



Western Sullivan Public Library

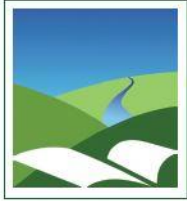
BOARD MEETING AGENDA

Video Conference due to COVID-19 Pandemic

May 11, 2020 at 5:00PM

- I. Call to Order
- II. Adoption of Agenda
- III. Public Comment Period
- IV. Approval of April Minutes
- V. Financial Reports
 - a. No Treasurer's Report this month
 - b. Monthly Financial Reports through May 10, 2020Payment of Bills through May 10, 2020
- VI. Director's Report
- VII. New Business
 - a. Review of statistics
 - b. Construction Aid for 2020
 - c. Executive Session: Director's Evaluation
- VIII. Old Business
 - a. Strategic Plan 2021-2025
 - b. Technology Purchase
 - c. Budget Vote and Trustee Election
- IX. Committee Reports
 - Building
 - Personnel-Director evaluation
 - Donations
 - Finance
 - By Laws
 - Nominating
 - FOL Liaison
 - Executive
- X. Dates to Remember
 - a. See monthly online newsletter
- XI. Correspondence
- XII. Adjournment

Next Meeting: Monday, June 8, 2020, 5:00pm



Western Sullivan Public Library

Unapproved Minutes of the Board of Trustees Regular Meeting video conference due to COVID-19 Pandemic April 13, 2020

Members present: Marge Brown (at 5:08) Evan Eisenberg, Kevin McDonough, Amber Novikov, Chris Peacock, Linda Pomes, Pam Reinhardt, Heidi Rivera, Barbara Winfield

Staff Present: Audra Everett

Call to Order

At 5:03 pm, the regular monthly meeting was called to order by President Chris Peacock.

Adoption of Agenda

On a motion by Evan Eisenberg, seconded by Heidi Rivera, the Agenda was unanimously approved.

Public Comment Period

No public comment

Approval of Minutes

Kevin McDonough moved and Barbara Winfield seconded, the approval of March 9 minutes with amendments. Unanimously carried.

Pam Reinhardt moved and Heidi Rivera seconded, the approval of March 16 Special Meeting Minutes. Unanimously carried.

Barbara Winfield moved and Evan Eisenberg seconded the approval of March 26 Special Meeting Minutes. Unanimously carried.

Financial Reports

No Treasurer's Report

The Monthly Financial Reports through April 12, 2020 were unanimously approved on a motion by Kevin McDonough, seconded by Barbara Winfield.

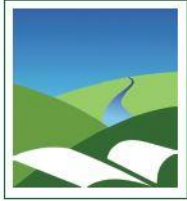
The payment of bills through April 12, 2020 was unanimously approved on a motion by Pam Reinhardt, seconded by Amber Novikov.

Directors Report (see attached)

New Business

a. Budget Vote and Trustee Election, tabled setting new date

b. The Remote Work Policy was unanimously approved on a motion by Marge Brown, seconded by Barbara Winfield.



Western Sullivan Public Library

Old Business

- a. Motion to rebid the Callicoon building project within 30 days of library opening was made by Kevin McDonough, seconded by Heidi Rivera, unanimously carried
- b. Audra will be sending an update on the Strategic Plan 2021-2025.
- c. Due to delays with quotes, tabled the Technology Purchase.

Committee Reports

Building: on hold

Personnel: collected director's annual evaluations, will send to committee

Finance:

Donations:

By Laws:

Nominating:

FOL Liaison:

Executive:

Correspondence

Adjournment

On a motion by Marge Brown, seconded by Kevin McDonough , the meeting was adjourned at 5:38 by a unanimous vote.

