

SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 15, 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. Approval of Minutes of the Regular Board Meeting on January 18, 2022 (**Motion**)
6. Approval of Treasurer's Report, January 2022 (**Motion**)
 - A. Approval of Payroll Expense Report, January 2022 (**Motion**)
 - B. Approval of Payroll Warrants: #21 (**Motion**), #24 (**Motion**), #26 (**Motion**)
 - C. Approval of Payroll Summary, January 2022 (**Motion**)
 - D. Approval of Bills: Warrant #25, February 2022 (**Motion**)
7. Reports
 - A. Director's Report
 - B. Assistant Director's Report
 - C. Library Statistical Report
 - D. SCLS Board Report, Susan Tychnowicz
8. Old Business
 - A. Review of Revised Meeting Room Application
9. New Business
 - A. Equipment Disposable (**Motion**)
 - B. Approval of FY2022/2023 Proposed Budget and Transfer of Fund Balance (**Motion**)
 - C. Approval of Telephone System Upgrade (**Motion**)
 - D. Review of Sewing Machine Waiver
10. Other
 - A. Reminder: Virtual Library Advocacy Day, Wednesday, March 2 & 3, 2022
 - B. Next Board Meeting –Tuesday, March 22, 2022, 5:00 p.m.
 - C. Budget Hearing – Tuesday, March 22, 2022, held immediately after the Board Meeting in the Children's Program Room
11. Executive Session (as needed) (**Motion**)
12. Personnel Report (**Motion**)
13. Adjournment (**Motion**)

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 18, 2022
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 Marguerite Barone, reviewed all warrants with the Director before having them presented to the Board for their approval.

The meeting was called to order at 5:07 p.m.

Guests

Christopher DeCristofaro, Librarian III in the Digital Services Department and community members who volunteered their time in participating with the Garden of Lights event attended the Board Meeting as guests. Anthony Bliss, Librarian II in the Digital Services Department was unable to attend the Board Meeting. The Director and the Board thanked the group for the quality of work they put into the Garden of Lights project. The event drew over 9,000 people. The holiday event sets apart Sachem Public Library from all other libraries.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

None

Minutes

The Board approved the Minutes of the Regular Board Meeting on December 21, 2021. (Tychnowicz, Barone; unanimous)

Treasurer's Report

The Treasurer's Report for December 2021 in the amount of \$6,474,061.13 was approved. (Barone, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for December 2021 in the amount of \$530,066.67 was approved. (Winowitch, Lohr; unanimous)

Payroll Warrant #20 dated December 9, 2021 in the amount of \$13,567.93 was approved. (Lohr, Longo; unanimous)

Payroll Warrant #23 dated December 23, 2021 in the amount of \$123,285.73 was approved. (Longo, Tychnowicz; unanimous)

The December 2021 Payroll Summary was approved. (Tychnowicz, Barone; unanimous)

Schedule of Bills

The January 18, 2022 Schedule of Bills, warrant #22 in the amount of \$76,549.41 was approved. (Winowitch, Lohr; unanimous)

Director's Report

The Board reviewed the Director's report with interest.

To her report, Ms. McCahey added the following:

Ms. McCahey was happy to announce that the partnership with the school district is getting stronger. The library will be sending librarians to three middle schools and one high school for a school program "Language Conversation Group." Ms. McCahey reported to the Board the library's phone system is outdated and will need to be replaced. Ms. McCahey reported that the Suffolk County Health Department gave 157 people their COVID vaccines last month. Thomas Lohr was inquiring about teen programming to be available to tweens.

Assistant Director's Report

Mrs. Stroh reported to the Board the closing of last's year statistics. She stated Sachem Public Library accomplished many things over the last year. Ms. McCahey stated that Mrs. Stroh restructured the way the library reports its stats. The changes made coincide with the information that is required by the New York State Annual Report; due to this restructure the Library Journal has now recognized Sachem library as a 3-star library.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz stated that SCLS will be using a new platform management software called "On Board." The platform is designed for users to integrate Zoom, meetings and agendas for organizations. Mrs. Tychnowicz stated that the Governor vetoed e-books for all. She also stated Live-brary had 2 million downloads and it was up 6% from last year. Mrs. Tychnowicz reported to the Board that the tax gap is 2% for FY 2022/2023.

Old Business

None

New Business

On the Director's recommendation the Board approved 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. (Lohr, Longo; unanimous)

The Board approved the Legal Notice for Budget Vote and Trustee Election, April 5, 2022. (Longo, Tychnowicz; unanimous)

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

Other

The next Board Meeting will be held on Tuesday, February 15, 2022 at 5:00 p.m.

Virtual Library Advocacy Day will be held on Wednesday, March 2, 2022. Ms. McCahey stated that SCLS will have training available for Advocacy Day.

Executive Session

The Board adjourned into Executive Session at 5:42 p.m. to discuss collective negotiations pursuant to article fourteen of the Civil Service Law. (Tychnowicz, Longo; unanimous)

Personnel Report

The Personnel Report was approved. (Barone, Winowitch; unanimous)

Correspondence

Mrs. Barone read a thank you note from the Sachem Central School in participating with their contribution to the Secret Santa program.

Adjournment

The meeting was adjourned at 5:58 p.m. (Tychnowicz, Winowitch; unanimous)

Respectfully submitted,

Thomas Lohr

SACHEM PUBLIC LIBRARY
BUDGET STATUS REPORT
FY 2021/2022

JANUARY 31, 2022

	APPROPRIATION	EXPENDITURES	BALANCE	%
<u>MATERIALS</u>				
Books	\$ 240,607.00	\$ 69,035.64	\$ 171,571.36	29%
Digital Resources	\$ 338,010.00	\$ 230,663.48	\$ 107,346.52	68%
Media	\$ 140,579.00	\$ 30,898.35	\$ 109,680.65	22%
Periodicals	\$ 20,605.00	\$ 19,044.73	\$ 1,560.27	92%
<u>BUILDING</u>				
Building Alterations	\$ 258,624.00	\$ 128,881.82	\$ 129,742.18	50%
Computer Equipment	\$ 179,755.00	\$ 49,840.51	\$ 129,914.49	28%
Equipment	\$ 87,094.00	\$ 27,760.61	\$ 59,333.39	32%
Hawkins Ave Property Upkeep	\$ 1,000.00	\$ 321.00	\$ 679.00	32%
<u>SUPPLIES</u>				
Custodial Supplies	\$ 28,000.00	\$ 10,489.11	\$ 17,510.89	37%
Office Supplies	\$ 134,335.00	\$ 38,227.71	\$ 96,107.29	28%
<u>SALARIES</u>				
Clerical, Full Time	\$ 1,135,607.00	\$ 886,130.50	\$ 249,476.50	78%
Clerical, Part Time	\$ 613,166.00	\$ 337,459.71	\$ 275,706.29	55%
Custodial	\$ 321,262.00	\$ 166,583.76	\$ 154,678.24	52%
Professional	\$ 3,388,749.00	\$ 1,951,194.34	\$ 1,437,554.66	58%
<u>UTILITIES</u>				
Electricity	\$ 130,000.00	\$ 77,630.63	\$ 52,369.37	60%
Gas	\$ 20,000.00	\$ 5,239.80	\$ 14,760.20	26%
Water	\$ 4,000.00	\$ 2,630.21	\$ 1,369.79	66%
<u>CONTRACTS</u>				
Cleaning & Exterminating	\$ 9,900.00	\$ 1,610.00	\$ 8,290.00	16%
Equipment Maintenance	\$ 116,160.00	\$ 40,015.04	\$ 76,144.96	34%
SCLS-PALS	\$ 52,232.00	\$ 26,118.90	\$ 26,113.10	50%
Membership	\$ 6,322.00	\$ 3,398.99	\$ 2,923.01	54%
Professional & Technical	\$ 110,924.00	\$ 55,705.23	\$ 55,218.77	50%
Refuse Removal	\$ 5,724.00	\$ 2,998.08	\$ 2,725.92	52%
Security Personnel	\$ 112,000.00	\$ 47,467.14	\$ 64,532.86	42%
Suffolk Cooperative Library Sys.	\$ 114,922.00	\$ 57,995.00	\$ 56,927.00	50%
<u>LIBRARY OPERATION</u>				
Insurance	\$ 83,440.00	\$ 94,031.00	\$ (10,591.00)	113%
Postage	\$ 37,275.00	\$ 19,236.36	\$ 18,038.64	52%
Printing & Publicity	\$ 70,832.00	\$ 37,646.66	\$ 33,185.34	53%
Professional Development	\$ 20,000.00	\$ 6,136.60	\$ 13,863.40	31%
Programs	\$ 340,000.00	\$ 143,557.12	\$ 196,442.88	42%
Telecommunications	\$ 49,940.00	\$ 32,375.66	\$ 17,564.34	65%
Vehicle Maintenance	\$ 1,480.00	\$ 111.72	\$ 1,368.28	8%
<u>MANDATED EXPENSES</u>				
Dental Insurance	\$ 43,115.00	\$ 20,169.88	\$ 22,945.12	47%
Health Insurance	\$ 1,385,980.00	\$ 689,833.69	\$ 696,146.31	50%
New York State Retirement	\$ 848,819.00	\$ 491,693.15	\$ 357,125.85	58%
Social Security	\$ 407,214.00	\$ 244,187.90	\$ 163,026.10	60%
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	\$ 39,017.34	\$ 13,470.66	74%
Disability Insurance	\$ 6,884.00	\$ 6,331.20	\$ 552.80	
EAP	\$ 4,930.00	\$ 4,505.00	\$ 425.00	
Life Insurance	\$ 2,268.00	\$ 1,166.40	\$ 1,101.60	
Long Term Care	\$ 16,051.00	\$ 10,673.75	\$ 5,377.25	
Long Term Disability	\$ 13,679.00	\$ 11,575.51	\$ 2,103.49	
Vision Insurance	\$ 8,676.00	\$ 4,765.48	\$ 3,910.52	
TOTAL	\$ 10,959,127.00	\$ 6,085,337.37	\$ 4,873,789.63	56%

Director's Report- February 2022

Correspondence/Donations:

- Mr. Lipani, Principal of Grundy Ave sent a note of thanks for our donation of hats and mittens from the 2021 SPL Mitten Tree.
- Official Operation Gratitude letter is included this month.
- Emerald Island Supply Company wrote to us to expect on average a 5% increase on products starting this month due to supply chain issues, etc.
- Kelly Furnari received a thank from one of our Connections patrons. Kelly has moved over completely to her Teen Dept. responsibilities and Ellen is now taking over our homebound delivery program.

