



# Western Sullivan Public Library

## REORGANIZATIONAL MEETING AGENDA

Delaware Free Branch

July 10, 2023 at 5:30PM

- I. Call to order
- II. Nominating Committee Report and Election of Officers
  - A. President
  - B. Vice President
  - C. Financial Officer
  - D. Secretary
- III. Swearing in of new Board members
- IV. Financial Matters
  - A. Checking account signatures
- V. Appointments
  - A. Official Bank
  - B. Official Newspapers
  - C. Other
- VI. Committee appointments
  1. Executive Committee
  2. Finance Committee
  3. Personnel Committee
  4. Building Committee
  5. Bylaws Committee
  6. Donations
  7. Nominating
  8. FOL Liaison
  9. Ad hoc Outreach Committee
- VII. Board Conflict of Interest
- VIII. Review Bylaws
- IX. Adjournment



# Western Sullivan Public Library

## BOARD MEETING AGENDA

Regular Board Meeting

July 10, 2023

Delaware Free Branch, 5:30pm (*after reorg meeting*)

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Public Comment Period
- V. Approval of June 12, 2023 meeting minutes
- VI. Financial Reports
  - a. Treasurer's Report
  - b. Monthly Financial Reports through July 9, 2023Payment of Bills through July 9, 2023
- VII. Director's Report
- VIII. New Business
  - a. Staff Resignation
  - b. DEL Heating/Cooling Upgrades
  - c. JEF Heating/Cooling Upgrades
  - d. Board of Trustees Statement on Materials Challenges
- IX. Old Business
  - a. FOIL Policy
- X. Committee Reports
  - Building
  - Personnel
  - Donations
  - Finance
  - By Laws
  - Nominating
  - FOL Liaison
  - Executive
  - Outreach
- XI. Dates to Remember
  - a. See monthly [online newsletter](#)
- XII. Tusten Heritage Community Garden Report
- XIII. Correspondence
- XIV. Adjournment

Next Meeting: Monday, July 10, 2023 at 5:30pm, Delaware Free Branch



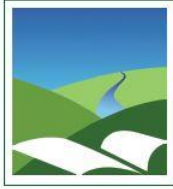
# Western Sullivan Public Library

## I. New Business

- a. Staff Resignation: Regretfully accept the resignation of Tammie Vargas, Library Clerk.
- b. Transfer to capital fund: Transfer \$35,000 to the Capital Fund from the Building Maintenance line for current and future projects included in the library's five-year plan.
- c. DEL Heating/Cooling Upgrades: Approve the Request for Proposals for the project at Callicoon.
- d. JEF Heating/Cooling Upgrades: Approve the Request for Proposals for the project at Jeffersonville.
- e. Board of Trustees Statement on Materials Challenges: Review and discussion.

## II. Old Business

- a. FOIL Policy



# Western Sullivan Public Library

## Unapproved Minutes of the Board of Trustees Meeting Jeffersonville Branch

June. 12, 2023

**Members Present:** Marge Brown, Kevin McDonough, Amber Novikov, Linda Pomes (President), Pam Reinhardt, Barbara Winfield.

**Staff Present:** Audra Everett, Director

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

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

**Approval of Meeting Minutes:** On a Motion by Barbara Winfield seconded by Pam Reinhardt, the May 08, 2023, Meeting minutes were approved as amended 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 Kevin McDonough seconded by Pam Reinhardt, the Financial Reports through June 11, 2023, were approved by unanimous consent.
- c. On a Motion by Pam Reinhardt seconded by Marge Brown, Payment of Bills through June 11, 2023, was approved by unanimous consent.

### New Business:

- a. On a Motion by Kevin McDonough seconded by Barbara Winfield, the board approved by unanimous consent the changes to the out of district fees, the rate for the "Card with Full Access" increased to \$95.73 as per the RCLS per capita calculation. The "Local Access" remained the same for 2023-2024.
- b. On a Motion by Pam Reinhardt seconded by Marge Brown the board approved by unanimous consent to add Audra as signer of the IT contract with RCLS.
- c. On Resolution #12 by Pam Reinhardt and seconded by Barbara Winfield, the board approved by unanimous consent to approve the health insurance buyouts for a fee of \$2,000.00 per person.

### Adjournment:

On a Motion by Marge Brown seconded by Pam Reinhardt, the board voted by unanimous consent to adjourn the meeting at 6:00 p.m.

