

SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AUGUST 16, 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 July 19, 2022 **(Motion)**
6. Approval of Minutes of the Executive Session on July 19, 2022 **(Motion)**
7. Approval of Treasurer's Report, July 2022 **(Motion)**
 - A. Approval of Payroll Expense Report, July 2022 **(Motion)**
 - B. Approval of Payroll Warrants: #2 **(Motion)**, #3 **(Motion)**, #5 **(Motion)**
 - C. Approval of Payroll Summary, July 2022 **(Motion)**
 - D. Approval of Bills: Warrant #4, August 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 Breastfeeding in the Workplace Policy **(Motion)**
 - B. Approval of Public Behavior in the Library Policy **(Motion)**
 - C. Approval of Revised Designated Spaces Policy **(Motion)**
10. New Business
 - A. Approval of Annual HVAC Maintenance Agreement **(Motion)**
 - B. Purchase Authorization and Payment Out of Schedule **(Motion)**
 - C. Library Closings 2023 **(Motion)**
 - D. Approval of Legal Counsel Transfer **(Motion)**
 - E. Ratification of Memorandum of Agreement for Professional Unit **(Motion)**
11. Other
 - A. Next Board Meeting, Tuesday, September 20, 2022, 5:00 p.m.
 - B. Reminder: Legislative Breakfast – Friday, September 23, 2022 hosted by Smithtown Library
 - C. Reminder: The PLDA Fundraiser – Monday, October 3, 2022
12. Executive Session (as needed) **(Motion)**
13. Personnel Report **(Motion)**
14. Adjournment **(Motion)**

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 19, 2022
5:00 P.M.**

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

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

The meeting was called to order at 5:17 p.m.

The meeting began with a pledge of allegiance.

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

Public Expression/Participation

None

Robert Winowitch was sworn in as an elected trustee for a five-year term from July 1, 2022 to June 30, 2027.

Mrs. McCahey, was sworn in on an earlier date as Director for a one-year term from July 1, 2022 to June 30, 2023.

Mr. Hofmeister, was sworn in on an earlier date as Library Treasurer for a one-year term from July 1, 2022 to June 30, 2023 on an earlier date.

The rotation of officers was recognized with Susan Tychnowicz named as President for the period of July 1, 2022 to June 30, 2023 and Thomas Lohr named as Vice President for the period of July 1, 2022 to June 30, 2023.

The floor opened for nominations for the position of Secretary. Diane Longo made a motion to nominate Robert Winowitch for Secretary of the Sachem Public Library Board of Trustees for the period of July 1, 2022 to June 30, 2023. Susan Tychnowicz seconded the motion. Motion carried unanimously.

Minutes

The Board approved the Minutes of the Regular Board Meeting on June 21, 2022. (Barone, Lohr; unanimous)

The minutes of the Executive Session of the June 21, 2022 Board meeting were approved. (Winowitch, Lohr; unanimous)

Treasurer's Report

The Treasurer's Report for June 2022 in the amount of \$7,219,970.34 was approved. (Winowitch, Longo; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for June 2022 in the amount of \$497,173.67 were approved. (Longo, Tychnowicz; unanimous)

Payroll Warrant #41 dated June 9, 2022 in the amount of \$116,792.81 was approved. (Barone, Lohr; unanimous)

Payroll Warrant #42 dated June 23, 2022 in the amount of \$18,157.10 was approved. (Lohr, Winowitch; unanimous)

The June 2022 Payroll Summary was approved. (Winowitch, Lohr; unanimous)

Schedule of Bills

The July 19, 2022 Schedule of Bills, warrant #1 in the amount of \$435,858.73 was approved. (Barone, Lohr; unanimous)

Director's Report

The Board reviewed the Director's report with interest.

To her report, Ms. McCahey announced that library cards will have a new look to them. Printed on biodegradable material which will contribute toward a goal with the Substantiality Initiative. Cards will be ordered in time for Library Card Sign-up Month in September. Ms. McCahey announced that the library will be creating a "Have a Great School Year" banner for the front of the library. The end of the fiscal year audit will be taking place September 6-9, 2022. The Fall Festival will be held on October 1, 2022. October 14, 2022 is the Fire Prevention Event in which all the in-district fire departments are invited to attend. The Great Give Back is on October 15, 2022. It is a statewide community service initiative with a mission to provide a day of opportunities for the people to participate in meaningful, service-oriented experiences. The Children's department has been holding a school supply drive. Ms. McCahey reported to the Board that there have been issues with lending out the Chromebooks. Patrons are returning them broken or not returning them in a timely fashion. Going forward the security software will be installed that will shut down the laptops after the loan period expires. Ms. McCahey gave an update on the front entrance project. She stated that the project be a four-stage process. She recommended that the purchase of the stones be approved at this month's board meeting. This will allow the project to meet desired deadline. Mrs. Barone inquired about bringing back the café. Ms. McCahey stated that hopefully in 2023 the library will have a café back.

Assistant Director's Report

The Board reviewed the Assistant Director's report with interest. Mrs. Stroh reported May 3, 2022 that the staff had attended staff development day to train in customer service and staff responses to the public. She also stated that there are more professional development opportunities for staff to attend. Mrs. Stroh gave an update on the Sustainability Team progress. All staff is

currently participating in a homeless training. In August the library has arranged for police officers to host an active shooter training to staff. She stated that compliance training for the staff will also take place to follow breastfeeding laws and policies.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz reported to the Board that the SCLS next Board meeting will be on July 20, 2022 and she will have more to report at the August Board meeting. Mrs. Tychnowicz stated the Governor will be passing a law to restrict fire arms in designated sensitive areas. Libraries are considered a designated sensitive area.

Old Business

The Board approved the revised Purchasing Policy. (Longo, Winowitch; unanimous)

The Board adopted the Sustainability Policy with a grammatical correction. (Winowitch, Lohr; unanimous)

The Board reviewed the Breastfeeding in the Workplace Policy.

The Board reviewed the Public Behavior in the Library Policy.

New Business

The Board reviewed the Organizational Chart.

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

On the Director's recommendation the Board of Trustees to approved the purchase to Faronics at 5506 Sunsol Blvd in Pleasanton, CA 94566 in the amount of \$13,277.58. The computer software of Deep Freeze MDM subscription, Cloud Premium subscription, ENT NA Maintenance and Anti-Executable maintenance will begin on July 27, 2022 for a one-year term. (Winowitch, Longo; unanimous)

On the Director's recommendation, the Board approved Andrew Martingale representing the firm of Hamburger, Maxson, Yaffe & McNally, LLP of 225 Broadhollow Road, Suite 301E, Melville, NY 11747, as library attorney at the rate of \$250.00 per hour. (Longo, Tychnowicz; unanimous)

On the Director recommendations the appointment of the firm of RivkinRadler LLP, 926 RXR Plaza, Uniondale, NY 11556-0926 as library negotiator and employment attorney at the rate of \$235.00 per hour. (Tychnowicz, Barone; unanimous)

On the Director's recommendation, the Board approved the appointment of Nawrocki, Smith LLP as Library External Auditor for 2022/2023 at a fee not to exceed \$17,500.00 in accordance with the engagement letter. A separate engagement letter may be issued covering any additional services or fees. (Barone, Lohr; unanimous)

On the Director's recommendation, the Board approved the appointment of Janet Fernandez, CPA, as Internal Auditor for 2022/2023 at an annual cost of \$18,500. (Lohr, Winowitch; unanimous)

On the Director's recommendation, the Board approved the appointment of Eric Hofmeister as Library Treasurer at the rate of \$400.00 per month. (Winowitch, Longo; unanimous)

On the Director's recommendation, the Board approved the designation of Dime Community Bank, 898 Veterans Memorial Highway, Suite 560, Hauppauge, NY 11788 and TD Bank, 155 Pinelawn Road, Melville, NY 11747, for savings, certificates of deposit, checking, and money market accounts. (Tychnowicz, Longo; unanimous)

On the Director's recommendation, the Board approved the following institutions as depositories of library funds for the purpose of investment: (1) Dime Community Bank, (2) JP Morgan Chase Bank, NA (3) JP Morgan Chase Investment Services Corp., NA (4) BNY Mellon, (5) Citibank, (6) TD Bank, (7) HSBC Bank USA, (8) Capital One, (9) United States Treasury. (Longo, Barone; unanimous)

In accordance with the Procurement Policy, the Board appointed Board members, Diane Longo and Marguerite Barone as authorized signers for the 2022/2023 fiscal year. (Tychnowicz, Longo; unanimous)

On the Director's recommendation the appointment of Neely McCahey as Records Management Officer (RMO) in compliance with the New York State Department of Education, Office of Cultural Information; New York Archives. (Barone, Lohr; unanimous)

On the Director's recommendation, the Board approved the following newspapers to be used officially at any time it appears to the advantage of the library to do so: (1) Ronkonkoma Review, (2) Suffolk County News and (3) Long Island Advance (Longo, Tychnowicz; unanimous)

On the Director's recommendation, the Board approved the appointment of Denise Scarbeck and Danielle Krause as Innovative Coordinators each receiving a \$1,000.00 stipend. (Barone, Lohr; unanimous)

The Board approved the designated Bills to be Paid out of Schedule for 2022/2023. (Winowitch, Longo; unanimous)

The Board approved for 2022/2023 payment to the Long Island Railroad be paid with payroll. (Barone, Lohr; unanimous)

On the Director's recommendation the Board approved annual attendances to conferences in 2022/2023. (Tychnowicz, Barone; unanimous)

Other

On the Directors recommendation the Board approved the purchase of materials for the renovation of the front entrance from Hanover Architectural Products at 5000 Hanover Road in Hanover, PA, 173. The price will not to exceed \$25,000. (Longo, Barone; unanimous)

The next Board Meeting will be held on Tuesday, August 16, 2022 at 5:00 p.m.

The Legislative Breakfast will be on Friday, September 23, 2022 hosted by Smithtown Library.

The PDLA Fundraiser will be held on Monday, October 3, 2022.

Executive Session

The Board adjourned into Executive Session at 6:19 p.m. to discuss collective negotiations pursuant to article fourteen of the Civil Service Law. (Longo, Tychnowicz; unanimous)

Regular Session resumed at 6:33 p.m.

