Western Sullivan Public Library

BOARD MEETING AGENDA
Video Conference due to COVID-19 Pandemic
December 14, 2020 at 5:30PM

I. Call to Order
II. Adoption of Agenda
III. Public Comment Period
IV. Approval of November 9, 2020 Minutes and amendments to Sept. and Oct. Minutes
V. Financial Reports
   a. Treasurer's Report
   b. Monthly Financial Reports through December 13, 2020

   Payment of Bills through December 13, 2020
VI. Director's Report
VII. New Business
   a. Invoice for Callicoon Construction Project
   b. Fines Free Extension
   c. Reopening Plan Revision
   d. Executive Session
   e. Appointment of Temporary Library Manager
   f. Board Meeting Schedule
VIII. Old Business
   a. Strategic Plan 2021-2025
   b. Narrowsburg Construction Bids
   c. Huber Funds for Narrowsburg Construction
IX. Committee Reports
   - Building
   - Personnel
   - Donations
   - Finance
   - By Laws
   - Nominating
   - FOL Liaison
   - Executive
X. Dates to Remember
   a. See monthly online newsletter
XI. Tusten Heritage Community Garden
XII. Correspondence
XIII. Adjournment

Next Meeting: Monday, January 11, 2021, 5:30pm

Approval of November 9, 2020 Minutes and amendments to Sept. and Oct. Minutes Amendments:

September 14, 2020 Minutes:

Motion to appoint Laura Moran as permanent Library Clerk for 25 hours per week at $14.11 per hour as of September 14, 2020 was made by Barbara Winfield, seconded by Amber Novikov and unanimously approved.

October 13, 2020 Minutes:

Raina Bowers was appointed as provisional full time Senior Library Typist at $16.00 per hour on October 13, 2020. Motion by Kevin McDonough, seconded by Barbara Winfield.

New Business

a. Invoice for Callicoon Construction Project: Resolution to approved the payment to Gorr from the Capital Fund.
b. Fines Free Extension: Discuss extending the fines free period.
c. Reopening Plan Revision: Motion to revise the Reopening Plan to reflect the Cluster Action Initiative put forth by NYS.
d. Executive Session: Personnel
e. Appointment of Temporary Library Manager: Motion needed
f. Board Meeting Schedule: Motion needed to approve the 2021 schedule

Old Business

g. Strategic Plan 2021-2025: update
h. Narrowsburg Construction Bids: Review and discussion of bids for the Narrowsburg construction project.
i. Huber Funds for Narrowsburg Construction: Resolution to expend money from the Huber funds for the Narrowsburg Construction project.

Western Sullivan Public Library

Unapproved Minutes of the Board of Trustees Regular Meeting
Video Conference due to COVID-19 Pandemic
November 09, 2020

Members present: Marge Brown (until 6:15) Evan Eisenberg, Kevin McDonough, Chris Peacock, Linda Pomes, Pam Reinhardt, Amber Novikov, Barbara Winfield (at 5:43)

Staff present: Audra Everett

Call to Order
At 5: 31pm the regular monthly meeting was called to order by President Chris Peacock.

Adoption of Agenda
Kevin McDonough moved, and Marge Brown seconded, the Adoption of Agenda as amended. Unanimously carried.

Marge Brown – aye	Linda Pomes – aye
Evan Eisenberg – aye	Pam Reinhardt - aye
Kevin McDonough – aye	
Amber Novikov – aye	

Public Comment Period
No public comment

Approval of Minutes
Evan Eisenberg moved, and Barbara Winfield seconded, the approval of the October 13th minutes. Unanimously carried.

Evan Eisenberg – aye	Linda Pomes - aye
Kevin McDonough – aye	Pam Reinhardt - aye
Amber Novikov – aye	Barbara Winfield - aye

Financial Report
On a motion by Pam Reinhardt, seconded by Kevin McDonough, the Treasurer's Report for October was unanimously approved.

Evan Eisenberg – aye	Linda Pomes - aye
Kevin McDonough – aye	Pam Reinhardt - aye
Amber Novikov – aye	Barbara Winfield – aye

On a motion by Barbara Winfield, seconded by Amber Novikov, the Monthly Financial Report through November 8th was unanimously approved.

Evan Eisenberg – aye	Linda Pomes - aye
Kevin McDonough – aye	Pam Reinhardt - aye
Amber Novikov – aye	Barbara Winfield – aye

On a motion by Pam Reinhardt, seconded by Linda Pomes, the payment of bills through November 8th

Western Sullivan Public Library

was unanimously approved.

Evan Eisenberg – aye	Linda Pomes - aye
Kevin McDonough – aye	Pam Reinhardt - aye
Amber Novikov – aye	Barbara Winfield – aye

Director's Report (see attached)

New Business

a. Motion to appoint Debra Reuss as part time Library Clerk at $14.11 per hour starting November 16, 2020 was made by Kevin McDonough, seconded by Barbara Winfield. Unanimously carried.

