearances, we may not know a family is struggling or that a school age child does not have enough food at home. People needing help are often filled with shame when they seek assistance and no matter how kind the food pantry worker may be, the worried parent keeps thinking, "I can't feed my kids."

You have helped to feed your neighbors in need. You have helped spread the word that hunger exists on Long Island. You are making a difference in the lives of families who count on Long Island Cares to put enough food on the table. You have made it possible to provide more fresh food to clients. Children will go to bed less hungry at night. Seniors will suffer less hardship. And for all of that, we thank you. Your neighbors thank you.

With your help, Long Island Cares will continue to serve the community. Thank you for your unwavering support!
Sincerely,

William E. Gonyou, M.S.
Community Events and Food Drive Manager

Board Report

Assistant Director

January 18, 2022

What a difference a year makes. In 2021 we were able to get back to some more “normal” library business. We resumed in-person programming, welcomed groups back into the library and held many outdoor large-scale events. Here are some highlights from the year:

- Our downloads usage increased 5.6% from the year before with Overdrive/Libby seeing a 6% increase from the year before.
- Our database usage had an outstanding 224% increase.
- Total visits to the library increased by 18%; with our door count up by 36%.
- Circulated 621,683 items for the year, that’s close to a 9% increase from last year.
- We delivered 1,392 curbside pickups to our patrons and 307 deliveries to residential homes and assisted livings via Trellus service.
- Connected with our patrons in 1,509 live chat sessions.
- Our Internet Usage increased 160% thanks to an audit on recording methods and obtaining new mini business centers.
- Our social media platforms had 2,039,751 views/impressions, a 60% increase from last year.
- Posted 852 videos on you tube with over 46,800 views. That’s 362 more videos produced and 51% more views from last year.
- Assisted 119,182 patrons with questions.
- 135,455 patrons attend programs both in-person and virtually, an increase of 109%.

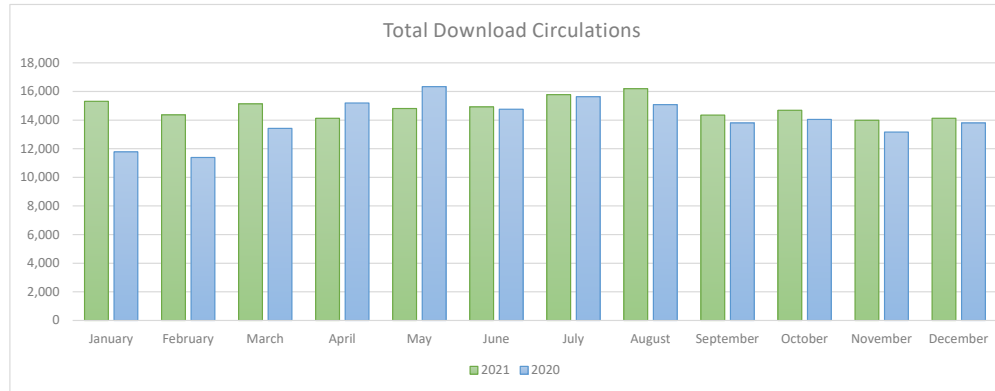
Respectfully Submitted,

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	14,128	13,799
Total	177,792	168,399

Monthly Average in 2021	14,816
Monthly Average in 2020	14,033

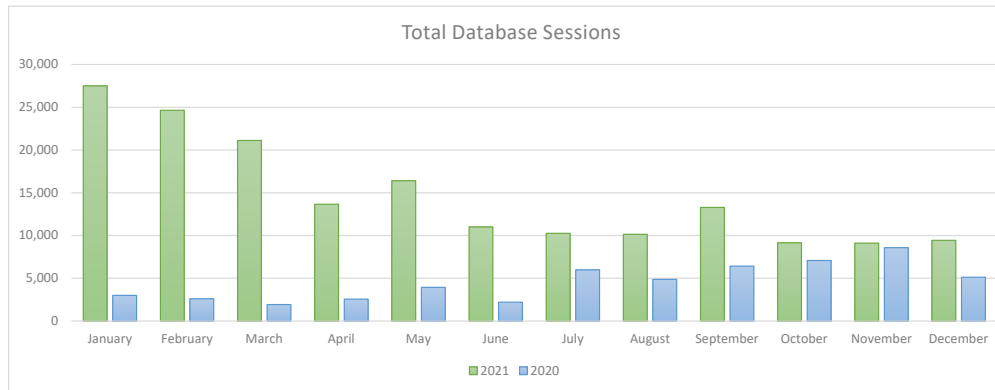


2021 YTD= 177,792
2020 YTD= 168,399

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	9,435	5,118
Total	175,679	54,250

* changed how reported

Monthly Average in 2021	14,640
Monthly Average in 2020	4,517



2021 YTD= 175,679
2020 YTD= 54,250

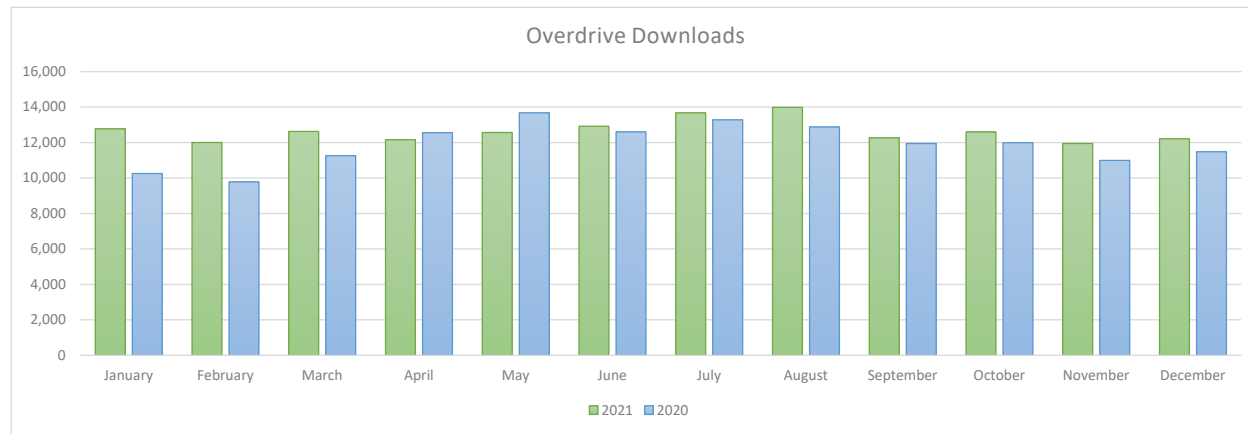
Month	Child	Teen	Adult
January	4,755	63	22,678
February	2,456	936	21,254
March	3,548	450	17,117
April	1,010	424	12,224
May	1,654	293	14,456
June	692	348	9,959
July	264	300	9,691
August	743	64	9,331
September	1,775	410	11,098
October	2,240	129	6,773
November	1,817	287	7,005
December	1,964	238	7,233
Total	22,918	3,942	148,819

