



Western Sullivan Public Library

BOARD MEETING AGENDA

Regular Board Meeting

August 14, 2023

Jeffersonville Branch, 5:30pm

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Public Comment Period
- V. Approval of July 10, 2023 meeting minutes
- VI. Financial Reports
 - a. Treasurer's Report
 - b. Monthly Financial Reports through August 13, 2023Payment of Bills through August 13, 2023
- VII. Director's Report
- VIII. New Business
 - a. Budget Transfers
 - b. Budget Carryovers
 - c. Board Meeting Schedule
 - d. Insurance Renewal
 - e. Amazon Account
 - f. Board Meetings Policy
 - g. Temporary Membership Policy
 - h. Personnel Policy
- IX. Old Business
 - a. DEL Heating/Cooling Upgrades
 - b. JEF Heating/Cooling Upgrades
 - c. Board of Trustees Statement on Materials Challenges
- X. Committee Reports
 - Building
 - Personnel
 - Donations
 - Finance
 - Bylaws
 - Nominating
 - FOL Liaison
 - Executive
- XI. Dates to Remember
 - a. See monthly [online newsletter](#)
 - b. [RCLS Annual Meeting and Awards Ceremony](#)
- XII. Correspondence
- XIII. Adjournment

Next Meeting: Monday, September 11, 2023 at 5:30pm, Tusten-Cochection Branch



Western Sullivan Public Library

I. New Business

- a. Budget Transfers: Transfer of funds from lines with budgeted money remaining to lines that were over budget. See report.
- b. Budget Carryovers: Monies received from outside sources for programs not yet completed in the 2022/23 fiscal year. See report.
- c. Board Meeting Schedule: Review updated schedule for the remainder of 2023. Approve changes.
- d. Insurance Renewal
- e. Amazon Account: Approve the use of Amazon's Pay by Invoice option and approve the first payment if it falls in between board meetings.
- f. Board Meetings Policy: Review new policy.
- g. Temporary Membership Policy: Review revisions to the cost of a temporary membership.
- h. Personnel Policy: Review the revisions.

II. Old Business

- a. DEL Heating/Cooling Upgrades: Update on the project.
- b. JEF Heating/Cooling Upgrades: Rescind the resolution approved at the July meeting for the Jeffersonville project due to the lack of a written estimate.
- c. Board of Trustees Statement on Materials Challenges



Western Sullivan Public Library

Unapproved Minutes of the Board of Trustees Reorganization Meeting @ Delaware Free Branch

July 10, 2023

Members Present: Francis Cape, Phyllis Haynes, Kevin McDonough, Linda Pomes, Pam Reinhardt, Barbara Winfield. Present via Zoom: Sue Bodenstein, Evan Eisenberg. Absent: Amber Novikov

Staff Present: Audra Everett – Director

Call to Order: At 5:42 p.m. the meeting was called to order by President Linda Pomes with the Pledge of Allegiance.

Nomination Committee Report and Election of Officers

In the absence of Nominating Chairperson, President Linda Pomes presented the following Slate of Officers: President Linda Pomes; Vice President Evan Eisenberg; Financial Officer Pam Reinhardt; Secretary Amber Novikov. Motion to approve the entire Slate as presented by Kevin McDonough, second by Francis Cape – approved by unanimous consent.

Swearing in of new Board members: Phyllis Haynes was sworn in at the meeting. Sue Bodenstein was sworn in on July 5, 2023.

Financial Matters:

On a motion by Phyllis Haynes second by Barbara Winfield, the checking account signatures of President Linda Pomes, Financial Officer Pam Reinhardt, Evan Eisenberg was approved by unanimous consent.

Appointments:

On a motion by Barbara Winfield second by Kevin McDonough, the Jeff Bank was approved by unanimous consent as the official bank.

On a motion by Kevin McDonough second by Phyllis Haynes, the Sullivan County Democrat and River Reporter were named as official newspaper. Barbara Winfield abstained. Approved by unanimous consent.

Committee Appointments:

On a Motion made by Barbara Winfield second by Kevin McDonough, the following appointments were approved by unanimous consent.

Executive: all officers

Financial Committee: Chairperson Pam Reinhardt, Kevin McDonough, Amber Novikov (not present will advise her confirmation).

Personnel Committee: Chairperson Francis Cape, Kevin McDonough, Barbara Winfield



Western Sullivan Public Library

Building Committee: Chairperson Barbara Winfield, Amber Novikov, Pam Reinhardt

By-Laws Committee: Chairperson Evan Eisenberg, Sue Bodenstein, Phyllis Haynes

Donations: Phyllis Haynes

Nominations: Sue Bodenstein

FOL: Evan Eisenberg

Ad hoc Outreach Committee: disbanded

Board of Conflict of Interest: All Trustees have been directed to sign the required Conflict of Interest form and return.

Review of Bylaws: Trustees were asked to review Bylaws and come back in the future with any comments.

Adjournment: On a motion by Kevin McDonough second by Francis Cape the reorganization meeting was adjourned by unanimous consent @ 6:03.



Western Sullivan Public Library

Unapproved Minutes of the Board of Trustee Meeting July 10, 2023

Delaware Free Branch

Members Present: Francis Cape, Phyllis Haynes, Kevin McDonough, Linda Pomes, Pam Reinhardt, Barbara Winfield. Present via Zoom: Sue Bodenstein, Evan Eisenberg. Absent: Amber Novikov

Staff Present: Audra Everett – Director

Call to Order: At 6:05 p.m. by President Linda Pomes

Adoption Of Agenda: Motion made by Francis Cape second by Kevin McDonough – approved by unanimous consent.

Approval of June 12, 2023 minutes: Motion by Barbara Winfield second by Pam Reinhardt – approved by unanimous consent.

Financial Reports: Motion to approve Check Register and Treasurers Report made By Kevin McDonough second by Pam Reinhardt – approved by unanimous consent.

Payments of Bills through July 9, 2023: Motion to approve payment of Bills by Barbara Winfield second by Phyllis Haynes – approved by unanimous consent.

New Business:

- a. Motion to accept resignation of Tammie Vargas effective as of June 30, 2023 made by Barbara Winfield second by Francis Cape – approved by unanimous consent.
- b. DEL Heating/Cooling Upgrades – The following Resolution #1, 2023/2024 was made by Pam Reinhardt second by Kevin McDonough- approved by unanimous consent. “The application and accompanying documents for the public library construction aid to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner’s Regulation §90.12 was read and duly adopted, and the condition outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Western Sullivan Public Library.
- c. JEF Heating/Cooling Upgrades – The following Resolution #2, 2023/2024 was made by Francis Cape second by Barbara Winfield - approved by unanimous consent. “The application and accompanying documents for the public library construction aid to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner’s Regulation §90.12 was read and duly adopted, and the condition outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Western Sullivan Public Library.
- d. Board Trustees Statement on Materials Challenges: Tabled until August 2023



Western Sullivan Public Library

Old Business:

- a. FOIL Policy: Motion to approve Foil Policy as amended by Francis Cape second by Barbara Winfield – approved by unanimous consent.

Motion to adjourn meeting @ 6:33 made by Kevin McDonough second by Barbara Winfield - approved by unanimous consent.

Next meeting: Monday August 14, 2023 5:30pm, Jeffersonville Branch

Western Sullivan Public Library

Capital Fund Check List

July 1 through August 13, 2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Jul 1 - Aug 13, 23						
Check	08/13/2023	1012	Poley Paving & Construction Corp.	Application # 1BG WSPL-G-22	JEF Parking Lot 2021	-1,425.00
Check	08/13/2023	1013	Poley Paving & Construction Corp.	Application 1A WSPL-G-22	JEF Parking Lot 2022	-24,225.00
Jul 1 - Aug 13, 23						

