



Western Sullivan Public Library

BOARD MEETING AGENDA

Tusten-Cochecton Branch

June 13, 2016

- I. Call to order
- II. Public Comment Period
- III. Minutes May 2016
- IV. Financial Report May 2016
- V. Director's Report
- VI. New Business: see report on page 2
 - a. Equipment and Computer Use Policy
 - b. Personnel Policy-Health Insurance Buyouts
 - c. Cleaning Contract
 - d. Tusten Heritage Community Garden Update
 - e. Executive Session Personnel
- VII. Unfinished Business: see report on page 2
 - a. Native American Artifacts donation
- VIII. Committee Reports
 - ◆ Building:
 - ◆ Personnel:
 - ◆ Donations:
 - ◆ Finance:
 - ◆ By Laws:
 - ◆ Nominating:
 - ◆ Executive:
- IX. Friends of the Library Report: See report on page 2
- X. Dates to Remember
 - a. See WSPL Calendar
- XI. Correspondence
- XII. Adjournment

Next Meeting July 11, 2016, at 5PM, Callicoon



Western Sullivan Public Library

New Business:

a. Equipment and Computer Use Policy: the By Laws committee is recommending updating our Equipment and Computer Use Policy to reflect that we no longer require computer users to leave a form of ID in order to use our public computers.

COMPUTER USE:

Internet terminals are available to library users during normal library hours. Users must be finished fifteen minutes before closing. Internet terminals are available on a first-come, first-serve basis for a time limit as determined by the Library Director. Internet users are required to read and accept these Equipment and Computer Use Policies before gaining access to the Internet. By selecting the “accept” option on the computer, the user is agreeing to abide by WSPL’s policies. If the “decline” option is selected access to the Internet will be denied. Internet users are to have a valid library card or some other form of valid ID. Children under the age of 12 will need to be accompanied by an adult when using the Internet. For patrons under 18, a parent or guardian will need to give consent for Internet use by signing a permission slip in the presence of a library staff member. A parent/guardian who signs the Internet Permission Form agrees to be responsible for a minor’s usage.

b. Personnel Policy-Health Insurance and Buyouts: the By Laws committee is recommending the following update to the Health Insurance and Buyout section of the Personnel Policy:

Health Insurance and Buyouts

- I. Full time employees are entitled to individual health insurance benefits offered by Western Sullivan Public Library. Eligibility for coverage **or a buyout** will not begin until the first day of the first month after full-time employment.
- II. Part-time employees are offered the option of purchasing their health insurance through the library at the rate the library is charged by the insurance provider.
- III. Full-time employees are entitled to an insurance buyout provided;
 - a. The employee denies coverage.
 - b. The employee provides proof of coverage by another carrier.
 - ~~c. The employee has worked a full year at Western Sullivan Public Library.~~
- IV. Insurance Buyouts will be administered once a year on June 30th for the preceding twelve (12) months. Buyouts **can be prorated on a case-by-case basis. are not pro-rated.**

c. Cleaning Contract: we need to renew our Cleaning Contract with Double Clean for the 2016-2017 fiscal year. The contract is available with the board packet information. The only changes we made were to the dates of the contract. Double Clean has not raised their rates for at least 4 years.



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d. Tusten Heritage Community Garden Update: see attached report from the Tusten Heritage Community Garden

e. Executive Session Personnel: we need an executive session to discuss an ongoing personnel matter.

Unfinished Business:

a. Native American Artifacts donation

Friends of the Library Report: Kristin has been working with two of the FOL members to finalize the membership list and also to help the FOL group organize their events, publicity, and meeting schedules.



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DIRECTOR'S REPORT

Tusten-Cochecton Branch

June 13, 2016

Building:

1. JIT Construction was able to make emergency repairs to the side stairs in Callicoon.
2. The repointing project at the Delaware Free Branch is eligible for a NYS Construction Grant. The painting project is not however.
3. We received notification that the Callicoon Downtown Historic District is being placed on the State Register of Historic Places. The next step is to forward the nomination to the Keeper of the National Register in Washington, D.C.
4. Our insurance company has sent an adjustor out to inspect all three buildings for liability insurance purposes. We have a few minor things that need to be addressed. Kristin and the managers will be addressing these minor issues over the next few weeks.

Personnel:

1. We have hired Charlotte Peters as a temporary Library Assistant to lead the Summer Reading Program for us.
2. Walida Lorde, Library Assistant/Adult Services, has resigned her position. Her last day should have been May 31, 2016, but due to lack of work, we released her from her commitment on May 23, 2016. She has requested a refund of the arears owed to the NYS Retirement System in the amount of \$52.92. She signed an agreement that she will be responsible for paying those arears and will not hold the library liable.
3. We are starting to look at our Strategic Plan goals and objectives and now is a good time to start restructuring staff. We will start with dividing out the Assistant Director/Branch Manager position in Jeffersonville. Once this has been completed, we will start looking at other staff needs and structure.
4. Staff evaluations are underway and should be completed by June 30th.

Professional Development:

1. Kristin attended a Director's Executive Committee meeting on June 1st.
2. Kristin, Pam Reinhardt, and Dorothy Hartz attended the SUPLA Legislative Brunch on May 19th at the library in Monticello.

Programs/Grants:

1. We are gearing up for our Summer Reading Program that is running from June 27th-July 28th.
2. We will have limited programming until we hire new program staff. This process might be longer than anticipated due to the staff restructuring project mentioned under 'Personnel'.

Finance: no report

Other:

1. Kristin wrote a letter of support for the Tusten Heritage Community Garden plans for a pergola. She submitted it to the Town of Tusten Code Enforcement Officer.
2. We were unable to accommodate Pearl Gluck and her film crew due to scheduling conflicts.



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Unapproved Minutes of Board of Trustees Meeting May 9, 2016 Jeffersonville Branch

Attendees: M. Brown, D. Hartz, K. McDonough (arrived 5:14) , C. Peacock, L. Pomes, P. Reinhardt, M. Solomon, B. Winfield
Excused Absence: S. Ruiz

Staff: Kristin White, Director

Call to Order: The meeting was called to order at 5:11 p.m. by Secretary Dorothy Hartz, followed by the pledge of allegiance.

Approval of Minutes: Pam Reinhardt moved for, and Barbara Winfield seconded, approval of the April minutes. The motion passed unanimously.

Financial Report: Upon motion by Marge Brown, seconded by Matt Solomon, April's financial report was unanimously approved.

Director's Report: See attached.

After discussion of estimates for long range repair work on the Delaware Free Branch building exterior, Marge Brown moved to approve emergency work on the steps of the side entrance. Matt Solomon seconded and the motion passed unanimously.

New Business:

Executive Session 1 Pam Reinhardt moved to open an Executive Session for the purpose of discussing a personnel matter. Chris Peacock seconded and the motion passed unanimously. The session began at 5:33 and ended at 5:43

Medical/Family Leave Personnel Policy: After discussion of ambiguity and/or inconsistency in the present policy, the Board referred the matter to the By-laws Committee for research and revision.

Unfinished Business:

Tusten Heritage Community Garden Pergola Plans: Kristin presented clarifications from both THCG and the Tusten Code Enforcement Officer regarding previously submitted plans for the structure. After discussion, Pam Reinhardt moved for, and Barbara Winfield seconded, approval to seek the necessary permit to forward the plans as presented. The motion passed unanimously

Native American Artifacts Donation: Kevin McDonough and Dorothy Hartz reported on their follow-up visit for Giles Ebert's offer of donation of an extensive collection of Native American artifacts. The Board agreed that the offer is a wonderful opportunity for the Delaware Free Branch and the public it serves, but was cautious that any eventual acquisition be made carefully, without a particular time frame, as Kevin has already suggested to Giles. The most salient specific to



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consider is the necessity for 27 square feet of display space, followed by insurance requirements as outlined by Kristin based on conversation with WSPL's carrier. First steps before any commitment is made include formation of an exploratory committee and discussion of financial implications of this project. The committee will consult with the Sullivan County Museum early on for practical advice on the exhibition and curating of such a collection. Another visit to view the artifacts with additional board members and staff is also in order.

Committee Reports:

Personnel: Will address Director's Self-Evaluation in Executive Session. See below.

By-laws: Will present 3 policies for approval/amendment at the June BOT meeting. Will meet again prior to the BOT.

Friends of the Library Report:

The FOL group held their annual Spring book sale at the Jeffersonville branch from April 30th-May 6th. They purchased seat cushions for the wooden chairs at the Jeffersonville branch as requested by Audra Everett, Branch Manager.

Dates to Remember:

SUPLA Legislative Brunch, May 19, 11a.m., Monticello

Executive Session 2 Marge Brown moved to open an Executive Session for the purpose of discussing the Director's Self-Evaluation as presented through the Personnel Committee. Pam Reinhardt seconded and the motion passed unanimously. The session began at 6:30 and ended at 7:02.

Adjournment: The meeting was adjourned at 7:03 upon motion of Marge Brown, seconded by Linda Pomes. Motion passed unanimously.

Next meeting will be in Narrowsburg, June 13, at 5 p.m.

Dorothy Hartz
Secretary



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DIRECTOR'S REPORT

Jeffersonville Branch

May 9, 2016

Building:

1. We have received two estimates from JIT Construction for work to be completed in Callicoon. One estimate is for repainting the top portion of the library and replacing bird netting. The second estimate is for repointing the bricks. Both estimates are included with the board packet.

Personnel:

1. We are looking for a temporary person to fill in for the Summer Reading Program which will allow us some extra time to find a suitable replacement for Kate O'Hara, Youth Services. We reached out to Susan Couture to see if she would be interested in helping out with Summer Reading. She is interested. We are waiting to hear back from her for a final decision.

