

SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 17, 2023 - 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. Guest: Marybeth Kozikowski, Librarian II, Children's Department
6. Approval of Minutes of the Regular Board Meeting on December 20, 2022 (**Motion**)
7. Approval of Minutes of the Executive Session on December 20, 2022 (**Motion**)
8. Approval of Treasurer's Report, December 2022 (**Motion**)
 - A. Approval of Payroll Expense Report, December 2022 (**Motion**)
 - B. Approval of Payroll Warrants: #20 (**Motion**), #22 (**Motion**)
 - C. Approval of Payroll Summary, December 2022 (**Motion**)
 - D. Approval of Bills: Warrant #21, January 2023 (**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. Discussion of February Board Meeting Date
11. New Business
 - A. Approval of Legal Notice for Budget Vote and Trustee Election, April 4, 2023 (**Motion**)
 - B. Approval of Payment (**Motion**)
 - C. Approval of Auditor (**Motion**)
 - D. Equipment Disposable (**Motion**)
12. Other
 - A. Next Board Meeting – Monday, February 27, 2023 at 5 p.m.
 - B. Advocacy Day, Tuesday, February 28, 2023
13. Executive Session (as needed) (**Motion**)
14. Personnel Report (**Motion**)
15. Adjournment (**Motion**)

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 20, 2022
5:00 P.M.**

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

Diane Longo and Kristen Stroh informed the trustees that they will not be available for the December 20, 2022 Board meeting and was formally excused.

The Board members electronically previewed the board meeting items on the agenda 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 5:06 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

None

Minutes

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

The minutes of the Executive Session of the November 15, 2022 Board Meeting were approved. (Lohr, Tychnowicz; unanimous)

Treasurer's Report

The Treasurer's Report for November 2022 in the amount of \$6,777,993.39 was approved. (Tychnowicz, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for November 2022 in the amount of \$1,126,826.52 was approved. (Barone, Winowitch; unanimous)

Payroll Warrant #18 dated November 10, 2022 in the amount of \$11,933.86 was approved. (Winowitch, Lohr; unanimous)

Payroll Warrant #19 dated November 23, 2022 in the amount of \$723,909.00 was approved. (Lohr, Tychnowicz; unanimous)

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

Schedule of Bills

The December 20, 2022 Schedule of Bills, warrant #17 in the amount of \$221,141.95 was approved. (Barone, Winowitch; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey added to her report that she is proud of the library's past, present and future programming. She also stated that the donation spaces have been a big hit this year. The Fall Reading Club stats were up 50% from last year. The library is now gearing up for the Winter Reading Club which will begin January 9, 2023 with a Snow Magical theme. This year the completion prize will be vouchers for ice skating with skate rentals at Superior Ice Rinks in Kings Park.

Assistant Director's Report

The Board reviewed the Assistant Director's report with interest. Ms. McCahey thanked Mrs. Stroh for a job well done with the staff appreciation luncheon.

Library Statistics

The Board reviewed the library statistics with interest.

Conference Reports

The Board reviewed the conference reports with interest.

SCLS Board Report

Mrs. Tychnowicz reported to the Board that changes in Board member positions are coming for the Public Library Director Association. She stated that the SCLS SLED was decorated for the holidays and received positive feedback from families when visiting various libraries. She also reported on the status of the emergency generator and landscape building projects.

Old Business

The Board approved the revised Weapons Policy. (Winowitch, Lohr; unanimous)

The Board approved the revised Smoke-Free in the Workplace Policy. (Lohr, Tychnowicz; unanimous)

New Business

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

On the Director's recommendation the Board approved payment for Tend Coffee at 924 Montauk Highway in Shirley, NY 11967 in the amount of \$227.50 to be paid with December's first of the month bills. Tend Coffee hosted a hot cocoa bar for Staff Winter Spirit Week and required payment before the December 20, 2022 Board Meeting. (Barone, Winowitch; unanimous)

On the Director's recommendation the Board approved the Edge Communications bill to be paid with the first of the month bills. Edge Communications replaced a Verizon bill. (Winowitch, Lohr; unanimous)

The Finance Committee to review the Budget FY 2023/2024 had been selected. Robert Winowitch and Thomas Lohr will meet with the Director in January to discuss the proposed budget.

Other

The next Board Meeting will be held on Tuesday, January 17, 2023 at 5:00 p.m.

The Board approved the library closing at 4:00 p.m. on Saturday, February 11, 2023 to prepare for a nighttime event that will begin at 5:30 p.m., Suffolk County Advanced Battle of the Books. The library will reopen the following day on Sunday, February 12, 2023 for normal scheduled hours of 12:00-4:00 p.m. (Tychnowicz, Winowitch; unanimous)

The Board approved the purchase of 20 mini-iPads to Gov Connection, DBA: Connection at PO Box 536477 in Pittsburgh, PA 15253 for a price not to exceed \$13,500. This purchase will be purchased under NYS contract pricing. (Winowitch, Lohr; unanimous)

Executive Session

The Board adjourned into Executive Session at 5:32 p.m. to discuss Collective negotiations pursuant to article fourteen of the Civil Service Law. (Tychnowicz, Barone; unanimous)

Regular Session resumed at 6:36 p.m.

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

On the Director's recommendation the Board ratified the memorandum of agreement and approved the contract between the Library and the Part-Time Page and Clerical Unit. The contract covers the period July 1, 2022 through June 30, 2025. (Winowitch, Lohr; unanimous)

Adjournment

The meeting was adjourned at 6:52 p.m. (Tychnowicz, Barone; unanimous)

Respectfully submitted,

Robert Winowitch

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

December 20, 2022

The Board adjourned into Executive Session at 5:32 p.m. to discuss collective negotiations pursuant to article fourteen of the Civil Service Law. (Tychnowicz, Barone; unanimous)

The Executive Session ended at 6:36 p.m. (Winowitch, Lohr; unanimous)

Respectfully submitted,

Robert Winowitch

SACHEM PUBLIC LIBRARY
BUDGET STATUS REPORT
FY 2022/2023

DECEMBER 31, 2022

	APPROPRIATION	EXPENDITURES	BALANCE	%
<u>MATERIALS</u>				
Books	\$ 248,081.78	\$ 65,726.75	\$ 182,355.03	26%
Digital Resources	\$ 360,666.00	\$ 202,649.34	\$ 158,016.66	56%
Media	\$ 141,205.60	\$ 20,613.31	\$ 120,592.29	15%
Periodicals	\$ 21,181.00	\$ 17,992.16	\$ 3,188.84	85%
<u>BUILDING</u>				
Building Alterations	\$ 348,210.00	\$ 213,858.25	\$ 134,351.75	61%
Computer Equipment	\$ 189,640.00	\$ 49,102.51	\$ 140,537.49	26%
Equipment	\$ 167,097.33	\$ 26,579.95	\$ 140,517.38	16%
Hawkins Ave Property Upkeep	\$ 3,000.00	\$ 746.72	\$ 2,253.28	25%
<u>SUPPLIES</u>				
Custodial Supplies	\$ 35,000.00	\$ 7,016.70	\$ 27,983.30	20%
Office Supplies	\$ 135,250.00	\$ 30,975.65	\$ 104,274.35	23%
<u>SALARIES</u>				
Clerical, Full Time	\$ 1,016,262.00	\$ 361,220.39	\$ 655,041.61	36%
Clerical, Part Time	\$ 599,000.00	\$ 287,264.36	\$ 311,735.64	48%
Custodial	\$ 302,000.00	\$ 149,850.45	\$ 152,149.55	50%
Professional	\$ 3,541,744.00	\$ 1,772,809.47	\$ 1,768,934.53	50%
<u>UTILITIES</u>				
Electricity	\$ 138,000.00	\$ 85,048.39	\$ 52,951.61	62%
Gas	\$ 20,000.00	\$ 2,045.15	\$ 17,954.85	10%
Water	\$ 4,500.00	\$ 2,124.32	\$ 2,375.68	47%
<u>CONTRACTS</u>				
Cleaning & Exterminating	\$ 5,000.00	\$ 2,000.00	\$ 3,000.00	40%
Equipment Maintenance	\$ 116,200.00	\$ 60,305.64	\$ 55,894.36	52%
SCLS-PALS	\$ 52,674.00	\$ 12,995.58	\$ 39,678.42	25%
Membership	\$ 6,322.00	\$ 2,020.00	\$ 4,302.00	32%
Professional & Technical	\$ 110,000.00	\$ 51,563.00	\$ 58,437.00	47%
Refuse Removal	\$ 6,097.00	\$ 2,673.40	\$ 3,423.60	44%
Security Personnel	\$ 115,000.00	\$ 64,269.24	\$ 50,730.76	56%
Suffolk Cooperative Library Sys.	\$ 117,362.00	\$ 58,681.00	\$ 58,681.00	50%
<u>LIBRARY OPERATION</u>				
Insurance	\$ 94,031.00	\$ 97,214.38	\$ (3,183.38)	103%
Postage	\$ 37,475.00	\$ 23,504.46	\$ 13,970.54	63%
Printing & Publicity	\$ 100,000.00	\$ 41,657.95	\$ 58,342.05	42%
Professional Development	\$ 22,165.00	\$ 11,988.82	\$ 10,176.18	54%
Programs	\$ 364,045.99	\$ 223,218.04	\$ 140,827.95	61%
Telecommunications	\$ 60,500.00	\$ 29,269.22	\$ 31,230.78	48%
Vehicle Maintenance	\$ 1,480.00	\$ 620.71	\$ 859.29	42%
<u>MANDATED EXPENSES</u>				
Dental Insurance	\$ 43,115.00	\$ 18,924.84	\$ 24,190.16	44%
Health Insurance	\$ 1,300,000.00	\$ 646,826.25	\$ 653,173.75	50%
New York State Retirement	\$ 600,000.00	\$ 296,974.17	\$ 303,025.83	49%
Social Security	\$ 407,214.00	\$ 184,692.80	\$ 222,521.20	45%
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	\$ 30,835.58	\$ 21,136.42	59%
Disability Insurance	\$ 6,251.00	\$ (828.60)	\$ 7,079.60	
EAP	\$ 4,633.00	\$ 4,547.50	\$ 85.50	
Life Insurance	\$ 2,030.00	\$ 1,022.40	\$ 1,007.60	
Long Term Care	\$ 11,727.00	\$ 11,308.83	\$ 418.17	
Long Term Disability	\$ 18,931.00	\$ 10,204.75	\$ 8,726.25	
Vision Insurance	\$ 8,400.00	\$ 4,580.70	\$ 3,819.30	
TOTAL	\$ 10,933,465.70	\$ 5,158,593.24	\$ 5,774,872.46	47%

