



# Western Sullivan Public Library

## BOARD MEETING AGENDA

Video Conference due to COVID-19 Pandemic

March 8, 2021 at 5:30PM

- I. Call to Order
- II. Adoption of Agenda
- III. Public Comment Period
- IV. Approval of February 8, 2021 minutes
- V. Financial Reports
  - a. Treasurer's Report
  - b. Monthly Financial Reports through March 7, 2021Payment of Bills through March 7, 2021
- VI. Director's Report
- VII. New Business
  - a. Town of Tusten Proposal
  - b. Photography and Media Release Policy
  - c. NYS Annual Report Approval
  - d. Annual Report to the Community
  - e. 2021-2022 Proposed Budget
- VIII. Old Business
  - a. Strategic Plan 2021-2025
  - b. Fines Free and Reopening
- IX. Committee Reports
  - Building
  - Personnel
  - Donations
  - Finance
  - By Laws
  - Nominating
  - FOL Liaison
  - Executive
- X. Dates to Remember
  - a. See monthly [online newsletter](#)
  - b. [RCLS Trustee Trainings](#)
- XI. Tusten Heritage Community Garden Report
- XII. Correspondence
- XIII. Adjournment

Next Meeting: Monday, April 12, 2021, 5:30pm



# Western Sullivan Public Library

## I. New Business

- a. Town of Tusten Proposal
- b. Photography and Media Release Policy: Motion needed to approve policy.
- c. NYS Annual Report Approval: Suggested language for board resolution: The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2020 Annual Report was reviewed and accepted by the Board.
- d. Annual Report to the Community: Motion needed to approve the Annual Report to the Community as required by the [Minimum Public Library Standards in NYS](#).
- e. 2021-2022 Proposed Budget: Resolution by roll call vote.

## II. Old Business

- a. Strategic Plan 2021-2025: Review and approve plan for the next five years.
- b. Fines Free and Reopening: Discuss extending fines free status through June 30, 2021. Discuss reopening plan.



# Western Sullivan Public Library

**Approved Minutes of the Board of Trustees Regular Meeting  
Video Conference due to COVID-19 Pandemic  
February 8, 2021**

**Members present:** Marge Brown, Evan Eisenberg (at 5:35), Kevin McDonough, Chris Peacock, Linda Pomes, Pam Reinhart

**Members absent:** Amber Novikov, Barbara Winfield

**Staff present:** Audra Everett

**Call to Order**

At 5:32 pm the regular monthly meeting was called to order by President Chris Peacock.

**Adoption of Agenda**

Motion by Marge Brown, seconded by Pam Reinhardt to approve the agenda as amended.  
Motion carried.

Marge Brown - aye                      Linda Pomes - aye  
Kevin McDonough - aye              Pam Reinhardt - aye  
Chris Peacock -aye

**New Business**

a. Motion to appoint Trustee Francis Cape to fill vacancy by Kevin McDonough, seconded by Linda Pomes, motion carried.

Marge Brown - aye                      Linda Pomes - aye  
Kevin McDonough - aye              Pam Reinhardt - aye  
Chris Peacock - aye

**Public Comment Period**

Remy Moorhead spoke regarding the Narrowsburg Construction Project.

**Approval of Minutes January 11, 2021**

Marge Brown moved, Evan Eisenberg seconded, the approval of minutes. Motion carried.

Marge Brown - aye                      Kevin McDonough - aye  
Francis Cape - abstain              Linda Pomes - aye  
Evan Eisenberg - aye              Pam Reinhardt - aye

**Financial Reports**

On a motion by Pam Reinhardt, seconded by Marge Brown, the Treasurer's Report for January was approved.

Marge Brown - aye                      Kevin McDonough - aye



# Western Sullivan Public Library

Francis Cape - abstain      Linda Pomes - aye  
Evan Eisenberg - aye      Pam Reinhardt - aye

On a motion by Kevin McDonough, seconded by Pam Reinhardt, the Monthly Financial Reports through February 7, 2021 were approved.

Marge Brown - aye      Kevin McDonough - aye  
Francis Cape - abstain      Linda Pomes - aye  
Evan Eisenberg - aye      Pam Reinhardt - aye

On a motion by Pam Reinhardt, seconded by Evan Eisenberg, the Payment of Bills through February 7, 2021 was approved.

Marge Brown - aye      Kevin McDonough - aye  
Francis Cape - abstain      Linda Pomes - aye  
Evan Eisenberg - aye      Pam Reinhardt - aye

## **Director's Report (see attached)**

### **New Business**

b. Motion to appoint Corinna Grunn as part time Library Clerk at \$14.11 per hour starting February 9, 2021 was made by Kevin McDonough, seconded by Linda Pomes and carried.

