

SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
DECEMBER 20, 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 November 15, 2022 **(Motion)**
6. Approval of Minutes of the Executive Session on November 15, 2022 **(Motion)**
7. Approval of Treasurer's Report, November 2022 **(Motion)**
  - A. Approval of Payroll Expense Report, November 2022 **(Motion)**
  - B. Approval of Payroll Warrants: #18 **(Motion)**, #19 **(Motion)**
  - C. Approval of Payroll Summary, November 2022 **(Motion)**
  - D. Approval of Bills: Warrant #17, December 2022 **(Motion)**
8. Reports
  - A. Director's Report
  - B. Assistant Director's Report
  - C. Library Statistical Report
  - D. Conference Reports
  - E. SCLS Board Report, Susan Tychnowicz
9. Old Business
  - A. Approval of Revised Weapons Policy **(Motion)**
  - B. Approval of Revised Smoke-Free Workplace Policy **(Motion)**
10. New Business
  - A. Equipment Disposal **(Motion)**
  - B. Approval of Payment **(Motion)**
  - C. Approval of Edge Communications to be added to the First Bill Run of the Month **(Motion)**
  - E. Selection of Finance Committee
11. Other
  - A. Next Board Meeting – Tuesday, January 17, 2023 at 5:00 p.m.
12. Executive Session (as needed) **(Motion)**
13. Personnel Report **(Motion)**
14. Adjournment **(Motion)**

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

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

Thomas Lohr informed the trustees that she would not be available for the November 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 Susan Tychnowicz reviewed all warrants with the Director before being 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, Winowitch; unanimous)

**Public Expression/Participation**

None

**Minutes**

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

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

**Treasurer's Report**

The Treasurer's Report for October 2022 in the amount of \$7,190,974.26 was approved. (Tychnowicz, Longo; unanimous)

**Payroll and Related Expenses**

The Payroll and Related Expenses for October 2022 in the amount of \$569,529.44 was approved. (Longo, Winowitch; unanimous)

Payroll Warrant #13 dated October 1, 2022 in the amount of \$30,723.00 was approved. (Winowitch, Barone; unanimous)

Payroll Warrant #14 dated October 13, 2022 in the amount of \$12,371.81 was approved. (Barone, Tychnowicz; unanimous)

Payroll Warrant #16 dated October 27, 2022 in the amount of \$132,487.35 was approved. (Tychnowicz, Longo; unanimous)

The October 2022 Payroll Summary was approved. (Longo, Winowitch; unanimous)

### **Schedule of Bills**

The November 15, 2022 Schedule of Bills, warrant #15 in the amount of 185,993.93 was approved. (Winowitch, Barone; unanimous)

### **Director's Report**

The Director reported to the Board that this year's Haunted Garden event brought in over 16,000 spectators. She also stated that the Sachem Public Library was placed second in the SCLA Public Library Marketing Awards presenting the Community Garden and the Seed Library. Ms. McCahey announced that School Library Journal will feature an article written by Marybeth Kozikowski about Sachem Public Library and large-scale events.

### **Assistant Director's Report**

Mrs. Stroh reported to the Board about Sachem Public Library internet stats. She stated that there has been an overall increase of 162%. She also stated that the mini-business centers plant trees after a certain amount of paper is used. Sachem Library used 8000 pieces of paper and in return 10 trees have been planted.

### **Library Statistics**

The Board reviewed all the library statistics with interest. Mrs. Longo inquired about the inter-library loan stats. She noted that incoming inter-library loans were significantly higher than outgoing inter-library loans. She was curious what kind of items patrons were requesting from other libraries. The group discussed possibilities and the Director and Assistant Director will report back to the Board at next month's board meeting.

### **SCLS Board Report**

Mrs. Tychnowicz reported to the Board that the SCLS Director had his annual Director's evaluation. She also stated that SCLS discussed the Resource Sharing Code as well as the SCLS 2023 FY operating budget.

### **Old Business**

The Board approved of the revised Staff Computer & Network Usage Policy. (Winowitch, Barone; unanimous)

The Board approved of the revised Travel and Reimbursement Policy. (Barone, Tychnowicz; unanimous)

The Board approved of the revised Whistleblower Policy. (Tychnowicz, Longo; unanimous)

The Board reviewed the revised Weapons Policy.

The Board reviewed the revised Smoke-Free Workplace Policy.

The Board approved the revised SCLS Resources Sharing Code. (Winowitch, Barone; unanimous)

The Board approved the Proposed FY2023 SCLS Operating Budget. (Barone, Tychnowicz; unanimous)

### **New Business**

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

The Board formally approved the Staff Sick Time Bank. (Barone, Tychnowicz; unanimous)

The library's regular business hours for Saturday, December 10, 2022 is 9:30 a.m. to 5:00 p.m. The Board approved the library to close at 4:00 p.m. and will reopen at 5:30 p.m. for the December 10, 2022 Nighttime Holiday Event. The early closure will allow staff adequate preparation time for the Saturday evening holiday event. (Longo, Winowitch; unanimous)

The Board approved the JP Morgan Chase Bank NA bill to be paid with the first of the month bills. JP Morgan Chase Bank NA replaced the Citibank Credit Card monthly invoice. Citibank's NYS contract had expired October 2022 and JP Morgan Chase is recommended by NYS to be used as the library's credit card. (Winowitch, Barone; unanimous)

### **Other**

The Director reminded the Board that the Staff Appreciation Luncheon will be held on Friday, December 9, 2022.

The Holiday Lights will be held December 5-10<sup>th</sup> and 12-16<sup>th</sup> from 5:30 p.m. to 8:30 p.m.

The Holiday Market will be held Saturday, December 10, 2022 from 5:30 p.m. to 8:30 p.m.

The Next Board Meeting will be held on Tuesday, December 20, 2022 at 5:00 p.m.

### **Executive Session**

The Board adjourned into Executive Session at 5:45 p.m. to discuss employment history of a particular person. (Winowitch, Longo unanimous)

Regular Session resumed at 6:35 p.m. (Winowitch, Barone; unanimous)

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

### **Adjournment**

The meeting was adjourned at 6:36 p.m. (Tychnowicz, Longo; unanimous)

Respectfully submitted,

Robert Winowitch

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

**November 15, 2022**

The Board adjourned into Executive Session at 5:45 p.m. to discuss collective negotiations pursuant to article fourteen of the Civil Service Law. (Winowitch, Longo; unanimous)

The Executive Session ended at 6:35 p.m. (Winowitch, Barone; unanimous)

