Western Sullivan Public Library

BOARD MEETING AGENDA (AMENDED)
Regular Board Meeting via Zoom
January 10, 2022 at 5:30PM

I. Call to Order
II. Pledge of Allegiance
III. Adoption of Agenda
IV. Public Comment Period
V. Approval of December 13, 2021 regular meeting minutes
VI. Financial Reports
    a. Treasurer's Report
    b. Monthly Financial Reports through January 9, 2022

    Payment of Bills through January 9, 2022
VII. Director's Report
    a. Strategic Plan Progress Report
    b. Update from Dale Blagrove
VIII. New Business
    a. Tax Cap Override
    b. Set Budget Vote and Information Session Dates
    c. Transfer funds to Capital Fund
    d. Salary Scales
    e. Mileage Rate
    f. Executive Session: Legal
IX. Old Business
    a. Reopening Plan
X. Committee Reports
    - Building
    - Personnel
    - Donations
    - Finance
    - By Laws
    - Nominating
    - FOL Liaison
    - Executive
    - Outreach
XI. Dates to Remember
    a. See monthly online newsletter
    b. Trustee Training Registration
XII. Correspondence
XIII. Adjournment

Next Meeting: Monday, February 14, 2022 5:30pm, via zoom

I. New Business
   a. Tax Cap Override: Resolution Language (#6, 2021-2022): *Whereas, the adoption of the 2022-2023 budget for the Western Sullivan Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Western Sullivan Public Library voted and approved to exceed the tax levy for 2022-2023 by at least the sixty percent of the Board of Trustees as required by state law on January 10, 2022.*
   b. Set Budget Vote and Information Session Dates: Budget Information Session: Set a date for the Budget Information Meeting that is no more than fourteen days nor less than seven days before the date of the annual meeting and election. Board meeting date in April is scheduled for April 11, 2022. Potential date for budget vote: April 20, 2022.
   c. Transfer funds to Capital Fund: Discuss amount to transfer into the capital fund for the upcoming construction projects at Callicoon and Jeffersonville.
   d. Salary Scales: See document on libguide for approval.
   e. Mileage Rate for 2022: IRS increased the mileage rate 2.5 cents to 58.5 cents per mile driven for business use.

II. Old Business
   a. Reopening Plan

Western Sullivan Public Library

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II. Old Business
   a. Reopening Plan

Western Sullivan Public Library

Unapproved Minutes of the Board of Trustees Meeting
Via Zoom

Dec. 13, 2021

Members Present: Marge Brown, Francis Cape, Kevin McDonough, Chris Peacock, Linda Pomes (President), Pam Reinhardt, Barbara Winfield
Absent: Evan Eisenberg, Amber Novikov

Staff Present: Audra Everett (Director)

Call to Order:
At 5:37 p.m. the meeting was called to order by President Linda Pomes with the Pledge of Allegiance.

Adoption of Agenda:
On a motion by Marge Brown seconded by Barbara Winfield, the agenda was approved by unanimous consent.

Public Comment Period:
None

Approval of Nov. 8, 2021 Meeting Minutes:
On a motion made by Pam Reinhardt seconded by Kevin McDonough, the amended minutes of the Regular Meeting was approved by unanimous consent.

On a motion by Pam Reinhardt seconded by Marge Brown, the amended minutes of the Oct. 12, 2021 Regular Meeting was approved by unanimous consent.

Financial Report:

a. On a Motion by Marge Brown seconded by Francis Cape, the Treasurer's Report was approved by unanimous consent.
b. On a Motion by Barbara Winfield seconded by Kevin McDonough, the Monthly Financial Reports through Dec. 12, 2021 were approved by unanimous consent.
c. On a Motion by Kevin McDonough seconded by Chris Peacock, the Payment of Bills through Dec. 12, 2021 was approved by unanimous consent.

Director's Report: (see attached)

New Business:

a. On a Motion by Chris Peacock seconded by Francis Cape, the 2022 Board Meeting Schedule was approved by unanimous consent.
b. On a Motion by Barbara Winfield seconded by Marge Brown, the amended 2022 Holiday Closings schedule was approved by unanimous consent.

Western Sullivan Public Library

c. On a Motion by Kevin McDonough seconded by Pam Reinhardt, payment of the Workers Compensation Insurance Renewal to Utica National Insurance Group was approved by unanimous consent.

Old Business:

a. Reopening Plan — No action.

Committee Reports

- **Building**
- **Personnel**
- **Donations**
- **Finance**
- **By Laws**
- **Nominating**
- **FOL Liaison**
- **Executive**

Adjournment:

On a motion made by Marge Brown seconded by Barbara Winfield, the meeting adjourned at 6:06 p.m. by unanimous consent.

Next Meeting: Monday January 10, 2021, 5:30 p.m. via Zoom.

