



# Western Sullivan Public Library

## BOARD MEETING AGENDA

Regular Board Meeting

January 9, 2023

Delaware Free Branch, 5:30pm

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Public Comment Period
- V. Approval of December 12, 2022 meeting minutes
- VI. Financial Reports
  - a. Treasurer's Report
  - b. Monthly Financial Reports through January 8, 2023  
Payment of Bills through January 8, 2023
- VII. Director's Report
- VIII. New Business
  - a. Tax Cap Override
  - b. Set Budget Vote and Information Session Dates
  - c. Salary Scales
  - d. Mileage Rate
  - e. Jeffersonville Parking Lot Bid
- IX. Old Business
  - a. Draft 2023/2024 Budget
- 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, Jeffersonville



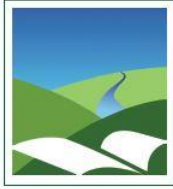
# Western Sullivan Public Library

## I. New Business

- a. Tax Cap Override: Resolution Language (#8, 2022-2023): *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. Set Budget Vote and Information Session Dates: Budget Information Session: Set a date for the Budget Information Meeting that is no more than fourteen days nor less than seven days before the date of the annual meeting and election. Board meeting date in April is scheduled for April 10, 2023. Potential date for budget vote: April 19, 2023.
- c. Salary Scales: See document on libguide for approval.
- d. Mileage Rate for 2022: IRS increased the mileage rate 3 cents to 65.5 cents per mile driven for business use.
- e. Jeffersonville Parking Lot Bid: Approve to go out to bid in January 2023 for the parking lot and sewer lateral project at the Jeffersonville Branch with the bid opening set for the February Board Meeting on February 13, 2023.

## II. Old Business

- a. Draft 2023/2024 Budget



# Western Sullivan Public Library

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

Dec. 12, 2022

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

**Staff Present:** Audra Everett, Director

**Call to Order:** At 5:33 p.m. the meeting was called to order by President Linda Pomes with the Pledge of Allegiance.

**Adoption of Agenda:** On a Motion by Kevin McDonough seconded by Francis Cape, the agenda was approved by unanimous consent.

**Approval of Meeting Minutes:** On a Motion by Marge Brown seconded by Barbara Winfield, the Nov. 21, 2022 Meeting minutes as amended were approved by unanimous consent. Kevin McDonough abstained.

### Financial Reports:

- a. On a Motion by Kevin McDonough seconded by Pam Reinhardt, the Treasurer's Report was approved by unanimous consent.
- b. On a Motion by Kevin McDonough seconded by Marge Brown, the Financial Reports through Dec. 11, 2022 were approved by unanimous consent.
- c. On a Motion by Barbara Winfield seconded by Francis Cape, Payment of Bills through Dec. 11, 2022 was approved by unanimous consent.

### New Business:

- a. On a Motion by Pam Reinhardt seconded by Francis Cape the 2023 Board Meeting Schedule was approved by unanimous consent.
- b. On a Motion by Kevin McDonough seconded by Evan Eisenberg the board approved by unanimous consent the Workers Compensation Insurance payment for 2023 not to exceed \$5,000.
- c. Staff Appointment. On a Motion by Pam Reinhardt seconded by Barbara Winfield the board voted by unanimous consent to reappoint Chantal Alexy to part-time library clerk at \$18.74/hour starting Nov. 21, 2022.

### Old Business

- a. On a Resolution No. 7, 2022-2023 by Evan Eisenberg seconded by Francis Cape, the board voted by unanimous consent to reaffirm the Videoconferencing resolution passed Aug. 8, 2022 after the public hearing.

### Adjournment:



# Western Sullivan Public Library

On a Motion by Marge Brown seconded by Kevin McDonough, the board voted by unanimous consent to adjourn the meeting at 6:07 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          | 27,818.39                  |
| 204 · Credit Card Transfer Acct- 7669   | 1,253.77                   |
| 205 · WSPL IMM Acct - 1647              |                            |
| Adelaide Schadt - Jeff Branch           | 10,000.00                  |
| 205 · WSPL IMM Acct - 1647 - Other      | 973,976.46                 |
| <b>Total 205 · WSPL IMM Acct - 1647</b> | <u>983,976.46</u>          |
| 206 · Capital Fund - 8355               | 367,059.69                 |
| 210 · Petty Cash                        |                            |
| Petty Cash-DEL                          | 50.00                      |
| Petty Cash-JEF                          | 50.00                      |
| Petty Cash-NAR                          | 46.68                      |
| <b>Total 210 · Petty Cash</b>           | <u>146.68</u>              |
| <b>Total Checking/Savings</b>           | 1,380,254.99               |
| <b>Other Current Assets</b>             |                            |
| A391 · Due From Other Funds             | 3,224.38                   |
| <b>Total Other Current Assets</b>       | <u>3,224.38</u>            |
| <b>Total Current Assets</b>             | 1,383,479.37               |
| <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>1,383,629.37</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            | 392.07                     |
| 608.2 · T AFLAC payable                 | -40.56                     |
| 637 · Due to Retirement                 | 11,404.00                  |
| <b>Total Other Current Liabilities</b>  | <u>36,977.55</u>           |
| <b>Total Current Liabilities</b>        | 36,977.55                  |
| <b>Total Liabilities</b>                | 36,977.55                  |
| <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                              | 674,045.66                 |
| <b>Total Equity</b>                     | <u>1,346,651.82</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>   | <u><u>1,383,629.37</u></u> |

