

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JULY 19, 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. Appointments of Robert Winowitch elected trustee until the year 2027
6. Installation of Officers
 - A. Rotation of officers with the positions of President and Vice President
 - B. Nomination and election of Secretary
7. Approval of Minutes of the Regular Board Meeting on June 21, 2022 **(Motion)**
8. Approval of Minutes of the Executive Session on June 21, 2022 **(Motion)**
9. Approval of Treasurer's Report, June 2022 **(Motion)**
 - A. Approval of Payroll Expense Report, June 2022 **(Motion)**
 - B. Approval of Payroll Warrants: #41 **(Motion)**, #42 **(Motion)**
 - C. Approval of Payroll Summary, June 2022 **(Motion)**
 - D. Approval of Bills: Warrant #1, July 2022 **(Motion)**
10. Reports
 - A. Director's Report
 - B. Assistant Director's Report
 - C. Library Statistical Report
 - D. SCLS Board Report, Susan Tychnowicz
11. Old Business
 - A. Approval of Revised Purchasing Policy **(Motion)**
 - B. Approval of Sustainability Policy **(Motion)**
 - C. Review of Breastfeeding in the Workplace Policy
 - D. Review of Revised Public Behavior in the Library Policy
12. New Business
 - A. Organizational chart
 - B. Disposal of Equipment **(Motion)**
 - C. Approval of Purchase of Computer Software **(Motion)**
 - D. Appointment of Professional Consultants and Representatives **(Motions)**
 - E. Approval of Bills Paid Out of Schedule **(Motions)**
 - F. Annual Conference Approval **(Motion)**
13. Other
 - A. Next Board Meeting – Tuesday, August 16, 2022 at 5:00 p.m.
 - B. Legislative Breakfast – Friday, September 23, 2022 hosted by Smithtown Library
 - C. The PLDA Fundraiser – Monday, October 3, 2022
14. Executive Session (as needed) **(Motion)**
15. Personnel Report **(Motion)**
16. Adjournment **(Motion)**

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 21, 2022
5:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Marguerite Barone, Susan Tychnowicz, Thomas Lohr, Diane Longo, Robert Winowitch, 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 5:22 p.m.

The meeting began with a pledge of allegiance.

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

Minutes

The Board approved the Minutes of the Regular Board Meeting on May 16, 2022. (Lohr, Tychnowicz; unanimous)

The minutes of an Executive Session on May 16, 2022 were approved. (Lohr, Tychnowicz; unanimous)

Treasurer's Report

The Treasurer's Report for May 2022 in the amount of \$7,117,757.82 was approved. (Longo, Winowitch; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for May 2022 in the amount of \$548,602.59 were approved. (Winowitch, Lohr; unanimous)

Payroll Warrant #38 dated May 12, 2022 in the amount of \$10,248.64 was approved. (Lohr, Tychnowicz; unanimous)

Payroll Warrant #40 dated May 26, 2022 in the amount of \$182,923.77 was approved. (Tychnowicz, Longo; unanimous)

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

Schedule of Bills

The June 21, 2022 Schedule of Bills, warrant #39 in the amount of \$306,325.53 was approved. (Winowitch, Lohr; unanimous)

Director's Report

The Board reviewed the Director's report with interest. To her report, Ms. McCahey gave a presentation of a renovation project to the front entrance of the library. The presentation showed a new overhang for the entryway, installing a handicap ramp and repurposing the memorial bricks in an outdoor courtyard. The goal is to have the project finished in September using in stock materials that are made in the USA in hopes that there will not be any supply issues. Ms. McCahey also stated that the library has contacted local politicians to partner in for vehicle charging stations at the library.

Assistant Director's Report

Mrs. Stroh reported to the Board about working on the Sustainable Libraries Initiative to reduce the total carbon footprint in regards to the library's mileage for the last two years. She gathered mileage of the two vans and library staff reimbursements for mileage. She also stated that the library will be looking in to possibly replacing the old Chevy van with an electric vehicle and to install electric vehicle charging stations in the parking lot. She also informed the Board that the Trellus delivery service is averaging 72 deliveries per month. She has also contacted the water authority and PSEGLI for past usage of the utilities and is investigating on how to make improvements for the library to become more sustainable. Mrs. Stroh informed to the Board the library has implemented K-cup recycling. The library is working on Preparedness Month for September. The library is gathering ideas on a safety program for bicyclists and pedestrians.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz reported to the Board that she was invited to tour the SCLS tech van. It does site-to-site visits with technology classrooms. Mrs. Tychnowicz reported to the Board that the state construction aid had been approved. She also stated the 13-member libraries had their budget votes approved; the other libraries are waiting until the Fall to conduct their budget votes. Mrs. Tychnowicz stated that SCLS went over their lending library items. Mrs. Tychnowicz informed the Board the Battle of the Books will have a new format.

Old Business

The Board reviewed the revised Purchasing Policy.

New Business

The Board reviewed the Sustainability Policy.

The Board reviewed the Breastfeeding Policy.

On the Director's recommendation the Board approved two payments to be paid the first check run at beginning of the month (June 2022). The first payment in the amount of \$973.50 to Island Empanada at 601 Portion Road, Ronkonkoma, NY 11779 is requiring a payment in full upon completion of their services on June 11, 2022 for providing a food truck for the Welcome to Sixth Grade Event during the Summer Reading Club Kickoff. The second payment in the amount of \$1,932.50 to NY Party Works at 45 Jefryn Boulevard, Deer Park NY 11729. NY Party Works is requiring a payment in full upon completion of their services on June 11, 2022 for providing a

mechanical surfboard, mechanical shark and a dunk tank for the Summer Reading Club Kickoff event. (Barone, Longo; unanimous)

On the Director's recommendation the Board approved 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. (Longo, Tychnowicz; unanimous)

The Board approved the Disposal of Equipment. (Tychnowicz, Longo; unanimous) The benches on the Equipment Disposal list were a donation from the Friends' of Sachem Library and needed to be discarded because the legs sat into the garden soil and the legs have deteriorated. In the future benches will not be set in soil.

Other

On the Director's recommendation the Board approve two payments to be paid the first check run at beginning of the month in July 2022. The first is to be paid to Priority Fencing at 40 Granny Road, Farmingville, NY 11738 not to exceed \$7,000. Priority Fencing is requiring payment on the date of installation on July 8, 2022. The second payment is to LI Movie Nights at 144 Allen Blvd in Farmingdale, NY 11735 in the amount of \$900. LI Movie Nights is requiring a deposit before the actual movie dates. (Tychnowicz, Winowitch; unanimous)

Mrs. Barone read a thank you card from a community member in regards to the Sachem PTA Council Reflections Showcase.

The next Board Meeting will be held on Tuesday, July 19, 2022 at 5:00 p.m.

Executive Session

The Board adjourned into Executive Session at 6:28 p.m. to discuss Collective negotiations pursuant to article fourteen of the Civil Service Law. (Winowitch, Lohr; unanimous)

Regular Session resumed at 6:46 p.m.

