

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
APRIL 19, 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. Sustainability Presentation: Kelly Furnari, Librarian I, Teen Department
6. Approval of Minutes of the Budget Hearing Meeting on March, 22, 2022 **(Motion)**
7. Approval of Minutes of the Regular Board Meeting on March, 22, 2022 **(Motion)**
8. Approval of Treasurer's Report, March 2022 **(Motion)**
  - A. Approval of Payroll Expense Report, March 2022 **(Motion)**
  - B. Approval of Payroll Warrants: #30 **(Motion)**, #31 **(Motion)**, #33 **(Motion)**
  - C. Approval of Payroll Summary, March 2022 **(Motion)**
  - D. Approval of Bills: Warrant #32, April 2022 **(Motion)**
9. Reports
  - A. Director's Report
  - B. Assistant Director's Report
  - C. Library Statistical Report
  - D. SCLS Board Report, Susan Tychnowicz
10. Old Business
  - A. Board Acceptance of Budget Vote and Trustee Election **(Motion)**
11. New Business
  - A. Equipment Disposable **(Motion)**
  - B. Approval of a Payments to Island Empanada and Morrell Printing **(Motion)**
  - C. Approval of External Auditor for FY Ending June 2022 **(Motion)**
12. Other
  - A. Next Board on May 17, 2022 - 5:00 p.m. needs to be changed - proposing May 16, 2022 **(Motion)**
13. Executive Session (as needed) **(Motion)**
14. Personnel Report **(Motion)**
15. Correspondence
  - A. A Letter from Nawrocki Smith LLP
16. Adjournment **(Motion)**

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

Present: Marguerite Barone, Thomas Lohr, Robert Winowitch, Diane Longo, Neely McCahey, Kristen Stroh and Sandra Bartalis. Susan Tychnowicz was unable to attend the Budget Hearing and was formally excused.

The annual budget hearing opened at 6:05 p.m.

The meeting began with a Pledge of Allegiance.

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

Public Expression/Participation: None

Diane Longo made a motion to close the Budget Hearing and present the budget as written. Robert Winowitch seconded the motion. Motion was carried unanimously.

The Annual Budget Hearing closed at 6:35 p.m.

Respectfully submitted,

Thomas Lohr

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 22, 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 5:06 p.m.

The meeting began with a pledge of allegiance.

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

**Public Expression/Participation**

A member of the community addressed the Board.

A staff member of the Middle Country Library attended the Board Meeting as a guest.

**Minutes**

The Board approved the Minutes of the Regular Board Meeting on February 15, 2022. (Winowitch, Longo; unanimous)

The minutes of an Executive Session on February 15, 2022 were approved. (Longo, Lohr; unanimous)

**Treasurer's Report**

The Treasurer's Report for February 2022 in the amount of \$6,963,933.72 was approved. (Lohr, Tychnowicz; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for February 2022 in the amount of \$490,957.59 were approved. (Tychnowicz, Winowitch; unanimous)

Payroll Warrant #27 dated February 3, 2022 in the amount of \$13,361.24 was approved. (Winowitch, Barone; unanimous)

Payroll Warrant #29 dated February 17, 2022 in the amount of \$121,971.04 was approved. (Barone, Longo; unanimous)

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

## **Schedule of Bills**

The March 22, 2022 Schedule of Bills, warrant #28 in the amount of \$323,589.12 was approved. (Longo, Tychnowicz; unanimous)

## **Director's Report**

The Board reviewed the Director's report with interest. In addition to the report Ms. McCahey reported to the Board that on February 22, 2022 Assemblyman Joseph DeStefano awarded the Sachem Public Library with a resolution declaring February as Library Lovers Month. Ms. McCahey announced to the Board that Long Islanders voted Sachem Public Library as the Best Public Library for 2022. Ms. McCahey stated she had a meeting with the library's internal auditor about building projects to be completed before the end of the fiscal year. Ms. McCahey informed the Board that both Suffolk County Legislators have donated to the library COVID tests to be distributed to the public. This year's Summer Reading Club theme is "Oceans of Possibilities." The library has partnered with the Farmingville Hills Chamber of Commerce with ocean themed movies throughout the summer. Movie nights will take place at the Local Church in Farmingville on August 4, 11, 18 and 25<sup>th</sup>. Ms. McCahey stated that on her report last month the Winter Olympics in Discovery Grove has 44 competitors; in fact, there were 107 in total that participated. Pub Fiction; a pre-covid community book discussion is back, and will be starting in May at Shenanigan's Café in Lake Ronkonkoma.

## **Assistant Director's Report**

Mrs. Stroh reported to the Board on how Sachem compares to the larger libraries in Suffolk County. She used the results of the 2020 NYS Annual report for Brentwood Public Library, Longwood Public Library, Patchogue-Medford Public Library and Smithtown Library keeping in mind that the fiscal year that started in July of 2019 ended in June 2020 was the year libraries shut-down in mid-March. Sachem Library is the third largest and 58% of the population have library cards. Sachem has the second highest people attending programs with the third largest operating budget. A per capita of \$127 per patron puts Sachem right in the middle of the libraries surveyed.

## **Library Statistics**

The Board reviewed all the library statistics with interest. New to the statistical report is the SORA downloadable database that the school district uses for the students. In addition, new patrons and new patron cards are also recorded on the statistical report.

## **SCLS Board Report**

Mrs. Tychnowicz reported to the Board to take action to NYLA budget campaign. She provided a link to send messages to your representatives and leaders in Albany regarding library funding for the final budget.

## **Old Business**

The Board approved the revision of the Meeting Room Application. (Longo, Lohr; unanimous)

The Board approved the Sewing Machine Waiver. (Lohr, Tychnowicz; unanimous)



## **New Business**

The Board approved the Disposal of Equipment. The equipment on the list included unsalvageable items that were stored in a POD as well as items that were stored in the Community Room C where there was a climate issue. (Tychnowicz, Winowitch; unanimous)

The Board formally approved the Library's 2021 Report to New York State for Public and Association Libraries. The New York State Report deadline was March 15, 2021. The Board electronically approved the State Report prior the March 22, 2022 Board Meeting. (Barone, Tychnowicz; unanimous). The Director added to formally approve the New York Report to the March 22, 2022 Board Meeting agenda. (Barone, Longo; unanimous)

On the Director's recommendation the Board approved 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 system through Amazon Capital Services, PO Box 035184, Seattle, WA 98124. (Longo, Lohr; unanimous)

On the Director's recommendation the Board approved 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. (Tychnowicz, Winowitch; unanimous)

On the Director's recommendation the Board approved the reconfiguration and installation of office furniture arrangement in the circulation office. The cost of the project will not exceed \$14,000.00 (NYS contract pricing) done by Waldners at 125 Route 110 Farmingdale, NY 11735. The purpose of the project is to better utilize the office space and add work stations to accommodate staff. (Tychnowicz, Winowitch; unanimous)

On the Director's recommendation the Board approved the purchase of equipment for the creation of a toddler area in the library's Discovery Grove outdoor classroom in the amount of \$13,750. The equipment will be purchased from Community Playthings at PO Box 2, Ulster Park, NY 12487. The Director recommends to process this payment with the first check run of the month in April 2022. (Winowitch, Barone; unanimous)

On the Director's recommendation the Board approved 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 p.m. and open to the public at that time. (Longo, Tychnowicz; unanimous)

## **Other**

*The group discussed the lawn in the center of Inside/Out. The grassy area has been an issue for a long time. The library's lawn maintenance vendor stated the best way to handle the lawn area would be to close the area off for a month after the first seeding. The group discussed barricading the area and then ultimately decided it would be the most cost efficient to close the Inside/Out for renovations with the exception of Community Garden programs.*

The Budget Vote and Trustee Election will be held on Tuesday, April 5, 2022, 9:30 a.m. to 9:00 p.m.

The next Board Meeting will be held on Tuesday, April 19, 2022.

