



Western Sullivan Public Library

BOARD MEETING AGENDA

Regular Board Meeting
October 11, 2022
Jeffersonville Branch, 5:30pm

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Public Comment Period
- V. Approval of September 12, 2022 meeting minutes
- VI. Financial Reports
 - a. Treasurer's Report
 - b. Monthly Financial Reports through October 10, 2022Payment of Bills through October 10, 2022
- VII. Director's Report
- VIII. New Business
 - a. RCLS Budget
 - b. Payment for NAR Heating Upgrades
 - c. Budget Transfer for RCLS Full Support Equipment
 - d. Staff Resignation
 - e. Staff Appointment
 - f. Videoconferencing Discussion
- IX. Old Business
 - a. Jeffersonville Parking Lot Update
- 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, November 14, 2022 5:30pm, location tba



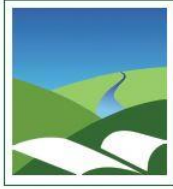
Western Sullivan Public Library

I. New Business

- a. RCLS Budget: Review the RCLS 2023 Budget and vote and complete the ballot provided by RCLS. Language on ballot reads: The Board of Trustees of the Western Sullivan Public Library on this day ____ of _____ 2022 approved a resolution to *accept or not to accept* the Ramapo Catskill Library System 2023 Budget, as presented.
- b. Payment for NAR Heating Upgrades: Approve the payment to DJS for \$9,008, which is ½ of the total amount as down payment, and the remainder totaling \$9,008 upon completion of the project.
- c. Budget Transfer for RCLS Full Support Equipment: One time transfer of \$11,887.25 from the unappropriated funds for purchase of equipment to transition the library to a Full Support Library with RCLS.
- d. Staff Resignation
- e. Staff Appointment
- f. Videoconferencing Discussion

II. Old Business

- a. Jeffersonville Parking Lot Update



Western Sullivan Public Library

Unapproved Minutes of the Board of Trustees Meeting Delaware Free Branch

Sept. 12, 2022

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

Staff Present: Audra Everett, Director; Christina Mace, Bookkeeper

Call to Order: At 5:34 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 Marge Brown, the agenda was unanimously approved.

Public Comment: None

Approval of Meetings Minutes:

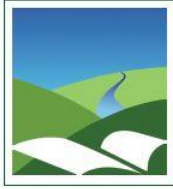
- a. On a Motion by Marge Brown seconded by Barbara Winfield, the minutes of July 11, 2022 Reorganization Meeting were approved as amended. Evan Eisenberg abstained.
- b. On a Motion by Kevin McDonough seconded by Pam Reinhardt the minutes of the August 8, 2022 Regular Meeting were unanimously approved.
- c. On a Motion by Marge Brown seconded by Barbara Winfield minutes of the August 16, 2022 Special Meeting were unanimously approved
- d. On a Motion by Evan Eisenberg seconded by Kevin McDonough the minutes of the August 26, 2022 Special Meeting were unanimously approved.

Financial Reports:

- a. On a Motion by Amber Novikov seconded by Barbara Winfield, the Treasurer's Report was unanimously approved.
- b. On a Motion by Kevin McDonough seconded by Amber Novikov, the Financial Reports through September 11, 2022 were unanimously approved.
- c. On a Motion by Marge Brown seconded by Evan Eisenberg, Payment of Bills through August 8, 2022 was unanimously approved.

New Business:

- a. On a Motion by Pam Reinhardt seconded by Barbara Winfield the board voted unanimously to accept the resignation of Library Page Connor Watson as of Aug. 13, 2022.
- b. Staff Appointments:
 - i. On a Motion by Kevin McDonough seconded by Marge Brown, the board voted unanimously to approve Makenzie Watson to part-time library page at \$14.00 per hour as of Aug. 30, 2022.



Western Sullivan Public Library

- ii. On a Motion by Amber Novikov seconded by Pam Reinhardt, the board voted unanimously to approve Susan Couture to temporary part-time library manager at \$20.14 per hour as of Sept. 3, 2022.
- iii. On a Motion by Kevin McDonough seconded by Barbara Winfield, the board voted unanimously to approve Leeann Bruetsch to part time library clerk at \$15.83 per hour as of Sept. 10, 2022.
- c. On a Resolution by Barbara Winfield seconded by Marge Brown, the board voted unanimously to accept the \$18,016 bid by DJS Plumbing for the Tusten-Cochecton Branch furnace.
- d. Jeffersonville Parking Lot
 - iv. On a Motion by Pam Reinhardt seconded by Kevin McDonough, the board unanimously voted to go to bid for Jeffersonville Branch parking lot.
 - v. On a Motion by Kevin McDonough seconded by Barbara Winfield, the board unanimously voted to open bids for the Jeffersonville Branch parking lot Oct. 5, 2022 at 5 p.m.
- e. RCLS IT and Integrated Library System Contracts
 - i. On a Motion by Amber Novikov seconded by Evan Eisenberg the board voted unanimously to approve the RCLS Full Support IT contract.
 - ii. On a Motion by Kevin McDonough seconded by Pam Reinhardt the board voted unanimously to approve RCLS Integrated Library System contract.

Adjournment:

On a Motion made by Marge Brown seconded by Amber Novikov, the board voted unanimously to adjourn the meeting at 6:11 p.m.

Chris Peacock
Secretary

Western Sullivan Public Library

Balance Sheet

As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
200 · Operating Account - 8139	15,408.29
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	<u>206,000.01</u>
Total 205 · WSPL IMM Acct - 1647	216,000.01
206 · Capital Fund - 8355	237,833.69
210 · Petty Cash	
Petty Cash-DEL	50.00
Petty Cash-JEF	50.00
Petty Cash-NAR	50.00
Total 210 · Petty Cash	<u>150.00</u>
Total Checking/Savings	470,645.76
Other Current Assets	
A391 · Due From Other Funds	3,224.38
Total Other Current Assets	<u>3,224.38</u>
Total Current Assets	473,870.14
Fixed Assets	
446 · Furn. & Fixtures	
Furn & Fixtures-DEL	150.00
Total 446 · Furn. & Fixtures	<u>150.00</u>
Total Fixed Assets	150.00
TOTAL ASSETS	<u><u>474,020.14</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
L-Accrued Liabilities	24,014.45
SUI Payable	1,207.59
607 · NYS & Local Retirement	-78.11
608.2 · T AFLAC payable	-13.52
637 · Due to Retirement	11,404.00
Total Other Current Liabilities	<u>36,534.41</u>
Total Current Liabilities	<u>36,534.41</u>
Total Liabilities	36,534.41
Equity	
909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	279,426.77
Net Income	-235,142.87
Total Equity	<u>437,485.73</u>
TOTAL LIABILITIES & EQUITY	<u><u>474,020.14</u></u>

Western Sullivan Public Library
Check List by Date
 September 11 through October 10, 2022

Type	Date	Num	Name	Memo	Split	Amount
Sep 11 - Oct 10, 22						
Check	09/21/2022	18511	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-32.66
Check	09/21/2022	18512	Village of Jeffersonville	Acct 00349	Sewer & Water-JEF	-81.66
Check	09/28/2022	18514	NYSEG	1001-0704-798	Fuel & Electric-NAR	-422.39
Check	09/28/2022	18515	NYSEG	1001-1281-077	Fuel & Electric-JEF	-376.95
Check	10/10/2022	18517	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-1,536.57
Check	10/10/2022	18518	Cash	Cash replenishment for NAR	Petty Cash-NAR	-7.27
Check	10/10/2022	18519	Cash	Cash replenishment for JEF	Petty Cash-JEF	-26.95
Check	10/10/2022	18520	Pete's Market	cust #845	Adult Programs	-14.84
Check	10/10/2022	18521	Fowler Oil Co., Inc.	Delivery Ticket # 31879	Fuel & Electric-DEL	-6.90
Check	10/10/2022	18522	The River Reporter	1440 9/30/2022	Periodicals-DEL	-52.00
Check	10/10/2022	18523	Liberty Press	Inv # 64703	-SPLIT-	-87.00
Check	10/10/2022	18524	Narrowsburg Water & Sewer	Acct #100900	Sewer & Water-NAR	-297.25
Check	10/10/2022	18525	Town of Delaware Callicoon Water District	SBL 14-5-54 Acct # 0258	Sewer & Water-DEL	-150.48
Check	10/10/2022	18526	Peck's Market	Acct 4394 & C966	-SPLIT-	-84.00
Check	10/10/2022	18527	NYSEG	VOID: 1001-3155-188	Fuel & Electric-DEL	0.00
Check	10/10/2022	18528	NYSEG	1003-8570-692	Fuel & Electric-DEL	-20.70
Check	10/10/2022	18529	Sullivan County Democrat	AD ID 105772	Advertising	-63.08
Check	10/10/2022	18530	Kanopy LLC		Digital Downloads - WSPL	-580.00
Check	10/10/2022	18531	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	10/10/2022	18532	Fox Ledge, Inc.	Account 005821	-SPLIT-	-25.40
Check	10/10/2022	18533	GOVCONNECTION, INC.	Order # 61766149	Equip - Tech - DEL	-125.43
Check	10/10/2022	18534	RCLS General	invoice 31216, 31217, 31218	-SPLIT-	-5,867.56
Check	10/10/2022	18535	United Healthcare Insurance Company	Member ID 333329276-1	90608 · Employee Health Insurance	-267.50
Check	10/10/2022	18536	Brodart Co.	Account 311663	-SPLIT-	-209.26
Check	10/10/2022	18537	Demco, Inc	Inv # 7180838	-SPLIT-	-109.40
Check	10/10/2022	18538	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-569.14
Check	10/10/2022	18539	Keara Drew		Books-DEL	-14.39
Check	10/10/2022	18540	Christina Mace		Bookkeeper	-490.00
Check	10/10/2022	18541	ProQuest LLC	Renewal Number US10048734	Databases (Elec Material)	-2,472.12
Check	10/10/2022	18542	Midwest Tape		-SPLIT-	-1,105.00
Check	10/10/2022	18543	Baker & Taylor Books #510486		-SPLIT-	-2,659.13
Check	10/10/2022	18544	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-8,723.75

Western Sullivan Public Library Check List by Date

September 11 through October 10, 2022

Check	10/10/2022	18545	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90
Check	10/10/2022	18546	NYSEG	1001-3155-188	Fuel & Electric-DEL	-115.78
Liability Check	09/23/2022	18513	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Liability Check	09/23/2022	eft 4364565	NYS Income Tax	141825007 6	606 · SWT Payable	-559.52
Liability Check	09/23/2022	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-200.00
Liability Check	09/23/2022	eft33932622	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,544.44
Liability Check	10/03/2022	eft ers	NYS & Local Retirement System	51404	607 · NYS & Local Retirement	-484.93
Liability Check	10/07/2022	18516	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Liability Check	10/07/2022	eft ddd	Direct Deposit Split		611 · DD for savings/c'king	-200.00
Liability Check	10/07/2022	eft4402850	NYS Income Tax	141825007 6	606 · SWT Payable	-585.14
Liability Check	10/07/2022	eft93333188	IRS USA Tax Payments	14-1825007	-SPLIT-	-3,689.34
Paycheck	09/23/2022	2022092301	Employee		-SPLIT-	-1,112.85
Paycheck	09/23/2022	2022092302	Employee		-SPLIT-	-949.94
Paycheck	09/23/2022	2022092303	Employee		-SPLIT-	-238.53
Paycheck	09/23/2022	2022092304	Employee		-SPLIT-	-139.49
Paycheck	09/23/2022	2022092305	Employee		-SPLIT-	-2,016.20
Paycheck	09/23/2022	2022092306	Employee		-SPLIT-	-757.45
Paycheck	09/23/2022	2022092307	Employee		-SPLIT-	-1,056.45
Paycheck	09/23/2022	2022092308	Employee		-SPLIT-	-1,065.02
Paycheck	09/23/2022	2022092309	Employee		-SPLIT-	-271.50
Paycheck	09/23/2022	2022092310	Employee		-SPLIT-	-954.63
Paycheck	09/23/2022	2022092311	Employee		-SPLIT-	-683.53
Paycheck	09/23/2022	2022092312	Employee		-SPLIT-	-977.66
Paycheck	09/23/2022	2022092313	Employee		-SPLIT-	-457.92
Paycheck	09/23/2022	2022092314	Employee		-SPLIT-	-594.98
Paycheck	09/23/2022	2022092315	Employee		-SPLIT-	-112.58
Paycheck	09/23/2022	2022092316	Employee		-SPLIT-	-298.57
Paycheck	09/23/2022	2022092317	Employee		-SPLIT-	-501.32
Paycheck	10/07/2022	2022100701	Employee		-SPLIT-	-1,112.84
Paycheck	10/07/2022	2022100702	Employee		-SPLIT-	-949.96
Paycheck	10/07/2022	2022100703	Employee		-SPLIT-	-497.86
Paycheck	10/07/2022	2022100704	Employee		-SPLIT-	-278.99
Paycheck	10/07/2022	2022100705	Employee		-SPLIT-	-2,016.18
Paycheck	10/07/2022	2022100706	Employee		-SPLIT-	-899.53

Oct 10, 2022

Western Sullivan Public Library
Check List by Date
September 11 through October 10, 2022

