

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 20, 2022 - 4:00 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 August 16, 2022 **(Motion)**
6. Approval of Minutes of the Executive Session on August 16, 2022 **(Motion)**
7. Approval of Treasurer's Report, August 2022 **(Motion)**
  - A. Approval of Payroll Expense Report, August 2022 **(Motion)**
  - B. Approval of Payroll Warrants: #6 **(Motion)**, #7 **(Motion)**
  - C. Approval of Payroll Summary, August 2022 **(Motion)**
  - D. Approval of Bills: Warrant #8, September 2022 **(Motion)**
8. Reports
  - A. Director's Report
  - B. Assistant Director's Report
  - C. Library Statistical Report
9. Old Business
10. New Business
  - A. Disposal of Equipment **(Motion)**
  - B. Approval of Veteran's Day Closure **(Motion)**
  - C. Formal Approval of Purchase – Concrete Slab/Walk for Front Entrance Renovation **(Motion)**
  - D. Approval of Purchase – Entry Plaza Replacement Paver Installation **(Motion)**
  - E. Approval of Purchase – Removal of Landscaping for Site Renovation **(Motion)**
  - F. Approval of Purchase – Installation of Legacy Garden **(Motion)**
  - G. Approval of Purchase – ADA Upgrade to Children's Program Room Door **(Motion)**
11. Other
  - A. Reminder: Legislative Breakfast – Friday, September 23, 2022 hosted by Smithtown Library
  - B. Reminder: The PLDA Fundraiser – Monday, October 3, 2022
  - C. Next Board Meeting, Tuesday, October 18, 2022 5:00 p.m.
  - D. Staff Appreciation Luncheon – Friday, December 9, 2022
12. Executive Session (as needed) **(Motion)**
13. Personnel Report **(Motion)**
14. Adjournment **(Motion)**

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
August 16, 2022  
5:00 P.M.**

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

The Board members previewed the board meeting items on the agenda electronically prior to the meeting. Trustee Diane Longo 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. (Winowitch, Lohr; unanimous)

**Public Expression/Participation**

None

**Minutes**

The Board approved the Minutes of the Regular Board Meeting on July 19, 2022. (Lohr, Longo; unanimous)

The Minutes of the Executive Session on July 19, 2022 were approved. (Longo, Barone; unanimous)

**Treasurer's Report**

The Treasurer's Report for July 2022 in the amount of \$7,144,016.21 was approved. (Barone, Tychnowicz; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for July 2022 in the amount of \$546,860.69 were approved. (Tychnowicz, Winowitch; unanimous)

Payroll Warrant #2 dated July 1, 2022 in the amount of \$30,893.10 was approved. (Winowitch, Lohr; unanimous)

Payroll Warrant #3 dated July 7, 2022 in the amount of \$10,268.34 was approved. (Lohr, Longo; unanimous)

Payroll Warrant #5 dated July 21, 2022 in the amount of \$131,922.18 was approved. (Longo, Barone; unanimous)

The July 2022 Payroll Summary was approved. (Barone, Tychnowicz; unanimous)

## **Schedule of Bills**

The August 16, 2022 Schedule of Bills, warrant #4 in the amount of \$276,918.41 was approved. (Tychnowicz, Winowitch; unanimous)

## **Director's Report**

The Board reviewed the Director's report with interest. Ms. McCahey reported to the Board that the main entrance construction project has begun and is going well. Ms. McCahey also stated that staff members had participated with the Hobbs Farm Race that Councilman Kevin LaValle sponsored. She stated that the library will partner Hobbs Farm to receive mulch for the Community Garden in the future. Ms. McCahey stated that staff members will assist in the ticket booth sales for the Holbrook Chamber of Commerce Carnival on August 25-28, 2022. On August 27, 2022 the library staff members will help with the Farmingville Residents Day. Ms. McCahey reported to the Board that the HVAC dampers are being replaced. She also informed the Board of an email she received from a patron who was wondering when Sunday concerts, bus trips and in person cooking programs will be returning. She stated that the concerts will most likely be coming back on Thursdays or Fridays due to staffing and safety issues. The in-person cooking programs will return in October. She stated that she has no updates of when bus trips will be available and noted that other libraries in Suffolk County have not announced when their bus trips will be returning back on their scheduled programming. Mr. Lohr suggested to have the Long Island Gaming League to be able to use the library community rooms for their meetups.

## **Assistant Director's Report**

The Board reviewed the Assistant Director's report with interest. Mrs. Stroh reported on English as a New Language collaboration with the Sachem School District that started in the Spring. Mrs. Stroh stated that the library has been recognized by the New York State Department of Health in creating a Breastfeeding Friendly Community worksite. Mrs. Stroh reported to the Board that one of the library staff wellness challenges has been featured in the Sustainability Library Initiative newsletter. She also showed the Board the Brush and Ink book that was edited by two staff librarians. Mrs. Stroh stated that about half of the staff members attended the active shooter training. She stated that the officer will come back to the library for a site visit.

## **Library Statistics**

The Board reviewed all the library statistics with interest.

## **SCLS Board Report**

Mrs. Tychnowicz reported to the Board that her last SCLS meeting was held at the Brentwood Library. She also stated that the new population figures showed a 2% increase from 2010 to 2020 in Suffolk County.

## **Old Business**

The Board adopted the Breastfeeding in the Workplace Policy. (Winowitch, Lohr; unanimous)

The Board approved the revised Public Behavior in the Library Policy. (Lohr, Longo; unanimous)

The Board approved the revised Designated Spaces Policy. (Longo, Barone; unanimous)

### **New Business**

On the Director's recommendation the Board approved the HVAC Annual Maintenance Agreement with Thermal Solutions at PO Box 12066, Hauppauge, NY 11778 for a total contract price of \$10,620 effective September 1, 2022 through August 31, 2023. The library is contracted to pay for installment payments of \$2655. (Barone, Tychnowicz; unanimous)

On the Director's recommendation the Board approved the purchase of 2,615.7 square feet of various size porcelain pavers for installation in the front plaza from Hanover Architectural Products at 5000 Hanover Road, Hanover, PA 17331 in the amount of \$27,029.15. The cost includes shipping. The payment for the purchase will be made out of schedule in payroll warrant 6 in effort to maintain the timetable for the project. (Winowitch, Lohr; unanimous)

The Board approved the Sachem Public Library Closings for 2023. (Lohr, Longo; unanimous)

On the Director's recommendation the Board authorized the transfer of Library Counsel Andrew Martingale from Hamburger, Maxson, Yaffe & Martingale, LLP to Quatella Chimeri, PLLC effective September 1, 2022. Mr. Martingale will be representing the library under the same terms and conditions and all records will be transferred over to the new firm. (Longo, Barone; unanimous)

On the Director's recommendation the Board ratified the Memorandum of Agreement between the Sachem Public Library and the Professional Unit. The contract covers the period of July 1, 2022 through June 30, 2026. (Tychnowicz, Winowitch; unanimous)

### **Other**

*The following was approved:*

*On the Director's recommendation the Board ratified the Memorandum of Agreement between the Sachem Public Library and the Custodial Unit. The contract covers the period of July 1, 2022 through June 30, 2025. (Winowitch, Lohr; unanimous)*

The next Board Meeting will be held on Tuesday, September 20, 2022 at 4:00 p.m. The time change from 5:00 p.m. to 4:00 p.m.

The Director reminded the Board that the Legislative Breakfast will be held on Friday, September 23, 2022 hosted by Smithtown Library.

The Director reminded the Board that the PDLA Fundraiser will be held on Monday, October 3, 2022.

**Executive Session**

The Board adjourned into Executive Session at 5:52 p.m. to discuss collective negotiations pursuant to article fourteen of the Civil Service Law. (Winowitch, Longo; unanimous)

Regular Session resumed at 5:52 p.m.

