



Western Sullivan Public Library

BOARD MEETING AGENDA

Jeffersonville Branch

November 13, 2017

- I. Call to order
- II. Public Comment Period
- III. Minutes: September 2017
September 27, 2017 Special Meeting
October 2017
- IV. Financial Report: October 2017
- V. Director's Report
- VI. New Business:
 - a. Financial Presentation
 - b. Library Page Resignation/Appointment
 - c. Library Assistant Appointment
 - d. Rebidding the Repointing Project
 - e. Committee Meetings
 - f. Director Position
- VII. Unfinished Business:
 - a. End-of-Year Transfers
 - b. Special Projects Transfer
- VIII. Committee Reports
 - ◆ Building:
 - ◆ Personnel:
 - ◆ Donations:
 - ◆ Finance:
 - ◆ By Laws:
 - ◆ Nominating:
 - ◆ Historical:
 - ◆ 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: December 11, 2017 Narrowsburg



Western Sullivan Public Library

New Business:

- a. Financial Presentation: Bookkeeper, Christina Mace will give an overview of the WSPL Monthly Financial Reports.
- b. Library Page: Yukie Tanabe, Library Page at the Jeffersonville Branch, resigned as of October 24, 2017, due to unforeseen obligations, but will continue to volunteer at the library when she can. Tammie Vargas has been hired as Library Page for 12 hours per week at the Jeffersonville Branch as of October 25, 2017 at the rate of \$10.40 per hour.
- c. Library Assistant: The interview committee comprised of Claudine, Abram, and Audra, with input from the managers, recommend Kristen Dasenbrock for appointment as Library Assistant responsible for the Children's and Teen programming at WSPL. The starting salary for this full time position is \$23,303.51 with a start date of November 21, 2017.
- d. Rebidding the Repointing Project: The repointing project needs to be rebid for the east side of the building only. The other sides will be addressed in 2018.
- e. Committee Meetings: Schedule committee meetings.
- f. Eligible List from Civil Service for the Library Director I position is being sent from Sullivan County Personnel.

Old Business:

- a. End-of-Year Transfers: A resolution is needed for the end-of-year budget transfers discussed at the September 2017 meeting.
- b. Special Projects Transfer: A resolution is needed to transfer the special projects funds from the 2016/17 budget to the 2017/18 budget as discussed at the September 2017 meeting.



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			

10/13/2017

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

	<u>Jun 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
200 · Operating Account	27,420.58
210 · Petty Cash	
Petty Cash-DEL	47.50
Petty Cash-JEF	50.00
Petty Cash-NAR	50.00
Total 210 · Petty Cash	<u>147.50</u>
204 · Credit Card Transfer Acct	1,000.00
205 · WSPL IMM Acct	
Huber (T/C)	10,000.00
205 · WSPL IMM Acct - Other	60,973.69
Total 205 · WSPL IMM Acct	<u>70,973.69</u>
Total Checking/Savings	<u>99,541.77</u>
Total Current Assets	<u>99,541.77</u>
TOTAL ASSETS	<u><u>99,541.77</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
637 · Due to Retirement	8,586.25
L-Accrued Liabilities	15,093.00
603.1 · Social Security Payable	-831.93
604.1 · Medicare Payable	-93.26
605 · FWT Payable	-428.69
606 · SWT Payable	-57.33
607 · NYS & Local Retirement	313.70
608.2 · T AFLAC payable	-13.52
Total Other Current Liabilities	<u>22,568.22</u>
Total Current Liabilities	<u>22,568.22</u>
Total Liabilities	22,568.22
Equity	
909 · Fund Balance - WSPL	313,954.71
910 · Reserve Fund Balance	4,241.00
911 · Retained Earnings	-14,923.13
Net Income	-226,299.03
Total Equity	<u>76,973.55</u>
TOTAL LIABILITIES & EQUITY	<u><u>99,541.77</u></u>

Western Sullivan Public Library

Profit & Loss Budget vs. Actual

	<u>Jul 1 - Nov 10, 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
1001 · Real Property Taxes	0	239,015	(239,015)
2082 · Library Charges	4,074	5,417	(1,343)
2083 · Library Chgs-Registrations	1,631	1,806	(175)
2401 · Interest & Earnings	43	361	(318)
2410 · Rental Income	1	0	1
2655 · Sales, Other	121	722	(601)
2705 · Gifts & Donations	311	903	(592)
2761 · RCLS Grants	0	2,500	(2,500)
3001 · State Grants-Construction	26,346	0	26,346
3002 · State Grants - Grant-In-Aid	9,000	0	9,000
3003 · State Grants - Miscellaneous	3,069	0	3,069
Total Income	<u>44,596</u>	<u>250,724</u>	<u>(206,128)</u>
Gross Profit	44,596	250,724	(206,128)
Expense			
74101 · Salaries	158,878	142,402	16,476
74101.7 · Special Projects	118	1,806	(1,688)
74102.2 · Equipment - Technology	0	1,806	(1,806)
74104.1 · Books	12,112	13,361	(1,249)
74104.2 · Serials	1,352	1,444	(92)
74104.3 · Videos	1,577	5,417	(3,840)
74104.4 · Digital Downloads	1,409	1,445	(36)
74104.5 · Databases	0	758	(758)
74105.1 · Daily Operating Expenses	5,136	7,493	(2,357)
74105.2 · Repairs/Maint of F&F	0	361	(361)
74105.3 · Repairs/Maint of Lib Equip	260	361	(101)
74105.4 · Daily Maint & Repairs	2,928	3,792	(864)
74105.6 · Insurance Policies	12,201	6,554	5,647
74106.1 · Phones	1,351	1,235	116
74106.2 · ANSER	11,752	8,847	2,905
74106.3 · Internet Service	1,200	939	261
74106.4 · Fuel & Electric	3,761	8,306	(4,545)
74106.5 · Sewer & Water	759	867	(108)
74106.6 · Elevator Service	98	1,625	(1,527)
74106.7 · Cleaning Services	8,200	8,883	(683)
74107.1 · Professional Services	7,855	7,042	813
74107.3 · Programs and Events	2,517	3,611	(1,094)
74106.8 · Misc Oper/Maint Expenses	1,329	3,611	(2,282)
74107.9 · Other Expenses	1,140	1,752	(612)
90108 · Annual Retirement	245	14,444	(14,199)
90508.1 · SUI Employer	668	2,019	(1,351)
90508.2 · 1/2 FICA-Employer	10,600	9,750	850
90558 · Disability Ins/Emp Bnfts	(1)	274	(275)

