



Western Sullivan Public Library

REORGANIZATIONAL MEETING AGENDA

Delaware Free Branch

July 10, 2017

- I. Call to order
- II. Nominating Committee Report and Election of Officers
 - A. President
 - B. Vice President
 - C. Treasurer
 - D. Secretary
- III. Swearing in Officers and new Board members
- IV. Financial Matters
 - A. Checking account signatures
 - B. Set Budget Vote Date
- V. Appointments
 - A. Official Bank
 - B. Official Newspapers
 - C. Other
- VI. Committee appointments
 1. Executive committee
 2. Finance committee:
 3. Personnel committee
 4. Building committee
 5. By-Law committee
 6. Donations
 7. Historical Committee
 8. Nominating
- VII. Board Conflict of Interest
- VIII. Adjournment



Western Sullivan Public Library

BOARD MEETING AGENDA

Delaware Free Branch

July 10, 2017

- I. Call to order
- II. Public Comment Period
- III. Minutes June 2017
- IV. Financial Report: no report due to end of fiscal year
- V. Director's Report
- VI. New Business: see report on page 3
 - a. Technology Plan
 - b. Assistant Director Benefits
 - c. Code of Conduct Policy
 - d. Community Room Policy
 - e. Credit Card Policy
 - f. Display and Exhibits Policy
 - g. Internal Controls Policy
 - h. Procurement Policy
 - i. Independent Contractor Agreement Cleaning Services 2017-2018
 - j. Staff Appointment
- VII. Unfinished Business:
 - a. DEL Building Update
 - b. THCG Lease Update
- VIII. Committee Reports
 - ◆ Building:
 - ◆ Personnel:
 - ◆ Donations:
 - ◆ Finance:
 - ◆ By Laws:
 - ◆ Nominating:
 - ◆ Local History:
 - ◆ FOL Liaison:
 - ◆ Executive:
- IX. Friends of the Library Report:
- X. Dates to Remember
 - a. See WSPL Calendar



Western Sullivan Public Library

XI. Correspondence

XII. Adjournment:

Next Meeting August 14, 2017, at 5PM, Jeffersonville



Western Sullivan Public Library

New Business:

a. Technology Plan: Abram VanHassel will present a technology plan that includes suggested updates from the Board.

b. Assistant Director Benefits: the By Laws committee is recommending the following vacation time off for the Assistant Director position:

Assistant Directors are entitled to 2 weeks of vacation leave during the first year of employment after three months of successful employment. Upon successful completion of the first year of employment, Assistant Directors are entitled to an additional week, for a total of 3 weeks to be granted the following July 1st. After five years of successful consecutive service, Assistant Directors are entitled to four weeks of vacation leave to be granted the following July 1st. After ten years of successful consecutive service, Assistant Directors are entitled to five weeks of vacation leave to be granted the following July 1st.

c. Code of Conduct Policy: the By Laws committee is recommending updates to the Patron Code of Conduct Policy.

d. Community Room Policy: the By Laws committee is recommending updates to the Community Room Use Policy.

e. Credit Card Policy: the By Laws committee is recommending updates to the Credit Card Use Policy

f. Display and Exhibits Policy: the By Laws committee is recommending updates to the Display and Exhibits Policy (currently known as Showcase Exhibits Policy)

g. Internal Controls Policy: the By Laws committee is recommending updates to the Internal Controls Policy. If approved, the By Laws Committee is recommending that the Board approve one signature for the Crystal Run Health Insurance check each month. The total current monthly bill is \$5,772.48. This total includes health insurance for two staff member's family that is paid for 100% by the staff member.

h. Procurement Policy: the Procurement Policy has been reviewed and there are no suggested updates.

i. Independent Contractor Agreement Cleaning Services 2017-2018: the updated Independent Contractor Agreement Cleaning Services for 2017-2018 needs board approval. Mary Ann Paparella has not changed any clauses in the agreement, including the fees.



Western Sullivan Public Library

j. Staff Appointments: Heather Ferber has been appointed as Library Clerk on a permanent part-time basis for 27.5 hours per week at \$11.33 per hour as of June 22, 2017. This is a change in job title only.

Unfinished Business:

a. DEL Building Update: discussion on updates from funding concerns as discussed at June board meeting. One question concerned the NY State Library Construction Grant. Stephen Hoefler, RCLS Fiscal Officer, suggested that we reread the Grants Assurances statement and also offered the following guidance:

Changing the scope-of-work for the 2013 Jeffersonville energy upgrades was done due to extreme mitigating circumstances that were not known at the time of the grant application and so that was permitted. If the cost to correct the deteriorated and leaking areas is at least \$68,880, then a change in scope to address this would be eligible, but simply wanting to spend less is not a valid reason.

We also asked for clarification on the timeline for the project. If the project is not completed by June 30, 2018, we will need to ask for an extension with the Division of Library Development.

You are correct about the grant timing (the grant cycle started July 1, 2016 and runs through June 30, 2019). An application in 2016 gives you 2 years till 06/30/18, plus a one year extension, till 06/30/19, by responding to a DLD email around 06/30/18.

b. THCG Lease Update: update lease with Tusten Heritage Community Garden that needs board approval.

July 10, 2017



Western Sullivan Public Library

The Western Sullivan Public Library Board of Trustees welcomes public comments on library matters. For the sake of time and interest, the Board adheres to the following restrictions during the public comment period:

1. Each person must sign in if they wish to have a turn addressing the Board of Trustees and Library Director. Anyone who refuses to identify him or herself by signing in will not be permitted to speak
2. The roster (below) will determine the speaker order for the public who wish to make a public comment
3. Each person is allowed a maximum of one three minute period
4. The public comment period will be open for 20 minutes at the beginning of the Board meeting
5. The Board of Trustees and the Library Director are under no obligation to respond to the public during public comment period

Date	Name (First & Last)	Phone Number	Group Affiliation (if applicable)
1			
2			
3			
4			
5			



Western Sullivan Public Library

Unapproved Minutes of Board of Trustees Meeting June 12, 2017 Tusten-Cochecton Branch

Attendees: M. Brown, K. McDonough, C. Peacock, P. Reinhardt, B. Winfield, S. Ruiz, M. Solomon, L.Pomes, E. Eisenberg

Staff: Kristin White, Director

Public Comment Period

Call to Order: The meeting was called to order at 5 p.m. by President Kevin McDonough, followed by the Pledge of Allegiance.

Approval of Minutes: Pam asked for an amendment to the minutes: Regarding possible Budget Workshops, change wording from: find a neutral space to hold workshops to: should we decide to hold workshops. Marge Brown moved for, and Chris Peacock seconded, to approve minutes of the May meeting with the amendment. The motion passed unanimously.

Financial Report: Chris Peacock moved for, and Linda Pomes seconded, approval of the May 2017 financial report. The motion passed unanimously. Linda Pomes moved to approve May 2017 bills, Sue Ruiz seconded. The motion passed unanimously as **Resolution #32 -16/17**.

The Jeffersonville Branch had received a notice of termination of NYSEG service for non-payment. There has been an ongoing problem with NYSEG, although the payment for the bills had been sent, NYSEG claims that they have not received payments in the past two months for both Jeffersonville and Tusten-Cochecton Branches. Kristin White has been trying to sort this problem out. It turns out that NYSEG had been charging the wrong accounts. Kristin White asked the Board for a resolution to approve a stop payment on 4 checks, Each check would cost \$30.00 for a total of \$120.00 to cancel, including the original NYSEG payments. Sue Ruiz moved for, and Linda Pomes seconded, the approval of this payment. The motion passed unanimously as **Resolution #33 -16/17**.

Director's Report: see attached

New Business:

Swearing in of Newly Elected Trustee: At 5:22 pm Evan Eisenberg was sworn in by BOD President Kevin McDonough

Tusten Heritage Community Garden Report:



Western Sullivan Public Library

Kristin White, Kevin McDonough, and Matt Solomon plan to meet to discuss requirements for renewing the Tusten Heritage Community Garden lease. They will report back to the board next month.

DEL Repointing Project

The Board met the Architect Buck Moorhead via Skype and telephone conference call regarding plans for the DEL Repointing Project. Buck showed blueprints of the project and what needed to be done. There is water damage on one side of the building and leaking windows. Brick work has to be repointed on long walls located on each side of the building, since this is an old building this has to be carefully done. Also two bathroom windows have to be replaced. Contractor has not returned calls from Buck Moorhead or Kristin White. Steps located on the side of the building have to be reset and regouted. Buck will give an estimate on cost. WSPL will ask for sealed bids for this work. NYS Construction Grant is \$30,000, will need more funds to complete this.

The Board has decided to wait to go out to bid until further funding options have been explored. The Board is requesting information on whether the NY State Library Construction Grant can be altered to only include one side of the building for repointing purposes and also they would like to submit a letter to Aileen Gunther requesting CCAP money for the project.

PCC Purchase

Abram VanHassel received a quote from a Stem Fuse for \$1000.00 to purchase a lesson plan for the 3D printer. The money would be taken from the Programs-PCC line item. Marge Brown moved for, and Sue Ruiz seconded, approval of withdrawing \$1000.00 from the Programs-PCC line item to purchase this lesson plan. The motion passed unanimously as **Resolution #34 -16/17**.