Western Sullivan Public Library Operating Account Check List June 9 - 30, 2023

Type	Date	Num	Name	Memo	Split	Amount
Jun 9 - 30, 23						
Check	06/09/2023	18869	Cardmember Services	acct ending 4182	601 - Jeff Bank Visa	-2,493.88
Check	06/09/2023	18870	Ciera Moore (reimb)		Travel & Continuing Education	-82.53
Check	06/09/2023	18871	Cash	Cash replenishment for NAR	Petty Cash-NAR	-33.83
Check	06/09/2023	18872	Cash	Cash replenishment for JEF	Petty Cash-JEF	-15.00
Check	06/09/2023	18873	OverDrive, Inc.	Cust ID 1052-1001	Digital Downloads - WSPL	-30.70
Check	06/09/2023	18874	Kanopy LLC		Digital Downloads - WSPL	-644.00
Check	06/09/2023	18875	Brodart Co.	Account 311663 Inv # 623722 & 625491	-SPLIT-	-434.29
Check	06/09/2023	18876	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-556.73
Check	06/09/2023	18877	David Engel	Superhero Academy - 7.27.23	Children's Programs	-400.00
Check	06/09/2023	18878	Joe Kennedy	7.10.23 Program	Children's Programs	-100.00
Check	06/09/2023	18879	George Steele	Water Ecology & Recycled Paper Making 7.11.23	Children's Programs	-440.00
Check	06/09/2023	18880	Pamela Golben	VOID: Welcome Pollinators 7.18.23 PROGRAM	Adult Programs	0.00
Check	06/09/2023	18881	Evan Padua	Fishing 7.28.23	Adult Programs	-125.00
Check	06/09/2023	18882	Melissa Ditmore	6.23.23 Book Talk	Adult Programs	-125.00
Check	06/09/2023	18883	Farm Arts Collective	7.7.23 Dream on the Farm reading	2023 DVAA NYSCA Grant	-75.00
Check	06/09/2023	18884	Jai Chakrabarti	7.7.23 reading and travel fee	2023 DVAA NYSCA Grant	-250.00
Check	06/09/2023	18885	Elana Bell	7.7.23 reading	2023 DVAA NYSCA Grant	-75.00
Check	06/09/2023	18886	William Walker	6.2.23 reading	PCC Programs	-50.00
Check	06/09/2023	18887	Grace O'Connor	6.2.23 reading	PCC Programs	-50.00
Check	06/09/2023	18888	Hilary Thomas-Oliver	6.2.23 reading	PCC Programs	-50.00
Check	06/09/2023	18889	Jeffrey McDaniel	6.2.23 reading	PCC Programs	-50.00
Check	06/09/2023	18890	Kimberly Lane	6.2.23 reading	PCC Programs	-50.00
Check	06/09/2023	18891	Paula Friedrich	6.2.23 reading	PCC Programs	-50.00
Check	06/09/2023	18892	Postmaster	box rental Nar	Postage	-114.00
Check	06/09/2023	18893	Postmaster	box rental DEL	Postage	-114.00
Check	06/09/2023	18894	NYSEG	1003-8570-692	Fuel & Electric-DEL	-20.70
Check	06/09/2023	18895	NYSEG	1001-3155-188	Fuel & Electric-DEL	-108.35
Check	06/09/2023	18896	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90
Check	06/09/2023	18897	Village of Jeffersonville		Sewer & Water-JEF	-963.57
Check	06/09/2023	18898	Consumer Reports	Acct 0389348889	Periodicals-JEF	-49.00
Check	06/09/2023	18899	Leila McCullough	6.8.23 Program	Children's Programs	-100.00
Check	06/09/2023	18900	MaryAnn Paparella		-SPLIT-	-2,050.00

Western Sullivan Public Library Operating Account Check List June 9 - 30, 2023

Check	06/09/2023	18901	United Healthcare Insurance Company	Member ID 351736481-1	90608 - Employee Health Insurance	-234.50
Check	06/09/2023	18902	Reeves Mountain Construction		Misc O&M-NAR	-360.00
Check	06/09/2023	18903	Kohler Lumber Company Inc.	Invoice 128996	Materials	-16.00
Check	06/09/2023	18904	Sullivan County Glassworks, Inc.	Invoice # 41010 & 41011	-SPLIT-	-890.10
Check	06/09/2023	18905	Delaware Valley Farm & Garden	Acc. #100706	-SPLIT-	-215.96
Check	06/09/2023	18906	Haight Fire Equipment Supply		-SPLIT-	-599.00
Check	06/09/2023	18907	RCLS General	invoice 31984,32007,32044	-SPLIT-	-2,908.90
Check	06/09/2023	18908	Safeguard Business Systems	invoice 9001431272	Office Supplies - JEF	-303.90
Check	06/09/2023	18909	eLot Electronics Recycling, Inc.	Invoice 68387	74106.8 - Operating Overhead Expenses	-85.57
Check	06/09/2023	18910	Pete's Market	cust #845	-SPLIT-	-84.27
Check	06/09/2023	18911	Peck's Market	Acct 4394 & C966	-SPLIT-	-169.59
Check	06/09/2023	18912	Fox Ledge, Inc.	Account 005821	-SPLIT-	-51.15
Check	06/09/2023	18913	Christina Mace		Bookkeeper	-720.00
Check	06/09/2023	18914	Ehrlich	Invoice # 44551016	Labor	-65.00
Check	06/09/2023	18915	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 - Employee Health Insurance	-7,246.15
Check	06/09/2023	18916	Midwest Tape LLC		-SPLIT-	-1,454.09
Check	06/09/2023	18917	Baker & Taylor Books #510486		-SPLIT-	-3,091.57
Check	06/09/2023	18918	Platform Ind. Custom Screen Printing	Invoice #3382	Library Supplies	-408.00
Check	06/12/2023	18919	Verizon	845 887 49679 346 24 5	74106.6 - Elevator Service	-32.39
Check	06/21/2023	18921	NYSEG	1001-0704-798	Fuel & Electric-NAR	-235.74
Check	06/21/2023	18922	Postmaster	postage all branches	Postage	-378.00
Check	06/28/2023	18923	NYS Unemployment Insurance	Employer Reg # 93-10135 8	90508.1 - SUI Employer	-349.66
Check	06/28/2023	18924	NYSEG	1001-1281-077	Fuel & Electric-JEF	-370.04
Check	06/30/2023	18926	Village of Jeffersonville	Acct 00349	Sewer & Water-JEF	-91.71
Check	06/30/2023	18927	NYSEG	1003-8570-692	Fuel & Electric-DEL	-20.70
Check	06/30/2023	18931	Ethelbert B Crawford Public Library		Fines & Fees-JEF	-18.99
Check	06/30/2023	18932	Christina Mace		Bookkeeper	-560.00
Check	06/30/2023	18933	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	06/30/2023	18934	The River Reporter	1510 7/31/23	Periodicals-NAR	-52.00
Check	06/30/2023	18935	Smithsonian	#920822001854	Periodicals-NAR	-15.00
Check	06/30/2023	18936	Narrowsburg Water & Sewer	Acct #100900	Sewer & Water-NAR	-241.10
Check	06/30/2023	18937	Town of Delaware Callicoon Water District	SBL 14-5-54 Acct # 0258	Sewer & Water-DEL	-152.73
Check	06/30/2023	18938	DMIS Corporation		Misc O&M-DEL	-575.00
Check	06/30/2023	18939	RCLS General	invoice 32126 & 32068	-SPLIT-	-214.50

Western Sullivan Public Library
Operating Account Check List
June 9 - 30, 2023

Check	06/30/2023	18940	RCLS General	invoice 32081, 32082, 32083	-SPLIT-	-4,845.00
Check	06/30/2023	18941	ENGN CNTR LTD	July Workshop	2023 Arts & Heritage	-250.00
Check	06/30/2023	18942	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-2,961.78
Check	06/30/2023	18943	National Geographic	Acct # 616248221	Periodicals-JEF	-49.00
Check	06/30/2023	18944	Fox Ledge, Inc.	Account 005821	-SPLIT-	-84.00
Check	06/30/2023	18945	Cash	Cash replenishment for DEL	Petty Cash-DEL	-11.91
Check	06/30/2023	18946	Cash	Cash replenishment for JEF	Petty Cash-JEF	-17.85
Check	06/30/2023	18947	Cash	Cash replenishment for NAR	Petty Cash-NAR	-6.15
Check	06/30/2023	18948	Pete's Market	cust #845	-SPLIT-	-23.27
Check	06/30/2023	18949	Peck's Market	Acct 4394 & C966	-SPLIT-	-146.99
Check	06/30/2023	18950	Audra Everett (reimb.)		Travel & Continuing Education	-79.12
Check	06/30/2023	18951	GOVCONNECTION, INC.	Invoice # 74185238 & 74201773	PCC Programs	-1,172.31
Check	06/30/2023	18952	OverDrive, Inc.	Cust ID 1052-1001	Digital Downloads - WSPL	-649.46
Check	06/30/2023	18953	Kanopy LLC		Digital Downloads - WSPL	-727.00
Check	06/30/2023	18954	United Healthcare Insurance Company	Member ID 351736481-1	90608 · Employee Health Insurance	-234.50
Check	06/30/2023	18955	Joseph E. Schultz	invoice #2980 & 2984	-SPLIT-	-528.71
Check	06/30/2023	18956	Callicoon Supply Inc.	Acct # 4675	Materials	-36.30
Check	06/30/2023	18957	ASTAR Plumbing Heating & Air, LLC	invoice # 252462	Labor	-794.20
Check	06/30/2023	18958	D Man's Mowing & Maintenance	Inv. # 86 & 100	-SPLIT-	-475.00
Check	06/30/2023	18959	Ehrlich	Invoice # 46535076 & 46533944	-SPLIT-	-347.53
Check	06/30/2023	18960	Jeanne Sager Editorial, Inc.		PCC Programs	-500.00
Check	06/30/2023	18961	ES11, LLC	Inv. #401-8816	Website Development & Services	-1,350.00
Check	06/30/2023	18962	Greg Triggs		PCC Programs	-75.00
Check	06/30/2023	18963	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-1,487.22
Check	06/30/2023	18964	Midwest Tape LLC		-SPLIT-	-1,373.87
Check	06/30/2023	18965	Baker & Taylor Books #510486		-SPLIT-	-2,289.06
Check	06/30/2023	18966	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-6,738.70
Check	06/30/2023	18967	Dorothy Hartz	First Friday	2023 DVAA NYSCA Grant	-75.00
Check	06/30/2023	18968	Lynne Procope		2023 DVAA NYSCA Grant	-250.00
Check	06/30/2023	18985	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-91.36
Check	06/30/2023	18986	GOVCONNECTION, INC.	Invoice # 74249401	PCC Programs	-1,372.85
Check	06/30/2023	18987	Delaware Valley Farm & Garden	Acc. #100706	Materials	-68.97
Check	06/30/2023	18988	Midwest Tape LLC		-SPLIT-	-559.96
Check	06/30/2023	18989	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-1,651.52

