



# Western Sullivan Public Library

## BOARD MEETING AGENDA

Tusten-Cochecton Branch

September 11, 2017

- I. Call to order
- II. Public Comment Period
- III. Minutes August 2017
- IV. Financial Report 2016-2017 End of Fiscal Year  
July 2017  
August 2017
- V. Director's Report
- VI. New Business:
  - a. Callicoon Depot Letter of Support
  - b. Personnel Appointment
  - c. Bid Documents
  - d. Executive Session
  - e. Personnel Matter
- VII. Unfinished Business:
- 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
  - b. Legislative Breakfast on September 15, 2017



# Western Sullivan Public Library

XI. Correspondence

XII. Adjournment:

Next Meeting October 2, 2017, at 5PM, Callicoon



## Western Sullivan Public Library

### **New Business:**

- a. Callicoon Depot Letter of Support: A letter has been drafted by Evan Eisenberg to the NYSW Railway in support of the rental Callicoon Depot.
- b. We have hired Lillian Velasquez as Library Page at the Delaware Free Branch for 7 hours per week at a starting rate of \$10.40 per hour. Her start date was August 29, 2017.
- c. Buck Moorhead has created bid documents and instructions for the Repointing Project at the Delaware Free Branch for review. An invitation to bidders will be in local newspapers and sealed bids will be opened at the October Board Meeting.



# Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

## Unapproved Minutes of Board of Trustees Meeting Jeffersonville Branch August 14, 2017

All Board Members present, with Evan Eisenberg arriving at 5:15  
Staff present – Audra Everett, Christina Mace

**Call to order** – At 5:03 the regular monthly meeting was called to order by President Kevin McDonough with the Pledge to the Flag.

**Approval of Minutes** -- On a motion by Marge Brown, seconded by Sue Ruiz, the minutes of the July 10 Reorganizational Meeting were unanimously approved with corrections.

On a motion by Pam Reinhardt, seconded by Matt Solomon, the minutes of the July 10 Regular Meeting were unanimously approved with corrections.

On a motion by Christ Peacock, seconded by Pam Reinhardt, the minutes of the August 3 Special Meeting were unanimously approved with corrections.

**Director's Report** – See attached

**New Business** – David W. Bodenstein from Mike Preis Insurance gave a presentation on our insurance. Following his presentation, a Resolution #1 -2017-2018 to accept his proposal to switch to Utica National Insurance Group was unanimously approved on a motion by Marge Brown, seconded by Matt Solomon.

On a motion by Pam Reinhardt, seconded by Barbara Winfield, Audra Everett was unanimously appointed as Temporary Library Director.

Resolution # 2– 2017-2018 On a motion by Marge Brown, seconded by Sue Ruiz, the board unanimously agreed to send \$100 to the Jeffersonville Fire Department for use of their facility for book sale, and \$100 to the Narrowsburg Fire Department for use of their field for children's summer reading program activity.

Resolution #3 – 2017-2018 On a motion by Pam Reinhardt, seconded by Chris Peacock to transfer \$969.94 from the 2016-2017 fiscal year to the 2017-2018 fiscal year. This amount represents a donation made by the Sheldon family to the Jeffersonville branch to purchase Young Adult books.

On a motion by Marge Brown, seconded by Barbara Winfield, Yukie Tanabe was unanimously approved as a Library Page at the Jeffersonville branch for 12 hours per week at the starting rate of \$10.40 per hour with a start date of July 26, 2017.

The personnel policy updates on health insurance and buyouts were tabled.



# Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

The Membership: Temporary Policy as proposed by the bylaws committee, was unanimously approved on a motion by Matt Solomon, seconded by Chris Peacock.

We will not be applying for the NYS Construction Grant at this time.

All members have now signed the Conflict of Interest form, including Temporary Library Director, Audra Everett.

At 6:14, on a motion by Marge Brown, seconded by Pam Reinhardt and unanimously carried, the board went into executive session to discuss personnel. Exited at 6:49.

**Adjournment:** Meeting was adjourned at that time on a motion by Marge Brown, seconded by Evan Eisenberg, unanimously carried.

Respectfully Submitted,  
Linda Pomes, Secretary



# Western Sullivan Public Library

## **Approved Minutes August 14, 2017 Jeffersonville Branch**

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# Western Sullivan Public Library

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Linda Pomes, Secretary

## 2016/2017 Year End Transfers

	Expensed To Date	Approved Budget	Remaining Amount	Requested Change	Requested Budget	Remaining Amount after Change	Notes
74104.4 · Digital Downloads	4003.00	4000.00	(3.00)	3.00	4003.00	0.00	
74105.3 · Repairs/Maint of Lib Equip	1082.00	1000.00	(82.00)	82.00	1082.00	0.00	Prepaid an expense for 2017-18
74105.4 · Daily Maint & Repairs	9529.00	8000.00	(1529.00)	1529.00	9529.00	0.00	Unexpected costs: DEL-Stone repair & plumbing, JEF-Ballast repairs, NAR-Olsen Mechanical
74105.6 · Insurance Policies	18274.00	16500.00	(1774.00)	1774.00	18274.00	0.00	Insurance rates rose again
74106.1 · Phones	3120.00	2700.00	(420.00)	420.00	3120.00	0.00	An additional line needed to be added back in the elevator
74106.2 · ANSER	25180.00	24500.00	(680.00)	680.00	25180.00	0.00	RCLS sets the costs after budget is prepared
74106.5 · Sewer & Water	2471.00	2400.00	(71.00)	71.00	2471.00	0.00	
74107.9 · Other Expenses	4459.00	4000.00	(459.00)	459.00	4459.00	0.00	Mileage- More long distance meetings were attended than originally expected
90108 · Annual Retirement	33288.00	47593.00	14305.00	(7315.00)	40278.00	6990.00	Varies annually and dictated by NYS
90508.1 · SUJ Employer	2970.00	28600.00	25630.00	(25630.00)	2970.00	0.00	Should have been on FICA line
90508.2 · 1/2 FICA-Employer	27163.00	0.00	(27163.00)	27163.00	27163.00	0.00	Should have been here instead of SUJ
90558 · Disability Ins/Emp Bnfts	764.00	0.00	(764.00)	764.00	764.00	0.00	Taken from here instead of the insurance line
<b>Total For Listed Categories</b>	<u>1332303.00</u>	<u>1392293.00</u>	<u>6990.00</u>	<u>0.00</u>	<u>1392293.00</u>	<u>6990.00</u>	



**Western Sullivan Public Library**  
**Balance Sheet**  
As of June 30, 2017

	<b>Jun 30, 17</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
200 · Operating Account	5,580.59
210 · Petty Cash	
Petty Cash-DEL	50.00
Petty Cash-JEF	50.00
Petty Cash-NAR	50.00
<b>Total 210 · Petty Cash</b>	<b>150.00</b>
204 · T&A Choice HRA	1,489.89
205 · WSPL IMM Acct	
Huber (T/C)	10,000.00
205 · WSPL IMM Acct - Other	310,937.32
<b>Total 205 · WSPL IMM Acct</b>	<b>320,937.32</b>
<b>Total Checking/Savings</b>	<b>328,157.80</b>
<b>Other Current Assets</b>	
380 · Accounts Receivable	20,032.00
<b>Total Other Current Assets</b>	<b>20,032.00</b>
<b>Total Current Assets</b>	<b>348,189.80</b>
<b>Fixed Assets</b>	
446 · Furn. & Fixtures	
Furn & Fixtures-DEL	-760.97
Furn & Fixtures-JEF	554.97
Furn & Fixtures-NAR	205.04
446 · Furn. & Fixtures - Other	7.56
<b>Total 446 · Furn. &amp; Fixtures</b>	<b>6.60</b>
<b>Total Fixed Assets</b>	<b>6.60</b>
<b>TOTAL ASSETS</b>	<b>348,196.40</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
637 · Due to Retirement	16,466.00
603.1 · Social Security Payable	-233.67
603.2 · Employer SS	199.42
604.1 · Medicare Payable	46.63
604.2 · Employer Med	46.63
605 · FWT Payable	423.31
606 · SWT Payable	-194.45
607 · NYS & Local Retirement	663.30
608.2 · T AFLAC payable	-27.04
<b>Total Other Current Liabilities</b>	<b>17,390.13</b>
<b>Total Current Liabilities</b>	<b>17,390.13</b>
<b>Total Liabilities</b>	<b>17,390.13</b>
<b>Equity</b>	

## Western Sullivan Public Library

**Balance Sheet**

As of June 30, 2017

	<u>Jun 30, 17</u>
909 · Fund Balance - WSPL	521,733.15
910 · Reserve Fund Balance	4,241.00
911 · Retained Earnings	-195,384.12
Net Income	216.24
Total Equity	<u>330,806.27</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>348,196.40</u></u></b>

# Western Sullivan Public Library

## Profit & Loss Budget vs. Actual

	Jul '16 - Jun 17	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
1001 · Real Property Taxes	656,821	656,821	0
1081 · SW Pilot Share	19,965	13,900	6,065
2082 · Library Charges	11,082	15,000	(3,918)
2083 · Library Chgs-Registrations	4,083	5,000	(917)
2401 · Interest & Earnings	404	1,000	(596)
2655 · Sales, Other	301	2,000	(1,699)
2690 · Other Compensation For Loss	818	0	818
2705 · Gifts & Donations	1,355	2,500	(1,145)
2760 · SUPLA Grant	2,141	0	2,141
2761 · RCLS Grants	0	2,500	(2,500)
3003 · State Grants - Miscellaneous	(5,859)	0	(5,859)
<b>Total Income</b>	<b>691,111</b>	<b>698,721</b>	<b>(7,610)</b>
<b>Gross Profit</b>	<b>691,111</b>	<b>698,721</b>	<b>(7,610)</b>
<b>Expense</b>			
74101 · Salaries	356,415	380,229	(23,814)
74101.7 · Special Projects	204	5,000	(4,796)
74102.2 · Equipment - Technology	4,497	5,000	(503)
74104.1 · Books	35,030	36,901	(1,871)
74104.2 · Serials	3,868	4,099	(231)
74104.3 · Videos	14,248	15,000	(752)
74104.4 · Digital Downloads	4,002	4,000	2
74105.1 · Daily Operating Expenses	17,536	21,000	(3,464)
74105.2 · Repairs/Maint of F&F	189	1,000	(811)
74105.3 · Repairs/Maint of Lib Equip	1,219	1,000	219
74105.4 · Daily Maint & Repairs	9,530	8,000	1,530
74105.6 · Insurance Policies	18,274	16,500	1,774
74106.1 · Phones	3,119	2,700	419
74106.2 · ANSER	25,180	24,500	680
74106.3 · Internet Service	2,640	2,900	(260)
74106.4 · Fuel & Electric	16,942	26,000	(9,058)
74106.5 · Sewer & Water	2,471	2,400	71
74106.6 · Elevator Service	3,902	4,000	(98)
74106.7 · Cleaning Services	24,600	24,600	0
74107.1 · Professional Services	8,075	14,500	(6,425)
74107.3 · Programs and Events	16,940	18,000	(1,060)
74106.8 · Misc Oper/Maint Expenses	7,371	10,000	(2,629)
74107.9 · Other Expenses	4,459	4,000	459
90108 · Annual Retirement	33,288	47,593	(14,305)
90508.1 · SUI Employer	2,970	28,600	(25,630)
90508.2 · 1/2 FICA-Employer	27,163	0	27,163
90558 · Disability Ins/Emp Bnfts	764	0	764
90608 · Employee Health Insurance	42,989	48,199	(5,210)

## Western Sullivan Public Library Profit & Loss Budget vs. Actual

	<b>Jul '16 - Jun 17</b>	<b>Budget</b>	<b>\$ Over Budget</b>
<b>Total Expense</b>	687,885	755,721	(67,836)
<b>Net Ordinary Income</b>	3,226	(57,000)	60,226
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>915 - Unappropriated Fund Balance</b>	0	57,000	(57,000)
<b>Total Other Income</b>	0	57,000	(57,000)
<b>Net Other Income</b>	0	57,000	(57,000)
<b>Net Income</b>	<b>3,226</b>	<b>0</b>	<b>3,226</b>

## Western Sullivan Public Library Check List by Date

Type	Date	Num	Name	June 10 - 30, 2017	Memo	Split	Amount
<b>Jun 10 - 30, 17</b>							
Check	06/14/2017		First Nat'l Bank of Jeffersonville		stop check fees for 4 NYSEG checks	Bank & Interest Fees	-140.00
Check	06/19/2017	15768	Fowler Oil Co., Inc.		delivery ticket 26288	Fuel & Electric-DEL	-214.10
Check	06/19/2017	15769	Postmaster		box rental - NAR	Postage	-70.00
Check	06/19/2017	15770	Time Warner Cable		Account 8150 20 899 0016479	-SPLIT-	-519.97
Check	06/19/2017	15771	Crystal Run Health Plan, LLC		Group # CR0531	90608 · Employee Health Insurance	-5,772.48
Check	06/19/2017	15772	John Girrbach		invoice 411 and 412	Programs	-140.00
Check	06/19/2017	15773	Christina Mace		06.05.17 - 06.18.17	Bookkeeper	-310.00
Check	06/26/2017	15774	NYSEG		1001-0704-798	Fuel & Electric-NAR	-221.48
Check	06/26/2017	15775	NYSEG		1001-1281-077	Fuel & Electric-JEF	-286.17
Check	06/26/2017	15776	Mobility Elevator & Lift Co.		VOID: 845 887 49679 346 24 5	74106.6 · Elevator Service	0.00
Check	06/26/2017	15777	AARP Medicare Rx Preferred (PDP)		member ID 0140089751	90608 · Employee Health Insurance	-80.50
Check	06/26/2017	15780	Verizon		845 887 49679 346 24 5	74106.6 · Elevator Service	-162.06
Check	06/30/2017	15781	Cash		Cash Bank for DEL	Petty Cash-DEL	-5.47
Check	06/30/2017	15783	Quill Corporation		Acct #C3087052	Office Supplies - JEF	-199.99
Check	06/30/2017	15784	NYSEG		1001-3155-188	Fuel & Electric-DEL	-285.01
Check	06/30/2017	15785	NYSEG		1003-8570-692	Fuel & Electric-DEL	-117.95
Check	06/30/2017	15786	HP INC.		Invoice # 58635492	Special Legislative Aid	-4,942.20
Check	06/30/2017	15787	Dirlam Bros. Lumber Co., Inc.		Customer TUS110	Bldg Repairs-NAR	-4.69
Check	06/30/2017	15788	MaryAnn Paparella			-SPLIT-	-2,050.00
Check	06/30/2017	15789	Staples Contract & Commercial		Cust RCH 1721174	-SPLIT-	-676.66
Check	06/30/2017	15790	Brodart Co.		Account 311663	-SPLIT-	-317.86
Check	06/30/2017	15791	Callicoon Supply Inc.		Acct # 4675	-SPLIT-	-4.99
Check	06/30/2017	15792	Delaware Valley Farm & Garden		Acc. #100706 - Inv.#K71635 & K71641	-SPLIT-	-219.44
Check	06/30/2017	15793	Center Point Large Print			-SPLIT-	-136.37
Check	06/30/2017	15794	Demco, Inc		Inv #6113409	Library Supplies - DEL	-132.35
Check	06/30/2017	15795	Fowler Oil Co., Inc.		delivery ticket 26390	Fuel & Electric-DEL	-804.18
Check	06/30/2017	15796	Penguin Random House, Inc.		Account # 9025230000	-SPLIT-	-359.25
Check	06/30/2017	15797	E. A. Morse & Co. Inc.		Customer # 611580	Office Supplies - JEF	-39.46
Check	06/30/2017	15798	Dill Safe & Locksmith		Inv.# 24063 & 24094	Bldg. Repairs-DEL	-242.50
Check	06/30/2017	15799	County Waste of PA		10-38985 7, 10-38986 5, 10-38984 0	-SPLIT-	-98.25
Check	06/30/2017	15800	RCLS General		invoives 25769	R&M Lib Equip-NAR	-71.99
Check	06/30/2017	15801	Bedik Communications, Inc.			Special Legislative Aid	-3,025.00

