Western Sullivan Public Library

BOARD MEETING AGENDA
Regular Board Meeting
August 8, 2022
Jeffersonville Branch, 5:30pm

I. Call to Order
II. Pledge of Allegiance
III. Adoption of Agenda
IV. Public Comment Period
V. Approval of July 11, 2022 regular meeting minutes
VI. Financial Reports
    a. Treasurer's Report
    b. Monthly Financial Reports through August 7, 2022

    Payment of Bills through August 7, 2022
VII. Director's Report
VIII. New Business
    a. Insurance Policy Renewal
    b. NYS Library Construction Aid Application – Callicoon
    c. NYS Library Construction Aid Application – Jeffersonville
    d. Budget Transfers
    e. Budget Carryovers
    f. Open Meetings Law Updates
    g. RCLS IT/ILS Contracts
IX. Old Business
    a. Village of Jeffersonville Parking Lot
    b. Staff Conference Request
X. Committee Reports
    - Building
    - Personnel
    - Donations
    - Finance
    - By Laws
    - Nominating
    - FOL Liaison
    - Executive
    - Outreach
XI. Dates to Remember
    a. See monthly online newsletter
XII. Correspondence
XIII. Adjournment

Next Meeting: Monday, September 12, 2022 5:30pm, location Delaware Free

I. New Business
   a. Insurance Policy Renewal: Summary of renewal from Mike Preis
   b. NYS Library Construction Aid Application – Callicoon window restoration project
      i. RCLS Recommended Language for Assurances:
      The State Aid for Library Construction application and accompanying documents are to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Western Sullivan Public Library.
   c. NYS Library Construction Aid Application – Jeffersonville village parking lot repaving
      i. RCLS Recommended Language for Assurances:
      The State Aid for Library Construction application and accompanying documents are to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Western Sullivan Public Library.
   d. Budget Transfers: 2021-2022 budget transfers
   e. Budget Carryovers: Carryovers from 2021-2022 to 2022-2023
   f. Open Meetings Law Updates: Policy and procedures recommended by the bylaws committee
   g. RCLS IT/ILS Contracts: Review of RCLS change of ANSER contract broken out into ILS (Integrated Library System) and IT contracts

II. Old Business
   a. Village of Jeffersonville Parking Lot: Update
   b. Staff Conference Request: Update

Western Sullivan Public Library

Unapproved Minutes of the Board of Trustees Meeting
Delaware Free Branch

July 11, 2022

Members Present: Marge Brown, Francis Cape, Kevin McDonough (via Zoom), Chris Peacock, Linda Pomes (President), Pam Reinhardt, Barbara Winfield

Absent: Evan Eisenberg, Amber Novikov

Staff Present: Audra Everett, Director

Call to Order: At 5:31 p.m. the meeting was called to order by President Linda Pomes with the Pledge of Allegiance

Adoption of Agenda: On a motion by Pam Reinhardt seconded by Barbara Winfield, the agenda was unanimously approved.

Public Comment Period: None

Approval of June 13, 2022 Regular Meeting Minutes: On a motion by Barbara Winfield seconded by Marge Brown, the minutes of Regular June 13, 2022 Meeting was unanimously approved as amended.

Financial Reports:

a. On a Motion by Barbara Winfield seconded by Kevin McDonough, the Treasurer's Report was unanimously approved.
b. On a Motion by Pam Reinhardt seconded by Francis Cape, Payment of Bills through July 10, 2022 was unanimously approved.

Director's Report (see attached)

New Business:

a. On a Motion by Chris Peacock seconded by Kevin McDonough, the board unanimously approved reinstatement of Tammie Vargas as Library Clerk starting June 22, 2022 at $14.95 per hour.
b. On a Motion by Marge Brown seconded by Kevin McDonough, the board voted unanimously to increase the Mileage Rate for business travel to 62.5 cents per mile.

Old Business:

a. Village of Jeffersonville Parking Lot: no update.
b. Staff Conference Request: no update.

Adjournment:

On a motion made by Marge Brown seconded by Barbara Winfield, the board voted unanimously to adjourn the meeting at 6:10 p.m.

Western Sullivan Public Library

Next Meeting: Aug. 8, 2022, 5:30 p.m., Jeffersonville Branch

Chris Peacock
Secretary

Western Sullivan Public Library
Balance Sheet
As of June 30, 2023

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
200 · Operating Account - 8139	46,509.83
204 · Credit Card Transfer Acct- 7669	1,253.77
205 · WSPL IMM Acct - 1647	
Adelaide Schadt - Jeff Branch	10,000.00
205 · WSPL IMM Acct - 1647 - Other	343,994.51
Total 205 · WSPL IMM Acct - 1647	353,994.51
206 · Capital Fund - 8355	219,833.69
210 · Petty Cash	
Petty Cash-DEL	45.84
Petty Cash-JEF	46.37
Petty Cash-NAR	50.00
Total 210 · Petty Cash	142.21
Total Checking/Savings	621,734.01
Other Current Assets	
A391 · Due From Other Funds	3,224.38
Total Other Current Assets	3,224.38
Total Current Assets	624,958.39
Fixed Assets	
446 · Furn. & Fixtures	
Furn & Fixtures-DEL	150.00
Total 446 · Furn. & Fixtures	150.00
Total Fixed Assets	150.00
TOTAL ASSETS	**625,108.39**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
L-Accrued Liabilities	24,014.45
SUI Payable	1,207.59
607 · NYS & Local Retirement	392.34
608.2 · T AFLAC payable	-13.52
637 · Due to Retirement	11,404.00
Total Other Current Liabilities	37,004.86
Total Current Liabilities	37,004.86
Total Liabilities	37,004.86
Equity	
909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	279,426.77
Net Income	-84,525.07
Total Equity	588,103.53
TOTAL LIABILITIES & EQUITY	**625,108.39**