Linda Pomes
Secretary

Western Sullivan Public Library
Balance Sheet
As of June 30, 2020

	Jun 30, 20
ASSETS	
Current Assets	
Checking/Savings	
200 · Operating Account	28,138.84
210 · Petty Cash	
Petty Cash-DEL	50.00
Petty Cash-JEF	47.40
Petty Cash-NAR	50.00
Total 210 · Petty Cash	147.40
204 · Credit Card Transfer Acct	1,000.00
205 · WSPL IMM Acct	
Huber (T/C)	10,000.00
205 · WSPL IMM Acct - Other	603,923.16
Total 205 · WSPL IMM Acct	613,923.16
206 · Capital Fund	90,478.25
Total Checking/Savings	733,687.65
Other Current Assets	
410 · Due From State	615.00
Total Other Current Assets	615.00
Total Current Assets	734,302.65
Fixed Assets	
446 · Furn. & Fixtures	
Furn & Fixtures-DEL	64.00
Total 446 · Furn. & Fixtures	64.00
Total Fixed Assets	64.00
TOTAL ASSETS	734,366.65
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
SUI Payable	387.28
637 · Due to Retirement	12,000.00
L-Accrued Liabilities	15,890.00
607 · NYS & Local Retirement	311.07
608.2 · T AFLAC payable	67.60
Total Other Current Liabilities	28,655.95
Total Current Liabilities	28,655.95
Total Liabilities	28,655.95
Equity	
909 · Fund Balance - WSPL	303,272.58
911 · Retained Earnings	72,345.12
Net Income	330,093.00
Total Equity	705,710.70
TOTAL LIABILITIES & EQUITY	734,366.65

Western Sullivan Public Library

Check List by Date

April 12 through May 11, 2020

Type	Date	Num	Name	Memo	Split	Amount
Apr 12 - May 11, 20						
Check	04/21/2020	17364	Narrowsburg Water & Sewer	Acct #100900	Sewer & Water-NAR	-149.70
Check	04/21/2020	17365	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-26.99
Check	04/21/2020	17366	Utica National Insurance Group	Acct #100918340	Workers' Comp	-273.00
Check	04/30/2020	04927493740	NYS Employment Taxes	UI #9310135 8/Fed ID#14-1825007 2020 1st	90508.1 · SUI Employer	-848.81
Check	05/08/2020	17367	United Healthcare Insurance Company	Member ID 333329276-1	90608 · Employee Health Insuranc	-250.00
Check	05/08/2020	17368	Library Journal	for 20 issues	-SPLIT-	-157.99
Check	05/08/2020	17369	OverDrive, Inc.	Cust ID 1052-1001	-SPLIT-	-459.86
Check	05/08/2020	17370	Kanopy LLC	invoice 1196568- PPU	Digital Downloads - WSPL	-596.00
Check	05/08/2020	17371	RCLS General	invoices 28531and 28480	-SPLIT-	-831.09
Check	05/08/2020	17372	RCLS General	invoice 28585	-SPLIT-	-2,267.07
Check	05/08/2020	17373	RCLS General	invoice 28546	-SPLIT-	-2,346.59
Check	05/08/2020	17374	RCLS General	invoice 28586	-SPLIT-	-1,705.95
Check	05/08/2020	17375	Waste Management		-SPLIT-	-126.00
Check	05/08/2020	17376	NYSEG	1001-1281-077	Fuel & Electric-JEF	-354.07
Check	05/08/2020	17377	NYSEG	1001-3155-188	Fuel & Electric-DEL	-18.41
Check	05/08/2020	17378	The River Reporter	Advertiser # 6928	Election & Budget	-234.07
Check	05/08/2020	17379	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	05/08/2020	17380	Christina Mace		Bookkeeper	-1,335.00
Check	05/08/2020	17381	ES11, LLC	Inv. #401-7823	PCC Programs	-330.00
Check	05/08/2020	17382	DJS Plumbing & Heating	Inv. # 10799	-SPLIT-	-1,234.60
Check	05/08/2020	17383	AARP Medicare Rx Preferred (PDP)	member ID 0140089751	90608 · Employee Health Insuranc	-171.20
Check	05/08/2020	17384	Time Warner Cable/Spectrum	Account 8150 20 899 0016479	-SPLIT-	-950.84
Check	05/08/2020	17386	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-946.03
Check	05/09/2020	17385	Delaware Engineering, D.P.C.	Invoice 19-1698-2	74103 · Capital Project	-1,498.75
Liability Check	04/24/2020	eft - DD	Direct Deposit Split		611 · DD for savings/c'king	-190.00
Liability Check	04/24/2020	eft1310803	NYS Income Tax	141825007 6	606 · SWT Payable	-528.67
Liability Check	04/24/2020	eft63119118	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,495.52
Liability Check	05/05/2020	EFT1355805	NYS Income Tax	141825007 6	606 · SWT Payable	-516.28
Liability Check	05/06/2020	EFT ERS	NYS & Local Retirement System	51404	607 · NYS & Local Retirement	-468.86
Liability Check	05/08/2020	EFT DD	Direct Deposit Split		611 · DD for savings/c'king	-190.00
Liability Check	05/08/2020	EFT35895392	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,335.76
Paycheck	04/24/2020	2020042401	Employee Paycheck		-SPLIT-	-482.23

