



Western Sullivan Public Library

BOARD MEETING AGENDA

Regular Board Meeting

April 10, 2023

Jeffersonville Branch, 5:30pm

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Public Comment Period
- V. Approval of March 15, 2023 meeting minutes
- VI. Financial Reports
 - a. Treasurer's Report
 - b. Monthly Financial Reports through April 9, 2023
Payment of Bills through April 9, 2023
- VII. Director's Report
- VIII. New Business
 - a. New Trustee Education Policy
 - b. Remote Work Policy Revision
 - c. Employee Retirement
- IX. Old Business
- 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, May 8, 2023 at 5:30pm, Delaware Free Branch



Western Sullivan Public Library

I. New Business

- a. New Trustee Education Policy: Review the new policy.
- b. Remote Work Policy Revision: Review and discuss the revisions to the policy.
- c. Employee Retirement: Accept with regret the resignation of Penelope (Kyoshin) Morgan-Lohr.



Western Sullivan Public Library

Unapproved Minutes of the Board of Trustees Meeting Delaware Branch

Mar. 15, 2023

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

Staff Present: Audra Everett, Director

Call to Order: At 5:38 p.m. the meeting was called to order by President Linda Pomes with the Pledge of Allegiance.

Adoption of Agenda: On a Motion by Kevin McDonough seconded by Pam Reinhardt, the agenda was approved by unanimous consent.

Approval of Meeting Minutes: On a Motion by Evan Eisenberg seconded by Barbara Winfield, the Feb. 13, 2023 Meeting minutes were approved by unanimous consent.

Financial Reports:

- a. On a Motion by Chris Peacock seconded by Pam Reinhardt, the Treasurer's Report was approved by unanimous consent.
- b. On a Motion by Kevin McDonough seconded by Pam Reinhardt, the Financial Reports through Mar. 12, 2023 were approved by unanimous consent.
- c. On a Motion by Pam Reinhardt seconded by Chris Peacock, Payment of Bills through Mar. 12, 2023 was approved by unanimous consent.

New Business:

- a. On a Resolution No. 9, 2022-2023 by Kevin McDonough seconded by Pam Reinhardt, the board approved by unanimous consent the New York State Annual Report, wherein the Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2022 Annual Report was reviewed and accepted by the Board.
- b. On a Resolution No. 10, 2022-2023 by Pam Reinhardt seconded by Evan Eisenberg the board approved by unanimous consent to award the work of Pavement Replacement and Sewer Lateral Replacement, Retaining Wall Rehabilitation and Installation of a New Concrete Pad, Contract No. WSPL-G-22 General to Poley Paving and Construction Corp. of Liberty, N.Y., the low bidder, for the base bid price of \$114,695. Total contract price to be \$114,695.
- c. On a Motion by Chris Peacock seconded by Barbara Winfield, the board approved by unanimous consent to authorize the Library Director to execute the necessary paperwork for contract initiation and completion of the work (e.g., Notice of Award, Notice to Proceed, Change Orders, Agreement, Certificate of Substantial Completion, checks for contractor payments, etc.).



Western Sullivan Public Library

- d. On a Motion by Kevin McDonough seconded by Barbara Winfield the board voted by unanimous consent to appoint Laura Moran as full-time permanent Library Manager at her current rate effective Mar. 15, 2023.
- e. On a Motion by Kevin McDonough seconded by Pam Reinhardt, the board voted by unanimous consent to approve the hourly rate of \$15.25 for the poll workers for the Library Budget vote..

Old Business:

- a. On a Motion by Evan Eisenberg seconded by Chris Peacock the board voted by roll call vote to approve the 2023-2024 Budget: Evan Eisenberg, aye; Kevin McDonough, aye; Chris Peacock, aye; Pam Reinhardt, aye; Barbara Winfield, aye.

Adjournment:

On a Motion by Pam Reinhardt seconded by Kevin McDonough, the board voted by unanimous consent to adjourn the meeting at 6:38 p.m.