**Western Sullivan Public Library**  
**Check List by Date**  
December 10, 2022 through January 7, 2023

| Type                           | Date       | Num   | Name                                      | Memo                              | Split                             | Amount    |
|--------------------------------|------------|-------|---|-----------------------------------|-----------------------------------|-----------|
| <b>Dec 10, '22 - Jan 7, 23</b> |            |       |   |                                   |                                   |           |
| Check                          | 12/12/2022 | 18620 | Village of Jeffersonville                 | Acct 00349                        | Sewer & Water-JEF                 | -91.26    |
| Check                          | 12/26/2022 | 18622 | Verizon                                   | 845 887 49679 346 24 5            | 74106.6 · Elevator Service        | -32.37    |
| Check                          | 12/26/2022 | 18623 | NYSEG                                     | 1001-1281-077                     | Fuel & Electric-JEF               | -720.10   |
| Check                          | 12/26/2022 | 18624 | NYSEG                                     | 1001-0704-798                     | Fuel & Electric-NAR               | -241.60   |
| Check                          | 12/26/2022 | 18625 | Utica National Insurance Group            | Acct #100918340                   | Workers' Comp                     | -4,252.00 |
| Check                          | 12/26/2022 | 18626 | AARP Medicare Rx Preferred (PDP)          | member # 0140089751 P Morgan-Lohr | 90608 · Employee Health Insurance | -116.80   |
| Check                          | 12/26/2022 | 18627 | AARP Medicare Rx Preferred (PDP)          | Member ID: 0217026071 J Swendsen  | 90608 · Employee Health Insurance | -75.10    |
| Check                          | 01/07/2023 | 18629 | Cardmember Services                       | acct ending 4182                  | 601 · Jeff Bank Visa              | -582.73   |
| Check                          | 01/07/2023 | 18630 | MaryAnn Paparella                         |                                   | -SPLIT-                           | -2,050.00 |
| Check                          | 01/07/2023 | 18631 | Fowler Oil Co., Inc.                      |                                   | Fuel & Electric-DEL               | -260.15   |
| Check                          | 01/07/2023 | 18632 | Cash                                      | Cash replenishment for JEF        | Petty Cash-JEF                    | -10.64    |
| Check                          | 01/07/2023 | 18633 | Fox Ledge, Inc.                           | Account 005821                    | -SPLIT-                           | -44.80    |
| Check                          | 01/07/2023 | 18634 | Cochecton Oil, Inc.                       | Account # 283-1                   | Fuel & Electric-NAR               | -343.88   |
| Check                          | 01/07/2023 | 18635 | Spectrum - Charter Communications         | Account # 107605001               | -SPLIT-                           | -459.90   |
| Check                          | 01/07/2023 | 18636 | Christina Mace                            |                                   | Bookkeeper                        | -525.00   |
| Check                          | 01/07/2023 | 18637 | Peck's Market                             | Acct 4394 & C966                  | -SPLIT-                           | -130.68   |
| Check                          | 01/07/2023 | 18638 | Midwest Tape                              |                                   | -SPLIT-                           | -925.08   |
| Check                          | 01/07/2023 | 18639 | Baker & Taylor Books #510486              |                                   | -SPLIT-                           | -2,935.62 |
| Check                          | 01/07/2023 | 18640 | AWE Learning                              |                                   | Software                          | -999.00   |
| Check                          | 01/07/2023 | 18641 | Staples Contract & Commercial             | Cust RCH 1721174                  | -SPLIT-                           | -1,125.56 |
| Check                          | 01/07/2023 | 18642 | Kanopy LLC                                |                                   | Digital Downloads - WSPL          | -733.00   |
| Check                          | 01/07/2023 | 18643 | Kohler Lumber Company Inc.                | Invoive 126222                    | Materials                         | -35.96    |
| Check                          | 01/07/2023 | 18644 | RCLS General                              | invoice 31450                     | -SPLIT-                           | -4,254.96 |
| Check                          | 01/07/2023 | 18645 | RCLS General                              | invoice 31449                     | -SPLIT-                           | -3,142.47 |
| Check                          | 01/07/2023 | 18646 | RCLS General                              | invoice 31454                     | -SPLIT-                           | -1,889.66 |
| Check                          | 01/07/2023 | 18647 | RCLS General                              | invoice 31451                     | -SPLIT-                           | -3,093.72 |
| Check                          | 01/07/2023 | 18648 | NYSEG                                     | 1003-8570-692                     | Fuel & Electric-DEL               | -71.67    |
| Check                          | 01/07/2023 | 18649 | NYSEG                                     | 1001-3155-188                     | Fuel & Electric-DEL               | -247.35   |
| Check                          | 01/07/2023 | 18650 | Town of Delaware Tax Collector            | S-B-L 14.-5-54                    | Sewer & Water-DEL                 | -486.80   |
| Check                          | 01/07/2023 | 18651 | Town of Delaware Callicoon Water District | SBL 14-5-54 Acct # 0258           | Sewer & Water-DEL                 | -150.48   |
| Check                          | 01/07/2023 | 18652 | Ehrlich                                   | Invoice # 30128088 & 30128020     | -SPLIT-                           | -305.00   |