Western Sullivan Public Library Operating Account Check List June 9 - 30, 2023

Check	06/30/2023	18990	ENGN CNTR LTD	Aug Workshop	2023 Arts & Heritage	-250.00
Liability Check	06/12/2023	18920	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Liability Check	06/12/2023	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Liability Check	06/12/2023	eft ers	NYS & Local Retirement System	51404	607 · NYS & Local Retirement	-511.61
Liability Check	06/12/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # -1483823806	-SPLIT-	-617.64
Liability Check	06/16/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -1484890806	-SPLIT-	-3,782.72
Liability Check	06/28/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -1043975806	-SPLIT-	-3,710.84
Liability Check	06/28/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # -1042363806	-SPLIT-	-607.16
Liability Check	06/30/2023	18925	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Liability Check	06/30/2023	18930	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-200.00
Liability Check	06/30/2023	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Paycheck	06/16/2023	2023061601	Employee		-SPLIT-	
Paycheck	06/16/2023	2023061602	Employee		-SPLIT-	
Paycheck	06/16/2023	2023061603	Employee		-SPLIT-	
Paycheck	06/16/2023	2023061604	Employee		-SPLIT-	
Paycheck	06/16/2023	2023061605	Employee		-SPLIT-	
Paycheck	06/16/2023	2023061606	Employee		-SPLIT-	
Paycheck	06/16/2023	2023061607	Employee		-SPLIT-	
Paycheck	06/16/2023	2023061608	Employee		-SPLIT-	
Paycheck	06/16/2023	2023061609	Employee		-SPLIT-	
Paycheck	06/16/2023	2023061610	Employee		-SPLIT-	
Paycheck	06/16/2023	2023061611	Employee		-SPLIT-	
Paycheck	06/16/2023	2023061612	Employee		-SPLIT-	
Paycheck	06/16/2023	2023061613	Employee		-SPLIT-	
Paycheck	06/16/2023	2023061614	Employee		-SPLIT-	
Paycheck	06/16/2023	2023061615	Employee		-SPLIT-	
Paycheck	06/16/2023	2023061616	Employee		-SPLIT-	
Paycheck	06/16/2023	2023061617	Employee		-SPLIT-	
					Total 6.16.23 payroll	-13,592.30
Paycheck	06/30/2023	18928			-SPLIT-	
Paycheck	06/30/2023	18929			-SPLIT-	
Paycheck	06/30/2023	2023063001			-SPLIT-	
Paycheck	06/30/2023	2023063002			-SPLIT-	
Paycheck	06/30/2023	2023063003			-SPLIT-	

Aug 13, 2023

Western Sullivan Public Library
Operating Account Check List
June 9 - 30, 2023

Paycheck	06/30/2023	2023063004	-SPLIT-	
Paycheck	06/30/2023	2023063005	-SPLIT-	
Paycheck	06/30/2023	2023063006	-SPLIT-	
Paycheck	06/30/2023	2023063007	-SPLIT-	
Paycheck	06/30/2023	2023063008	-SPLIT-	
Paycheck	06/30/2023	2023063009	-SPLIT-	
Paycheck	06/30/2023	2023063010	-SPLIT-	
Paycheck	06/30/2023	2023063011	-SPLIT-	
Paycheck	06/30/2023	2023063012	-SPLIT-	
Paycheck	06/30/2023	2023063013	-SPLIT-	
Paycheck	06/30/2023	2023063014	-SPLIT-	
Paycheck	06/30/2023	2023063015	-SPLIT-	
Paycheck	06/30/2023	2023063016	-SPLIT-	
Paycheck	06/30/2023	2023063017	-SPLIT-	
			Total 6.30.23 payroll	-16,153.37
Jun 9 - 30, 23				-106,006.28

Western Sullivan Public Library Operating Account Check List July 1 through August 13, 2023

Type	Date	Num	Name	Memo	Split	Amount
Jul 1 - Aug 13, 23						
Check	07/08/2023	18969	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90
Check	07/08/2023	18970	Eileen Stelljes	3 programs 7.18.23	Children's Programs	-311.25
Check	07/08/2023	18971	Tom Smith	2 programs 7.25.23	Children's Programs	-200.00
Check	07/08/2023	18972	Eileen Stelljes	3 programs 8.1.23	Children's Programs	-305.25
Check	07/08/2023	18973	Joe Kennedy	8.7.23 Program	Children's Programs	-100.00
Check	07/08/2023	18974	Lori Johnson	2 programs 8.8.23	Children's Programs	-200.00
Check	07/08/2023	18975	Mark Randall	8.4.23 program	Adult Programs	-125.00
Check	07/10/2023	18976	NYSEG	1001-3155-188	Fuel & Electric-DEL	-14.39
Check	07/21/2023	18978	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-32.40
Check	07/21/2023	18979	NYSEG	1001-0704-798	Fuel & Electric-NAR	-297.17
Check	07/31/2023	eft34926271	NYS Employment Taxes	UI #9310135 8/Fed ID#14-1825007 2023 2nd qtr	90508.1 · SUI Employer	-1,347.07
Check	08/07/2023	18981	NYSEG	1003-8570-692	Fuel & Electric-DEL	-20.70
Check	08/07/2023	18982	NYSEG	1001-3155-188	Fuel & Electric-DEL	-14.76
Check	08/07/2023	18983	NYSEG	1001-1281-077	Fuel & Electric-JEF	-387.88
Check	08/13/2023	18991	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-914.82
Check	08/13/2023	18992	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-281.17
Check	08/13/2023	18993	Christina Mace		Bookkeeper	-840.00
Check	08/13/2023	18994	Ehrlich	Invoice # 48377210	Labor	-65.00
Check	08/13/2023	18995	Brodart Co.	Account 311663 Inv # 628520 & CY15935	-SPLIT-	-367.68
Check	08/13/2023	18996	Cash	Cash replenishment for DEL	Petty Cash-DEL	-16.50
Check	08/13/2023	18997	Cash	Cash replenishment for JEF	Petty Cash-JEF	-9.85
Check	08/13/2023	18998	Cash	Cash replenishment for NAR	Petty Cash-NAR	-25.00
Check	08/13/2023	18999	Laura Moran (reimb)		Office Supplies - DEL	-23.76
Check	08/13/2023	19000	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	08/13/2023	19001	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90
Check	08/13/2023	19002	OverDrive, Inc.	Cust ID 1052-1001	Digital Downloads - WSPL	-456.05
Check	08/13/2023	19003	Kanopy LLC		Digital Downloads - WSPL	-853.00
Check	08/13/2023	19004	Peck's Market	Acct 4394 & C966	-SPLIT-	-130.00
Check	08/13/2023	19005	United Healthcare Insurance Company	Member ID 351736481-1	90608 · Employee Health Insurance	-234.50
Check	08/13/2023	19006	RCLS General	invoice 32306	Databases (Elec Material)	-171.00
Check	08/13/2023	19007	RCLS General	invoice 32213	-SPLIT-	-2,825.00

Western Sullivan Public Library Operating Account Check List July 1 through August 13, 2023

Check	08/13/2023	19008	RCLS General	invoice 32154	ILS & IT - DEL	-1,896.00
Check	08/13/2023	19009	RCLS General	invoice 32155	ILS & IT - JEF	-2,125.75
Check	08/13/2023	19010	RCLS General	invoice 32156	ILS & IT - NAR	-1,661.75
Check	08/13/2023	19011	Sullivan County Democrat		Periodicals-NAR	-69.00
Check	08/13/2023	19012	Fox Ledge, Inc.	Account 005821	-SPLIT-	-39.45
Check	08/13/2023	19013	John Erik Karkula	Invoice P071223k	Labor	-160.00
Check	08/13/2023	19014	Iuliia Poroshina	8.11.23 Program	Adult Programs	-75.00
Check	08/13/2023	19015	Iuliia Poroshina	8.25.23 Program	Adult Programs	-75.00
Check	08/13/2023	19016	Eileen Stelljes	8.15.23 program	Children's Programs	-191.25
Check	08/13/2023	19017	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-6,738.70
Check	08/13/2023	19018	Midwest Tape LLC		-SPLIT-	-1,817.91
Check	08/13/2023	19019	Baker & Taylor Books #510486		-SPLIT-	-3,644.35
Liability Check	07/05/2023	eft ers	NYS & Local Retirement System	51404	607 · NYS & Local Retirement	-772.05
Liability Check	07/05/2023	eft5350818	NYS Income Tax	141825007 6	606 · SWT Payable	-93.00
Liability Check	07/05/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -656924806	-SPLIT-	-489.00
Liability Check	07/07/2023	eft5366953	NYS Income Tax	141825007 6	606 · SWT Payable	-88.00
Liability Check	07/07/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 273540590	-SPLIT-	-493.00
Liability Check	07/10/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # 425395590	-SPLIT-	-639.71
Liability Check	07/14/2023	18977	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-172.42
Liability Check	07/14/2023	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Liability Check	07/14/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 424446590	-SPLIT-	-3,901.02
Liability Check	07/26/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # -1623173706	-SPLIT-	-663.83
Liability Check	07/28/2023	18980	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-177.18
Liability Check	07/28/2023	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Liability Check	07/28/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -1623030706	-SPLIT-	-3,978.60
Liability Check	08/07/2023	eft ers	NYS & Local Retirement System	51404	-SPLIT-	-617.43
Liability Check	08/07/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # -761014706	-SPLIT-	-666.19
Liability Check	08/11/2023	18984	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-177.18
Liability Check	08/11/2023	eft34926272	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Liability Check	08/11/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -761201706	-SPLIT-	-3,990.34
Paycheck	07/14/2023	2023071401			-SPLIT-	
Paycheck	07/14/2023	2023071402			-SPLIT-	
Paycheck	07/14/2023	2023071403			-SPLIT-	