Marge Brown - aye      Kevin McDonough - aye  
Francis Cape - abstain      Linda Pomes - aye  
Evan Eisenberg - aye      Pam Reinhardt - aye

c. Discussion of 2021-2022 Proposed Budget - no action taken

d. Resolution #15 2020-2021

The Western Sullivan Public Library resolves to:

Award the work of Narrowsburg Building Project to Casey Construction, the low bidder for the base bid price of \$14,835.

Authorize the Library Director to execute the necessary paperwork for contract initiation and completion of the work (e.g., Notice of Award of Award, Notice to Proceed, Agreement, etc.)

Authorize Buck Moorhead Architect to proceed with preparation of execution copies of the contract documents and forward said contracts to the contractor and Library for subsequent execution.

Resolved by Pam Reinhardt, seconded by Kevin McDonough, resolution carried.



# Western Sullivan Public Library

Marge Brown - aye                      Kevin McDonough - aye  
Francis Cape - abstain                Linda Pomes - aye  
Evan Eisenberg - aye                Pam Reinhardt - aye

e. Motion to go out to bid for the Jeffersonville HVAC construction project with the bids opened by Barbara Winfield at 5:00pm on March 8, 2021 was made by Kevin McDonough, seconded by Pam Reinhardt, motion carried.

Marge Brown - aye                      Kevin McDonough - aye  
Francis Cape - aye                      Linda Pomes - aye  
Evan Eisenberg - aye                Pam Reinhardt - aye

## Old Business

- a. Update and discussion of Strategic Plan 2021-2025

## Committee Reports

Building - spreadsheet of potential projects  
Personnel - Director's Evaluation begins next month  
Donations - \$25  
Finance  
By Laws - working this month  
Nominating  
FOL Liaison  
Executive

## Dates to Remember

See monthly online newsletter  
RCLS Trustee Trainings

## Correspondence

## Adjournment

On a motion by Marge Brown, seconded by Evan Eisenberg, adjournment was approved at 6:28.

Marge Brown - aye                      Kevin McDonough - aye  
Francis Cape - aye                      Linda Pomes - aye  
Evan Eisenberg - aye                Pam Reinhardt - aye

Linda Pomes  
Secretary



# Western Sullivan Public Library

## Unapproved Minutes of the Board of Trustees Regular Meeting Video Conference due to COVID-19 Pandemic February 8, 2021

**Members present:** Marge Brown, Evan Eisenberg (at 5:35), Kevin McDonough, Chris Peacock, Linda Pomes, Pam Reinhart

**Members absent:** Amber Novikov, Barbara Winfield

**Staff present:** Audra Everett

### Call to Order

At 5:32 pm the regular monthly meeting was called to order by President Chris Peacock.

### Adoption of Agenda

Motion by Marge Brown, seconded by Pam Reinhardt to approve the agenda as amended.

Motion carried.

Marge Brown - aye                      Linda Pomes - aye  
Kevin McDonough - aye              Pam Reinhardt - aye  
Chris Peacock -aye

### New Business

a. Motion to appoint Trustee Frances Cape to fill vacancy by Kevin McDonough, seconded by Linda Pomes, motion carried.

Marge Brown - aye                      Linda Pomes - aye  
Kevin McDonough - aye              Pam Reinhardt - aye  
Chris Peacock - aye

### Public Comment Period

Remy Moorhead spoke regarding the Narrowsburg Construction Project.

### Approval of Minutes January 11, 2021

Marge Brown moved, Evan Eisenberg seconded, the approval of minutes. Motion carried.

Marge Brown - aye                      Kevin McDonough - aye  
Frances Cape - abstain              Linda Pomes - aye  
Evan Eisenberg - aye              Pam Reinhardt - aye

### Financial Reports

On a motion by Pam Reinhardt, seconded by Marge Brown, the Treasurer's Report for January was approved.

Marge Brown - aye                      Kevin McDonough - aye  
Frances Cape - abstain              Linda Pomes - aye  
Evan Eisenberg - aye              Pam Reinhardt - aye

On a motion by Kevin McDonough, seconded by Pam Reinhardt, the Monthly Financial Reports through February 7, 2021 were approved.

Marge Brown - aye	Kevin McDonough - aye
Frances Cape - abstain	Linda Pomes - aye
Evan Eisenberg - aye	Pam Reinhardt - aye

On a motion by Pam Reinhardt, seconded by Evan Eisenberg, the Payment of Bills through February 7, 2021 was approved.

Marge Brown - aye	Kevin McDonough - aye
Frances Cape - abstain	Linda Pomes - aye
Evan Eisenberg - aye	Pam Reinhardt - aye

**Director's Report (see attached)**

**New Business**

b. Motion to appoint Corinna Grunn as part time Library Clerk at \$14.11 per hour starting February 9, 2021 was made by Kevin McDonough, seconded by Linda Pomes and carried.