**Personnel Report**

None

**Adjournment**

The meeting was adjourned at 5:53 p.m. (Longo, Winowitch; unanimous)

Respectfully submitted,

Robert Winowitch

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

**August 16, 2022**

The Board adjourned into Executive Session at 5:44 p.m. to discuss collective negotiations pursuant to article fourteen of the Civil Service Law. (Winowitch, Lohr; unanimous)

The Executive Session ended at 5:52 p.m. (Lohr, Longo; unanimous)

Respectfully submitted,

Robert Winowitch

SACHEM PUBLIC LIBRARY  
BUDGET STATUS REPORT  
FY 2022/2023

AUGUST 31, 2022

	APPROPRIATION	EXPENDITURES	BALANCE	%
<b><u>MATERIALS</u></b>				
Books	\$ 203,700.00	\$ 31,702.01	\$ 171,997.99	16%
Digital Resources	\$ 359,616.00	\$ 175,891.27	\$ 183,724.73	49%
Media	\$ 132,500.00	\$ 8,911.63	\$ 123,588.37	7%
Periodicals	\$ 21,181.00	\$ 1,205.58	\$ 19,975.42	6%
<b><u>BUILDING</u></b>				
Building Alterations	\$ 325,000.00	\$ 93,085.08	\$ 231,914.92	29%
Computer Equipment	\$ 185,395.00	\$ 30,862.74	\$ 154,532.26	17%
Equipment	\$ 166,550.00	\$ 12,954.51	\$ 153,595.49	8%
Hawkins Ave Property Upkeep	\$ 3,000.00	\$ -	\$ 3,000.00	0%
<b><u>SUPPLIES</u></b>				
Custodial Supplies	\$ 35,000.00	\$ 1,672.40	\$ 33,327.60	5%
Office Supplies	\$ 135,250.00	\$ 28,283.29	\$ 106,966.71	21%
<b><u>SALARIES</u></b>				
Clerical, Full Time	\$ 1,016,262.00	\$ 104,730.51	\$ 911,531.49	10%
Clerical, Part Time	\$ 599,000.00	\$ 89,014.46	\$ 509,985.54	15%
Custodial	\$ 302,000.00	\$ 43,666.69	\$ 258,333.31	14%
Professional	\$ 3,541,744.00	\$ 528,313.63	\$ 3,013,430.37	15%
<b><u>UTILITIES</u></b>				
Electricity	\$ 138,000.00	\$ 36,323.98	\$ 101,676.02	26%
Gas	\$ 20,000.00	\$ 676.65	\$ 19,323.35	3%
Water	\$ 4,500.00	\$ 486.04	\$ 4,013.96	11%
<b><u>CONTRACTS</u></b>				
Cleaning & Exterminating	\$ 5,000.00	\$ 540.00	\$ 4,460.00	11%
Equipment Maintenance	\$ 116,200.00	\$ 10,528.17	\$ 105,671.83	9%
SCLS-PALS	\$ 52,674.00	\$ 12,995.58	\$ 39,678.42	25%
Membership	\$ 6,322.00	\$ 3,973.00	\$ 2,349.00	63%
Professional & Technical	\$ 110,000.00	\$ 22,131.78	\$ 87,868.22	20%
Refuse Removal	\$ 6,097.00	\$ 1,604.04	\$ 4,492.96	26%
Security Personnel	\$ 115,000.00	\$ 18,000.66	\$ 96,999.34	16%
Suffolk Cooperative Library Sys.	\$ 117,362.00	\$ 58,681.00	\$ 58,681.00	50%
<b><u>LIBRARY OPERATION</u></b>				
Insurance	\$ 94,031.00	\$ 21.00	\$ 94,010.00	0%
Postage	\$ 37,475.00	\$ 9,115.00	\$ 28,360.00	24%
Printing & Publicity	\$ 100,000.00	\$ 17,711.95	\$ 82,288.05	18%
Professional Development	\$ 22,165.00	\$ 490.82	\$ 21,674.18	2%
Programs	\$ 363,220.00	\$ 99,392.62	\$ 263,827.38	27%
Telecommunications	\$ 60,500.00	\$ 22,427.43	\$ 38,072.57	37%
Vehicle Maintenance	\$ 1,480.00	\$ 162.17	\$ 1,317.83	11%
<b><u>MANDATED EXPENSES</u></b>				
Dental Insurance	\$ 43,115.00	\$ 2,287.12	\$ 40,827.88	5%
Health Insurance	\$ 1,300,000.00	\$ 231,793.16	\$ 1,068,206.84	18%
New York State Retirement	\$ 600,000.00	\$ 99,055.22	\$ 500,944.78	17%
Social Security	\$ 407,214.00	\$ 55,982.58	\$ 351,231.42	14%
Unemployment Insurance	\$ 3,000.00	\$ 3,842.83	\$ (842.83)	128%
Worker's Compensation	\$ 48,975.00	\$ -	\$ 48,975.00	0%
Other Contractual Benefits:	\$ 51,972.00	\$ 9,088.98	\$ 42,883.02	17%
Disability Insurance	\$ 6,251.00	\$ (251.40)	\$ 6,502.40	
EAP	\$ 4,633.00	\$ 4,505.00	\$ 128.00	
Life Insurance	\$ 2,030.00	\$ 313.20	\$ 1,716.80	
Long Term Care	\$ 11,727.00	\$ -	\$ 11,727.00	
Long Term Disability	\$ 18,931.00	\$ 3,167.93	\$ 15,763.07	
Vision Insurance	\$ 8,400.00	\$ 1,354.25	\$ 7,045.75	
<b>TOTAL</b>	<b>\$ 10,850,500.00</b>	<b>\$ 1,867,605.58</b>	<b>\$ 8,982,894.42</b>	<b>17%</b>

## Director's Report- September 2022

### Correspondence/Donations:

- The Friends of the Library have generously subsidized a third outdoor seating set for the lower level patio.

### Programming and Publicity:

- Teen volunteers will be returning! We welcome back our teen leaders at the Fall Festival, Great Give Back and Haunted Garden Events.
- Our last outdoor concert for the season had 175 in attendance and Legislator Piccirillo was nice to stop down and introduce the band. We are grateful to him for his support of our outdoor concert series.
- Ellen from our Reference Department has been introducing programming to compliment her English Discussion Group. World Music Day took place in Discovery Grove with 39 participants.
- Kelly and Christine were busy with 13 different school visits in August and made 141 new library cards.
- Ally took ads out in local papers to help promote September's 3 in 1 Recycling Event hosted by Councilman LaValle. Ads were placed in Holbrook Happenings, Neighborhood News and the LI Advance.
- The library is busy coordinating opportunities for our elected officials to speak with groups within the library as well as providing space to LRCO to hold their Meet the Candidates night this fall.
- Our Notary Services will be added to the phone menu as an option and we thank Shanon Ulrich for her 8 years of participation in this service. James Hofer will be replacing Shanon. Welcome James!
- Staff has been extremely busy with preparations for our upcoming Fall Festival on 10/1, Fire Safety Prevention Event on 10/14 and Haunted Garden 10/17- 10/22 (This year we will be offering a soft opening on Monday 10/17- invitation to follow).

### Building and Grounds:

- Main Entrance Plaza project is running on or close to schedule.
- Discovery Grove has been extremely busy and well used. 2 sandboxes have been added to the space for our smaller patrons to enjoy.
- Center Lawn has received some more improvement treatments.
- Main Office furniture reconfiguration is complete.
- Landscapers and arborists have been addressing special projects throughout the month.

### Technology:

- Intermittent issues with faxing from our business centers persist.
- Self-Check in station is functioning once again.
- Andrew has completed trainings on the sublimation machine and is working on procedure and policy for public roll out.
- Alex and Andrew T. are building a 3D scanner using open source software. This initiative, when successful will resume our 3D scanning services.

### Meetings:

- Department Heads and Think Tank meetings have taken place throughout the month.
- 8/4 & 8/11 Farmingville Flicks.
- 8/22,24 & 26 Interviews.
- 2/23 Met with Fidel and John Tanzi and attended a Farmingville Community Day meeting.
- 8/25 Met with Joe Price also worked the Holbrook Carnival.
- 8/26 School Administrators retreat.
- 8/27 & 8/28 Farmingville Community Day and Holbrook Carnival.
- 8/30 Notary meeting.

## Board Report

Assistant Director

September 20, 2022

Our Summer Reading Club was a huge success this year. Numbers were reflective and even surpassed some of our pre-pandemic years.