Amber Novikov  
Substitute Secretary

# Western Sullivan Public Library

## Treasurer's Report

Report for:            July 10                            2023  
                                  Month and Day                            Year

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

Balance on hand as of:	<u>May 31, 2023</u>	\$64,698.37
Plus Deposits:		
Accounts Receivable	\$2,353.55	
Transfers from IMM	\$60,000.00	
Interest	\$0.63	
Other	<u>\$0.00</u>	
Total Deposits		\$62,354.18
Less Disbursements:		
Transfer to IMM	\$60,000.00	
Operating Expenses	<u>\$30,590.45</u>	
Total Disbursements		\$90,590.45
Balance on hand as of:	<u>June 30, 2023</u>	<u><u>\$36,462.10</u></u>

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

Balance on hand as of:	<u>May 31, 2023</u>	\$672,254.89
Plus Deposits:		
Annual Tax Portion & PILOT	\$0.00	
Interest	\$27.31	
Other	<u>\$0.00</u>	
Total Deposits		\$27.31
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>June 30, 2023</u>	<u><u>\$612,282.20</u></u>

# Western Sullivan Public Library

## Treasurer's Report

Report for:            July 10                            2023  
                                  Month and Day                            Year

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

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

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

Balance on hand as of:	<u>May 31, 2023</u>	\$359,918.44
Plus Deposits:		
Transfers from IMM	\$0.00	
Interest	\$0.00	
Other	<u>\$0.00</u>	
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements	\$0.00	\$0.00
Balance on hand as of:	<u>June 30, 2023</u>	<u><u>\$359,918.44</u></u>
Account opened December 10, 2019		

**Western Sullivan Public Library**  
**Operating Account Check List**  
 June 10 through July 8, 2023

Type	Date	Num	Name	Memo	Split	Amount
<b>Jun 10 - Jul 8, 23</b>						
Check	06/12/2023	18919	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-32.39
Check	06/21/2023	18921	NYSEG	1001-0704-798	Fuel & Electric-NAR	-235.74
Check	06/21/2023	18922	Postmaster	postage all branches	Postage	-378.00
Check	06/28/2023	18923	NYS Unemployment Insurance	Employer Reg # 93-10135 8	90508.1 · SUI Employer	-349.66
Check	06/28/2023	18924	NYSEG	1001-1281-077	Fuel & Electric-JEF	-370.04
Check	06/30/2023	18926	Village of Jeffersonville	Acct 00349	Sewer & Water-JEF	-91.71
Check	06/30/2023	18927	NYSEG	1003-8570-692	Fuel & Electric-DEL	-20.70
Check	06/30/2023	18931	Ethelbert B Crawford Public Library		Fines & Fees-JEF	-18.99
Check	06/30/2023	18932	Christina Mace		Bookkeeper	-560.00
Check	06/30/2023	18933	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	06/30/2023	18934	The River Reporter	1510 7/31/23	Periodicals-NAR	-52.00
Check	06/30/2023	18935	Smithsonian	#920822001854	Periodicals-NAR	-15.00
Check	06/30/2023	18936	Narrowsburg Water & Sewer	Acct #100900	Sewer & Water-NAR	-241.10
Check	06/30/2023	18937	Town of Delaware Callicoon Water District	SBL 14-5-54 Acct # 0258	Sewer & Water-DEL	-152.73
Check	06/30/2023	18938	DMIS Corporation		Misc O&M-DEL	-575.00
Check	06/30/2023	18939	RCLS General	invoice 32126 & 32068	-SPLIT-	-214.50
Check	06/30/2023	18940	RCLS General	invoice 32081, 32082, 32083	-SPLIT-	-4,845.00
Check	06/30/2023	18941	ENGN CNTR LTD	July Workshop	2023 Arts & Heritage	-250.00
Check	06/30/2023	18942	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-2,961.78
Check	06/30/2023	18943	National Geographic	Acct # 616248221	Periodicals-JEF	-49.00
Check	06/30/2023	18944	Fox Ledge, Inc.	Account 005821	-SPLIT-	-84.00
Check	06/30/2023	18945	Cash	Cash replenishment for DEL	Petty Cash-DEL	-11.91
Check	06/30/2023	18946	Cash	Cash replenishment for JEF	Petty Cash-JEF	-17.85
Check	06/30/2023	18947	Cash	Cash replenishment for NAR	Petty Cash-NAR	-6.15
Check	06/30/2023	18948	Pete's Market	cust #845	-SPLIT-	-23.27
Check	06/30/2023	18949	Peck's Market	Acct 4394 & C966	-SPLIT-	-146.99
Check	06/30/2023	18950	Audra Everett (reimb.)		Travel & Continuing Education	-79.12
Check	06/30/2023	18951	GOVCONNECTION, INC.	Invoice # 74185238 & 74201773	PCC Programs	-1,172.31
Check	06/30/2023	18952	OverDrive, Inc.	Cust ID 1052-1001	Digital Downloads - WSPL	-649.46
Check	06/30/2023	18953	Kanopy LLC		Digital Downloads - WSPL	-727.00
Check	06/30/2023	18954	United Healthcare Insurance Company	Member ID 351736481-1	90608 · Employee Health Insurance	-234.50