Personnel Report

None

Adjournment

The meeting was adjourned at 6:34 p.m. (Tychnowicz, Longo; unanimous)

Respectfully submitted,

Robert Winowitch

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

July 19, 2022

The Board adjourned into Executive Session at 6:19 p.m. to discuss collective negotiations pursuant to article fourteen of the Civil Service Law. (Longo, Tychnowicz; unanimous)

The Executive Session ended at 6:33 p.m. (Winowitch, Lohr; unanimous)

Respectfully submitted,

Robert Winowitch

SACHEM PUBLIC LIBRARY
BUDGET STATUS REPORT
FY 2022/2023

JULY 31, 2022

	APPROPRIATION	EXPENDITURES	BALANCE	%
<u>MATERIALS</u>				
Books	\$ 203,700.00	\$ 18,731.86	\$ 184,968.14	9%
Digital Resources	\$ 359,616.00	\$ 142,858.27	\$ 216,757.73	40%
Media	\$ 132,500.00	\$ 2,416.84	\$ 130,083.16	2%
Periodicals	\$ 21,181.00	\$ 362.59	\$ 20,818.41	2%
<u>BUILDING</u>				
Building Alterations	\$ 325,000.00	\$ 20,108.18	\$ 304,891.82	6%
Computer Equipment	\$ 185,395.00	\$ 23,871.13	\$ 161,523.87	13%
Equipment	\$ 166,550.00	\$ 8,660.78	\$ 157,889.22	5%
Hawkins Ave Property Upkeep	\$ 3,000.00	\$ -	\$ 3,000.00	0%
<u>SUPPLIES</u>				
Custodial Supplies	\$ 35,000.00	\$ 1,099.80	\$ 33,900.20	3%
Office Supplies	\$ 135,250.00	\$ 22,449.31	\$ 112,800.69	17%
<u>SALARIES</u>				
Clerical, Full Time	\$ 1,016,262.00	\$ 53,280.35	\$ 962,981.65	5%
Clerical, Part Time	\$ 599,000.00	\$ 44,141.58	\$ 554,858.42	7%
Custodial	\$ 302,000.00	\$ 22,297.10	\$ 279,702.90	7%
Professional	\$ 3,541,744.00	\$ 264,053.52	\$ 3,277,690.48	7%
<u>UTILITIES</u>				
Electricity	\$ 138,000.00	\$ 15,702.55	\$ 122,297.45	11%
Gas	\$ 20,000.00	\$ 426.89	\$ 19,573.11	2%
Water	\$ 4,500.00	\$ 486.04	\$ 4,013.96	11%
<u>CONTRACTS</u>				
Cleaning & Exterminating	\$ 5,000.00	\$ -	\$ 5,000.00	0%
Equipment Maintenance	\$ 116,200.00	\$ 4,237.70	\$ 111,962.30	4%
SCLS-PALS	\$ 52,674.00	\$ -	\$ 52,674.00	0%
Membership	\$ 6,322.00	\$ 3,775.00	\$ 2,547.00	60%
Professional & Technical	\$ 110,000.00	\$ 10,569.97	\$ 99,430.03	10%
Refuse Removal	\$ 6,097.00	\$ 534.68	\$ 5,562.32	9%
Security Personnel	\$ 115,000.00	\$ 8,725.67	\$ 106,274.33	8%
Suffolk Cooperative Library Sys.	\$ 117,362.00	\$ 58,681.00	\$ 58,681.00	50%
<u>LIBRARY OPERATION</u>				
Insurance	\$ 94,031.00	\$ -	\$ 94,031.00	0%
Postage	\$ 37,475.00	\$ 5,015.00	\$ 32,460.00	13%
Printing & Publicity	\$ 100,000.00	\$ 7,832.00	\$ 92,168.00	8%
Professional Development	\$ 22,165.00	\$ 490.82	\$ 21,674.18	2%
Programs	\$ 363,220.00	\$ 45,638.89	\$ 317,581.11	13%
Telecommunications	\$ 60,500.00	\$ 18,729.37	\$ 41,770.63	31%
Vehicle Maintenance	\$ 1,480.00	\$ 162.17	\$ 1,317.83	11%
<u>MANDATED EXPENSES</u>				
Dental Insurance	\$ 43,115.00	\$ (506.00)	\$ 43,621.00	-1%
Health Insurance	\$ 1,300,000.00	\$ 132,377.14	\$ 1,167,622.86	10%
New York State Retirement	\$ 600,000.00	\$ 555.22	\$ 599,444.78	0%
Social Security	\$ 407,214.00	\$ 28,074.40	\$ 379,139.60	7%
Unemployment Insurance	\$ 3,000.00	\$ -	\$ 3,000.00	0%
Worker's Compensation	\$ 48,975.00	\$ -	\$ 48,975.00	0%
Other Contractual Benefits:	\$ 51,972.00	\$ 2,234.56	\$ 49,737.44	4%
Disability Insurance	\$ 6,251.00	\$ (123.00)	\$ 6,374.00	
EAP	\$ 4,633.00	\$ -	\$ 4,633.00	
Life Insurance	\$ 2,030.00	\$ 153.00	\$ 1,877.00	
Long Term Care	\$ 11,727.00	\$ -	\$ 11,727.00	
Long Term Disability	\$ 18,931.00	\$ 1,548.39	\$ 17,382.61	
Vision Insurance	\$ 8,400.00	\$ 656.17	\$ 7,743.83	

TOTAL	\$ 10,850,500.00	\$ 968,074.38	\$ 9,882,425.62	9%
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Director's Report- August 2022

Correspondence/Donations:

- I have been working with the schools to schedule their Administrators Retreat at the end of August.

Programming and Publicity:

- All 3 departments have seen extremely high SRC registration, levels as high as their height back in 2012.
- Children's had 2 successful passive programs this summer, "Guess My Sound" and "Hook a Book" with 523 and 495 participants respectively.
- They also held an offsite program with Goldfish Swim School with 30 children in attendance.
- Ellen has been laying the groundwork for SPL to become a passport facility.
- Butterfly release had 55 participants.
- Patron Services ordered new book bags for patrons, the new library card design is nearly finalized for rollout in September.
- Bernadette filled 17 Book Match requests and received positive feedback on the service and her selections.
- 250 patrons joined us for the sounds of the Ronald Reagans Big 80's Show.
- 661 local area attraction tickets have been sold this season, far surpassing sales in past years.
- The Harbes Barnyard Adventure pass was once again popular this month, circulating 72 times.
- Thank you to all the staff who helped decorate for Summer Reading Club, the patrons are really enjoying it and the building looks very nice.
- Teen Services has been busy with visitors this past month and one visitor shared "This library is like going to Vegas. The other libraries are like visiting Utah."
- Kelly worked with staff from the schools and our managers here to offer the transition students an introduction to tasks related to library work. These students helped prep for Hook a Book and summer reading giveaways. They had such a great time that Kelly and Christine received a number of thank you notes.
- Community Engagement spent another July heavily involved with our District's summer programs, there held a number of off and onsite visits and signed many students up for Summer Reading Club. Great job Kelly, Christine and all who pitched in!!

Building and Grounds:

- Wasps have been found in 2 places outside the building.
- Drip lines have been replaced with sprinkler heads in Discovery Grove.
- Various HVAC issues have been addressed throughout the month, thank you to Robert and his team for their efforts.
- Custodial also replaced a broken faucet in the Staff Break Room.
- Lights were installed in Discovery Grove.

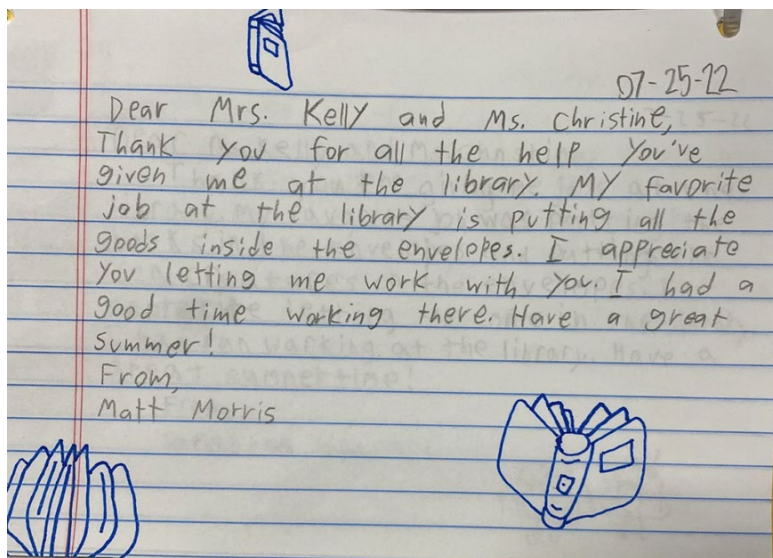
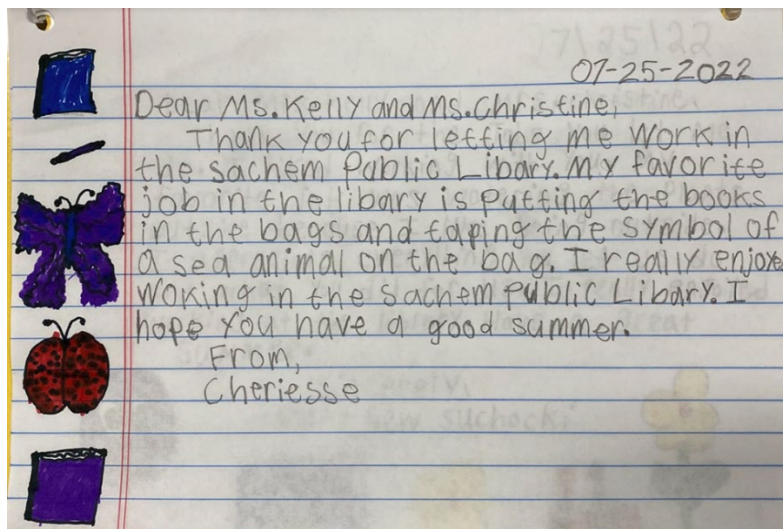
Technology:

- Sublimation machine trainings are complete. There is a hand of full of staff who are on their way to being able to operate our heat press.
- We have been experiencing some issues with faxing from our business centers, staff has been working on the issue with the vendor.
- The Studio assisted Riverhead Building Supply in converting formats of a number of their old commercials/ads.