Professional Development:

1. Kristin attended a Director's Association meeting on May 4th.
2. Kristin attended a SUPLA meeting on April 15th. The 3D printer has been purchased. SUPLA is currently working on a policy for the printer. The SUPLA wide brochure is almost completed as well. It is anticipated having it finished in time for the Legislative Brunch.
3. WSPL hosted a book repair workshop for the Sullivan libraries on Monday May 2nd. There have been several requests from WSPL staff members for this workshop. Narrowsburg and Callicoon opened at 2PM that day.

Programs/Grants:

1. Kristin closed out the Jeffersonville Attic Space and Air Sealing Construction grant. We are still waiting to submit the signed FS-10-F forms in order to receive the last 10% of the construction grant funds.
2. Our amnesty event was very successful. We recuperated over 30 items back that belonged to WSPL. The monetary value is approximately \$775. We also recuperated other library's materials plus we forgave fines allowing several patrons who were previously 'blocked' from using the library to return to the library fine free.
3. The 2016-2017 budget vote passed with 86 'yes' votes and 9 'no' votes.
4. We have been included on the National Geographic *Scenic, Wild Delaware River* website:
<http://delawareriver.natgeotourism.com/>

Finance: no report

Other:

1. RCLS has finished testing the cash drawer system, known as Blue Cloud Commerce. One station has been installed at the Jeffersonville branch. We will test it until the end of May and make a final decision on whether we want to move forward with installation at the other branches. Under this system we are able to accept all 4 major credit cards. We had to set up a ProPay (merchant marine) account. The account costs the library 2.2% and \$0.30 per transaction. Because of this



Western Sullivan Public Library

we have set a minimum of \$5.00 per transaction. This feature is optional so we can remove it at any time. We are currently working on a process for the new system and also for accepting credit cards.

2. Mary White would like to research the value of one of the older Bibles in Callicoon and potentially sell it online. The money would go to the library.
3. We had a film maker, Pearl Gluck, ask if she could film a short part of her upcoming film in the library in Jeffersonville. She offered to volunteer for a workshop on film making or anything related to the creative process in exchange for being able to film in the library. Ms. Gluck is an Assistant Professor of Film/Video at Penn State.

Western Sullivan Public Library
Balance Sheet
As of June 10, 2016

	Jun 10, 16
ASSETS	
Current Assets	
Checking/Savings	
200 - Operating Account	47,994.36
210 - Petty Cash	
Petty Cash-DEL	50.00
Petty Cash-JEF	45.95
Petty Cash-NAR	50.00
Total 210 - Petty Cash	145.95
204 - T&A Choice HRA	1,070.22
205 - WSPL IMM Acct	
Huber (T/C)	10,000.00
205 - WSPL IMM Acct - Other	303,915.80
Total 205 - WSPL IMM Acct	313,915.80
Total Checking/Savings	363,126.33
Other Current Assets	
380 - Accounts Receivable	20,032.00
Total Other Current Assets	20,032.00
Total Current Assets	383,158.33
Fixed Assets	
446 - Furn. & Fixtures	
Furn & Fixtures-DEL	-754.34
Furn & Fixtures-JEF	501.97
Furn & Fixtures-NAR	205.04
446 - Furn. & Fixtures - Other	7.56
Total 446 - Furn. & Fixtures	-39.77
Total Fixed Assets	-39.77
TOTAL ASSETS	383,118.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
610 - Savings W/H Payable	150.00
637 - Due to Retirement	16,466.00
603.1 - Social Security Payable	-433.09
605 - FWT Payable	-2.69
606 - SWT Payable	-338.18
607 - NYS & Local Retirement	229.98
608.2 - T AFLAC payable	-13.52
Total Other Current Liabilities	16,058.50
Total Current Liabilities	16,058.50
Total Liabilities	16,058.50
Equity	
909 - Fund Balance - WSPL	521,733.15
910 - Reserve Fund Balance	4,241.00

Western Sullivan Public Library**Balance Sheet**

As of June 10, 2016

	<u>Jun 10, 16</u>
911 - Retained Earnings	-132,360.89
Net Income	-26,553.20
Total Equity	<u>367,060.06</u>
TOTAL LIABILITIES & EQUITY	<u><u>383,118.56</u></u>

Western Sullivan Public Library

Check List by Date

May 7 through June 10, 2016

Type	Date	Num	Name	Memo	Split	Amount
May 7 - Jun 10, 16						
Check	05/09/2016	15137	Dowser Water	Acct 9744	-SPLIT-	-22.00
Check	05/09/2016	15138	Cindy Menges	4.25.16-5.7.16	74101.5 · PCC Personnel & Expenses	-1,500.00
Check	05/09/2016	15139	Christina Mace	4.25.16 - 5.8.16	Bookkeeper	-360.00
Check	05/09/2016	15140	Kristin White (reimb)		-SPLIT-	-75.06
Check	05/09/2016	15141	RCLS General	I	R&M Lib Equip-DEL	-120.00
Check	05/18/2016	15142	United Healthcare Insurance Company	Member ID 333329276-1	90608 · Employee Health Insurance	-218.25
Check	05/18/2016	15143	Utica National Insurance Group	Acct #100918340	Workers' Comp	-1,293.00
Check	05/18/2016	15144	Time Warner Cable	Account 8150 20 899 0016479	-SPLIT-	-485.25
Check	05/18/2016	15146	Cochecton Oil, Inc.	Account # 283-1	Fuel & Electric-NAR	-150.47
Check	05/23/2016	15147	Verizon	845 887 4303 308 24 9	Phone-DEL	-25.17
Check	05/23/2016	15148	NYSEG	1001-0704-798	Fuel & Electric-NAR	-207.18
Check	05/23/2016	15149	Cindy Menges	5.9.16 - 5.20.16	-SPLIT-	-1,314.00
Check	05/23/2016	15150	Christina Mace	5.9.16 - 5.22.16	Bookkeeper	-250.00
Check	05/27/2016	15152	Walida Lorde (reimb)	Retirement Deductions Nov-Dec 2015	-SPLIT-	-52.92
Check	06/06/2016	15153	NYSEG	1001-1281-077	Fuel & Electric-JEF	-332.84
Check	06/06/2016	15154	AARP Medicare Rx Preferred (PDP)	member ID 0140089751	90608 · Employee Health Insurance	-52.10
Check	06/06/2016	15155	Frontier	Acct #845-252-3897-101802-4	Phone-NAR	-43.54
Check	06/06/2016	15156	NYSEG	1003-8570-692	Fuel & Electric-DEL	-53.45
Check	06/06/2016	15158	Cindy Menges	5.23.16 - 6.3.16	74101.5 · PCC Personnel & Expenses	-1,500.00
Check	06/06/2016	15159	John Girrbach	invoice 374 & 375	74101.5 · PCC Personnel & Expenses	-160.00
Check	06/06/2016	15160	Christina Mace	5.23.16 - 6.5.16	Bookkeeper	-140.00
Check	06/10/2016	15162	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-519.55
Check	06/10/2016	15163	Cash	Petty Cash Replenishment - del	Petty Cash-DEL	-16.67
Check	06/10/2016	15164	Postmaster	box rental - 245	Postage	-66.00
Check	06/10/2016	15165	Postmaster	stamps	Postage	-235.00
Check	06/10/2016	15166	Village of Jeffersonville		Sewer & Water-JEF	-875.01
Check	06/10/2016	15167	Bridle Hill Farm, LLC		Children's Programs	-150.00
Check	06/10/2016	15168	Delaware Youth Center	SRP	Children's Programs	-75.00
Check	06/10/2016	15169	Callicoon Supply Inc.	Acct # 4675	Misc O&M-DEL	-9.58
Check	06/10/2016	15170	Dowser Water	Acct 9744	-SPLIT-	-19.42
Check	06/10/2016	15171	Pete's Market	cust #845,	-SPLIT-	-54.44
Check	06/10/2016	15172	E. A. Morse & Co. Inc.	Customer # 611580	Office Sup & Exp	-39.46

