

SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 21, 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 May 16, 2022 **(Motion)**
6. Approval of Minutes of the Executive Session on May 16, 2022 **(Motion)**
7. Approval of Treasurer's Report, May 2022 **(Motion)**
 - A. Approval of Payroll Expense Report, May 2022 **(Motion)**
 - B. Approval of Payroll Warrants: #38 **(Motion)**, #40 **(Motion)**
 - C. Approval of Payroll Summary, May 2022 **(Motion)**
 - D. Approval of Bills: Warrant #39, June 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. Review of Revised Purchasing Policy
10. New Business
 - A. Review of Sustainability Policy
 - B. Review of Breastfeeding in the Workplace Policy
 - C. Approval of a Payment to Island Empanada and NY Party Works **(Motion)**
 - D. Approval of a Payment to CDJ Electric **(Motion)**
 - E. Disposal of Equipment **(Motion)**
11. Other
 - A. Next Board Meeting – Tuesday, July 19, 2022 at 5:00 p.m.
12. Executive Session (as needed) **(Motion)**
13. Personnel Reports **(Motions)**
14. Adjournment **(Motion)**

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

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

Kristen Stroh informed the trustees that she would not be available for the May 16, 2022 board meeting and was formally excused.

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

The meeting was called to order at 5:03 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

None

Minutes

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

The minutes of an Executive Session on April 19, 2022 were approved. (Lohr, Winowitch; unanimous)

The Board approved the Minutes of the Additional Board Meeting on April 26, 2022 (Winowitch, Barone; unanimous)

The Board approved the Minutes of the Executive Session for the Additional Meeting on April 26, 2022 (Barone, Longo; unanimous)

Treasurer's Report

The Treasurer's Report for April 2022 in the amount of \$7,026,776.97 was approved. (Longo, Tychnowicz; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for April 2022 in the amount of \$536,026.92 were approved. (Tychnowicz, Lohr; unanimous)

Payroll Warrant #34 dated April 1, 2022 in the amount of \$43,861.20 was approved. (Lohr, Winowitch; unanimous)

Payroll Warrant #35 dated April 14, 2022 in the amount of \$124,139.83 was approved. (Winowitch, Barone; unanimous)

Payroll Warrant #37 dated April 28, 2022 in the amount of \$15,243.51 was approved. (Barone, Longo; unanimous)

The April 2022 Payroll Summary was approved. (Longo, Tychnowicz; unanimous)

Schedule of Bills

The May 16, 2022 Schedule of Bills, warrant #36 in the amount of \$250,844.22 was approved. (Tychnowicz Lohr; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey informed the Board that the library will be partnering with the Farmingville Hills Chamber of Commerce's Summer movie series. Attendee will have an opportunity to win a four pack of local area attraction tickets. Sachem Public Library will be contributing to the Farmingville Residents Association Community Day event at the end of August. The library has redesigned the Resident Association's logo. The library will heat press their new logos on T-shirts for the event as well. The school district has extended their summer SCOPE program to an additional elementary school. The children from Nokomis will still be visiting the Discovery Grove weekly. Library staff will be conducting weekly programs in the two elementary schools and a middle school level. Ms. McCahey informed the Board that Senator Weik will be giving certificates of recognition to students who complete the 100 books before graduation program, as well as certificates of completions to 1000 books before kindergarten.

SCLS Board Report

Mrs. Tychnowicz stated she visited the Harborfields Public Library. It was very interesting. She also stated that the SCLS auditor gave them a presentation at their last SCLS meeting.

Old Business

None

New Business

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

On the Director's recommendation, the Board approved the payment in the amount of \$3,254.86 (50% deposit) to Morrell Printing and Design at 1717-A North Ocean Avenue, Medford, NY 11763 to be paid with the first check run at beginning of the month (May 2022). Morell Printing will begin to process purchase order 29247 when the 50% deposit is received. (Barone, Longo; unanimous)

On the Director's recommendation, the Board approved the service lawn contract for the

2022 season (April-November) to GBT Construction Corp., Inc. dba Deck & Patio Company, 635 Pulaski Road, Greenlawn, NY 11740 for the amount of \$19,553. (Longo, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the annual renewal subscription for Adobe Creative Cloud, Adobe Acrobat Pro and Adobe Photoshop. The software will be purchased from Adobe at 345 Park Avenue, San Jose, CA 95110 for \$26,569.68 for a three-year commitment to be billed annually. (Tychnowicz, Longo; unanimous)

On the Director's recommendation, the Board approved the budget line transfers. (Longo, Winowitch; unanimous)

On the Director's recommendation, the Board approved the Inside/Out Lighting Service annual contract to AfterDark Landscape Lighting Inc. at 273 Walt Whitman Road in Huntington Station, New York 11743 for low voltage landscaping lighting services agreement. The annual agreement runs from March 2022 through December 2022 at a cost of \$6,800. (Winowitch, Barone; unanimous)

On the Director's recommendation, the Board approved the proposal from AfterDark Landscape Lighting Inc. at 273 Walt Whitman Road in Huntington Station, New York 11743 to improve the safety of the entrance lighting in the Inside/Out. The lighting in the space is specialty and will require retro-fitting using LED bulbs. The cost of the project will be \$28,115. (Barone, Longo; unanimous)

On the Director's recommendation, the Board approved the proposal from AfterDark Landscape Lighting Inc. at 273 Walt Whitman Road in Huntington Station, New York 11743 to add lighting to library's Community Garden space for the ability to hold programs and events during nighttime hours. The project would include lighting the pavilion, trees and ground in the outdoor classroom. The lighting in the space is specialty lighting and will require retro-fitting using LED bulbs. The cost of the project will be \$18,420. (Longo, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the proposal for architectural services related to the site renovation project of the front entry submitted by John Tanzi Architects at 129 Main Street in Stony Brook, New York 11790. Services will include; confirmation of project scope, evaluation and preparation of documents, design and project oversight. The cost of the proposed services will be \$22,500. (Tychnowicz, Lohr; unanimous)

On the Director's recommendation, the Board authorized the installation of non-slip decking for the Discovery Grove outdoor classroom to Fidele Construction at 606 Johnson Avenue in Bohemia, New York 11716 in the amount of \$33,500. The installation of the specialized flooring will improve current safety issues in the space. (Winowitch, Barone; unanimous)

On the Director's recommendation, the Board authorized the purchase of fibar mulch for the Discovery Grove outdoor classroom to Fidele Construction at 606 Johnson Avenue in Bohemia,

New York 11716 in the amount of \$23,000. The reinstallation of the specialized material will repair existing safety issues in the space. (Barone, Longo; unanimous)

Other

The following was discussed:

Mrs. Barone observe when using the downstairs restroom, a situation where a mother was helping her young child use the hand blower and noticed that the paper towels were not stocked. The child had a noise sensitive issue. Mrs. Barone inquired about the unavailability of paper towels. Ms. McCahey informed the group of situations with patrons that were disposing paper towels in the toilets and the library was required to call for professional removal of the paper towels repeatedly. On the advice of the professional company it was highly recommended to remove the paper towels and leave only the blowers. Ms. McCahey stated she will bring the attention to the Sustainability Team to see if low-voltage hand dryers or flushable biodegradable paper towels could be a possible solution.

Mrs. Barone also read a letter of correspondence from the Town of Islip encouraging small business owners and non-profit organizations to apply for grant funding from the Federal Government's American Rescue Plan Act (ARPA).

The grand opening of the Community Garden and former Trustee, Carol Paulsen dedication will be held on June 9, 2022 at 2:30 p.m. to 4:00 p.m.

The next Board Meeting will be held on Tuesday, June 21, 2022 at 5:00 p.m.

Executive Session

The Board adjourned into Executive Session at 5:39 p.m. to discuss employment histories of particular people. (Winowitch, Tychnowicz; unanimous)

Regular Session resumed at 6:37 p.m.

