



Western Sullivan Public Library

BOARD MEETING AGENDA

Regular Board Meeting

June 12, 2023

Jeffersonville Branch, 5:30pm

- I. Call to Order
 - II. Pledge of Allegiance
 - III. Adoption of Agenda
 - IV. Public Comment Period
 - V. Approval of May 8, 2023 meeting minutes
 - VI. Financial Reports
 - a. Treasurer's Report
 - b. Monthly Financial Reports through June 11, 2023Payment of Bills through June 11, 2023
 - VII. Director's Report
 - VIII. New Business
 - a. Out-of-District Fees
 - b. Menu of IT Services
 - c. Health Insurance Buyouts
 - 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. Out-of-District Fees: Update and approve for the 2023-2024 fiscal year.
 - b. Menu of IT Services: Review the documents from RCLS.
 - c. Health Insurance Buyouts: Two employees qualify for a buyout this year. Approve the buyouts to be paid on June 30, 2023, prorated if necessary as per policy.
- II. Old Business
 - a. FOIL Policy



Western Sullivan Public Library

Unapproved Minutes of the Board of Trustees Meeting Delaware Free Branch

May 8, 2023

Members Present: Marge Brown, Francis Cape, Evan Eisenberg, Kevin McDonough, Amber Novikov, Chris Peacock, Linda Pomes (President), Pam Reinhardt, Barbara Winfield (arr. 5:40 p.m.).

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 Kevin McDonough and seconded by Marge Brown, the agenda as amended was approved by unanimous consent.

Approval of Meeting Minutes: On a Motion by Kevin McDonough seconded by Marge Brown, the March 15, 2023 Meeting minutes were approved as amended by unanimous consent.

Financial Reports:

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

New Business:

- a. On a Motion by Pam Reinhardt seconded by Francis Cape, the board approved by unanimous consent the 2023-2024 Budget Vote and Trustee Election Results.
- b. On a Motion by Evan Eisenberg seconded by Kevin McDonough the board voted by unanimous consent to appoint Ciera Moore as permanent full-time Library Assistant as of May 10, 2023 at \$18.45 per hour.
- c. On a Motion by Chris Peacock seconded by Barbara Winfield the board voted by unanimous consent to approve the 2023-2024 Cleaning Contract.
- d. At 6:01 p.m. the board entered Executive Session and ended at 6:21 p.m.
- e. On a Resolution (No. 11, 2022-2023) by Kevin McDonough seconded by Amber Novikov the board approved by unanimous consent the Records Retention Policy. The records of the Western Sullivan Public Library will be retained and disposed of in accordance with the schedules published in the Retention and Disposition Schedule for New York Local Government Records (LGS-1) by the New York State Archives and the Records Retention Schedule of the National Council of Nonprofit Associations.



Western Sullivan Public Library

Old Business:

- a. On a Motion by Pam Reinhardt seconded by Marge Brown the board voted by unanimous consent to approve the Remote Work Policy.

Adjournment:

On a Motion by Marge Brown seconded by Evan Eisenberg, the board voted by unanimous consent to adjourn the meeting at 6:33 p.m.

Chris Peacock
Secretary

Western Sullivan Public Library

Balance Sheet

As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
200 · Operating Account - 8139	8,207.74
204 · Credit Card Transfer Acct- 7669	1,000.00
205 · WSPL IMM Acct - 1647	
Adelaide Schadt - Jeff Branch	10,000.00
205 · WSPL IMM Acct - 1647 - Other	662,254.89
Total 205 · WSPL IMM Acct - 1647	<u>672,254.89</u>
206 · Capital Fund - 8355	359,918.44
210 · Petty Cash	
Petty Cash-DEL	50.00
Petty Cash-JEF	50.00
Petty Cash-NAR	50.00
Total 210 · Petty Cash	<u>150.00</u>
Total Checking/Savings	1,041,531.07
Other Current Assets	
2100 · Employee Advance	721.46
A391 · Due From Other Funds	3,224.38
Total Other Current Assets	<u>3,945.84</u>
Total Current Assets	1,045,476.91
Fixed Assets	
446 · Furn. & Fixtures	
Furn & Fixtures-DEL	150.00
Total 446 · Furn. & Fixtures	<u>150.00</u>
Total Fixed Assets	150.00
TOTAL ASSETS	<u><u>1,045,626.91</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
L-Accrued Liabilities	24,014.45
SUI Payable	1,207.59
607 · NYS & Local Retirement	445.10
608.2 · T AFLAC payable	-40.56
637 · Due to Retirement	11,404.00
Total Other Current Liabilities	<u>37,030.58</u>
Total Current Liabilities	<u>37,030.58</u>
Total Liabilities	37,030.58
Equity	
909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	279,404.33
Net Income	335,990.17
Total Equity	<u>1,008,596.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,045,626.91</u></u>