Western Sullivan Public Library Profit & Loss Budget vs. Actual

	<u>Jul 1 - Nov 10, 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
90608 - Employee Health Insurance	18,745	24,909	(6,164)
Total Expense	266,190	285,114	(18,924)
Net Ordinary Income	(221,594)	(34,390)	(187,204)
Other Income/Expense			
Other Income			
915 - Unappropriated Fund Balance	(10)	16,599	(16,609)
Total Other Income	(10)	16,599	(16,609)
Net Other Income	(10)	16,599	(16,609)
Net Income	(221,604)	(17,791)	(203,813)

Western Sullivan Public Library Check List by Date

Type	Date	Num	Name	Memo	Split	Amount
Sep 30 - Nov 11, 17						
Check	10/02/2017	15970	Dowser Water	Acct 9744	-SPLIT-	-62.00
Check	10/02/2017	15971	Pete's Market	cust #845	-SPLIT-	-29.12
Check	10/02/2017	15972	Peck's Market		-SPLIT-	-23.99
Check	10/02/2017	15973	Midwest Tape		-SPLIT-	-11.99
Check	10/02/2017	15974	Baker & Taylor Books #510486		-SPLIT-	-143.74
Check	10/02/2017	15975	Penelope Morgan-Lohr (reimb)		Travel & Conferences	-18.19
Check	10/02/2017	15976	Donna Funcheon (reimb)		Travel & Conferences	-36.27
Check	10/02/2017	15977	Melissa Reid (reimb)		Travel & Conferences	-23.81
Check	10/02/2017	15978	United Healthcare Insurance Company	Member ID 333329276-1	90608 · Employee Health Insurance	-224.25
Check	10/06/2017	15979	Narrowsburg Water & Sewer	Acct #100900	Sewer & Water-NAR	-333.48
Check	10/06/2017	15980	NYSEG	1001-3155-188	Fuel & Electric-DEL	-227.82
Check	10/06/2017	15981	NYSEG	1003-8570-692	Fuel & Electric-DEL	-125.95
Check	10/06/2017	15982	Callicoon Water Company	Acct #038	Sewer & Water-DEL	-77.91
Check	10/06/2017	15983	Christina Mace		Bookkeeper	-440.00
Check	10/06/2017	15985	Kristin White	As per negotiated settlement agreement	Settlements	-19,746.04
Check	10/23/2017	15986	Crystal Run Health Plan, LLC	Group # CR0531	90608 · Employee Health Insurance	-5,050.92
Check	10/23/2017	15987	NYSEG	1001-0704-798	Fuel & Electric-NAR	-212.24
Check	10/23/2017	15988	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-24.56
Check	10/23/2017	15989	Time Warner Cable	Account 8150 20 899 0016479	-SPLIT-	-580.45
Check	10/23/2017	15990	Christina Mace		Bookkeeper	-120.00
Check	10/30/2017	15991	Fowler Oil Co., Inc.	delivery ticket 26630	Fuel & Electric-DEL	-312.21
Check	10/30/2017	15992	NYSEG	1001-1281-077	Fuel & Electric-JEF	-293.25
Check	10/30/2017	15993	AARP Medicare Rx Preferrred (PDP)	member ID 0140089751	90608 · Employee Health Insurance	-80.50
Check	11/08/2017	15994	NYSEG	1001-3155-188	Fuel & Electric-DEL	-208.23
Check	11/08/2017	15995	NYSEG	1003-8570-692	Fuel & Electric-DEL	-57.11
Check	11/08/2017	15996	Christina Mace		Bookkeeper	-240.00
Check	11/10/2017	15997	Penelope Morgan-Lohr (reimb)		Travel & Conferences	-43.87
Check	11/10/2017	15998	Melissa Reid (reimb)		Travel & Conferences	-65.27
Check	11/10/2017	15999	Audra Everett (reimb)		Travel & Conferences	-25.15
Check	11/10/2017	16000	Claudine Luchinger (reimb)		90108 · Annual Retirement	-245.03
Check	11/10/2017	16001	Abram VanHassel (reimb)		Travel & Conferences	-96.57
Check	11/10/2017	16002	Madeleine Wootan (reimb)		Travel & Conferences	-25.68

11/10/17

Western Sullivan Public Library Check List by Date

September 30 through November 11, 2017

Check	11/10/2017	16003	Heather Ferber (reimb)		Travel & Conferences	-18.20
Check	11/10/2017	16004	Cash	Cash Bank for JEF	Petty Cash-JEF	-5.94
Check	11/10/2017	16005	Cash	Cash Bank for NAR	Petty Cash-NAR	-9.00
Check	11/10/2017	16006	Cardmember Services	acct ending 4182	601 - Jeff Bank Visa	-296.06
Check	11/10/2017	16007	Demco, Inc	Inv #6236922	Library Supplies - DEL	-117.91
Check	11/10/2017	16009	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	11/10/2017	16010	Wayne Friedman		Registrations-DEL	-17.50
Check	11/10/2017	16011	Safeguard Business Systems	invoice 032449527	Office Supplies - JEF	-348.19
Check	11/10/2017	16012	Annette Diehl	Pumpkins & Storytime Oct 17/20/21, 2017	Children's Programs	-180.00
Check	11/10/2017	16013	Nora's Lovin Spoonful		Children's Programs	-112.50
Check	11/10/2017	16014	Penelope Morgan-Loehr (reimb)		90608 - Employee Health Insurance	-70.04
Check	11/10/2017	16015	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-857.49
Check	11/10/2017	16016	Liberty Press	Inv # 60688	-SPLIT-	-70.00
Check	11/10/2017	16017	Vita's Farm & Garden Market	Slip #0313380 & 0313381	-SPLIT-	-50.07
Check	11/10/2017	16018	Pete's Market	cust #845	-SPLIT-	-41.22
Check	11/10/2017	16019	Brodart Co.	Account 311663	-SPLIT-	-251.20
Check	11/10/2017	16020	Marvin Newberg, Attorney At Law		Attorney/Legal	-5,190.00
Check	11/10/2017	16021	County Waste of PA	10-38985 7, 10-38986 5, 10-38984 0	-SPLIT-	-102.00
Check	11/10/2017	16022	Ehrlich	Client 014604441 / 1	Misc O&M-DEL	-240.00
Check	11/10/2017	16023	American Electric, LLC	Customer # 001456	-SPLIT-	-999.24
Check	11/10/2017	16024	Bedik Communications, Inc.	Callicoon branch completion	Bldg. Repairs-DEL	-146.75
Check	11/10/2017	16025	Pearl River Library		Fines & Fees-DEL	-4.50
Check	11/10/2017	16026	RCLS General	invoives 26082, 26083, 26084	-SPLIT-	-5,861.73
Check	11/10/2017	16027	RCLS General	invoives 24921	Digital Downloads - RCLS	-704.28
Check	11/10/2017	16028	Midwest Tape		-SPLIT-	-1,230.62
Check	11/10/2017	16029	Baker & Taylor Books #510486		-SPLIT-	-3,475.12
Check	11/10/2017	16030	Peck's Market		-SPLIT-	-222.06
Check	11/10/2017	16031	United Healthcare Insurance Company	Member ID 333329276-1	90608 - Employee Health Insurance	-224.25
Check	11/10/2017	16036	Warwick Albert Wisner Public Library		-SPLIT-	-44.55
Liability Check	10/06/2017	15984	Aflac		608.2 - T AFLAC payable	-27.04
Liability Check	10/06/2017	eft	NYS & Local Retirement System	51404	-SPLIT-	-836.82
Liability Check	10/13/2017	17100678355	NYS Income Tax	141825007 6	606 - SWT Payable	-383.59
Liability Check	10/13/2017	21026102	IRS USA Tax Payments	14-1825007	-SPLIT-	-2,829.46
Liability Check	10/23/2017	17102378879	NYS Income Tax	141825007 6	606 - SWT Payable	-385.71