## Western Sullivan Public Library Check List by Date

**June 10 - 30, 2017**

Check	06/30/2017	15802	Bedik Communications, Inc.		Special Legislative Aid	-2,350.00
Check	06/30/2017	15803	Pete's Market	cust #845,	-SPLIT-	-72.63
Check	06/30/2017	15804	Nora's Lovin Spoonful		Adult Programs	-50.00
Check	06/30/2017	15805	Village of Jeffersonville	acct 00349	Sewer & Water-JEF	-75.00
Check	06/30/2017	15806	Narrowsburg Feed & Grain Co., Inc.	ticket # 371766	Adult Programs	-25.00
Check	06/30/2017	15807	HP INC.	Invoice # 58573352	Special Legislative Aid	-954.56
Check	06/30/2017	15808	STEM Fuse, LLC	invoice 80451	PCC Programs	-1,000.00
Check	06/30/2017	15809	AWE Acquisition, Inc.	inv # WSPL17001-1	Special Legislative Aid	-200.00
Check	06/30/2017	15810	Platform Ind. Custom Screen Printing		-SPLIT-	-384.00
Check	06/30/2017	15811	Consolidated Plastics Co., Inc.		Office Supplies - NAR	-178.78
Check	06/30/2017	15812	Peck's Market		-SPLIT-	-84.98
Check	06/30/2017	15813	Christina Mace	06.19.17 - 06.30.17	Bookkeeper	-180.00
Check	06/30/2017	15814	United Healthcare Insurance Company	Member ID 333329276-1	90608 · Employee Health Insurance	-224.25
Check	06/30/2017	15815	Antonia Nemece (reimb)		Travel & Conferences	-29.43
Check	06/30/2017	15816	Audra Everett (reimb)		Travel & Conferences	-81.11
Check	06/30/2017	15817	Kristin White (reimb)		Travel & Conferences	-86.94
Check	06/30/2017	15818	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-2,666.42
Check	06/30/2017	15819	Baker & Taylor Books #510486		-SPLIT-	-3,633.34
Check	06/30/2017	15820	Midwest Tape		-SPLIT-	-1,657.71
Check	06/30/2017	15821	Oriental Trading		Children's Programs	-87.80
Check	06/30/2017	15837	Midwest Tape		-SPLIT-	-59.97
Check	06/30/2017	15838	HP INC.	Invoice # 58720448,58683052,58720445,58705990,	74102.2 · Equipment - Technology	-4,244.49
Check	06/30/2017	15839	Dowser Water	Acct 9744	-SPLIT-	-46.00
Check	06/30/2017	15840	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-178.70
Check	06/30/2017	15841	DMIS Corporation		R&M Lib Equip-DEL	-425.00
Check	06/30/2017	15842	RCLS General		Equip - Tech - JEF	-253.00
Check	06/30/2017	15843	Bedik Communications, Inc.	Inv.# 16987	PCC Programs	-187.20
Check	06/30/2017	15844	Ehrlich	Client 014604441 / 1	Misc O&M-DEL	-325.00
Check	06/30/2017	15845	Baker & Taylor Books #510486		-SPLIT-	-86.59
Check	06/30/2017	15846	Peck's Market		Children's Programs	-23.54
Check	06/30/2017	15847	Pete's Market	cust #845,	-SPLIT-	-3.98
Check	06/30/2017	15848	Dill Safe & Locksmith	Inv.# 24196 & 24202	-SPLIT-	-210.50
Check	06/30/2017	15849	Olsen Mechanical, Inc.	198 Bridge Street Narrowsburg NY	Bldg Repairs-NAR	-1,855.00
Check	06/30/2017	15850	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-281.44

## Western Sullivan Public Library Check List by Date

			June 10 - 30, 2017			
Check	06/30/2017	15895	Consolidated Plastics Co., Inc.		Office Supplies - NAR	-178.74
Liability Check	06/23/2017	17061974046	NYS Income Tax	141825007 6	606 · SWT Payable	-445.11
Liability Check	06/23/2017	75849804	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,305.28
Liability Check	06/23/2017	eft	Savings Direct Deposit		610 · Savings W/H Payable	-210.00
Liability Check	06/30/2017	15782	Aflac		608.2 · T AFLAC payable	-27.04
Paycheck	06/23/2017	1689	Alexy, Chantal M.		-SPLIT-	-374.65
Paycheck	06/23/2017	1690	Bowers, Raina F.		-SPLIT-	-586.52
Paycheck	06/23/2017	1691	Daub, Veronica A		-SPLIT-	-89.54
Paycheck	06/23/2017	1692	Everett, Audra A.		-SPLIT-	-1,218.45
Paycheck	06/23/2017	1693	Ferber, Heather M		-SPLIT-	-484.20
Paycheck	06/23/2017	1694	Frisbie, Brianna M		-SPLIT-	-133.37
Paycheck	06/23/2017	1695	Funcheon, Donna F.		-SPLIT-	-372.42
Paycheck	06/23/2017	1696	Hildebrand, Judith A.		-SPLIT-	-385.65
Paycheck	06/23/2017	1697	Luchsinger, Claudine L		-SPLIT-	-648.54
Paycheck	06/23/2017	1698	Morgan-Lohr, Penelope E		-SPLIT-	-911.16
Paycheck	06/23/2017	1699	Nemec, Antonia E		-SPLIT-	-529.24
Paycheck	06/23/2017	1700	Olsen, Jennifer L.		-SPLIT-	-446.68
Paycheck	06/23/2017	1701	Reid, Melissa A		-SPLIT-	-775.62
Paycheck	06/23/2017	1702	Schilling, Irma F.		-SPLIT-	-365.12
Paycheck	06/23/2017	1703	Swendsen, Julie R.		-SPLIT-	-680.09
Paycheck	06/23/2017	1704	VanHassel, Abram B		-SPLIT-	-898.60
Paycheck	06/23/2017	1705	White, Kristin M		-SPLIT-	-1,007.80
Paycheck	06/23/2017	1706	Wootan, Madeleine M		-SPLIT-	-497.23
Paycheck	06/30/2017	15778	Bowers, Raina F.		-SPLIT-	-925.30
Paycheck	06/30/2017	15779	VanHassel, Abram B		-SPLIT-	-1,474.37

**Jun 10 - 30, 17**

-60,823.45

**Western Sullivan Public Library**  
**Balance Sheet**  
As of June 30, 2018

	<b>Jun 30, 18</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
200 · Operating Account	17,899.19
210 · Petty Cash	
Petty Cash-DEL	50.00
Petty Cash-JEF	50.00
Petty Cash-NAR	50.00
<b>Total 210 · Petty Cash</b>	<b>150.00</b>
204 · T&A Choice HRA	1,489.89
205 · WSPL IMM Acct	
Huber (T/C)	10,000.00
205 · WSPL IMM Acct - Other	210,960.37
<b>Total 205 · WSPL IMM Acct</b>	<b>220,960.37</b>
<b>Total Checking/Savings</b>	<b>240,499.45</b>
<b>Other Current Assets</b>	
380 · Accounts Receivable	20,032.00
<b>Total Other Current Assets</b>	<b>20,032.00</b>
<b>Total Current Assets</b>	<b>260,531.45</b>
<b>Fixed Assets</b>	
446 · Furn. & Fixtures	
Furn & Fixtures-DEL	-760.97
Furn & Fixtures-JEF	554.97
Furn & Fixtures-NAR	205.04
446 · Furn. & Fixtures - Other	7.56
<b>Total 446 · Furn. &amp; Fixtures</b>	<b>6.60</b>
<b>Total Fixed Assets</b>	<b>6.60</b>
<b>TOTAL ASSETS</b>	<b>260,538.05</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
637 · Due to Retirement	16,466.00
603.1 · Social Security Payable	-429.85
605 · FWT Payable	-2.69
606 · SWT Payable	-339.17
607 · NYS & Local Retirement	988.79
608.2 · T AFLAC payable	-13.52
<b>Total Other Current Liabilities</b>	<b>16,669.56</b>
<b>Total Current Liabilities</b>	<b>16,669.56</b>
<b>Total Liabilities</b>	<b>16,669.56</b>
<b>Equity</b>	
909 · Fund Balance - WSPL	521,733.15
910 · Reserve Fund Balance	4,241.00
911 · Retained Earnings	-195,167.88



**Western Sullivan Public Library**  
**Balance Sheet**  
As of June 30, 2018

	<u>Jun 30, 18</u>
Net Income	<u>-86,937.78</u>
Total Equity	<u>243,868.49</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>260,538.05</u></u></b>

# Western Sullivan Public Library

## Profit & Loss Budget vs. Actual

	<u>Jul 1 - Sep 8, 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
2082 · Library Charges	2,140	2,834	(694)
2083 · Library Chgs-Registrations	1,155	945	210
2401 · Interest & Earnings	26	189	(163)
2410 · Rental Income	1	0	1
2655 · Sales, Other	84	378	(294)
2705 · Gifts & Donations	210	472	(262)
2761 · RCLS Grants	0	2,500	(2,500)
3001 · State Grants-Construction	26,346	0	26,346
3003 · State Grants - Miscellaneous	2,762	0	2,762
<b>Total Income</b>	<u>32,724</u>	<u>7,318</u>	<u>25,406</u>
<b>Gross Profit</b>	32,724	7,318	25,406
<b>Expense</b>			
74101 · Salaries	73,881	74,487	(606)
74101.7 · Special Projects	118	945	(827)
74102.2 · Equipment - Technology	0	945	(945)
74104.1 · Books	6,147	6,989	(842)
74104.2 · Serials	758	756	2
74104.3 · Videos	(563)	2,834	(3,397)
74104.4 · Digital Downloads	704	756	(52)
74104.5 · Databases	0	397	(397)
74105.1 · Daily Operating Expenses	2,583	3,920	(1,337)
74105.2 · Repairs/Maint of F&F	0	189	(189)
74105.3 · Repairs/Maint of Lib Equip	260	189	71
74105.4 · Daily Maint & Repairs	1,603	1,983	(380)
74105.6 · Insurance Policies	1,128	3,428	(2,300)
74106.1 · Phones	791	646	145
74106.2 · ANSER	5,890	4,628	1,262
74106.3 · Internet Service	600	491	109
74106.4 · Fuel & Electric	1,667	4,345	(2,678)
74106.5 · Sewer & Water	273	453	(180)
74106.6 · Elevator Service	49	850	(801)
74106.7 · Cleaning Services	4,100	4,647	(547)
74107.1 · Professional Services	1,245	3,683	(2,438)
74107.3 · Programs and Events	1,903	1,889	14
74106.8 · Misc Oper/Maint Expenses	308	1,889	(1,581)
74107.9 · Other Expenses	748	916	(168)
90108 · Annual Retirement	0	7,556	(7,556)
90508.1 · SUI Employer	668	1,056	(388)
90508.2 · 1/2 FICA-Employer	5,633	5,100	533
90558 · Disability Ins/Emp Bnfts	0	144	(144)
90608 · Employee Health Insurance	9,167	13,030	(3,863)
<b>Total Expense</b>	<u>119,661</u>	<u>149,141</u>	<u>(29,480)</u>

## Western Sullivan Public Library Profit & Loss Budget vs. Actual

	<u>Jul 1 - Sep 8, 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Net Ordinary Income	(86,937)	(141,823)	54,886
Other Income/Expense			
Other Income			
915 - Unappropriated Fund Balance	0	6,637	(6,637)
Total Other Income	0	6,637	(6,637)
Net Other Income	0	6,637	(6,637)
Net Income	<u>(86,937)</u>	<u>(135,186)</u>	<u>48,249</u>

## Western Sullivan Public Library Check List by Date

Type	Date	Num	Name	July 1 through September 8, 2017	Split	Amount
<b>Jul 1 - Sep 8, 17</b>						
Check	07/07/2017	15822	Callicoon Water Company	Acct #038	Sewer & Water-DEL	-77.91
Check	07/07/2017	15823	Amy Barresi		Children's Programs	-50.00
Check	07/21/2017	15827	Crystal Run Health Plan, LLC	Group # CR0531	90608 · Employee Health Insurance	-5,772.48
Check	07/21/2017	15828	Christina Mace		Bookkeeper	-180.00
Check	07/31/2017	15830	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-24.43
Check	07/31/2017	15831	NYSEG	1001-0704-798	Fuel & Electric-NAR	-276.74
Check	07/31/2017	15832	NYSEG	1001-1281-077	Fuel & Electric-JEF	-360.36
Check	07/31/2017	15833	Time Warner Cable	Account 8150 20 899 0016479	-SPLIT-	-811.07
Check	07/31/2017	15834	Christina Mace		Bookkeeper	-250.00
Check	07/31/2017	15835	AARP Medicare Rx Preferred (PDP)	member ID 0140089751	90608 · Employee Health Insurance	-80.50
Check	07/31/2017	74926319193	NYS Income Tax	2nd qtr 2017	90508.1 · SUI Employer	-668.07
Check	08/08/2017	15824	NaturalContents.com LLC		Children's Programs	-200.00
Check	08/08/2017	15903	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-644.87
Check	08/08/2017	15904	Pete's Market	cust #845,	-SPLIT-	-74.38
Check	08/08/2017	15905	Dowser Water	Acct 9744	-SPLIT-	-144.50
Check	08/08/2017	15906	Olsen Mechanical, Inc.	198 Bridge Street Narrowsburg	Bldg Repairs-JEF	-510.00
Check	08/08/2017	15907	ES11, LLC	Inv.#401-6707	74107.1 · Professional Services	-205.00
Check	08/08/2017	15908	Dirlam Bros. Lumber Co., Inc.	Customer TUS110	Bldg Repairs-NAR	-62.49
Check	08/08/2017	15909	Dill Safe & Locksmith	Inv.# 24235	Bldg Repairs-JEF	-140.00
Check	08/08/2017	15910	Melissa Reid (reimb)		Travel & Conferences	-28.89
Check	08/08/2017	15911	Antonia Nemece (reimb)		Travel & Conferences	-61.79
Check	08/08/2017	15912	Heather Ferber (reimb)		Travel & Conferences	-11.24
Check	08/08/2017	15913	Brodart Co.	Account 311663	-SPLIT-	-760.21
Check	08/08/2017	15914	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-422.37
Check	08/08/2017	15915	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	08/08/2017	15916	DJS Plumbing & Heating	Inv. # 9690	Bldg. Repairs-DEL	-641.90
Check	08/08/2017	15917	ALA/Booklist	Subscription - one year	-SPLIT-	-165.50
Check	08/08/2017	15918	Claude Larson	Books Arts Workshop	Adult Programs	-250.00
Check	08/08/2017	15919	RCLS General	invoices 25958	Library Supplies - JEF	-18.24
Check	08/08/2017	15920	Raina Bowers (reimb)		Travel & Conferences	-200.00
Check	08/08/2017	15921	AARP Medicare Rx Preferred (PDP)	member ID 0140089751	90608 · Employee Health Insurance	-161.00
Check	08/08/2017	15922	Narrowsburg Fire Department		Children's Programs	-100.00

## Western Sullivan Public Library Check List by Date

July 1 through September 8, 2017						
Check	08/08/2017	15923	Jeffersonville Fire Department		Children's Programs	-100.00
Check	08/09/2017	15825	NaturalContents.com LLC		Children's Programs	-200.00
Check	08/11/2017	15851	Cardmember Services	acct ending 4182	601 - Jeff Bank Visa	-38.16
Check	08/11/2017	15852	Partymaster	Event ID: 245876	Children's Programs	-125.00
Check	08/11/2017	15853	Cash	Cash Bank for DEL	Petty Cash-DEL	-6.54
Check	08/11/2017	15854	Cash	Cash Bank for JEF	Petty Cash-JEF	-9.63
Check	08/11/2017	15856	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	08/11/2017	15857	NYSEG	1003-8570-692	Fuel & Electric-DEL	-139.84
Check	08/11/2017	15858	NYSEG	1001-3155-188	Fuel & Electric-DEL	-62.21
Check	08/11/2017	15859	Ricky Tyler		PCC Programs	-240.00
Check	08/11/2017	15860	Delaware Valley Farm & Garden	Acc. #100706 - Inv.#K72508	-SPLIT-	-16.93
Check	08/11/2017	15861	Olsen Mechanical, Inc.	45 Lower Main Street Callicoon NY 12723	Bldg. Repairs-DEL	-240.00
Check	08/11/2017	15862	Dowser Water	Acct 9744	-SPLIT-	-65.00
Check	08/11/2017	15863	Julie Swendsen (reimb)		Travel & Conferences	-9.63
Check	08/11/2017	15864	Penelope Morgan-Loehr (reimb)		Travel & Conferences	-14.45
Check	08/11/2017	15865	Heather Ferber (reimb)		Travel & Conferences	-11.77
Check	08/11/2017	15866	Audra Everett (reimb)		Travel & Conferences	-49.22
Check	08/11/2017	15867	Chantal Alexy (reimb)		Travel & Conferences	-9.63
Check	08/11/2017	15868	Donna Funcheon (reimb)		Travel & Conferences	-29.75
Check	08/11/2017	15869	Madeleine Wootan (reimb)		Travel & Conferences	-17.12
Check	08/11/2017	15870	Brodart Co.	Account 311663	-SPLIT-	-243.35
Check	08/11/2017	15871	Sullivan Public Library Alliance		Membership Dues	-105.00
Check	08/11/2017	15872	RCLS General	invoices 24921	Digital Downloads - RCLS	-704.28
Check	08/11/2017	15873	RCLS General	invoices 25920, 25921, 25922	-SPLIT-	-5,890.04
Check	08/11/2017	15874	County Waste of PA	10-38985 7, 10-38986 5, 10-38984 0	-SPLIT-	-98.25
Check	08/11/2017	15875	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-367.38
Check	08/11/2017	15876	Callicoon Supply Inc.	Acct # 4675	-SPLIT-	-6.72
Check	08/11/2017	15877	Nathaniel Whitmore		Adult Programs	-125.00
Check	08/11/2017	15878	Oriental Trading		Children's Programs	-18.98
Check	08/11/2017	15879	Center Point Large Print		-SPLIT-	-22.50
Check	08/11/2017	15880	Sullivan County Democrat		-SPLIT-	-192.00
Check	08/11/2017	15881	Library Journal	for 20 issues	-SPLIT-	-129.99
Check	08/11/2017	15882	NYLA	Invoice 7521	Travel & Conferences	-215.00
Check	08/11/2017	15883	Christine Chorney		Registrations-NAR	-17.50