Personnel Report

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

The Non-Affiliated Staff Personnel Report was approved. (Winowitch, Longo; unanimous)

Adjournment

The meeting was adjourned at 6:48 p.m. (Barone, Winowitch; unanimous)

Respectfully submitted,

Thomas Lohr

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

June 21, 2022

The Board adjourned into Executive Session at 6:28 p.m. to discuss Collective negotiations pursuant to article fourteen of the Civil Service Law. (Winowitch, Lohr; unanimous)

The Executive Session ended at 6:56 p.m. (Winowitch, Longo; unanimous)

Respectfully submitted,

Thomas Lohr

SACHEM PUBLIC LIBRARY
BUDGET STATUS REPORT
FY 2021/2022

JUNE 30, 2022

	APPROPRIATION		EXPENDITURES		BALANCE	%
<u>MATERIALS</u>						
Books	\$	197,607.00	\$	141,842.38	\$ 55,764.62	72%
Digital Resources	\$	378,010.00	\$	375,400.22	\$ 2,609.78	99%
Media	\$	100,579.00	\$	53,326.60	\$ 47,252.40	53%
Periodicals	\$	20,605.00	\$	20,301.36	\$ 303.64	99%
<u>BUILDING</u>						
Building Alterations	\$	258,624.00	\$	344,185.45	\$ (85,561.45)	133%
Computer Equipment	\$	179,755.00	\$	124,250.22	\$ 55,504.78	69%
Equipment	\$	87,094.00	\$	114,718.97	\$ (27,624.97)	132%
Hawkins Ave Property Upkeep	\$	1,000.00	\$	1,110.36	\$ (110.36)	111%
<u>SUPPLIES</u>						
Custodial Supplies	\$	28,000.00	\$	23,770.17	\$ 4,229.83	85%
Office Supplies	\$	134,335.00	\$	84,499.77	\$ 49,835.23	63%
<u>SALARIES</u>						
Clerical, Full Time	\$	1,150,107.00	\$	1,148,901.42	\$ 1,205.58	100%
Clerical, Part Time	\$	613,166.00	\$	574,227.38	\$ 38,938.62	94%
Custodial	\$	321,262.00	\$	293,878.86	\$ 27,383.14	91%
Professional	\$	3,388,749.00	\$	3,324,898.54	\$ 63,850.46	98%
<u>UTILITIES</u>						
Electricity	\$	130,000.00	\$	119,902.66	\$ 10,097.34	92%
Gas	\$	20,000.00	\$	21,809.49	\$ (1,809.49)	109%
Water	\$	4,000.00	\$	3,413.30	\$ 586.70	85%
<u>CONTRACTS</u>						
Cleaning & Exterminating	\$	9,900.00	\$	2,960.00	\$ 6,940.00	30%
Equipment Maintenance	\$	116,160.00	\$	86,378.33	\$ 29,781.67	74%
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	\$	85,248.93	\$ 25,675.07	77%
Refuse Removal	\$	5,724.00	\$	5,595.48	\$ 128.52	98%
Security Personnel	\$	112,000.00	\$	94,740.05	\$ 17,259.95	85%
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	\$	33,361.55	\$ 3,913.45	90%
Printing & Publicity	\$	70,832.00	\$	72,504.26	\$ (1,672.26)	102%
Professional Development	\$	20,000.00	\$	13,524.72	\$ 6,475.28	68%
Programs	\$	340,000.00	\$	330,876.47	\$ 9,123.53	97%
Telecommunications	\$	78,440.00	\$	75,827.59	\$ 2,612.41	97%
Vehicle Maintenance	\$	1,480.00	\$	176.35	\$ 1,303.65	12%
<u>MANDATED EXPENSES</u>						
Dental Insurance	\$	43,115.00	\$	33,787.28	\$ 9,327.72	78%
Health Insurance	\$	1,385,980.00	\$	1,193,830.56	\$ 192,149.44	86%
New York State Retirement	\$	848,819.00	\$	778,390.78	\$ 70,428.22	92%
Social Security	\$	407,214.00	\$	391,023.52	\$ 16,190.48	96%
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	\$	50,307.22	\$ 2,180.78	96%
Disability Insurance	\$	6,884.00	\$	5,645.40	\$ 1,238.60	
EAP	\$	4,930.00	\$	4,505.00	\$ 425.00	
Life Insurance	\$	2,268.00	\$	1,945.80	\$ 322.20	
Long Term Care	\$	16,051.00	\$	10,895.18	\$ 5,155.82	
Long Term Disability	\$	13,679.00	\$	19,338.16	\$ (5,659.16)	
Vision Insurance	\$	8,676.00	\$	7,977.68	\$ 698.32	
TOTAL	\$	10,959,127.00	\$	10,328,547.22	\$ 630,579.78	94%

Director's Report- July 2022

Correspondence/Donations:

- The Farmingville Chamber of Commerce made a \$500 donation to the library following the street fair.
- The Paulsen family donated monies towards one of the Community Garden classroom.
- Teens received a "Thank you" from the Sachem North Art Honor Society, for our assistance with their Ukraine fundraiser. They also received a thank you from the Sachem East Special Ed teachers.

Programming and Publicity:

- Discovery Grove held our 2nd Annual International Mud Day, 227 patrons participated! Lisa was so very thankful to ALL the staff that helped out in various ways.
- Teens has 3 new Community Service partnerships in the works; Be Red Cross Ready, Bicycle Safety and COPE & SCCC, coming this fall.
- We have 587 Teens, 787 adults and 1247 children registered so far for Summer Reading Club.
- Kelly made 30 new library cards at the Farmingville Street fair and signed 132 people up for SRC.
- Outreach created Lawn Game Kits for the schools to utilize this year, they went out a number of times.
- Our Storywalk book this month is *Atlantic* by Brian Karas.
- Children's Dept. connected with 8 out of the 10 elementary schools to promote summer reading this year.
- Our first outdoor concert of the season had 150 guests who enjoyed a performance by the Chicklettes.
- SPL's Tiny Art exhibit is currently underway, there were 276 kits given out and we have at least 200 pieces on display downstairs.

Building and Grounds:

- Poison Ivy has been treated in Discovery Grove and Inside Out.
- A repair was made on a busted sprinkler line in the parking lot.
- Stockade fence repairs have been put on hold till August.
- Andrew M. hung general Summer Reading Club pictures throughout the Community Rooms so that the walls were not bare.
- 2 new beautiful planters have been installed in Discovery Grove.

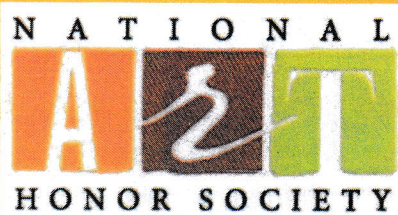
Technology:

- Boss Laser Engraver is still out of service due to a filter issue. Staff training is still pending.
- Staff training on the heat press is scheduled in the next week.
- Did you know?? That our lobby ATM is a bitcoin ATM. (FYI)
- Denise has been working with SCLS as we are a Beta site for the new Vega Discover catalog (launching in the near future).
- Denise, IT and Visionary Graphics coordinated the purchase of a new web address that makes access to our YouTube channel easier. (splny.tv)

Meetings:

- 6/1 PLDA Zoom
- 6/2 & 6/7 Negotiation meetings PT Clerical and Custodial
- 6/6 Interviews for Spanish Speaking Clerk.
- 6/7, 6/14 & 6/28 Manager's Meetings, 6/7, 21 & 28 Think Tank meetings.
- 6/9 Friends meeting, Gave Councilman LaValle a tour of the Community Garden, Paulsen Dedication Ceremony.
- 6/10 Friends Luncheon.
- 6/11 Summer Reading Kickoff event.

- 6/12 Farmingville Street Fair.
- 6/14 Professional Negotiations and Meeting with John Tanzi.
- 6/17 County Director's Meeting at Bayport-Blue Point Library.
- 6/24 Started online Homeless Training.
- 6/28 Met rep from paver company, attended an hour of Farmingville Street Fair meeting.
- 6/30 9:30 and 2pm, Scheduling meeting for supervisors.



Art Club Secretary Catherine Kidby
sells buttons for Ukraine at the
NAHS Induction
Ceremony and Art Show.