Chris Peacock
Secretary

Western Sullivan Public Library
Treasurer's Report

Report for: January 10 (Month and Day) 2022 (Year)

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

Balance on hand as of:	November 30, 2021	$25,677.74	
Plus Deposits:			
Accounts Receivable	$3,475.83		
Transfers from IMM	$120,000.00		
Interest	$0.51		
Other	$0.00		
Total Deposits		$123,476.34	
Less Disbursments:			
Transfer to IMM	$0.00		
Operating Expenses	$87,162.47		
Total Disbursements		$87,162.47	
Balance on hand as of:	December 31, 2021		$61,991.61

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

Balance on hand as of:	November 30, 2021	$1,178,948.65	
Plus Deposits:			
Annual Tax Portion & PILOT	$0.00		
Interest	$8.61		
Other	$0.00		
Total Deposits		$8.61	
Less Disbursments:			
Transfers to Operating Fund	$120,000.00		
Transfer to Capital Fund	$0.00		
Total Disbursements		$120,000.00	
Balance on hand as of:	December 31, 2021		$1,058,957.26

Western Sullivan Public Library
Treasurer's Report

Report for: January 10 2022
Month and Day Year

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

Balance on hand as of:	November 30, 2021	$2,182.27	
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:	December 31, 2021		$2,182.27

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

Balance on hand as of:	November 30, 2021	$16,311.52	
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	$14,353.50	$14,353.50	
Balance on hand as of:	December 31, 2021		$1,958.02

Account opened December 10, 2019

Western Sullivan Public Library
Balance Sheet
As of June 30, 2022

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	
200 · Operating Account - 8139	33,925.13
210 · Petty Cash	
Petty Cash-DEL	46.37
Petty Cash-JEF	50.00
Petty Cash-NAR	50.00
Total 210 · Petty Cash	146.37
204 · Credit Card Transfer Acct- 7669	2,182.27
205 · WSPL IMM Acct - 1647	
Adelaide Schadt - Jeff Branch	10,000.00
205 · WSPL IMM Acct - 1647 - Other	1,048,957.26
Total 205 · WSPL IMM Acct - 1647	1,058,957.26
206 · Capital Fund - 8355	1,958.02
Total Checking/Savings	1,097,169.05
Other Current Assets	
A391 · Due From Other Funds	3,224.38
Total Other Current Assets	3,224.38
Total Current Assets	1,100,393.43
TOTAL ASSETS	**1,100,393.43**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
SUI Payable	1,207.59
637 · Due to Retirement	11,404.00
L-Accrued Liabilities	24,014.45
607 · NYS & Local Retirement	349.67
608.2 · T AFLAC payable	13.52
Total Other Current Liabilities	36,989.23
Total Current Liabilities	36,989.23
Total Liabilities	36,989.23
Equity	
909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	293,560.94
Net Income	376,641.43
Total Equity	1,063,404.20
TOTAL LIABILITIES & EQUITY	**1,100,393.43**

Western Sullivan Public Library
Check List by Date
December 12, 2021 through January 9, 2022

Type	Date	Num	Name	Memo	Split	Amount
Dec 12, '21 - Jan 9, 22						
Check	12/17/2021	18138	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-31.77
Check	12/27/2021	18139	Village of Jeffersonville		Sewer & Water-JEF	-80.66
Check	12/27/2021	18140	Cochecton Oil, Inc.	Account # 283-1	Fuel & Electric-NAR	-426.09
Check	12/27/2021	18141	Utica National Insurance Group	Acct #100918340	Workers' Comp	-3,377.00
Check	12/27/2021	18142	AARP Medicare Rx Preferrred (PDP)	member ID 0140089751	90608 · Employee Health Insurance	-101.00
Check	12/29/2021	18143	Fowler Oil Co., Inc.	Delivery Ticket # 30740	Fuel & Electric-DEL	-518.88
Check	12/29/2021	18144	NYSEG	1001-0704-798	Fuel & Electric-NAR	-308.06
Check	12/29/2021	18145	NYSEG	1001-1281-077	Fuel & Electric-JEF	-660.00
Check	12/29/2021	18146	ShelterPoint Life	Policy D571580	-SPLIT-	-2,614.61
Check	01/09/2022	18147	Cash	Cash replenishment for NAR	Petty Cash-NAR	-13.89
Check	01/09/2022	18148	Time Warner Cable - Spectrum	Account # 107605001	-SPLIT-	-459.90
Check	01/09/2022	18149	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-9,494.72
Check	01/09/2022	18150	Peck's Market	Acct 4394 & C966	Periodicals-JEF	-82.63
Check	01/09/2022	18151	Narrowsburg Water & Sewer	Acct #100900	Sewer & Water-NAR	-241.10
Check	01/09/2022	18152	Fox Ledge, Inc.	Account 005821	-SPLIT-	-54.29
Check	01/09/2022	18153	Ethelbert B Crawford Public Library		Fines & Fees-JEF	-25.00
Check	01/09/2022	18154	RCLS General	invoice 30315	-SPLIT-	-279.40
Check	01/09/2022	18155	Narrowsburg Chamber of Commerce	Member dues	Membership Dues	-150.00
Check	01/09/2022	18156	Kanopy LLC		Digital Downloads - WSPL	-751.00
Check	01/09/2022	18157	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	01/09/2022	18158	Christina Mace		Bookkeeper	-507.50
Check	01/09/2022	18159	NYSEG	1003-8570-692	Fuel & Electric-DEL	-15.86
Check	01/09/2022	18160	NYSEG	1001-3155-188	Fuel & Electric-DEL	-19.60
Check	01/09/2022	18161	Town of Delaware Callicoon Water District	Acct # CW258	Sewer & Water-DEL	-148.25
Check	01/09/2022	18162	Sullivan County Democrat		Periodicals-JEF	-69.00
Check	01/09/2022	18163	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-178.34
Check	01/09/2022	18164	Dirlam Bros. Lumber Co., Inc.	Customer TUS110	Misc O&M-NAR	-17.85
Check	01/09/2022	18165	D Man's Mowing & Maintenance	Inv. # 372191, #372191	-SPLIT-	-400.00
Check	01/09/2022	18166	Maryann Oumrim	1.23.22 Cookie Program	Children's Programs	-95.00
Check	01/09/2022	18167	AWE Learning	Invoice WSDFB21001-1	-SPLIT-	-999.00
Check	01/09/2022	18168	Springshare LLC	Service Code RR72	-SPLIT-	-764.00
Check	01/09/2022	18169	Town of Callicoon Tax Collector	SBL 105.-2-5	Misc O/M-JEF	-50.00