**Western Sullivan Public Library**  
**Operating Account Check List**  
 June 10 through July 8, 2023

Check	06/30/2023	18955	Joseph E. Schultz	invoice #2980 & 2984	-SPLIT-	-528.71
Check	06/30/2023	18956	Callicoon Supply Inc.	Acct # 4675	Materials	-36.30
Check	06/30/2023	18957	ASTAR Plumbing Heating & Air, LLC	invoice # 252462	Labor	-794.20
Check	06/30/2023	18958	D Man's Mowing & Maintenance	Inv. # 86 & 100	-SPLIT-	-475.00
Check	06/30/2023	18959	Ehrlich	Invoice # 46535076 & 46533944	-SPLIT-	-347.53
Check	06/30/2023	18960	Jeanne Sager Editorial, Inc.		PCC Programs	-500.00
Check	06/30/2023	18961	ES11, LLC	Inv. #401-8816	Website Development & Services	-1,350.00
Check	06/30/2023	18962	Greg Triggs		PCC Programs	-75.00
Check	06/30/2023	18963	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-1,487.22
Check	06/30/2023	18964	Midwest Tape LLC		-SPLIT-	-1,373.87
Check	06/30/2023	18965	Baker & Taylor Books #510486		-SPLIT-	-2,289.06
Check	06/30/2023	18966	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-6,738.70
Check	06/30/2023	18967	Dorothy Hartz	First Friday	2023 DVAA NYSCA Grant	-75.00
Check	06/30/2023	18968	Lynne Procope		2023 DVAA NYSCA Grant	-250.00
Check	07/08/2023	18969	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90
Check	07/08/2023	18970	Eileen Stelljes	3 programs 7.18.23	Children's Programs	-311.25
Check	07/08/2023	18971	Tom Smith	2 programs 7.25.23	Children's Programs	-200.00
Check	07/08/2023	18972	Eileen Stelljes	3 programs 8.1.23	Children's Programs	-305.25
Check	07/08/2023	18973	Joe Kennedy	8.7.23 Program	Children's Programs	-100.00
Check	07/08/2023	18974	Lori Johnson	2 programs 8.8.23	Children's Programs	-200.00
Check	07/08/2023	18975	Mark Randall	8.4.23 program	Adult Programs	-125.00
Liability Check	06/12/2023	18920	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Liability Check	06/12/2023	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Liability Check	06/12/2023	eft ers	NYS & Local Retirement System	51404	607 · NYS & Local Retirement	-511.61
Liability Check	06/12/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # -1483823806	-SPLIT-	-617.64
Liability Check	06/16/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -1484890806	-SPLIT-	-3,782.72
Liability Check	06/28/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -1043975806	-SPLIT-	-3,710.84
Liability Check	06/28/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # -1042363806	-SPLIT-	-607.16
Liability Check	06/30/2023	18925	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Liability Check	06/30/2023	18930	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-200.00
Liability Check	06/30/2023	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Liability Check	07/05/2023	eft ers	NYS & Local Retirement System	51404	607 · NYS & Local Retirement	-772.05
Liability Check	07/05/2023	eft5350818	NYS Income Tax	141825007 6	606 · SWT Payable	-93.00



Jul 9, 2023

**Western Sullivan Public Library**  
**Operating Account Check List**  
June 10 through July 8, 2023

Liability Check	07/05/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -656924806	-SPLIT-	-489.00
Liability Check	07/07/2023	eft5366953	NYS Income Tax	141825007 6	606 · SWT Payable	-88.00
Liability Check	07/07/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 273540590	-SPLIT-	-493.00
Liability Check	06/16/2023			Payroll 2023-06-16		-13,592.30
Liability Check	06/30/2023			Payroll 2023-06-30		-16,153.37
<b>Jun 10 - Jul 8, 23</b>						<b>-76,583.84</b>



## DIRECTOR'S REPORT

July 10, 2023

### **Building/Equipment:**

Callicoon: Repairs were made to one of the second floor split units. The other unit was not able to be fixed.

### **Finance:**

No report

### **Personnel:**

Working with Civil Service on filling the vacant positions.

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

6/14/2023: Directors Association Meeting via Zoom

6/16/2023: Mandatory Library Construction Aid Workshop at RCLS

The ILS Search Committee is offering demos throughout the month for different library management platforms. The participants will evaluate each ILS (Integrated Library System) and recommendations will be made to either stay with current vendor or transition to a new vendor. A number of staff members are attending these sessions to provide feedback.