Dear Sachem Public Library,

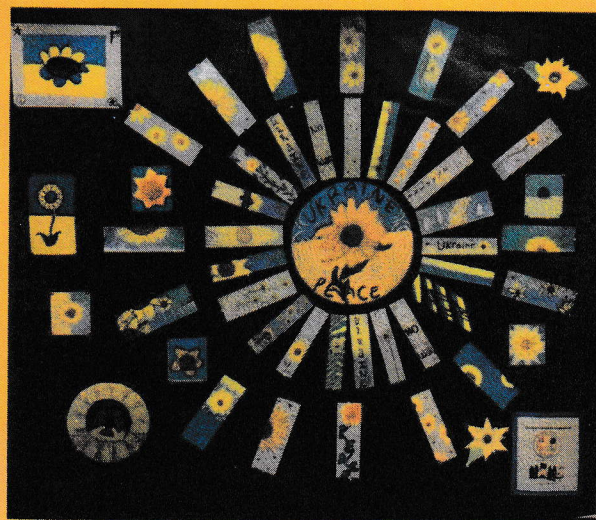
***Thank you so much for
helping us with this
fundraiser for Ukraine by
creating these beautiful
buttons with the artwork
from our students!***

Sincerely,

Renee Parisi and Victoria Provini



Art Teachers Ms. Provini and Mrs. Parisi
at the Ukraine Sunflower Table



Dear Laura
& all the amazing Teendestination
staff -

Mike, Irish & I could not
be more 'thankful' for
everything you do for
us and our students!

Your kindness, thoughtful
lessons & projects truly
make a difference in
all our lives ♥ -

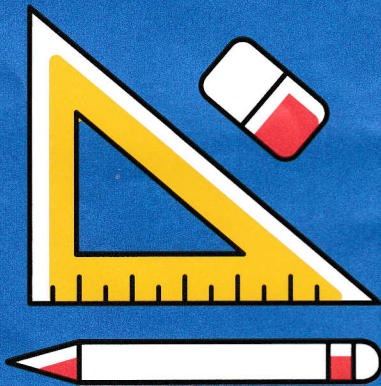
We hope you enjoy a
little lunch today in our
appreciation! -

Enjoy your summer ☺
See you in the fall
Love, Irish
Mike, Jo Ann
& all our
students

FREE LIVE HOMEWORK HELP

Did you know the Public Libraries of Suffolk County offer free online homework help? Free live online tutors are available to help you succeed.

Go to [Livebrary.com](https://livebrary.com) and click Homework & Study Help to get started!



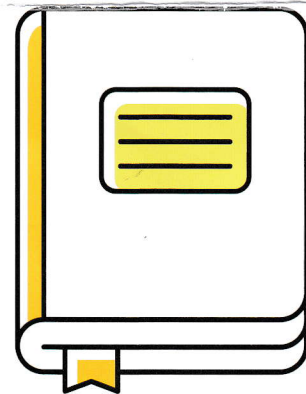
Need a tutor?

It's easy to get free help with your homework in math, reading, writing, science, social studies, and more. With the new chat translation tool, you can communicate with your tutor in any language.

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2. Click "Live Tutoring".
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HelpNow has a Writing Lab! Send your paper to a tutor and receive constructive feedback to help you become a better writer. For even more help, connect with a live tutor at any stage of the writing process.



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Board Report

Assistant Director

July 19, 2022

On May 3, 2022 we hosted a staff development day. We were closed to the public from 9am-1:30pm in order to have as much staff participate as possible.

- Out of 107 active staff members, 56 participated.
- Staff rotated through 2 training sessions; Becoming a Customer Service Superstar (pre-recorded webinar) and Library Staff Response: Techniques & Tactics with Don Longo. These topics were requested from our staff after our last development day.
- We surveyed the staff afterwards for feedback on the day; 75% found the customer service training useful and 100% found the response training helpful.
- We also surveyed the staff on the training topics they would like to see in the future.

More professional development opportunities recently included:

- Our new Librarian II's (Anthony Bliss, Megan McGinnis, Rebecca Goldstein and Kelly Furnari) all participated in a Transitioning to Supervisor training course by Fred Pryor shortly after their promotions this winter and spring.
- In April all supervisors participated in a webinar by Library Works on Giving and Receiving Constructive Criticism.

Currently in the works:

- In late July our Sustainability Team will participate in a webinar by the Niche Academy- Sustainable Thinking for the Future of Libraries.
- Over the course of this summer all staff will be participating in The Librarian's Guide to Homelessness Training presented by Ryan J. Dowd. This Niche Academy course was made available to all Suffolk County libraries through the generosity of our Central Library. It is library staff specific and focuses on learning how to reduce problems/conflicts and be more inclusive.
- In August we will have officers from the Suffolk County Police Department's Homeland Security and Criminal Intelligence Bureau host two sessions of Active Shooter training for staff.

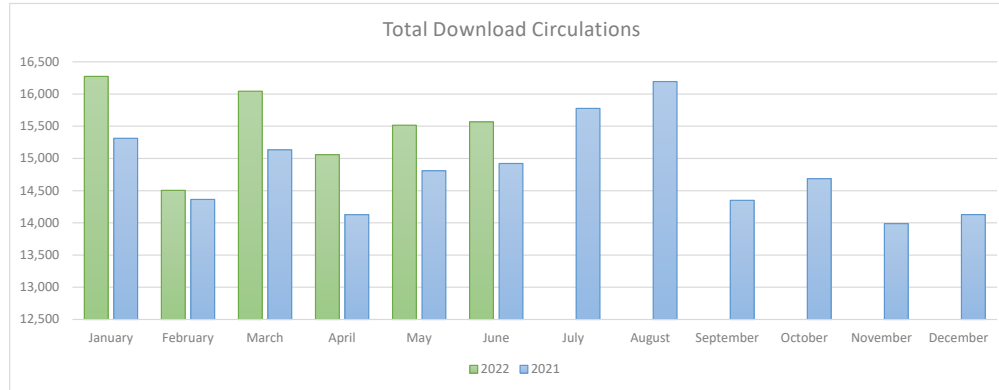
Respectfully Submitted,

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		15,777
August		16,194
September		14,350
October		14,686
November		13,988
December		14,128
Total	92,965	177,792

Monthly Average in 2022	15,494
Monthly Average in 2021	14,816

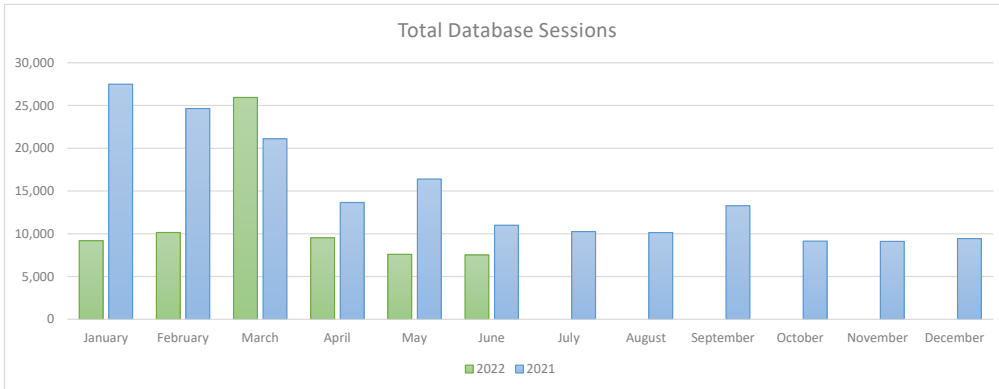


2022 YTD= 92,965
2021 YTD= 88,669

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	7,520	10,999
July		10,255
August		10,138
September		13,283
October		9,142
November		9,109
December		9,435
Total	69,931	175,679