Personnel Report

The Personnel Reports were approved. (Longo, Tychnowicz; unanimous)

Adjournment

The meeting was adjourned at 6:39 p.m. (Tychnowicz, Longo; unanimous)

Respectfully submitted,

Thomas Lohr

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

May 16, 2022

The Board adjourned into Executive Session at 5:39 p.m. to discuss employment histories of particular people. (Winowitch, Tychnowicz; unanimous)

The Executive Session ended at 6:37 p.m. (Lohr, Winowicth; unanimous)

Respectfully submitted,

Thomas Lohr

SACHEM PUBLIC LIBRARY
BUDGET STATUS REPORT
FY 2021/2022

MAY 31, 2022

	APPROPRIATION		EXPENDITURES		BALANCE	%
<u>MATERIALS</u>						
Books	\$	197,607.00 *	\$	126,986.38	\$	70,620.62 64%
Digital Resources	\$	378,010.00 *	\$	371,647.87	\$	6,362.13 98%
Media	\$	100,579.00 *	\$	47,790.81	\$	52,788.19 48%
Periodicals	\$	20,605.00	\$	19,952.97	\$	652.03 97%
<u>BUILDING</u>						
Building Alterations	\$	258,624.00	\$	216,925.45	\$	41,698.55 84%
Computer Equipment	\$	179,755.00	\$	92,133.94	\$	87,621.06 51%
Equipment	\$	87,094.00	\$	112,128.23	\$	(25,034.23) 129%
Hawkins Ave Property Upkeep	\$	1,000.00	\$	477.00	\$	523.00 48%
<u>SUPPLIES</u>						
Custodial Supplies	\$	28,000.00	\$	21,347.28	\$	6,652.72 76%
Office Supplies	\$	134,335.00	\$	76,512.62	\$	57,822.38 57%
<u>SALARIES</u>						
Clerical, Full Time	\$	1,150,107.00 *	\$	1,103,236.24	\$	46,870.76 96%
Clerical, Part Time	\$	613,166.00	\$	529,552.82	\$	83,613.18 86%
Custodial	\$	321,262.00	\$	270,587.80	\$	50,674.20 84%
Professional	\$	3,388,749.00	\$	3,067,685.56	\$	321,063.44 91%
<u>UTILITIES</u>						
Electricity	\$	130,000.00	\$	111,219.52	\$	18,780.48 86%
Gas	\$	20,000.00	\$	20,392.42	\$	(392.42) 102%
Water	\$	4,000.00	\$	3,413.30	\$	586.70 85%
<u>CONTRACTS</u>						
Cleaning & Exterminating	\$	9,900.00	\$	2,555.00	\$	7,345.00 26%
Equipment Maintenance	\$	116,160.00	\$	77,427.28	\$	38,732.72 67%
SCLS-PALS	\$	52,232.00	\$	52,110.96	\$	121.04 100%
Membership	\$	6,322.00	\$	4,086.69	\$	2,235.31 65%
Professional & Technical	\$	110,924.00 *	\$	80,225.60	\$	30,698.40 72%
Refuse Removal	\$	5,724.00	\$	5,595.48	\$	128.52 98%
Security Personnel	\$	112,000.00	\$	85,060.11	\$	26,939.89 76%
Suffolk Cooperative Library Sys.	\$	114,922.00	\$	116,676.00	\$	(1,754.00) 102%
<u>LIBRARY OPERATION</u>						
Insurance	\$	83,440.00	\$	82,892.45	\$	547.55 99%
Postage	\$	37,275.00	\$	30,763.64	\$	6,511.36 83%
Printing & Publicity	\$	70,832.00	\$	64,672.26	\$	6,159.74 91%
Professional Development	\$	20,000.00	\$	12,798.09	\$	7,201.91 64%
Programs	\$	340,000.00	\$	281,138.72	\$	58,861.28 83%
Telecommunications	\$	78,440.00 *	\$	70,281.49	\$	8,158.51 90%
Vehicle Maintenance	\$	1,480.00	\$	111.72	\$	1,368.28 8%
<u>MANDATED EXPENSES</u>						
Dental Insurance	\$	43,115.00	\$	31,119.72	\$	11,995.28 72%
Health Insurance	\$	1,385,980.00	\$	1,100,041.64	\$	285,938.36 79%
New York State Retirement	\$	848,819.00	\$	729,796.00	\$	119,023.00 86%
Social Security	\$	407,214.00	\$	363,800.78	\$	43,413.22 89%
Unemployment Insurance	\$	3,000.00	\$	4,421.64	\$	(1,421.64) 147%
Worker's Compensation	\$	45,967.00	\$	49,389.24	\$	(3,422.24) 107%
Other Contractual Benefits:	\$	52,488.00	\$	48,179.27	\$	4,308.73 92%
Disability Insurance	\$	6,884.00	\$	5,775.60	\$	1,108.40
EAP	\$	4,930.00	\$	4,505.00	\$	425.00
Life Insurance	\$	2,268.00	\$	1,792.80	\$	475.20
Long Term Care	\$	16,051.00	\$	10,895.18	\$	5,155.82
Long Term Disability	\$	13,679.00	\$	17,819.25	\$	(4,140.25)
Vision Insurance	\$	8,676.00	\$	7,391.44	\$	1,284.56
TOTAL	\$	10,959,127.00	\$	9,485,133.99	\$	1,473,993.01 87%

*Recommended internal budget transfer approved at May Board meeting

Director's Report- June 2022

Correspondence/Donations:

- Reflections Committee members Charlotte and Colleen sent the library a thank you for hosting the artists showcase in the beginning of May.
- Kelly Sulima thanked the Board and Administration for the enhancements to the lower level in preparation for the Reflections Showcase.
- A parent of a participant of SPL's Brush & Ink Literary magazine sent an email thanking Christine and Sara Neil for their efforts.
- The library received two calls complimenting staffers Samantha Hass and Sydney Sobel on their excellence in customer service, keep up the great work Samantha and Sydney.

Programming and Publicity:

- Sachem is a recipient of the PR Xchange Award for Materials Promoting Library Services for our Find Your Perfect Match service. Thank you to Kristen for entering the library into this competition.
- After a post promoting the abovementioned service, Reference Dept. filled 30 concierge requests.
- SPL brought back the in-person job fair last month. The library provided 152 job seekers with toolkits and offered a free headshot service. The Fair was highlighted on News12 and the library received a mention!
- Teen Department's ENL Discussion group with Sachem East has wrapped for the year. The group met weekly and averaged about 20 students a week. This unique partnership with Sachem Schools will be expanding to include Samoset Middle School in the fall.
- Our Children's Department has been in high gear preparation mode for Summer Reading Club. They have produced the last Make and Take for the spring, in which 135 bags were taken. They will be introducing new passive programs for the summer.
- Cara, Chris, Kelly and Jeanette represented the library at Leg. Piccirillo's community clean up, the crew braved some heavy rains while participating.
- The graduation buttons for the elementary walk throughs have been delivered and Sachem Library's Congratulations Graduates banner will be hung in the 2nd week of June.
- Our first Literary Magazine ran by Christine Latham and Sarah Neil, Brush & Ink is in its final production stage.
- Ally purchased a third Harbes Barnyard Adventure pass, those passes have gone out 26 times in May.
- Staff has voted and the new Sachem Library Mascot will be a ladybug 🐞

Building and Grounds:

- 2 electrical outlets have been installed in Discovery Grove.
- Electric has been added to the I/O Community Garden space.
- I/O has re-opened, the center lawn looks much improved, the treatment will resume in the fall.
- Annuals have been planted in the Flagpole garden, thank you to Krista Sanicola!!!!
- Robert Downs supervised a tree limb cleanup project in May.
- Fidel construction completed the DG enhancements and installed new flooring and fibar in the space.
- Robert is still gathering quotes for stockade fence repairs.

Technology:

- The Homeschool Team is coordinating the launch of Homeschool Kits for our Library of Things. Kits will include Chromebook, hotspot and information on library resources to support homeschooling.
- Patron Services has been busy updating all 6th graders to Teen Library Cards.
- Boss Laser Engraver is out of service currently due to a filter issue. Staff training is pending.

Meetings:

- 5/2, 16, 20 & 25 Interviews
- 5/3 Staff Development Day
- 5/4 Farmingville Hills COC
- 5/6 Reflections Showcase
- 5/9,10,11 Held Civil Service presentations for staff
- 5/10 Think Tank met
- 5/11 County Webinar on EV Charging Stations
- 5/12 Friends Meeting and Union Negotiations
- 5/16 Zoom with Schools about Summer Scope program
- 5/17 Spring on the Hill, Albany
- 5/24 & 26 Union negotiations, Street Fair meeting
- 5/25 Think Tank met
- 5/30 Holbrook Parade

2022

To DIRECTOR McCahey,
Thank you so much for
giving us the space for
the Sackem PTA Council
to put on a wonderful
Reflections Showcase.

It really highlighted
our talented Sackem
students. We are
thankful for all the
support Sackem Library
gives to our PTA's.

Best Regards,
Charlotte & Colleen
Sackem PTA Council Reflections

It was very much appreciated.

Looking forward
to next year!

From: Mark Aaron Polger and Naomi Gold, 2022 PR Xchange Award Co-Chairs <markaaronpolger@gmail.com>
Sent: Monday, May 30, 2022 10:15 PM
To: Kristen Stroh <Kristen.Stroh@sachemlibrary.org>
Subject: 2022 PR Xchange Awards Competition [electronic]- Congratulations!!

Dear Kristen Stroh,

Thank you for submitting your library's promotional materials to the 2022 PR Xchange Awards Competition! Our panel of judges (20 virtual) were very impressed with the depth and breadth of all the work submitted.

With approximately 195 entries, the competition was extremely tight.

Congratulations! We are happy to inform you that your **electronic submission, Find Your Perfect Match**, has won an award in the **Materials promoting collections, services, resources** category in the budget category of: **\$10 - \$15 million**

The PR Xchange Event will be held on **Sunday June 26, 2022 from 11:00am-1:00pm in the Special Events Area in the ALA Exhibits Hall.**

The PR Xchange Awards Ceremony will be held on Sunday, June 26, 2022 at 1:00pm in the same space, following the PR Xchange Event.