Western Sullivan Public Library
Check List by Date
July 9 through August 5, 2022

Type	Date	Num	Name	Memo	Split	Amount
Jul 9 - Aug 5, 22						
Check	7/20/22	18436	Narrowsburg Water & Sewer	Acct #100900	Sewer & Water-NAR	-322.12
Check	7/20/22	18437	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-32.17
Check	7/20/22	18438	NYS Unemployment Insurance	Employer Reg # 93-10135 8	90508.1 · SUI Employer	-436.18
Check	7/27/22	18439	NYSEG	1001-1281-077	Fuel & Electric-JEF	-379.74
Check	7/27/22	18440	NYSEG	1001-0704-798	Fuel & Electric-NAR	-436.43
Check	7/27/22	18441	AARP Medicare Rx Preferrred (PDP)	member ID 0140089751	90608 · Employee Health Insurance	-101.00
Check	7/27/22	eft24920150	NYS Employment Taxes	UI #9310135 8/Fed ID#14-1825007 2022 2nd qtr	90508.1 · SUI Employer	-1,203.13
Check	8/5/22	18443	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-870.02
Check	8/5/22	18444	Cash	Cash replenishment for NAR	Petty Cash-NAR	-7.14
Check	8/5/22	18445	Mike Preis, Inc.	Inv # 5592	Directors/Operators Policy	-1,128.00
Check	8/5/22	18446	American Electric, LLC	Invoice 4314	-SPLIT-	-425.00
Check	8/5/22	18447	Eileen Stelljes	3 programs 8.10.22	Children's Programs	-447.75
Check	8/5/22	18448	DMIS Corporation		Misc O&M-DEL	-425.00
Check	8/5/22	18449	Delaware Valley Farm & Garden	Acc. #100706	Equip - Other - DEL	-117.98
Check	8/5/22	18450	Alexa Simonelli (reimb)		Travel & Continuing Education	-34.16
Check	8/5/22	18451	Fox Ledge, Inc.	Account 005821	-SPLIT-	-51.30
Check	8/5/22	18452	Peck's Market	Acct 4394 & C966	-SPLIT-	-123.84
Check	8/5/22	18453	Pete's Market	cust #845	-SPLIT-	-29.43
Check	8/5/22	18454	eLot Electronics Recycling, Inc.	Invoice 66701	74106.8 · Operating Overhead Expenses	-321.04
Check	8/5/22	18455	RCLS General	invoice 31108,31109,31110	-SPLIT-	-5,867.56
Check	8/5/22	18456	RCLS General	invoice 30642	-SPLIT-	-1,563.38
Check	8/5/22	18457	OverDrive, Inc.	Cust ID 1052-1001	Digital Downloads - WSPL	-242.64
Check	8/5/22	18458	Kanopy LLC		Digital Downloads - WSPL	-702.00
Check	8/5/22	18459	Woodbury Public Library - Highland Mills		Fines & Fees-JEF	-31.00
Check	8/5/22	18460	Superfine Social		Travel & Continuing Education	-600.00
Check	8/5/22	18461	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-596.97
Check	8/5/22	18462	Brodart Co.	Account 311663	-SPLIT-	-503.65
Check	8/5/22	18463	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	8/5/22	18464	NYSEG	1001-3155-188	Fuel & Electric-DEL	-20.70
Check	8/5/22	18465	NYSEG	1003-8570-692	Fuel & Electric-DEL	-20.70
Check	8/5/22	18466	Sullivan County Democrat		Periodicals-NAR	-69.00

Western Sullivan Public Library
Check List by Date
July 9 through August 5, 2022

Check	8/5/22	18467	United Healthcare Insurance Company	Member ID 333329276-1	90608 · Employee Health Insurance	-267.50
Check	8/5/22	18468	Midwest Tape		-SPLIT-	-805.12
Check	8/5/22	18469	Baker & Taylor Books #510486		-SPLIT-	-4,224.23
Check	8/5/22	18470	Time Warner Cable - Spectrum	Account # 107605001	-SPLIT-	-459.90
Check	8/5/22	18471	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-6,290.66
Liability Check	7/15/22	18435	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-163.90
Liability Check	7/15/22	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-200.00
Liability Check	7/15/22	eft4123713	NYS Income Tax	141825007 6	606 · SWT Payable	-622.80
Liability Check	7/15/22	eft84860139	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,844.94
Liability Check	7/29/22	18442	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Liability Check	7/29/22	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-200.00
Liability Check	7/29/22	eft04425230	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,878.10
Liability Check	7/29/22	eft4167955	NYS Income Tax	141825007 6	606 · SWT Payable	-634.05
Paycheck	7/15/22	2022071501	Employee		-SPLIT-	-1,089.40
Paycheck	7/15/22	2022071502	Employee		-SPLIT-	-930.52
Paycheck	7/15/22	2022071503	Employee		-SPLIT-	-119.29
Paycheck	7/15/22	2022071504	Employee		-SPLIT-	-1,973.49
Paycheck	7/15/22	2022071505	Employee		-SPLIT-	-729.36
Paycheck	7/15/22	2022071506	Employee		-SPLIT-	-1,032.76
Paycheck	7/15/22	2022071507	Employee		-SPLIT-	-1,334.73
Paycheck	7/15/22	2022071508	Employee		-SPLIT-	-1,038.60
Paycheck	7/15/22	2022071509	Employee		-SPLIT-	-269.24
Paycheck	7/15/22	2022071510	Employee		-SPLIT-	-934.80
Paycheck	7/15/22	2022071511	Employee		-SPLIT-	-717.42
Paycheck	7/15/22	2022071512	Employee		-SPLIT-	-957.98
Paycheck	7/15/22	2022071513	Employee		-SPLIT-	-432.90
Paycheck	7/15/22	2022071514	Employee		-SPLIT-	-578.71
Paycheck	7/15/22	2022071515	Employee		-SPLIT-	-225.16
Paycheck	7/15/22	2022071516	Employee		-SPLIT-	-293.09
Paycheck	7/15/22	2022071517	Employee		-SPLIT-	-497.31
Paycheck	7/29/22	2022072901	Employee		-SPLIT-	-1,112.84
Paycheck	7/29/22	2022072902	Employee		-SPLIT-	-949.96
Paycheck	7/29/22	2022072903	Employee		-SPLIT-	-2,016.19