## Western Sullivan Public Library Check List by Date

July 1 through September 8, 2017

Check	08/11/2017	15884	Merrill Ranken		Registrations-NAR	-17.50
Check	08/11/2017	15885	Midwest Tape		-SPLIT-	-1,330.81
Check	08/11/2017	15886	Peck's Market		-SPLIT-	-313.07
Check	08/11/2017	15887	Baker & Taylor Books #510486		-SPLIT-	-3,155.17
Check	08/12/2017	15826	Amy Barresi		Children's Programs	-150.00
Check	08/14/2017	15888	Pete's Market	cust #845,	-SPLIT-	-86.26
Check	08/14/2017	15889	Christina Mace		Bookkeeper	-350.00
Check	08/14/2017	15890	Time Warner Cable	Account 8150 20 899 0016479	-SPLIT-	-579.73
Check	08/14/2017	15891	Preferred Mutual	VOID: Renewing with different company	-SPLIT-	0.00
Check	08/14/2017	15892	Postmaster	stamps - Jef	Postage	-98.00
Check	08/14/2017	15893	Mike Preis, Inc.	Inv #3326	Directors/Operators Policy	-1,128.00
Check	08/21/2017	15896	United Healthcare Insurance Company	Member ID 333329276-1	90608 · Employee Health Insurance	-224.25
Check	08/25/2017	15897	United Healthcare Insurance Company	Member ID 333329276-1	90608 · Employee Health Insurance	-224.25
Check	08/25/2017	15898	NYSEG	1001-0704-798	Fuel & Electric-NAR	-244.70
Check	08/25/2017	15899	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-24.42
Check	08/25/2017	15900	Crystal Run Health Plan, LLC	Group # CR0531	90608 · Employee Health Insurance	-5,772.48
Check	08/25/2017	15901	Christina Mace		Bookkeeper	-260.00
Check	08/28/2017	15902	Narrowsburg Water & Sewer	Acct #100900	Sewer & Water-NAR	-194.86
Check	09/05/2017	15924	NYSEG	1003-8570-692	Fuel & Electric-DEL	-106.98
Check	09/05/2017	15925	NYSEG	1001-3155-188	Fuel & Electric-DEL	-136.98
Check	09/05/2017	15926	NYSEG	1001-1281-077	Fuel & Electric-JEF	-339.26
Check	09/08/2017	15927	Postmaster	stamps - Nar	Postage	-49.00
Check	09/08/2017	15928	Net@Work, Inc.	NAWQ47059	-SPLIT-	-260.00
Check	09/08/2017	15930	Peck's Market		-SPLIT-	-152.08
Check	09/08/2017	15931	Cash	Cash Bank for JEF	Petty Cash-JEF	-26.40
Check	09/08/2017	15932	Cash	Cash Bank for NAR	Petty Cash-NAR	-44.85
Check	09/08/2017	15933	Cash	Cash Bank for DEL	Petty Cash-DEL	-5.61
Check	09/08/2017	15934	Baker & Taylor Books #510486		-SPLIT-	-3,039.77
Check	09/08/2017	15935	Midwest Tape		-SPLIT-	-744.26
Liability Check	07/07/2017	17070574641	NYS Income Tax	141825007 6	606 · SWT Payable	-144.72
Liability Check	07/07/2017	17070574641	NYS Income Tax	141825007 6	606 · SWT Payable	-452.10
Liability Check	07/07/2017	51118562	IRS USA Tax Payments	14-1825007	-SPLIT-	-918.10
Liability Check	07/07/2017	51118562	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,300.28
Liability Check	07/07/2017	EFT	Savings Direct Deposit		610 · Savings W/H Payable	-110.00

## Western Sullivan Public Library Check List by Date

July 1 through September 8, 2017

Liability Check	07/10/2017	eft	NYS & Local Retirement System	14104	-SPLIT-	-536.29
Liability Check	07/21/2017	17071775169	NYS Income Tax	141825007 6	606 · SWT Payable	-499.75
Liability Check	07/21/2017	43965206	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,603.66
Liability Check	07/21/2017	eft	Employee Bank Account		611 · DD for savings/c'king	-110.00
Liability Check	08/02/2017	17080275797	NYS Income Tax	141825007 6	606 · SWT Payable	-499.75
Liability Check	08/04/2017	00293169	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,588.40
Liability Check	08/04/2017	EFT	Employee Bank Account		611 · DD for savings/c'king	-110.00
Liability Check	08/11/2017	15855	Aflac		608.2 · T AFLAC payable	-27.04
Liability Check	08/11/2017	eft	NYS & Local Retirement System	51404	-SPLIT-	-555.54
Liability Check	08/18/2017	03714225	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,604.58
Liability Check	08/18/2017	17081476308	NYS Income Tax	141825007 6	606 · SWT Payable	-498.16
Liability Check	08/18/2017	EFT	Employee Bank Account		611 · DD for savings/c'king	-110.00
Liability Check	08/28/2017	17082876704	NYS Income Tax	141825007 6	606 · SWT Payable	-501.66
Liability Check	08/28/2017	24192501	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,535.86
Liability Check	09/01/2017	EFT	Employee Bank Account		611 · DD for savings/c'king	-110.00
Liability Check	09/08/2017	15929	Aflac		608.2 · T AFLAC payable	-27.04
Paycheck	07/07/2017	1707	Alexy, Chantal M.		-SPLIT-	-436.30
Paycheck	07/07/2017	1708	Bowers, Raina F.		-SPLIT-	-502.12
Paycheck	07/07/2017	1709	Everett, Audra A.		-SPLIT-	-1,218.43
Paycheck	07/07/2017	1710	Ferber, Heather M		-SPLIT-	-486.41
Paycheck	07/07/2017	1711	Funcheon, Donna F.		-SPLIT-	-454.72
Paycheck	07/07/2017	1712	Hildebrand, Judith A.		-SPLIT-	-360.51
Paycheck	07/07/2017	1713	Luchsinger, Claudine L		-SPLIT-	-648.54
Paycheck	07/07/2017	1714	Morgan-Lohr, Penelope E		-SPLIT-	-912.92
Paycheck	07/07/2017	1715	Nemec, Antonia E		-SPLIT-	-532.50
Paycheck	07/07/2017	1716	Olsen, Jennifer L.		-SPLIT-	-446.69
Paycheck	07/07/2017	1717	Reid, Melissa A		-SPLIT-	-775.62
Paycheck	07/07/2017	1718	Schilling, Irma F.		-SPLIT-	-365.12
Paycheck	07/07/2017	1719	Swendsen, Julie R.		-SPLIT-	-680.07
Paycheck	07/07/2017	1720	VanHassel, Abram B		-SPLIT-	-898.60
Paycheck	07/07/2017	1721	White, Kristin M		-SPLIT-	-1,068.72
Paycheck	07/07/2017	1722	Wootan, Madeleine M		-SPLIT-	-495.00
Paycheck	07/21/2017	15829	Watson, Madison R		-SPLIT-	-455.21
Paycheck	07/21/2017	1723	Alexy, Chantal M.		-SPLIT-	-399.44

## Western Sullivan Public Library Check List by Date

July 1 through September 8, 2017

Paycheck	07/21/2017	1724	Bowers, Raina F.	-SPLIT-	-622.89
Paycheck	07/21/2017	1725	Everett, Audra A.	-SPLIT-	-1,291.77
Paycheck	07/21/2017	1726	Ferber, Heather M	-SPLIT-	-512.65
Paycheck	07/21/2017	1727	Funcheon, Donna F.	-SPLIT-	-480.36
Paycheck	07/21/2017	1728	Hildebrand, Judith A.	-SPLIT-	-387.24
Paycheck	07/21/2017	1729	Luchsinger, Claudine L	-SPLIT-	-689.31
Paycheck	07/21/2017	1730	Morgan-Lohr, Penelope E	-SPLIT-	-963.34
Paycheck	07/21/2017	1731	Nemec, Antonia E	-SPLIT-	-563.00
Paycheck	07/21/2017	1732	Olsen, Jennifer L.	-SPLIT-	-499.57
Paycheck	07/21/2017	1733	Reid, Melissa A	-SPLIT-	-822.06
Paycheck	07/21/2017	1734	Swendsen, Julie R.	-SPLIT-	-720.12
Paycheck	07/21/2017	1735	VanHassel, Abram B	-SPLIT-	-952.63
Paycheck	07/21/2017	1736	White, Kristin M	-SPLIT-	-1,144.91
Paycheck	07/21/2017	1737	Wootan, Madeleine M	-SPLIT-	-526.87
Paycheck	08/04/2017	15836	Watson, Madison R	-SPLIT-	-355.70
Paycheck	08/04/2017	1738	Alexy, Chantal M.	-SPLIT-	-399.45
Paycheck	08/04/2017	1739	Bowers, Raina F.	-SPLIT-	-622.90
Paycheck	08/04/2017	1740	Everett, Audra A.	-SPLIT-	-1,291.75
Paycheck	08/04/2017	1741	Ferber, Heather M	-SPLIT-	-512.65
Paycheck	08/04/2017	1742	Funcheon, Donna F.	-SPLIT-	-480.35
Paycheck	08/04/2017	1743	Hildebrand, Judith A.	-SPLIT-	-387.24
Paycheck	08/04/2017	1744	Luchsinger, Claudine L	-SPLIT-	-689.32
Paycheck	08/04/2017	1745	Morgan-Lohr, Penelope E	-SPLIT-	-963.35
Paycheck	08/04/2017	1746	Nemec, Antonia E	-SPLIT-	-563.02
Paycheck	08/04/2017	1747	Olsen, Jennifer L.	-SPLIT-	-499.55
Paycheck	08/04/2017	1748	Reid, Melissa A	-SPLIT-	-822.08
Paycheck	08/04/2017	1749	Swendsen, Julie R.	-SPLIT-	-720.12
Paycheck	08/04/2017	1750	Tanabe, Yukie	-SPLIT-	-96.04
Paycheck	08/04/2017	1751	VanHassel, Abram B	-SPLIT-	-952.63
Paycheck	08/04/2017	1752	White, Kristin M	-SPLIT-	-1,144.91
Paycheck	08/04/2017	1753	Wootan, Madeleine M	-SPLIT-	-526.88
Paycheck	08/18/2017	15894	Watson, Madison R	-SPLIT-	-355.69
Paycheck	08/18/2017	1754	Alexy, Chantal M.	-SPLIT-	-399.45
Paycheck	08/18/2017	1755	Bowers, Raina F.	-SPLIT-	-622.91



09/08/17

## Western Sullivan Public Library Check List by Date

July 1 through September 8, 2017

Paycheck	08/18/2017	1756	Everett, Audra A.	-SPLIT-	-1,291.76
Paycheck	08/18/2017	1757	Ferber, Heather M	-SPLIT-	-512.66
Paycheck	08/18/2017	1758	Funcheon, Donna F.	-SPLIT-	-480.36
Paycheck	08/18/2017	1759	Hildebrand, Judith A.	-SPLIT-	-352.24
Paycheck	08/18/2017	1760	Luchsinger, Claudine L	-SPLIT-	-689.31
Paycheck	08/18/2017	1761	Morgan-Lohr, Penelope E	-SPLIT-	-963.34
Paycheck	08/18/2017	1762	Nemec, Antonia E	-SPLIT-	-563.01
Paycheck	08/18/2017	1763	Olsen, Jennifer L.	-SPLIT-	-499.57
Paycheck	08/18/2017	1764	Reid, Melissa A	-SPLIT-	-822.06
Paycheck	08/18/2017	1765	Swendsen, Julie R.	-SPLIT-	-720.13
Paycheck	08/18/2017	1766	Tanabe, Yukie	-SPLIT-	-230.51
Paycheck	08/18/2017	1767	VanHassel, Abram B	-SPLIT-	-952.63
Paycheck	08/18/2017	1768	White, Kristin M	-SPLIT-	-1,144.91
Paycheck	08/18/2017	1769	Wootan, Madeleine M	-SPLIT-	-526.87
Paycheck	09/01/2017	1770	Alexy, Chantal M.	-SPLIT-	-465.05
Paycheck	09/01/2017	1771	Bowers, Raina F.	-SPLIT-	-622.89
Paycheck	09/01/2017	1772	Everett, Audra A.	-SPLIT-	-1,291.76
Paycheck	09/01/2017	1773	Ferber, Heather M	-SPLIT-	-512.65
Paycheck	09/01/2017	1774	Funcheon, Donna F.	-SPLIT-	-480.35
Paycheck	09/01/2017	1775	Hildebrand, Judith A.	-SPLIT-	-387.24
Paycheck	09/01/2017	1776	Luchsinger, Claudine L	-SPLIT-	-689.32
Paycheck	09/01/2017	1777	Morgan-Lohr, Penelope E	-SPLIT-	-963.34
Paycheck	09/01/2017	1778	Nemec, Antonia E	-SPLIT-	-545.38
Paycheck	09/01/2017	1779	Olsen, Jennifer L.	-SPLIT-	-499.57
Paycheck	09/01/2017	1780	Reid, Melissa A	-SPLIT-	-822.06
Paycheck	09/01/2017	1781	Swendsen, Julie R.	-SPLIT-	-720.12
Paycheck	09/01/2017	1782	Tanabe, Yukie	-SPLIT-	-230.50
Paycheck	09/01/2017	1783	VanHassel, Abram B	-SPLIT-	-952.63
Paycheck	09/01/2017	1784	White, Kristin M	-SPLIT-	-1,144.91
Paycheck	09/01/2017	1785	Wootan, Madeleine M	-SPLIT-	-526.88

Jul 1 - Sep 8, 17

-123,200.07



# Western Sullivan Public Library

## TEMPORARY DIRECTOR'S REPORT

Tusten-Cochecton Branch

September 11, 2017

### Building:

1. Buck Moorhead, Architect, will have bid documents and instructions ready for the repointing project. The plan is to go out to bid in September 2017 and open the sealed bids at the October Board Meeting.
2. Justin repaired the gutters and blue stone step on the side of the Callicoon building. Melissa has a call out to Justin about the first floor bathroom plumbing that leaked into the basement bathroom causing damage to the ceiling. Plumbing repairs were done by DJS.

### Personnel Appointment:

1. Melissa completed interviews for the Library Page position at Delaware Free. We have hired Lillian Velasquez for 7 hours per week starting August 29, 2017 at the rate of \$10.40 per hour.
2. Interviews are being conducted for the Library Assistant position for children's programming.

### Meetings:

1. There was a managers meeting on August 28, 2017 where we focused on outreach and new collection offerings. We also planned the next staff meeting for September 29, 2017 at 3:30pm, Jeffersonville Branch where the results from branch specific projects will be revealed. These projects aligned with our library's Strategic Plan. The Board is invited to attend and see the results of these yearlong projects.
2. Audra will reach out to RCLS about the upcoming Director's Association meeting and will plan on attending on September 13, 2017.

### Programs:

1. September is Library Card Sign-Up Month. We are having promotions both in-house and out in the community. The library will be at the Jeff Jamboree, Narrowsburg Bee Fest and other locations during the month to help promote the library and make connections with the community.
2. The History of Fly Fishing Traveling Library Exhibit will be at the Delaware Free Branch starting September 9<sup>th</sup> at which time there will be a reception and fly tying demonstration.
3. Claudine has successfully created a book discussion group at all three branches.
4. See calendar/newsletter for complete list of programs.

### Finance:

1. Requesting line item transfers to close out the 2016/17 budget year. See End of Year Transfers report.
2. Requesting \$4,796 from the Special Projects line item from 2016/17 be transferred to the 2017/18 budget.
3. The extension for filing our annual financial report with the state has been granted by the State Comptroller's Office.



# Western Sullivan Public Library

## **Strategic Plan Progress:**

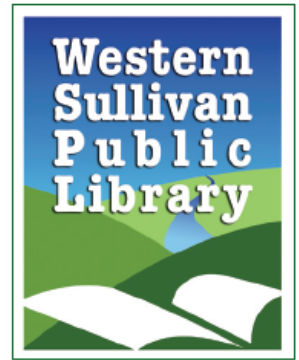
1. Goal #4: Improve and Innovate Collections. Randy Enos, from RCLS, will assist Kyoshin Lohr and Jennifer Olsen with weeding their Children's sections to help create a more current collection. We are also looking into the cost of offering digital videos to our patrons. A staff member will attend the BlueCloud Analytics workshop at RCLS in September to learn more about how to analyze our current collection.

## **Other:**

1. The library will close at 3PM on September 29, 2017 for the quarterly staff meeting.
2. Board of Trustees contact list on the libguide has been updated for 2017/2018.
3. SUPLA is planning a Legislative Brunch in October with a tentative date of the 19<sup>th</sup>.

**DRAFT OF LETTER IN SUPPORT OF THE SUBLEASING OF THE FORMER  
CALLICOON DEPOT**

The Board of Trustees of the Western Sullivan Public Library would like to express its support for the proposal of Callicoon Community Development to sublease the former Callicoon Depot. Just as the recent expansion of the Delaware Free branch of the WSPL has been a boon to the town and surrounding area, we believe the revival and repurposing of this historic site will be a major step forward for Callicoon. As a public and cultural institution we welcome this initiative, and look forward to working with our new neighbor in a variety of ways that will benefit the library system, the community, and the region as a whole.



**DELAWARE FREE**

45 Lower Main Street  
Callicoon, NY 12723  
845-887-4040

**JEFFERSONVILLE**

19 Center Street  
Jeffersonville, NY 12748  
845-482-4350

**TUSTEN-COCHECTON**

198 Bridge Street  
Narrowsburg, NY 12764  
845-252-3360

[www.wsplonline.org](http://www.wsplonline.org)



## INVITATION TO BIDDERS

Sealed bids for the following will be received by the Western Sullivan Public Library, 19 Center Street, Jeffersonville, NY 12748, until 4PM on Friday, September 29, 2017. Bids will be publicly opened and read at the regular Board Meeting held at 5PM on Monday, October 2, 2017.

**1. Repointing Project at the Delaware Free Branch of the Western Sullivan Public Library, 45 Lower Main St, Callicoon, NY 12723.**

Bid forms, including specifications and plans, may be obtained at the Jeffersonville Branch, 19 Center St, Jeffersonville, NY, during library hours, or by emailing [wspldirector@rcls.org](mailto:wspldirector@rcls.org).

The Board of Trustees reserves the right to reject any or all bids, or to accept any proposal by any bidder, which in the opinion of the Board of Trustees will be in the best interest of the Western Sullivan Public Library.