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Check List by Date

May 7 through June 10, 2016

Check	06/10/2016	15173	Time		Periodicals-JEF	-15.00
Check	06/10/2016	15174	OverDrive, Inc.	invoice # 1052--143946240-030416	74104.4 · Digital Downloads	-520.91
Check	06/10/2016	15175	Real Simple	Acct #1967511047	Periodicals-JEF	-24.00
Check	06/10/2016	15176	RCLS General	Invoice 24737	-SPLIT-	-1,828.20
Check	06/10/2016	15177	County Waste of PA	10-38985 7, 10-38986 5, 10-38984 0	-SPLIT-	-86.25
Check	06/10/2016	15178	Just-In-Time Contractors, Inc.		Bldg. Repairs-DEL	-333.00
Check	06/10/2016	15179	Brodart Co.	Inv.# 435848	Library Supplies	-322.30
Check	06/10/2016	15180	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-850.40
Check	06/10/2016	15181	Oriental Trading	Acct # 5526719	Children's Programs	-70.83
Check	06/10/2016	15182	DJS Plumbing & Heating	Inv. # 9207	Bldg. Repairs-DEL	-1,619.50
Check	06/10/2016	15183	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	06/10/2016	15184	Kristin White (reimb)		-SPLIT-	-50.22
Check	06/10/2016	15185	Abram VanHassel (reimb)		Travel & Conferences	-56.16
Check	06/10/2016	15186	Madeleine Wootan (reimb)		Travel & Conferences	-16.20
Check	06/10/2016	15187	Melissa Reid (reimb)		Travel & Conferences	-9.72
Check	06/10/2016	15188	Julie Swendsen (reimb)		Travel & Conferences	-18.36
Check	06/10/2016	15189	Jennifer Olsen (reimb)		Travel & Conferences	-24.84
Check	06/10/2016	15190	Peck's Market		-SPLIT-	-257.84
Check	06/10/2016	15191	Midwest Tape		-SPLIT-	-1,014.40
Check	06/10/2016	15192	Baker & Taylor Books #510486		-SPLIT-	-3,637.36
Check	06/10/2016	15193	United Healthcare Insurance Company	Member ID 333329276-1	90608 · Employee Health Insurance	-218.25
Check	06/10/2016	15194	Delaware Valley Farm & Garden	Acc. #100706 - Inv.#K62644	Misc O&M-NAR	-47.88
Liability Check	05/13/2016	eft	Savings Direct Deposit		610 · Savings W/H Payable	-150.00
Liability Check	05/13/2016	16050958571	NYS Income Tax	141825007 6	606 · SWT Payable	-428.90
Liability Check	05/13/2016	00302079	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,026.90
Liability Check	05/18/2016	15145	Aflac		608.2 · T AFLAC payable	-27.04
Liability Check	05/23/2016	235903001	NYS Income Tax	141825007 6	606 · SWT Payable	-429.38
Liability Check	05/23/2016	41917584	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,037.76
Liability Check	05/27/2016	eft	Savings Direct Deposit		610 · Savings W/H Payable	-150.00
Liability Check	06/06/2016	15157	Aflac		608.2 · T AFLAC payable	-27.04
Liability Check	06/06/2016	65960676	NYS Income Tax	141825007 6	606 · SWT Payable	-369.71
Liability Check	06/06/2016	eft	NYS & Local Retirement System	51404	607 · NYS & Local Retirement	-452.72
Liability Check	06/10/2016	21101551	IRS USA Tax Payments	14-1825007	-SPLIT-	-2,655.16
Paycheck	05/13/2016	1189	Bowers, Raina F.		-SPLIT-	-33.24

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Check List by Date

May 7 through June 10, 2016

Paycheck	05/13/2016	1190	Everett, Audra A.	-SPLIT-	-1,188.56
Paycheck	05/13/2016	1192	Funcheon, Donna F.	-SPLIT-	-379.72
Paycheck	05/13/2016	1193	Henry, Laurie W	-SPLIT-	-199.48
Paycheck	05/13/2016	1194	Hildebrand, Judith A.	-SPLIT-	-476.97
Paycheck	05/13/2016	1195	Lorde, Walida A	-SPLIT-	-615.22
Paycheck	05/13/2016	1196	Morgan-Lohr, Penelope E	-SPLIT-	-888.32
Paycheck	05/13/2016	1197	O'Hara, Kathleen L.	-SPLIT-	-624.64
Paycheck	05/13/2016	1198	Olsen, Jennifer L.	-SPLIT-	-684.28
Paycheck	05/13/2016	1199	Reid, Melissa A	-SPLIT-	-755.05
Paycheck	05/13/2016	1200	Schilling, Irma F.	-SPLIT-	-498.19
Paycheck	05/13/2016	1203	White, Kristin M	-SPLIT-	-1,086.69
Paycheck	05/13/2016	1204	Wootan, Madeleine M	-SPLIT-	-88.45
Paycheck	05/13/2016	1188	Alexy, Chantal M.	-SPLIT-	-363.29
Paycheck	05/13/2016	1191	Ferber, Heather M	-SPLIT-	-470.75
Paycheck	05/13/2016	1201	Swendsen, Julie R.	-SPLIT-	-661.96
Paycheck	05/13/2016	1202	VanHassel, Abram B	-SPLIT-	-873.64
Paycheck	05/27/2016	1206	Bowers, Raina F.	-SPLIT-	-112.36
Paycheck	05/27/2016	1207	Everett, Audra A.	-SPLIT-	-1,188.56
Paycheck	05/27/2016	1208	Ferber, Heather M	-SPLIT-	-548.11
Paycheck	05/27/2016	1209	Funcheon, Donna F.	-SPLIT-	-354.71
Paycheck	05/27/2016	1211	Hildebrand, Judith A.	-SPLIT-	-453.40
Paycheck	05/27/2016	15151	Lorde, Walida A	-SPLIT-	-552.68
Paycheck	05/27/2016	1212	Morgan-Lohr, Penelope E	-SPLIT-	-901.84
Paycheck	05/27/2016	1213	O'Hara, Kathleen L.	-SPLIT-	-670.61
Paycheck	05/27/2016	1214	Olsen, Jennifer L.	-SPLIT-	-684.28
Paycheck	05/27/2016	1215	Reid, Melissa A	-SPLIT-	-755.05
Paycheck	05/27/2016	1216	Schilling, Irma F.	-SPLIT-	-498.21
Paycheck	05/27/2016	1217	Swendsen, Julie R.	-SPLIT-	-661.96
Paycheck	05/27/2016	1218	VanHassel, Abram B	-SPLIT-	-873.63
Paycheck	05/27/2016	1219	White, Kristin M	-SPLIT-	-1,086.68
Paycheck	05/27/2016	1205	Alexy, Chantal M.	-SPLIT-	-363.29
Paycheck	05/27/2016	1210	Henry, Laurie W	-SPLIT-	-199.48
Paycheck	06/10/2016	1220	Alexy, Chantal M.	-SPLIT-	-269.73
Paycheck	06/10/2016	1223	Ferber, Heather M	-SPLIT-	-548.12

06/10/16

Western Sullivan Public Library

Check List by Date

May 7 through June 10, 2016

Paycheck	06/10/2016	1224	Funcheon, Donna F.	-SPLIT-	-354.71
Paycheck	06/10/2016	1225	Henry, Laurie W	-SPLIT-	-166.23
Paycheck	06/10/2016	1226	Hildebrand, Judith A.	-SPLIT-	-427.87
Paycheck	06/10/2016	1227	Morgan-Lohr, Penelope E	-SPLIT-	-888.31
Paycheck	06/10/2016	1228	Nemec, Antonia E	-SPLIT-	-24.94
Paycheck	06/10/2016	1229	Olsen, Jennifer L.	-SPLIT-	-684.28
Paycheck	06/10/2016	1230	Reid, Melissa A	-SPLIT-	-755.05
Paycheck	06/10/2016	1231	Schilling, Irma F.	-SPLIT-	-498.20
Paycheck	06/10/2016	1232	Swendsen, Julie R.	-SPLIT-	-661.95
Paycheck	06/10/2016	1233	VanHassel, Abram B	-SPLIT-	-873.64
Paycheck	06/10/2016	1234	White, Kristin M	-SPLIT-	-1,097.25
Paycheck	06/10/2016	1221	Bowers, Raina F.	-SPLIT-	-112.36
Paycheck	06/10/2016	1222	Everett, Audra A.	-SPLIT-	-1,188.57
May 7 - Jun 10, 16					-62,586.10

Western Sullivan Public Library

Profit & Loss Budget vs. Actual

	<u>Jul 1, '15 - Jun 10, 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
1001 · Real Property Taxes	654,003	654,003	0
1081 · SW Pilot Share	16,245	13,900	2,345
2082 · Library Charges	11,505	14,167	(2,662)
2083 · Library Chgs-Registrations	2,054	3,833	(1,779)
2401 · Interest & Earnings	455	945	(490)
2655 · Sales, Other	418	1,890	(1,472)
2705 · Gifts & Donations	1,865	2,367	(502)
2761 · RCLS Grants	0	2,500	(2,500)
2771 · Misc Income	3	0	3
3003 · State Grants - Miscellaneous	17,168	0	17,168
Total Income	<u>703,716</u>	<u>693,605</u>	<u>10,111</u>
Gross Profit	703,716	693,605	10,111
Expense			
74101 · Salaries	321,578	331,968	(10,390)
74101.5 · PCC Personnel & Expenses	34,909	35,467	(558)
74102 · Equip (Capital Imp/New)	1,389	4,722	(3,333)
74103 · Capital Project	69,263	0	69,263
74104.1 · Books	32,938	34,945	(2,007)
74104.2 · Serials	3,845	3,803	42
74104.3 · Videos	11,727	14,170	(2,443)
74104.4 · Digital Downloads	2,798	2,833	(35)
74105.1 · Daily Operating Expenses	18,207	20,883	(2,676)
74105.2 · Repairs/Maint of F&F	111	957	(846)
74105.3 · Repairs/Maint of Lib Equip	552	957	(405)
74105.4 · Daily Maint & Repairs	7,985	0	7,985
74105.6 · Insurance Policies	18,250	15,000	3,250
74106.1 · Phones	3,753	4,534	(781)
74106.2 · ANSER	29,490	27,099	2,391
74106.3 · Internet Service	2,867	3,637	(770)
74106.4 · Fuel & Electric	14,516	19,528	(5,012)
74106.5 · Sewer & Water	2,219	1,903	316
74106.6 · Elevator Service	3,741	3,778	(37)
74106.7 · Cleaning Services	22,550	23,234	(684)
74107.1 · Professional Services	6,560	11,339	(4,779)
74107.3 · Programs and Events	8,783	10,996	(2,213)
74106.8 · Misc Oper/Maint Expenses	4,688	12,325	(7,637)
74107.9 · Other Expenses	6,228	3,863	2,365
90108 · Annual Retirement	33,811	33,758	53
90508.1 · SUI Employer	5,395	4,864	531
90508.2 · 1/2 FICA-Employer	24,584	21,392	3,192
90558 · Disability Ins/Emp Bnfts	752	756	(4)
90608 · Employee Health Insurance	36,780	53,092	(16,312)

Western Sullivan Public Library Profit & Loss Budget vs. Actual

	<u>Jul 1, '15 - Jun 10, 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Expense	730,269	701,803	28,466
Net Ordinary Income	(26,553)	(8,198)	(18,355)
Other Income/Expense			
Other Income			
915 - Unappropriated Fund Balance	0	50,000	(50,000)
Total Other Income	0	50,000	(50,000)
Net Other Income	0	50,000	(50,000)
Net Income	<u>(26,553)</u>	<u>41,802</u>	<u>(68,355)</u>



Western Sullivan Public Library

DIRECTOR'S REPORT

Tusten-Cochecton Branch

June 13, 2016

Building:

1. JIT Construction was able to make emergency repairs to the side stairs in Callicoon.
2. The repointing project at the Delaware Free Branch is eligible for a NYS Construction Grant. The painting project is not however.
3. We received notification that the Callicoon Downtown Historic District is being placed on the State Register of Historic Places. The next step is to forward the nomination to the Keeper of the National Register in Washington, D.C.
4. Our insurance company has sent an adjustor out to inspect all three buildings for liability insurance purposes. We have a few minor things that need to be addressed. Kristin and the managers will be addressing these minor issues over the next few weeks.