- 2,010 children, 705 teens, and 1,021 adults participated for a grand total of 3,736.
- We hosted over 391 program sessions with 13,331 people in attendance.
- We partnered with 15 schools and 3 child care centers to bring the reading club to them.
- Our SRC kick-off event had over 3,200 in attendance.
- The 3 movie & ice cream finale nights had a combined total of 305 participants.
- We also participated in Farmingville Flicks with Farmingville Hills Chamber and Local Church for 4 movie nights in August. We had a total of 260 in attendance with 90 participating in the library-sponsored raffle for a family 4-pack to local area attractions.

Respectfully Submitted,

*Kristen Stroh*

Kristen Stroh



# SUSTAINABILITY COMMUNICATION STRATEGY

## LIBRARY BOARD

Sustainability initiatives will be communicated quarterly to the board in a report.

## STAFF TRAINING

Provide staff trainings on sustainability practices in the workplace.

## COMMUNITY

Promote our commitment to sustainability through outreach, education and community partnerships.



# SACHEM PUBLIC LIBRARY



# Sustainable Libraries Initiative Report

September 20, 2022

Updates from our Sustainable Libraries Initiative since last reported in April of 2022:

## UTILITY CONSUMPTION

- From April 2022 through July 2022 the library used 3,872 therms of natural gas. Which averages 968 therms a month.
- The library used 193,966 kWh of electricity between April 2022 through July 2022. Which averages to 48,492 kWh a month.
- From March 29, 2022 thru June 27, 2022 the library used 142,868 gallons of water. That is an average of 47,623 gallons a month.

## SUSTAINABILITY PROGRESS

- Policies on Sustainability and Purchasing were adopted this summer.
- Staff has participated in Sustainable Thinking for the Future of Libraries and Niche Academy's training the Librarian's Guide to Homelessness.
- We hosted a pedestrian safety program in June and Safety Town bike safety program for kids earlier this month.
- Had our emergency exits signs swapped to LED fixtures.
- Reviewed our water bills and had a phone conversation with SCWA about our water usage and ways to cut back. Turned our sprinklers down in Inside/Out for the center lawn and converted our sprinkler system to digital controlled by our head custodian.
- Started recycling our K-Cups through the Keurig K-Cup recycle program. In our first month we recycled 9.6 pounds of materials.
- We hosted several National Preparedness Month programs which included pet first aid, creating a food storage and preparedness pantry, emergency preparedness with your tech, and be red cross ready for teens.
- Transplanted some plants from the entryway to the Inside/Out garden that are native plants before construction began on the entryway.
- Hosted a 3-in-1 recycle event with the town of Brookhaven, handed out flashlights for National Preparedness Month.

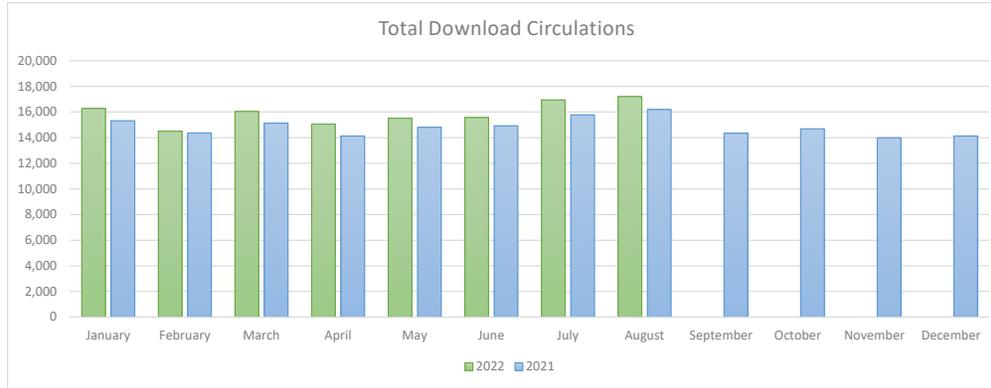
Respectfully Submitted,

*Kristen Stroh*

Kristen Stroh

TOTAL DOWNLOAD CIRCULATIONS		
Month	2022	2021
January	16,274	15,313
February	14,505	14,364
March	16,044	15,134
April	15,058	14,127
May	15,516	14,809
June	15,568	14,922
July	16,945	15,777
August	17,204	16,194
September		14,350
October		14,686
November		13,988
December		14,128
<b>Total</b>	<b>127,114</b>	<b>177,792</b>

<b>Monthly Average in 2022</b>	<b>15,889</b>
<b>Monthly Average in 2021</b>	<b>14,816</b>

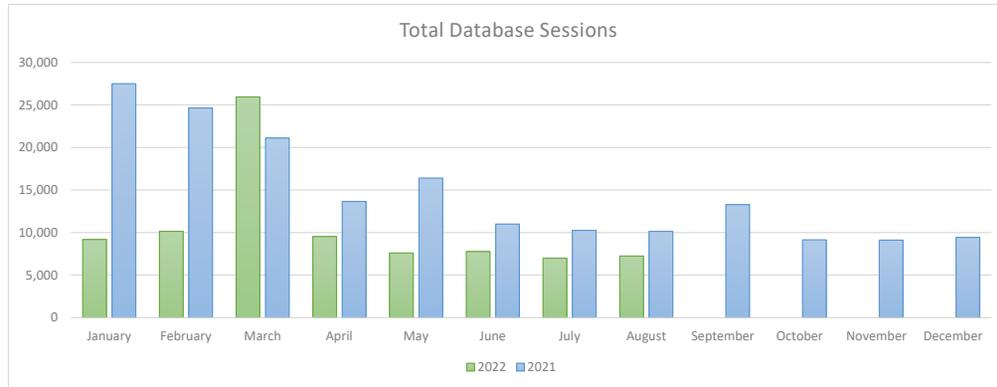


2022 YTD = 127,114  
2021 YTD = 177,792

TOTAL DATABASE SESSIONS		
Month	2022	2021
January	9,188	27,496
February	10,146	24,646
March	25,948	21,115
April	9,531	13,658
May	7,598	16,403
June	7,765	10,999
July	6,988	10,255
August	7,240	10,138
September		13,283
October		9,142
November		9,109
December		9,435
<b>Total</b>	<b>84,404</b>	<b>175,679</b>

\* changed how reported in 2021

<b>Monthly Average in 2022</b>	<b>10,551</b>
<b>Monthly Average in 2021</b>	<b>14,640</b>



2022 YTD = 84,404  
2021 YTD = 175,679

Month	Child	Teen	Adult
January	1,305	203	7,680
February	1,624	253	8,269
March	1,181	377	24,390
April	511	397	8,623
May	1,346	121	6,131
June	510	105	7,150
July	946	416	5,626
August	1,057	458	5,725
September			
October			
November			
December			
<b>Total</b>	<b>8,480</b>	<b>2,330</b>	<b>73,594</b>

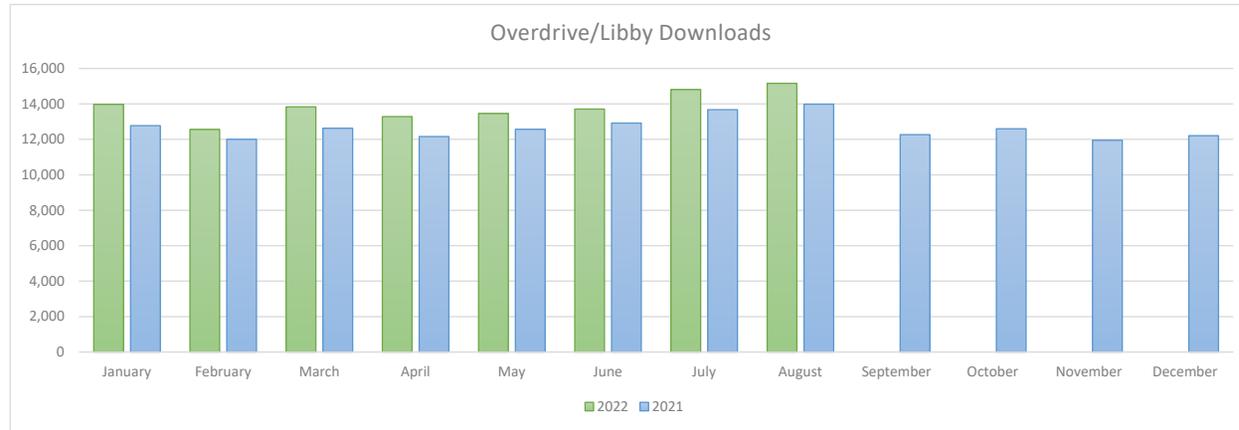
\*Child started reporting in 2021

OVERDRIVE/LIBBY DOWNLOADS		
Month	2022	2021
January	13,975	12,774
February	12,557	12,003
March	13,836	12,628
April	13,284	12,159
May	13,459	12,568
June	13,710	12,921
July	14,810	13,675
August	15,163	13,985
September		12,268
October		12,599
November		11,947
December		12,209
<b>TOTAL</b>	<b>110,794</b>	<b>151,736</b>