Respectfully submitted,

Robert Winowitch

SACHEM PUBLIC LIBRARY  
BUDGET STATUS REPORT  
FY 2022/2023

NOVEMBER 30, 2022

	APPROPRIATION	EXPENDITURES	BALANCE	%
<b><u>MATERIALS</u></b>				
Books	\$ 248,081.78	\$ 52,750.68	\$ 195,331.10	21%
Digital Resources	\$ 360,666.00	\$ 192,695.94	\$ 167,970.06	53%
Media	\$ 141,205.60	\$ 13,702.52	\$ 127,503.08	10%
Periodicals	\$ 21,181.00	\$ 17,819.17	\$ 3,361.83	84%
<b><u>BUILDING</u></b>				
Building Alterations	\$ 348,210.00	\$ 174,166.05	\$ 174,043.95	50%
Computer Equipment	\$ 189,640.00	\$ 47,385.49	\$ 142,254.51	25%
Equipment	\$ 167,097.33	\$ 20,955.91	\$ 146,141.42	13%
Hawkins Ave Property Upkeep	\$ 3,000.00	\$ 584.48	\$ 2,415.52	19%
<b><u>SUPPLIES</u></b>				
Custodial Supplies	\$ 35,000.00	\$ 4,973.52	\$ 30,026.48	14%
Office Supplies	\$ 135,250.00	\$ 27,074.89	\$ 108,175.11	20%
<b><u>SALARIES</u></b>				
Clerical, Full Time	\$ 1,016,262.00	\$ 303,554.10	\$ 712,707.90	30%
Clerical, Part Time	\$ 599,000.00	\$ 245,202.10	\$ 353,797.90	41%
Custodial	\$ 302,000.00	\$ 126,898.94	\$ 175,101.06	42%
Professional	\$ 3,541,744.00	\$ 1,492,160.30	\$ 2,049,583.70	42%
<b><u>UTILITIES</u></b>				
Electricity	\$ 138,000.00	\$ 74,147.12	\$ 63,852.88	54%
Gas	\$ 20,000.00	\$ 1,034.79	\$ 18,965.21	5%
Water	\$ 4,500.00	\$ 2,124.32	\$ 2,375.68	47%
<b><u>CONTRACTS</u></b>				
Cleaning & Exterminating	\$ 5,000.00	\$ 1,460.00	\$ 3,540.00	29%
Equipment Maintenance	\$ 116,200.00	\$ 43,678.70	\$ 72,521.30	38%
SCLS-PALS	\$ 52,674.00	\$ 12,995.58	\$ 39,678.42	25%
Membership	\$ 6,322.00	\$ 1,614.00	\$ 4,708.00	26%
Professional & Technical	\$ 110,000.00	\$ 33,706.35	\$ 76,293.65	31%
Refuse Removal	\$ 6,097.00	\$ 2,138.72	\$ 3,958.28	35%
Security Personnel	\$ 115,000.00	\$ 29,278.45	\$ 85,721.55	25%
Suffolk Cooperative Library Sys.	\$ 117,362.00	\$ 58,681.00	\$ 58,681.00	50%
<b><u>LIBRARY OPERATION</u></b>				
Insurance	\$ 94,031.00	\$ 97,214.38	\$ (3,183.38)	103%
Postage	\$ 37,475.00	\$ 20,376.56	\$ 17,098.44	54%
Printing & Publicity	\$ 100,000.00	\$ 29,624.95	\$ 70,375.05	30%
Professional Development	\$ 22,165.00	\$ 7,978.38	\$ 14,186.62	36%
Programs	\$ 364,045.99	\$ 186,860.86	\$ 177,185.13	51%
Telecommunications	\$ 60,500.00	\$ 26,143.22	\$ 34,356.78	43%
Vehicle Maintenance	\$ 1,480.00	\$ 620.71	\$ 859.29	42%
<b><u>MANDATED EXPENSES</u></b>				
Dental Insurance	\$ 43,115.00	\$ 15,179.88	\$ 27,935.12	35%
Health Insurance	\$ 1,300,000.00	\$ 528,115.36	\$ 771,884.64	41%
New York State Retirement	\$ 600,000.00	\$ 241,115.09	\$ 358,884.91	40%
Social Security	\$ 407,214.00	\$ 156,370.80	\$ 250,843.20	38%
Unemployment Insurance	\$ 3,000.00	\$ 2,734.29	\$ 265.71	91%
Worker's Compensation	\$ 48,975.00	\$ -	\$ 48,975.00	0%
Other Contractual Benefits:	\$ 51,972.00	\$ 28,118.62	\$ 23,853.38	54%
Disability Insurance	\$ 6,251.00	\$ (701.40)	\$ 6,952.40	
EAP	\$ 4,633.00	\$ 4,547.50	\$ 85.50	
Life Insurance	\$ 2,030.00	\$ 844.20	\$ 1,185.80	
Long Term Care	\$ 11,727.00	\$ 11,308.83	\$ 418.17	
Long Term Disability	\$ 18,931.00	\$ 8,365.36	\$ 10,565.64	
Vision Insurance	\$ 8,400.00	\$ 3,754.13	\$ 4,645.87	
<b>TOTAL</b>	<b>\$ 10,933,465.70</b>	<b>\$ 4,321,236.22</b>	<b>\$ 6,612,229.48</b>	<b>40%</b>

## Board Report

Assistant Director

December 20, 2022

We know our community loves to participate in our large-scale events, but so does our staff. Collaboration and team work are a way of life here, as Neely likes to say, “teamwork makes the dream work!”

- Out of 110 employees, 68 participated on teams and committees this year, that’s 62% of the staff.
- 66% of those staff members participated on **several** teams and committees.
- 54 staff members participated in Haunted Garden this year that brought 16,768 patrons in attendance over 5 nights.
- 60 staff members worked Fall Festival which brought in over 3,500 patrons on a very rainy day.
- We have 43 staff signed up to work in the cold December weather for this year’s Garden of Lights.

Respectfully Submitted,

*Kristen Stroh*

Kristen Stroh

## Sustainable Libraries Initiative Report

December 20, 2022

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

### UTILITY CONSUMPTION

- From August through October the library used 429 therms of natural gas. Which averages 143 therms a month.
- The library used 182,971 kWh of electricity between August through October 2022. Which averages to 60,990 kWh a month.
- From June 28, 2022 thru September 27, 2022 the library used 656,744 gallons of water. That is an average of 218,915 gallons a month.

### SUSTAINABILITY PROGRESS

- We eliminated the use of most aerosol products in November, replacing them with healthier products wherever possible.
- We transitioned to biodegradable library cards at the end of September.
- Staff attended SLI's online meet ups in October, November and December.
- Held team meeting November 7<sup>th</sup>.
- Kristen spoke to SCWA on November 3 and got an in-depth breakdown on our water bill and where to save/conserves.
- We gave mini succulents out to staff at the Staff Appreciation and Holiday Party to improve air quality in our office spaces.