Western Sullivan Public Library
Check List by Date
July 9 through August 5, 2022

Paycheck	7/29/22	2022072904	Employee	-SPLIT-	-744.70
Paycheck	7/29/22	2022072905	Employee	-SPLIT-	-1,056.46
Paycheck	7/29/22	2022072906	Employee	-SPLIT-	-1,358.46
Paycheck	7/29/22	2022072907	Employee	-SPLIT-	-1,065.02
Paycheck	7/29/22	2022072908	Employee	-SPLIT-	-176.49
Paycheck	7/29/22	2022072909	Employee	-SPLIT-	-954.65
Paycheck	7/29/22	2022072910	Employee	-SPLIT-	-671.19
Paycheck	7/29/22	2022072911	Employee	-SPLIT-	-977.67
Paycheck	7/29/22	2022072912	Employee	-SPLIT-	-457.92
Paycheck	7/29/22	2022072913	Employee	-SPLIT-	-595.00
Paycheck	7/29/22	2022072914	Employee	-SPLIT-	-218.90
Paycheck	7/29/22	2022072915	Employee	-SPLIT-	-298.57
Paycheck	7/29/22	2022072916	Employee	-SPLIT-	-501.31

Jul 9 - Aug 5, 22 **Total -67,227.95**

Western Sullivan Public Library
Profit & Loss Budget vs. Actual

	Jul 1 - Aug 6, 22	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
2082 · Library Charges	462	398	64
2083 · Library Chgs-Registrations	1,509	1,194	315
2401 · Interest & Earnings	4	80	(76)
2655 · Sales, Other	246	10	236
2705 · Gifts & Donations	180	358	(178)
3003 · State Grants - Miscellanious	0	497	(497)
Total Income	2,401	2,537	(136)
Gross Profit	2,401	2,537	(136)
Expense			
74101 · Salaries	49,814	48,715	1,099
74101.7 · Special Projects	0	100	(100)
74102 · Equipment	118	746	(628)
74104.1 · Books	4,088	3,680	408
74104.2 · Serials	174	448	(274)
74104.3 · Videos	967	1,612	(645)
74104.4 · Digital Downloads	1,935	1,546	389
74104.6 · Databases & Software	413	905	(492)
74105.1 · Daily Operating Expenses	1,263	2,209	(946)
74105.2 · Repairs/Maint of F&F	0	100	(100)
74105.3 · Repairs/Maint of Lib Equip	0	100	(100)
74105.4 · Daily Maint & Repairs	425	1,293	(868)
74105.5 · Building Maintenance	0	3,481	(3,481)
74105.6 · Insurance Policies	1,128	3,145	(2,017)
74106.1 · Phone, Internet, Cable Services	460	801	(341)
74106.2 · ANSER	5,868	2,984	2,884
74106.4 · Fuel & Electric	1,109	1,989	(880)
74106.5 · Sewer & Water	322	547	(225)
74106.6 · Elevator Service	32	398	(366)
74106.7 · Cleaning Services	2,050	2,611	(561)
74106.8 · Operating Overhead Expenses	936	995	(59)
74107.1 · Professional Services	0	1,820	(1,820)
74107.2 · Grant Expenses	0	50	(50)
74107.3 · Programs and Events	2,573	1,194	1,379
74107.9 · Other Expenses	889	323	566
90000 · Payroll Expenses	12,363	17,921	(5,558)
Total Expense	86,927	99,713	(12,786)
Net Ordinary Income	(84,526)	(97,176)	12,650
Net Income	**(84,526)**	**(97,176)**	**12,650**

Western Sullivan Public Library
Treasurer's Report

Report for: August 8 (Month and Day) 2022 (Year)

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

Balance on hand as of:	June 30, 2022	$98,548.47	
Plus Deposits:			
Accounts Receivable	$2,377.90		
Transfers from IMM	$0.00		
Interest	$0.53		
Other	$0.00		
Total Deposits		$2,378.43	
Less Disbursments:			
Transfer to IMM	$0.00		
Operating Expenses	$83,241.54		
Total Disbursements		$83,241.54	
Balance on hand as of:	July 29, 2022		$17,685.36

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

Balance on hand as of:	June 30, 2022	$413,991.33	
Plus Deposits:			
Annual Tax Portion & PILOT	$0.00		
Interest	$3.18		
Other	$0.00		
Total Deposits		$3.18	
Less Disbursments:			
Transfers to Operating Fund	$0.00		
Transfer to Capital Fund	$0.00		
Total Disbursements		$0.00	
Balance on hand as of:	July 29, 2022		$413,994.51

Western Sullivan Public Library
Treasurer's Report

Report for: August 8 2022
Month and Day Year

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

Balance on hand as of:	June 30, 2022	$1,253.77	
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:	July 29, 2022		$1,253.77

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

Balance on hand as of:	June 30, 2022	$219,833.69	
Plus Deposits:			
Transfers from IMM	$0.00		
Interest	$0.00		
Other	$0.00		
Total Deposits		$0.00	
Less Disbursments:			
Transfers to Operating Fund	$0.00		
Total Disbursements	$0.00	$0.00	
Balance on hand as of:	July 29, 2022		$219,833.69

Account opened December 10, 2019

Western Sullivan Public Library

DIRECTOR'S REPORT

August 8, 2022

Building/Equipment:

Two ballasts were replaced at Callicoon with LED units in the hallway to the boiler room.

The elevator at Callicoon passed its annual inspection.

Finance:

Nothing to report

Personnel:

One candidate interviewed for the Library Assistant position. Applications are still being accepted.

Professional Development/Meetings:

7/15/22: WSPL Managers Meeting

7/20/22: RCLS IT Contract Information Session

7/27/22: Staff Training: Social Media Optimization with Superfine Social

7/29/22: RCLS Mandatory Construction Aid Workshop

8/1/22: RCLS Continuing Education Subcommittee Meeting

8/3/22: Staff Training: Social Media Strategizing with Superfine Social

8/4/22: Directors Association Executive Committee Meeting

Programs:

View newsletter

Strategic Plan Progress:

I will put together a progress report for next month.

Monthly Statistics:

Circulation stats and patron count are up at all the branches.

Other:

View the RCLS calendar at www.rcls.org for upcoming Trustee trainings.