Director's Report- January 2023

The library closed early on 12/23 due to inclement weather.

Correspondence/Donations:

- The library received a beautiful holiday card from Judy Wilner.
- The staff enjoyed a variety of snacks dropped off throughout the month including a coffee cake from Lori and Maryann Flavin.
- We were also appreciative of a number of cards and emails from patrons sending us warm wishes during the holiday season.
- Operation Gratitude sent a thank you as well as LI Cares- we collected a total of 5,037 pounds of food in 2022!

Programming and Publicity:

- Final numbers for community events; Haunted Garden had 16,750 visitors and Garden of Lights welcomed 9,848 over 8 nights.
- The Annual Mitten Tree was another huge success, collecting 1300 items.
- Storywalk® selection for December was *Winter Lights* by Anna Grossnickle Hines.
- Children's staff had 233 take and make craft bags that patrons picked up.
- Garden of Lights was advertised in LI Advance and Holbrook Happenings.
- Our annual "Thanks" to all of our community partners was conveyed through email this year. The email was opened by 22,885 people.
- We now circulate the American Kennel Club and Lt. Michael P. Murphy Navy Seal museum passes.
- A Sachem North senior is working with our Teen Dept. doing their Capstone Project on how Minecraft impacts youth interest in architecture.
- Jeanette has delivered over 500 books in December to Little Free Libraries in our district.
- Teens has approximately 20 visits scheduled in the secondary schools through early April.
- 50 families participated in our Gingerbread House making program in December.

Building and Grounds:

- Electrical outlets have been installed on the right side of the main entrance plaza.
- Electrical awnings have been added to Discovery Grove space over the water play and outdoor program spaces.
- The original side of the building has had a couple of recent plumbing issues resolved.
- The library's various donation bins have been overflowing all month because the generosity of our patrons, a HUGE thank you to our community! The Mitten Tree, LI Cares food bank, Baxter's Pantry, Operation Senior and Toys for Tots boxes were all overflowing.

Technology:

- A new wireless sound system has been installed in the Inside Out park.
- The lighting upgrade in the Inside Out park gives us the ability to change the colors on the entrance side of the garden.
- iPad updates have been conducted on all of our tech that we use on school visits; the fleet is close to being outdated which prompted the request for a new outreach set.

Meetings:

- 12/1 Attended the Holbrook Chamber meeting and we held KJL's Toy Drive/Drug Takeback event.
- 12/3 Holbrook Tree lighting and 12/4 Farmingville Lamppost decorating.
- 12/7 Farmingville Hills Chamber meeting at Local Church.
- 12/9 Staff Appreciation Luncheon. 12/10 Garden event & Night Market.
- 12/13 Garden of lights 12/16 County Directors quarterly meeting.



December 8, 2022

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

Dear Suzie,

Thank you for your generous donation of 16 Handmade Items, 161 Letters, and your dedication to our mission. With the help of grateful Americans like you, we have delivered more than 3 million of our signature Care Packages to Deployed Troops, Veterans, Wounded Heroes and their Caregivers, Military Families, Recruits Graduates and First Responders since 2003.

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

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

Thank you!

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

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

Again, thank you very much!

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

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

With Gratitude,

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

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



BECAUSE IT TAKES MORE THAN FOOD TO FEED THE HUNGRY



January 11, 2023

Sachem Public Library
150 Holbrook Rd.
Holbrook, NY 11741

Dear Sachem Public Library,

Long Island Cares, Inc., The Harry Chapin Food Bank gratefully acknowledges receipt of a total of 5,037 pounds of food received in 2022.

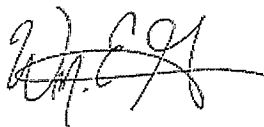
In addition to distributing more than 13.8 million pounds of emergency food and supplies to over 500 member agencies and programs in 2021, Long Island Cares, Inc. seeks to heighten public awareness about hunger and provides skills training to foster self-sufficiency among the population that benefits from our services.

Many times hunger and poverty are hard to see. By outward appearances, we may not know a family is struggling or that a school age child does not have enough food at home. People needing help are often filled with shame when they seek assistance and no matter how kind the food pantry worker may be, the worried parent keeps thinking, "I can't feed my kids."

You have helped to feed your neighbors in need. You have helped spread the word that hunger exists on Long Island. You are making a difference in the lives of families who count on Long Island Cares to put enough food on the table. You have made it possible to provide more fresh food to clients. Children will go to bed less hungry at night. Seniors will suffer less hardship. For all of that, we thank you. Your neighbors thank you.

With your help, Long Island Cares will continue to serve the community. Thank you for your unwavering support!

Sincerely,



William E. Gonyou, M.S.
Community Events and Food Drive Manager

2022 Teen Services Community Service

Month	Total number of programs	Total Teens signed up	Total hours available	Total Teens completed	Total hours earned
January	17	236	806	124	315
February	17	333	971	218	541.5
March	20	591	1554	358	880.5
April	25	216	463	130	238.5
May	16	159	327	95	193.5
June	17	165	427	100	243
July	17	265	705	156	333
August	17	238	478.5	155	282
September	22	425	662	249	359
October	20	242	680.5	223	547.5
November	13	94	231	49	81
December	16	259	507	218	405.5
Total	217	3223	7812	2075	4420

Board Report

Assistant Director

January 17, 2023

2022 was a banner year for Sachem Public Library and our statistics show it. Here are some highlights from the year:

- Our downloads usage increased 7% from the year before with Overdrive/Libby seeing a 10% increase from the year before.
- Total visits to the library increased by 38%; with our door count up by 35% and our outdoor spaces being utilized 74% more than last year. Website visits increased by 19%.
- Our social media platforms had 2,303,065 views/impressions, a 13% increase from last year.
- Circulated 629,485 items for the year, that's a 1% increase from last year.
- Our patron base of library card holders grew by 8%.
- We delivered 5,313 items to residential homes and assisted livings via Trellus & Connections services, a 55% increase over last year.
- Connected with our patrons in 1,958 live chat sessions. A 30% increase in engagement.
- Our Internet Usage increased 215% thanks to an audit on recording methods and obtaining new mini business centers the year prior.
- Assisted 228,106 patrons with questions, an unbelievable 91% increase from last year.
- 209,413 patrons attended programs both in-person and virtually, an increase of 55%.

Respectfully Submitted,

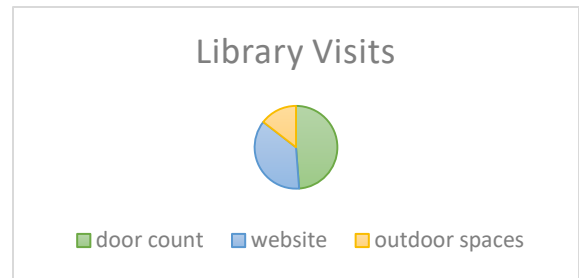
Kristen Stroh

Kristen Stroh

BREAKDOWNS

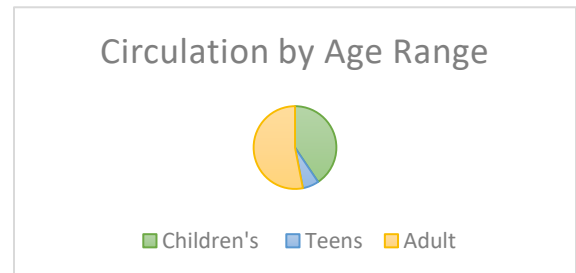
Library Visits

49% door count, website 37%, 14 % outdoor spaces.



Circulation Breakdown by Age

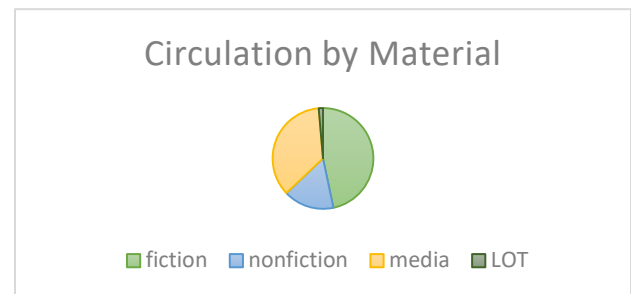
Adult 53%, Children's 41 %, Teen 6%



Circulation by Material

Fiction 47%, Media 36%,

Nonfiction 16%, LOT 1%



Patron Assistance

Circulation 32%

Reference 23%

Child 13%

Programs & Newsletter 10%

Teen 9%

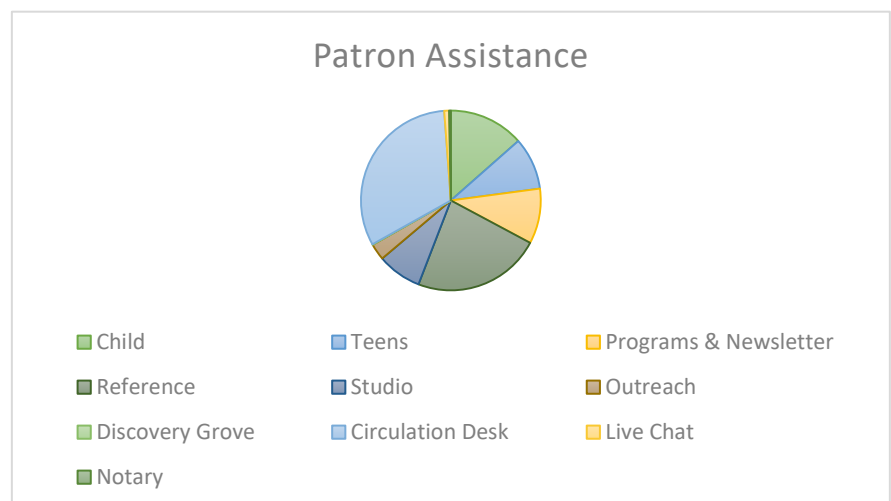
Studio 8%

Outreach 3%

Live Chat .8%

Notary .3%

Discovery Grove 0.1%

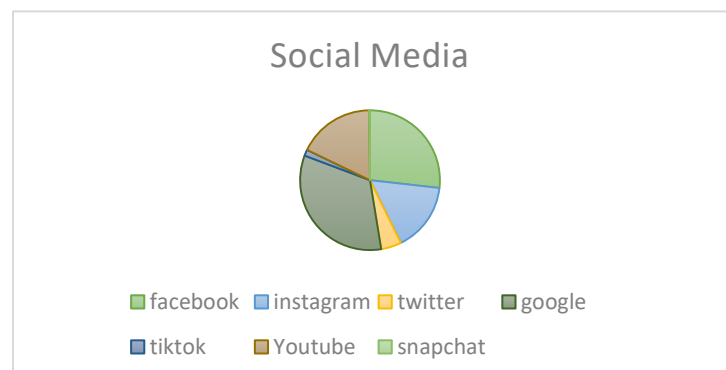


Social Media

Google 33%, Facebook 27%,

YouTube 18%, Instagram 16%,

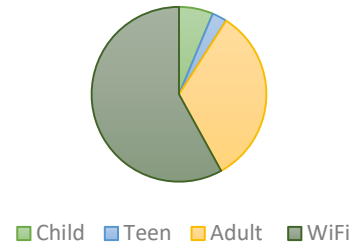
Twitter 5%, TikTok 1%, SnapChat 0.2%



Internet Usage

Wi-Fi 58%, Adult 33%, Child 6%, Teen 3%

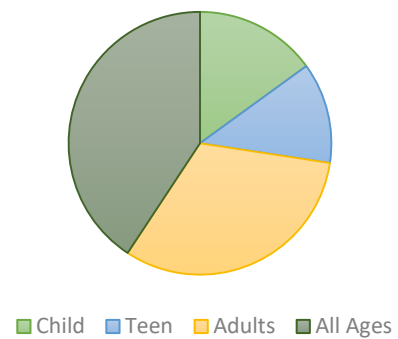
Internet Usage



Programs by Age

All ages 41%, Adult 32%,
Child 15%, Teen 12%

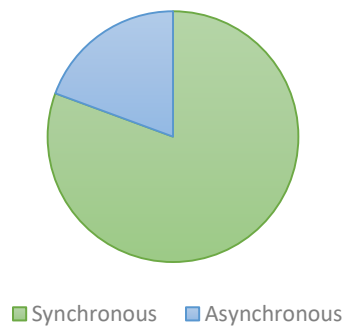
Programs by Age Range



Synchronous vs Asynchronous Programs

Synchronous 81%, Asynchronous 19%

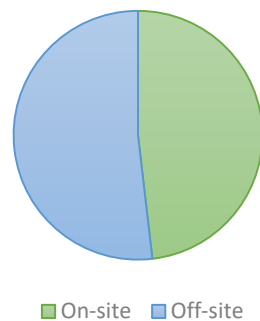
Synchronous vs Asynchronous



On-site vs. Off-site Programs

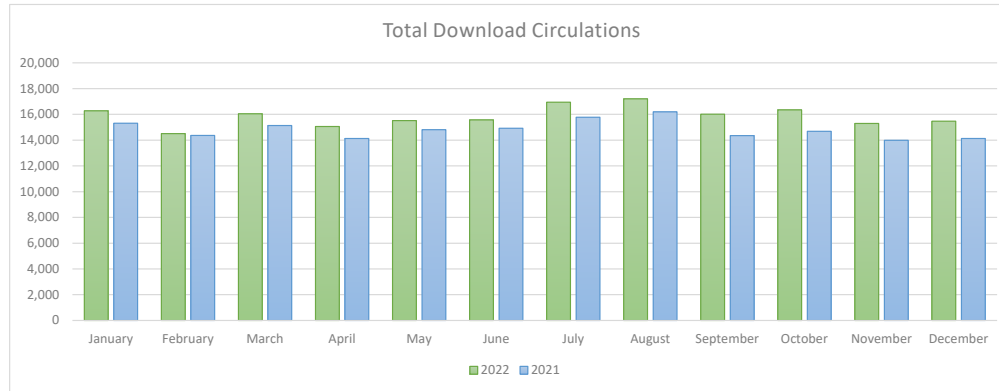
On-site 48%, Off-site 52%

On-site Vs Off-site



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	15,471	14,128
Total	190,241	177,792

Monthly Average in 2022	15,853
Monthly Average in 2021	14,816

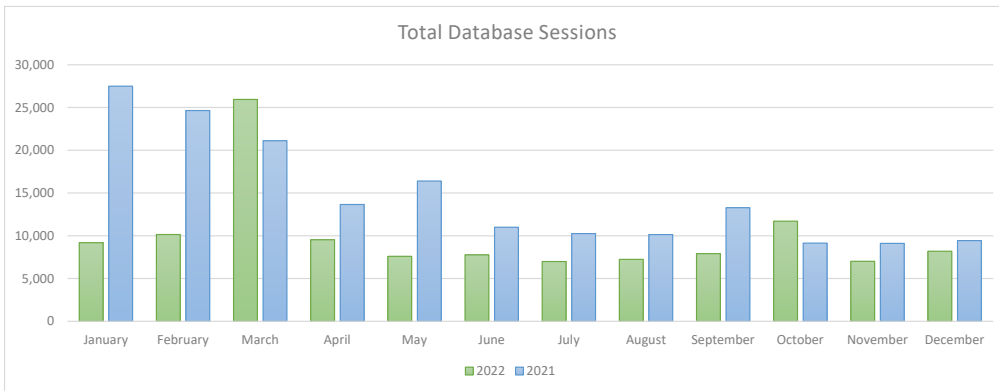


2022 YTD= 190,241
2021 YTD= 177,792

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	7,912	13,283
October	11,708	9,142
November	7,015	9,109
December	8,192	9,435
Total	119,231	175,679

* changed how reported in 2021

Monthly Average in 2022	9,936
Monthly Average in 2021	14,640



2022 YTD= 119,231
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	719	382	6,811
October	1,618	205	9,885
November	808	258	5,949
December	2,942	105	5,145
Total	14,567	3,280	101,384

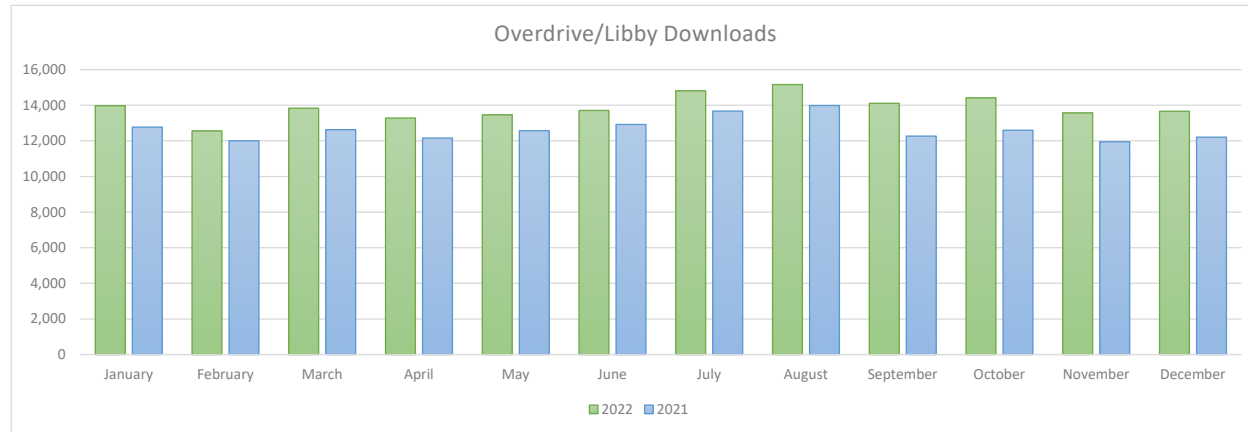
*Child started reporting in 2021

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	13,663	12,209
TOTAL	166,553	151,736

Monthly Average in 2022	13,879
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	35
TOTAL	302

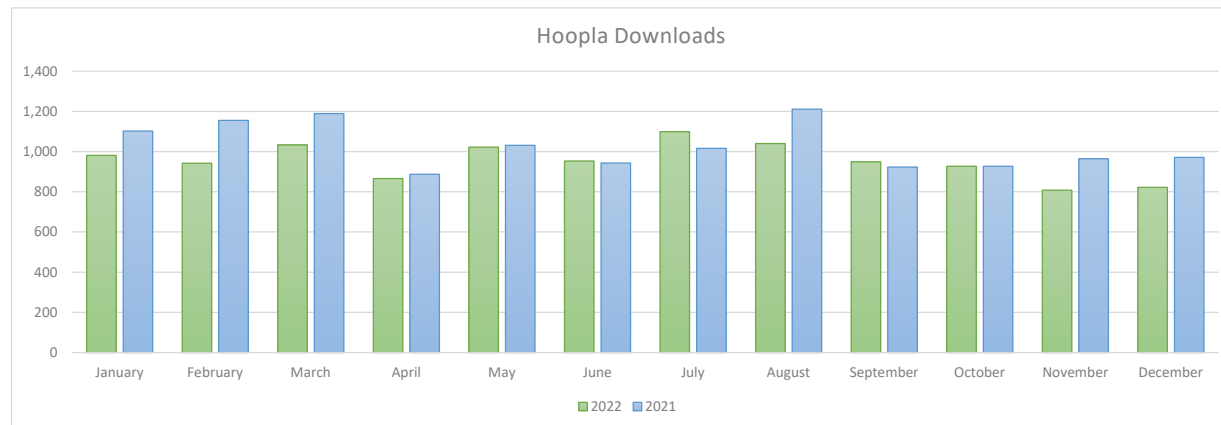
*newly reporting in 2022
partnership with Sachem School District



2022 YTD= 166,553
2021 YTD= 151,736

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	822	971
TOTAL	11,442	12319

Monthly Average in 2022	954
Monthly Average in 2021	1,027

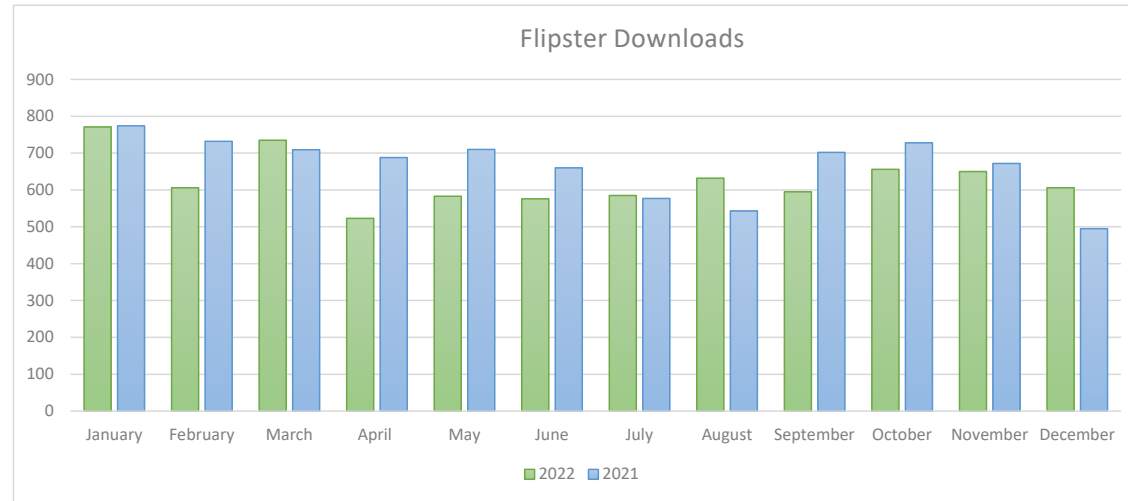


2022 YTD= 11,442
2021 YTD= 12,319

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	606	495
TOTAL	7518	7990

Monthly Average in 2022	627
Monthly Average in 2021	665

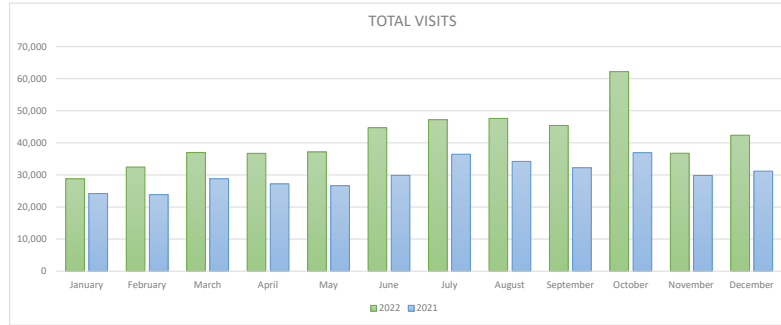


2022 YTD= 7518
2021 YTD= 7990

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	47,610	34,218
September	45,431	32,228
October	62,193	36,928
November	36,767	29,831
December	42,381	31,174
TOTAL	498,402	361,339

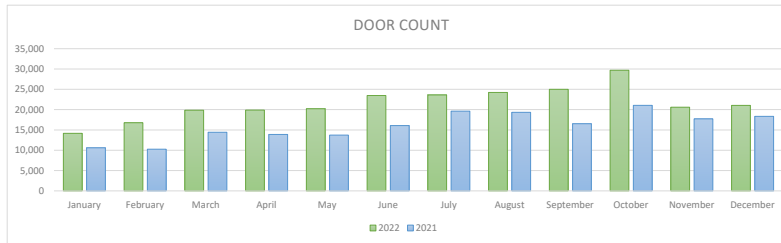
DOOR COUNT		
Month	2022	2021
January	14,167	10,603
February	16,773	10,262
March	19,861	14,431
April	19,891	13,892
May	20,215	13,733
June	23,478	16,075
July	23,610	19,627
August	24,230	19,339
September	25,000	16,530
October	29,695	21,053
November	20,598	17,725
December	21,044	18,346
TOTAL	258,562	191,616

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	16,074	12,828
TOTAL	201,338	169,723

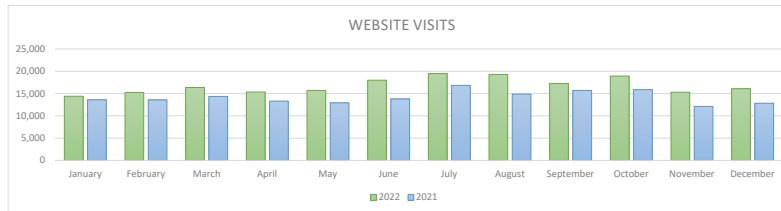


2022 YTD= 498,402
2021 YTD= 361,339

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



2022 YTD= 258,562
2021 YTD= 191,616

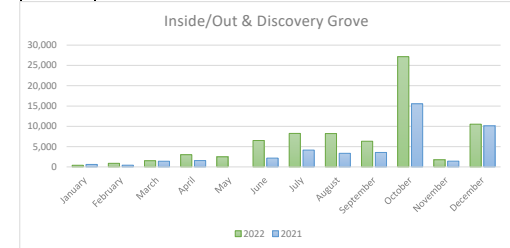


2022 YTD= 201,338
2021 YTD= 169,723

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	10,526	10,115
TOTAL	77,003	44,298

2022 YTD= 77,003
2021 YTD= 44,298
* spaces were both closed during a period in the spring of 2022 for maintenance

678 DG



*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	57,585
October	79,691
November	56,066
December	88,211
	616,880

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	30,500

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	2,431
	108,255

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	10,019

767,240

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	163,668	166,505

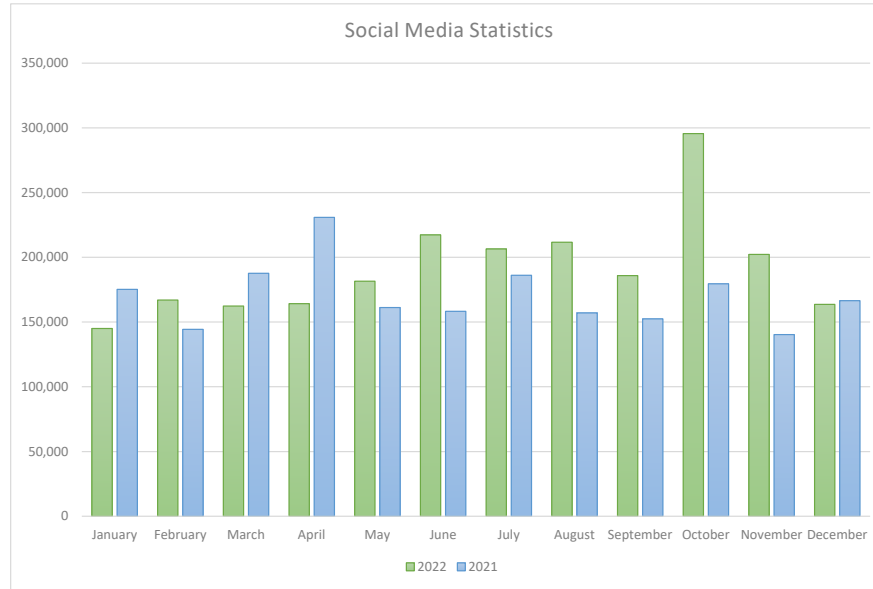
TIKTOK VIEWS	
January	9,658
February	2,923
March	662
April	1,565
May	983
June	3,626
July	1,400
August	1,002
September	1,476
October	8,045
November	433
December	551

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	31,900

406,100

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	56

5246

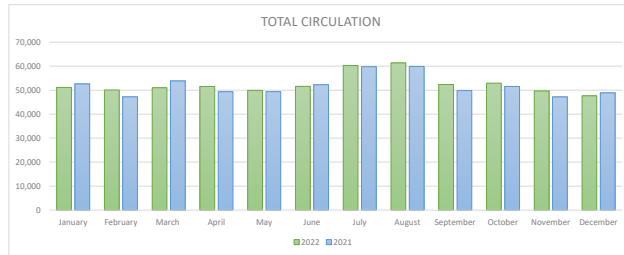


Monthly Average in 2022	191,922
Monthly Average in 2021	169,979

2022 YTD=	2,303,065
2021 YTD=	2,039,748

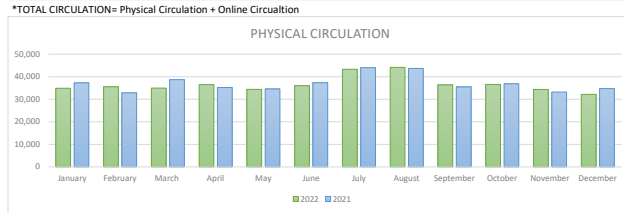


TOTAL CIRCULATION		
Month	2022	2021
January	51,163	52,594
February	50,062	47,200
March	51,007	53,830
April	51,539	49,346
May	49,912	49,376
June	51,586	52,274
July	60,260	59,773
August	61,349	59,873
September	52,368	49,811
October	52,934	51,553
November	49,654	47,187
December	47,651	48,866
TOTAL	629,485	621,683



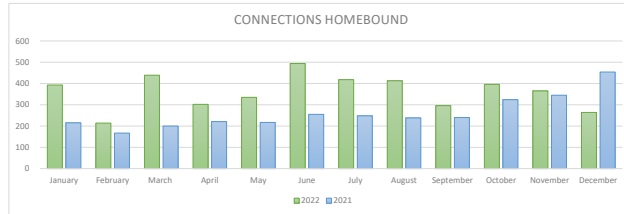
2022 YTD= 629,485
2021 YTD= 621,683

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	32,180	34,738
TOTAL	439,244	443,891



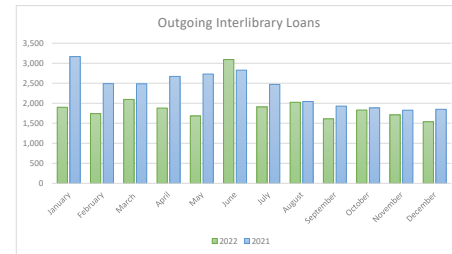
2022 YTD= 439,244
2021 YTD= 443,891

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	264	454
TOTAL	4329	3124



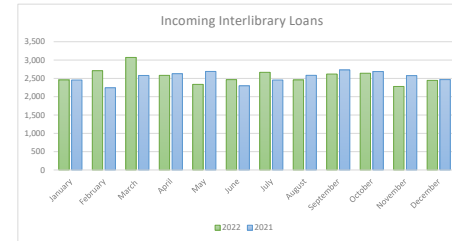
2022 YTD= 4,329
2021 YTD= 3124

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	1,538	1,849
TOTAL	23,011	28,370



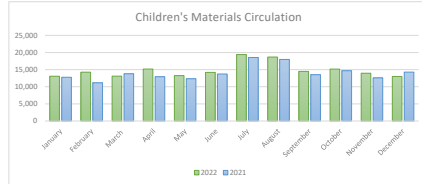
2022 YTD= 23,011
2021 YTD= 28,370

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	2,445	2,466
TOTAL	30,724	30,384

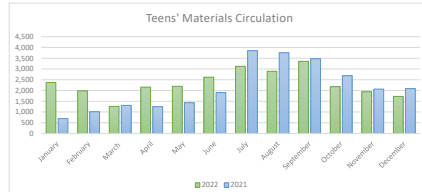


2022 YTD= 30,724
2021 YTD= 30,384

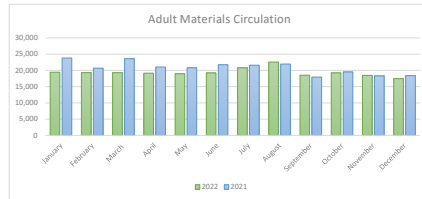
CHILDREN'S MATERIALS			
Month	2022	2021	
January	13,067	12,768	
February	14,254	11,139	
March	13,092	13,787	
April	15,170	12,926	
May	13,247	12,329	
June	14,192	13,718	
July	19,396	18,544	
August	18,676	17,971	
September	14,482	13,512	
October	15,156	14,668	
November	13,947	12,584	
December	13,001	14,272	
TOTAL	177,680	168,218	



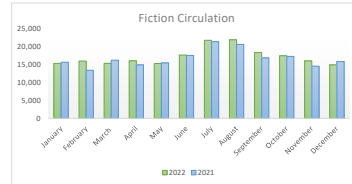
TEENS' MATERIALS			
Month	2022	2021	
January	2,373	694	
February	1,984	1,013	
March	1,260	1,307	
April	2,158	1,248	
May	2,194	1,431	
June	2,619	1,901	
July	3,126	3,849	
August	2,892	3,753	
September	3,356	3,475	
October	2,177	2,687	
November	1,942	2,065	
December	1,726	2,087	
TOTAL	27,807	25,510	



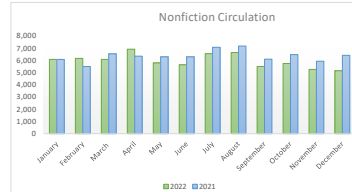
ADULT MATERIALS			
Month	2022	2021	
January	19,449	23,819	
February	19,314	20,684	
March	19,283	23,602	
April	19,153	21,045	
May	18,955	20,807	
June	19,207	21,733	
July	20,793	21,603	
August	22,577	21,955	
September	18,516	17,951	
October	19,234	19,512	
November	18,470	18,292	
December	17,453	18,379	
TOTAL	232,404	249,382	



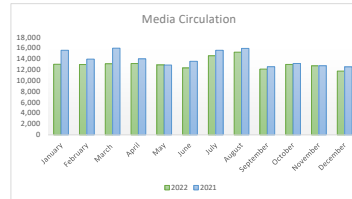
FICTION			
Month	2022	2021	
January	15,283	15,597	
February	15,934	13,361	
March	15,283	16,175	
April	15,990	14,849	
May	15,244	15,393	
June	17,614	17,491	
July	21,710	21,319	
August	21,837	20,551	
September	18,297	16,787	
October	17,397	17,224	
November	15,966	14,516	
December	14,854	15,780	
TOTAL	205,409	199,043	



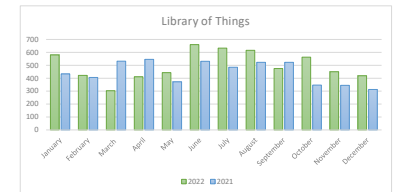
NONFICTION			
Month	2022	2021	
January	6,090	6,084	
February	6,171	5,505	
March	6,090	6,534	
April	6,923	6,353	
May	5,798	6,296	
June	5,647	6,295	
July	6,559	7,080	
August	6,651	7,184	
September	5,508	6,108	
October	5,753	6,479	
November	5,266	5,939	
December	5,157	6,421	
TOTAL	71,613	76,278	



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	11,763	12,537	
TOTAL	156,940	168,570	

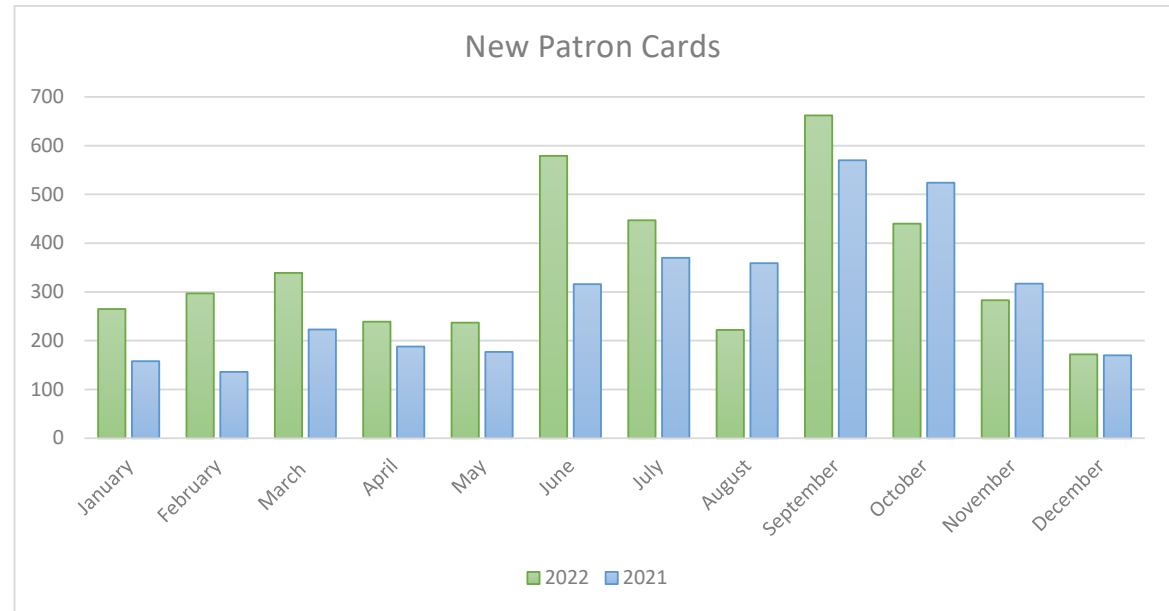


LIBRARY OF THINGS			
Month	2022	2021	
January	580	433	
February	422	406	
March	303	532	
April	411	546	
May	443	372	
June	660	531	
July	633	485	
August	616	523	
September	475	523	
October	563	347	
November	450	345	
December	419	313	
TOTAL	5975	5356	

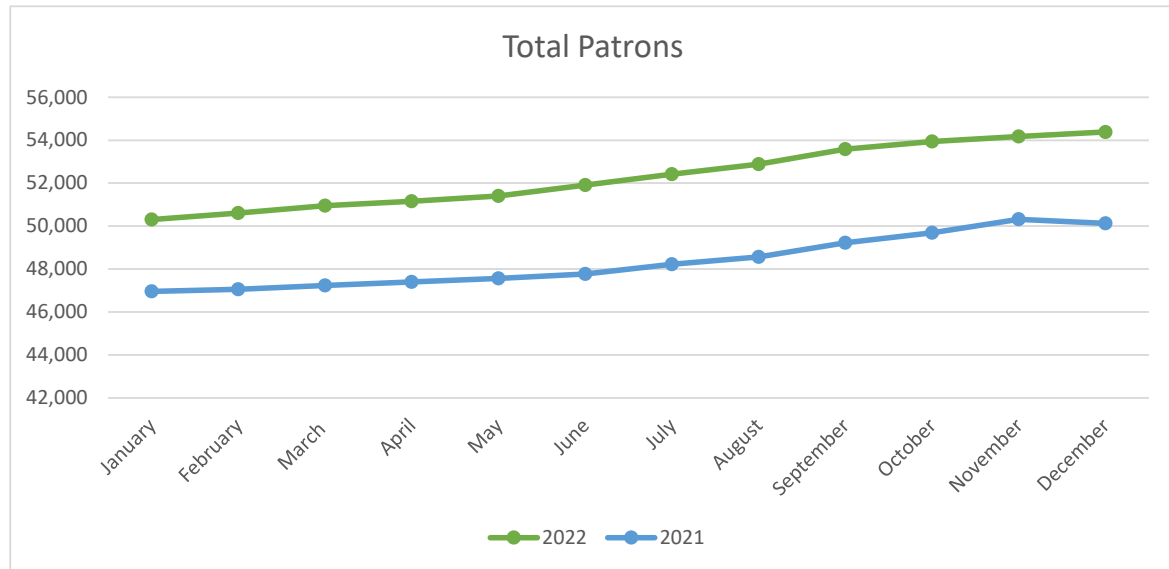


*started in 2021

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	172	170
TOTAL	4,182	3,508

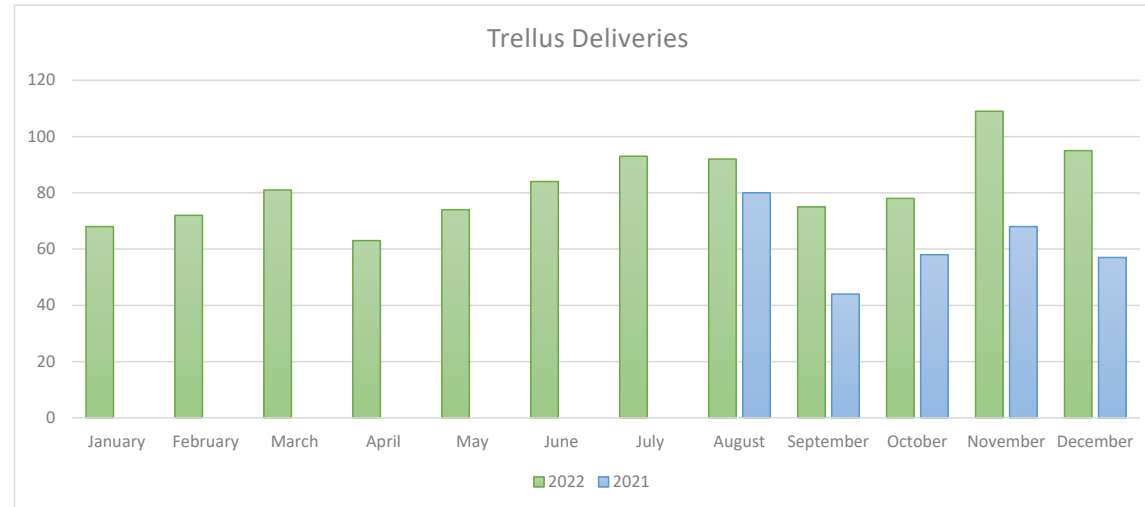


TOTAL PATRONS		
Month	2022	2021
January	50,305	46,960
February	50,614	47,057
March	50,945	47,241
April	51,158	47,403
May	51,408	47,564
June	51,916	47,777
July	52,417	48,220
August	52,880	48,570
September	53,578	49,220
October	53,943	49,690
November	54,176	50,316
December	54,385	50,128
TOTAL	627,725	580,146