Evan Eisenberg – aye	Linda Pomes - aye
Kevin McDonough – aye	Pam Reinhardt - aye
Amber Novikov – aye	Barbara Winfield – aye

b. Resolution #9 2020-2021 to prepay the discounted amount of $45,615.00 to NYSLRS by December 15, 2020 was made by Pam Reinhardt, seconded by Amber Novikov. Unanimously carried.

Evan Eisenberg – aye	Linda Pomes - aye
Kevin McDonough – aye	Pam Reinhardt - aye
Amber Novikov – aye	Barbara Winfield – aye

c. Narrowsburg Construction project was reviewed and discussed, no action taken

d. No action.

e. Motion to revise by laws as amended was made by Linda Pomes, seconded by Evan Eisenberg and unanimously carried.

Evan Eisenberg – aye	Linda Pomes - aye
Kevin McDonough – aye	Pam Reinhardt - aye
Amber Novikov – aye	Barbara Winfield – aye

Old business

a. Strategic Plan – report coming

Committee Reports

Building
Personnel
Donations – $50
Finance –
By-Laws
Nominating
FOL liaison
Executive

Western Sullivan Public Library

Correspondence - none

Adjournment
On a motion by Kevin McDonough, seconded by Evan Eisenberg, the meeting was adjourned at 6:40 by unanimous vote.

Evan Eisenberg – aye	Linda Pomes - aye
Kevin McDonough – aye	Pam Reinhardt - aye
Amber Novikov – aye	Barbara Winfield – aye

Linda Pomes
Secretary

Western Sullivan Public Library

Approved Minutes of the Board of Trustees Regular Meeting
Video Conference due to COVID-19 Pandemic
November 09, 2020

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Staff present: Audra Everett

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Adoption of Agenda
Kevin McDonough moved, and Marge Brown seconded, the Adoption of Agenda as amended. Unanimously carried.

Marge Brown – aye	Linda Pomes – aye
Evan Eisenberg – aye	Pam Reinhardt - aye
Kevin McDonough – aye	
Amber Novikov – aye	

Public Comment Period
No public comment

Approval of Minutes
Evan Eisenberg moved, and Barbara Winfield seconded, the approval of the October 13th minutes. Unanimously carried.

Evan Eisenberg – aye	Linda Pomes - aye
Kevin McDonough – aye	Pam Reinhardt - aye
Amber Novikov – aye	Barbara Winfield - aye

Financial Report
On a motion by Pam Reinhardt, seconded by Kevin McDonough, the Treasurer's Report for October was unanimously approved.

Evan Eisenberg – aye	Linda Pomes - aye
Kevin McDonough – aye	Pam Reinhardt - aye
Amber Novikov – aye	Barbara Winfield – aye

On a motion by Barbara Winfield, seconded by Amber Novikov, the Monthly Financial Report through November 8th was unanimously approved.

Evan Eisenberg – aye	Linda Pomes - aye
Kevin McDonough – aye	Pam Reinhardt - aye
Amber Novikov – aye	Barbara Winfield – aye

On a motion by Pam Reinhardt, seconded by Linda Pomes, the payment of bills through November 8th

was unanimously approved.
Evan Eisenberg – aye Linda Pomes - aye
Kevin McDonough – aye Pam Reinhardt - aye
Amber Novikov – aye Barbara Winfield – aye

Director's Report (see attached)

New Business
a. Motion to appoint Debra Reuss as part time Library Clerk at $14.11 per hour starting November 16, 2020 was made by Kevin McDonough, seconded by Barbara Winfield. Unanimously carried.
Evan Eisenberg – aye Linda Pomes - aye
Kevin McDonough – aye Pam Reinhardt - aye
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b. Resolution #9 2020-2021 to prepay the discounted amount of $45,615.00 to NYSLRS by December 15, 2020 was made by Pam Reinhardt, seconded by Amber Novikov. Unanimously carried.
Evan Eisenberg – aye Linda Pomes - aye
Kevin McDonough – aye Pam Reinhardt - aye
Amber Novikov – aye Barbara Winfield – aye

c. Narrowsburg Construction project was reviewed and discussed, no action taken

d. Discussed using Huber funds for Narrowsburg Construction, no action taken

e. Motion to revise by laws as amended was made by Linda Pomes, seconded by Evan Eisenberg and unanimously carried.
Evan Eisenberg – aye Linda Pomes - aye
Kevin McDonough – aye Pam Reinhardt - aye
Amber Novikov – aye Barbara Winfield – aye

Old business
a. Strategic Plan – report coming

Committee Reports
Building
Personnel
Donations – $50
Finance –
By-Laws
Nominating
FOL liaison
Executive

Western Sullivan Public Library

Correspondence - none

Adjournment
On a motion by Kevin McDonough, seconded by Evan Eisenberg, the meeting was adjourned at 6:40 by unanimous vote.