Western Sullivan Public Library Check List by Date April 12 through May 11, 2020

Paycheck	04/24/2020	2020042402	Employee Paycheck	-SPLIT-	-1,093.85
Paycheck	04/24/2020	2020042403	Employee Paycheck	-SPLIT-	-738.99
Paycheck	04/24/2020	2020042404	Employee Paycheck	-SPLIT-	-1,718.87
Paycheck	04/24/2020	2020042405	Employee Paycheck	-SPLIT-	-592.28
Paycheck	04/24/2020	2020042406	Employee Paycheck	-SPLIT-	-888.09
Paycheck	04/24/2020	2020042407	Employee Paycheck	-SPLIT-	-1,141.47
Paycheck	04/24/2020	2020042408	Employee Paycheck	-SPLIT-	-521.79
Paycheck	04/24/2020	2020042409	Employee Paycheck	-SPLIT-	-978.49
Paycheck	04/24/2020	2020042410	Employee Paycheck	-SPLIT-	-230.50
Paycheck	04/24/2020	2020042411	Employee Paycheck	-SPLIT-	-821.45
Paycheck	04/24/2020	2020042412	Employee Paycheck	-SPLIT-	-839.66
Paycheck	04/24/2020	2020042413	Employee Paycheck	-SPLIT-	-469.07
Paycheck	04/24/2020	2020042414	Employee Paycheck	-SPLIT-	-468.79
Paycheck	04/24/2020	2020042415	Employee Paycheck	-SPLIT-	-240.04
Paycheck	04/24/2020	2020042416	Employee Paycheck	-SPLIT-	-123.02
Paycheck	04/24/2020	2020042417	Employee Paycheck	-SPLIT-	-433.22
Paycheck	05/08/2020	2020050801	Employee Paycheck	-SPLIT-	-482.22
Paycheck	05/08/2020	2020050802	Employee Paycheck	-SPLIT-	-1,093.84
Paycheck	05/08/2020	2020050803	Employee Paycheck	-SPLIT-	-738.98
Paycheck	05/08/2020	2020050804	Employee Paycheck	-SPLIT-	-1,718.88
Paycheck	05/08/2020	2020050805	Employee Paycheck	-SPLIT-	-592.28
Paycheck	05/08/2020	2020050806	Employee Paycheck	-SPLIT-	-888.11
Paycheck	05/08/2020	2020050807	Employee Paycheck	-SPLIT-	-1,141.47
Paycheck	05/08/2020	2020050808	Employee Paycheck	-SPLIT-	-521.78
Paycheck	05/08/2020	2020050809	Employee Paycheck	-SPLIT-	-978.50
Paycheck	05/08/2020	2020050810	Employee Paycheck	-SPLIT-	-230.51
Paycheck	05/08/2020	2020050811	Employee Paycheck	-SPLIT-	-821.46
Paycheck	05/08/2020	2020050812	Employee Paycheck	-SPLIT-	-839.65
Paycheck	05/08/2020	2020050813	Employee Paycheck	-SPLIT-	-468.80
Paycheck	05/08/2020	2020050814	Employee Paycheck	-SPLIT-	-240.03
Paycheck	05/08/2020	2020050815	Employee Paycheck	-SPLIT-	-123.01
Paycheck	05/08/2020	2020050816	Employee Paycheck	-SPLIT-	-433.22
Apr 12 - May 11, 20					-50,981.66