Sullivan County Plans and Progress Grant

Approval to apply for a Sullivan County Plans and Progress Grant is needed before before submitting the application by the deadline of July 7, 2017. The focus of the application is the sidewalk replacement project in Callicoon. Chris Peacock moved for, and Linda Pomes seconded, approval of applying for this Grant. The motion passed unanimously.

Unfinished Business

Irma's sendoff party:

NAR on Wednesday June 28th from 4-6PM. All branches will close at 3:30PM that day.

The FOL: Beth Peck has suggested dissolving the Friends of The Library and starting a new group. Kristin White will meet with current members and find out how they would like to proceed. The Book Sale will probably not be affected by this change.

Committee Reports:

Personnel: Sue Ruiz, Chris Peacock and Kevin McDonough met with Kristin White regarding the Director Evaluation.



Western Sullivan Public Library

Donations: No Report

Finance: No Report

Buildings: No Report

Bylaws: Committee will meet next week.

Nominating: No Report

Local History: No Report

FOL: No Report

Executive: No Report

Dates to Remember:

Correspondence: None

Adjournment: The meeting was adjourned at 6:54 pm upon motion of Marge Brown, seconded by Linda Pomes. Motion passed unanimously.

Next meeting will be in Callicoon July 10, 2017 at 5 p.m.

Barbara Winfield
Secretary



Western Sullivan Public Library

DIRECTOR'S REPORT

Tusten-Cochecton Branch

June 12, 2017

Building:

1. Kristin met with Mike Gorr to discuss an estimate to replace the bluestone patio, the side sidewalk, and the back parking lot at the Delaware Free Branch. Mr. Gorr will also provide an estimate to remove the in-ground oil tank.
2. Construction on the Laundry Creek bridge in Jeffersonville has started. Center Street is closed until further notice.

Personnel:

1. All staff evaluations are complete and on file in the appropriate personnel files.

Professional Development:

1. Kristin White attended a construction workshop at RCLS on May 24th. The focus of the workshop was a review of eligible projects. A mandatory workshop is scheduled for August 2nd for anyone who is applying for a construction grant.
2. Kristin White met with other Sullivan Library Directors that are regulated by civil service and also with Grace Riario on June 8th to finalize updates to Civil Service Job Descriptions before submitting them to Sullivan County Personnel for review and updates.
3. The next staff meeting has been scheduled for July 6th. All three branches will open late that day.

Programs/Grants:

1. The library has some exciting for June. Summer Reading registration for youth will be at the Delaware Youth Center on June 3rd. There is also an adult Summer Reading Program being planned again this year. Back by popular demand is line dancing. There is a newly formed book group in Narrowsburg. There is a technology course being offered in June: Introduction to Spreadsheets. All of our ongoing programs are still being offered and seeing good attendance.
2. Abram VanHassel has updated the PCC open hours for the summer as follows: DEL Monday 1-4PM; NAR Wednesday 4-7PM; and JEF Friday 10AM-1PM.
3. We have received official word from NY State Division of Library Development that our construction grant application for the repointing project in Callicoon has been approved. We will receive \$29,274 towards the project.

Finance:

1. Kristin White spoke to Peg Luty, District Clerk, about hosting future budget workshops at the school. Ms. Luty outlined the school budget vote process and invited the library director to be a part of the community forum portion of the school budget process. She also stated that the library could host their budget workshop at the school. We would need to decide on a date and submit an application in order to reserve space.

Strategic Plan: no report



Western Sullivan Public Library

Other:

1. Stephen Hofer is willing to attend a board meeting for a financial orientation. He would like to meet with the Director, Bookkeeper, and Finance Officer prior to the board meeting. **Date needs to be determined by the board.**



Western Sullivan Public Library

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Western Sullivan Public Library

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Western Sullivan Public Library

DIRECTOR'S REPORT

Delaware Free Branch

July 10, 2017

Building:

- 1 We are having issues with wasps in Callicoon again this year. They are nesting in the attic space and coming into the second floor via the vents in the ceiling. We have called Ehrlich for remediation.
2. The lights in the elevator in Callicoon have stopped working. The lights going out on a regular basis has been an issue for some time now, but now they are not working at all. Melissa Reid, Branch Manager, is contacting Thomas Electric who was the subcontractor under JIT Construction.

Personnel:

1. Brianna Frisbie, JEF Library Page and Veronica Daub, DEL Library Page, have both resigned their positions due to finding full time positions elsewhere. The search is underway to find suitable replacements.
2. Irma Schilling's going away party was a nice affair. The staff and board contributed almost \$200 towards parting gifts for Irma, as well as contributing food for the party. Her separation check was mailed to her.

Professional Development:

1. Kristin White had lunch with Rose Chiochi, Pike County PA Library Director on June 15th.
2. Kristin attended a Sullivan West Central School District School Board Meeting on June 15 to help garner a different perspective on how board meetings are held and ran.
3. Kristin attended a Direct Access Meeting on June 21st to discuss the 2016 Direct Access Statistics.
4. Kristin attended a Director's Association meeting on July 5th.
5. Kristin provided a Trustee Orientation to Evan Eisenberg, our newest Trustee on June 16th.
6. There was a staff meeting on July 6th in which the staff were able to share resources and information about continuing education or workshops they had attended; updates on summer programs; sharing of the library purpose and elevator speeches; and ideas for future staff meetings.
7. The managers also met on July 6th to go over routine procedures. They were also asked what they thought a good prize for the branch goals would be. It was decided that since everyone had worked diligently toward their goal this past year that a library-wide pizza party would be a good solution.

Programs/Grants:

1. Kristin has researched about 50 grants that could be potential possibilities for construction and/or architect fees. There are about 5 contenders that we can explore once we know what our construction needs and costs will be.
2. See the July newsletter for all the program offerings for the month.



Western Sullivan Public Library

3. Kristin submitted the Sullivan County Plans & Progress grant in the amount of \$55,459 for the DEL Sidewalk and Parking Lot construction project.
4. We have received notice that Senator Bonacic secured \$9,000 of Bullet Aid money for the 2017-2018 fiscal year. Kristin's recommendation is to reserve it for one of the two construction projects-DEL Repointing or DEL Sidewalks and Parking Lot.

Finance:

1. We received a PILOT payment in the amount of \$7,245.23.
2. All end-of-the-year inventory has been completed and submitted to Mike Preis Insurance.

Strategic Plan:

1. Kristin has developed a Strategic Plan Division of Duties spreadsheet that can be added to the Strategic Plan after the board has approved the spreadsheet.
2. We are still waiting for the board to approve the Strategic Plan Timeline so we can add that to the Strategic Plan.
3. Kristin met with Grace Riario, RCLS Assistant Director and Outreach Coordinator, to discuss updating the building hours. We have developed preliminary updated hours and will have more information at the August Board meeting.
4. The next step in the Strategic Planning process is to set a staff salary scale
5. All Civil Service titles and job descriptions have been updated by the Sullivan Library Directors and turned in to the Personnel Officer.

Other:

1. Stephen Hoefler cannot attend the August BOT meeting, but can attend the September meeting. He sent the following information about garnering more community support and involvement on our budget process and vote:

I'm thrilled to hear that the Board wants to better engage the public with regards to your vote. Off the top of my head I do have a couple of suggestions. First, it's really an advertising campaign to try and get the public more engaged and so thinking along those lines would be beneficial. Also, if you really want voting numbers then the best way is to hold your vote the same day as the school district, but of course that comes with issues - especially if the school vote is controversy. Also, at Nyack we instituted absentee ballots for the snowbirds which resulted in some additional votes. Lastly, the Mid-Hudson Library System has a great resource called the Public Library Vote Toolbox which is worth reading. Here is a link to that: <http://vote.midhudson.org/>

2. Kristin met with Evan Eisenberg to discuss the Callicoon Community Development and the train depot lease. The Callicoon Community Development would like letters of support from the community.
3. Kristin will be on vacation July 13-14



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

Western Sullivan Public Library Technology Plan

The Vision

As the Western Sullivan Public Library works to fulfill its vision, library patrons will experience the following as they use the library and its services.

The Library will:

- Be an inviting and easily accessible facility attracting a diverse group of patrons
- Offer an exciting, easy to use space that accommodates a variety of activities at the same time
- Offer the community a place for personal enrichment
- Provide enhanced collections, programs and services
- Have a greater availability of technology and related training

Mission Statement

The WSPL shall provide welcoming centers of information and discovery and provide our communities with tools for lifelong learning, creativity and enrichment.

Summary

The Western Sullivan Public Library developed its technology plan to ensure that the communities' needs were being fulfilled. The library adopted its Long Range Strategic Plan in 2016 which includes goals and objectives pertaining to technology. Following are excerpts from the *Western Sullivan Public Library: Long Range Strategic Plan 2016-2020*:

Goal 5: Explore New Ways to Communicate with Patrons and Reach Out to Non Patrons
Objective: Compare and expand the library website and online presence

Goal 6: Improve Patron Experience at All Three Branches
Objective: Evaluate and update current technology

To achieve the objective from Goal 5 of the strategic plan, the library will:

- Continually evaluate library website for organization, information, and ease of use.
- Investigate online registration and e-mail notification programs for library program registrations.
- Expand the use of Social Media and other online outlets for communicating with patrons and non-patrons.