**Executive Session**

None

**Personnel Report**

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

**Adjournment**

The meeting was adjourned at 6:04 p.m. (Winowitch, Lohr; unanimous)

Respectfully submitted,

Thomas Lohr

SACHEM PUBLIC LIBRARY  
BUDGET STATUS REPORT  
FY 2021/2022

MARCH 31, 2022

	APPROPRIATION	EXPENDITURES	BALANCE	%
<b><u>MATERIALS</u></b>				
Books	\$ 240,607.00	\$ 98,174.14	\$ 142,432.86	41%
Digital Resources	\$ 338,010.00	\$ 367,663.88	\$ (29,653.88)	109%
Media	\$ 140,579.00	\$ 39,615.51	\$ 100,963.49	28%
Periodicals	\$ 20,605.00	\$ 19,406.63	\$ 1,198.37	94%
<b><u>BUILDING</u></b>				
Building Alterations	\$ 258,624.00	\$ 191,040.72	\$ 67,583.28	74%
Computer Equipment	\$ 179,755.00	\$ 61,322.18	\$ 118,432.82	34%
Equipment	\$ 87,094.00	\$ 52,644.80	\$ 34,449.20	60%
Hawkins Ave Property Upkeep	\$ 1,000.00	\$ 477.00	\$ 523.00	48%
<b><u>SUPPLIES</u></b>				
Custodial Supplies	\$ 28,000.00	\$ 17,898.68	\$ 10,101.32	64%
Office Supplies	\$ 134,335.00	\$ 62,491.84	\$ 71,843.16	47%
<b><u>SALARIES</u></b>				
Clerical, Full Time	\$ 1,135,607.00	\$ 1,007,473.64	\$ 128,133.36	89%
Clerical, Part Time	\$ 613,166.00	\$ 443,849.56	\$ 169,316.44	72%
Custodial	\$ 321,262.00	\$ 224,992.37	\$ 96,269.63	70%
Professional	\$ 3,388,749.00	\$ 2,568,435.09	\$ 820,313.91	76%
<b><u>UTILITIES</u></b>				
Electricity	\$ 130,000.00	\$ 93,261.91	\$ 36,738.09	72%
Gas	\$ 20,000.00	\$ 13,994.88	\$ 6,005.12	70%
Water	\$ 4,000.00	\$ 3,133.17	\$ 866.83	78%
<b><u>CONTRACTS</u></b>				
Cleaning & Exterminating	\$ 9,900.00	\$ 2,150.00	\$ 7,750.00	22%
Equipment Maintenance	\$ 116,160.00	\$ 56,584.26	\$ 59,575.74	49%
SCLS-PALS	\$ 52,232.00	\$ 39,115.38	\$ 13,116.62	75%
Membership	\$ 6,322.00	\$ 3,526.99	\$ 2,795.01	56%
Professional & Technical	\$ 110,924.00	\$ 69,840.29	\$ 41,083.71	63%
Refuse Removal	\$ 5,724.00	\$ 4,536.12	\$ 1,187.88	79%
Security Personnel	\$ 112,000.00	\$ 58,425.35	\$ 53,574.65	52%
Suffolk Cooperative Library Sys.	\$ 114,922.00	\$ 57,995.00	\$ 56,927.00	50%
<b><u>LIBRARY OPERATION</u></b>				
Insurance	\$ 83,440.00	\$ 94,031.00	\$ (10,591.00)	113%
Postage	\$ 37,275.00	\$ 24,206.69	\$ 13,068.31	65%
Printing & Publicity	\$ 70,832.00	\$ 53,947.66	\$ 16,884.34	76%
Professional Development	\$ 20,000.00	\$ 10,145.12	\$ 9,854.88	51%
Programs	\$ 340,000.00	\$ 199,921.54	\$ 140,078.46	59%
Telecommunications	\$ 49,940.00	\$ 52,453.66	\$ (2,513.66)	105%
Vehicle Maintenance	\$ 1,480.00	\$ 111.72	\$ 1,368.28	8%
<b><u>MANDATED EXPENSES</u></b>				
Dental Insurance	\$ 43,115.00	\$ 25,784.60	\$ 17,330.40	60%
Health Insurance	\$ 1,385,980.00	\$ 871,877.29	\$ 514,102.71	63%
New York State Retirement	\$ 848,819.00	\$ 631,496.00	\$ 217,323.00	74%
Social Security	\$ 407,214.00	\$ 310,499.20	\$ 96,714.80	76%
Unemployment Insurance	\$ 3,000.00	\$ -	\$ 3,000.00	0%
Worker's Compensation	\$ 45,967.00	\$ (12,156.76)	\$ 58,123.76	-26%
Other Contractual Benefits:	\$ 52,488.00	\$ 43,665.10	\$ 8,822.90	83%
Disability Insurance	\$ 6,884.00	\$ 6,028.20	\$ 855.80	
EAP	\$ 4,930.00	\$ 4,505.00	\$ 425.00	
Life Insurance	\$ 2,268.00	\$ 1,479.60	\$ 788.40	
Long Term Care	\$ 16,051.00	\$ 10,895.18	\$ 5,155.82	
Long Term Disability	\$ 13,679.00	\$ 14,686.16	\$ (1,007.16)	
Vision Insurance	\$ 8,676.00	\$ 6,070.96	\$ 2,605.04	
<b>TOTAL</b>	<b>\$ 10,959,127.00</b>	<b>\$ 7,864,032.21</b>	<b>\$ 3,095,094.79</b>	<b>72%</b>

## Director's Report- April 2022

### Correspondence/Donations:

- Friends of the library approved the purchase of a third outdoor table set for the lower level patio.
- SPL received a thank you for our sponsorship of the St. Patrick's Day 5K in Holbrook.
- Board of Trustees have received an invitation to The District PTA's Reflections Showcase which we are the venue for. The event is Friday, May 6<sup>th</sup> from 5:30-8:30 and we would love to coordinate a photo opp.

### Programming and Publicity:

- Kelly visited the schools 16 different times over the course of the month with a variety of activities including, break out boxes, all sorts of STEM activities and participating in their Battle of the Schools nights.
- Staff had a blast walking in the Ronkonkoma St. Pats parade, thank you to the 7-8 staff members who took part, walking the parade route and saying hello to around 10,000 spectators.
- Winter Reading club wrapped up with a total of 1,250 participants across the 3 departments.
- In her outreach with Headstart, Marybeth was able to sign up 55 children for WRC. She also conducted a storytime to celebrate Dr. Seuss' birthday where 18 families were in attendance.
- Discovery Grove began a new series of D.I.G.I.N. in March and also held a Signs of Spring Scavenger Hunt.
- We had 54 people log into our Art of NYC Subway program over Zoom last month.
- A patron complimented Ally on the "Cleaning your Clutter" Zoom program.
- Our Story walk book in March was "How a Chipmunk Got His Stripes" by Joseph Bruchac.
- Citizenship classes will resume on April 11<sup>th</sup> and Lynne Kennedy held a Genealogy program for us.
- Amy and Christine gave backstage tours of the library to excited students from Chippewa, Cayuga and Wenonah.
- Teen Department continues to conduct the ENL club at Sachem East through June 7. Kelly, Laura and various staff members worked with nearly 60 kids in total throughout March.
- Laura, Danielle and Anthony represented the Library at Sachem East's Career Fair, they saw over 1,700 students come through the event.

### Building and Grounds:

- Painting took place in Community Rooms A, B and C.
- The POD storage container has been picked up.
- Children's brought back the VERY POPULAR toddler play area.
- Discovery Grove was re-certified with Nature Explore for 2022.
- Kristen has officially begun our sustainability certification.

### Technology:

- Chris D. has restarted the Studio Team meetings for all departments to engage in cohesive implementation library technologies.
- Denise has continued to create original cataloging for new items purchased for the LOT.

### Meetings:

- Mgrs. Meetings and Think Tank 3/8, 3/15, 3/22 & 3/29.
- 3/2 Lobby Day and Multichamber Event.
- 3/3 Holbrook COC meeting and met with John Tanzi.
- 3/8 met with Eagle Scout candidate Chris Sanders about project possibilities.
- 3/10 Presented at LRCO.

- 3/11 met with Joanne and Christina Bonuomo.
- 3/14 Ronk COC at SPL.
- 3/15 Redistricting Zoom.
- 3/16 Studio meeting.
- 3/29 Farmingville Community Day Committee meeting.
- 3/29 & 3/31 Held Full Staff Meetings.



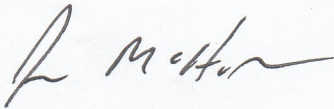
# **STRONG ISLAND RUNNING CLUB**

**WHAT WE ARE \* WHERE WE LIVE \* WHAT WE DO**

Dear Kristen Stroh and Sachem Public Library,

Thank you so very much for sponsoring the Annual Holbrook St. Patrick's Day 5K! Please accept this as a small token of our appreciation for your help in bringing this event to our town and we look forward to seeing you again next year! Looking forward to the Holbrook Halloween 5K and Monster Dash on October 29th 2022!