Chris Peacock
Secretary

Western Sullivan Public Library

Balance Sheet

As of June 30, 2023

ASSETS

Current Assets

Checking/Savings

200 · Operating Account - 8139	67,040.53
204 · Credit Card Transfer Acct- 7669	1,000.00
205 · WSPL IMM Acct - 1647	
Adelaide Schadt - Jeff Branch	10,000.00
205 · WSPL IMM Acct - 1647 - Other	722,195.78
Total 205 · WSPL IMM Acct - 1647	732,195.78
206 · Capital Fund - 8355	360,883.44
210 · Petty Cash	
Petty Cash-DEL	50.00
Petty Cash-JEF	50.00
Petty Cash-NAR	45.87
Total 210 · Petty Cash	145.87
Total Checking/Savings	1,161,265.62

Other Current Assets

2100 · Employee Advance	721.46
A391 · Due From Other Funds	3,224.38
Total Other Current Assets	3,945.84

Total Current Assets	1,165,211.46
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Fixed Assets

446 · Furn. & Fixtures

Furn & Fixtures-DEL	150.00
Total 446 · Furn. & Fixtures	150.00

Total Fixed Assets	150.00
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TOTAL ASSETS	<u><u>1,165,361.46</u></u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

L-Accrued Liabilities	24,014.45
SUI Payable	1,207.59
607 · NYS & Local Retirement	446.65
608.2 · T AFLAC payable	-40.56
637 · Due to Retirement	11,404.00
Total Other Current Liabilities	37,032.13

Total Current Liabilities	37,032.13
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Total Liabilities	37,032.13
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Equity

909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	279,404.33
Net Income	455,723.17

Total Equity	1,128,329.33
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TOTAL LIABILITIES & EQUITY	<u><u>1,165,361.46</u></u>
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Western Sullivan Public Library
Check List by Date
 March 14 through April 8, 2023

Type	Date	Num	Name	Memo	Split	Amount
Mar 14 - Apr 8, 23						
Check	03/22/2023	18762	Cochecton Oil, Inc.	Account # 283-1	Fuel & Electric-NAR	-416.47
Check	03/22/2023	18763	Village of Jeffersonville	Acct 00349	Sewer & Water-JEF	-82.36
Check	03/24/2023	18765	AARP Medicare Rx Preferred (PDP)	member # 0140089751 P Morgan-Lohr	90608 · Employee Health Insurance	-116.80
Check	03/29/2023	18766	NYSEG	1001-0704-798	Fuel & Electric-NAR	-224.37
Check	03/29/2023	18767	NYSEG	1001-1281-077	Fuel & Electric-JEF	-628.19
Check	03/29/2023	18768	AARP Medicare Rx Preferred (PDP)	Member ID: 0217026071 J Swendsen	90608 · Employee Health Insurance	-88.50
Check	04/08/2023	18770	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-1,169.65
Check	04/08/2023	18771	Fox Ledge, Inc.	Account 005821	-SPLIT-	-67.20
Check	04/08/2023	18772	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	04/08/2023	18773	OverDrive, Inc.	Cust ID 1052-1001	Digital Downloads - WSPL	-76.00
Check	04/08/2023	18774	Brodart Co.	Account 311663	-SPLIT-	-213.18
Check	04/08/2023	18775	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-609.86
Check	04/08/2023	18776	Town of Delaware Callicoon Water District	SBL 14-5-54 Acct # 0258	Sewer & Water-DEL	-152.73
Check	04/08/2023	18777	NYSEG	1003-8570-692	Fuel & Electric-DEL	-77.25
Check	04/08/2023	18778	NYSEG	1001-3155-188	Fuel & Electric-DEL	-38.80
Check	04/08/2023	18779	Monticello Greenhouses		Adult Programs	-207.10
Check	04/08/2023	18780	Ehrlich	Invoice # 33453993	Labor	-65.00
Check	04/08/2023	18781	Kanopy LLC		Digital Downloads - WSPL	-727.00
Check	04/08/2023	18782	D Man's Mowing & Maintenance	Inv. # 71 & 72	-SPLIT-	-725.00
Check	04/08/2023	18783	Sullivan West CSD		Election & Budget	-146.88
Check	04/08/2023	18784	The River Reporter	Invoice # 78551	Advertising	-50.00
Check	04/08/2023	18785	Postmaster	postage	Postage	-94.00
Check	04/08/2023	18786	United Healthcare Insurance Company	Member ID 351736481-1	90608 · Employee Health Insurance	-234.50
Check	04/08/2023	18787	The River Reporter	1538 4/30/2023	Periodicals-JEF	-52.00
Check	04/08/2023	18788	Delaware Valley Farm & Garden	Acc. #100706	Adult Programs	-166.84
Check	04/08/2023	18789	Sean Thomas Dougherty	May 5th event	Adult Programs	-250.00
Check	04/08/2023	18790	Unbroken Acres	April 19 workshop	Adult Programs	-125.00
Check	04/08/2023	18791	Buck Brook Alpacas	2023-04-05 Felting Workshop	Adult Programs	-156.00
Check	04/08/2023	18792	John Conway	2023-05-10 Presentation	Adult Programs	-175.00
Check	04/08/2023	18793	Tina Spangler	April & May 23 program	Adult Programs	-125.00
Check	04/08/2023	18794	Chantal Alexy (reimb)		Travel & Continuing Education	-11.79