Evan Eisenberg – aye	Linda Pomes - aye
Kevin McDonough – aye	Pam Reinhardt - aye
Amber Novikov – aye	Barbara Winfield – aye

Linda Pomes
Secretary

Western Sullivan Public Library
Treasurer's Report

Report for: November 9 2020
Month and Day Year

General Fund: Operating Account - Jeff Bank Account ending in 8139

Balance on hand as of:	October 30, 2020	$31,723.19	
Plus Deposits:			
Accounts Receivable			
Transfers from IMM	$105,618.90		
Interest	$1.60		
Other	$934,661.95		
Total Deposits		$1,040,282.45	
Less Disbursments:			
Transfer to IMM	$934,428.00		
Operating Expenses	$113,098.79		
Total Disbursements		$1,047,526.79	
Balance on hand as of:	November 30, 2020		$24,478.85

General Fund: IMM Account - Jeff Bank Account ending in 1647

Balance on hand as of:	October 30, 2020	$249,059.65	
Plus Deposits:			
Annual Tax Portion & PILOT	$934,428.00		
Interest	$7.43		
Other	$0.00		
Total Deposits		$934,435.43	
Less Disbursments:			
Transfers to Operating Fund	$55,000.00		
Transfer to Capital Fund	$45,615.00		
Total Disbursements		$100,615.00	
Balance on hand as of:	November 30, 2020		$1,082,880.08

Western Sullivan Public Library
Treasurer's Report

Report for: November 9 (Month and Day) 2020 (Year)

General Fund: CC Transfer - Jeff Bank Account ending in 7669

Balance on hand as of:	October 30, 2020	$1,000.00	
Plus Deposits:			
Credit Card Payments	$0.00		
Total Deposits		$0.00	
Less Disbursments:			
Transfers to Operating Fund	$0.00		
Total Disbursements		$0.00	
Balance on hand as of:	November 30, 2020		$1,000.00

Capital Fund: Building Improvements - Jeff Bank Account ending in 8355

Balance on hand as of:	October 30, 2020	$124,705.75	
Plus Deposits:			
Transfers from IMM	$0.00		
Interest	$0.00		
Other	$0.00		
Total Deposits		$0.00	
Less Disbursments:			
Transfers to Operating Fund	$5,003.90		
Total Disbursements		$5,003.90	
Balance on hand as of:	November 30, 2020		$119,701.85

Account opened December 10, 2019

Western Sullivan Public Library
Balance Sheet
As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
200 · Operating Account	37,029.98
210 · Petty Cash	
Petty Cash-DEL	50.00
Petty Cash-JEF	50.00
Petty Cash-NAR	50.00
Total 210 · Petty Cash	150.00
204 · Credit Card Transfer Acct	1,000.00
205 · WSPL IMM Acct	
Adelaide Schadt - Jeff Branch	10,000.00
Huber (T/C)	10,000.00
205 · WSPL IMM Acct - Other	1,007,880.08
Total 205 · WSPL IMM Acct	1,027,880.08
206 · Capital Fund	138,465.85
Total Checking/Savings	1,204,525.91
Other Current Assets	
410 · Due From State	615.00
Total Other Current Assets	615.00
Total Current Assets	1,205,140.91
Fixed Assets	
446 · Furn. & Fixtures	
Furn & Fixtures-DEL	64.00
Total 446 · Furn. & Fixtures	64.00
Total Fixed Assets	64.00
TOTAL ASSETS	**1,205,204.91**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
SUI Payable	387.28
611 · DD for savings/c'king	190.00
637 · Due to Retirement	12,000.00
L-Accrued Liabilities	15,890.00
607 · NYS & Local Retirement	286.97
608.2 · T AFLAC payable	27.04
Total Other Current Liabilities	28,781.29
Total Current Liabilities	28,781.29
Total Liabilities	28,781.29
Equity	
909 · Fund Balance - WSPL	303,272.58
911 · Retained Earnings	298,198.67
Net Income	574,952.37
Total Equity	1,176,423.62

Western Sullivan Public Library
Balance Sheet
As of June 30, 2021

	Jun 30, 21
TOTAL LIABILITIES & EQUITY	**1,205,204.91**

Western Sullivan Public Library
Check List by Date
November 9 through December 11, 2020