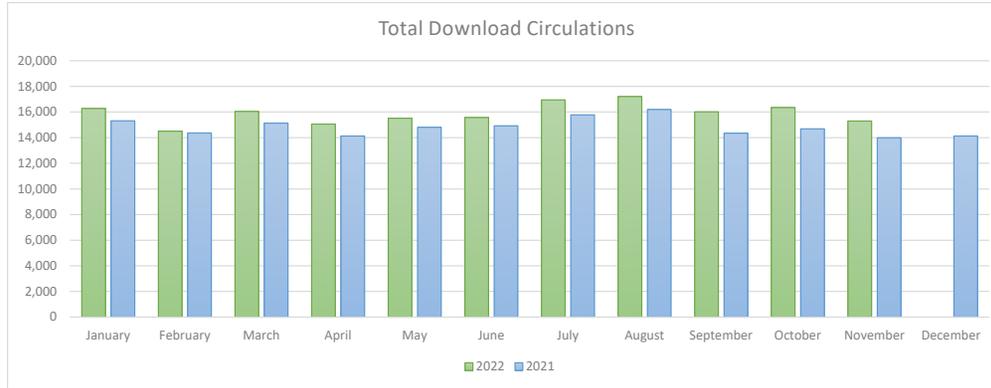
Respectfully Submitted,

*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	16,014	14,350
October	16,347	14,686
November	15,295	13,988
December		14,128
<b>Total</b>	<b>174,770</b>	<b>177,792</b>

<b>Monthly Average in 2022</b>	<b>15,888</b>
Monthly Average in 2021	14,816

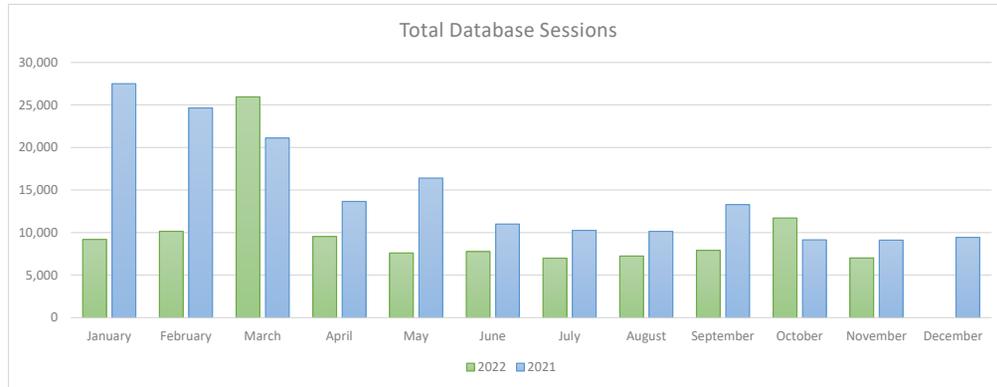


2022 YTD = 174,770  
2021 YTD = 166,664

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	7,912	13,283
October	11,708	9,142
November	7,015	9,109
December		9,435
<b>Total</b>	<b>111,039</b>	<b>175,679</b>

\* changed how reported in 2021

<b>Monthly Average in 2022</b>	<b>10,095</b>
Monthly Average in 2021	14,640



2022 YTD = 111,039  
2021 YTD = 166,244

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	719	382	6,811
October	1,618	205	9,885
November	808	258	5,949
December			
<b>Total</b>	<b>11,625</b>	<b>3,175</b>	<b>96,239</b>

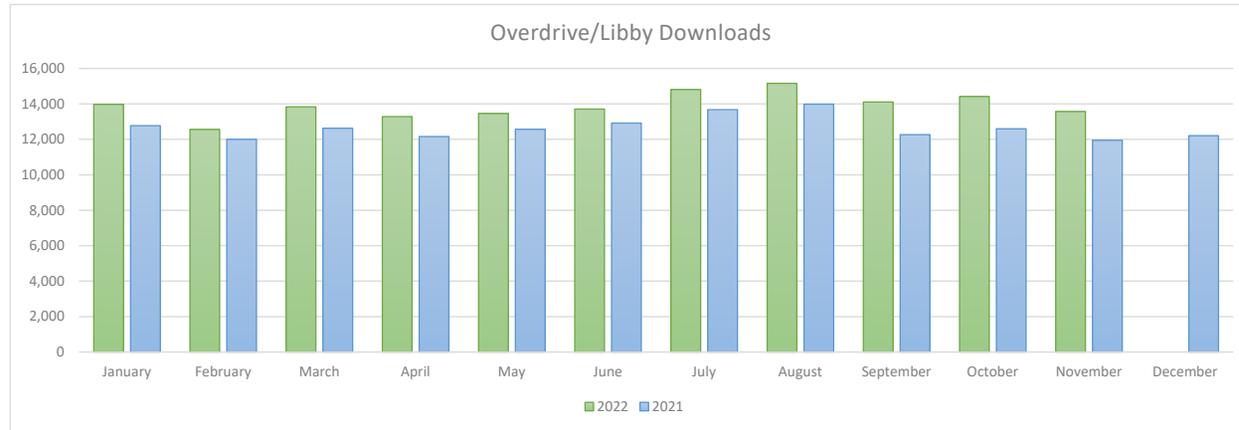
\*Child started reporting in 2021

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	14,110	12,268
October	14,417	12,599
November	13,569	11,947
December		12,209
<b>TOTAL</b>	<b>152,890</b>	<b>151,736</b>

Monthly Average in 2022	13,899
Monthly Average in 2021	12,644

SORA DOWNLOADS	
Month	2022
January	15
February	14
March	12
April	13
May	29
June	37
July	14
August	8
September	21
October	39
November	65
December	
<b>TOTAL</b>	<b>267</b>

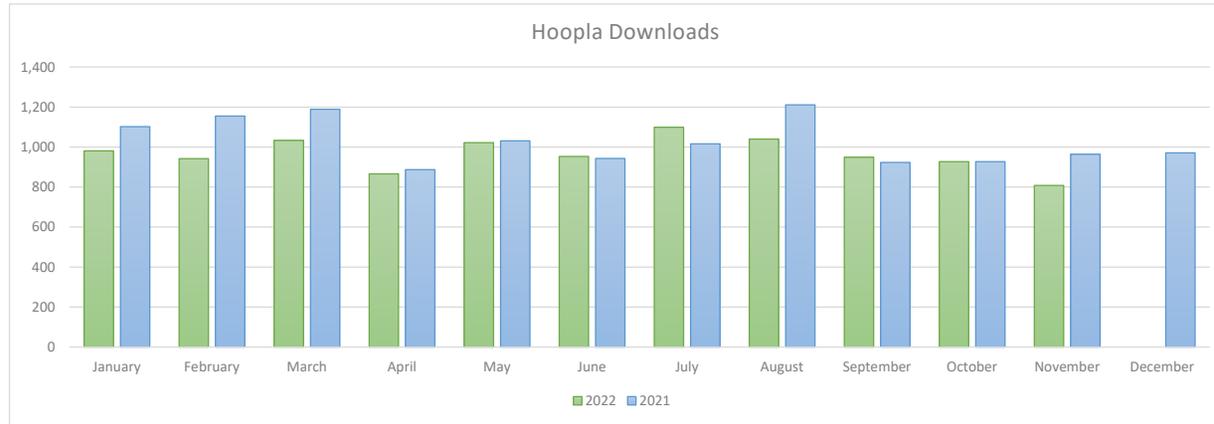
\*newly reporting in 2022  
partnership with Sachem School District



2022 YTD= 152,890  
2021 YTD= 139,527

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	949	923
October	927	927
November	808	964
December	971	
<b>TOTAL</b>	<b>10,620</b>	<b>12319</b>