*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	12,209	11,480
TOTAL	151,736	142,693

Monthly Average in 2021	12,644
Monthly Average in 2020	11,891

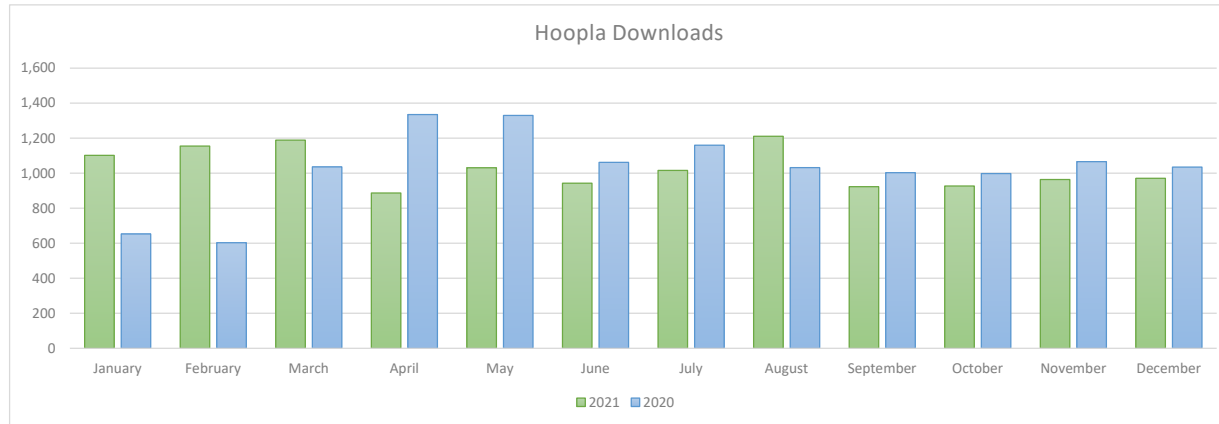


2021 YTD= 151,736
2020 YTD= 142,693

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	971	1,035
TOTAL	12,319	12313

Monthly Average in 2021	1,027
Monthly Average in 2020	1,026

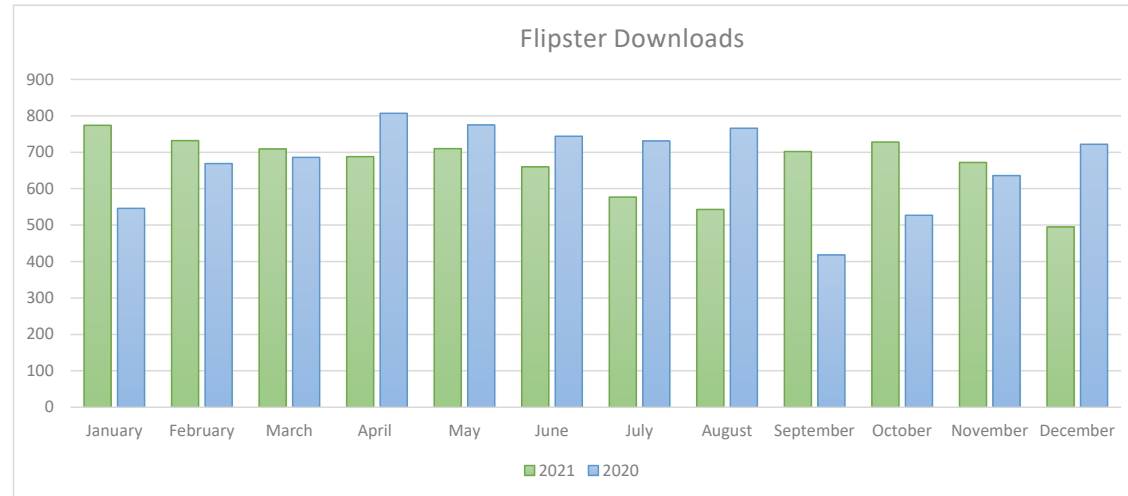


2021 YTD= 12,319
2020 YTD= 12313

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	495	722
TOTAL	7990	8027

Monthly Average in 2021	665
Monthly Average in 2020	669



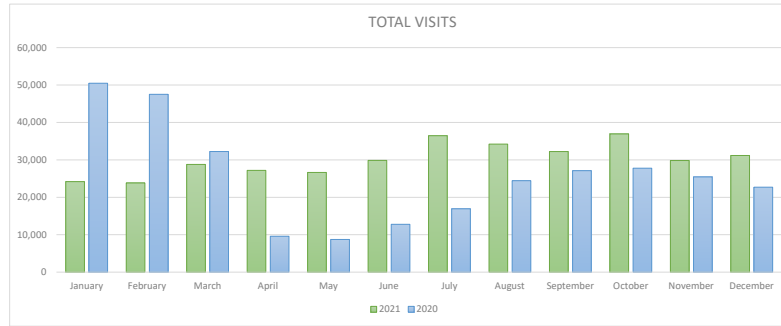
2021YTD= 7990
2020 YTD= 8027

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	31,174	22,705
TOTAL	361,339	305,761