If you plan to attend the conference, please consider bringing a laptop or tablet to show off your award-winning work! If you can print out screenshots of your winning work, then we could invite you to mail these print outs for display on our PR Xchange Award tables.

Next Steps....

Please bring a laptop or tablet to display your work (if you can)!

If you have a laptop or tablet, please consider bringing it to show attendees your winning work! We cannot confirm a free WiFi connection, so preparing an auto-loop PowerPoint presentation or providing a video file will suffice!

If you have any questions, please let us know.

Thanks again for entering the 2022 PR Xchange Awards competition.

See you in June!!!!

Mark Aaron Polger and Naomi Gold, co-chairs
2022 PR XChange Awards
Awards and Scholarships Subcommittee
Core, a division of the American Library Association
prxchange.awards@gmail.com

Board Report

Assistant Director

June 21, 2022

Working on the Sustainable Libraries Initiative, I took a look back at the library's mileage from the past 2 years. We will use this information moving forward to assess our total carbon footprint.

- From January 2020 through March of 2022 the library's two vans logged a total of 2,229 miles.
- Library staff put 869 miles in for reimbursement between January 2020 and March 2022.
- Both our vans had their inspections and some routine maintenance completed this month. We may be looking to upgrade the old Chevy van to an electric vehicle in the near future. We are currently brainstorming what type of vehicle would be the most beneficial for our current and future needs.
- The library is looking to partner with Suffolk County and PSEG-LI's Make-Ready program to have electric vehicle charging stations installed in the future. We attended a webinar on funding options on May 11.
- Our Trellus delivery service continues to remain busy; averaging 72 deliveries. Bulking deliveries together means less travel overall and less CO2 emissions for our environment.

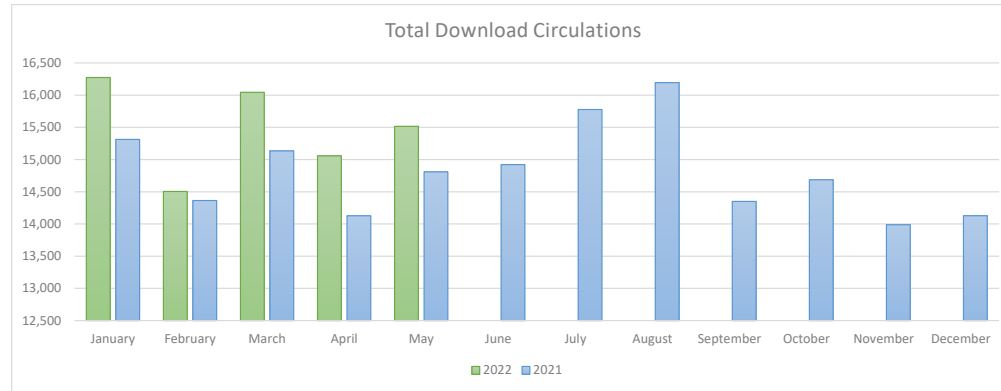
Respectfully Submitted,

Kristen Stroh

Kristen Stroh

TOTAL DOWNLOADS CIRCULATION		
Month	2022	2021
January	16,274	15,313
February	14,505	14,364
March	16,044	15,134
April	15,058	14,127
May	15,516	14,809
June		14,922
July		15,777
August		16,194
September		14,350
October		14,686
November		13,988
December		14,128
Total	77,397	177,792

Monthly Average in 2022	15,479
Monthly Average in 2021	14,816

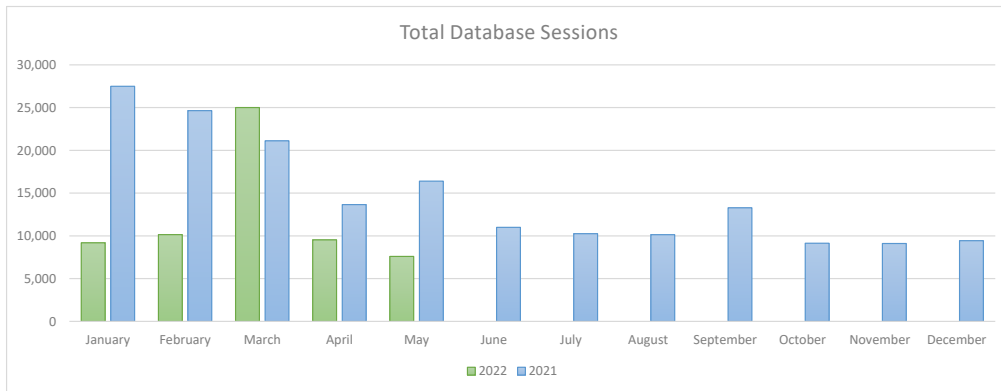


2022 YTD = **77,397**
 2021 YTD = **73,747**

TOTAL DATABASE SESSIONS		
Month	2022	2021
January	9,188	27,496
February	10,146	24,646
March	25,009	21,115
April	9,531	13,658
May	7,598	16,403
June		10,999
July		10,255
August		10,138
September		13,283
October		9,142
November		9,109
December		9,435
Total	61,472	175,679

* changed how reported in 2021

Monthly Average in 2022	12,294
Monthly Average in 2021	14,640



2022 YTD = **61,472**
 2021 YTD = **103,318**

Month	Child	Teen	Adult
January	1,305	203	7,680
February	1,624	253	8,269
March	1,181	377	23,451
April	511	397	8,623
May	1,346	121	6,131
June			
July			
August			
September			
October			
November			
December			
Total	5,967	1,351	54,154

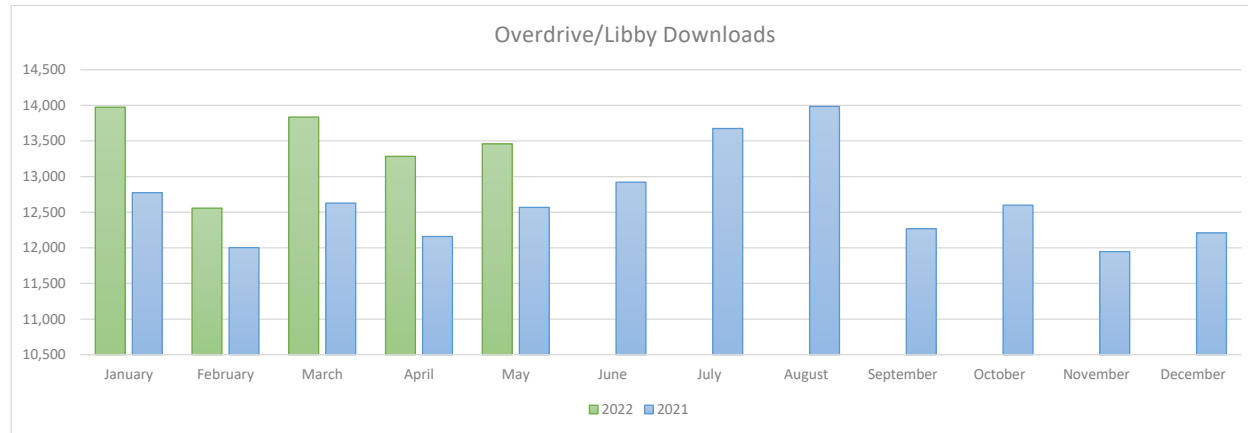
*Child started reporting in 2021

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		12,921
July		13,675
August		13,985
September		12,268
October		12,599
November		11,947
December		12,209
TOTAL	67,111	151,736

Monthly Average in 2022	13,422
Monthly Average in 2021	12,644

SORA DOWNLOADS	
Month	2022
January	15
February	14
March	12
April	13
May	29
June	
July	
August	
September	
October	
November	
December	
TOTAL	83

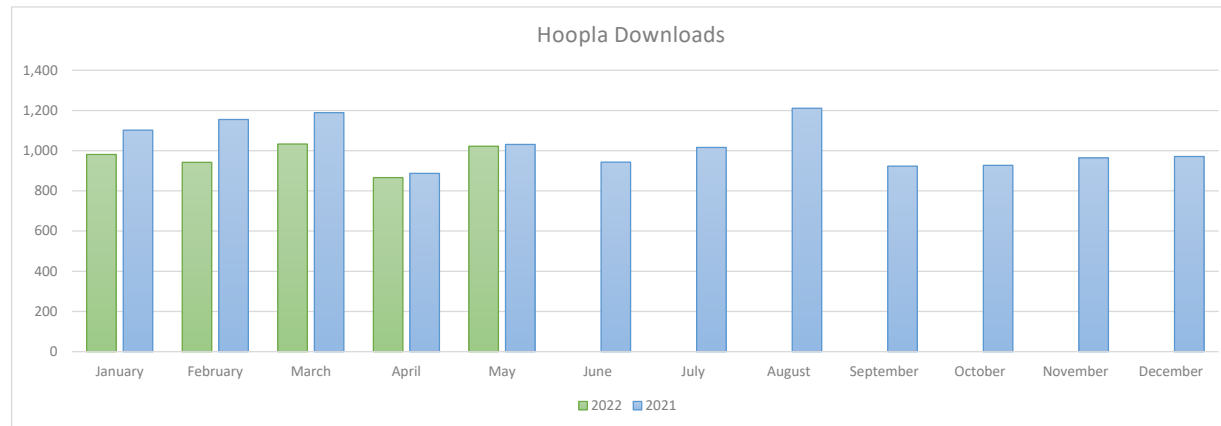
*newly reporting in 2022
partnership with Sachem School District



