

SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 22, 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 February 15, 2022 (**Motion**)
6. Approval of Minutes of the Executive Session on February 15, 2022 (**Motion**)
7. Approval of Treasurer's Report, February 2022 (**Motion**)
 - A. Approval of Payroll Expense Report, February 2022 (**Motion**)
 - B. Approval of Payroll Warrants: #27 (**Motion**), #29 (**Motion**)
 - C. Approval of Payroll Summary, February 2022 (**Motion**)
 - D. Approval of Bills: Warrant #28, March 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
 - A. Approval of Revised Meeting Room Application (**Motion**)
 - B. Approval of Sewing Machine Waiver (**Motion**)
10. New Business
 - A. Equipment Disposal (**Motion**)
 - B. Formal Approval New York State Report 2021 (**Motion**)
 - C. Approval of Amazon Bill to be Paid Out of Schedule (**Motion**)
 - D. Approval of a Payment to Forerunner Technologies, Inc. (**Motion**)
 - E. Authorization of Rearrangement of Circulation Office (**Motion**)
 - F. Approval of Purchase and Payment to Community Playthings (**Motion**)
 - G. Approval for Delayed Opening for Staff Development (**Motion**)
11. Other
 - A. Budget Vote and Trustee Election, Tuesday, April 5, 2022, 9:30 a.m. to 9:00 p.m.
 - B. Next Board Meeting, Tuesday, April 19, 2022, 5:00 p.m.
12. Executive Session (as needed) (**Motion**)
13. Personnel Report (**Motion**)
14. Adjournment (**Motion**)

SACHEM PUBLIC LIBRARY
ANNUAL BUDGET HEARING*
MARCH 22, 2022
AGENDA

1. Call to Order
2. A Pledge of Allegiance
3. Adoption of the Agenda (**Motion**)
4. Public Expression/Participation
5. Adjournment (**Motion**)

***MEETING WILL BE HELD IN THE CHILDREN'S PROGRAM ROOM**

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 15, 2022
5:00 P.M.**

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

Marguerite Barone informed the trustees that she would not be available for the February 15, 2022 Board meeting and was formally excused.

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

The meeting was called to order at 5:12 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

None

Minutes

The Board approved the Minutes of the Regular Board Meeting on January 18, 2022. (Lohr, Winowitch; unanimous)

The minutes of the Executive Session of the January 18, 2022 Board Meeting were approved. (Winowitch, Tychnowicz; unanimous)

Treasurer's Report

The Treasurer's Report for January 2022 in the amount of \$6,724,578.78 was approved. (Tychnowicz, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for January 2022 in the amount of \$581,555.04 were approved. (Longo, Lohr; unanimous)

Payroll Warrant #21 dated January 1, 2022 in the amount of \$26,087.70 was approved. (Winowitch, Tychnowicz; unanimous)

Payroll Warrant #24 dated January 6, 2022 in the amount of \$33,460.07 was approved. (Lohr, Winowitch; unanimous)

Payroll Warrant #26 dated January 20, 2022 in the amount of \$125,615.87 was approved. (Winowitch, Tychnowicz; unanimous)

The January 2022 Payroll Summary was approved. (Longo, Lohr; unanimous)

Schedule of Bills

The February 15, 2022 Schedule of Bills, warrant #25 in the amount of \$179,470.16 was approved. (Lohr, Winowitch; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey reported to the Board that Discovery Grove hosted the Olympics to 44 young Winter Olympians. The program went very well. Ms. McCahey was happy to announce that the partnership with the school district and Sachem Public Library staff for the "Language Conversation Group" school program that has begun at Sachem East High School. The middle schools will begin the program in the near future. Ms. McCahey announced that the Winter Reading Club participants had surpassed last year's registration numbers. Ms. McCahey reported to the Board that the Friends of Sachem Public Library continued to fund the museum pass program. The Friends also support the Wi-Fi Hot Spots. They also may donate furniture for the downstairs patio. Ms. McCahey stated that the value calculator on the webpage has been updated. Ms. McCahey stated that the Sachem Central Teachers Association (SCTA) will partake in story-time during National Library week for the wrap up party of the Winter Reading Club. SCTA will also have a table during the Sachem Public Library's Inclusion Fair. Ms. McCahey stated that former Trustee, Carol Paulsen's memorial and the Community Garden's official opening ceremony will be held on Thursday, June 9, 2022.

Assistant Director's Report

Mrs. Stroh reported to the Board on the holiday surge of the Omicron variant of COVID-19. She took a look at the effects it had with staff members from November 2021 through January 2022. Twenty staff members had to quarantine; either due to exposure or falling ill themselves. 728.25 hours were logged in NYS COVID Pay. The cost to the library was \$23,597.36 in extra sick time. Sixty-seven staff members have shared their vaccine cards with the library.

Library Statistics

The Board reviewed all the library statistics with interest. A discussion took place on the decrease of downloadable items. Mrs. Stroh also stated the Discovery Grove door counter had been replaced and the stat will be accurate. The library is looking into purchasing a door counter for the Inside/Out.

SCLS Board Report

Mrs. Tychnowicz distributed a newsletter on sustainable libraries initiatives, an article on Suffolk County Public Library setting record breaking downloads for 2021 and LILRC 2022 Library Advocacy Registration. Ms. McCahey suggested to the Board to attend the following zoom sessions during the advocacy days: Doug Smith, Joseph DeStefano, Mario Mattera, Alexis Weik and Philip Boyle.

Old Business

The Board reviewed the revised Meeting Room Application.

New Business

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

The Board approved the Transfer of Fund Balance and Proposed Budget for FY 2022/2023. (Lohr, Winowitch; unanimous) Ms. McCahey thanked the finance committee for their time to review the budget. Ms. McCahey displayed a PowerPoint presentation for the proposed budget. Mr. Lohr noted a 5% increase in supplies. A discussion took place of higher costs inflicted throughout all industries. One of the larger increases that the library was able to foresee and plan in the proposed budget was the printing of the newsletter. The size of the newsletter may need to be reformatted in the future. The proposed budget reflects a slight increase to the tax levy which falls within the tax cap compliance.

On the Director's recommendation the Board approved the proposal to upgrade the library's telephone systems submitted by M.T.L Telephones, Inc. in partnership with Forerunner Technologies, Inc. under New York State contracting pricing. The project will include the replacement of all existing hardware, on-premise system management with cloud capabilities and run CAT 5 lines. The library's current system is no longer supported. The project cost will not exceed the amount of \$29,000. (Longo, Tychnowicz; unanimous)

The Board reviewed the Sewing Machine Waiver.

Other

The Director reminded the Trustees that Library Advocacy Day will be held on Wednesday, March 2-3, 2022 virtually.

The Next Board meeting will be held on March 22, 2022 at 5:00 p.m. in the Children's Program Room.

The Library Budget Hearing will be held on Wednesday, March 22, 2022 immediately following the Board Meeting in the Children's Program Room.

Executive Session

The Board adjourned into Executive Session at 6:39 p.m. to discuss Collective negotiations pursuant to article fourteen of the Civil Service Law. (Tychnowicz, Longo; unanimous)

Regular Session resumed at 6:52 p.m.

The Personnel Report was approved. (Longo, Lohr; unanimous)

Correspondence

Mrs. Tychnowicz read a thank you letter from a staff member to the group.