Meetings:

- 7/5 Interviews, Discovery Grove meeting, Think Tank meeting.
- 7/12, 7/19, 7/26 Managers Meeting, Think Tank, FHCOC at Local Church re: Movie Nights.
- 7/26 Union Negotiations.





Board Report

Assistant Director

August 16, 2022

With school starting back up in a few weeks, I took a look back on our ENL collaboration with the Sachem Central School District we started back in the spring.

- 14 SPL staff members were trained to facilitate English as a New Language Club at Sachem East High School.
- Our staff went 11 times and saw 137 students during those visits.
- We will resume weekly club meetings at Sachem East High School in October and are adding bi-monthly meetings at Samoset Middle School as well.

Other ENL services the library provides include our English Conversation classes and our Citizenship classes that we have just resumed after taking a hiatus during covid.

- English Conversation Zoom classes meet weekly and had a total of 157 people in attendance so far this year.
- Moving these classes from in-person to Zoom during covid has had some unexpected advantages- one student was too afraid to ever leave her house and interact with people because she was afraid her English wasn't good enough; now she has the confidence to visit the library! We even have people participating from other countries.
- Basic English classes meet weekly and had 145 participants so far this year.
- Our first Citizenship Preparation series this spring had 15 students, 2 of them have already passed their citizenship test. Our next one is planned for September and meets for 7-weeks.

Ellen Hobson has started implementing some new family-based programming for ENL.

- We hosted an English Rhyme Time for new Americans with kids ages birth-5 years. We had 10 people attend and we have more sessions planned for August and September.
- A World Music program for new American families is also planned for later this summer.

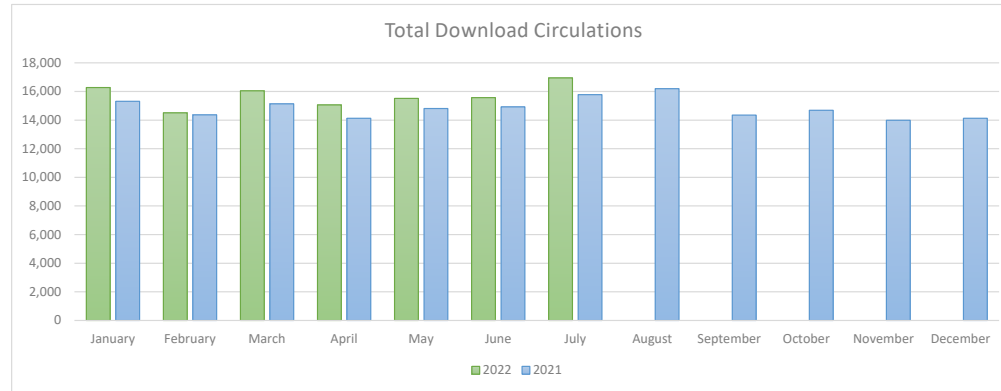
Respectfully Submitted,

Kristen Stroh

Kristen Stroh

TOTAL DOWNLOAD CIRCULATIONS		
Month	2022	2021
January	16,274	15,313
February	14,505	14,364
March	16,044	15,134
April	15,058	14,127
May	15,516	14,809
June	15,568	14,922
July	16,945	15,777
August		16,194
September		14,350
October		14,686
November		13,988
December		14,128
Total	109,910	177,792

Monthly Average in 2022	15,701
Monthly Average in 2021	14,816

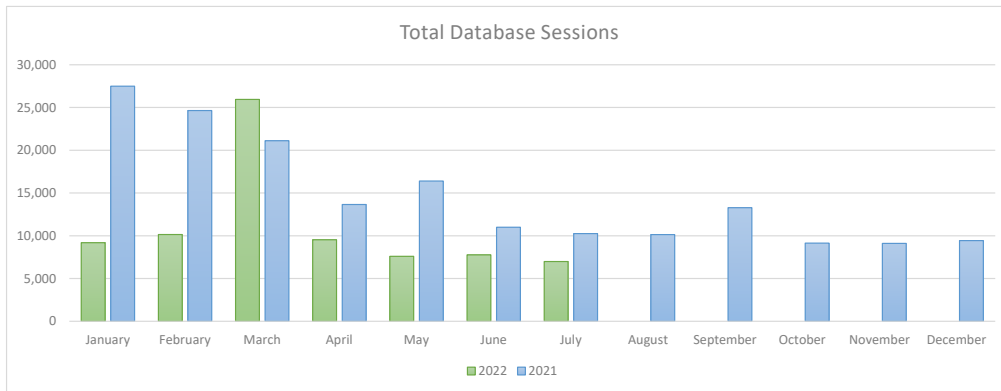


2022 YTD= 109,910
2021 YTD= 177,792

TOTAL DATABASE SESSIONS		
Month	2022	2021
January	9,188	27,496
February	10,146	24,646
March	25,948	21,115
April	9,531	13,658
May	7,598	16,403
June	7,765	10,999
July	6,988	10,255
August		10,138
September		13,283
October		9,142
November		9,109
December		9,435
Total	77,164	175,679

* changed how reported in 2021

Monthly Average in 2022	11,023
Monthly Average in 2021	14,640



2022 YTD= 77,164
2021 YTD= 175,679

Month	Child	Teen	Adult
January	1,305	203	7,680
February	1,624	253	8,269
March	1,181	377	24,390
April	511	397	8,623
May	1,346	121	6,131
June	510	105	7,150
July	946	416	5,626
August			
September			
October			
November			
December			
Total	7,423	1,872	67,869

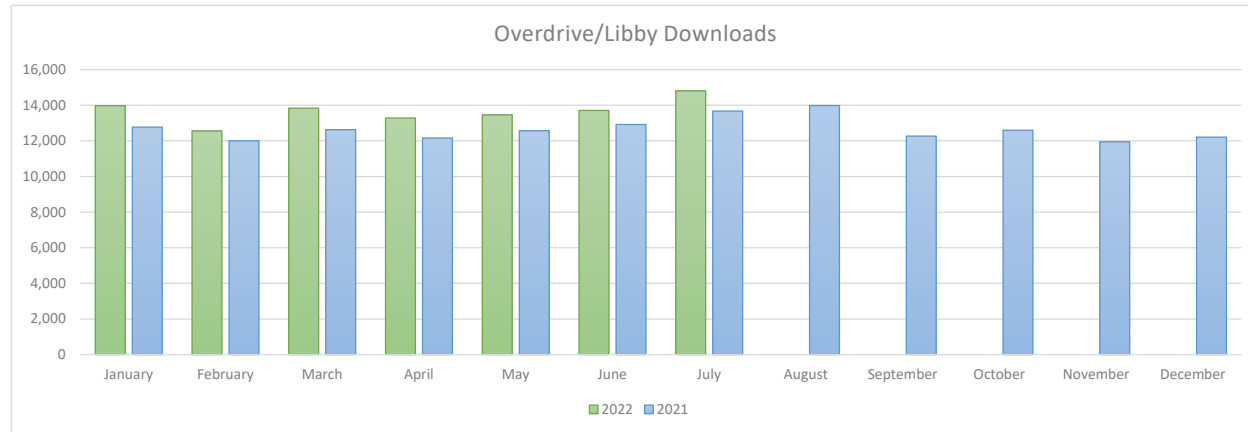
*Child started reporting in 2021

OVERDRIVE/LIBBY DOWNLOADS		
Month	2022	2021
January	13,975	12,774
February	12,557	12,003
March	13,836	12,628
April	13,284	12,159
May	13,459	12,568
June	13,710	12,921
July	14,810	13,675
August		13,985
September		12,268
October		12,599
November		11,947
December		12,209
TOTAL	95,631	151,736

Monthly Average in 2022	13,662
Monthly Average in 2021	12,644

SORA DOWNLOADS	
Month	2022
January	15
February	14
March	12
April	13
May	29
June	37
July	14
August	
September	
October	
November	
December	
TOTAL	134

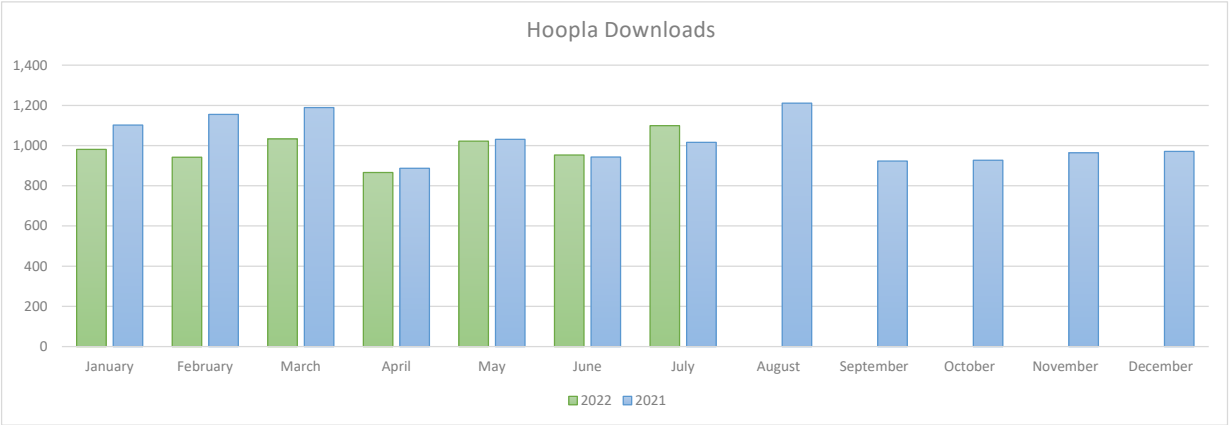
*newly reporting in 2022
partnership with Sachem School District



2022 YTD= 95,631
2021 YTD= 88,728

HOOPLA DOWNLOADS		
Month	2022	2021
January	981	1,102
February	942	1,155
March	1,033	1,189
April	866	887
May	1,022	1,031
June	953	943
July	1,099	1,016
August		1,211
September		923
October		927
November		964
December		971
TOTAL	6,896	12319