Programming and Publicity:

- **CONGRATULATIONS TO US!!** Best of LI Public Library for the 7th time, thank you to all who voted!
- SPL contributed to Leg. Piccirillo's 3rd Annual Valentines for Vets drive.
- Homeschooling update- The library is holding our first Science Fair for these students on Feb. 17th. Our staff has provided support to these families by way of Science Project Demonstration class led by Sarah P.
- Stacey has been asked back to Sagamore MS to hold another Authors and Artists session.
- Our virtual Hula Hoop Rug program held by Teen Librarian Debra C. got a phone call from Louisville, KY. A woman found the program on our YouTube channel and needed some help with the craft. Debra C. was here for the phone call and able to help 😊.
- Seneca MS had a virtual Critters Club meeting with us, 30 kids were in attendance.
- Marybeth installed *Snow* by Cynthia Rylant in our Story Walk.
- The library's Social Work Intern met with 10 clients throughout January.
- Marybeth dropped off English and Spanish PARP materials to the local Headstart.
- Discovery Grove held their first program using the snow machine, thanks to Robert and John who made the snow storm happen for our little patrons.
- Lisa and Sarah are holding a week-long event in DG to celebrate the XXIV Winter Olympics for kids up to 5th grade.

Building and Grounds:

- Elevator safety maintenance is being scheduled for both of the library's lifts.
- Awaiting a proposal for flashing repair on a few windows.
- Punch list items are being taken care of in Community Garden.
- 2 new keypad entries have been added (Community Services office and the receiving area).
- We have sought out proposals for power washing and painting, circulation office furniture, a center lawn care plan, a replacement part for the generator and electrical outlets for Discovery Grove.
- Denise has informed us that Tech Services is working toward a uniform look within collections, new spine labels.

Technology:

- Began utilizing Trello as an online workflow tool.
- Please see attached Studio-T documents, a beautifully designed, organized and concise tool that our Teen Department created, really well done!
- Due to the pause on visitors in the schools Kelly modified some of her scheduled visits to virtual using digital breakout boxes.
- Studio's 8mm converter has been one of the most popular items this past month.

Meetings:

- Mgrs. meetings 1/4, 1/11, 1/18 and 1/25.
- Think Tank meetings 1/18 & 1/25.
- 1/5 FHCOC meeting.
- 1/18 Met with MTL Telephones, 1/18 & 1/20 held Full Staff Meetings.
- 1/19 Met with Kelly F., Sarah P. and Kelly S.
- 1/20 Meetings; Laura, Kelly, Tracy and Notaries.
- 1/24 Sat with Danielle and Gayle about Main Desk Office.
- 1/25 Kristen and I met with President of SCTA.
- 1/26 PLDA and Street Fair Committee meetings.
- 1/27 Finance Committee met.
- 1/28 Robert, Cara and Ellen and Afterdark Lighting meetings.
- 1/31 Patron Point product demo.



Principal
Thomas J. Lipani
tlipani@sachem.edu

*Superintendent of
Schools*
Christopher J.
Pellettieri, Ed.D.
cpellettieri@sachem.edu

950 Grundy Avenue
Holbrook, NY
11741
631.471.1820



#WeAreSachem

Sachem Central School District

Grundy Avenue Elementary School

January 10, 2022

Sachem Public Library
150 Holbrook Road
Holbrook, NY 11741

Dear Sachem Library:

I am writing to thank you for your donation of Hats and Mittens to Grundy Avenue School. Your donation will be able to help some of our students stay warm this winter.

Please extend our gratitude to those who were involved in the collection and distribution of these Hats & Mittens. Your generosity provides a wonderful example as to how our Community comes together and cares.

Thank you again and we wish you all a very Happy, Healthy, New Year!

Sincerely,

Thomas J. Lipani
Principal

www.sachem.edu



December 31, 2021

Sachem Public Library
Attn: Suzie Gregorovius
150 Holbrook Rd
Holbrook, NY 11741

Dear Suzie,

Thank you for your generous donation of 170 Letters, and your dedication to our mission. With the help of grateful Americans like you, we have delivered more than 3 million of our signature Care Packages to Deployed Troops, Veterans, Wounded Heroes and their Caregivers, Military Families, Recruits Graduates and First Responders since 2003.

A Care Package brings joy to a Service Member stationed far from home and enables a Veteran, Wounded Hero or Caregiver to feel appreciated -- many for the first time. Our Battalion Buddies bring comfort to the children of Deployed Troops at a very stressful time in their young lives. When we hand deliver Care Pouches to new Officers and Recruit Graduates, they know that as they begin their career of service to our great nation, they are supported along the way. And the delivery of First Responder Care Packages shows local heroes that their community values them.

We recently received this email from a Care Package recipient deployed overseas:

Thank you!

I wanted to personally reach out and say how much we appreciate the support you have shown from Operation Gratitude.

I am currently on deployment and received one of the care packages; it has truly brought some extra joy into my life being so far from home. Please keep up the good work as I know there are many more of my brothers and sisters in the service that will be just as grateful as me.

Again, thank you very much!

Very Respectfully,
AZ3 F, S.M.
VAQ-132
"Scorpions"

Thank you again for your thoughtfulness and wonderful patriotic spirit. Every single donation we receive furthers our mission, and the recipients of your generosity will remember your kindness forever. As a Veteran and the CEO of this amazing organization, I will always be appreciative of your support and encouragement for Operation Gratitude. You are truly making a difference!

With Gratitude,

James C. Johnson
Maj Gen, USAF (Ret.)
Chief Executive Officer

Operation Gratitude has been granted non-profit status under Section 501 (c) 3 of the IRS Code. Your contribution to this organization is fully deductible in accordance with applicable law for federal income tax purposes as no goods or services were provided in exchange for this donation.



P.O. Box 260257
Encino, California 91426-0257

www.OperationGratitude.com
Info@OperationGratitude.com

Phone: 818.960.7878
Tax ID: 20-0103575



Emerald Island Supply Company

1135 Station Rd
Medford, NY 11763

Ph: 631-475-3311 Fx: 631-475-3350

January 14, 2022

To Our Valued Customer,

The global supply chain continues to deteriorate. Petroleum and its derivatives are escalating. Packaging has risen 40% in both plastics and corrugated. Raw materials have extended lead times and when available, costs have increased in many cases over 100%. Freight shortages and escalating costs persist. The availability of labor is non-existent.

We have absorbed many of these rising costs for several months, as we are faced with daily increases and shortages. For these reasons effective February 1, 2022, we will implement an average 5% price increase, which only partially offsets the cost increases we have incurred.

We strive to continue to offer superior products and outstanding service to you. Thank you for understanding longer lead times and unfortunately, higher costs. We appreciate your business and value your support.

If you should have any questions or concerns, please don't hesitate to reach out to us or to your salesman individually.

Yours sincerely,

John M. Derby

John M. Derby, President

Emerald Island Supply Company

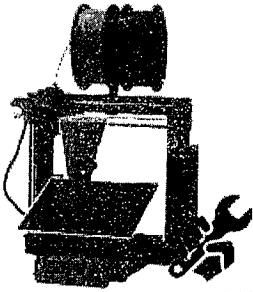
Dear Reely,

I wish to express my deepest appreciation for the outstanding assistance you extended to me over the past six months. You are the quintessential professional who possess all the ingredients necessary for your profession.

Sincerely,
John Spiciate

C. Mrs L Panter

STUDIO T - OVERVIEW



3D PRINTER

Students can choose from preselected designs or design their own using TinkerCad software or the Thingiverse website. Students pick the item color and fees are \$.50 per half hour unless a student submits a school assignment page. School assignments are free. Requests must allow 7-10 days to complete.

[Online Request Form](#)

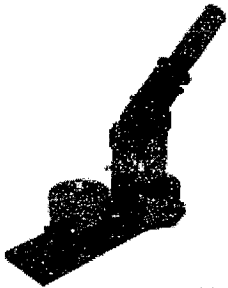
Located in Studio T

Resources:

Tinkercad.com

Thingiverse.com

[Training Video](#)



BUTTON MAKER

Studio T owns button makers for round buttons that are 1", 2.25", 3.5" and square buttons that are 2". Some button sizes can be made into magnets, photo frames, and keychains. Appointments should be made in advance with detailed project information included.