Western Sullivan Public Library
Operating Account Check List
 May 8 through June 9, 2023

Type	Date	Num	Name	Memo	Split	Amount
May 8 - Jun 9, 23						
Check	05/19/2023	18863	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-32.39
Check	05/19/2023	18864	CMS Medicare Insurance	Medicare #1AM1VN3QK06	90608 · Employee Health Insurance	-494.70
Check	05/24/2023	18865	NYSEG	1001-0704-798	Fuel & Electric-NAR	-269.11
Check	05/24/2023	18866	Cohecton Oil, Inc.	Account # 283-1	Fuel & Electric-NAR	-266.42
Check	06/02/2023	18868	NYSEG	1001-1281-077	Fuel & Electric-JEF	-418.59
Check	06/09/2023	18869	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-2,493.88
Check	06/09/2023	18870	Ciera Moore (reimb)		Travel & Continuing Education	-82.53
Check	06/09/2023	18871	Cash	Cash replenishment for NAR	Petty Cash-NAR	-33.83
Check	06/09/2023	18872	Cash	Cash replenishment for JEF	Petty Cash-JEF	-15.00
Check	06/09/2023	18873	OverDrive, Inc.	Cust ID 1052-1001	Digital Downloads - WSPL	-30.70
Check	06/09/2023	18874	Kanopy LLC		Digital Downloads - WSPL	-644.00
Check	06/09/2023	18875	Brodart Co.	Account 311663 Inv # 623722 & 625491	-SPLIT-	-434.29
Check	06/09/2023	18876	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-556.73
Check	06/09/2023	18877	David Engel	Superhero Academy - 7.27.23	Children's Programs	-400.00
Check	06/09/2023	18878	Joe Kennedy	7.10.23 Program	Children's Programs	-100.00
Check	06/09/2023	18879	George Steele	Water Ecology & Recycled Paper Making 7.11.23	Children's Programs	-440.00
Check	06/09/2023	18880	Pamela Golben	Welcome Pollinators 7.18.23	Adult Programs	-200.00
Check	06/09/2023	18881	Evan Padua	Fishing 7.28.23	Adult Programs	-125.00
Check	06/09/2023	18882	Melissa Ditmore	6.23.23 Bok Talk	Adult Programs	-125.00
Check	06/09/2023	18883	Farm Arts Collective	7.7.23 Dream on the Farm reading	2023 DVAA NYSCA Grant	-75.00
Check	06/09/2023	18884	Jai Chakrabarti	7.7.23 reading and travel fee	2023 DVAA NYSCA Grant	-250.00
Check	06/09/2023	18885	Elana Bell	7.7.23 reading	2023 DVAA NYSCA Grant	-75.00
Check	06/09/2023	18886	William Walker	6.2.23 reading	Adult Programs	-50.00
Check	06/09/2023	18887	Grace O'Connor	6.2.23 reading	Adult Programs	-50.00
Check	06/09/2023	18888	Hilary Thomas-Oliver	6.2.23 reading	Adult Programs	-50.00
Check	06/09/2023	18889	Jeffrey McDaniel	6.2.23 reading	Adult Programs	-50.00
Check	06/09/2023	18890	Kimberly Lane	6.2.23 reading	Adult Programs	-50.00
Check	06/09/2023	18891	Paula Friedrich	6.2.23 reading	Adult Programs	-50.00
Check	06/09/2023	18892	Postmaster	box rental Nar	Postage	-114.00
Check	06/09/2023	18893	Postmaster	box rental DEL	Postage	-114.00
Check	06/09/2023	18894	NYSEG	1003-8570-692	Fuel & Electric-DEL	-20.70
Check	06/09/2023	18895	NYSEG	1001-3155-188	Fuel & Electric-DEL	-108.35