Western Sullivan Public Library
Check List by Date
December 12, 2021 through January 9, 2022

Check	01/09/2022	18170	Tusten Tax Collector	SBL 8.-1-11.2	Misc O&M-NAR	-50.00
Check	01/09/2022	18171	Town of Delaware Tax Collector	S-B-L 14.-5-54	-SPLIT-	-529.22
Check	01/09/2022	18172	United Healthcare Insurance Company	Member ID 333329276-1	90608 · Employee Health Insurance	-267.50
Check	01/09/2022	18173	Esselman Sewer & Drain Service		Bldg Repairs-JEF	-350.00
Check	01/09/2022	18174	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-664.02
Check	01/09/2022	18175	Midwest Tape		-SPLIT-	-667.19
Check	01/09/2022	18176	Baker & Taylor Books #510486		-SPLIT-	-3,431.81
Liability Check	12/17/2021	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-190.00
Liability Check	12/17/2021	eft3389744	NYS Income Tax	141825007 6	606 · SWT Payable	-635.00
Liability Check	12/17/2021	eft94609781	IRS USA Tax Payments	14-1825007	-SPLIT-	-4,048.80
Liability Check	12/31/2021	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-190.00
Liability Check	12/31/2021	eft3431244	NYS Income Tax	141825007 6	606 · SWT Payable	-635.00
Liability Check	12/31/2021	eft52398835	IRS USA Tax Payments	14-1825007	-SPLIT-	-4,048.86
Paycheck	12/17/2021	2021121701	Employee		-SPLIT-	-535.66
Paycheck	12/17/2021	2021121702	Employee		-SPLIT-	-1,209.67
Paycheck	12/17/2021	2021121703	Employee		-SPLIT-	-897.71
Paycheck	12/17/2021	2021121704	Employee		-SPLIT-	-111.16
Paycheck	12/17/2021	2021121705	Employee		-SPLIT-	-1,903.63
Paycheck	12/17/2021	2021121706	Employee		-SPLIT-	-666.13
Paycheck	12/17/2021	2021121707	Employee		-SPLIT-	-980.56
Paycheck	12/17/2021	2021121708	Employee		-SPLIT-	-991.61
Paycheck	12/17/2021	2021121709	Employee		-SPLIT-	-1,259.89
Paycheck	12/17/2021	2021121710	Employee		-SPLIT-	-1,004.11
Paycheck	12/17/2021	2021121711	Employee		-SPLIT-	-256.36
Paycheck	12/17/2021	2021121712	Employee		-SPLIT-	-904.68
Paycheck	12/17/2021	2021121713	Employee		-SPLIT-	-620.18
Paycheck	12/17/2021	2021121714	Employee		-SPLIT-	-924.94
Paycheck	12/17/2021	2021121715	Employee		-SPLIT-	-557.78
Paycheck	12/17/2021	2021121716	Employee		-SPLIT-	-117.22
Paycheck	12/17/2021	2021121717	Employee		-SPLIT-	-266.35
Paycheck	12/17/2021	2021121718	Employee		-SPLIT-	-475.62
Paycheck	12/31/2021	2021123101	Employee		-SPLIT-	-535.66
Paycheck	12/31/2021	2021123102	Employee		-SPLIT-	-1,209.67
Paycheck	12/31/2021	2021123103	Employee		-SPLIT-	-897.71

Western Sullivan Public Library
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December 12, 2021 through January 9, 2022

Paycheck	12/31/2021	2021123104	Employee		-SPLIT-	-111.16
Paycheck	12/31/2021	2021123105	Employee		-SPLIT-	-1,903.62
Paycheck	12/31/2021	2021123106	Employee		-SPLIT-	-666.12
Paycheck	12/31/2021	2021123107	Employee		-SPLIT-	-980.55
Paycheck	12/31/2021	2021123108	Employee		-SPLIT-	-991.61
Paycheck	12/31/2021	2021123109	Employee		-SPLIT-	-1,259.88
Paycheck	12/31/2021	2021123110	Employee		-SPLIT-	-1,004.09
Paycheck	12/31/2021	2021123111	Employee		-SPLIT-	-256.37
Paycheck	12/31/2021	2021123112	Employee		-SPLIT-	-904.69
Paycheck	12/31/2021	2021123113	Employee		-SPLIT-	-620.19
Paycheck	12/31/2021	2021123114	Employee		-SPLIT-	-924.95
Paycheck	12/31/2021	2021123115	Employee		-SPLIT-	-557.79
Paycheck	12/31/2021	2021123116	Employee		-SPLIT-	-117.23
Paycheck	12/31/2021	2021123117	Employee		-SPLIT-	-266.33
Paycheck	12/31/2021	2021123118	Employee		-SPLIT-	-475.61
Dec 12, '21 - Jan 9, 22						**-68,058.29**