Personnel:

1. We have hired Charlotte Peters as a temporary Library Assistant to lead the Summer Reading Program for us.
2. Walida Lorde, Library Assistant/Adult Services, has resigned her position. Her last day should have been May 31, 2016, but due to lack of work, we released her from her commitment on May 23, 2016. She has requested a refund of the arears owed to the NYS Retirement System in the amount of \$52.92. She signed an agreement that she will be responsible for paying those arears and will not hold the library liable.
3. We are starting to look at our Strategic Plan goals and objectives and now is a good time to start restructuring staff. We will start with dividing out the Assistant Director/Branch Manager position in Jeffersonville. Once this has been completed, we will start looking at other staff needs and structure.
4. Staff evaluations are underway and should be completed by June 30th.

Professional Development:

1. Kristin attended a Director's Executive Committee meeting on June 1st.
2. Kristin, Pam Reinhardt, and Dorothy Hartz attended the SUPLA Legislative Brunch on May 19th at the library in Monticello.

Programs/Grants:

1. We are gearing up for our Summer Reading Program that is running from June 27th-July 28th.
2. We will have limited programming until we hire new program staff. This process might be longer than anticipated due to the staff restructuring project mentioned under 'Personnel'.

Finance: no report

Other:

1. Kristin wrote a letter of support for the Tusten Heritage Community Garden plans for a pergola. She submitted it to the Town of Tusten Code Enforcement Officer.
2. We were unable to accommodate Pearl Gluck and her film crew due to scheduling conflicts.



Western Sullivan Public Library

EQUIPMENT AND COMPUTER USE POLICY

The Western Sullivan Public Library (WSPL) provides educational, informational and recreational resources to patrons of all ages, cultures, abilities and interests. It offers access to information of all types in a wide range of formats, including electronic. The Internet is viewed as yet another tool or resource used to provide information beyond the confines of the Library's own collection. This technology allows access to ideas, information and commentary from around the world. It is compatible with the Library's endorsement of the American Library Association's (ALA) Library Bill of Rights, the ALA's Library Bill of Rights in Cyberspace, the Freedom to Read Statement, and the policies, goals and objectives of the WSPL.

EQUIPMENT LENDING:

The Western Sullivan Public Library offers a variety of electronic devices to our patrons, some of which are available for borrowing. The Director of the library will approve which equipment is suitable for circulation. Patrons choosing to borrow a device from the Western Sullivan Public Library will be required to complete the *Equipment Borrowing Agreement* before checking the item out.

Only registered patrons of the Western Sullivan Public Library, 18 years or older, may borrow select devices upon presentation of their valid library card, in good standing, and current ID. Other forms of identification may be required at the time of check out. Patrons will be responsible for damaged or lost devices and will be assessed the replacement fee as determined by the Western Sullivan Public Library. The library reserves the right to suspend borrowing privileges to anyone who abuses equipment or is repeatedly late in returning devices.

COMPUTER USE:

Internet terminals are available to library users during normal library hours. Users must be finished fifteen minutes before closing. Internet terminals are available on a first-come, first-serve basis for a time limit as determined by the Library Director. Internet users are required to read and accept these Equipment and Computer Use Policies before gaining access to the Internet. By selecting the "accept" option on the computer, the user is agreeing to abide by WSPL's policies. If the "decline" option is selected access to the Internet will be denied. **Internet users are to have a valid library card or some other form of valid ID.** Children under the age of 12 will need to be accompanied by an adult when using the Internet. For patrons under 18, a parent or guardian will need to give consent for Internet use by signing a permission slip in the presence of a library staff member. A parent/guardian who signs the Internet Permission Form agrees to be responsible for a minor's usage.

The library does not offer email accounts. Computers may not be altered for any purpose, nor may other programs be accessed or personal software be used in conjunction with the library's hardware. Outside software may not be loaded onto public access computers.

INTERNET USE:

Resources at the library, including Internet services, are provided equally to all users. The library cannot censor access to materials or protect other users from offensive information. The WSPL has no control over Internet resources and contents; therefore, it assumes no responsibility for the quality, accuracy, or timeliness of any information obtained from the Internet. Internet computers, including public access computers, as well as wireless usage, may not be used for illegal or unacceptable purposes, including, but not limited to: harassment of other users; libeling or slandering other users; destruction or damage of



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equipment, software or data belonging to the library or other users; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected material; or “hacking”, unauthorized access and all other unlawful activities. Library policy does not allow disclosure, use or dissemination of personal identification of internet users to unauthorized parties. Parents/guardians are advised that the library is not responsible for the safety and security of minor users.

In light of the above statements, WSPL still assumes the responsibility for maintaining a neutral environment in the public service areas. We therefore ask patrons to be aware that terminals are in public locations and can be readily viewed by other patrons in the library. If material being displayed is offending nearby library patrons, the Internet user will be asked to terminate the site by a member of the library staff.

COMPUTER AND EQUIPMENT HELP:

The library staff provides limited assistance for Internet and personal computer use. Staff will be available to help users with basic access as need and time permits.

The Public Computer Center (PCC) is primarily used for staff and patron technology training. The PCC offers a variety of classes each month. In addition to workshops, the PCC offers Open Hours. During these times patrons may use the PCC equipment or bring in their own equipment and get help and assistance with their technology questions. PCC equipment is only available for use during scheduled PCC hours.

If library patrons choose to bring in their own equipment and/or have the library staff or Public Computer Center staff assist with their equipment, they agree to adhere to the library’s Equipment and Computer Use policy. In addition, patrons who choose to have a library or PCC staff assist with their devices agree to hold the library harmless for any problems, perceived or otherwise, that may occur subsequent to such assistance.

Library staff does not provide support for, and will not install or modify, hardware in patrons’ devices.

WIRELESS ACCESS:

The Western Sullivan Public Library offers free wireless Internet access to library users with wireless-enabled devices. The Library provides unrestricted wireless access to the Internet and does not actively monitor or control content, but does maintain the right to do so. The provisions set forth in the Library’s Equipment and Computer Use policy are applicable to wireless network (Wi-Fi) access as well.

Our network supports a wide range of Wi-Fi (802.11b) devices. Most Wi-Fi network cards will be compatible. However, the Library can make no guarantees as to compatibility of a library user’s device with the library’s network. Library staff generally do not provide wireless access support and will not install or modify hardware or software. If a patron requests assistance with modifying settings in order to gain access to the wireless, the patron assumes the responsibility to modify and manage such settings for use outside of the library. In addition, patrons who choose to have a library staff member assist with their device agrees to hold the library harmless for any problems, perceived or otherwise, that may occur subsequent to such assistance. Communication through the wireless network should not be considered secure. The Library is not liable for damage to hardware or software, transmission of computer viruses, loss of data or e-mail, or any harm resulting from the use of an unsecured server.



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Laptops using wireless are subject to all the rules of the library computers. Users are expected to agree to the Internet policy and therefore can be asked to terminate use if the policy is abused. Available power outlets may be used whenever the cord does not present a tripping hazard or block access for patrons and staff. Patrons may not unplug library equipment, move furniture, or block exits or aisles. The library is not responsible for any damaged equipment should a patron choose to plug into the library's power supply. The Library reserves the right to suspend wireless access privileges if a patron is violating any of the policies or procedures of WSPL.

Waiver:

I acknowledge I have read and understood the Western Sullivan Public Library Equipment and Computer Use Policy and agree to fully comply with all terms, conditions and requirements. I acknowledge and agree that any violation of the Equipment and Computer Use Policy will result in suspension or revocation of Library privileges at the sole discretion of the Library Director.

I acknowledge the Western Sullivan Public Library assumes no liability for any loss or damage to my data or equipment, or for any damage or injury arising from invasion of privacy in your computer accounts, programs, or files. In consideration for use of Library computer resources or Public Computer Center help or resources, I agree to hold harmless and indemnify Western Sullivan Public Library, its directors, officers, administrators, employees and agents from any and all liabilities for any claims, demands and damages to my person or property whatsoever.

Print Name

Signature

Date Signed



Western Sullivan Public Library

Western Sullivan Public Library Equipment Borrowing Agreement

My signature below indicates that I have read the Western Sullivan Public Library's Equipment Lending Policy and this Equipment Borrowing Agreement and I agree to abide by these conditions of use when checking out a device from the Western Sullivan Public Library. I agree to be bound by these terms in the future when borrowing a device even if I am not required to sign a new borrowing agreement.

I have received the device in good working order with all accessories present and I understand I am responsible for its return at the end of the loan period.

I will not tamper with the device and/or accessories and will contact the library immediately if there are any problems or technical issues with the device.