<b>Monthly Average in 2022</b>	<b>13,849</b>
<b>Monthly Average in 2021</b>	<b>12,644</b>

SORA DOWNLOADS	
Month	2022
January	15
February	14
March	12
April	13
May	29
June	37
July	14
August	8
September	
October	
November	
December	
<b>TOTAL</b>	<b>142</b>

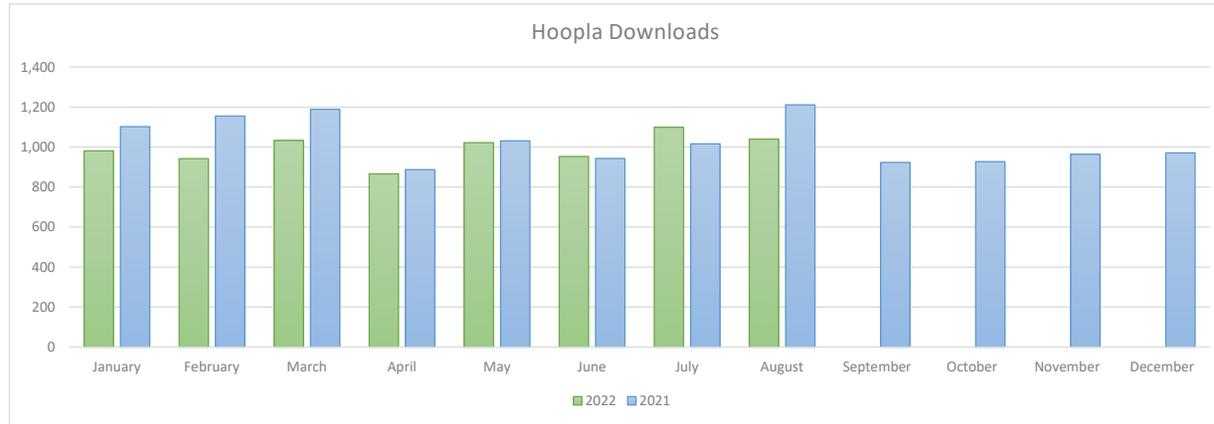
\*newly reporting in 2022  
partnership with Sachem School District



**2022 YTD= 110,794**  
**2021 YTD= 102,713**

HOOPLA DOWNLOADS		
Month	2022	2021
January	981	1,102
February	942	1,155
March	1,033	1,189
April	866	887
May	1,022	1,031
June	953	943
July	1,099	1,016
August	1,040	1,211
September		923
October		927
November		964
December		971
<b>TOTAL</b>	<b>7,936</b>	<b>12319</b>

<b>Monthly Average in 2022</b>	<b>992</b>
<b>Monthly Average in 2021</b>	<b>1,027</b>

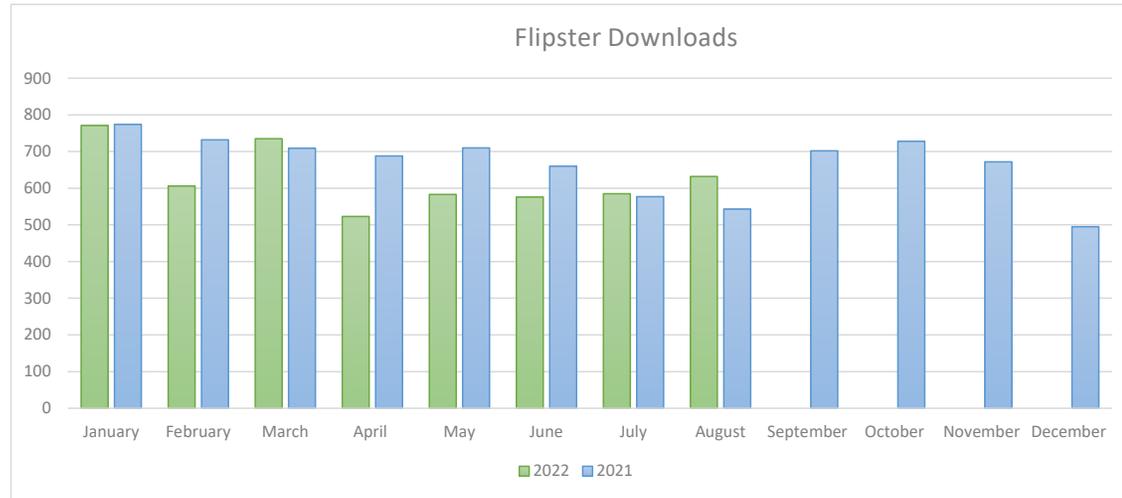


2022 YTD= 7,936  
 2021 YTD= 8,534

**FLIPSTER DOWNLOADS**

Month	2022	2021
January	771	774
February	606	732
March	735	709
April	523	688
May	583	710
June	576	660
July	585	577
August	632	543
September		702
October		728
November		672
December		495
<b>TOTAL</b>	<b>5011</b>	<b>7990</b>

<b>Monthly Average in 2022</b>	<b>626</b>
<b>Monthly Average in 2021</b>	<b>665</b>



**2022 YTD= 5011**  
**2021 YTD= 7990**

TOTAL VISITS		
Month	2022	2021
January	28,767	24,189
February	32,458	23,827
March	36,975	28,786
April	36,736	27,197
May	37,151	26,643
June	44,723	29,861
July	47,212	36,457
August	46,610	34,218
September		32,228
October		36,928
November		29,831
December		31,174
<b>TOTAL</b>	<b>310,630</b>	<b>361,339</b>



2022 YTD= 310,630  
2021 YTD= 231,178

\*Total visit= Door Count + Website Visits + 1/2 IO & DG Count

DOOR COUNT		
Month	2022	2021
January	14,167	10,603
February	16,773	10,262
March	19,861	14,431
April	19,891	13,892
May	20,215	13,733
June	23,478	16,075
July	23,610	19,627
August	23,230	19,339
September		16,530
October		21,053
November		17,725
December		18,346
<b>TOTAL</b>	<b>161,225</b>	<b>191,616</b>



2022 YTD= 161,225  
2021 YTD= 117,962

WEBSITE VISITS		
Month	2022	2021
January	14,397	13,586
February	15,242	13,565
March	16,358	14,355
April	15,344	13,305
May	15,696	12,910
June	17,993	13,786
July	19,476	16,830
August	19,274	14,879
September		15,698
October		15,875
November		12,106
December		12,828
<b>TOTAL</b>	<b>133,780</b>	<b>169,723</b>

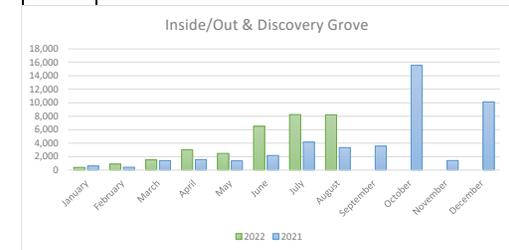


2022 YTD= 133,780  
2021 YTD= 113,216

IO & DG VISITS		
Month	2022	2021
January	406	608
February	886	424
March	1,512	1,401
April	3,001	1,557
May	2,480	1,369
June	6,503	2,171
July	8,251	4,146
August	8,211	3,350
September		3,559
October		15,547
November		1,420
December		10,115
<b>TOTAL</b>	<b>31,250</b>	<b>45,667</b>