[Online Request Form](#)

Located in Storage/Elevator Rm

Resources:

[American Button Machines](#)

[Training Video](#)

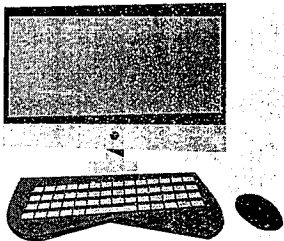


GAMING CONSOLES

Teens with valid library cards can play a variety of games on our consoles. Currently, Teen Services has one Xbox One, two Playstation 4s, and one Nintendo Switch available for use. Available in the LOT for checkout is the Wii U, 2 Nintendo 3DS systems, extra controllers,

Available in desTEENation

[Instructions - PDF](#)

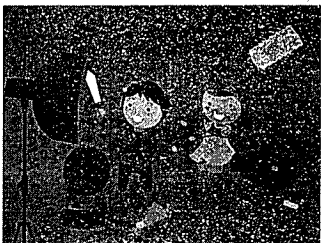


GAMING PCS

Our 6 gaming PCs are equipped with popular titles for teens to play. A valid teen library card is required.

Popular games include Fortnite, Minecraft, and Among Us.

Available in desTEENation

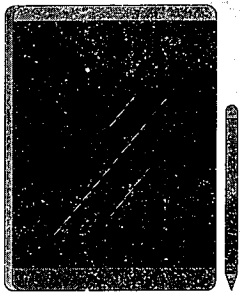


GREEN SCREEN

Green Screen is used with recording apps such as "Do Ink" which allows users to insert practically any backdrop behind them while recording.

Located in Storage and Library of Things

STUDIO T - OVERVIEW CONT'D

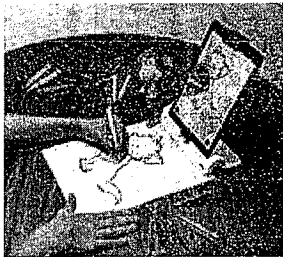


IPADS

Two sets of iPad Pros and one set of iPad 7s are available for teen use. The iPads in **silver cases** are barcoded for teens to check out while visiting desTEENation and have gaming apps installed. The iPads Pros in black cases are reserved for our creative programs only. The "Art and Gaming Kits" in **red cases** are available in the LOT for checkout, and include an Apple Pencil, game controller, and iPad Gen 7.

Located in desTEENation and Library of Things

[Art Apps Guide](#)
[Coding Apps Guide](#)



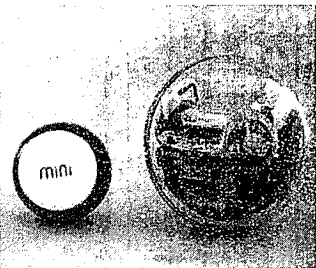
OSMOS

Osmo is a combination of apps that combine STEM learning with mobile devices. Most popular is the Masterpiece app that allows users to use their device's camera to trace images they see on the screen while drawing on paper directly in front of them. Compatible with our iPad Pros, teens may request the Osmo in addition to checking out an iPad.

Checkout with iPad
Located in desTEENation

[Demonstration](#)

App:
Masterpiece



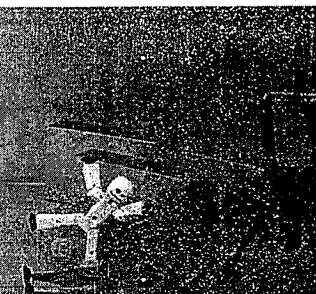
SPHERO BOLT+ & SPHERO MINI

Sphero is a popular robotic brand that has a variety of products. Studio T includes the Sphero Mini and Sphero Bolts. Both robots can be programmed and coded to move through obstacles. Available in our Studio T programs.

Programs/Appointments
Located in Storage

[Sphero Intro Video](#)
[Sphero Quick Start Guide](#)

Apps:
Sphero Edu
Sphero Play



STICK BOTS + STOP MOTION

Teens can create their own stop-motion scenes and stories by using fully poseable figures called Stik Bots. By using a miniature green screen and the official Stop Motion app, students can create their own imaginative videos.

Programs/Appointments

[StikBots Video](#)

Apps:
StikBot Studio
Stop Animation Studio

Program Based Equipment Only

Arduinos
Sphero Bolt Classroom Kit
PS4 VR
Lego Mindstorms

Raspberry Pi Kits / GoPiGo
E-Blox
Robotics Build Kits
Sewing Machine

STUDIO T – CREATION STATION



The Creation Station is a computer designated for students to get access to a variety of powerful, professional software. These software cover a wide variety of categories related to creative design. Students can request an appointment for guided assistance or use the computer on their own with their library card.

Training:

All Adobe Apps Overview:

<https://youtu.be/7W0ISl3yqwo>

Wacom Cintiq Info:

<https://www.creativeblog.com/reviews/wacom-cintiq-pro-32>

SOFTWARE FEATURES

Adobe Apps

The Adobe Suite is available for teens to access. It includes apps for design and illustration, audio-visual creation, animation and more.

Audio/Video Recording & Editing

Use Adobe Auditions to record and mix tracks and Adobe Premiere to edit video content.

Video Game Creation

Learn the basics of coding with Scratch, Hour of Code, and more, to learn what it takes to create video games. Create 3D models with Blender and graphics with Adobe software.

Digital Art Software

Professional software such as Adobe Photoshop, Clip Studio Paint, and Art Rage are used for creating digital artwork and editing photos. Wacom graphic tablets allow artists to draw on the screen just like the pros.

Coding Software

Access popular coding websites to learn the basics, Scratch 2 software to try your hand at programming your own games, or try raw code using Notepad++.

Wacom Tablets

Wacom tablets offer the natural, comfortable feel and ease of pen and paper while drawing on the Creation Station or Gaming PCs.

The Wacom Cintiq

The screen of the Creation Station doubles as a drawing tablet monitor connected to the Creation Station computer, and allows artists to draw directly on the screen using drawing software such as Photoshop, Clip Paint Studio, and Art Rage. The stylus and base are located in the hanging organizer in the cage area.

Studio T Catalog

HOW TO GET STARTED:

Step 1. Register in **advance** during our open **teen registration** each month. Sign up online, over the phone, in person, or through live chat. You may also e-mail us at teens@sachemlibrary.org, subject "Studio T Appointment" with your name and library card #.

Step 2. Our staff will contact you to book an appointment time after registration.

APPOINTMENTS BY MONTH 2022-2023

JULY

BLOCK CODING BASICS

AUGUST

INTRO TO PROCREATE

SEPTEMBER

INTRO TO SPHERO

OCTOBER

SEWING 101

NOVEMBER

MUSIC MAKING 101

DECEMBER

2D ANIMATION BASICS

JANUARY

STOP MOTION ANIMATION

FEBRUARY

INTRO TO PHOTOSHOP

MARCH

DRAW ANIME!

APRIL

INTRO TO CANVA

MAY

INTRO TO 3D PRINTING

JUNE

INTRO TO PHOTO EDITING

Sachem Public Library

Teen Services

Studio T Appointment Topics

Request an appointment for assistance with our Studio T technologies and creative skills. Sessions are approximately 30 minutes of librarian guided instruction, then teens can explore on their own with help available if needed.

Request an appointment [HERE](#).

SKETCHING &
INKING

CHARACTER
DESIGN

SEWING 101

2D ANIMATION

DRAW ANIME!

INTRO TO
PHOTOGRAPHY

INTRO TO
PROCREATE

INTRO TO
PHOTOSHOP:
ILLUSTRATION

PHOTO EDITING

BLOCK CODING
WITH SPHERO

INTRO TO
PHOTOSHOP:
GRAPHIC DESIGN

INTRO TO
ELECTRONIC
MUSIC

VIDEO EDITING
BASICS

MUSIC AND
SOUND EDITING

STOP MOTION
ANIMATION

DESIGN YOUR
OWN STICKERS

INTRO TO
CANVA

3D MODELING
/3D PRINTING

SACHEM PUBLIC LIBRARY
TEEN SERVICES

TEEN SERVICES

FEBRUARY FEATURED EVENTS

Questions? Visit our page: splteens.carrd.co

Text @destee to 81010 for text notifications!

Teen Facebook Group [JOIN HERE!](#) View our Event Calendar [here](#).

February registration begins January 21.
No link means no registration required.

Click to sign up!

In-Person Events

Advanced registration is required.

Macrame

Wednesday, February 23 • 7:00pm-8:00pm

Create a simple macrame keychain and work on your mindful practice.

Procreate Sticker Designs

Thursday, February 24 • 7:00pm-8:00pm

Design and format your own stickers using the popular art app Procreate. Completed sticker designs will be available for pick up beginning March 7.

Pre-Licensing 5 Hour Course \$50 Fee

Saturday, February 26 • 9:30am-2:00pm

(Photo ID permit required)

All Ages Family Arm Knitting Infinity Scarf (In Person)

Saturday, February 5
10:00am-11:30am OR 2:30pm-4:00pm

Looking for an easy alternative to traditional knitting? It's time to swap out the needles for your arms to make a beautiful infinity scarf. This family program is for teens and a parent/guardian to do together.

desTEENation Friday Nights

Advanced registration is required.

All the following Friday Night events are In-Person.

Gaming Design Tournament Series

Friday, February 4 • 6:30pm-8:30pm

Learn to code a new game every month using Scratch! After we finish coding, we'll play our game tournament style to crown the champion. Winner receives a prize!

Gel Pen Art

Friday, February 11 • 6:30pm-8:00pm

Create colorful art using gel pens.

Winter Story Challenge

Friday, February 18 • 6:30pm-7:30pm

A creative night of storytelling telephone! Each person adds a detail to create a story masterpiece.

Reverse Stencil Canvas Wall Art

Friday, February 25 • 6:30pm-8:00pm

Pick out a favorite quote or saying, cut it out using our Cricut machines, and paint a piece of wall art using the reverse stencil technique.

Bookish Bag

Wednesday, February 9

Bookish Bag is our spin on a book subscription box for teens. Each month will be a different theme. This month we will be celebrating Black History month and reading the graphic novel *Black Panther: A Nation Under Our Feet* by Ta-Nehisi Coates.