I will return the device to the branch where the item was checked out in person during regular library hours. I understand that the Western Sullivan Public Library reserves the right to suspend borrowing privileges if item is repeatedly returned late or intentionally damaged.

I agree to pay any late fees or replacement costs, if necessary and understand that the library may use any appropriate means to collect the amount owed by me for fees, damages, theft, or loss.

PLEASE PRINT

Patron Name: _____

Device Borrowed: _____

Address: _____

City/State/Zip: _____

Phone: _____ E-mail Address: _____

Patron Signature: _____ Date: _____

Staff use only:

Library card #: _____ Driver's License #: _____

Staff Name: _____ Branch: _____



Western Sullivan Public Library

PERSONNEL POLICY

II. RECRUITMENT, DEVELOPMENT, AND SEPARATION OF STAFF

LIBRARY POLICIES

- 1) All library staff, whether paid or unpaid, are provided with, required to read, and be familiar with Library Policies, including the Americans With Disabilities Act.

A. PERSONNEL RECRUITMENT

- 1) Employees of the Western Sullivan Public Library become New York State Civil Service Employees upon their hire. Positions are classified by the Sullivan County Department of Personnel as either Competitive or Non-Competitive.
- 2) Candidates for either full-time or part-time Competitive positions at the Library, are hired through the Civil Service Recruitment Procedures, and selection of a candidate for a position is made from the appropriate Sullivan County Eligibility List. In accordance with Civil Service Regulations, the Library must hire a candidate from the top three candidates on the List of Eligibles.
- 3) In the event that an Eligibility List is not available or candidates from the appropriate list have declined to fill the position, the Library may advertise locally or nationally for candidates to fill the vacant position. These candidates, upon hire by the Library, become Provisional Employees of the Library. The provisional employee will be scheduled to take the Civil Service eligibility test at the earliest possible date.
- 4) After being hired from the Eligibility List, the employee serves a six-month probationary period. Upon satisfactory completion, the employee becomes permanent.

B. AMERICANS WITH DISABILITIES ACT

- 1) It is library policy not to discriminate on the basis of race, gender, religious affiliation, physical or other disability provided that the employee is able to perform the required work. Reasonable accommodation will be made for the purposes of employment. As long as employees are able to perform the essential functions of their jobs, with reasonable accommodation, they will not be terminated.

C. EQUAL OPPORTUNITY POLICY

- 1) It is the policy of this library not to discriminate on the basis of race, gender, sexual orientation, religious affiliation, age or disability.

D. DEFINITION OF STAFF CATEGORIES



Western Sullivan Public Library

- 1) Full-time employees are hired as such. They generally work a regular schedule of 7 hour shifts, 35 hours per week, 1,820 hours per year., exclusive of (unpaid) meal breaks. They are eligible for all of the benefits determined by the Board of Trustees.
- 2) Part time employees are hired as such. They generally work fewer than 30 hours per week The length of their shift is determined by their schedule. The part-time employee's work schedule depends on the service needs of the library. Part-timers are granted a lesser number of benefits than full-time staff. They are eligible for all of the benefits determined by the Board of Trustees.

E. PERSONNEL FILES

- 1) Personnel files are the private property of the Library, and are kept at the Main Office. They are available only to the employee, his/her supervisor, and the library administration. Personnel files may not be removed from the Main Office.

F. PERFORMANCE REVIEWS

- 1) All employees will receive from their supervisor periodic performance reviews, oral and/or written, at least annually, in accordance with current library policy. A supervisor may at any time conduct an evaluation to determine whether an employee is performing satisfactorily, or to accompany an anticipated personnel action.
- 2) The employee will have the option of responding to the evaluation in writing within 7 calendar days. In any case, the employee will be required to acknowledge receipt of a copy of any evaluation or personnel action by signing the file copy. Such signature indicates only that the employee is aware of the document, with no inference of agreement.

G. CONFERENCE/MEETINGS

- 1) All staff members are encouraged to improve their job skills by attending appropriate staff development programs such as classes, workshops, meetings, and conferences. The employee's supervisor and the Director must approve attendance at such events on library time. The decision as to whether the employee may attend staff development programs, and whether they will be reimbursed for their expenses, will be based on the appropriateness of the program, library staffing requirements, and budgetary constraints.
- 2) The Library will pay dues for professional organizations. Director: 100% to ALA and NYLA, and Librarians 50%, (not to exceed \$50.00).

H. GRIEVANCE PROCEDURES

- 1a) It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest possible stage is encouraged. No reprisals will be taken by the Director or the Board of Trustees against any person who avails him/herself of these procedures. Any personal grievance that is in writing will be retained in an appropriate confidential file



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in the Main Office of the library, accessible only to the Director and the Board of Trustees. Permanent employees also have certain rights under Civil Service Law.

- 1b) A grievance is a claimed violation, misinterpretation or inequitable application of the policies of the Library set forth in this Handbook or otherwise duly adopted by the Board of Trustees concerning work conditions, salaries, work schedules and employee benefits. If the grievance concerns the possible suspension, dismissal or other disciplinary proceedings of a permanent employee, proper legal Civil Service Procedures must be followed.
- 2) Step 1. The aggrieved employee shall orally present his/her grievance to his/her immediate supervisor who shall informally discuss the grievance with him/her. The supervisor will give his/her decision to the employee within 7 calendar days. If the grievance is not satisfactorily resolved at this stage, the employee may proceed to Step 2.
- 3) Step 2. Within 7 calendar days after the determination arrived at in Step 1, the employee may make a written statement to the Director, or if the Director was the immediate supervisor, then to the Chairman of the Personnel Committee of the Board, setting forth the nature of the grievance and the facts relating thereto, and the determination previously rendered. The Director or the Chairman shall then notify all parties concerned of the time and place of the hearing. Such hearings shall be held within 14 calendar days of the receipt of the written statement. If the written statement was submitted by the employee to the Director, the hearing may be held before the Director and/or the Chairperson of the Personnel Committee, and/or the Personnel Committee or a part thereof. If the employee submitted the written statement to the Chairperson of the Personnel Committee, then the hearing shall be before said Chairperson or the Personnel Committee or a part of the Personnel Committee at the Chairperson's discretion. The parties may appear and present oral or written statements supplementing their position. A determination in writing shall be given to all of the parties involved by the party before whom the hearing is held, not later than 10 calendar days after the hearing is concluded. If the grievance is not resolved at this state or if the employee wishes to appeal the determination, then the aggrieved employee may proceed to the next step.
- 4) Step 3. The employee may, within 7 calendar days after written notice of the determination by the Director or the Chairperson of the Personnel Committee, make a written request to the President of the Board of Trustees for review and determination by the Board as a whole. All statements and records of the case shall be submitted to the President of the Board within five calendar days after the receipt by the President of the written request. The Board must hold an executive session within ten calendar days after the receipt by the President of the written request for a hearing to hear all parties involved and determine the case. The Board of Trustees shall render a decision within ten calendar days after the meeting and give written notice thereof to parties concerned. The determination by the Board of Trustees shall be final and binding on all parties concerned, except in cases of Appeal to the State Civil Service Commission.

I. DISCIPLINARY ACTION

- 1) When an employee's performance or conduct is not satisfactory, the supervisor or Director will so advise the employee. Steps will be taken to help improve his/her performance or conduct, applying standard principles of due process and progressive counseling/discipline. If this process fails to



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influence the employee to return to a satisfactory level of performance or conduct, the employee will be subject to dismissal procedures as set forth under Civil Service Law.

- 2) Dismissals are made by the Library Director in accordance with the powers vested in him/her by the Board of Trustees, and in accordance with Civil Service Law. The advice and counsel of the Board's legal representative may be obtained when advisable.

J. RESIGNATIONS

- 1) All resignations must be submitted in writing to the Director. Full-time and part-time professional staff are expected to give at least 4 weeks notice of their intent to resign. Two weeks' notice is expected from non-professional employees. The immediate supervisor should be informed of all resignations at the earliest possible time.

K. REFERENCES

- 1) It is the policy of the Library to provide references only to prospective employers or others to whom the current or former employee has asked us, in writing, to provide this information.
- 2) If the current or former employee has asked us, in writing, the Library will only provide a neutral reference which includes the date of your employment, whether you still work for us, or the date when your employment ended and a chronological list of the positions you've held at the Library. Only the Director may provide this official statement of the Library.

L. DRUG AND ALCOHOL ABUSE

It is the policy of the Library to prohibit the use, sale, or dispensing of all controlled substances, on its premises.

- 1) An employee reporting to work under the influence of drugs or alcohol will not be permitted to enter the Library's premises. If an employee is discovered under the influence while on the job, he/she will be required to leave the premises and will be escorted home.
- 2) An employee bringing controlled substances to work, using them on library property, or dispensing or selling any controlled substances on library property will be subject to disciplinary action.

III. CONDITIONS OF WORK

- 1) Work schedule requirements are intended to insure an optimum level of library service, while maximizing efficiency, and distributing the workload as equitably as possible. Each employee should adhere as closely as possible to his or her regular work schedule. Personal time is available to full-time employees and part-time employees so that they may take care of private business during the work week. No employee or volunteer shall be in the Library during hours the Library is closed, unless scheduled to do so, without the express consent of the Director.



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- 2) The full-time employee's work week, exclusive of a one-half hour lunch or supper period, is thirty-five hours; seven hours per day, five days per week. Monday through Saturday.
- 3) At the discretion of the Director, compensatory time, can be given to full-time employees who, on an emergency basis only, work more than seven hours in any day or thirty-five hours in any week. At the mutual convenience of the Library and the staff member, this compensatory time should, if possible, be taken within the pay period, but must be taken within one (1) month of when it was earned.
- 4) If, in an emergency, an employee works more than forty hours in a week, he /she will receive compensation for the hours above forty in accordance with the Fair Labor Standards Act.
- 5) If an employee wishes to switch scheduled working hours with another employee, arrangements must be approved by the employee's immediate supervisor, or Director.