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Western Sullivan Public Library Check List by Date

September 30 through November 11, 2017

Liability Check	10/27/2017	80040068	IRS USA Tax Payments	14-1825007	-SPLIT-	-2,841.56
Liability Check	11/08/2017	eft	NYS & Local Retirement System	51404	-SPLIT-	-433.16
Liability Check	11/10/2017	16008	Aflac		608.2 · T AFLAC payable	-27.04
Liability Check	11/10/2017	17110879627	NYS Income Tax	141825007 6	606 · SWT Payable	-386.56
Liability Check	11/10/2017	32736952	IRS USA Tax Payments	14-1825007	-SPLIT-	-2,865.08
Paycheck	10/13/2017	1820	Alexy, Chantal M.		-SPLIT-	-399.45
Paycheck	10/13/2017	1821	Bowers, Raina F.		-SPLIT-	-622.89
Paycheck	10/13/2017	1822	Everett, Audra A.		-SPLIT-	-1,291.75
Paycheck	10/13/2017	1823	Ferber, Heather M		-SPLIT-	-512.65
Paycheck	10/13/2017	1824	Funcheon, Donna F.		-SPLIT-	-480.36
Paycheck	10/13/2017	1825	Hildebrand, Judith A.		-SPLIT-	-352.23
Paycheck	10/13/2017	1826	Luchsinger, Claudine L		-SPLIT-	-689.32
Paycheck	10/13/2017	1827	Morgan-Lohr, Penelope E		-SPLIT-	-963.34
Paycheck	10/13/2017	1828	Nemec, Antonia E		-SPLIT-	-68.27
Paycheck	10/13/2017	1829	Olsen, Jennifer L.		-SPLIT-	-499.57
Paycheck	10/13/2017	1830	Reid, Melissa A		-SPLIT-	-822.07
Paycheck	10/13/2017	1831	Swendsen, Julie R.		-SPLIT-	-720.12
Paycheck	10/13/2017	1832	Tanabe, Yukie		-SPLIT-	-206.49
Paycheck	10/13/2017	1833	VanHassel, Abram B		-SPLIT-	-952.63
Paycheck	10/13/2017	1834	Velasquez, Lillian		-SPLIT-	-128.46
Paycheck	10/13/2017	1835	Wootan, Madeleine M		-SPLIT-	-526.88
Paycheck	10/27/2017	1836	Alexy, Chantal M.		-SPLIT-	-399.44
Paycheck	10/27/2017	1837	Bowers, Raina F.		-SPLIT-	-622.90
Paycheck	10/27/2017	1838	Everett, Audra A.		-SPLIT-	-1,291.77
Paycheck	10/27/2017	1839	Ferber, Heather M		-SPLIT-	-512.65
Paycheck	10/27/2017	1840	Funcheon, Donna F.		-SPLIT-	-480.36
Paycheck	10/27/2017	1841	Hildebrand, Judith A.		-SPLIT-	-398.91
Paycheck	10/27/2017	1842	Luchsinger, Claudine L		-SPLIT-	-689.31
Paycheck	10/27/2017	1843	Morgan-Lohr, Penelope E		-SPLIT-	-963.34
Paycheck	10/27/2017	1844	Nemec, Antonia E		-SPLIT-	-68.27
Paycheck	10/27/2017	1845	Olsen, Jennifer L.		-SPLIT-	-499.56
Paycheck	10/27/2017	1846	Reid, Melissa A		-SPLIT-	-822.07
Paycheck	10/27/2017	1847	Swendsen, Julie R.		-SPLIT-	-720.12
Paycheck	10/27/2017	1848	Tanabe, Yukie		-SPLIT-	-230.50

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Western Sullivan Public Library Check List by Date

September 30 through November 11, 2017

Paycheck	10/27/2017	1849	VanHassel, Abram B	-SPLIT-	-952.63
Paycheck	10/27/2017	1850	Velasquez, Lillian	-SPLIT-	-128.46
Paycheck	10/27/2017	1851	Wootan, Madeleine M	-SPLIT-	-526.87
Paycheck	11/10/2017	1852	Alexy, Chantal M.	-SPLIT-	-465.05
Paycheck	11/10/2017	1853	Bowers, Raina F.	-SPLIT-	-622.90
Paycheck	11/10/2017	1854	Everett, Audra A.	-SPLIT-	-1,291.76
Paycheck	11/10/2017	1855	Ferber, Heather M	-SPLIT-	-512.66
Paycheck	11/10/2017	1856	Funcheon, Donna F.	-SPLIT-	-480.37
Paycheck	11/10/2017	1857	Hildebrand, Judith A.	-SPLIT-	-352.24
Paycheck	11/10/2017	1858	Luchsinger, Claudine L	-SPLIT-	-722.25
Paycheck	11/10/2017	1859	Morgan-Lohr, Penelope E	-SPLIT-	-963.35
Paycheck	11/10/2017	1860	Nemec, Antonia E	-SPLIT-	-68.25
Paycheck	11/10/2017	1861	Olsen, Jennifer L.	-SPLIT-	-499.56
Paycheck	11/10/2017	1862	Reid, Melissa A	-SPLIT-	-822.06
Paycheck	11/10/2017	1863	Swendsen, Julie R.	-SPLIT-	-720.12
Paycheck	11/10/2017	1864	Tanabe, Yukie	-SPLIT-	-38.42
Paycheck	11/10/2017	1865	VanHassel, Abram B	-SPLIT-	-952.64
Paycheck	11/10/2017	1866	Vargas, Tammie M	-SPLIT-	-268.28
Paycheck	11/10/2017	1867	Velasquez, Lillian	-SPLIT-	-128.46
Paycheck	11/10/2017	1868	Wootan, Madeleine M	-SPLIT-	-526.89

Sep 30 - Nov 11, 17

-91,140.94



Western Sullivan Public Library

TEMPORARY DIRECTOR'S REPORT

Delaware Free Branch

November 6, 2017

Building:

1. Insurance inspector from Utica Insurance came to each branch on September 28, 2017. His recommendations were sent to us on October 4, 2017 and have since been implemented or are in progress at each of the branches. See report from Utica Insurance.
2. Stephen Hoefler, Fiscal Officer at RCLS met with Kevin, Pam, Buck Moorhead and Audra to discuss the repointing project and the NYS Construction Grant.
3. Electric consumption at the Jeffersonville has gone down since the roof/insulation project in 2016. See graph of comparison for 2014/15 vs. 2016/17.