Aug 13, 2023

Western Sullivan Public Library
Operating Account Check List
July 1 through August 13, 2023

Paycheck	07/14/2023	2023071404	-SPLIT-	
Paycheck	07/14/2023	2023071405	-SPLIT-	
Paycheck	07/14/2023	2023071406	-SPLIT-	
Paycheck	07/14/2023	2023071407	-SPLIT-	
Paycheck	07/14/2023	2023071408	-SPLIT-	
Paycheck	07/14/2023	2023071409	-SPLIT-	
Paycheck	07/14/2023	2023071410	-SPLIT-	
Paycheck	07/14/2023	2023071411	-SPLIT-	
Paycheck	07/14/2023	2023071412	-SPLIT-	
Paycheck	07/14/2023	2023071413	-SPLIT-	
Paycheck	07/14/2023	2023071414	-SPLIT-	
Paycheck	07/14/2023	2023071415	-SPLIT-	
Paycheck	07/14/2023	2023071416	-SPLIT-	
Paycheck	07/14/2023	2023071417	-SPLIT-	
			Total 7.14.23 payroll	-13,747.52
Paycheck	07/28/2023	2023072801	-SPLIT-	
Paycheck	07/28/2023	2023072802	-SPLIT-	
Paycheck	07/28/2023	2023072803	-SPLIT-	
Paycheck	07/28/2023	2023072804	-SPLIT-	
Paycheck	07/28/2023	2023072805	-SPLIT-	
Paycheck	07/28/2023	2023072806	-SPLIT-	
Paycheck	07/28/2023	2023072807	-SPLIT-	
Paycheck	07/28/2023	2023072808	-SPLIT-	
Paycheck	07/28/2023	2023072809	-SPLIT-	
Paycheck	07/28/2023	2023072810	-SPLIT-	
Paycheck	07/28/2023	2023072811	-SPLIT-	
Paycheck	07/28/2023	2023072812	-SPLIT-	
Paycheck	07/28/2023	2023072813	-SPLIT-	
Paycheck	07/28/2023	2023072814	-SPLIT-	
Paycheck	07/28/2023	2023072815	-SPLIT-	
Paycheck	07/28/2023	2023072816	-SPLIT-	
			Total 7.28.23 payroll	-13,790.82
Paycheck	08/11/2023	2023081101	-SPLIT-	

Aug 13, 2023

**Western Sullivan Public Library
Operating Account Check List
July 1 through August 13, 2023**

Paycheck	08/11/2023	2023081102	-SPLIT-	
Paycheck	08/11/2023	2023081103	-SPLIT-	
Paycheck	08/11/2023	2023081104	-SPLIT-	
Paycheck	08/11/2023	2023081105	-SPLIT-	
Paycheck	08/11/2023	2023081106	-SPLIT-	
Paycheck	08/11/2023	2023081107	-SPLIT-	
Paycheck	08/11/2023	2023081108	-SPLIT-	
Paycheck	08/11/2023	2023081109	-SPLIT-	
Paycheck	08/11/2023	2023081110	-SPLIT-	
Paycheck	08/11/2023	2023081111	-SPLIT-	
Paycheck	08/11/2023	2023081112	-SPLIT-	
Paycheck	08/11/2023	2023081113	-SPLIT-	
Paycheck	08/11/2023	2023081114	-SPLIT-	
Paycheck	08/11/2023	2023081115	-SPLIT-	
Paycheck	08/11/2023	2023081116	-SPLIT-	
			Total 8.11.23 payroll	-13,821.78
Jul 1 - Aug 13, 23				-91,062.23

Western Sullivan Public Library

Treasurer's Report

Report for: August 14 2023
 Month and Day Year

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

Balance on hand as of:	<u>June 30, 2023</u>	\$36,462.03
Plus Deposits:		
Accounts Receivable	\$16,890.65	
Transfers from IMM	\$60,000.00	
Interest	\$0.55	
Other	<u>\$0.00</u>	
Total Deposits		\$76,891.20
Less Disbursements:		
Transfer to IMM	\$75,000.00	
Operating Expenses	<u>\$2,505.07</u>	
Total Disbursements		\$77,505.07
Balance on hand as of:	<u>July 31, 2023</u>	<u><u>\$35,848.16</u></u>

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

Balance on hand as of:	<u>June 30, 2023</u>	\$612,282.20
Plus Deposits:		
Annual Tax Portion & PILOT	\$0.00	
Interest	\$27.09	
Other	<u>\$0.00</u>	
Total Deposits		\$27.09
Less Disbursements:		
Transfers to Operating Fund	\$75,000.00	
Transfer to Capital Fund	<u>\$0.00</u>	
Total Disbursements		\$75,000.00
Balance on hand as of:	<u>July 31, 2023</u>	<u><u>\$537,309.29</u></u>

Western Sullivan Public Library

Treasurer's Report

Report for: August 14 2023
 Month and Day Year

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

Balance on hand as of:	<u>June 30, 2023</u>	\$1,000.00
Plus Deposits:		
Credit Card Payments	<u>\$233.65</u>	
Total Deposits		\$233.65
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements		\$0.00
Balance on hand as of:	<u>July 31, 2023</u>	<u><u>\$1,233.65</u></u>

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

Balance on hand as of:	<u>June 30, 2023</u>	\$359,918.44
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>July 31, 2023</u>	<u><u>\$359,918.44</u></u>
Account opened December 10, 2019		



Western Sullivan Public Library

DIRECTOR'S REPORT

August 14, 2023

Building/Equipment:

Callicoon: The current split units were evaluated. We received an estimate for the replacement of current units and adding a new unit to the addition area on the second floor, and recommendations to make the system more efficient. Buck Moorhead Architect is working on bid documents for the cornice/repainting/window restoration project.

Jeffersonville: The sewer lateral was replaced on Monday, July 24, 2023. The existing sewer lateral was over the village water main. The new one went beneath it so it will have more coverage to prevent freeze-ups. The trench will settle for a couple of weeks before paving is completed.

Narrowsburg: The pear tree on the side of the building split and half fell in the parking lot. Thank you to the town for cleaning it up. We need to decide what to do with the other part of the tree.

Finance:

See reports.

Personnel:

The Narrowsburg Library Branch Manager advertisement was posted system-wide, on social media, in-house and online in July. Candidates will be interviewed this month.

Professional Development/Meetings:

7/14/2023: SUPLA Meeting

8/9/2034: Directors Association Meeting

8/11/2023: SUPLA Meeting

Programs:

[View newsletter.](#)

Strategic Plan Progress:

The managers, programmers, multimedia tech and I will review the progress on current goals.

Monthly Statistics:

See statistics in "Other Items" on libguide.

Other:

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

RCLS Annual Meeting & Awards Presentation in Goshen. **REGISTRATION IS REQUIRED.**

SUPLA is planning a Legislative Lunch in September. More details to come.

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

July Circulation	Callicoon	Jeffersonville	Narrowsburg
Adult Books	697	835	618
Young Adult Books	74	36	42
Children's Books	649	455	252
Periodicals	6	21	6
Audiobooks	35	14	20
Museum Pass (Apr-Dec)	4	2	2
DVDs	486	379	152
Other	38	31	4
2023 Totals	1985	1773	1096
2022 Totals	1725	2042	1048

Wireless usage per branch

	July 2022	July 2023
Callicoon	6110	3638
Jeffersonville	1549	1011
Narrowsburg	3357	1535
Total	11016	6184

Computer Use

	July 2022	July 2023
Callicoon	76	108
Jeffersonville	69	60
Narrowsburg	72	54
Total	217	222

Internet/Social Media

	July 2022	July 2023
Instagram followers	1087	1185
Facebook followers	1121	1228
Metaverse video views	19.6k	6,592
Website users	2,303	2,018
Website sessions	3449	2894
Website page views	5499	4094
Podcast Downloads	203	36
Monthly eNewsletter	1 email sent to 564 subscribers	353 opens/74 clicks
Mailchimp weekly email blasts	5 weekly emails to 1,483 subscribers	3,018 opens/217 clicks

e-Circulation

Type	Jul 2022	Jul 2023
Callicoon e-content	356	415
Jeffersonville e-content	527	625
Narrowsburg e-content	249	285
Kanopy films (# of videos played)	511	692
Total	1643	2017

Curbside Pickup Appointments

Callicoon	0
Jeffersonville	0
Narrowsburg	4

Patron Count at the Library

	Jul 2022	Jul 2023
Callicoon	1226	1173
Jeffersonville	1328	1096
Narrowsburg	895	836
Total	3449	3105