Thanks once again,



John McHugh

Strong Island Running Club

631-806-4649



**Sachem  
PTA  
Council**

Sachem PTA Council  
& Sachem  
Public Library



**Sachem  
Public  
Library**

invite you to our

# **1st Annual PTA Reflections Showcase**

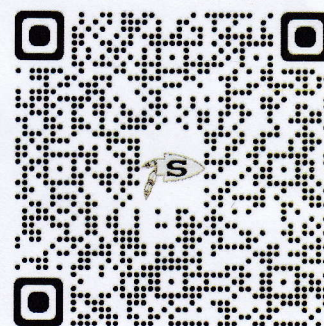


Join us as we celebrate and honor all  
our Sachem participants!

Friday, May 6th, 2022 from 5:30 - 8:30pm

**at Sachem Public Library**

Please scan our  
QR code to  
RSVP



Or click here — <https://forms.gle/bWwviiDAEEQVMKt0>





# TEEN SERVICES

## APRIL FEATURED EVENTS

Questions? Visit our page: [splteens.carrrd.co](https://splteens.carrrd.co)

Text @destee to 81010 for text notifications!

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

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

Click to sign up!

### In-Person Events

Advanced registration is required.

#### Button Making 101 (All Ages)

Thursday, April 14 • 7:00pm-8:00pm

Design your own button images to put on buttons, coasters, or keychains.

#### Wellness Wednesday:

##### DIY Sugar Scrub

Wednesday, April 20 • 7:00pm-8:00pm

Everyone needs a little self-care. Learn how to make an all-natural sugar scrub with simple ingredients.

#### Pre-Licensing 5 Hour Course \$50 Fee

Saturday, April 23 • 9:30am-2:00pm

(Photo ID permit required)

#### Intro to Canva:

Thursday, April 28 • 7:00pm-8:00pm

Create vibrant greeting cards for your family and friends using the web software Canva.

### desTEENation Art & Chill

Wednesdays, April 6, 13, 20 & 27

2:30pm-4:30pm

Join us 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.

#### Gaming Design Tournament: Bop It

Friday, April 1 • 6:30pm-8:30pm

Learn to code a new game every month using Scratch!  
Winner receives a prize!

#### Special Hang Out Night

Friday, April 1 & 22 • 6:30pm-8:30pm

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

#### Board Game Tournament

Friday, April 8 • 6:30pm-8:30pm

Come join us for some good, old-fashioned fun with board games! Different board and card games will be available to play with your friends.

#### Cinderella Sing Along

Friday, April 15 • 6:30pm-8:30pm

It's a musical movie night! Sing along with the new Prime Original, Cinderella starring Camila Cabello and Billy Porter.

#### Get Up and Dance

Friday, April 22 • 6:30pm-8:00pm

Join Teen Librarian Regina for a night of two stepping fun learning party song line dance moves to video instruction

#### Star Wars Tabletop Gaming

Friday, April 29 • 6:30pm-8:00pm

Introduction to the Star Wars Roleplaying game! A dynamic storytelling RPG set in the same Universe as Darth Vader and Han Solo.



## Fridays @ Home

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

Subscribe



### Pixel Art with Aseprite

Friday, April 1

### Intro to Cricut

Friday, April 8

### Instant Photo Printing

Friday, April 15

### Earth Day Trivia

Friday, April 22

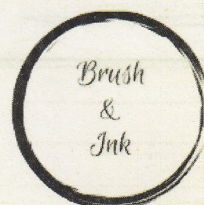
For Teens Grades 6-12!



## Minecraft Galactic Design Challenge

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.

April 1 - April 30



Be a part of our

Sachem Library Literary Magazine!

Send us your:

- Flash fiction
- Short Stories
- Poetry
- Art
- Photography

Submissions will be accepted between  
March 1-April 15. The magazine will be  
available for viewing on our website in  
May.

Please check the Sachem Library website  
for submission guidelines.

SACHEM PUBLIC LIBRARY 150 Webster Road, Webster, NY 11741 803-586-5024 [www.sachemlibrary.org](http://www.sachemlibrary.org)

## SACHEMCON!

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

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

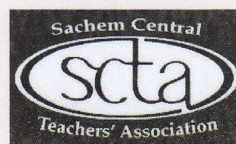


<https://splteens.carrd.co>

## Teen Art Reception

Saturday, April 30  
10:00AM - 12:00PM

Artists who submitted work for the Teen Art Show  
will have their works showcased for April. Artists  
and their families are invited to view the gallery.  
Reception sponsored by:



SACHEM PUBLIC LIBRARY • SACHEMLIBRARY.ORG



## Board Report

Assistant Director

April 19, 2022

Working on the Sustainable Libraries Initiative, I took a look back at the library's usage of natural gas, electric and water over the past 2 years. We will use this information moving forward to assess our carbon footprint and conduct audits on where and how we can improve our usage and practices.

- From May of 2020 through February of 2022 the library used 30,823 therms of natural gas. Which averages 1,401 therms a month.
- The library used 857,004 kWh of electricity between June 2020 through February 2022. Which averages to 40,810 kWh a month.
- From March of 2020 through December of 2021 the library used 2,673,908 gallons of water. That is an average of 140,372 gallons a month.

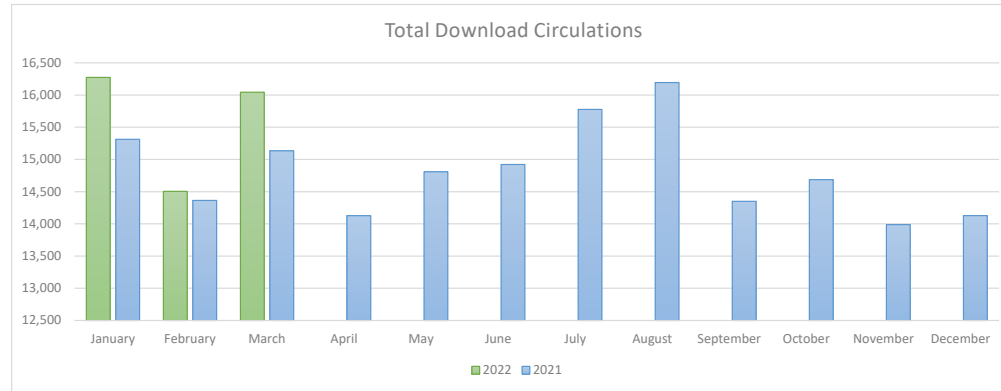
Respectfully Submitted,

*Kristen Stroh*

Kristen Stroh

TOTAL DOWNLOADS CIRCULATION		
Month	2022	2021
January	16,274	15,313
February	14,505	14,364
March	16,044	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
<b>Total</b>	<b>46,823</b>	<b>177,792</b>

Monthly Average in 2022	15,608
Monthly Average in 2021	14,816

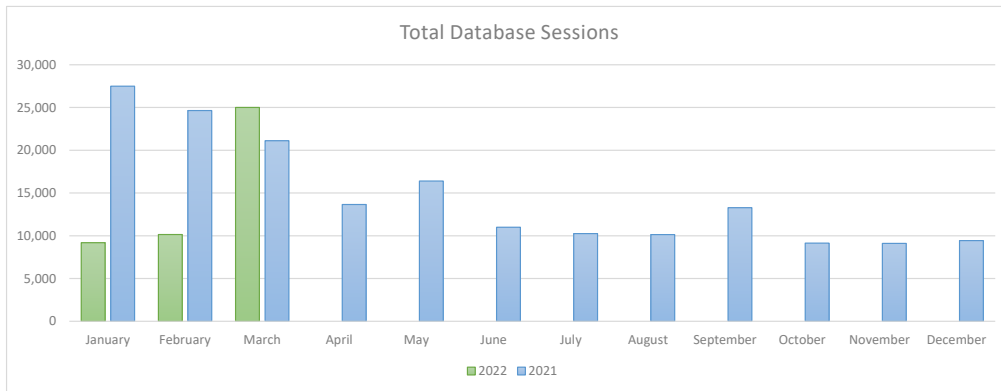


2022 YTD= 46,823  
2021 YTD= 44,811

TOTAL DATABASE SESSIONS		
Month	2022	2021
January	9,188	27,496
February	10,146	24,646
March	25,009	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
<b>Total</b>	<b>44,343</b>	<b>175,679</b>