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

To achieve the objective from Goal 6 of the strategic plan, the library will:

- Replace computers every five years to keep current with the evolving technology.
- Purchase new technology to expose patrons to emerging technologies.
- Continue to provide free computer support and classes through the Public Computer Centers and explore other ways to expand its offerings.

Technology at the Library

The Library provides public computer terminals for public use. Each computer has printing capabilities, Microsoft Office programs, and access to the Internet. The Library also provides iPads, children's computers, fax machines, copiers, eReaders, digital recorders, and laptops for the public to use as permitted by the library's Equipment and Computer Use Policy.

The library receives equipment, software and support from RCLS (Ramapo Catskill Library System) for its circulation terminals, online catalog computers, full share office computers, the ILS (integrated library system), numerous databases, and the online library catalog. The software for digital materials, including eBooks, eAudiobooks, and digital videos and magazines, is managed by RCLS. Purchasing is done by Central Library for the consortium.

The library purchases specific databases, not provided by RCLS or the Central Library, based on the needs of our community.

For online calendar management, the library purchases software and uses free resources that best suit its needs.

The library's main website is www.WSPLonline.org. Content is uploaded to the website by library staff and information from the calendar management software is integrated into the website. The library also has a private website WSPLonline.info that is a storage place for large files which are then fed to the main website as needed.

Technology Assessment

The current main website is hosted by ES11, a web development company. The domain for the website, as well as the private website, is purchased annually through GoDaddy.com.

The library purchases the Evanced Sign Up program on an annual basis.

Annual databases purchases include Ancestry.com Library Edition and Heritage Quest Online.



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

Technology Replacement and Future Technologies

The library will stay up to date on both current and emerging technology by attending conferences, studying industry journals and magazine articles, participating in webinars, and receiving input from the community. These new technologies will then be presented to both the library staff and to members of the board to determine the most effective way to introduce the new technology to the community. The computers will be replaced approximately every five years with new models, printers every four years, panels every six years, and the children's room computers will be replaced on an 'as needed' basis.

Computer	RCLS Support	Name	Operating System	Date Purchased
NAR Upstairs circ	Full	NAR 130	Windows 7	July 2010
NAR Receipt Printer for NAR 130	No	NAR 130	N/A	April 2001
NAR Barcode Reader for NAR 130	Yes	NAR 130	N/A	May 2012
NAR Secondary circ	Full	NAR 135	Windows 7	October 2010
NAR Receipt Printer for NAR 135	No	NAR 135		
NAR Barcode Reader for NAR 135	No	NAR 135	N/A	March 2015
NAR Computer #1	No		Windows 10	
NAR Computer #2	No	NAR 131	Windows 10	November 2014
NAR Computer #3	No	NAR 133	Windows 10	November 2013
NAR Computer #4	No	NAR 134	Windows 10	November 2013
NAR Computer #5	No	NAR 138	Windows 10	March 2017
NAR Computer #6	No	NAR 136	Windows 10	January 2013
NAR Children's Room Computer	No		Windows XP	
NAR Staff Laptop	No		Windows 10	March 2017
DEL Downstairs circ	Full	DEL 019	Windows 7 Pro	March 2015



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

DEL Receipt Printer for DEL 19	No	DEL 019	N/A	April 2015
DEL Barcode Reader for DEL 19	Yes	DEL 019	N/A	February 2003
DEL Upstairs circ	Full	DEL 024	Windows 7 Pro	December 2011
DEL Receipt Printer for DEL 24	No	DEL 024	N/A	October 2013
DEL Barcode Reader for DEL 24	Yes	DEL 024	N/A	May 2008
DEL Card Catalog	Full	DEL 024	Windows 7	January 2015
DEL Computer #1	No	DEL 018	Windows 10	March 2017
DEL Computer #2	No	DEL 022	Windows 10	March 2017
DEL Computer #3	No	DEL 021	Windows 10	November 2013
DEL Computer #4	No	DEL 025	Windows 10	April 2014
DEL Computer #5	No	DEL 026	Windows 10	April 2014
DEL Computer # 6	No		Windows 7 Pro	November 2013
DEL Upstairs Office	Partial	DEL 020	Windows 7 Pro	August 2010
DEL Children's Room Computer	no		Windows XP	
DEL Tablet	No		Android 7	March 2017
JEF Front Circ	Full	JEF 066	Windows 7	
JEF Receipt Printer for JEF 066	No	JEF 066	N/A	September 2005
JEF Barcode Reader for JEF 066	Yes	JEF 066	N/A	??
JEF Back office circ	Full	JEF 076	Windows 7	January 2015
JEF Barcode Reader for JEF 076				??
JEF Card Catalog	Full	JEF 068	Windows 7	April 2013
JEF Computer #1	No	JEF 072	Windows 10	March 2017
JEF Computer #2	No	JEF 071	Windows 10	March 2017
JEF Computer #3	No	JEF 070	Windows 7	November 2013
JEF Computer #4	No	JEF 079	Windows 10	April 2014
JEF Computer #5	No	JEF 080	Windows 10	April 2014
JEF Computer #6	No	JEF 067	Windows 10	April 2014
JEF Computer #7	No		Windows 10	
JEF Computer #8	No	JEF 069	Windows 10	September 2010
JEF Branch Manager	no		Windows 7	



Western Sullivan Public Library

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JEF Children's Room Computer	no		Windows XP	
JEF Bookkeeper Computer	no		Windows 7	
JEF Tablet	No		Android 7	March 2017
Director's laptop	no		Windows 10	July 2013
PCC #4	no	PCC-Laptop 4	Windows 7	October 2010
PCC #5	no	PCC-Laptop 5	Windows 7	
PCC #6	no	PCC-Laptop 6	Windows 7	
PCC #7	no	PCC-Laptop 7	Windows 10	
PCC #8	no	PCC-Laptop 8	Windows 10	
PCC #9	no	PCC-Laptop 9	Windows 7	
PCC #10	no	PCC-Laptop 10	Windows 7	
PCC #11	no	PCC-Laptop 11	Windows 8.1	
Audra's laptop	no		Windows 10	October 2010
Cindy's laptop	no		Windows 10	September 2011
Adult Services laptop	no		Windows 10	June 2014
Children's Services laptop	no		Windows 7	June 2014
Chromebook A	no		ChromeOS	June 2016
Chromebook B	no		ChromeOS	June 2016
Chromebook C	no		ChromeOS	June 2016



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

Laptops

Laptop #	Location	Operating System
4	Callicoon	Windows 7
5	Callicoon	Windows 7
6	Narrowsburg	Windows 7
7	Callicoon	Windows 10
8	Jeffersonville	Windows 10
9	Callicoon	Windows 7
10	Callicoon	Windows 7
11	Callicoon	Windows 8.1
A	Jeffersonville	ChromeOS
B	Jeffersonville	ChromeOS
C	Callicoon	ChromeOS



Western Sullivan Public Library

CODE OF CONDUCT POLICY

To allow all patrons of the Western Sullivan Public Library to use its facilities and resources to the fullest extent during the regularly scheduled hours, the Library Board of Trustees had adopted the following rules and regulations:

1. Patrons shall engage in activities associated with the use of the library such as ~~reading, studying, using library materials, using the library's wireless internet, or participating in scheduled events.~~ Those loitering will be asked to leave the premises.
2. Patrons shall respect the rights of other patrons, staff, and volunteers and not behave in a manner which could reasonably be expected to disturb, frighten or embarrass other patrons, volunteers or staff.
~~Patrons shall not harass or seriously annoy others through noisy or boisterous activities or by displaying print or non-print materials of an offensive nature to others, or by not behaving. Those exhibiting these types of behavior will be asked to leave, if the behavior warrants the patron will not be allowed to return. (See #16).~~
3. Patrons who consume food or beverages in the library are responsible for any spills, litter, or damages. ~~Patrons shall not consume~~ food or beverages are not permitted near any library electronic equipment.
4. Smoking and the use of tobacco are not allowed in the library or near library entrances.
5. Patrons shall not be under the influence of alcohol or drugs in the library.
6. Patrons shall not engage in illegal activity in the library. This includes any activity deemed illegal in regard to the use of computers.
7. Patrons shall not carry a weapon into the library unless authorized by law. Any patron authorized by law to carry a weapon must notify library staff that they are carrying a weapon.
8. Patrons that possess cell phones will be asked to silence the ringer and refrain from talking on their phones during their time at the library. ~~Patrons who do not abide by this rule will be asked to leave the building.~~
9. ~~Patrons shall not interfere with the use of the library by other patrons, or interfere with the library employees' or volunteers' performance of their duties.~~
10. Patrons should refrain from defacing or marring the library's property, including but not limited to materials, furnishings, and equipment, in any way. ~~shall not deface or mar any library materials. Nor shall they deface, mar~~



Western Sullivan Public Library

- ~~or in any way destroy library furnishings, walls, machines or other library property. Patrons shall not place their feet on tables or chairs.~~
11. Patrons should be appropriately dressed when visiting the library. ~~re required to wear a shirt and shoes in the library. Inline skates, rollers skates or skateboards are not allowed inside the building or in the respective library owned parking areas. Parking lots are strictly for the use of visiting patron vehicles and employees of the library. There shall be no bike riding, skateboarding or loitering on library owned property.~~
 12. Patrons may not leave a child unattended in the library. See *Unattended Children Policy*.
 13. Patrons of all ages are not permitted to run, rough house, climb on library furniture or behave in a manner that could pose a danger to themselves or others on library property including the use of skates, skateboarding, or bicycles. The library is not a place for loitering, sleeping, lounging, or lying down.
~~Library furniture shall be used according to accepted standards, the library is a place of reasonable activity and not a place for loitering, sleeping, lounging, or lying down. does not allow laying down, sharing chairs or sleeping. Patrons engaged in such activities will be asked to change their behavior or leave the premises.~~
 14. Library fines and fees are the responsibility of the library patron as outlined in the Membership Rules: Regular Policy and Circulation Rules Procedure.
 15. ~~Patrons shall not bring pets or animals into the library except those that are required to assist a patron with a disability.~~
 16. ~~Each patron shall be responsible for any fines, fees or other charges incurred on their card in accordance with the library's standard schedules. Failure to pay these fines will result in the suspension of borrowing privileges.~~
 17. ~~Any material removed from the library must be checked out on a valid library card or through other standard library procedures.~~
 18. Any patron not abiding by these rules or regulations of the library may be required to leave the premises and may forfeit their library privileges. Library employees will contact area law enforcement officials if deemed necessary.
 19. The Library Board of Trustees, on the recommendation of the Library Director, may deny any patron who violates these rules and regulations the privilege of access to the library. A patron whose privileges have been denied may have the decision reviewed by the Board of Trustees.