2022 YTD= 67,111
2021 YTD= 62,132

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		943
July		1,016
August		1,211
September		923
October		927
November		964
December		971
TOTAL	4,844	12319

Monthly Average in 2022	969
Monthly Average in 2021	1,027

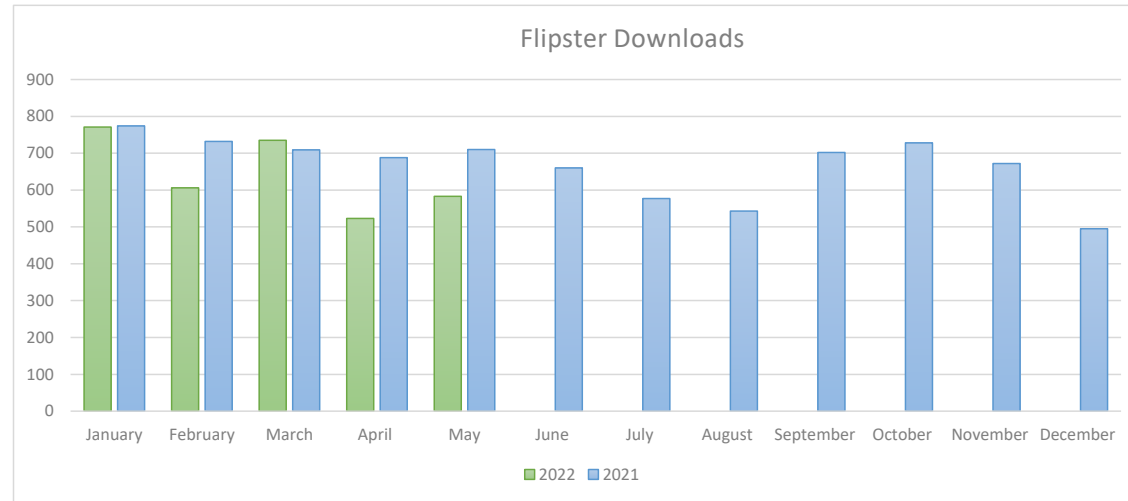


2022 YTD= 4,844
2021 YTD= 5,364

FLIPSTER DOWNLOADS

Month	2022	2021
January	771	774
February	606	732
March	735	709
April	523	688
May	583	710
June		660
July		577
August		543
September		702
October		728
November		672
December		495
TOTAL	3218	7990

Monthly Average in 2022	644
Monthly Average in 2021	665

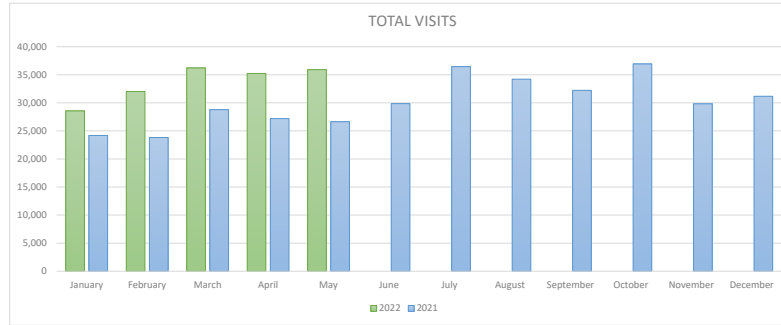


2022 YTD= 3218
2021 YTD= 3613

TOTAL VISITS		
Month	2022	2021
January	28,564	24,189
February	32,015	23,827
March	36,219	28,786
April	35,235	27,197
May	35,911	26,643
June		29,861
July		36,457
August		34,218
September		32,228
October		36,928
November		29,831
December		31,174
TOTAL	167,944	361,339

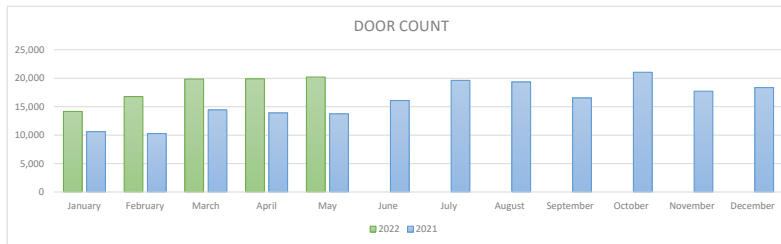
DOOR COUNT		
Month	2022	2021
January	14,167	10,603
February	16,773	10,262
March	19,861	14,431
April	19,891	13,892
May	20,215	13,733
June		16,075
July		19,627
August		19,339
September		16,530
October		21,053
November		17,725
December		18,346
TOTAL	90,907	191,616

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		13,786
July		16,830
August		14,879
September		15,698
October		15,875
November		12,106
December		12,828
TOTAL	77,037	169,723

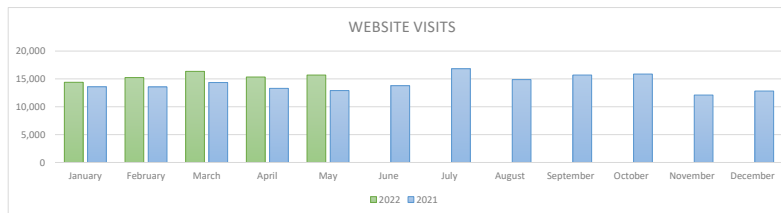


2022 YTD= 167,944
2021 YTD= 361,339

*Total visit= Door Count + Website Visits



2022 YTD= 90,907
2021 YTD= 191,616

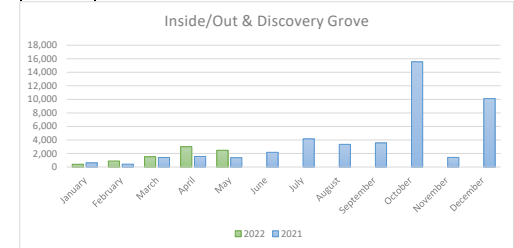


2021 YTD= 77,037
2021 YTD= 169,723

I/O & DG VISITS		
Month	2022	2021
January	406	608
February	886	424
March	1,512	1,401
April	3,001	1,557
May	2,480	1,369
June		2,171
July		4,146
August		3,350
September		3,559
October		15,547
November		1,420
December		10,115
TOTAL	8,285	45,667

2022 YTD= 8,285
2021 YTD= 5,359

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



*new door counter in DG 1/22

* 4/22 added I/O new counter

FACEBOOK REACH	
January	36,051
February	40,095
March	40,334
April	36,866
May	36,930
June	
July	
August	
September	
October	
November	
December	

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

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

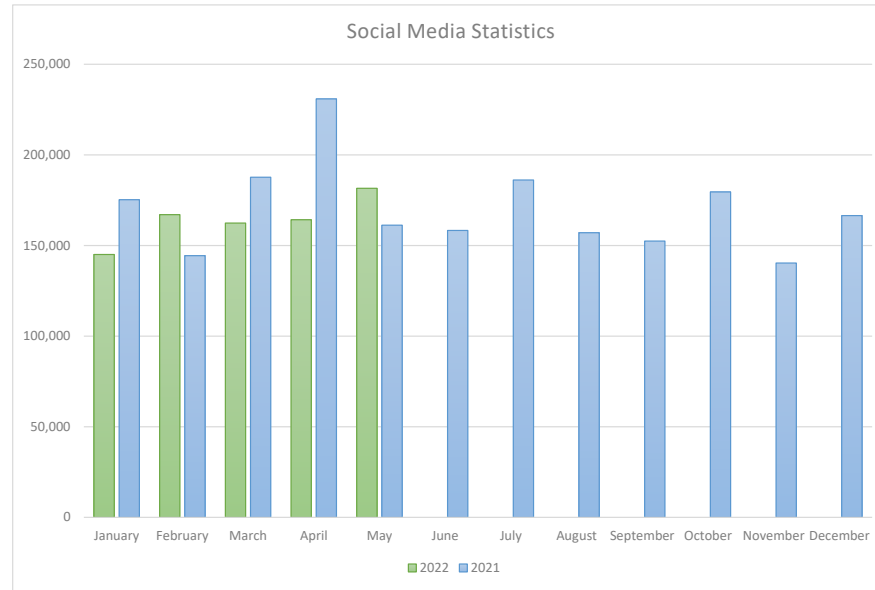
GOOGLE BUSINESS VIEWS	
January	30,500
February	35,100
March	36,500
April	37,700
May	76,200
June	
July	
August	
September	
October	
November	
December	