\* changed how reported in 2021

Monthly Average in 2022	14,781
Monthly Average in 2021	14,640



2022 YTD= 44,343  
2021 YTD= 73,257

Month	Child	Teen	Adult
January	1,305	203	7,680
February	1,624	253	8,269
March	1,181	377	23,451
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Total</b>	<b>4,110</b>	<b>833</b>	<b>39,400</b>

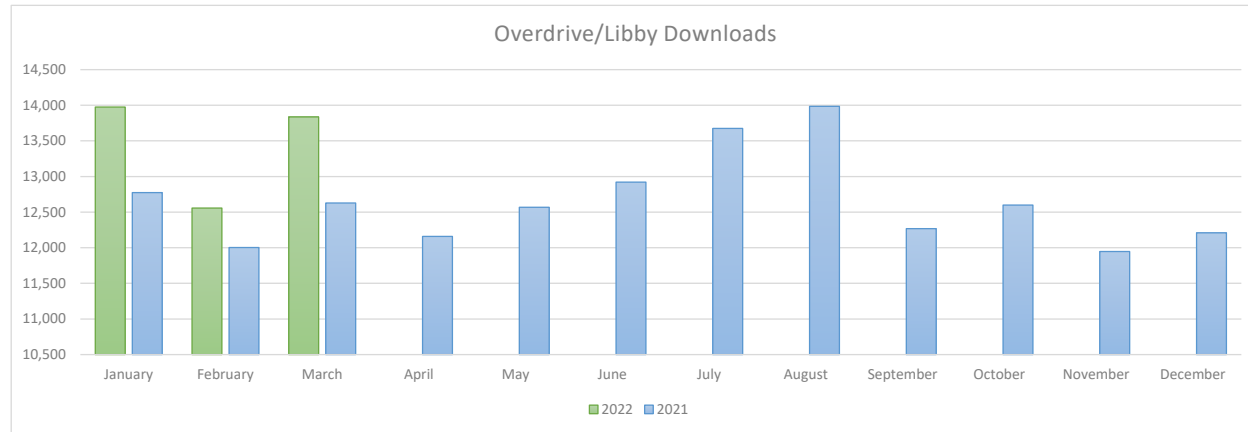
\*Child started reporting in 2021

OVERDRIVE/LIBBY DOWNLOADS		
Month	2022	2021
January	13,975	12,774
February	12,557	12,003
March	13,836	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
<b>TOTAL</b>	<b>40,368</b>	<b>151,736</b>

<b>Monthly Average in 2022</b>	<b>13,456</b>
<b>Monthly Average in 2021</b>	<b>12,644</b>

SORA DOWNLOADS	
Month	2022
January	15
February	14
March	12
April	
May	
June	
July	
August	
September	
October	
November	
December	
<b>TOTAL</b>	<b>41</b>

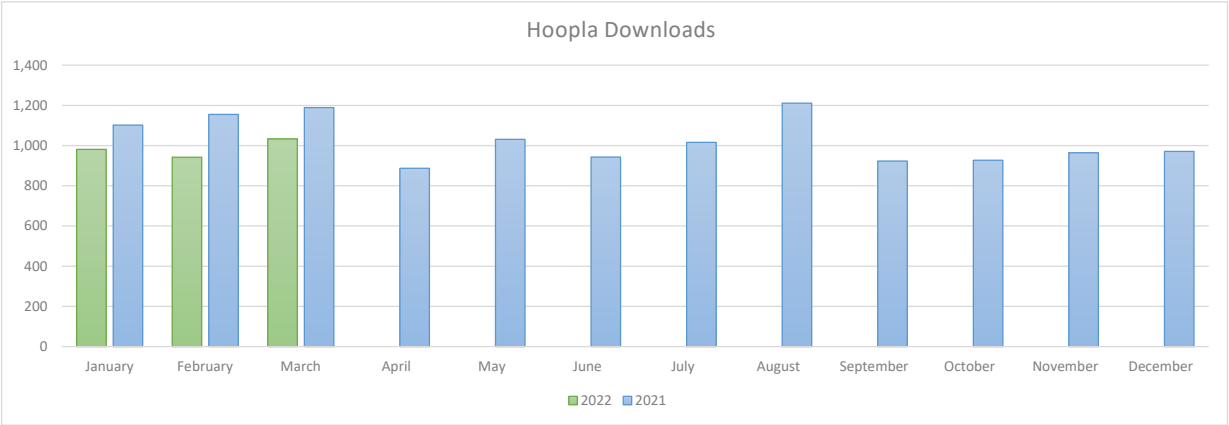
\*newly reporting in 2022  
partnership with Sachem School District



**2022 YTD= 40,368**  
**2021 YTD= 37,405**

HOOPLA DOWNLOADS		
Month	2022	2021
January	981	1,102
February	942	1,155
March	1,033	1,189
April		887
May		1,031
June		943
July		1,016
August		1,211
September		923
October		927
November		964
December		971
TOTAL	2,956	12319

Monthly Average in 2022	985
Monthly Average in 2021	1,027

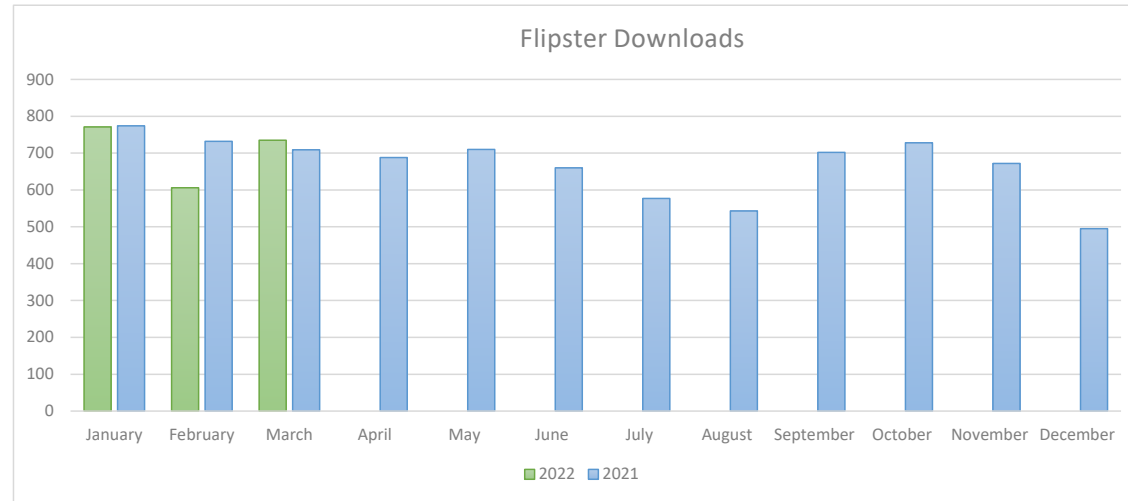


2022 YTD= 2,956  
2021 YTD= 3,446

# FLIPSTER DOWNLOADS

Month	2022	2021
January	771	774
February	606	732
March	735	709
April		688
May		710
June		660
July		577
August		543
September		702
October		728
November		672
December		495
<b>TOTAL</b>	<b>2112</b>	<b>7990</b>

<b>Monthly Average in 2022</b>	<b>704</b>
<b>Monthly Average in 2021</b>	<b>665</b>

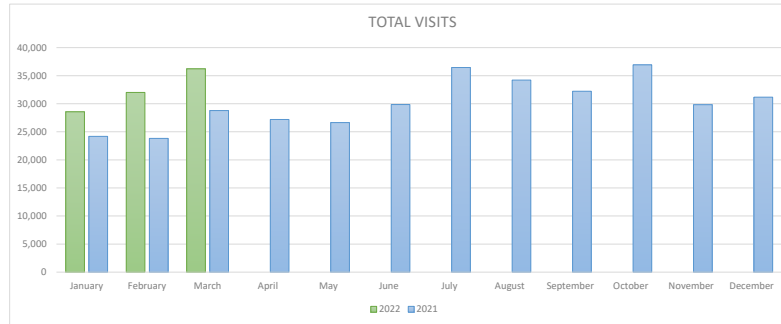


**2022 YTD= 2112**  
**2021 YTD= 7990**

TOTAL VISITS		
Month	2022	2021
January	28,564	24,189
February	32,015	23,827
March	36,219	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
<b>TOTAL</b>	<b>96,798</b>	<b>361,339</b>