Western Sullivan Public Library
Check List by Date
 March 14 through April 8, 2023

Check	04/08/2023	18795	Suffern Free Library		Fines & Fees-NAR	-18.00
Check	04/08/2023	18796	RCLS General	invoice 31745 & 31792	-SPLIT-	-1,225.50
Check	04/08/2023	18797	Cash	Cash replenishment for JEF	Petty Cash-JEF	-19.63
Check	04/08/2023	18798	Narrowsburg Water & Sewer	Acct #100900	Sewer & Water-NAR	-241.10
Check	04/08/2023	18799	Pete's Market	cust #845	-SPLIT-	-17.97
Check	04/08/2023	18800	Peck's Market	Acct 4394 & C966	-SPLIT-	-129.64
Check	04/08/2023	18801	Christina Mace		Bookkeeper	-560.00
Check	04/08/2023	18802	Midwest Tape		-SPLIT-	-1,075.02
Check	04/08/2023	18803	Baker & Taylor Books #510486		-SPLIT-	-3,562.09
Check	04/08/2023	18804	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90
Check	04/08/2023	18805	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-6,231.25
Liability Check	03/22/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # -308095510	-SPLIT-	-686.32
Liability Check	03/24/2023	18764	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Liability Check	03/24/2023	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Liability Check	03/24/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -309146510	-SPLIT-	-4,122.74
Liability Check	04/03/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # 438411886	-SPLIT-	-689.74
Liability Check	04/07/2023	18769	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Liability Check	04/07/2023	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Liability Check	04/07/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 437710886	-SPLIT-	-4,144.42
Paycheck	03/24/2023	2023032401	Employee		-SPLIT-	
Paycheck	03/24/2023	2023032402	Employee		-SPLIT-	
Paycheck	03/24/2023	2023032403	Employee		-SPLIT-	
Paycheck	03/24/2023	2023032404	Employee		-SPLIT-	
Paycheck	03/24/2023	2023032405	Employee		-SPLIT-	
Paycheck	03/24/2023	2023032406	Employee		-SPLIT-	
Paycheck	03/24/2023	2023032407	Employee		-SPLIT-	
Paycheck	03/24/2023	2023032408	Employee		-SPLIT-	
Paycheck	03/24/2023	2023032409	Employee		-SPLIT-	
Paycheck	03/24/2023	2023032410	Employee		-SPLIT-	
Paycheck	03/24/2023	2023032411	Employee		-SPLIT-	
Paycheck	03/24/2023	2023032412	Employee		-SPLIT-	
Paycheck	03/24/2023	2023032413	Employee		-SPLIT-	
Paycheck	03/24/2023	2023032414	Employee		-SPLIT-	

Apr 8, 2023

Western Sullivan Public Library
Check List by Date
March 14 through April 8, 2023

Paycheck	03/24/2023	2023032415	Employee	-SPLIT-	
Paycheck	03/24/2023	2023032416	Employee	-SPLIT-	
Paycheck	03/24/2023	2023032417	Employee	-SPLIT-	
Paycheck	03/24/2023	2023032418	Employee	-SPLIT-	-14,666.96
				Total Payroll 3.24.23	
Paycheck	04/07/2023	2023040701	Employee	-SPLIT-	
Paycheck	04/07/2023	2023040702	Employee	-SPLIT-	
Paycheck	04/07/2023	2023040703	Employee	-SPLIT-	
Paycheck	04/07/2023	2023040704	Employee	-SPLIT-	
Paycheck	04/07/2023	2023040705	Employee	-SPLIT-	
Paycheck	04/07/2023	2023040706	Employee	-SPLIT-	
Paycheck	04/07/2023	2023040707	Employee	-SPLIT-	
Paycheck	04/07/2023	2023040708	Employee	-SPLIT-	
Paycheck	04/07/2023	2023040709	Employee	-SPLIT-	
Paycheck	04/07/2023	2023040710	Employee	-SPLIT-	
Paycheck	04/07/2023	2023040711	Employee	-SPLIT-	
Paycheck	04/07/2023	2023040712	Employee	-SPLIT-	
Paycheck	04/07/2023	2023040713	Employee	-SPLIT-	
Paycheck	04/07/2023	2023040714	Employee	-SPLIT-	
Paycheck	04/07/2023	2023040715	Employee	-SPLIT-	
Paycheck	04/07/2023	2023040716	Employee	-SPLIT-	
Paycheck	04/07/2023	2023040717	Employee	-SPLIT-	
Paycheck	04/07/2023	2023040718	Employee	-SPLIT-	
				Total Payroll 4.7.23	-14,792.32
Mar 14 - Apr 8, 23					Total: -62,800.33