Reference questions

	Jul 2022	Jul 2023
Callicoon	135	189
Jeffersonville	93	153
Narrowsburg	119	141
Total	347	483

Date	Program	Platform(s)/Type	Target Audience	Attendance/Views in 24 hours
7/3/2023	Narrowsburg Knitters	In-Person	Adult	5
7/3/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	1
7/5/2023	Game Club	In-Person	Adult	3
7/6/2023	Sewcial Circle	In-Person	Adult	6
7/7/2023	Art Workshop	In-Person	Adult	4
7/7/2023	First Fridays	In-Person	Adult	35

7/10/2023	Narrowsburg Knitters	In-Person	Adult	8
7/10/2023	Cartoon Club	NAR	youth	14
7/11/2023	storytime	DYC	youth	40
7/11/2023	papermaking	DYC	youth	27
7/12/2023	Office for the Aging	In-Person	Adult	3
7/12/2023	storytime	JEFF	youth	8
7/13/2023	Civil Service 101	In-Person	Adult	0
7/13/2023	Sewcial Circle	In-Person	Adult	7
7/13/2023	Tween Ice Cream Social	Off Site	youth	0
7/14/2023	Jeff Book Club	In-Person	Adult	3
7/17/2023	Narrowsburg Knitters	In-Person	Adult	8
7/18/2023	Pam Golben Pollinators	In-Person	Adult	Cancelled, lack of registration
7/18/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2
7/18/2023	storytime	DYC	youth	29
7/18/2023	3D Hot Air Ballon Art	DYC	youth	23
7/18/2023	Internet of Things	In-Person	Adult, PCC	0
7/19/2023	Office for the Aging	In-Person	Adult	4
7/19/2023	Cricut Meet Up	In-Person	Adult	4
7/19/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2
7/19/2023	storytime	NAR	youth	0
7/20/2023	Sewcial Circle	In-Person	Adult	7
7/20/2023	Buck Brook Farm Tour	Off Site	youth	9
7/20/2023	Tween Soap Felting	Off Site	youth	12
7/21/2023	Craft Lovers	In-Person	Adult	8
7/24/2023	Narrowsburg Knitters	In-Person	Adult	4
7/24/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	5
7/24/2023	Craft Program	NAR	youth	0
7/25/2023	Callicoon Book Club	In-Person	Adult	2
7/25/2023	Introduction to ChatGPT	In-Person	Adult, PCC	0
7/25/2023	storytime	DYC	youth	31
7/25/2023	Tracks & Traces	DYC	youth	15
7/26/2023	Narrowsburg Book Club	In-Person	Adult	4
7/26/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	1
7/26/2023	storytime	JEFF	youth	8
7/27/2023	Lego Challenge	JEFF	youth	11
7/28/2023	Evan Padua Fishing	In-Person	Adult	7
7/31/2023	Narrowsburg Knitters	In-Person	Adult	7
7/31/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	1

Western Sullivan Public Library
Fuel & Electric YTD Comparison
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Jul '21 - Jun 22</u>
Ordinary Income/Expense		
Expense		
74106.4 · Fuel & Electric		
Fuel & Electric-DEL	8,042.68	8,333.56
Fuel & Electric-JEF	6,301.19	6,876.58
Fuel & Electric-NAR	5,633.20	6,250.80
Total 74106.4 · Fuel & Electric	<u>19,977.07</u>	<u>21,460.94</u>
Total Expense	19,977.07	21,460.94

Western Sullivan Public Library
Fuel & Electric YTD Comparison
 July 1 through August 13, 2023

	<u>Jul 1 - Aug 13, 23</u>	<u>Jul 1 - Aug 13, 22</u>
Ordinary Income/Expense		
Expense		
74106.4 · Fuel & Electric		
Fuel & Electric-DEL	49.85	608.30
Fuel & Electric-JEF	387.88	379.74
Fuel & Electric-NAR	297.17	436.43
Total 74106.4 · Fuel & Electric	<u>734.90</u>	<u>1,424.47</u>
Total Expense	<u>734.90</u>	<u>1,424.47</u>
Net Ordinary Income	<u>-734.90</u>	<u>-1,424.47</u>
Net Income	<u><u>-734.90</u></u>	<u><u>-1,424.47</u></u>

2022 - 2023 Year End Carry Forwards

	Amount	Expenses	Remaining Amount	Requested Carry Forward /Transfer	Notes
74107.3 · Programs & Evnets - 2023 Arts & Heritage	500.00	0.00	500.00	500.00	Funds received later and still in use
74107.3 · Programs & Evnets - 2023 DVAA NYSCA Grant	1,800.00	0.00	1,800.00	1,800.00	Funds received later and still in use
74105.5 · Building Maintenance	35,000.00	0.00	35,000.00	35,000.00	Transfer into Capital Funds account
Total	<u>37,300.00</u>	<u>0.00</u>	<u>37,300.00</u>	<u>37,300.00</u>	

2022-2023 Year End Transfers

Expensed To Date	Approved Budget	Remaining Amount	Requested Change	Requested Budget	Remaining Amount after Change	Notes	
74106.2 · ILS & IT	31,572	30,000	(1572.00)	1572.00	31,572.00	0.00	Increased fee from RCLS
74106.5 · Elevator Service	4,031	4,000	(31.00)	31.00	4,031.00	0.00	Rise in contractual costs
74107.1 · Professional Services	10,290	18,300	8010.00	(1603.00)	16,697.00	6,407.00	Didn't require as many services
Total For Listed Categories	<u>45,893.00</u>	<u>52,300.00</u>	<u>6,407.00</u>	<u>0.00</u>	<u>52,300.00</u>	<u>6,407.00</u>	



Western Sullivan Public Library

BOARD MEETINGS POLICY

The Board of Trustees of the Western Sullivan Public Library operates in accordance with New York State's Open Meetings Law (see *Education Law §260* and *Public Officers Law, Article 7*). This law requires that board meetings be properly posted and advertised and that they be open to the public, except for those portions which qualify as executive sessions. Notice of all board meetings will be sent to the news media and posted on the Library's website and public bulletin board.

Regular Board meetings will take place on the day and time designated by the Board, except as modified. The meeting schedule is posted at the Library branches and on the Library's website.

If a special meeting is scheduled, public notice of the time and place will be sent to the news media and conspicuously posted at the branches and on the Library's website at least 72 hours before the meeting.

Records subject to release under the *Freedom of Information Law (FOIL)*, as well as any proposed rule, regulation, policy or amendment that is on the Board agenda and scheduled to be discussed at a Board meeting, shall be made available upon request and posted on the Library's website, to the extent practicable, 24 hours prior to the meeting.

If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used. Voting may be done through videoconferencing, provided that a quorum is present at the physical location and members can be both seen and heard voting and participating from remote locations. The minutes of the meeting must reflect which members participated by video conference.

The Director will prepare the meeting agenda and review it with the Board President before posting it to the library's Board Libguide. The agenda will then be distributed to Board members one week before the regular meeting. The President or other Board members will submit requests to place matters on the agenda to the Director.

Recording Meetings

Any meeting that utilizes video conferencing shall be recorded and the recording shall be posted to the Library's website within five days of the meeting.

Public Participation at Board Meetings

The Board encourages public participation on library-related matters at Board meetings. Public Comment Period is limited to 30 minutes. Periods may be extended or added by a majority vote of the Board.

Persons wishing to address the Board shall state their name and address, as well as provide written contact information such as email or telephone number on the public comment form. Any group or organization wishing to address the Board must identify a single spokesperson and shall state the name of their organization and the community in which it is based.



Western Sullivan Public Library

Each speaker is allowed a maximum of **three minutes**. Discussion involving individual library personnel is not permitted in public session. Persons wishing to discuss matters involving individual library personnel should present their comments and/or concerns to the Director during regular business hours.

All speakers are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, and statements advocating racial, religious, or other forms of prejudice will not be tolerated. Refer to the Library's *Code of Conduct*.

Persons making presentations at a Board meeting shall address remarks to the President and shall not direct questions or comments to Board members or other library staff. Board members and the Director shall have the privilege of asking questions of any person who addresses the Board.

The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented. The President shall have the right to discontinue any presentation which violates this policy.

Minutes

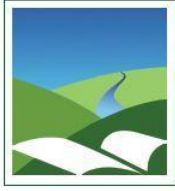
Written minutes must be kept for all meetings of the Board. The minutes shall be prepared promptly and shall set forth an accurate record of votes and actions taken at each meeting. Unapproved minutes shall be made available on the library's website no later than two weeks after the meeting. Approved minutes will be posted on the library website.

Quorum

The quorum for any Board meeting is five members. No formal action will be taken at any meeting where a quorum is not present. Unless otherwise required by law, official action will only be taken by approval of the majority of the full Board.

Use of Parliamentary Procedure

The business of the Board shall be conducted in accordance with the authoritative principles of parliamentary procedure as found in the latest edition of *Robert's Rules of Order*.