Monthly Average in 2022	985
Monthly Average in 2021	1,027

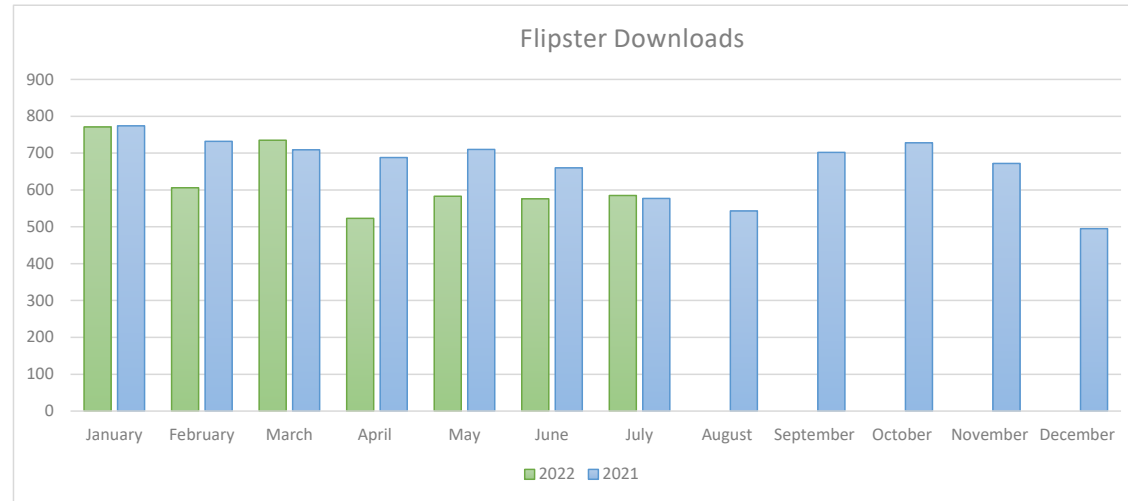


2022 YTD= 6,896
2021 YTD= 7,323

FLIPSTER DOWNLOADS

Month	2022	2021
January	771	774
February	606	732
March	735	709
April	523	688
May	583	710
June	576	660
July	585	577
August		543
September		702
October		728
November		672
December		495
TOTAL	4379	7990

Monthly Average in 2022	626
Monthly Average in 2021	665

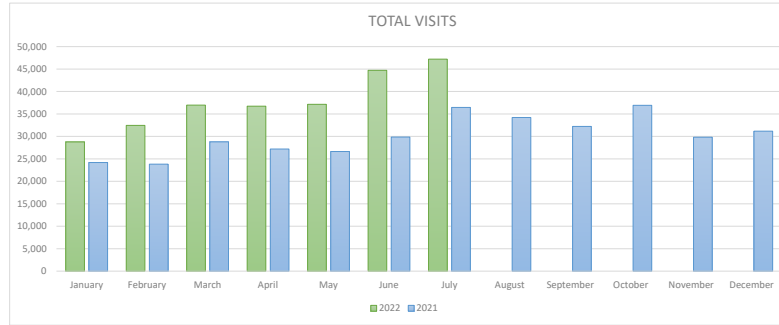


2022 YTD= 4379
2021 YTD= 4850

TOTAL VISITS		
Month	2022	2021
January	28,767	24,189
February	32,458	23,827
March	36,975	28,786
April	36,736	27,197
May	37,151	26,643
June	44,723	29,861
July	47,212	36,457
August		34,218
September		32,228
October		36,928
November		29,831
December		31,174
TOTAL	264,021	361,339

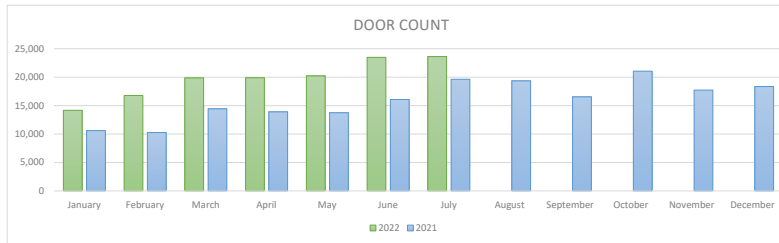
DOOR COUNT		
Month	2022	2021
January	14,167	10,603
February	16,773	10,262
March	19,861	14,431
April	19,891	13,892
May	20,215	13,733
June	23,478	16,075
July	23,610	19,627
August		19,339
September		16,530
October		21,053
November		17,725
December		18,346
TOTAL	137,995	191,616

WEBSITE VISITS		
Month	2022	2021
January	14,397	13,586
February	15,242	13,565
March	16,358	14,355
April	15,344	13,305
May	15,696	12,910
June	17,993	13,786
July	19,476	16,830
August		14,879
September		15,698
October		15,875
November		12,106
December		12,828
TOTAL	114,506	169,723



2022 YTD= 264,021
2021 YTD= 361,339

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



2022 YTD= 137,995
2021 YTD= 191,616

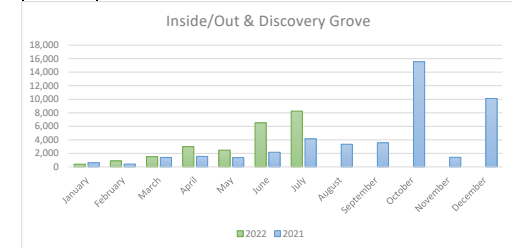


2022 YTD= 114,506
2021 YTD= 169,723

IO & DG VISITS		
Month	2022	2021
January	406	608
February	886	424
March	1,512	1,401
April	3,001	1,557
May	2,480	1,369
June	6,503	2,171
July	8,251	4,146
August		3,350
September		3,559
October		15,547
November		1,420
December		10,115
TOTAL	23,039	45,667

2022 YTD= 23,039
2021 YTD= 45,667

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



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

FACEBOOK REACH	
January	36,051
February	40,095
March	40,334
April	36,866
May	36,930
June	52,029
July	38,278
August	
September	
October	
November	
December	

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

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

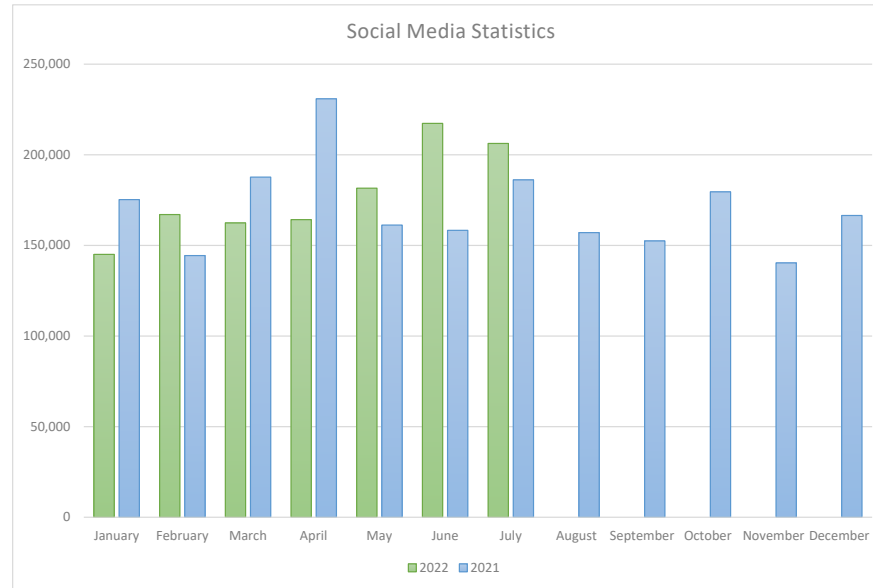
GOOGLE BUSINESS VIEWS	
January	30,500
February	35,100
March	36,500
April	37,700
May	76,200
June	82,900
July	89,100
August	
September	
October	
November	
December	

TOTAL SOCIAL MEDIA		
Month	2022	2021
January	145,039	175,259
February	167,016	144,383
March	162,382	187,680
April	164,206	230,874
May	181,572	161,221
June	217,324	158,311
July	206,253	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	3,626
July	1,400
August	
September	
October	
November	
December	

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

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

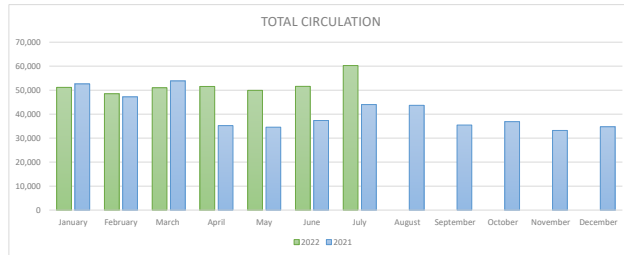


Monthly Average in 2022	177,685
Monthly Average in 2021	169,979

2022 YTD=	1,243,792
2021 YTD=	1,243,877

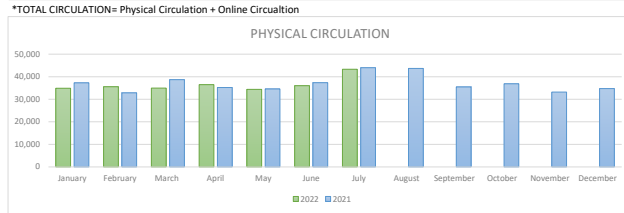


TOTAL CIRCULATION		
Month	2022	2021
January	51,162	52,594
February	48,500	47,200
March	51,007	53,830
April	51,539	35,219
May	49,916	34,567
June	51,586	37,352
July	60,260	43,996
August		43,679
September		35,461
October		36,867
November		33,199
December		34,738
TOTAL	363,970	488,702



2022 YTD= 363,970
2021 YTD= 304,758

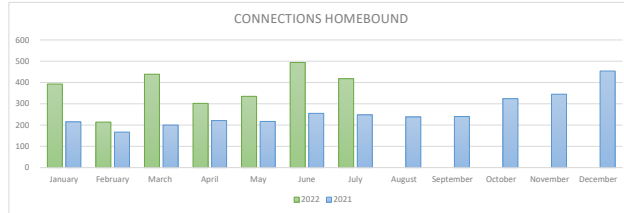
PHYSICAL CIRCULATION		
Month	2022	2021
January	34,889	37,281
February	35,557	32,836
March	34,963	38,696
April	36,481	35,219
May	34,396	34,567
June	36,018	37,352
July	43,315	43,996
August		43,679
September		35,461
October		36,867
November		33,199
December		34,738
TOTAL	255,619	443,891