A. LATENESS / ABSENCE

- 1) Promptness is a condition of employment. All employees are expected to be in their assigned place ready to work at the time prescribed. Punctuality demonstrates a commitment to the Library, is essential for good service, and shows courtesy toward fellow workers. While an occasional lateness may be unavoidable, chronic lateness is misconduct and will be cause for disciplinary action.
- 2) All absences from an employee's regularly scheduled workweek, must be accounted for by proper use of vacation leave, personal leave, sick leave, floating holidays or jury duty. If an employee does not have any of these categories of time available to use, arrangements can be made in advance, at the recommendation of the Director to the Board of Trustees, for the employee to receive unpaid leave. Any absence not accountable as described above, will be considered an unscheduled absence, which may be subject to disciplinary action.

B. EMERGENCY CLOSING OF THE LIBRARY

- 1) On occasion it may be necessary for the library to close due to inclement weather, a power failure, or other unforeseen circumstances. Because of our important public service function every effort will be made to keep these closings to a minimum. It is the Director's, or his/her delegate's responsibility to determine what action is most appropriate. After such a decision is made all affected staff members will be notified, if possible. WJFF, WSUL, and WVOS radio stations will be asked to announce such closings. All staff members scheduled to work that day will be compensated at their normal rate of pay for the hours scheduled. If an employee is scheduled to be off work for any reason (e.g. vacation or personal time), no additional compensation will be granted or changes in schedule allowed. Employees so designated, will be responsible to notify others as outlined in the telephone chain.
- 2) If an employee takes time off because of weather or road conditions when the library is not closing, the employee must use his/her vacation, personal time or compensatory time.



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C. REST PERIODS / MEAL TIMES

- 1) Every employee who works four (4) consecutive hours or more is entitled to one (1) fifteen minute rest period. Rest periods should be scheduled in order to maintain good library service.
- 2) Any employee working more than six (6) consecutive hours is required to take a thirty (30) minute meal break.. This break should be scheduled a close as possible to the mid-point of his/her shift, as is convenient for the employee, and as is necessary in order to maintain good library service. The meal period is uncompensated.

Updated 7/2012

D. PERSONAL APPEARANCE AND CONDUCT

- 1) Employees who have contact with the public represent the library in their appearance, as well as by their actions. It is expected that the Library staff will always be neat in appearance. Dress should be appropriate for the situation. The wearing of suggestive attire or jeans, shorts, thongs, t-shirts, and similar casual attire is not permitted.
Smoking by employees and volunteers is only permitted in designated areas outside the library.
- 2) Friendly, prompt, and efficient service should be given at all times. Patience, poise, tact, and self-control are essential in all contacts with both patrons and colleagues. Staff members should be courteous, dependable, and willing to cooperate with others. Adaptability to all situations, even though they may not be personally pleasing, is essential.
- 3) Staff members should promote good morale by eliminating personal antagonisms. Criticism of the policies of the Library should be made constructively and to the proper authorities. Loyalty to the Library and to co-workers is essential. Each member of the staff should value their contribution to library service and respect the integrity of his or her colleagues. Every effort should be made to promote smooth, harmonious operation of the Library.

Positive working relationships are essential to the teamwork that is necessary to ensure effective delivery of Library services and the well being of all employees. Behaviors that tend to create a hostile work environment are prohibited. These include, but are not limited to, rudeness or discourtesy, malicious gossip, false allegations or providing false information about an employee, refusal to communicate including deliberate failure to share necessary job-related information, and avoidance or "shunning".

Violation of this policy, including refusal to cooperate in corrective efforts by management such as investigation, mediation or counseling, may result in disciplinary action.

It is our policy to maintain an environment free of intimidation, insult, and harassment based upon race, color, religion, sex, age, national origin, or disability. Any such incident should be reported promptly to your supervisor.

No employee shall engage in comments, jokes, or name calling that is vulgar, offensive, or profane, or that may insult someone's religion, race, sex, color, disability, age or national origin. Any employee who violates this policy will be subject to discipline, up to and including termination of employment.



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This library will not tolerate sexual harassment in any form. No supervisor or employee shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, pay, promotion, job assignment, or any other aspect or condition of employment. Any employee who violates this policy will be subject to discipline, up to and including termination of employment.

No employee, whether supervisory or non-supervisory, may sexually harass another employee. Sexual harassment includes, but is not limited to:

1. Touching or making improper or proposition advances;
2. Abusive, vulgar language of a sexual nature;
3. Suggestive jokes or comments about an employee's body or wearing apparel; and
4. Display of sexually suggestive cartoons, pictures, or photographs.

Any employee who believes the actions or comments of another employee constitute unwelcome harassment may report the situation to the director. In its efforts to prevent discrimination or harassment of any kind, the library will maintain an open-door policy. All complaints will be promptly and confidentially investigated. The complaining employee will be advised of the result of the investigation. Any employee, supervisory or non-supervisory, found to have engaged in harassment or discrimination toward another employee will be subject to discipline, up to and including termination of employment.

The discipline to be taken is wholly in the discretion of Western Sullivan Public Library. Nothing in these guidelines should be taken in any way as a limitation on the powers of the library to decide what discipline is appropriate under given circumstances.

Approved: July 2005

E. MINOR CHILDREN OF EMPLOYEES

1) Employees' minor children who require parental attention should not accompany the employee or be present in the Library when the employee is at work. Personal time should be used to deal with childcare problems of this nature.

IV. PAY PERIOD, WAGES, AND TIME SHEETS

Pay rates are fixed by the Board of Trustees of the Western Sullivan Public Library. It is the policy of the Library to pay employees at pay rates comparable to the rates for similar work in the surrounding areas.

Throughout this policy, the term "year" means the official year of the Western Sullivan Public Library, i.e., July 1-June 30.

- 1) Employees of the Library are paid biweekly. Paychecks are distributed by the Director or his/her designee on alternating Fridays. Employees who anticipate being absent from the Library on payday may make arrangements with the Director to receive their paycheck by other means. Paychecks are not to be distributed early.



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- 2) Full-time employees are on salary, but are required to account for their time by filing the usual time sheet. Use of benefits, plus hours worked, must be recorded on the time sheet to account for time paid. Compensatory time may be approved for hours worked above the normal schedule.
- 3) Part-time employees are paid hourly, and are paid for actual hours worked, unless approved vacation or personal time is used. Hours worked above the normal schedule are paid at their normal rate of pay. Use of accrued benefits according to this policy must be itemized on the appropriate time sheet.
- 4) Full-time salaried employees who work hours in excess of a normal work week will receive an equivalent amount of compensatory time. Compensatory time should, if possible, be taken within the pay period, but must be taken within one (1) month of when it was earned.
- 5) All employees must fill out a time sheet daily, that includes the actual time worked (e.g., 9 AM - 5 PM), and must be signed by the employee. All time sheets must be received at the main office (Jeffersonville branch) on or before the Saturday when the pay period closes., and approved by the employee's supervisor or Director.

V. BENEFITS

Sick Leave and Personal Leave

- I. Full-time employees receive ten (10) days per year sick/personal leave after the completion of three (3) full months of successful employment. Sick/personal time are pro-rated for the first year and then renewed on the first of July each year, thereafter. Part-time employees receive two (2) weeks per year commensurate with the total number of hours worked in their normal scheduled workweek. (If you work 20 hours per week, then you receive 40 hours of sick/personal leave.) Sick/personal time may not be accrued by either part-time or full-time employees.
- II. Sick/Personal leave must be used in no less than half-hour increments.
- III. Unused sick/personal leave is not paid upon termination of employment.
- IV. In order to insure good library service, the appropriate supervisor or Director must approve personal leave in advance. Sick leave may be used if the employee is sick and unable to report for work. If the employee wishes to use sick leave a minimum of two (2) hours' notice must be given to the employee's immediate supervisor, (or Director, if the Director is the employee's supervisor) before the employees' shift is to begin. (Messages should not be left on the library answering machine, please call your supervisor at home).
- V. If the employee does not have any sick/personal leave available, arrangements may be made, at the Director's discretion, for unpaid leave. Employees who do not adhere to these guidelines will not be compensated for any time missed, and time missed will be considered an unscheduled absence.
- VI. Unplanned use of sick, personal or compensatory time should be requested as soon as possible, but no later than one hour before the employee's scheduled shift. As much advance notice as possible is requested, so replacement personnel can be contacted.