Marge Brown - aye	Kevin McDonough - aye
Frances Cape - abstain	Linda Pomes - aye
Evan Eisenberg - aye	Pam Reinhardt - aye

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Authorize Buck Moorhead Architect to proceed with preparation of execution copies of the contract documents and forward said contracts to the contractor and Library for subsequent execution.

Resolved by Pam Reinhardt, seconded by Kevin McDonough, resolution carried.

Marge Brown - aye	Kevin McDonough - aye
Frances Cape - abstain	Linda Pomes - aye
Evan Eisenberg - aye	Pam Reinhardt - aye

e. Motion to go out to bid for the Jeffersonville HVAC construction project with the bids opened by Barbara Winfield at 5:00pm on March 8, 2021 was made by Kevin McDonough, seconded by Pam Reinhardt, motion carried.

Marge Brown - aye	Kevin McDonough - aye
Frances Cape - aye	Linda Pomes - aye
Evan Eisenberg - aye	Pam Reinhardt - aye

### **Old Business**

- a. Update and discussion of Strategic Plan 2021-2025

### **Committee Reports**

Building - spreadsheet of potential projects  
Personnel - Director's Evaluation begins next month  
Donations - \$25  
Finance  
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Nominating  
FOL Liaison  
Executive

### **Dates to Remember**

See monthly online newsletter  
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### **Correspondence**

### **Adjournment**

On a motion by Marge Brown, seconded by Evan Eisenberg, adjournment was approved at 6:28.

Marge Brown - aye	Kevin McDonough - aye
Frances Cape - aye	Linda Pomes - aye
Evan Eisenberg - aye	Pam Reinhardt - aye

Linda Pomes  
Secretary



# Western Sullivan Public Library

## Treasurer's Report

Report for:            March 8                    2021  
                               Month and Day                    Year

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

Balance on hand as of:	<u>January 29, 2021</u>	\$51,157.93
Plus Deposits:		
Accounts Receivable	\$27,834.46	
Transfers from IMM	\$55,000.00	
Interest	\$0.39	
Other	<u>\$0.00</u>	
Total Deposits		\$82,834.85
Less Disbursements:		
Transfer to IMM	\$0.00	
Operating Expenses	<u>\$72,053.19</u>	
Total Disbursements		\$72,053.19
Balance on hand as of:	<u>February 26, 2021</u>	<u><u>\$61,939.59</u></u>

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

Balance on hand as of:	<u>January 29, 2021</u>	\$917,895.44
Plus Deposits:		
Annual Tax Portion & PILOT	\$0.00	
Interest	\$7.04	
Other	<u>\$0.00</u>	
Total Deposits		\$7.04
Less Disbursements:		
Transfers to Operating Fund	\$55,000.00	
Transfer to Capital Fund	<u>\$0.00</u>	
Total Disbursements		\$55,000.00
Balance on hand as of:	<u>February 26, 2021</u>	<u><u>\$862,902.48</u></u>

# Western Sullivan Public Library

## Treasurer's Report

Report for:            March 8                            2021  
                              Month and Day                            Year

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

Balance on hand as of:	<u>January 29, 2021</u>	\$1,000.00
Plus Deposits:		
Credit Card Payments	<u>\$0.00</u>	
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements		\$0.00
Balance on hand as of:	<u>February 26, 2021</u>	<u><u>\$1,000.00</u></u>

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

Balance on hand as of:	<u>January 29, 2021</u>	\$36,878.13
Plus Deposits:		
Transfers from IMM	\$0.00	
Interest	\$0.00	
Other	<u>\$0.00</u>	
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements	\$0.00	\$0.00
Balance on hand as of:	<u>February 26, 2021</u>	<u><u>\$36,878.13</u></u>
Account opened December 10, 2019		