Adjournment

The meeting was adjourned at 6:55 p.m. (Winowitch, Lohr; unanimous)

Respectfully submitted,

Thomas Lohr

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE SESSION**

February 15, 2022

The Board adjourned into Executive Session at 6:39 p.m. to discuss collective negotiations pursuant to article fourteen of the Civil Service Law. (Tychnowicz, Longo; unanimous)

The Executive Session ended at 6:52 p.m. (Tychnowicz, Longo; unanimous)

Respectfully submitted,

Thomas Lohr

Director's Report- March 2022

Correspondence/Donations:

- Friends of the library approved the support of the Museum Pass program for the 22nd year.
- The Friends also voted to support our WIFI hotspot collection on a monthly basis.
- Joe Price of Epic Brokers donated \$500 to our Family Place program.
- Legislator Piccirillo sent a Thank you letter for our Teen Volunteers participation in his Annual Valentines for Veterans program.

Programming and Publicity:

- The ENL weekly discussion group is underway, in 2 meetings staff saw 42 students at Sachem East.
- Teens has school visits at Sagamore, Sachem North and Sachem East through the month, lessons supported classroom curriculum in a variety of subjects.
- Senator Alexis Weik was our latest guest for Politics and Pastries. The Senator expressed an interest in future partnerships.
- Our Winter Olympics in Discovery Grove had 107 participants. Lisa and Sarah are very thankful for the large number of staff members who came out and helped throughout the week.
- Discovery Grove wrapped up another session of D.I.G.I.N. and held a popular Pinecone Birdfeeder class for patrons.
- Community Engagement met with 2 of the elementary school's PTAs, promoting the Winter Reading Club and Brainfuse.
- LI Cares monthly food distribution continues as well as on going collection of donations in the lobby.
- Community Engagement also held a Special Needs Tech night that had 43 people in attendance.
- Seed Library preparations are underway, launching on April 4th, Rebecca thanks all who have helped sort and package seeds.
- June 11, 10-2 pm will be Summer Reading Club kickoff, staff from all departments are working hard putting the event together.
- Dana will be bringing back Pub Fiction at Shenanigans starting in May.
- Upcoming partnerships with our elected officials include; Narcan Training on 3/30 co-sponsored with Leg. Piccirillo and SC Emergency and Medical Services and a Blood Drive on 4/22 co-sponsored with Leg. Carracappa.
- Reference has been accommodating a larger number of proctor requests than usual. Specifically, the NYS Real Estate Agent exam.
- Kristen, Ally and I have been working through mandatory changes to the Library's monthly newsletter.

Building and Grounds:

- Sky light and roof repairs were done in the staff area.
- The Toddler Play area was re-introduced in Children's.
- Electric has been added to the CG ramada and we have received the carts for the outdoor classroom.
- Robert and Darren have taken an inventory of our programming tables that are end of life and we have purchased new folding tables for library programs.
- Kristen and I have met with John Tanzi on upcoming building repairs and projects we want completed this fiscal year. Painting, Discovery Grove enhancements & additional exhibit space.
- We are 4 weeks out from the delivery of the book drop to Brookhaven Town Hall.

Technology:

- Denise and Jamie packaged 2 outdoor movie kits for the LOT.
- Denise maintained the Children's and Discovery Grove calendars & updated the new materials on the webpage.
- A third PC was (re)installed at the Main Desk.
- Tech Services has been busy with their efforts to clean up various collections and at the same time getting our new materials processed and shelf ready.
- The new Boss Laser engraver has arrived, we are just awaiting a couple of parts before the machine is fully functional and then we will begin staff training.
- SPL has ordered a sublimation machine that should arrive in 6-8 weeks.

Meetings:

- Mgrs. Meetings and Think Tank 2/1, 2/8 & 2/15.
- 2/2 FHCOC meeting at SPL.
- Throughout the month Kristen and I met with new team members and their supervisors for a brief check-in.
- 2/10 Friends meeting, met with John Tanzi and Halloween Team met.
- 2/11 Attended ENL Discussion Group Training held by Kelly Furnari.
- 2/12 Worked Advanced Battle of the Books with Rebecca, Cara, Kelly, Robert, Brian, Danielle and Carmela and Sue T.!
- 2/16 Studio Team met.
- 2/17 Kristen, Chris Anthony and I had a Zoom FHCOC about providing sound for their June Street Fair.
- 2/17 I met with a couple of Zone Directors.
- 2/24 Kristen, Ally and I had a Zoom meeting with the newsletter designer.
- 2/25 I met with Rebecca re: Haunted Garden and Advanced Battle of the Books.

TEEN SERVICES

MARCH 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](#).

March registration begins February 18.
No link means no registration required.

Click to sign up!

In-Person Events

Advanced registration is required.

Pre-Licensing 5 Hour Course \$50 Fee

Saturday, March 26 • 9:30am-2:00pm
(Photo ID permit required)

No Sew Fleece Blankets

Wednesday, March 30 • 7:00pm-8:00pm

Come make a cozy, no-sew fleece blanket to keep
or give to a friend.

Design Your Space

Thursday, March 31 • 7:00pm-8:00pm

Design your ideal space using isometric art with the
Procreate app. Learn to use grids, create your own
room decor, and choose an appealing color palette.

NEW desTEENation Art & Chill

Wednesdays, March 2, 9, 16, 23 & 30
2:30pm-4:30pm

Join us weekly after school with your sketchbook
and art supplies. Additional art supplies and
project inspiration will be provided.

No registration required.



desTEENation Friday Nights

Advanced registration is required.
All the following Friday Night events are In-Person.

Rescheduled:

Drawing Faces Made Easy (Zoom)

Tuesday, March 1 • 6:30pm-7:30pm

Gaming Design Tournament Series:

Simon Says

Friday, March 4 • 6:30pm-8:30pm

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

Special Hang Out Night

Friday, March 4 • 6:30pm-8:30pm

Relax and chill with friends in our desTEENation
space. Games, crafts, and technology will be
available for use.

Space Jam Movie Night

Friday, March 11 • 6:30pm-8:30pm

Come watch "Space Jam: A New Legacy" and
complete a fun activity.

Socially Twisted

Friday, March 18 • 6:30pm-8:00pm

We give you the plot, we give you the words, you tell
us the story. Join us for this totally wacky
story telling game!

Super Smash Bros Ultimate

Friday, March 25 • 6:30pm-8:00pm

See if you can be the last one standing in this
popular game for the Nintendo Switch.

Fridays @ Home

Videos are posted on the listed dates!

Visit our **YouTube** page below and subscribe for updates.

Subscribe



DIY Half & Half Flannel Shirt
Friday, March 4

Anime Art with Photoshop
Friday, March 18

Coffee Filter Flowers
Friday, March 25

SAVE THE DATE!!



Minecraft Galactic Design Challenge

April 1st - April 30th For Teens Grades 6-12!

Create a spacecraft, outpost, or planetary biome in Minecraft's Creative Mode. Submit your screenshots or video clips for a chance to win! Winner will be announced at our annual SachemCon event on April 30, 2022 and be awarded with a prize.

SACHEMCON!

Get your geek on with anime, comics, performances, cosplay, shopping, and entertainment for the whole family!

SATURDAY, APRIL 30, 2022 / 12 PM - 4 PM



For updates, visit: <https://splteens.carrd.co>

Winter Reading Club

There is still time to participate in our Winter Reading Club! Win prizes by reading books through March 25.

Bookish Bags

This month is *March mystery* and we will be reading *Sadie* by Courtney Summers.

Recommended for Grades 9-12. Registrants can pick up their subscription bag beginning Wednesday, March 16 after 1:00pm.

Teen Art Show

April 1-30

Calling all artists to express your creative side! Submissions will be accepted between Monday, March 7 and Monday, March 21 with a completed application.

Apply Now!

OFFICE OF THE COUNTY LEGISLATURE
COUNTY OF SUFFOLK

ANTHONY A. PICCIRILLO



LEGISLATOR, 8TH DISTRICT

February 21st, 2022

Dear Sachem Public Library Teen Volunteers,

I wanted to reach out and thank all of your participation in my Legislative office's third annual Valentines for Veterans program. Words cannot express how grateful we are for the response we've received from the entire 8th Legislative District community. With your help, we collected over 6,000 Valentines cards.