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	18,346	11,026
TOTAL	191,616	140,829

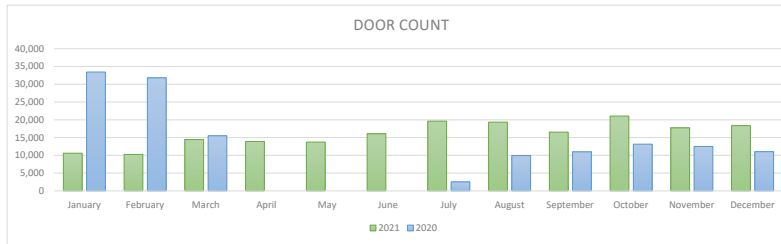
* library closed to public mid-March to July 2020 due to covid-19

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	12,828	11,679
TOTAL	169,723	164,932

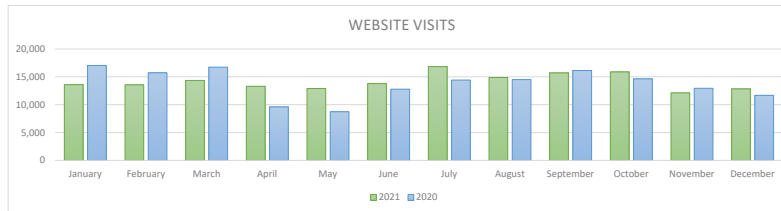


2021 YTD= 361,339
2020 YTD= 305,761

*Total visit= Door Count + Website Visits



2021 YTD= 191,616
2020 YTD= 140,829

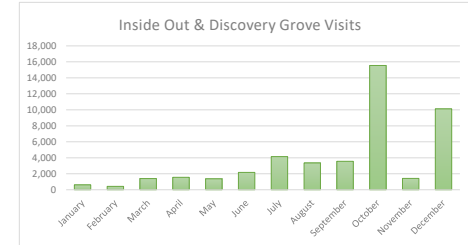


2021 YTD= 169,723
2020 YTD= 164,932

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	10,115
TOTAL	45,667

* Haunted Garden & Fall Festival included

*Graden of Lights 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	46,096

*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	33,967

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	17,100

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	30,400

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	166,505	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

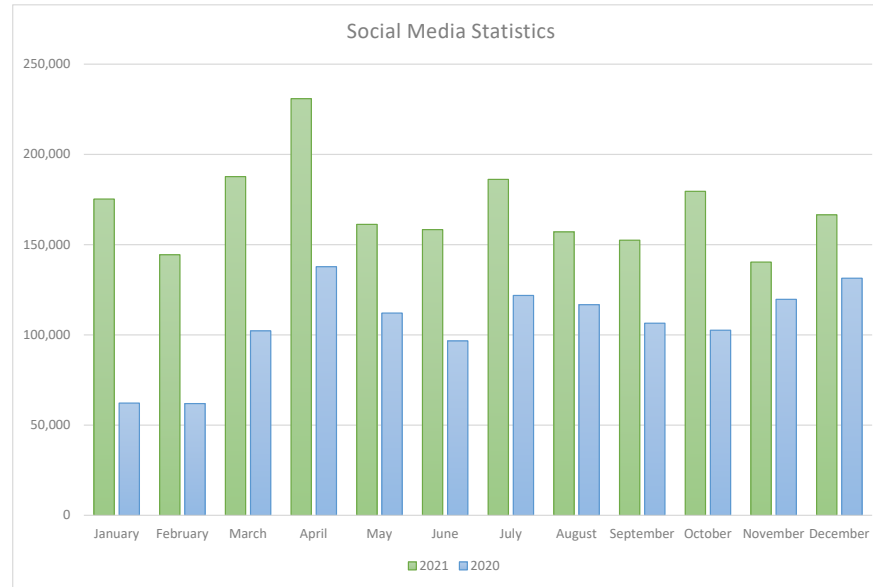
YouTube Impressions

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	38,200

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	742

*NEW reporting



Monthly Average in 2021

169,979

Monthly Average in 2020

105,959

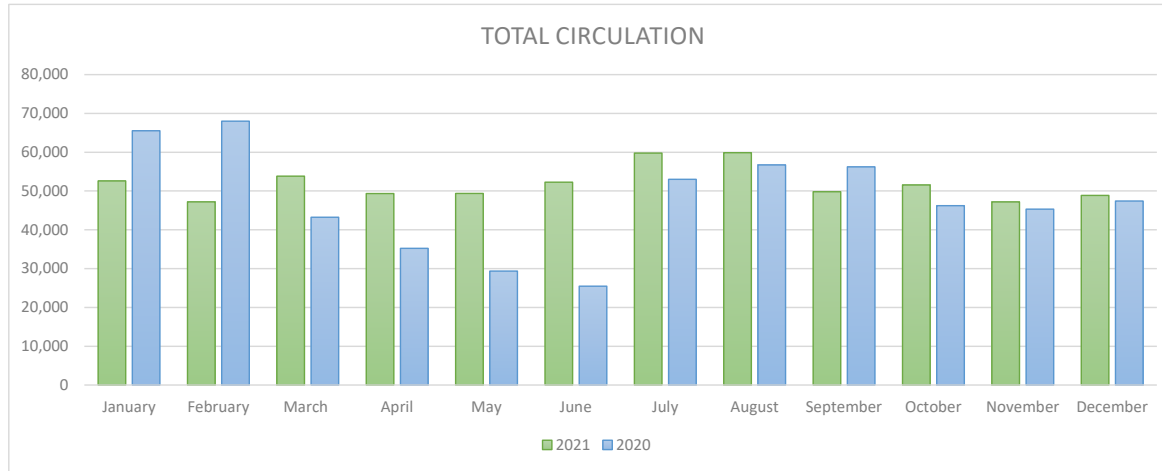
2021 YTD= 2,039,751

2020 YTD= 1,271,466



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	47,187	45,326
December	48,866	47,422
TOTAL	621,683	571,753