<b>Monthly Average in 2022</b>	<b>965</b>
<b>Monthly Average in 2021</b>	<b>1,027</b>

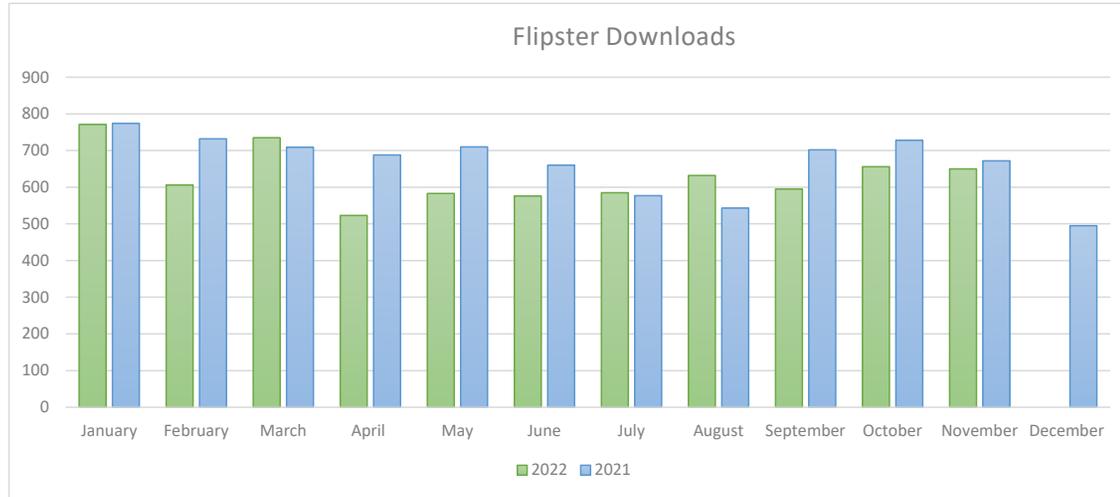


**2022 YTD= 10,620**  
**2021 YTD= 11,348**

**FLIPSTER DOWNLOADS**

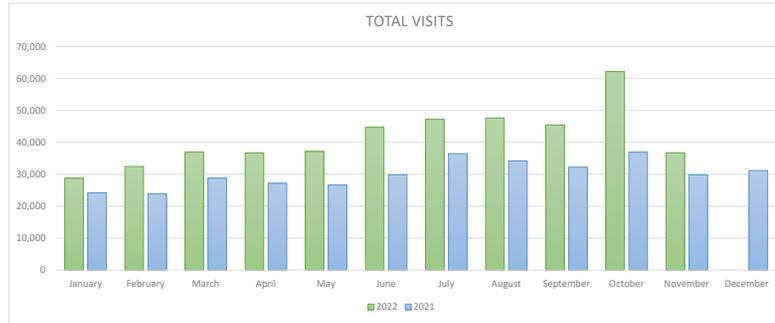
Month	2022	2021
January	771	774
February	606	732
March	735	709
April	523	688
May	583	710
June	576	660
July	585	577
August	632	543
September	595	702
October	656	728
November	650	672
December		495
<b>TOTAL</b>	<b>6912</b>	<b>7990</b>

<b>Monthly Average in 2022</b>	<b>628</b>
<b>Monthly Average in 2021</b>	<b>665</b>



**2022 YTD= 6912**  
**2021 YTD= 7495**

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	47,610	34,218
September	45,431	32,228
October	62,193	36,928
November	36,767	29,831
December		31,174
<b>TOTAL</b>	<b>456,021</b>	<b>361,339</b>

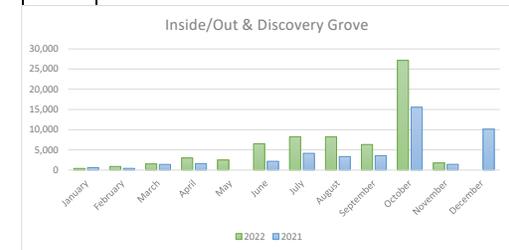


2022 YTD= 456,021  
2021 YTD= 330,165

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	0
June	6,503	2,171
July	8,251	4,146
August	8,211	3,350
September	6,327	3,559
October	27,150	15,547
November	1,750	1,420
December		10,115
<b>TOTAL</b>	<b>66,477</b>	<b>44,298</b>

2022 YTD= 66,477  
2021 YTD= 34,183

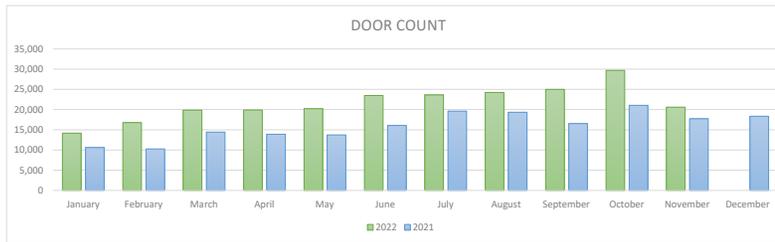
\* spaces were both closed during a period in the spring of 2022 for maintenance



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

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	24,230	19,339
September	25,000	16,530
October	29,695	21,053
November	20,598	17,725
December		18,346
<b>TOTAL</b>	<b>237,518</b>	<b>191,616</b>

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



2022 YTD= 237,518  
2021 YTD= 173,270

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	17,267	15,698
October	18,923	15,875
November	15,294	12,106
December		12,828
<b>TOTAL</b>	<b>185,264</b>	<b>169,723</b>



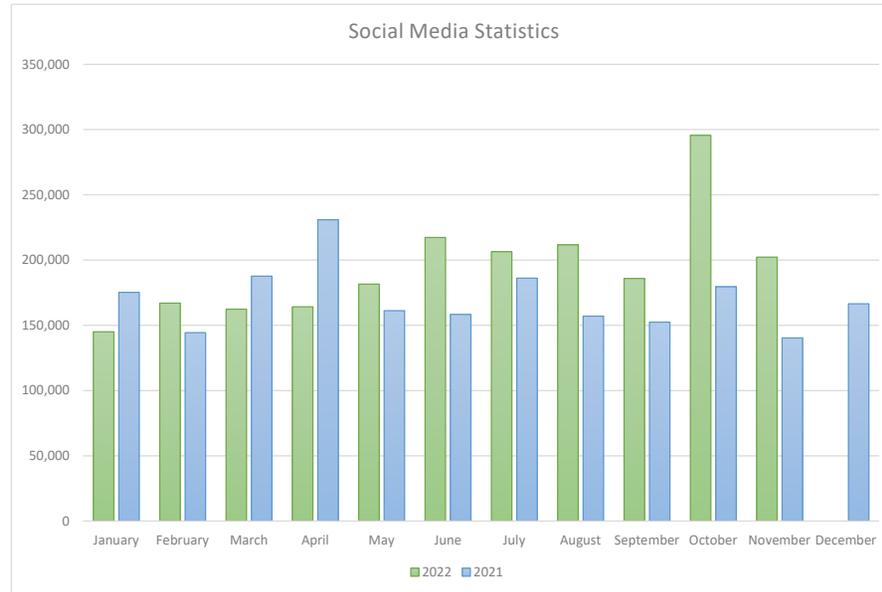
2022 YTD= 185,264  
2021 YTD= 156,895

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	57,585
October	79,691
November	56,066
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	185,885	152,455
October	295,584	179,539
November	202,260	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	22,867
October	54,960
November	21,856
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	1,476
October	8,045
November	433
December	