**BY THE ORDER OF THE BOARD OF TRUSTEES  
WESTERN SULLIVAN PUBLIC LIBRARY  
AUDRA EVERETT  
845-482-4350**

**Buck Moorhead Architect**



[www.buckmoorheadarchitect.com](http://www.buckmoorheadarchitect.com)

Callicoon | Upper Delaware | NYC

245 West 29th Street Suite 1203  
New York, NY 10001  
212.343.2735

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## INVITATION TO BID

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**Date Issued:** September 13, 2017

**Bid Due Date:** Friday September 29, 2017  
WSPL Jeffersonville  
19 Center Street, NY

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## BID INFORMATION AND INSTRUCTIONS

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**Project Name:** Western Sullivan Public Library – Callicoon Branch

**Project Reference:** 1704-Callicoon Library

**Project Address:** 45 Lower Main Street, Callicoon, NY 12723

**Site Access:** Please contact Audra Everett at (845) 482 - 4350

**Questions:** Please direct all questions to  
**Remy Moorhead**  
Email: [remy@buckmoorheadarchitect.com](mailto:remy@buckmoorheadarchitect.com)

All questions are to be email or fax only. All questions must be submitted by: **09/25/2017**

**Bid Proposal Submission:** Please submit a **Signed Proposal** and provide the following items in your submission

- a. Project Schedule
- b. Project Team / Sub-consultants / Sub-contractors
- c. Project Pricing – see attached Bid Breakdown for requirements
- d. Company Information / History
- e. List of previous relevant work
- f. Bid Proposal Certifications form (enclosed)
- g. Bid Proposal Form (enclosed)

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## BID DOCUMENTS ENCLOSED

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Sheet No:	Description	Date:
1. T-001.00	COVER SHEET, GENERAL NOTES, PLOT PLAN, SITE PLAN	09/13/2017
2. A-101.00	DEMOLITION PLANS AND CONSTRUCTION PLANS	09/13/2017
3. A-201.00	ELEVATIONS	09/13/2017
4. A-501.00	DETAILS	09/13/2017

**BID PROPOSAL FORM**

WESTERN SULLVAN PUBLIC LIBRARY  
19 Center Street, PO Box 594  
Jeffersonville, NY 12748

The undersigned, \_\_\_\_\_  
(Name of Bidder)

a \_\_\_\_\_  
(Proprietorship, Partnership, or Corporation)  
(State of Incorporation, if applicable)

of \_\_\_\_\_  
(Address)

have carefully examined the BID PACKET documents as prepared by Buck Moorhead Architect as well as the premises and conditions affecting the work, proposes to furnish all the supplies, equipment, labor, services, applicable taxes, licenses, certifications and specified insurance necessary to perform the entire work, as set forth in, and in accordance with, the said documents for the following considerations:

**GRAND TOTAL CONTRACT PRICE**

The grand total contract price is \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**BID BREAKDOWN**

**Project Name:** Western Sullivan Public Library – Callicoon Branch  
**Project Reference:** 1704-Callicoon Library  
**Project Address:** 45 Lower Main Street, Callicoon, NY 12723

**Bidder's Name:** \_\_\_\_\_  
**Bidder's Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**Primary Contact:** \_\_\_\_\_

NOTE: All work to be bid using prevailing wage labor.

Bid to be broken down as follows:

TRADE	BASE BID	ALTERNATE
Site Work / Protection / Final Clean Up	\$	\$
Finishes	\$	\$
New Windows	\$	\$
Finish Carpentry	\$	\$
Masonry Repointing: West Wall / South Wall	\$	\$
Masonry Repointing: East Wall	\$	\$
Stone Repair: West Entry	\$	\$
Alternate # 1	\$	\$
<b>SUBTOTAL</b>	<b>\$</b>	<b>\$</b>
General conditions	\$	\$
Overhead and fees	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

Identify anticipated means/methods to access and execute masonry wall repointing:

East Wall:	
South Wall:	
West Wall:	



## BID PROPOSAL CERTIFICATIONS

Firm Name \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date of Bid \_\_\_\_\_

I. General Bid Certification

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment, and/or services as proposed on this bid.

II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal here-after made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not submit a bid for the purpose of restricting competition.

B. A bid shall not be considered for award no shall any award be made where A. (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder shall so state and shall furnish with the bid a signed statement which set forth in detail the reasons therefore. Where A. (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award by made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

- (1) The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).
- (2) Any bid hereafter made to any subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by stature, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

**DRAWING LIST**

- T-001.00 COVER SHEET, GENERAL CONDITIONS, PLOT PLAN, SITE PLAN
- A-101.00 DEMOLITION PLANS AND CONSTRUCTION PLANS
- A-201.00 ELEVATIONS
- A-501.00 DETAILS

**SCOPE OF WORK**

- EAST FACADE WINDOWS REPLACEMENT.
  - EAST, SOUTH AND WEST FACADE MASONRY REPOINTING.
  - REPAIR OF STONE STEPS AND LANDING AT WEST BUILDING ENTRY.
- ALTERNATE NO.1- IF CONSTRUCTION OF PIPE SCAFFOLDING ALONG WEST FACADE IS NOT INCLUDED IN BASE BID, PROVIDE ALTERNATE PRICE TO:  
 -CONSTRUCT PIPE SCAFFOLDING ALONG THE WEST SIDE OF THE BUILDING.  
 -PROVIDE PROTECTIVE BARRIER AT PIPE SCAFFOLDING AND MAINTAIN EGRESS FROM STAIRS.

**ZONING**

BLOCK: 5  
 LOT: 564  
 ZONING: CAL-B-1  
 ZONING MAP: SECTION 14

**SPECIFICATIONS**

**1.0 GENERAL REQUIREMENTS / CONDITIONS**

**1.1 DEFINITIONS:**  
 "THE WORK" SHALL MEAN ALL WORK NECESSARY TO BE PERFORMED UNDER THIS CONTRACT AND SHALL INCLUDE ALL LABOR, MATERIAL, AND EQUIPMENT NECESSARY TO DO ALL WORK DESCRIBED IN THE ARCHITECTURAL DRAWINGS AND SPECIFICATIONS. WORK NOT INDICATED BUT INFERABLE AS NECESSARY TO DO A COMPLETE JOB SHALL BE UNDERSTOOD TO BE INCLUDED IN THE SCOPE AND BE PART OF THE CONTRACT DOCUMENTS.  
 "THE CONTRACT DOCUMENTS" SHALL BE ALL THE DRAWINGS AND SPECIFICATIONS NOTED ON DRAWING T-001.00  
 "THE CONTRACTOR" SHALL MEAN THE COMPANY AND ITS DULY AUTHORIZED REPRESENTATIVES HIRED BY THE OWNER TO EXECUTE THE WORK.  
 "THE OWNER" SHALL MEAN WESTERN SULLIVAN PUBLIC LIBRARY AND THEIR DULY AUTHORIZED REPRESENTATIVES.  
 "THE ARCHITECT" SHALL MEAN BUCK MOORHEAD AND HIS DULY AUTHORIZED REPRESENTATIVES.

**1.2 THE CONTRACTOR SHALL MAINTAIN GENERAL LIABILITY AND PROPERTY DAMAGE INSURANCE MINIMALLY AS FOLLOWS:**  
 \$1,000,000 EACH OCCURRENCE  
 \$2,000,000 AGGREGATE  
 \$1,000,000 UMBRELLA

CERTIFICATES OF INSURANCE DEMONSTRATING SAME SHALL BE PROVIDED TO THE OWNER PRIOR TO COMMENCEMENT OF WORK. THE SAFETY OF ALL CONTRACTOR'S EMPLOYEES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL MAINTAIN WORKERS COMPENSATION AND DISABILITY INSURANCE AT ALL TIMES DURING THE COURSE OF THE PROJECT.

**1.3 THE CONTRACTOR SHALL OBTAIN ALL REQUISITE BUILDING PERMITS FROM LOCAL GOVERNMENTAL AGENCIES. THE CONTRACTOR SHALL SCHEDULE AND CONDUCT ALL REQUIRED INSPECTIONS, AND SHALL SUBMIT PROOF OF SAID INSPECTIONS TO THE OWNER.**  
**1.4 THE CONTRACTOR SHALL COMPLETE ALL WORK IN STRICT COMPLIANCE OF APPLICABLE RULES AND REGULATIONS OF LOCAL STATE, AND FEDERAL AGENCIES.**  
**1.4 ALL WORK SHALL BE GUARANTEED AND UNDER WARRANTY FOR A PERIOD OF ONE YEAR FROM THE DATE OF FINAL COMPLETION.**

**1.6 THE AIA 201 GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION SHALL BE INCLUDED AS PART OF THE CONSTRUCTION CONTRACT.**  
**1.7 THE CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS IN THE FIELD AND BE RESPONSIBLE FOR ACCURATE COORDINATION. ANY DISCREPANCIES SHALL BE REPORTED TO THE ARCHITECT IN WRITING BEFORE PROCEEDING.**

**1.8 THE CONTRACTOR IS TO COMPLY WITH ALL MANUFACTURERS' RECOMMENDATIONS FOR INSTALLATION OF MATERIALS SPECIFIED. MATERIALS AND EQUIPMENT MUST BE IDENTIFIED SO THAT COMPLIANCE CAN BE DETERMINED. IN THOSE INSTANCES WHERE CHOICE IN FINISH AND/OR COLOR IS AVAILABLE, AND THE FINISH AND/OR COLOR IS NOT SPECIFIED HEREIN, THE CONTRACTOR SHALL REQUEST THE DECISION REGARDING SAID FINISH AND/OR COLOR FROM THE ARCHITECT.**

**1.9 THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS AND SPECIFICATION CUT SHEETS TO THE ARCHITECT FOR APPROVAL FOR MATERIALS, PRODUCTS, AND METHODS OF CONSTRUCTION SPECIFIED HEREIN**

**1.10 THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL CONDITIONS AND MATERIALS WITHIN THE PROPOSED CONSTRUCTION AREA. THE CONTRACTOR SHALL HAVE SOLE RESPONSIBILITY FOR ANY DAMAGE OR INJURIES CAUSED BY OR DURING THE EXECUTION OF THE WORK.**

THE CONTRACTOR SHALL DO ALL CUTTING, PATCHING, REPAIRING AS REQUIRED TO PERFORM ALL OF THE WORK INDICATED ON THE DRAWINGS, AND ALL OTHER WORK THAT MAY BE REQUIRED TO COMPLETE THE JOB.  
 CONTRACTOR TO STRICTLY ADHERE WITH ALL REGULATIONS REGARDING LEAD PAINT AND ASBESTOS. COMPLY WITH REQUIREMENTS OF THE EPA'S LEAD-BASED PAINT RENOVATION, REPAIR PROGRAM EFFECTIVE XX/XX/XXXX.

**SPECIAL REQUIREMENTS**  
**1.11 ALL WORK IS TO BE PRICED AND EXECUTED COMPLYING WITH PREVAILING WAGE REQUIREMENTS**  
**1.12 CONTRACTOR IS TO PROVIDE A PERFORMANCE BOND**  
**1.13 AFTER RECEIVING BIDS, OWNER MAY ELECT TO REDUCE SCOPE AND PROCEED WITH ONLY A PORTION OF THE PROJECT.**

**2.0 SITE CONSTRUCTION**  
 2.1 N/A

**3.0 CONCRETE**  
 3.1 N/A

**4.0 MASONRY**  
 4.1 MASONRY RESTORATION AND CLEANING:  
 -MORTARS SHALL BE COMPATIBLE WITH HISTORIC MORTAR AND MASONRY IN COLOR, TEXTURE, TOOLING, SIZE, STRENGTH, AND PROFILE JOINT  
 -USE (1) (1) (6) PORTLAND-LIME-SAND MIXTURE TYPE "N" MORTAR  
 -NATURAL HYDRAULIC LIME (NHL) SHALL BE USED TO MATCH THE COMPOSITION AND PERFORMANCE OF  
 -HISTORIC MORTARS. SEE NPS PRESERVATION BRIEF NO. 2 RE-POINTING MORTAR JOINTS FOR FURTHER GUIDANCE.  
 4.2 MORTAR REMOVAL:  
 -HORIZONTAL CUTTING OF JOINTS "SHALL BE PERMITTED" WITH POWER TOOLS.  
 -VERTICAL CUTTING OF JOINTS "SHALL NOT BE PERMITTED" WITH POWER TOOLS. VERTICAL CUTTING "SHALL BE PERMITTED" WITH HAND TOOLS.

4.3 PREPARE SAMPLE AREA OF APPROXIMATELY 16"X16" SHOWING GROUT PROPERLY REMOVED. SUBMIT PHOTO FOR APPROVAL BY ARCHITECT PRIOR TO PROCEEDING WITH REMAINDER OF GROUT REMOVAL.  
 4.4 PREPARE SAMPLE AREA WITH MORTAR INSTALLED FOR APPROVAL BY ARCHITECT PRIOR TO PROCEEDING WITH MORTAL INSTALLATION.  
 4.5 PROVIDE ACCESS TO ARCHITECT FOR PERIODIC CLOSE-UP REVIEW OF FACADE WORK IN PROGRESS.

**5.0 METALS**  
 5.1 N/A

**6.0 WOOD, PLASTICS, AND COMPOSITES**  
 6.1 PROVIDE CLEAN PINE WOOD TRIM TO MATCH EXISTING DETAILING AT REPLACEMENT WINDOWS.  
 6.2 PROVIDE CEDAR TRIM AT EXTERIOR OF WINDOW REPLACEMENTS. DETAIL TO MATCH EXISTING. HISTORIC DETAIL.

**7.0 THERMAL AND MOISTURE PROTECTION**  
 7.1 AIR SEALING TAPE: TESCO VANA, AS MANUFACTURED BY PROCLIMA  
 7.2 INSULATION: AT NEW WINDOW JAMBS, SILL AND HEAD.

**8.0 OPENINGS**  
 8.5 WINDOWS  
 NEW WINDOWS SHOULD MATCH THE DESIGN AND CONFIGURATION OF THE HISTORIC WINDOWS AS CLOSELY AS POSSIBLE.  
 TYPE # 1 : VINYL WINDOW AS MANUFACTURED BY PVC INDUSTRIES, INC. (WWW.PVCINDUSTRIES.COM), ORION SERIES, TRIPLE-PANED, LOW-E, DOUBLE ARGON GLASS.

**9.0 FINISHES**  
 9.1 1-COAT PRIME AND 2-COAT FINISH PAINT NEW INTERIOR WINDOW TRIM. FINISH: SEMI-GLOSS. COLOR: TO MATCH EXISTING.  
 9.2 1-COAT PRIME AND 2-COAT FINISH PAINT NEW EXTERIOR WOOD TRIM  
 9.3 REPAIR AND PRIME AND PAINT FINISH INTERIOR AREAS DAMAGED BY WATER PENETRATION.