Western Sullivan Public Library

Profit & Loss Budget vs. Actual

	<u>Jul 1, '19 - May 11, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
1001 · Real Property Taxes	859,867	859,867	0
1081 · SW Pilot Share	24,919	19,000	5,919
2082 · Library Charges	5,239	7,680	(2,441)
2083 · Library Chgs-Registrations	2,852	2,157	695
2401 · Interest & Earnings	255	216	39
2655 · Sales, Other	1,572	1,726	(154)
2680 · Insurance Recoveries	194	0	194
2705 · Gifts & Donations	13,490	2,157	11,333
2761 · RCLS Grants	0	2,157	(2,157)
2770 · Grants-Miscellaneous	(701)	0	(701)
2771 · Misc Income	1,745	0	1,745
3001 · State Grants-Construction	94,893	0	94,893
3002 · State Grants - Grant-In-Aid	6,194	0	6,194
3003 · State Grants - Miscellaneous	3,101	0	3,101
4840 · Federal Grants	(1,130)	0	(1,130)
Total Income	1,012,490	894,960	117,530
Gross Profit	1,012,490	894,960	117,530
Expense			
74101 · Salaries	355,327	360,489	(5,162)
74101.7 · Special Projects	0	4,315	(4,315)
74102.2 · Equipment - Technology	769	4,315	(3,546)
74102.3 · Equipment - Other	414	431	(17)
74103 · Capital Project	7,309	0	7,309
74104.1 · Books	26,270	31,927	(5,657)
74104.2 · Serials	3,547	3,710	(163)
74104.3 · Videos	9,030	13,461	(4,431)
74104.4 · Digital Downloads	8,457	9,060	(603)
74104.5 · Databases	2,966	2,416	550
74105.1 · Daily Operating Expenses	14,657	18,423	(3,766)
74105.2 · Repairs/Maint of F&F	0	863	(863)
74105.3 · Repairs/Maint of Lib Equip	290	863	(573)
74105.4 · Daily Maint & Repairs	6,921	11,218	(4,297)
74105.5 · Building Maintenance	0	30,202	(30,202)
74105.6 · Insurance Policies	17,494	21,088	(3,594)
74106.1 · Phone, Internet, Cable Services	9,278	6,990	2,288
74106.2 · ANSER	24,850	23,730	1,120
74106.4 · Fuel & Electric	13,384	19,847	(6,463)
74106.5 · Sewer & Water	1,733	2,632	(899)
74106.6 · Elevator Service	3,639	3,883	(244)
74106.7 · Cleaning Services	20,500	21,227	(727)
74107.1 · Professional Services	7,016	17,258	(10,242)
74107.2 · Grant Expenses	100	2,589	(2,489)

Western Sullivan Public Library Profit & Loss Budget vs. Actual

	<u>Jul 1, '19 - May 11, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
74107.3 · Programs and Events	6,643	9,492	(2,849)
74106.8 · Misc Oper/Maint Expenses	7,339	8,629	(1,290)
74107.9 · Other Expenses	2,125	6,558	(4,433)
90108 · Annual Retirement	41,830	40,556	1,274
90508.1 · SUI Employer	1,506	1,728	(222)
90508.2 · 1/2 FICA-Employer	27,291	29,471	(2,180)
90558 · Disability Ins/Emp Bnfts	1,891	2,053	(162)
90608 · Employee Health Insurance	56,716	67,937	(11,221)
Total Expense	<u>679,292</u>	<u>777,361</u>	<u>(98,069)</u>
Net Ordinary Income	333,198	117,599	215,599
Other Income/Expense			
Other Income			
915 · Unappropriated Fund Balance	(3,106)	8,006	(11,112)
Total Other Income	<u>(3,106)</u>	<u>8,006</u>	<u>(11,112)</u>
Net Other Income	<u>(3,106)</u>	<u>8,006</u>	<u>(11,112)</u>
Net Income	<u><u>330,092</u></u>	<u><u>125,605</u></u>	<u><u>204,487</u></u>