Western Sullivan Public Library

Monthly Reports for All Branches for July 2022

June Circulation	Callicoon	Jeffersonville	Narrowsburg
Adult Books	669	793	614
Young Adult Books	48	26	21
Children's Books	542	523	233
Periodicals	6	39	5
Audiobooks	56	37	20
Museum Pass (Apr-Dec)	3	1	2
DVDs	390	603	151
Other	11	20	2
2022 Totals	**1725**	**2042**	**1048**
2021 Totals	1593	1908	1033

e-Circulation

Type	Jul 2021	Jul 2022
Callicoon e-content	392	356
Jeffersonville e-content	468	527
Narrowsburg e-content	224	249
Kanopy films (# of videos played)	472	511
Total	**1556**	**1643**

Curbside Pickup Appointments

Callicoon	0
Jeffersonville	0
Narrowsburg	9

Wireless usage per branch

	July 2021	July 2022
Callicoon	5279	6110
Jeffersonville	1763	1549
Narrowsburg	1875	3357
Total	**8917**	**11016**

Patron Count at the Library

	Jul 2021	Jul 2022
Callicoon	1171	1226
Jeffersonville	1154	1328
Narrowsburg	831	895
Total	**3156**	**3449**

Computer Use

	July 2021	July 2022
Callicoon	48	76
Jeffersonville	117	69
Narrowsburg	78	72
Total	**243**	**217**

Reference questions

	Jul 2021	Jul 2022
Callicoon	160	135
Jeffersonville	108	93
Narrowsburg	178	119
Total	**446**	**347**

Internet/Social Media	**July 2021**	**July 2022**
Instagram followers	1023	1087
Facebook followers	850	1121
Metaverse video views	365	19.6k
Website users	1117	2,303
Website sessions	1941	3449
Website page views	3269	5499
Podcast Downloads	1697	203
Monthly eNewsletter	sent to 312 subscribers	181 opens/ 18 clicks
Mailchimp weekly email blasts	4 emails sent to 1,328 subscribers	1,862 opens/ 119 clicks

Date	**Program**	**Platform(s)/ Type**	**Target Audience**	**Attendance/ Views in 24 hours**
7/6/2022	Hybrid Open Technical Support	In-person	Adult	2
7/6/2022	Office for the Aging at Narrowsburg	In-Person	Adult	4
7/8/2022	Hybrid Open Technical Support	In-person	Adult	2
7/11/2022	Hybrid Open Technical Support	In-person	Adult	6
7/11/2022	Narrowsburg Knitters	In-Person	Adult	10
7/12/2022	Hybrid Open Technical Support	In-person	Adult	1
7/13/2022	Hybrid Open Technical Support	In-person	Adult	2

7/13/2022	Office for the Aging at Callicoon	In-Person	Adult	2
7/13/2022	Beth Peck Memorial Garden Dedication	In-Person	Adult	25
7/15/2022	Hybrid Open Technical Support	In-person	Adult	2
7/15/2022	Craft Lovers	In-Person	Adult	2
7/15/2022	Delaware Free Watershed Readings: Open Mic	In-Person	Adult	6
7/18/2022	Hybrid Open Technical Support	In-person	Adult	3
7/18/2022	Narrowsburg Knitters	In-Person	Adult	6
7/19/2022	Hybrid Open Technical Support	In-person	Adult	3
7/19/2022	Office of the Aging at Jeffersonville	In-Person	Adult	2
7/20/2022	Hybrid Open Technical Support	In-person	Adult	4
7/20/2022	Cricut Meetup	In-Person	Adult	8
7/22/2022	Hybrid Open Technical Support	In-person	Adult	2
7/25/2022	Hybrid Open Technical Support	In-person	Adult	3
7/25/2022	Narrowsburg Knitters	In-Person	Adult	9
7/26/2022	Hybrid Open Technical Support	In-person	Adult	4
7/26/2022	The Silver Age in Sullivan County w/ John Conway	In-Person	Adult	21 in-person/4 zoom
7/27/2022	Hybrid Open Technical Support	In-person	Adult	3
7/28/2022	Book Club	Virtual	Adult	2

MIKE PREIS INC.
INSURANCE AGENCY

Prepared by:
David W. Bodenstein
dbodenstein@mikepreis.com
Tel: (845) 482-5510

2022 INSURANCE PROPOSAL

Western Sullivan Public Library

Property Coverage

Location	Coverage	Limit
19 Center St Jeffersonville	Building	$ 1,283,258
	Business Personal Property	$ 143,329
	Volumes	$ 625,000
198 Bridge St Narrowsburg	Building	$ 894,655
	Business Personal Property	$ 143,329
	Volumes	$ 625,000
45 Lower Main St Callicoon	Building	$ 1,490,964
	Business Personal Property	$ 143,329
	Volumes	$ 625,000

$2,500 All Peril Deductible applies

Business Income including Extra Expense: Actual Loss Sustained up to 12 Months

Electronics, Data & Processing Coverage – per loss

Type of Coverage	Limit
Hardware	$ 100,000
Data Media	$ 25,000
Extra Expense	$ 10,000

General Liability Coverage

Coverage Type	Limit
Aggregate	$2,000,000
Products & Completed Operations	$2,000,000
Personal & Advertising Injury	$1,000,000
Each Occurrence	$1,000,000
Hired & Non-owned Auto Liability	$1,000,000
Medical Payments	$ 5,000

Umbrella

Limit of Coverage	Retention Limit
$2,0000,000	$10,000

The Umbrella policy provides an extra $2,000,000 of liability coverage in addition to your underlying General Liability and Auto liability policies, giving you a total of $3,000,000 for any one covered claim.

Directors & Officers Liability

Coverage Type	Limit	Retention	Defense
Directors & Officers Liability	$1,000,000	$1,000	Outside the Limit
Employment Practices Liability	$1,000,000	$1,000	Outside the Limit
Fiduciary Liability	$1,000,000	$1,000	Inside the Limit

Coverage is on claims made basis and written with Mt Vernon Fire Insurance Co.