Western Sullivan Public Library

COMMUNITY ORGANIZATION USE OF LIBRARY FACILITIES POLICY

As a community-supported service organization, the Western Sullivan Public Library wishes to cooperate fully with its community making space available for meetings that will not interfere with its primary function of offering public library use. Therefore, application for use of any space within any of its branch libraries will be ~~considered~~ considered in that context.

1. In general, any request for use of library space by a non-library agency or organization will require approval at least two weeks prior to the date of use. An application must be completed and submitted at least three weeks in advance. ~~to give get the necessary information about to the requesting group.~~ All non-library agencies and organizations using the Community Room must be insured and supply the Western Sullivan Public Library with a current certificate of insurance prior to its first use. **Said insurance shall name the WSPL as an additional insured and have a minimum policy limit of \$1,000,000. Single event policies are acceptable.** A signed copy of the application will be returned to the named agency for the group, signifying that the request had been approved.

2. Regular use on a periodic basis is allowed. Approval of regular use may be rescinded due to (1) library programming or other factors inherent in the library's use of its own space or (2) expiration of the required insurance. Groups may use the space for no more than three hours at a time unless permission has been obtained from the Director. Meetings must be of an educational, cultural or charitable nature and must be open to the public. Meeting rooms or space are available to organizations on an equitable basis, regardless of beliefs or affiliations of the individuals or groups. The library does not advocate or endorse the viewpoints of Community Room users.

3. Meeting rooms are available during regular library hours and all meetings must conclude in time to vacate the building no later than the established closing time.

4. The organization may not charge an admission fee, nor may a collection be taken, nor donations solicited. The only exceptions are in the case of paid registration at programs held in cooperation with the Library or sponsored by the Library, or payment of fees for education courses sponsored by nonprofit organizations.

5. Except as a designation of location, the name of the Western Sullivan Public Library may not



Western Sullivan Public Library

be used in any publicity relating to the use of the Community Room. Furthermore, the library's address or phone number may not be used for any purpose other than what is stated above.

6. ~~Neither the library nor its staff is responsible for advertising, or registration for registering the participants of the Community Room.~~ Other than use of space, the library and its staff are not responsible for any assistance or services to groups using the community room.

7. Any group holding a meeting in a branch will meet in the designated area only and assume responsibility for the room and its contents. Smoking inside the building and any illegal activities are prohibited. ~~Access to any other area of the library when the library staff is not present is also prohibited.~~ The meeting cannot disrupt the library's daily operations and/or library patrons.

8. If the application indicates that simple refreshments will be served, the group must bring its own utensils and supplies, and all refuse must be removed from the library building and site by the organization at the end of the meeting or event.

9. Setting up or taking down tables, chairs, and/or other equipment is the responsibility of the organization. Any equipment requested and used must be left in the condition in which it was found. Similarly, the space used is to be left neat and tidy. Supplies belonging to the organization are not to be left behind for the library to store.

10. If any library equipment is damaged while the group is using it, the group will be charged for repair or replacement.

11. Posted room capacity must be observed. ~~(Ex: Jeffersonville's Community Room is limited to 106-70 people.)~~

12. Hanging anything on the walls or from the ceiling is prohibited.

13. If the organization's program or meeting involves minors, they must be supervised at all times and must be restricted to the approved area.

14. The Library ~~Board of Trustees~~ is not responsible for accidents, injuries, or loss of property while library space is being used for a meeting or a program. Part of the application is full acceptance of responsibility by the requesting group.

15. The Board of Trustees is the final authority in approving requests for use of library space. Applications may be referred to the Board for final determination if the Director has questions



Western Sullivan Public Library

about granting approval.

16. Applicants should be advised that violation of this policy and/or any of its provisions will result in denial of future use of library facilities for meetings by that group.

Application for Use of Community Room

Date of application: _____

Name of Organization: _____

Leader of Organization: _____

Organization's Mailing Address: _____

Telephone Number: _____

Purpose of Meeting: _____

Date(s) Requested: _____

Library Branch Requested: _____

Time Requested: _____ a.m./p.m. to _____ a.m./p.m.

Number of people attending: _____

Equipment needed (*note #12 in policy*): _____

Will refreshments be served? _____

➤ **Please attach a copy of your organization's certificate of insurance.**

Applicant's Name (please print): _____

Signature of Applicant: _____ Date: _____

Address of Applicant: _____



Western Sullivan Public Library

Telephone Number: _____

FOR LIBRARY USE ONLY

Room Availability: _____

Approved by: _____ Date: _____

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Western Sullivan Public Library

CREDIT CARDS POLICY

A credit card account has been established to meet the needs of the Western Sullivan Public Library for travel, conferences, workshops, pre-payment of materials when required by a vendor, and for supplies for daily operations.

1. Bank credit cards will be established in the name of the Western Sullivan Public Library. One will bear the name of the director for only the director's use. The second will hold only the name of Western Sullivan Public Library and will be for the use of the staff. The credit limit will be established by the board and are currently set as \$19,000 and \$5,000 respectively. All monthly bank statements and correspondence will be sent to the Jeffersonville Branch to the attention of the Director.
2. Charge cards will be held by the Director or ~~Assistant Director~~ or other authorized staff, in a locked, secure location, and will authorize use by specific personnel as the need occurs. Typically the assistant director, branch managers, and program staff are the only authorized users. Other users will be on a case-by-case basis. The Director will maintain a credit card use log.
3. Except when circumstances would deem otherwise, the account balance of the corporate card must be paid in full when the monthly statement is received. Incurring interest charges should be avoided.
4. Expenditures must be within the guidelines of the particular activity of the approved budget. This card is not to be used for any personal expenses.
5. Purchases may not exceed the maximum credit limit, are subject to preapproval, and must follow the WSPL Procurement guidelines.
6. Tax Exemption: Amounts paid for sales tax will not be reimbursed. Authorized users should be prepared with a WSPL tax exempt form. The form can be found on the library's private staff libguide.



Western Sullivan Public Library

SHOWCASE DISPLAY AND EXHIBITS POLICY

The Western Sullivan Public Library offers the community specified locations at each branch for exhibits. The Jeffersonville Branch of the Western Sullivan Public Library has two illuminated showcases in the foyer on the main floor. The Delaware Free Branch has enclosed display case on the lower level. The Tusten-Cochecton Branch has a community room on the lower level where artwork can be displayed. The branch managers can assign other locations throughout the library for exhibits if deemed appropriate.

These display areas will be available for small exhibits, such as collections by local residents, artwork, informative displays, and similar items that can be effectively displayed.

Any individual who wishes to display his/her collection must submit an application describing the nature of the exhibit, the length of time the collection is available for exhibition, and other pertinent information. The exhibitor is to come to the library at an arranged time to set up and dismantle his/her display. The individual must agree to hold the Library harmless for any breakage, damage or loss of the collection. The library accepts no responsibility for the collection while on exhibit.



Western Sullivan Public Library

WESTERN SULLIVAN PUBLIC LIBRARY JEFFERSONVILLE BRANCH EXHIBIT APPLICATION

NAME: _____

ADDRESS: _____

PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

EXHIBIT DESCRIPTION: _____

SPECIAL NEEDS OR CONSIDERATIONS: _____

BIOGRAPHICAL DATA (for publicity): Please use other side of application for or attach additional sheet.

I have read and will abide by the ~~Exhibition Guidelines~~ Display and Exhibits Policy of the Western Sullivan Public Library, ~~Jeffersonville Branch~~. I, the undersigned, agree to forever hold harmless the said Western Sullivan Public Library, ~~Jeffersonville Branch~~, its employees, agents and trustees, from any loss or damage occurring while the said items are on exhibit or in the care, custody, and control of the Western Sullivan Public Library, ~~Jeffersonville Branch~~.

Date

Signature of Exhibitor

* * * * * * * * * * * * * *

FOR OFFICE USE ONLY

Date Rec'd: _____

Rec'd By: _____

Exhibit scheduled for month of _____, 20__



Western Sullivan Public Library

Set up: Date _____ Time _____

Dismantle: Date _____ Time _____

Staff contact person for this exhibit: _____

A copy of this application will be returned to the exhibitor when all dates have been confirmed.