These cards have been hand delivered to veterans and active service members across Suffolk County, and some were even mailed to military personnel currently serving across our great nation! These cards brought smiles to Veterans faces; thank you for making that happen.

On behalf of the Suffolk County Legislature, my staff and the residents of the 8th Legislative District, I commend your group on a job well done. Thank you again for your participation in this project; I look forward to working with your group again soon in collaboration for future projects like this one.

Sincerely,

A handwritten signature in black ink, appearing to read "Anthony A. Piccirillo". The signature is fluid and cursive, with a long, sweeping underline that extends below the printed name.

Anthony A. Piccirillo
Suffolk County Legislator 8th District

Board Report

Assistant Director

March 22, 2022

Having just completed the 2021 Annual State Report, I took a look back at how Sachem compared to the other largest libraries in Suffolk County. For the purpose of my report I used the results from the NYS 2020 Annual Report for Brentwood Public Library, Longwood Public Library, Mastic-Moriches-Shirley Community Library, Middle Country Public Library, Patchogue-Medford Public Library, and Smithtown Public Library. Keeping in mind the state report coordinates with the fiscal year that started in July 2019 and ended in June 2020 and this was the year libraries shut-down in mid-March.

- 3rd largest population in Suffolk County with 83,196 people.
- We have 48,256 patrons with library cards, which is 58% of our population and brings us in at 3rd for the number of borrowers compared to the other libraries.
- 3rd largest operating budget in Suffolk County at \$10,527,888. The two other libraries that have larger budgets are both over \$13,000,000.
- 2nd largest number of library visits at 445,989
- 3rd highest total circulations at 648,355.
- We had the highest number of people attending our programs at 115,451.
- 2nd highest number of public internet sessions at 67,779.
- We had the highest number of wireless sessions at 103,054, the next highest was close to half that amount.
- Sachem also had the highest number of reference transactions at 140,944.
- A per capita of \$127 per patron which puts us right in the middle of all the libraries in this report.

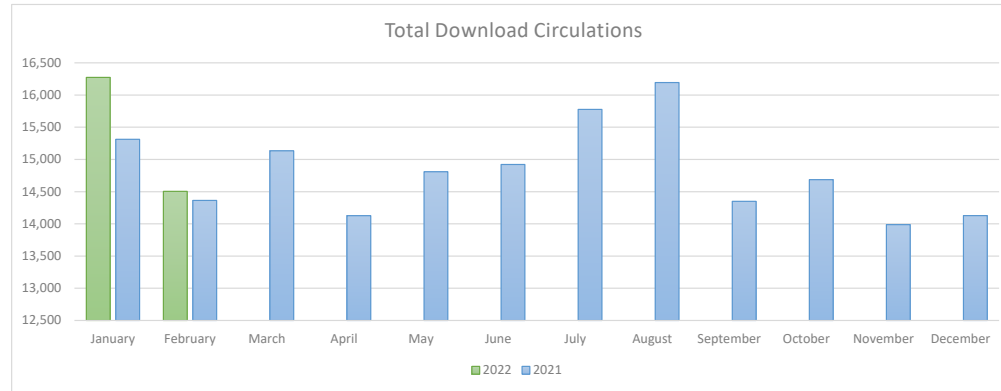
Respectfully Submitted,

Kristen Stroh

Kristen Stroh

TOTAL DOWNLOADS CIRCULATION		
Month	2022	2021
January	16,274	15,313
February	14,505	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	30,779	177,792

Monthly Average in 2022	15,390
Monthly Average in 2021	14,816

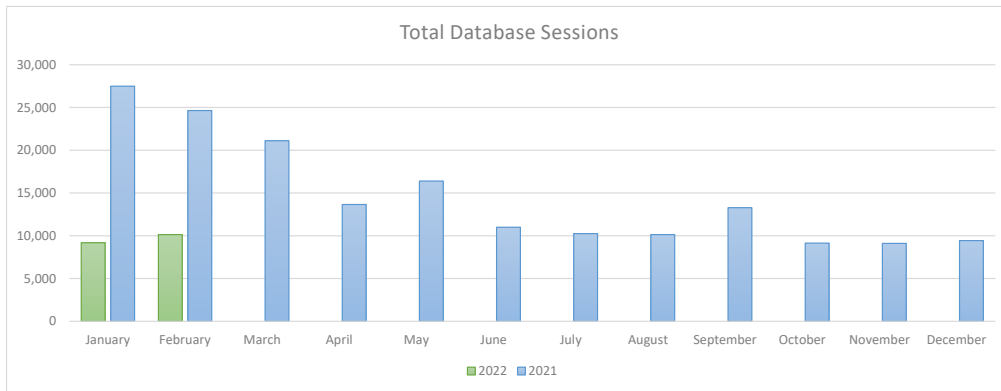


2022 YTD= 30,779
2021 YTD= 29,677

TOTAL DATABASE SESSIONS		
Month	2022	2021
January	9,183	27,496
February	10,136	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	19,319	175,679

* changed how reported in 2021

Monthly Average in 2022	9,660
Monthly Average in 2021	14,640



2022 YTD= 19,319
2021 YTD= 52,142

Month	Child	Teen	Adult
January	1,305	203	7,675
February	1,624	253	8,259
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total	2,929	456	15,934

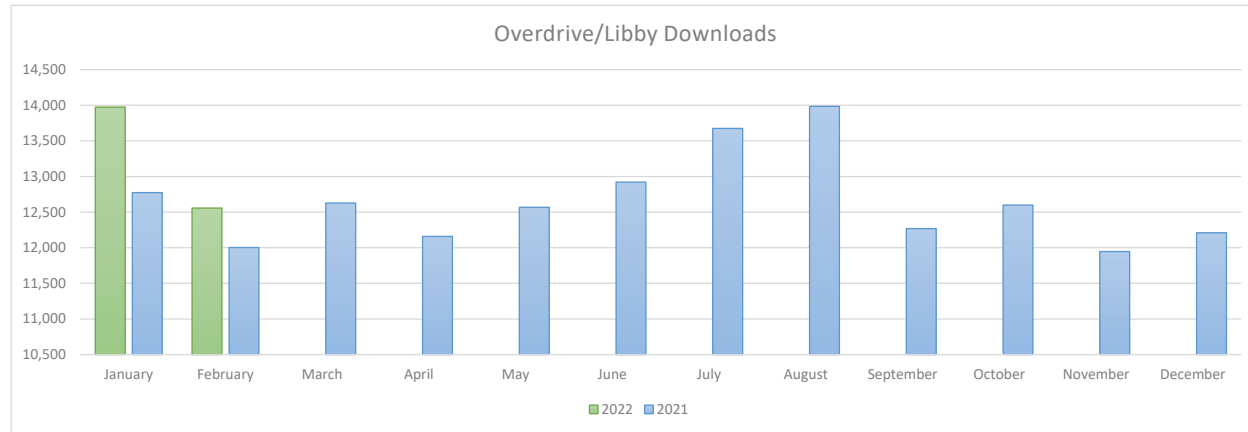
*Child started reporting in 2021

OVERDRIVE/LIBBY DOWNLOADS		
Month	2022	2021
January	13,975	12,774
February	12,557	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	26,532	151,736

Monthly Average in 2022	13,266
Monthly Average in 2021	12,644

SORA DOWNLOADS	
Month	2022
January	15
February	14
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
TOTAL	29