Personnel Appointment:

1. Library Page: Yukie Tanabe, Library Page at the Jeffersonville Branch, resigned as of October 24, 2017, due to unforeseen obligations, but will continue to volunteer at the library when she can. Tammie Vargas has been hired as Library Page for 12 hours per week at the Jeffersonville Branch as of October 25, 2017 at the rate of \$10.40 per hour.
2. Library Assistant: The interview committee comprised of Claudine, Abram, and Audra, with input from the managers, recommend Kristen Dasenbrock for appointment as Library Assistant responsible for the Children's and Teen programming at WSPL. The starting salary was advertised at \$23,303.51 for this full time position.

Professional Development/Meetings:

1. On October 19, 2017, following the SUPLA meeting, several Sullivan County Librarians went to the Legislative Board Meeting and spoke during the public comment period. We presented the legislators with a photo album showing them what their financial support helped the libraries in the county accomplish this past year. SUPLA will apply again for a county grant in 2018.
2. Several staff members attended workshops at RCLS and webinars. Information will be shared with the rest of the staff at the December staff meeting.
3. Managers are working together to create short training sessions, as refreshers, for their staff throughout the year.
4. At the Managers Meeting on November 1st, we discussed holding an amnesty event during the month of December. All fines will be waived during the month for 'lost' items that are returned, and past fines that are deterring patrons from using the library.
5. Potential staff trainings have been discussed with the staff and managers this past year, and there was a consensus that staff would like some training on basics, like how to use a fire extinguisher, CPR, and other practical trainings. Also see the article from the Times Herald Record about potential future grant money for Narcan training for libraries.

Programs:

1. Abram is piloting a 'Robot Club' at the Jeffersonville Branch. The first meeting will be on November 14th.



Western Sullivan Public Library

2. Kyoshin and Claudine arranged a library visit for a group of sixth graders from the Homestead School. The group will come back in the near future to present what they researched at the library.
3. Claudine and I are working on plans for Dickens on the Delaware on December 9th.
4. The Holiday Book Sale at Jeffersonville is slated for December 9th—16th.
5. See calendar/newsletter for complete list of programs.

Services:

1. The managers and I are exploring the possibility of offering streaming at WSPL. We have a trial with Kanopy, Their film selection of over 26,000 titles ranges from documentaries, indie and foreign films, to must-see classics and blockbuster movies. The recommended budget for this product is \$150-\$300 per month. Overdrive, the service we currently use for digital audiobooks and ebooks, is promising more video content in the future.

Finance:

1. We received a check from RCLS in the amount \$306.90 representing the 10% that was outstanding for the 2017-2018 Local Library Service Aid (LLSA).
2. Funds secured by Senator Bonacic for 2017-2018 was received. Each branch received \$3,000.
3. The bill from Marvin Newberg in the amount of \$5,190 was received. We do not have coverage for this under our current insurance policy, so transfers will need to be made to cover the cost of the legal fees for the recent employee settlement.

Strategic Plan Progress:

1. Each manager will set a new branch goal for 2018 that aligns with the library's Long Range Strategic Plan. Purchases needed to fulfill these goals will be made with funds from the 'special projects' line item. Managers will also create a list of items they would like the Friends of the Library to donate to their branch.
2. Grace Riario, Assistant Director/Outreach Coordinator at RCLS, has offered to help with community outreach at WSPL. A Community Outreach Plan has been drafted and will be reviewed with Grace and the branch managers. Grace will also work with us to evaluate our hours of operation. Kyoshin requested changing Narrowsburg's hours for the winter months.

Other:

1. The Library Bookkeeper's rate will be increased to reflect what was budgeted for the 2017/2018 fiscal year. She will be compensated for the hours she worked at the 2016/2017 rate from July 1, 2017 to present.
2. Library will be closed November 23 and 24 for the Thanksgiving Holiday.
3. Delaware River Solar sent out a letter notifying us that they are going to be reaching out the Town of Delaware residents/businesses in to complete the enrollment process. See letter from Rich Winter.
4. A staff meeting has been scheduled for 3:30pm on December 15st. All branches will close at 3:00pm to accommodate travel time to the Narrowsburg Branch.



Western Sullivan Public Library

Unapproved Minutes of the Board of Trustees Special Meeting Jeffersonville Branch September 27, 2017

All board members except Marge Brown were present with Linda Pomes arriving at 5:08 p.m.

Staff present: None

Call to order – At 5:00 p.m. the special meeting was called to order by President Kevin McDonough with the Pledge to the Flag.

New Business — Barbara Winfield made a motion to go into Executive Session. Pam Reinhardt seconded the motion, which was unanimously approved at 5:01 p.m. Executive Session ended at 5:15 p.m.

Su-Ling Ruiz made a resolution to approve the negotiated settlement between WSPL and Kristin White, as negotiated by the board's attorney Marvin Newberg. Linda Pomes seconded. The resolution was unanimously approved.

Pam Reinhardt made a motion to accept the resignation of Kristin White as Director of the WSPL effective August 3, 2017. Barbara Winfield seconded the motion, which was unanimously approved.

Adjournment — Evan Eisenberg made a motion, seconded by Matt Solomon, to adjourn the meeting, which was unanimously approved.



Western Sullivan Public Library

Unapproved Minutes of the Board of Trustees Delaware Free Branch October 2, 2017

Attendance: All Board Members present except Linda Pomes. Barbara Winfield arrived at 5:05 p.m.

Staff Present: Audra Everett

Guest: Buck Moorhead, Architect

I. Call to Order: At 5:03 p.m., the regular monthly meeting was called to order by President Kevin McDonough.

II. Public Comment Period: No public comment.

III. Approval of Minutes:

Pam Reinhardt moved and Matt Solomon seconded a motion to postpone approval of the September minutes until the next board meeting. The motion was unanimously approved.

Su-Ling Ruiz made and Matt Solomon seconded a motion to postpone approval of the Sept. 27 Special Meeting minutes until the next board meeting. The motion was unanimously approved.