Your bag will include the book, a craft and some book related items. Need community service hours? Scan the included QR code found in your bag to find out how your Bookish Bag can earn you credits. Registrants can pick up their subscription bag beginning Wednesday, February 9 after 1:00pm.

FEBRUARY FEATURED EVENTS

Fridays @ Home

Videos are posted on the listed dates!
Visit our YouTube page below and
subscribe for updates.

[Subscribe](#)

D.I.Y. Art Books

Friday, February 4

Valentine's Cake Pops

Click title to register for supply kit.
Friday, February 11

College Planning for HS Freshmen and Sophomores

Friday, February 18

T-Shirt Patches

Friday, February 25

Teen Reads

Looking for your next favorite book? Check
out different lists of titles in genres you
love!

[Browse for Books](#)

100 Books Before Graduation

Read books, win prizes!

[Learn More](#)

Winter Reading Club

There is still time to participate in our
Winter Reading Club! Win prizes by
reading books through March 25. Learn
more by visiting the link below!

[Winter Reading Club](#)

Teen Volunteers

Start earning your community service
credits now! Registration for February
opportunities begins January 21.

[Volunteer](#)

Board Report

Assistant Director

February 15, 2022

The holiday surge of the Omicron variant of COVID-19 hit Long Island hard. I took a look at the effects we saw with staff from November 2021 through January 2022.

- 20 staff members had to quarantine; either due to exposure or falling ill themselves.
- We logged 728.25 hours in NYS Covid Pay.
- Cost the library \$23,597.36 in extra sick time.
- 67 staff members have shared their vaccine cards with us.

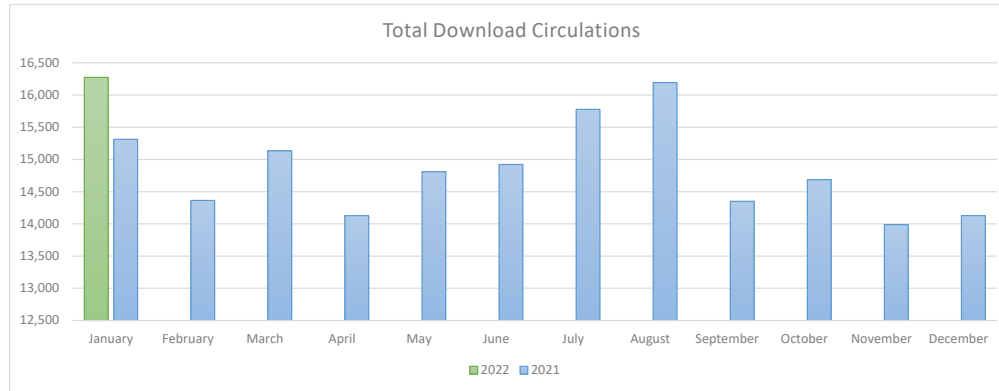
Respectfully Submitted,

Kristen Stroh

Kristen Stroh

TOTAL DOWNLOADS CIRCULATION		
Month	2022	2021
January	16,274	15,313
February		14,364
March		15,134
April		14,127
May		14,809
June		14,922
July		15,777
August		16,194
September		14,350
October		14,686
November		13,988
December		14,128
Total	16,274	177,792

Monthly Average in 2022	16,274
Monthly Average in 2021	14,816

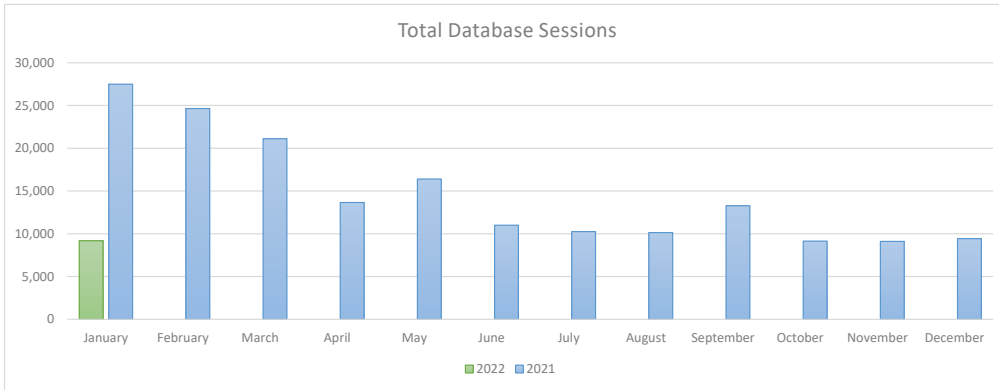


2022 YTD= 16,274
2021 YTD= 15,313

TOTAL DATABASE SESSIONS		
Month	2022	2021
January	9,183	27,496
February		24,646
March		21,115
April		13,658
May		16,403
June		10,999
July		10,255
August		10,138
September		13,283
October		9,142
November		9,109
December		9,435
Total	9,183	175,679

* changed how reported in 2021

Monthly Average in 2022	9,183
Monthly Average in 2021	14,640



2022 YTD= 9,183
2021 YTD= 27,496

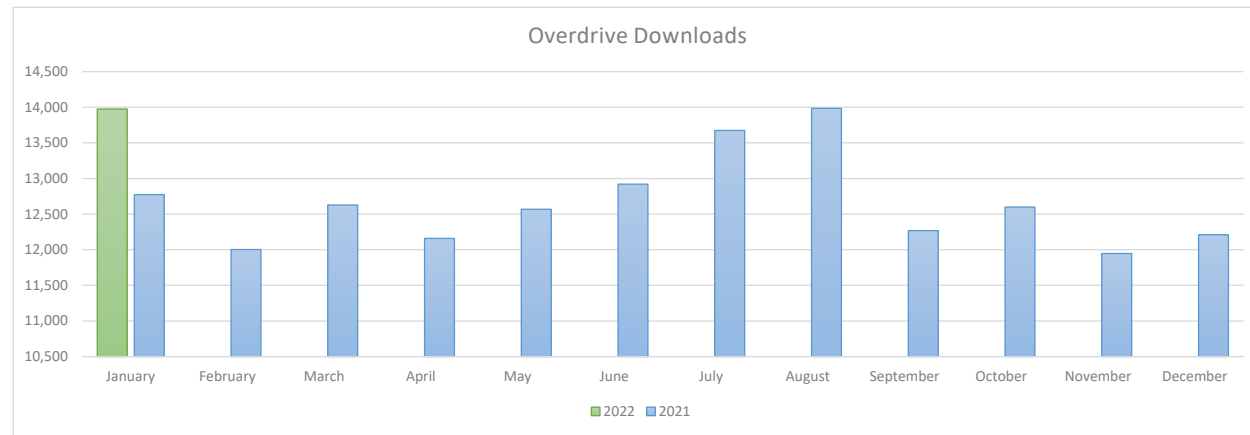
Month	Child	Teen	Adult
January	1,305	203	7,675
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total	1,305	203	7,675

*Child newly reporting in 2021

OVERDRIVE DOWNLOADS

Month	2022	2021
January	13,975	12,774
February		12,003
March		12,628
April		12,159
May		12,568
June		12,921
July		13,675
August		13,985
September		12,268
October		12,599
November		11,947
December		12,209
TOTAL	13,975	151,736

Monthly Average in 2022	13,975
Monthly Average in 2021	12,644

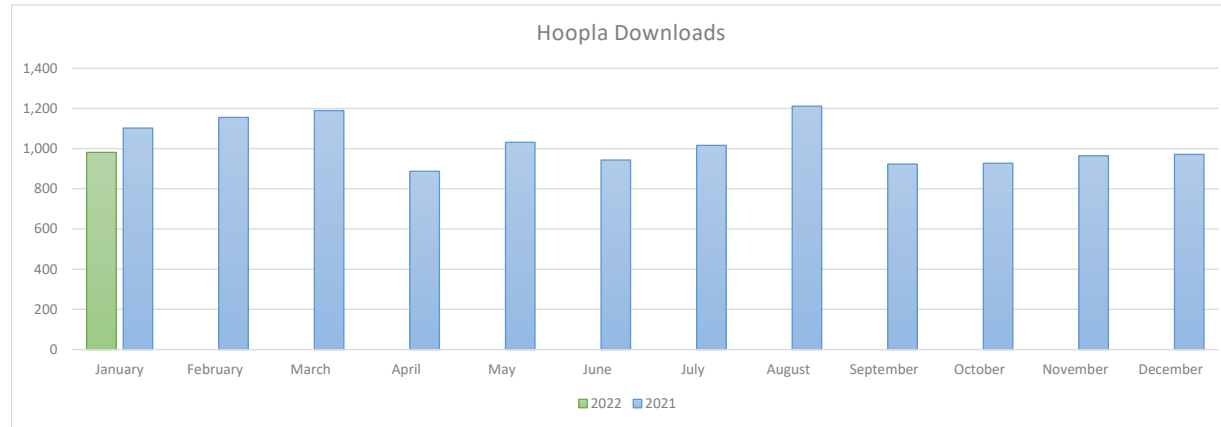


2022 YTD= 13,975
2021 YTD= 12,774

HOOPLA DOWNLOADS

Month	2022	2021
January	981	1,102
February		1,155
March		1,189
April		887
May		1,031
June		943
July		1,016
August		1,211
September		923
October		927
November		964
December		971
TOTAL	981	12319