*TOTAL CIRCULATION= Physical Circulation + Online Circulation

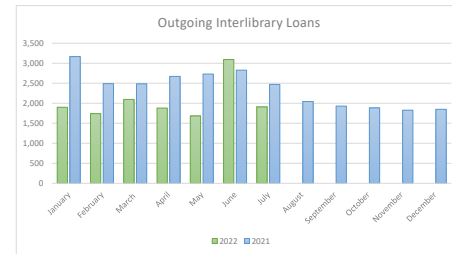
2022 YTD= 255,619
2021 YTD= 259,947

CONNECTIONS HOMEBOUND		
Month	2022	2021
January	393	215
February	214	167
March	439	200
April	302	221
May	335	217
June	494	255
July	418	248
August		238
September		240
October		324
November		345
December		454
TOTAL	2595	3124



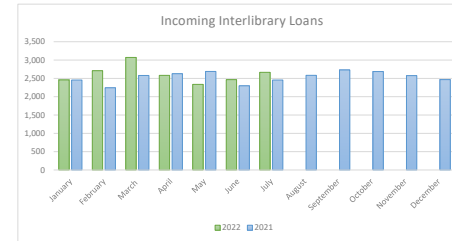
2022 YTD= 2,595
2021 YTD= 1523

Interlibrary Loans-Outgoing		
Month	2022	2021
January	1,900	3,166
February	1,741	2,490
March	2,096	2,484
April	1,880	2,671
May	1,682	2,730
June	3,091	2,827
July	1,908	2,471
August		2,043
September		1,929
October		1,883
November		1,827
December		1,849
TOTAL	14,298	28,370



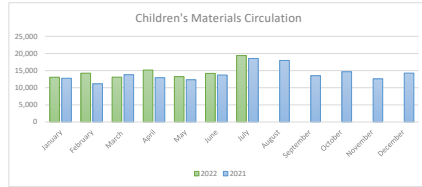
2022 YTD= 14,298
2021 YTD= 18,839

Interlibrary Loans-Incoming		
Month	2022	2021
January	2,457	2,455
February	2,709	2,243
March	3,071	2,579
April	2,582	2,627
May	2,336	2,689
June	2,465	2,297
July	2,665	2,455
August		2,583
September		2,729
October		2,686
November		2,575
December		2,466
TOTAL	18,285	30,384

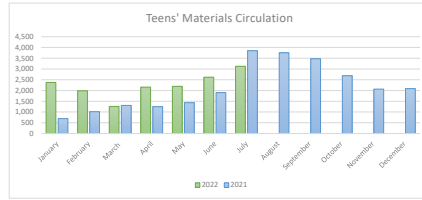


2022 YTD= 18,285
2021 YTD= 17,345

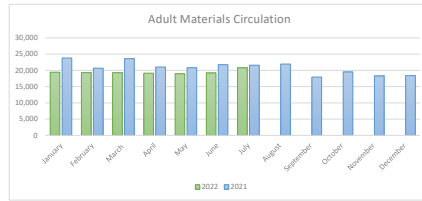
CHILDREN'S MATERIALS			
Month	2022	2021	
January	13,067	12,768	
February	14,254	11,139	
March	13,092	13,797	
April	15,170	12,926	
May	13,247	12,329	
June	14,192	13,718	
July	19,396	18,544	
August		17,971	
September		13,512	
October		14,668	
November		12,584	
December		14,272	
TOTAL	102,418	168,218	



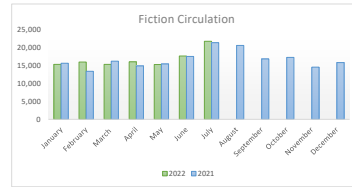
TEENS' MATERIALS			
Month	2022	2021	
January	2,373	694	
February	1,984	1,013	
March	1,260	1,307	
April	2,158	1,248	
May	2,194	1,431	
June	2,619	1,901	
July	3,126	3,849	
August		3,753	
September		3,475	
October		2,687	
November		2,065	
December		2,087	
TOTAL	15,714	25,510	



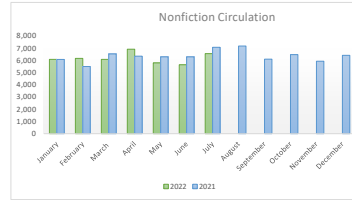
ADULT MATERIALS			
Month	2022	2021	
January	19,449	23,819	
February	19,314	20,684	
March	19,283	23,602	
April	19,153	21,045	
May	18,955	20,807	
June	19,207	21,733	
July	20,793	21,603	
August		21,955	
September		17,951	
October		19,512	
November		18,292	
December		18,379	
TOTAL	136,154	249,382	



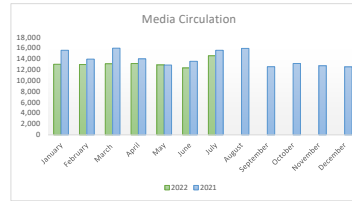
FICTION			
Month	2022	2021	
January	15,283	15,597	
February	15,934	13,361	
March	15,283	16,175	
April	15,990	14,849	
May	15,244	15,393	
June	17,614	17,491	
July	21,710	21,515	
August		20,551	
September		16,787	
October		17,224	
November		14,516	
December		15,780	
TOTAL	117,058	199,043	



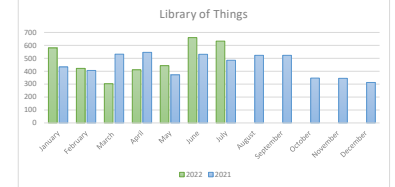
NONFICTION			
Month	2022	2021	
January	6,090	6,084	
February	6,171	5,505	
March	6,090	6,534	
April	6,923	6,353	
May	5,798	6,296	
June	5,647	6,295	
July	6,559	7,080	
August		7,184	
September		6,108	
October		6,479	
November		5,939	
December		6,421	
TOTAL	43,278	76,278	



MEDIA MATERIALS			
Month	2022	2021	
January	13,022	15,600	
February	12,973	13,970	
March	13,110	15,987	
April	13,157	14,017	
May	12,897	12,878	
June	12,334	13,566	
July	14,585	15,597	
August		15,944	
September		12,566	
October		13,164	
November		12,744	
December		12,537	
TOTAL	92,078	168,570	

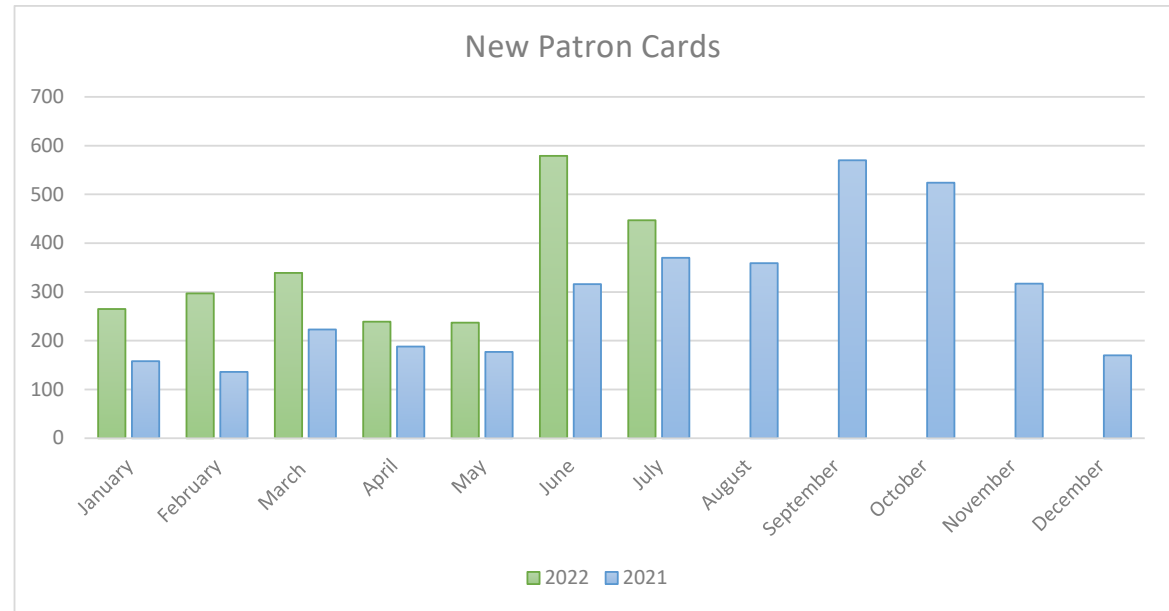


LIBRARY OF THINGS			
Month	2022	2021	
January	580	453	
February	422	406	
March	305	532	
April	411	546	
May	443	372	
June	660	531	
July	633	485	
August		523	
September		523	
October		347	
November		345	
December		313	
TOTAL	3452	5356	

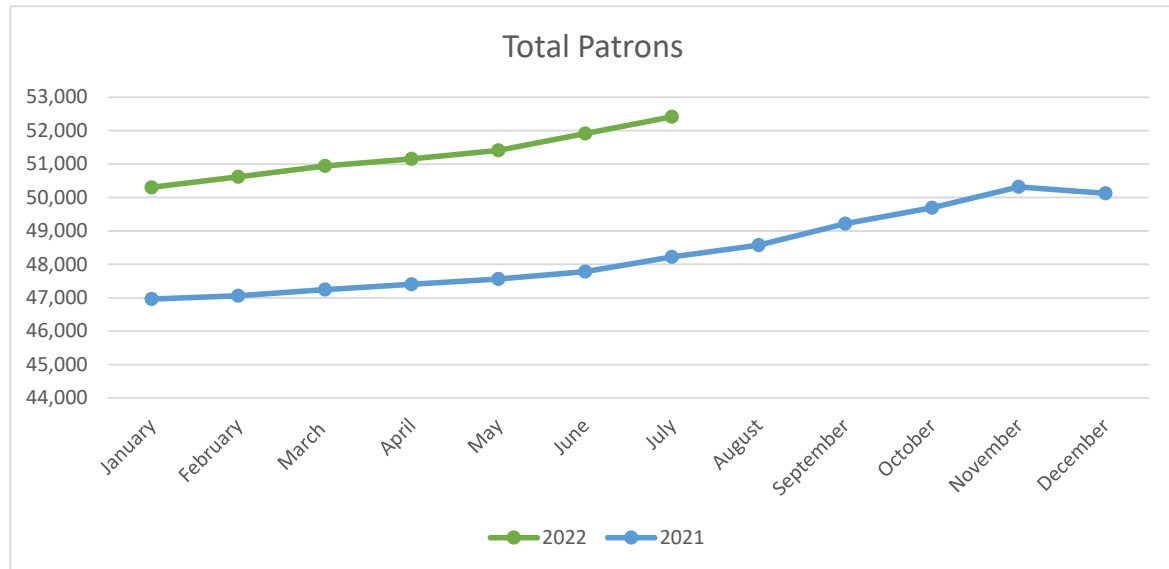


*started in 2021

New Patron Cards		
Month	2022	2021
January	265	158
February	297	136
March	339	223
April	239	188
May	237	177
June	579	316
July	447	370
August		359
September		570
October		524
November		317
December		170
TOTAL	2,403	3,508