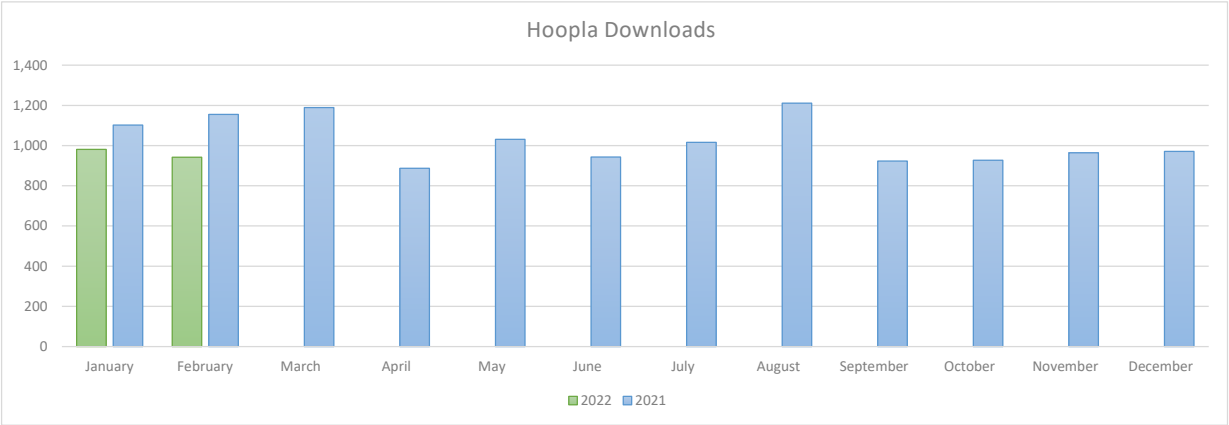
*newly reporting in 2022
partnership with Sachem School District



2022 YTD= 26,532
2021 YTD= 24,777

HOOPLA DOWNLOADS		
Month	2022	2021
January	981	1,102
February	942	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	1,923	12319

Monthly Average in 2022	962
Monthly Average in 2021	1,027

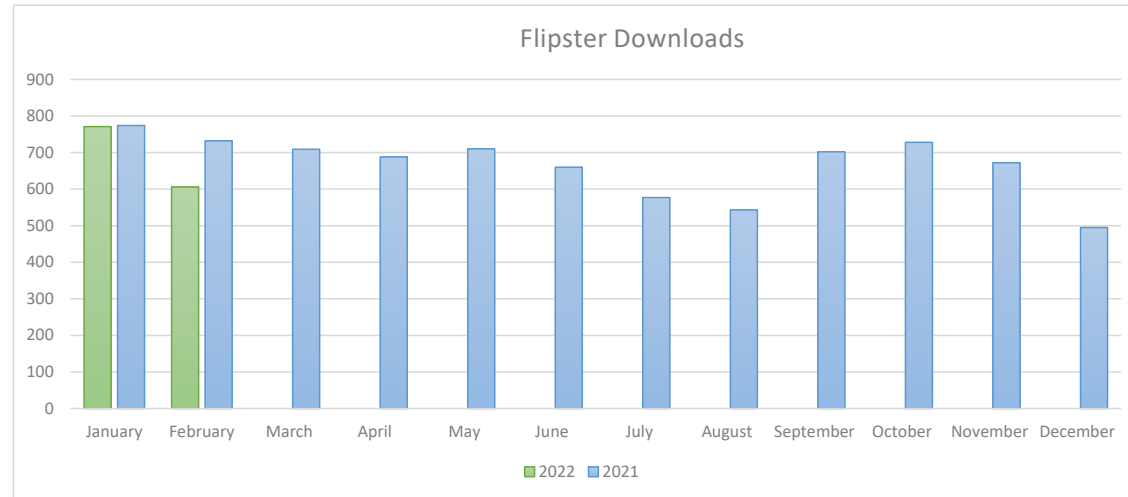


2022 YTD= 1,923
2021 YTD= 2,257

FLIPSTER DOWNLOADS

Month	2022	2021
January	771	774
February	606	732
March		709
April		688
May		710
June		660
July		577
August		543
September		702
October		728
November		672
December		495
TOTAL	1377	7990

Monthly Average in 2022	689
Monthly Average in 2021	665



2022 YTD= 1377
2021 YTD= 1506

TOTAL VISITS		
Month	2022	2021
January	28,564	24,189
February	32,015	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	60,579	361,339

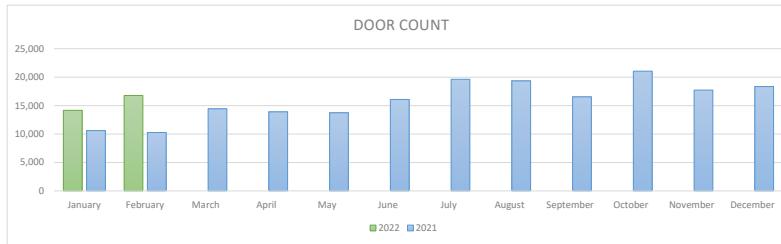
DOOR COUNT		
Month	2022	2021
January	14,167	10,603
February	16,773	10,262
March		14,431
April		13,892
May		13,733
June		16,075
July		19,627
August		19,339
September		16,530
October		21,053
November		17,725
December		18,346
TOTAL	30,940	191,616

WEBSITE VISITS		
Month	2022	2021
January	14,397	13,586
February	15,242	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	29,639	169,723



2022 YTD= 60,579
2021 YTD= 48,016

*Total visit= Door Count + Website Visits



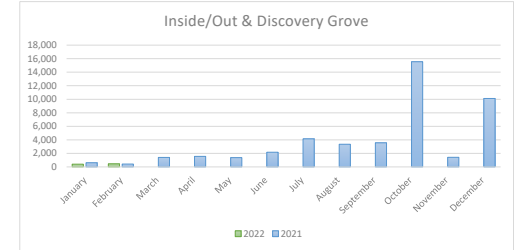
2022 YTD= 30,940
2021 YTD= 20,865



2021 YTD= 29,639
2021 YTD= 27,151

I/O & DG VISITS		
Month	2022	2021
January	406	608
February	443	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	849	45,667

2022 YTD= 849
2021 YTD= 1,032



*new door counter in DG 1/22

FACEBOOK REACH	
January	36,051
February	40,095
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

INSTAGRAM IMPRESSIONS	
January	8,506
February	35,206
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

TWITTER IMPRESSIONS	
January	18,800
February	13,500
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

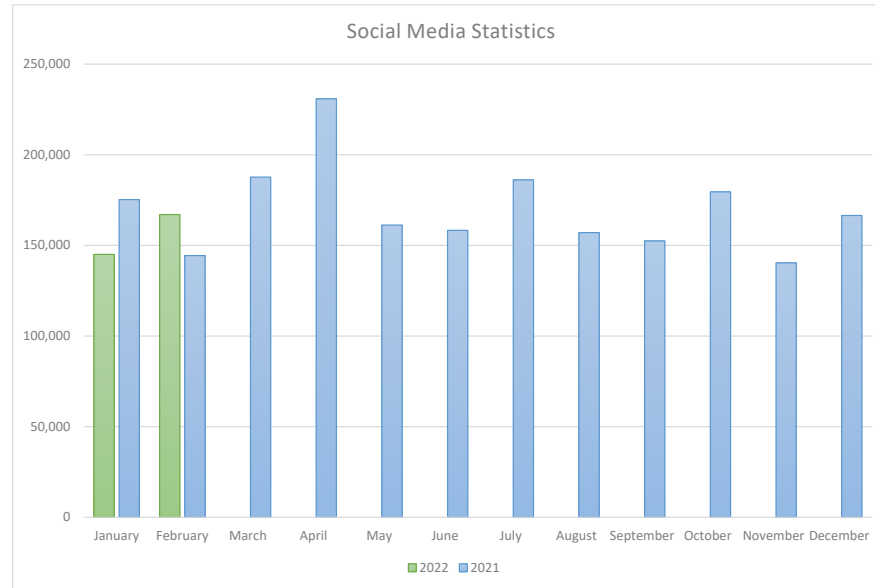
GOOGLE BUSINESS VIEWS	
January	30,500
February	35,100
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