## Western Sullivan Public Library Check List by Date December 10, 2022 through January 7, 2023

|                 |            |             |                                      |                                      |                                   |           |
|-----------------|------------|-------------|--------------------------------------|--------------------------------------|-----------------------------------|-----------|
| Check           | 01/07/2023 | 18653       | OverDrive, Inc.                      | Cust ID 1052-1001                    | Digital Downloads - WSPL          | -35.00    |
| Check           | 01/07/2023 | 18654       | Callicoon Supply Inc.                | Acct # 4675                          | -SPLIT-                           | -170.89   |
| Check           | 01/07/2023 | 18655       | Sullivan County Democrat             |                                      | Periodicals-JEF                   | -69.00    |
| Check           | 01/07/2023 | 18656       | Sullivan County Democrat             | AD ID 108976                         | Advertising                       | -22.29    |
| Check           | 01/07/2023 | 18657       | United Healthcare Insurance Company  | Member ID 333329276-1                | 90608 · Employee Health Insurance | -289.50   |
| Check           | 01/07/2023 | 18658       | United Healthcare Insurance Company  | Member ID 351736481-1                | 90608 · Employee Health Insurance | -234.50   |
| Check           | 01/07/2023 | 18659       | GOVCONNECTION, INC.                  | Invoice # 73561529,73569357,73572342 | -SPLIT-                           | -482.49   |
| Check           | 01/07/2023 | 18660       | Joseph E. Schultz                    | invoice #2911                        | -SPLIT-                           | -136.88   |
| Check           | 01/07/2023 | 18661       | G. Oliver King                       | 2023-02-07 Presentation              | Adult Programs                    | -300.00   |
| Check           | 01/07/2023 | 18662       | Traci Myers                          | 2022.12.21 Craft Class               | Adult Programs                    | -50.00    |
| Check           | 01/07/2023 | 18663       | Kendra Payne                         | 2023-02-08 Workshop                  | Adult Programs                    | -250.00   |
| Check           | 01/07/2023 | 18664       | Raina Bowers                         | 2023.01.20 & 2023.02.17              | Adult Programs                    | -200.00   |
| Liability Check | 12/16/2022 | 18621       | Commissioner of Taxation and Finance | E-034204795-E003-8                   | 609 · Income Execution            | -167.63   |
| Liability Check | 12/16/2022 | eft dd      | Direct Deposit Split                 |                                      | 611 · DD for savings/c'king       | -250.00   |
| Liability Check | 12/16/2022 | eft21537232 | IRS USA Tax Payments                 | 14-1825007                           | -SPLIT-                           | -4,119.50 |
| Liability Check | 12/16/2022 | eft4659464  | NYS Income Tax                       | 141825007 6                          | 606 · SWT Payable                 | -687.37   |
| Liability Check | 12/30/2022 | 18628       | Commissioner of Taxation and Finance | E-034204795-E003-8                   | 609 · Income Execution            | -167.63   |
| Liability Check | 12/30/2022 | eft dd      | Direct Deposit Split                 |                                      | 611 · DD for savings/c'king       | -250.00   |
| Liability Check | 12/30/2022 | eft44019515 | IRS USA Tax Payments                 | 14-1825007                           | -SPLIT-                           | -4,089.72 |
| Liability Check | 12/30/2022 | eft4698116  | NYS Income Tax                       | 141825007 6                          | 606 · SWT Payable                 | -681.82   |
| Paycheck        | 12/16/2022 | 2022121601  |                                      |                                      | -SPLIT-                           |           |
| Paycheck        | 12/16/2022 | 2022121602  |                                      |                                      | -SPLIT-                           |           |
| Paycheck        | 12/16/2022 | 2022121603  |                                      |                                      | -SPLIT-                           |           |
| Paycheck        | 12/16/2022 | 2022121604  |                                      |                                      | -SPLIT-                           |           |
| Paycheck        | 12/16/2022 | 2022121605  |                                      |                                      | -SPLIT-                           |           |
| Paycheck        | 12/16/2022 | 2022121606  |                                      |                                      | -SPLIT-                           |           |
| Paycheck        | 12/16/2022 | 2022121607  |                                      |                                      | -SPLIT-                           |           |
| Paycheck        | 12/16/2022 | 2022121608  |                                      |                                      | -SPLIT-                           |           |
| Paycheck        | 12/16/2022 | 2022121609  |                                      |                                      | -SPLIT-                           |           |
| Paycheck        | 12/16/2022 | 2022121610  |                                      |                                      | -SPLIT-                           |           |
| Paycheck        | 12/16/2022 | 2022121611  |                                      |                                      | -SPLIT-                           |           |
| Paycheck        | 12/16/2022 | 2022121612  |                                      |                                      | -SPLIT-                           |           |
| Paycheck        | 12/16/2022 | 2022121613  |                                      |                                      | -SPLIT-                           |           |

Jan 7, 2023

**Western Sullivan Public Library**  
**Check List by Date**  
**December 10, 2022 through January 7, 2023**

|          |            |            |         |                          |            |
|----------|------------|------------|---------|--------------------------|------------|
| Paycheck | 12/16/2022 | 2022121614 | -SPLIT- |                          |            |
| Paycheck | 12/16/2022 | 2022121615 | -SPLIT- |                          |            |
| Paycheck | 12/16/2022 | 2022121616 | -SPLIT- |                          |            |
| Paycheck | 12/16/2022 | 2022121617 | -SPLIT- |                          |            |
|          | 12/16/2022 |            |         | Total Payroll 2022.12.16 | -14,183.28 |
| Paycheck | 12/30/2022 | 2022123001 | -SPLIT- |                          |            |
| Paycheck | 12/30/2022 | 2022123002 | -SPLIT- |                          |            |
| Paycheck | 12/30/2022 | 2022123003 | -SPLIT- |                          |            |
| Paycheck | 12/30/2022 | 2022123004 | -SPLIT- |                          |            |
| Paycheck | 12/30/2022 | 2022123005 | -SPLIT- |                          |            |
| Paycheck | 12/30/2022 | 2022123006 | -SPLIT- |                          |            |
| Paycheck | 12/30/2022 | 2022123007 | -SPLIT- |                          |            |
| Paycheck | 12/30/2022 | 2022123008 | -SPLIT- |                          |            |
| Paycheck | 12/30/2022 | 2022123009 | -SPLIT- |                          |            |
| Paycheck | 12/30/2022 | 2022123010 | -SPLIT- |                          |            |
| Paycheck | 12/30/2022 | 2022123011 | -SPLIT- |                          |            |
| Paycheck | 12/30/2022 | 2022123012 | -SPLIT- |                          |            |
| Paycheck | 12/30/2022 | 2022123013 | -SPLIT- |                          |            |
| Paycheck | 12/30/2022 | 2022123014 | -SPLIT- |                          |            |
| Paycheck | 12/30/2022 | 2022123015 | -SPLIT- |                          |            |
| Paycheck | 12/30/2022 | 2022123016 | -SPLIT- |                          |            |
| Paycheck | 12/30/2022 | 2022123017 | -SPLIT- |                          |            |
|          | 12/16/2022 |            |         | Total Payroll 2022.12.30 | -14,074.90 |