Jun 9, 2023

Western Sullivan Public Library Operating Account Check List May 8 through June 9, 2023

Check	06/09/2023	18896	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90
Check	06/09/2023	18897	Village of Jeffersonville		Sewer & Water-JEF	-963.57
Check	06/09/2023	18898	Consumer Reports	Acct 0389348889	Periodicals-JEF	-49.00
Check	06/09/2023	18899	Leila McCullough	6.8.23 Program	Children's Programs	-100.00
Check	06/09/2023	18900	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	06/09/2023	18901	United Healthcare Insurance Company	Member ID 351736481-1	90608 · Employee Health Insurance	-234.50
Check	06/09/2023	18902	Reeves Mountain Construction		Misc O&M-NAR	-360.00
Check	06/09/2023	18903	Kohler Lumber Company Inc.	Invoice 128996	Materials	-16.00
Check	06/09/2023	18904	Sullivan County Glassworks, Inc.	Invoice # 41010 & 41011	-SPLIT-	-890.10
Check	06/09/2023	18905	Delaware Valley Farm & Garden	Acc. #100706	-SPLIT-	-215.96
Check	06/09/2023	18906	Haight Fire Equipment Supply		-SPLIT-	-599.00
Check	06/09/2023	18907	RCLS General	invoice 31984,32007,32044	-SPLIT-	-2,908.90
Check	06/09/2023	18908	Safeguard Business Systems	invoice 9001431272	Office Supplies - JEF	-303.90
Check	06/09/2023	18909	eLot Electronics Recycling, Inc.	Invoice 68387	74106.8 · Operating Overhead Expenses	-85.57
Check	06/09/2023	18910	Pete's Market	cust #845	-SPLIT-	-84.27
Check	06/09/2023	18911	Peck's Market	Acct 4394 & C966	-SPLIT-	-169.59
Check	06/09/2023	18912	Fox Ledge, Inc.	Account 005821	-SPLIT-	-51.15
Check	06/09/2023	18913	Christina Mace		Bookkeeper	-720.00
Check	06/09/2023	18914	Ehrlich	Invoice # 44551016	Labor	-65.00
Check	06/09/2023	18915	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-7,246.15
Check	06/09/2023	18916	Midwest Tape LLC		-SPLIT-	-1,454.09
Check	06/09/2023	18917	Baker & Taylor Books #510486		-SPLIT-	-3,091.57
Check	06/09/2023	18918	Platform Ind. Custom Screen Printing	Invoice #3382	Library Supplies	-408.00
Liability Check	05/17/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # 1732617490	-SPLIT-	-602.87
Liability Check	05/19/2023	18862	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Liability Check	05/19/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 1732489490	-SPLIT-	-3,666.78
Liability Check	05/31/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -2015603806	-SPLIT-	-3,717.02
Liability Check	05/31/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # -2015385806	-SPLIT-	-603.35
Liability Check	06/02/2023	18867	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Payroll	05/19/2023					-13,352.01
Payroll	06/02/2023					-13,507.70