Premium Summary

Line of Business	2022-23 Utica	2021-22 Utica
Package Policy	$ 12,037	$ 11,350
HNOA Auto	$ 200	$ 200
Umbrella	$ 1,905	$ 1,732
Directors & Officers	$ 1,128	$ 1,128
Total	$ 15,270	$ 14,410

Additional Policies

Policy Type	Company	Expiration Date
Workers Compensation	Utica	1/1/2023
New York State Disability	Shelter Point	1/1/2023

2021-2022 Year End Transfers

	Expensed To Date	Approved Budget	Remaining Amount	Requested Change	Requested Budget	Remaining Amount after Change	Notes
74102 · Equipment	8,070	7,500	(570.00)	570.00	8,070.00	0.00	Technology upgrades
74104.5 · Databases & Software	6,357	6,100	(257.00)	257.00	6,357.00	0.00	Additional software due to COVID-19
74106.4 · Fuel & Electric	21,461	20,000	(1461.00)	1461.00	21,461.00	0.00	Global rise in fuel and electric costs
74106.5 · Elevator Service	4,574	4,000	(574.00)	574.00	4,574.00	0.00	Rise in contractural costs
74106.7 ·Cleaning Service	26,650	26,250	(400.00)	400.00	26,650.00	0.00	13 payments instead of 12 due to meeting schedule
900000 ·Payroll Expenses	222,149	219,763	(2386.00)	2386.00	222,149.00	0.00	Rise in Retirement and Disability contributions
74107.1 ·Professional Services	13,180	18,300	5120.00	(1399.00)	16,901.00	3,721.00	Didn't require as many services
74107.9 ·Other Services	3,101	7,350	4249.00	(4249.00)	3,101.00	0.00	Limited travel due to COVID-19, less election expenses
Total For Listed Categories	305,542.00	309,263.00	3,721.00	0.00	309,263.00	3,721.00	

Western Sullivan Public Library

Procedure

governing member and public attendance at trustee meetings

1. Members of the board of trustees are required to be physically present at any duly noticed meeting unless such member is unable to be physically present due to extraordinary circumstances (including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting).

2. Except in the case of executive sessions conducted pursuant to Section 105 of the Open Meetings Law, and consistent with the requirements of the Not-for-Profit Corporation Law, the trustees shall ensure that members of the public body can be heard, seen and identified while the meeting is being conducted, including but not limited to any motions, proposals, and resolutions, and any other matter formally discussed or voted upon.

3. Minutes of the board meetings involving videoconferencing shall include which, if any, members participated remotely, and shall be available to the public pursuant to Section 106 of the Open Meetings Law.

4. If videoconferencing is used to conduct a board of trustees meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, and where required documents and records will be posted or available, and shall identify the physical location for the meeting where the public can attend.

5. The board of trustees shall provide that each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the library's website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter, and such recordings shall be transcribed upon request.

6. If videoconferencing is used to conduct a meeting, the library shall provide the opportunity for members of the public to view such meeting via video and to participate in proceedings in real time via videoconference at such times as public comment or participation is authorized, and shall ensure that videoconferencing permits the same public participation or testimony as would be authorized for those attending in person.7. For so long as the board of trustees elects to utilize videoconferencing to conduct its meetings, the library shall maintain an official website, which is www.WSPLonline.org.

8. Consistent with the Library's mission to serve its community, the trustees' use of videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA).

SAMPLE notice of meeting to use videoconferencing

The board of trustees of the Western Sullivan Library will hold a meeting at

DAY

HOUR

at

[AT LEAST ONE] PHYSICAL LOCATION

Per the policy of the board, videoconferencing will be used to enable attendance of trustees and public access to the open meeting.

Western Sullivan Public Library

The public can view and/or participate in the meeting by [INSERT].

During Public Comment period, those attending via videoconference may engage in the same public participation or testimony as would be authorized for those attending in person.

Documents and records to be reviewed at that meeting will be posted at www.WSPLonline.org and available by request at the main office in Jeffersonville.

The meeting shall be recorded, and the recording shall be linked on the library's website www.wsplonline.org within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. The recording shall be transcribed upon request.

Consistent with the Library's mission to serve its community, the trustees' use of videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA). Questions regarding accommodations can be directed to the Library Director.

Western Sullivan Public Library

Resolution #_____

(Regarding rules about the location of equipment and personnel used to photograph, broadcast, webcast, or otherwise record a board meeting)

WHEREAS *the board of the Western Sullivan Public Library recognizes the requirement of the NY State Open Meetings Law to allow the public to photograph, broadcast, and webcast its open public meetings; and*

WHEREAS*, Section 103(2) of the Open Meetings Law allows public bodies to adopt rules about the location of equipment and personnel used to photograph broadcast webcast or otherwise record a public meeting;*

BE IT RESOLVED *that the board of trustees of the Western Sullivan Public Library adopts the attached rules per Section 103(2) of the Open Meetings Law; and*

BE IT FURTHER RESOLVED *that as required by law, such rules shall be posted at the location of each meeting and included in the agenda posted at least 24 hours in advance of the meeting so the public attending can have notice of and abide by such rules.*

Consistent with the requirements of the Open Meetings Law, attendees at open public meetings of the board of trustees are allowed to photograph, broadcast, webcast and otherwise record those portions of the meeting not in executive session.

To ensure such authorized activity does not disrupt the smooth and safe operation of a trustee meeting, and consistent with Section 103-a of the Open Meetings Law, the following "Rules" shall be posted at the location of each meeting and included on the posted agenda:

- *No extension cords or other potential tripping hazards may be set up;*
- *No flash photography or additional lighting may be used;*
- *No recording instrument shall be closer than three feet to a meeting participant, without that person's express consent;*
- *All equipment should be silent enough to not cause a disruption;*
- *Equipment must not block aisles or exits and may not impede the view of other attendees;*

The privilege to record in this manner at the library is limited to open meetings of the board.

When enforcing this rule with regards to the manner of recording, the Western Sullivan Public Library board of trustees shall ensure that the First Amendment of the United States Constitution and Article I, Section 8 of the New York Constitution are honored.

Western Sullivan Public Library

Resolution to authorize videoconferencing and adopt policies

WHEREAS on April 9th, 2022, the governor of the state of New York signed into effect chapter 59 of the laws of 2022, in part amending the Open Meetings Law to enable public bodies to meet, under certain circumstances, via videoconference; and

WHEREAS, the board of the Western Sullivan Public Library has duly considered the benefit of this law to its routine operations, and determined that meeting via videoconferencing per the Open Meetings Law will further the operations and mission of the library;

BE IT RESOLVED that consistent with its bylaws and Charter, the board of trustees hereby authorizes the use of videoconferencing for its meetings; and

BE IT FURTHER RESOLVED that the board of trustees hereby adopts the attached written procedure governing member and public attendance at trustee meetings, and confirms each element of that written procedure in this resolution; and

BE IT FURTHER RESOLVED that members of the board of trustees are required to be physically present at any duly noticed meeting unless such member is unable to be physically present due to extraordinary circumstances (including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting); and