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Western Sullivan Public Library

INTERNAL CONTROLS POLICY

The Western Sullivan Public Library's Internal Control Policy ensures that the library is protecting its assets, complies with laws and regulations, provides boundaries for how money is handled, and promotes financial responsibility.

Financial Management:

- The Board of Trustees is legally responsible for the library's finances and financial management
- As custodians of public funds, trustees must be accountable in their management of the library's money
- There shall be an external independent audit every five years and an annual financial review by a Certified Public Accountant
- The library board is responsible for obtaining sufficient funding to provide appropriate service to the local community

Financial Records:

- Financial records are permanently kept with the Board packets as required by law
- The Western Sullivan Public Library keeps all financial records as outlined in their Retention Policy

Authorized Signers:

The following are authorized to sign checks on behalf of the Western Sullivan Public Library:

- President
- Vice-President
- Treasurer
- Secretary
- One other designated Board Member as designated at the library's reorganizational meeting

Two signatures are required on all checks \$5000 or over unless the board has preauthorized payment of said expense in advance

Purchasing Authorizations:

- The Library Director is authorized to purchase anything needed for the library provided such expenditures are within the scope of the approved budget and follow any procurement guidelines
- Trustees are not authorized to make purchases with, or that encumber, library funds
- The Library Director, upon resolution each year, is able to transfer money within Materials Line items as needed and within Supplies Line Items as needed.



Western Sullivan Public Library

Payment of Bills

All bills are paid and approved at the board meeting each month with the exception of payroll, any payroll related expenses, utilities, and postage. These items may be paid between board meetings and then approved at the next board meeting

Cash on Hand:

- Deposits are to be made at least once weekly
- Additional deposits should be made if cash on hand exceeds \$200.00 at any one branch

Board Meeting Documentation:

- The Board will review the financial documents and approve or amend the financial report at the monthly board meeting
- The Board of Trustees Donation Committee will make available copies of all donor letters which place any restrictions on the use of donated funds
- Restricted funds must have a board motion and resolution in order to expend any money from the funds

Contracts and Procurement:

- The Board of Trustees will approve by resolution any contracts to which the organization is a party, at a regular or special meeting of the Board
- Competitive bids will be secured according to the library's Procurement Policy

Investments:

All investments made by the Western Sullivan Public Library will be in accordance with the guidelines set forth in the New York State Handbook for Library Trustees, found in the *Investment of Funds* section, which states:

Under General Municipal Law and subsequent court rulings, *all* funds (including privately raised moneys) under the control of a municipal, school district, or special district library must be invested in the following limited number of financial vehicles:

1. Time deposit accounts or certificates of deposit in commercial banks and trust companies located and authorized to do business in New York State
2. Obligations made by the United States of America or guaranteed by the United States of America, and obligations of the State of New York
3. Under very limited circumstances, obligations of municipalities and other municipal corporations

Except for gifts given to the library as a true trust, even privately acquired funds are subject to these investment limitations. Under certain circumstances, and with the express permission of the State Comptroller, gifts of stock may be held until a fiscally appropriate time for sale.



Western Sullivan Public Library

All investments will be included in the monthly financial reports. The Western Sullivan Public Library will comply with all governmental and reporting requirements as legally required.

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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, 2017, and terminate on, or about, June 30, 2018.



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

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



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

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.



Western Sullivan Public Library

DELAWARE FREE BRANCH ■ JEFFERSONVILLE BRANCH ■ TUSTEN-COCHECTON BRANCH

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: _____

1. Goal: Improve Staff Retention and Development

Objective: Provide for ongoing staff training in all pertinent areas: customer service, areas of responsibility, technology, etc.

Action Plan:

Provide adequate time and budget for staff to attend and participate in users' groups, meetings, webinars, and training opportunities.

Increase the travel/conference budget line item to accommodate the need for professional development training opportunities.

Utilize current staff and/or outside resources at staff development meetings.

Responsible for achieving this Objective: Board, Director, Computer Tech, Assistant Director, Managers

Objective: Maintain and attract quality staff

Action Plan:

Evaluate and assess staff duties to ensure that work performed is necessary, and that highest priority tasks and services are supported.

Perform a salary comparison on a local, state, and national level.

Adjust budget to accommodate competitive salaries, an assistant director and three branch managers, then redistribute duties as needed.

Responsible for achieving this Objective: Board, Director, Assistant Director, Managers

2. Goal: Evaluate and Enhance Programs to Reflect Community Needs

Objective: Solicit input from general public regarding program content and scheduling

Action Plan:

Conduct informal surveys after each program.

Responsible for achieving this Objective: Assistant Director, Computer Tech, Youth Services, and Adult Services

Objective: Develop a tracking system to assess program effectiveness

Action Step:

The Library will develop a new system for tracking programming data that will allow for meaningful assessments of success.

The Library will implement the new Tracking System by the end of 2016.

Responsible for achieving this Objective: Director, Assistant Director, Computer Tech, Youth Services, Adult Services

3. Goal: Maintain and Improve Physical Plant

Objective: Plan for ongoing maintenance of our library facilities

Action Plan:

Look into creating a full time custodial/maintenance position.
Adjust budget to realistically reflect maintenance needs.

Responsible for achieving this Objective: Board, Director

Objective: Reassess the use of existing spaces to reflect the evolving use of the library

Action Plan:

Seek out best use of current buildings and floor layouts.
Explore feasibility of adding on to existing buildings.

Responsible for achieving this Objective: Board, Director

4. Goal: Improve and Innovate Collections

Objective: To evaluate and maintain a collection that serves our communities

Action Plan:

To use analytical tools to evaluate our current collections to ensure they are up-to-date and to identify areas that need expansion.
Use RCLS resources to assist in collection analysis.

Responsible for achieving this Objective: Assistant Director, Managers, Staff

Objective: Solicit community input when making collection development decisions

Action Plan:

Review and analyze WSPL's Community Assessment Survey and utilize results when making collection development decisions.
Create short surveys to assess community collection needs, both print and digital.
Cultivate collections that reflect the distinct natures of our three branches.

Responsible for achieving this Objective: Director, Assistant Director, Managers, Staff

5. Goal: Explore New Ways to Communicate with Patrons and Reach Out to Non Patrons

Objective: Compare and expand the library website and online presence

Action Plan:

Continually evaluate library website for organization, information, and ease of use.

Investigate online registration and e-mail notification programs for library program registrations.

Expand the use of Social Media and other online outlets for communicating with patrons and non-patrons.

Responsible for achieving this Objective: Director, Computer Tech, Assistant Director, Managers, Youth Services, Adult Services, Staff

Objective: Increase library presence in the community

Action Plan:

Maintain an active presence in the community through attendance at community groups and community events.

Promote children and teen events at the school level.

Coordinate interaction with civic groups and media outlets.

Responsible for achieving this Objective: Director, Assistant Director, Managers, Youth Services, Adult Services

Objective: Evaluate our marketing plan

Action Plan:

Evaluate current publicity efforts for effectiveness.

Follow up activities and programs with publicity.

Responsible for achieving this Objective: Board, Director, Computer Tech, Assistant Director, Managers, Youth Services, Adult Services

6. Goal: Improve Patron Experience at All Three Branches

Objective: Adjust hours of operation to better meet the needs of our communities

Action Plan:

Evaluate the results of the Community Assessment Survey and patron counts from all three branches

Responsible for achieving this Objective: Board, Director, Assistant Director, Managers

Objective: Evaluate and update current technology

Action Plan:

Create and implement a comprehensive technology plan.
Obtain new devices to expose patrons to emerging technologies.
Maintain and expand the Public Computer Center.

Responsible for achieving this Objective: Board, Director, Computer Tech, Assistant Director, Managers

Objective: Residents will have safe and welcoming physical spaces

Action Plan:

Reconfigure library entrances to accommodate both visiting patrons and outside wireless users.
Evaluate patron and staff security needs in all three branches by means of technology and/or outside services.
Establish quiet spaces where patrons are free of distractions.

Responsible for achieving this Objective: Board, Director, Assistant Director, Managers

7. Goal: Increase the Number of Library Card Holders

Objective: Evaluate where our membership gaps are

Action Plan:

Compare RCLS data with district demographics.
Explore different ways to increase membership and target those age groups.
Increase the amount of library card drives we hold throughout the year.

Responsible for achieving this Objective: Director, Assistant Director, Managers, Youth Services, Adult Services



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

Agreement for Use of Property Tusten-Cochecton Branch

Renter: _____

Address: _____

Phone: _____

1. RENTAL OF FACILITY:

Under the terms and conditions set forth in this Agreement, Western Sullivan Public Library, hereinafter referred to as "WSPL", grants Renter, the Tusten Heritage Community Garden, hereinafter referred to as "THCG" the non-assignable right to occupy and use the land area behind the Tusten-Cochecton Branch as follows:

The leased area is including a stone padded area for parking from DeMauro Lane running along the back side bank of the Town of Tusten property & the Tusten-Cochecton Branch library to area including the water tanks area & "As-Is" natural wild bank to the rear side facing Kirk Road "As-is" area 16' beyond length of fenced garden. Flat land running along the side of the garden (facing River) approximately 8' wide adjacent to an "As-Is" natural wild slope bank area. Front area outside of garden facing DeMauro Lane approximately 80' x 51' therefore 4,080 square feet. Actual fenced in garden area & land running along side is 75' wide x 131' long therefore 9,825 square feet. See highlighted area on tax map.