**Western Sullivan Public Library**  
**Check List by Date**  
 February 7 through March 8, 2021

Type	Date	Num	Name	Memo	Split	Amount
<b>Feb 7 - Mar 8, 21</b>						
Check	02/17/2021	17730	Utica National Insurance Group	Acct #201466023	-SPLIT-	-3,124.00
Check	02/17/2021	17731	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-27.50
Check	02/17/2021	17732	Cochecton Oil, Inc.	Account # 283-1	Fuel & Electric-NAR	-307.82
Check	03/05/2021	17733	Brodart Co.	Account 311663	-SPLIT-	-345.83
Check	03/05/2021	17734	Peck's Market	Acct 4394	-SPLIT-	-87.59
Check	03/05/2021	17735	Fowler Oil Co., Inc.	Delivery Ticket # 29576	Fuel & Electric-DEL	-611.02
Check	03/05/2021	17736	United Healthcare Insurance Company	Member ID 333329276-1	90608 · Employee Health Insurance	-250.00
Check	03/05/2021	17737	NYSEG	1001-0704-798	Fuel & Electric-NAR	-238.14
Check	03/05/2021	17738	NYSEG	1003-8570-692	Fuel & Electric-DEL	-306.03
Check	03/05/2021	17739	NYSEG	1001-3155-188	Fuel & Electric-DEL	-18.50
Check	03/05/2021	17740	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-353.04
Check	03/05/2021	17741	Casey Builders, LLC	Deposit as per contract	NAR Construction 2021	-4,000.00
Check	03/05/2021	17742	Callicoon Supply Inc.	Acct # 4675	Misc O&M-DEL	-241.74
Check	03/05/2021	17743	Michael C. Barzda		Labor	-95.00
Check	03/05/2021	17744	OverDrive, Inc.	Cust ID 1052-1001	-SPLIT-	-34.60
Check	03/05/2021	17745	Christina Mace		Bookkeeper	-1,120.00
Check	03/05/2021	17746	AARP Medicare Rx Preferrred (PDP)	member ID 0140089751	90608 · Employee Health Insurance	-104.00
Check	03/05/2021	17747	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	03/05/2021	17748	Kanopy LLC	invoice 236963 - PPU	Digital Downloads - WSPL	-651.00
Check	03/05/2021	17749	Waste Management		-SPLIT-	-84.00
Check	03/05/2021	17750	Joseph E. Schultz	invoice #2620	-SPLIT-	-1,211.59
Check	03/05/2021	17751	Sullivan County Democrat		Advertising	-39.30
Check	03/05/2021	17752	The River Reporter	Cust # 6928	Advertising	-33.49
Check	03/05/2021	17753	Narrowsburg Chamber of Commerce	Member dues	Membership Dues	-150.00
Check	03/05/2021	17754	Kohler Lumber Company Inc.	Invoice 111322	Misc O/M-JEF	-33.96
Check	03/05/2021	17755	Pearl River Library	Invoice #1	Travel & Conferences	-19.00
Check	03/05/2021	17756	Sullivan Public Library Alliance		Membership Dues	-105.00
Check	03/05/2021	17757	New City Library		-SPLIT-	-55.00
Check	03/05/2021	17758	Baker & Taylor Books #510486		-SPLIT-	-2,511.99
Check	03/05/2021	17759	Midwest Tape		-SPLIT-	-403.99
Check	03/05/2021	17760	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-9,328.00

**Western Sullivan Public Library**  
**Check List by Date**  
**February 7 through March 8, 2021**

Check	03/08/2021	17761	Village of Jeffersonville		Sewer & Water-JEF	-85.00
Check	03/08/2021	17762	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-355.17
Check	03/08/2021	17763	Cochecton Oil, Inc.	Account # 283-1	Fuel & Electric-NAR	-398.70
Liability Check	02/08/2021	eft ERS	NYS & Local Retirement System	51404	607 · NYS & Local Retirement	-382.40
Liability Check	02/12/2021	eft	NYS Income Tax	141825007 6	606 · SWT Payable	-581.16
Liability Check	02/12/2021	EFT DD	Direct Deposit Split		611 · DD for savings/c'king	-190.00
Liability Check	02/12/2021	eft41229797	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,725.50
Liability Check	02/26/2021	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-190.00
Liability Check	02/26/2021	eft2350882	NYS Income Tax	141825007 6	606 · SWT Payable	-590.09
Liability Check	02/26/2021	eft81548133	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,804.22
Paycheck	02/12/2021	2021021201	Employee		-SPLIT-	-605.12
Paycheck	02/12/2021	2021021202	Employee		-SPLIT-	-1,155.28
Paycheck	02/12/2021	2021021203	Employee		-SPLIT-	-857.90
Paycheck	02/12/2021	2021021204	Employee		-SPLIT-	-105.44
Paycheck	02/12/2021	2021021205	Employee		-SPLIT-	-1,816.39
Paycheck	02/12/2021	2021021206	Employee		-SPLIT-	-625.83
Paycheck	02/12/2021	2021021207	Employee		-SPLIT-	-937.38
Paycheck	02/12/2021	2021021208	Employee		-SPLIT-	-941.46
Paycheck	02/12/2021	2021021209	Employee		-SPLIT-	-1,203.80
Paycheck	02/12/2021	2021021210	Employee		-SPLIT-	-947.80
Paycheck	02/12/2021	2021021211	Employee		-SPLIT-	-143.34
Paycheck	02/12/2021	2021021212	Employee		-SPLIT-	-244.18
Paycheck	02/12/2021	2021021213	Employee		-SPLIT-	-865.66
Paycheck	02/12/2021	2021021214	Employee		-SPLIT-	-115.44
Paycheck	02/12/2021	2021021215	Employee		-SPLIT-	-885.10
Paycheck	02/12/2021	2021021216	Employee		-SPLIT-	-533.47
Paycheck	02/12/2021	2021021217	Employee		-SPLIT-	-194.04
Paycheck	02/12/2021	2021021218	Employee		-SPLIT-	-456.15
Paycheck	02/26/2021	2021022601	Employee		-SPLIT-	-605.11
Paycheck	02/26/2021	2021022602	Employee		-SPLIT-	-1,155.28
Paycheck	02/26/2021	2021022603	Employee		-SPLIT-	-857.90
Paycheck	02/26/2021	2021022604	Employee		-SPLIT-	-105.43
Paycheck	02/26/2021	2021022605	Employee		-SPLIT-	-1,816.39