* changed how reported in 2021

Monthly Average in 2022	11,655
Monthly Average in 2021	14,640



2022 YTD= 69,931
2021 YTD= 114,317

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	265	105	7,150
July			
August			
September			
October			
November			
December			
Total	6,232	1,456	62,243

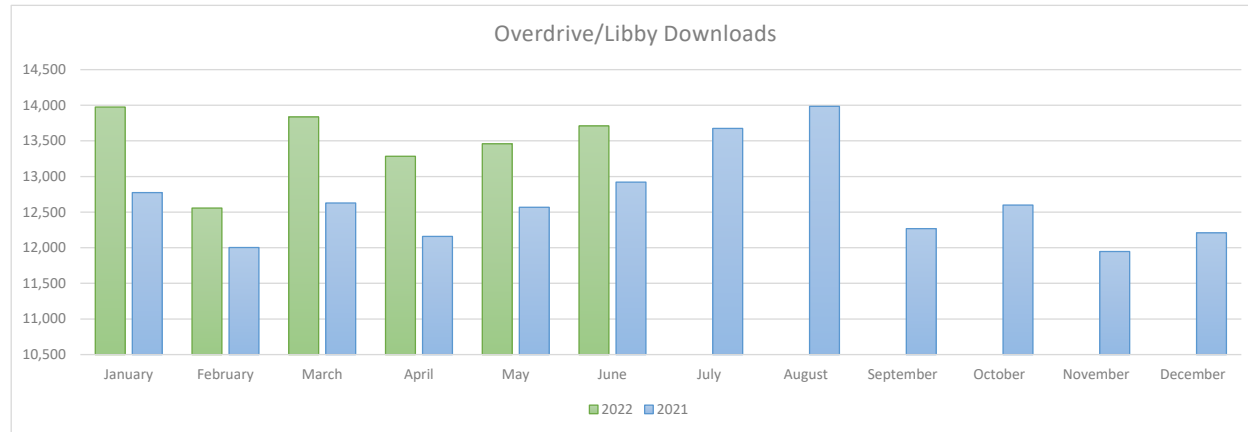
*Child started reporting in 2021

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		13,675
August		13,985
September		12,268
October		12,599
November		11,947
December		12,209
TOTAL	80,821	151,736

Monthly Average in 2022	13,470
Monthly Average in 2021	12,644

SORA DOWNLOADS	
Month	2022
January	15
February	14
March	12
April	13
May	29
June	37
July	
August	
September	
October	
November	
December	
TOTAL	120

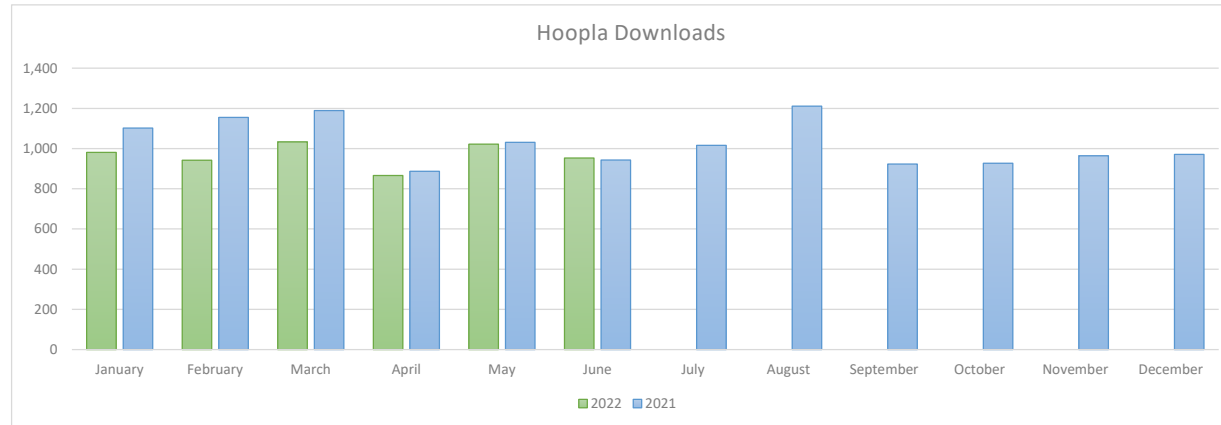
*newly reporting in 2022
partnership with Sachem School District



2022 YTD= 80,821
2021 YTD= 75,053

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		1,016
August		1,211
September		923
October		927
November		964
December		971
TOTAL	5,797	12319

Monthly Average in 2022	966
Monthly Average in 2021	1,027

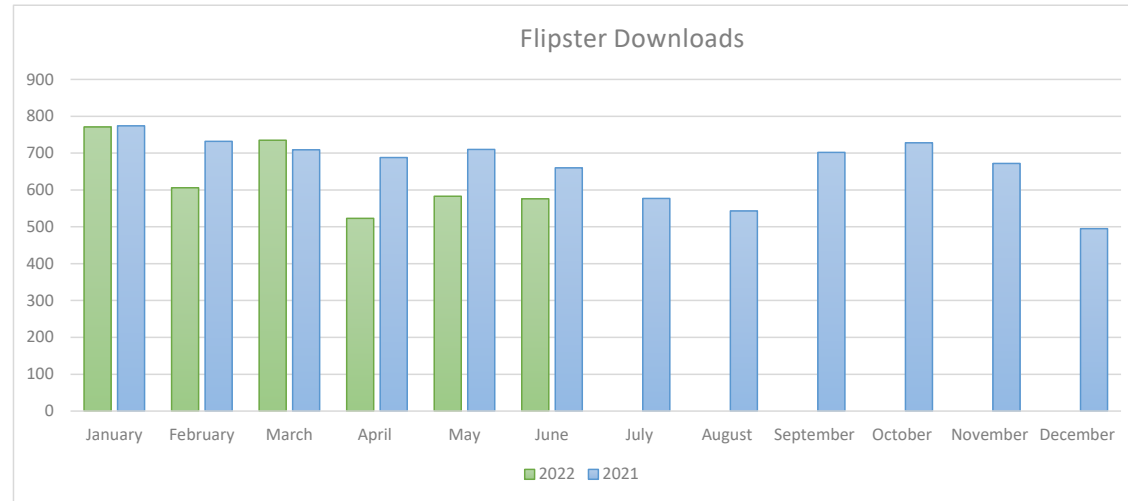


2022 YTD= 5,797
2021 YTD= 6,307

FLIPSTER DOWNLOADS

Month	2022	2021
January	771	774
February	606	732
March	735	709
April	523	688
May	583	710
June	576	660
July		577
August		543
September		702
October		728
November		672
December		495
TOTAL	3794	7990

Monthly Average in 2022	632
Monthly Average in 2021	665

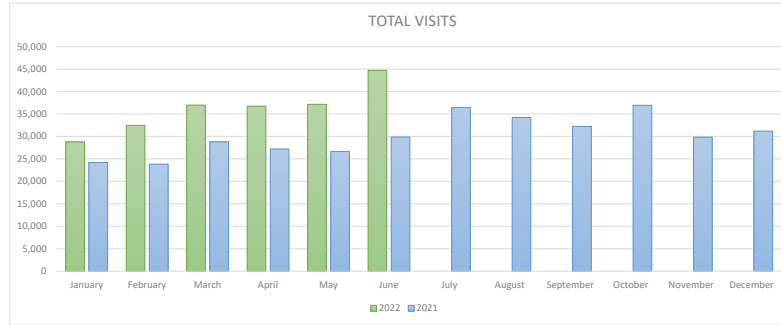


2022 YTD= 3794
2021 YTD= 4273

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		36,457
August		34,218
September		32,228
October		36,928
November		29,831
December		31,174
TOTAL	216,809	361,339