Western Sullivan Public Library

DIRECTOR'S REPORT

May 11, 2020

Building/Equipment:

Buildings are secure and heat is down. Items from the book drops are being quarantined for one week and will be ready to check in when we reopen. Computers are being updated remotely.

The state installed the library directional sign on Rt 52 pointing to the Jeffersonville Branch.

Reopening plans are being created by the RCLS Re-opening Committee, which will include phased opening of the libraries.

Finance:

Budget Vote and Trustee Election is set for June 9, 2020 by absentee ballot only. The Budget Information Meeting is set for June 1, 2020 at 4:30pm via Zoom.

Personnel:

None

Professional Development/Meetings:

4/14/2020: Civil Service Training via teleconference with Sullivan County Personnel Office

4/14/2020: Technology Meeting with Programmers and Managers via Zoom

4/15, 4/22, 4/28, and 5/6/2020: Staff Meetings via Zoom

4/23/2020 and 5/8/2020: Meeting with RCLS and SUPLA Directors

4/24/2020: SUPLA Meeting

4/27/2020 and 5/4/2020: Managers Meeting via Zoom

5/7/2020: Stress Management and Self-Care with Southeastern Library Resources Council

Staff with internet access, and myself, are participating in numerous trainings and webinars on the Niche Academy platform provided by RCLS.

Programs:

Essay Contest: We received two entries that have been emailed to the judges for review.

4/28 and 5/6/2020: Chantal promoted library programs and resources on Thunder 102.1. She is invited to be on air again this week.

4/29/2020: Dale was interviewed on WJFF about the library and all we are doing.

Raina made the [Record for her Craft Lovers yard birds](#).

Every Tuesday we will host a Community Zoom Chat until we reopen. It is a time for people to ask questions, check in on each other, share resources, or to just say hi.

Storytime continues every Thursday on Facebook Live; Craft Lovers videos are published every Friday; Tech Talks are Mondays, Wednesdays, and Fridays; and several standalone programs are added to social media throughout the month.

Strategic Plan Progress:

Answers from the staff are being compiled for the Strategic Planning Committee. If Board members would like to share input, the questionnaire can be emailed.



Western Sullivan Public Library

Other:

The challenge for April and May is for staff to read two books, fiction or non-fiction, that they have no interest in or knowledge of the topic.

Jennifer reached out the Village of Jeffersonville and JEMS about the low Census response for the village during the week of April 20th resulting in the village sending an email to residents encouraging participation. Kyoshin shared information from our Census rep. with Tusten organizations.

Staff evaluations are in process.

We continue to reach out to patrons via telephone.

**Western Sullivan Public Library
Monthly Stats Report for all branches for April 2020**

Wireless usage per branch

April	2019	2020
Callicoon	1532	1097
Jeffersonville	664	161
Narrowsburg	272	102
Total	2468	1360

e-Circulation

Type	April 2019	April 2020
Callicoon e-content	202	293
Jeffersonville e-content	340	481
Narrowsburg e-content	154	216
Kanopy films	98	254
Total	592	1244

Reference questions via phone and email

Callicoon	<u>5</u>
Jeffersonville	<u>7</u>
Narrowsburg	<u>4</u>

Patron Outreach By phone By email

Callicoon	<u>16</u>	<u>3</u>
Jeffersonville	<u>32</u>	<u>0</u>
Narrowsburg	<u>16</u>	<u>2</u>