Western Sullivan Public Library Profit & Loss Budget vs. Actual

	<u>Jul 1, '22 - Apr 8, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
1001 · Real Property Taxes	1,003,723	1,003,723	0
1081 · SW Pilot Share	18,792	24,000	(5,208)
2082 · Library Charges	3,509	3,089	420
2083 · Library Chgs-Registrations	2,919	2,000	919
2401 · Interest & Earnings	183	618	(435)
2655 · Sales, Other	572	77	495
2680 · Insurance Recoveries	133	0	133
2705 · Gifts & Donations	2,534	2,780	(246)
3003 · State Grants - Miscellaneous	3,011	3,861	(850)
Total Income	<u>1,035,376</u>	<u>1,040,148</u>	<u>(4,772)</u>
Gross Profit	<u>1,035,376</u>	<u>1,040,148</u>	<u>(4,772)</u>
Expense			
74101 · Salaries	364,422	378,231	(13,809)
74101.7 · Special Projects	461	772	(311)
74102 · Equipment	1,536	5,792	(4,256)
74104 · Materials	50,778	56,558	(5,780)
74104.6 · Databases & Software	7,278	7,027	251
74105.1 · Daily Operating Expenses	11,452	17,143	(5,691)
74105.2 · Repairs/Maint of F&F	0	772	(772)
74105.3 · Repairs/Maint of Lib Equip	0	772	(772)
74105.4 · Daily Maint & Repairs	7,737	10,039	(2,302)
74105.5 · Building Maintenance	0	27,028	(27,028)
74105.6 · Insurance Policies	19,424	22,265	(2,841)
74106.1 · Phone, Internet, Cable Services	4,139	6,216	(2,077)
74106.2 · ILS & IT	20,757	23,167	(2,410)
74106.4 · Fuel & Electric	15,533	15,444	89
74106.5 · Sewer & Water	2,297	4,247	(1,950)
74106.6 · Elevator Service	3,934	3,089	845
74106.7 · Cleaning Services	18,450	20,271	(1,821)
74106.8 · Operating Overhead Expenses	4,024	7,722	(3,698)
74107.1 · Professional Services	6,536	14,132	(7,596)
74107.2 · Grant Expenses	0	386	(386)
74107.3 · Programs and Events	6,403	9,267	(2,864)
74107.9 · Other Expenses	2,486	3,336	(850)
90000 · Payroll Expenses	142,364	187,133	(44,769)
Total Expense	<u>690,011</u>	<u>820,809</u>	<u>(130,798)</u>
Net Ordinary Income	<u>345,365</u>	<u>219,339</u>	<u>126,026</u>
Net Income	<u><u>345,365</u></u>	<u><u>219,339</u></u>	<u><u>126,026</u></u>

Western Sullivan Public Library

Treasurer's Report

Report for: April 10 2023
 Month and Day Year

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

Balance on hand as of:	<u>February 28</u>	\$58,544.93
Plus Deposits:		
Accounts Receivable	\$2,079.76	
Transfers from IMM	\$60,000.00	
Interest	\$0.57	
Other	<u>\$0.00</u>	
Total Deposits		\$62,080.33
Less Disbursements:		
Transfer to IMM	\$60,000.00	
Operating Expenses	<u>\$10,528.60</u>	
Total Disbursements		\$70,528.60
Balance on hand as of:	<u>March 31</u>	<u><u>\$50,096.66</u></u>