IV. Financial Report:

The board unanimously approved the September financial reports following a motion by Marge Brown and Evan Eisenberg's second.

V. Director's Report (see attached)

VI. New Business

a. RCLS Budget

Marge Brown made a resolution to approve the acceptance of the RCLS budget. Barbara Winfield seconded the resolution, which was unanimously approved.



Western Sullivan Public Library

b. Anser Agreement

Barbara Winfield made a resolution to accept the Anser Agreement. Marge Brown seconded, and it was unanimously approved. President Kevin McDonough signed the agreement.

c. DEL Heating/Cooling Maintenance Estimates

The board unanimously approved the acceptance of DJS Plumbing's bid for heating and cooling maintenance of the Delaware Branch, following Pam Reinhardt's resolution, which Evan Eisenberg seconded.

d. Sealed Bids

Bids were opened and will be discussed at the next Building Committee meeting.

e. Jeff Bank

The ACH authorization form was signed by Board President Kevin McDonough.

f. Library Bookkeeper

No action taken.

VII. Unfinished Business

None.

Adjournment

Barbara Winfield seconded Marge Brown's motion to adjourn, which was unanimously approved at 6:13 p.m.



Western Sullivan Public Library

Approved Minutes – September 11, 2017 Regular Meeting Tusten-Cochecton Branch

Members Present: Evan Eisenberg, Kevin McDonough, Chris Peacock, Linda Pomes (arrived at 5:15), Pam Reinhardt, Matt Solomon, Sui-Ling Ruiz, Barbara Winfield

Staff present: Audra Everett

Call to order

At 5:01 p.m. 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 Matt Solomon, seconded by Evan Eisenberg, the minutes of the August meeting were unanimously approved.

Financial Report

Barbara Winfield moved for, and Pam Reinhardt seconded, approval of the July 2017 and August 2017 financial reports. The motion passed unanimously. Sui-Ling Ruiz moved to approve August 2017 bills, Barbara Winfield seconded. The motion passed unanimously.

Director's Report

See attached.

New Business

A motion to make line item transfers to close out the 2016/2017 budget year as per End of Year Transfers report was made by Pam Reinhardt and seconded by Matt Solomon, unanimously carried.

A motion approving the request of \$4796 in the Special Projects line from 2016/2017 be transferred to the 2017/2018 budget was made by Pam Reinhardt and seconded by Sui-Ling Ruiz. Unanimously carried.

A motion to send a letter of support for the Callicoon Community Development to sublease the Callicoon Depot was unanimously approved on a motion by Matt Solomon and seconded by Chris Peacock.

A motion to approve Lillian Velasquez as a library page at a salary of \$10.40/ hour, starting August 29, 2017 was unanimously approved on a motion by Barbara Winfield and seconded by Evan Eisenberg.

Bid documents will go out this month for the repair work on the Callicoon branch.

At 5:36 a motion, made by Barbara Winfield, seconded by Chris Peacock to go into executive session,



Western Sullivan Public Library

was unanimously approved. We came out of executive session at 5:44.

Unfinished Business

Report received from Tusten Heritage Community Garden

Committee Reports

None

At 5:55, on a motion by Sui-Ling Ruiz, seconded by Barbara Winfield, the vote was unanimous to adjourn the meeting.

Linda Pomes
Secretary



Western Sullivan Public Library

Approved Minutes of the Board of Trustees Special Meeting Jeffersonville Branch September 27, 2017

Members present: Evan Eisenberg, Kevin McDonough, Chris Peacock, Linda Pomes (arrived at 5:08), Pam Reinhardt, Matt Solomon, Sui-Ling Ruiz, Barbara Winfield

Staff present: None

Call to order

At 5:00 p.m the special meeting was called to order by President Kevin McDonough with the Pledge to the Flag.

New business

Barbara Winfield made a motion to go into Executive Session. Pam Reinhardt seconded the motion, which was unanimously approved at 5:01. Executive session ended at 5:15 p.m.

Sui-Ling Ruiz made resolution #4-2017-2018 to approve the negotiated settlement between WSPL and Kristin White as negotiated by the board's attorney Marvin Newberg. Linda Pomes seconded. The resolution was unanimously approved.

Pam Reinhardt made a motion to accept the resignation of Kristin White as Director of the WSPL effective August 3, 2017. Barbara Winfield seconded the motion, which was unanimously approved.

Adjournment

Evan Eisenberg made a motion, seconded by Matt Solomon, to adjourn the meeting at 5:25p.m. Unanimously approved.

Linda Pomes
Secretary



Western Sullivan Public Library

Approved Minutes of the Board of Trustees Regular Meeting Delaware Free Branch October 2, 2017

Members present: Marge Brown, Evan Eisenberg, Kevin McDonough, Chris Peacock, Pam Reinhardt, Matt Solomon, Sui-Ling Ruiz, Barbara Winfield (arrived at 5:05)

Staff present: Audra Everett

Guest: Buck Moorhead, Architect

Call to order

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

Public Comment period

No public comment

Approval of Minutes

Pam Reinhardt moved and Matt Solomon seconded a motion to postpone the approval of the September 11 minutes until the next board meeting. The motion was unanimously approved.

Sui-Ling Ruiz made and Matt Solomon seconded a motion to postpone approval of the September 27 Special Meeting minutes until the next board meeting. The motion was unanimously approved.

Financial Report

The board unanimously approved the September financial reports following a motion by Marge Brown and Evan Eisenberg's second.

Directors Report (see attached)

New Business

a. RCLS Budget

Marge Brown made a resolution to approve the acceptance of the RCLS budget. Barbara Winfield seconded the resolution, #5 2017-2018, which was unanimously approved.

b. Anser Agreement

Barbara Winfield made a resolution, #6 2017-2018, to accept the Anser Agreement. Marge Brown seconded, and it was unanimously approved. President Kevin McDonough signed the agreement.

c. DEL Heating/Cooling Maintenance Estimates

The board unanimously approved the acceptance of DJS Plumbing's bid for heating and cooling



Western Sullivan Public Library

maintenance of the Delaware Branch, following Pam Reinhardt's resolution, which Evan Eisenberg seconded.

d. Sealed Bids

Bids were opened and will be discussed at the next Building Committee meeting

e. Jeff Bank

The ACH authorization form was signed by Board President Kein McDonough.

f. Library Bookkeeper

No action taken

Unfinished Business

None

Adjournment

Barbara Winfield seconded Marge Brown's motion to adjourn, which was unanimously approved at 6:13 p.m.