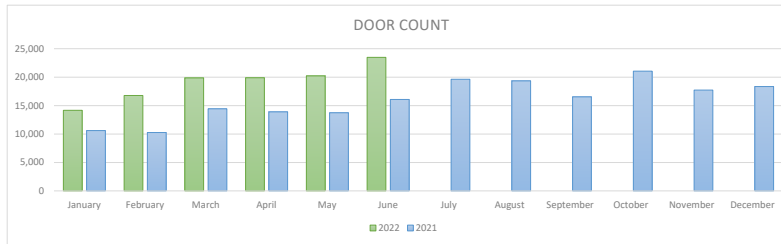
DOOR COUNT		
Month	2022	2021
January	14,167	10,603
February	16,773	10,262
March	19,861	14,431
April	19,891	13,892
May	20,215	13,733
June	23,478	16,075
July		19,627
August		19,339
September		16,530
October		21,053
November		17,725
December		18,346
TOTAL	114,385	191,616

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		16,830
August		14,879
September		15,698
October		15,875
November		12,106
December		12,828
TOTAL	95,030	169,723

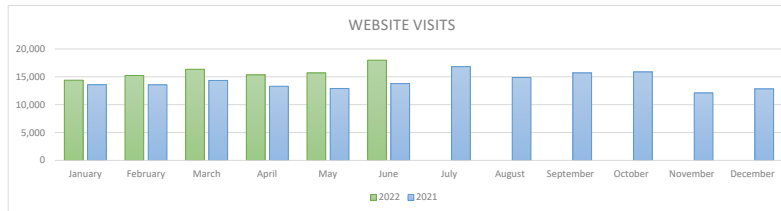


2022 YTD= 216,809
2021 YTD= 361,339

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



2022 YTD= 114,385
2021 YTD= 191,616

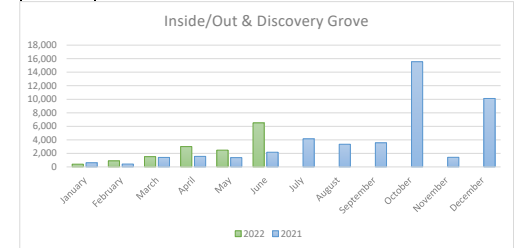


2022 YTD= 95,030
2021 YTD= 169,723

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		4,146
August		3,350
September		3,559
October		15,547
November		1,420
December		10,115
TOTAL	14,788	45,667

2022 YTD= 14,788
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	
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	
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	
August	
September	
October	
November	
December	

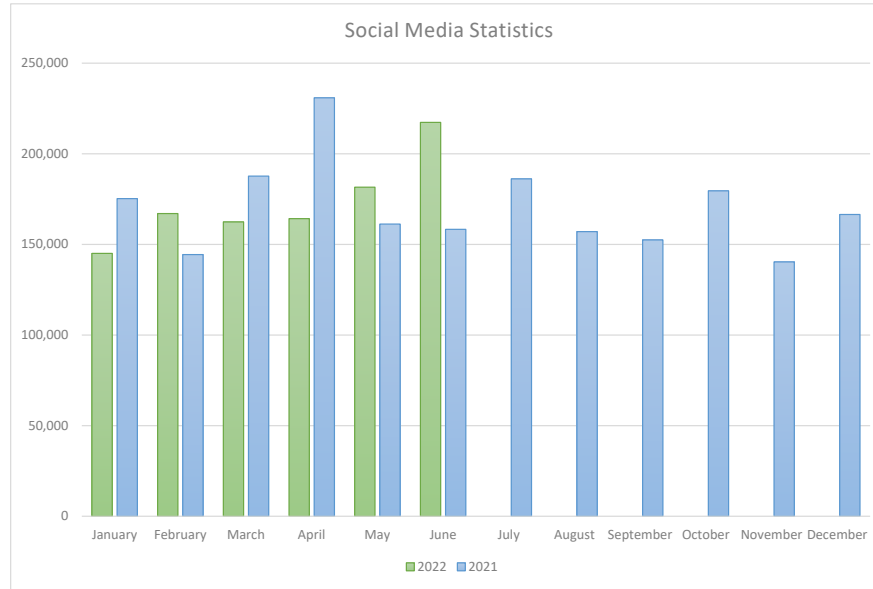
GOOGLE BUSINESS VIEWS	
January	30,500
February	35,100
March	36,500
April	37,700
May	76,200
June	82,900
July	
August	
September	
October	
November	
December	

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		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	
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	
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	

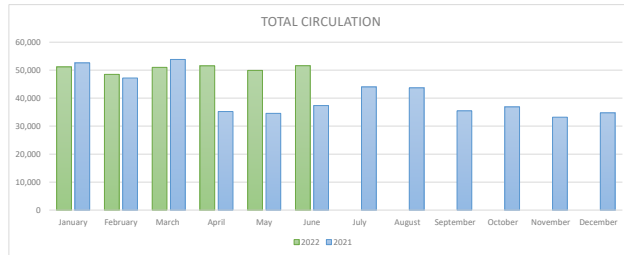


Monthly Average in 2022	172,923
Monthly Average in 2021	169,979

2022 YTD=	1,037,539
2021 YTD=	1,057,728

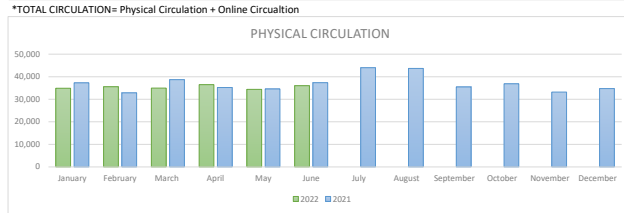


TOTAL CIRCULATION		
Month	2022	2021
January	51,162	52,594
February	48,500	47,200
March	51,007	53,830
April	51,539	35,219
May	49,916	34,567
June	51,586	37,352
July		43,996
August		43,679
September		35,461
October		36,867
November		33,199
December		34,738
TOTAL	303,710	488,702



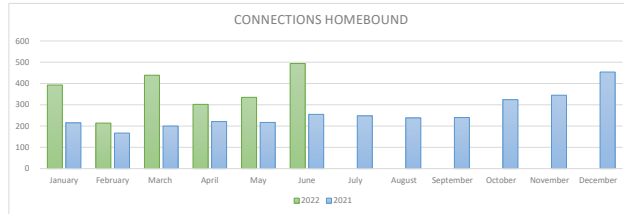
2022 YTD= 303,710
2021 YTD= 488,702

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	36,018	37,352
July		43,996
August		43,679
September		35,461
October		36,867
November		33,199
December		34,738
TOTAL	212,304	443,891



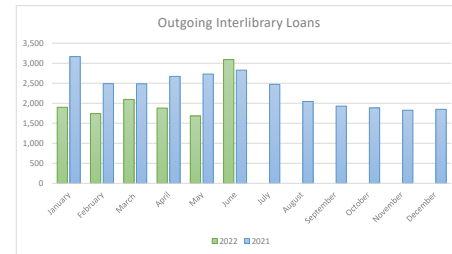
2022 YTD= 212,304
2021 YTD= 443,891

CONNECTIONS HOMEBOUND		
Month	2022	2021
January	393	215
February	214	167
March	439	200
April	302	221
May	335	217
June	494	255
July		248
August		238
September		240
October		324
November		345
December		454
TOTAL	2177	3124