TOTAL SOCIAL MEDIA		
Month	2022	2021
January	145,039	175,259
February	167,016	144,383
March	162,382	187,680
April	164,206	230,874
May	181,572	161,221
June		158,311
July		186,149
August		157,042
September		152,455
October		179,539
November		140,330
December		166,505

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

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

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

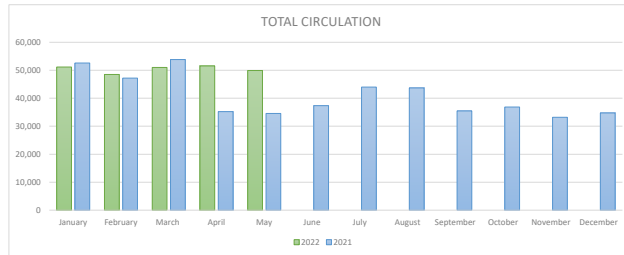


Monthly Average in 2022	164,043
Monthly Average in 2021	169,979

2022 YTD=	820,215
2021 YTD=	899,417

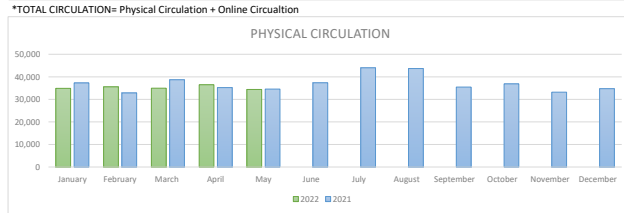


TOTAL CIRCULATION		
Month	2022	2021
January	51,162	52,594
February	48,500	47,200
March	51,007	53,830
April	51,539	35,219
May	49,916	34,567
June		37,352
July		43,996
August		43,679
September		35,461
October		36,867
November		33,199
December		34,738
TOTAL	252,124	488,702



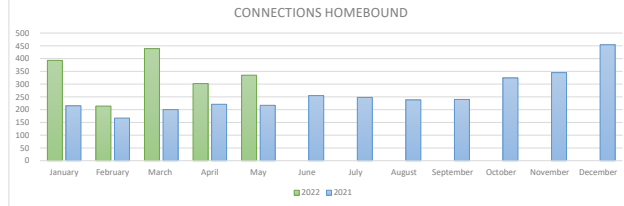
2022 YTD= 252,124
2021 YTD= 488,702

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		37,352
July		43,996
August		43,679
September		35,461
October		36,867
November		33,199
December		34,738
TOTAL	176,286	443,891



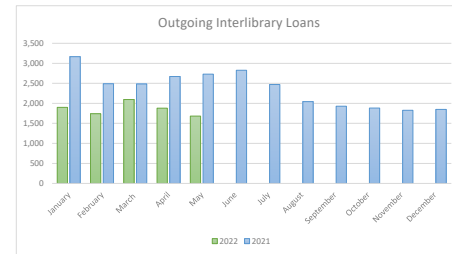
2022 YTD= 176,286
2021 YTD= 443,891

CONNECTIONS HOMEBOUND		
Month	2022	2021
January	393	215
February	214	167
March	439	200
April	302	221
May	335	217
June		255
July		248
August		238
September		240
October		324
November		345
December		454
TOTAL	1683	3124



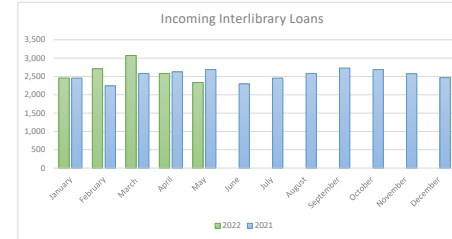
2022 YTD= 1,683
2021 YTD= 3,124

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		2,827
July		2,471
August		2,043
September		1,929
October		1,883
November		1,827
December		1,849
TOTAL	9,299	28,370



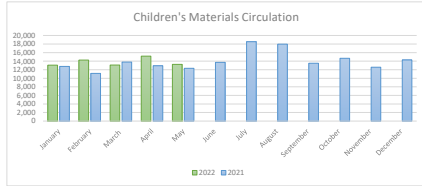
2022 YTD= 9,299
2021 YTD= 28,370

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		2,297
July		2,455
August		2,583
September		2,729
October		2,686
November		2,575
December		2,466
TOTAL	13,155	30,384

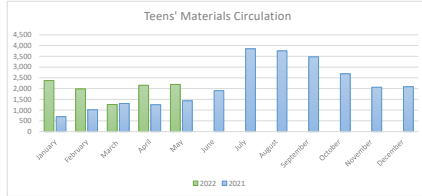


2022 YTD= 13,155
2021 YTD= 30,384

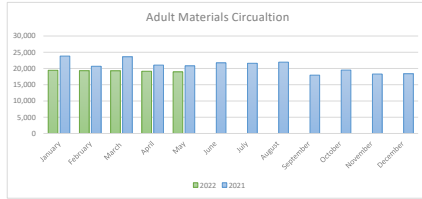
CHILDREN'S MATERIALS			
Month	2022	2021	
January	13,067	12,768	
February	14,254	11,139	
March	13,092	13,787	
April	15,170	12,826	
May	13,247	12,329	
June		13,718	
July		18,544	
August		17,971	
September		13,512	
October		14,668	
November		12,584	
December		14,272	
TOTAL	68,830	168,218	



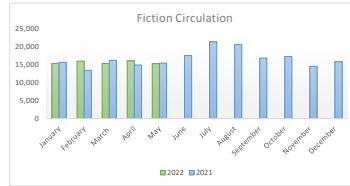
TEENS' MATERIALS			
Month	2022	2021	
January	2,373	694	
February	1,984	1,013	
March	1,260	1,307	
April	2,158	1,248	
May	2,194	1,431	
June		1,901	
July		3,849	
August		3,753	
September		3,475	
October		2,687	
November		2,065	
December		2,087	
TOTAL	9,969	25,510	



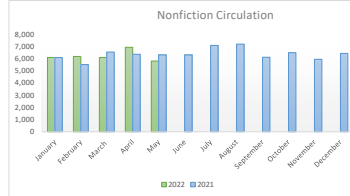
ADULT MATERIALS			
Month	2022	2021	
January	19,449	23,819	
February	19,314	20,684	
March	19,283	23,602	
April	19,153	21,045	
May	18,955	20,807	
June		21,733	
July		21,603	
August		21,955	
September		17,951	
October		19,512	
November		18,292	
December		18,379	
TOTAL	96,154	249,382	



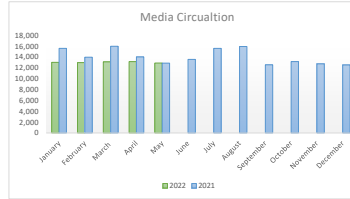
FICTION			
Month	2022	2021	
January	15,283	15,597	
February	15,934	13,361	
March	15,283	16,175	
April	15,990	14,849	
May	15,244	15,393	
June		17,491	
July		21,515	
August		20,551	
September		16,787	
October		17,224	
November		14,516	
December		15,780	
TOTAL	77,734	199,043	



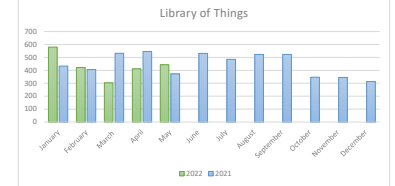
NONFICTION			
Month	2022	2021	
January	6,090	6,084	
February	6,171	5,505	
March	6,090	6,534	
April	6,925	6,353	
May	5,798	6,296	
June		6,295	
July		7,080	
August		7,184	
September		6,108	
October		6,479	
November		5,939	
December		6,421	
TOTAL	31,072	76,278	



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		13,566	
July		15,597	
August		15,944	
September		12,566	
October		13,164	
November		12,744	
December		12,537	
TOTAL	65,159	168,570	