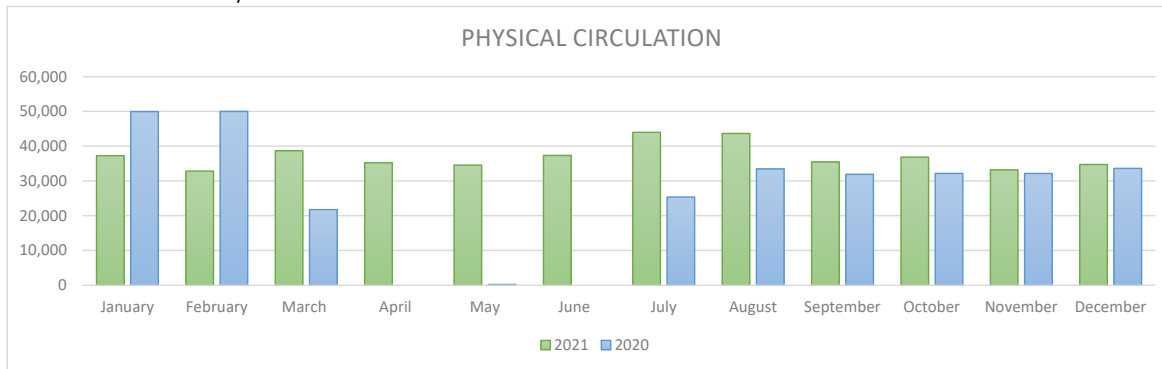


2021 YTD= 621,683
2020 YTD= 571,753

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	33,199	32,162
December	34,738	33,623
TOTAL	443,891	310,693

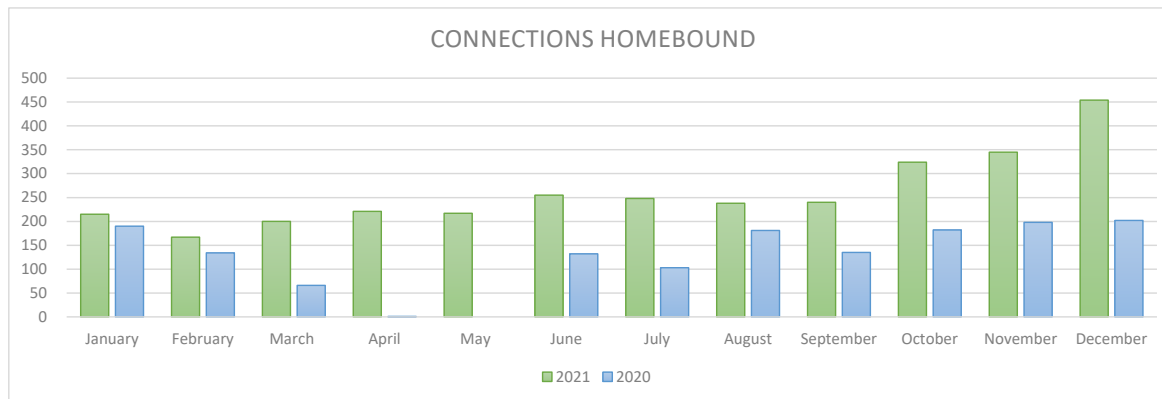
*TOTAL CIRCULATION= Physical Circulation + Online Circulation



2021 YTD= 443,891
2020 YTD= 310,693

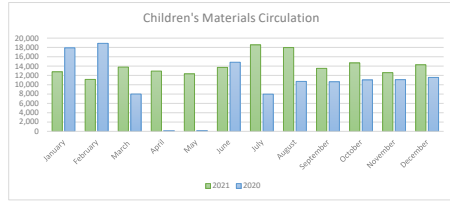
CONNECTIONS HOMEBOUND

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	454	202
TOTAL	3124	1524

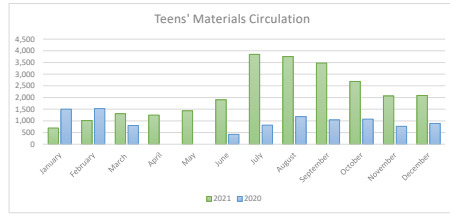


2021 YTD= 3,124
2020 YTD= 1524

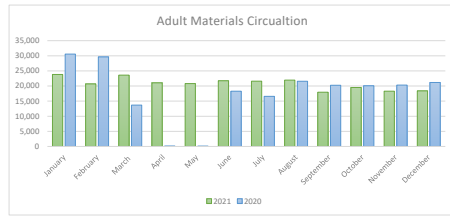
CHILDREN'S MATERIALS			
Month	2021	2020	
January	12,768	17,901	
February	11,139	18,875	
March	13,787	8,001	
April	12,926	77	
May	12,329	116	
June	13,718	14,822	
July	18,544	7,976	
August	17,971	10,712	
September	13,512	10,633	
October	14,668	11,021	
November	12,584	11,084	
December	14,272	11,565	
TOTAL	168,218	122,784	



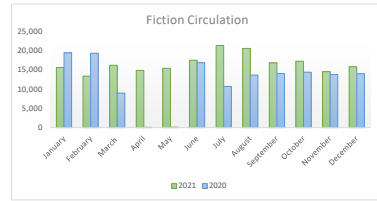
TEENS' MATERIALS			
Month	2021	2020	
January	694	1,501	
February	1,013	1,525	
March	1,307	801	
April	1,248	0	
May	1,431	0	
June	1,901	422	
July	3,849	817	
August	3,753	1,181	
September	3,475	1,039	
October	2,687	1,075	
November	2,065	767	
December	2,087	890	
TOTAL	25,516	10,018	



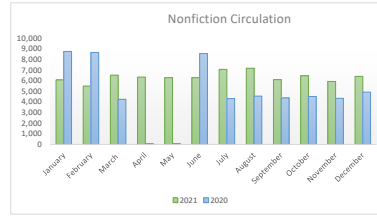
ADULT MATERIALS			
Month	2021	2020	
January	23,819	30,564	
February	20,684	29,620	
March	23,602	13,686	
April	21,045	153	
May	20,807	122	
June	21,735	18,282	
July	21,603	16,582	
August	21,955	21,574	
September	17,951	20,249	
October	19,512	20,078	
November	18,292	20,311	
December	18,379	21,167	
TOTAL	249,382	212,388	