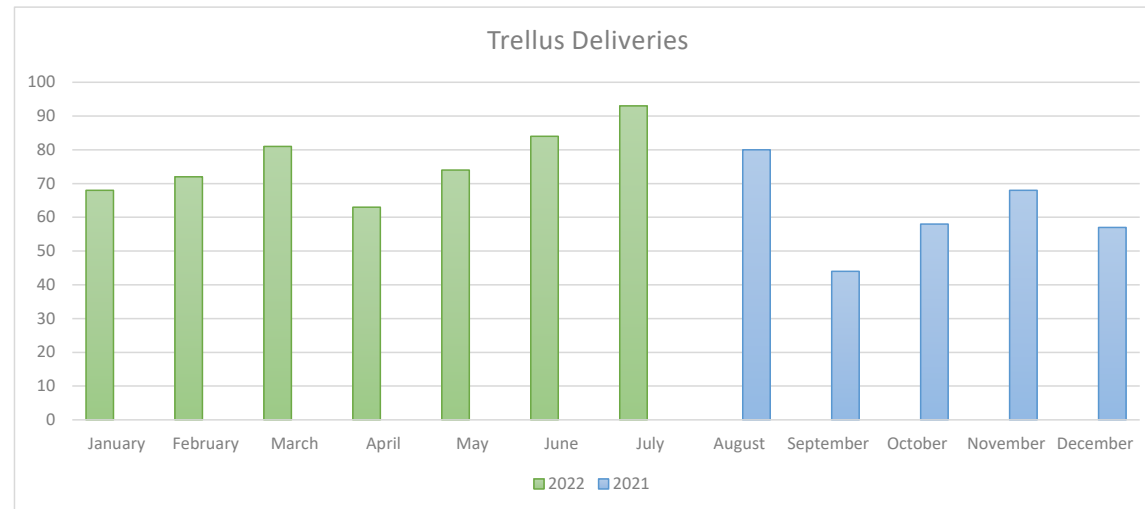


TOTAL PATRONS		
Month	2022	2021
January	50,305	46,960
February	50,614	47,057
March	50,945	47,241
April	51,158	47,403
May	51,408	47,564
June	51,916	47,777
July	52,417	48,220
August		48,570
September		49,220
October		49,690
November		50,316
December		50,128
TOTAL	358,763	580,146



Trellus Deliveries		
Date	2022	2021
January	68	0
February	72	0
March	81	0
April	63	0
May	74	0
June	84	0
July	93	0
August		80
September		44
October		58
November		68
December		57
TOTAL	535	307

Monthly Average in 2022	76
Monthly Average in 2021	61

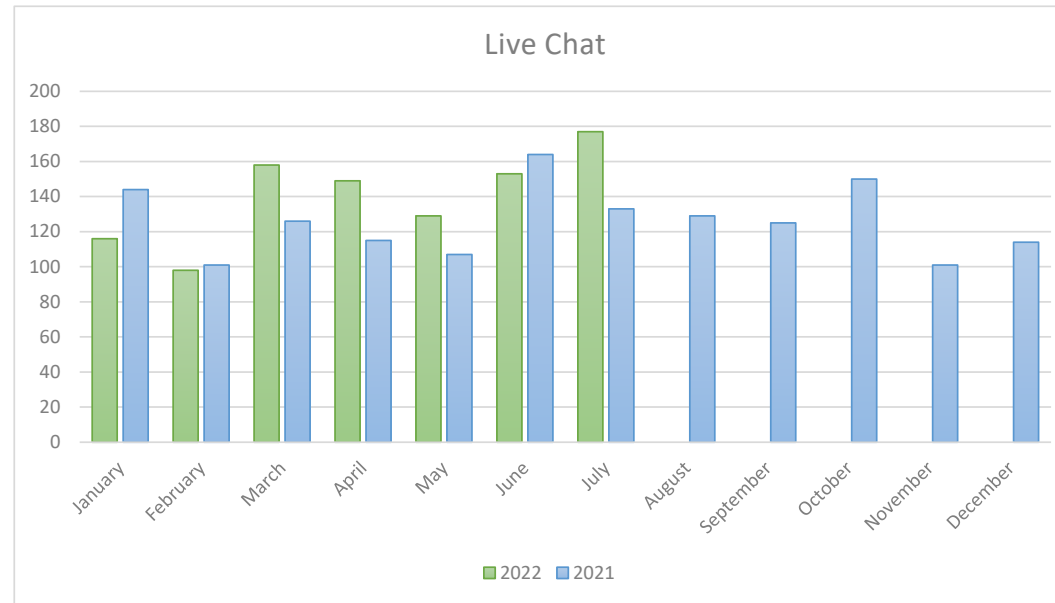


2022 YTD= 535
2021 YTD= 0

*new service started 8/2021

LIVE CHAT STATS		
Month	2022	2021
January	116	144
February	98	101
March	158	126
April	149	115
May	129	107
June	153	164
July	177	133
August		129
September		125
October		150
November		101
December		114
TOTAL	980	1509

Monthly Average in 2022	140
Monthly Average in 2021	126



2022 YTD= 980
2021 YTD= 890

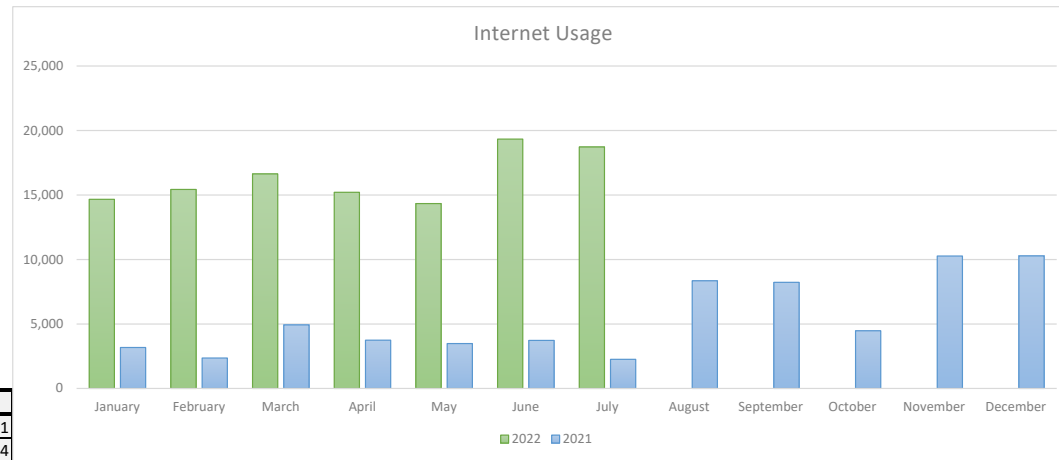
Internet Usage Total		
Month	2022	2021
January	14,665	3,175
February	15,430	2,359
March	16,633	4,927
April	15,210	3,743
May	14,334	3,480
June	19,334	3,724
July	18,722	2,258
August		8,347
September		8,228
October		4,470
November		10,268
December		10,276
TOTAL	114,326	65,255

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

Month	Childrens	Adults	Teens	WiFi Usage
January	57	4,360	151	5,111
February	227	3,483	154	5,984
March	515	4,230	192	7,950
April	480	4,132	251	7,299
May	364	3,606	192	7,106
June	789	4,019	745	8,242
July	1071	4,515	591	7,605
August				
September				
October				
November				
December				
TOTAL	3,503	28,345	2276	49,297

Month	Copies	Faxes	Other
January	3,701	2,826	309
February	6,428	2,240	128
March	4,984	1,215	39
April	3,751	1,146	26
May	3,782	1,147	28
June	8,825	1,061	65
July	7,003	1,091	347
August			
September			
October			
November			
December			
TOTAL	38,474	10,726	942

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



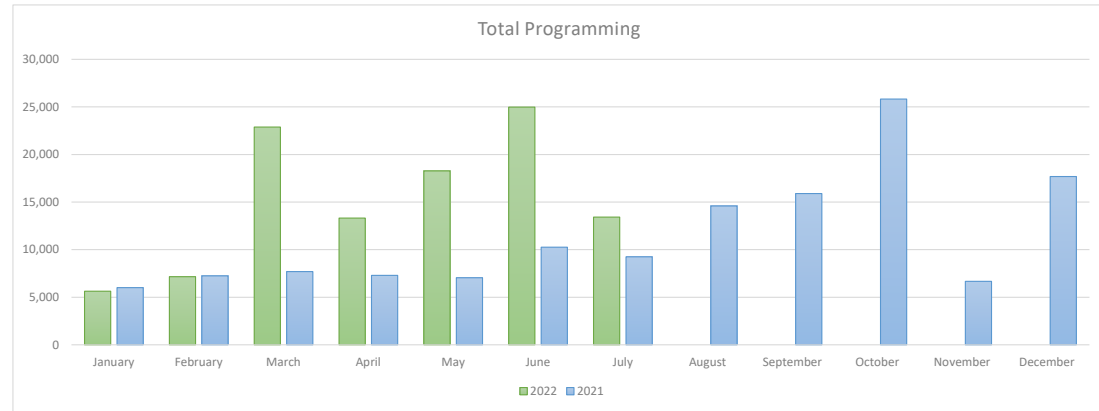
2022 YTD= 114,326
2021 YTD= 23,666

Monthly Average in 2021	16,332
Monthly Average in 2021	5,428

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

TOTAL PROGRAMS		
Month	2022	2021
January	5,633	6,006
February	7,155	7,244
March	22,884	7,693
April	13,318	7,297
May	18,273	7,046
June	24,980	10,259
July	13,421	9,246
August		14,588
September		15,895
October		25,826
November		6,671
December		17,684
TOTAL	105,664	135,455