### **Programs:**

[View newsletter.](#)

### **Strategic Plan Progress:**

During staff evaluations, everyone gave feedback on how they can contribute to our strategic plan goals this coming year. We will continue to track progress.

### **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.



# Western Sullivan Public Library

## RCLS Annual Meeting & Awards Presentation 2023

We are delighted to be hosting our RCLS 64th Annual Meeting as an in-person event! Join us at Palacio Catering & Conference Center in Goshen, NY. Sign in begins at 8:30 am in the Conference Center foyer.

The morning will begin with a buffet breakfast, followed by our Annual Awards ceremonies and a brief business meeting which includes RCLS Trustee elections. The event will conclude with a Keynote Address by award-winning author Ibi Zoboi. Her presentation will focus on Censorship: Book Challenges and Bans. Following her remarks, Ms. Zoboi will hold a book signing - attendees are welcome to bring copies from their personal collections or from their library holdings for her to autograph. Her works will also be available for purchase at the event.

Confirmation and reminder emails will be sent to all registrants. There is no charge for this event, however [REGISTRATION IS REQUIRED](#). Questions may be addressed to Anita Baumann, RCLS Executive Assistant, at [abaumann@rcls.org](mailto:abaumann@rcls.org).

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

June Circulation	Callicoon	Jeffersonville	Narrowsburg
Adult Books	630	857	588
Young Adult Books	50	14	20
Children's Books	459	513	208
Periodicals	2	33	0
Audiobooks	50	18	16
Museum Pass (Apr-Dec)	1	0	2
DVDs	429	489	138
Other	15	37	4
<b>2023 Totals</b>	<b>1636</b>	<b>1961</b>	<b>976</b>
<b>2022 Totals</b>	<b>1649</b>	<b>1871</b>	<b>895</b>

**Wireless usage per branch**

	June 2022	June 2023
Callicoon	1947	2822
Jeffersonville	567	1379
Narrowsburg	878	2247
<b>Total</b>	<b>3392</b>	<b>6448</b>

up to 6/26/23

**Computer Use**

	June 2022	June 2023
Callicoon	59	71
Jeffersonville	49	82
Narrowsburg	41	43
<b>Total</b>	<b>149</b>	<b>196</b>

**Internet/Social Media**

	June 2022	Jun 2023
Instagram followers	1072	1178
Facebook followers	1099	1210
Metaverse video views	7,870	312
Website users	1473	1,546
Website sessions	2386	2292
Website page views	3461	3251
Podcast Downloads	142	67
Monthly eNewsletter	Sent to 564 subscribers	53 clicks
Mailchimp weekly email blasts	3 emails sent to 1479 subscribers	42 clicks

Change and error in new Metaverse reporting

**e-Circulation**

Type	Jun 2022	Jun 2023
Callicoon e-content	319	450
Jeffersonville e-content	483	483
Narrowsburg e-content	239	235
Kanopy films (# of videos played)	601	542
<b>Total</b>	<b>1642</b>	<b>1710</b>

**Curbside Pickup Appointments**

Callicoon	0
Jeffersonville	0
Narrowsburg	2

**Patron Count at the Library**

	Jun 2022	Jun 2023
Callicoon	1082	1075
Jeffersonville	1032	1061
Narrowsburg	690	815
<b>Total</b>	<b>2804</b>	<b>2951</b>

**Reference questions**

	Jun 2022	Jun 2023
Callicoon	100	169
Jeffersonville	99	126
Narrowsburg	96	118
<b>Total</b>	<b>295</b>	<b>413</b>

Date	Program	Platform(s)/ Type	Target Audience	Attendance/ Views in 24 hours
6/1/2023	Sewcial Circle	In-Person	Adult	6
6/2/2023	First Fridays	In-Person	Adult	61
6/5/2023	Narrowsburg Knitters	In-Person	Adult	cancelled/no water
6/5/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2
6/6/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2
6/7/2023	Game Group	In-Person	Adult	3
6/7/2023	Let's Play!	In-Person	Youth	22
6/7/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	3
6/8/2023	Sewcial Circle	In-Person	Adult	7
6/8/2023	Knitting	In-Person	Youth	6
6/9/2023	Jeff Book Club	In-Person	Adult	2
6/10/2023	Summer Sign-Ups	In-Person	Youth	29