TOTAL SOCIAL MEDIA		
Month	2022	2021
January	145,039	175,259
February	167,016	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	2,923
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

YouTube	Impressions
January	40,900
February	38,200
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

SnapChat Views	
January	624
February	1992
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	



Monthly Average in 2022	156,028
Monthly Average in 2021	169,979

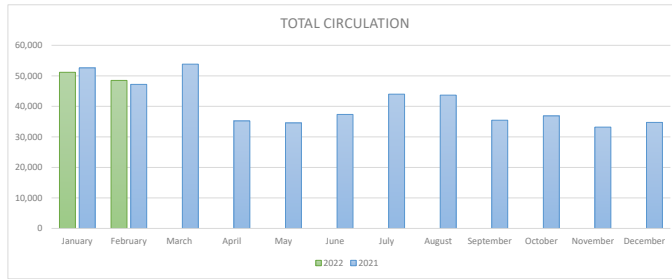
2022 YTD=	312,055
2021 YTD=	319,642



TOTAL CIRCULATION		
Month	2022	2021
January	51,162	52,594
February	48,500	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	99,662	488,702

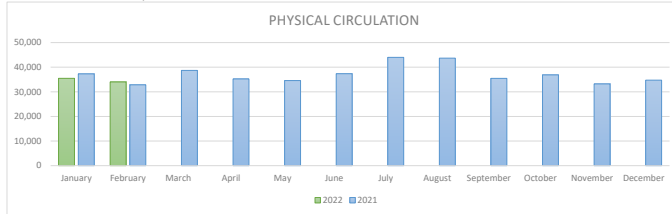
PHYSICAL CIRCULATION		
Month	2022	2021
January	35,474	37,281
February	33,995	32,836
March		38,696
April		35,219
May		34,567
June		37,352
July		43,996
August		43,679
September		35,461
October		36,867
November		33,199
December		34,738
TOTAL	69,469	443,891

CONNECTIONS HOMEBOUND		
Month	2022	2021
January	393	215
February	214	167
March		200
April		221
May		217
June		255
July		248
August		238
September		240
October		324
November		345
December		454
TOTAL	607	3124

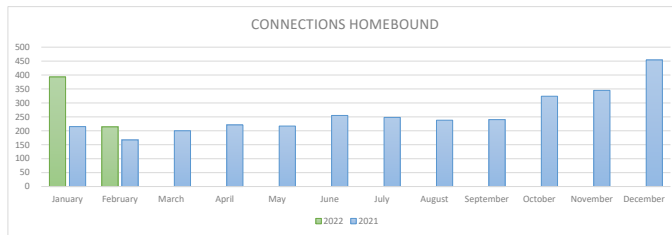


2022 YTD= 99,662
2021 YTD= 99,794

*TOTAL CIRCULATION= Physical Circulation + Online Circulation

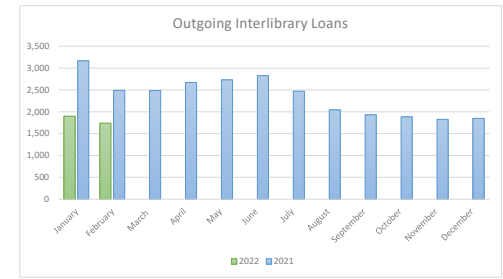


2022 YTD= 69,469
2021 YTD= 70,117

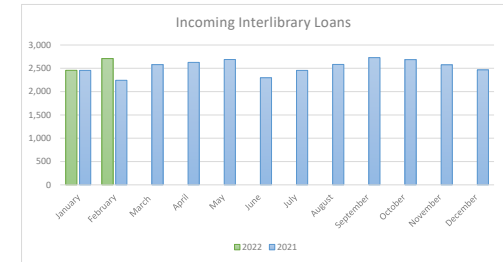


2022 YTD= 607
2021 YTD= 382

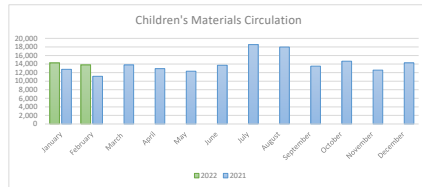
Interlibrary Loans- Outgoing		
Month	2022	2021
January	1,900	3,166
February	1,741	2,490
March		2,484
April		2,671
May		2,730
June		2,827
July		2,471
August		2,043
September		1,929
October		1,883
November		1,827
December		1,849
TOTAL	3,641	28,370



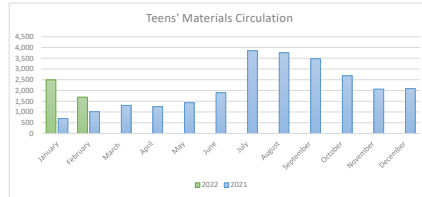
Interlibrary Loans-Incoming		
Month	2022	2021
January	2,457	2,455
February	2,709	2,243
March		2,579
April		2,627
May		2,689
June		2,297
July		2,455
August		2,583
September		2,729
October		2,686
November		2,575
December		2,466
TOTAL	5,166	30,384



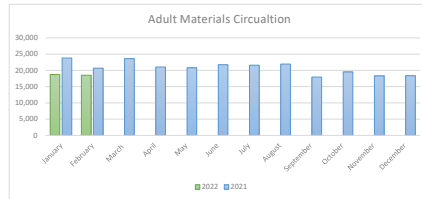
CHILDREN'S MATERIALS		
Month	2022	2021
January	14,254	12,768
February	13,788	11,139
March		13,787
April		12,826
May		12,329
June		13,718
July		18,544
August		17,971
September		13,512
October		14,668
November		12,584
December		14,272
TOTAL	28,042	168,218



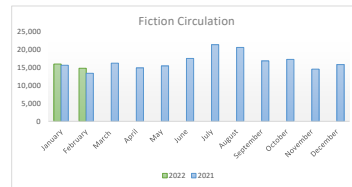
TEENS' MATERIALS		
Month	2022	2021
January	2,492	694
February	1,693	1,013
March		1,307
April		1,248
May		1,431
June		1,901
July		3,849
August		3,753
September		3,475
October		2,687
November		2,065
December		2,087
TOTAL	4,185	25,510



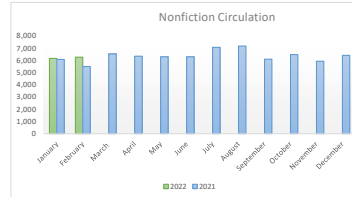
ADULT MATERIALS		
Month	2022	2021
January	18,728	23,819
February	18,514	20,684
March		23,602
April		21,045
May		20,807
June		21,733
July		21,603
August		21,955
September		17,951
October		19,512
November		18,292
December		18,379
TOTAL	37,242	249,382



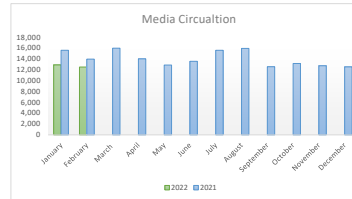
FICTION		
Month	2022	2021
January	15,934	15,597
February	14,758	13,361
March		16,175
April		14,849
May		15,393
June		17,491
July		21,515
August		20,551
September		16,787
October		17,224
November		14,516
December		15,780
TOTAL	30,692	199,043