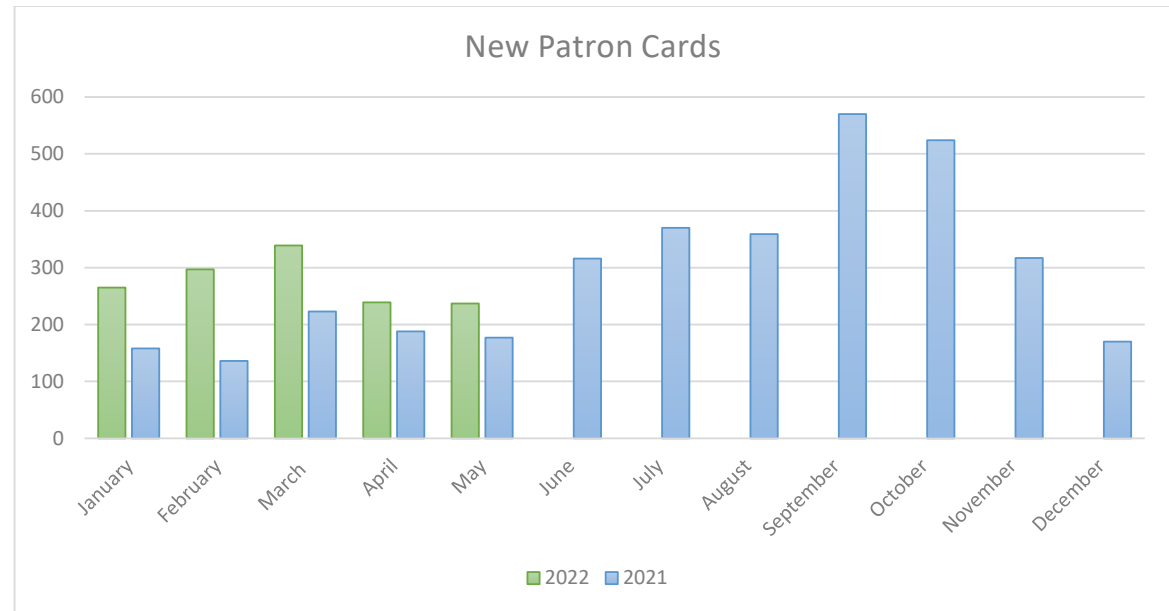


LIBRARY OF THINGS			
Month	2022	2021	
January		580	453
February		422	406
March		305	532
April		411	546
May		443	372
June			531
July			485
August			523
September			523
October			347
November			345
December			313
TOTAL	2159	5356	

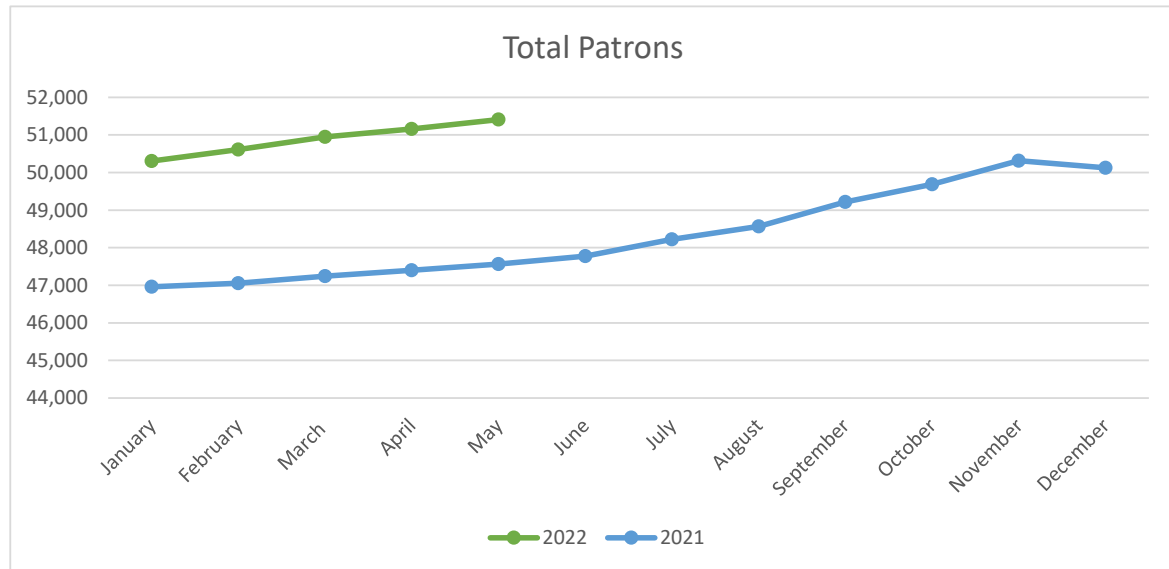


*started in 2021

New Patron Cards		
Month	2022	2021
January	265	158
February	297	136
March	339	223
April	239	188
May	237	177
June		316
July		370
August		359
September		570
October		524
November		317
December		170
TOTAL	1,377	3,508

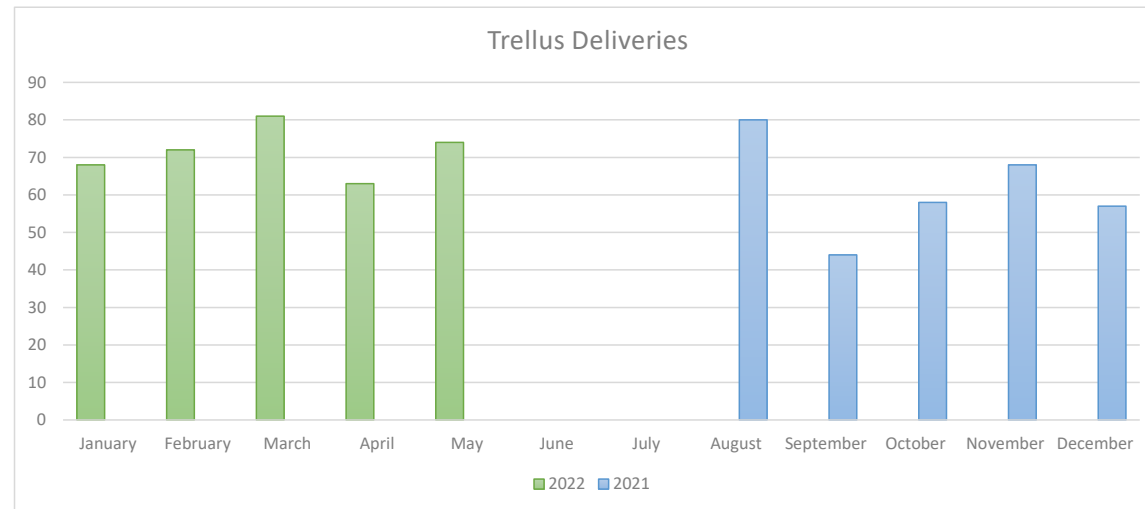


TOTAL PATRONS		
Month	2022	2021
January	50,305	46,960
February	50,614	47,057
March	50,945	47,241
April	51,158	47,403
May	51,408	47,564
June		47,777
July		48,220
August		48,570
September		49,220
October		49,690
November		50,316
December		50,128
TOTAL	254,430	580,146



Trellus Deliveries		
Date	2022	2021
January	68	0
February	72	0
March	81	0
April	63	0
May	74	0
June		0
July		0
August		80
September		44
October		58
November		68
December		57
TOTAL	358	307

Monthly Average in 2022	72
Monthly Average in 2021	61

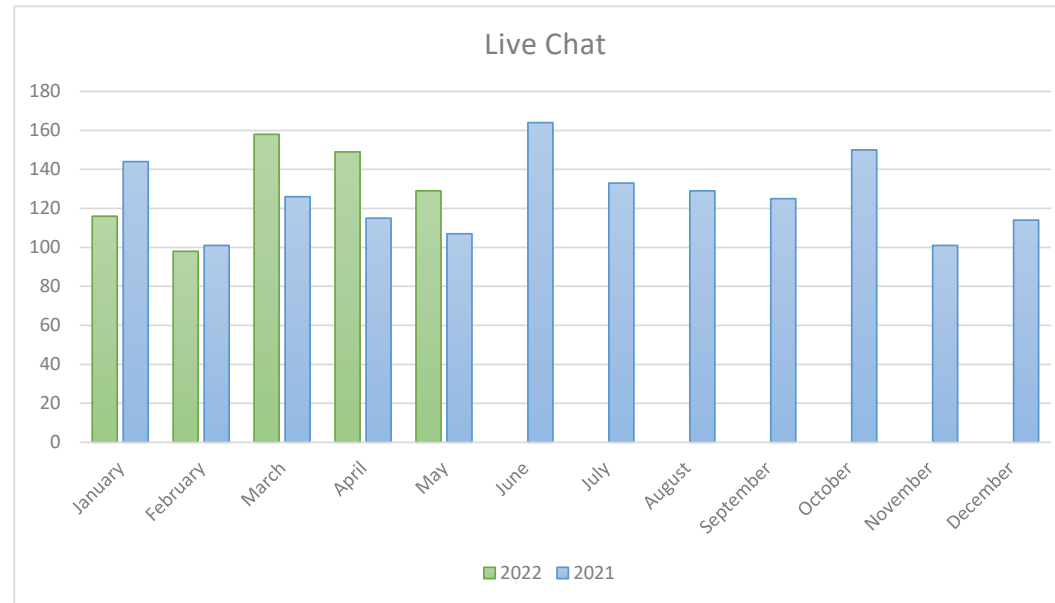


2022 YTD= 358
2021 YTD= 307

*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		164
July		133
August		129
September		125
October		150
November		101
December		114
TOTAL	650	1509