**Monthly Average in 2022 194,491**  
**Monthly Average in 2021 169,979**

**2022 YTD= 2,139,397**  
**2021 YTD= 1,873,243**

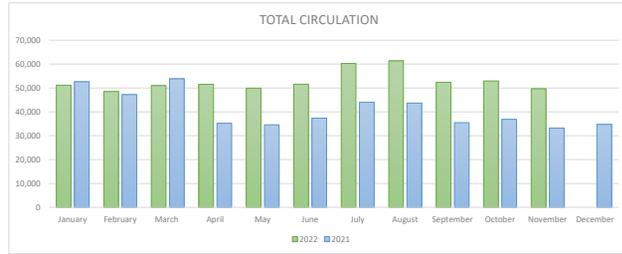
TWITTER IMPRESSIONS	
January	18,800
February	13,500
March	13,100
April	12,000
May	9,136
June	10,500
July	6,233
August	7,795
September	5,566
October	5,765
November	3,429
December	

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	2,600
October	44,100
November	32,100
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	95,700
October	102,902
November	88,319
December	

SnapChat Views	
January	624
February	1992
March	684
April	574
May	423
June	304
July	200
August	120
September	91
October	121
November	57
December	

TOTAL CIRCULATION		
Month	2022	2021
January	51,262	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	52,368	35,461
October	52,934	36,867
November	49,654	33,199
December		34,738
<b>TOTAL</b>	<b>580,275</b>	<b>488,702</b>



2022 YTD= 580,275  
2021 YTD= 453,964

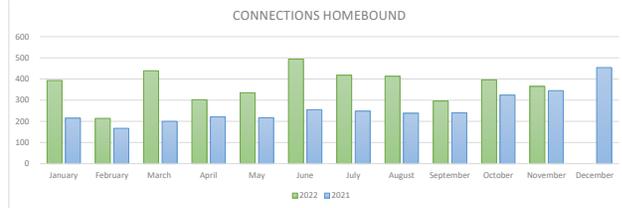
PHYSICAL CIRCULATION		
Month	2022	2021
January	34,889	37,281
February	35,557	32,836
March	34,963	38,696
April	36,481	35,219
May	34,396	34,567
June	36,018	37,352
July	43,315	43,996
August	44,145	43,679
September	36,354	35,461
October	36,587	36,867
November	34,359	33,199
December		34,738
<b>TOTAL</b>	<b>407,064</b>	<b>443,891</b>



\*TOTAL CIRCULATION= Physical Circulation + Online Circulation

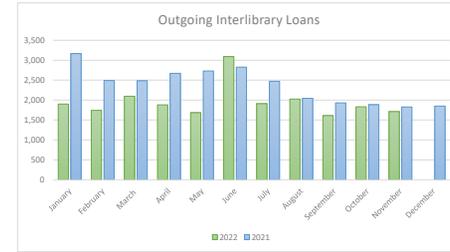
2022 YTD= 407,064  
2021 YTD= 409,153

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	296	240
October	396	324
November	365	345
December		454
<b>TOTAL</b>	<b>4065</b>	<b>3124</b>



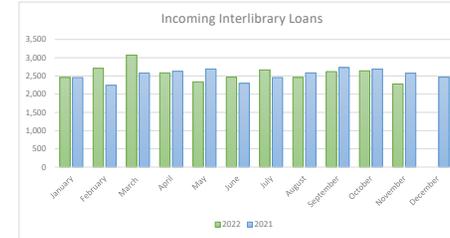
2022 YTD= 4,065  
2021 YTD= 2,670

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	1,610	1,929
October	1,831	1,883
November	1,709	1,827
December		1,849
<b>TOTAL</b>	<b>21,473</b>	<b>28,370</b>



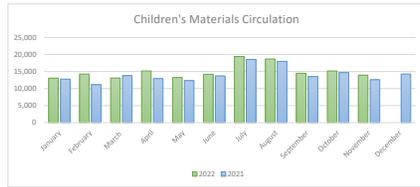
2022 YTD= 21,473  
2021 YTD= 26,521

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	2,618	2,729
October	2,640	2,686
November	2,279	2,575
December		2,466
<b>TOTAL</b>	<b>28,279</b>	<b>30,384</b>

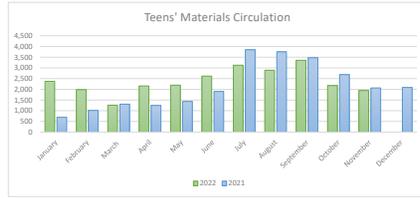


2022 YTD= 28,279  
2021 YTD= 27,918

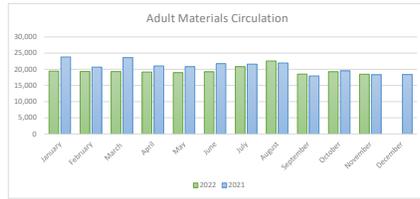
CHILDREN'S MATERIALS		
Month	2022	2021
January	13,067	12,768
February	14,254	11,239
March	13,092	13,797
April	15,170	12,926
May	13,247	12,329
June	14,192	13,718
July	19,396	18,544
August	18,076	17,971
September	14,482	13,512
October	15,156	14,668
November	13,947	12,584
December	14,272	
<b>TOTAL</b>	<b>164,679</b>	<b>168,218</b>



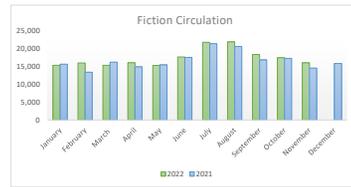
TEENS' MATERIALS		
Month	2022	2021
January	2,373	694
February	1,984	1,013
March	1,260	1,307
April	2,158	1,248
May	2,194	1,431
June	2,619	1,901
July	3,126	3,849
August	2,892	3,753
September	3,256	3,475
October	2,177	2,687
November	1,942	2,065
December	2,087	
<b>TOTAL</b>	<b>26,081</b>	<b>25,510</b>



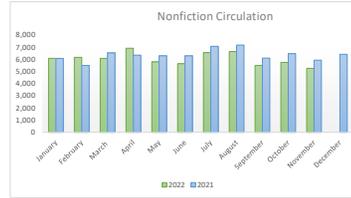
ADULT MATERIALS		
Month	2022	2021
January	19,449	23,819
February	19,314	20,684
March	19,283	23,602
April	19,153	21,045
May	18,955	20,807
June	19,207	21,733
July	20,793	21,603
August	22,577	21,955
September	18,516	17,951
October	19,234	19,512
November	18,470	18,292
December	18,379	
<b>TOTAL</b>	<b>214,951</b>	<b>249,382</b>