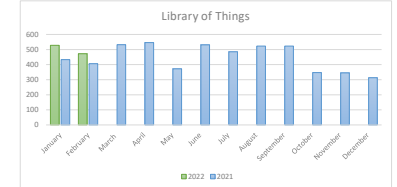
NONFICTION		
Month	2022	2021
January	6,171	6,084
February	6,273	5,505
March		6,534
April		6,353
May		6,296
June		6,295
July		7,080
August		7,184
September		6,108
October		6,479
November		5,939
December		6,421
TOTAL	12,444	76,278



MEDIA MATERIALS		
Month	2022	2021
January	12,897	15,600
February	12,511	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	25,408	168,570

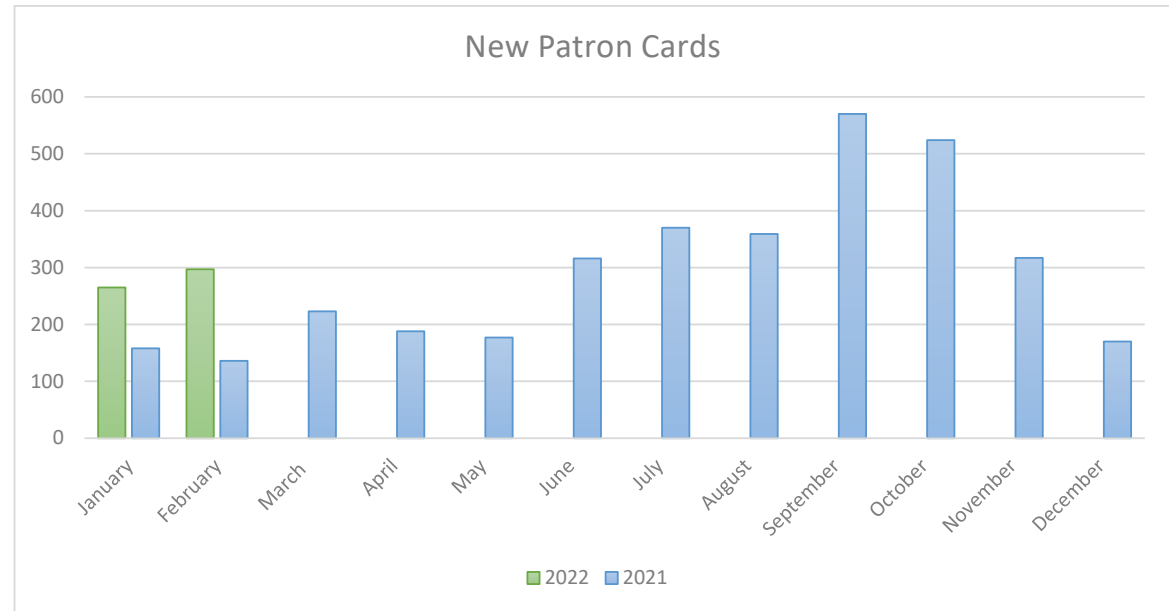


LIBRARY OF THINGS		
Month	2022	2021
January	528	453
February	472	406
March		532
April		546
May		372
June		531
July		485
August		523
September		523
October		347
November		345
December		313
TOTAL	1000	5356

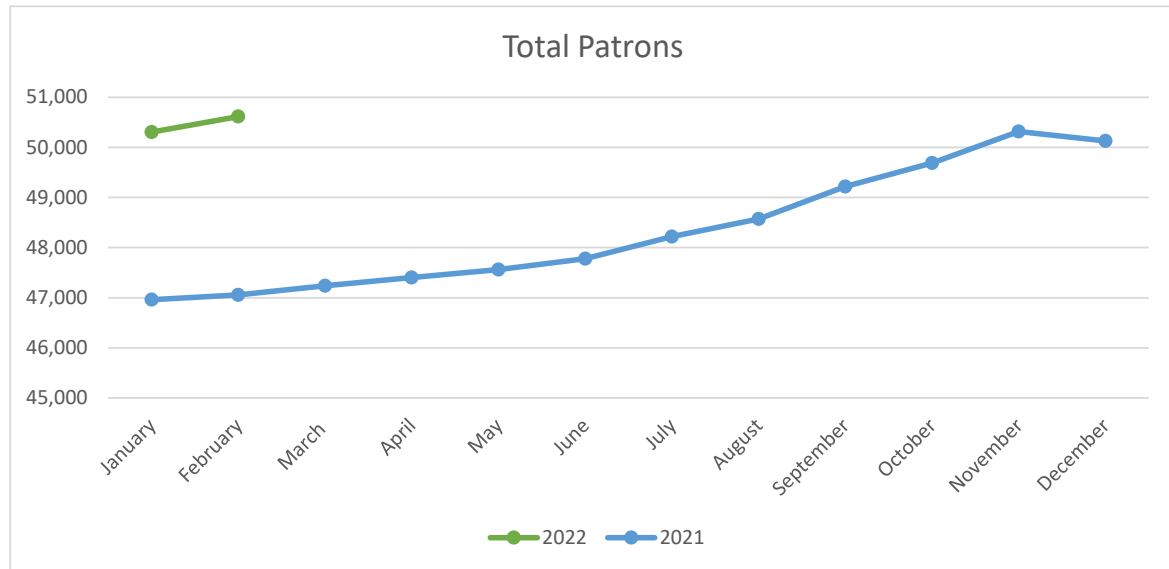


*started in 2021

New Patron Cards		
Month	2022	2021
January	265	158
February	297	136
March		223
April		188
May		177
June		316
July		370
August		359
September		570
October		524
November		317
December		170
TOTAL	562	3,508



TOTAL PATRONS		
Month	2022	2021
January	50,305	46,960
February	50,614	47,057
March		47,241
April		47,403
May		47,564
June		47,777
July		48,220
August		48,570
September		49,220
October		49,690
November		50,316
December		50,128
TOTAL	100,919	580,146

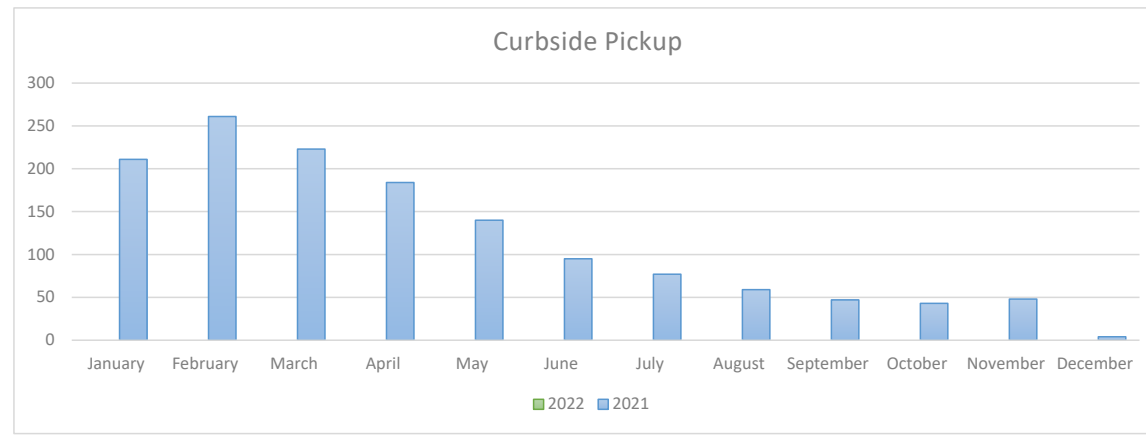


Curbside Pickup		
Date	2022	2021
January	0	211
February	0	261
March		223
April		184
May		140
June		95
July		77
August		59
September		47
October		43
November		48
December		4
TOTAL	0	1,392