BE IT FURTHER RESOLVED that except in the case of executive sessions conducted pursuant to Section 105 of the Open Meetings Law, and consistent with the requirements of the Not-for-Profit Corporation Law, the trustees shall ensure that members of the public body can be heard, seen and identified while the meeting is being conducted, including but not limited to any motions, proposals, and resolutions, and any other matter formally discussed or voted upon; and

BE IT FURTHER RESOLVED that the minutes of the meetings involving videoconferencing shall include which, if any, members participated remotely, these minutes being available to the public pursuant to Section 106 of the Open Meetings Law; and

BE IT FURTHER RESOLVED that if videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, and where required documents and records will be posted or available, and shall identify the physical location for the meeting where the public can attend; and

BE IT FURTHER RESOLVED that the board of trustees shall provide that each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the library's website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter, and such recordings shall be transcribed upon request; and

BE IT FURTHER RESOLVED that if videoconferencing is used to conduct a meeting, the library shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings in real time via videoconference at such times as public comment or participation is authorized, and shall ensure that videoconferencing permits the same public participation or testimony as would be authorized for those attending in person; and

BE IT FURTHER RESOLVED that for so long as the board of trustees elects to utilize videoconferencing to conduct its meetings, the library shall maintain an official website; and

BE IT FURTHER RESOLVED that, consistent with the library's mission to serve its community, the trustees' use of videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA).

Adopted this ___ day of _____, 2022.

Western Sullivan Public Library

Yay:

Nay:

Abstain:

Ramapo Catskill Library System
2023 Menu of IT Services
Appendix B
Year 1 of 5

RCLS requests confirmation of the level of IT Services to be provided by the System to the Supported Library. The Library's selection of the level of IT Services will enable pre-determination of costs and careful planning for any necessary preparation, procurement or training needed for 01/01/23 - 12/31/23. The Library must select their level of participation as a Fully Supported Library or Hybrid Library by October 1, 2022.

Fully Supported Library - Only RCLS manages the member library's IT infrastructure. Third-party vendors, such as HVAC, CCTV or VOIP are required to work with RCLS to securing the network. A Fully Supported Library may transition to a Hybrid Library once during the five-year term of the contract by giving at least six (6) months' notice.

Hybrid Library - member library uses IT services provided by RCLS but also uses its own IT service provider (in-house or external). A Hybrid Library may transition to a Fully Supported Library once during the five-year term of the contract by giving six (6) months' notice.

Western Sullivan Public Library
[Insert Library Name]

Hybrid Library
[Insert Fully Supported Library or Hybrid Library]

The Supported Library shall inform the System of its selection from the Menu of IT Services by October 1, 2022 for the initial year.

Hardware Support Services	Qty	Support	Repl. Cost	Total
Minimum Support	9	$ 1,750		$ 1,750
# of Supported PCs	**9**	640	187	7,443
# of Supported Laptops	**0**	640	210	-
# of Supported PCs Replaced in 2023	**1**		194	194
# of Supported Laptops Replaced in 2023	**0**		75	-
Barcode Scanner	**2**	15		30
Server	**0**	950		-
Receipt Printer	**5**	15		75
Networked Printer	**0**	25		-
WIFI Access Points	**8**	50		400
			Total Hardware Support	**$ 9,892**

Ramapo Catskill Library System
2023 Menu of IT Services

Software Support Services	Qty	Base Amt.	Client Cost	Total
Envisionware	0	$ 300	$ 7	$ -
Symphony Web Licenses	0		60	-
			Total Software Support	**$ -**

2023 Telecommunications Costs - private fiber network RCLS E-Rate Support will cover 2023 costs.	**$ -**

TOTAL 2023 MENU OF IT SERVICES SUPPORT Note: Does not include Library's own IT service provider costs.	**$ 9,892**

Notification of the selected services shall be sent to the System by October 1, 2022, for the initial year only, via **a)** a message from a board officer or library manager/director empowered to sign contracts for the Supported Library, OR **b)** a copy of board minutes showing the approved resolution confirming the amount; together with **c)** a marked and signed copy of the Menu of IT Services indicating selections sent via RCLS Delivery or USPS.

Library Name: Western Sullivan Public Library

Signature: _____

Print Name & Title: _____

Date: _____

Reduction of Services: In the event a Supported Library desires to reduce IT Services, it may do so for the next IT Service Year, but to ensure the fiscal stability of the Cooperative System, the amount may not be reduced by more than 50% of the financial value of the previous year.

Addition of Services: In the event a Supported Library desires to add IT Services during the IT Service Year, the Supported Library and the System IT team shall discuss the needed services and, if practicable within the operational and fiscal plans set for the IT Service Year, the Service will be added, and the annual cost prorated.

RCLS Use

Date Received: _____

Date Reviewed: _____

RCLS Reviewer Name: _____

Review Comments: _____

_____

Date Accepted by RCLS: _____

RCLS | RAMAPO CATSKILL LIBRARY SYSTEM

619 Route 17M, Middletown, NY 10940

INFORMATIONAL

Western Sullivan Public Library - Hybrid Supported

	Qty	Cost Per	Totals
SonicWall Firewall - TZ670 with 1 yr. of maint.	3	5,858.00	17,574.00
(Note: RCLS recommends a SonicWall Firewall for the Library's side of the network.)			
16 Port Managed Switch	3	279.99	839.97

Hardware Totals **$ 18,414**

These are RCLS estimated one-time costs to transition to Hybrid Support. Libraries choosing Hybrid Support are encouraged to consult with, and purchase equipment through, their own IT vendor.

RCLS Menu of IT Services Annual Cost	$	9,892
One-time Hardware Costs		18,414
RCLS Estimate for Hybrid Support	**$**	**28,306**
Add: Third Party IT Vendor Costs (Library to get quotes)		
Total IT Costs		

Please Note: There are 3 Firewalls and 3 switches, one for each building. The Library would be responsible for managing the firewalls, switches, PCs and laptops on the Library side of the networks. Once the Library decides to go Fully Supported or Hybrid Support, RCLS will develop individual costs for each branch.

Ramapo Catskill Library System
2023 Menu of IT Services
Appendix B
Year 1 of 5

RCLS requests confirmation of the level of IT Services to be provided by the System to the Supported Library. The Library's selection of the level of IT Services will enable pre-determination of costs and careful planning for any necessary preparation, procurement or training needed for 01/01/23 - 12/31/23. The Library must select their level of participation as a Fully Supported Library or Hybrid Library by October 1, 2022.