Type	Date	Num	Name	Memo	Split	Amount
Nov 9 - Dec 11, 20						
Check	11/09/2020	17612	Brodart Co.	Account 311663	Sidewalk - CAL	-3,953.90
Check	11/09/2020	17613	Delaware Engineering, D.P.C.	Invoice 19-1698-4	74103 · Capital Project	-1,050.00
Check	11/10/2020	17614	NYS & Local Retirement System	2021 Annual Invoice	90108 · Annual Retirement	-45,615.00
Check	11/24/2020	17616	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-27.50
Check	11/24/2020	17617	Tracy Broyles	Payment 4 of 4	74101.7 · Special Projects	-750.00
Check	11/24/2020	17618	Utica National Insurance Group	Acct #201466023	-SPLIT-	-3,124.00
Check	12/11/2020	17619	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-6,996.00
Check	12/11/2020	17620	Village of Jeffersonville		Sewer & Water-JEF	-90.36
Check	12/11/2020	17621	Peck's Market		Periodicals-JEF	-84.00
Check	12/11/2020	17622	Pete's Market	cust #845	-SPLIT-	-32.09
Check	12/11/2020	17623	United Healthcare Insurance Company	Member ID 333329276-1	90608 · Employee Health Insurance	-250.00
Check	12/11/2020	17624	Cash	Cash replenishment for NAR	Petty Cash-NAR	-15.16
Check	12/11/2020	17625	ALA/Booklist	Subscription - one year	-SPLIT-	-169.50
Check	12/11/2020	17626	DJS Plumbing & Heating	Inv. # 11033 & 11035	-SPLIT-	-1,285.36
Check	12/11/2020	17627	Dirlam Bros. Lumber Co., Inc.	Customer TUS110	Materials	-389.70
Check	12/11/2020	17628	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	12/11/2020	17629	Joseph E. Schultz	invoice #2579	-SPLIT-	-200.17
Check	12/11/2020	17630	Time Warner Cable - Spectrum	Account # 107605001	-SPLIT-	-919.80
Check	12/11/2020	17631	NYSEG	1001-0704-798	Fuel & Electric-NAR	-223.80
Check	12/11/2020	17632	NYSEG	1001-3155-188	Fuel & Electric-DEL	-18.50
Check	12/11/2020	17633	NYSEG	1001-1281-077	Fuel & Electric-JEF	-702.48
Check	12/11/2020	17635	AARP Medicare Rx Preferrred (PDP)	member ID 0140089751	90608 · Employee Health Insurance	-85.60
Check	12/11/2020	17636	Lisa Weiss		Adult Programs	-120.00
Check	12/11/2020	17637	OverDrive, Inc.	Cust ID 1052-1001	-SPLIT-	-406.60
Check	12/11/2020	17638	Danielle Lafayette		Adult Programs	-150.00
Check	12/11/2020	17639	Times Herald-Record		Periodicals-DEL	-234.00
Check	12/11/2020	17640	Brodart Co.	Account 311663	-SPLIT-	-429.38
Check	12/11/2020	17641	Bedik Communications, Inc.	invoice 18894	-SPLIT-	-699.30
Check	12/11/2020	17642	Narrowsburg Electric	Inv #192	-SPLIT-	-460.00
Check	12/11/2020	17643	Safeguard Business Systems	invoice 034287961	Office Supplies - JEF	-199.80
Check	12/11/2020	17644	Waste Management		-SPLIT-	-116.00

Western Sullivan Public Library
Check List by Date
November 9 through December 11, 2020

Check	12/11/2020	17645	Dowser Water	Acct 9744	-SPLIT-	-16.99
Check	12/11/2020	17646	Baker & Taylor Books #510486		-SPLIT-	-2,138.34
Check	12/11/2020	17647	Midwest Tape		-SPLIT-	-879.31
Check	12/11/2020	17648	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-801.42
Check	12/11/2020	17649	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-2,082.97
Liability Check	11/20/2020	eft DD	Direct Deposit Split		611 · DD for savings/c'king	-190.00
Liability Check	11/20/2020	eft2011124	NYS Income Tax	141825007 6	606 · SWT Payable	-501.94
Liability Check	11/20/2020	eft42172936	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,292.70
Liability Check	12/07/2020	eft	NYS & Local Retirement System	51404	607 · NYS & Local Retirement	-383.90
Liability Check	12/07/2020	eft147371	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,475.58
Liability Check	12/07/2020	eft2085333	NYS Income Tax	141825007 6	606 · SWT Payable	-538.26
Liability Check	12/11/2020	17634	Aflac		608.2 · T AFLAC payable	-27.04
Paycheck	11/20/2020	2020112001	Employee		-SPLIT-	-510.50
Paycheck	11/20/2020	2020112002	Employee		-SPLIT-	-1,155.27
Paycheck	11/20/2020	2020112003	Employee		-SPLIT-	-856.90
Paycheck	11/20/2020	2020112004	Employee		-SPLIT-	-1,815.39
Paycheck	11/20/2020	2020112005	Employee		-SPLIT-	-624.83
Paycheck	11/20/2020	2020112006	Employee		-SPLIT-	-937.38
Paycheck	11/20/2020	2020112007	Employee		-SPLIT-	-584.22
Paycheck	11/20/2020	2020112008	Employee		-SPLIT-	-726.97
Paycheck	11/20/2020	2020112009	Employee		-SPLIT-	-947.79
Paycheck	11/20/2020	2020112010	Employee		-SPLIT-	-244.17
Paycheck	11/20/2020	2020112011	Employee		-SPLIT-	-864.67
Paycheck	11/20/2020	2020112012	Employee		-SPLIT-	-115.44
Paycheck	11/20/2020	2020112013	Employee		-SPLIT-	-884.09
Paycheck	11/20/2020	2020112014	Employee		-SPLIT-	-570.39
Paycheck	11/20/2020	2020112015	Employee		-SPLIT-	-254.05
Paycheck	11/20/2020	2020112016	Employee		-SPLIT-	-455.15
Paycheck	12/04/2020	2020120401	Employee		-SPLIT-	-510.50
Paycheck	12/04/2020	2020120402	Employee		-SPLIT-	-1,155.28
Paycheck	12/04/2020	2020120403	Employee		-SPLIT-	-856.90
Paycheck	12/04/2020	2020120404	Employee		-SPLIT-	-1,815.38
Paycheck	12/04/2020	2020120405	Employee		-SPLIT-	-624.83