Online library card sign ups 6

Internet/Social Media

April 2019 April 2020

Instagram	<u>n/a</u>	<u>797</u>
Facebook Followers	<u>647</u>	<u>736</u>
Facebook Videos	<u>n/a</u>	<u>10 videos / 1763 views</u>
YouTube Videos	<u>n/a</u>	<u>13 videos / 251 Views</u>
WSPLOnline	<u>8,194</u>	<u>16148</u>
Library Aware Newsletter	<u>49 subscribers</u>	<u>26 opens 38 clicks</u>
Mailchimp email blasts	<u>4 blasts to 1,193 recipients</u>	<u>1,047 opens 55 clicks</u>

Virtual Programs

Date	Program	Platform(s)	Category	
4/1/2020	Teen Hangout	Zoom	Teens	3 attended
4/1/2020	Tech Talk Time - WSPLOnline	Zoom	PCC	1 attended
4/2/2020	Storytime	Facebook	children	401 views
4/3/2020	Craft Lovers Plastic thread	Facebook/YouTube	Adults	58 views
4/3/2020	Tech Talk Time - WSPLOnline	Zoom	PCC	0
4/6/2020	Tech Talk Time - Ancestry.com	Zoom	PCC	1 attended
4/7/2020	Kids in Motion	YouTube	children	26 view
4/8/2020	Teen Hangout	Zoom	Teens	5 attended
4/8/2020	Tech Talk Time - Ancestry.com	Zoom	PCC	0
4/9/2020	Storytime	Facebook	children	257 views
4/9/2020	Seed Starting/Peas with Heather	YouTube	Adult	14 views
4/10/2020	Make Paper Flowers	Facebook/WSPL Website/YouTube	Adult	57 views
4/10/2020	Tech Talk Time - Ancestry.com	Zoom	PCC	0
4/11/2020	Craft Lovers Shower Cap	Facebook/WSPL Website/YouTube	Adult	44 views
4/13/2020	Tech Talk Time - Kanopy	Zoom	PCC	0
4/14/2020	Kids in Motion	YouTube	children	11 views
4/15/2020	Teen Hangout	Zoom	Teens	4 attended
4/15/2020	Tech Talk Time - Kanopy	Zoom	PCC	0
4/16/2020	Storytime	Facebook	children	369 views
4/16/2020	Book Discussion Group	Zoom	Adult	6 attended
4/17/2020	Craft Lovers -How to Make a Desk Organizer	Facebook/YouTube	Adult	46 views
4/20/2020	Tech Talk Time - Internet Safety	Zoom	PCC	0
4/21/2020	Craft: Spring Mobile	YouTube	Youth	41 views
4/22/2020	Teen Hangout	Zoom	Teens	3 attended
4/22/2020	An Introduction to Forest Bathing	Facebook/YouTube	Adult	37 view
4/22/2020	Happy Earth Day Video	Facebook	Adult	169 views
4/22/2020	Tech Talk Time - Internet Safety	Zoom	PCC	1 attended
4/23/2020	Storytime	Facebook	Adult	449 views
4/23/2020	Staff Book Review-Square Foot Gardening	Facebook	Adult	330 views
4/24/2020	Craft Lovers - Pinwheels	Facebook/YouTube	Adult	22 views (youtube)
4/24/2020	Tech Talk Time - Internet Safety	Zoom	PCC	0
4/27/2020	Tech Talk Time - Prog Dev/Feedbk	Zoom	PCC	1 attended
4/28/2020	Kids in Motion	YouTube	Teens	5 views
4/29/2020	Teen Hangout	Zoom	Teens	2 attended
4/29/2020	Forest Bathing - Tree Friend Exercise	Facebook/YouTube	Adult	9 views
4/29/2020	Tech Talk Time - Prog Dev/Feedbk	Zoom	PCC	1 attended
4/30/2020	Storytime	Facebook	children	310 view
4/30/2020	Staff Book Review-Martha Stewart Cookbook	Facebook	Adult	190 views