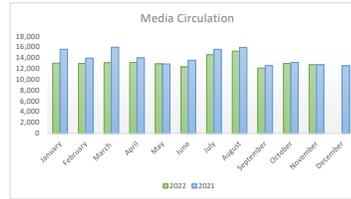
FICTION		
Month	2022	2021
January	15,283	15,597
February	15,934	13,361
March	15,283	16,175
April	15,990	14,849
May	15,244	15,393
June	17,614	17,491
July	21,710	21,319
August	21,837	20,551
September	18,297	16,787
October	17,397	17,224
November	15,966	14,516
December	15,780	
<b>TOTAL</b>	<b>190,555</b>	<b>199,043</b>



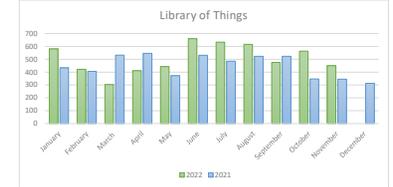
NONFICTION		
Month	2022	2021
January	6,090	6,084
February	6,171	5,505
March	6,090	6,534
April	6,923	6,353
May	5,798	6,296
June	5,647	6,295
July	6,559	7,080
August	6,651	7,184
September	5,508	6,108
October	5,753	6,479
November	5,266	5,939
December	6,421	
<b>TOTAL</b>	<b>66,456</b>	<b>76,278</b>



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	12,131	12,566
October	12,988	13,164
November	12,729	12,744
December	12,537	
<b>TOTAL</b>	<b>145,177</b>	<b>168,570</b>

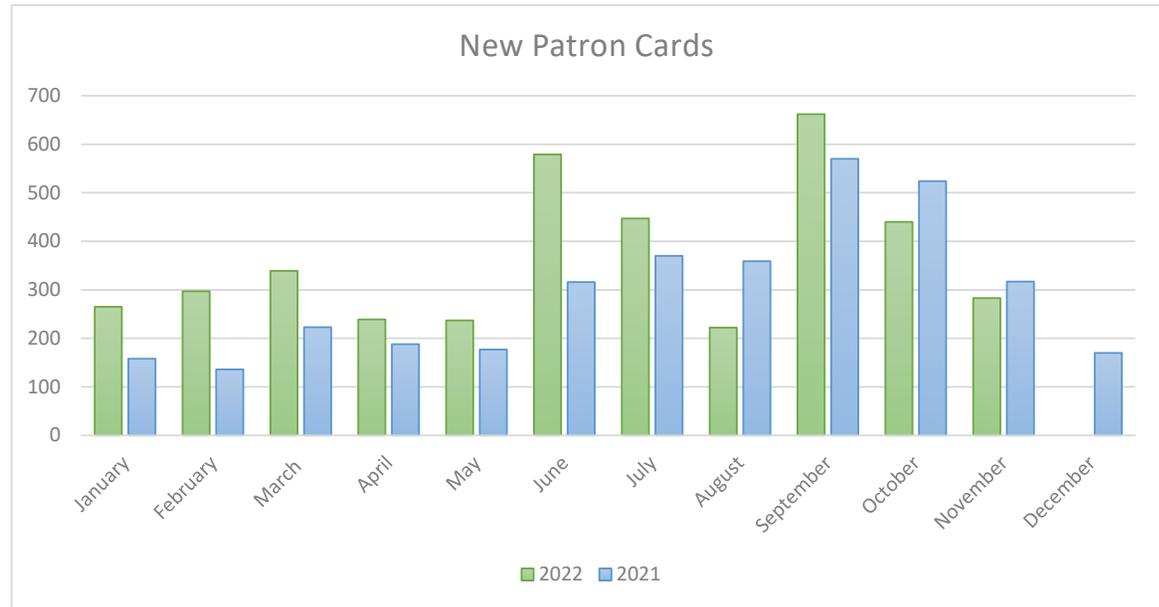


LIBRARY OF THINGS		
Month	2022	2021
January	580	433
February	422	406
March	303	532
April	411	546
May	443	372
June	660	531
July	633	485
August	616	523
September	475	523
October	563	347
November	450	345
December	313	
<b>TOTAL</b>	<b>5556</b>	<b>5356</b>

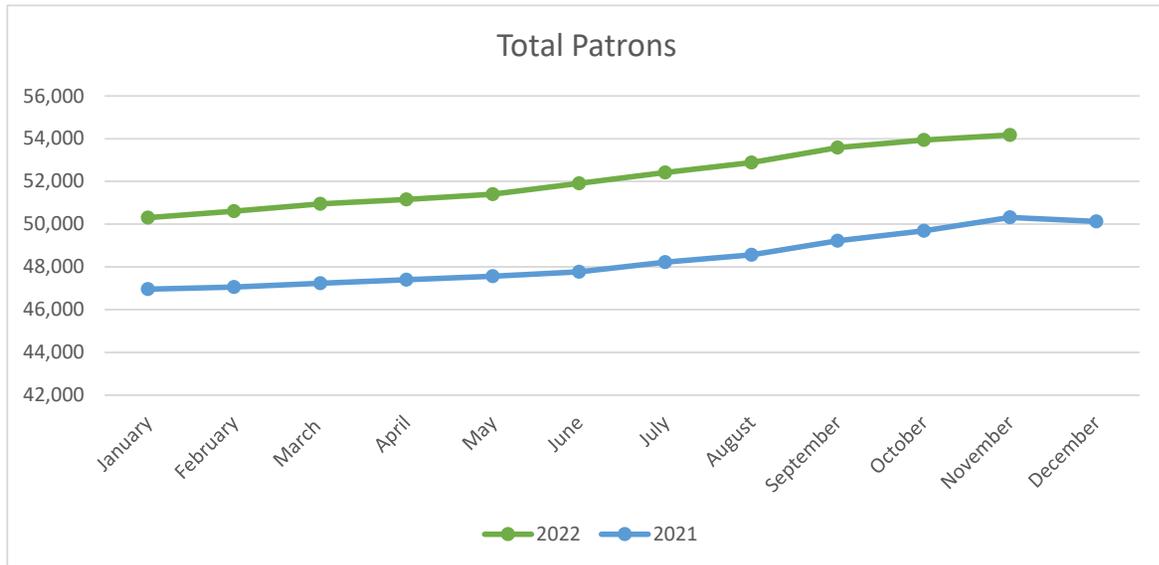


\*started in 2021

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	662	570
October	440	524
November	283	317
December		170
<b>TOTAL</b>	<b>4,010</b>	<b>3,508</b>