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Vacation Leave

- I. All vacation leave is granted on a pro-rated basis, employees may request allotted vacation time after three months of successful employment; Vacation requests must be approved by the employee's direct supervisor.
- II. If an employee resigns their vacation leave will be pro-rated according to the amount of time worked in that year. Employees are not entitled to their full vacation benefits if they do not work the full year. Unused vacation leave is not paid out unless the employee has successfully worked the hours to receive the pay out. Likewise if an employee resigns having exceeded their pro-rated portion of vacation leave, their final paycheck will reflect the discrepancy.
- III. Full-time employees (full-time status is defined as an employee who works 35 or more hours a week) receive two weeks of vacation per year to be granted on July 1st each year. If an employee is hired mid-year their vacation allotment will be pro-rated according to the number of days left in the year. After five years of consecutive full time employment employees are entitled to three weeks of vacation leave, to be granted the following July 1st. After ten years of consecutive full-time employment employees are entitled to four weeks of vacation leave, to be granted on the following July 1st.
- IV. Full-time employees may "carry over" up to five days of vacation into the next benefit year with the permission of the Director; all requests must be made in writing.
- V. Branch Managers are entitled to two weeks of vacation leave during the first year of employment after three months of successful employment. Upon the successful completion of the first year of employment, Branch Managers are entitled to a third week of vacation leave to be granted on the following July 1st. After ten years of successful consecutive service, Branch Managers are entitled to four weeks of vacation leave to be granted on the following July 1st. (Part-time Branch Managers' allotment of vacation is based upon the number of hours in the designated workweek. i.e., if the employee works 20 hours a week, a week of vacation constitutes 20 hours).
- VI. Full-time Directors are entitled to three weeks of vacation leave during the first year of employment after three months of successful employment. Upon the successful completion of the first year of employment the Director is granted an additional week on the following July 1st, for a total of four weeks. After five years of consecutive successful service, the Director will be granted on the subsequent July 1st, an extra week, for a total of five. After ten years of successful consecutive service, Directors are entitled to six weeks of vacation leave to be granted on the following July 1st.
- VII. Part-time employees are entitled to vacation leave based upon the number of hours the employee was hired to work per week. (An employee, who was hired to work twenty hours a week, receives forty hours of vacation per year). Part-time employees may not request leave until after three months of successful employment. Vacation leave is renewed on July 1st of every year and may not be "carried over" into the next benefit year.
- VIII. Part-time employees with five years of consecutive successful service will be granted an extra day of vacation, to be granted on the following July 1st. Part-time employees with ten years of consecutive successful service will be granted another day on the following July 1st. (Part-time status is defined as an



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employee who works twenty hours a week or more, up to the definition of full-time).

- IX. As a matter of courtesy, vacation should be scheduled at least one month in advance if you know when you will be taking the time off. Vacation is scheduled on a first come first served basis. Employees are encouraged to schedule their vacation leave as soon as possible, vacation leave may be approved at any time of the year, but approval will be subject to the Library's staffing needs. If requests for vacation are received on the same day and for the same time period, the senior staff member will have first choice. All vacation requests are subject to approval by the Director.

Medical/Family Leave

- I. An employee who is pregnant shall, upon the employee's request, be granted Maternity Leave with pay for eight weeks and subsequent leave without pay for the remaining sixteen weeks of granted leave, for a total of twenty-six weeks. The employee may elect to utilize any accrued sick leave or vacation if, and to the extent, such leave is available. All privileges and benefits shall be available to an employee on Maternity Leave. The leave may be extended beyond this period based upon medical necessity. Employees who have been on leave are required to furnish a statement of fitness to return to work from their physician. This policy shall be interpreted to treat employees on maternity leave no less favorably (concerning commencement and duration of leave, extensions, reinstatement, benefits and privileges, etc.) as employees on leave for sickness or temporary disability.
- II. An employee may also be granted leave for the following reasons:
- a. The placement of a child with the employee for adoption or foster care, provided any such leave concludes within 12 months of the placement of the child;
 - b. the care of an employee's spouse, child, or parent with a serious health condition;
 - c. or the employee's own serious health condition that makes the employee unable to perform the essential functions of the position.
- III. To be eligible for Family/Medical Leave, employees must have been employed by Western Sullivan Public Library for at least 12 months or submit a written request to the Board of Trustees which will be judged on a case by case basis. In instances where leave is foreseeable, employees must provide 30 calendar days advance notice of the leave request. In cases of planned medical treatment, the employee should consult with the immediate supervisor in an attempt to schedule the leave so as not to disrupt unduly the Library's operations. Where leave is not foreseeable, such as during a medical emergency, notice must be given as soon as practicable, and ordinarily within one or two business days of when the employee learns of the need for the leave.

Jury Duty

- I. Absence for jury duty will be compensated for only the employee's normally scheduled hours of work.
- II. Arrangements for jury duty must be made when the notice is received.
- III. Jury duty pay is to be given to the Library.

Holidays



Western Sullivan Public Library

- I. Full-time employees receive twelve paid holidays per year consisting of: New Year's Eve Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, July 4th, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Eve Day, Christmas Day and one floating holiday to be chosen by the employee.
- II. For full-time employees, if a holiday falls on a day that the Library is normally closed, it will be designated as a floating holiday to be used within a year of that holiday, unless an alternate day of observation is scheduled; Use of floating holidays must be approved by the employee's immediate supervisor or Director.
- III. Part-time employees are paid for the hours they would have worked on holidays that fall on days the employee is normally scheduled to work.

Bereavement

- I. Each employee shall receive up to three days bereavement leave in the event of the death of any immediate (or immediate like) family member, without charge to any accrued leave. Such leave is to be used at the time of bereavement. "Immediate Family Member" shall include spouse, child, parent, parent-in-law, grandparent, sibling, or other person(s) with whom the employee may reside and have an immediate family-like relationship.

Health Insurance and Buyouts

- I. Full time employees are entitled to individual health insurance benefits offered by Western Sullivan Public Library. Eligibility for coverage **or a buyout** will not begin until the first day of the first month after full-time employment.
- II. Part-time employees are offered the option of purchasing their health insurance through the library at the rate the library is charged by the insurance provider.
- III. Full-time employees are entitled to an insurance buyout provided;
 - a. The employee denies coverage.
 - b. The employee provides proof of coverage by another carrier.
 - c. ~~The employee has worked a full year at Western Sullivan Public Library.~~
- IV. Insurance Buyouts will be administered once a year on June 30th for the preceding twelve (12) months. Buyouts **can be prorated on a case-by-case basis. are not pro-rated.**

Benefits Policy updated February 2009
Benefits Policy updated June 2016



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

Independent Contractor Contract Agreement

AGREEMENT between:

Western Sullivan Public Library (hereinafter referred to as “**the Client**”)
19 Center Street
Jeffersonville, NY 12748

And

Mary Ann Paparella (hereinafter referred to as “**the Contractor**”)
162 Plank Road
Beach Lake, PA 18405

WHEREAS the **Contractor** has agreed to provide services set out in clause (1) to the **Client**, and the parties have agreed, and do hereby agree that the terms of such agreement be put into writing, the parties agree to be bound by the following terms and conditions.

1. The Services

The **Contractor** will perform the services as outlined below. Nothing contained in this contract will be construed as or have the effect of constituting a relationship of employer and employee between the parties to this agreement.

Cleaning Service at all three branches of the Western Sullivan Public Library

Regular Weekly Cleaning:

1. Vacuum all carpeted areas
2. Spot clean all carpeted areas, as circumstances require
3. Sweep all non-carpeted areas using chemically treated equipment to minimize dust
4. Mop all non-carpeted areas with germicidal cleaner
5. Empty all wastepaper baskets and receptacles, and put rubbish in designated area. Put recyclables in designated area. Trash liners are to be part of supplies and are to be provided by the **Contractor**
6. Dust all furniture, ledges, window sills, counters, picture frames, and file cabinets by hand with magnetic-type dust cloth
7. Dust under all items on desktops and computer work stations, with the exception of the printers and computer terminals. Clean all monitors and keyboards with cleaning material designed for said items.
8. Clean and sanitize water fountain/dispensers
9. Vacuum/sweep stairs, mop non-carpeted areas and clean railings with an antibacterial cleaner
10. Vacuum all upholstered furniture
11. Clean the door glass of the main entrances on both side
12. Clean all doorknobs with an antibacterial cleaner



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

13. Wash all restroom floors; Clean and polish all fixtures; Wash and scour all sinks and toilets to keep them clean and hygienic; Clean all mirrors; Keep all walls, tiles, dispensers and other fixtures in clean conditions; Empty all waste containers; Replenish all toilet paper, paper towels, and hand soap dispensers (paper goods and soap provided by the **Client**).
14. Clean and sanitize kitchen areas.
15. Replace light bulbs at all three branches as outages are noted by library staff (light bulbs will be supplied by the **Client**).
16. Turn off all lights and secure building upon exiting.

Monthly Cleaning

1. Wash and buff all tile floors.
2. Wash and wax all desktops.
3. Perform 'high dusting' on walls and other areas not reached during weekly cleaning.

Biannual Cleaning

1. Wash all windows inside and out, with the exception of the third floor windows at the Delaware Free Branch in Callicoon.
2. Have all carpeted areas shampooed (include cost of contractor that will be responsible for shampooing carpets in this bid).
3. Shampoo all upholstered furniture.
4. Buff and wax all non-carpeted floors.
5. Clean interior of refrigerators and other kitchen appliances.

Provision of all equipment and supplies necessary and/or incidental to cleaning services mentioned above are considered to be provided by the **Contractor** unless noted above.

2. The Fee

The fee payable by **Client** to the **Contractor** will be a fixed amount of \$2050 per month for a total yearly amount of \$24,600. The **Contractor** will be responsible for all applicable Federal and NYS income taxes, and fees. The **Contractor** will be responsible for paying the current prevailing wage rates. As an independent contractor, the **Contractor** will be required to provide proof of liability insurance as well as any other necessary documents required by law. The **Contractor** will invoice the **Client** on a monthly basis, and the **Client** will pay the invoiced amount after the monthly Board of Trustees meeting, occurring the second Monday of each monthly.

3. The Location

Contractor will perform the services at all three branches of the Western Sullivan Public Library listed hereinafter: Delaware Free Branch, 45 Lower Main Street, Callicoon, NY 12723; Jeffersonville Branch, 19 Center Street, Jeffersonville, NY 12748; and Tusten-Cochecton Branch, 198 Bridge Street, Narrowsburg, NY 12764.

4. The Term

This agreement will commence on July 1, 2016, and terminate on, or about, June 30, 2017.