Monthly Average 2022	15,095
Monthly Average 2021	11,288



YTD 2022= **105,664**
YTD 2021= **54,791**

Programs by Age Range				
Month	Childrens	Teens	Adults	All Ages
January	601	687	4,298	65
February	1,251	832	4,885	187
March	2,516	3,430	5,663	11,275
April	3,198	3,449	5,152	1,519
May	2,967	1,810	3,026	10,470
June	4,841	5,230	5,002	9,907
July	6,516	697	3,730	2,478
August				
September				
October				
November				
December				
Total	21,890	16135	31,756	35901

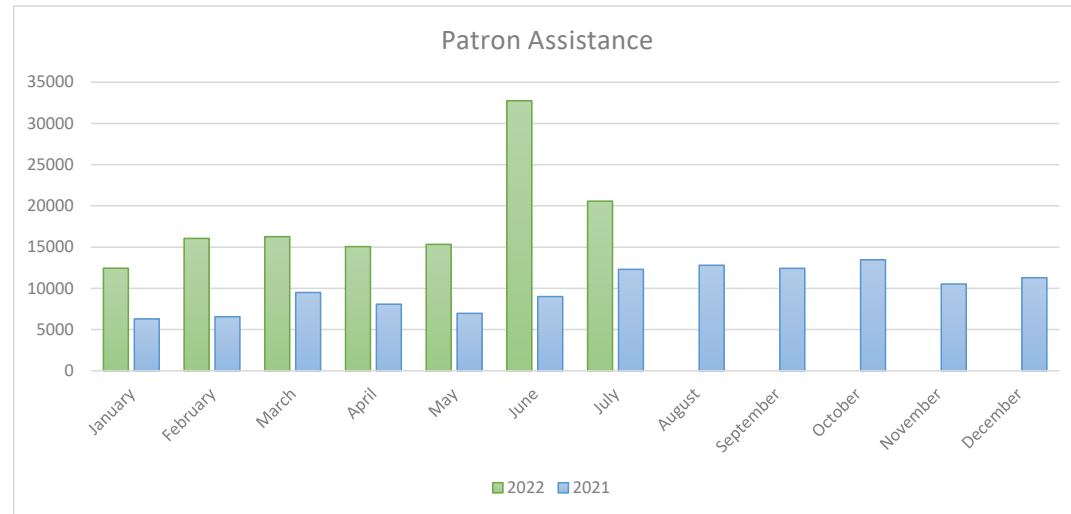
Programs by Department								
Month	Child	Teens	Programs & Newsle	Reference	Studio	Outreach	Dis Grove	outside groups
January	609	427	1,792	1,848	644	309	4	68
February	1,166	918	2,039	1,859	908	140	125	133
March	1,983	2,721	2,880	2,039	867	12,348	46	128
April	1,509	1,899	1,919	2,191	1,027	4,590	183	137
May	2,187	847	1,277	1,375	756	11,741	90	109
June	3,964	3,697	2,930	1,524	812	8,369	484	155
July	5,406	716	1,509	1,551	827	3,265	147	32
August								
September								
October								
November								
December								
Total	16,824	11,225	14,346	12387	5841	40,762	1079	762

* 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	22,298	2,682	10,771	14,209
July	6,973	6,448	9,206	4215
August				
September				
October				
November				
December				
Total	78,896	25,088	40,418	57523

PATRON ASSISTANCE		
Month	2022	2021
January	12436	6288
February	16055	6554
March	16267	9,495
April	15058	8,077
May	15331	6,966
June	32,743	9,002
July	20,569	12,303
August		12,797
September		12,426
October		13,461
November		10,526
December		11,287
TOTAL	128459	119182

Monthly Average 2022	18,351
Monthly Average 2021	9,932



YTD 2022= **128459**
YTD 2021= **58685**

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

* added Notary 1/22



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 refrigerator.

All staff will be educated on the current laws and our Breastfeeding policy, new staff will be educated upon onboarding. All supervisors will receive compliance training. Everyone's support is expected in the breastfeeding initiative. Employees shall not be discriminated against for choosing to express milk in the workplace.



Public Behavior in the Library Policy

Policy Statement

Sachem Public Library has adopted this Public Behavior in the Library Policy for the safety and comfort of all who use the Library. For the purpose of this policy, the Library is defined as the building, the parking lot, Discovery Grove and Inside/Out. Accordingly, the Library Board of Trustees has established procedures and rules, in accordance with Section 262 of the Education Law of the State of New York, by which patrons and visitors may enjoy the Library's facilities and services.

The Board of Trustees of Sachem Public Library views the use of the Library and its facilities as essential to the fulfillment of the Library's mission. As such, the Board subscribes to Article IV of the American Library Association's *Library Bill of Rights* which states that facilities should be made available to the public served by the Library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Accordingly, the Public Behavior in the Library Policy and the Rules of Conduct herein should be observed by all Library users and shall be applied without discrimination and in the best interests of all.

Library users who violate the Rules of Conduct may be subject to suspension of their Library privileges, exclusion from the Library, and/or legal action. A copy of the Rules of Conduct is posted on the public bulletin board of the Library.

Rules of Conduct

For the most effective use of the Library, patrons are expected to observe rules of common courtesy. Patrons who are not courteous to others will be asked to stop the discourteous behavior or leave the Library. Discourteous behavior which will not be tolerated in the Library includes but is not limited to:

Harmful, Disruptive, or Destructive Behavior:

- ♦ Engaging in conduct that interferes with other Library users' ability to reasonably use the Library
- ♦ Using abusive or threatening language or actions
- ♦ Interfering with other Library users' reasonable expectations of privacy
- ♦ Creating unreasonable noise such as loud, boisterous talking or using personal electronic equipment without headphones or at a volume that is audible to others. Cell phones should be on vibrate mode or turned off when entering the building. Talking on cell phones should be limited to lobbies, empty conference rooms, or outside the main entrance. Cell phone usage should be kept to a minimum in Inside/Out.
- ♦ Throwing, running, climbing or playing sports

- ♦ Using Library materials, equipment, furniture, fixtures or the facilities in a destructive, abusive or potentially damaging manner, in a manner likely to cause personal injury to any person or in any other manner inconsistent with the customary use thereof
- ♦ Carrying weapons or weapon-like items on the Library premises
- ♦ Using skateboards, bicycles, hoverboards or rollerblades in the building, on the sidewalks or in the parking lot or Inside/Out/Discovery Grove
- ♦ Soliciting, petitioning, or distributing materials or canvassing on Library premises
- ♦ Disobeying the reasonable direction of the Library Director or the Director's designee

Illegal Activities:

- ♦ Committing or attempting to commit any activity that constitutes a violation of any federal, state, or local statute or ordinance
- ♦ Engaging in sexual conduct or indecent behavior on Library premises, as defined under New York Penal Law
- ♦ Using controlled substances on Library premises
- ♦ Smoking, including the use of electronic cigarettes
- ♦ Consuming alcoholic beverages on Library premises

Other inappropriate behavior:

- ♦ Bringing animals, other than service animals, inside Library buildings or into the library's outdoor spaces without the prior permission of Library staff
- ♦ Prolonged or chronic sleeping
- ♦ Using Library restrooms for bathing, shaving, washing hair, or other matters of personal hygiene
- ♦ Entering the building or Inside/Out/Discovery Grove without shirts and/or shoes
- ♦ Exhibiting personal hygiene which disrupts others from using the Library
- ♦ Loitering on Library grounds
- ♦ Parking vehicles on Library premises when not using the Library
- ♦ Exhibiting any other condition or action which in the judgment of the Director disrupts the operation of the Library or its use by others or which endangers the health, safety, or welfare of Library users or employees

Response to Infractions

The Library Director or the Director's designee shall be responsible for the enforcement of these Rules of Conduct. Unacceptable behavior on the part of the Library user can result in loss of Library privileges. Depending on the severity of the violation, the Library will institute discipline ranging from a verbal warning, through denial of specific privileges, such as use of Library computers, to denial of the right to use the Library for a specified time period.

The Director or the Director's designee may either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive, the Director or the Director's designee is hereby authorized and directed to make a complaint to the appropriate law enforcement agency and to sign any information as necessary charging said trespasser with the appropriate violation of the Penal Law. In situations where the Director or the Director's designee feels that the health, safety, or security of Library users is threatened, any and all appropriate action may be taken including, but not limited to, calling the police for assistance. In the event of inappropriate behavior by a minor, the child's parent

or guardian may be notified by the Library at the discretion of the Director. At the first opportunity, the Director or the Director's designee shall follow the established procedures for recording the facts and circumstances surrounding the enforcement of this policy by completing an Incident Information Form.

The Library shall indemnify and save harmless the Library Director or the Director's designee, and any Library personnel, from any action, claim or proceeding instituted against such person arising out of the enforcement of these rules and regulations by such Library personnel.

In addition to all of the foregoing summary remedies against the trespasser and /or person in violation of law and these rules and regulations, the Library Director may thereafter, in his/her, sole discretion, take the following action with respect to the following categories of persons:

District residents may have their privileges to use the Library's facilities and/or services suspended for a period not to exceed three years. All other Library users may be subject to the same restrictions. The Library Director may, at his/her discretion, notify other agencies of actions taken.

Employees are subject to the provisions of this policy, applicable portions of the Civil Service Law, New York State "employment law"; the Education Law; and pertinent personnel policies adopted by the Library's Board of Trustees and may be disciplined, censured, suspended without pay or discharged accordingly.

Appeals Procedure

Appeals relating to suspension of Library service privileges and/or revocation of their privileges to enter upon Library premises shall be made to the Board of Trustees. Appeals by Library staff subject to the provisions of the Civil Service Law, Education Law and personnel policies, to the extent relevant, may be made to the Board of Trustees.