This lease agreement is from July 10, 2017-July 9, 2018, and during the hours of 6AM to dusk, seven days per week. Renewal of said lease will be contingent upon Renter finalizing Non-Profit status.

The leased area shall be used for the following specified purposes:

Community Garden, workshops & reception promoting the garden.

Use for any other purpose or event not described in this agreement is prohibited without first obtaining the written consent of the WSPL Board of Trustees.

2. RENTAL FEES:

In consideration of this Agreement, Renter agrees to pay a rental fee of \$1.00.

3. OBLIGATIONS OF RENTER:

Renter will not use the facility in whole or in part for any use contrary to the laws, rules, and regulations of the State of New York, its subdivisions (county, town), their agencies or authorities. This includes, but is not limited to:

- a. Renter will uphold the Western Sullivan Public Library's Mission and adhere to the Western Sullivan Public Library's Code of Conduct (included on final page).
- b. Renter is responsible for obtaining insurance coverage of at least \$1 million for the garden and naming the Western Sullivan Public Library as additionally insured.



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

- c. WSPL must agree in writing to any construction work prior to its commencement. Renter is responsible for obtaining appropriate building permits for preapproved construction work. A copy must be given to the library board before work begins.
- d. Renter will not permit destruction or misuse of the property, and agrees to be personally liable for damages resulting from misuse or abuse of the facilities.
- e. Parking shall be on the gravel surfaces; no parking on grass
- f. The library will not be responsible for providing water for the garden or drinking for workers. Nor will they provide public restrooms.
- g. The garden and area surrounding the garden needs to be kept tidy at all times, including the garden plots. Winter clean up needs to be done by the end of November of each year. Clean up includes: storage of all gardening equipment, storage of benches, chairs, and signs, and ensuring all garden plots and areas around garden are free from overgrown weeds.
- h. Grounds shall be free of garbage and debris at all times
- i. No animals are allowed
- j. Programming schedule will be submitted to the library board
- k. No fundraising or commercial activity conducted by THCG shall in any way be associated with the Western Sullivan Public Library
- l. The THCG shall designate one point of contact in January of each year

4. LIABILITY:

Renter understand(s) that they are responsible for damages and associated costs caused to the WSPL property by persons attending any activities at the garden and they shall be responsible to properly supervise, chaperon, and regulate the use of the garden to protect any persons attending the event during the rental period. The THCG shall have insurance naming the WSPL as additionally insured. It is the responsibility of the THCG to submit the proper proof of insurance paperwork to the library board every year.

5. REPORTING REQUIREMENTS:

- a. Quarterly written reports will be submitted to the WSPL Board of Trustees at their regularly scheduled board meeting on the following dates:
 1. September 11, 2017
 2. December 11, 2017
 3. March 12, 2018
 4. June 11, 2018
- b. Written report shall be submitted to the library board at least one week prior to the board meeting. ~~before the board meeting. The library director will coordinate with the THCG point of contact to set up an appointment with the board~~
- c. Any changes to the garden routine or land will need to be preapproved by the WSPL Board of Trustees. The THCG point of contact should contact the library director to make an appointment with the board. ~~The library director will put the item on the board's agenda for the next regularly scheduled board meeting.~~

6. CONTRACT.

Two copies of Rental contract are enclosed. Please sign both copies and return one with proper proof of insurance.



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

7. ACCESS TO THE FACILITY:

Access is to the land behind the Tusten-Cochecton Branch only. The library building will not be used for any purpose. No dirty boots in the library building. The library staff is not to be point of contact between the THCG and WSPL nor should the staff be involved with questions or conversations concerning the garden. The THCG will not use the library facilities or library water for garden purposes.

8. WAIVER AND RELEASE OF LIABILITY:

Tusten Heritage Community Garden (Renter) will indemnify, defend and hold harmless Western Sullivan Public Library against and from any and all claims, actions, liability, and expenses (including settlements, judgments, court costs, and attorneys' fees, regardless of the outcome of such claim or action) caused by, resulting from, or alleging negligent or intentional acts or omissions by Renter or any employee, agent, or guest. Upon notice from WSPL, Renter shall have the right to defend a claim and control the defense or settlement of any such litigation.

Western Sullivan Public Library will indemnify, defend and hold harmless Renter against and from any and all claims, actions, liability, and expenses (including settlements, judgments, court costs, and attorneys' fees, regardless of the outcome of such claim or action) caused by, resulting from, or alleging negligent or intentional acts or omissions by WSPL or any WSPL employee. Upon notice from Renter, WSPL shall have the right to defend a claim and control the defense or settlement of any such litigation.

I have read the above agreement and by signing it agree.

Signature of Renter

Western Sullivan Public Library Board President

Print Name

Print Name

Title

Title

Date

Date



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

POLICY CODE OF CONDUCT

To allow all patrons of the Western Sullivan Public Library to use its facilities and resources to the fullest extent during the regularly scheduled hours, the Library Board of Trustees had adopted the following rules and regulations:

1. Patrons shall engage in activities associated with the use of the library such as reading, studying, using library materials or participating in scheduled events. Those loitering will be asked to leave the premises.
2. Patrons shall respect the rights of other patrons. Patrons shall not harass or seriously annoy others through noisy or boisterous activities or by displaying print or non-print materials of an offensive nature to others, or by behaving in a manner which could reasonably be expected to disturb, frighten or embarrass other patrons, volunteers or staff. Those exhibiting these types of behavior will be asked to leave, if the behavior warrants the patron will not be allowed to return. (See #16).
3. Patrons shall not consume food or beverages in the library unless it is in conjunction with an event or activity that provides food and beverages. Smoking and the use of tobacco are not allowed in the library.
4. Patrons shall not be under the influence of alcohol or drugs in the library.
5. Patrons shall not engage in illegal activity in the library. This includes any activity deemed illegal in regard to the use of computers.
6. Patrons shall not carry a weapon into the library unless authorized by law. Any patron authorized by law to carry a weapon must notify library staff that they are carrying a weapon.
7. Patrons that possess cell phones will be asked to silence the ringer and refrain from talking on their phones during their time at the library. Patrons who do not abide by this rule will be asked to leave the building.
8. Patrons shall not interfere with the use of the library by other patrons, or interfere with the library employees' or volunteers' performance of their duties.
9. Patrons shall not deface or mar any library materials. Nor shall they deface, mar or in any way destroy library furnishings, walls, machines or other library property. Patrons shall not place their feet on tables or chairs.
10. Patrons are required to wear a shirt and shoes in the library. Inline skates, rollers skates or skateboards are not allowed inside the building or in the respective library owned parking areas. Parking lots are strictly for the use of visiting patron vehicles and employees of the library. There shall be no bike riding, skateboarding or loitering on library owned property.
11. Patrons may not leave a child unattended in the library. See *Unattended Children Policy*.
12. Patrons of all ages are not permitted to run, rough house, climb on library furniture or behave in a manner that could pose a danger to themselves or others on library property. Library furniture shall be used according to accepted standards, the library does not allow laying down, sharing chairs or sleeping. Patrons engaged in such activities will be asked to change their behavior or leave the premises.
13. Patrons shall not bring pets or animals into the library except those that are required to assist a patron with a disability.
14. Each patron shall be responsible for any fines, fees or other charges incurred on their card in accordance with the library's standard schedules. Failure to pay these fines will result in the suspension of borrowing privileges.
15. Any material removed from the library must be checked out on a valid library card or through other standard library procedures. Movies will be limited to six per household, including weekends.
16. Any patron not abiding by these rules or regulations of the library may be required to leave the premises and may forfeit their library privileges. Library employees will contact area law enforcement officials if deemed necessary.
17. The Library Board of Trustees, on the recommendation of the Library Director, may deny any patron who violates these rules and regulations the privilege of access to the library. A patron whose privileges have been denied may have the decision reviewed by the Board of Trustees.