Monthly Average in 2022	0
Monthly Average in 2021	116

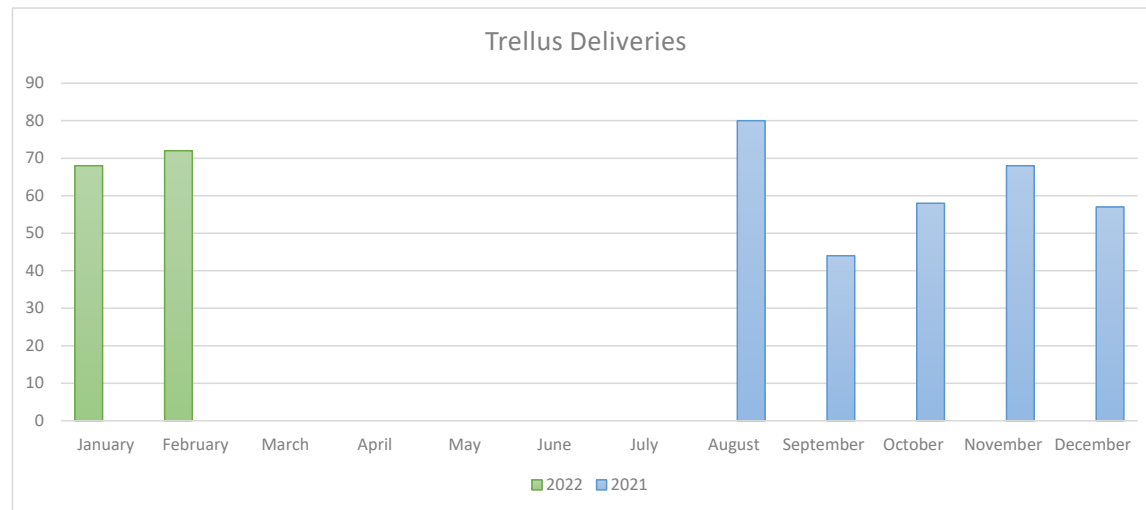
Trellus Deliveries		
Date	2022	2021
January	68	0
February	72	0
March		0
April		0
May		0
June		0
July		0
August		80
September		44
October		58
November		68
December		57
TOTAL	140	307

Monthly Average in 2022	70
Monthly Average in 2021	61



2022 YTD= 0
2021 YTD= 472

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

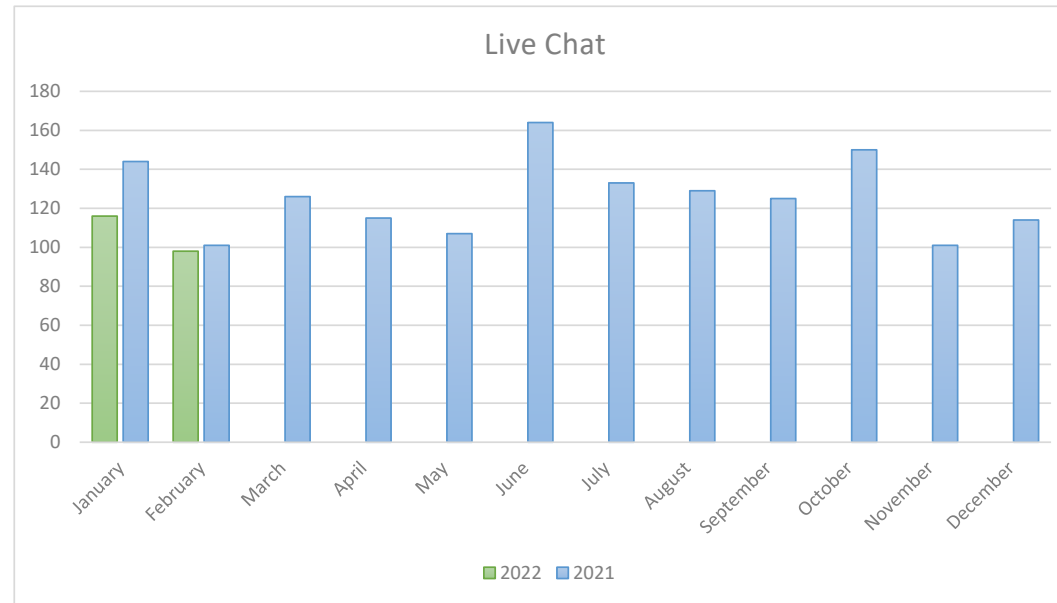


2022 YTD= 140
2021 YTD= 0

*new service started 8/2021

LIVE CHAT STATS		
Month	2022	2021
January	116	144
February	98	101
March		126
April		115
May		107
June		164
July		133
August		129
September		125
October		150
November		101
December		114
TOTAL	214	1509

Monthly Average in 2022	107
Monthly Average in 2021	126



2022 YTD= 214
2021 YTD= 1509

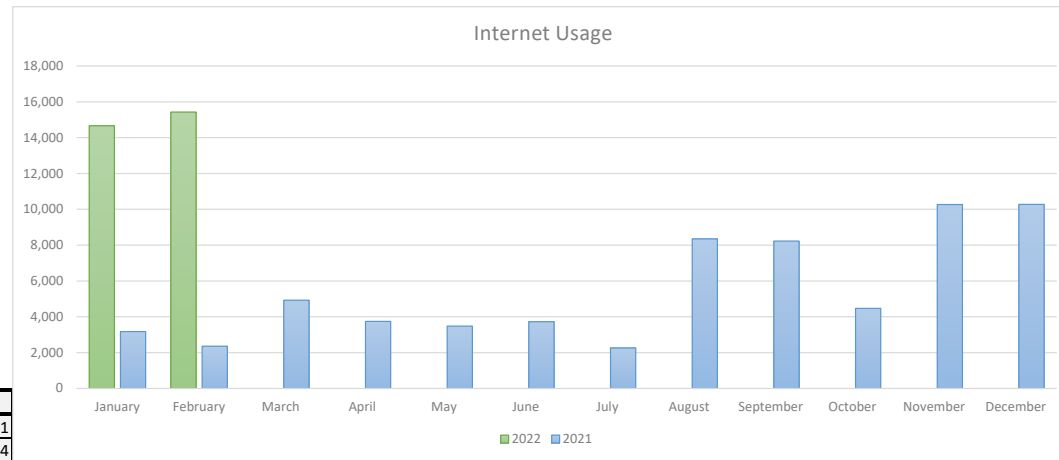
Internet Usage Total		
Month	2022	2021
January	14,665	3,175
February	15,430	2,359
March		4927
April		3743
May		3,480
June		3,724
July		2,258
August		8,347
September		8,228
October		4,470
November		10,268
December		10,276
TOTAL	30,095	65,255

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

Month	Childrens	Adults	Teens	WiFi Usage
January	57	4,360	151	5111
February	227	3,483	154	5984
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
TOTAL	284	7,843	305	11095

Month	Copies	Faxes	Other
January	3,701	2,826	309
February	6,428	2,240	128
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
TOTAL	10,129	5,066	437

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



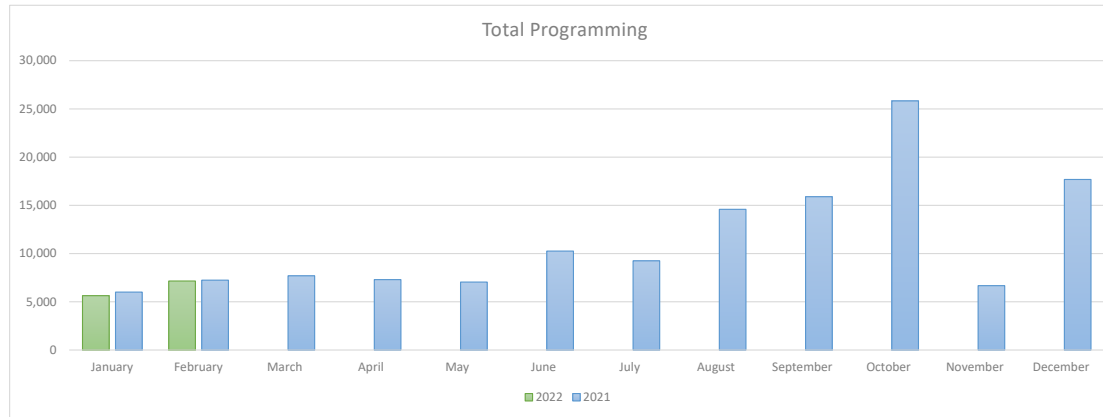
2022 YTD= 30,095
2021 YTD= 65,255

Monthly Average in 2021	15,048
Monthly Average in 2021	5,428

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

TOTAL PROGRAMS		
Month	2022	2021
January	5,633	6,006
February	7,155	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	12,788	135,455