Mar 8, 2021

Western Sullivan Public Library  
Check List by Date  
February 7 through March 8, 2021

Paycheck	02/26/2021	2021022606	Employee	-SPLIT-	-625.83
Paycheck	02/26/2021	2021022607	Employee	-SPLIT-	-457.17
Paycheck	02/26/2021	2021022608	Employee	-SPLIT-	-937.37
Paycheck	02/26/2021	2021022609	Employee	-SPLIT-	-941.45
Paycheck	02/26/2021	2021022610	Employee	-SPLIT-	-1,203.81
Paycheck	02/26/2021	2021022611	Employee	-SPLIT-	-947.79
Paycheck	02/26/2021	2021022612	Employee	-SPLIT-	-130.30
Paycheck	02/26/2021	2021022613	Employee	-SPLIT-	-244.16
Paycheck	02/26/2021	2021022614	Employee	-SPLIT-	-865.67
Paycheck	02/26/2021	2021022615	Employee	-SPLIT-	-115.44
Paycheck	02/26/2021	2021022616	Employee	-SPLIT-	-885.08
Paycheck	02/26/2021	2021022617	Employee	-SPLIT-	-533.46
Paycheck	02/26/2021	2021022618	Employee	-SPLIT-	-194.04
Paycheck	02/26/2021	2021022619	Employee	-SPLIT-	-456.16
<b>Feb 7 - Mar 8, 21</b>					<b>-63,954.99</b>



## DIRECTOR'S REPORT

March 8, 2021

### **Building/Equipment:**

Three companies requested bid documents for the Jeffersonville HVAC project.

Repairs and touchup painting is completed at the Delaware Free Branch, including painting the tin ceiling where it was chipping, and repairing and painting the first floor bathroom wall.

Shelving is ordered for the Narrowsburg construction project.

### **Finance:**

PILOT checks received in February:

\$2,432 for Be Neet LLC/Jeff Sanitation, Inc., NY Delaware I LLC, NY Delaware II LLC, NY Delaware V LLC, NY Delaware VI LLC, NY Tusten I LLC.

\$849.94 for Mogenavland (Tusten), Yasgur Road Productions.

\$6,719.88 for Delaware County PILOT Library Tax.

Checks received in March:

\$236.27 PILOT payment for Rock Meadow Partners.

\$242 for 2019-2020 Local Library Service Aid (LLSA) final 10% payment from the State.

### **Personnel:**

No report

### **Professional Development/Meetings:**

2/10/2021: Directors Association Meeting

2/10/2021: Meeting with District Clerk for budget vote.

2/11/2021: Executive Committee meeting: Discuss forming ad hoc committee for new ANSER agreement and the amend DA protocols.

2/12/2021: Sullivan County Public Library Alliance (SUPLA) meeting.

2/23/2021: Advocacy Day meeting with Aileen Gunther: Laura spoke on behalf of WSPL.

2/24/2021: Continuing Education Committee meeting: Discussed CE survey for 2021; Current CE programs for staff and trustees (RCLS will email trustees notices of trainings).

2/24/2021: Advocacy Day meeting with Mike Martucci: Laura spoke on behalf of WSPL.

2/26/2021: WSPL Programmer/Manager meeting: Discussed social media schedule, MS365 migration, outreach to the first graders, and Bethelwoods Museum passes for patrons.

3/4/2021: MS365 Training: RCLS scheduled training throughout March for staff.



# Western Sullivan Public Library

**Programs:** [View newsletter](#) for information about programs in February.

New [WSPL podcast](#) was launched March 1<sup>st</sup> in collaboration with Act Underground Theatre Company. Start outdoor in-person programmer when it gets warmer.

**Strategic Plan Progress:**

Draft is on the libguide for review. Updated with the objective “To provide annual technology training to staff” which is a new requirement for meeting the Minimum Public Library Standards in New York State.

**Other:**

View the [RCLS calendar](#) at [www.rcls.org](http://www.rcls.org) for upcoming Trustee trainings.