Western Sullivan Public Library

PUBLIC COMMENT FORM

Name	Address	Email Address or Telephone number	Organization (if applicable)



Western Sullivan Public Library

TEMPORARY-MEMBERSHIP POLICY

Deleted: MEMBERSHIP:

The Western Sullivan Public Library (WSPL) shall provide temporary membership for up to six months to persons who are not residents of the Sullivan West Central School Districts, subject to the following:

Deleted: non-resident

Registration:

1. Potential members need to show appropriate identification in order to obtain a library card.

Fees:

1. The cost of a temporary membership in any branch of the Western Sullivan Public Library is \$20.00.
3. All Western Sullivan Public Library fines, fees, and refunds apply to temporary memberships.

Deleted: 17.50 for an individual

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Deleted: 2. Family memberships are \$22.50

Lending Rules:

1. Temporary membership allows borrowing from the three branches of the Western Sullivan Public Library.
2. As per Ramapo Catskill Library System ILS policy, temporary members do not have direct-access privileges and can only have one hold at a time.
3. All other lending rules follow the WSPL's current Membership procedure.

Deleted: ANSER

Deleted:

Deleted: current



Western Sullivan Public Library

PERSONNEL POLICY

I. RECRUITMENT, DEVELOPMENT, AND SEPARATION OF STAFF

a. LIBRARY POLICIES

- i. All library staff, whether paid or unpaid, are provided with, required to read, and be familiar with Library Policies.

b. PERSONNEL RECRUITMENT

- i. Employees of the Western Sullivan Public Library become New York State Civil Service Employees upon their hire. Positions are classified by the Sullivan County Department of Personnel as either Competitive or Non-Competitive.
- ii. Candidates for either full-time or part-time Competitive positions at the Library, are hired through the Civil Service Recruitment Procedures, and selection of a candidate for a position is made from the appropriate Sullivan County Eligibility List. In accordance with Civil Service Regulations, the Library must hire a candidate from the top three candidates on the List of Eligibles.
- iii. In the event that an Eligibility List is not available or candidates from the appropriate list have declined to fill the position, the Library may advertise locally or nationally for candidates to fill the vacant position. These candidates, upon hire by the Library, become Provisional Employees of the Library. The provisional employee will be scheduled to take the Civil Service eligibility test at the earliest possible date.
- iv. After being hired from the Eligibility List, the employee serves a six-month probationary period. Upon satisfactory completion, the employee becomes permanent.

c. AMERICANS WITH DISABILITIES ACT

- i. It is library policy not to discriminate on the basis of race, gender, religious affiliation, physical or other disability provided that the employee is able to perform the required work. Reasonable accommodation will be made for the purposes of employment. As long as employees are able to perform the



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essential functions of their jobs, with reasonable accommodation, they will not be terminated.

d. EQUAL OPPORTUNITY POLICY

- i. It is the policy of this library not to discriminate on the basis of race, gender, sexual orientation, religious affiliation, age or disability.

e. DEFINITION OF STAFF CATEGORIES

- i. Full-time employees are hired as such. They generally work a regular schedule of 7 hour shifts, 35 hours per week, 1,820 hours per year, exclusive of meal breaks, which are unpaid. They are eligible for all of the benefits determined by the Board of Trustees.
- ii. Part time employees are hired as such. They generally work fewer than 30 hours per week. The length of their shift is determined by their schedule. The part-time employee's work schedule depends on the service needs of the library. Part timers are eligible for some but not all benefits afforded to full-time employees. Part-time employees working 17.5 hours or more per week are entitled to vacation and sick/personal benefits as outlined in *Section IV., Benefits*.
- iii. Job descriptions, as defined by Civil Service, are found on the library's libguide.

f. PERSONNEL FILES

- i. Personnel files are the private property of the Library, and are kept at the Main Office. They are available only to the employee, his/her supervisor, and the library administration. Personnel files may not be removed from the Main Office.

g. PERFORMANCE REVIEWS

- i. All employees will receive from their supervisor at least one written performance review annually. A supervisor may at any time conduct an evaluation to determine whether an employee is performing satisfactorily, or to accompany an anticipated personnel action.
- ii. The employee will have the option of responding to the evaluation in writing within 7 calendar days. In any case, the employee will be required to acknowledge receipt of a copy of any evaluation or personnel action by

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signing the file copy. Such signature indicates only that the employee is aware of the document, with no inference of agreement.

h. STAFF DEVELOPMENT/TRAINING

- i. All staff members are encouraged to improve their job skills by attending appropriate staff development programs such as classes, workshops, meetings, and conferences. The employee's supervisor and the Director must approve attendance at such events on library time. The decision as to whether the employee may attend staff development programs, and whether they will be reimbursed for their expenses, will be based on the appropriateness of the program, library staffing requirements, and budgetary constraints.
- ii. The Library will pay dues for ALA and NYLA at 100% for Director and 50% for librarians. If organizational rates are available, the library will take advantage of these rates.
- iii. Quarterly staff meetings will be held throughout the year for trainings that will provide the skills necessary to perform job duties.

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i. GRIEVANCE PROCEDURES

- i. It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest possible stage is encouraged. No reprisals will be taken by the Director or the Board of Trustees against any person who avails him/herself of these procedures. Any personal grievance that is in writing will be retained in an appropriate confidential file in the Main Office of the library, accessible only to the Director and the Board of Trustees. Permanent employees also have certain rights under Civil Service Law.
- ii. A grievance is a claimed violation, misinterpretation or inequitable application of the policies of the Library set forth in this document or otherwise duly adopted by the Board of Trustees concerning work conditions, salaries, work schedules and employee benefits. If the grievance concerns the possible suspension, dismissal or other disciplinary proceedings of a permanent employee, proper legal Civil Service Procedures must be followed.
 1. Step 1. The aggrieved employee shall orally present his/her grievance to his/her immediate supervisor who shall informally discuss the grievance with him/her. The supervisor will give



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his/her decision to the employee within 7 calendar days. If the grievance is not satisfactorily resolved at this stage, the employee may proceed to Step 2.

2. Step 2. Within 7 calendar days after the determination arrived at in Step 1, the employee may make a written statement to the Director, or if the Director was the immediate supervisor, then to the Chairman of the Personnel Committee of the Board, setting forth the nature of the grievance and the facts relating thereto, and the determination previously rendered. The Director or the Chairman shall then notify all parties concerned of the time and place of the hearing. Such hearings shall be held within 14 calendar days of the receipt of the written statement. If the written statement was submitted by the employee to the Director, the hearing may be held before the Director and/or the Chairperson of the Personnel Committee, and/or the Personnel Committee or a part thereof. If the employee submitted the written statement to the Chairperson of the Personnel Committee, then the hearing shall be before said Chairperson or the Personnel Committee or a part of the Personnel Committee at the Chairperson's discretion. The parties may appear and present oral or written statements supplementing their position. A determination in writing shall be given to all of the parties involved by the party before whom the hearing is held, not later than 10 calendar days after the hearing is concluded. If the grievance is not resolved at this state or if the employee wishes to appeal the determination, then the aggrieved employee may proceed to the next step.
3. Step 3. The employee may, within 7 calendar days after written notice of the determination by the Director or the Chairperson of the Personnel Committee, make a written request to the President of the Board of Trustees for review and determination by the Board as a whole. All statements and records of the case shall be submitted to the President of the Board within five calendar days after the receipt by the President of the written request. The Board must hold an executive session within ten calendar days after the receipt by the President of the written request for a hearing to hear all parties involved and determine the case. The Board of Trustees shall render a decision within ten calendar days after the meeting and give written notice thereof to parties concerned. The determination by the Board of Trustees shall be final and binding on all parties concerned, except in cases of Appeal to the State Civil Service Commission.



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j. DISCIPLINARY ACTION

- i.** When an employee's performance or conduct is not satisfactory, the supervisor or Director will so advise the employee. Steps will be taken to help improve his/her performance or conduct, applying standard principles of due process and progressive counseling/discipline. If this process fails to influence the employee to return to a satisfactory level of performance or conduct, the employee will be subject to dismissal procedures as set forth under Civil Service Law.
- ii.** Dismissals are made by the Library Director in accordance with the powers vested in him/her by the Board of Trustees, and in accordance with Civil Service Law. The advice and counsel of the Board's legal representative may be obtained when advisable.

k. RESIGNATIONS

- i.** All resignations must be submitted in writing to the Director. Full-time and part-time professional staff are expected to give at least 4 weeks notice of their intent to resign. Two weeks' notice is expected from non-professional employees. The immediate supervisor should be informed of all resignations at the earliest possible time.

l. REFERENCES

- i.** It is the policy of the Library to provide references only to prospective employers or others to whom the current or former employee has asked us, in writing, to provide this information.
- ii.** If the current or former employee has asked us, in writing, the Library will only provide a neutral reference which includes the date of your employment, whether you still work for us, or the date when your employment ended and a chronological list of the positions you've held at the Library. Only the Director may provide this official statement of the Library.



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m. DRUG AND ALCOHOL ABUSE

- i. It is the policy of the Library to prohibit the use, sale, or dispensing of all controlled substances, on its premises.
- ii. An employee reporting to work under the influence of drugs or alcohol will not be permitted to enter the Library's premises. If an employee is discovered under the influence while on the job, he/she will be required to leave the premises and will be escorted home.
- iii. An employee bringing controlled substances to work, using them on library property, or dispensing or selling any controlled substances on library property will be subject to disciplinary action.