Monthly Average in 2022	981
Monthly Average in 2021	1,027

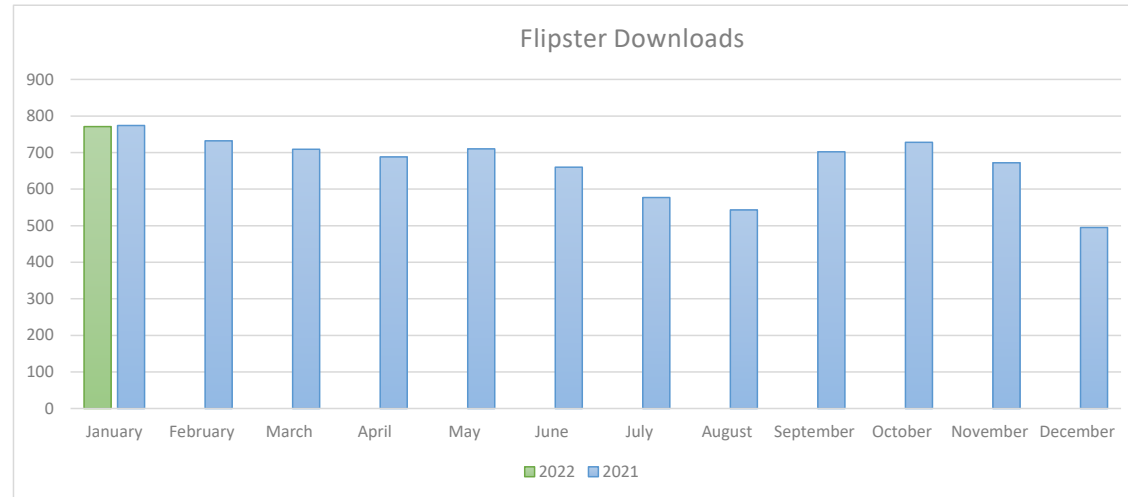


2022 YTD= 981
2021 YTD= 1,102

FLIPSTER DOWNLOADS

Month	2022	2021
January	771	774
February		732
March		709
April		688
May		710
June		660
July		577
August		543
September		702
October		728
November		672
December		495
TOTAL	771	7990

Monthly Average in 2022	771
Monthly Average in 2021	665



2022 YTD= 771
2021 YTD= 774

TOTAL VISITS		
Month	2022	2021
January	28,564	24,189
February		23,827
March		28,786
April		27,197
May		26,643
June		29,861
July		36,457
August		34,218
September		32,228
October		36,928
November		29,831
December		31,174
TOTAL	28,564	361,339

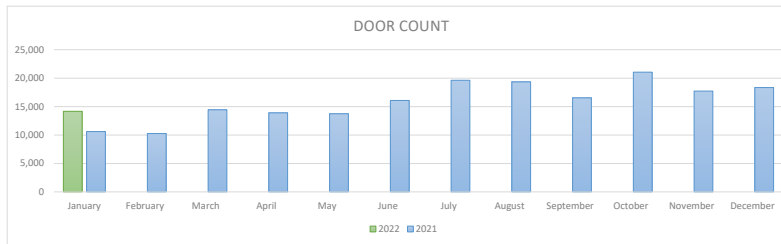
DOOR COUNT		
Month	2022	2021
January	14,167	10,603
February		10,262
March		14,431
April		13,892
May		13,733
June		16,075
July		19,627
August		19,339
September		16,530
October		21,053
November		17,725
December		18,346
TOTAL	14,167	191,616

WEBSITE VISITS		
Month	2022	2021
January	14,397	13,586
February		13,565
March		14,355
April		13,305
May		12,910
June		13,786
July		16,830
August		14,879
September		15,698
October		15,875
November		12,106
December		12,828
TOTAL	14,397	169,723

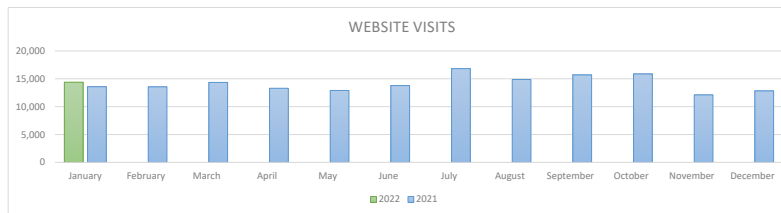


2022 YTD= 28,564
2021 YTD= 24,189

*Total visit= Door Count + Website Visits



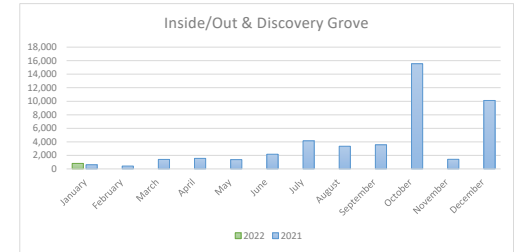
2022 YTD= 14,167
2021 YTD= 10,603



2021 YTD= 14,397
2021 YTD= 13,586

I/O & DG VISITS		
Month	2022	2021
January	812	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	812	45,667

2022 YTD= 812
2021 YTD= 608



*new door counter in DG 1/22

FACEBOOK REACH

January	35,232
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

INSTAGRAM IMPRESSIONS

January	8,506
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

TWITTER IMPRESSIONS

January	18,800
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

GOOGLE BUSINESS VIEWS

January	30,500
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

TOTAL SOCIAL MEDIA		
Month	2022	2021
January	144,220	175,259
February		144,383
March		187,680
April		230,874
May		161,221
June		158,311
July		186,149
August		157,042
September		152,455
October		179,539
November		140,330
December		166,505

TIKTOK VIEWS

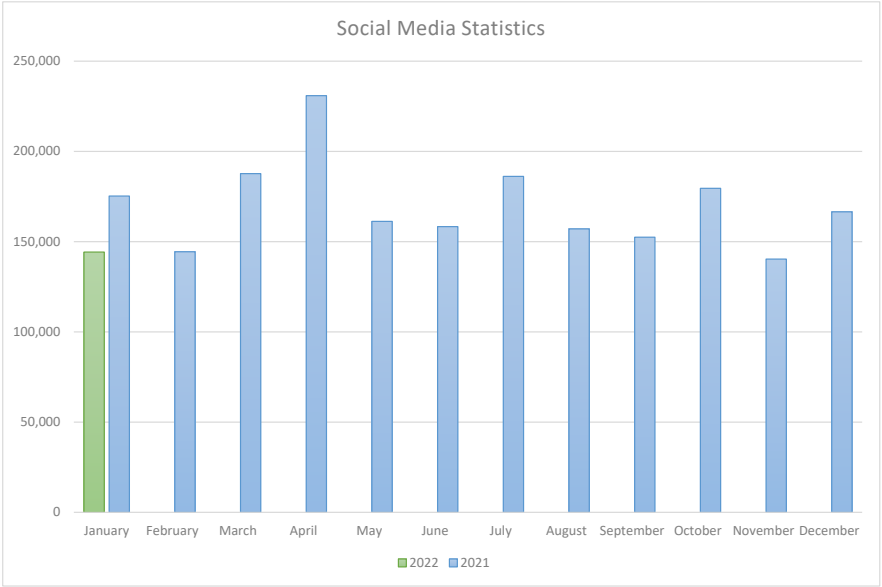
January	9,658
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

YouTube Impressions

January	40,900
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

SnapChat Views

January	624
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

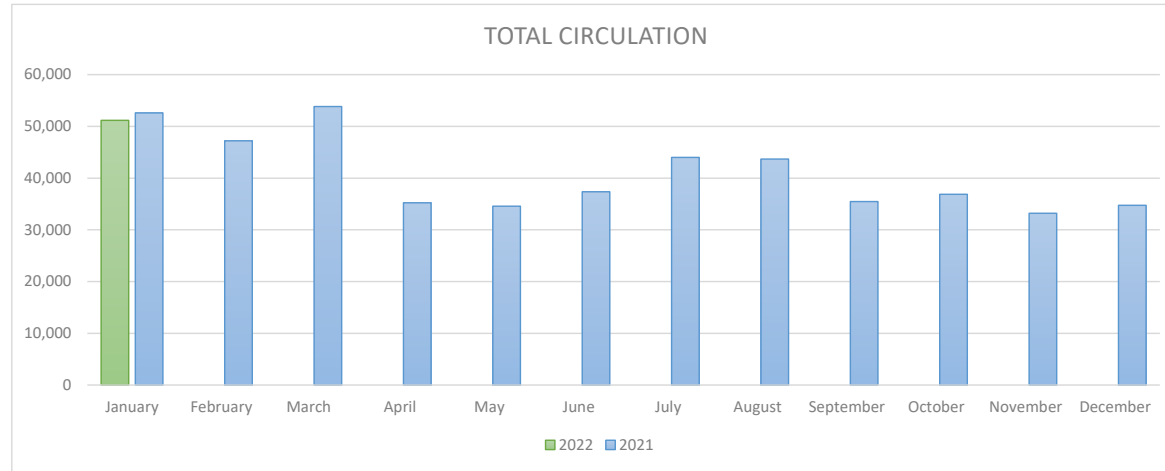


Monthly Average in 2022	144,220
Monthly Average in 2021	169,979

2022 YTD=	144,220
2021 YTD=	175,259

TOTAL CIRCULATION

Month	2022	2021
January	51,162	52,594
February		47,200
March		53,830
April		35,219
May		34,567
June		37,352
July		43,996
August		43,679
September		35,461
October		36,867
November		33,199
December		34,738
TOTAL	51,162	488,702