Linda Pomes

Secretary

RECOMMENDATION CONFIRMATION

Insured: WESTERN SULLIVAN PUBLIC LIBRARY

Account #: 300022163

REC # RECOMMENDATIONS

PHOTO OF TOPIC

17-09-01

Action:
Safety outlet
plugs were
installed in
the outlets in
the children's
rooms.

This photograph was taken at Jeffersonville. It shows an electrical outlet in the children's room. This outlet, and any like it throughout the other libraries in children's rooms, should have those little plastic child proof safety plugs in them. We did see several outlets equipped with them at other locations.



17-09-02

Action:
Posters were
hung on the
bottom pane
of glass and
decals will
be purchased
as well.

This photograph was taken at Jeffersonville. It shows the exit and entrance door for the children's room towards the rear of the building. It will be a good idea to put a decal of some sort on the bottom pane of glass to help prevent a little one from banging into it and possibly getting injured.



17-09-03

Action:
Installed a
"Watch your
step" sign at
the top of the
stairs.

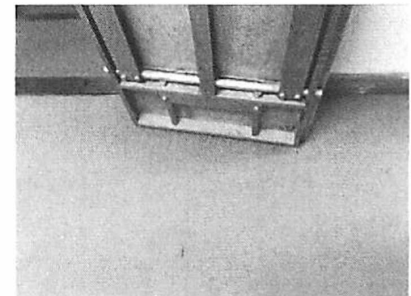
This photograph was taken at Callicoon. The carpeting on the stairs and the floor above are the same color. Therefore, a "watch your step" sign should be placed here. We discussed that as future renovations are done in the Syria different color carpeting should be used on the steps. This will highlight the fact that there is a change in elevation presents and hopefully reduce the chance that someone will fall down the stairs.



17-09-04

Action:
Handyman
was contacted
and will install
a door stopper
to hold the
vault door in
place.

This photograph was taken at Callicoon. Although the door to the old vault is very heavy and a difficult to move it does in fact move if pushed hard enough. We discussed the benefits of putting some sort of a pin in the floor here, like a door stopper, to prevent the door from being moved. The door jamb could pinch someone's finger, especially a small child, if the door is allowed to swing closed.



I would like to complement you and the staff on the overall cleanliness, good housekeeping and proactive maintenance throughout all of the branches. Not only does this make the patrons visits more pleasant, it makes them much safer.

PLEASE RETURN PROMPTLY TO:

Recommendation.Response@uticanational.com
Or Fax to: (315) 235-6629

Utica Mutual Insurance Company
ERO Risk Management Department
P.O. Box 530, Utica, NY 13503

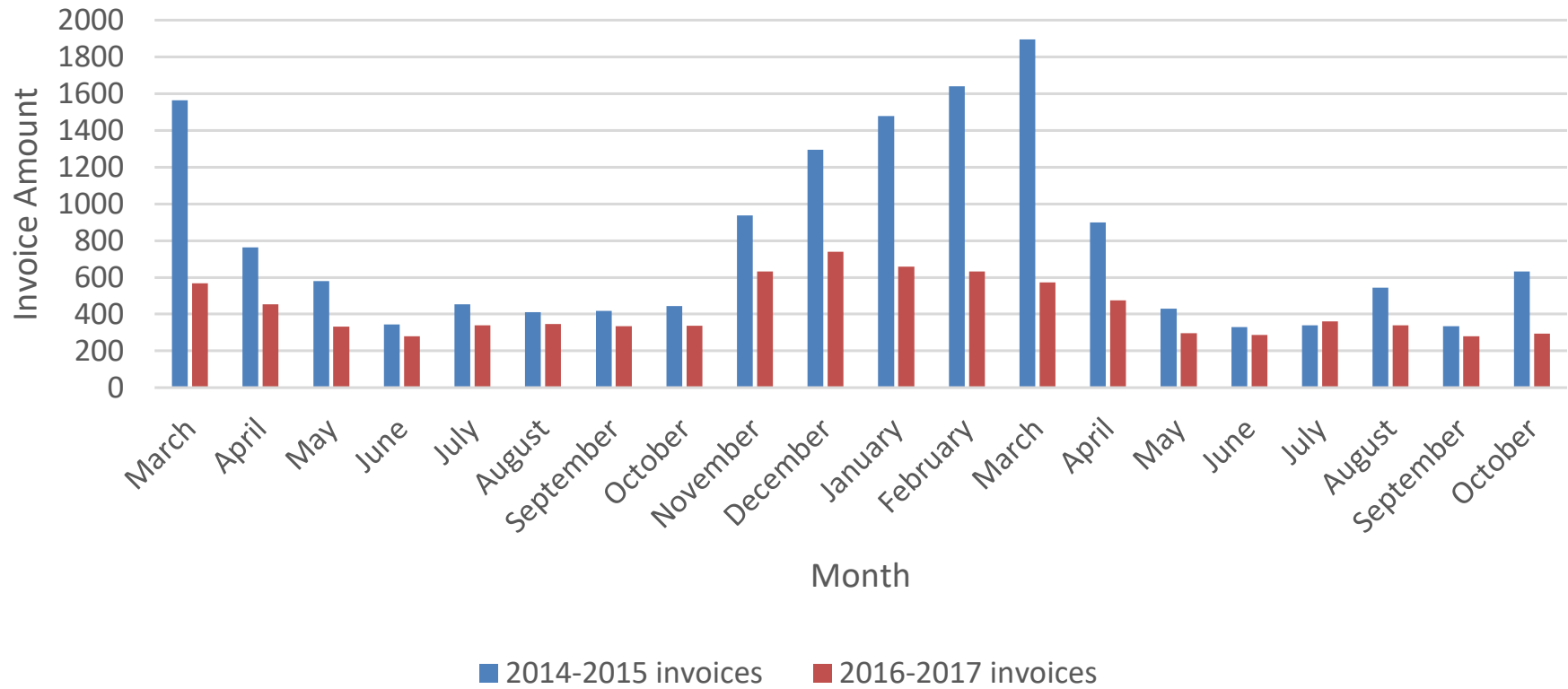
Policyholder
Return
Producer
Underwriter
File

LC Rep. JBL

There is no intended implication that all conditions or operations
Were observed or under control at the time of our visit.