**Dec 10, '22 - Jan 7, 23**

**-71,245.74**



# Western Sullivan Public Library Profit & Loss Budget vs. Actual

|   | <u>Jul 1, '22 - Jan 7, 23</u> | <u>Budget</u>         | <u>\$ Over Budget</u> |
|---|-------------------------------|-----------------------|-----------------------|
| <b>Ordinary Income/Expense</b>            |                               |                       |                       |
| <b>Income</b>                             |                               |                       |                       |
| 1001 · Real Property Taxes                | 1,003,723                     | 1,003,723             | 0                     |
| 2082 · Library Charges                    | 2,169                         | 2,075                 | 94                    |
| 2083 · Library Chgs-Registrations         | 1,887                         | 2,000                 | (113)                 |
| 2401 · Interest & Earnings                | 75                            | 415                   | (340)                 |
| 2655 · Sales, Other                       | 525                           | 52                    | 473                   |
| 2680 · Insurance Recoveries               | 133                           | 0                     | 133                   |
| 2705 · Gifts & Donations                  | 1,098                         | 1,868                 | (770)                 |
| 3003 · State Grants - Miscellaneous       | 2,710                         | 2,594                 | 116                   |
| <b>Total Income</b>                       | <u>1,012,320</u>              | <u>1,012,727</u>      | <u>(407)</u>          |
| <b>Gross Profit</b>                       | 1,012,320                     | 1,012,727             | (407)                 |
| <b>Expense</b>                            |                               |                       |                       |
| 74101 · Salaries                          | 233,205                       | 254,114               | (20,909)              |
| 74101.7 · Special Projects                | 461                           | 519                   | (58)                  |
| 74102 · Equipment                         | 1,099                         | 3,891                 | (2,792)               |
| 74104.1 · Books                           | 17,964                        | 19,196                | (1,232)               |
| 74104.2 · Serials                         | 1,960                         | 2,335                 | (375)                 |
| 74104.3 · Videos                          | 6,177                         | 8,405                 | (2,228)               |
| 74104.4 · Digital Downloads               | 6,790                         | 8,062                 | (1,272)               |
| 74104.6 · Databases & Software            | 5,720                         | 4,721                 | 999                   |
| 74105.1 · Daily Operating Expenses        | 5,813                         | 11,518                | (5,705)               |
| 74105.2 · Repairs/Maint of F&F            | 0                             | 519                   | (519)                 |
| 74105.3 · Repairs/Maint of Lib Equip      | 0                             | 519                   | (519)                 |
| 74105.4 · Daily Maint & Repairs           | 3,604                         | 6,745                 | (3,141)               |
| 74105.5 · Building Maintenance            | 0                             | 18,159                | (18,159)              |
| 74105.6 · Insurance Policies              | 19,583                        | 22,265                | (2,682)               |
| 74106.1 · Phone, Internet, Cable Services | 2,759                         | 4,177                 | (1,418)               |
| 74106.2 · ANSER                           | 12,249                        | 15,565                | (3,316)               |
| 74106.4 · Fuel & Electric                 | 8,115                         | 10,376                | (2,261)               |
| 74106.5 · Sewer & Water                   | 1,580                         | 2,854                 | (1,274)               |
| 74106.6 · Elevator Service                | 195                           | 2,075                 | (1,880)               |
| 74106.7 · Cleaning Services               | 12,300                        | 13,619                | (1,319)               |
| 74106.8 · Operating Overhead Expenses     | 2,355                         | 5,188                 | (2,833)               |
| 74107.1 · Professional Services           | 4,036                         | 9,494                 | (5,458)               |
| 74107.2 · Grant Expenses                  | 0                             | 259                   | (259)                 |
| 74107.3 · Programs and Events             | 4,258                         | 6,226                 | (1,968)               |
| 74107.9 · Other Expenses                  | 1,050                         | 1,686                 | (636)                 |
| 90000 · Payroll Expenses                  | 104,361                       | 141,477               | (37,116)              |
| <b>Total Expense</b>                      | <u>455,634</u>                | <u>573,964</u>        | <u>(118,330)</u>      |
| <b>Net Ordinary Income</b>                | 556,686                       | 438,763               | 117,923               |
| <b>Net Income</b>                         | <u><u>556,686</u></u>         | <u><u>438,763</u></u> | <u><u>117,923</u></u> |

# Western Sullivan Public Library

## Treasurer's Report

Report for:        January 9                    2023  
                          Month and Day                    Year

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

|                        |                          |                           |
|------------------------|--------------------------|---------------------------|
| Balance on hand as of: | <u>November 30, 2022</u> | \$133,827.03              |
| Plus Deposits:         |                          |                           |
| Accounts Receivable    | \$1,523.66               |                           |
| Transfers from IMM     | \$60,000.00              |                           |
| Interest               | \$0.57                   |                           |
| Other                  | <u>\$0.00</u>            |                           |
| Total Deposits         |                          | \$61,524.23               |
| Less Disbursements:    |                          |                           |
| Transfer to IMM        | \$60,000.00              |                           |
| Operating Expenses     | <u>\$66,627.93</u>       |                           |
| Total Disbursements    |                          | \$126,627.93              |
| Balance on hand as of: | <u>December 30, 2022</u> | <u><u>\$68,723.33</u></u> |

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

|                             |                          |                            |
|-----------------------------|--------------------------|----------------------------|
| Balance on hand as of:      | <u>November 30, 2022</u> | \$1,043,930.95             |
| Plus Deposits:              |                          |                            |
| Annual Tax Portion & PILOT  | \$0.00                   |                            |
| Interest                    | \$45.51                  |                            |
| Other                       | <u>\$0.00</u>            |                            |
| Total Deposits              |                          | \$45.51                    |
| Less Disbursements:         |                          |                            |
| Transfers to Operating Fund | \$60,000.00              |                            |
| Transfer to Capital Fund    | <u>\$0.00</u>            |                            |
| Total Disbursements         |                          | \$60,000.00                |
| Balance on hand as of:      | <u>December 30, 2022</u> | <u><u>\$983,976.46</u></u> |

# Western Sullivan Public Library

## Treasurer's Report

Report for:        January 9                      2023  
                          Month and Day                      Year

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

|                             |                          |                          |
|-----------------------------|--------------------------|--------------------------|
| Balance on hand as of:      | <u>November 30, 2022</u> | \$1,253.77               |
| Plus Deposits:              |                          |                          |
| Credit Card Payments        | \$0.00                   |                          |
| Total Deposits              |                          | \$0.00                   |
| Less Disbursements:         |                          |                          |
| Transfers to Operating Fund | \$0.00                   |                          |
| Total Disbursements         |                          | \$0.00                   |
| Balance on hand as of:      | <u>December 30, 2022</u> | <u><u>\$1,253.77</u></u> |