Monthly Average in 2022	130
Monthly Average in 2021	126



2022 YTD= 650
2021 YTD= 593

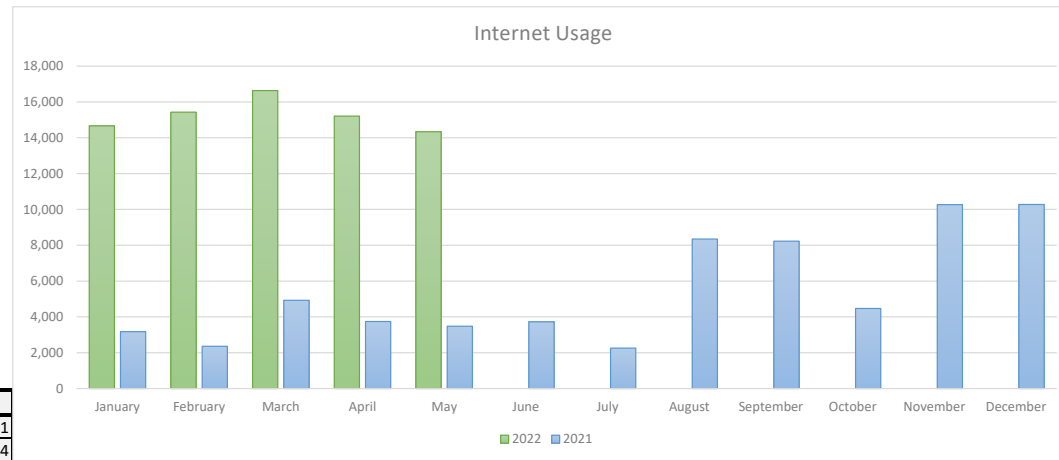
Internet Usage Total		
Month	2022	2021
January	14,665	3,175
February	15,430	2,359
March	16,633	4,927
April	15,210	3,743
May	14,334	3,480
June		3,724
July		2,258
August		8,347
September		8,228
October		4,470
November		10,268
December		10,276
TOTAL	76,271	65,255

*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				
July				
August				
September				
October				
November				
December				
TOTAL	1,643	19,811	940	33,450

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			
July			
August			
September			
October			
November			
December			
TOTAL	22,646	8,574	530

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



2022 YTD= 76,271
2021 YTD= 17,684

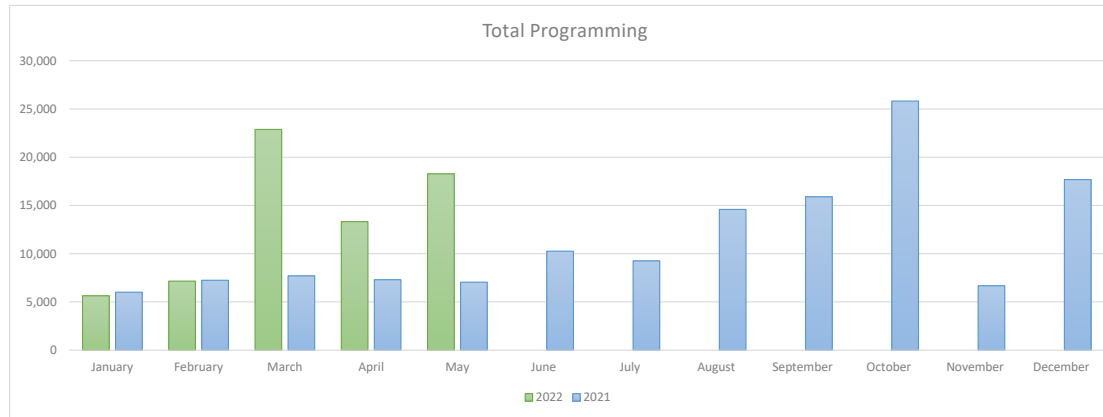
Monthly Average in 2021	15,254
Monthly Average in 2021	5,428

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

other= scanning & remote printing using WiFi

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		10,259
July		9,246
August		14,588
September		15,895
October		25,826
November		6,671
December		17,684
TOTAL	67,263	135,455

Monthly Average 2022	13,453
Monthly Average 2021	11,288



YTD 2022= **67,263**
YTD 2021= **35,286**

Programs by Age Range				
Month	Childrens	Teens	Adults	All Ages
January	601	687	4,298	65
February	1,251	832	4,885	187
March	2,516	3,430	5,663	11,275
April	3,198	3,449	5,152	1,519
May	2,967	1,810	3,026	10,470
June				
July				
August				
September				
October				
November				
December				
Total	10,533	10208	23,024	23516

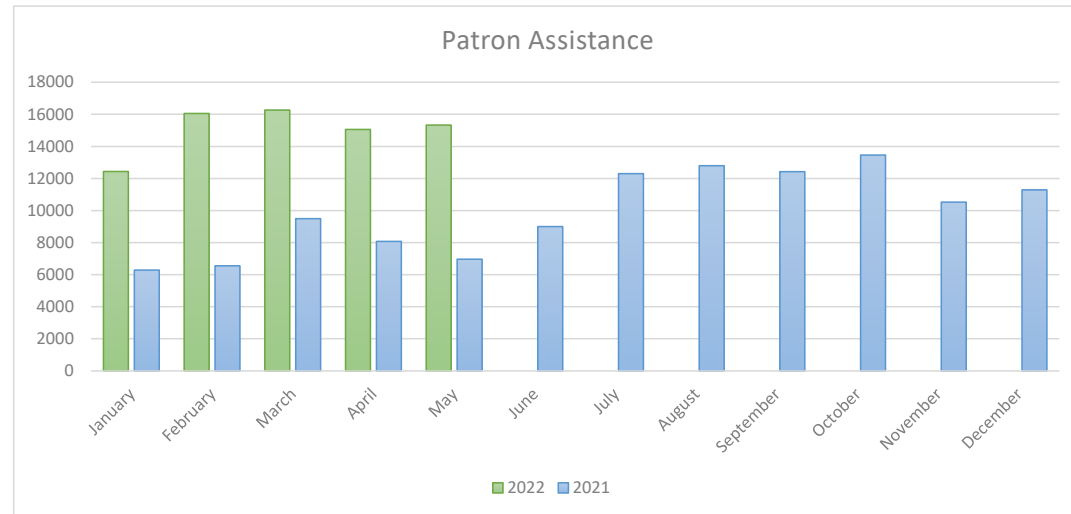
Programs by Department							
Month	Child	Teens	Programs & Newsle	Reference	Studio	Outreach	Dis Grove
January	609	427	1,792	1,848	644	309	4
February	1,166	918	2,039	1,859	908	140	125
March	1,983	2,721	2,880	2,039	867	12,348	46
April	1509	1,899	1919	2191	1,027	4,590	183
May	2187	847	1277	1375	756	11,741	90
June							
July							
August							
September							
October							
November							
December							
Total	7,454	6,812	9,907	9312	4202	29,128	448

* reintroduced outside groups 11/21

Programs by Type				
Month	Synchronous	Asynchronous	On-site	off-site
January	1,889	2,882	1,278	344
February	3,480	2,857	2,434	1,009
March	19,203	3,681	5,799	17,085
April	10,150	3,168	6,900	6418
May	14,903	3,370	4,030	14,243
June				
July				
August				
September				
October				
November				
December				
Total	49,625	15,958	20,441	39099

PATRON ASSISTANCE		
Month	2022	2021
January	12436	6288
February	16055	6554
March	16267	9,495
April	15058	8,077
May	15331	6,966
June		9,002
July		12,303
August		12,797
September		12,426
October		13,461
November		10,526
December		11,287
TOTAL	75147	119182

Monthly Average 2022	15,029
Monthly Average 2021	9,932



YTD 2022= **75147**
YTD 2021= **37380**

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	1058	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	1583	1,699	4181	1328	526	0	4881	129	70
June										
July										
August										
September										
October										
November										
December										

* added Notary 1/22



Purchasing Policy

The Library is committed to purchasing materials, supplies, equipment, and services in a cost-efficient manner. Quality of the product and/or service must be balanced with careful evaluation of price quotations, competitive bids **and environmental impacts**. The Library complies with the New York State Competitive Bidding Law, and conforms to all applicable federal, state, and other legal requirements. Once an expenditure is determined to be a purchase or public works contract, a good faith effort will be made to determine whether it is known or can reasonably be expected, taking into account past purchases and the aggregate amount to be spent in a year that the aggregate amount spent will rise to the level of required competitive bidding.

The following items are exempt from competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000.00 and public works contracts under \$35,000.00; goods purchased from agencies for the blind or severely handicapped; from correctional institutions; from disabled veterans; purchases under state, county or Town of Brookhaven contracts or Suffolk Cooperative Library System coordinated contracts.

In addition, alternative proposals or quotations will not be required under the following circumstances:

1. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. Among the factors to be taken into consideration are:
 - Whether the services are subject to state licensing or testing.
 - Whether substantial formal education or training is necessary to perform the service.
 - Whether the service requires a personal relationship between the individual or company and Library administration.