2022 YTD= 31,250  
2021 YTD= 15,026

\* spaces were both closed during a period in the spring of 2022 for maintenance



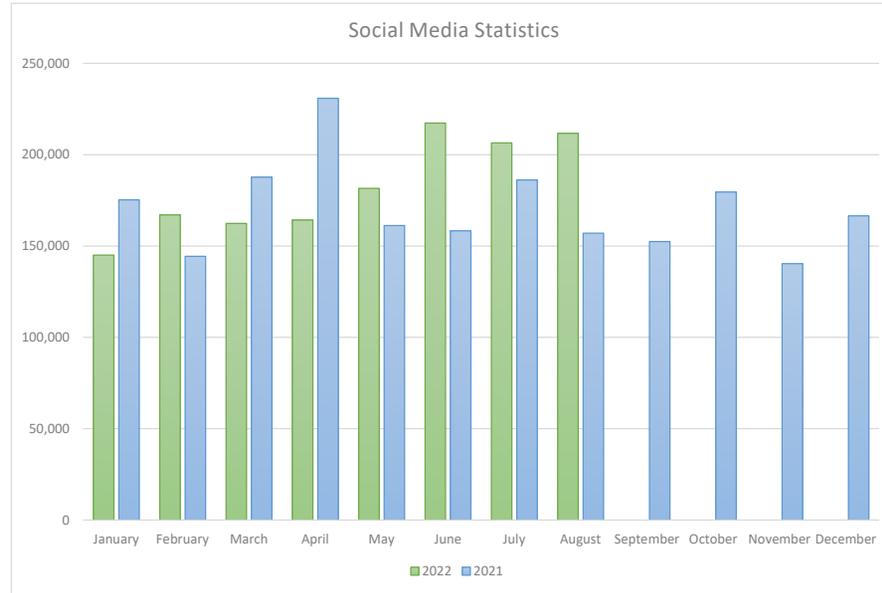
\*new door counter in DG 1/22  
\* 4/22 added I/O new counter

FACEBOOK REACH	
January	36,051
February	40,095
March	40,334
April	36,866
May	36,930
June	52,029
July	38,278
August	54,744
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	164,206	230,874
May	181,572	161,221
June	217,324	158,311
July	206,453	186,149
August	211,676	157,042
September		152,455
October		179,539
November		140,330
December		166,505

INSTAGRAM IMPRESSIONS	
January	8,506
February	35,206
March	34,402
April	35,801
May	25,374
June	33,665
July	33,742
August	30,515
September	
October	
November	
December	

TIKTOK VIEWS	
January	9,658
February	2,923
March	662
April	1,565
May	983
June	3,626
July	1,400
August	1,002
September	
October	
November	
December	



**Monthly Average in 2022 181,955**  
**Monthly Average in 2021 169,979**

**2022 YTD= 1,455,668**  
**2021 YTD= 1,400,919**

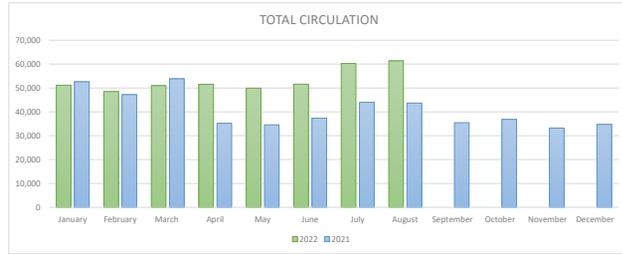
TWITTER IMPRESSIONS	
January	18,800
February	13,500
March	13,100
April	12,000
May	9,136
June	10,500
July	6,233
August	7,795
September	
October	
November	
December	

YouTube Impressions	
January	40,900
February	38,200
March	36,700
April	39,700
May	32,900
June	34,300
July	37,500
August	35,200
September	
October	
November	
December	

GOOGLE BUSINESS VIEWS	
January	30,500
February	35,100
March	36,500
April	37,700
May	76,200
June	82,900
July	89,100
August	82,300
September	
October	
November	
December	

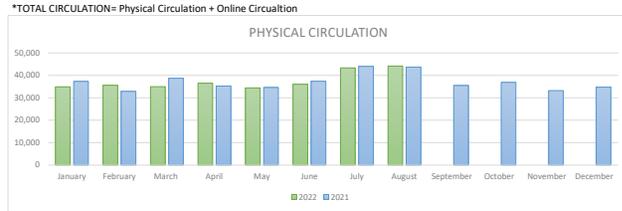
SnapChat Views	
January	624
February	1992
March	684
April	574
May	423
June	304
July	200
August	120
September	
October	
November	
December	

TOTAL CIRCULATION		
Month	2022	2021
January	51,162	52,594
February	48,500	47,200
March	51,007	53,830
April	51,539	35,219
May	49,916	34,567
June	51,586	37,352
July	60,260	43,996
August	61,349	43,679
September		35,461
October		36,867
November		33,199
December		34,738
<b>TOTAL</b>	<b>425,319</b>	<b>488,702</b>



2022 YTD= 425,319  
2021 YTD= 348,437

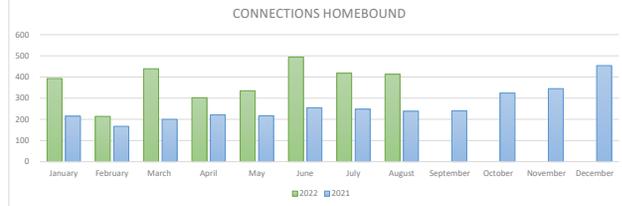
PHYSICAL CIRCULATION		
Month	2022	2021
January	34,889	37,281
February	35,557	32,836
March	34,963	38,696
April	36,481	35,219
May	34,396	34,567
June	36,018	37,352
July	43,315	43,996
August	44,145	43,679
September		35,461
October		36,867
November		33,199
December		34,738
<b>TOTAL</b>	<b>299,764</b>	<b>443,891</b>



\*TOTAL CIRCULATION= Physical Circulation + Online Circulation

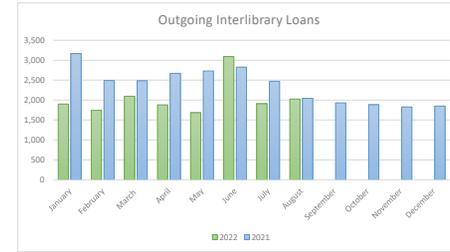
2022 YTD= 299,764  
2021 YTD= 303,626

CONNECTIONS HOMEBOUND		
Month	2022	2021
January	393	215
February	214	167
March	439	200
April	302	221
May	335	217
June	494	255
July	418	248
August	413	238
September		240
October		324
November		345
December		454
<b>TOTAL</b>	<b>3008</b>	<b>3124</b>



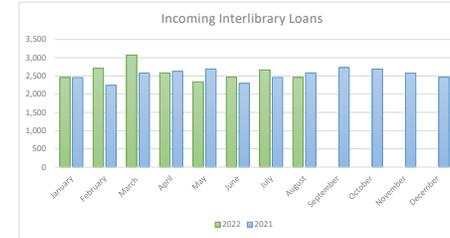
2022 YTD= 3,008  
2021 YTD= 1761

Interlibrary Loans-Outgoing		
Month	2022	2021
January	1,900	3,166
February	1,741	2,490
March	2,096	2,484
April	1,880	2,671
May	1,682	2,730
June	3,091	2,827
July	1,908	2,471
August	2,025	2,043
September		1,929
October		1,883
November		1,827
December		1,849
<b>TOTAL</b>	<b>16,323</b>	<b>28,370</b>



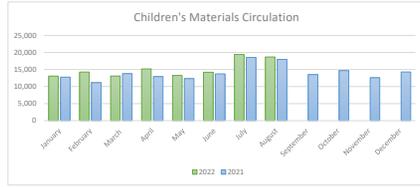
2022 YTD= 16,323  
2021 YTD= 20,882

Interlibrary Loans-Incoming		
Month	2022	2021
January	2,457	2,455
February	2,709	2,243
March	3,071	2,579
April	2,582	2,627
May	2,336	2,689
June	2,465	2,297
July	2,665	2,455
August	2,457	2,583
September		2,729
October		2,686
November		2,575
December		2,466
<b>TOTAL</b>	<b>20,742</b>	<b>30,384</b>