Western Sullivan Public Library
Profit & Loss Budget vs. Actual

	Jul 1, '21 - Jan 10, 22	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
2082 · Library Charges	2,045	2,108	(63)
2083 · Library Chgs-Registrations	1,983	1,581	402
2401 · Interest & Earnings	36	369	(333)
2655 · Sales, Other	37	53	(16)
2705 · Gifts & Donations	5,379	1,897	3,482
2770 · Grants-Miscellanious	500	2,634	(2,134)
3003 · State Grants - Miscellanious	2,719	0	2,719
Total Income	12,699	8,642	4,057
Gross Profit	12,699	8,642	4,057
Expense			
74101 · Salaries	242,116	250,173	(8,057)
74101.7 · Special Projects	0	527	(527)
74102.2 · Equipment - Technology	278	2,898	(2,620)
74102.3 · Equipment - Other	1,913	1,055	858
74104.1 · Books	19,168	19,495	(327)
74104.2 · Serials	2,499	2,372	127
74104.3 · Videos	5,849	8,535	(2,686)
74104.4 · Digital Downloads	5,546	7,397	(1,851)
74104.6 · Databases & Software	4,250	3,214	1,036
74105.1 · Daily Operating Expenses	7,902	12,645	(4,743)
74105.2 · Repairs/Maint of F&F	0	526	(526)
74105.3 · Repairs/Maint of Lib Equip	0	526	(526)
74105.4 · Daily Maint & Repairs	7,788	6,849	939
74105.5 · Building Maintenance	0	9,484	(9,484)
74105.6 · Insurance Policies	11,607	11,444	163
74106.1 · Phone, Internet, Cable Services	3,219	4,004	(785)
74106.2 · ANSER	13,057	15,806	(2,749)
74106.4 · Fuel & Electric	7,387	10,538	(3,151)
74106.5 · Sewer & Water	1,482	1,854	(372)
74106.6 · Elevator Service	192	2,108	(1,916)
74106.7 · Cleaning Services	14,350	13,831	519
74107.1 · Professional Services	4,458	8,694	(4,236)
74107.2 · Grant Expenses	0	264	(264)
74107.3 · Programs and Events	4,375	6,323	(1,948)
74106.8 · Operating Overhead Expenses	2,196	5,259	(3,063)
74107.9 · Other Expenses	330	3,873	(3,543)
90000 · Payroll Expenses	145,012	138,499	6,513
Total Expense	504,974	548,193	(43,219)
Net Ordinary Income	(492,275)	(539,551)	47,276
Net Income	**(492,275)**	**(539,551)**	**47,276**

Western Sullivan Public Library

DIRECTOR'S REPORT

January 10, 2021

Building/Equipment:

Jeffersonville: Esselman Sewer and Drain cleaned out the sewer pipe. He said it froze again.

Finance:

Nothing to report.

Personnel:

Library Page Madison Watson will be leaving the library on January 22, 2022. We are in search of another page to fill the Jeffersonville evening and Saturday hours.

Professional Development/Meetings:

12/20/2021: WSPL Managers meeting

12/23/2021: WSPL Staff meeting to discuss 2022 goals

1/5/2022: Directors Association Executive Committee meeting

Programs:

View newsletter for information about programs in January.

Many of the programs this month are virtual and take-and-make.

Strategic Plan Progress:

See attached.

Other:

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

Closings and delays:

December 23, 2021: Closed at 3:00pm for a staff meeting followed by a virtual staff holiday party at 4:30pm.

December 27, 2021: Closed Narrowsburg at 5:00pm due to freezing rain.

January 7, 2022: Opening at noon due to snow.

ANNUAL UPDATES FROM MANAGERS AND PROGRAMMING TEAM

From Youth Services Coordinator Kristen Dasenbrock:

Programming Success during COVID

One of the main things I've learned during this year is to adapt. Each season of this pandemic seems to have its own flavor. Being able to watch and notice the trends has been crucial. Thus, observing our patrons' responses to what we're offering allowed me to create any changes that needed to be made in regard to programming.

In the Spring of 2021, we offered 2 virtual storytimes per month. One was on Facebook, the other was via zoom. For the Zoom Storytime we had 1 faithful family come to all of our sessions. For the Facebook Zoom the number of watches fluctuated from 8-10 live views to 1-2. (Totaling: 6 virtual Facebook Storytimes with 28 live views (more watched later) and 6 Zoom Storytimes with 12 total participants.)

In terms of passive programming – we offered 31 Take Home Kits for Children, sending 536 home; 6 Teen Craft Kits, sending home a total of 61; And 6 Home-School STEM Kits, sending home a total of 31.

When the weather warmed up enough, we added an in-person Storytime Stroll and Garden Club. The Storytime Stroll did not take off this spring, but our Children's Garden Club did very well. We had 5 in-person meet ups through the year with 26 total participants.

We held on strong with the Virtual Teen Hang Out – offering a weekly place for teens to connect. We met 23 times from January to June, with a total of 59 participation. We also added on a virtual AmongUs Video Game Challenge, which met 3 times in the spring and was able to reach the Tween audience for the first time – with a total of 10 tweens & 2 teens.