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

Balance on hand as of:	<u>February 28</u>	\$852,164.57
Plus Deposits:		
Annual Tax Portion & PILOT	\$0.00	
Interest	\$31.21	
Other	<u>\$0.00</u>	
Total Deposits		\$31.21
Less Disbursements:		
Transfers to Operating Fund	\$60,000.00	
Transfer to Capital Fund	<u>\$0.00</u>	
Total Disbursements		\$60,000.00
Balance on hand as of:	<u>March 31</u>	<u><u>\$792,195.78</u></u>

Western Sullivan Public Library

Treasurer's Report

Report for: April 10 2023
 Month and Day Year

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

Balance on hand as of:	<u>February 28</u>	\$1,000.00
Plus Deposits:		
Credit Card Payments	<u>\$0.00</u>	
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements		\$0.00
Balance on hand as of:	<u>March 31</u>	<u><u>\$1,000.00</u></u>

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

Balance on hand as of:	<u>February 28</u>	\$360,883.44
Plus Deposits:		
Transfers from IMM	\$0.00	
Interest	\$0.00	
Other	<u>\$0.00</u>	
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements	\$0.00	\$0.00
Balance on hand as of:	<u>March 31</u>	<u><u>\$360,883.44</u></u>
Account opened December 10, 2019		



Western Sullivan Public Library

DIRECTOR'S REPORT

April 10, 2023

Building/Equipment:

For the Jeffersonville parking lot, the tentative plan is for Poley to do the sewer lateral this spring and give the trench some time to settle. Full paving is planned for the summer. Poley is aware of the date of the school vote at the library.

Finance:

4/7/2023: Received a check for \$14,106.79 for Delaware County PILOT programs for 2021-2022 and 2022-2023.

Personnel:

Kyoshin submitted her letter of retirement.

Professional Development/Meetings:

3/21/2023: Staff Narcan training with Independent Living

3/21/2023: Session with lawyer Stephanie Adams: COVID-related time off in 2023

Programs:

[View newsletter.](#)

Strategic Plan Progress:

No report.

Monthly Statistics:

See statistics in "Other Items" on libguide.

Other:

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

Closed on 3/14 due to weather.

Volunteer Appreciation Brunch is planned for April 15, 2023, 10-11am at the Delaware Free Branch. Grizzly Bagels is donating bagels and cream cheese for the event.

Western Sullivan Public Library
Fuel & Electric YTD Comparison
July 1, 2022 through April 8, 2023

	<u>Jul 1, '22 - Apr 8, 23</u>	<u>Jul 1, '21 - Apr 8, 22</u>
74106.4 · Fuel & Electric		
Fuel & Electric-DEL	5,805.12	7,003.30
Fuel & Electric-JEF	5,095.04	5,501.32
Fuel & Electric-NAR	4,632.70	4,936.07
Total 74106.4 · Fuel & Electric	<u>15,532.86</u>	<u>17,440.69</u>

Western Sullivan Public Library
 Monthly Reports for All Branches for March 2023

March Circulation	Callicoon	Jeffersonville	Narrowsburg
Adult Books	581	786	601
Young Adult Books	77	21	37
Children's Books	398	393	202
Periodicals	4	22	3
Audiobooks	52	29	12
Museum Pass (Apr-Dec)	0	0	0
DVDs	489	438	125
Other	22	21	
2023 Totals	1623	1710	980
2022 Totals	1410	1978	785

Wireless usage per branch

	March 2022	March 2023
Callicoon	273	2241
Jeffersonville	245	1724
Narrowsburg	525	1836
Total	1043	5801

Computer Use

	March 2022	March 2023
Callicoon	79	74
Jeffersonville	82	61
Narrowsburg	31	44
Total	192	179

Internet/Social Media

	March 2022	March 2023
Instagram followers	1056	1145
Facebook followers	1079	1160
Facebook video views	117	161
Website users	942	1,627
Website sessions	1816	2442
Website page views	2848	3584
Podcast Downloads	1620	97
Monthly eNewsletter	Sent to 466 subscribers	292 opens/56 clicks
Mailchimp weekly email blasts	Sent 4 emails to 1,406 subscribers	2,108 opens/65 clicks

e-Circulation

Type	Mar 2022	Mar 2023
Callicoon e-content	340	376
Jeffersonville e-content	440	617
Narrowsburg e-content	240	301
Kanopy films (# of videos played)	515	615
Total	1535	1909

Curbside Pickup Appointments

Callicoon	0
Jeffersonville	0
Narrowsburg	7

Patron Count at the Library

	Mar 2022	Mar 2023
Callicoon	757	847
Jeffersonville	782	868
Narrowsburg	452	753
Total	1991	2468