Western Sullivan Public Library

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5. Termination

This agreement may be terminated by **Client**, or **Contractor**, by giving 30 days notice in writing of its intention to terminate. **Client** will have no liability in respect of costs incurred following the expiration of such notice. If the **Contractor** violates any part of this Agreement, the Agreement will be considered void and the **Contractor** will be terminated at the discretion of the Library Director.

6. Expenses

The **Client** will be responsible for the cost of paper goods, including toilet paper and paper towels. The **Client** will also be responsible for the cost of the light bulbs, but replacement of the light bulbs will be the responsibility of the **Contractor**. All other cleaning services, supplies, and equipment are to be provided by the **Contractor**, including the cost of having the carpets shampooed biannually.

7. Warranties

The **Contractor** warrants that he has the necessary expertise, skill and experience to provide the Service and will provide unbiased and independent advice in respect of the Service. The **Contractor** warrants that it will comply with representations and descriptions in respect of the Service including, but not limited to capabilities, performance, completeness, accuracy, characteristics and specification.

The **Contractor** warrants that the Service and any material or materials supplied or obtained by the **Contractor** will not in any manner or way infringe or violate any third party proprietary rights including but not limited to any copyright, patent, trademark, trade name, registered design, trade secret, proprietary information, contractual, property, employment or non-disclosure rights.

8. Site Requirements

The **Contractor** will ensure that at all times, the **Contractor** will comply with security regulations which are in force or which are generally or specifically imposed by **Client** from time to time. The Contractor is expected to be bonded.

9. Ownership

The **Contractor** will not obtain rights in any data, materials, or systems otherwise utilized or provided by **Client** in connection with this agreement. At the request and expense of **Client**, the **Contractor** will do all such things and sign all documents or instruments reasonably necessary in the opinion of **Client** to enable **Client** to obtain, defend and enforce its rights in any such data, materials or systems. Upon request by **Client** and in any event promptly deliver to **Client** copies of such data, materials or systems that may be in the possession, custody or control of the **Contractor**.

10. Confidentiality

The **Contractor** will maintain as confidential all information obtained under or in connection with this Agreement and will not divulge such information to any person without **Client** prior written consent.

This clause will not extend to information which was rightfully in the possession of the **Contractor** prior to the commencement of the negotiations that led to this Agreement, which was



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already in the public domain or becomes so at a future date (otherwise than as a result of a breach of this clause or any other confidentiality agreement signed by the **Contractor** or which is trivial or obvious).

The **Contractor** will comply with the requirements of this clause. If requested, the **Contractor** will sign a confidentiality agreement in a form specified and provided by **Client**. These obligations of confidentiality will survive the expiry or any termination of this agreement.

11. Independence

The **Contractor** is an independent contractor and nothing in this Agreement will render the **Contractor** an agent or partner of **Client**. The **Contractor** will not have any right or power to bind **Client** to any obligation.

The **Contractor** is retained or engaged by **Client** only for the purposes and to the extent set forth in this Agreement. The **Contractor's** relation to **Client** will, during the period or periods of this Agreement, be that of an independent contractor and as such the **Contractor** will be free to dispose of such portion of its time, energy and skill when the **Contractor** is not obligated under this Agreement in such a manner as **Contractor** sees fit.

The **Contractor** will not be considered under this Agreement or otherwise or in any way as having the status of employee or being entitled to participate in any plans, schemes, arrangements or distributions by **Client** pertaining to or in connection with any person, stock, bonus, profit sharing or other benefits provided ordinarily by **Client** to its employees.

12. Publicity

The **Contractor** will not publicize or advertise this Agreement or any of the terms of this Agreement.

13. Entire Agreement

This Agreement supersedes all prior arrangements, agreements and understandings between the parties. No addition to or modification of any provision of this Agreement will be binding upon the parties unless made by written instrument and signed by an authorized representative of each of the parties.

14. Assignment

Neither party will assign or transfer this Agreement or any of its rights or obligations herein, whether in whole or in part without the prior written consent of the other.

15. Headings

The headings to and numbering of the clauses of this Agreement are for ease of reference only and will not affect the interpretation, application or construction of this Agreement.

16. Law

This Agreement will be governed by and construed in accordance with the Laws of USA. Any dispute which may arise between the parties concerning this Agreement will be determined by the Sullivan County Courts and the parties hereby submit to the exclusive jurisdiction of the Sullivan County Courts for such purpose.



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By signing this Agreement, the Contractor is agreeing to all of the terms of this contract, understanding that he is entering into an independent contractor relationship with the Western Sullivan Public Library, and certifies that he has the necessary permits and/or licenses required by New York State.

Signed by and on behalf of **Client**

By: _____ Title: _____

Dated: _____

Signed by and on behalf of **Contractor**

By: _____ Title: _____

Dated: _____

Monthly Circulation Report

Western Sullivan Public Library

Branch: Delaware Free
 Month/Year: May 2016

Total Circulation

Adult Fiction
 Adult Non-Fiction
 Young Adult Fiction/Non-Fiction
 Juvenile Fiction/Non-Fiction
 Periodicals
 Videos
 Audiobooks
 Digital Downloads
 Other - Music CDs

Current Year	Increase/ Decrease	Previous Year
1749	-338	2087
451	-26	477
281	84	197
53	23	30
172	-143	315
20	9	11
602	-258	860
82	-7	89
85	46	39
3	-66	69

Patron Count 1290

In-House Use 128

Internet Count 187

Wireless Usage 2688

Interlibrary Loan

ILL Received 517

ILL Loaned 437

Reference Questions

Adult 132

Juvenile 6

Programs

Date	Title	Attendance
5/4/2016	Business Group: Pamela Mayer	11 Adults
5/5/2016	Toddler Storytime	4 Children, 3 Adults
5/5/2016	NY Bar Association Financial Decisions	8 Adults
5/10/2016	Genealogy PM Help Session	2 Adults
5/11/2016	Resume Writing Skills	7 Adults
5/12/2016	Toddler Storytime	3 Children, 3 Adults
5/12/2016	Interview Skills Workshop	7 Adults
5/17/2016	Banking 101 for Families	0
5/17/2016	Resume Writing Skills	7
5/18/2016	Interview Skills Workshop	6
5/19/2016	Toddler Storytime	4 Adults, 3 Children
5/21/2016	Lego Club	4 Children, 4 Adults
5/25/2016	Interview Skills Workshop	7 Adults
5/25/2016	Genealogy Help Session	0
5/26/2016	Pages & Pints	6 Adults
5/26/2016	Craft Lovers	0
	PCC Computer Support Hours (Every Monday 1-5PM)	24

Completed by: Melissa ReidDate: 6/7/2016

Monthly Circulation Report

Western Sullivan Public Library

Branch: Jeffersonville
 Month/Year: May 2016

Total Circulation

Adult Fiction
 Adult Non-Fiction
 Young Adult Fiction/Non-Fiction
 Juvenile Fiction/Non-Fiction
 Periodicals
 Videos
 Audiobooks
 Digital Downloads
 Other (music CDs)

Current Year	Increase/Decrease	Previous Year
2196	202	1994
499	-63	562
295	42	253
42	21	21
249	13	236
33	-26	59
732	129	603
98	-4	102
169	57	112
79	33	46

Patron Count 2024

In-House Use 168

Internet Count 249

Wireless Usage 1556

Interlibrary Loan

ILL Received 480

ILL Loaned 574

Reference Questions

Adult 49

Juvenile 9

Programs

Date	Title	Attendance
5/3/2016	Knitwitz	4 children/11 adults
5/4/2016	TASC	3 adults
5/7/2016	Early Bird Toddler Storytime	0
5/7/2016	Family Storytime	5 children/4 adults
5/13/2016	Online Financial Security workshop	0
5/14/2016	Early Bird Toddler Storytime	0
5/14/2016	Family Storytime	6 children/5 adults
5/17/2016	Knitwitz	11 adults
5/18/2016	Banking 101 for Adults	0
5/18/2016	TASC	2 adults
5/20/2016	Stuffed Animal Storytime/Sleepover	0
5/21/2016	Early Bird Toddler Storytime	0
5/21/2016	Family Storytime	6 children/5 adults
PCC Computer Support - Fridays from 10AM to 2PM		26 adults

Completed by: Audra Everett

Date: 6/3/2016

Monthly Circulation Report

Western Sullivan Public Library

Branch: Tusten-Cochecton
 Month/Year: May 2016

Total Circulation

Adult Fiction

Adult Non-Fiction

Young Adult Fiction/Non-Fiction

Juvenile Fiction/Non-Fiction

Periodicals

Videos

Audiobooks

Digital Downloads

Other

Current Year	Increase/ Decrease	Previous Year
1287	-372	1659
342	-220	562
206	20	186
19	-41	60
272	7	265
13	12	1
297	-183	480
76	6	70
62	27	35
0	0	0

Patron Count 1319

In-House Use 94

Internet Count 233

Wireless Usage 710

Interlibrary Loan

ILL Received 356

ILL Loaned 618

Reference Questions

Adult 113

Juvenile 18

Programs

Date	Title	Attendance
5/2/2016	Narrowsburg Knitters	3 children 2 adults
5/4/2016	Pre-school Story time	3 children 2 adults
5/4/2016	May the 4th/Movie	0
5/4/2016	Managing Your Money	0
5/9/2016	Narrowsburg Knitters	1 child 5 adults
5/11/2016	Pre-school Story time	4 children 3 adults
5/16/2016	Narrowsburg Knitters	1 child 6 adults
5/18/2016	Pre-school Story time	3 children 3 adults
5/20/2016	Fin. Plan. & Retirement	5
5/20/2016	Narrowsburg Book Disc.	2
5/23/2016	Narrowsburg Knitters	7
	Computer Assistance Wednesdays 4:00-8:00	15

Completed by: Kyoshin Lohr

Date: 1-Jun-16