**10.0 SPECIALTIES**  
 10.1 N/A

**11.0 EQUIPMENT**  
 N/A

**12.0 FURNISHING**  
 N/A

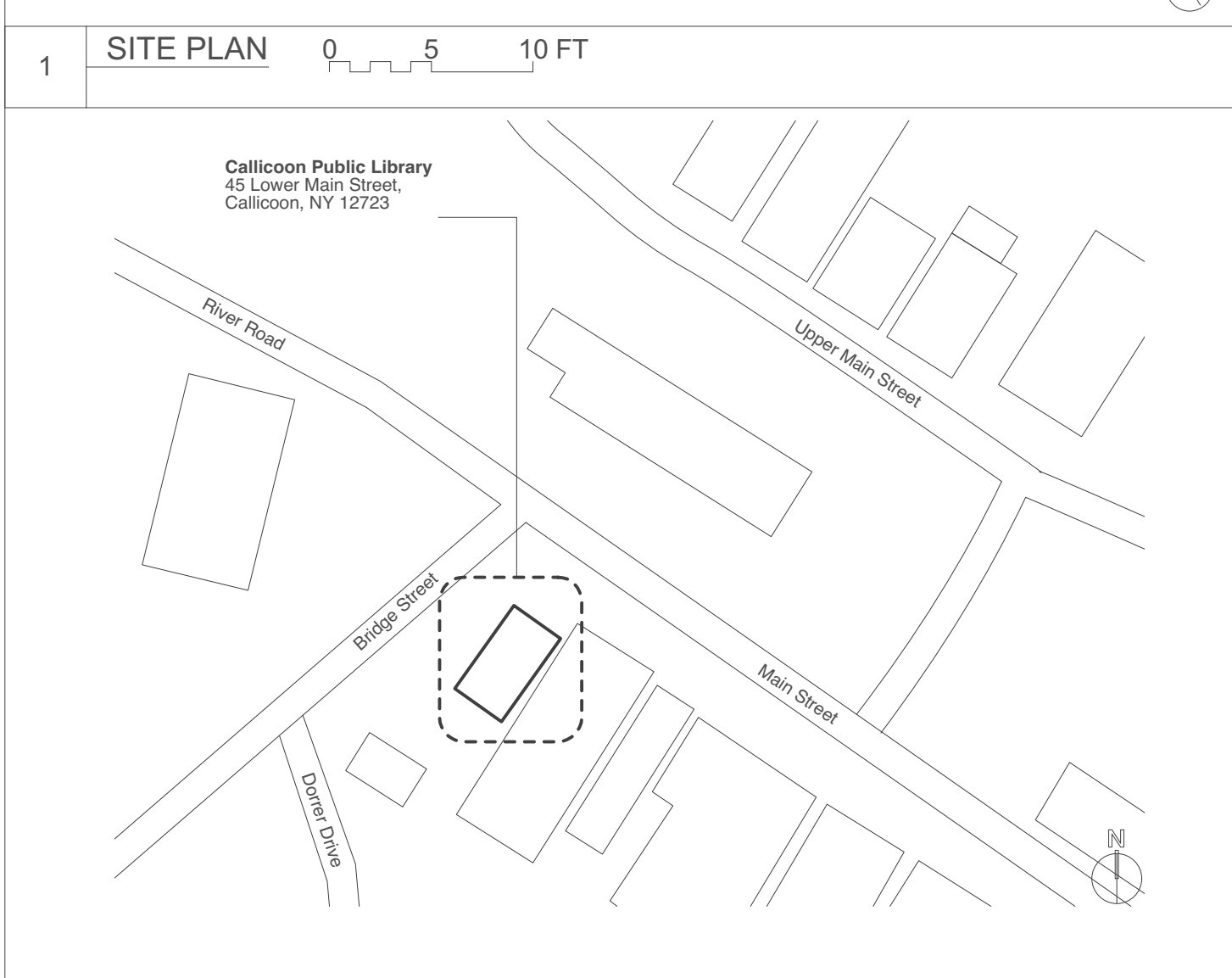
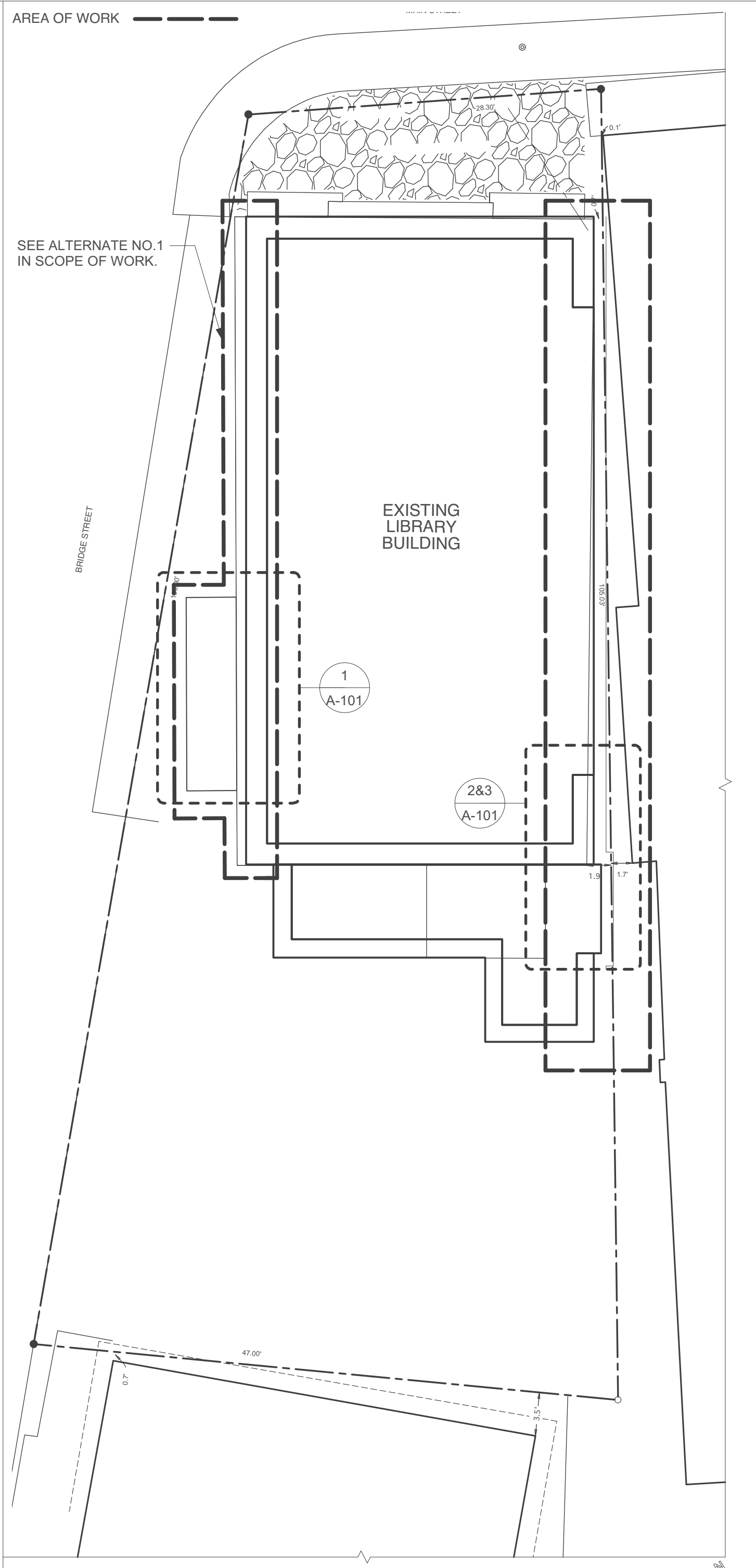
**13.0 SPECIAL CONSTRUCTION**  
 N/A

**14.0 CONVEYING SYSTEMS**  
 14.1 N/A

**15.0 MECHANICAL**  
 15.1 N/A

**16.0 ELECTRICAL**  
 16.1 N/A

WINDOWS SCHEDULE												
NO.	LOCATION	STATUS	TYPE	HAND	HEIGHT	WIDTH	QUANTITY	MATERIAL	THICK	HARDWARE	SADDLE / SILL	REMARKS
1	FIRST FLOOR EAST FACADE	NEW WINDOW	WINDOW TYPE #1	DOUBLE HUNG	± 5'-3" TBC. BY GC.	± 3'-1" TBC. BY GC.	1	SEE 8.5	TBD	N/A	TO MATCH EXISTING WINDOWS	COLOR TO MATCH EXISTING
2	SECOND FLOOR EAST FACADE	NEW WINDOW	WINDOW TYPE #1	DOUBLE HUNG	± 6'-7" TBC. BY GC.	± 3'-1" TBC. BY GC.	1	SEE 8.5	TBD	N/A	TO MATCH EXISTING WINDOWS	COLOR TO MATCH EXISTING



Design Firm  
**Buck Moorhead Architect**  
 245 W 29th Street  
 New York, NY 10001  
 Tel: (212) 343 2735  
 Fax: (212) 343 2734  
 www.buckmoorheadarchitect.com  
 Email: buck@buckmoorheadarchitect.com

Seal

Client  
**Western Sullivan Public Library**  
 19 Center Street  
 Jeffersonville, NY 12748

Project Title  
**WESTERN SULLIVAN PUBLIC LIBRARY**  
 45 LOWER MAIN STREET  
 CALLICOON, NY 12723

Issue	Date	Description
Scale	VARIABLES	SEE DWGS

Date: 09/13/2017  
 Project ID: 1704 CALLICOON LIBRARY  
 CAD FILE: 1704R\_CD.SET\_17M-CALLICOON.LIBRARY  
 Drawing By: J.A.  
 Checked By: WMM

Sheet Title  
**COVER SHEET, GENERAL CONDITIONS, SITE PLAN, PLOT PLAN**

Drawing No.  
**T-001.00**

**DEMOLITION NOTES**

- A. REMOVE GROUT FROM ALL BRICK MORTAR, STONE JOINTS AND PREPARE FACADE FOR REPOINTING.
- B. REMOVE WINDOW AND PREPARE AREA TO RECEIVE A NEW WINDOW.
- C. REMOVE EXISTING FIBER CEMENT PANELS AS REQUIRED.

**CONSTRUCTION NOTES**

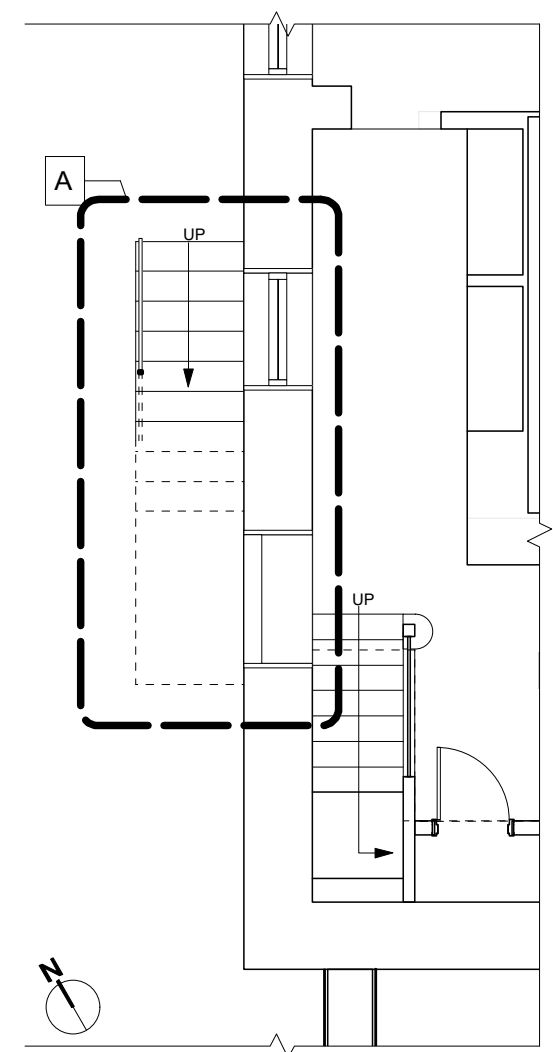
- 1. REPOINT 100% OF BRICK MASONRY FACADE AND STONE JOINTS. SEE DETAIL 3/A-501.
- 2. FINISH AND INSTALL NEW WINDOW. SEE WINDOW SCHEDULE T-001.00.
- 3. WINDOW OPENING TO BE REPAIRED FROM LEAKAGES. SEE DETAIL 1/A-501.
- 4. REMOVE AND RESET STONE STEPS. REPLACE BROKEN STEPS WITH NEW STONE MATERIAL TO MATCH EXISTING.

Design Firm  
**Buck Moorhead Architect**  
 245 W 29th Street  
 New York, NY 10001  
 Tel: (212) 343 2735  
 Fax: (212) 343 2734  
 www.buckmoorheadarchitect.com  
 Email: buck@buckmoorheadarchitect.com

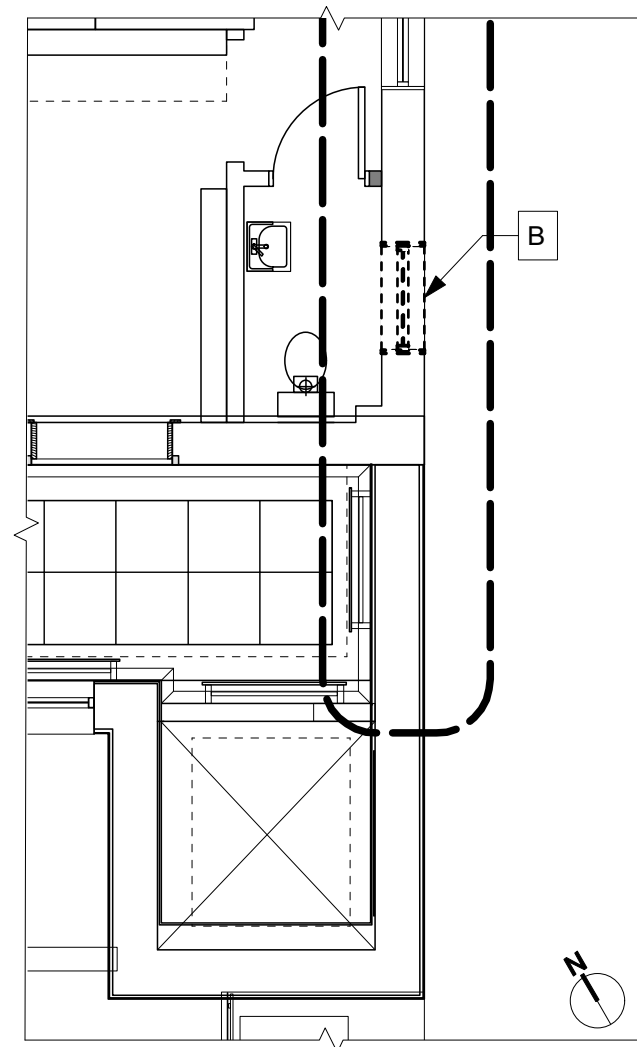
Client  
**Western Sullivan  
 Public Library**  
 19 Center Street  
 Jeffersonville, NY 12748

**LEGEND**

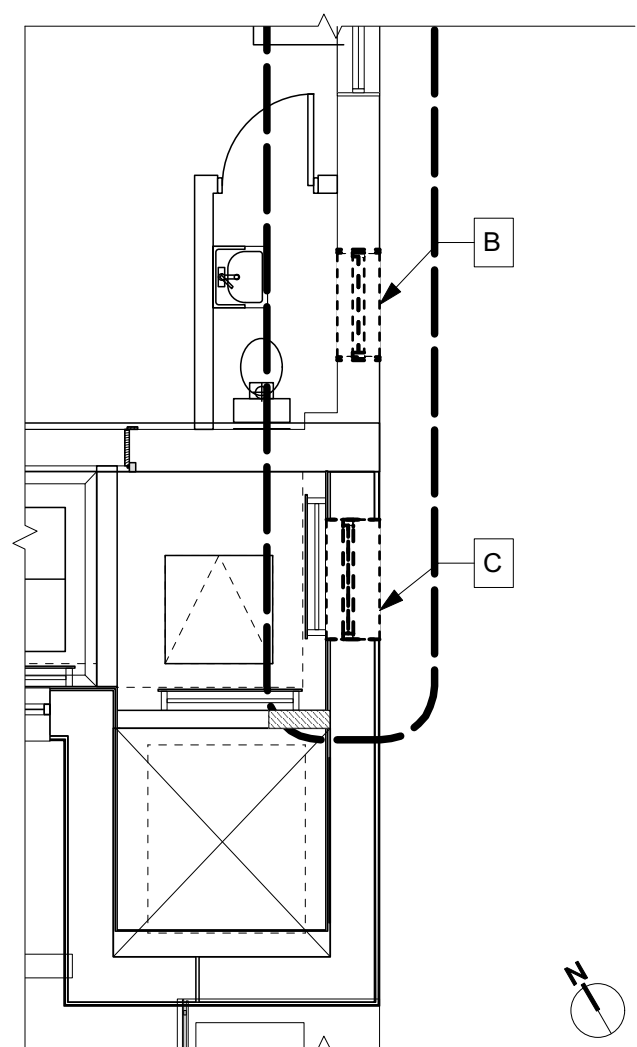
--- AREA OF WORK.