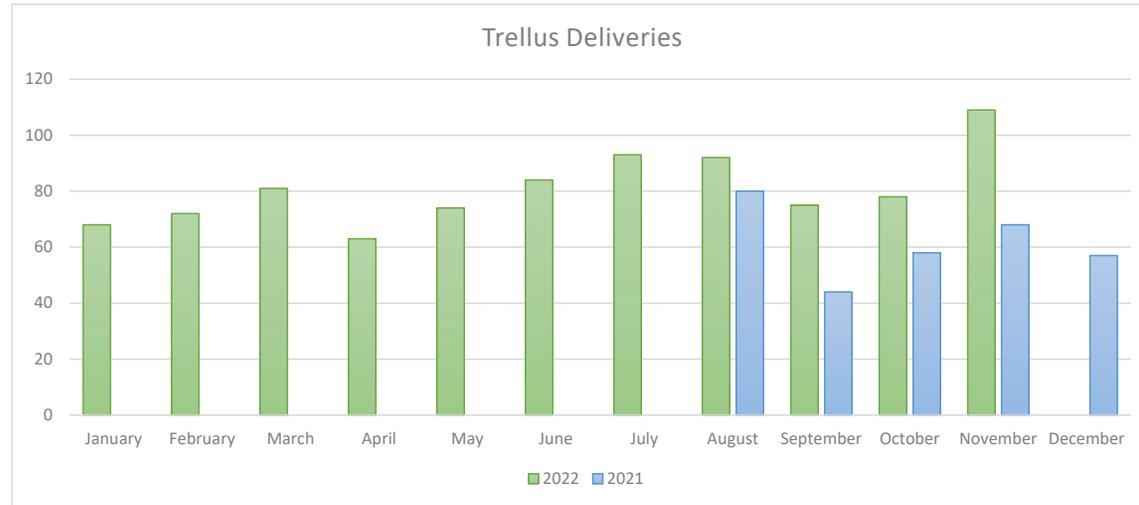


TOTAL PATRONS		
Month	2022	2021
January	50,305	46,960
February	50,614	47,057
March	50,945	47,241
April	51,158	47,403
May	51,408	47,564
June	51,916	47,777
July	52,417	48,220
August	52,880	48,570
September	53,578	49,220
October	53,943	49,690
November	54,176	50,316
December		50,128
<b>TOTAL</b>	<b>573,340</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	75	44
October	78	58
November	109	68
December		57
<b>TOTAL</b>	<b>889</b>	<b>307</b>

<b>Monthly Average in 2022</b>	<b>81</b>
<b>Monthly Average in 2021</b>	<b>61</b>

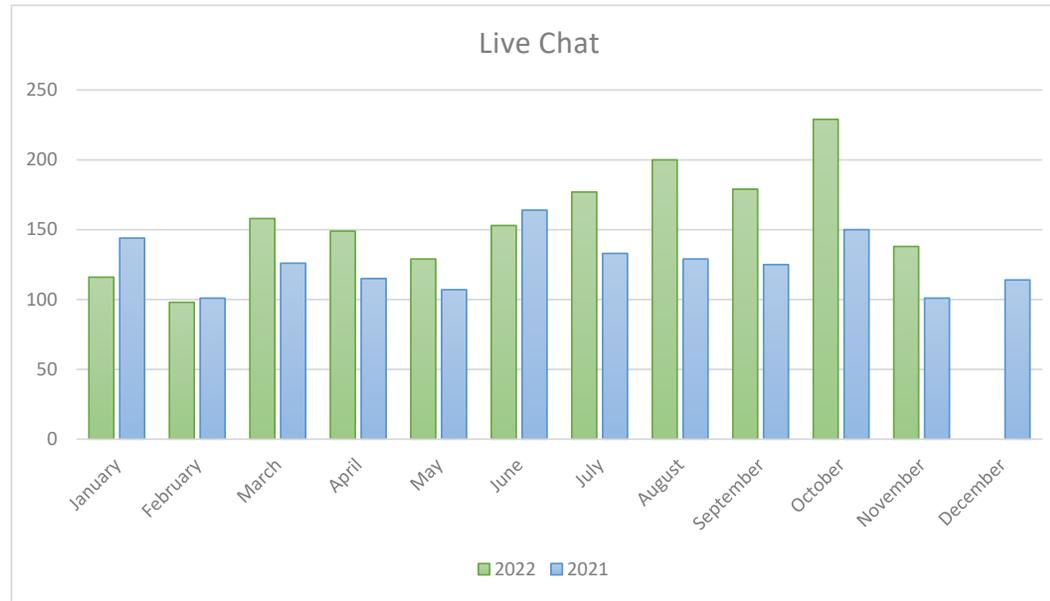


2022 YTD= 889  
2021 YTD= 307

\*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	179	125
October	229	150
November	138	101
December		114
<b>TOTAL</b>	<b>1726</b>	<b>1509</b>

<b>Monthly Average in 2022</b>	<b>157</b>
<b>Monthly Average in 2021</b>	<b>126</b>



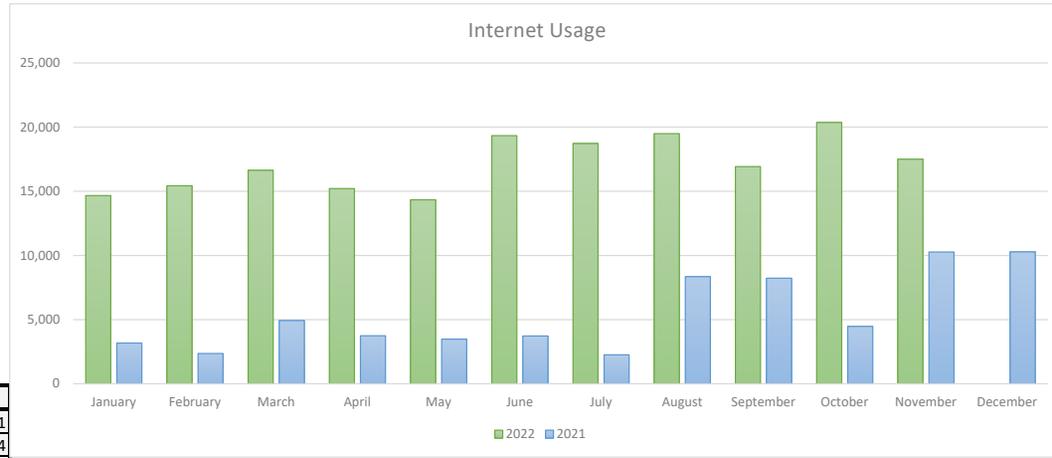
**2022 YTD= 1726**  
**2021 YTD= 1395**

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	16,924	8,228
October	20,361	4,470
November	17,498	10,268
December		10,276
<b>TOTAL</b>	<b>188,598</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	1,156	4,436	450	8,280
October	1,571	4,902	465	9,577
November	1,105	4,743	300	8,102
December				
<b>TOTAL</b>	<b>8,795</b>	<b>48,175</b>	<b>4114</b>	<b>83,141</b>