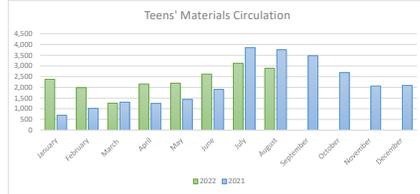


2022 YTD= 20,742  
2021 YTD= 19,928

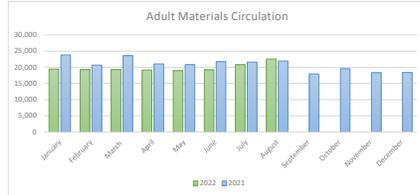
CHILDREN'S MATERIALS		
Month	2022	2021
January	13,067	12,768
February	14,254	11,239
March	13,092	13,797
April	15,170	12,926
May	13,247	12,329
June	14,192	13,718
July	19,396	18,544
August	18,076	17,971
September		13,512
October		14,668
November		12,584
December		14,272
<b>TOTAL</b>	<b>121,094</b>	<b>168,218</b>



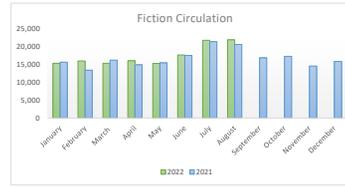
TEENS' MATERIALS		
Month	2022	2021
January	2,373	694
February	1,984	1,013
March	1,260	1,307
April	2,158	1,248
May	2,194	1,431
June	2,619	1,901
July	3,126	3,849
August	2,892	3,753
September		3,475
October		2,687
November		2,065
December		2,087
<b>TOTAL</b>	<b>18,606</b>	<b>25,510</b>



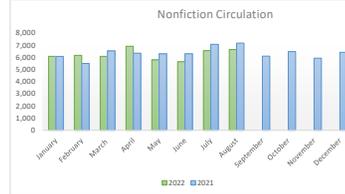
ADULT MATERIALS		
Month	2022	2021
January	19,449	23,819
February	19,314	20,684
March	19,283	23,602
April	19,153	21,045
May	18,955	20,807
June	19,207	21,733
July	20,793	21,603
August	22,577	21,955
September		17,951
October		19,512
November		18,292
December		18,379
<b>TOTAL</b>	<b>158,731</b>	<b>249,382</b>



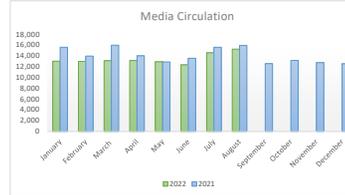
FICTION		
Month	2022	2021
January	15,283	15,597
February	15,934	13,361
March	15,283	16,175
April	15,990	14,849
May	15,244	15,393
June	17,614	17,491
July	21,710	21,319
August	21,837	20,551
September		16,787
October		17,224
November		14,516
December		15,780
<b>TOTAL</b>	<b>138,895</b>	<b>199,043</b>



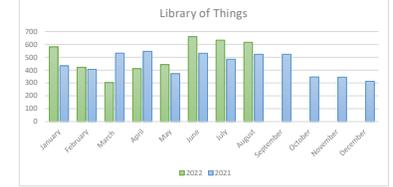
NONFICTION		
Month	2022	2021
January	6,090	6,084
February	6,171	5,505
March	6,090	6,534
April	6,923	6,353
May	5,798	6,296
June	5,647	6,295
July	6,559	7,080
August	6,651	7,184
September		6,108
October		6,479
November		5,939
December		6,421
<b>TOTAL</b>	<b>49,929</b>	<b>76,278</b>



MEDIA MATERIALS		
Month	2022	2021
January	13,022	15,600
February	12,973	13,970
March	13,110	15,987
April	13,157	14,017
May	12,897	12,878
June	12,334	13,566
July	14,585	15,597
August	15,251	15,944
September		12,566
October		13,164
November		12,744
December		12,537
<b>TOTAL</b>	<b>107,329</b>	<b>168,570</b>

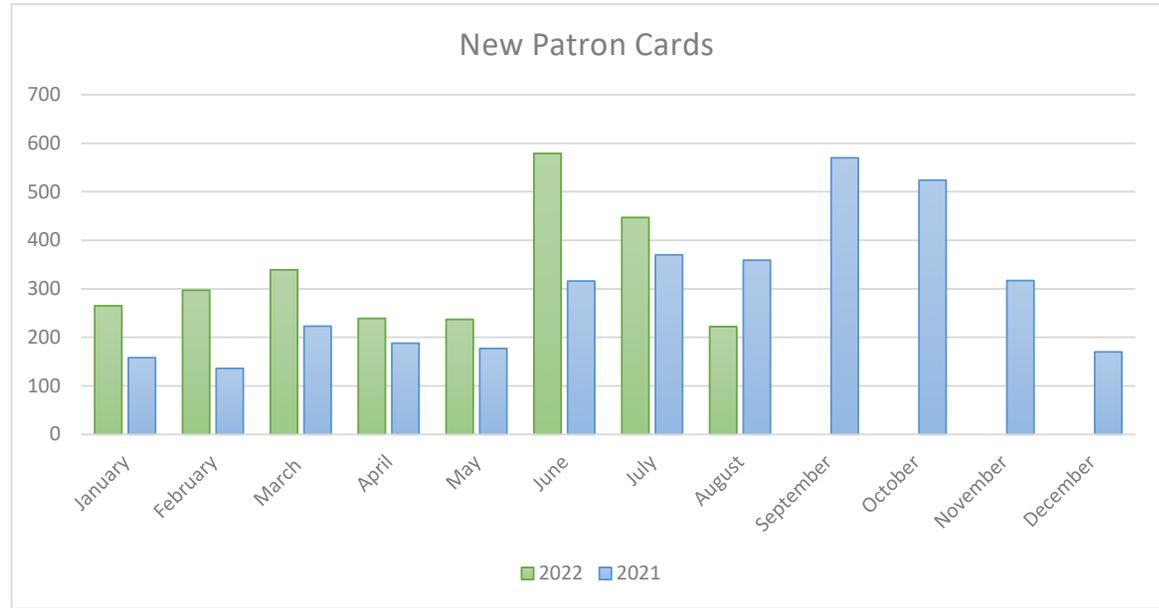


LIBRARY OF THINGS		
Month	2022	2021
January	580	453
February	422	406
March	303	532
April	411	546
May	443	372
June	660	531
July	633	485
August	616	523
September		523
October		347
November		345
December		313
<b>TOTAL</b>	<b>4068</b>	<b>5356</b>

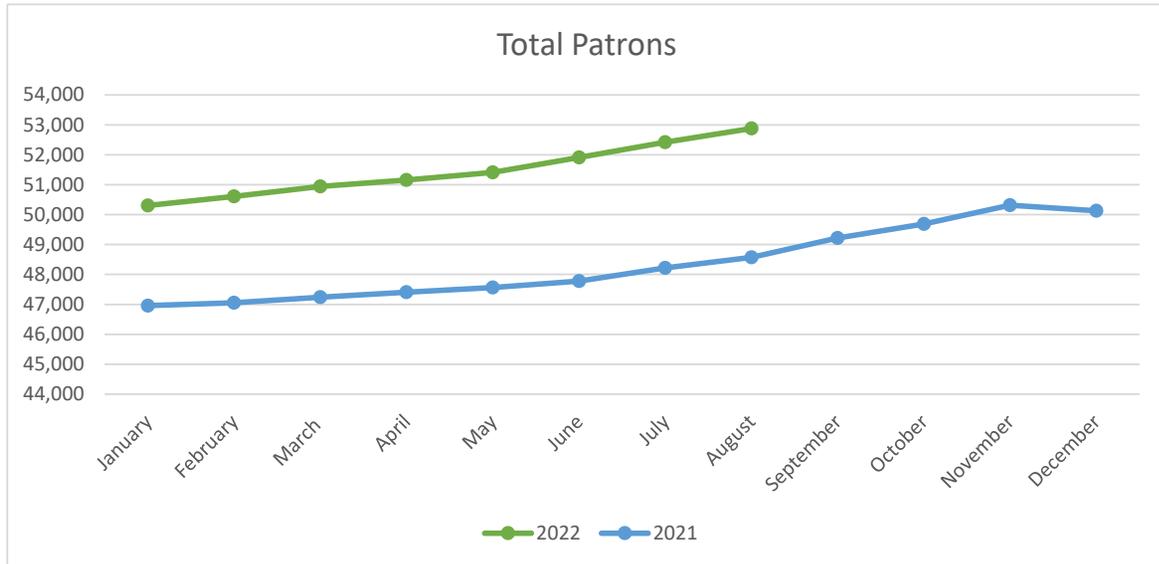


\*started in 2021

New Patron Cards		
Month	2022	2021
January	265	158
February	297	136
March	339	223
April	239	188
May	237	177
June	579	316
July	447	370
August	222	359
September		570
October		524
November		317
December		170
<b>TOTAL</b>	<b>2,625</b>	<b>3,508</b>