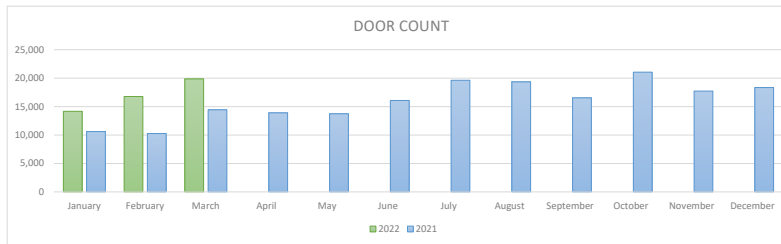
DOOR COUNT		
Month	2022	2021
January	14,167	10,603
February	16,773	10,262
March	19,861	14,431
April		13,892
May		13,733
June		16,075
July		19,627
August		19,339
September		16,530
October		21,053
November		17,725
December		18,346
<b>TOTAL</b>	<b>50,801</b>	<b>191,616</b>

WEBSITE VISITS		
Month	2022	2021
January	14,397	13,586
February	15,242	13,565
March	16,358	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
<b>TOTAL</b>	<b>45,997</b>	<b>169,723</b>

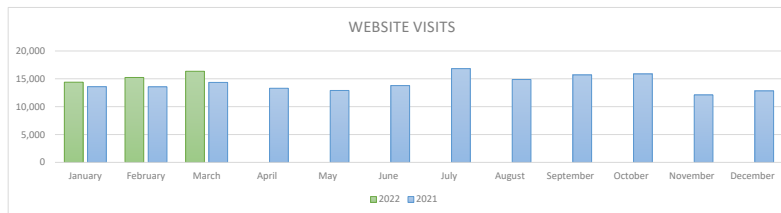


2022 YTD= 96,798  
2021 YTD= 361,339

\*Total visit= Door Count + Website Visits



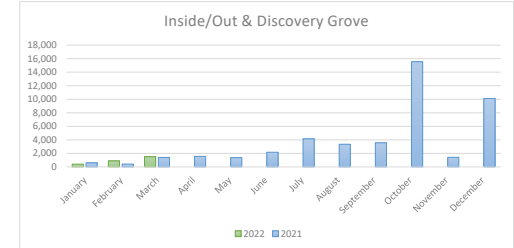
2022 YTD= 50,801  
2021 YTD= 191,616



2022 YTD= 45,997  
2021 YTD= 169,723

I/O & DG VISITS		
Month	2022	2021
January	406	608
February	886	424
March	1,512	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
<b>TOTAL</b>	<b>2,804</b>	<b>45,667</b>

2022 YTD= 2,804  
2021 YTD= 45,667



\*new door counter in DG 1/22

FACEBOOK REACH	
January	36,051
February	40,095
March	40,334
April	
May	
June	
July	
August	
September	
October	
November	
December	

INSTAGRAM IMPRESSIONS	
January	8,506
February	35,206
March	34,402
April	
May	
June	
July	
August	
September	
October	
November	
December	

TWITTER IMPRESSIONS	
January	18,800
February	13,500
March	13,100
April	
May	
June	
July	
August	
September	
October	
November	
December	

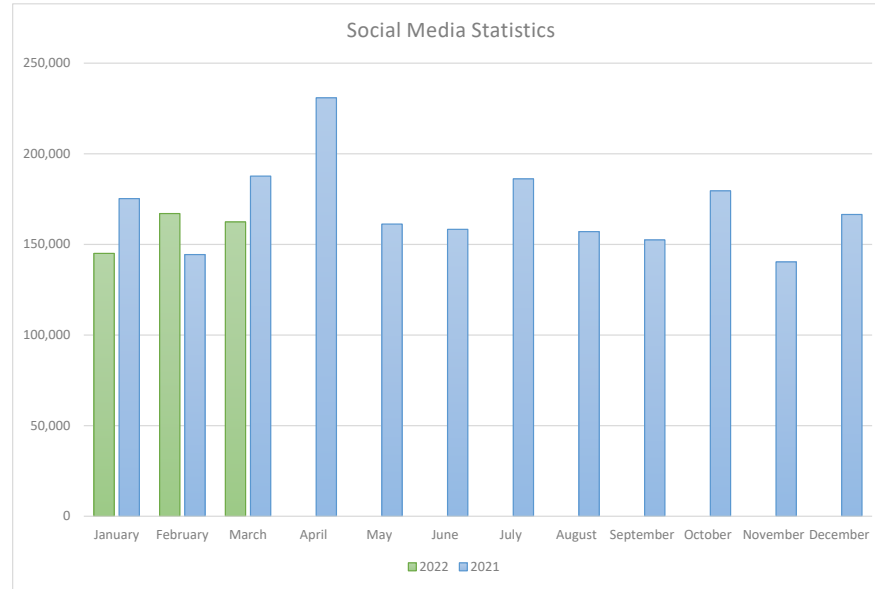
GOOGLE BUSINESS VIEWS	
January	30,500
February	35,100
March	36,500
April	
May	
June	
July	
August	
September	
October	
November	
December	

TOTAL SOCIAL MEDIA		
Month	2022	2021
January	145,039	175,259
February	167,016	144,383
March	162,382	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	662
April	
May	
June	
July	
August	
September	
October	
November	
December	

YouTube	Impressions
January	40,900
February	38,200
March	36,700
April	
May	
June	
July	
August	
September	
October	
November	
December	

SnapChat Views	
January	624
February	1992
March	684
April	
May	
June	
July	
August	
September	
October	
November	
December	



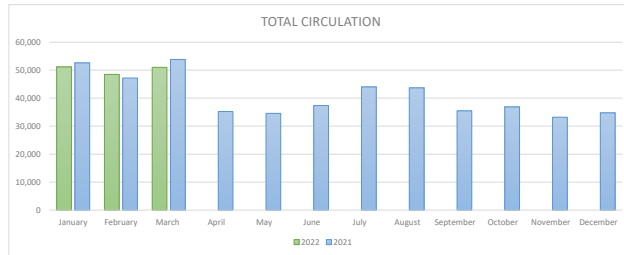
Monthly Average in 2022	158,146
Monthly Average in 2021	169,979

2022 YTD=	474,437
2021 YTD=	507,322



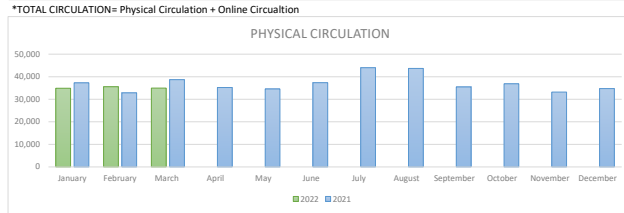


TOTAL CIRCULATION		
Month	2022	2021
January	51,162	52,594
February	48,500	47,200
March	51,007	53,830
April		35,219
May		34,567
June		37,352
July		43,996
August		43,679
September		35,461
October		36,867
November		33,199
December		34,738
<b>TOTAL</b>	<b>150,669</b>	<b>488,702</b>



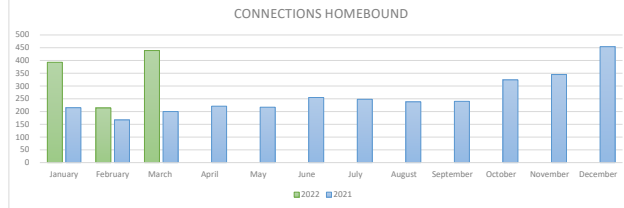
2022 YTD= 150,669  
2021 YTD= 153,624

PHYSICAL CIRCULATION		
Month	2022	2021
January	34,889	37,281
February	35,557	32,836
March	34,963	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
<b>TOTAL</b>	<b>105,409</b>	<b>443,891</b>