Western Sullivan Public Library
Check List by Date
November 9 through December 11, 2020

Paycheck	12/04/2020	2020120406	Employee		-SPLIT-	-937.37
Paycheck	12/04/2020	2020120407	Employee		-SPLIT-	-584.22
Paycheck	12/04/2020	2020120408	Employee		-SPLIT-	-1,202.81
Paycheck	12/04/2020	2020120409	Employee		-SPLIT-	-947.80
Paycheck	12/04/2020	2020120410	Employee		-SPLIT-	-169.40
Paycheck	12/04/2020	2020120411	Employee		-SPLIT-	-244.17
Paycheck	12/04/2020	2020120412	Employee		-SPLIT-	-864.66
Paycheck	12/04/2020	2020120413	Employee		-SPLIT-	-115.43
Paycheck	12/04/2020	2020120414	Employee		-SPLIT-	-884.09
Paycheck	12/04/2020	2020120415	Employee		-SPLIT-	-542.46
Paycheck	12/04/2020	2020120416	Employee		-SPLIT-	-254.05
Paycheck	12/04/2020	2020120417	Employee		-SPLIT-	-455.16

Nov 9 - Dec 11, 20

Total -108,888.17

Western Sullivan Public Library
Profit & Loss Budget vs. Actual

	Jul 1 - Dec 11, 20	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
1001 · Real Property Taxes	934,428	934,428	0
2082 · Library Charges	832	3,481	(2,649)
2083 · Library Chgs-Registrations	2,279	1,339	940
2401 · Interest & Earnings	404	112	292
2655 · Sales, Other	379	223	156
2705 · Gifts & Donations	809	1,339	(530)
2770 · Grants-Miscellanious	(940)	3,454	(4,394)
3001 · State Grants-Construction	18,764	0	18,764
3002 · State Grants - Grant-In-Aid	(325)	6,000	(6,325)
3003 · State Grants - Miscellanious	2,175	0	2,175
Total Income	958,805	950,376	8,429
Gross Profit	958,805	950,376	8,429
Expense			
74101 · Salaries	180,006	197,700	(17,694)
74101.7 · Special Projects	4,849	2,231	2,618
74102.2 · Equipment - Technology	289	2,454	(2,165)
74102.3 · Equipment - Other	0	893	(893)
74103 · Capital Project	5,776	0	5,776
74104.1 · Books	12,712	16,511	(3,799)
74104.2 · Serials	1,942	2,008	(66)
74104.3 · Videos	2,983	7,229	(4,246)
74104.4 · Digital Downloads	3,602	5,221	(1,619)
74104.5 · Databases & Software	2,921	1,383	1,538
74105.1 · Daily Operating Expenses	7,239	10,598	(3,359)
74105.3 · Repairs/Maint of Lib Equip	0	893	(893)
74105.4 · Daily Maint & Repairs	7,684	5,801	1,883
74105.5 · Building Maintenance	0	15,618	(15,618)
74105.6 · Insurance Policies	7,610	9,693	(2,083)
74106.1 · Phone, Internet, Cable Services	3,605	3,615	(10)
74106.2 · ANSER	11,732	12,941	(1,209)
74106.4 · Fuel & Electric	3,744	10,263	(6,519)
74106.5 · Sewer & Water	480	1,450	(970)
74106.6 · Elevator Service	120	2,008	(1,888)
74106.7 · Cleaning Services	10,250	10,977	(727)
74107.1 · Professional Services	2,925	13,363	(10,438)
74107.2 · Grant Expenses	0	1,339	(1,339)
74107.3 · Programs and Events	4,239	5,355	(1,116)
74106.8 · Operating Overhead Expenses	2,676	4,462	(1,786)
74107.9 · Other Expenses	4,469	6,436	(1,967)
90108 · Annual Retirement	45,615	16,323	29,292
90508.1 · SUI Employer	545	2,422	(1,877)
90508.2 · 1/2 FICA-Employer	13,708	15,223	(1,515)

Western Sullivan Public Library
Profit & Loss Budget vs. Actual

	Jul 1 - Dec 11, 20	Budget	$ Over Budget
90558 · Disability Ins/Emp Bnfts	0	558	(558)
90608 · Employee Health Insurance	42,131	56,194	(14,063)
Total Expense	383,852	441,162	(57,310)
Net Ordinary Income	574,953	509,214	65,739
Net Income	**574,953**	**509,214**	**65,739**

Western Sullivan Public Library

DIRECTOR'S REPORT

December 14, 2020

Building/Equipment:

The Callicoon construction project is nearing completion. New book drop is installed.

