



# Western Sullivan Public Library

## BOARD MEETING AGENDA

Regular Board Meeting

February 13, 2023

Jeffersonville Branch, 5:30pm

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Public Comment Period
- V. Approval of January 9, 2023 meeting minutes
- VI. Financial Reports
  - a. Treasurer's Report
  - b. Monthly Financial Reports through February 12, 2023Payment of Bills through February 12, 2023
- VII. Director's Report
- VIII. New Business
  - a. Staff Appointment
  - b. Elevator Contract
  - c. River Reporter Ad
  - d. Volunteer Policy
- IX. Old Business
  - a. Draft 2023/2024 Budget
  - b. Salary Scales
- 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, February 13, 2023 5:30pm, Delaware Free



# Western Sullivan Public Library

## I. New Business

- a. Staff Appointment: Appoint Ciera Moore to permanent full-time Library Assistant at \$18.45.
- b. Elevator Contract: Discuss current estimate for elevator maintenance and inspection.
- c. River Report Ad: The library was voted Best Library by River Reporter readers. Discuss if we want to place an ad in the 'Best of' issue.
- d. Volunteer Policy: Review revisions from the bylaws committee for approval.

## II. Old Business

- a. Draft 2023/2024 Budget
- b. Salary Scales



# Western Sullivan Public Library

## Unapproved Minutes of the Board of Trustees Meeting Delaware Free Branch

Jan. 9, 2023

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

**Staff Present:** Audra Everett, Director

**Call to Order:** At 5:30 p.m. the meeting was called to order by Vice President Evan Eisenberg with the Pledge of Allegiance.

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

**Approval of Meeting Minutes:** On a Motion by Barbara Winfield seconded by Marge Brown, the Dec. 12, 2022 Meeting minutes were approved by unanimous consent.

### Financial Reports:

- a. On a Motion by Kevin McDonough seconded by Barbara Winfield, the Treasurer's Report was approved by unanimous consent.
- b. On a Motion by Pam Reinhardt seconded by Amber Novikov, the Financial Reports through Jan. 8, 2023 were approved by unanimous consent.
- c. On a Motion by Kevin McDonough seconded by Francis Cape, Payment of Bills through Jan. 8, 2023 was approved by unanimous consent.

### New Business:

- a. On a Resolution (#8, 2022-2023) by Kevin McDonough seconded Marge Brown, the tax cap override was approved by unanimous roll call vote: Whereas, the adoption of the 2023-2024 budget for the Western Sullivan Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Western Sullivan Public Library voted and approved to exceed the tax levy for 2023-2024 by at least the sixty percent of the Board of Trustees as required by state law on January 9, 2023.
- b. On a Motion by Chris Peacock seconded by Barbara Winfield the board approved by unanimous consent to set the annual Budget Information Session for April 10, 2023 and the Budget Vote for April 19, 2023.
- c. On a Motion by Amber Novikov seconded by Barbara Winfield the board voted by unanimous consent to set the IRS 2023 Mileage Rate 65.5 cents per mile, a 3 cent increase.



# Western Sullivan Public Library

- d. On a Motion by Barbara Winfield seconded by Kevin McDonough, the board voted an unanimous consent to put out to bid in January 2023 the Jeffersonville Parking Lot project with bid opening set for the Feb. 13, 2023 Board Meeting.

**Adjournment:**

On a Motion by Marge Brown seconded by Kevin McDonough, the board voted by unanimous consent to adjourn the meeting at 5:58 p.m.

Chris Peacock  
Secretary

## Western Sullivan Public Library

## Balance Sheet

As of June 30, 2023

	<u>Jun 30, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
200 · Operating Account - 8139	14,307.08
204 · Credit Card Transfer Acct- 7669	2,531.85
205 · WSPL IMM Acct - 1647	
Adelaide Schadt - Jeff Branch	10,000.00
205 · WSPL IMM Acct - 1647 - Other	902,130.15
<b>Total 205 · WSPL IMM Acct - 1647</b>	<u>912,130.15</u>
206 · Capital Fund - 8355	360,883.44
210 · Petty Cash	
Petty Cash-DEL	50.00
Petty Cash-JEF	50.00
Petty Cash-NAR	50.00
<b>Total 210 · Petty Cash</b>	<u>150.00</u>
<b>Total Checking/Savings</b>	1,290,002.52
<b>Other Current Assets</b>	
2100 · Employee Advance	721.46
A391 · Due From Other Funds	3,224.38
<b>Total Other Current Assets</b>	<u>3,945.84</u>
<b>Total Current Assets</b>	1,293,948.36
<b>Fixed Assets</b>	
446 · Furn. & Fixtures	
Furn & Fixtures-DEL	150.00
<b>Total 446 · Furn. &amp; Fixtures</b>	<u>150.00</u>
<b>Total Fixed Assets</b>	150.00
<b>TOTAL ASSETS</b>	<u><u>1,294,098.36</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
L-Accrued Liabilities	24,014.45
SUI Payable	1,207.59
607 · NYS & Local Retirement	-65.66
608.2 · T AFLAC payable	-40.56
637 · Due to Retirement	11,404.00
<b>Total Other Current Liabilities</b>	<u>36,519.82</u>
<b>Total Current Liabilities</b>	<u>36,519.82</u>
<b>Total Liabilities</b>	36,519.82
<b>Equity</b>	
909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	279,404.33
Net Income	584,972.38
<b>Total Equity</b>	<u>1,257,578.54</u>