6/12/2023	Narrowsburg Knitters	In-Person	Adult	7	
6/12/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	1	
6/13/2023	1st Grade Visits	In-Person	Youth	74	
6/14/2023	Historic Main Street	In-Person, FB	Adult	28	3 facebook live 155 in 7 days
6/14/2023	Storytime/Playgroup	In-Person	Youth	9	
6/14/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	3	
6/14/2023	Hybrid Open Technical Support	Zoom	Adult, PCC	1	
6/15/2023	Sewcial Circle	In-Person	Adult	8	
6/16/2023	Craft Lovers	In-Person	Adult	10	
6/20/2023	HomeSchool - LEGO Club	In-Person	Youth	10	
6/20/2023	Tween/Teen Spa	In-Person	Youth	3	
6/20/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2	
6/21/2023	Office for the Aging	In-Person	Adult	5	
6/21/2023	Cricut Meet-up	In-Person	Adult	1	
6/21/2023	Storytime/Playgroup	In-Person	Youth	5	
6/22/2023	Sewcial Circle	In-Person	Adult	5	
6/23/2023	Melissa Ditmore Author	In-Person	Adult	9	
6/26/2023	Narrowsburg Knitters	In-Person	Adult	8	
6/26/2023	Garden Club	In-Person	Youth		Canceled-thunderstorm
6/27/2023	Callicoon Book Club	In-Person	Adult	3	
6/27/2023	SPR Kickoff - Superhero Academy	In-Person	Youth	97	
6/28/2023	Narrowsburg Book Club	In-Person	Adult	2	
6/28/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	4	
6/29/2023	Sewcial Circle	In-Person	Adult	8	

## ASSURANCES

### State Aid for Library Construction Program (FY 2023-2024)

The applicant hereby gives assurances of the following:

#### SECTION 1: ALL LIBRARIES (ALL BOXES MUST BE CHECKED)

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- The project will begin land acquisition, construction or continue construction work in the case of a project that has begun but it not complete as the date of the application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding has been met.
- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.

#### SECTION 2: FOR LIBRARIES ACQUIRING REAL ESTATE (FIRST 3 BOXES MUST BE CHECKED IF ACQUIRING REAL PROPERTY)

For any project involving the acquisition of real estate (vacant land, or land and a building), the applicant certifies the following:

- The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
- The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
- State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
- Check if applicable:** The real property to be acquired in whole or part with the State Aid for Library Construction funds is currently owned or has been acquired from the State of NY or a State related entity (e.g. an entity formed under Chapter 43-A of the Public Authorities Law, SUNY colleges and Universities, etc.).
- Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraisal in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.

#### SECTION 3: ALL LIBRARIES (MUST CHECK 1 BOX)

- The library building or site of the construction project is or will be owned by the applicant or the school district and is, or will be, open to the public.

**OR**

- The library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

**SECTION 4: ALL LIBRARIES (MUST CHECK 1 BOX)**

- Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) funding is used as match for any component of the State Aid for Library Construction [Education Law §273-a] project described within this project application.

**OR**

- If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

**SECTION 5: ALL LIBRARIES (BOX MUST BE CHECKED)**

- The Library affirmatively states that each of the costs to be funded with award proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:
- Financing/interest fees or costs
  - Retirement of long-term debt even if the debt was originally interim short-term financing (i.e., must be retired in less than one year)
  - Rental or leased equipment
  - Warranties (other than the manufacturer’s warranty customarily provided with such product)
  - Recurring maintenance fees
  - Recurring repair costs
  - Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
  - Recurring software licenses, hosting, maintenance, or training fees
  - Internal labor costs
  - Training end users

**AUTHENTICATION OF APPLICATION**

This application completed in the preceding pages and accompanying documents for a public library construction aid award to be administered in accordance with the requirements of Education Law §273-a and Commissioner’s Regulations §90.12 was read and duly adopted by the Board of Trustees of the

\_\_\_\_\_ Library at a legal meeting  
on \_\_\_\_\_ 2023.

Signature of President, Library Board of Trustees: \_\_\_\_\_

Name of President (type or print): \_\_\_\_\_



Date: April 14, 2023

Dear NYS Construction Aid Applicant,

The Ramapo Catskill Library System (RCLS) Board of Trustees views your application as a commitment by your Board of Trustees to proceed with the project as submitted. If, after the application is approved, your Library experiences extreme mitigating circumstances that make it impossible to proceed with the project, we would take that issue into consideration. Such circumstances do not include a change in Board priorities or withholding promised matching funds.

Libraries withdrawing their projects after the RCLS Board has approved the project and funds have been allocated place a hardship on other member library applicants, RCLS, the Division of Library Development (DLD) and NYS Legislative Members in your district.

Since this Construction Aid program was established in 2006, the allocation of funds awarded to RCLS has mostly been insufficient to meet the maximum award allowed under the program criteria for the eligible member library projects submitted. As a result, the RCLS Board of Trustees passed a resolution that would prohibit any member, which withdraws its project after it was approved, from applying for Construction Aid for a period of five years.

Therefore, we are requiring an assurance that your Library Board of Trustees is committed to completing the project applied for as submitted. No application will be considered complete without a signed copy of this document. The deadline for submitting this document is the end of the business day on Tuesday, August 1, 2023.