II. CONDITIONS OF WORK

- a. Work schedule requirements are intended to insure an optimum level of library service, while maximizing efficiency, and distributing the workload as equitably as possible. Each employee should adhere as closely as possible to his or her regular work schedule. Personal time is available to full-time employees and part-time employees so that they may take care of private business during the work week. No employee or volunteer shall be in the Library during hours the Library is closed, unless scheduled to do so, without the express consent of the Director.
- b. ~~In general, the full-time employee's work week, exclusive of a one-half hour lunch or supper period, is thirty-five hours; seven hours per day, five days per week (Monday through Saturday).~~
- c. At the discretion of the Director, compensatory time can be given to employees who might be required to work above their set scheduled hours. At the mutual convenience of the Library and the staff member, this compensatory time should, if possible, be taken within the pay period, but must be taken within one (1) month of when it was earned.
- d. If, in an emergency, an employee works more than forty hours in a week, he /she will receive compensation for the hours above forty in accordance with the Fair Labor Standards Act.
- e. If an employee wishes to switch scheduled working hours with another employee, arrangements must be approved by the employee's immediate supervisor, or Director.

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LATENESS / ABSENCE

- i. Promptness is a condition of employment. All employees are expected to be in their assigned place ready to work at the time prescribed. Punctuality demonstrates a commitment to the Library, is essential for good service, and shows courtesy toward fellow workers. While an occasional lateness may be unavoidable, chronic lateness is misconduct and will be cause for disciplinary action.
- ii. All absences from an employee's regularly scheduled workweek, must be accounted for by proper use of vacation leave, personal leave, sick leave, floating holidays or jury duty. If an employee does not have any of these categories of time available to use, arrangements can be made in advance, at the recommendation of the Director to the Board of Trustees, for the employee to receive unpaid leave. Any absence not accountable as described above, will be considered an unscheduled absence, which may be subject to disciplinary action.

f. EMERGENCY CLOSING OF THE LIBRARY

- i. On occasion it may be necessary for the library to close due to inclement weather, a power failure, or other unforeseen circumstances. Because of our important public service function every effort will be made to keep these closings to a minimum. It is the Director's, or his/her delegate's responsibility to determine what action is most appropriate. After such a decision is made all affected staff members will be notified, if possible. Radio stations will be asked to announce such closings and closing will be posted on social media and the library's website. All staff members scheduled to work that day will be compensated at their normal rate of pay for the hours scheduled. If an employee is scheduled to be off work for any reason (e.g. vacation or personal time), no additional compensation will be granted or changes in schedule allowed. Employees so designated will notify the staff at each branch.
- ii. If an employee takes time off because of weather or road conditions when the library is not closing, the employee must use his/her vacation, personal time or compensatory time.

g. EMERGENCY CLOSING FOR EXTENDED PERIODS

- i. At the discretion of the Director and the Board of Trustees, the library may decide to close for extended periods of time, in response to recommendations from state and local governments, RCLS, or the School



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District, or on the basis of other considerations. See Infectious Disease Protocol.

h. REST PERIODS / MEAL TIMES

- i. Every employee who works four (4) consecutive hours or more is entitled to one (1) fifteen minute rest period. Rest periods should be scheduled in order to maintain good library service. Breaks are not to be used for leaving early or coming in late.
- ii. Any employee working more than six (6) consecutive hours is required to take a thirty (30) minute meal break. This break should be scheduled as close as possible to the mid-point of his/her shift, as is convenient for the employee, and as is necessary in order to maintain good library service. The meal period is uncompensated. Updated 7/2012

i. PERSONAL APPEARANCE AND CONDUCT

- i. Employees who have contact with the public represent the library in their appearance, as well as by their actions. It is expected that the Library staff will always be neat in appearance. Dress should be appropriate for the situation. The wearing of suggestive attire, shorts, flip flops, t-shirts, and similar casual attire is not permitted. Jeans are permitted on casual Friday and weekends.
- ii. ~~Smoking is not permitted within one hundred feet of the entrances, exits or outdoor areas of a library branch except in a residence or on residential property.~~
- iii. Friendly, prompt, and efficient service should be given at all times. Patience, poise, tact, and self-control are essential in all contacts with both patrons and colleagues. Staff members should be courteous, dependable, and willing to cooperate with others. Adaptability to all situations, even though they may not be personally pleasing, is essential.
- iv. Staff members should promote good morale by eliminating personal antagonisms. Criticism of the policies of the Library should be made constructively and to the proper authorities. Loyalty to the Library and to co-workers is essential. Members of the staff should value their contribution to library service and respect the integrity of their colleagues. Every effort should be made to promote smooth, harmonious operation of the Library.

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- v. Positive working relationships are essential to the teamwork that is necessary to ensure effective delivery of Library services and the well-being of all employees. Behaviors that tend to create a hostile work environment are prohibited. These include, but are not limited to, rudeness or discourtesy, malicious gossip, false allegations or providing false information about an employee, refusal to communicate including deliberate failure to share necessary job-related information, and avoidance or "shunning".
- vi. Violation of this policy, including refusal to cooperate in corrective efforts by management such as investigation, mediation or counseling, may result in disciplinary action.
- vii. It is our policy to maintain an environment free of intimidation, insult, and harassment based upon race, color, religion, sex, age, national origin, or disability. Any such incident should be reported promptly to your supervisor. See WSPL's Anti-Harassment/Anti-Discrimination Policy for further details.

j. MINOR CHILDREN OF EMPLOYEES

- i. Employees' minor children who require parental attention should not accompany the employee or be present in the Library when the employee is at work. Personal time should be used to deal with childcare problems of this nature.

k. HEALTH AND SAFETY OF EMPLOYEES

- i. During times of epidemics, pandemics, or other health-related crises, all employees are required to follow guidelines set forth in the library's Infectious Disease Protocol and any other guidelines or plans adopted by the Board of Trustees relating to the health crisis.
- ii. Employees may be required to participate in health screenings, including but not limited to questionnaires and temperature checks, prior to the start of their shift to ensure the health and safety of other employees and the public.

III. PAY PERIOD, WAGES, AND TIME SHEETS

- a. Pay rates are fixed by the Board of Trustees of the Western Sullivan Public Library. It is the policy of the Library to pay employees at pay rates comparable to the rates for similar work in the surrounding areas.



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- b. **Throughout this policy, the term “year” means the official year of the Western Sullivan Public Library, i.e., July 1-June 30.**
- c. Employees of the Library are paid biweekly. The employee's biweekly earnings will be directly deposited into his/her designated account on the Friday after the pay period ends. In the case that a scheduled payday is a bank holiday, the payday shall be the previous business day.
- d. Full-time employees, defined as those working at least 35 hours per week, are on salary, but are required to account for their time by filing the usual time sheet. Use of benefits, plus hours worked, must be recorded on the time sheet to account for time paid. Compensatory time may be approved for hours worked above the normal schedule.
- e. Part-time employees are paid hourly, and are paid for actual hours worked, unless approved vacation or personal time is used. Hours worked above the normal schedule are paid at their normal rate of pay. Part-time employees who work 17.5 hours or more per week are eligible for vacation and sick/personal leave. Use of accrued benefits according to this policy must be itemized on the appropriate time sheet.
- f. Full-time, salaried employees who work hours in excess of a normal work week will receive an equivalent amount of compensatory time. Compensatory time should, if possible, be taken within the pay period, but must be taken within one (1) month of when it was earned.
- g. In order to receive compensation on a timely basis, All employees must fill out a time sheet daily, that includes the actual time worked (e.g.. 9 AM - 5 PM), and must be signed by the employee. On their last scheduled workday of the biweekly pay period, employees must sign their time sheets and submit them to their supervisor.
- h. Supervisors will send signed timesheets on or before the Monday before 10am immediately following the pay period.

IV. BENEFITS

a. Sick Leave and Personal Leave

- i. Full-time employees receive ten days per year of sick/personal leave after the completion of three full months of successful employment. Sick/personal time is pro-rated for the first year, calculated from the employee's date of hire, and then renewed on the first of July each year thereafter. Part-time employees



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entitled to sick/personal leave receive two hours per year for each hour in their normal scheduled workweek. (If, after three full months of successful employment, you work 20 hours per week, then you receive 40 hours of sick/personal leave per year.) Sick/personal time may not be ~~accrued~~ carried over from year to year by either part-time or full-time employees.

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ii. Sick/personal leave must be used in no less than half-hour increments.

iii. Unused sick/personal leave is not paid upon termination of employment.

iv. In order to ensure good library service, the appropriate supervisor or Director must approve personal leave in advance. Sick leave may be used if the employee is sick and unable to report for work. If the employee wishes to use sick leave a minimum of two hours' notice must be given to the employee's supervisor, before the employee's shift is to begin. (Messages should not be left on the library answering machine; employees should contact their supervisor directly).

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v. If the employee does not have any sick/personal leave available, arrangements may be made, at the Director's discretion, for unpaid leave. Employees who do not adhere to these guidelines will not be compensated for any time missed, and time missed will be considered an unscheduled absence.

vi. During periods of epidemic or pandemic, the Board may approve granting paid sick leave to all employees who are unwell, even if they are not otherwise eligible or have no time remaining. The total sick time granted is determined based on the severity of the situation.

vii. If a staff member not personally ill is required to remain absent because of quarantine imposed by a governing authority, or if a staff member is required to self-quarantine, the staff member will supply a written statement from their healthcare provider stating the period of the required absence and when it is safe for the staff member to return to work. The staff member will be paid for their regularly scheduled hours.