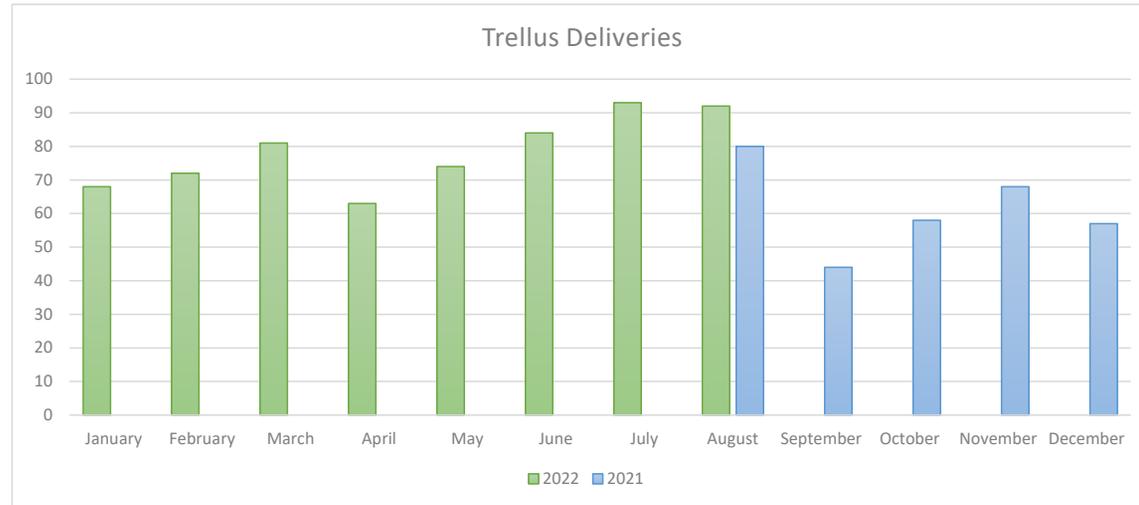


TOTAL PATRONS		
Month	2022	2021
January	50,305	46,960
February	50,614	47,057
March	50,945	47,241
April	51,158	47,403
May	51,408	47,564
June	51,916	47,777
July	52,417	48,220
August	52,880	48,570
September		49,220
October		49,690
November		50,316
December		50,128
<b>TOTAL</b>	<b>411,643</b>	<b>580,146</b>



Trellus Deliveries		
Date	2022	2021
January	68	0
February	72	0
March	81	0
April	63	0
May	74	0
June	84	0
July	93	0
August	92	80
September		44
October		58
November		68
December		57
<b>TOTAL</b>	<b>627</b>	<b>307</b>

<b>Monthly Average in 2022</b>	<b>78</b>
<b>Monthly Average in 2021</b>	<b>61</b>

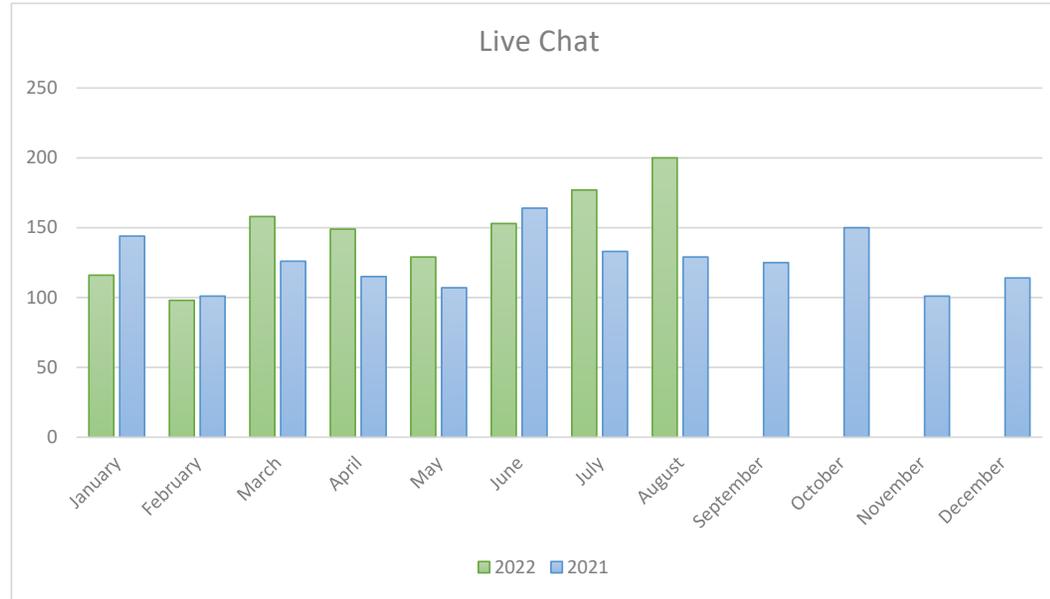


2022 YTD= 627  
 2021 YTD= 80

\*new service started 8/2021

LIVE CHAT STATS		
Month	2022	2021
January	116	144
February	98	101
March	158	126
April	149	115
May	129	107
June	153	164
July	177	133
August	200	129
September		125
October		150
November		101
December		114
<b>TOTAL</b>	<b>1180</b>	<b>1509</b>

<b>Monthly Average in 2022</b>	<b>148</b>
<b>Monthly Average in 2021</b>	<b>126</b>

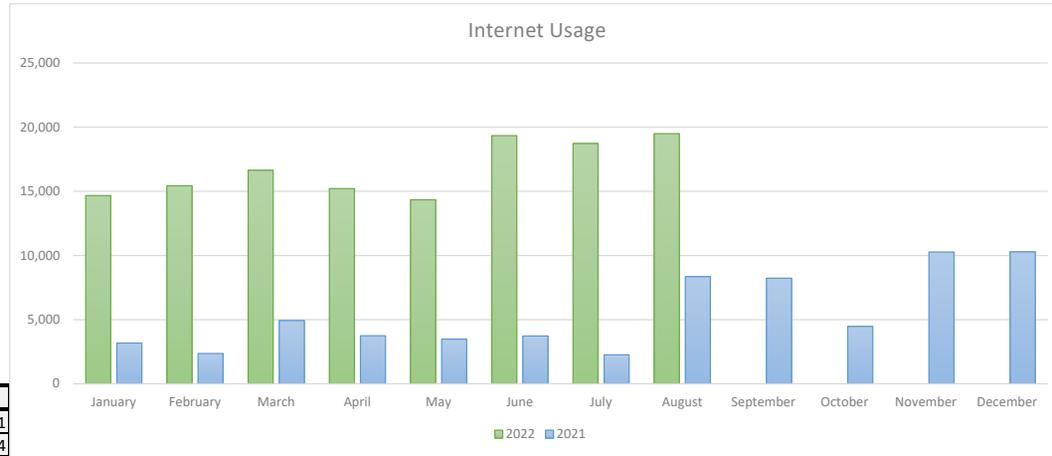


**2022 YTD= 1180**  
**2021 YTD= 1509**

Internet Usage Total		
Month	2022	2021
January	14,665	3,175
February	15,430	2,359
March	16,633	4,927
April	15,210	3,743
May	14,334	3,480
June	19,334	3,724
July	18,722	2,258
August	19,491	8,347
September		8,228
October		4,470
November		10,268
December		10,276
<b>TOTAL</b>	<b>133,817</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	480	4,132	251	7,299
May	364	3,606	192	7,106
June	789	4,019	745	8,242
July	1,071	4,515	591	7,605
August	1,460	5,749	623	7,885
September				
October				
November				
December				
<b>TOTAL</b>	<b>4,963</b>	<b>34,094</b>	<b>2899</b>	<b>57,182</b>