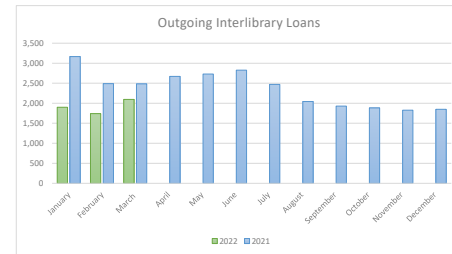
2022 YTD= 105,409  
2021 YTD= 108,813

CONNECTIONS HOMEBOUND		
Month	2022	2021
January	393	215
February	214	167
March	439	200
April		221
May		217
June		255
July		248
August		238
September		240
October		324
November		345
December		454
<b>TOTAL</b>	<b>1046</b>	<b>3124</b>



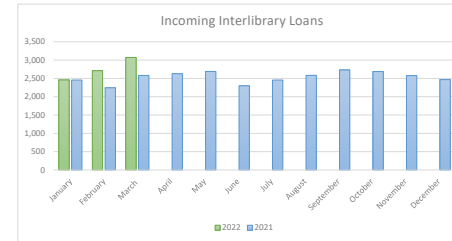
2022 YTD= 1,046  
2021 YTD= 582

Interlibrary Loans-Outgoing		
Month	2022	2021
January	1,900	3,166
February	1,741	2,490
March	2,096	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
<b>TOTAL</b>	<b>5,737</b>	<b>28,370</b>



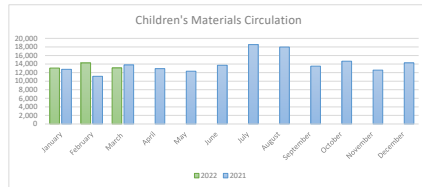
2022 YTD= 5,737  
2021 YTD= 8,140

Interlibrary Loans-Incoming		
Month	2022	2021
January	2,457	2,455
February	2,709	2,243
March	3,071	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
<b>TOTAL</b>	<b>8,237</b>	<b>30,384</b>

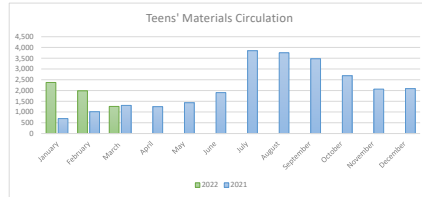


2022 YTD= 8,237  
2021 YTD= 7,277

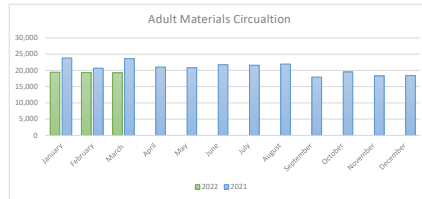
CHILDREN'S MATERIALS		
Month	2022	2021
January	13,067	12,768
February	14,254	11,239
March	13,092	13,787
April		12,926
May		12,329
June		13,718
July		18,544
August		17,971
September		13,512
October		14,668
November		12,584
December		14,272
<b>TOTAL</b>	<b>40,413</b>	<b>168,218</b>



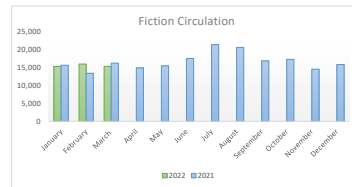
TEENS' MATERIALS		
Month	2022	2021
January	2,373	694
February	1,984	1,013
March	1,260	1,307
April		1,248
May		1,431
June		1,901
July		3,849
August		3,753
September		3,475
October		2,687
November		2,065
December		2,087
<b>TOTAL</b>	<b>5,617</b>	<b>25,510</b>



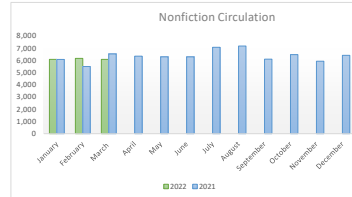
ADULT MATERIALS		
Month	2022	2021
January	19,449	23,819
February	19,314	20,684
March	19,283	23,602
April		21,045
May		20,907
June		21,733
July		21,603
August		21,955
September		17,951
October		19,512
November		18,292
December		18,379
<b>TOTAL</b>	<b>58,046</b>	<b>249,382</b>



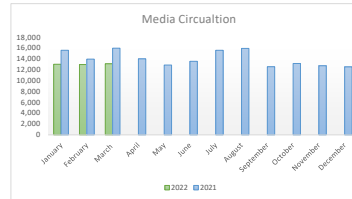
FICTION		
Month	2022	2021
January	15,283	15,597
February	15,934	13,361
March	15,283	16,175
April		14,849
May		15,393
June		17,491
July		21,515
August		20,551
September		16,787
October		17,224
November		14,516
December		15,780
<b>TOTAL</b>	<b>46,500</b>	<b>199,043</b>



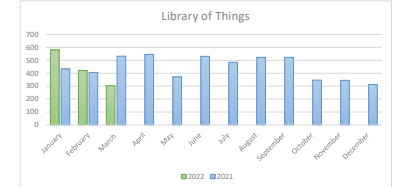
NONFICTION		
Month	2022	2021
January	6,090	6,084
February	6,171	5,505
March	6,090	6,534
April		6,353
May		6,296
June		6,295
July		7,080
August		7,184
September		6,108
October		6,479
November		5,939
December		6,421
<b>TOTAL</b>	<b>18,351</b>	<b>76,278</b>



MEDIA MATERIALS		
Month	2022	2021
January	13,022	15,600
February	12,973	13,970
March	13,110	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
<b>TOTAL</b>	<b>39,105</b>	<b>168,570</b>

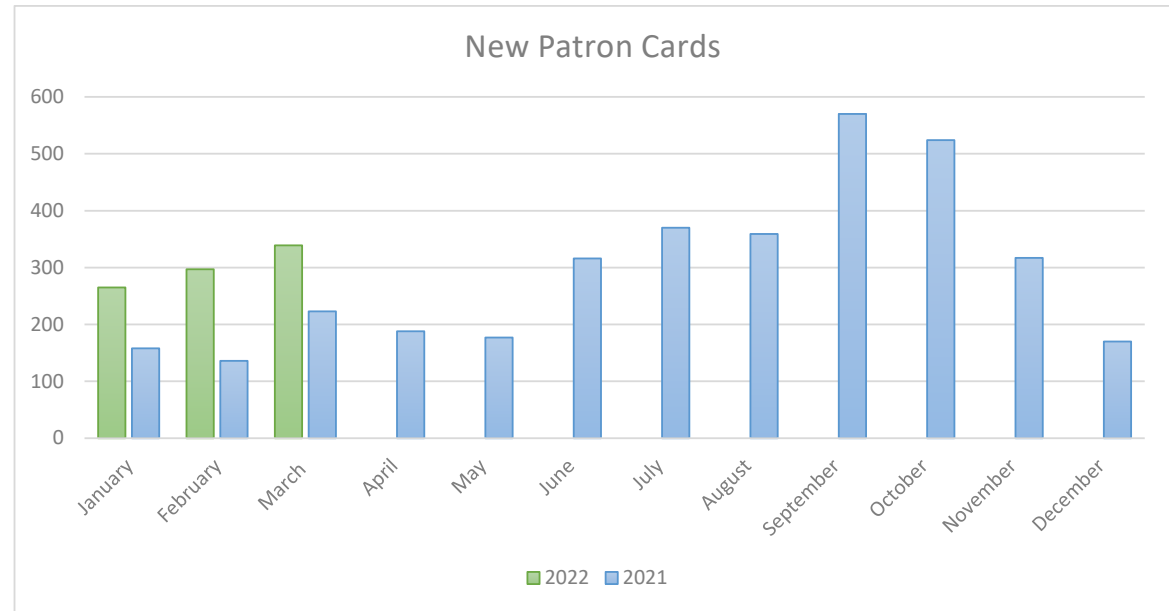


LIBRARY OF THINGS		
Month	2022	2021
January	580	453
February	422	406
March	305	532
April		546
May		372
June		531
July		485
August		523
September		523
October		347
November		345
December		313
<b>TOTAL</b>	<b>1305</b>	<b>5356</b>