The \_\_\_\_\_ Library acknowledges its intent to complete the project as identified in the NYS Public Library Construction Aid Application.

Board President Name: \_\_\_\_\_

Board President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**(Please attach a copy of the minutes at which the Board of Trustees approved the application and send to Stephen Hoefler @ RCLS)**



## Board of Trustees Statement on Materials Challenges

[xxx] Library is dedicated to providing a welcoming environment in which materials and services support and enhance the educational, artistic, professional, personal, and recreational needs and interests of the community. But deeper than our own Library's mission is the mission of public libraries writ large, and their importance in safeguarding our democracy.

The freedom to read is a crucial right, and the cornerstone of the public library's role in upholding a just and equitable society. Likewise, intellectual freedom - defined by the American Library Association (ALA) as "*the right of every individual to both seek and receive information from all points of view without restriction*" - is essential to a well-informed citizenry with agency to explore ideas and make decisions.

The ALA defines a materials challenge as "*an attempt to remove or restrict materials, based upon the objections of a person or group.*" The ALA also notes that "*challenges do not simply involve a person expressing a point of view; rather, they are an attempt to remove material from the curriculum or library, thereby restricting the access of others.*"

[xxx] Library is a place to satisfy curiosity, be inspired, and connect with others. We recognize that one person's interests may be vastly different from another's. Indeed, that is what makes our diverse community so special. Even the best-intentioned of challenges opens the door to another challenge: perhaps one that may shrink someone's worldview, invalidate someone's deeply-held beliefs, diminish someone's identity or self-worth, or even impinge upon the freedom of the initial challenger.

The presence of a particular book, periodical or media offering in the Library's collection does not imply endorsement of the ideas expressed in those materials. As your neighborhood library and partner in supporting an informed and intellectually-curious community, [xxx] Library serves as a neutral provider of information from all points of view. Its only endorsement is your right, as a member of this community, to have access to a wide range of reading, listening and viewing materials.

[xxx] Library has a unique ability to bring people of all ages and backgrounds together around common goals: exploration and discovery, information, personal development and community connection. We want everyone who comes to the Library to see themselves in its offerings, and we remain committed to providing free, equitable, and confidential access to information to everyone in our community.



# Western Sullivan Public Library

## FOIL POLICY

The Western Sullivan Public Library, as a New York State governmental entity, complies with the *New York Freedom of Information Law*, otherwise known as *FOIL (Public Officers Law, Article 6, Section 87)*.

Deleted: , Freedom of Information Law

The Library Director will be the Records Access Officer. A person may request information and records available to the public by following these instructions:

1. Use the *Freedom of Information Law Request Form* (attached).
2. Direct the request to the following address:  
Records Access Officer  
Western Sullivan Public Library  
PO Box 594  
Jeffersonville, NY 12748
3. Ordinarily, the Library Director will respond to a written request within five working days. In some cases, an extension of an additional 15 working days may be necessary to properly respond; if so, the reason for this extension will be explained.
4. Upon approval of access, records may be available for inspection in person at no cost and by appointment. An employee must be present throughout the inspection.
5. Records may be copied for \$0.25 per page. If a person requesting a record would prefer the document be sent via fax or email, this must be indicated on the *FOIL Request Form*. Current fax charges would be applicable. No charge for email. This pertains to copies larger than 9"x14" or scans to other media. The cost of items such as thumb drives or CDs may be passed along to the requestor, as well as the cost of having a copy made by a third party if the library does not have the capability.
6. If preparing a copy of the requested record would require more than two hours of an agency employee's time or the retention of an outside professional service, the requestor will be given an estimate of the cost, which would be charged to them as per the *Freedom of Information Law*.
7. Requested copies and electronic files should be retained for 6 months. If an identical record that was previously prepared is requested within the 6-month period, the library cannot charge a fee for reproduction.

Deleted: T

Deleted: or sooner if possible

Deleted: A

Deleted: and

Deleted: ¶

Deleted: A person requesting a record shall be informed of the estimated cost of preparing a copy of the record if more than two hours of an agency employee's time is needed, or if an outside professional service would be retained to prepare a copy of the record as per the *Freedom of Information Law*.

Deleted: ¶

Deleted:

Deleted: can

Deleted:

Deleted:



## Western Sullivan Public Library

8. If denied access, you may appeal the decision of the FOIL officer to the [Appeals Officer](#), the President of the Board of Trustees, using the *Freedom of Information Law Appeal Form* (attached).