NYSEG Bill Comparison for the Jeffersonville Branch

Before and after roof work (March/April 2016)



New and Notables @ WSPL

Adult Fiction

Crimes of the Father by Thomas Keneally
Deep Freeze by John Sandford
Fairytale by Danielle Steel
Fresh Complaint: Stories by Jeffrey Eugenides
Killing Season by Faye Kellerman
Mind Game by Iris Johansen
Quick and Dirty by Stuart Woods
Relive Box and Other Stories by T.C. Boyle
Rooster Bar by John Grisham
Rule of Magic by Alice Hoffman
Strange Weather: Four Short Novels by Joe Hill
Uncommon Type: Some Stories by Tom Hanks

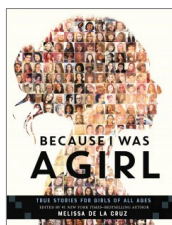


Adult Non-Fiction

Apparitionists: A Tale of Phantoms, Fraud, Photography, and the Man Who Captured Lincoln's Ghost by Peter Manseau
Backyard Homestead Seasonal Planner: What to Do & When to Do It by Ann Larkin Hansen
Code Girls: The Untold Story of the American Women Code Breakers of World War II by Liza Mundy
From Here to Eternity: Traveling the World to Find the Good Death by Caitlin Doughty
Grant by Ron Chernow
New Bohemians Handbook: Come Home to Good Vibes by Justina Blakeney
Verax: The True History of Whistleblowers, Drone Warfare, and Mass Surveillance by Pratap Chatterjee
What Happened by Hillary Rodham Clinton

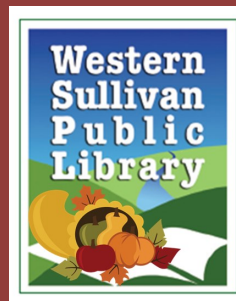
Children and Teen Books

Because I was a Girl: True Stories for Girls of All Ages by Melissa De La Cruz
Eugenia Lincoln and the Unexpected Package by Kate DiCamillo
Frank Einstein and the Bio Action Gizmo by Jon Scieszka
Merry Christmas From the Hungry Caterpillar by Eric Carle
Player King by Avi
Silver Mask by Holly Black
Sun Warrior by P.C. Cast
Turtles All the Way Down by John Green
Who is Ralph Lauren by Jane O'Connor



DVDs

Baby Driver
Beatriz at Dinner
Beguiled
Book of Henry
Churchill
The Dark Tower
Emoji Movie
A Ghost Story
The Hero
An Inconvenient Sequel: Truth to Power
Maudie
Murdoch Mysteries: Once Upon a Murdoch Christmas
Nashville: The Complete Fourth Season
Pirates of the Caribbean: Dead Men Tell
Spiderman: Homecoming
Urban Farmers
War for the Planet of the Apes



Hours of Operation

Delaware Free Branch
(845)887-4040
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-Cochecton Branch
(845)252-3360
Mon, Wed, Fri:
10am-8pm
Tuesday: 10am-1pm
Saturday: 10am-1pm

Please Note:

The library will be closed on Saturday, November 11 in observance of Veterans Day and November 23 and 24 for the Thanksgiving holiday.

THE IDEA!

THE NEWSLETTER FOR WESTERN SULLIVAN PUBLIC LIBRARY

Volume 11

November 2017

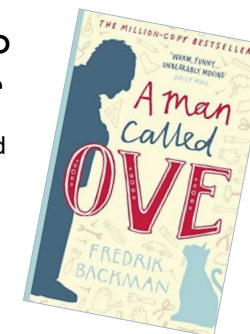
World War I Exhibit

The Time and the Valleys Museum's World War I Exhibit will be at the Delaware Free Branch during the month of November. Stop by and see photos of some of the local residents that served in the war.



Jeffersonville Book Club to Discuss *A Man Called Ove*

Join the NEW Jeffersonville Book Club and discuss *A Man Called Ove* by Fredrik Backman. The group meets the second Wednesday of each month at 6:30pm at our Jeffersonville Branch. Register at www.WSPLonline.org.



Get Creative @ your library®

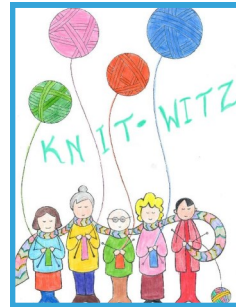
New members are always welcome to join in on the fun at any of these programs.

The **Craft Lovers** group will meet on Friday, November 10th 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](#).

Craft for November:
Clay Pot Turkeys



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.

Winners of Library Card Sign-up Month Drawing in September at the Delaware Free Branch



Tannis Kowalchuk and her son were the lucky winners of our patron appreciation drawing during Library Card Sign-up Month.

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
- Linda Pomes, Secretary
- Evan Eisenberg
- Chris Peacock
- Pamela Reinhardt
- Matthew Solomon
- Barbara Winfield

Ongoing Programs

Computer Support

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
Callicoon "Craft Lovers" 2nd & 4th Friday 4-6pm **Craft Lovers meets Nov. 10th only due to holiday.**

Book Groups

Callicoon - 4th Thursday 6pm at *The Western Supper Club and Inn* **Meets Nov. 16th due to holiday.**

Jeffersonville - 2nd Wednesday 6:30pm

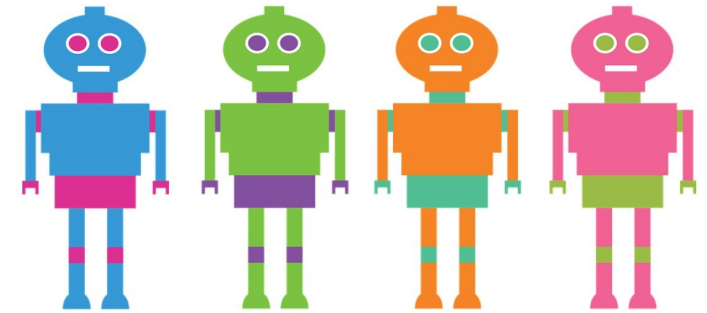
Narrowsburg - 4th Wednesday 10am **Meets Nov. 15th due to holiday.**

TASC Prep

Jeffersonville - Every other Wednesday 11am

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

BUILD YOUR OWN ROBOT!



JOIN WESTERN SULLIVAN PUBLIC LIBRARY'S

ROBOT CLUB

FIRST MEETING:

'BUILD A SOLAR WILD BOAR ROBOT'

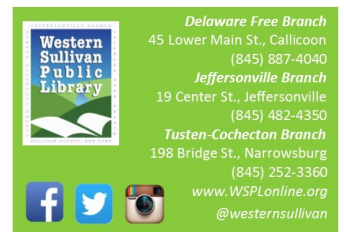
TUESDAY, NOVEMBER 14TH, 4:30PM

JEFFERSONVILLE BRANCH



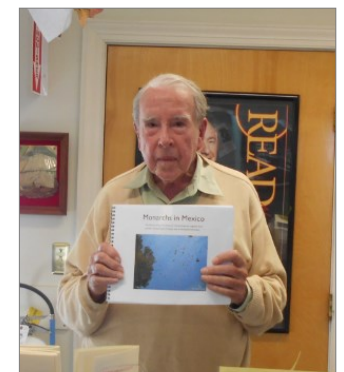
Limited to 10 participants
Registration Required
Register today online at WSPLonline.org
or by calling 845-482-4350

Recommended for children ages 7 and up



Ed Wesley's 'Monarchs in Mexico' Study at WSPL

Many thanks to Ed Wesley for donating his studies on monarch butterflies to each branch of the library. Since 1994 Ed Wesley has rescued Monarch butterfly eggs and caterpillars from threatened habitats and, with the help of local children, has nurtured and released more than 7,000 adults (from www.butterflybarn.org).