Monthly Average 2021	6,394
Monthly Average 2021	11,288



YTD 2022= **12,788**
YTD 2021= **13,250**

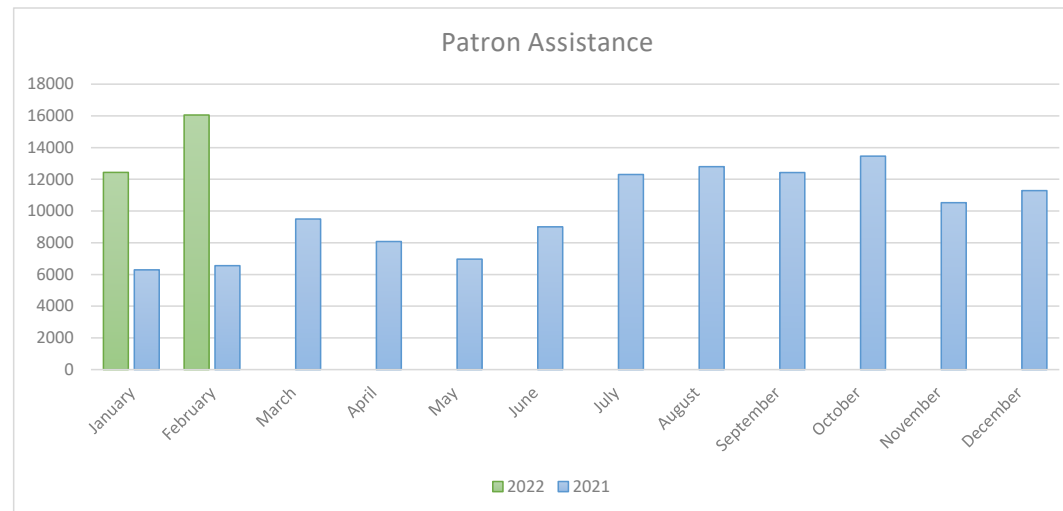
Programs by Age Range				
Month	Childrens	Teens	Adults	All Ages
January	601	687	4,298	65
February	1,251	832	4,885	187
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total	1,852	1519	9,183	252

Programs by Department							
Month	Child	Teens	Programs & Newsle	Reference	Studio	Outreach	Dis Grove
January	609	427	1,792	1848	644	309	4
February	1,166	918	2,039	1859	908	140	125
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Total	1,775	1,345	3,831	3707	1552	449	129

* reintroduced outside groups 11/21

Programs by Type				
Month	Synchronous	Asynchronous	On-site	off-site
January	1,889	2,882	1,278	344
February	3,480	2,857	2,434	1,009
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total	5,369	5,739	3,712	1353

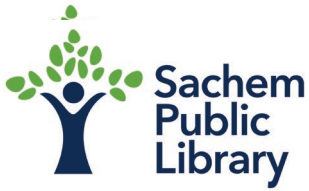
PATRON ASSISTANCE		
Month	2022	2021
January	12436	6288
February	16055	6554
March		9,495
April		8,077
May		6,966
June		9,002
July		12,303
August		12,797
September		12,426
October		13,461
November		10,526
December		11,287
TOTAL	28491	119182



YTD 2022= **28491**
YTD 2021= **12842**

Month	Child	Teens	Programs & Newsle	Reference	Studio	Outreach	Dis Grove	LOT	Circ	Live Chat	Notary
January	371	1,309	1,477	4,529	867	128	0	0	3,603	116	36
February	934	1,910	1,688	4,013	1,614	168	7	0	5,567	98	56
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 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.



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: _____

Disposal of Equipment

March 22, 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:		
2	Gym Mats	Refuse
43	Community Room 6ft Table	Refuse
2	Blue Fabric Lounge Chairs from Children's	Refuse
2	Backed Wooden Chairs	Refuse
2	Stickley Chairs	Refuse
1	Café Table	Refuse
1	Wooden End Piece	Refuse
1	Wooden Easel	Refuse
2	Lounge Chairs from Children's	Refuse
2	Loft Tables	Refuse
1	Loft Table Attachment	Refuse
1	Chess Table	Refuse

Respectfully submitted,



Neely McCahey

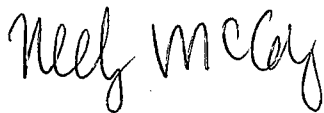
Formal Approval of State Report

March 22, 2022

I recommend the Board confirm the motion to approve the New York State Report to be submitted to the State no later than March 15, 2022.

Supporting documentation attached.

Respectfully submitted,

A handwritten signature in black ink, reading "Neely McCahey". The signature is written in a cursive, flowing style. The first name "Neely" is written with a large, prominent 'N' and a small 'e'. The last name "McCahey" is written with a large 'M' and a small 'c'.

Neely McCahey

Amazon Bill to be Paid Out of Schedule

March 22, 2022

I recommend the Board approve the Amazon bill to be paid with the out of schedule bills in order to avoid late fees. Amazon orders were originally billed under Synchrony Bank/Amazon Bank credit card statements at PO Box 960016, Orlando, FL 32896. Amazon orders no longer will be billing with credit card statements and initiated a new billing to go through Amazon Capital Services, PO Box 035184, Seattle, WA 98124.

Respectfully submitted,


Neely McCahey

Board Authorization for Payment

March 22, 2022

I recommend the Board approve the payment in the amount of \$14,245.05 to Forerunner Technologies, Inc. at 150-M Executive Drive, Edgewood, NY 11717 to be paid the first check run at beginning of the month (March 2022). Forerunner Technologies, Inc. is requiring a 50% deposit for the upgraded phone system.

Respectfully submitted,

A handwritten signature in black ink that reads "Neely McCahey". The signature is written in a cursive, flowing style.

Neely McCahey

BOARD AUTHORIZATION

March 22, 2022

I recommend the Board of Trustees approve reconfiguration and installation of office furniture for the Circulation (Front) Office. The cost of this project is not to exceed \$14,000.00 (NYS contract pricing) done by Waldners 125 Rt 110 Farmingdale, NY 11735.

The purpose of the project is to better utilize the office space and add workstations to accommodate staff.

Respectfully submitted,

A handwritten signature in black ink, reading "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
Director

Board Authorization

March 22, 2022

I recommend the Board approve the purchase of equipment for creation of a toddler area in the library's Discovery Grove outdoor classroom in the amount of \$13,750.00.

Equipment to be purchased from Community Playthings PO Box 2 Ulster Park, New York 12487.

Please approve processing this payment for the beginning of April 2022 in the first check run of the month.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Neely McCahey", written in a cursive style.

Neely McCahey

BOARD AUTHORIZATION

March 22, 2022

I recommend the Board of Trustees approve a delayed opening on Tuesday, May 3, 2022 for the purpose of staff development and professional training.

The library will remain closed until 1:30, and open to the public at that time.

Respectfully submitted,

A handwritten signature in cursive script that reads "Neely McCahey".

Neely McCahey
Director