The library opened at 11:30am on February 16<sup>th</sup>, closed early on February 22<sup>nd</sup> and closed on February 9<sup>th</sup>, 18<sup>th</sup>, and 19<sup>th</sup> due to the weather.

Branch Managers are working to send discarded books to Baker and Taylor through their new Sustainable Shelves program.

The library is working with John Erik of Studio Honeysuckle on a Sullivan Renaissance Mini Grant application for the gardens at the Delaware Free Branch. He also visited the *Art Peck Memorial Garden* with Alison Peck and agreed to maintain the garden for the library.



Western Sullivan Public Library

19 Center Street

Jeffersonville, NY 12748

February 22, 2021

**RE: Town of Tusten Proposal**

Dear Library Board Members,

Please consider the following proposal from the Town of Tusten which would result in the following benefits to the Tusten-Cochecton library:

- NO cost additional space in the Tusten-Cochecton branch
- Improved accessible parking
- Additional parking shared with the Town of Tusten
- NO cost maintenance of additional parking

**Background**

The Town of Tusten is in the final stages of upgrading our Comprehensive Plan. Our last adopted Comprehensive Plan was in 2007. As you are aware, a Comprehensive Plan serves as a blueprint for the future and is created with public input. The public has expressed dissatisfaction as to the available parking in our downtown area. Additionally, the plan recommends an improved, or new, Community Hall.

Separate from the Comprehensive Plan is the fact that the Town has recently purchased the parking lot on Main Street, formerly leased from Wayne Bank. Included in the purchase is the former bank building. Plans are underway to utilize this space efficiently.



## Proposal

The Town of Tusten recognizes the Board has fiscal responsibility to tax payers and we believe this proposal represents a fair exchange of property.

We wish to build a parking lot behind the Tusten-Cochecton branch on DeMauro Lane. This lot would be owned and maintained by the Town of Tusten and would include accessible parking for library patrons. Historically, this parcel was owned by the Town and gifted to the library. The library has not made formal use of the space and a new parking lot would better serve the needs of the community. The Town would assist your tenant, Tusten Heritage Community Garden, to identify a new location for its operation.

As an exchange for the property, the Town, since acquiring additional space, would find a new location for the Tusten Historical Society which occupies space in the Tusten-Cochecton branch. The library would no longer be responsible for the security of the materials in the Historical Society and coordination of visiting hours, etc. The space would become available for library use.

As suggested by Board President Chris Peacock, Ben Johnson, Supervisor and Jane Luchsinger, Deputy Supervisor will be in attendance of your March 8<sup>th</sup> Board meeting to answer any questions you may have regarding this proposal.

We thank you for your consideration.

Sincerely,

Jane Luchsinger

Cc Audra Everett, Director



# 2020 | YEAR IN REVIEW

## Highlights

Completion of construction project at the Delaware Free Branch.

Staff Continuing Education and Training topped 500 sessions.

Community Input Survey completed.

Online library card signup option added to the website.

### SERVICES ADDED IN RESPONSE TO COVID

- Curbside Pickup
- Virtual Programming
- Take-and-Make Kits
- Virtual Tech Help
- Expanded access to databases
- Fines Free during pandemic



### Curbside Pickups

1,158



### Library Computer Use



17,004

1,648

WiFi use



13,425

Library Visits

4,172



Registered Cardholders

33,798

Items checked out from the library

13,732

Digital items checked out or streamed

393

In-Person and Virtual Programs Offered

3,169

Reference Questions Answered

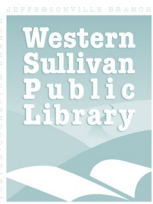
17,493

Visits to our Website

e-Newsletters and weekly e-mails sent



64



**Delaware Free Branch** • 45 Lower Main St, Callicoon, NY • 845-887-4040

**Jeffersonville Branch** • 19 Center St, Jeffersonville, NY • 845-482-4350

**Tusten-Cochecton Branch** • 198 Bridge St, Narrowsburg, NY • 845-252-3360

Online at [www.WSPLonline.org](http://www.WSPLonline.org) or @westernsullivan on



# 2021-2022 Library Budget Vote and Trustee Election

Wednesday, April 21, 2021

2:00—8:00pm at all branches

**Voter Registration:** Register at the District Clerk’s Office, 33 Schoolhouse Rd., Jeffersonville, 9:00am-3:00pm, by April 16, 2021. Go to [www.swcsd.org/Page/2685](http://www.swcsd.org/Page/2685) to see if you are registered and where to vote.

**Absentee Ballots:** Apply at the District Clerk’s Office at least 7 days before the vote if ballot is being mailed and one day before the vote if ballot is picked up.

**Budget Information Meeting:** April 12, 2021 at 5:00pm. Contact the library director at [wspldirector@rcls.org](mailto:wspldirector@rcls.org) for Zoom link.