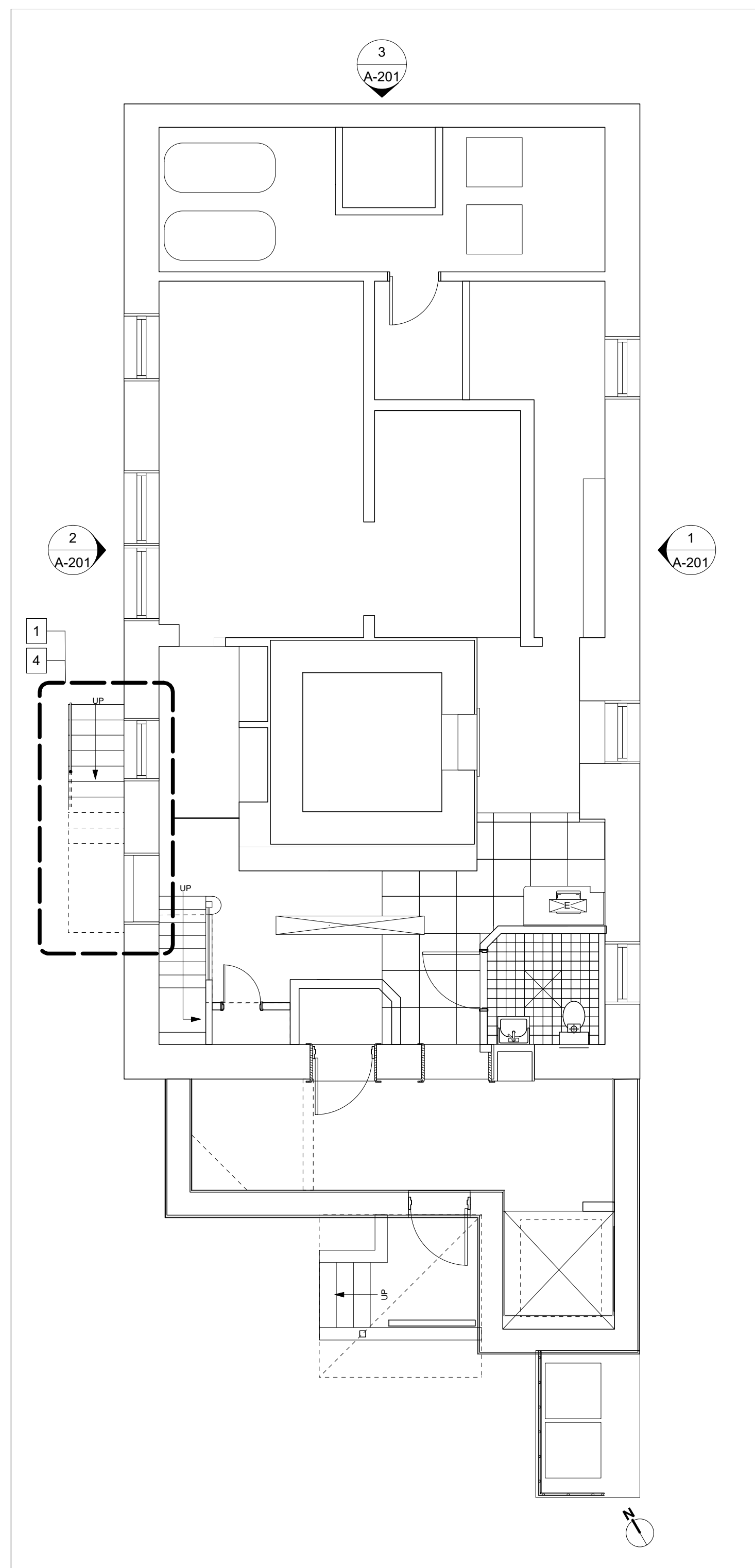
1 BASEMENT PARTIAL DEMOLITION PLAN 0 2 5 FT



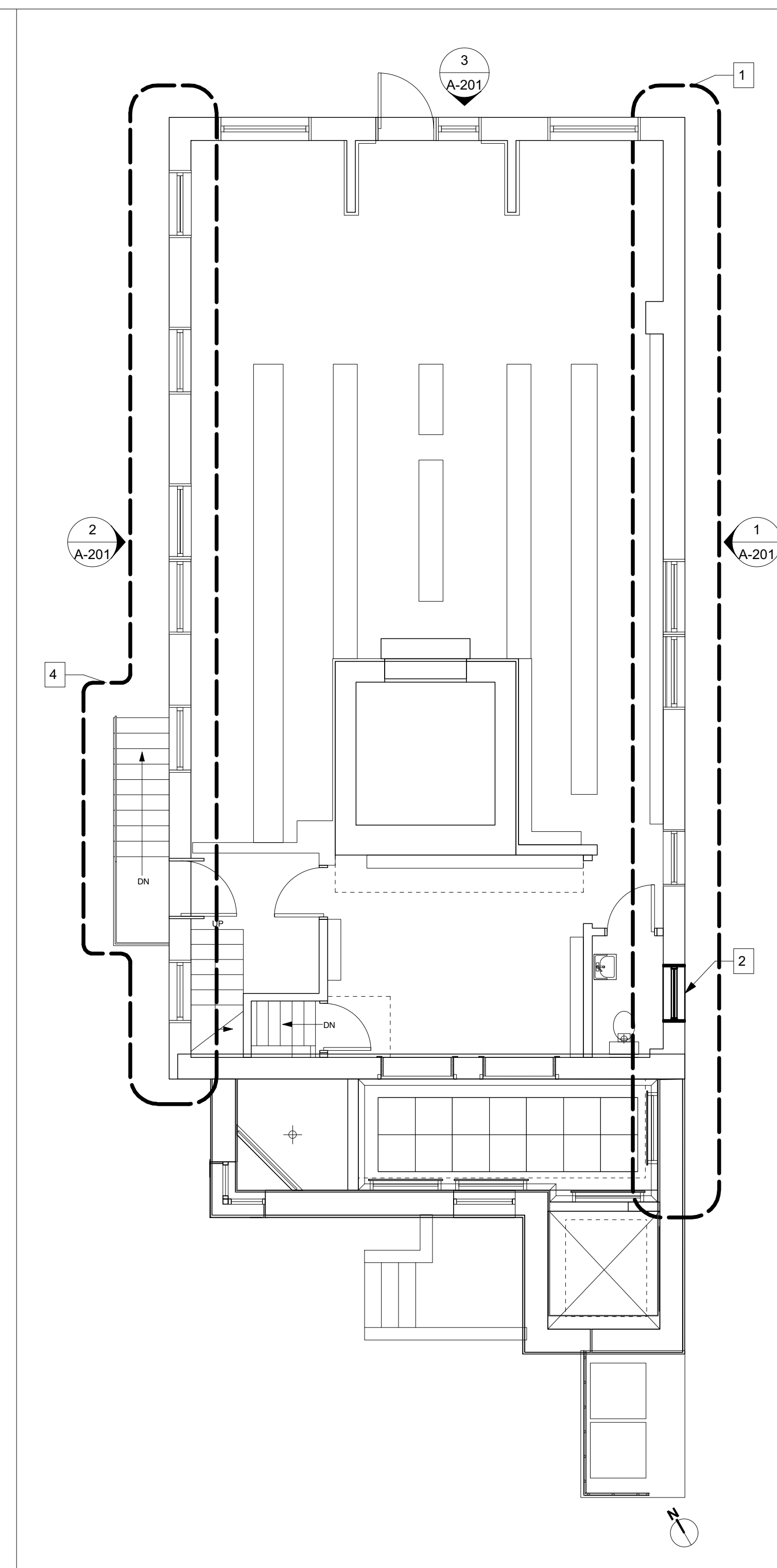
2 FIRST FLOOR PARTIAL DEMOLITION PLAN 0 2 5 FT



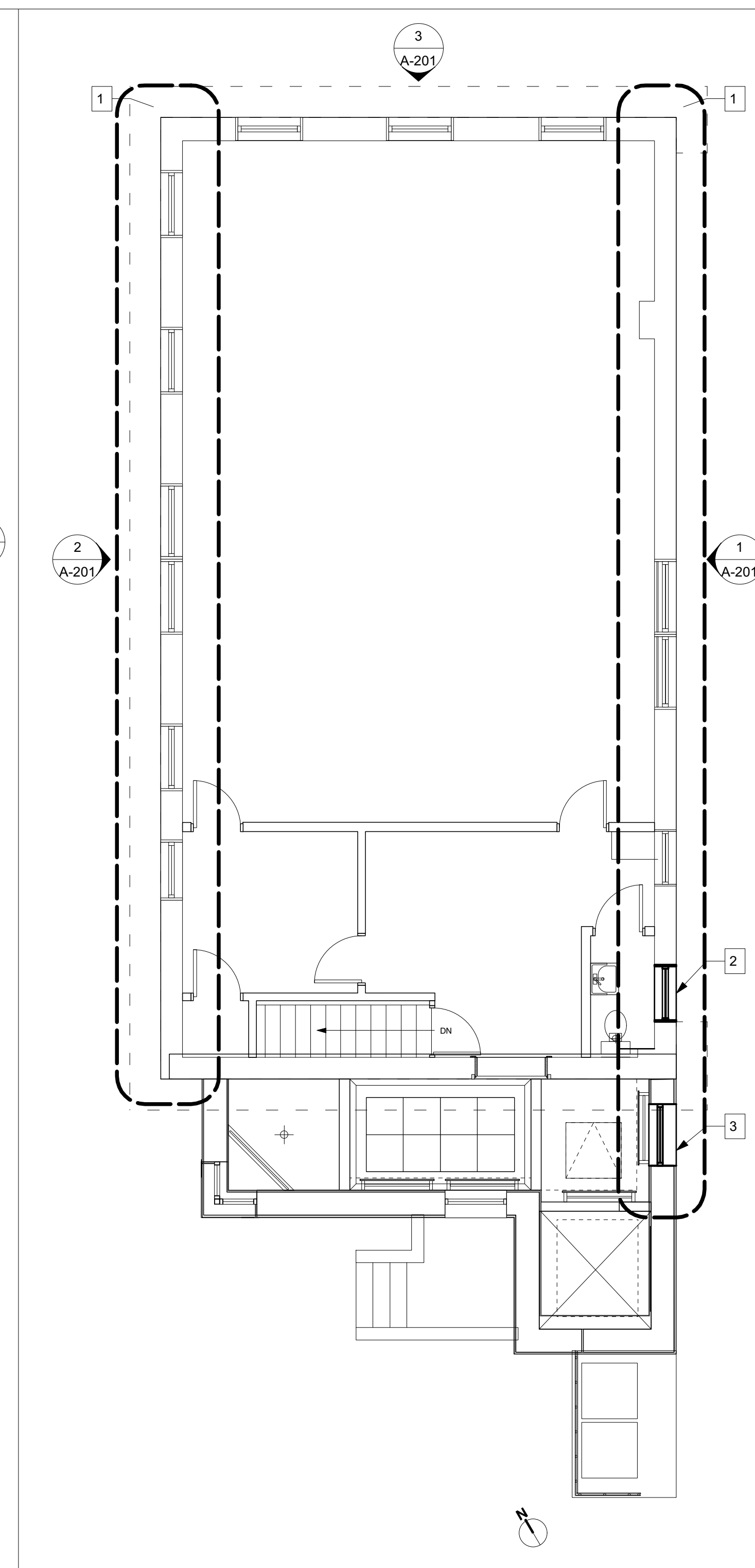
3 SECOND FLOOR PARTIAL DEMOLITION PLAN 0 2 5 FT



4 BASEMENT PLAN 0 5 10 FT



5 FIRST FLOOR PLAN 0 5 10 FT



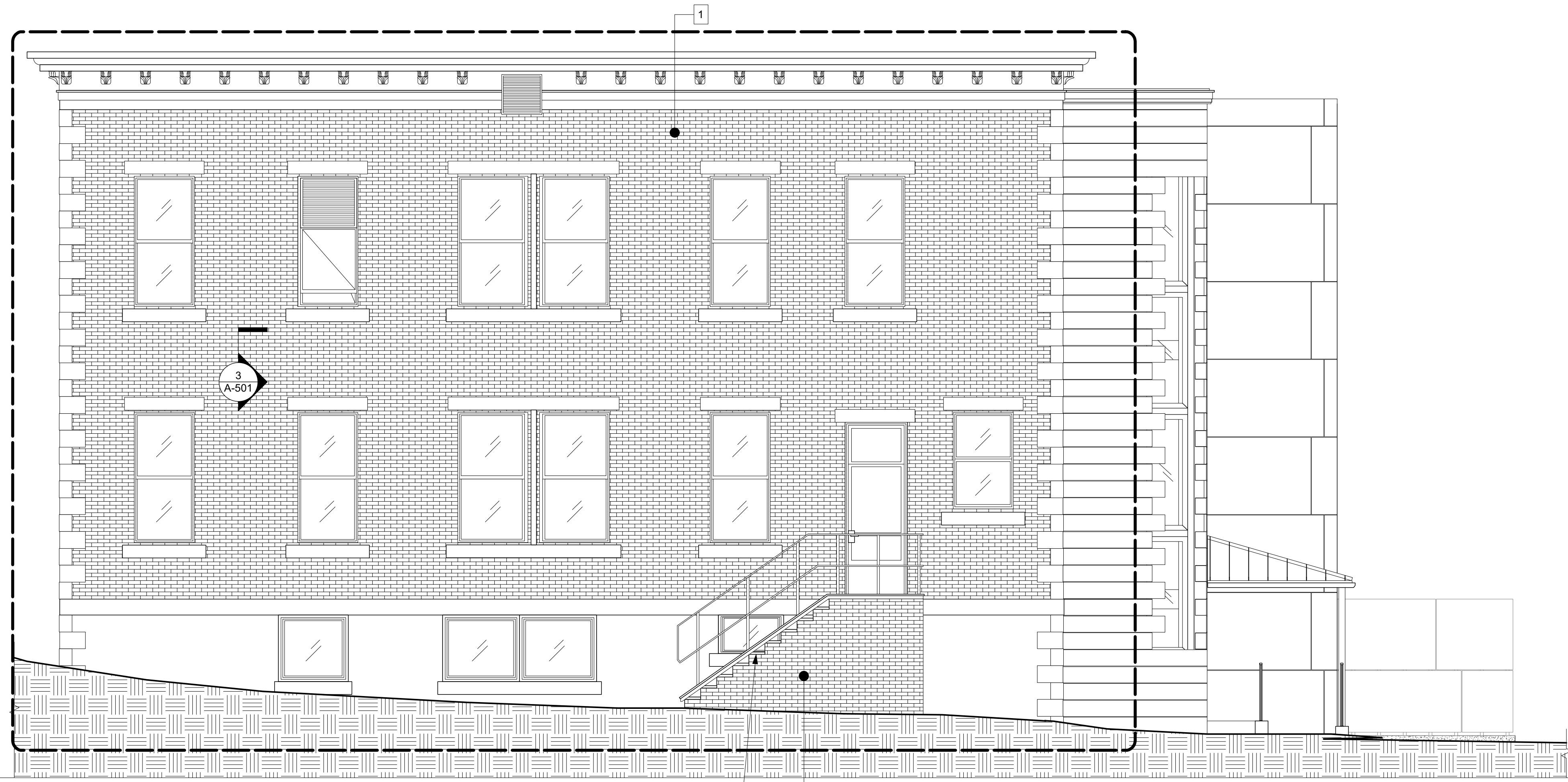
6 SECOND FLOOR PLAN 0 5 8 FT

Project Title  
**WESTERN SULLIVAN  
 PUBLIC LIBRARY**  
 45 LOWER MAIN STREET  
 CALLICOON, NY 12723

Issue	Date	Description
Scale	VARIES	SEE DWGS
Date	09/13/2017	
Project ID	1704-CALLICOON LIBRARY	
CD# File #	17006_CD SET_1704-CALLICOON LIBRARY	
Drawn By	J.A.	
Checked By	WMM	

Sheet Title  
**PARTIAL  
 DEMOLITION  
 PLANS AND  
 CONSTRUCTION  
 FLOOR PLANS**

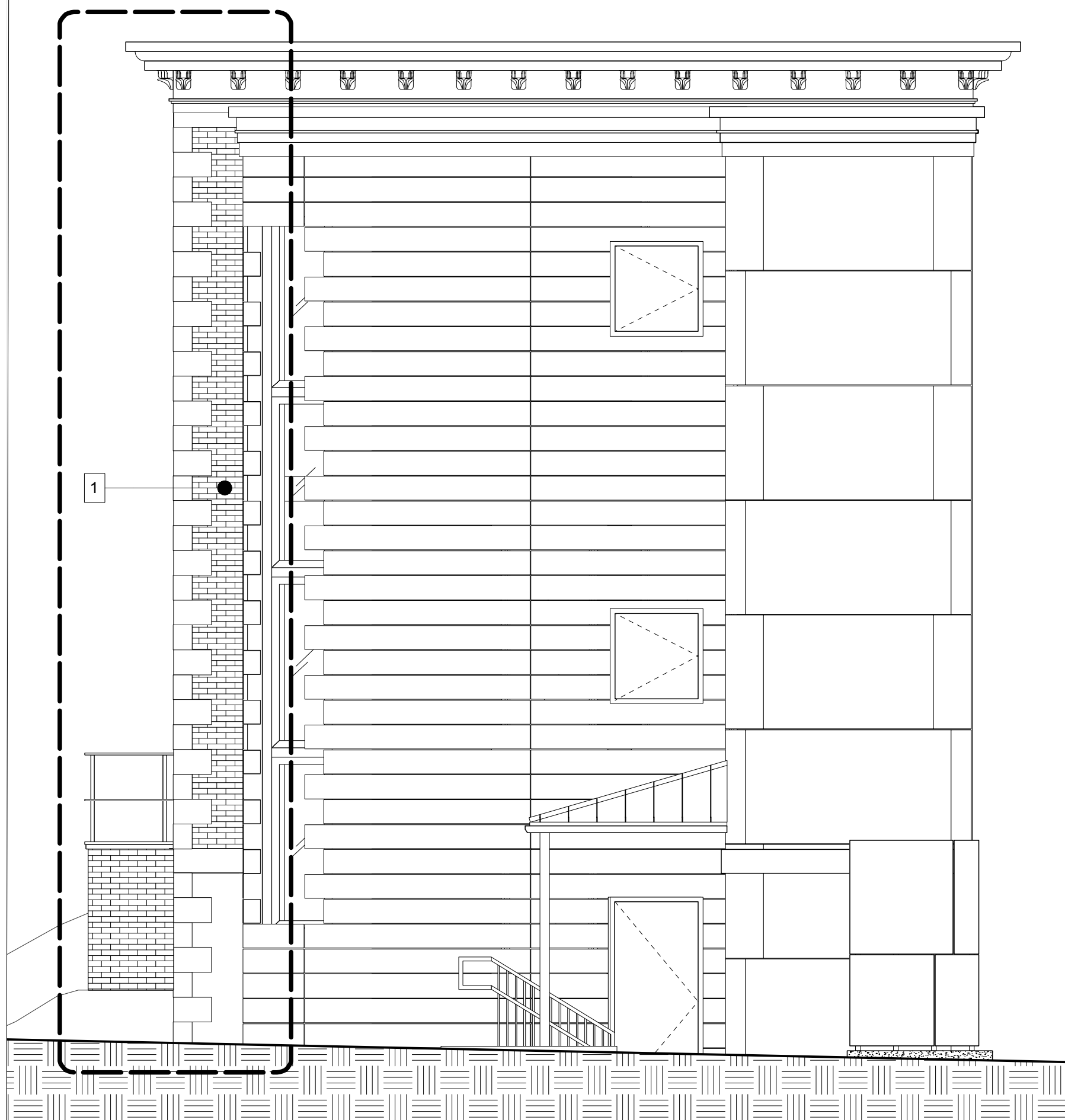
Drawing No.  
**A-101.00**



1 WEST ELEVATION 0 5 10 FT



2 EAST ELEVATION 0 5 10 FT



3 SOUTH ELEVATION 0 5 10 FT

**CONSTRUCTION NOTES**

1. REPOINT 100% OF BRICK MASONRY FACADE AND STONE JOINTS. SEE DETAIL 3/A-501.
2. FINISH AND INSTALL NEW WINDOW. SEE WINDOW SCHEDULE T-001.00.
3. WINDOW OPENING TO BE REPAIRED FROM LEAKAGES. SEE DETAIL 1/A-501.
4. REMOVE AND RESET STONE STEPS. REPLACE BROKEN STEPS WITH NEW STONE MATERIAL TO MATCH EXISTING.

**LEGEND**

- NEW WINDOW. SEE WINDOW SCHEDULE T-001.00 AND WINDOW DETAIL 4/A-501.00 FOR MORE INFORMATION.
- AREA OF WORK.