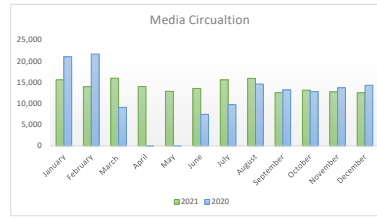
FICTION			
Month	2021	2020	
January	15,597	19,419	
February	13,361	19,307	
March	16,175	8,947	
April	14,849	86	
May	15,393	113	
June	17,491	16,840	
July	21,319	10,681	
August	20,551	13,640	
September	16,787	14,015	
October	17,224	14,388	
November	14,516	13,773	
December	15,780	13,982	
TOTAL	199,043	145,193	



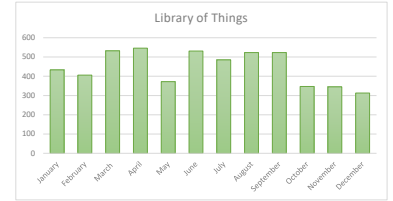
NONFICTION			
Month	2021	2020	
January	6,084	8,770	
February	5,505	8,672	
March	6,534	4,255	
April	6,353	64	
May	6,296	78	
June	6,295	8,570	
July	7,080	4,323	
August	7,184	4,555	
September	6,108	4,379	
October	6,479	4,521	
November	5,939	4,347	
December	6,421	4,931	
TOTAL	76,278	57,465	



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	12,744	13,730	
December	12,537	14,317	
TOTAL	168,570	137,736	



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	313		
TOTAL	5356		



* new for 2021

Curbside Pickup

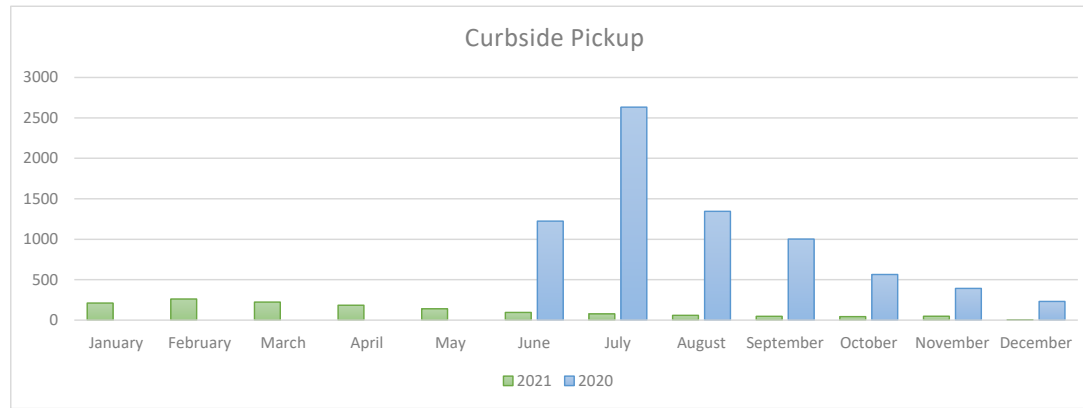
Date	2021	2020
January	211	0
February	261	0
March	223	0
April	184	0
May	140	0
June	95	1,224
July	77	2,633
August	59	1,345
September	47	1,002
October	43	564
November	48	392
December	4	231
TOTAL	1,392	7,391