In the Summer of 2021, we worked with Page Turner Adventures to offer a more dynamic array of programming. We presented 5 videos a week for 6 weeks, each of a different topic – showtime, crafts, author talks, field trips, ect. As well as a take home kit to go with each week's craft. By the end of the summer, we had 54 video views and 9 Take Home Kits – sending out a total of 84!

Although we continued with Teen Hangouts over the summer, the teens were busy elsewhere. Unfortunately, there was also no participation during the in-person offerings either. However the 2 Virtual AmongUs programs had 10 participants in total with 2 Take Home AmongUs Craft kits going out. There was also a passive geocache program staged at all 3 branches. Of which we had 1 child take out.

After looking at the numbers over the summer, we felt like Take Home Kits were the way to go. The numbers of kits going out were much more successful than the number of folks watching the videos we're producing. So in the Fall of 2021, we focused mainly on passive programming. We produced 17 kits from September – December giving out a total of 134 (not including the end of the year grab bags!) Plus, our Storytime Stroll that was up for a few weeks and brought in 6 families.

We did 1 Storytime in the Park before it got cold and had 2 participants – it was really fun having a face-to-face program again! And recharged me a bit for the long winter ahead.

We only put out 2 Home-School STEM Packet this fall, so hopefully we can gather more interest again. We attempted to do an in-person Teen night but had no success. The craft kits, however, are continuing to go out like hotcakes. Of the 3 we put out this fall we sent out 31.

And the highlight of the year has been Dickens on the Delaware. We had 50 children grab one of our Color-In Cookie kits and 25 participate in the Storywalk!

All in all it has been quite the year. I guess the moral of the story is that you never really know. The programs I thought would be the most in demand fell flat and the ones I thought were a bit lame were the

biggest hits! Sometimes it simply has more to do with timing than anything else – the success of a program thus depends upon what's going on in that space or time with each individual family.

So I will continue to seek out what is working and discard what isn't, hoping to stay current and on top of what our community's children need.

From Adult Program Coordinator Claudine Luchsinger

Year End Summary

During 2021 the programming team has continued to adapt to the changes brought on by the global pandemic. They have continued to offer Virtual Programs via Zoom, Take & Make Craft Kits at each branch, and created Monthly Podcasts.

Some Adult Program highlights for 2021 have been "Take & Make Seed Starting Kits" the second "Virtual Garden Hopping" series, a couple of "Virtual Fishing on the Delaware River" programs, Virtual and Community Event- poetry programs with the Sullivan County Poet Laureate, and ongoing "Virtual Stitch & Listen with Fiber Nation" programs.

A Popular Tech Program has been "The Old Time Radio Podcast Series" in collaboration with The Act Underground Theatre Company.

Podcasting has been a popular programming and technology introduced with the launch of "The Old Time Radio Podcast Series" in collaboration with The Act Underground Theatre Company" and recent introduction of "WSPL Intersection's" developed and produced by staff.

From Branch Manager Laura Moran

DEL Strategic Plan Check-in for 2021-2022

COLLECTION DEVELOPMENT

1) **Developing policy with Managers and Director.**
    - Monthly meetings.
    - Policies Updated: Out of District, Equipment, Internet, Collection Development, Social Media
2) **Doing research on most recent trends and approaches. Gathering methods that might be a good fit with WSPL.**
    - Webinars: 15+ hrs. List available upon request.

    Articles and Guides

    - MUSTY and CREW approaches
    - Lenapeprograms.info
    - Best Audio Books—Slate.com, Libro, Audible, Audie Awards
    - Novelist, Library Journal, Bookpage

    Joined FB groups:

    - Collection Development Support, Library Think Tank, Library Management Group, Libraries and Librarians, NYLA PLS NY Public Libraries, Mindfulness for Librarians, Librarian Bulletin Boards and Displays

3) **Digging into BlueCloud to create and compare reports which may give us new insight into circulation.**
    - Current Check out Count by Age, User Library+ User Profile, Collection (Home Locations) helped to inform who is taking out books, to get a handle on our patrons vs ILL, and to see if each section is earning its shelf space.
    - Circulation for 6 months of All New items, sorted three ways helped to inform top 100 new items, trends in underperforming items, circ stats by when added. Color-coded top 100 to see where they fell within each sort.
    - Top Authors based on Lifetime Charges was used with other reports to compare results with our B & T Automatic list to see if Auto Authors have earned the right to be on that list. Underperforming authors became focus of intensive weeding and were removed from the Auto list. Well performing authors were added.
    - 9/2021= 206 authors 12/2021 = 172 authors 34 authors deleted 11 authors added
4) **Also, cleanup of "orphan" items in WF, so our circulation truly reflects what is happening in real time**.
    - Ongoing. LM printing out reports, Raina taking the reins on "housekeeping."
    - 650 errors found; over 500 corrected
5) **Considering DEL collection by type and focusing on weeding for relevance, timeliness, and condition. Replacing with similar and more up to date items when appropriate.**
    - Over 1600 items weeded
      Over 1400 items added
    - Added more books in 2021 than in 2020 and 2019.
    - GOAL: Areas to increase purchasing: Board books, Easy Readers, JPic, Sci Fi, Y Fic.
6) **Continuing the Sustainable Shelves program.**
    - More than 24 boxes shipped.
    - Pages developed system to handle flow.
7) **Paring down and shifting some locations to create more space for types that are driving circulation.**
    - Weeding is in snyc with Sustainable Shelves process and is continuous.
    - We were able to weed about 25% of Mysteries allowing shelving in the middle of the Mystery room to now house Audio books, giving that collection more room to grow. The DVD collection has expanded into the shelving that used to hold Audio Books.
    - Weeding JP Picture books is in progress, weeding first for condition and low circ. Diverse Bookfinder came back with 95% of our JPs not being diverse. Mindful acquisition of books balanced by our local demographics is currently guiding purchasing. Goal: 15% of our JPs are considered diverse. Increasing yearly.
    - A bigger shifting project for Non-Fic, Biog, and LP on the main floor will take place over the Winter. Goal is to give much more space to NEW books so we can do more face-outs, calling more attention to books in their most popular time.
8) **Gathering patron requests and purchasing.**
    - Over 30 patron requests honored.