Monthly Average in 2021	17,145
Monthly Average in 2021	5,428



2022 YTD= 188,598  
2021 YTD= 54,979

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

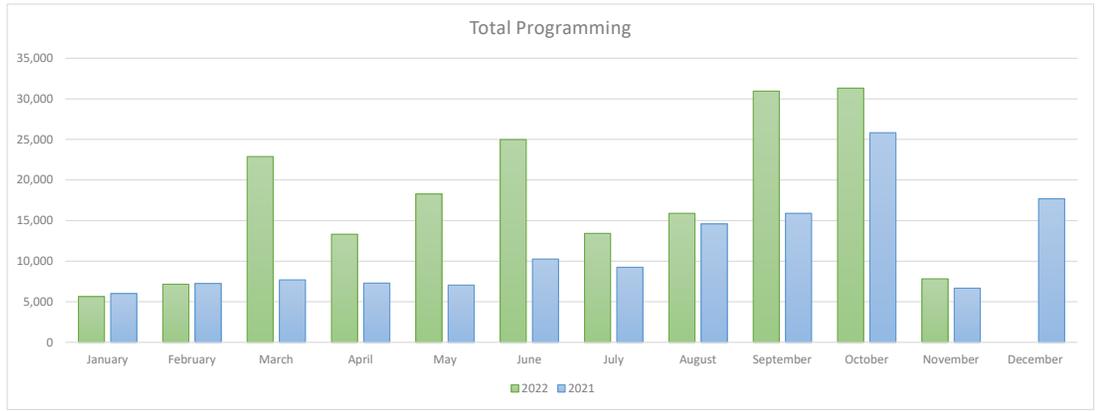
Month	Copies	Faxes	Other
January	3,701	2,826	309
February	6,428	2,240	128
March	4,984	1,215	39
April	3,751	1,146	26
May	3,782	1,147	28
June	8,825	1,061	65
July	7,003	1,091	347
August	4,089	1,627	102
September	2,497	1,320	33
October	2,795	1,754	694
November	2,841	1,510	317
December			
<b>TOTAL</b>	<b>50,696</b>	<b>16,937</b>	<b>2088</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	30,948	15,895
October	31,319	25,826
November	7,821	6,671
December		17,684
<b>TOTAL</b>	<b>191,646</b>	<b>135,455</b>

Monthly Average 2022	17,422
Monthly Average 2021	11,288



YTD 2022= **191,646**  
 YTD 2021= **117,771**

Programs by Age Range				
Month	Childrens	Teens	Adults	All Ages
January	583	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	1,544	1,236	18,364	9,804
October	1,047	1,713	5,261	23,298
November	2,428	969	3,740	684
December				
<b>Total</b>	<b>30,390</b>	<b>24817</b>	<b>63,335</b>	<b>73104</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	1,692	836	1,989	1,591	918	23,861	61	204
October	1,524	833	2,842	18,242	1,019	6,780	79	137
November	1,727	586	1,418	1,395	926	1,675	94	112
December								
<b>Total</b>	<b>24,575</b>	<b>14,366</b>	<b>22,378</b>	<b>35365</b>	<b>9467</b>	<b>80,635</b>	<b>1660</b>	<b>1387</b>

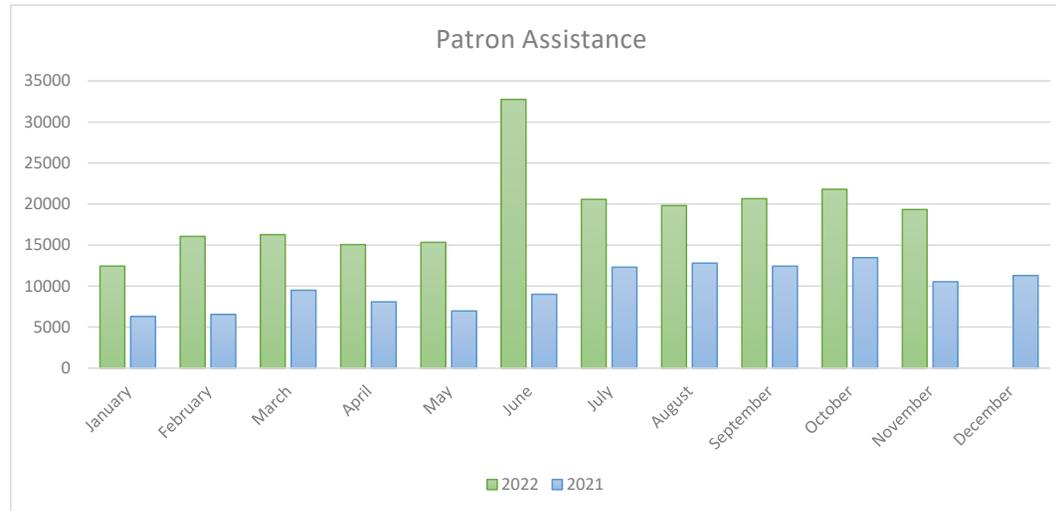
\* reintroduced outside groups 11/21

SRC 3200  
schools  
FF & HG

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	28,114	2,834	6,260	24,688
October	27,989	3,330	23,781	7,538
November	5,443	2,378	5,117	2,704
December				
<b>Total</b>	<b>152,182</b>	<b>37,784</b>	<b>82,730</b>	<b>101193</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	20,658	12,426
October	21,799	13,461
November	19,331	10,526
December		11,287
<b>TOTAL</b>	<b>210060</b>	<b>119182</b>

<b>Monthly Average 2022</b>	<b>19,096</b>
<b>Monthly Average 2021</b>	<b>9,932</b>



YTD 2022= **210060**  
YTD 2021= 107895

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	2,010	1,770	1,898	4,741	1,748	2,130	8	6,117	179	57
October	2,310	1,570	1,941	4,423	1,816	292	103	9,062	229	53
November	1,228	1,158	1,717	3,985	1,662	581	11	8,797	138	54
December										

\* added Notary 1/22



## Weapons Policy

In accordance with New York State gun laws which designates libraries as “sensitive locations” no weapons will be allowed on Library premises; other than those carried by police officers. The Library premises include the building, grounds, outdoor program spaces and parking lot, as well as all vehicles parked in the Library parking lot.

Knives and other bladed weapons without specific work-related functions are not appropriate in the workplace. Other types of weapons not specified here but are capable of harming others are also not permitted in the Library.

Policy Adopted 4/2001  
Revised 1/2011,  
Submitted to the Board unrevised 12/2016  
Revised 12/2022



## Smoke-Free Workplace Policy

In accordance with the 2017 New York State expanded Article 13-E of the Public Health Law, also known as the Clean Indoor Air Act, the library is a smoke-free workplace. Smoking, including the use of electronic cigarettes, is prohibited in the Library and in Library vehicles. Smoking and vaping are also prohibited within 100 feet of entrances, exits and other outdoor program spaces.

Staff wishing to smoke must do so in designated areas outside the Library building during break or lunch time.

Policy Adopted 4/2001  
Revised 1/2011, 9/2013  
Submitted to Board unrevised 12/2017  
Revised 12/2022

### Disposal of Equipment

December 20, 2022

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

<b><u>The Following Was Disposed:</u></b>		
5	5-foot folding tables – Community Rooms	Damaged
1	Windsor Upright Vacuum (Serial#B70340301) – Electrical Room	Refuse
2	Coin Counter – LOT	Refuse

Respectfully submitted,

  
Neely McCahey