Information about the *Freedom of Information Law* can be obtained from:

Committee on Open Government  
One Commerce Plaza  
99 Washington Avenue, Suite 650  
Albany, NY 12231  
(518) 474-2518

**Deleted:** the Committee on Open Government



# Western Sullivan Public Library

Freedom of Information Law (FOIL) Request

To: Director, Western Sullivan Public Library

Date: \_\_/\_\_/\_\_

Name (please print): \_\_\_\_\_

Signature : \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax (if applicable): \_\_\_\_\_

Email address: \_\_\_\_\_

Under the provisions of the *New York Freedom of Information Law*, Article 6 of the *Public Officers Law*, I hereby request records or portions thereof pertaining to (or containing the following):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Choose one:

- I am requesting an appointment to inspect the records at the Western Sullivan Public Library at no charge.
- I am requesting hard copies of the records. I understand that the fees are \$0.25 per page for employee-copied records. If additional charges are likely to be incurred, I will be given an estimate in advance.
- I am requesting all copies via email, at no charge.
- I am requesting all copies by fax, at current fax rates.

As per the *Freedom of Information Law*, the Western Sullivan Public Library must answer your request within five days of receipt of your request, unless special circumstances require an extension. We will call or write if there is a problem with your request. Should your request be denied, we will send you a letter explaining why. If you believe you were unfairly denied access to the requested records, you may appeal the decision to the President of the Board of Trustees.

Deleted: \_\_\_\_\_

Deleted: \_

Deleted: all

Deleted: specified

Formatted: Not Strikethrough

Deleted: .

Deleted: your request was denied

Deleted: Denied requests may be appealed to the President of the Board of Trustees

Deleted: i

Deleted: .



## Western Sullivan Public Library

Space below is for Library use.

Date of Decision:

Decision (circle one): Approved    Denied

If denied, please state why:

Freedom of Information Law (FOIL) Appeal

**To: President, Western Sullivan Public Library Board of Trustees**

Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

Phone: \_\_\_\_\_

I hereby appeal the denial of access regarding my request, which was made on \_\_\_/\_\_\_/\_\_\_ and sent to \_\_\_\_\_.

The records that were denied include (*Please attempt to identify as clearly as possible the records to which you were denied access:* \_\_\_\_\_)

**Deleted:** to as clearly as possible

As per the *Freedom of Information Law*, the President of the Board of Trustees must answer your request within ten days of receipt of your request. Should your request be denied again, we will send you a letter explaining why. In keeping with New York State law, a copy of the verdict on your appeal will be sent to the Committee on Open Government, Department of State, 41 State Street, Albany, New York 12231, regardless of the verdict.

**Deleted:** your request was denied

Space below is for Library use.

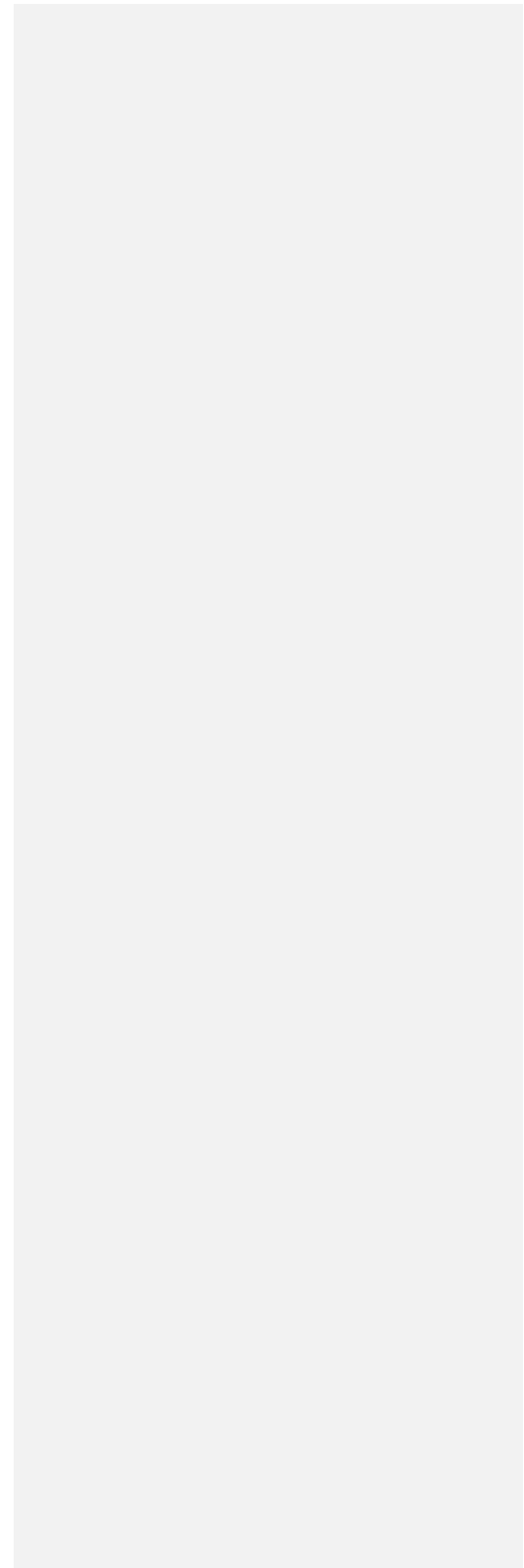
Date of Decision:

Decision (circle one): Approved                      Denied



## Western Sullivan Public Library

If denied again, please state why:





# Western Sullivan Public Library

## FOIL POLICY

The Western Sullivan Public Library, as a New York State governmental entity, complies with the *New York Freedom of Information Law*, otherwise known as *FOIL (Public Officers Law, Article 6, Section 87)*.

The Library Director will be the Records Access Officer. A person may request information and records available to the public by following these instructions:

1. Use the *Freedom of Information Law Request Form* (attached).
2. Direct the request to the following address:  
Records Access Officer  
Western Sullivan Public Library  
PO Box 594  
Jeffersonville, NY 12748
3. Ordinarily, the Library Director will respond to a written request within five working days. In some cases, an extension of an additional 15 working days may be necessary to properly respond; if so, the reason for this extension will be explained.
4. Upon approval of access, records may be available for inspection in person at no cost and by appointment. An employee must be present throughout the inspection.
5. Records may be copied for \$0.25 per page. If a person requesting a record would prefer the document be sent via fax or email, this must be indicated on the *FOIL Request Form*. Current fax charges would be applicable. No charge for email. This pertains to copies larger than 9"x14" or scans to other media. The cost of items such as thumb drives or CDs may be passed along to the requestor, as well as the cost of having a copy made by a third party if the library does not have the capability.
6. If preparing a copy of the requested record would require more than two hours of an agency employee's time or the retention of an outside professional service, the requestor will be given an estimate of the cost, which would be charged to them as per the *Freedom of Information Law*.
7. Requested copies and electronic files should be retained for 6 months. If an identical record that was previously prepared is requested within the 6-month period, the library cannot charge a fee for reproduction.



## Western Sullivan Public Library

8. If denied access, you may appeal the decision of the FOIL officer to the Appeals Officer, the President of the Board of Trustees, using the *Freedom of Information Law Appeal Form* (attached).

Information about the *Freedom of Information Law* can be obtained from:

Committee on Open Government  
One Commerce Plaza  
99 Washington Avenue, Suite 650  
Albany, NY 12231  
(518) 474-2518





# Western Sullivan Public Library

Freedom of Information Law (FOIL) Request

**To: Director, Western Sullivan Public Library**

Date: \_\_/\_\_/\_\_

Name (please print): \_\_\_\_\_

Signature : \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax (if applicable): \_\_\_\_\_

Email address: \_\_\_\_\_

Under the provisions of the *New York Freedom of Information Law*, Article 6 of the *Public Officers Law*, I hereby request records or portions thereof pertaining to (or containing the following):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Choose one:

- I am requesting an appointment to inspect the records at the Western Sullivan Public Library at no charge.
- I am requesting hard copies of the records. I understand that the fees are \$0.25 per page for employee-copied records. If additional charges are likely to be incurred, I will be given an estimate in advance.
- I am requesting all copies via email, at no charge.
- I am requesting all copies by fax, at current fax rates.

As per the *Freedom of Information Law*, the Western Sullivan Public Library must answer your request within five days of receipt of your request, unless special circumstances require an extension. We will call or write if there is a problem with your request. Should your request be denied, we will send you a letter explaining why. If you believe you were unfairly denied access to the requested records, you may appeal the decision to the President of the Board of Trustees.



# Western Sullivan Public Library

*Space below is for Library use.*

Date of Decision:

Decision (circle one): Approved    Denied

If denied, please state why:



# Western Sullivan Public Library

Freedom of Information Law (FOIL) Appeal

**To: President, Western Sullivan Public Library Board of Trustees**

Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

Phone: \_\_\_\_\_

I hereby appeal the denial of access regarding my request, which was made on \_\_\_/\_\_\_/\_\_\_ and sent to \_\_\_\_\_.

The records that were denied include (*Please attempt to identify as clearly as possible the records to which you were denied access*):

As per the *Freedom of Information Law*, the President of the Board of Trustees must answer your request within ten days of receipt of your request. Should your request be denied again, we will send you a letter explaining why. In keeping with New York State law, a copy of the verdict on your appeal will be sent to the Committee on Open Government, Department of State, 41 State Street, Albany, New York 12231, regardless of the verdict.

*Space below is for Library use.*

Date of Decision:

Decision (circle one): Approved                      Denied

If denied again, please state why: