

SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 22, 2022 - 5:00 P.M.
AGENDA

1. Call to Order
2. A Pledge of Allegiance
3. Adoption of the Agenda **(Motion)**
4. Public Expression/Participation
5. Approval of Minutes of the Regular Board Meeting on February 15, 2022 **(Motion)**
6. Approval of Minutes of the Executive Session on February 15, 2022 **(Motion)**
7. Approval of Treasurer's Report, February 2022 **(Motion)**
 - A. Approval of Payroll Expense Report, February 2022 **(Motion)**
 - B. Approval of Payroll Warrants: #27 **(Motion)**, #29 **(Motion)**
 - C. Approval of Payroll Summary, February 2022 **(Motion)**
 - D. Approval of Bills: Warrant #28, March 2022 **(Motion)**
8. Reports
 - A. Director's Report
 - B. Assistant Director's Report
 - C. Library Statistical Report
 - D. SCLS Board Report, Susan Tychnowicz
9. Old Business
 - A. Approval of Revised Meeting Room Application **(Motion)**
 - B. Approval of Sewing Machine Waiver **(Motion)**
10. New Business
 - A. Equipment Disposal **(Motion)**
 - B. Formal Approval New York State Report 2021 **(Motion)**
 - C. Approval of Amazon Bill to be Paid Out of Schedule **(Motion)**
 - D. Approval of a Payment to Forerunner Technologies, Inc. **(Motion)**
 - E. Authorization of Rearrangement of Circulation Office **(Motion)**
 - F. Approval of Purchase and Payment to Community Playthings **(Motion)**
 - G. Approval for Delayed Opening for Staff Development **(Motion)**
11. Other
 - A. Budget Vote and Trustee Election, Tuesday, April 5, 2022, 9:30 a.m. to 9:00 p.m.
 - B. Next Board Meeting, Tuesday, April 19, 2022, 5:00 p.m.
12. Executive Session (as needed) **(Motion)**
13. Personnel Report **(Motion)**
14. Adjournment **(Motion)**

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

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

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

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

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

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

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

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

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

None

Minutes

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

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

Treasurer's Report

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

Payroll and Related Expenses

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

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

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

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

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

Schedule of Bills

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

Director's Report

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

Assistant Director's Report

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

Library Statistics

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

SCLS Board Report

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

Old Business

The Board reviewed the revised Meeting Room Application.

New Business

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

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

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

The Board reviewed the Sewing Machine Waiver.

Other

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

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

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

Executive Session

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

Regular Session resumed at 6:52 p.m.

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

Correspondence

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

Adjournment

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

Respectfully submitted,

Thomas Lohr

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

February 15, 2022

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

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

Respectfully submitted,

Thomas Lohr

Director's Report- March 2022

Correspondence/Donations:

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

Programming and Publicity:

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

Building and Grounds:

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

Technology:

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

Meetings:

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

TEEN SERVICES

MARCH FEATURED EVENTS

Questions? Visit our page: splteens.carrd.co

Text @destee to 81010 for text notifications!

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

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

Click to sign up!

In-Person Events

Advanced registration is required.

Pre-Licensing 5 Hour Course \$50 Fee

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

No Sew Fleece Blankets

Wednesday, March 30 • 7:00pm-8:00pm

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

Design Your Space

Thursday, March 31 • 7:00pm-8:00pm

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

NEW desTEENation Art & Chill

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

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

No registration required.



desTEENation Friday Nights

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

Rescheduled:

Drawing Faces Made Easy (Zoom)

Tuesday, March 1 • 6:30pm-7:30pm

Gaming Design Tournament Series:

Simon Says

Friday, March 4 • 6:30pm-8:30pm

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

Special Hang Out Night

Friday, March 4 • 6:30pm-8:30pm

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

Space Jam Movie Night

Friday, March 11 • 6:30pm-8:30pm

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

Socially Twisted

Friday, March 18 • 6:30pm-8:00pm

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

Super Smash Bros Ultimate

Friday, March 25 • 6:30pm-8:00pm

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

Fridays @ Home

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



DIY Half & Half Flannel Shirt
Friday, March 4

Anime Art with Photoshop
Friday, March 18

Coffee Filter Flowers
Friday, March 25

SAVE THE DATE!!



Minecraft Galactic Design Challenge

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

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



SACHEMCON!

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

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



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

Winter Reading Club

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

Bookish Bags

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

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

Teen Art Show April 1-30

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



OFFICE OF THE COUNTY LEGISLATURE
COUNTY OF SUFFOLK

ANTHONY A. PICCIRILLO



LEGISLATOR, 8TH DISTRICT

February 21st, 2022

Dear Sachem Public Library Teen Volunteers,

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

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

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

Sincerely,

Anthony A. Piccirillo
Suffolk County Legislator 8th District

Board Report

Assistant Director

March 22, 2022

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

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

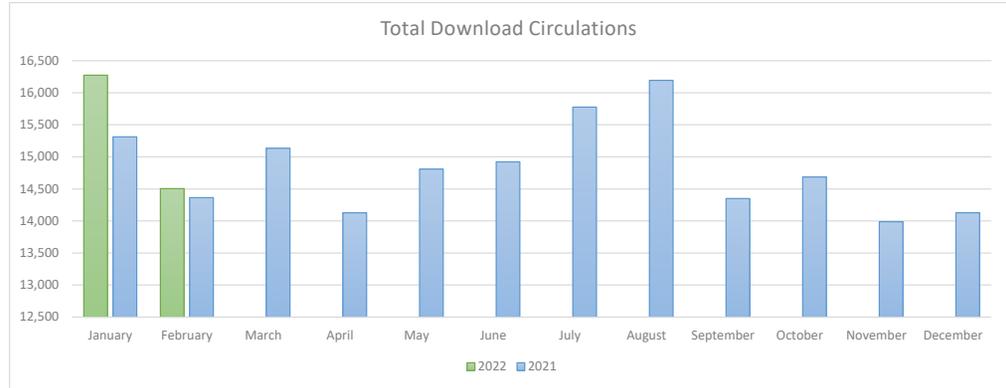
Respectfully Submitted,

Kristen Stroh

Kristen Stroh

| TOTAL DOWNLOADS CIRCULATION | | |
|-----------------------------|---------------|----------------|
| Month | 2022 | 2021 |
| January | 16,274 | 15,313 |
| February | 14,505 | 14,364 |
| March | | 15,134 |
| April | | 14,127 |
| May | | 14,809 |
| June | | 14,922 |
| July | | 15,777 |
| August | | 16,194 |
| September | | 14,350 |
| October | | 14,686 |
| November | | 13,988 |
| December | | 14,128 |
| Total | 30,779 | 177,792 |

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

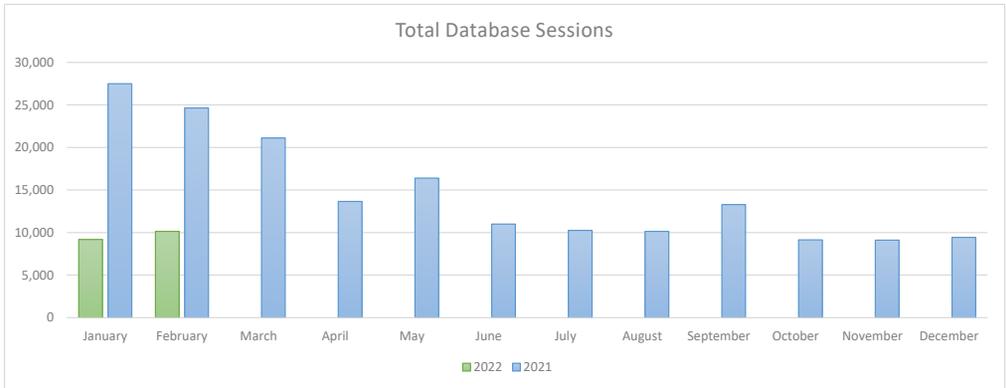


2022 YTD= 30,779
2021 YTD= 29,677

| TOTAL DATABASE SESSIONS | | |
|-------------------------|---------------|----------------|
| Month | 2022 | 2021 |
| January | 9,183 | 27,496 |
| February | 10,136 | 24,646 |
| March | | 21,115 |
| April | | 13,658 |
| May | | 16,403 |
| June | | 10,999 |
| July | | 10,255 |
| August | | 10,138 |
| September | | 13,283 |
| October | | 9,142 |
| November | | 9,109 |
| December | | 9,435 |
| Total | 19,319 | 175,679 |

* changed how reported in 2021

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



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

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

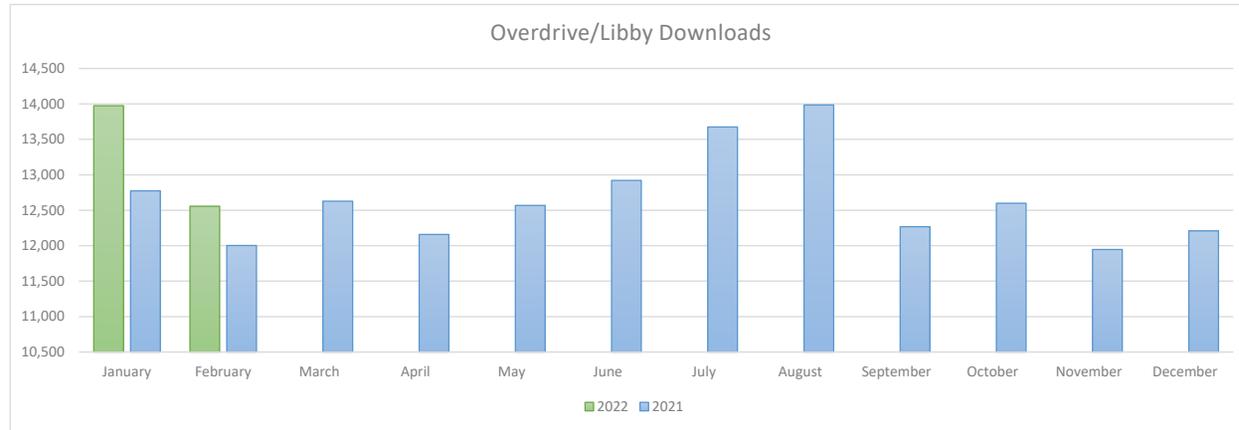
*Child started reporting in 2021

| OVERDRIVE/LIBBY DOWNLOADS | | |
|---------------------------|---------------|----------------|
| Month | 2022 | 2021 |
| January | 13,975 | 12,774 |
| February | 12,557 | 12,003 |
| March | | 12,628 |
| April | | 12,159 |
| May | | 12,568 |
| June | | 12,921 |
| July | | 13,675 |
| August | | 13,985 |
| September | | 12,268 |
| October | | 12,599 |
| November | | 11,947 |
| December | | 12,209 |
| TOTAL | 26,532 | 151,736 |

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

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

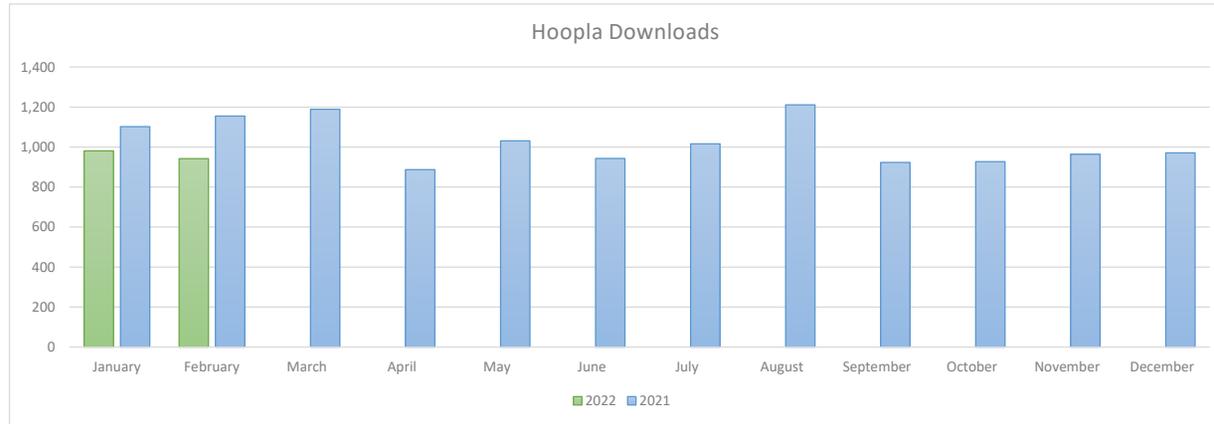
*newly reporting in 2022
partnership with Sachem School District



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

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

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

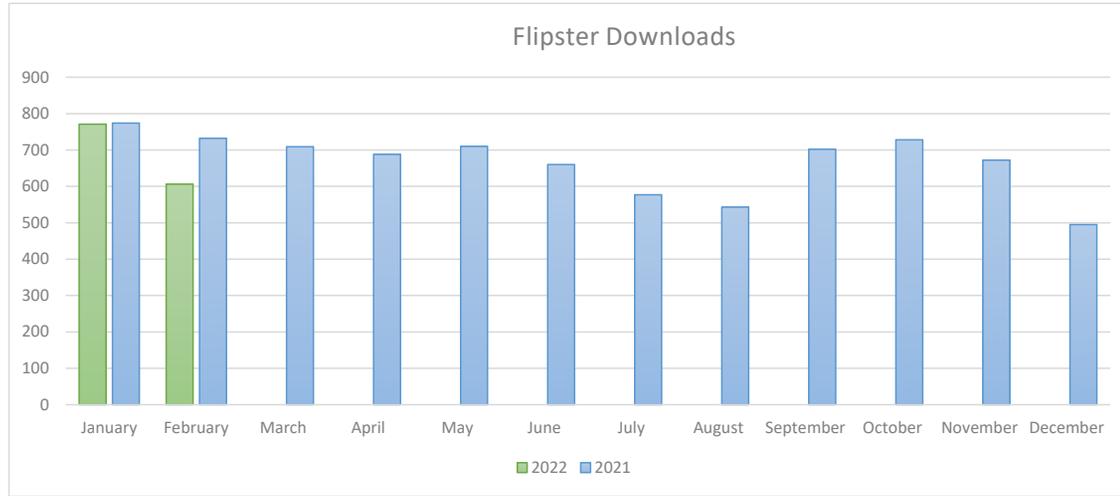


2022 YTD= 1,923
2021 YTD= 2,257

FLIPSTER DOWNLOADS

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

| | |
|--------------------------------|------------|
| Monthly Average in 2022 | 689 |
| Monthly Average in 2021 | 665 |



2022 YTD= 1377
2021 YTD= 1506

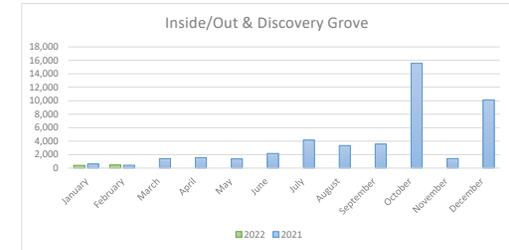
| TOTAL VISITS | | |
|--------------|---------------|----------------|
| Month | 2022 | 2021 |
| January | 28,564 | 24,189 |
| February | 32,015 | 23,827 |
| March | | 28,786 |
| April | | 27,197 |
| May | | 26,643 |
| June | | 29,861 |
| July | | 36,457 |
| August | | 34,218 |
| September | | 32,228 |
| October | | 36,928 |
| November | | 29,831 |
| December | | 31,174 |
| TOTAL | 60,579 | 361,339 |



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

| I/O & DG VISITS | | |
|-----------------|------------|---------------|
| Month | 2022 | 2021 |
| January | 406 | 608 |
| February | 443 | 424 |
| March | | 1,401 |
| April | | 1,557 |
| May | | 1,369 |
| June | | 2,171 |
| July | | 4,146 |
| August | | 3,350 |
| September | | 3,559 |
| October | | 15,547 |
| November | | 1,420 |
| December | | 10,115 |
| TOTAL | 849 | 45,667 |

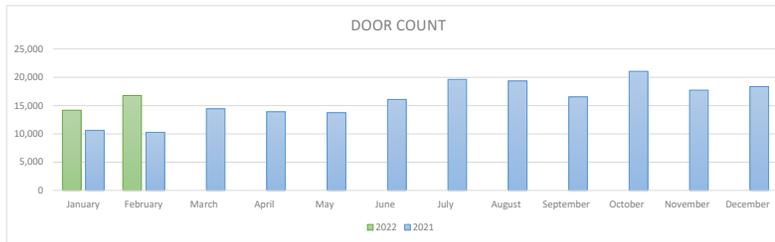
2022 YTD= 849
2021 YTD= 1,032



*new door counter in DG 1/22

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

*Total visit= Door Count + Website Visits



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

| WEBSITE VISITS | | |
|----------------|---------------|----------------|
| Month | 2022 | 2021 |
| January | 14,397 | 13,586 |
| February | 15,242 | 13,565 |
| March | | 14,355 |
| April | | 13,305 |
| May | | 12,910 |
| June | | 13,786 |
| July | | 16,830 |
| August | | 14,879 |
| September | | 15,698 |
| October | | 15,875 |
| November | | 12,106 |
| December | | 12,828 |
| TOTAL | 29,639 | 169,723 |



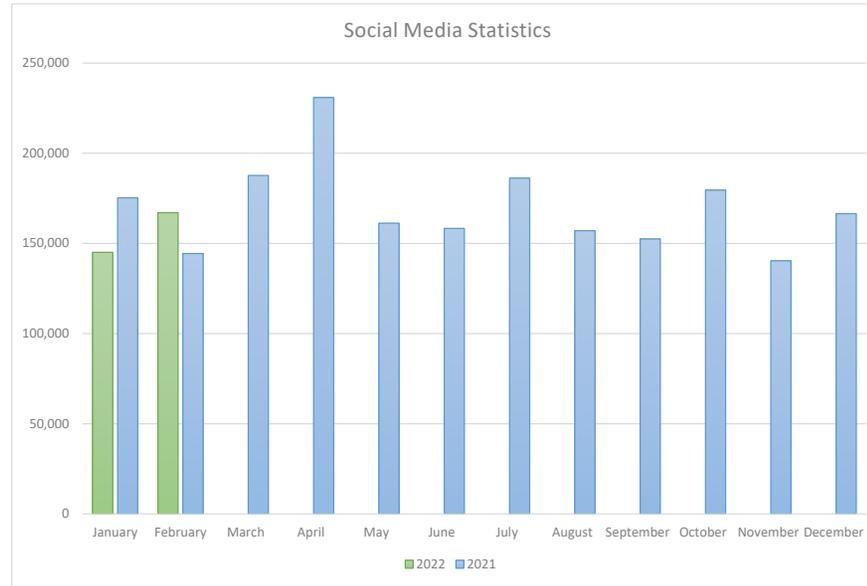
2021 YTD= 29,639
2021 YTD= 27,151

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

| TOTAL SOCIAL MEDIA | | |
|--------------------|---------|---------|
| Month | 2022 | 2021 |
| January | 145,039 | 175,259 |
| February | 167,016 | 144,383 |
| March | | 187,680 |
| April | | 230,874 |
| May | | 161,221 |
| June | | 158,311 |
| July | | 186,149 |
| August | | 157,042 |
| September | | 152,455 |
| October | | 179,539 |
| November | | 140,330 |
| December | | 166,505 |

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

| TIKTOK VIEWS | |
|--------------|-------|
| January | 9,658 |
| February | 2,923 |
| March | |
| April | |
| May | |
| June | |
| July | |
| August | |
| September | |
| October | |
| November | |
| December | |



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

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



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

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

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

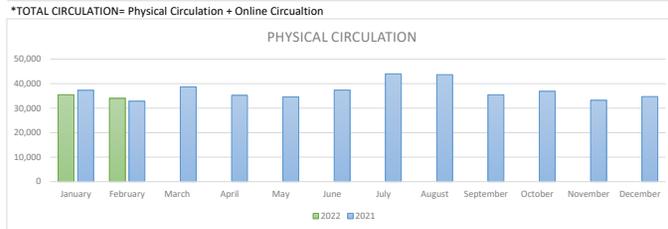
| SnapChat Views | |
|----------------|------|
| January | 624 |
| February | 1992 |
| March | |
| April | |
| May | |
| June | |
| July | |
| August | |
| September | |
| October | |
| November | |
| December | |

| TOTAL CIRCULATION | | |
|-------------------|---------------|----------------|
| Month | 2022 | 2021 |
| January | 51,162 | 52,594 |
| February | 48,500 | 47,200 |
| March | | 53,830 |
| April | | 35,219 |
| May | | 34,567 |
| June | | 37,352 |
| July | | 43,996 |
| August | | 43,679 |
| September | | 35,461 |
| October | | 36,867 |
| November | | 33,199 |
| December | | 34,738 |
| TOTAL | 99,662 | 488,702 |



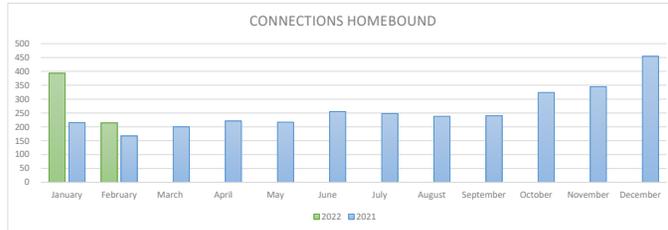
2022 YTD= 99,662
2021 YTD= 99,794

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



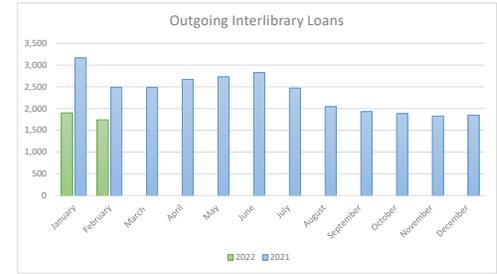
2022 YTD= 69,469
2021 YTD= 70,117

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

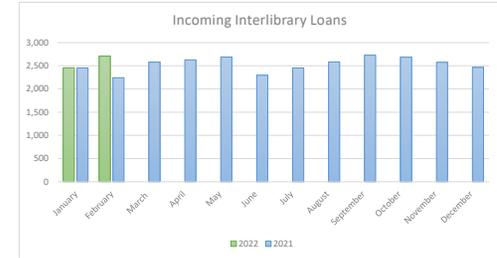


2022 YTD= 607
2021 YTD= 382

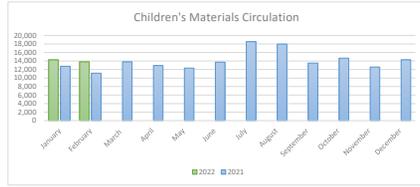
| Interlibrary Loans- Outgoing | | |
|------------------------------|--------------|---------------|
| Month | 2022 | 2021 |
| January | 1,900 | 3,166 |
| February | 1,741 | 2,490 |
| March | | 2,484 |
| April | | 2,671 |
| May | | 2,730 |
| June | | 2,827 |
| July | | 2,471 |
| August | | 2,043 |
|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



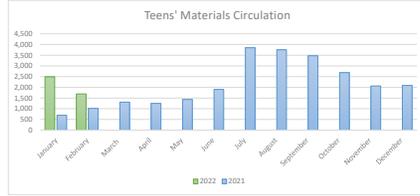
| Interlibrary Loans-Incoming | | |
|-----------------------------|--------------|---------------|
| Month | 2022 | 2021 |
| January | 2,457 | 2,455 |
| February | 2,709 | 2,243 |
| March | | 2,579 |
| April | | 2,627 |
| May | | 2,689 |
| June | | 2,297 |
| July | | 2,455 |
| August | | 2,583 |
| September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



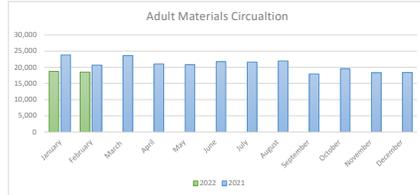
| CHILDREN'S MATERIALS | | |
|----------------------|---------------|----------------|
| Month | 2022 | 2021 |
| January | 14,254 | 12,768 |
| February | 13,788 | 11,239 |
| March | | 13,787 |
| April | | 12,926 |
| May | | 12,329 |
| June | | 13,718 |
| July | | 18,544 |
| August | | 17,971 |
| September | | 13,512 |
| October | | 14,668 |
| November | | 12,584 |
| December | | 14,272 |
| TOTAL | 28,042 | 168,218 |



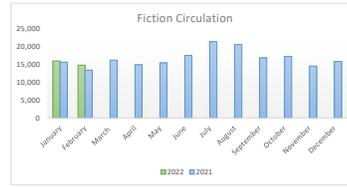
| TEENS' MATERIALS | | |
|------------------|--------------|---------------|
| Month | 2022 | 2021 |
| January | 2,492 | 694 |
| February | 1,693 | 1,013 |
| March | | 1,307 |
| April | | 1,248 |
| May | | 1,431 |
| June | | 1,901 |
| July | | 3,849 |
| August | | 3,753 |
| September | | 3,475 |
| October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



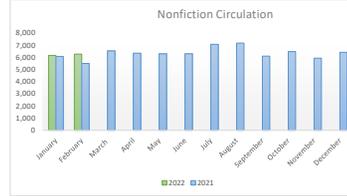
| ADULT MATERIALS | | |
|-----------------|---------------|----------------|
| Month | 2022 | 2021 |
| January | 18,728 | 23,819 |
| February | 18,514 | 20,684 |
| March | | 23,602 |
| April | | 21,045 |
| May | | 20,807 |
| June | | 21,733 |
| July | | 21,603 |
| August | | 21,955 |
| September | |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



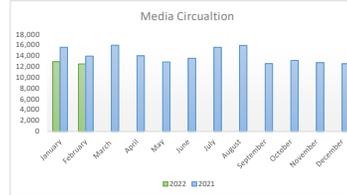
| FICTION | | |
|--------------|---------------|----------------|
| Month | 2022 | 2021 |
| January | 15,934 | 15,597 |
| February | 14,758 | 13,361 |
| March | | 16,175 |
| April | | 14,849 |
| May | | 15,393 |
| June | | 17,491 |
| July | | 21,319 |
| August | | 20,551 |
| September | | 16,787 |
| October | | 17,224 |
| November | | 14,516 |
| December | | 15,780 |
| TOTAL | 30,692 | 199,043 |



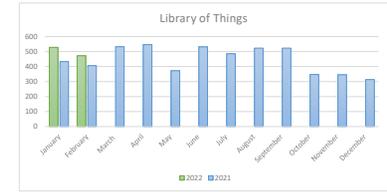
| NONFICTION | | |
|--------------|---------------|---------------|
| Month | 2022 | 2021 |
| January | 6,171 | 6,084 |
| February | 6,273 | 5,505 |
| March | | 6,534 |
| April | | 6,353 |
| May | | 6,296 |
| June | | 6,295 |
| July | | 7,080 |
| August | | 7,184 |
| September | | 6,108 |
| October |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



| MEDIA MATERIALS | | |
|-----------------|---------------|----------------|
| Month | 2022 | 2021 |
| January | 12,897 | 15,600 |
| February | 12,511 | 13,970 |
| March | | 15,987 |
| April | | 14,017 |
| May | | 12,878 |
| June | | 13,566 |
| July | | 15,597 |
| August | | 15,944 |
| September | | 12,566 |
| October | | 13,164 |
| November | | 12,744 |
| December | | 12,537 |
| TOTAL | 25,408 | 168,570 |

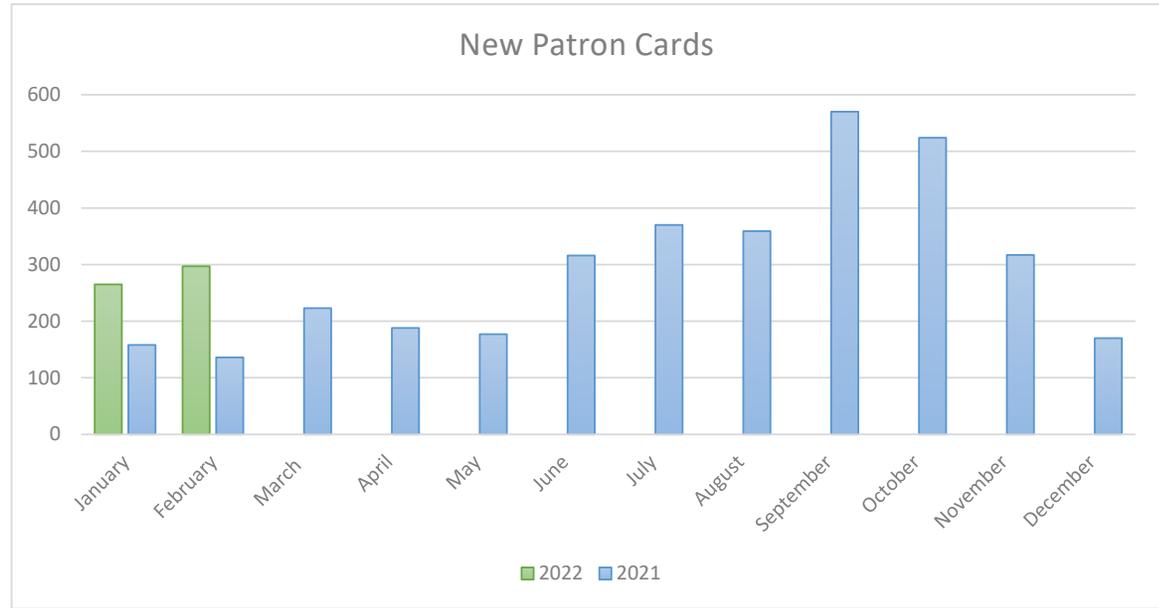


| LIBRARY OF THINGS | | |
|-------------------|-------------|-------------|
| Month | 2022 | 2021 |
| January | 528 | 433 |
| February | 472 | 406 |
| March | | 532 |
| April | | 546 |
| May | | 372 |
| June | | 531 |
| July | | 485 |
| August | | 523 |
| September | | 523 |
| October | | 347 |
| November | | 345 |
| December | | 313 |
| TOTAL | 1000 | 5356 |

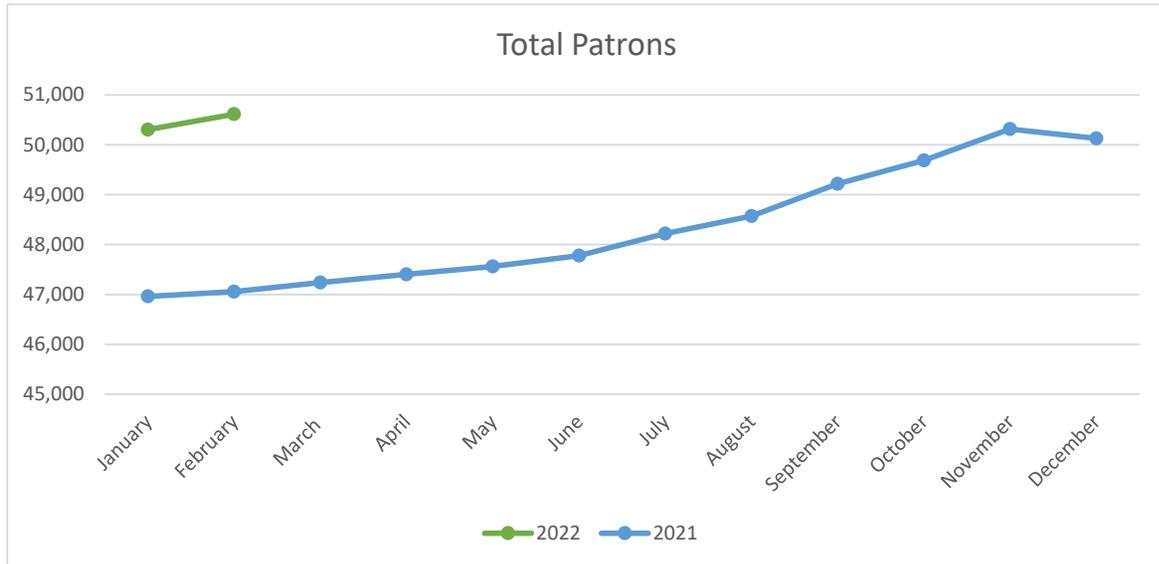


*started in 2021

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



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

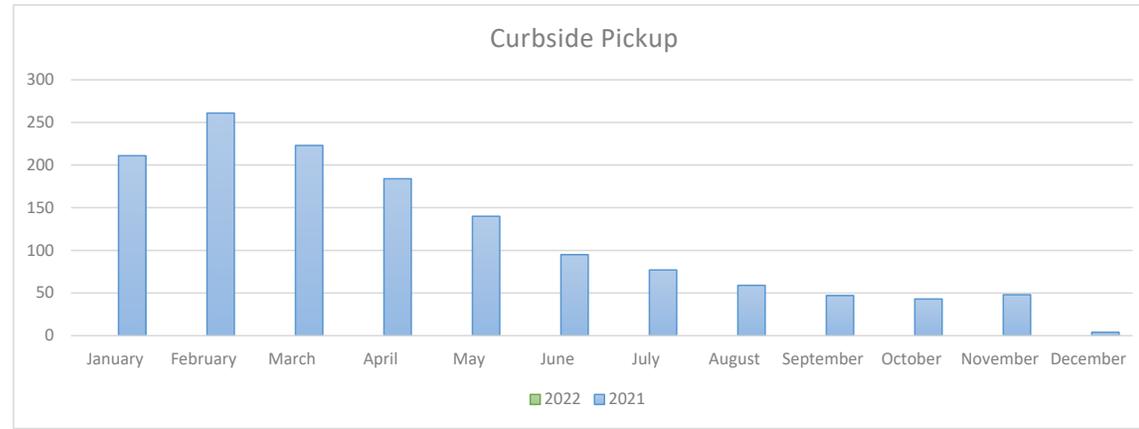


| Curbside Pickup | | |
|-----------------|----------|--------------|
| Date | 2022 | 2021 |
| January | 0 | 211 |
| February | 0 | 261 |
| March | | 223 |
| April | | 184 |
| May | | 140 |
| June | | 95 |
| July | | 77 |
| August | | 59 |
| September | | 47 |
| October | | 43 |
| November | | 48 |
|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

| | |
|--------------------------------|----------|
| Monthly Average in 2022 | 0 |
| Monthly Average in 2021 | 116 |

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

| | |
|--------------------------------|-----------|
| Monthly Average in 2022 | 70 |
| Monthly Average in 2021 | 61 |



2022 YTD= 0
2021 YTD= 472

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

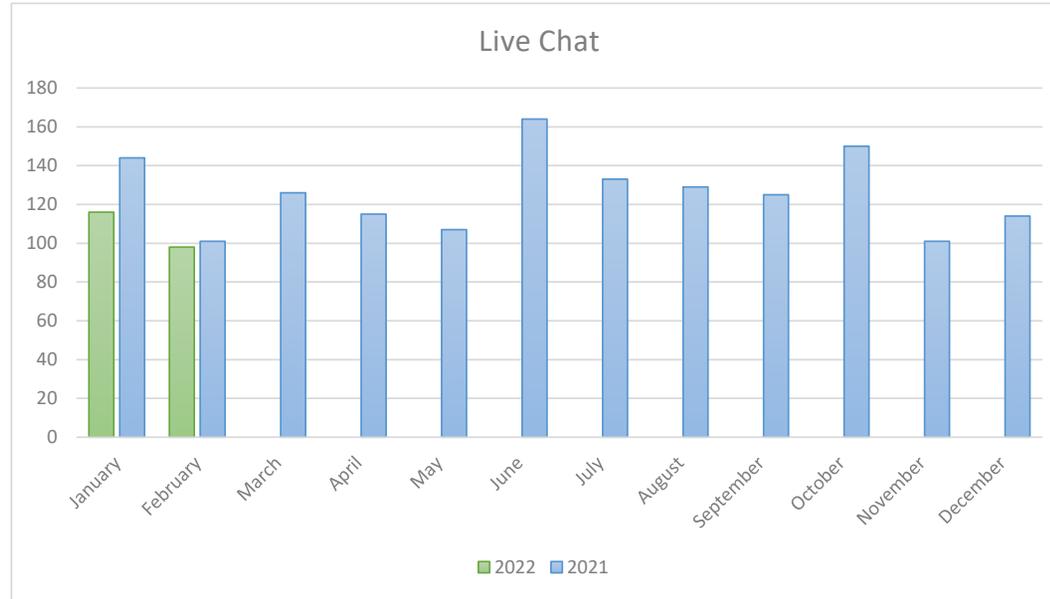


2022 YTD= 140
2021 YTD= 0

*new service started 8/2021

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

| | |
|--------------------------------|------------|
| Monthly Average in 2022 | 107 |
| Monthly Average in 2021 | 126 |

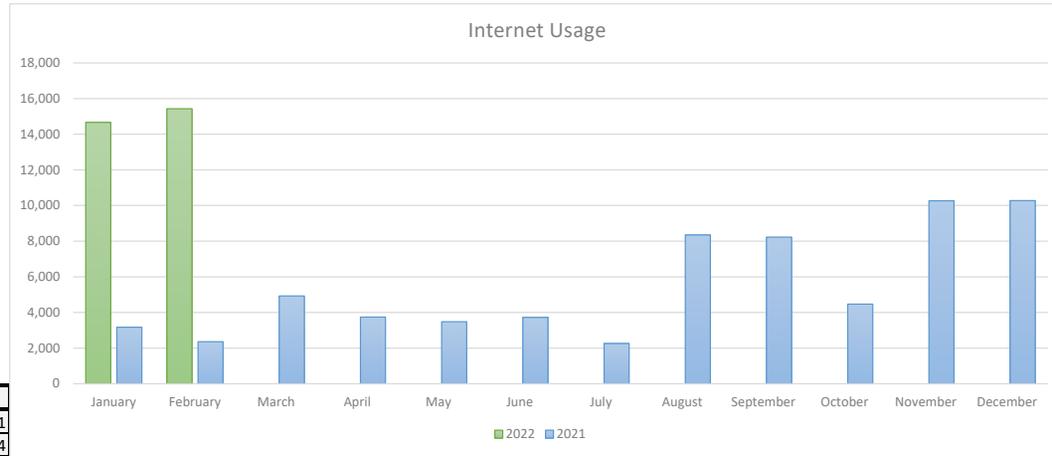


2022 YTD= 214
2021 YTD= 1509

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

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

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



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

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

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

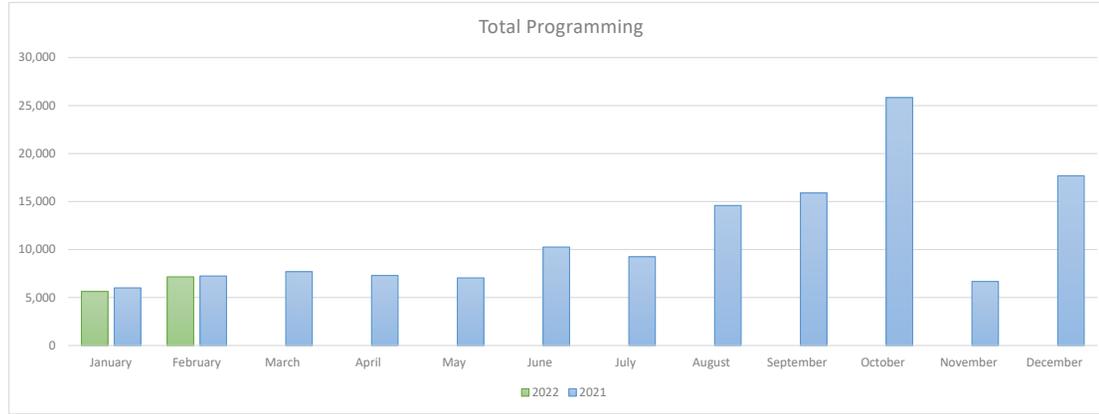
| Month | Copies | Faxes | Other |
|--------------|---------------|--------------|------------|
| January | 3,701 | 2,826 | 309 |
| February | 6,428 | 2,240 | 128 |
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| July | | | |
| August | | | |
| September | | | |
| October | | | |
| November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

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 | | 7,693 |
| April | | 7,297 |
| May | | 7,046 |
| June | | 10,259 |
| July | | 9,246 |
| August | | 14,588 |
| September | | 15,895 |
| October | | 25,826 |
| November | | 6,671 |
| December | | 17,684 |
| TOTAL | 12,788 | 135,455 |

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



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

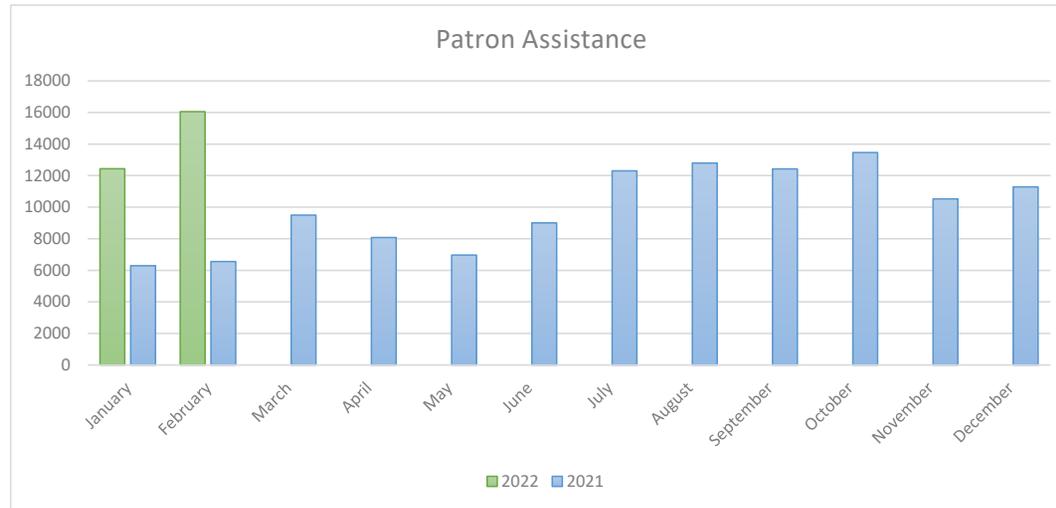
| Programs by Age Range | | | | |
|-----------------------|--------------|--------------|--------------|------------|
| Month | Childrens | Teens | Adults | All Ages |
| January | 601 | 687 | 4,298 | 65 |
| February | 1,251 | 832 | 4,885 | 187 |
| March | | | | |
| April | | | | |
| May | | | | |
| June | | | | |
| July | | | | |
| August | | | | |
| September | | | | |
| October | | | | |
| November | | | | |
| December | | | | |
| Total | 1,852 | 1,519 | 9,183 | 252 |

| Programs by Department | | | | | | | | |
|------------------------|--------------|--------------|-------------------|-------------|-------------|------------|------------|----------------|
| Month | Child | Teens | Programs & Newsle | Reference | Studio | Outreach | Dis Grove | outside groups |
| January | 609 | 427 | 1,792 | 1848 | 644 | 309 | 4 | 68 |
| February | 1,166 | 918 | 2,039 | 1859 | 908 | 140 | 125 | 133 |
| March | | | | | | | | |
| April | | | | | | | | |
| May | | | | | | | | |
| June | | | | | | | | |
| July | | | | | | | | |
| August | | | | | | | | |
| September | | | | | | | | |
| October | | | | | | | | |
| November | | | | | | | | |
| December | | | | | | | | |
| Total | 1,775 | 1,345 | 3,831 | 3707 | 1552 | 449 | 129 | 201 |

* reintroduced outside groups 11/21

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

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



YTD 2022= 28491
YTD 2021= 12842

| Month | Child | Teens | Programs & Newsle | Reference | Studio | Outreach | Dis Grove | LOT | Circ | Live Chat | Notary |
|-----------|-------|-------|-------------------|-----------|--------|----------|-----------|-----|-------|-----------|--------|
| January | 371 | 1,309 | 1,477 | 4,529 | 867 | 128 | 0 | 0 | 3,603 | 116 | 36 |
| February | 934 | 1,910 | 1,688 | 4,013 | 1,614 | 168 | 7 | 0 | 5,567 | 98 | 56 |
| March | | | | | | | | | | | |
| April | | | | | | | | | | | |
| May | | | | | | | | | | | |
| June | | | | | | | | | | | |
| July | | | | | | | | | | | |
| August | | | | | | | | | | | |
| September | | | | | | | | | | | |
| October | | | | | | | | | | | |
| November | | | | | | | | | | | |
| December | | | | | | | | | | | |

* added Notary 1/22



COMMUNITY GROUP APPLICATION FOR MEETING ROOM USE

APPLICANT MUST BE A SACHEM LIBRARY DISTRICT RESIDENT

Room may be reserved a maximum of one time per month.

Suggested dates of meeting _____

Please put more than one date, in order of preference.

Name of Organization/Group (Please Print)

Purpose of the meeting

Name and Address of person authorized to arrange meeting

Telephone

Sachem Library Barcode

E-mail Address

Meeting to take place in AAMR, A, B, C, Senior Room, Loft, Board Room

Literature to be distributed: Yes_____ No_____ (If yes, provide sample)

Estimated attendance: _____ Time: _____ to _____
(limit of 20)

The (Organization Name) _____ covenants to indemnify and save harmless the Sachem Public Library against any and all claims or suits against which might arise out of the use of the premises of the Library.

We have read and agree to abide by the Library regulations attached to this sheet.

Date _____

Signature

FOR STAFF USE:

APPROVED _____ DENIED _____

Initials _____

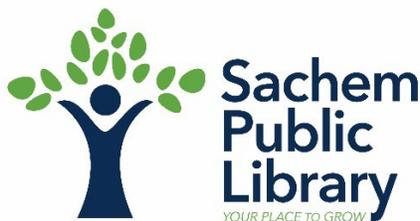
Date _____



The Sachem Public Library Board of Trustees is aware of the need for meeting room accommodations to be used by non-profit groups and committees. The Board feels that making available such accommodations to the public is an additional service which the library may render under conditions set by the Board. The fact that a group is permitted to meet at the public library does not, in any way, constitute an endorsement of the group's belief and/or policies.

REGULATIONS COVERING USE OF MEETING ROOMS

1. **USAGE** The Library's Meeting Rooms are available to local non-profit groups for cultural and educational purposes. Library programs are a priority and that usage determines room availability.
2. **BOOKING** Application will be made to the Community Librarian on the form prescribed. The Library Board reserves the right to approve or deny all applications.
3. **OTHER REGULATIONS**
 - (a) The organization using the meeting room is responsible for any damage to the premises or its contents when such damage occurs as a result of the organization's use.
 - (b) When the meeting is for minors, application must be made by an adult who will be present at the meeting and be responsible for any damages incurred as noted in (a) above.
 - (c) The Library does not provide AV equipment. You may use your own, provided that proper precautions are taken against fire and accident. Music will be permitted, with prior approval, if it does not interfere with the work of the Library.
 - (d) No admission fee may be charged.
 - (e) Smoking is not permitted in the Library.
 - (f) All meetings shall be open to the public and will end promptly by 8:45p.m. There is no fee for the use of Meeting Rooms during Library hours. Meetings can be no longer than 2.5 hours. **THE ORGANIZATION WILL BE BILLED FOR USE AFTER HOURS AND/OR DAMAGES.**



LIABILITY WAIVER & USER AGREEMENT – SEWING MACHINE

(Signature required for each check out)

Please read the following information very carefully and make sure that you understand it fully and sign it before using or borrowing a sewing machine.

I acknowledge, understand and agree to the following:

- 1) I am knowingly and voluntarily borrowing a sewing machine (equipment) from the Library;
- 2) I am solely responsible for familiarizing myself with, and abiding by, all manufacturer's recommendations, warnings, and instructions for use;
- 3) I assume all the risks associated with the use of the equipment;
- 4) The Library does not provide supervision or instruction for the use of the equipment;
- 5) Use of the equipment may involve serious risk of bodily injury;
- 6) **I will hold the Library harmless, and indemnify the Library for any injury to any persons, including myself, caused by my use of the equipment;**
- 7) I will refrain from using the equipment in a manner inconsistent with the equipment's design and purpose;
- 8) I will return the equipment to the Sachem Public Library in-person, at the "Main Service or Library of Things" desk. Equipment must be intact, clean, and in working order, along with all accessories, parts and other materials provided when the item was borrowed. Equipment returned inoperable or missing parts or packaging will be assessed fees accordingly. Malfunctioning equipment should be reported as soon as possible to the library.
- 9) In case of damage or loss, I agree to pay the reasonable repair or replacement cost of the item.

By my signature alone, I acknowledge that I am at least 18 years of age, have carefully read this agreement in its entirety and understand it, and I voluntarily agree to all statements and provisions of this agreement including the Release of Liability.

Cardholder Name: _____

Signature: _____

Date: _____

Staff Use Only:

Library Card Number: _____

Date Agreement Expires: _____

Staff Initials: _____

Note Added to Account: _____

Disposal of Equipment

March 22, 2022

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

| The Following Was Disposed: | | |
|-----------------------------|---|--------|
| 2 | Gym Mats | Refuse |
| 43 | Community Room 6ft Table | Refuse |
| 2 | Blue Fabric Lounge Chairs from Children's | Refuse |
| 2 | Backed Wooden Chairs | Refuse |
| 2 | Stickley Chairs | Refuse |
| 1 | Café Table | Refuse |
| 1 | Wooden End Piece | Refuse |
| 1 | Wooden Easel | Refuse |
| 2 | Lounge Chairs from Children's | Refuse |
| 2 | Loft Tables | Refuse |
| 1 | Loft Table Attachment | Refuse |
| 1 | Chess Table | Refuse |
| | | |
| | | |

Respectfully submitted,



Neely McCahey

Formal Approval of State Report

March 22, 2022

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

Supporting documentation attached.

Respectfully submitted,

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

Neely McCahey

2

Amazon Bill to be Paid Out of Schedule

March 22, 2022

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

Respectfully submitted,


Neely McCahey

Board Authorization for Payment

March 22, 2022

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Neely McCahey". The signature is written in black ink and is positioned above the printed name.

Neely McCahey

BOARD AUTHORIZATION

March 22, 2022

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

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

Respectfully submitted,



Neely McCahey
Director

Board Authorization

March 22, 2022

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

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

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

Respectfully submitted,

A handwritten signature in black ink that reads "Neely McCahey". The signature is written in a cursive style with a large, looped "M".

Neely McCahey

BOARD AUTHORIZATION

March 22, 2022

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

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

Respectfully submitted,

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

Neely McCahey
Director