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	95	57
TOTAL	984	307

Monthly Average in 2022	82
Monthly Average in 2021	61

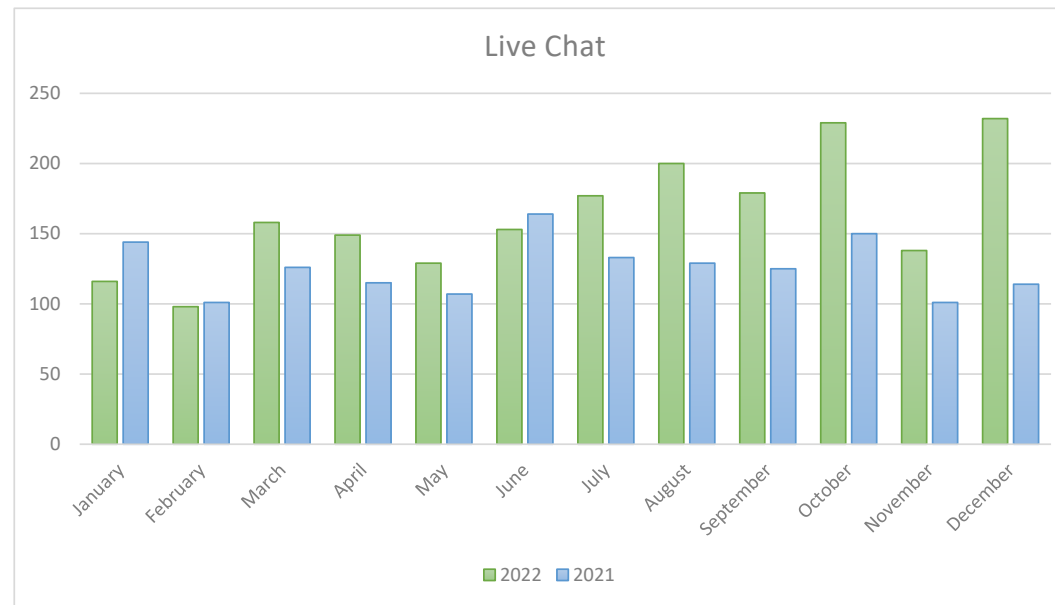


2022 YTD= 984
2021 YTD= 307

*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	232	114
TOTAL	1958	1509

Monthly Average in 2022	163
Monthly Average in 2021	126



2022 YTD= 1958
2021 YTD= 1509

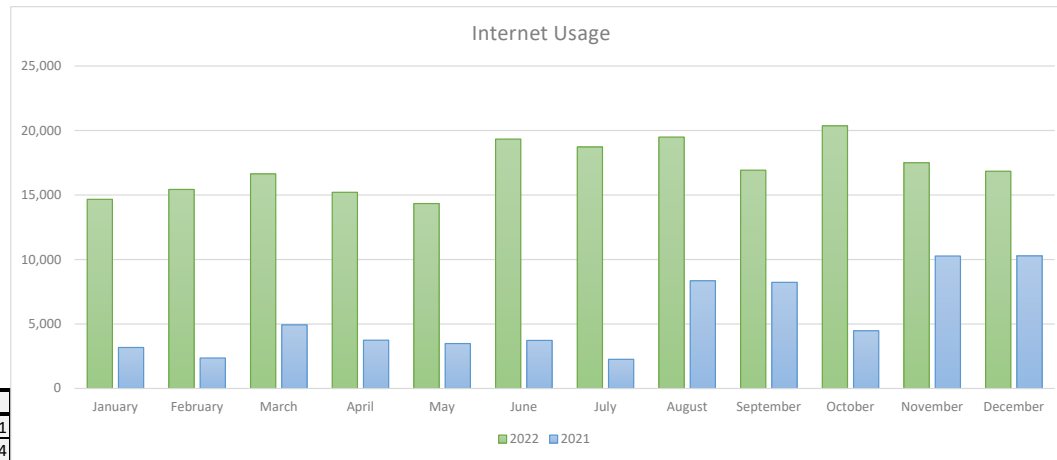
Internet Usage Total		
Month	2022	2021
January	14,665	3,175
February	15,430	2,359
March	16,633	4,927
April	15,210	3,743
May	14,334	3,480
June	19,334	3,724
July	18,722	2,258
August	19,491	8,347
September	16,924	8,228
October	20,361	4,470
November	17,498	10,268
December	16,843	10,276
TOTAL	205,441	65,255

*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	1,186	3,843	219	8,506
TOTAL	9,981	52,018	4333	91,647

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	2,594	1,652	140
TOTAL	53,290	18,589	2228

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



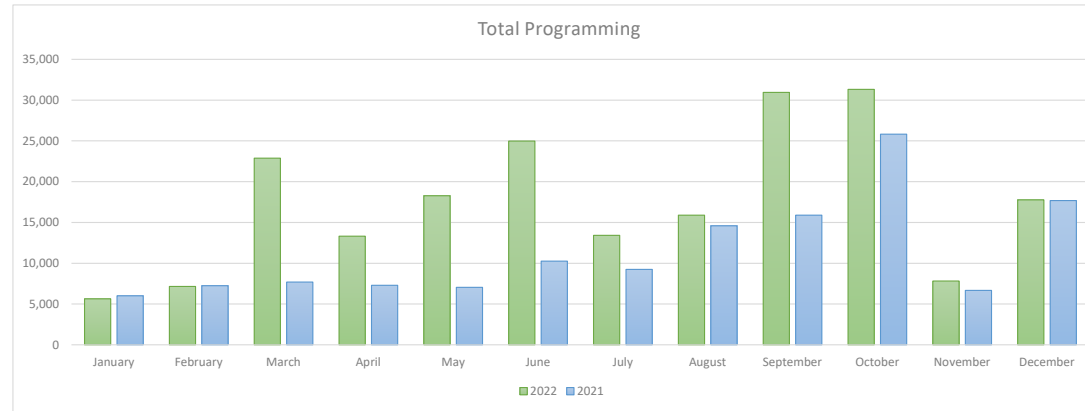
2022 YTD= 205,441
2021 YTD= 65,255

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

Monthly Average in 2021	17,120
Monthly Average in 2021	5,428

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	17,767	17,684
TOTAL	209,413	135,455

Monthly Average 2022	17,451
Monthly Average 2021	11,288



YTD 2022= **209,413**
YTD 2021= **135,455**

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	1,036	1,137	3,427	12,167
Total	31,426	25,954	66,762	85,271

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	1,148	1,144	1,420	1,231	10,797	1,985	42	120
Total	25,723	15,510	23,798	36,596	20,264	82,620	1,702	1,507

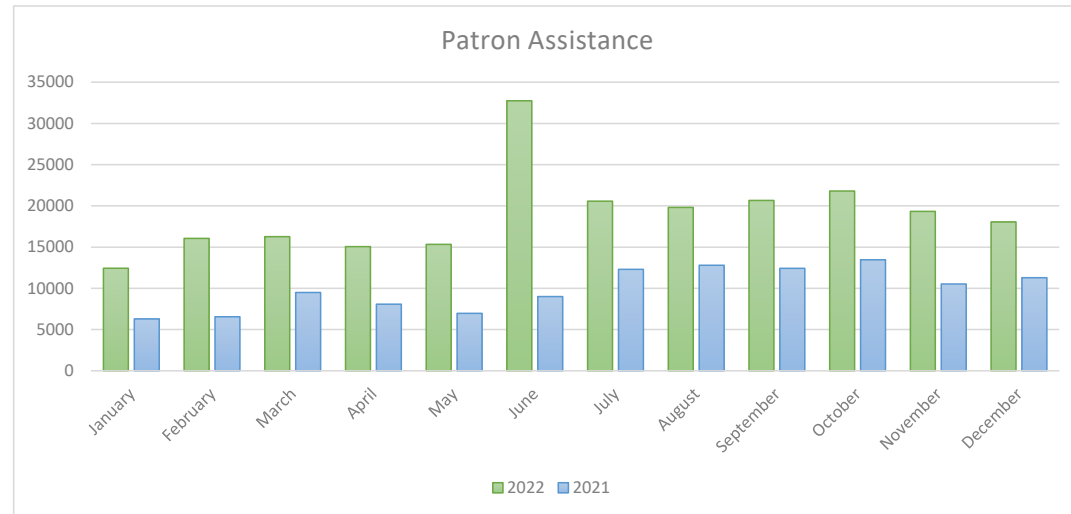
* reintroduced outside groups 11/21

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	6,418
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	4,215
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	15,279	2,488	14,400	3,367
Total	167,461	40,272	97,130	104,560