Monthly Average in 2021 **116**
 Monthly Average in 2020 1,056

Trellus Deliveries

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	57
TOTAL	307

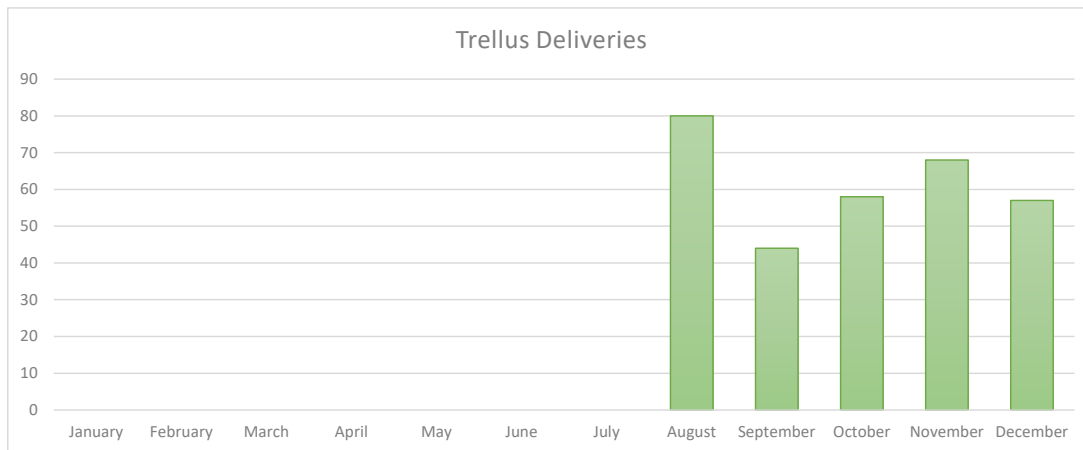
Monthly Average in 2021 **61**



2021 YTD= 1392
2020 YTD= 7391

*December curbside went to circ
 due to staffing

*started in June 2020



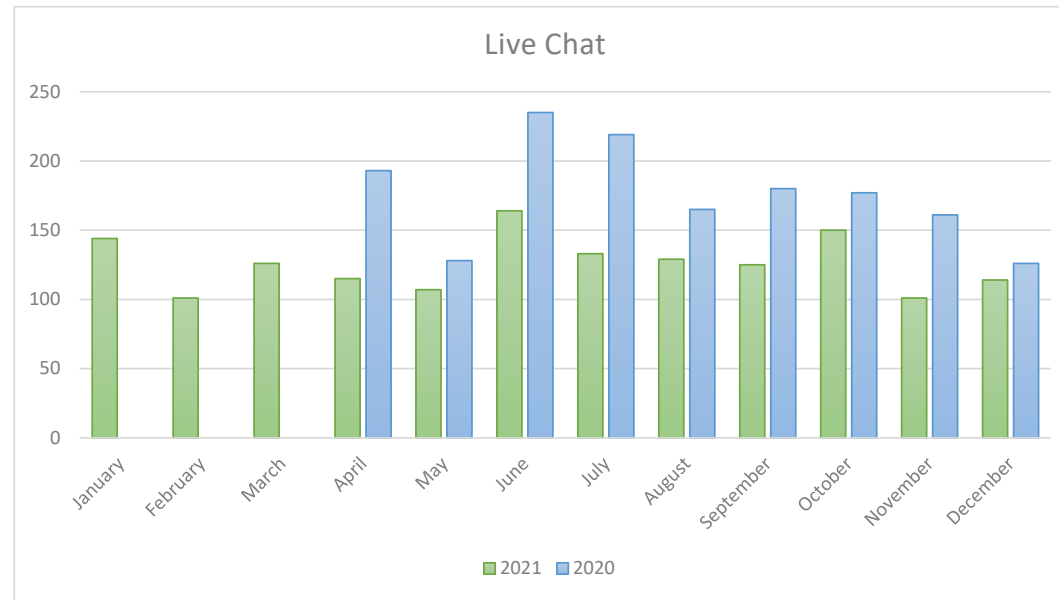
*new service started 8/2021

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	114	126
TOTAL	1509	1584

Monthly Average in 2021 **126**

Monthly Average in 2020 176



2021 YTD= **1509**
2020 YTD= 1584

*Started in April 2020

Internet 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	4,470	1,704
November	10,268	1,430
December	10,276	1,432
TOTAL	65,255	25,087

*changed method of reporting in Jan & Aug 2021

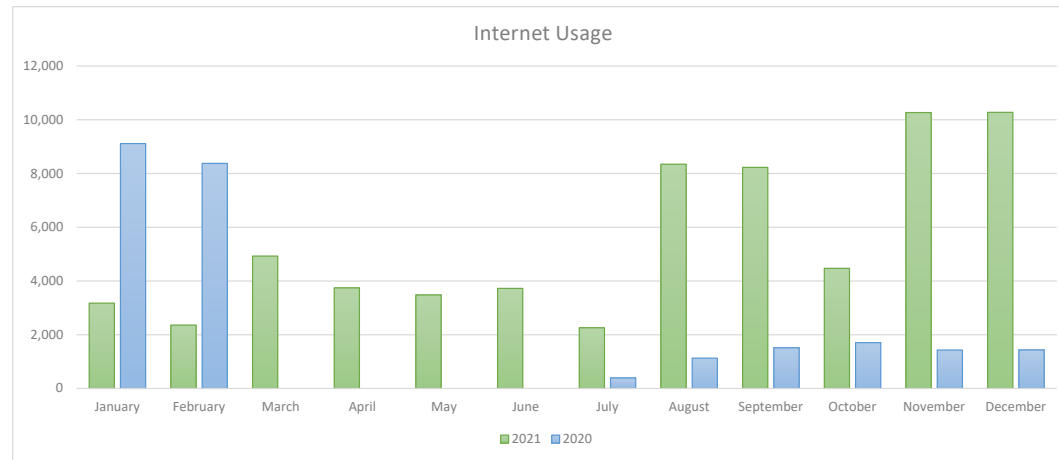
Month	Childrens	Adults	Teens
January	0	3,034	141
February	4	2,238	117
March	9	4,781	137
April	3	3,612	128
May	22	3,298	160
June	48	3,226	450
July	151	1,716	391
August	105	4,642	483
September	28	4,741	342
October	110	4,053	307
November	100	4,015	286
December	30	2,978	157
TOTAL	610	42,334	3099

Mini Business

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	5,005	1,500	606
TOTAL	19,523	4,320	1236

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

other= scanning & remote printing



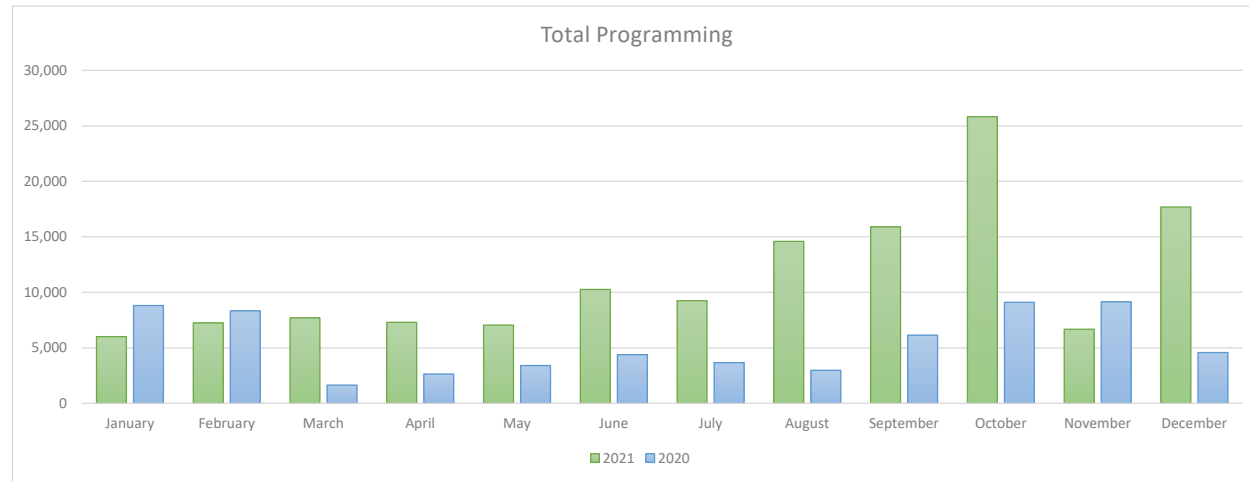
2021 YTD= 65,255
2020 YTD= 25,087

Monthly Average in 2021 5,428
Monthly Average in 2020 2,090

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	17,684	4,572
TOTAL	135,455	64,767