Burners at Callicoon are serviced. The two split units on the second floor needed recharging. Contractor will evaluate where leaks are and repair. It was also suggested to add a surge protector to the units because the motors on the units we have are susceptible to brown outs.

Working on installing a hand dryer in the lower level bathroom by the children's room at Callicoon to eliminate the chance of paper towels being flushed and eventually clogging the pipe again.

Plumbing repairs made at the Jeffersonville Branch in the lower level restroom.

Finance:

Ninety percent of the Construction Aid was received for the Jeffersonville HVAC project totaling $18,764.00.

RCLS offered member libraries the option to apply for reimbursement for PPE. These funds are from the CARES Act Aid received by the IMLS (Institute of Museum and Library Services) and distributed to NYS DLD and the 23 public library systems. WSPL is eligible for $702 if the application is approved.

Personnel:

Recommend to temporarily fill the Callicoon Branch Manager position.

Advertising for a Library Page for Saturdays in Narrowsburg.

Starting the process for hiring a Library Clerk at Callicoon pending the appointment of a temporary Branch Manager.

Professional Development/Meetings:

11/13/2020: SUPLA Meeting

11/18/2020: Directors Association Meeting

11/20/2020: Programmers/Staff Meeting

12/4/2020: Strategic Planning Committee Meeting

12/4/2020: SUPLA Meeting

12/8/2020: Directors Association Meeting

12/10/2020: Reaching Your Patrons: Creating a Coordinated Marketing Plan

Programs: Virtual programming continues, with in-person programming outdoors as weather allows.

View newsletter for information about programs in December.

Strategic Plan Progress:

Tracy presented results from the Community Input Campaign to the Strategic Planning Committee and several staff members met on December 4th. Next steps are to review the survey results, evaluate the library's mission and vision statements, and set realistic goals to help achieve this vision and mission.

Other:

The Sullivan Broadband Local Development Corporation is working to provide wireless broadband service countywide. Callicoon was mentioned as an area in need.

Trustee trainings provided by RCLS will resume virtually in January 2021.

Western Sullivan Public Library

DELAWARE FREE BRANCH ▮ JEFFERSONVILLE BRANCH ▮ TUSTEN-COCHECTON BRANCH

2021 Holiday Schedule

Friday, January 1	New Year's Day
Monday, January 18	Martin Luther King Jr. Day
Monday, February 15	Presidents' Day
Monday, May 31	Memorial Day
Monday, July 5	Independence Day (observed)
Monday, September 6	Labor Day
Monday, October 11	Columbus Day
Thursday, November 11	Veterans Day
Thursday, November 25	Thanksgiving
Friday, November 26	Thanksgiving
Friday, December 24	Christmas Eve
Saturday, December 25	Christmas
Friday, December 31-close @3PM	New Year's Eve

Western Sullivan Public Library

DELAWARE FREE BRANCH ▮ JEFFERSONVILLE BRANCH ▮ TUSTEN-COCHECTON BRANCH

2021 Board Meeting Schedule

All meetings are at **5:30PM** unless otherwise noted

Monday, January 11

Monday, February 8

Monday, March 8

Monday, April 12

Monday, May 10

Monday, June 14

Monday, July 12

Monday, August 9

Monday, September 13

Tuesday, October 12*

Monday, November 8

Monday, December 13

**Meeting day change due to holiday*

Meetings may be via video conference as per Governor Cuomo's Executive Order due to COVID-19.

Schedule will be updated with locations when in-person meetings resume.

Library Mission Statement

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

Delaware Free Branch
45 Lower Main St., Callicoon
(845) 887-4040
Jeffersonville Branch
19 Center St., Jeffersonville
(845) 482-4350
Tusten-Cochecton Branch
198 Bridge St., Narrowsburg
(845) 252-3360
www.WSPLonline.org
@westernsullivan

Western Sullivan Public Library

Long Range Strategic Plan 2016-2020 Progress Report

Following are the goals set forth in our current strategic plan and updates on the progress for each goal as of December 2020.

1. Goal: Improve Staff Retention and Development

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

Action Plan: Provide adequate time and budget for staff to attend and participate in users' groups, meetings, webinars, and training opportunities.
Increase the travel/conference budget line item to accommodate the need for professional development training opportunities.
Utilize current staff and/or outside resources at staff development meetings.

Objective: Maintain and attract quality staff

Action Plan:
Evaluate and assess staff duties to ensure that work performed is necessary, and that highest priority tasks and services are supported.
Perform a salary comparison on a local, state, and national level.
Adjust budget to accommodate competitive salaries, an assistant director and three branch managers, then redistribute duties as needed.

Progress: We are now tracking how many trainings, webinars, and workshops each staff member attends. In 2018, our staff as a whole attended 29 sessions. The total sessions attended in 2019 is 48 + 19 (for sexual harassment prevention training) totaling 67. The number of trainings skyrocketed in 2020 due to the closure and time spent at home working on trainings and webinars. Niche Academy, provided by RCLS, currently has 99 trainings available to staff for continuing education credit. Over 500 training sessions were completed by staff on Niche Academy this year. WebJunction is another site with dozens of library-related trainings available for our staff.