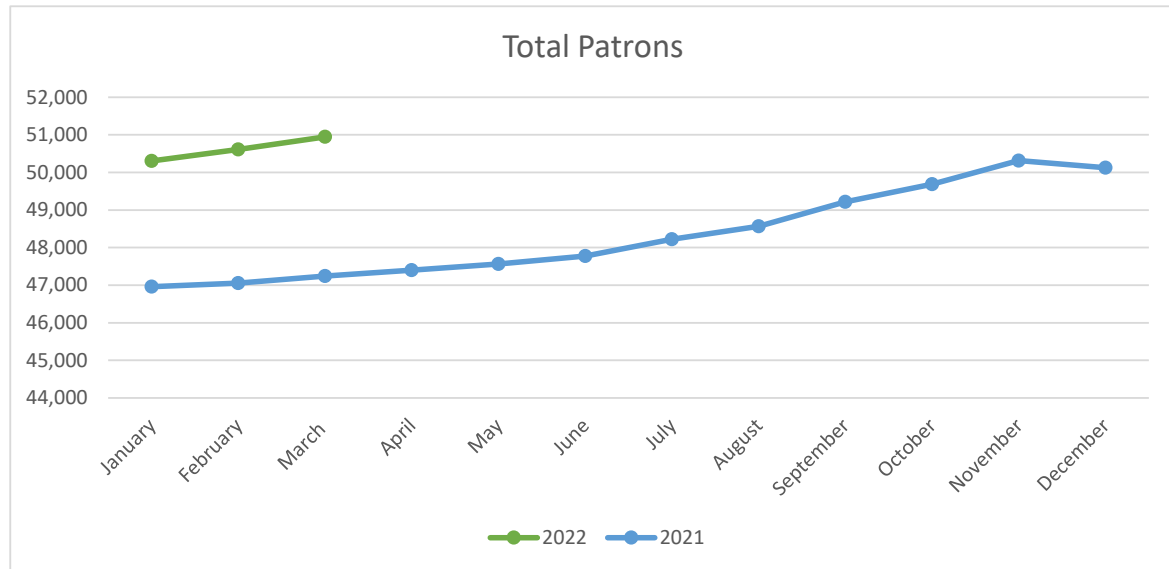


\*started in 2021

New Patron Cards		
Month	2022	2021
January	265	158
February	297	136
March	339	223
April		188
May		177
June		316
July		370
August		359
September		570
October		524
November		317
December		170
<b>TOTAL</b>	<b>901</b>	<b>3,508</b>

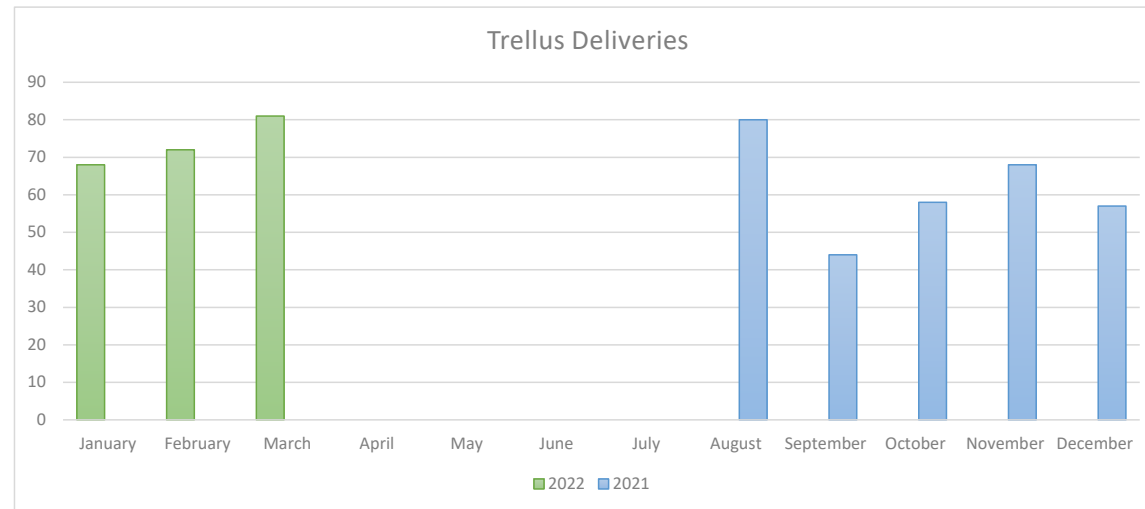


TOTAL PATRONS		
Month	2022	2021
January	50,305	46,960
February	50,614	47,057
March	50,945	47,241
April		47,403
May		47,564
June		47,777
July		48,220
August		48,570
September		49,220
October		49,690
November		50,316
December		50,128
<b>TOTAL</b>	<b>151,864</b>	<b>580,146</b>



Trellus Deliveries		
Date	2022	2021
January	68	0
February	72	0
March	81	0
April		0
May		0
June		0
July		0
August		80
September		44
October		58
November		68
December		57
<b>TOTAL</b>	<b>221</b>	<b>307</b>

<b>Monthly Average in 2022</b>	<b>74</b>
<b>Monthly Average in 2021</b>	<b>61</b>

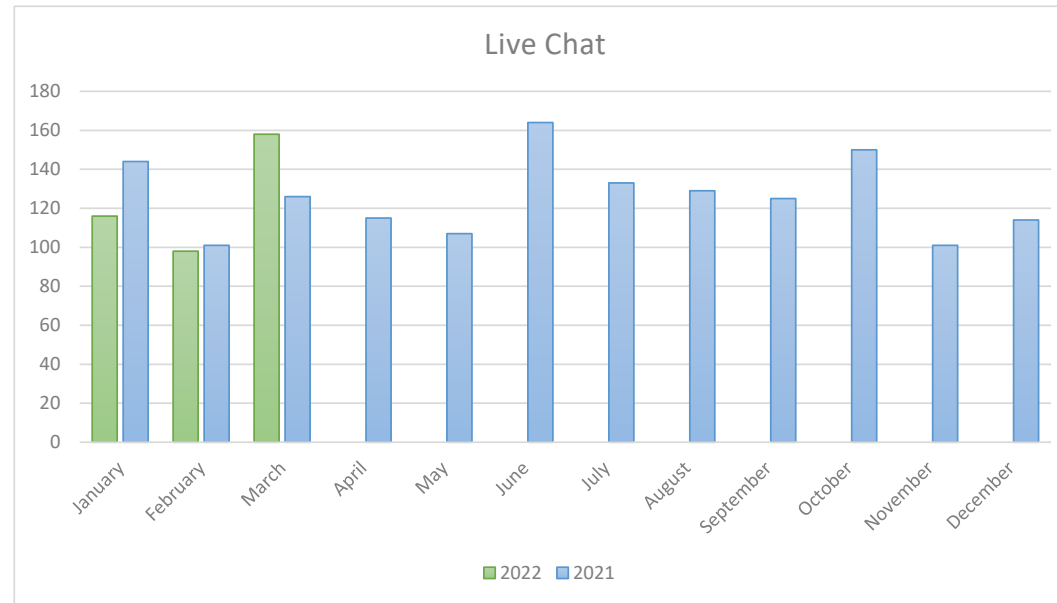


\*new service started 8/2021

2022 YTD= 221  
2021 YTD= 0

LIVE CHAT STATS		
Month	2022	2021
January	116	144
February	98	101
March	158	126
April		115
May		107
June		164
July		133
August		129
September		125
October		150
November		101
December		114
<b>TOTAL</b>	<b>372</b>	<b>1509</b>

<b>Monthly Average in 2022</b>	<b>124</b>
<b>Monthly Average in 2021</b>	<b>126</b>



**2022 YTD= 372**  
**2021 YTD= 1509**

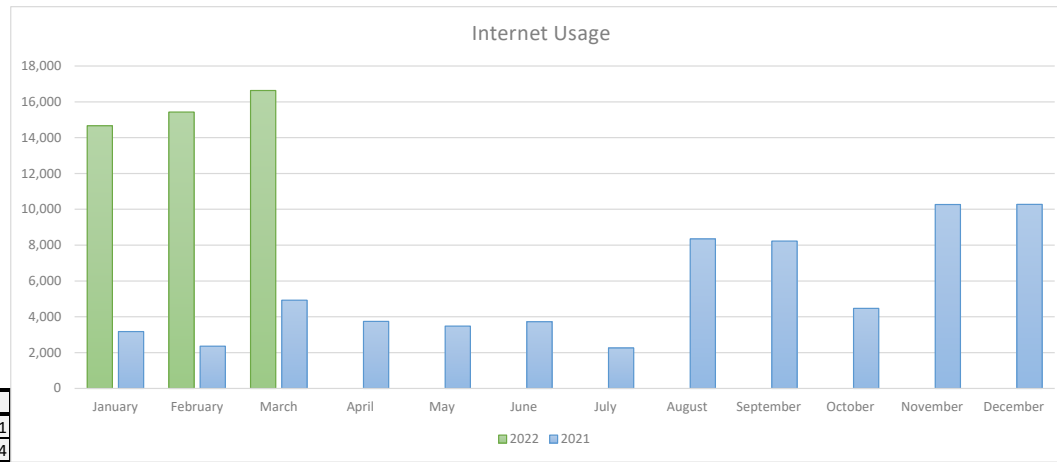
Internet Usage Total		
Month	2022	2021
January	14,665	3,175
February	15,430	2,359
March	16,633	4,927
April		3,743
May		3,480
June		3,724
July		2,258
August		8,347
September		8,228
October		4,470
November		10,268
December		10,276
<b>TOTAL</b>	<b>46,728</b>	<b>65,255</b>