Reference questions

	Mar 2022	Mar 2023
Callicoon	79	132
Jeffersonville	109	75
Narrowsburg	103	111
Total	291	318

Date	Program	Platform(s)/Type	Target Audience	Attendance/Views in 24 hours
3/2/2023	Sewcial Circle	In-Person	Adult	5
3/4/2023	Hybrid Open Technical Support	In-Person	Adult	5
3/6/2023	Hybrid Open Technical Support	In-Person	Adult	2
3/6/2023	Narrowsburg Knitters	In-Person	Adult	10
3/7/2023	Hybrid Open Technical Support	In-Person	Adult	3
3/8/2023	Let's Play!	In-Person	0-5	18

3/8/2023	Hybrid Open Technical Support	In-Person	Adult	6
3/9/2023	Sewcial Circle	In-Person	Adult	6
3/13/2023	Hybrid Open Technical Support	In-Person	Adult	5
3/13/2023	Narrowsburg Knitters	In-Person	Adult	cancelled, weather
3/14/2023	Hybrid Open Technical Support	In-Person	Adult	4
3/15/2023	Hybrid Open Technical Support	In-Person	Adult	2
3/15/2023	Cricut Meet-Up	In-Person	Adult	4
3/16/2023	Sewcial Circle	In-Person	Adult	6
3/17/2023	Tween Spa Night	In-Person	11-17	4
3/17/2023	Craft Lovers	In-Person	Adult	3
3/20/2023	Landscape Design	In-Person	6-10	9
3/20/2023	Hybrid Open Technical Support	In-Person	Adult	3
3/20/2023	Narrowsburg Knitters	In-Person	Adult	10
3/22/2023	Let's Play!	In-Person	0-5	7
3/22/2023	Hybrid Open Technical Support	In-Person	Adult	4
3/22/2023	Narrowsburg Book Club	In-Person	Adult	1
3/23/2023	Sewcial Circle	In-Person	Adult	8
3/24/2023	Jeffersonville Book Club	In-Person	Adult	7
3/27/2023	Hybrid Open Technical Support	In-Person	Adult	1
3/27/2023	Narrowsburg Knitters	In-Person	Adult	15
3/28/2023	Hybrid Open Technical Support	In-Person	Adult	4
3/28/2023	Woodland Weavers	In-Person	Adult	8
3/28/2023	Callicoon Book Club	In-Person	Adult	6 (3 zoom, 3 in person)
3/29/2023	Let's Play!	In-Person	0-5	18
3/29/2023	Hybrid Open Technical Support	In-Person	Adult	5
3/29/2023	Spring Flower Arrangement	In-Person	Adult	8
3/30/2023	Sewcial Circle	In-Person	Adult	6
3/30/2023	Sound Baths	In-Person	Adult	12
3/31/2023	Homeschool HERstory	In-Person	0-17	0
3/31/2023	Narcan Training	In-Person	Adult	6



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REMOTE WORK POLICY

“Remote Work” is work performed in furtherance of routine duties at places other than the three branches of the Western Sullivan Public Library (excluding off-site programs and business travel). For purposes of this policy, an “emergency” is determined by the Director and the Board of Trustees. Remote work includes:

1. Remote Work determined per ADA regulations to be a reasonable accommodation
 - a. Remote Work as a reasonable accommodation is governed by the Americans with Disabilities Act (ADA) and New York State law.
2. Remote Work during an emergency
 - a. Remote Work during an emergency is a temporary way to continue essential WSPL operations.
 - b. If a technical issue prohibits productive access to working remotely during scheduled work time during an emergency, notify the Director by telephone.
 - c. If you have been ordered to work remotely, do not report to the branches of WSPL unless directed to do so.
 - d. Staff is expected to be available during regularly scheduled work hours.
 - e. With approval from the Director, staff may use equipment, software, and office supplies needed to work from a remote location. All WSPL-provided equipment, data, information, and resources remain the property of WSPL.
 - f. WSPL is not responsible for costs associated with the setup of staff workspace at their remote location.
 - g. Staff is expected to follow all WSPL policies and procedures when participating in communications with library staff and patrons.
 - h. Staff members shall establish and maintain an appropriate, professional, safe, and secure work environment within their home, free from distractions.
 - i. The temporary remote workspace is considered an extension of WSPL’s workspace. WSPL will continue to be liable for job-related accidents that occur in the staff member’s home workspace during the staff member’s working hours. During time worked and while performing work functions in the designated work area of the home, staff is covered by worker’s compensation. WSPL assumes no liability for injuries occurring in the staff member’s home workspace outside the regularly scheduled work hours, or for injuries occurring in other parts of the home. WSPL is not liable for loss, destruction, or injury to non-employees (including family members, visitors, and others) that may occur in or to the staff

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member's home. In the event of a job-related injury, the staff member shall notify the Director as soon as possible, and no later than 48 hours after the event occurred.