Fully Supported Library - Only RCLS manages the member library's IT infrastructure. Third-party vendors, such as HVAC, CCTV or VOIP are required to work with RCLS to securing the network. A Fully Supported Library may transition to a Hybrid Library once during the five-year term of the contract by giving at least six (6) months' notice.

Hybrid Library - member library uses IT services provided by RCLS but also uses its own IT service provider (in-house or external). A Hybrid Library may transition to a Fully Supported Library once during the five-year term of the contract by giving six (6) months' notice.

Western Sullivan Public Library - DEL
[Insert Library Name]

Fully Supported
[Insert Fully Supported Library or Hybrid Library]

The Supported Library shall inform the System of its selection from the Menu of IT Services by October 1, 2022 for the initial year.

Hardware Support Services	Qty	Support	Repl. Cost	Total
Minimum Support	7	$ 1,500		$ 1,500
# of Supported PCs	**7**	640	187	5,789
# of Supported Laptops	**0**	640	210	-
# of Supported PCs Replaced in 2023	**0**		194	-
# of Supported Laptops Replaced in 2023	**0**		75	-
Barcode Scanner	**1**	15		15
Server	**0**	950		-
Receipt Printer	**2**	15		30
Networked Printer	**2**	25		50
WIFI Access Points	**4**	50		200
			Total Hardware Support	**$ 7,584**

Ramapo Catskill Library System
2023 Menu of IT Services

Software Support Services	Qty	Base Amt.	Client Cost	Total
Envisionware	0	$ 300	$ 7	$ -
			Total Software Support	**$ -**

2023 Telecommunications Costs - private fiber network RCLS E-Rate Support will cover 2023 costs.	**$ -**

TOTAL 2023 MENU OF IT SERVICES SUPPORT	**$**	**7,584**

Notification of the selected services shall be sent to the System by October 1, 2022, for the initial year only, via **a)** a message from a board officer or library manager/director empowered to sign contracts for the Supported Library, OR **b)** a copy of board minutes showing the approved resolution confirming the amount; together with **c)** a marked and signed copy of the Menu of IT Services indicating selections sent via RCLS Delivery or USPS.

Library Name: Western Sullivan Public Library - DEL

Signature: _____

Print Name & Title: _____

Date: _____

Reduction of Services: In the event a Supported Library desires to reduce IT Services, it may do so for the next IT Service Year, but to ensure the fiscal stability of the IT infrastructure, the amount may not be reduced by more than 50% of the financial value of the previous year.

Addition of Services: In the event a Supported Library desires to add IT Services during the IT Service Year, the Supported Library and the System IT team shall discuss the needed services and, if practicable within the operational and fiscal plans set for the IT Service Year, the Service will be added, and the annual cost prorated.

RCLS Use

Date Received: _____

Date Reviewed: _____

RCLS Reviewer Name: _____

Review Comments: _____

_____

Date Accepted by RCLS: _____

RCLS | RAMAPO CATSKILL LIBRARY SYSTEM

619 Route 17M, Middletown, NY 10940

INFORMATIONAL

Western Sullivan Public Library DEL - Fully Supported

	Qty	Cost Per	Totals
PC (includes USB keyboard and USB mouse, does not include monitor)			
PC - Please indicate quantities: _____Staff ___4__Public	4	$ 893.94	$ 3,575.76
16 Port Managed Switch - to separate public from staff workstations.	1	279.99	279.99
Hardware Totals			**$ 3,856**

These are RCLS estimated one-time costs to transition to Fully Supported. Equipment must be purchased through RCLS. Equipment pricing subject to change as vendor pricing changes and availability is not guaranteed.

RCLS Menu of IT Services Annual Cost	$	7,584
One-time Hardware Costs		3,856
Fully Supported Costs	**$**	**11,440**

Please Note: The Menu of IT Services and one-time hardware costs have been revised per a phone conversation with Audra. Please reachout with any questions.

Ramapo Catskill Library System
2023 Menu of IT Services
Appendix B
Year 1 of 5

RCLS requests confirmation of the level of IT Services to be provided by the System to the Supported Library. The Library's selection of the level of IT Services will enable pre-determination of costs and careful planning for any necessary preparation, procurement or training needed for 01/01/23 - 12/31/23. The Library must select their level of participation as a Fully Supported Library or Hybrid Library by October 1, 2022.

Fully Supported Library - Only RCLS manages the member library's IT infrastructure. Third-party vendors, such as HVAC, CCTV or VOIP are required to work with RCLS to securing the network. A Fully Supported Library may transition to a Hybrid Library once during the five-year term of the contract by giving at least six (6) months' notice.

Hybrid Library - member library uses IT services provided by RCLS but also uses its own IT service provider (in-house or external). A Hybrid Library may transition to a Fully Supported Library once during the five-year term of the contract by giving six (6) months' notice.

Western Sullivan Public Library - JEF
[Insert Library Name]

Fully Supported
[Insert Fully Supported Library or Hybrid Library]

The Supported Library shall inform the System of its selection from the Menu of IT Services by October 1, 2022 for the initial year.

Hardware Support Services	Qty	Support	Repl. Cost	Total
Minimum Support	7	$ 1,500		$ 1,500
# of Supported PCs	6	640	187	4,962
# of Supported Laptops	1	640	210	850
# of Supported PCs Replaced in 2023	1		194	194
# of Supported Laptops Replaced in 2023	0		75	-
Barcode Scanner	2	15		30
Server	0	950		-
Receipt Printer	1	15		15
Networked Printer	1	25		25
WIFI Access Points	2	50		100
			Total Hardware Support	**$ 7,676**

Ramapo Catskill Library System
2023 Menu of IT Services

Software Support Services	Qty	Base Amt.	Client Cost	Total
Envisionware	0	$ 300	$ 7	$ -
			Total Software Support	**$ -**

2023 Telecommunications Costs - private fiber network RCLS E-Rate Support will cover 2023 costs.	**$ -**

TOTAL 2023 MENU OF IT SERVICES SUPPORT	**$**	**7,676**

Notification of the selected services shall be sent to the System by October 1, 2022, for the initial year only, via **a)** a message from a board officer or library manager/director empowered to sign contracts for the Supported Library, OR **b)** a copy of board minutes showing the approved resolution confirming the amount; together with **c)** a marked and signed copy of the Menu of IT Services indicating selections sent via RCLS Delivery or USPS.