2022 YTD= 133,817  
2021 YTD= 32,013

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

Monthly Average in 2021 16,727  
Monthly Average in 2021 5,428

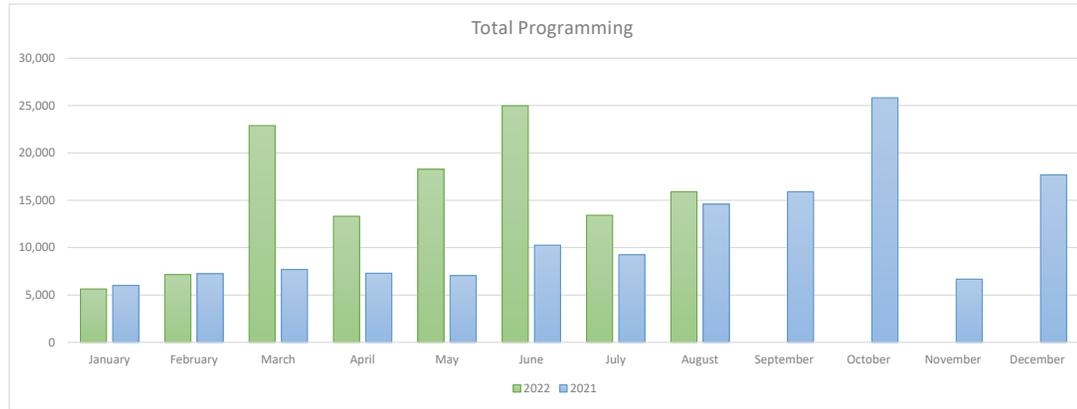
Month	Copies	Faxes	Other
January	3,701	2,826	309
February	6,428	2,240	128
March	4,984	1,215	39
April	3,751	1,146	26
May	3,782	1,147	28
June	8,825	1,061	65
July	7,003	1,091	347
August	4,089	1,627	102
September			
October			
November			
December			
<b>TOTAL</b>	<b>42,563</b>	<b>12,353</b>	<b>1044</b>

other= scanning & remote printing using WiFi

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

TOTAL PROGRAMS		
Month	2022	2021
January	5,633	6,006
February	7,155	7,244
March	22,884	7,693
April	13,318	7,297
May	18,273	7,046
June	24,980	10,259
July	13,421	9,246
August	15,894	14,588
September		15,895
October		25,826
November		6,671
December		17,684
<b>TOTAL</b>	<b>121,558</b>	<b>135,455</b>

<b>Monthly Average 2022</b>	<b>15,195</b>
<b>Monthly Average 2021</b>	<b>11,288</b>



YTD 2022= **121,558**  
YTD 2021= **69,379**

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	3,198	3,449	5,152	1,519
May	2,967	1,810	3,026	10,470
June	4,841	5,230	5,002	9,907
July	6,516	697	3,730	2,478
August	3,499	4,764	4,214	3,417
September				
October				
November				
December				
<b>Total</b>	<b>25,389</b>	<b>20899</b>	<b>35,970</b>	<b>39318</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	1,509	1,899	1,919	2,191	1,027	4,590	183	137
May	2,187	847	1,277	1,375	756	11,741	90	109
June	3,964	3,697	2,930	1,524	812	8,369	484	155
July	5,406	716	1,509	1,551	827	3,265	147	32
August	2,808	886	1,783	1,750	763	7,557	347	172
September								
October								
November								
December								
<b>Total</b>	<b>19,632</b>	<b>12,111</b>	<b>16,129</b>	<b>14137</b>	<b>6604</b>	<b>48,319</b>	<b>1426</b>	<b>934</b>

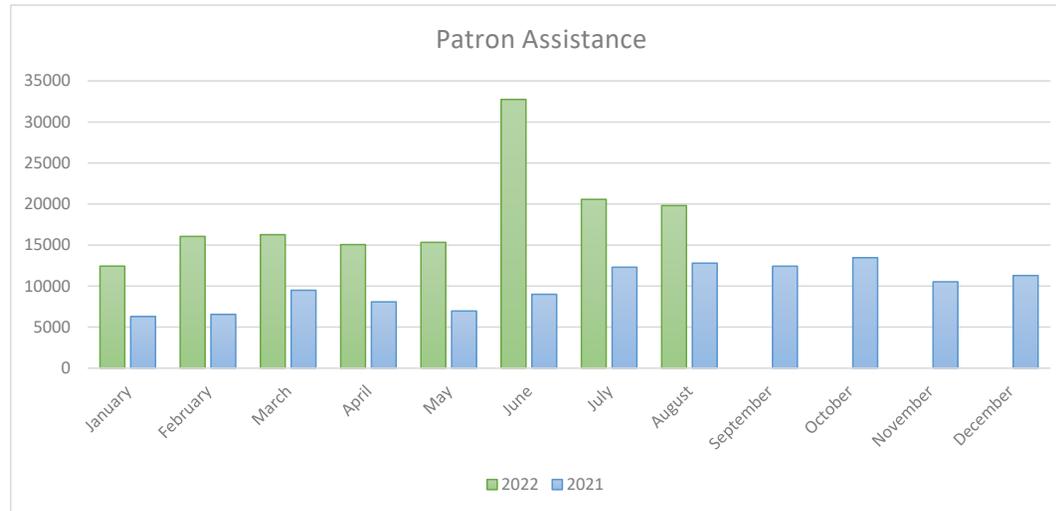
\* reintroduced outside groups 11/21

SRC  
3200

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	10,150	3,168	6,900	6418
May	14,903	3,370	4,030	14,243
June	22,298	2,682	10,771	14,209
July	6,973	6,448	9,206	4215
August	11,740	4,154	7,154	8,740
September				
October				
November				
December				
<b>Total</b>	<b>90,636</b>	<b>29,242</b>	<b>47,572</b>	<b>66263</b>

PATRON ASSISTANCE		
Month	2022	2021
January	12436	6288
February	16055	6554
March	16267	9,495
April	15058	8,077
May	15331	6,966
June	32,743	9,002
July	20,569	12,303
August	19,813	12,797
September		12,426
October		13,461
November		10,526
December		11,287
<b>TOTAL</b>	<b>148272</b>	<b>119182</b>

<b>Monthly Average 2022</b>	<b>18,534</b>
<b>Monthly Average 2021</b>	<b>9,932</b>



YTD 2022= **148272**  
YTD 2021= **71482**

Month	Child	Teens	Programs & Newsle	Reference	Studio	Outreach	Dis Grove	Circ	Live Chat	Notary
January	371	1,309	1,477	4,529	867	128	0	3,603	116	36
February	934	1,910	1,688	4,013	1,614	168	7	5,567	98	56
March	1,058	2,335	1,927	4,814	1,382	240	7	4,280	158	66
April	742	1,250	1,824	4,434	1,830	189	11	4,568	163	47
May	934	1,583	1,699	4,181	1,328	526	0	4,881	129	70
June	15,747	2,535	2,338	4,447	1,434	248	17	5,754	153	70
July	3,134	2,874	2,423	4,124	1,398	521	12	5,836	177	70
August	1,454	2,054	2,318	5,116	1,366	1,230	64	5,919	200	92
September										
October										
November										
December										

\* added Notary 1/22

**Disposal of Equipment**

September 20, 2022

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

<b>The Following Was Disposed:</b>		
1	Ergonomic Chair from IT	Refuse

Respectfully submitted,

*Neely McCahey*  
Neely McCahey

**Board Authorization  
Holiday Closure**

**September 20, 2022**

I recommend the Board authorize the closure of Veterans Day 2022. In recent negotiations with UPSEU; Veterans Day has been agreed upon to be an additional day that the library will be closed. The contract date is effective July 1, 2022.

Respectfully submitted,

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

Neely McCahey