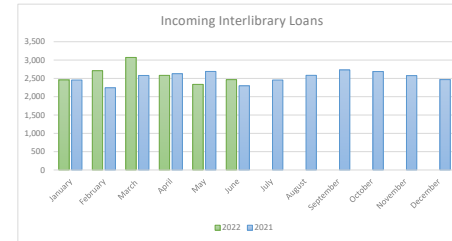
2022 YTD= 2,177
2021 YTD= 3,124

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	3,091	2,827
July		2,471
August		2,043
September		1,929
October		1,883
November		1,827
December		1,849
TOTAL	12,390	28,370



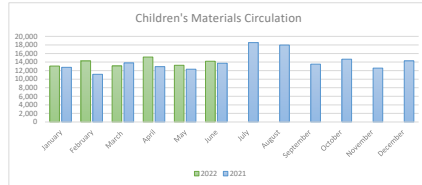
2022 YTD= 12,390
2021 YTD= 28,370

Interlibrary Loans-Incoming		
Month	2022	2021
January	2,457	2,455
February	2,709	2,243
March	3,071	2,579
April	2,582	2,627
May	2,336	2,689
June	2,465	2,297
July		2,455
August		2,583
September		2,729
October		2,686
November		2,575
December		2,466
TOTAL	15,620	30,384

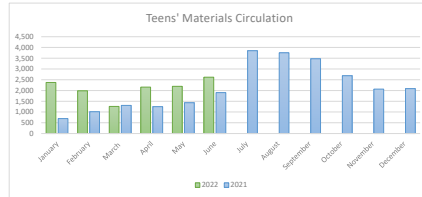


2022 YTD= 15,620
2021 YTD= 30,384

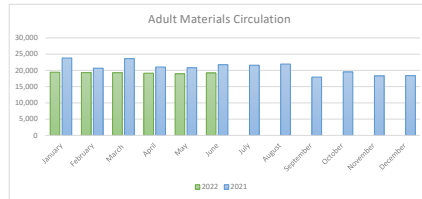
CHILDREN'S MATERIALS		
Month	2022	2021
January	13,067	12,768
February	14,254	11,139
March	13,092	13,787
April	15,170	12,826
May	13,247	12,329
June	14,192	13,718
July		18,544
August		17,971
September		13,512
October		14,668
November		12,584
December		14,272
TOTAL	83,022	168,218



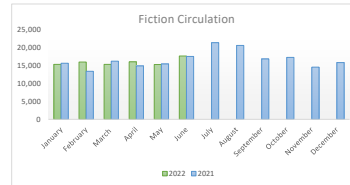
TEENS' MATERIALS		
Month	2022	2021
January	2,373	694
February	1,984	1,013
March	1,260	1,307
April	2,158	1,248
May	2,194	1,431
June	2,619	1,901
July		3,849
August		3,753
September		3,475
October		2,687
November		2,065
December		2,087
TOTAL	12,588	25,510



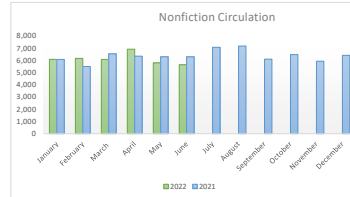
ADULT MATERIALS		
Month	2022	2021
January	19,449	23,819
February	19,314	20,684
March	19,283	23,602
April	19,153	21,045
May	18,955	20,807
June	19,207	21,733
July		21,603
August		21,955
September		17,951
October		19,512
November		18,292
December		18,379
TOTAL	115,361	249,382



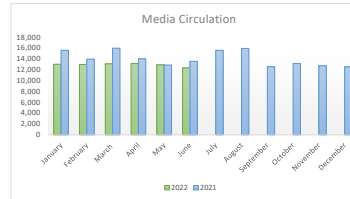
FICTION		
Month	2022	2021
January	15,283	15,597
February	15,934	13,361
March	15,283	16,175
April	15,990	14,849
May	15,244	15,393
June	17,614	17,491
July		21,519
August		20,551
September		16,787
October		17,224
November		14,516
December		15,780
TOTAL	95,348	199,043



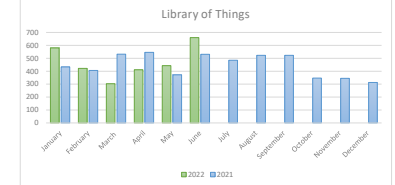
NONFICTION		
Month	2022	2021
January	6,090	6,084
February	6,171	5,505
March	6,090	6,534
April	6,923	6,353
May	5,798	6,296
June	5,647	6,295
July		7,080
August		7,184
September		6,108
October		6,479
November		5,939
December		6,421
TOTAL	36,719	76,278



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		15,597
August		15,944
September		12,566
October		13,164
November		12,744
December		12,537
TOTAL	77,493	168,570

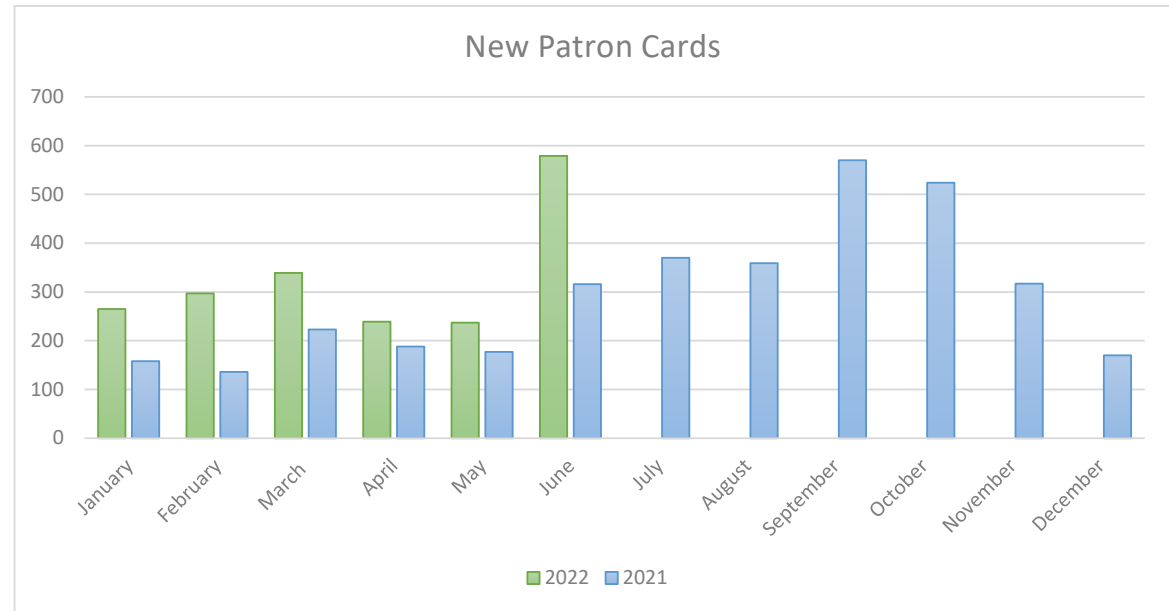


LIBRARY OF THINGS		
Month	2022	2021
January	580	453
February	422	406
March	305	532
April	411	546
May	443	372
June	660	531
July		485
August		523
September		523
October		347
November		345
December		313
TOTAL	2819	5356