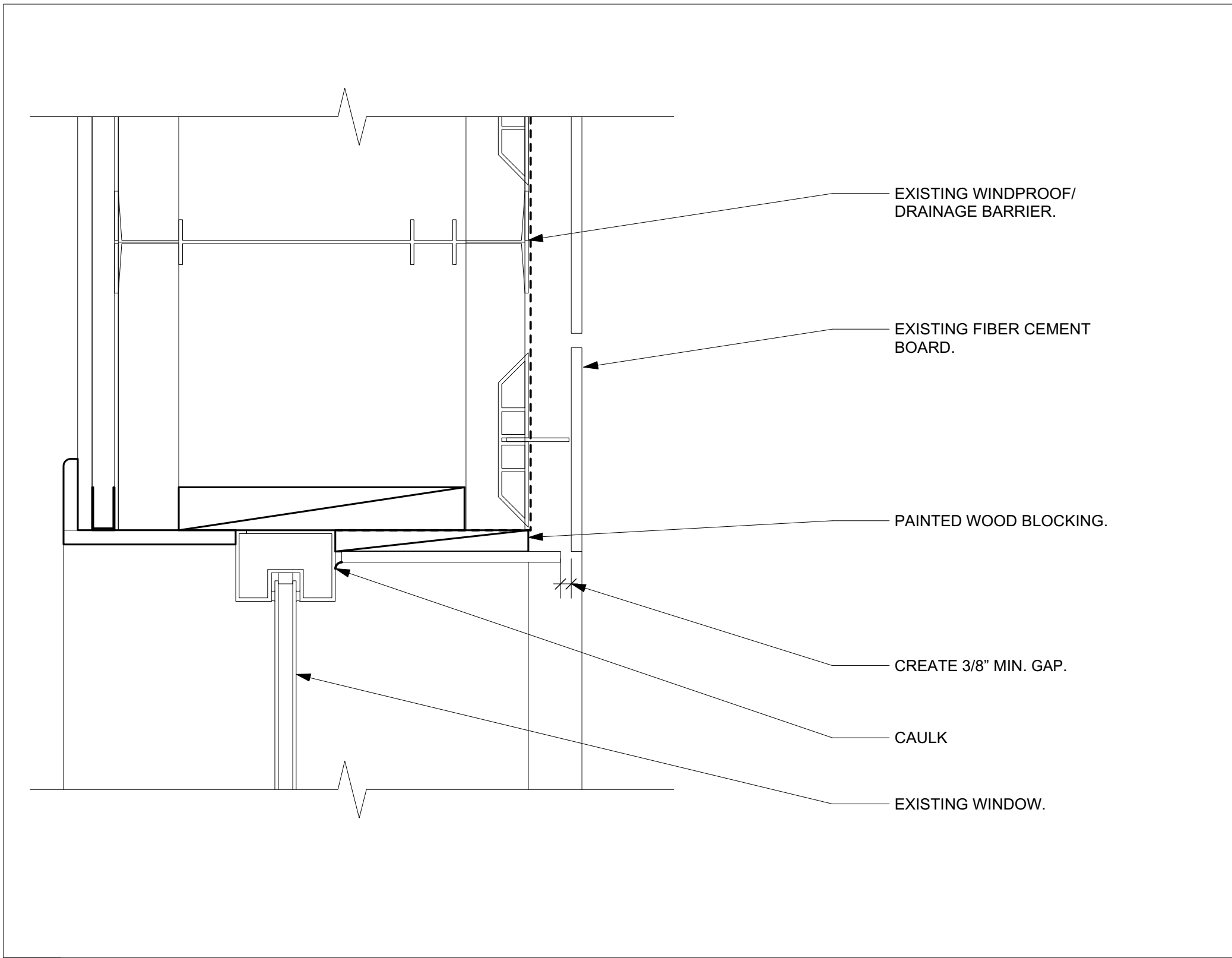
Design Firm  
**Buck Moorhead Architect**  
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 Fax: (212) 343 2734  
 www.buckmoorheadarchitect.com  
 Email: buck@buckmoorheadarchitect.com

Client  
**Western Sullivan  
 Public Library**  
 19 Center Street  
 Jeffersonville, NY 12748

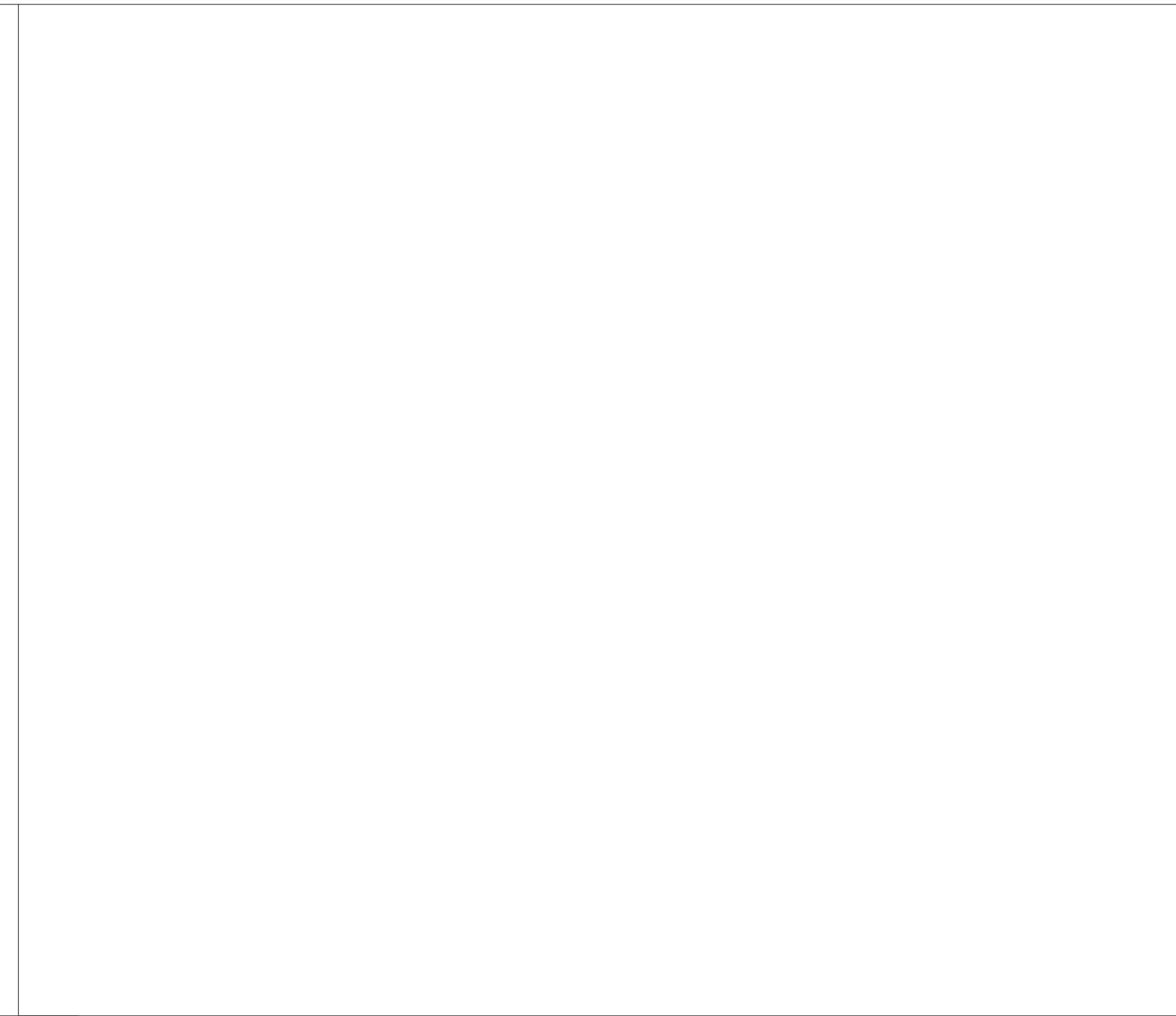
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**WESTERN SULLIVAN  
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Scale		VARIABLES SEE DWGS
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Project ID	1704-CALLICOON LIBRARY	
CSO File #	17006_CD.SET_1704-CALLICOON LIBRARY	
Drawing By	J.A.	
Checked By	WMM	
Sheet Title	<b>ELEVATIONS</b>	

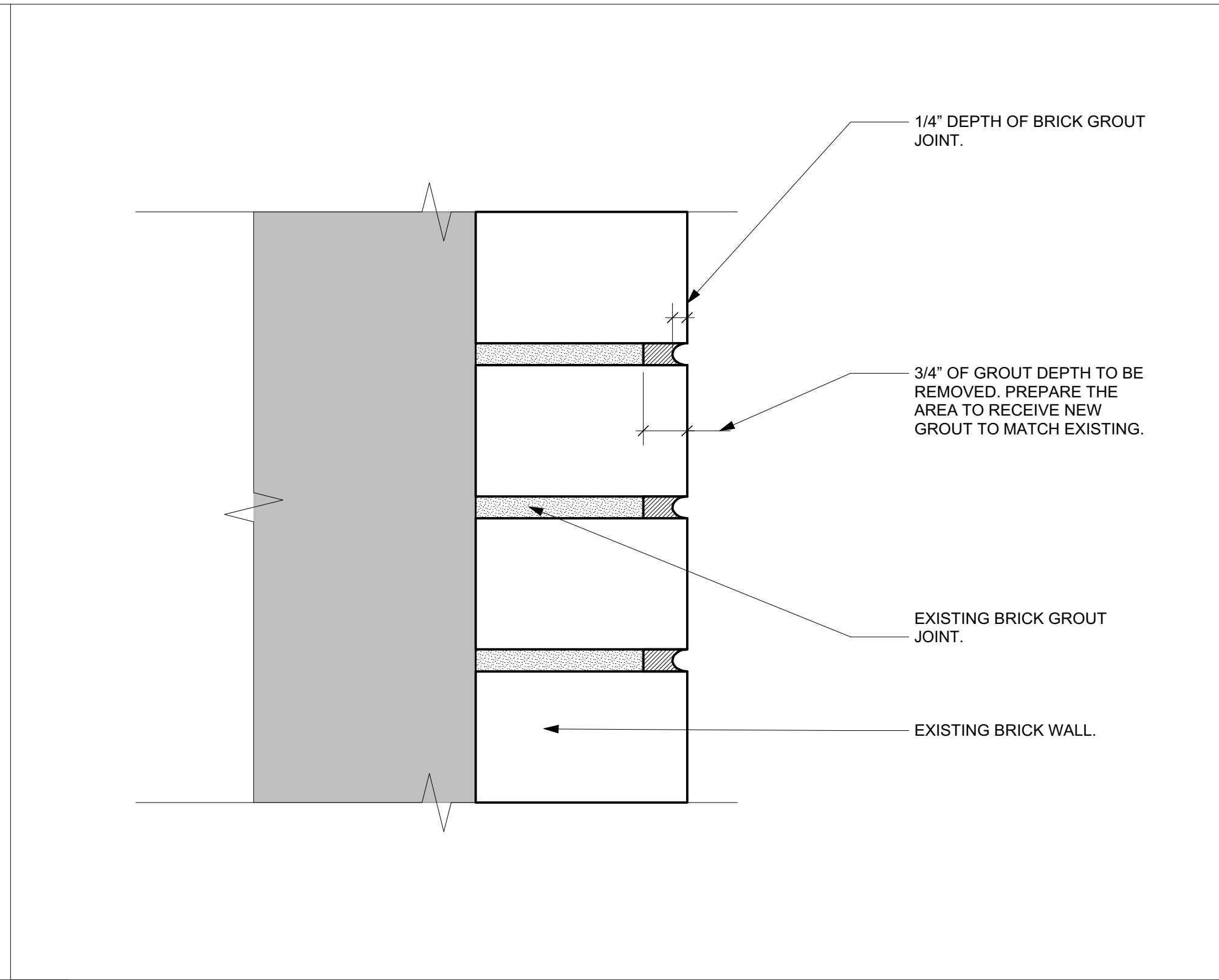
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**A-201.00**