PHYSICAL PLANT

1) **Assessment of physical spaces for orderliness, function, comfort, and aesthetics. The building has such history and beauty, design that reflects its character will draw more people into its charm for longer stays.**

- Difficult to assess visitation rate as Covid is still quite with us. Programs and Meetings are not happening in person. There is time limit on capacity and time.
- Since January 2021: new-used 2nd fl landing furniture with desk for Irma to use as a book processing station, organization of 1st fl vault, basement book selling vault, 2nd fl office closets/storage, and basement programming closet. JP bookshelves were examined for safety and re-affixed to the wall.
- In 2021, looking to soften the Community Room with economical yet appropriate furnishings. Scouring second hand and retro sources for rug, sofa, soft chairs, large homey table/chairs for teamwork.
    - Sofa and rug sitting area added.
    - Irma's Book Processing Nook and Desk has garnered attn. from visitors who seem to approve. "It feels like a movie set, like a scene could happen right here." "Oh! I haven't been in here so long, you've added a couch. It look so nice and comfortable"
- In 2021, installation of an "art rail" or "gallery rail" system in the community room so that future exhibitions will hang from the rail rather than from nails in the plastered wall. Nails cause damaging cracks and holes that are difficult to fill and paint every time a new exhibit goes up. The rail would be installed, then the wall re-plastered and painted cleanly.
    - Will happen in 2022. Splits took a long time to be serviced, thereby delaying wall refinishing. Also, other building issues, like leaks, are taking priority.
- Assessment of fluorescent light replacement by NTSEG.
    - Possibly 2022-23

2) **Maintaining outdoor gardens.**
    - **Sullivan Renaissance grant fund stunning gardens, which complement our curb appeal. Maintaining these and working with John Erik Kurkula to continually improve them is an on-going task that will support visitation, future funding and ecological education.**
        - DEL Free gardens were featured in photos in Sullivan Renaissance bulletins. I think the 2021 project will move us forward to the next level within the Sull Ren grant structure.
        - Design was accomplished. Side garden itself was bountiful. Front boxes were stunning.
        - Water garden in back needs to be revisited.

3) **Big Reno Projects:**
- Window replacement— to be funded via Construction Grant in Fall 2022.
- Powerwashing (?) and painting outdoor trim on the face of the building and pediment (? At the top where the date is…?) and back entrance metal railings.
- Roof and gutter gap fixed.

STAFF ENGAGEMENT

1) **On the 2021 self-evaluation form, staff were asked to name one specific goal from the strategic plan that resonated with them. This goal was then discussed and translated into a small task they could do every shift.**

- **Irma:** Part of arrival ritual to look at the programs board and become familiar with upcoming programs. Tell at least one patron each shift about programming. Point them to the bulletin board near the entrance for more info.
    - Irma has her routine which she follows steadfastly. Her best work is repairing books and covering, getting holds, reshelving, and reader's Advisory. We might support her knowledge of programming by displaying upcoming programs upstairs near her desk.
- **Lillian:** Each shift, reaching out to at least one patron that we have not heard from since the Pandemic. Also, referring patrons to our digital collections such as Libby and our programming bulletin board.
    - Lillian has been consistently referring patrons to Kanopy and Libby and occasionally reaching out to seldom seen patrons.
- **Connor:** Staying buoyant and available as patrons enter, prepared to assist and welcome. His energy makes a wonderful first impression.
    - In Dec, Connor had achieved his 6 mo permanent status.
    - He works hard each shift to neaten our shelves, labeling, and refreshing the books.
- **Alexa:** As a new staff member, becoming more familiar and therefore increasing efficiency and accuracy on the circulation system.
    - Alexa achieved her 3 mo status in Dec.
    - She has just recently written up her goals. Targets: 1 on 1 sessions for Soc Media with Dale and WF with Raina.
- **Raina:** Use her experience with Craft Lovers to explore new postings on Social Media.
    - More notably, Raina is expanding her supervisory skills**.** She is the Lead Trainer for WorkFlows at DF and will soon be in residence at all three branches. Her style is friendly, compassionate, consistent, clear, and fair. Her interactions with staff are exemplary. Good Gracious-- let us do all we can to keep her!
- **Laura:** collection weeding. Staff retention via attentiveness, purposeful tasks, checking in, celebrating successes, and being available as part of the team.