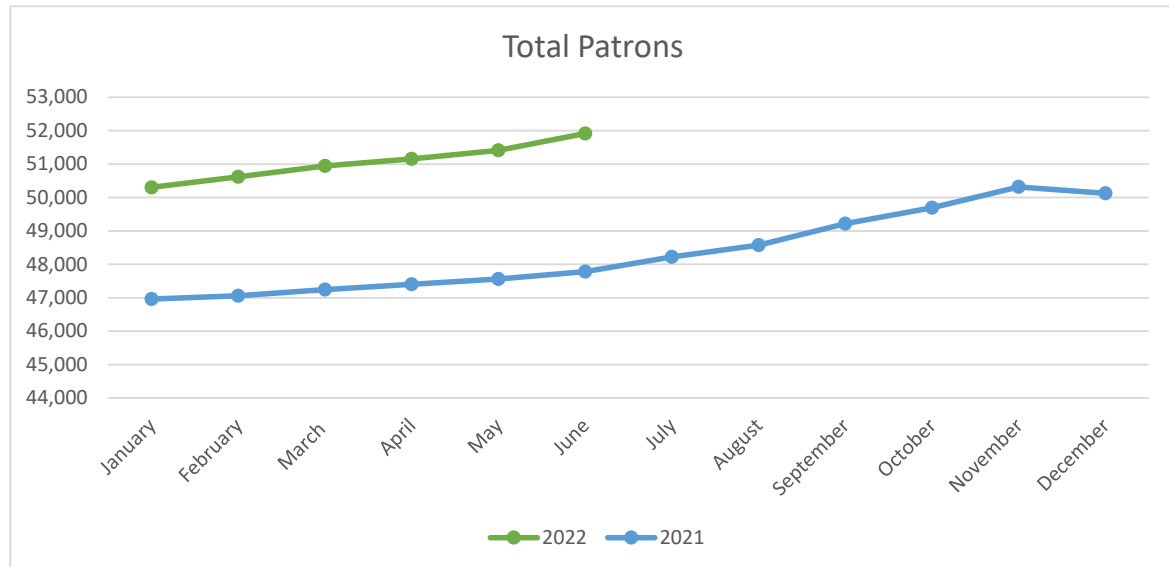


*started in 2021

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		370
August		359
September		570
October		524
November		317
December		170
TOTAL	1,956	3,508

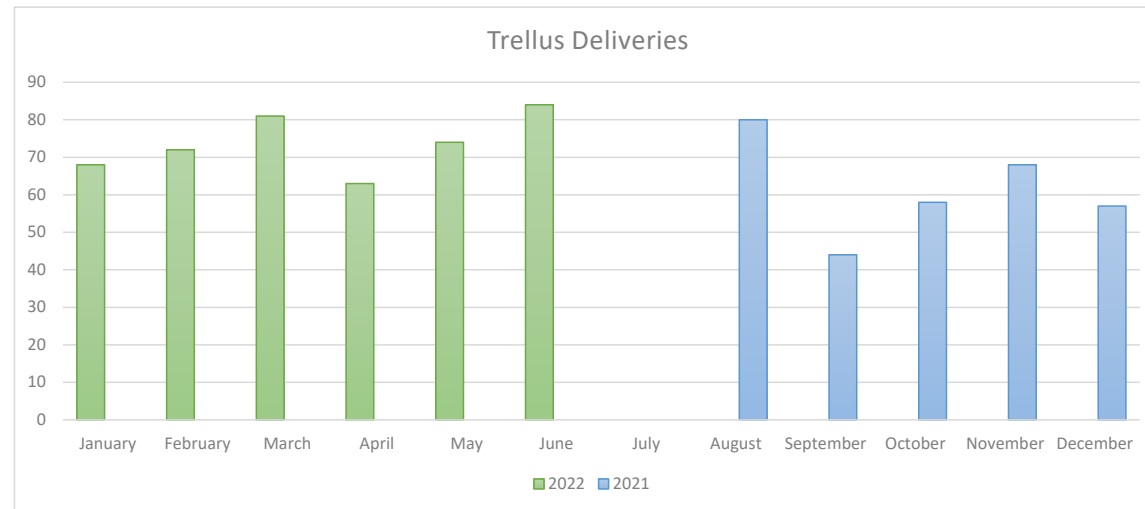


TOTAL PATRONS		
Month	2022	2021
January	50,305	46,960
February	50,614	47,057
March	50,945	47,241
April	51,158	47,403
May	51,408	47,564
June	51,916	47,777
July		48,220
August		48,570
September		49,220
October		49,690
November		50,316
December		50,128
TOTAL	306,346	580,146



Trellus Deliveries		
Date	2022	2021
January	68	0
February	72	0
March	81	0
April	63	0
May	74	0
June	84	0
July		0
August		80
September		44
October		58
November		68
December		57
TOTAL	442	307

Monthly Average in 2022	74
Monthly Average in 2021	61

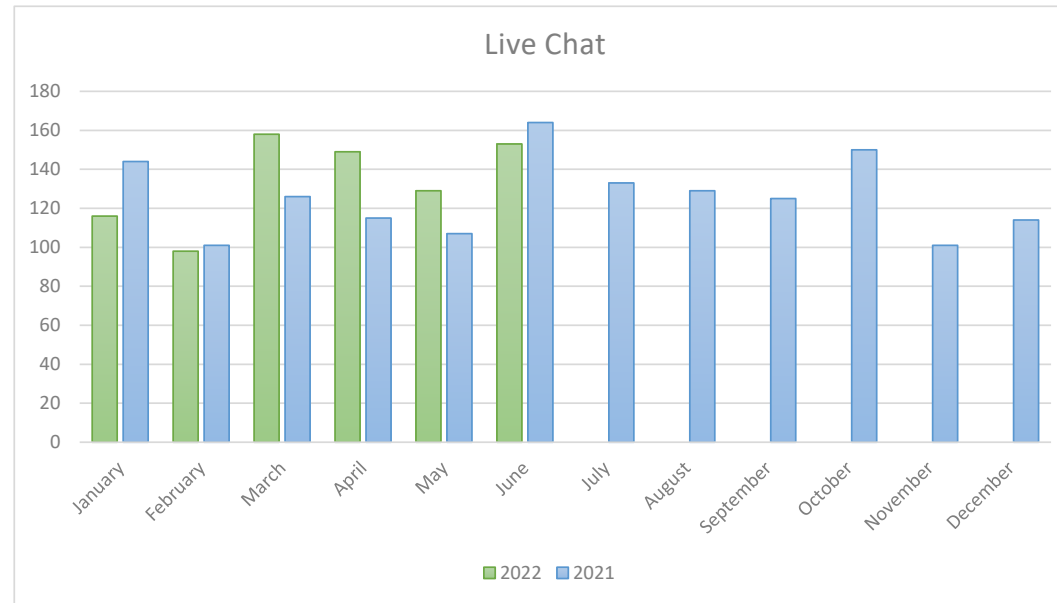


2022 YTD= 442
2021 YTD= 307

*new service started 8/2021

LIVE CHAT STATS		
Month	2022	2021
January	116	144
February	98	101
March	158	126
April	149	115
May	129	107
June	153	164
July		133
August		129
September		125
October		150
November		101
December		114
TOTAL	803	1509