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

|                                  |                          |                            |
|----------------------------------|--------------------------|----------------------------|
| Balance on hand as of:           | <u>November 30, 2022</u> | \$219,817.69               |
| Plus Deposits:                   |                          |                            |
| Transfers from IMM               | \$0.00                   |                            |
| Interest                         | \$0.00                   |                            |
| Other                            | <u>\$161,929.00</u>      |                            |
| Total Deposits                   |                          | \$161,929.00               |
| Less Disbursements:              |                          |                            |
| Transfers to Operating Fund      | \$0.00                   |                            |
| Total Disbursements              | \$0.00                   | \$0.00                     |
| Balance on hand as of:           | <u>December 30, 2022</u> | <u><u>\$381,746.69</u></u> |
| Account opened December 10, 2019 |                          |                            |



# Western Sullivan Public Library

## DIRECTOR'S REPORT

January 9, 2023

### **Building/Equipment:**

Our handyman installed a small railing for the first flight of stairs going to the basement in Narrowsburg for safety reasons.

The walls in the hallway to the boiler room at Callicoon are being painted. This is where the craft supplies and other equipment are stored.

### **Finance:**

Received a check for \$161,929.00 for the Delaware Free and Jeffersonville Branch construction projects on 12/30/22.

### **Personnel:**

None

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

12/13/2022: Continuing Education Subcommittee

### **Programs:**

[View newsletter](#). Our Adult Program Coordinator, Ciera, refreshed the January 2023 newsletter and is piloting a puzzle swap program at the branches. Kristen developed a toy swap based on feedback from some parents and caregivers attending past programs.

### **Strategic Plan Progress:**

See attached 2022 Progress Report. Input is included from the managers, programmers, and multimedia technician.

### **Monthly Statistics:**

See statistics in "Other Items" on libguide.

### **Other:**

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

Tuesday, January 10, 2023, Time: 6:00pm - 7:00pm  
[Trustee Training Tuesdays: Board Governance](#)

Tuesday, February 7, 2023, Time: 6:00pm - 7:00pm  
[Trustee Training Tuesdays: Open Meeting Law](#)

## 2021-2025 WSPL Long Range Strategic Plan Goals

### 2022 Progress Report

#### GOAL 1: Enhance marketing and public outreach.

| OBJECTIVE  | ACTION PLAN   | TIMELINE         | PROGRESS REPORT FOR 2022 AND PLANS FOR 2023   |
|--|---|------------------|---|
| Find new and innovative ways to reach all residents of our service area. | Create an Outreach Committee for the WSPL Board of Trustees.  | Formed July 2021 | New Adult Program Coordinator will be part of the committee in 2023.  |
|  | Develop a marketing plan that includes utilization of local assets, including radio stations, newspapers, and social media groups specific to our area. | 2023             | Will use the marketing plan tools from RCLS along with our current distribution list that we use to reach out to the media to create a marketing plan for WSPL.   |
|  | Collaborate with schools, community organizations, and local businesses.  | ongoing          | In 2022, we collaborated with the first grade teachers again for a library tour and to sign every first grader up for a library card. Laura worked with Kingfisher Project coordinators to create reading list. The outreach for the rewards program resulted in a sizable donation from a local business in Callicoon for children's programming. We participated in Callicoon Business Association events including the Country Fair, ArtWalk, Callicoon Pride Day, and Dickens on the Delaware. We worked with local businesses for the Rewards program and StoryWalks. Kristen collaborated with the Delaware Youth Center providing programming throughout the summer. She expanded programs with the National Park Service including family rafting trips. Coordinated with Bershire Farms to bring 33 comfort cases (with over 600 items donated by patrons) to foster children in the area. Held storytimes at the Jeffersonville Farmers Market along with a library card sign-up. |
|  | Create a system for working with realtors to reach out to new home buyers and recent in-movers.   | ongoing          | Dale no longer has access to resources to complete. We will continue to reach out to local agents asking them to provide library welcome packets to new home owners.  |
|  | Engage all residents of the Sullivan West School District annually.   | ongoing          | Annual Report to the Community was emailed to all library card holders, distributed at the libraries, and published online. This coming year we will look into including our annual report to the community in with the Sullivan West newsletter.   |

**GOAL 1 (cont): Enhance marketing and public outreach.**

| OBJECTIVE                            | ACTION PLAN   | TIMELINE   | PROGRESS REPORT FOR 2022 AND PLANS FOR 2023  |
|--------------------------------------|---|--|--|
| Increase the number of card holders. | Establish a baseline goal by comparing the number of card holders per district's population to other RCLS member libraries. | 2022-2025  | Using statistics for the 2021 RCLS Statistics which compiles the annual report numbers, the average for the 47 RCLS libraries in terms of borrowers compared to the total population was 47%. WSPL was at 38%. Our goal for half our district to be cardholders.   |
|                                      | Engage churches and community organizations to introduce the library and promote library card registration.                 | 2023-2025  | To help achieve our goal of registering half of our district, this year we will focus on outreach to local organizations including 4-H, girl scouts, boy scouts, PTO and the chambers and business associations. We will come up with a way to engage the churches in our communities.   |
|                                      | Reach out to first, fourth, middle school, and high school  | 2023/24  | Kristen and Jennifer resumed the first grade in 2022. Kristen  |
|                                      | Develop a program that incentivizes residents to sign up for a library card.  | Implemented June 2022/Will evaluate in July 2023 | The Library Rewards Program was developed in 2022 as an incentive for residents to become cardholders and to increase circulation of physical items. The program launched in June 2022. In 2022 we handed out 2,280 rewards coupons and received 615 back. We will evaluate if the program is fulfilling its goal after we have a year of data in July 2023.                 |
|                                      | Create a report to track the progress of library card registration.   | 2023   | In 2022, library card registration totaled 344 (DEL=94/JEF=168/NAR=82) with 53 of these registrations completed online. 2021 numbers are 257 total registrations (DEL=97/JEF=97/NAR=63) with 62 of these registrations completed online. User count as of January 1, 2023 is 4,111 (Resident=3,722/Non-Res=395). We are working to create a report to compare this progress. |