- j. It is the staff member's responsibility to determine any tax implications of maintaining a home office area. WSPL will not provide tax guidance nor will WSPL assume any additional tax liabilities.
3. Remote Work as part of a Remote Work Program (independent of emergency-based remote work)
- a. Depending on the job description, some library positions may be eligible for the Remote Work Program. Remote work will generally be limited to one day a week but may be expanded under special circumstances at the discretion of the Director.
 - b. Anyone participating in this Remote Work Program must continue to be able to meet the needs of the library, including its essential operations, service to patrons, and scheduling needs.
 - c. All Remote Work schedules/hours must be pre-approved by the Director. If coverage is needed or there is a need for the staff member to be at the library in person on a given day, the Director will notify the staff member that the location for attendance that day will change from remote to in-person at one of the branches.
 - d. Schedules should be posted on the staff calendar at least a week prior to the work week in question. If a staff member is scheduled to come into the library and chooses to stay home because of the weather forecast when the library is not closing, personal, vacation, or comp time must be used. If an employee chooses to divide a day between remote work and on-site work, travel time will not count toward their hours.
 - e. Working remotely is not a replacement for dependent care or for otherwise attending to personal needs or obligations. Errands, home maintenance, and all other non-work-related activities are prohibited during work hours except under special circumstances, in which case they must be approved by the supervisor and accurately accounted for on the staff member's time sheet.
 - f. Each staff member's schedule must be coordinated through and approved by the Director to ensure that there is continuity and coverage.
 - g. WSPL will provide laptops and software necessary to work from home. Staff members must have high speed internet (at least 10mbps download speed and 5 mbps upload speed). The library is not responsible for any costs associated with internet connection or for any other home-office expenses. Staff members shall

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- h. If a staff member is unable to access the internet remotely, they must inform their supervisor and report to the library, except in the case of an emergency as described in #2. Failure to do so will result in an absence.
- i. Remote Work productivity and performance must be effective and must not create inequity for other staff members. If the Director determines that performance standards are not being met, necessary changes will be made, including but not limited to the staff member returning to the library or adjustment of Remote Work hours.
- j. All policies apply, including confidentiality and security of data.
- k. Staff members are expected to work their entire schedule and are required to record on their time sheet, on a daily basis, all hours worked and major tasks accomplished.
- l. WSPL reserves full discretion to amend, terminate or suspend any and all parts of the Remote Work Program.
- m. A decline in performance may be grounds for removal from the Remote Work Program, and/or for disciplinary action up to and including termination.
- n. Items (d) through (j) of #2 apply equally to this Remote Work Program.



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REMOTE WORK PROGRAM

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Staff Member Participating in Program: _____

Start Date of Remote Work as per Policy: _____

Number of Hours per Week Approved for Remote Work: _____

Approved tasks that can be completed remotely as per job description:

I have received and reviewed the Remote Work Policy and agree to abide by the policy.

Staff Member's Signature _____ Date

Approval by Director

Director's Signature _____ Date



Western Sullivan Public Library

TRUSTEE EDUCATION POLICY

Purpose

The purpose of the Trustee Education Policy is to comply with New York State Education Law Section 260-D, which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually, from a provider approved by the commissioner, addressing the financial oversight, accountability, and fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President annually.

Administration

Each year Trustees are required to complete two hours of continuing education during their term on the System Board.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion (included at the end of this policy).
 - a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity, and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President by December 31 of each year.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

Approved Providers

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.



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In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association), including United for Libraries and other Divisions

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Costs of Continuing Education

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library in accordance with the Conference and Travel Policy. All continuing-education for which reimbursement is requested must be pre-approved by the Library Board.



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SELF-ASSURANCE OF TRUSTEE EDUCATION ACTIVITY COMPLETION

Beginning January 1, 2023, each trustee, elected or appointed, of a library board of trustees is required to complete a minimum of two hours of trustee education annually (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*).

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature

Date