Dale also provided training sessions for staff on various topics including Zoom, databases, and other tech needs.

In 2017, a salary comparison was performed. All employee's salaries were evaluated during each minimum wage increase mandated by the state.

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

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

Action Plan: Conduct informal surveys after each program.

Objective: Develop a tracking system to assess program effectiveness

Action Plan: The Library will develop a new system for tracking programming data that will allow for meaningful assessments of success.
The Library will implement the new Tracking System by the end of 2016.

Progress Report:

Surveys are distributed after programs and staff use the suggestions to help develop future programming.

We are trying other methods to collect feedback including suggestion boxes at the branches.

Tracking system was implemented in 2016. Tweaks are being made to make it more practical for collecting information.

Claudine worked with local organizations, including Delaware Young at Heart and Growing Older Together to develop programs to fit their needs.

The ongoing book clubs and craft programs continue to thrive with attendance in 2019 at 166 and 498 respectively.

Teen and Homeschool program attendance in growing. The Children's Garden Club Kristen piloted in 2019 was well-received, with attendance totaling 116 over 8 sessions. Due to the pandemic, we were unable to hold this program, but hope to resume in 2021.

Staff at the library successfully altered many programs during the pandemic and created virtual programming for our community.

3. Goal: Maintain and Improve Physical Plant

Objective: Plan for ongoing maintenance of our library facilities

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

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

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

Progress Report: The 2019/2020 budget included the addition of $35,000 for building needs and the same for the 2020/2021 budget to fund necessary repairs and maintenance at the branches as per the 5-year plan outlining the library's needs.

Grants applications for projects at all branches were approved by the State. The construction project including the replacement of the sidewalk, parking lot, and restoration of the blue stone patio and stairs at Callicoon was completed this fall. The Narrowsburg project to create a teen space and two computer workstations went out to bid in October 2020. The replacement of the HVAC on the lower level at the Jeffersonville Branch will go out to bid this winter 2021.

The Building Committee developed a plan for the next five years that prioritizes building projects at the branches. The 5-year plan will be updated again in the coming months.

4. Goal: Improve and Innovate Collections

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

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

Objective: Solicit community input when making collection development decisions

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

Progress Report: Managers continue to explore the capabilities of the Blue Cloud Analytics tool when evaluating their collection. Reports are currently used for weeding. Callicoon added Spanish and French titles to meet the needs of new and existing patrons.

The managers take into consideration suggestions and recommendations of titles for the collection.

The Collection Development Policy needs to be reviewed and updated. Using results from the Community Input Campaign, the Director will work with the Managers to find new ways to solicit additional input from our patrons to help inform future purchases.

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

Objective: Compare and expand the library website and online presence

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

Objective: Increase library presence in the community

Action Plan: Maintain an active presence in the community through attendance at community groups and community events.
Promote children and teen events at the school level.
Coordinate interaction with civic groups and media outlets.

Objective: Evaluate our marketing plan

Action Plan: Evaluate current publicity efforts for effectiveness.

Follow up activities and programs with publicity.

Progress Report: Our website is now ADA compliant and secure.

We continue to find new ways to use social media including adding events on facebook and working with the Chambers and Business Association to share our events on their pages.

We attended 10 community events in 2018 and 9 community events in 2019. Due to the pandemic, we attended few in-person community events.

Managers visited Delaware Young at Hearts, Growing Older Together, and the Jeffersonville Senior group in 2019 to discuss services the library offers. We have attended chamber, business association meetings, and JEMS meetings.

Claudine sends out weekly email blasts and a monthly e-newsletter was created in January 2020.

We plan on revamping the library's website this coming year.

6. Goal: Improve Patron Experience at All Three Branches

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

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

Objective: Evaluate and update current technology

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

Objective: Residents will have safe and welcoming physical spaces

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

Progress Report: New hours were implemented in 2020. During the pandemic the hours were reduced.

Dale continues to work on the security of our public computers and a technology plan for replacement.

Our Public Computer Center offering includes a weekly Tech Talk Time series as well as consistent Open Tech Support hours at each of the branches. Currently both are offered virtually.

Creating computer spaces in the current study carrels at Narrowsburg, and investing in noise-reducing headphones, will result in patrons having a quieter space to use the public machines at that branch.

7. Goal: Increase the Number of Library Card Holders

Objective: Evaluate where our membership gaps are

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

Progress Report: Welcome packets were created to hand out to non-library card holders at programs and community events.

Continue to explore ways to work with the schools. With the exception of this year, the first grade students are all issued library cards when they visit the library on a school field trip. Our plan is to offer this visit to the older grades (4^{th}, 5^{th}, or 6^{th}) to reintroduce them to the library and make sure their library card is still active.

We added an online library card sign up form to our website in April 2020. We received 80 submissions to date.