*changed method of reporting

Monthly Average 2021 **11,288**
Monthly Average 2020 5,398



YTD 2021= **135,455**
YTD 2020= **64,767**

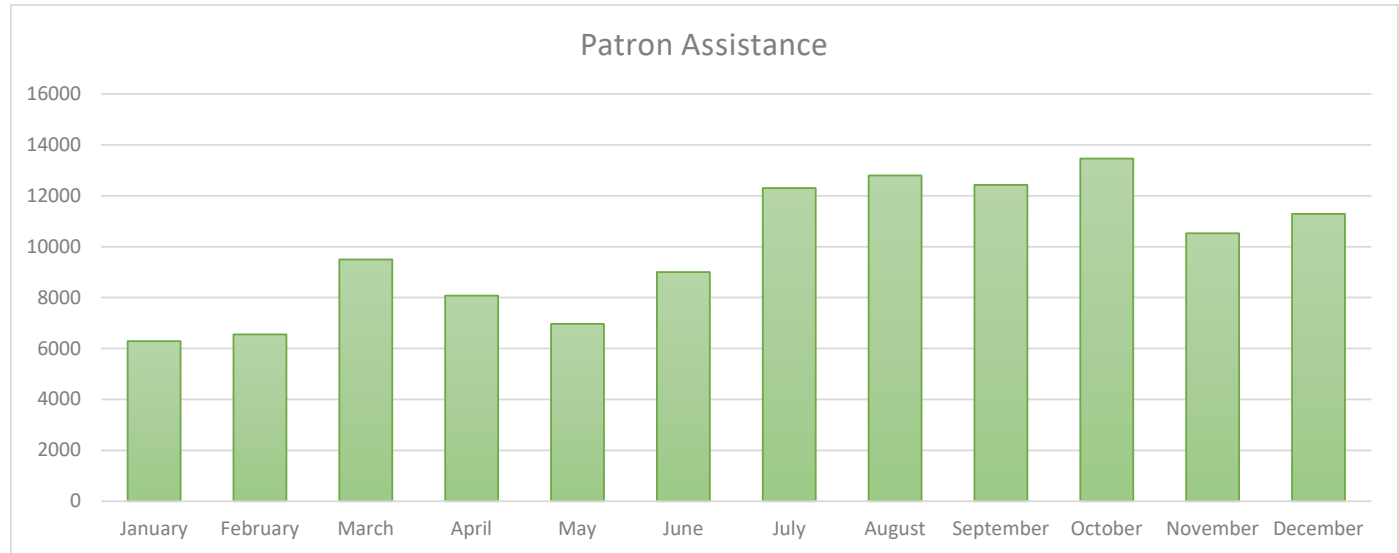
Programs by Age Range				
Month	Childrens	Teens	Adults	All Ages
January	1,526	317	3,802	700
February	2,654	775	3,787	89
March	1,902	1,662	3,606	195
April	776	1,885	4,360	276
May	1,006	1,338	3,551	251
June	1,082	4,629	3,207	2,391
July	3,375	1,258	4,295	318
August	4,299	4,170	4,991	1,128
September	2,547	3,252	4,048	6,048
October	2,514	1,393	4,177	17,729
November	1,101	736	4,410	294
December	627	662	3,680	12,497
Total	23,409	22,077	47,914	41,916

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	461	2,163	1,174	472	10,091	3,241	0	82
Total	17,678	15,867	19,432	14,428	15,412	51,755	702	181

* reintroduced outside groups 11/21

PATRON ASSISTANCE

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	11,287
TOTAL	119182



Month	Child	Teens	Comm Serv	Reference	Studio	Outreach	Dis Grove	LOT	Circ	Live Chat
January	201	869	1,061	2,663	254	630	0	88	378	144
February	303	1,054	955	2,706	238	596	0	138	463	101
March	683	1,513	1,381	3,651	398	738	11	188	806	126
April	592	1967	1,350	1793	573	562	5	168	952	115
May	508	1427	1,309	1765	483	426	6	120	815	107
June	784	2294	1,645	1907	518	856	6	160	668	164
July	1,294	2564	2,477	3,972	351	592	12	181	727	133
August	593	2078	2,235	4,031	477	2197	13	134	910	129
September	422	1928	1,748	3,980	818	2394	2	87	922	125
October	357	1645	1,549	4,772	1350	1516	11	37	2074	150
November	561	1297	1,420	4,073	957	544	2	90	1481	101
December	579	1050	1,281	4,206	1527	518	0	17	1995	114

Board Authorization

January 18, 2022

I recommend the Board approve the Internal Auditor/Accounting Services proposal submitted by Janet Fernandez CPA, P.C. PO Box 17 Westhampton, New York 11978.

Janet Fernandez CPA, P.C. proposed a quarterly retainer of \$4,625 totaling \$18,500 effective 1/1/2022-1/1/2023.

Respectfully submitted,

A handwritten signature in black ink that reads "Neely McCahey". The signature is written in a cursive, flowing style. The first name "Neely" is written with a large, prominent "N" and the last name "McCahey" follows in a similar cursive script.