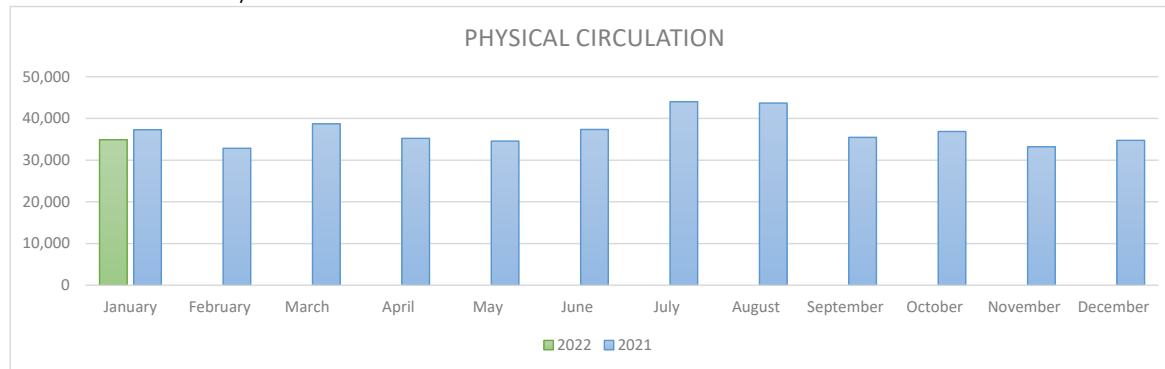


2022 YTD= 51,162
2021 YTD= 52,594

PHYSICAL CIRCULATION

Month	2022	2021
January	34,888	37,281
February		32,836
March		38,696
April		35,219
May		34,567
June		37,352
July		43,996
August		43,679
September		35,461
October		36,867
November		33,199
December		34,738
TOTAL	34,888	443,891

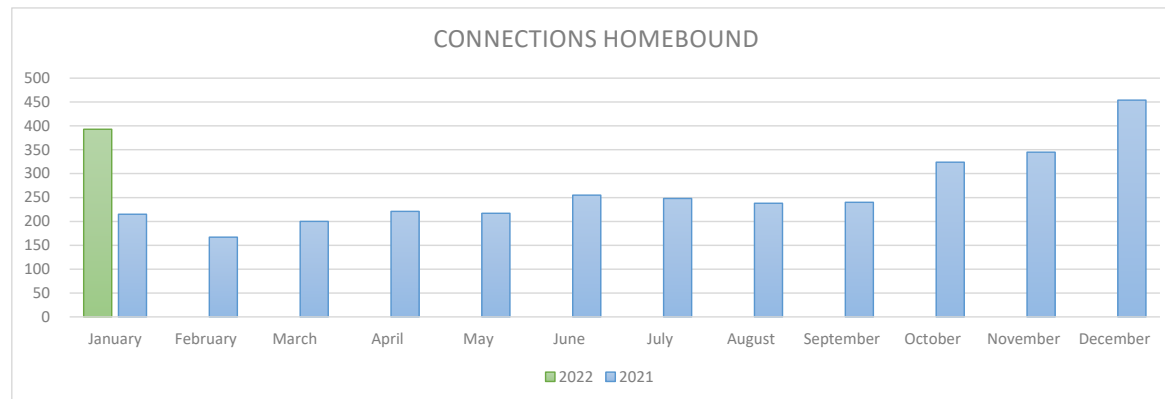
*TOTAL CIRCULATION= Physical Circulation + Online Circulation



2022 YTD= 34,888
2021 YTD= 37,281

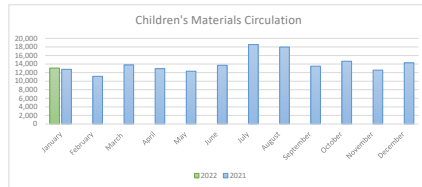
CONNECTIONS HOMEBOUND

Month	2022	2021
January	393	215
February		167
March		200
April		221
May		217
June		255
July		248
August		238
September		240
October		324
November		345
December		454
TOTAL	393	3124

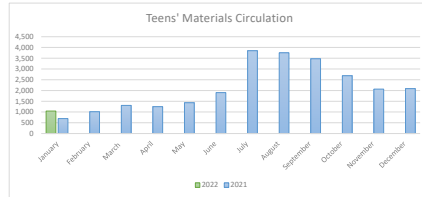


2022 YTD= 393
2021 YTD= 215

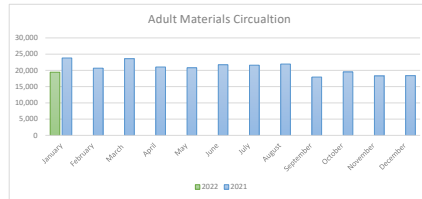
CHILDREN'S MATERIALS		
Month	2022	2021
January	13,067	12,768
February		11,139
March		13,787
April		12,826
May		12,329
June		13,718
July		18,544
August		17,971
September		13,512
October		14,668
November		12,584
December		14,272
TOTAL	13,067	168,218



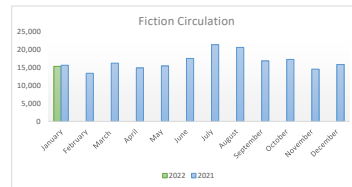
TEENS' MATERIALS		
Month	2022	2021
January	1,045	694
February		1,013
March		1,307
April		1,248
May		1,431
June		1,901
July		3,849
August		3,753
September		3,475
October		2,687
November		2,065
December		2,087
TOTAL	1,045	25,510



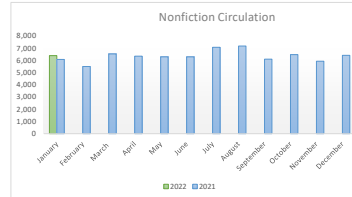
ADULT MATERIALS		
Month	2022	2021
January	19,448	23,819
February		20,684
March		23,602
April		21,045
May		20,807
June		21,733
July		21,603
August		21,955
September		17,951
October		19,512
November		18,292
December		18,379
TOTAL	19,448	249,382



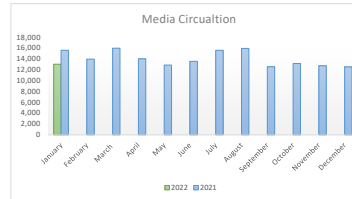
FICTION		
Month	2022	2021
January	15,283	15,597
February		13,361
March		16,175
April		14,849
May		15,393
June		17,491
July		21,515
August		20,551
September		16,787
October		17,224
November		14,516
December		15,780
TOTAL	15,283	199,043



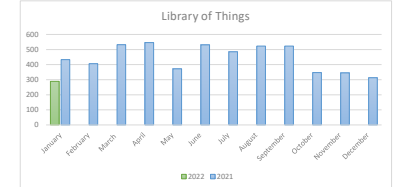
NONFICTION		
Month	2022	2021
January	6,396	6,084
February		5,505
March		6,534
April		6,353
May		6,296
June		6,295
July		7,080
August		7,184
September		6,108
October		6,479
November		5,939
December		6,421
TOTAL	6,396	76,278



MEDIA MATERIALS		
Month	2022	2021
January	13,031	15,600
February		13,970
March		15,987
April		14,017
May		12,878
June		13,566
July		15,597
August		15,944
September		12,566
October		13,164
November		12,744
December		12,537
TOTAL	13,031	168,570



LIBRARY OF THINGS		
Month	2022	2021
January	289	453
February		406
March		532
April		546
May		372
June		531
July		485
August		523
September		523
October		347
November		345
December		313
TOTAL		5356



*started in 2021

Curbside Pickup

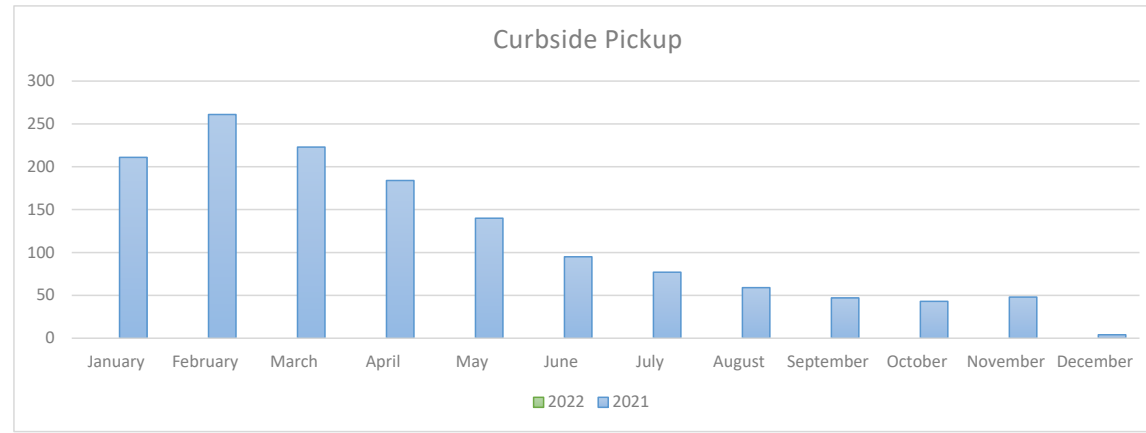
Date	2022	2021
January	0	211
February		261
March		223
April		184
May		140
June		95
July		77
August		59
September		47
October		43
November		48
December		4
TOTAL	0	1,392