Paycheck	10/07/2022	2022100707	Employee	-SPLIT-	-1,056.45
Paycheck	10/07/2022	2022100708	Employee	-SPLIT-	-1,065.02
Paycheck	10/07/2022	2022100709	Employee	-SPLIT-	-271.52
Paycheck	10/07/2022	2022100710	Employee	-SPLIT-	-954.63
Paycheck	10/07/2022	2022100711	Employee	-SPLIT-	-725.01
Paycheck	10/07/2022	2022100712	Employee	-SPLIT-	-977.67
Paycheck	10/07/2022	2022100713	Employee	-SPLIT-	-457.93
Paycheck	10/07/2022	2022100714	Employee	-SPLIT-	-595.00
Paycheck	10/07/2022	2022100715	Employee	-SPLIT-	-125.09
Paycheck	10/07/2022	2022100716	Employee	-SPLIT-	-298.56
Paycheck	10/07/2022	2022100717	Employee	-SPLIT-	-501.31

Sep 11 - Oct 10, 22

Total: -63,675.26

Western Sullivan Public Library Profit & Loss Budget vs. Actual

	Jul 1 - Oct 10, 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2082 · Library Charges	1,253	1,108	145
2083 · Library Chgs-Registrations	1,804	2,000	(196)
2401 · Interest & Earnings	10	222	(212)
2655 · Sales, Other	255	28	227
2705 · Gifts & Donations	480	997	(517)
3003 · State Grants - Miscellaneous	2,710	1,384	1,326
Total Income	6,512	5,739	773
Gross Profit	6,512	5,739	773
Expense			
74101 · Salaries	132,509	135,615	(3,106)
74101.7 · Special Projects	0	277	(277)
74102 · Equipment	347	2,077	(1,730)
74104.1 · Books	9,797	10,245	(448)
74104.2 · Serials	1,020	1,246	(226)
74104.3 · Videos	3,288	4,486	(1,198)
74104.4 · Digital Downloads	3,369	4,303	(934)
74104.6 · Databases & Software	3,330	2,520	810
74105.1 · Daily Operating Expenses	2,798	6,147	(3,349)
74105.2 · Repairs/Maint of F&F	0	277	(277)
74105.3 · Repairs/Maint of Lib Equip	0	277	(277)
74105.4 · Daily Maint & Repairs	1,608	3,599	(1,991)
74105.5 · Building Maintenance	0	9,691	(9,691)
74105.6 · Insurance Policies	15,270	16,251	(981)
74106.1 · Phone, Internet, Cable Services	1,380	2,229	(849)
74106.2 · ANSER	11,735	8,306	3,429
74106.4 · Fuel & Electric	3,783	5,538	(1,755)
74106.5 · Sewer & Water	852	1,523	(671)
74106.6 · Elevator Service	98	1,108	(1,010)
74106.7 · Cleaning Services	6,150	7,268	(1,118)
74106.8 · Operating Overhead Expenses	1,297	2,769	(1,472)
74107.1 · Professional Services	1,833	5,067	(3,234)
74107.2 · Grant Expenses	0	139	(139)
74107.3 · Programs and Events	3,177	3,323	(146)
74107.9 · Other Expenses	889	900	(11)
90000 · Payroll Expenses	37,127	49,887	(12,760)
Total Expense	241,657	285,068	(43,411)
Net Ordinary Income	(235,145)	(279,329)	44,184
Net Income	(235,145)	(279,329)	44,184



DIRECTOR'S REPORT

October 11, 2022

Building/Equipment:

The replacement part for the Jeffersonville HVAC in the attic is no longer manufactured. We will need to order equipment this fall for the transition to become fully supported via RCLS.

Finance:

A letter requesting the 2022-2023 tax appropriation was sent to the Sullivan West Central School Business Manager on October 1, 2022.

Personnel:

We had two interviews for Library Assistant.

Professional Development/Meetings:

9/14/22: Directors Association Meeting

10/4/22: Continuing Education Meeting

10/5/22: DA Executive Committee Meeting

Programs:

[View newsletter](#)

Strategic Plan Progress:

Will create a year-end summary at the end of the 2022.

Monthly Statistics:

See statistics in "Other Items" on libguide. Circulation, patron count, e-material usage and computer usage are up as compared to September 2021.

Other:

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

2022 Sexual Harassment Prevention Training needs to be completed by the end of the year. Link in under the Training tab on the libguide.



RAMAPO
CATSKILL
LIBRARY
SYSTEM

2023 Budget Ballot

The Board of Trustees of the _____
Library on this day _____ of _____ 2022 approved a
resolution to

accept

not to accept

the Ramapo Catskill Library System 2023 Budget, as presented.

Board President *(signature)*

Please return by 4 p.m.

Monday, November 14, 2022

to

Grace Riario, Executive Director
Ramapo Catskill Library System