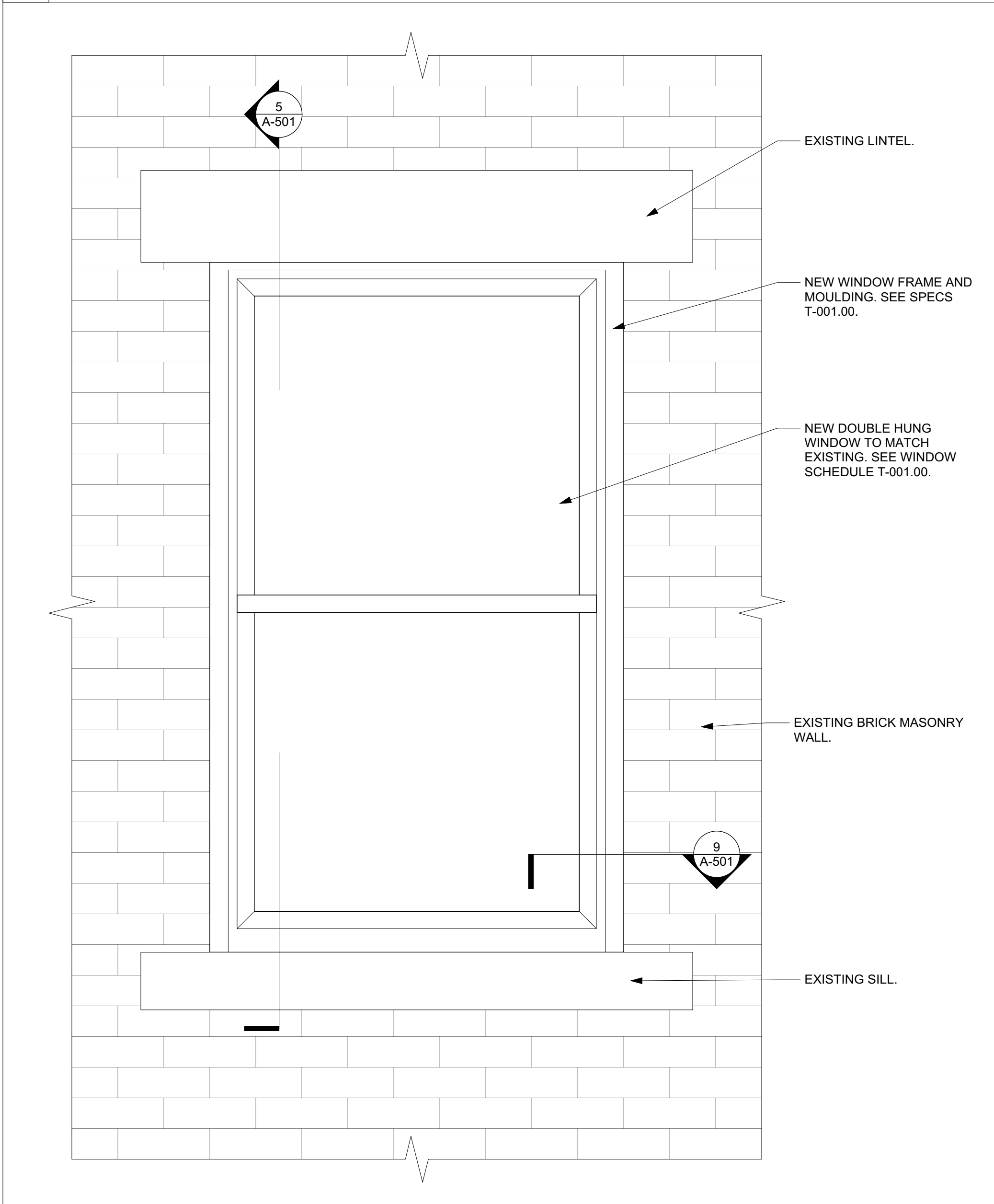
1 WINDOW HEADER DETAIL 0 3 6 IN



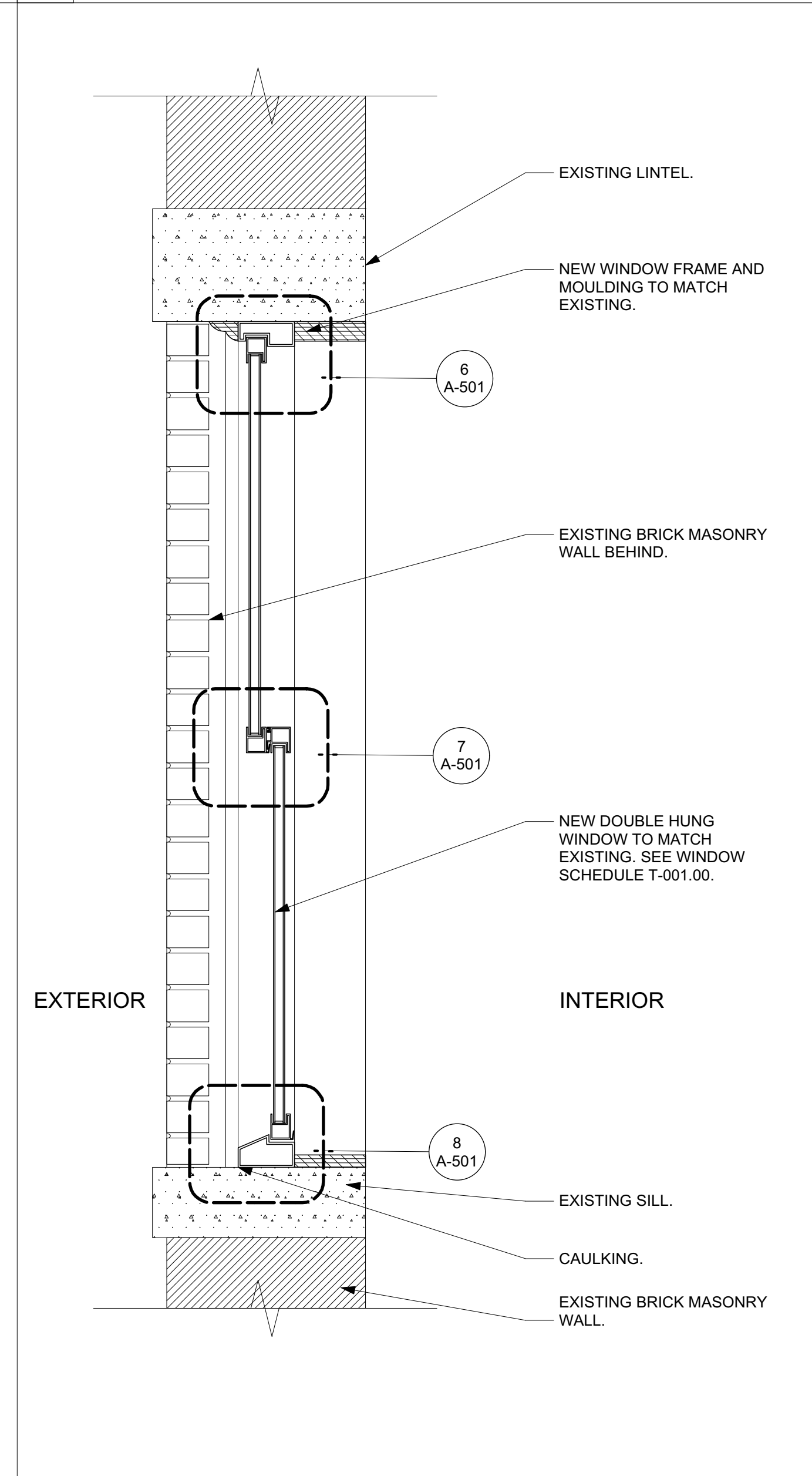
2 NOT IN USE 0 3 6 IN



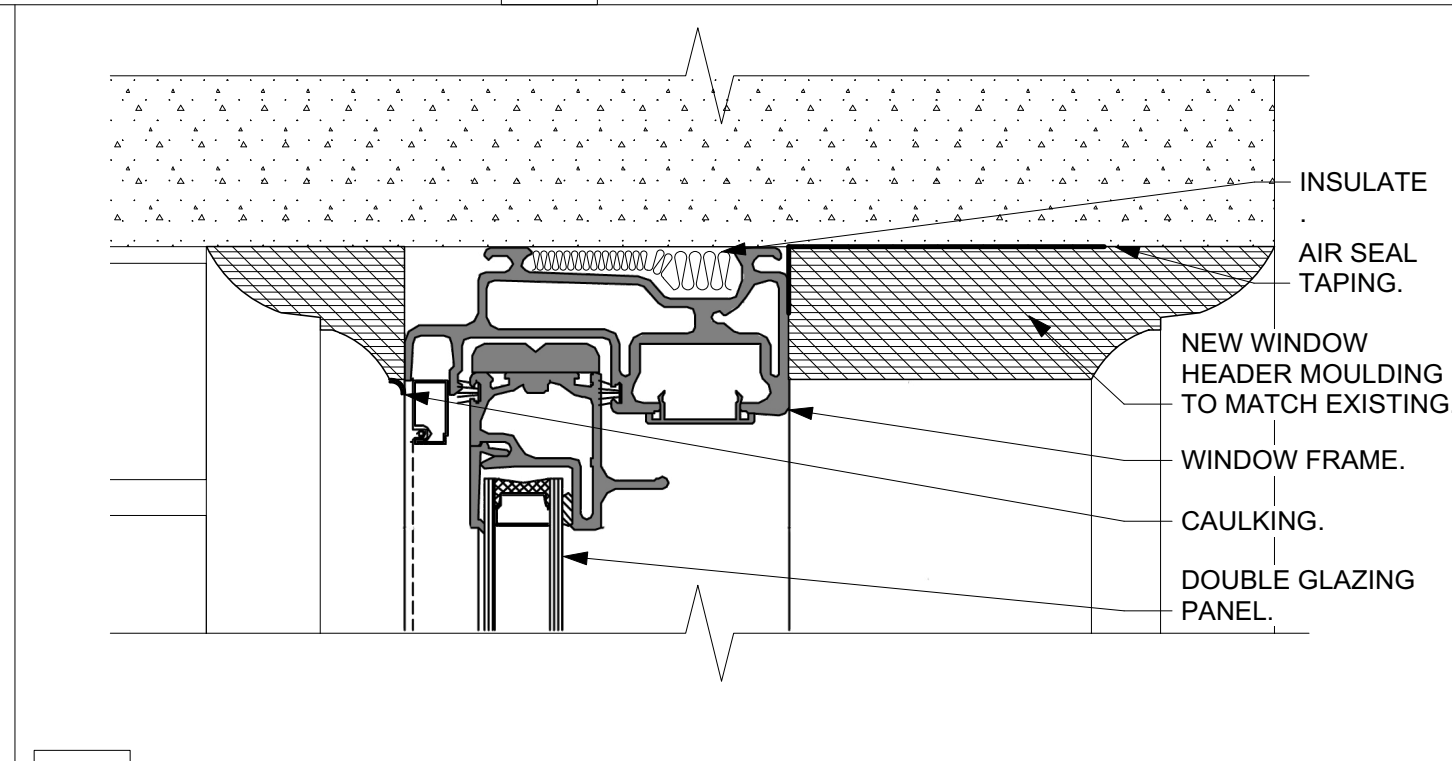
3 BRICK REPOINTING DETAIL 0 3 6 IN



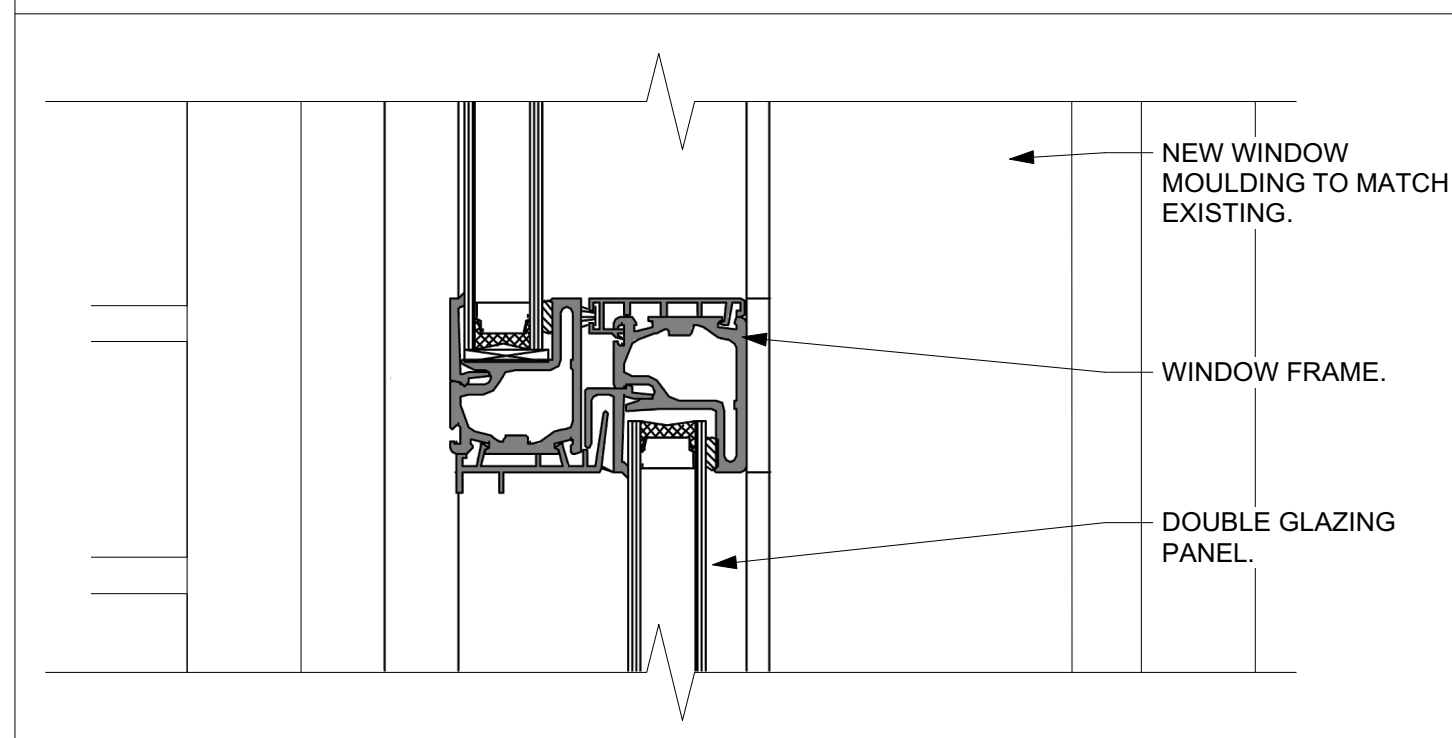
4 WINDOW ELEVATION 0 6 12 IN



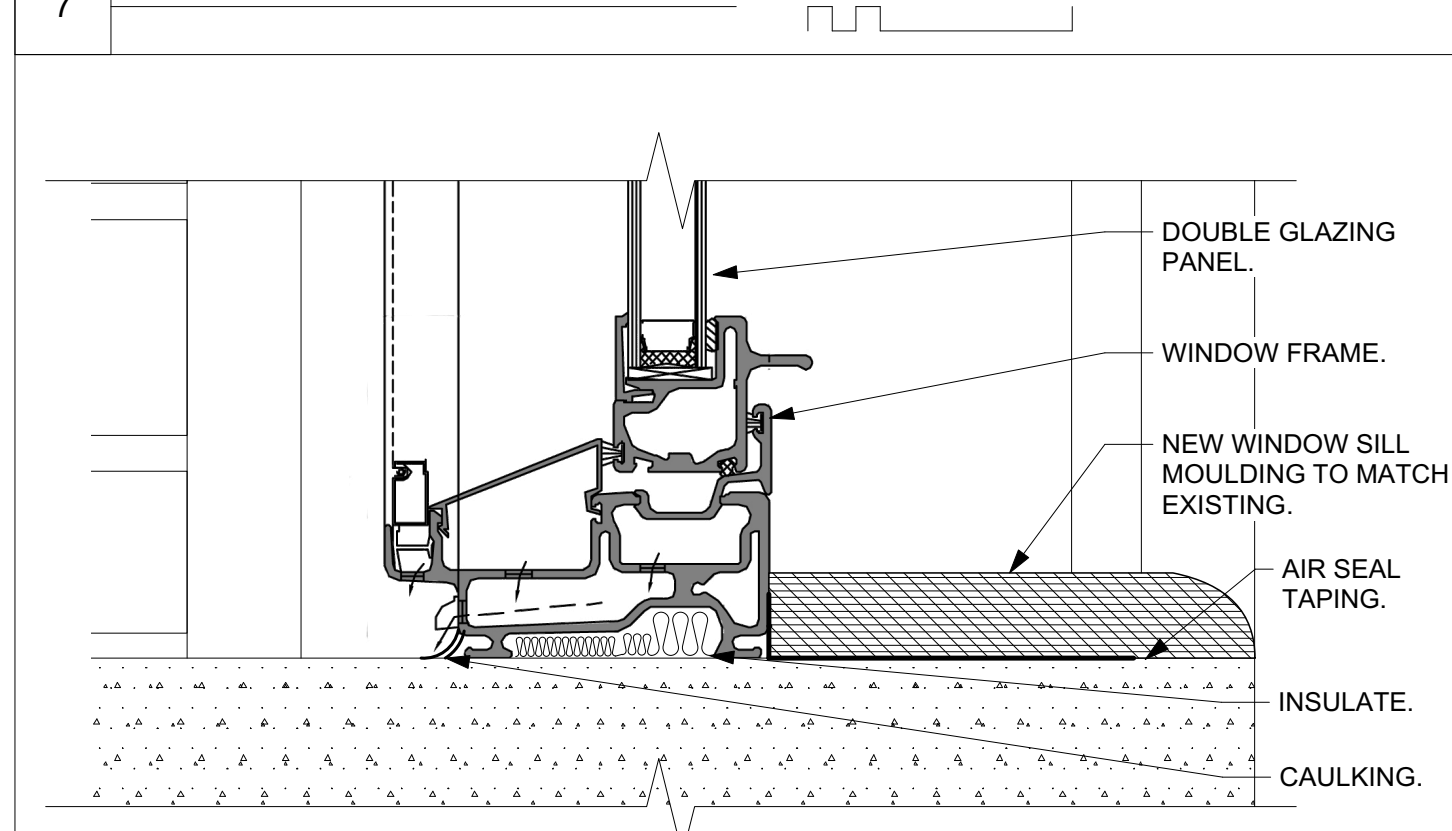
5 WINDOW SECTION 0 6 12 IN



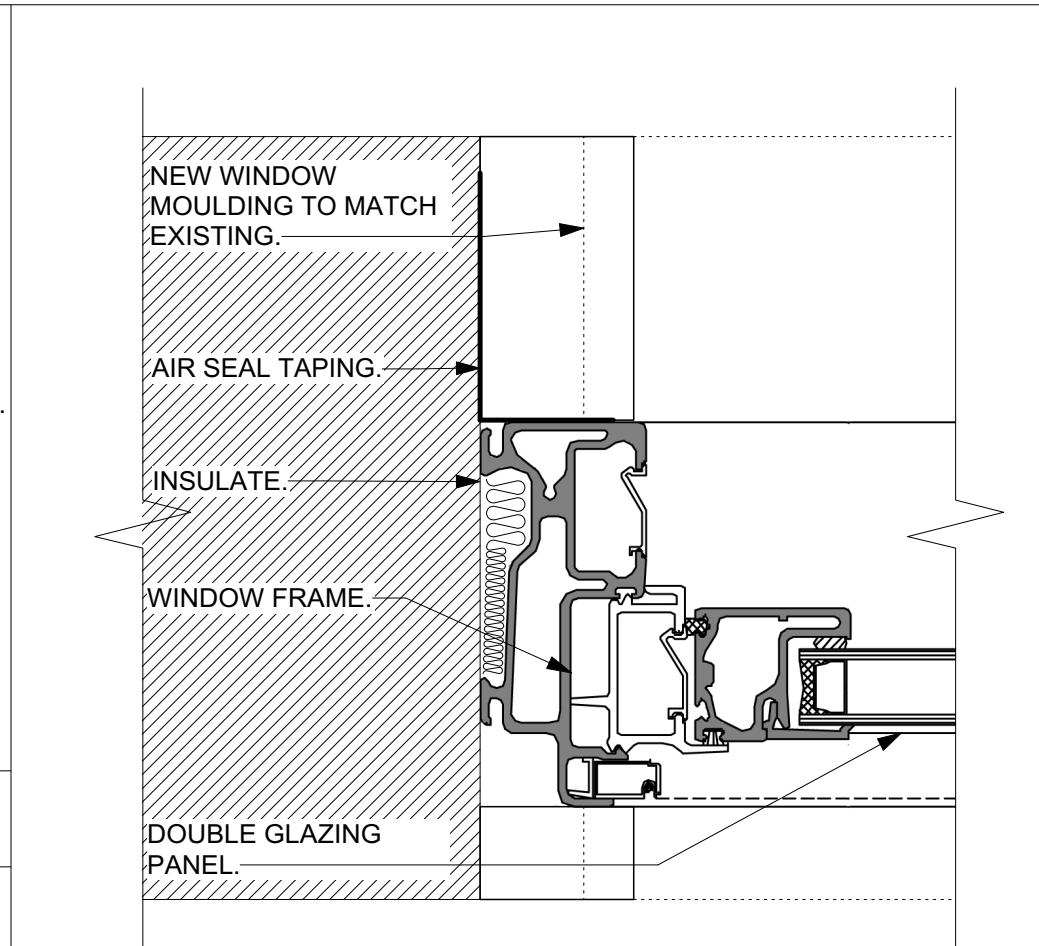
6 HEAD DETAIL 0 1 3 IN



7 WINDOW MEETING RAILS DETAIL 0 1 3 IN



8 WINDOW SILL DETAIL 0 1 3 IN



9 WINDOW JAMB DETAIL 0 1 3 IN

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Drawn By	J.A.	
Checked By	WMM	
Sheet Title	DETAILS	

Drawing No.  
**A-501.00**

# Tusten Heritage Community Garden

## Narrowsburg NY

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POB 343 Narrowsburg, New York 12764

### Report to Library Board September 11, 2017

#### Old business:

- The THCG Inc, board of directors are in the process of filling the IRS determination for not-for-profit status.
- The THCG collaborated on a maintenance grant from Sullivan Renaissance with Narrowsburg Beautification group in regard to our water collection system.
- The THCG was awarded a Healthy Community grant by Sullivan Renaissance for \$2000; which included the pergola construction materials with a tool storage area, an initiative to orchard planting and protecting 5 dwarf or semi -dwarf fruits trees (at garden entrance bank) and extending the growing season with locally made low tunnel steel hoop system.

#### *2017 programming included:*

- May 14 - 10-12am - Opening work day with members / Permaculture mulching workshop + alleys maintenance with Wanda Gangle farmer and gardener.
- May 21 -9-11am - Flower planting workshop with Tannis Kowalchuk from Willow Wisp Organic Farm.
- July 8 – 9-11am – African bee scientist & artist speaker Michelle Rogers discuss eco system and pollinators.
- August 4 - 5-8pm Summer garden party with local farmers and gardeners.

#### New business:

- THCG field & guide booklet in collaboration with Kay Schuckhart - 30 hand-bind copies printed to raise awareness and funds for the garden.
- Pollinator Grant award by Upper Delaware Scenic By-Way \$500.
- Sept 23 – Monarch butterfly and endanger insects workshop with Ed Wesely from the Butterfly barn, PA.
- October TBD– Winter garden preparation and cover crop planting – Juliet Dunn, Master gardener from Wayne County, PA.

#### **THCG Committee Advisory Board**

Anie Stanley – Chair - Smokey Belles  
Juliette Hermant – Vice Chair & Secretary – Maison Bergogne  
Nathaniel Whitmore – Herbalist Alchemist  
Tannis Kowalchuk – Willow Wisp Farm  
Ed Wesely – Butterfly Barn  
Adrienne Picciano - Dirt Diva landscaping  
Clayton Lewis – The League  
Andrea Reynosa – Founder - SkyDog Projects

# Tusten Heritage Community Garden Narrowsburg NY

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POB 343 Narrowsburg, New York 12764

## **THCG Committee Advisory Board**

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