## Proposed 2021-2022 WSPL Budget Summary

The library is committed to providing excellent service to our community. The 2021-2022 Proposed Budget reflects this commitment by allocating funding to maintain our buildings, collections, and programs, and slightly increasing the digital materials and marketing lines to meet the changing needs of our community. The state-mandated minimum wage increase and rising insurance costs have the most impact on the proposed budget.

Anticipated Expenditures	2020-2021	2021-2022
<b>Staffing Expenses</b>	\$529,829	\$561,849
<b>Insurance</b>	\$147,649	\$150,449
<b>Utilities</b>	\$34,350	\$31,100
<b>Library Supplies</b>	\$20,250	\$19,500
<b>Library Materials</b>	\$101,500	\$107,840
<b>Building Expenses</b>	\$62,500	\$45,000
<b>Equipment &amp; Fixtures</b>	\$9,500	\$9,500
<b>Programming</b>	\$17,000	\$13,000
<b>Misc. Operating Expenses</b> (Professional Services, Professional Development, Election & Budget Vote, Publicity, Volunteer Recognition)	\$55,900	\$55,100
<b>Total Expenditures</b>	<b>\$978,478</b>	<b>\$993,338</b>
Anticipated Revenues		
<b>Fines, Fees, and Interest</b>	\$8,050	\$4,700
<b>Registration Fees</b>	\$3,000	\$3,000
<b>Donations and Book Sales</b>	\$3,500	\$3,700
<b>Grants</b>	\$5,500	\$5,000
<b>PILOTs (Payment in Lieu of Taxes)</b>	\$24,000	\$24,000
<b>Total Revenue</b>	<b>\$44,050</b>	<b>\$40,400</b>
Proposed Tax Appropriation	\$934,428	\$952,938

### WSPL Board of Trustees

Chris Peacock, President  
 Amber Novikov, Vice-President  
 Marguerite Brown, Financial Officer  
 Linda Pomes, Secretary  
 Francis Cape  
 Evan Eisenberg  
 Kevin McDonough  
 Pamela Reinhardt  
 Barbara Winfield

### MISSION STATEMENT

The WSPL shall provide our communities with welcoming centers of information and discovery and provide our patrons with tools for lifelong learning, creativity and enrichment. We open our doors to every open mind.

### Library Director

Audra Everett

### Branch Managers

Kyoshin Lohr, Narrowsburg  
 Laura Moran, Callicoon  
 Jennifer Olsen, Jeffersonville

### Adult Services

Claudine Luchsinger

### Youth Services

Kristen Dasenbrock

### Multimedia Tech

Dale Blagrove

Thank you to our patrons, volunteers, and community members for your support and patronage this past year. We look forward to continue providing programs, services and materials to meet the needs of our district.

# Tusten Heritage Community Garden

## Narrowsburg NY

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POB 343 Narrowsburg, New York 12764

### **Report to Library Board March 8, 2021**

#### **New business:**

- The surrounding pollinator friendly gardens upkeep & embellishment are to be part of the 2021 Sullivan Renaissance community grant with Narrowsburg Beautification group.
- THCG will resume another season with many returning members with social distancing practices & guidelines. Therefore the workshop schedule is pending.

#### **THCG Board**

Anie Stanley – Chair & Treasurer - Smokey Belles

Juliette Hermant – Vice Chair & Secretary – Maison Bergogne

Clayton Lewis – Board member

#### **Committee Advisory Board**

Tannis Kowalchuk – Willow Wisp Farm

John Gorzynski – Gorzynski Ornerly Farm

Andrew Leslie Phillips – Hancock Permaculture Center

Ed Wesely – Butterfly Barn

Adrienne Picciano - Dirt Diva landscaping

Andrea Reynosa – Founder - SkyDog Projects

## Western Sullivan Public Library

### Monthly Stats for All Branches for February 2021

Feb Circulation	Callicoon	Jeffersonville	Narrowsburg
Adult Books	575	493	395
Young Adult Books	28	20	13
Children's Books	194	137	104
Audiobooks	31	21	16
DVDs	344	406	109
Other	24	61	0
<b>2021 Totals</b>	<b>1196</b>	<b>1138</b>	<b>637</b>
<b>2020 Totals</b>	<b>1841</b>	<b>1935</b>	<b>1139</b>

### Wireless usage per branch

	February 2020	February 2021	
Callicoon	1047	356	no reports 2/12-16
Jeffersonville	532	152	no reports 2/12-16
Narrowsburg	137	118	no reports 2/12-16
<b>Total</b>	<b>1716</b>	<b>626</b>	

### Computer Use

	February 2020	February 2021
Callicoon	155	26
Jeffersonville	127	46
Narrowsburg	82	29
<b>Total</b>	<b>364</b>	<b>101</b>