Each person, not an employee of the Library, shall have the right to submit a Request for Suspension Appeal form to the Board of Trustees within thirty (30) days of any action taken by the Library Director which suspends borrowing privileges or revokes the right to enter the Library premises. The Board of Trustees, or their designee, shall convene a hearing within thirty (30) days of submission of such a notice of appeal, at which time and place the aggrieved shall be afforded the opportunity to present evidence, testify and cross-examine witnesses if applicable. Within fourteen (14) days of such a hearing, the Board of Trustees shall render a decision in writing.

Request for Suspension Appeal/Hearing Panel Procedure and Form

Any patron suspended for one to 30 days has a right to appeal their suspension from the Sachem Public Library. To appeal a suspension:

1. Complete the *Request for Suspension Appeal/Hearing Panel Form*.
2. Return the completed form to the Library via US mail. Staff will sign the form to acknowledge its receipt and will provide you with a copy for your records.
3. The completed form must be received by staff at the Library within seven days from the date of the suspension. Postmarks will not apply.

Suspension Appeal Procedure (One to Thirty Day Suspension)

Upon receipt of your *Request for Suspension Appeal/Hearing Panel Form*:

1. A Suspension Appeal decision meeting comprising of authorized Library staff will take place. Library staff or patrons who witnessed the incident(s) may also be asked to attend.
2. The Suspension Appeal meeting will convene privately to discuss the evidence and make final suspension determination.
3. The suspension will be withdrawn if the authorized Suspension Appeal meeting members determine, by a preponderance of evidence, that the behavior(s) cited on the *Notice of Suspension Library Letter* did not occur and that the suspension is unwarranted.
4. Within seven days from the date the Library receives your *Request for Suspension/Appeal Hearing Panel Form*, a *Suspension Appeal/Hearing Panel Determination Notice* will be mailed to address provided by you on the *Request for Suspension Appeal/Hearing Panel Form*.
5. If you do not have a mailing address, you must return the Library within seven days from the date to the Library receives your *Request for Suspension Appeal/Hearing Panel Form* to pick up your *Suspension Appeal/Hearing Panel Determination Notice*.
6. The Suspension Appeal Determination decision is final.

Suspension Hearing Panel Procedure (31 days to 3 Year Suspension)

Any patron suspended for 31 days to 3 years has the right to a hearing with the Suspension Hearing Panel. To request a hearing:

1. Complete the *Request for Suspension Appeal/Hearing Panel Form*.
2. Return the completed form to the Library via US mail. Staff will sign the form to acknowledge its receipt and will provide you with a copy for your records.
3. The completed form must be received by staff at the Library within seven days from the date of the suspension. Postmarks will not apply.

Upon receipt of your *Request for Suspension Appeal/Hearing Panel Form*.

1. Within seven days from the date the Library received your *Request for Suspension Appeal/Hearing Panel Form*, the Library will mail you a notice providing you with the date, time and location of the Suspension Hearing Panel.

2. If you do not have a mailing address, you must return to the Library within seven days from the date the Library receives your *Request for Suspension Appeal/Hearing Panel Form* to pick up your notice of the date, time and location of the Suspension Hearing Panel.
3. The Suspension Hearing Panel will comprise authorized Library staff, Library Director and Library Trustees. Library Staff, a Library Security Guard, or patrons who were witnesses to the event(s) may also be asked to appear.
4. When you arrive for your hearing you will be provided the opportunity to present evidence or reasons why the suspension should be withdrawn.
5. A parent or guardian must accompany a minor (under the age of 18 unless emancipated) to the hearing.
6. After all the evidence has been presented, the Suspension Hearing Panel may convene privately to discuss the determination.
7. The suspension will be withdrawn if the Suspension Hearing Panel determines, by a preponderance of evidence, that the behavior(s) cited on the *Notice of Suspension Library Letter* did not occur and the suspension is unwarranted.
8. Within seven days of the date of your hearing, a *Suspension Appeal/Hearing Panel Determination Notice* will be mailed to you that will include the findings in support of the decision.
9. If you do not have a mailing address, you may return to the Library after seven days to pick up a copy of the *Suspension Appeal/Hearing Panel Determination Notice* from a Library security guard at the Circulation Desk.
10. The Suspension Hearing Determination decision is final.

Request for Suspension Appeal/ Hearing Panel Form

I want to appeal the library suspension that was issued to me. I am requesting Library Administration review this suspension.

Date: _____

Name: _____

Address: _____

Telephone: _____

Reason for the Request (optional): _____

This form must be returned to Sachem Public Library with seven days of the suspension issue date via US mail.

Within five days after you submit this form, you may contact Sachem Public Library to determine the status of the Suspension Appeal/ Hearing Panel (see *Public Behavior in the Library Policy and Request for Suspension Appeal Panel Procedure*). (631) 588-5024 ask for the Administration office.

If, by a preponderance of the evidence, it is determined that your suspension is unwarranted, your suspension will be withdrawn. The Library's Suspension Appeal/Hearing Panel is final.

Signature of the Appellant: _____

Date: _____

Staff Signature: _____

Staff Job Title: _____

Date: _____

For Library Use Only:

Suspension is _____ is not _____ withdrawn.

Related Documents: *Public Behavior in the Library Policy / Notice of Suspension Library letter / Request for Suspension Appeal _Hearing Panel Procedure / Suspension Appeal hearing Panel Determination Notice*

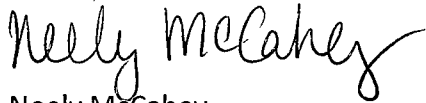
8/2022

BOARD AUTHORIZATION

August 16, 2022

I recommend the Board of Trustees approve the return of two people allowed at a time in the study rooms.

Respectfully submitted,

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

Neely McCahey

Director



Designated Spaces Policy

The library reserves the right to limit access and use of designated spaces designed for specific audiences and/or purposes. Limited use/access areas include but are not limited to the Children's Room, Teen Services, The Loft, Individual, Tutorial, and Group Study Areas. The Director is authorized to develop and amend guidelines pertaining to the utilization of designated spaces.

Children's Room

The Children's Room is designed and intended for use by children, birth through 6th grade, and their parents/caregivers. All others should limit their visit to the Children's Room to the perusal of the collection and the selection of materials.

Teen Services

Teen Services is comprised of two distinct environments; the quiet study/homework area and desTEENation, an area for creative collaboration and gaming. Both spaces are designed and intended for use by teens in grades 6 through 12. All others should limit their visit to Teen Services to the perusal of the collection and the selection of materials.

Teens may enjoy desTEENation up to a maximum of five hours per day, with a maximum of 2 hours of screen time. Teens must sign in at the Librarian's Desk in desTEENation.

Individual, Tutorial, and Group Study Areas

The library has designated several areas for individual, tutoring, and/or group study; each with its own requirements.

The carrels and adjoining seating on the upper mezzanine are intended for quiet, individual study by those of high school age or older.

The study tables to the rear of the reference area are intended for quiet, independent study. Researchers are expected to share these tables, as necessary.

The tables in the lower mezzanine are intended for shared use, including tutoring/group study. These tables may not be reserved nor may other library users be asked to move to accommodate tutoring/group study.

The Meeting Room behind the Reference Desk, when available, is intended for shared use, including tutoring/group study. The Teen Room and desTEENation are available for individual/group study by those in grades 6 through 12. No tutoring is permitted.

Study Rooms are designated for use by Sachem Library residents, grades 9 and older. ~~Only one person is~~ **Two people are** allowed in a study room at a time. Rooms cannot be reserved and are assigned on a first-come, first-served basis. Patrons are guaranteed two hours in a study room per day. If no patrons are waiting for a room, they may extend their time at the discretion of the librarian. Rooms must be vacated by 8:45 pm on weekdays, 4:45 pm on Saturdays and 3:45 pm on Sundays. Rooms left vacant for more than 15 minutes will be assigned to another user.

The Loft is located on the upper mezzanine and is intended for individual and group study and collaboration by adults ages 18 and older. All others should limit their visit to The Loft to the perusal and selection of materials from adjacent collections.

All study areas are available on a first-come, first-served basis with the exception of the Study Rooms, which may be reserved by Literacy Volunteers. The library does not guarantee availability of study space.

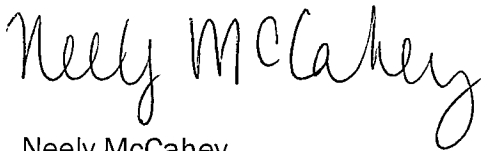
Approval of HVAC Annual Maintenance Agreement

August 16, 2022

I recommend to the Board of Trustees to approve the annual maintenance agreement for heating, ventilation and air conditioning systems with Thermal Solutions, P.O. Box 12066, Hauppauge, NY 11778 for a total contract price of \$10,620.000 effective September 1, 2022 through August 31, 2023.

The Library is contracted to pay for installment payments of \$2655.

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 and title.

Neely McCahey
Director



2023 CLOSINGS
SACHEM PUBLIC LIBRARY

Sachem Public Library will be closed on the following days in 2023:

Sunday, January 1	New Year's Day
Monday, January 2	Legal Holiday New Year's Day
Monday, January 16	Martin Luther King's Birthday
Monday, February 20	President's Day
Sunday, April 9	Easter Sunday
Monday, May 29	Memorial Day
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Monday, October 9	Columbus Day
Friday, November 10	Legal Holiday Veterans Day
Thursday, November 23	Thanksgiving Day
Sunday, December 24	Christmas Eve
Monday, December 25	Christmas Day
Sunday, December 31	New Year's Eve

In addition, the Library will close early on:

Wednesday, November 22 @ 5 p.m.

The Library will be open Sundays from:

January 8, 2023 through and including May 7, 2023
October 1, 2023 through and including December 17

Board Authorization

August 16, 2022

I recommend the Board to authorize the transfer of Library Counsel Andrew Martingale from Hamburger, Maxson, Yaffe & Martingale, LLP to Quatella Chimeri, PLLC effective September 1, 2022. Mr. Martingale will be representing the Library under the same terms and conditions and all records will be transferred over to the new firm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Neely McCahey". The signature is written in a cursive, flowing style.

Neely McCahey