Monthly Circulation Report

Western Sullivan Public Library

Branch: Delaware Free

Month/Year: June 2017

	Current Year	Increase/ Decrease	Previous Year
Total Circulation	2086	202	1884
Adult Fiction	479	-47	526
Adult Non-Fiction	284	45	239
Young Adult Fiction/Non-Fiction	53	0	53
Juvenile Fiction/Non-Fiction	206	24	182
Periodicals	28	14	14
Videos	811	107	704
Audiobooks	67	-17	84
Digital Downloads	146	66	80
Other (Music CDs and 1 WIIGAME-)	12	10	2

Patron Count 1504

In-House Use 112

Internet Cour 255

Wireless Usage 2763

Interlibrary Loan

ILL Received 443

ILL Loaned 500

Reference Questions

Adult 117

Juvenile 12

Programs

Date	Program	Children	Attendance	
			Teens	Adults
6/3/2017	SRP Kickoff	31	0	18
6/16/2017	Craft Lovers	0	0	7
6/17/2017	Lego Club	0	0	0
6/19/2017	Intro to Spreadsheets	0	0	2
6/22/2017	Callicoon Book Club	0	0	4
6/27/2017	Genealogy	0	0	2
6/29/2017	Line Dance Lessons	0	1	21
6/30/2017	Craft Lovers	0	0	0 - Cancelled
June	Computer Support	0	0	15

Completed by: Melissa Reid Date: 7/5/2017

Monthly Circulation Report

Western Sullivan Public Library

Branch: Jeffersonville
 Month/Year: June 2017

Total Circulation

Adult Fiction
 Adult Non-Fiction
 Young Adult Fiction/Non-Fiction
 Juvenile Fiction/Non-Fiction
 Periodicals
 Videos
 Audiobooks
 Digital Downloads
 Other Music CD's

Current Year	Increase/ Decrease	Previous Year
2462	62	2400
519	-81	600
384	111	273
43	-22	65
303	-49	352
39	1	38
814	72	742
95	-33	128
200	45	155
65	18	47

Patron Count 1714

In-House Use 138

Internet Count 187

Wireless Usage 1075

Interlibrary Loan

ILL Received 586

ILL Loaned 525

Reference Questions

Adult 66

Juvenile 14

Monthly Circulation Report

Western Sullivan Public Library

Branch: Tusten-Cochecton

Month/Year: June 2017

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
1114	-322	1436
350	-86	436
248	92	156
21	-2	23
86	-308	394
18	3	15
259	-44	303
56	-3	59
76	26	50
0	0	0

Patron Count 1277

In-House Use 81

Internet Count 183

Wireless Usage 885

Interlibrary Loan

ILL Received 433

ILL Loaned 548

Reference Questions

Adult 178

Juvenile 4

New and Notables @ WSPL

Adult Fiction

Alice Network by Kate Quinn



Anne Boleyn: A King's Obsession by Alison Weir

Camino Island by John Grisham

Child by Fiona Barton

Dangerous Minds by Janet Evanovich

Duchess by Danielle Steel

The Force by Don Winslow

Kiss Carlo by Adriana Trigiani

Murder Games by James Patterson

Murder in Saint-Germain by Cara Black



Seven Stones to Stand or Fall by Diana Gabaldon

Silent Corner by Dean Koontz

Take Out by Margaret Maron

The Ultimatum by Karen Robards

Adult Non-Fiction

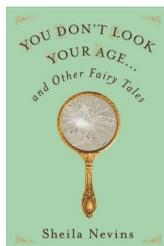
Bright Hour: A Memoir of Living and Dying by Nina Riggs

I Was Told to Come Alone: My Journey Behind the Lines of Jihad by Souad Mekhennet

Six Seasons: A New Way with Vegetables by Joshua McFadden

You Don't Have to Say You Love Me: A Memoir by Alexie Sherman

You Don't Look Your Age...and Other Fairy Tales by Sheila Nevins



Children and Teen Books

Andy and Sandy and the Big Talent Show by Tomie dePaola

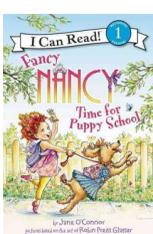
Captain Pug: The Dog Who Sailed the Seas by Laura James

Girling Up: How to be Strong, Smart and Spectacular by Mayim Bialik



Life by Cynthia Rylant

Pottymouth and Stoopid by James Patterson



This Bear's Birthday by Alyssa Satin Capucilli

Three Billy Goats Gruff by Jerry Pinkney

Time for Puppy School by Jane O'Connor

DVDs

Beauty and the Beast



Before I Fall

Bones: Season 12

Chips

Everybody Loves Somebody

Get Out

Great Wall

Grimm: Season 6

John Wick: Chapter 2

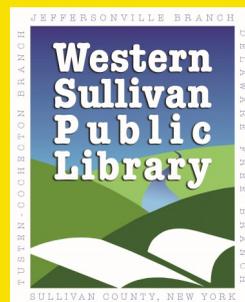
King Charles III

Lego Batman Movie

Striking Out: Series 1

T2 Trainspotting

Table 19



Hours of Operation

Delaware Free Branch

(845)387-4040

Mon, Wed-Fri:

10am-5pm

Tuesday: 5pm-8pm

Saturday: 1pm-4pm

Jeffersonville Branch

(845)482-4350

Tues, Wed: 10am-8pm

Thurs, Fri: 10am-5pm

Saturday: 10am-2pm

Tusten-Cochection Branch

(845)252-3360

Mon, Wed, Fri:

10am-8pm

Tuesday: 10am-1pm

Saturday: 10am-1pm

Please Note:

Library is closed July 4th.

The library will open at 1PM on July 6th due to a staff meeting and training workshop.

THE IDEA!

THE NEWSLETTER FOR WESTERN SULLIVAN PUBLIC LIBRARY

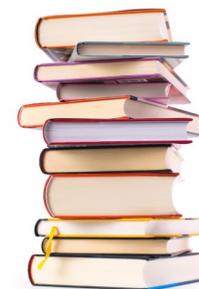
Volume 7

July 2017

Summertime is Reading Time!

The library encourages children of all ages to read over the summer to avoid the "summer slide". We offer fun programs and great prizes as incentives for the kids to push themselves over the summer to reach their reading goals. But what about the adults? Come to the library and find out! We have a challenge for you, and it includes fun and prizes too. Take part in this year's Adult Summer Reading Program for a chance to win gift certificates to local businesses in our community just for reading.

So here's the challenge: How many books can you read, or listen to, in one month? Take advantage of the many reading lists online, or stop by and browse our collections. Complete an entry form for every book, audiobook or digital book you check out at Western Sullivan Public Library. Three winners will be drawn randomly at the end of the program at each branch to win a prize. This program is limited to one prize per person. For a complete list of rules, visit our website at www.WSPLonline.org or stop by one of our branches.



We hope you will join us this July for our Adult Summer Reading Program and have fun reaching your reading goals.

We look forward to seeing you at the library. Happy reading!

Get Creative @ your library®

New members are always welcome to join in on the fun at any of these programs.

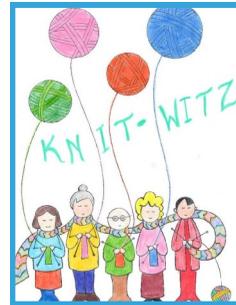
The **Craft Lovers** group will meet the 2nd and 4th Friday in July at the Delaware Free Branch, 4-6pm. Members work on a special project, but are also welcome to come in and color, knit, crochet or bring in their own project. Supplies provided and light refreshments served. Register if you plan on attending by visiting our [website](#).

Coming up:

July 14: Yankee Candle Herb Gardens

July 28: Recycled T-Shirt Tote Bags

The **Knitwitz** group meets the 1st and 3rd Tuesday of the month at the Jeffersonville Branch, at 6:30pm. All ages are welcome to come and knit or bring another form of fiber art to work on.



The **Narrowsburg Knitters** group meets every Monday evening at the Tusten-Cochecton Branch. Drop in between 6:00 and 8:00pm and knit with others from the community.

Flowery Thanks to the Sheldon Family!



The Western Sullivan Public Library thanks the Sheldon family for donating and planting the beautiful flowers at the Jeffersonville Branch. The compliments are already rolling in. Thanks for helping to make our library look so colorful and welcoming.

Western Sullivan Public Library Board of Trustees Meetings

The Board of Trustees meet the 2nd Monday of each month at 5pm unless noted on our website. Additional information and the current agenda are at www.WSPLonline.org.

WSPL Board of Trustees

Kevin McDonough, President
Sui-Ling Ruiz, Vice-President
Marge Brown, Financial Officer
Barbara Winfield, Secretary

Evan Eisenberg

Chris Peacock

Linda Pomes

Pamela Reinhardt

Matthew Solomon

Ongoing Programs

Computer Support

Please note Summer Hours
Callicoon - Mondays, 1-4pm
Narrowsburg - Wednesdays, 4-7pm
Jeffersonville - Fridays, 10am-1pm;

Genealogy Help

Callicoon - by appointment

Crafting Groups

Narrowsburg "Knitters" Mondays 6-8pm
Jeffersonville "Knitwitz" 1st & 3rd Tuesday 6:30-8pm **No Knitwitz on July 4th**
Callicoon "Craft Lovers" 2nd & 4th Friday 4-6pm

Book Groups

Callicoon - 4th Thursday 6pm at Café Adella Dori
Narrowsburg - 4th Wednesday 10am

New Book Group coming to Jeffersonville in September!

TASC Prep

Jeffersonville - Every other Wednesday 11am

Please [register](#) for the Craft Lovers and Book Discussion group prior to the event. All other ongoing programs are drop in events. All are welcome!

Firehouse Book Sale

Stay tuned for more details on the upcoming Annual Firehouse Book Sale at the Jeffersonville Firehouse in August.



Did you know...

The library has fishing rods for kids to borrow, just like a book.

The Lend-a-Rod program is sponsored by the Upper Delaware Chapter of Trout Unlimited. Fishing rods and tackle boxes are available at all three of our branches thru October 15th. Don't let the big one get away!

Western Sullivan Public Library
presents

The History and Art of Kenoza Lake

Saturday, July 29th, 1:00-3:00pm

Jeffersonville Branch

Please join us for a discussion on local history -including the famous hex murdered by County Historian, John Conway.

We'll be displaying the work of several artists who have recently painted scenes of Kenoza Lake, as well as historical images from the areas "heyday".

Refreshments will be served.