Western Sullivan Public Library
Monthly Stats for All Branches for November 2020

November Circulation	Callicoon	Jeffersonville	Narrowburg
Adult Books	616	473	370
Young Adult Books	23	24	13
Children's Books	452	198	83
Audiobooks	39	17	19
DVDs	406	529	147
Other	4	46	21
Total	**1540**	**1287**	**653**

e-Circulation

Type	November 2019	November 2020
Callicoon e-content	230	339
Jeffersonville e-content	304	399
Narrowsburg e-content	166	195
Kanopy films	148	259
Total	**848**	**1192**

Wireless usage per branch

November	2019	2020
Callicoon	1310	817
Jeffersonville	523	210
Narrowsburg	282	63 (1st-18th)
Total	**2115**	**1027**

issues with report after the 18th

Curbside Pickup Appointments

Callicoon	2
Jeffersonville	12
Narrowsburg	49

Computer Use

Callicoon	28
Jeffersonville	37
Narrowsburg	55

Patron Count at the Library

Callicoon	589
Jeffersonville	475
Narrowsburg	315

Internet/Social Media	**November 2019**	**November 2020**
Instagram	n/a	966
Facebook Followers	692	930
Facebook Video View	6	872
Website users	723	790
Website sessions	1443	1422
Website page views	2441	2377

Reference questions

Callicoon	33
Jeffersonville	60
Narrowsburg	72

Monthly eNewsletter	104 subscribers	46 opens
Mailchimp weekly email blasts	1217 subscribers	885 opens

Date	**Virtual Program**	**Platform(s)**	**Target Audience**	**Attendance/Views in 24 hours**
11/1/2020	Take & Make: Give Thanks Cards	Library Website	Children	6 kits taken
11/2/2020	Virtual Tech Talk Time: Family discovery with Ancestry.COM Library	Zoom	Adult	1
11/3/2020	Storytime	Facebook Live	Children	26
11/4/2020	Virtual Tech Talk Time: Family discovery with Ancestry.COM Library	Zoom	Adult	0
11/4/2020	Teen Hangout	Zoom	Teens	6 attended
11/6/2020	Virtual Tech Talk Time: Family discovery with Ancestry.COM Library	Zoom	Adult	0
11/6/2020	Craft Lovers	Facebook	Adult	23
11/8/2020	Virtual Tech Talk Time: Love a Language with Rosetta Stone	Zoom	Adult	0
11/8/2020	Take & Make: Fall Bookmarks	Library Website	Children	19 kits taken
11/9/2020	Virtual Tech Talk Time: Zoom Basic & Tips	Zoom	Adult	1
11/11/2020	Teen Hangout	Zoom	Teens	2 attended
11/12/2020	Storytime Stroll (JEFF)	Library Website	Children	4 attended
11/13/2020	Virtual Tech Talk Time: Zoom Basic & Tips	Zoom	Adult	1
11/13/2020	Creation Station	Youtube	Tween	0
11/15/2020	Take & Make: Dream Catchers	Library Website	Children	9 kits taken
11/16/2020	Virtual Tech Talk Time: Love a Language with Rosetta Stone	Zoom	Adult	0
11/17/2020	Stitch & Listen	Zoom	Adult	2 attended
11/18/2020	Teen Hangout	Zoom	Teens	4 attended
11/19/2020	Storytime	Zoom	Children	2 attended
11/19/2020	Book Discussion Group	Zoom	Adult	4 attended
11/20/2020	Virtual Tech Talk Time: Love a Language with Rosetta Stone	Zoom	Adult	1
11/20/20	Craft Lovers	Facebook	Adult	n/a
11/22/2020	Take & Make: Leaf Wreath	Library Website	Children	11 kits taken
11/25/2020	Teen Hangout	Zoom	Teens	4 attended
11/29/2020	Take & Make: Scratch & Paint Leaves	Library Website	Children	23 kits taken
11/30/2020	Virtual Tech Talk Time: Holiday Time With Kanopy	Zoom	Adult	0

Tusten Heritage Community Garden

Narrowsburg NY

POB 343 Narrowsburg, New York 12764

Report to Library Board Dec 14, 2020

New business:

-Fall Garlic planting with bulbs donated by Willow Wisp
-Garden concluded it's season with 10 households participating.
-Blue birds nested in box mounted on fence this season.
-Record size sunflowers grew.
-Rosie Star's segment aired on WJFF's Farm and Country Saturday November 14.

- Old Business:

-We received no correspondence with Town regarding their assessment, so Anie reached out last month to Supervisor Ben Johnson. He said they were seeking funding for feasibility study & we should express any questions or concerns to the property owner & not the town.

THCG Board
Anie Stanley – Chair & Treasurer - Smokey Belles
Juliette Hermant – Vice Chair & Secretary – Maison Bergogne / Fish & Bicycle
Clayton Lewis – Board member

Committee Advisory Board
Tannis Kowalchuk – Willow Wisp Farm
John Gorzynski – Gorzynski Ornery Farm
Andrew Leslie Phillips – Hancock Permaculture Center

Ed Wesely – Butterfly Barn
Adrianne Picciano - Dirt Diva landscaping
Andrea Reynosa – Founder - SkyDog Projects