### Internet/Social Media

	February 2020	February 2021
Instagram Followers	n/a	982
Facebook Followers	696	813
Facebook Video View	21	320
Website users	716	752
Website sessions	1368	1485
Website page views	2229	2733
Monthly eNewsletter	sent to 126 subscribers	71 opens
Mailchimp weekly email blasts	2 emails sent to 1,236 subscribers	502 opens

### e-Circulation

Type	February 2020	February 2021
Callicoon e-content	267	205
Jeffersonville e-content	311	387
Narrowsburg e-content	201	212
Kanopy films	221	349
<b>Total</b>	<b>1000</b>	<b>1153</b>

### Curbside Pickup Appointments

Callicoon	2
Jeffersonville	1
Narrowsburg	40

### Patron Count at the Library

	Feb 2020	Feb 2021
Callicoon	1012	583
Jeffersonville	1135	460
Narrowsburg	908	384
<b>Total</b>	<b>3055</b>	<b>1427</b>

### Reference questions

	Feb 2020	Feb 2021
Callicoon	94	52
Jeffersonville	403	73
Narrowsburg	189	103
<b>Total</b>	<b>686</b>	<b>228</b>

Date	Virtual Program	Platform(s)	Target Audience	Attendance/ Views in 24 hours
All month	Home-School STEM Packet		Children	6
All month	Teen Craft Kit		Teen	10
2/3/2021	Virtual TTT: Zoom 2021 for All	Zoom	PCC	1
2/3/2021	Virtual Open Tech Support	Zoom	PCC	1
2/3/2021	Teen Hangout	Zoom	Teen	5
2/4/2021	Facebook Live Storytime	Facebook	Children	3
2/5/2021	Virtual TTT: Zoom 2021 for All	Zoom	PCC	0
2/5/2021	Virtual Open Tech Support	Zoom	PCC	1
Week of 2/7/2021	Dino Valentine Cards Take-and-Make		Children	18
2/8/2021	Virtual Open Tech Support	Zoom	PCC	0
2/8/2021	Virtual TTT: Love a Language with Rosetta-Ston	Zoom	PCC	1
2/8/2021	Facebook Live Book Read	Facebook	Children	2
2/8/2021	Virtual Stitch & Listen	Zoom	Adult	6
2/9/2021	Virtual Poetry Workshop	Zoom	Adult	2
2/10/2021	Virtual TTT: Love a Lannguage with Rosetta-Ston	Zoom	PCC	0
2/10/2021	Virtual Open Tech Support	Zoom	PCC	0
2/10/2021	Teen Hangout	Zoom	Teen	3
2/10/2021	Recorded Craft Lovers: Fabric Beads	Facebook	Adult	48 view in 24 hrs
2/11/2021	Virtual Intro to Drawing	Zoom	Adult	4
2/12/2021	Virtual TTT: Love a Language with Rosetta-Ston	Zoom	PCC	0
2/12/2021	Virtual Open Tech Support	Zoom	PCC	0
Week of 2/14/2021	Peanuts Pop-Up Take-and-Make		Children	17
2/15/2021	Virtual TTT: Family discovery with Ancestry.COM	Zoom	PCC	0
2/15/2021	Virtual Open Tech Support	Zoom	PCC	1

2/17/2021	Virtual TTT: Family discovery with Ancestry.COM	Zoom	PCC	1
2/17/2021	Teen Hangout	Zoom	Teen	2
2/17/2021	Virtual Open Tech Support	Zoom	PCC	2
2/18/2021	Zoom Storytime	Zoom	Children	0
2/19/2021	Virtual TTT: Family discovery with Ancestry.COM	Zoom	PCC	0
2/19/2021	Virtual Open Tech Support	Zoom	PCC	1
Week of 2/21/2021	Snowman Tic-Tac-Toe Take-and-Make		Children	12
2/22/2021	Virtual Open Tech Support	Zoom	PCC	0
2/22/2021	Virtual TTT: Great Movies With Kanopy	Zoom	PCC	1
2/24/2021	Teen Hangout	Zoom	Teen	1
2/24/2021	Virtual TTT: Great Movies With Kanopy	Zoom	PCC	1
2/24/2021	Virtual Open Tech Support	Zoom	PCC	1
2/24/2021	Virtual LGBTQ Book Club	Zoom	Adult	6
2/25/2021	Virtual Book Discussion Group	Zoom	Adult	5
2/26/2021	Virtual TTT: Great Movies With Kanopy	Zoom	PCC	0
2/26/2021	Virtual Open Tech Support	Zoom	PCC	1
2/26/2021	Recorded Craft Lovers: Macrame Feathers	Facebook	Adult	12 views in 24 hrs
Week of 2/28/2021	Dino Slap Bracelet Take-and-Make		Children	19