Webinar List:

- **RCLS/NICHE:** Weeding Fundamentals, Backstage Library Works—Authority Control and MARC Records, Linked in Learning—Courses Expand Pro Horizon, US Copyright Basics for Libs, Novelist Plus—Book Rec, Customer Service Workshop,
- **CLRC:** Trauma Informed Library work, Tools for Tense Situations
- **Metropolitan NY Lib Council:** Conversations of the Moment, Part 3: Moving From Conflict Toward Repair
- **WebJunction:** Training New Supervisors for Success, Weeding the Library Collection
- **Idaho Commission for Libraries:** Collection Development Basics, Ethics & Public Service
- **Overdrive:** How to train your community on Libby, Getting Started with Libby
- **Homeless Training Institute**: Customers without Masks—Simple Strategies…

From Branch Manager Jennifer Olsen

Branch Goal Update

We had a successful pop-up book sale this past Summer and are set to work with the Jeffersonville Farmers' Market this Spring. I didn't receive the donation of home-schooling books, possibly due to Covid, so I'm working with Kristen to order books that will work for our home-schooling parents. I'm working on finding the right fence cover now that the HVAC unit has been replaced. Looking on Amazon and seeing what would work best for us. The new HVAC units are much louder and using that outdoor space (the only space I really have), might not work for patron use. I'll put the bench and umbrella out again this Spring and see if they use the space. I find mostly patrons are using the front of the building as it's shaded, and the signal is a bit better out front, however I have no space out there to make it more comfortable for them.

Goals for the coming year:

Adding a "where did you hear about the library" was a great idea from Heather that was easily added to the online registration form and will be asked at the circulation desk. I will come up with a script of some kind to use when the patron comes into the library. We will track where people are hearing about the library in order to help tweak our outreach and marketing. Another goal to give a tour of the library when new people apply for library cards. We had our first card sign up and tour of building and will continue to acquaint new patrons with the building and services.

We are working on creating a suggestion box for books and other materials that patrons would like us to purchase. This will help improve making sure our collection is meeting our community's needs.

I'll be tracking the new books to see how often they go out and if they go out to our patrons or system patrons more, if I can pinpoint the authors our patrons want, then I can order 2 copies and have one stay here.

The staff will work on evaluating the non-fiction collection and making sure they are correctly cataloged so patrons can easily find what they are looking for.

From Branch Manager Kyoshin Lohr

Narrowsburg Branch Report from June 2021 through Dec 2021

BRANCH GOALS FOR 2020-2021

- The renovations of the downstairs area included the removal of the two large desk units and the louvered closet and restructuring of that space to make a seamless room comprising a new YA specific area. Shelving was installed to house the YA collection and new carpeting replaced the older one. Two new bean bag chairs were placed at one end of the YA area and we are waiting for a small table and chairs to arrive to place in the new room.
- The Community room was renovated and houses the new Podcast station for Patron's use, overstuffed comfortable reading chairs and tables for laptop usage. Artwork is responsibly displayed on the wall and lamps strategically placed so that, with the oriental rug in the middle of the floor, the room has a decidedly inviting and cozy atmosphere. It's a quiet space, well away from traffic and allows Patrons to work or read comfortably and privately when needed.
- All the YA materials were transferred to the new YA area from the main lobby upstairs. All DVDs and Audio books have been relocated to shelf space formerly held by the YA collection. The room has an open feel with comfortable chairs and table for the Patron's use. The large

display table remains and there are two smaller cloth covered tables to display each month's flyers and handouts.
The plan to have dedicated laptops for Rosetta Stone, Ancestry.com and Novelist for Patrons use at one long table as well as the 3-d printer did not materialize at this point.

- The two former study carrels have been restored; one for Patron's use and one serving as an office for the library manager.
- New signage throughout the library was created by local artist Brandi Merolla using our color scheme and make for ease in locating materials.
- Statistically, over a five month period from Jan 2021 through May 2021 the average monthly checkout of YA materials was 17.
- Over a six month period from June 2021 through Nov 2021 the average monthly checkout of YA materials was 36.
- This represents a 47 percent increase in YA materials physical checked out, during and since the renovations began. (from June through Nov 2021)
- I have provided Kristen and Claudine extra space in the lobby to display flyers and handouts for all three branches as they change each month, per my Branch Goals.

An additional goal was to get Patrons to realize that the library itself can be a community meeting space, for small and larger groups. However, as we still maintain social distancing and offer only limited in-house use for patrons, it is not possible to gauge if the renovations to the front lobby have made a quantifiable difference. While one or two Patrons will come in on a regular basis to sit and read in the lobby, there have been no requests for usage of the Community Room nor to have more than one person at a time meet in the common lobby.

BRANCH GOALS FOR 2021-2022

- Collection development inclusive of diversity audits and weeding.
- We have already begun this process based upon the webinar METRO Library Counsel and C.R.E.W Method of weeding library materials
- NAR has carefully weeded and submitted boxes to Baker & Taylor's Sustainable Shelves and put many discarded items on a shelf in the lobby for patrons to take.
- Over the winter and spring 2022 we anticipate completing the weeding of the adult collection as well as our DVD's and Audiobooks, based upon the guidelines of our collection development and with the aid of Blue Cloud Analytics but also on simple hand week and checking book records individually.
- From June through the end of 2022, we will weed the children and young adults sections.