Neely McCahey

PUBLIC NOTICE

**SACHEM CENTRAL SCHOOL DISTRICT
SUFFOLK COUNTY, NEW YORK**

**SPECIAL SCHOOL DISTRICT MEETING
APRIL 5, 2022**

**FOR THE SACHEM PUBLIC LIBRARY
BUDGET VOTE AND TRUSTEE ELECTION**

NOTICE IS HEREBY GIVEN to the qualified voters of Sachem Central School District that, pursuant to a resolution of the Board of Trustees of the Sachem Public Library adopted on January 18, 2022, a Special School District Meeting will be held on Tuesday, April 5, 2022 in the Sachem Public Library, 150 Holbrook Road, Holbrook, New York, for the purpose of voting, by voting machine, upon the following:

- 1) To adopt the Annual Library District Budget for the fiscal year 2022/2023 and to authorize the requisite portion thereof to be raised by taxation on the taxable property of the Library District; and
- 2) To elect one (1) Trustee to the Sachem Public Library Board of Trustees to fill a five-year term commencing July 1, 2022 and ending June 30, 2027, as a result of the expiration of the term of office presently held by Robert Winowitch;

NOTICE IS FURTHER GIVEN that for the purpose of voting at such meeting on April 5, 2022, the polls will remain open from 9:30 A.M. to 9:00 P.M. and as much longer as may be necessary to enable the voters then present to cast their ballots.

NOTICE IS FURTHER GIVEN that pursuant to Section 2018 of the Education Law, petitions nominating candidates for the office of Sachem Public Library District Trustee shall be filed with the District Clerk of the Sachem Central School District, 51 School Street, Lake Ronkonkoma, New York, on or before 3:00 P.M. on March 7, 2022. Petitions shall be directed to the District Clerk of the Sachem Central School District, shall be signed by at least twenty-five (25) qualified voters of the Sachem Central School District or two (2%) of those who voted in the last election for members of the Library Board of Trustees, whichever is greater, shall state the residence of each signer, shall state the name and residence of the candidate, and shall describe the specific vacancy on the Library Board for which the candidate is nominated, which description shall include at least the length of term for office and the name of the last incumbent. All candidates for the Office of Library Trustee must be qualified voters of the Sachem School District.

NOTICE IS FURTHER GIVEN that the Board of Trustees of the Sachem Public Library will hold a special budget hearing for the purpose of discussion of the expenditure of funds of the Sachem

Public Library and the budgeting thereof on March 22, 2022, at the Sachem Public Library, 150 Holbrook Road, Holbrook, New York at 7:00 P.M. All residents of the Sachem Central School District are invited to attend this informational meeting to receive accurate information concerning the Sachem Public Library Budget for the fiscal year, July 1, 2022 to June 30, 2023.

NOTICE IS FURTHER GIVEN that pursuant to Section 1716 of the Education Law, copies of the annual estimated expenditures for the Sachem Public Library to be voted upon together with the text of any resolution which will be presented to the voters shall be available to any taxpayer in the district at the Sachem Public Library, 150 Holbrook Road, Holbrook, New York, and in the office of the District Clerk of the Sachem Central School District, between the hours of 7:30 A.M. and 3:00 P.M. commencing on March 15, 2022 and each weekday through April 5, 2022.

NOTICE IS FURTHER GIVEN that the final tally of votes shall be held at the Sachem Public Library, 150 Holbrook Road, Holbrook, New York at 9:00 P.M. on the evening of the vote.

NOTICE IS FURTHER GIVEN that the Board of Education of the Sachem Central School District having duly adopted resolutions pursuant to Section 2014(3) of the Education Law providing for open and continuous registration for voting at School District Meetings, any person shall be entitled to have his or her name placed upon the voting register to be utilized at the April 5, 2022 Special School District Meeting by presenting himself or herself to the office of the District Clerk of the said District, 51 School Street, Lake Ronkonkoma, New York between the hours of 7:30 a.m. and 3:00 p.m., commencing immediately, and each weekday thereafter through March 29, 2022 provided that he or she is known or proved to the Clerk, or registration officer, to be entitled to vote at the election for which such register is prepared. A person who will have resided for a period of at least 30 days prior to the day of the library vote and Trustee election in one of the twelve Election Districts of the Sachem Central School District, who is a citizen of the United States and at least 18 years of age, shall be entitled to vote.

NOTICE IS FURTHER GIVEN that the register or registers prepared for the last annual or special district meeting will be used as a basis for the preparation of the register for this Special District Meeting to be held on April 5, 2022. Such register to be prepared will also include all persons who have presented themselves personally for registration to the District Clerk of the Sachem Central School District on or before March 29, 2022 and all persons who shall have been previously registered for any annual or special meeting or election held or conducted at any time within four (4) years prior to the preparation of the register. Those persons who are not registered as above set forth, but who are currently registered pursuant to Section 5-612 of the Election Law and whose names appear on the Central Registration List of the Suffolk County Board of Elections, Yaphank, New York, are not required to register again in order to be able to vote.

NOTICE IS FURTHER GIVEN, that pursuant to Section 2018-a of the Education Law absentee ballots to vote for library trustee, the annual budget, or any referenda may be applied for at the Office of the District Clerk of the Sachem Central School District between 7:30 a.m. and 3:00 p.m.

FURTHER NOTICE IS hereby given that a qualified voter whose ability to appear personally at

the polling place is substantially impaired by reason of permanent illness or physical disability and whose registration record has been marked “permanently disabled” by the Board of Elections pursuant to Section 8-400 of the Election Law shall be entitled to receive an absentee ballot without making separate application for such absentee ballot. A list of all persons to whom absentee ballots shall have been issued will be available in the Office of the District Clerk of the Sachem Central School District on each of the five (5) days prior to the scheduled vote, except Saturdays, Sundays, or holidays.

NOTICE IS FURTHER GIVEN that pursuant to Section 2015 of the Education Law the register as prepared for this Special School District Meeting will be filed in the office of the District Clerk, of the Sachem Central School District and will be open for inspection by any qualified voter of the School District between the hours of 7:30 A.M. and 3:00 P.M. commencing on March 22, 2022, and each weekday thereafter through April 5, 2022.

Dated: Holbrook, New York
January 18, 2022

By order of the
BOARD OF TRUSTEES
Sachem Public Library
150 Holbrook Road
Holbrook, New York 11741

Disposal of Equipment

January 18, 2022

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	Mesh Program Room Chair	Refuse
1	Teen Chair	Refuse

Respectfully submitted,

Neely McCahey

Neely McCahey