**Western Sullivan Public Library**

**Balance Sheet**

As of June 30, 2023

TOTAL LIABILITIES & EQUITY

Jun 30, 23

1,294,098.36

**Western Sullivan Public Library**  
**Capital Fund Check List by Date**  
 July 1, 2022 through February 10, 2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
<b>Jul 1, '22 - Feb 10, 23</b>						
Check	10/12/2022	1004	DJS Plumbing & Heating	Nar boiler deposit	NAR Boiler 2022	-9,008.00
Check	10/12/2022	1005	DJS Plumbing & Heating	Nar boiler completion	NAR Boiler 2022	-9,008.00
Check	12/09/2022	1006	Buck Moorhead Architect	invoice 30_22	DEL Exterior Restoration 22-23	-14,687.00
Check	02/10/2023	1007	Delaware Engineering, D.P.C.	Invoice 22-2431-3	JEF Parking Lot 2021	-2,677.50
Check	02/10/2023	1008	Delaware Engineering, D.P.C.	Invoice 22-2543-1	JEF Parking Lot 2022	-3,498.75
<b>Jul 1, '22 - Feb 10, 23</b>						

## Western Sullivan Public Library

## Check List by Date

January 8 through February 10, 2023

Type	Date	Num	Name	Memo	Split	Amount
<b>Jan 8 - Feb 10, 23</b>						
Check	01/18/2023	18666	Narrowsburg Water & Sewer	Acct #100900	Sewer & Water-NAR	-241.10
Check	01/18/2023	18667	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-32.62
Check	01/18/2023	18668	AARP Medicare Rx Preferrred (PDP)	Member ID: 0217026071 J Swendsen	90608 · Employee Health Insurance	-116.00
Check	01/18/2023	18669	ShelterPoint Life	Policy D571580	-SPLIT-	-3,071.31
Check	01/24/2023	18670	Cochecton Oil, Inc.	Account # 283-1	Fuel & Electric-NAR	-355.64
Check	01/24/2023	18671	Fowler Oil Co., Inc.		Fuel & Electric-DEL	-885.68
Check	01/24/2023	18672	NYSEG	1001-0704-798	Fuel & Electric-NAR	-267.80
Check	01/24/2023	18673	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-3,738.75
Check	01/30/2023	18676	NYSEG	1001-1281-077	Fuel & Electric-JEF	-955.49
Check	01/30/2023	18677	AARP Medicare Rx Preferrred (PDP)	member # 0140089751 P Morgan-Lohr	90608 · Employee Health Insurance	-132.60
Check	01/30/2023	eft34920034	NYS Unemployment Insurance	Employer Reg # 93-10135 8	90508.1 · SUI Employer	-428.11
Check	02/10/2023	18679	Fox Ledge, Inc.	Account 005821	-SPLIT-	-100.05
Check	02/10/2023	18680	Christina Mace		Bookkeeper	-880.00
Check	02/10/2023	18681	Cash	Cash replenishment for NAR	Petty Cash-NAR	-9.96
Check	02/10/2023	18682	Cash	Cash replenishment for DEL	Petty Cash-DEL	-20.92
Check	02/10/2023	18683	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-1,942.63
Check	02/10/2023	18684	NYSEG	1001-3155-188	Fuel & Electric-DEL	-152.46
Check	02/10/2023	18685	NYSEG	1003-8570-692	Fuel & Electric-DEL	-119.51
Check	02/10/2023	18686	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90
Check	02/10/2023	18687	RCLS General	invoice 31685	-SPLIT-	-2,825.00
Check	02/10/2023	18688	RCLS General	invoice 31627	ILS & IT - DEL	-1,896.00
Check	02/10/2023	18689	RCLS General	invoice 31628	ILS & IT - JEF	-2,125.75
Check	02/10/2023	18690	RCLS General	invoice 31629	ILS & IT - NAR	-1,661.75
Check	02/10/2023	18691	RCLS General	invoice 31502,31550,31600	-SPLIT-	-1,389.90
Check	02/10/2023	18692	Peck's Market	Acct 4394 & C966	-SPLIT-	-139.02
Check	02/10/2023	18693	D Man's Mowing & Maintenance	Inv. # 073637,073638	-SPLIT-	-280.00
Check	02/10/2023	18694	Penelope Morgan-Lohr (reimb.)		Travel & Continuing Education	-22.27
Check	02/10/2023	18695	Kristen Sheehan Dasenbrock (reimb)		Travel & Continuing Education	-62.88
Check	02/10/2023	18696	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	02/10/2023	18697	Tiffany Hauser	Puppy Love Program	Children's Programs	-100.00
Check	02/10/2023	18698	Delaware Valley Farm & Garden	Acc. #100706	Materials	-15.26
Check	02/10/2023	18699	Callicoon Supply Inc.	Acct # 4675	Materials	-104.53



## Western Sullivan Public Library Check List by Date

January 8 through February 10, 2023

Check	02/10/2023	18700	The River Reporter	Invoice # 864005ab	Advertising	-306.54
Check	02/10/2023	18701	Joseph E. Schultz	invoice #2921 & 2022	-SPLIT-	-905.29
Check	02/10/2023	18702	Brodart Co.	Account 311663	-SPLIT-	-757.83
Check	02/10/2023	18703	Kanopy LLC		Digital Downloads - WSPL	-751.00
Check	02/10/2023	18704	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-221.79
Check	02/10/2023	18705	Ehrlich	Invoice # 1462982	Labor	-65.00
Check	02/10/2023	18706	Greenwood Lake Public Library		Fines & Fees-JEF	-18.00
Check	02/10/2023	18707	GOVCONNECTION, INC.	Invoice # 73642632	74102.2 · Equipment - Technology	-89.04
Check	02/10/2023	18708	Sullivan County Democrat		Advertising	-224.52
Check	02/10/2023	18709	ASTAR Plumbing Heating & Air, LLC	invoice # 252206	Labor	-794.20
Check	02/10/2023	18710	Springshare LLC	Service Code SC33	Software	-791.00
Check	02/10/2023	18711	United Healthcare Insurance Company	Member ID 351736481-1	90608 · Employee Health Insurance	-234.50
Check	02/10/2023	18712	United Healthcare Insurance Company	Member ID 333329276-1	90608 · Employee Health Insurance	-289.50
Check	02/10/2023	18713	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-6,231.25
Check	02/10/2023	18714	Midwest Tape		-SPLIT-	-918.29
Liability Check	01/13/2023	18665	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Liability Check	01/13/2023	eft	IRS USA Tax Payments	14-1825007	-SPLIT-	-4,144.62
Liability Check	01/13/2023	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Liability Check	01/13/2023	eft4758992	NYS Income Tax	141825007 6	606 · SWT Payable	-680.72
Liability Check	01/27/2023	18674	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Liability Check	01/27/2023	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Liability Check	01/27/2023	eft2838445	IRS USA Tax Payments	14-1825007	-SPLIT-	-4,143.60
Liability Check	01/27/2023	eft4806700	NYS Income Tax	141825007 6	606 · SWT Payable	-675.10
Liability Check	01/30/2023	eft4825226	NYS Income Tax	141825007 6	606 · SWT Payable	-161.18
Liability Check	01/31/2023	eft83044998	IRS USA Tax Payments	14-1825007	-SPLIT-	-828.56
Liability Check	02/06/2023	eft ers	NYS & Local Retirement System	51404	607 · NYS & Local Retirement	-506.14
Liability Check	02/10/2023	18678	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Liability Check	02/10/2023	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Liability Check	02/10/2023	eft4857301	NYS Income Tax	141825007 6	606 · SWT Payable	-688.89
Liability Check	02/10/2023	eft64564359	IRS USA Tax Payments	14-1825007	-SPLIT-	-4,139.40
Paycheck	01/13/2023	2023011301	Employee		-SPLIT-	
Paycheck	01/13/2023	2023011302	Employee		-SPLIT-	
Paycheck	01/13/2023	2023011303	Employee		-SPLIT-	
Paycheck	01/13/2023	2023011304	Employee		-SPLIT-	

## Western Sullivan Public Library Check List by Date January 8 through February 10, 2023

Paycheck	01/13/2023	2023011305	Employee	-SPLIT-	
Paycheck	01/13/2023	2023011306	Employee	-SPLIT-	
Paycheck	01/13/2023	2023011307	Employee	-SPLIT-	
Paycheck	01/13/2023	2023011308	Employee	-SPLIT-	
Paycheck	01/13/2023	2023011309	Employee	-SPLIT-	
Paycheck	01/13/2023	2023011310	Employee	-SPLIT-	
Paycheck	01/13/2023	2023011311	Employee	-SPLIT-	
Paycheck	01/13/2023	2023011312	Employee	-SPLIT-	
Paycheck	01/13/2023	2023011313	Employee	-SPLIT-	
Paycheck	01/13/2023	2023011314	Employee	-SPLIT-	
Paycheck	01/13/2023	2023011315	Employee	-SPLIT-	
Paycheck	01/13/2023	2023011316	Employee	-SPLIT-	
Paycheck	01/13/2023	2023011317	Employee	-SPLIT-	
Paycheck	01/13/2023	2023011318	Employee	-SPLIT-	
					Total Payroll 2023-01-13 -14,804.83
Paycheck	01/27/2023	2023012701	Employee	-SPLIT-	
Paycheck	01/27/2023	2023012702	Employee	-SPLIT-	
Paycheck	01/27/2023	2023012703	Employee	-SPLIT-	
Paycheck	01/27/2023	2023012704	Employee	-SPLIT-	
Paycheck	01/27/2023	2023012705	Employee	-SPLIT-	
Paycheck	01/27/2023	2023012706	Employee	-SPLIT-	
Paycheck	01/27/2023	2023012707	Employee	-SPLIT-	
Paycheck	01/27/2023	2023012708	Employee	-SPLIT-	
Paycheck	01/27/2023	2023012709	Employee	-SPLIT-	
Paycheck	01/27/2023	2023012710	Employee	-SPLIT-	
Paycheck	01/27/2023	2023012711	Employee	-SPLIT-	
Paycheck	01/27/2023	2023012712	Employee	-SPLIT-	
Paycheck	01/27/2023	2023012713	Employee	-SPLIT-	
Paycheck	01/27/2023	2023012714	Employee	-SPLIT-	
Paycheck	01/27/2023	2023012715	Employee	-SPLIT-	
Paycheck	01/27/2023	2023012716	Employee	-SPLIT-	
Paycheck	01/27/2023	2023012717	Employee	-SPLIT-	
Paycheck	01/27/2023	2023012718	Employee	-SPLIT-	
					Total Payroll 2023-01-27 -14,808.77

Feb 10, 2023

**Western Sullivan Public Library**  
**Check List by Date**  
**January 8 through February 10, 2023**

Paycheck	02/10/2023	2023021001	Alexy, Chantal M.	-SPLIT-
Paycheck	02/10/2023	2023021002	Blagrove, Dale	-SPLIT-
Paycheck	02/10/2023	2023021003	Bruetsch, Leeann	-SPLIT-
Paycheck	02/10/2023	2023021004	Everett, Audra A.	-SPLIT-
Paycheck	02/10/2023	2023021005	Levine, Heather M	-SPLIT-
Paycheck	02/10/2023	2023021006	Moore, Ciera N	-SPLIT-
Paycheck	02/10/2023	2023021007	Moran, Laura J	-SPLIT-
Paycheck	02/10/2023	2023021008	Morgan-Lohr, Penelope E	-SPLIT-
Paycheck	02/10/2023	2023021009	Olsen, Jennifer L.	-SPLIT-
Paycheck	02/10/2023	2023021010	Schilling, Irma F.	-SPLIT-
Paycheck	02/10/2023	2023021011	Sheehan Dasenbrock, Kristen	-SPLIT-
Paycheck	02/10/2023	2023021012	Simonelli, Alexa R	-SPLIT-
Paycheck	02/10/2023	2023021013	Swendsen, Julie R.	-SPLIT-
Paycheck	02/10/2023	2023021014	Vargas, Tammie M	-SPLIT-
Paycheck	02/10/2023	2023021015	Velasquez, Lillian	-SPLIT-
Paycheck	02/10/2023	2023021016	Waite, Antony T	-SPLIT-
Paycheck	02/10/2023	2023021017	Watson, Makenzie R	-SPLIT-
Paycheck	02/10/2023	2023021018	Wootan, Madeleine M	-SPLIT-

Total Payroll 2023-02-10 -14,763.17

**Jan 8 - Feb 10, 23**

**-100,778.51**

# Western Sullivan Public Library

## Profit & Loss Budget vs. Actual

	Jul 1, '22 - Feb 10, 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
1001 · Real Property Taxes	1,003,723	1,003,723	0
1081 · SW Pilot Share	15,568	8,571	6,997
2082 · Library Charges	2,781	2,452	329
2083 · Library Chgs-Registrations	2,894	2,000	894
2401 · Interest & Earnings	116	491	(375)
2655 · Sales, Other	534	61	473
2680 · Insurance Recoveries	133	0	133
2705 · Gifts & Donations	1,179	2,207	(1,028)
3003 · State Grants - Miscellaneous	2,710	3,065	(355)
<b>Total Income</b>	<b>1,029,638</b>	<b>1,022,570</b>	<b>7,068</b>
<b>Gross Profit</b>	<b>1,029,638</b>	<b>1,022,570</b>	<b>7,068</b>
<b>Expense</b>			
74101 · Salaries	289,509	300,291	(10,782)
74101.7 · Special Projects	461	613	(152)
74102 · Equipment	1,223	4,598	(3,375)
74104.1 · Books	17,864	22,685	(4,821)
74104.2 · Serials	2,119	2,759	(640)
74104.3 · Videos	7,101	9,932	(2,831)
74104.4 · Digital Downloads	8,618	9,528	(910)
74104.6 · Databases & Software	6,909	5,579	1,330
74105.1 · Daily Operating Expenses	8,352	13,611	(5,259)
74105.2 · Repairs/Maint of F&F	0	613	(613)
74105.3 · Repairs/Maint of Lib Equip	0	613	(613)
74105.4 · Daily Maint & Repairs	5,672	7,970	(2,298)
74105.5 · Building Maintenance	0	21,458	(21,458)
74105.6 · Insurance Policies	19,583	22,265	(2,682)
74106.1 · Phone, Internet, Cable Services	3,219	4,935	(1,716)
74106.2 · ILS & IT	20,757	18,393	2,364
74106.4 · Fuel & Electric	11,135	12,262	(1,127)
74106.5 · Sewer & Water	1,821	3,372	(1,551)
74106.6 · Elevator Service	227	2,452	(2,225)
74106.7 · Cleaning Services	14,350	16,094	(1,744)
74106.8 · Operating Overhead Expenses	2,887	6,131	(3,244)
74107.1 · Professional Services	4,916	11,220	(6,304)
74107.2 · Grant Expenses	0	307	(307)
74107.3 · Programs and Events	4,559	7,357	(2,798)
74107.9 · Other Expenses	1,136	1,993	(857)
90000 · Payroll Expenses	123,432	158,463	(35,031)
<b>Total Expense</b>	<b>555,850</b>	<b>665,494</b>	<b>(109,644)</b>
<b>Net Ordinary Income</b>	<b>473,788</b>	<b>357,076</b>	<b>116,712</b>
<b>Net Income</b>	<b>473,788</b>	<b>357,076</b>	<b>116,712</b>

# Western Sullivan Public Library

## Treasurer's Report

Report for:      February 13                      2023  
                          Month and Day                      Year

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

Balance on hand as of:	<u>December 30, 2022</u>	\$68,723.33
Plus Deposits:		
Accounts Receivable	\$12,369.55	
Transfers from IMM	\$60,000.00	
Interest	\$0.43	
Other	<u>\$0.00</u>	
Total Deposits		\$72,369.98
Less Disbursements:		
Transfer to IMM	\$60,000.00	
Operating Expenses	<u>\$30,111.49</u>	
Total Disbursements		\$90,111.49
Balance on hand as of:	<u>January 31, 2023</u>	<u><u>\$50,981.82</u></u>

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

Balance on hand as of:	<u>December 30, 2022</u>	\$983,976.46
Plus Deposits:		
Annual Tax Portion & PILOT	\$0.00	
Interest	\$40.94	
Other	<u>\$0.00</u>	
Total Deposits		\$40.94
Less Disbursements:		
Transfers to Operating Fund	\$60,000.00	
Transfer to Capital Fund	<u>\$11,887.25</u>	
Total Disbursements		\$71,887.25
Balance on hand as of:	<u>January 31, 2023</u>	<u><u>\$912,130.15</u></u>

# Western Sullivan Public Library

## Treasurer's Report

Report for:      February 13                      2023  
                                  Month and Day                      Year

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

Balance on hand as of:	<u>December 30, 2022</u>	\$1,253.77
Plus Deposits:		
Credit Card Payments	<u>\$1,278.08</u>	
Total Deposits		\$1,278.08
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements		\$0.00
Balance on hand as of:	<u>January 31, 2023</u>	<u><u>\$2,531.85</u></u>

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

Balance on hand as of:	<u>December 30, 2022</u>	\$381,746.69
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	\$14,687.00	\$14,687.00
Balance on hand as of:	<u>January 31, 2023</u>	<u><u>\$367,059.69</u></u>
Account opened December 10, 2019		



# Western Sullivan Public Library

## DIRECTOR'S REPORT

February 13, 2023

### **Building/Equipment:**

ASTAR Plumbing, Heating and Air serviced the three units at the Jeffersonville Branch and changed the filters on January 11, 2023.

DJS is replacing the leaking 30-gallon water heater with a 10-gallon water heater.

### **Finance:**

Received a PILOT payment from the IDA in the amount of \$15,568.28 on February 4, 2023.

### **Personnel:**

Appoint Ciera Moore to permanent fulltime Library Assistant at same rate (currently provisional Library Assistant).

### **Professional Development/Meetings:**

1/12/2023: SUPLA Meeting

1/13/2023: WSPL Managers Meeting

1/26/2023: WSPL Programmers Meeting

1/26/2023: Continuing Education Committee Meeting

1/31/2023: New Federal Resources for Sustainable Library Buildings: Energy Retrofit Grants for Nonprofit Webinar

2/8/2023: Directors Association Meeting

2/8/2023: ASPEN Training: Part I—new catalog platform replacing Enterprise

2/9/2023: NYS Library Construction Aid Workshop at RCLS

### **Programs:**

[View newsletter.](#)

### **Strategic Plan Progress:**

No update.

### **Monthly Statistics:**

See statistics in “Other Items” on libguide. Also included are some graphs showing trends over the past six years.



# Western Sullivan Public Library

## Other:

### Budget Vote and Trustee Election:

I met with the District Clerk on 2/10/23 to review 2023 budget vote and trustee election. Chris and Marge's terms expire June 30, 2023. The draft legal notice and press release are on the libguide for your information.

### Digital Services:

The library is consistently reaching the monthly budget for Kanopy. Currently we allow ten credits per patron.

In general, each credit is \$2.00. Kanopy added paramount this year for \$4.00 per credit. Other exceptions are Great Courses and Kanopy Kids which are \$5.00 for 30-day access to the entire series.

We spent \$8,120 in 2022 on Kanopy. There were 6,690 plays by 191 patrons for the year.

Just as a reference for our other digital materials, we spent about \$5,640 on OverDrive/Libby in 2022. There were 13,107 checkouts by 460 patrons.

We received the general liability coverage naming the library as additional insured from the THCG effective 1/1/23-1/1/26.

Closed 1/23/23 and 1/25/23 due to weather.

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

RCLS is arranging meetings with our representatives. Check the [RCLS calendar](#) for updates and changes.

- Currently, there is an advocacy meeting on February 23, 2023 with Senator Oberacker, 2:30pm at RCLS.

Library Advocacy Day is February 28, 2023. Here is the link to [NYLA's site](#) which gives tips on how to participate virtually and in-person.



**Western Sullivan Public Library**  
 Monthly Reports for All Branches for January 2023

January Circulation	Callicoon	Jeffersonville	Narrowsburg
Adult Books	594	696	518
Young Adult Books	88	35	25
Children's Books	374	374	121
Periodicals	0	16	14
Audiobooks	41	30	17
Museum Pass	0	0	0
DVDs	416	492	140
Other	19	22	2
<b>2023 Totals</b>	<b>1532</b>	<b>1665</b>	<b>837</b>
<b>2022 Totals</b>	<b>1336</b>	<b>1312</b>	<b>883</b>

**Wireless usage per branch**

	January 2022	January 2023
Callicoon	155	2027
Jeffersonville	188	1683
Narrowsburg	212	1331
<b>Total</b>	<b>555</b>	<b>5041</b>

**Computer Use**

	January 2022	January 2023
Callicoon	35	41
Jeffersonville	36	47
Narrowsburg	28	36
<b>Total</b>	<b>99</b>	<b>124</b>

**Internet/Social Media**

	January 2022	January 2023
Instagram followers	1050	1129
Facebook followers	1052	1134
Facebook video views	105	654
Website users	1039	1,339
Website sessions	1997	2187
Website page views	3349	3267
Podcast Downloads	245	74
Monthly eNewsletter	Sent to 417 subscribers	254 opens/ 42 clicks
Mailchimp weekly email blasts	4 emails sent to 1384 subscribers	2,120 opens/ 108 clicks

**e-Circulation**

Type	Jan 2022	Jan 2023
Callicoon e-content	422	393
Jeffersonville e-content	555	635
Narrowsburg e-content	194	273
Kanopy films (# of videos played)	644	636
<b>Total</b>	<b>1815</b>	<b>1937</b>

**Curbside Pickup Appointments**

Callicoon	0
Jeffersonville	0
Narrowsburg	7

**Patron Count at the Library**

	Jan 2022	Jan 2023
Callicoon	624	601
Jeffersonville	598	777
Narrowsburg	449	589
<b>Total</b>	<b>1671</b>	<b>1967</b>

**Reference questions**

	Jan 2022	Jan 2023
Callicoon	81	98
Jeffersonville	75	90
Narrowsburg	150	76
<b>Total</b>	<b>306</b>	<b>264</b>

Date	Virtual Program	Platform(s)/Type	Target Audience	Attendance/Views/Kits
1/3/2023	Hybrid Open Technical Support	In-person	Adult, PCC	5
1/4/2023	Hybrid Open Technical Support	In-person	Adult, PCC	4
1/4/2023	Let's Play (Jeffersonville)	In-Person	Youth	18
1/9/2023	Hybrid Open Technical Support	In-person	Adult, PCC	6
1/9/2023	Narrowsburg Knitters	In-Person	Adult	9
1/10/2023	Hybrid Open Technical Support	In-person	Adult, PCC	6
1/11/2023	Hybrid Open Technical Support	In-person	Adult, PCC	6
1/11/2023	Let's Play (Narrowsburg)	In-Person	Youth	12

1/12/2023	Needle Crafts	In-Person	Adult	7
1/17/2023	Hybrid Open Technical Support	In-person	Adult, PCC	5
1/18/2023	Hybrid Open Technical Support	In-person	Adult, PCC	5
1/18/2023	Cricut Meet Up	In-Person	Adult	9
1/20/2023	Craft Lovers	In-Person	Adult	9
1/23/2023	Narrowsburg Knitters	In-Person	Adult	Cancelled, Weather
1/24/2023	Hybrid Open Technical Support	In-person	Adult, PCC	4
1/24/2023	Callicoon Book Club	In-Person	Adult	5
1/25/2023	Let's Play (Callicoon)	In-Person	Youth	Cancelled, Weather
1/26/2023	Needle Crafts	In-Person	Adult	5
1/30/2023	Hybrid Open Technical Support	In-person	Adult, PCC	4
1/30/2023	Narrowsburg Knitters	In-Person	Adult	9
1/31/2023	Hybrid Open Technical Support	In-person	Adult, PCC	6
1/31/2023	Beginner's Knitting	In-Person	Youth	6
January	Martin Luther King Jr. Dream Jars and Wishes	Take and Make	Youth	5 kits



# Western Sullivan Public Library

## Salary Scales

Title	Salary Scale 2022-2023			Proposed Salary Scale 2023-2024 (min wage 5.63% increase)		
Library Page	\$14.20			\$15.00		
Library Monitor	\$14.38	-	\$15.83	\$15.00		
Library Clerk	\$15.83	-	\$17.26	\$16.72	-	\$17.72
Senior Library Clerk	\$17.26	-	\$20.14	\$17.26	-	\$18.26
Library Assistant	\$17.26	-	\$20.14	\$18.23	-	\$20.23
Library Multimedia Technician	\$21.58	-	\$25.00	\$21.00	-	\$23.00
Library Manager	\$20.14	-	\$23.02	\$21.27	-	\$23.27
Library Director	\$64,739.82	-	\$79,126.44	\$68,384.67	-	\$78,384.67



# Western Sullivan Public Library

## VOLUNTEERS POLICY

### I. DEFINITION

Volunteers are those individuals who give their time without recompense to benefit the Western Sullivan Public Library. In general, they are divided into four categories:

#### A. Regular

These volunteers work a regular weekly schedule, generally with circulation desk responsibilities, processing, programs (story hour, etc.), or other regular and routine duties. The key word is “regular”; ~~and would involve having these~~ volunteers have scheduled hours, generally weekly but no less than monthly.

#### B. Special Assignment

These volunteers work an irregular schedule on an “as needed” basis, but again no less than monthly. Their duties may include sorting, packing, or otherwise organizing books for sale or disposition; conducting tours or ~~special~~ programs; ~~conducting craft programs~~, etc.

#### C. Special Event

These volunteers give their time and ~~effort~~energy for fundraising events or special occasions that occur without repetition during the library year. Such events may include an annual book sale, pancake breakfast, library fair, etc., and their time volunteered is generally non-repetitive. For example, a volunteer who works a 2-4-~~hour~~ shift during an annual book sale or waits table at an annual meal event is a special-~~event~~ volunteer, as compared with a special-~~assignment~~ volunteer who is on duty at the library at least monthly on a scheduled or unscheduled basis.

#### D. Community Service

These volunteers are either in need of community-~~service~~ credit for a school assignment or are court-~~ordered~~ short-term community-~~service~~ volunteers. The court ordered volunteer’s offense must ~~be of a nonviolent, non-substance abuse related, and nonnot be violent, related to substance abuse, or~~ threatening in nature. Community-~~s~~Service volunteers are scheduled for 2-4-~~hour~~ blocks during the day or evening, but not on weekends. All Community-~~s~~Service volunteers must ~~abide by~~ the volunteer policy as all other volunteers do.

*Volunteer Application*

### II. BECOMING A VOLUNTEER

A. A local resident who wishes to volunteer at any of the three branches shall file a “ ” with the Branch Manager of any branch, after reading a copy of this policy. The application will include the usual details of name, address, telephone number, email address, emergency contact person, work background, special skills, and available days and times, ~~and as well as~~ two (2) personal



# Western Sullivan Public Library

- references; if the Branch Manager does not personally know the applicant. The applicant shall indicate on the form the category of volunteer service for which they ~~(s)he~~ is applying.
- B. The Branch Manager shall interview the volunteer applicant and recommend action to the Director.
  - C. The Director shall review the application and confirm the Branch Manager's recommendation or have further discussion with the Manager about the application.
  - D. A copy of the application is to be kept at the WSPL Main Office, with the completed original returned to the appropriate branch.

## III. VOLUNTEER RESPONSIBILITIES

- A. Volunteers are required to abide by the same general rules and regulations that apply to paid employees: prior notice of absence, courteous manner, responsible performance of assigned duties, etc.
- B. Part of the volunteer interview will include discussion of possible assignments. Should the volunteer accept a regular assignment and subsequently wish to change his/her assignment, such change should be requested in writing and discussed with the Branch Manager, who will be required to file/submit a written report to the Director.
- C. Each Branch Manager will provide training to each volunteer in the specific duties for which the individual has volunteered, supplemented by the written procedure manual, if applicable, and any other documentation useful for the volunteer's education and information.
- D. Any volunteer who wishes to leave his/her commitment on a permanent or temporary basis should express those wishes in writing, giving at least a week's notice if at all possible. Again, the Director shall receive such written notice with the Branch Manager's comments, keeping a copy for the file and returning the original to the Manager.
- E. Each Branch Manager shall meet at least annually with each volunteer to review assignments, scheduling, performance, and any concerns held by either the volunteer or the Manager. Such meeting is intended to give both parties the opportunity to openly build a cooperative relationship. Notes of topics discussed shall be kept in the volunteer's file.
- F. The parent or guardian of all volunteers under the age of eighteen (18) years-of-age shall provide his/her written consent to the minor serving as a volunteer at the Library prior to the commencement of any services by the minor. Such consent shall contain an acknowledgement of the specific services to be performed by the minor and specify the parent's or guardian's understanding of the terms of this pPolicy. All volunteers shall be provided with a copy of this pPolicy prior to commencement of their services.

## IV. RECOGNITION



# Western Sullivan Public Library

Each regular and special-assignment volunteer shall have a ~~volunteer~~-time sheet that records volunteer hours. These time sheets will be tallied on a quarterly basis and totaled annually. Such compilation of hours will provide information for reporting purposes and for the purposes of volunteer recognition. Time should be recorded to the nearest half-hour. The folder or notebook of volunteer time sheets shall be kept in a central location in each Branch readily accessible to all volunteers and the Branch Manager.

## V. RELATIONSHIPS

Volunteers are an integral part of the Western Sullivan Public Library. Without their assistance, many basis services would be severely limited. The Board of Trustees and the staff owe deep appreciation to the WSPL volunteers. ~~That being understood~~Accordingly, it is expected that each volunteer will receive courteous, respectful consideration from the staff. In like manner, the volunteer must understand that the staff is required to enforce all Library rules, regulations and policies established by the Board of Trustees and that the volunteers should not expect deviation from or exception to the rules, regulations, and/or policies in gratitude for or recognition of their service.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Library, nor shall any volunteer be considered an employee of the Library. The Library reserves the right to discontinue volunteer opportunities or terminate the services of any individual volunteer or volunteer group without prior notice and with or without cause at the discretion of the Director or the Director's designee.



# Western Sullivan Public Library

## Volunteer Application

**Select Branch:**  Delaware Free       Jeffersonville       Tusten-Cochecton

Please return the application to the Branch manager at the library selected above.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ **Email:** \_\_\_\_\_

Emergency Contact Person (name and telephone #): \_\_\_\_\_  
\_\_\_\_\_

Indicate the day(s) of the week you would like to volunteer: \_\_\_\_\_

Times Available: \_\_\_\_\_

Special Interests or Skills: \_\_\_\_\_  
\_\_\_\_\_

Work Background: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References (if applicable): \_\_\_\_\_  
\_\_\_\_\_

Category of Volunteer Service: \_\_\_\_\_

By signing below, I verify that I have read the Volunteer Policy and agree to abide by the policies stated.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_