Come Draw on the Walls at the Delaware Free Branch

The staff at our Callicoon Branch has been hard at work transforming the children's and teen areas into a bright, colorful and welcoming oasis. Let our new decorations and chalkboard wall inspire your creativity or sit and play with some of our new toys that are both fun and educational like The Cube or Tangle Jr. - The Original Fidget Toy. Browse through our new books, movies and audio books. Take a seat on the cozy new rug in the Young Adult room and read a story. Make yourself at home!



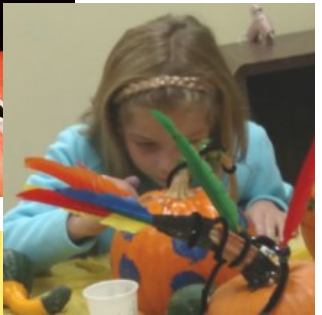
Paper Workshop with Melinda Wallach

Join local abstract artist, Melinda Wallach and explore the endless possibilities of working with paper. Melinda will teach you techniques to color, stain and mark paper, creating your own unique and beautiful art, collage and gift wrap. The program will be held at the Tusten Town Hall Basement in Narrowsburg on Friday, November 17th at 4:30pm. The session is limited to 15 participants therefore, registration is required. For more information or to register visit our website or call (845) 252-3360.



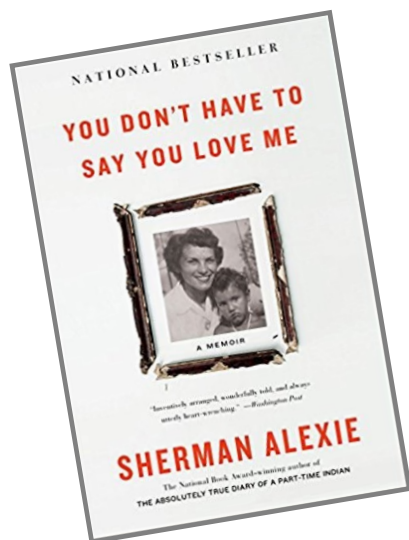
Pumpkin Fun for all ages!

Below are some highlights from Craft Lovers and Pumpkin Fun for Kids at WSPL.



Callicoon Book Club at The Western Supper Club and Inn

The Callicoon Book Club will meet at The Western Supper Club and Inn on the Thursday, November 16th at 6pm. 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 restaurant. This month the club is reading *You Don't Have to Say You Love Me* by Sherman Alexie while enjoying light fare. 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.



November Programs and Events

Adult Programs

TASC Distance Learning

Wednesdays, November 1, 15, and 29, 11am, Jeffersonville Branch. Meet with a distance learning teacher.

Knitwiz

Tuesday, November 7 and 21, 6:30-8pm, Jeffersonville Branch. Needle crafting group open to all skill levels.

Jeffersonville Book Club

Wednesday, November 8, 6:30pm, Jeffersonville Branch. Come and discuss *A Man Called Ove* by Fredrik Backman.

Narrowsburg Knitters

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

Craft Lovers

Friday, November 10, 4-6pm, Delaware Free Branch. Group will meet and work on a seasonal craft. Members are welcome to bring their own projects.

Narrowsburg Book Discussion Group

Wednesday, November 15, 10am-12pm, Tusten-Cochecton Branch. Select books to read for the upcoming year.

Callicoon Book Club

Thursday, November 16, 6-7pm at The Western Supper Club and Inn. November's selection is *You Don't Have to Say You Love Me* by Sherman Alexie.

Paper Workshop

Friday, November 17, 4:30-6:30pm, Tusten Town Hall basement. Join local abstract artist Melinda Wallach and explore the endless possibilities of working with paper.

3D Printing: Holiday Ornaments

Learn how to design and print your own holiday ornaments.

Tuesday, November 21, 5-7pm, Delaware Free Branch.

Thursday, November 30, 5-7pm, Jeffersonville Branch.

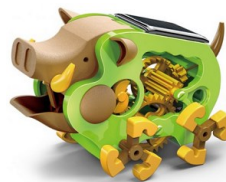
Genealogy Help Sessions

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

Programs for Children and Teens

Build a Robot at the NEW Robot Club

Tuesday, November 14, 4:30pm, Jeffersonville Branch. Get an introduction to robotics and how gears work, and then build a solar robot of your own. Limited to 10 participants. Registration required.



Story Time will return to all three branches in December! Please check our website for more details.

Narrowsburg Book Discussion Group Selects Titles for 2018

The Narrowsburg Book Discussion Group will meet on Wednesday, November 15th at 10:00am at the Tusten-Cochecton Branch to select books to read for the upcoming year. There will also be a 'favorite book show-and-tell' during the meeting. If you plan on coming, bring your favorite book to the meeting to share with the group. All are welcome to attend. Please register for this program on our website or by calling (845) 252-3360.

Pick Books for 2018

NEWS FROM THE PCC

The Public Computer Center (PCC) is pleased to announce it will have a 3D Printer on loan through the Sullivan Public Library Alliance (SUPLA) from November 20th until December 7th, 2017. The printer will be at the Delaware Free Branch in Callicoon from the 20th until the 28th and then will travel to the Jeffersonville branch from the 29th until December 7th. During this time WSPL will be offering the class 3D Printing for the Holidays on Tuesday, December 21st, 5-7pm at the Delaware Free Branch in Callicoon and on November 30th at the Jeffersonville Branch in Jeffersonville, 5-7pm. Come to the class and learn how to design your own holiday ornaments and then print them on the 3D printer!



Assistance with the 3D printer will also be available while the printer is in each branch. For questions or to register for the class, visit our website or contact Abram VanHassel at pcc@rcls.org, call the Jeffersonville Branch at 845-482-4350 or the Delaware Free Branch at 845-887-4040. Stay in touch with the library by going to www.WSPLonline.org, and follow us on Facebook, Twitter and Instagram @westernsullivan for more information on this and all the library programs and events.

Genealogy Help Sessions @ your library

Genealogy help sessions are available by appointment at the Delaware Free Branch with genealogy specialist Dorothy Hartz.

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

Ancestry.com Library Edition is also available at all three branches of the library. Stop by and start researching your roots today.