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

Month	Childrens	Adults	Teens	WiFi Usage
January	57	4,360	151	5,111
February	227	3,483	154	5,984
March	515	4,230	192	7,950
April				
May				
June				
July				
August				
September				
October				
November				
December				
<b>TOTAL</b>	<b>799</b>	<b>12,073</b>	<b>497</b>	<b>19,045</b>

Month	Copies	Faxes	Other
January	3,701	2,826	309
February	6,428	2,240	128
March	4,984	1,215	39
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>TOTAL</b>	<b>15,113</b>	<b>6,281</b>	<b>476</b>

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



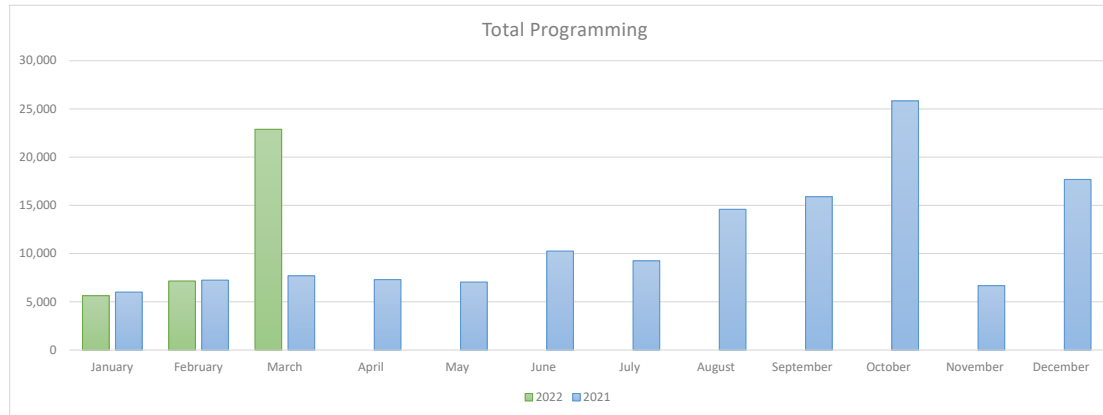
2022 YTD= 46,728  
2021 YTD= 10,461

Monthly Average in 2021	15,576
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	22,884	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
<b>TOTAL</b>	<b>35,672</b>	<b>135,455</b>

<b>Monthly Average 2022</b>	<b>11,891</b>
<b>Monthly Average 2021</b>	<b>11,288</b>



YTD 2022= **35,672**  
YTD 2021= **20,943**

Programs by Age Range				
Month	Childrens	Teens	Adults	All Ages
January	601	687	4,298	65
February	1,251	832	4,885	187
March	2,516	3,430	5,663	11,275
April				
May				
June				
July				
August				
September				
October				
November				
December				
<b>Total</b>	<b>4,368</b>	<b>4949</b>	<b>14,846</b>	<b>11527</b>

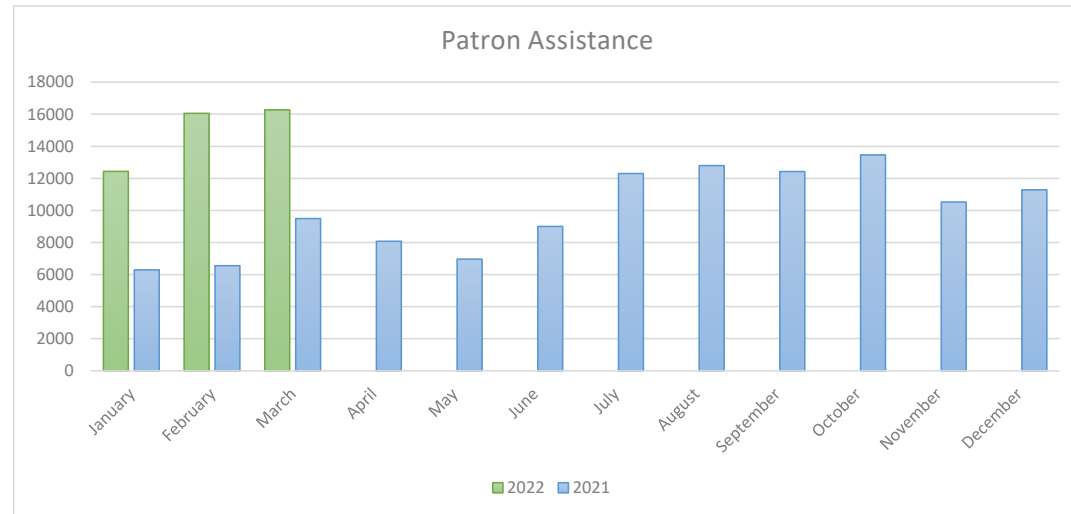
Programs by Department								
Month	Child	Teens	Programs & Newsle	Reference	Studio	Outreach	Dis Grove	outside groups
January	609	427	1,792	1,848	644	309	4	68
February	1,166	918	2,039	1,859	908	140	125	133
March	1,983	2,721	2,880	2,039	867	12,348	46	128
April								
May								
June								
July								
August								
September								
October								
November								
December								
<b>Total</b>	<b>3,758</b>	<b>4,066</b>	<b>6,711</b>	<b>5746</b>	<b>2419</b>	<b>12,797</b>	<b>175</b>	<b>329</b>

\* 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	19,203	3,681	5,799	17,085
April				
May				
June				
July				
August				
September				
October				
November				
December				
<b>Total</b>	<b>24,572</b>	<b>9,420</b>	<b>9,511</b>	<b>18438</b>

PATRON ASSISTANCE		
Month	2022	2021
January	12436	6288
February	16055	6554
March	16267	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
<b>TOTAL</b>	<b>44758</b>	<b>119182</b>

<b>Monthly Average 2022</b>	<b>14,919</b>
<b>Monthly Average 2021</b>	<b>9,932</b>



YTD 2022= **44758**  
YTD 2021= **22337**

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	1058	2,335	1,927	4,814	1,382	240	7	0	4,280	158	66
April											
May											
June											
July											
August											
September											
October											
November											
December											

\* added Notary 1/22



## Disposal of Equipment

April 19, 2022

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

The Following Was Disposed:		
1	Coat Rack	Refuse
1	Easel	Refuse
3	32" red cedar benches with back	Refuse
2	46" red cedar benches with back	Refuse
5	46" red cedar benches without back	Refuse
3	32" red cedar benches without back	Refuse

Respectfully submitted,

*Neely McCahey*

Neely McCahey

**Board Authorization for  
Payments**

**April 19, 2022**

I recommend the Board approve the payment in the amount of \$973.50 to Island Empanada at 601 Portion Road, Ronkonkoma, NY 11779 to be paid the first check run at beginning of the month (April 2022). Island Empanada is requiring a payment in full when they complete their services on April 8, 2022 for providing a food truck for staff after the budget vote.

I recommend the Board approve the payment in the amount of \$2,933.60 (50% deposit) to Morrell Printing and Design at 1717-A North Ocean Avenue, Medford, NY 11763 to be paid the first check run at beginning of the month (April 2022). Morell Printing can begin to process the order for event tents until the 50% deposit is received.

Respectfully submitted,



Neely McCahey

## Appointment of Library External Auditor

April 19, 2022

I recommend the Board approve the appointment of Nawrocki, Smith LLP as the Library External Auditor for Fiscal Year ending June 30, 2022. In accordance with their engagement letter, Nawrocki, Smith LLP will conduct the audit of the Library's financial statements at a fee not to exceed \$16,500.00.

Respectfully submitted,



Neely McCahey