Monthly Average in 2022	0
Monthly Average in 2021	116

Trellus Deliveries

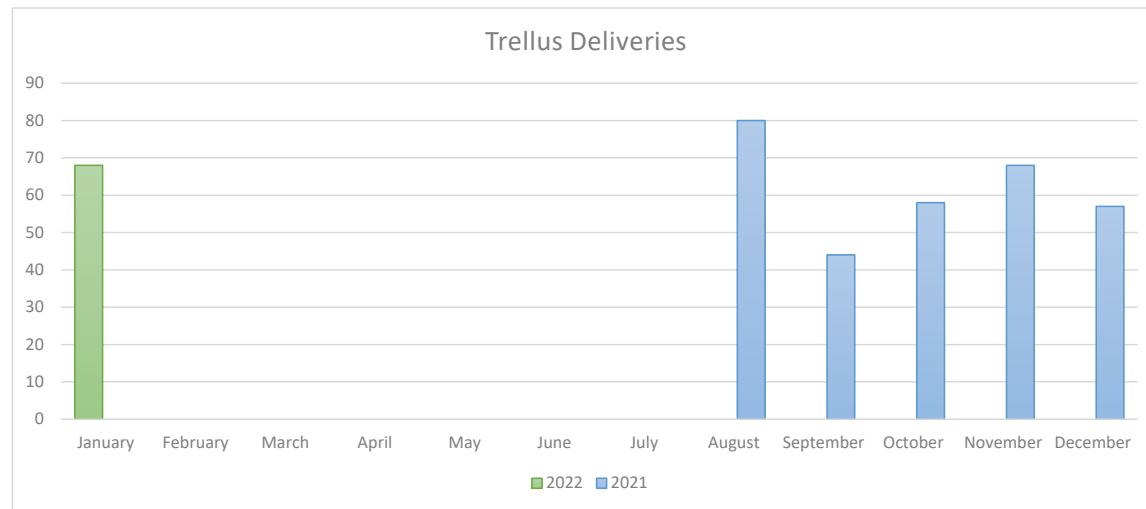
Date	2022	2021
January	68	0
February		0
March		0
April		0
May		0
June		0
July		0
August		80
September		44
October		58
November		68
December		57
TOTAL		307

Monthly Average in 2022	68
Monthly Average in 2021	61



2022 YTD= 0
2021 YTD= 211

* due to staffing, curbside was moved to Circ desk and is reflected in their patron assistance stats for Dec 21 & Jan 22



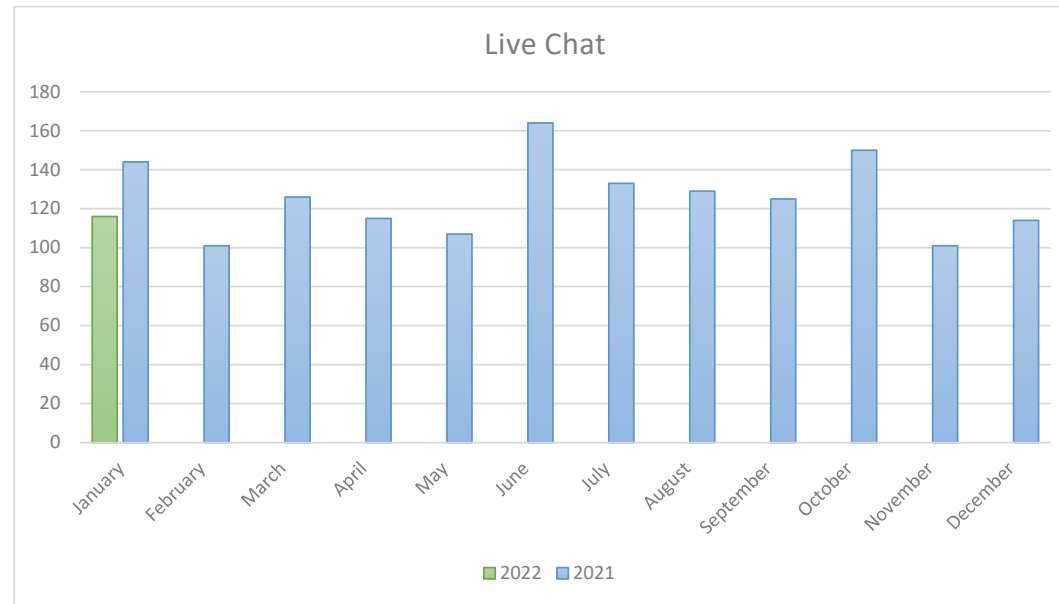
2022 YTD= 68
2021 YTD= 0

*new service started 8/2021

LIVE CHAT STATS

Month	2022	2021
January	116	144
February		101
March		126
April		115
May		107
June		164
July		133
August		129
September		125
October		150
November		101
December		114
TOTAL	116	1509

Monthly Average in 2022	116
Monthly Average in 2021	126



2022 YTD= 116
2021 YTD= 144

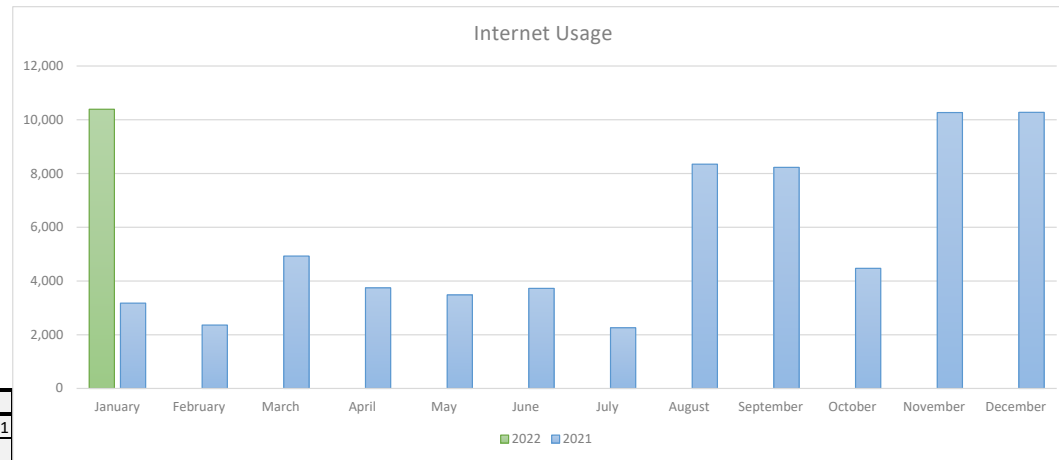
Internet Usage Total		
Month	2022	2021
January	10,391	3,175
February		2,359
March		4,927
April		3,743
May		3,480
June		3,724
July		2,258
August		8,347
September		8,228
October		4,470
November		10,268
December		10,276
TOTAL	10,391	65,255

*changed method of reporting in Jan & Aug 2021 & Jan 2022

Month	Childrens	Adults	Teens	WiFi Usage
January	57	4,360	151	5111
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
TOTAL	57	4,360	151	

Month	Copies	Faxes	Other
January	17,372	1,408	712
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
TOTAL	17,372	1,408	712

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



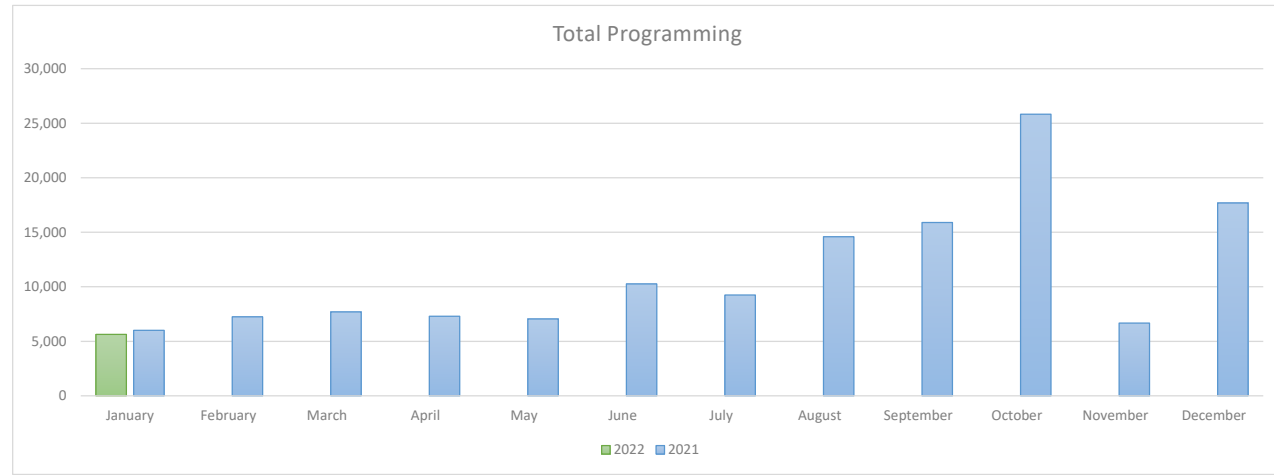
2022 YTD= 10,391
2021 YTD= 3,175

Monthly Average in 2021	10,391
Monthly Average in 2021	5,428

Internet Usage Total= Child, Adult, Teen usage + WiFi+ other

Month	2022	2021
January	5,633	6,006
February		7,244
March		7,693
April		7,297
May		7,046
June		10,259
July		9,246
August		14,588
September		15,895
October		25,826
November		6,671
December		17,684
TOTAL	5,633	135,455