Monthly Average in 2022	134
Monthly Average in 2021	126



2022 YTD= 803
2021 YTD= 757

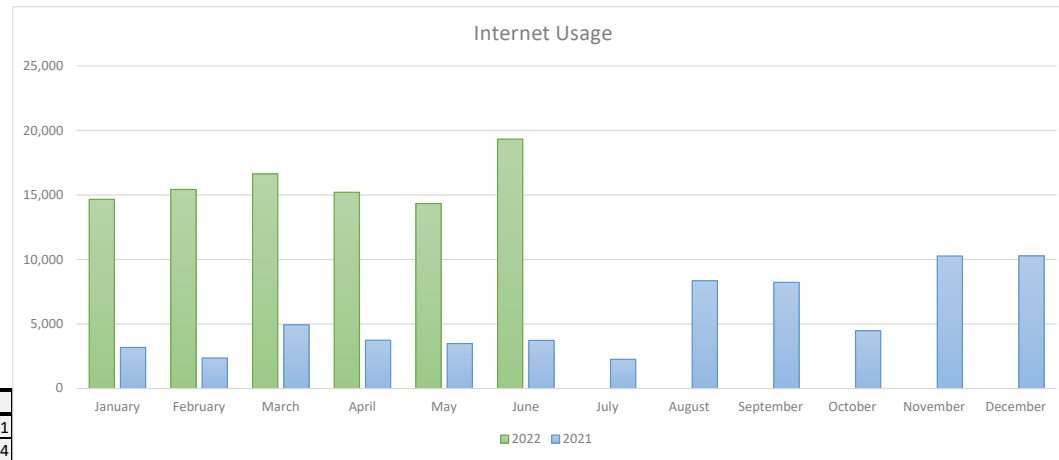
Internet Usage Total		
Month	2022	2021
January	14,665	3,175
February	15,430	2,359
March	16,633	4,927
April	15,210	3,743
May	14,334	3,480
June	19,334	3,724
July		2,258
August		8,347
September		8,228
October		4,470
November		10,268
December		10,276
TOTAL	95,605	65,255

*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				
August				
September				
October				
November				
December				
TOTAL	2,432	23,830	1685	41,692

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			
August			
September			
October			
November			
December			
TOTAL	31,471	9,635	595

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



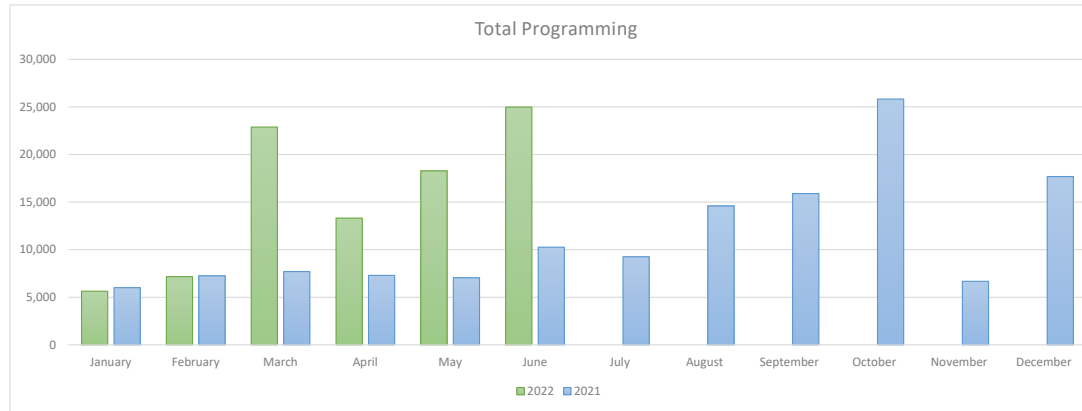
2022 YTD= 95,605
2021 YTD= 21,408

Monthly Average in 2021	15,934
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		9,246
August		14,588
September		15,895
October		25,826
November		6,671
December		17,684
TOTAL	92,243	135,455

Monthly Average 2022	15,374
Monthly Average 2021	11,288



YTD 2022= **92,243**
YTD 2021= **135,455**

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				
August				
September				
October				
November				
December				
Total	15,374	15,438	28,026	33,423

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								
August								
September								
October								
November								
December								
Total	11,418	10,509	12,837	10,836	5,014	37,497	932	730

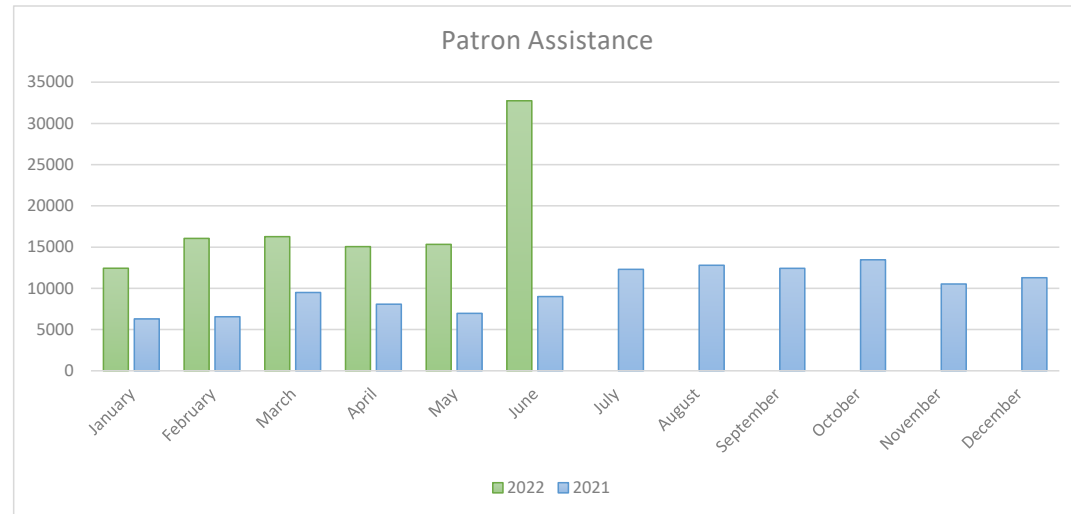
* reintroduced outside groups 11/21

SRC
3200

Programs by Type				
Month	Synchronous	Asynchronous	On-site	off-site
January	1,889	2,882	1,278	344
February	3,480	2,857	2,434	1,009
March	19,203	3,681	5,799	17,085
April	10,150	3,168	6,900	6,418
May	14,903	3,370	4,030	14,243
June	22,298	2,682	10,771	14,209
July				
August				
September				
October				
November				
December				
Total	71,923	18,640	31,212	53,308

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		12,303
August		12,797
September		12,426
October		13,461
November		10,526
December		11,287
TOTAL	107890	119182

Monthly Average 2022	17,982
Monthly Average 2021	9,932



YTD 2022= **107890**
YTD 2021= **46382**

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										
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 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.



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.
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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 ~~Inside/Out~~ 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 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*

7/2022

Disposal of Equipment

July 19, 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	70" red cedar contoured backed benches	Refuse
1	Red Cedar contoured picnic tables	Refuse
2	70" benches	Refuse
2	32" benches	Refuse

Respectfully submitted,



Neely McCahey

Approval of Purchase

July 19, 2022

I recommend to the Board of Trustees to approve 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.

Respectfully submitted,



Neely McCahey
Director

Bills Paid Out of Schedule

July 19, 2022

I recommend the Board approve for 2022/2023 the following bills to be paid at the first of the month:

Adobe

Amazon Capital Solutions

CIT

Citibank

Home Depot Credit Services

National Grid

Newsday

Optimum

Petty Cash (as needed)

PSEGLI

Staples Credit Plan

T-Mobile

Verizon

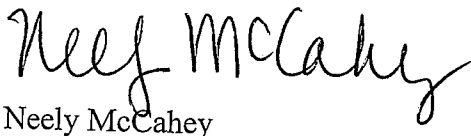
Verizon Business

Verizon Wireless

Winter Bros. Hauling of L.I.

I recommend the Board approve for 2022/2023 the payments to Long Island Railroad with payroll. This money will have already been received as cash from library customers who pay for this trip in advance. The LIRR requires a check payment.

Respectfully submitted,


Neely McCahey