Register at the library or WSPLonline.org.

Programs without 5 people pre-registered may be cancelled.



Delaware Free Branch
45 Lower Main St., Callicoon
(845) 887-4040

Jeffersonville Branch
19 Center St., Jeffersonville
(845) 482-4350

Tusten-Cochecton Branch
198 Bridge St., Narrowsburg
(845) 252-3360

www.WSPLonline.org
@westernsullivan



News from the Public Computer Center (PCC)

Teen Tech Time is back at the Western Sullivan Public Library! Come spend your summer at the Western Sullivan Public Library learning about Science, Technology, Engineering, and Math and then applying those lessons to designing and printing using our Ultimaker 3D printer. This summer we are excited to announce that we are working in conjunction with STEM Fuse to offer an interactive and informative class structure that combines different knowledge paths into one curriculum, designed to engage with students. Registration is requested for this event and enrollment is limited - be sure to register early. This event is recommended for children ages 10-16. The program begins on July 13th. To register visit the library online at WSPOnline.org. For more information visit our website or call (845) 887-4040.

TEEN TECH TIME 2017

@ your library®

LEARN IT
STEM FUSE
A Revolution in STEM Education

CREATE IT



BUILD IT

T	I	N
K	E	R
C	A	D

Thursday Afternoons
July 13th -August 17th from 2-4pm
Delaware Free Branch

Spent your summer at the Western Sullivan Public Library learning about Science, Technology, Engineering, and Math and then applying those lessons to designing and printing using our Ultimaker 3D printer.

REGISTER AT THE LIBRARY OR ONLINE AT WSPONLINE.ORG

THE PROGRAM IS RECOMMENDED FOR CHILDREN

10 TO 15 YEARS OLD.

PLEASE BE SURE TO REGISTER FOR EACH WEEK YOUR CHILD WILL BE ATTENDING.

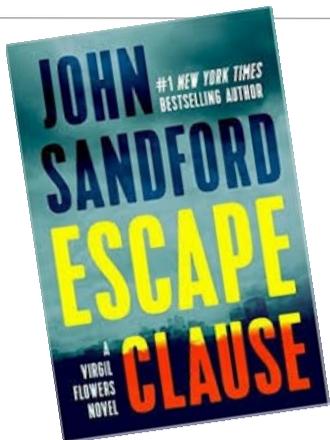


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www.WSPOnline.org
@westernsullivan



Callicoon Book Club @ Café Adella Dori

The Callicoon Book Club will meet at Café Adella Dori on the Thursday, July 27th. Each month the group meets on the fourth Thursday from 6:00-7:00pm and discusses the book chosen while enjoying light fare at the café. This month the club is reading *Escape Clause* by John Sandford. Stop by the Delaware Free Branch in Callicoon anytime before the discussion to pick up a copy of the book. Please [register](#) on our website if you plan to attend.

10 Easy Ways to Get Children to Read this Summer (from the New York State Library)

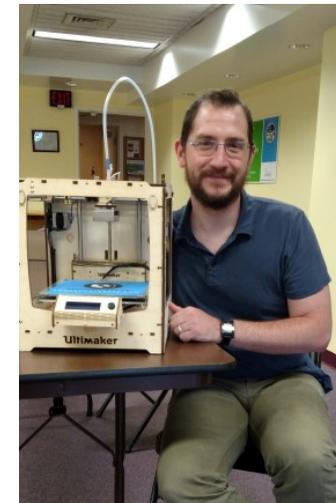
1. Get your child a library card at your local public library. It's free!
2. Sign your child up for Summer Reading at the local public library and enjoy free programs with fun activities, storytelling, reading contests, crafts and more.
3. Read with your child every day. Take advantage of "waiting" time to share books: on trips, at the doctor's office, in line at the grocery store.
4. Take a basket of books for reading breaks from the sun, water, and sand at the beach, lake, or pool.
5. Read on your own and talk to your child about what you're reading. Families who share reading experiences raise children who read well.
6. Visit the library every week and bring the whole family.
7. Need books in languages other than English? Ask a librarian!
8. Use the closed captioning during TV shows so children see the words as they hear them.
9. Keep a list on the refrigerator of the books everyone has read during the summer.
10. Discover the world by reading books from your local public library. Choose a subject of interest for the entire family, so that every family member can share what they have learned and share ideas.



Source: <http://www.nysl.nysed.gov/libdev/summer/2017parents/english.htm>

Get Ready to Create at the Library

Over the next year, our new 3D printer will make its rounds from branch to branch giving you the opportunity to learn and create at your library. The 3D printer that the library recently purchased was assembled by our Library Tech, Abram VanHassel, who will also be giving classes this coming year on using this new technology. Be on the lookout for Abram in action at the Jeff Jambooree on Saturday, September 9th.



Genealogy Help Sessions @ your library

Genealogy help sessions are available by appointment at the Delaware Free Branch.

Patrons can sign up for specific time slots throughout the month by stopping by or calling the library in Callicoon at (845) 887-4040.

Programs and Events for July @ your library®

Adult Programs

Narrowsburg Knitters

Mondays, 6-8pm, Tusten-Cochecton Branch. Needle crafting group open to all skill levels.

TASC Distance Learning

Wednesday, July 12 & 26, 11am, Jeffersonville Branch. Meet with a distance learning teacher.

Craft Lovers

Fridays, July 14 & 28, 4-6pm, Delaware Free Branch. Group will meet and work on a seasonal craft. Members are welcome to bring their own projects.

Knitwitz

Tuesday, July 18, 6:30-8pm, Jeffersonville Branch. Needle crafting group open to all skill levels.

Narrowsburg Book Discussion Group

Wednesday, July 26, 10am-12pm, Tusten-Cochecton Branch. July's book is *The Mushroom Hunters: On the Trail of an Underground America* by Langdon Cook.

Callicoon Book Club

Thursday, July 27, 6-7pm at Café Adella Dori. July's selection is *Escape Clause* by John Sandford.

Line Dancing Classes

Thursdays, July 6 thru July 20, 5:30pm, Delaware Free Branch. Join local line dance instructor, Jean Price for a fun, free and friendly series of Line Dance Classes.

History and Art of Kenoza Lake

Saturday, July 29, 1-3pm at the Jeffersonville Branch. A discussion on local history -including the famous hex murder - led by County Historian, John Conway. On display will be historical images of Kenoza Lake as well as the work of several artists from the Barryville Area Arts Association who have recently painted scenes of Kenoza Lake.

Genealogy Help Sessions

Available at the Delaware Free Branch **by appointment.** Call (845) 887-4040 or stop by to make an appointment.

Programs for Children and Teens

Summer Reading Program

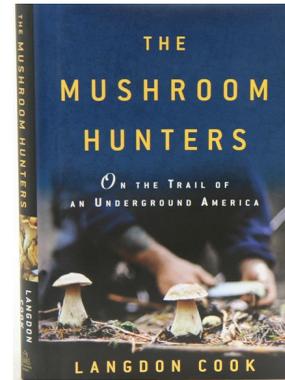
Starts July 11-August 12 at all three branches. This year's Summer Reading Program theme is *Build a Better World through Community*. Please register on our website.

Teen Tech Time

Thursdays, July 13 through August 17, 2-4pm, Delaware Free Branch. Learn about Science, Technology, Engineering, and Math and then apply those lessons to designing and printing objects using our 3D printer.

Lego Open Play @ Callicoon

Please note: Lego Open Play will resume later in the fall.



NEW Narrowsburg Book Discussion Group

The Narrowsburg Book Discussion Group is set to discuss *The Mushroom Hunters: On the Trail of an Underground America* by Langdon Cook. The group will meet on Wednesday, July 26th at 10am in Narrowsburg. Copies can be picked up at the Tusten-Cochecton branch in book or audiobook format. All are welcome to attend. Please register for this program on our website or by calling (845) 252-3360.

Build a Better World Through Community

Be a community builder! Join us for five weeks of local fun at your library starting July 11th! This year's theme is "Build a Better World through Community" and we will be having community members come and share their expertise with children. During the program, kids will be making connections with others, learning about their surroundings, and having fun reading. Special guest include Nora Manzolillo, of Nora's Luvin Spoonful, who will teach kids how to make ice cream; Paddy McCarthy, a local scientist, who will teach kids about bats and build bat houses with them; Pam Golben, of Golben Farms, who will bring reptiles and lizards to the library; our local art teacher; and Park Rangers from National Park Service! The last week will end with visits to three local farms, and a cooking workshop with Danielle Gaebel of Natural Contents.



To celebrate the children's reading accomplishments, there will be a Grand Finale on August 12th, from 11am-1pm, at the Fireman's Field in Narrowsburg with a bounce house, a henna tattoo artist, food, fun and prizes. Registration will be open through the month of June, and will remain open in July if space is still available. For more information or to register visit the library online at WSPLOnline.org or call the Jeffersonville Branch (845-482-4350), the Delaware Free Branch (845-887-4040) or the Tusten-Cochecton Branch (845-252-3360).



Catskill Fly Fishing Center and Museum Exhibit and Reception

Coming in September!

Join us at the Delaware Free Branch in Callicoon between 1:30 and 3:30pm on Saturday, September 9th for a reception showcasing the traveling display about *Fly Fishing in the Catskills*.

During the reception, there will be fly tying demonstrations.

Light refreshments will be served.