Monthly Average 2021	5,633
Monthly Average 2021	11,288



YTD 2022= **5,633**
YTD 2021= **6,006**

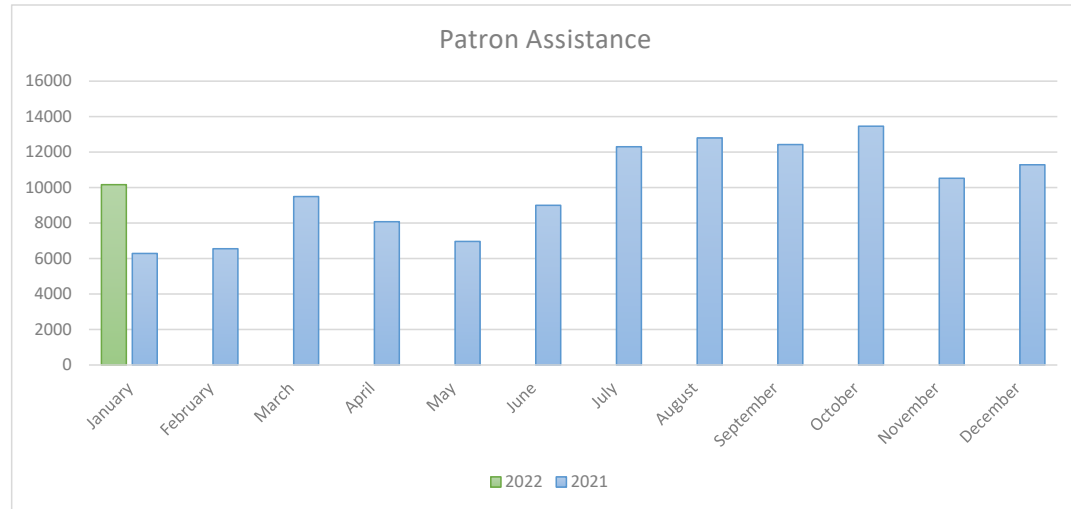
Programs by Age Range				
Month	Childrens	Teens	Adults	All Ages
January	601	687	4,298	65
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total	601	687	4,298	65

Programs by Department								
Month	Child	Teens	Programs & Newsle	Reference	Studio	Outreach	Dis Grove	outside groups
January	609	427	1,792	1848	644	309	4	68
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
Total	609	427	1,792	1848	644	309	4	68

* reintroduced outside groups 11/21

PATRON ASSISTANCE

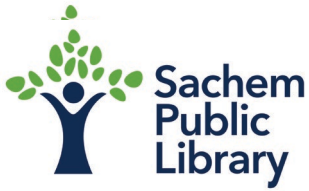
Month	2022	2021
January	10165	6288
February		6554
March		9,495
April		8,077
May		6,966
June		9,002
July		12,303
August		12,797
September		12,426
October		13,461
November		10,526
December		11,287
TOTAL	10165	119182



YTD 2022= **10165**
YTD 2021= **6288**

Month	Child	Teens	Programs & Newslet	Reference	Studio	Outreach	Dis Grove	LOT	Circ	Live Chat	Notary
January	371	1309	1,477	4,529	867	128	0	0	1,332	116	36
February											
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											

* added Notary 1/22



COMMUNITY GROUP APPLICATION FOR MEETING ROOM USE

APPLICANT MUST BE A SACHEM LIBRARY DISTRICT RESIDENT

Room may be reserved a maximum of one time per month.

Suggested dates of meeting _____

Please put more than one date, in order of preference.

Name of Organization/Group (Please Print)

Purpose of the meeting

Name and Address of person authorized to arrange meeting

Telephone

Sachem Library Barcode

E-mail Address

Meeting to take place in AAMR, A, B, C, Senior Room, Loft, Board Room

Literature to be distributed: Yes_____ No_____ (If yes, provide sample)

Estimated attendance: _____ Time: _____ to _____
(limit of 20)

The (Organization Name) _____ covenants to indemnify and save harmless the Sachem Public Library against any and all claims or suits against which might arise out of the use of the premises of the Library.

We have read and agree to abide by the Library regulations attached to this sheet.

Signature _____ Date _____

.....
Signature

FOR STAFF USE:

APPROVED _____ DENIED _____

Initials _____

Date _____



The Sachem Public Library Board of Trustees is aware of the need for meeting room accommodations to be used by non-profit groups and committees. The Board feels that making available such accommodations to the public is an additional service which the library may render under conditions set by the Board. The fact that a group is permitted to meet at the public library does not, in any way, constitute an endorsement of the group's belief and/or policies.

REGULATIONS COVERING USE OF ~~ADULT AREA~~ MEETING ROOMS

1. **USAGE** The Library's Meeting Rooms are available to local non-profit groups for cultural and educational purposes. Library programs are a priority and that usage determines room availability.
2. **BOOKING** Application will be made to the Community Librarian on the form prescribed. The Library Board reserves the right to approve or deny all applications.
3. **OTHER REGULATIONS**
 - (a) The organization using the meeting room is responsible for any damage to the premises or its contents when such damage occurs as a result of the organization's use.
 - (b) When the meeting is for minors, application must be made by an adult who will be present at the meeting and be responsible for any damages incurred as noted in (a) above.
 - (c) The Library does not provide AV equipment. You may use your own, provided that proper precautions are taken against fire and accident. Music will be permitted, with prior approval, if it does not interfere with the work of the Library.
 - (d) No admission fee may be charged.
 - (e) Smoking is not permitted in the Library.
 - (f) All meetings shall be open to the public and will end promptly by 8:45p.m. There is no fee for the use of Meeting Rooms during Library hours. **Meetings can be no longer than 2.5 hours.**
THE ORGANIZATION WILL BE BILLED FOR USE AFTER HOURS AND/OR DAMAGES.

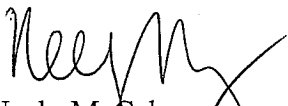
Disposal of Equipment

February 15, 2022

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

<u>The Following Was Disposed:</u>		
		Refuse
1	Samsung Galaxy S5 Cell Phone	Broken/Obsolete – Business Office
2	Lenovo All In One	Broken – Business Office
1	Ice Melt Spreader	Broken
2	Chairs on Wheels	Stained
1	Windsor Vacuum	Broken Motor
1	Stickley Chair	Broken

Respectfully submitted,


Neely McCahey

FY 2022/23 Budget Proposal

February 15, 2022

Administration recommends to the Board a proposed budget for FY 22/23 that calculates to a .66% Tax Levy to our public. This figure is within our allowable tax levy limit.

The proposed operating budget is slightly less than last year totaling \$10,850,500.00, subtract projected revenues of \$104,990.00 (down \$33,410 or 24% from last year) and the anticipated use of Fund Balance in the amount of \$150,000.00. Which enables us to propose a budget that includes advancements in resources, services, programs, departments and some facilities upgrades. Our highlights of our 2022/23 roadmap include:

- Maintain the highest level of programming in person and virtually for our Adults, Teens and Children.
- Standard Building maintenance including the following: air conditioner replacement, HVAC filter maintenance, roof repair, parking lot sealing, power washing and cleaning of perimeter sidewalks and peripherals.
- Enhancement of both our Inside Out and Discovery Grove outdoor spaces.
- Maximize the use of Community Garden space.
- Expansion of Studio (makerspace) resources and programming with emerging technologies.
- Complete interior LED lighting.
- Add electric vehicle charging stations.
- Main Entrance exterior facelift.
- Solar Panel upgrade.

In summary, this budget continues the Library's longstanding mission to offer the uppermost quality programs and services within a fiscally responsible framework.

I recommend the Board vote to:

1. Adopt the budget as presented.
2. Approve the transfer of \$150,000.00 of fund balance for use in the proposed budget.

Respectfully submitted,



Neely McCahey

BOARD AUTHORIZATION

February 15, 2022

I recommend the Board of Trustees approve the proposal to upgrade the library's telephone systems submitted by M.T.L. Telephones Inc. in partnership with Forerunner Technologies Inc. under state contract pricing.

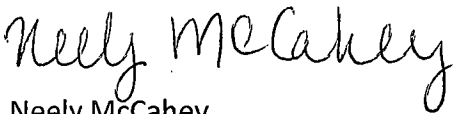
The Project will include the replacement of all existing hardware, on-premise system management with cloud capabilities and run on CAT 5 lines. The library's current telephone system is no longer supported.

If approved the project is expected to cost an amount not to exceed \$29,000.00.

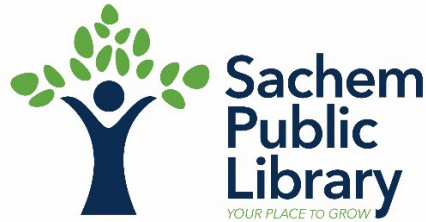
M.T.L. Telephones
650 Montauk Hwy #12
Bayport, NY 11705
1-631-823-7100

Forerunner Technologies Inc
150-M Executive Dr.
Edgewood, NY 11717
1-631-892-3706

Respectfully submitted,



Neely McCahey
Director



LIABILITY WAIVER & USER AGREEMENT – SEWING MACHINE

(Signature required for each check out)

Please read the following information very carefully and make sure that you understand it fully and sign it before using or borrowing a sewing machine.

I acknowledge, understand and agree to the following:

- 1) I am knowingly and voluntarily borrowing a sewing machine (equipment) from the Library;
- 2) I am solely responsible for familiarizing myself with, and abiding by, all manufacturer's recommendations, warnings, and instructions for use;
- 3) I assume all the risks associated with the use of the equipment;
- 4) The Library does not provide supervision or instruction for the use of the equipment;
- 5) Use of the equipment may involve serious risk of bodily injury;
- 6) **I will hold the Library harmless, and indemnify the Library for any injury to any persons, including myself, caused by my use of the equipment;**
- 7) I will refrain from using the equipment in a manner inconsistent with the equipment's design and purpose;
- 8) I will return the equipment to the Sachem Public Library in-person, at the "Main Service or Library of Things" desk. Equipment must be intact, clean, and in working order, along with all accessories, parts and other materials provided when the item was borrowed. Equipment returned inoperable or missing parts or packaging will be assessed fees accordingly. Malfunctioning equipment should be reported as soon as possible to the library.
- 9) In case of damage or loss, I agree to pay the reasonable repair or replacement cost of the item.

By my signature alone, I acknowledge that I am at least 18 years of age, have carefully read this agreement in its entirety and understand it, and I voluntarily agree to all statements and provisions of this agreement including the Release of Liability.

Cardholder Name: _____

Signature: _____

Date: _____

Staff Use Only:

Library Card Number: _____

Date Agreement Expires: _____

Staff Initials: _____

Note Added to Account: _____