The end result fully weeded shelves is to be able to offer our Patrons the most up-to-date authoritative books throughout the non-fiction sections and to carefully weed older or deceased fiction authors who are no longer fitting the criteria of circulation.

The quantifiable aspect of weeding a collection is also meant to increase circulation.

The Branch Goals for 2021-2022 will be expanded upon after discussion with the Director and the other Managers.

2021-2025 WSPL Long Range Strategic Plan Goals

2021 Progress Report

GOAL 1: Enhance marketing and public outreach.

OBJECTIVE	ACTION PLAN	TIMELINE	PROGRESS REPORT FOR 2021
Find new and innovative ways to reach all residents of our service area.	Create an Outreach Committee for the WSPL Board of Trustees.	Formed July 2021	Committee met October 8, 2021
	Develop a marketing plan that includes utilization of local assets, including radio stations, newspapers, and social media groups specific to our area.		Reviewing current distribution plan used by the library.
	Collaborate with schools, community organizations, and local businesses.	ongoing	
	Attend community events and meetings.	ongoing	Attended 7 community events and 6 chamber/JEMS meetings in 2021.
	Create a system for working with realtors to reach out to new home buyers and recent in-movers.	Jan/Feb 2022	Working with Dale on best way to reach out to new home owners.
	Engage all residents of the Sullivan West School District annually.		
Increase awareness of current services, programs and collections.	Create monthly promotional materials to hand out at the circulation desk and community events.		
Increase the number of card holders.	Establish a baseline goal by comparing the number of card holders per district's population to other RCLS member libraries.		
	Engage churches and community organizations to introduce the library and promote library card registration.		
	Reach out to first, fourth, middle school, and high school staff and develop ways to make sure every student has a current library card.		
	Develop a program that incentivizes residents to sign up for a library card.	Anticipated implementation Jan/Feb 2022	Julie came up with an incentive program that involves giving coupons out for various activities including signing up for a new library card. Working on the development of this program.
	Create a report to track the progress of library card registration.		

GOAL 2: Improve staff retention and development and create a system for demonstrating appreciation for staff performance.

OBJECTIVE	ACTION PLAN	TIMELINE	PROGRESS
To recognize staff achievement in a public and tangible fashion.	Develop a system to recognize staff innovation.		
	Recognize tenure milestones.	ongoing	
To provide annual technology training to staff.	Create a guide with links to relevant trainings staff can access online.	Nov 2021	Created a space on the staff libguide with all training resources and links in one place
	Encourage staff to attend workshops offered by RCLS, SENYLRC, and other library organizations.	ongoing	
	Create in-house training tools specific to staff positions.	Fall 2021	Working with managers to develop a cross training program.
	Track annual participation.	Dec 2021	Developed a microsoft form that staff members complete each time they finish a training. Results feed to an excel spreadsheet for easy tracking.

GOAL 3: Maintain and improve physical plant with an eye towards the near future when every patron has remote access to digital media.

OBJECTIVE	ACTION PLAN	TIMELINE	PROGRESS
Evaluate the usage of onsite computer/wireless services for trends.	Annually compare usage and create a report to guide future decisions.	ongoing	Dale implemented an authenication process so we can more accurately collect wifi stats. Computer usage is monitored daily and will be used to guide future replacement purchases.
Improvements to physical plant should reflect our role as a community-building institution and our duty to enhance libraries as a public space.	Align the projects on the five-year plan created by the building committee to reflect these needs.		
	Create accessible outdoor seating areas with a strong wifi signal.		Applied for a grant for external wifi access points for each of the branches.

GOAL 4: Continually reach out to the public to see what programming they need and desire.

OBJECTIVE	ACTION PLAN	TIMELINE	PROGRESS
Explore and optimize methods for patron feedback.	Evaluate current social media management and develop a system that covers both the day-to-day processes and periodic analytics.	ongoing	Dale is holding monthly meeting with the staff to go over social media analytics.
	Create short, quarterly surveys for distribution to current email list.		
	Evaluate current programming, including virtual programming, via a feedback form/short survey emailed to participants.	Winter 2021/22	With the new calendar system, LibCal, the library can automatically send a follow-up evaluation via email. Customizing forms to send out for different types of programs.
	Develop scripts for virtual programs requesting feedback		
	Create short surveys for social media posts and stories.		

GOAL 5: Enhance Patrons' Library Experience, Both In-Person and via Digital Access.

OBJECTIVE	ACTION PLAN	TIMELINE	PROGRESS
Develop a website that is easily accessible, welcoming and simple for staff to maintain.	Design and implement a new website.	Process began summer 2021 with anticipated update Spring 2022	In progress with ES11
	Include features that make the site more accessible, including interactive features like chat.		
Improve the physical collections to reflect patrons' needs and desires.	Update the library's collection development policy.	Nov 2021-Feb 2022	Managers and director made recommendations and updates to existing policy. Will be reviewed at the February board meeting.
	Create brief surveys to gather feedback from users.		This year, managers are going to have "suggestion boxes" at the branches for patrons to give feedback on what items they would like to see in the collection.
Engage new technologies for suitability at the library and provide training required for both staff and patrons to use it.	Create and update a Technology Plan that will be used to evaluate current technology at the library and potential additions of new technology.		
	Survey patrons to find out what technologies the library could provide for home use.		