Library Name: Western Sullivan Public Library - JEF

Signature: _____

Print Name & Title: _____

Date: _____

Reduction of Services: In the event a Supported Library desires to reduce IT Services, it may do so for the next IT Service Year, but to ensure the fiscal stability of the IT infrastructure, the amount may not be reduced by more than 50% of the financial value of the previous year.

Addition of Services: In the event a Supported Library desires to add IT Services during the IT Service Year, the Supported Library and the System IT team shall discuss the needed services and, if practicable within the operational and fiscal plans set for the IT Service Year, the Service will be added, and the annual cost prorated.

RCLS Use

Date Received: _____

Date Reviewed: _____

RCLS Reviewer Name: _____

Review Comments: _____

_____

Date Accepted by RCLS: _____

RCLS | RAMAPO CATSKILL LIBRARY SYSTEM

619 Route 17M, Middletown, NY 10940

INFORMATIONAL

Western Sullivan Public Library JEF - Fully Supported

	Qty	Cost Per	Totals
PC (includes USB keyboard and USB mouse, does not include monitor)			
PC - Please indicate quantities: __1___Staff ___3__Public	4	$ 893.94	$ 3,575.76
Laptop			
Laptop - Please indicate quantities: ___1__Staff _____Public	1	955.17	955.17
16 Port Managed Switch - to separate public from staff workstations.	1	279.99	279.99
Hardware Totals			**$ 4,811**

These are RCLS estimated one-time costs to transition to Fully Supported. Equipment must be purchased through RCLS. Equipment pricing subject to change as vendor pricing changes and availability is not guaranteed.

RCLS Menu of IT Services Annual Cost	$	7,584
One-time Hardware Costs		4,811
Fully Supported Costs	**$**	**12,395**

Please Note: The Menu of IT Services and one-time hardware costs have been revised per a phone conversation with Audra. Please reachout with any questions.

08/05/22: One laptop was added to the 2023 Menu of IT Services and the Qty of PC one-time purchases was revised from 3 to 4. Thank you Audra for catching these issues.

Ramapo Catskill Library System
2023 Menu of IT Services
Appendix B
Year 1 of 5

RCLS requests confirmation of the level of IT Services to be provided by the System to the Supported Library. The Library's selection of the level of IT Services will enable pre-determination of costs and careful planning for any necessary preparation, procurement or training needed for 01/01/23 - 12/31/23. The Library must select their level of participation as a Fully Supported Library or Hybrid Library by October 1, 2022.

Fully Supported Library - Only RCLS manages the member library's IT infrastructure. Third-party vendors, such as HVAC, CCTV or VOIP are required to work with RCLS to securing the network. A Fully Supported Library may transition to a Hybrid Library once during the five-year term of the contract by giving at least six (6) months' notice.

Hybrid Library - member library uses IT services provided by RCLS but also uses its own IT service provider (in-house or external). A Hybrid Library may transition to a Fully Supported Library once during the five-year term of the contract by giving six (6) months' notice.

Western Sullivan Public Library - NAR
[Insert Library Name]

Fully Supported
[Insert Fully Supported Library or Hybrid Library]

The Supported Library shall inform the System of its selection from the Menu of IT Services by October 1, 2022 for the initial year.

Hardware Support Services	Qty	Support	Repl. Cost	Total
Minimum Support	6	$ 1,500		$ 1,500
# of Supported PCs	**6**	640	187	4,962
# of Supported Laptops	**0**	640	210	-
# of Supported PCs Replaced in 2023	**0**		194	-
# of Supported Laptops Replaced in 2023	**0**		75	-
Barcode Scanner	**2**	15		30
Server	**0**	950		-
Receipt Printer	**2**	15		30
Networked Printer	**1**	25		25
WIFI Access Points	**2**	50		100
			Total Hardware Support	**$ 6,647**

Ramapo Catskill Library System
2023 Menu of IT Services

Software Support Services	Qty	Base Amt.	Client Cost	Total
Envisionware	0	$ 300	$ 7	$ -
			Total Software Support	**$ -**

2023 Telecommunications Costs - private fiber network RCLS E-Rate Support will cover 2023 costs.	**$ -**

TOTAL 2023 MENU OF IT SERVICES SUPPORT	**$**	**6,647**

Notification of the selected services shall be sent to the System by October 1, 2022, for the initial year only, via **a)** a message from a board officer or library manager/director empowered to sign contracts for the Supported Library, OR **b)** a copy of board minutes showing the approved resolution confirming the amount; together with **c)** a marked and signed copy of the Menu of IT Services indicating selections sent via RCLS Delivery or USPS.

Library Name: Western Sullivan Public Library - NAR

Signature: _____

Print Name & Title: _____

Date: _____

Reduction of Services: In the event a Supported Library desires to reduce IT Services, it may do so for the next IT Service Year, but to ensure the fiscal stability of the IT infrastructure, the amount may not be reduced by more than 50% of the financial value of the previous year.

Addition of Services: In the event a Supported Library desires to add IT Services during the IT Service Year, the Supported Library and the System IT team shall discuss the needed services and, if practicable within the operational and fiscal plans set for the IT Service Year, the Service will be added, and the annual cost prorated.

RCLS Use

Date Received: _____

Date Reviewed: _____

RCLS Reviewer Name: _____

Review Comments: _____

_____

Date Accepted by RCLS: _____

RCLS | RAMAPO CATSKILL LIBRARY SYSTEM

619 Route 17M, Middletown, NY 10940

INFORMATIONAL

Western Sullivan Public Library NAR - Fully Supported

	Qty	Cost Per	Totals
PC (includes USB keyboard and USB mouse, does not include monitor)			
PC - Please indicate quantities: _____Staff __3___Public	3	$ 893.94	$ 2,681.82
16 Port Managed Switch - to separate public from staff workstations.	1	279.99	279.99
Hardware Totals			**$ 2,962**

These are RCLS estimated one-time costs to transition to Fully Supported. Equipment must be purchased through RCLS. Equipment pricing subject to change as vendor pricing changes and availability is not guaranteed.

RCLS Menu of IT Services Annual Cost	$	7,584
One-time Hardware Costs		2,962
Fully Supported Costs	**$**	**10,546**

Please Note: The Menu of IT Services and one-time hardware costs have been revised per a phone conversation with Audra. Please reachout with any questions.