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	18046	11,287
TOTAL	228106	119182

Monthly Average 2022	19,009
Monthly Average 2021	9,932



YTD 2022= **228106**
YTD 2021= **119182**

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	871	1,069	1,387	3,780	1730	480	3	8,431	232	63
TOTAL	30793	21,417	22,637	52,587	18,175	6,733	243	72,815	1,972	734

* added Notary 1/22

**SACHEM CENTRAL SCHOOL DISTRICT
SUFFOLK COUNTY, NEW YORK**

**SPECIAL SCHOOL DISTRICT MEETING
APRIL 4, 2023**

**FOR THE SACHEM PUBLIC LIBRARY
BUDGET VOTE AND TRUSTEE ELECTION**

NOTICE IS HEREBY GIVEN to the qualified voters of Sachem Central School District that, pursuant to a resolution of the Board of Trustees of the Sachem Public Library adopted on January 17, 2023, a Special School District Meeting will be held on Tuesday, April 4, 2023 in the Sachem Public Library, 150 Holbrook Road, Holbrook, New York, for the purpose of voting, by voting machine, upon the following:

- 1) To adopt the Annual Library District Budget for the fiscal year 2023/2024 and to authorize the requisite portion thereof to be raised by taxation on the taxable property of the Library District; and
- 2) To elect one (1) Trustee to the Sachem Public Library Board of Trustees to fill a five-year term commencing July 1, 2023 and ending June 30, 2028, as a result of the expiration of the term of office presently held by Marguerite Barone;

NOTICE IS FURTHER GIVEN that for the purpose of voting at such meeting on April 4, 2023, the polls will remain open from 9:30 A.M. to 9:00 P.M. and as much longer as may be necessary to enable the voters then present to cast their ballots.

NOTICE IS FURTHER GIVEN that pursuant to Section 2018 of the Education Law, petitions nominating candidates for the office of Sachem Public Library District Trustee shall be filed with the District Clerk of the Sachem Central School District, 51 School Street, Lake Ronkonkoma, New York, on or before 3:00 P.M. on March 6, 2023. Petitions shall be directed to the District Clerk of the Sachem Central School District, shall be signed by at least twenty-five (25) qualified voters of the Sachem Central School District or two (2%) of those who voted in the last election for members of the Library Board of Trustees, whichever is greater, shall state the residence of each signer, shall state the name and residence of the candidate, and shall describe the specific vacancy on the Library Board for which the candidate is nominated, which description shall include at least the length of term for office and the name of the last incumbent. All candidates for the Office of Library Trustee must be qualified voters of the Sachem School District.

NOTICE IS FURTHER GIVEN that the Board of Trustees of the Sachem Public Library will hold a special budget hearing for the purpose of discussion of the expenditure of funds of the Sachem Public Library and the budgeting thereof on March 21, 2023, at the Sachem Public Library, 150

Holbrook Road, Holbrook, New York at 7:00 P.M. All residents of the Sachem Central School District are invited to attend this informational meeting to receive accurate information concerning the Sachem Public Library Budget for the fiscal year, July 1, 2023 to June 30, 2024.

NOTICE IS FURTHER GIVEN that pursuant to Section 1716 of the Education Law, copies of the annual estimated expenditures for the Sachem Public Library to be voted upon together with the text of any resolution which will be presented to the voters shall be available to any taxpayer in the district at the Sachem Public Library, 150 Holbrook Road, Holbrook, New York, and in the office of the District Clerk of the Sachem Central School District, between the hours of 7:30 A.M. and 3:00 P.M. commencing on March 15, 2023 and each weekday through April 4, 2023.

NOTICE IS FURTHER GIVEN that the final tally of votes shall be held at the Sachem Public Library, 150 Holbrook Road, Holbrook, New York at 9:00 P.M. on the evening of the vote.

NOTICE IS FURTHER GIVEN that the Board of Education of the Sachem Central School District having duly adopted resolutions pursuant to Section 2014(3) of the Education Law providing for open and continuous registration for voting at School District Meetings, any person shall be entitled to have his or her name placed upon the voting register to be utilized at the April 4, 2023 Special School District Meeting by presenting himself or herself to the office of the District Clerk of the said District, 51 School Street, Lake Ronkonkoma, New York between the hours of 7:30 a.m. and 3:00 p.m., commencing immediately, and each weekday thereafter through March 28, 2023 provided that he or she is known or proved to the Clerk, or registration officer, to be entitled to vote at the election for which such register is prepared. A person who will have resided for a period of at least 30 days prior to the day of the library vote and Trustee election in one of the twelve Election Districts of the Sachem Central School District, who is a citizen of the United States and at least 18 years of age, shall be entitled to vote.

NOTICE IS FURTHER GIVEN that the register or registers prepared for the last annual or special district meeting will be used as a basis for the preparation of the register for this Special District Meeting to be held on April 4, 2023. Such register to be prepared will also include all persons who have presented themselves personally for registration to the District Clerk of the Sachem Central School District on or before March 28, 2023 and all persons who shall have been previously registered for any annual or special meeting or election held or conducted at any time within four (4) years prior to the preparation of the register. Those persons who are not registered as above set forth, but who are currently registered pursuant to Section 5-612 of the Election Law and whose names appear on the Central Registration List of the Suffolk County Board of Elections, Yaphank, New York, are not required to register again in order to be able to vote.

NOTICE IS FURTHER GIVEN, that pursuant to Section 2018-a of the Education Law absentee ballots to vote for library trustee, the annual budget, or any referenda may be applied for at the Office of the District Clerk of the Sachem Central School District between 7:30 a.m. and 3:00 p.m.

FURTHER NOTICE IS hereby given that a qualified voter whose ability to appear personally at the polling place is substantially impaired by reason of permanent illness or physical disability and whose registration record has been marked “permanently disabled” by the Board of Elections pursuant to Section 8-400 of the Election Law shall be entitled to receive an absentee ballot without making separate application for such absentee ballot. A list of all persons to whom absentee ballots shall have been issued will be available in the Office of the District Clerk of the Sachem Central School District on each of the five (5) days prior to the scheduled vote, except Saturdays, Sundays, or holidays.

NOTICE IS FURTHER GIVEN that pursuant to Section 2015 of the Education Law the register as prepared for this Special School District Meeting will be filed in the office of the District Clerk, of the Sachem Central School District and will be open for inspection by any qualified voter of the School District between the hours of 7:30 A.M. and 3:00 P.M. commencing on March 21, 2023, and each weekday thereafter through April 4, 2023.

Dated: Holbrook, New York
January 17, 2023

By order of the
BOARD OF TRUSTEES
Sachem Public Library
150 Holbrook Road
Holbrook, New York 11741

Board Authorization for Payment

January 17, 2023

I recommend the Board approve the payment to ADP, Inc. at PO Box 842875 in Boston, MA 02284 to be paid with the first check run at beginning of the month (January 2023). ADP is requiring a payment of December invoices ASAP.

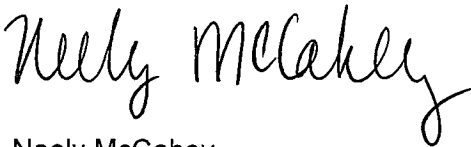
Invoice number 620515863 12/2/22 \$1705.95

Invoice number 620516747 12/2/22 \$763.88

Invoice number 620515715 12/2/22 \$432.90.

A total payment amount of \$2,902.73.

Respectfully submitted,

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

Neely McCahey

Board Authorization

January 17, 2023

I recommend the Board approve the Internal Auditor/Accounting Services proposal submitted by Janet Fernandez CPA, P.C. at 264 Sills Road, Suite A in Westhampton Beach, New York 11978.

Janet Fernandez CPA, P.C. proposed a quarterly retainer of \$4,625 totaling \$18,500 effective 1/1/2023-12/31/2023.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'neely m c', written in a cursive style.

Neely McCahey

Disposal of Equipment

January 17, 2023

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	Vacuum- Windsor S-12 ser# E70459468 – Custodial Department	Refuse

Respectfully submitted,



Neely McCahey