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

| OBJECTIVE  | ACTION PLAN  | TIMELINE | PROGRESS   |
|--|--|----------|--|
| To recognize staff achievement in a public and tangible fashion. | Develop a system to recognize staff innovation.  | ongoing  | The Library Limelight was implemented to highlight staff members and their achievements. Seven staff members were highlighted in 2022.   |
|  | Recognize tenure milestones.   | ongoing  | We will use the newsletter and social media to highlight milestones this year.   |
| To provide annual technology training to staff.                  | Create a guide with links to relevant trainings staff can access online.                       | ongoing  | Created a space on the staff libguide with all training resources and links in one place. Dale is currently providing recommendations based on RCLS IT/Marketing offerings.  |
|  | Encourage staff to attend workshops offered by RCLS, SENYLRC, and other library organizations. | ongoing  | Director and Managers are assigning virtual trainings as needed. Now that in-person trainings are happening again, staff will be encouraged to attend workshops relevant to their position.  |
|  | Create in-house training tools specific to staff positions.                                    | ongoing  | Managers started to cross train in 2022 at each of the branches. Laura implemented a new training tool based on a Niche Academy training that we are piloting to find where need support and where they are independent in their positions. The NYS required tech training will be tracked this year so we can ensure each staff member has the technology skills needed to assist patrons and excel at their job. |
|  | Track annual participation.  | ongoing  | Staff records each training they take and it is sent to a spreadsheet that tracks participation. In 2022, staff participated in 175 trainings.   |

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

| OBJECTIVE   | ACTION PLAN  | TIMELINE  | PROGRESS   |
|---|--|-----------|--|
| Evaluate the usage of onsite computer/wireless services for trends.   | Annually compare usage and create a report to guide future decisions.                              | ongoing   | There is a process in place for collecting data. Dale will work with RCLS to better automate the collection of monthly data.   |
| Improvements to physical plant should reflect our role as a community-building institution and our duty to enhance libraries as a public space. | Align the projects on the five-year plan created by the building committee to reflect these needs. | ongoing   | We secured funding for the Callicoon and Jeffersonville construction projects that will be bid out in 2023 with tentative completion in 2023/2024. The Managers and director are working on a list to share with the building committee to update the five-year plan. Research began at Callicoon into digitization of microfilm, newspapers, and local history room collections. Information regarding processes, collection organization, costs, grants, technology, and continuing ed are all being compiled. The DEL Local History Room, YA, Community Room and 2nd floor landing area all have been revisioned with the public in mind, resourcefully acquiring and repurposing furniture has made spaces more comfortable, cohesive, and appropriate to the venacular of the building. Kristen is working with managers to revamp children's spaces. |
|   | Create accessible outdoor seating areas with a strong wifi signal.                                 | 2022-2025 | External wifi units were installed in 2022. Seating will be evaluated in spring of 2023.   |



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

| OBJECTIVE   | ACTION PLAN   | TIMELINE | PROGRESS  |
|---|---|----------|---|
| Explore and optimize methods for patron feedback. | Evaluate current social media management and develop a system that covers both the day-to-day processes and periodic analytics. | ongoing  | Dale holds social media meetings with the social media team twice a month. Main objectives include increasing social media and marketing presence in addition to identifying key performance indicator metrics.             |
|   | Create short, quarterly surveys for distribution to current email list.   | ongoing  | In 2022, we distributed a programming survey collecting information on topics the community is interested in. This year we will continue the surveys broadening the scope to include services, technology, and collections. |
|   | Evaluate current programming, including virtual programming, via a feedback form/short survey emailed to participants.          | ongoing  | Now that we have the new registration calendar, LibCal, in place, we will start sending out follow up evaluations and surveys to help us evaluate current programming. We trialed this in 2022 with success.                |
|   | Develop scripts for virtual programs requesting feedback  | 2023     | The programmers, tech, and director will come up with these scripts based on the type of program being evaluated.   |
|   | Create short surveys for social media posts and stories.  | ongoing  | The social media team will work with programmers to create these surveys.   |

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

| OBJECTIVE  | ACTION PLAN  | TIMELINE   | PROGRESS  |
|--|--|--|---|
| Develop a website that is easily accessible, welcoming and simple for staff to maintain.                                   | Design and implement a new website.  | Process began summer 2021 with anticipated update Spring 2022. | In progress with ES11. Dale continues to move forward with this project. He anticipates it being ready to reveal Q1/23.   |
|  | Include features that make the site more accessible, including interactive features like chat.   | 2023   | Chat functionality is not feasible due to staffing limitations. However, limited fuction is available on social media.  |
| Improve the physical collections to reflect patrons' needs and desires.  | Update the library's collection development policy.  | completed  | Managers and director reviewed the policy and made suggestions to the bylaws committee. Now that the policy is in place, managers are evaluating their collections. |
|  | Create brief surveys to gather feedback from users.  | ongoing  | With the suggestions received from the patrons, managers were able to fill several of these requests by adding the titles to the collections.                       |
| Engage new technologies for suitability at the library and provide training required for both staff and patrons to use it. | Create and update a Technology Plan that will be used to evaluate current technology at the library and potential additions of new technology. | ongoing  | Tech, with input from the community, staff, and board will complete this in 2023.   |
|  | Survey patrons to find out what technologies the library could provide for home use.   | 2023   | Dale plans on completing this Q1/23.  |

**Western Sullivan Public Library**  
 Monthly Reports for All Branches for December 2022

| December Circulation  | Callicoon   | Jeffersonville | Narrowsburg |
|-----------------------|-------------|----------------|-------------|
| Adult Books           | 567         | 651            | 444         |
| Young Adult Books     | 109         | 19             | 25          |
| Children's Books      | 369         | 399            | 180         |
| Periodicals           | 0           | 24             | 2           |
| Audiobooks            | 45          | 16             | 8           |
| Museum Pass (Apr-Dec) | 0           | 0              | 0           |
| DVDs                  | 479         | 378            | 116         |
| Other                 | 11          | 16             | 0           |
| <b>2022 Totals</b>    | <b>1580</b> | <b>1503</b>    | <b>775</b>  |
| <b>2021 Totals</b>    | <b>1398</b> | <b>1320</b>    | <b>782</b>  |

**Wireless usage per branch**

|                | December 2021 | December 2022 |
|----------------|---------------|---------------|
| Callicoon      | 783           | 2503          |
| Jeffersonville | 456           | 1507          |
| Narrowsburg    | 406           | 1528          |
| <b>Total</b>   | <b>1645</b>   | <b>5538</b>   |

**Computer Use**

|                | December 2021 | December 2022 |
|----------------|---------------|---------------|
| Callicoon      | 52            | 38            |
| Jeffersonville | 46            | 38            |
| Narrowsburg    | 35            | 21            |
| <b>Total</b>   | <b>133</b>    | <b>97</b>     |

**Internet/Social Media**

|                       | December 2021 | December 2022 |
|-----------------------|---------------|---------------|
| Instagram followers   | 1053          | 1109          |
| Facebook followers    | 1045          | 1127          |
| Metaverse video views | 76            | 1,784         |
| Website users         | 1047          | 1,141         |
| Website sessions      | 1825          | 1836          |
| Website page views    | 2874          | 2680          |
| Podcast Downloads     | 261           | 45            |

|                               |                                    |                           |
|-------------------------------|------------------------------------|---------------------------|
| Monthly eNewsletter           | sent to 380 subscribers            | 251 opens/<br>50 clicks   |
| Mailchimp weekly email blasts | 3 emails sent to 1,374 subscribers | 1,559 opens/<br>64 clicks |

**e-Circulation**

| Type                              | Dec 2021    | Dec 2022    |
|-----------------------------------|-------------|-------------|
| Callicoon e-content               | 376         | 368         |
| Jeffersonville e-content          | 478         | 493         |
| Narrowsburg e-content             | 198         | 251         |
| Kanopy films (# of videos played) | 776         | 502         |
| <b>Total</b>                      | <b>1828</b> | <b>1614</b> |

**Curbside Pickup Appointments**

|                |    |
|----------------|----|
| Callicoon      | 0  |
| Jeffersonville | 0  |
| Narrowsburg    | 11 |

**Patron Count at the Library**

|                | Dec 2021    | Dec 2022    |
|----------------|-------------|-------------|
| Callicoon      | 836         | 819         |
| Jeffersonville | 690         | 803         |
| Narrowsburg    | 512         | 494         |
| <b>Total</b>   | <b>2038</b> | <b>2116</b> |

**Reference questions**

|                | Dec 2021   | Dec 2022   |
|----------------|------------|------------|
| Callicoon      | 85         | 75         |
| Jeffersonville | 82         | 69         |
| Narrowsburg    | 92         | 87         |
| <b>Total</b>   | <b>259</b> | <b>231</b> |

| Date       | Program   | Platform(s)/ Type | Target Audience | Attendance |
|------------|---|-------------------|-----------------|------------|
| 12/4/2022  | Narrowsburg Knitters                                  | In-Person         | Adult           | 10         |
| 12/5/2022  | Hybrid Open Technical Support                         | In-Person         | Adult, PCC      | 5          |
| 12/6/2022  | Hybrid Open Technical Support                         | In-Person         | Adult, PCC      | 5          |
| 12/6/2022  | Healthy Living for your Body & Brain                  | In-Person         | Adult           | 6          |
| 12/7/2022  | Hybrid Open Technical Support                         | In-Person         | Adult, PCC      | 3          |
| 12/7/2022  | Book Club   | In-Person         | Adult           | 1          |
| 12/7/2022  | Let's Play at Jeffersonville                          | In-Person         | Youth           | 12         |
| 12/10/2022 | Gingerbread Decorating during Dickens on the Delaware | In-Person         | Youth           | 131        |

|            |  |               |            |                    |
|------------|--|---------------|------------|--------------------|
| 12/12/2022 | Hybrid Open Technical Support              | In-Person     | Adult, PCC | 3                  |
| 12/12/2022 | Narrowsburg Knitters                       | In-Person     | Adult      | 8                  |
| 12/13/2022 | Hybrid Open Technical Support              | In-Person     | Adult, PCC | 6                  |
| 12/13/2022 | Pop-Art Selfies                            | In-Person     | Adult      | 2                  |
| 12/14/2022 | Hybrid Open Technical Support              | In-Person     | Adult, PCC | 4                  |
| 12/15/2022 | Let's Play at Callicoon                    | In-Person     | Youth      | 0                  |
| 12/16/2022 | Open Mic                                   | In-Person     | Adult      | cancelled, weather |
| 12/18/2022 | Shark Week Take and Make                   | Take-and-Make | Youth      | 8 kits             |
| 12/19/2022 | Narrowsburg Knitters                       | In-Person     | Adult      | 8                  |
| 12/20/2022 | Hybrid Open Technical Support              | In-Person     | Adult, PCC | 5                  |
| 12/20/2022 | Let's Play at Narrowsburg                  | In-Person     | Youth      | 0                  |
| 12/21/2022 | Hybrid Open Technical Support              | In-Person     | Adult, PCC | 6                  |
| 12/21/2022 | Holiday Card Making                        | In-Person     | Adult      | 5                  |
| 12/22/2022 | Homeschool Hangout                         | In-Person     | Youth      | 0                  |
| 12/27/2022 | Hybrid Open Technical Support              | In-Person     | Adult, PCC | 4                  |
| 12/27/2022 | Book Club                                  | In-Person     | Adult      | 3                  |
| 12/27/2022 | Winter Break Fun! Play Zone at Narrowsburg | In-Person     | Youth      | 0                  |
| 12/28/2022 | Hybrid Open Technical Support              | In-Person     | Adult, PCC | 3                  |
| 12/28/2022 | Winter Break Fun! Bake Off                 | In-Person     | Youth      | 2                  |
| 12/28/2022 | Teen Hangout and Baking                    | In-Person     | Youth      | 0                  |
| 12/30/2022 | Winter Break Fun! Craft Explosion          | In-Person     | Youth      | 5                  |

**Western Sullivan Public Library  
LIBRARY PAVEMENT PROJECT  
Contract #WSPL-G-2022 General**

**INVITATION FOR BIDS**

**NOTICE IS HEREBY GIVEN**, pursuant to Article 5A of the General Municipal Law of the State of New York that sealed bids are sought by

**THE WESTERN SULLIVAN PUBLIC LIBRARY  
(OWNER)**

For:

**PAVEMENT REPLACEMENT AND SEWER LATERAL REPLACEMENT  
(PROJECT)**

**Contract #WSPL-G-2022**

Sealed bids will be received by the Library Director, Audra Everett, at her office located at 19 Center Street, Jeffersonville, NY 12748, until **3 pm., February 13<sup>th</sup>, 2023**. Bids will be opened and read aloud at the regular meeting of the Library Board later that night. The contract consists of, but is not limited to include in the base bid asphalt repaving (±6,700 sf) with drainage upgrades, retaining wall rehabilitation, general site grading, and site restoration.

Project Completion Date: **September 1st, 2023**

Contract Documents, including Advertisement For Bids, Information For Bidders, Labor and Employment, Additional Instructions, Bid Documents, Agreement, General Conditions, General Requirements, Specifications, Contract Drawings and any Addenda, may be examined at no expense on-line at the following website: [DE.BIDDYHQ.com](http://DE.BIDDYHQ.com) under 'public projects.', or at the office of Delaware Engineering, D.P.C., 55 South Main Street, Oneonta, NY, 13820, or at the Western Sullivan Public Library Jeffersonville Branch, 19 Center St, Jeffersonville, NY 12748 starting January 13th, 2023.

Digital copies of the Contract Documents may be obtained online from the website: [DE.BIDDYHQ.com](http://DE.BIDDYHQ.com) as a download for a non-refundable fee of One-Hundred Dollars (\$100.00) for each combined set of documents. Plan deposit is refundable in accordance with the terms in the Instructions to Bidders to all submitting bids. Any bidder requiring documents to be shipped shall make arrangements with the printer and pay for all packaging and shipping costs. Complete hardcopy sets of bidding documents may be obtained from may be obtained from REVplans, 28 Church Street, Unit 7, Warwick, NY 10990 Tel: 1-877-272-0216, upon depositing the sum of One Hundred Dollars (\$100.00) for each combined set of documents. Checks or money orders shall be made payable to Delaware Engineering, D.P.C. Cash deposits will not be accepted. Any Bidder requiring documents to be shipped shall make arrangements with REVplans and pay for all packaging and shipping costs.

Please note REVplans ([revplans.biddyhq.com](http://revplans.biddyhq.com) and [de.biddyhq.com](http://de.biddyhq.com)) are the designated location and means for distributing and obtaining all bid package information. Only those Contract Documents obtained in this manner will enable a prospective bidder to be identified as an official plan holder of record. The Provider takes no responsibility for the completeness of Contract

**Western Sullivan Public Library  
LIBRARY PAVEMENT PROJECT  
Contract #WSPL-G-2022 General**

Documents obtained from other sources. Contract Documents obtained from other sources may not be accurate or may not contain addenda that may have been issued

All bid addenda will be transmitted to registered plan holders via email and will be available at [revplans.biddyhq.com](http://revplans.biddyhq.com) and [de.biddyhq.com](http://de.biddyhq.com). Plan holders who have paid for hard copies of the bid documents will need to make the determination if hard copies of the addenda are required for their use, and coordinate directly with the printer for hard copies of addenda to be issued. There will be no charge for registered plan holders to obtain hard copies of the bid addenda.

Addenda, if any, will be issued to only those persons whose name and address are on record with the Owner as having obtained the Contract Documents.

At the bid opening the Contractor must supply a BID GUARANTEE of not less than five percent (5%) of the TOTAL AMOUNT of the bid submitted. See Item 6 in Instructions to Bidders.

Attention is called to the fact that not less than the minimum salaries and wages set forth in the Contract Documents (see Exhibits) must be paid on this project; that the Contractor must insure that employees and applicants for employment are not discriminated against because of their race, creed, color, religion, sex or national origin. The Contractor must also be aware that he must comply with the State wage rates under New York State Department of Labor **PRC# 2022004329** ([www.labor.state.ny.us](http://www.labor.state.ny.us)), as well as Labor Law 220, section 220-h, which requires that on all public work projects of at least \$250,000.00, all laborers, workers and mechanics on the site be certified as having successfully completed the OSHA 10-hour construction safety and health course.

The Contractor must also be aware that in conformance with Workers' Compensation Law §57, contractor must provide either form CE-200 (Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage), or form C-105.2 (Certificate of Workers' Compensation Insurance), or form SI-12 (Certificate of Workers' Compensation Self-Insurance) <http://www.wcb.state.ny.us/content/main/Employers/IM.pdf> before Notice to Proceed can be issued.

Bidders are responsible for the timely delivery of their Bid proposal to the proper department as indicated in this "Invitation to Bid".

Bid proposals received after the date and time specified in the Invitation shall be considered unresponsive and will be returned to the Bidder unopened. **Bids will not be accepted via FAX.**

Bidders are advised not to rely on the Postal Service or any other mail delivery service for the timely and proper delivery of their bid proposals. **In the event of a tie bid, the project will be rebid.**

The Owner reserves the right to reject any and all Bids or waive any informality in the Bidding.

Bids may be held by the Owner for a period not to exceed forty-five (45) days from the date of the openings of Bids for the purpose of reviewing the Bids and investigate the qualifications of the Bidders, prior to awarding the Contract.

**Western Sullivan Public Library  
LIBRARY PAVEMENT PROJECT  
Contract #WSPL-G-2022 General**

This Contract is subject to New York State wage rate schedules.

Questions regarding this Invitation to Bid should be directed to William Brown, P.E., Delaware Engineering D.P.C., at 607-432-8073.

Date: **January 13<sup>th</sup>, 2023**

Audra Everett,  
Library Director,  
Western Sullivan Public Library  
Jeffersonville, New York