Professional and technical services will include, but are not limited to the services of: attorneys, physicians, engineers and/or architects preparing plans, maps and estimates; insurance agents and/or brokers; printing that involves extensive writing, editing, or art work; and computer software designers or programmers of customized programs or services.

2. Emergency purchases where seeking alternate proposals may threaten life, health, safety or welfare of the staff or visitors. This does not preclude alternate proposals if time permits.
3. Purchases of surplus and/or secondhand goods. If alternate proposals are required, the Library is precluded from purchasing surplus and/or secondhand goods at auction or through specific advertised sources where the best prices are usually contained, since surplus and/or secondhand goods may indicate an older product.
4. Goods under \$1,000.00 and public works contracts under \$2,000.00.
5. Sole source suppliers, such as patented goods or services or public utility services. The unique benefits of the item to be purchased or service to be rendered should be documented, together with an assurance that there is no substantial equivalent.

Use of purchase orders below \$250, is optional for circumstances where deemed advisable.

Although not required, competitive bidding of purchase contracts under \$20,000.00 or public works projects under \$35,000.00 may be solicited if so desired.

The decision that a purchase is not subject to competitive bidding will be documented in writing. This document may include written or verbal quotes from vendors, a memo indicating how this decision was made, a copy of the contract indicating the source that makes the item or service exempt, a memo detailing the circumstances which led to an emergency purchase, or any other written documentation that is deemed appropriate.

For purchasing and public works contracts that fall below or outside of legal competitive bidding thresholds, the Library has in place a fair and equitable purchasing system, as outlined below, that serves to safeguard Library interests and funds.

- 1) Written requests for proposals (RFP), written quotations, and/or verbal quotations will be executed as purchase orders and/or contracts to exercise control over expenditures, secure the lowest price, and assure that favoritism will be avoided.

The following procedure will be used as required by this policy in order to achieve the best purchase price:

<u>Frequency</u>	<u>Spending Range</u>	<u>Requirements</u>
One-time	\$1,000. - \$4,999.	One additional quote
One-time	\$5,000. - \$20,000.	Two additional quotes, at least one in writing
Annual aggregate	\$5,000. - \$9,999	One additional quote
Annual aggregate	\$10,000.- \$20,000.	Two additional quotes

Under ordinary circumstances, contracts shall be awarded to the lowest responsible bidder. The library reserves the right to determine whether or not a bidder is deemed "responsible." This decision must be documented and filed with the records supporting the purchase. Circumstances where a contract may not be awarded to the lowest responsible bidder may include, but are not limited to, the following:

- The vendor cannot guarantee delivery of goods or services within the time period or under the conditions prescribed.
 - The vendor's terms of payment are disadvantageous or unacceptable.
 - The vendor's warranty for materials and services is deemed inadequate.
 - The vendor's after-purchase support services are deemed inadequate.
 - Any other circumstance in which the vendor will not or cannot fully comply with all specifications as set forth.
- 2) No purchase of goods or services will be made from a vendor in which a Trustee, Administrator, Staff Member, or immediate family member of a Trustee, Administrator or Staff Member holds a full or partial interest.
 - 3) The Director may approve purchases and/or written contracts up to \$10,000.00. A purchase or contract that exceeds \$10,000.00 must be presented to the Library Board of Trustees for their approval at an open meeting.

- 4) Even if it is to the Library's benefit to add to or upgrade an existing system or equipment by using the same vendor who supplied the original or existing system or equipment, the Director must receive prior Board approval if the purchase will exceed the competitive bidding threshold.
- 5) In the case of a serious emergency that threatens safety or the ability of the Library to stay open to the public, and calling an emergency meeting of the Library Board of Trustees is not practical, the Director is authorized to take necessary action, the cost of which shall not exceed \$50,000.00. This emergency authorization must be reported at the next regular meeting of the Library Board of Trustees.

The Library Director shall establish procedures for approval of purchases consistent with this policy. The Library Director, or appointed designee, is responsible for the signing and maintenance of purchase orders and contracts.

All Library checks of \$2,500.00 or more, with the exception of payroll, must bear the actual or facsimile signature of at least two authorized signers. Any of the following persons may be one of the two authorized signers: Library Treasurer, Library Director, up to 2 named members of the Library Board of Trustees. The named Trustees will be identified and approved each year at the July organizational meeting of the Library Board of Trustees.

In order to avoid late payment penalties, a list of vendors who may be paid in advance of the monthly Library Board meeting will be presented to the Library Board for their approval at the July organizational meeting.

A member of the Library Board will review and approve all invoices prior to the Library Board meeting.

Green Purchasing

As part of the Sustainable Libraries Initiative, the library will also consider environmental factors to our price and performance criteria when making purchasing decisions. Green purchasing attempts to identify and reduce environmental impact and maximize resource efficiency, keeping the triple bottom line of environmental soundness, economic feasibility and social equitability in mind.

GUIDING PRINCIPLES

- Purchase supplies only as needed, try to combine orders whenever possible.
- Purchase sustainably-produced, recyclable and biodegradable products whenever possible.
- Consider the toxicity of products and purchase the least toxic products that will work.
- Consider products that are sourced locally and use local businesses whenever possible.



Sustainability Policy

Sachem Public Library is committed to being a good neighbor in an environmentally conscious, socially beneficial and economically responsible way. As we strive to reduce our environmental footprint and promote environmental stewardship at all levels of the organization we will continually evaluate our processes and measure our results.

Our goals:

- Observe all applicable environmental regulations.
- Reduce our energy and water consumption by using the most energy efficient items and practices that support renewable energy sources whenever practical .
- Minimize pollutants by choosing the most environmentally-friendly products that are able to perform a comparable job at a competitive price.
- Increase our recycling efforts and minimize our waste.
- Provide resources for our patrons to learn about sustainability through our collections and programming.
- Encourage environmentally preferable transportation.
- Donate equipment no longer useful to the library to not-for-profit organizations whenever practical.
- Encourage our contractors, suppliers and anyone acting on the library's behalf to also meet our standards of environmental performance.

Employee understanding and involvement are essential to the implementation of our sustainability policy. Every employee will receive a copy of this policy, be educated on the library's environmental efforts and be involved in supporting our goals.



Breastfeeding in the Workplace Policy

Sachem Public Library is committed to providing ongoing support to breastfeeding mothers in the workplace and encourage a mother's decision to continue to breastfeed her child.

In keeping with this philosophy, and following the NYS Labor Law Section 206-C Breastfeeding in the Workplace Accommodation Law (2007), breastfeeding employees shall receive:

- A welcoming atmosphere that encourages mothers to continue to breastfeed/express milk after returning to work.
- Designated private and sanitary place to breastfeed/express milk at work with access to an electrical outlet, table and chair, with access to nearby running water.
- Access to a refrigerator and/or freezer in the staff lounge for storage of expressed milk.
- Employees have the right to breastfeed or express milk at work for up to three years after giving birth. Employees should use their normal paid breaks and meal times for this purpose. For time that may be needed beyond that, employees may use unpaid time, personal leave or may make up the time as negotiated with their supervisor.
- A breastfeeding educational packet, including a copy of this policy will be provided to employees prior to maternity leave.

It is the employee's responsibility to:

- Give advanced notice to their supervisor and library administration on their intent to breastfeed or pump at work (at least 1 week before their return to work).
- Provide their own breast pump and storage containers, remove their milk from the fridge daily.
- Clean up the private expression area after themselves.
- Communicate break times with their supervisor.
- Assume all responsibility for their milk stored in library fridge.

**Board Authorization for
Payments**

June 21, 2022

I recommend the Board approve the payment in the amount of \$973.50 to Island Empanada at 601 Portion Road, Ronkonkoma, NY 11779 to be paid the first check run at beginning of the month (June 2022). Island Empanada is requiring a payment in full when they complete their services on June 11, 2022 for providing a food truck for the welcome to sixth grade event during the Summer Reading Club Kickoff.

I recommend the Board approve the payment in the amount of \$1,932.50.00 to NY Party Works at 45 Jefryn Boulevard, Deer Park NY 11729 to be paid the first check run at beginning of the month (June 2022). NY Party Works is requiring a payment in full when they complete their services on June 11, 2022 for providing a mechanical surfboard, mechanical shark and a dunk tank for the Summer Reading Club Kickoff event.

Respectfully submitted,

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

Neely McCahey

Board Authorization for Payment

June 21, 2022

I recommend the Board approve the payment in the amount of \$6,200 (invoice number 06062022C) and \$3,320 (invoice number 06062022D) to CDJ Electric, Inc. at 91 Bridge Street, Hauppauge, NY 11788 to be paid the first check run at beginning of the month in July 2022.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Neely McCahey". The signature is fluid and cursive, with the first name "Neely" and last name "McCahey" clearly distinguishable.

Neely McCahey

Disposal of Equipment

June 21, 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	6ft Garden Benches from Inside/Out	Refuse
3	Folding Tables	Refuse

Respectfully submitted,



Neely McCahey