To be eligible for compensation during quarantine leave, healthy employees must be ready, willing and able to work remotely on projects and tasks identified by the Director during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours.

b. Vacation Leave



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- i. All vacation leave is granted on a pro-rated basis, calculated from the employee's date of hire. Employees may request allotted vacation time after three months of successful employment. Vacation requests must be approved by the employee's direct supervisor.
- ii. If an employee resigns, their vacation leave will be pro-rated according to the amount of time worked in that year. Employees are not entitled to their full vacation benefits if they do not work the full year. Unused vacation leave is not paid out unless the employee has successfully worked the hours to receive the payout. Likewise, if an employee resigns having exceeded their pro-rated portion of vacation leave, the value of unaccrued vacation benefits will be deducted from their final paycheck.
- iii. Full-time employees, with the exception of those specified in (v) below, receive two weeks of vacation per year to be granted on July 1st each year. If an employee is hired mid-year their vacation allotment will be pro-rated according to the number of days left in the year. After five years of consecutive full-time employment, employees are entitled to three weeks of vacation leave, to be granted on their five-year anniversary and prorated for the remainder of the year. After ten years of consecutive full-time employment, employees are entitled to four weeks of vacation leave, to be granted on their ten-year anniversary and prorated for the remainder of the year.
- iv.
- v. Branch Managers, Programmers, and Multimedia Technicians, after three months of successful employment, are entitled to two weeks of vacation leave during the first year of employment. Upon the successful completion of the first year of employment, Branch Managers, Programmers, and Multimedia Technicians are entitled to a third week of vacation leave to be granted on their one-year anniversary and prorated for the remainder of the year. After ten years of successful consecutive service, Branch Managers, Programmers, and Multimedia Technicians are entitled to four weeks of vacation leave to be granted on their ten-year anniversary and prorated for the remainder of the year-
- vi. Full-time Directors, after three months of successful employment, are entitled to three weeks of vacation leave during the first year of employment. Upon the successful completion of the first year of employment the Director is granted an additional week on their one-year anniversary and prorated for the remainder of the year, for a total of four weeks. After five years of consecutive successful service, the Director will be granted an extra week on

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their five-year anniversary and prorated for the remainder of the year, for a total of five. After ten years of successful consecutive service, Directors are entitled to six weeks of vacation leave to be granted on their ten-year anniversary and prorated for the remainder of the year.

vii. Part-time employees eligible for vacation benefits are entitled to two hours of vacation leave per year for each hour in their regular work week. (An employee who was hired to work twenty hours a week received forty hours of vacation per year). Part-time employees may not request leave until after three months of successful employment. Vacation leave is renewed on July 1st of every year. ↓

viii. After five years of consecutive successful service, part-time employees eligible for vacation benefits are entitled to three hours of vacation leave per year for each hour worked in their regular workweek, on their five-year anniversary and prorated for the remainder of the year. After ten years of consecutive successful service, they are entitled to four hours of vacation leave per year for each hour worked in their regular workweek, on their ten-year anniversary and prorated for the remainder of the year.

ix. As a matter of courtesy, vacation should be scheduled at least one month in advance if you know when you will be taking the time off. Vacation is scheduled on a first come first served basis. Employees are encouraged to schedule their vacation leave as soon as possible, vacation leave may be approved at any time of the year, but approval will be subject to the Library's staffing needs. If requests for vacation are received on the same day and for the same time period, the senior staff member will have first choice. All vacation requests are subject to approval by the Director.

x. At the discretion of the Director, full-time employees may "carry over" up to five days of vacation into the next benefit year. The vacation carryover form must be submitted by June 30th each year. For part-time employees, up to one-half of their initial accrued leave may be carried over into the next benefit year.

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c. Paid Family Leave (PFL)

The library has opted into the NYS Paid Family Leave [plan](#) and will follow the guidelines set forth by this plan. Currently, the library covers the cost of the insurance for each employee. Information below is from <https://www.ny.gov/programs/new-york-state-paid-family-leave>.

i. Eligibility



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1. Employees with a regular work schedule of 20 or more hours per week are eligible after 26 weeks of employment.
2. Employees with a regular work schedule of less than 20 hours per week are eligible after 175 days worked.

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ii. Benefits

1. If you are eligible and have a qualifying event, you can take up to 12 weeks of job-protected, paid time off. The wage benefit is 67 percent of your average weekly wage (AWW), capped at 67 percent of the Statewide Average Weekly Wage (SAWW). Generally, your AWW is the average of your last eight weeks of wages prior to taking PFL, including bonuses and commissions. The SAWW is updated annually.

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iii. Qualifying Events

1. New Child: You can take PFL during the first 12 months following birth, adoption, or fostering of a child. Expectant mothers cannot take PFL for their own pregnancy. PFL for the birth of a child begins at birth. It is not available for prenatal conditions.
2. Serious Illness: You can take PFL to care for a close relative spouse, domestic partner, child or stepchild, parent or stepparent, parent-in-law, grandparent, grandchild or sibling (biological, adopted, half, or step), with a serious health condition. You cannot take PFL for your own health condition.
3. Military Active Service Deployment: You can take PFL to assist with family situations arising when your spouse, domestic partner, child, or parent is deployed abroad on active military service or has been notified of an impending military deployment abroad. You cannot use PFL for your own qualifying military event.
4. COVID-19 Quarantine: Paid Family Leave may also be available for use in situations when you or your minor dependent child are under an order of quarantine or isolation due to COVID-19. See [PaidFamilyLeave.ny.gov/COVID19](https://www.westernsullivan.org/PaidFamilyLeave.ny.gov/COVID19) for full details.

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iv. Your Rights and Protections

5. You have job protection, ensuring you can return to the same job (or a comparable one) when you return from PFL.
6. You can keep your health insurance while on leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave.

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7. You do not have to take all of your sick and/or vacation time before using PFL.

iv. Taking Paid Family Leave

1. Notify your employer 30 days prior to leave, when practical.
2. Employee fills out claim form according to employer's instructions and is responsible for providing supporting documentation when required.
3. Claim can be submitted before or up to 30 days after the start of your leave. The insurance carrier must pay or deny your request within 18 calendar days of receiving your completed forms.
4. While out on PFL, employees will continue to accrue sick and vacation time.
5. Employees may use accrued sick/vacation time in conjunction with PFL benefits in order to receive full pay during their absence.

d. Jury Duty

- v. Absence for jury duty will be compensated for only the employee's normally scheduled hours of work.
- vi. Arrangements for jury duty must be made when the notice is received.
- vii. Jury duty pay is to be given to the Library.

d. Holidays

- i. Full-time employees receive thirteen paid holidays per year: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, July 4th, Labor Day, Columbus Day/Indigenous People's Day, Veteran's Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve Day, and Christmas Day.
- ii. For full-time employees, if a holiday falls on a day that the Library is normally closed or on a day an employee is not normally scheduled to work, it will be designated as a floating holiday (7 hours) to be used within a year of that holiday, unless an alternate day of observation is scheduled; Use of floating holidays must be approved by the employee's immediate supervisor or Director.
- iii. Part-time employees are paid for the hours they would have worked on holidays that fall on days the employee is normally scheduled to work.

e. Bereavement

- i. Each employee shall receive up to three days bereavement leave in the event of the death of any immediate family member, without charge to any accrued

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leave. Such leave is to be used at the time of bereavement. “Immediate family member” shall include spouse, child, parent, parent-in-law, grandparent, sibling, or other person with whom the employee may reside and have an immediate family-like relationship.

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f. Health Insurance and Buyouts

- i. Full time employees are entitled to individual health insurance benefits offered by Western Sullivan Public Library. Eligibility for coverage or a buyout will not begin until the first day of the first month after full-time employment.
- ii. Part-time employees are offered the option of purchasing their health insurance through the library at the rate the library is charged by the insurance provider. Full-time employees are entitled to an insurance buyout if they refuse coverage and provide proof of coverage by another carrier.
- iii. If the library’s insurance company offers additional coverages on an individual basis, they will be offered to the eligible staff at their own cost.
- iv. Insurance Buyouts will be paid once a year on June 30th for the preceding twelve months. Buyouts can be prorated on a case-by-case basis. Employees are required to provide a copy of their current insurance card and complete the library’s Insurance Buyout Form and submit it to the Director by May 30th of each fiscal year.
- v. Our employee medical insurance policy requires that Medicare become the primary provider at age 65. For any full-time employee 65 years of age or older, the library will reimburse the cost of Medicare Part B and pay the cost of Medicare Supplemental Insurance and Medicare Part D, provided the employee is not eligible for reimbursement or coverage of such costs by another agency or company.

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g. Social Security

- i. All employees are covered under the Social Security Act. The library pays the employer’s portion of Social Security.

h. Retirement

- i. Full time employees are required to join the New York State Local Employee Retirement System (NYSLERS). Part time employees may opt out in writing.

i. Workers Compensation



Western Sullivan Public Library

- i.** Employees may be eligible for Workers Compensation for on-the-job injuries. Employees need to notify their supervisor immediately and an accident report needs to be completed.

- j. Disability**
 - i.** In the event that an employee cannot perform duties because of illness or incapacity unrelated to a work injury, they may become eligible for NYS disability insurance.