May 8 - Jun 9, 23

-66,530.43

Western Sullivan Public Library Profit & Loss Budget vs. Actual

	<u>Jul 1, '22 - Jun 9, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
1001 · Real Property Taxes	1,003,723	1,003,723	0
1081 · SW Pilot Share	32,899	24,000	8,899
2082 · Library Charges	4,100	3,767	333
2083 · Library Chgs-Registrations	2,965	2,300	665
2401 · Interest & Earnings	273	753	(480)
2655 · Sales, Other	584	94	490
2680 · Insurance Recoveries	133	0	133
2705 · Gifts & Donations	2,799	3,390	(591)
3003 · State Grants - Miscellaneous	3,011	4,708	(1,697)
Total Income	<u>1,050,487</u>	<u>1,042,735</u>	<u>7,752</u>
Gross Profit	<u>1,050,487</u>	<u>1,042,735</u>	<u>7,752</u>
Expense			
74101 · Salaries	435,682	461,225	(25,543)
74101.7 · Special Projects	642	942	(300)
74102 · Equipment	1,772	7,063	(5,291)
74104 · Materials	61,316	68,968	(7,652)
74104.6 · Databases & Software	8,274	8,569	(295)
74105.1 · Daily Operating Expenses	16,028	20,905	(4,877)
74105.2 · Repairs/Maint of F&F	0	942	(942)
74105.3 · Repairs/Maint of Lib Equip	0	942	(942)
74105.4 · Daily Maint & Repairs	8,864	12,242	(3,378)
74105.5 · Building Maintenance	0	32,958	(32,958)
74105.6 · Insurance Policies	19,424	22,265	(2,841)
74106.1 · Phone, Internet, Cable Services	5,059	7,580	(2,521)
74106.2 · ILS & IT	31,572	28,250	3,322
74106.4 · Fuel & Electric	18,385	18,833	(448)
74106.5 · Sewer & Water	3,261	5,179	(1,918)
74106.6 · Elevator Service	3,999	3,767	232
74106.7 · Cleaning Services	22,550	24,719	(2,169)
74106.8 · Operating Overhead Expenses	5,548	9,417	(3,869)
74107.1 · Professional Services	8,141	17,233	(9,092)
74107.2 · Grant Expenses	0	471	(471)
74107.3 · Programs and Events	8,500	11,300	(2,800)
74107.9 · Other Expenses	3,994	6,160	(2,166)
90000 · Payroll Expenses	164,731	217,662	(52,931)
Total Expense	<u>827,742</u>	<u>987,592</u>	<u>(159,850)</u>
Net Ordinary Income	<u>222,745</u>	<u>55,143</u>	<u>167,602</u>
Net Income	<u><u>222,745</u></u>	<u><u>55,143</u></u>	<u><u>167,602</u></u>

Western Sullivan Public Library

Treasurer's Report

Report for: June 12 2023
 Month and Day Year

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

Balance on hand as of:	<u>April 28, 2023</u>	\$61,772.62
Plus Deposits:		
Accounts Receivable	\$4,758.19	
Transfers from IMM	\$60,000.00	
Interest	\$0.63	
Other	<u>\$0.00</u>	
Total Deposits		\$64,758.82
Less Disbursements:		
Transfer to IMM	\$0.00	
Operating Expenses	<u>\$61,833.07</u>	
Total Disbursements		\$61,833.07
Balance on hand as of:	<u>May 31, 2023</u>	<u><u>\$64,698.37</u></u>

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

Balance on hand as of:	<u>April 28, 2023</u>	\$732,224.35
Plus Deposits:		
Annual Tax Portion & PILOT	\$0.00	
Interest	\$30.54	
Other	<u>\$0.00</u>	
Total Deposits		\$30.54
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>May 31, 2023</u>	<u><u>\$672,254.89</u></u>

Western Sullivan Public Library

Treasurer's Report

Report for: June 12 2023
 Month and Day Year

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

Balance on hand as of:	<u>April 28, 2023</u>	\$1,000.00
Plus Deposits:		
Credit Card Payments	<u>\$0.00</u>	
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements		\$0.00
Balance on hand as of:	<u>May 31, 2023</u>	<u><u>\$1,000.00</u></u>

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

Balance on hand as of:	<u>April 28, 2023</u>	\$360,883.44
Plus Deposits:		
Transfers from IMM	\$0.00	
Interest	\$0.00	
Other	<u>\$0.00</u>	
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements	\$965.00	\$965.00
Balance on hand as of:	<u>May 31, 2023</u>	<u><u>\$359,918.44</u></u>
Account opened December 10, 2019		



DIRECTOR'S REPORT

June 12, 2023

Building/Equipment:

Buck visited the Jeffersonville and Callicoon locations with three other consultants to evaluate our heating and cooling systems. We are waiting for recommendations.

Since the state aid was not approved for the alley-side window restoration, I will work with Buck to update the plans to include in-kind window replacement. The next step will be to send the plans to SHPO (State Historic Preservation Office) for their evaluation.

Finance:

No report

Personnel:

A library clerk will be retiring from her current position at the end of the month.

Professional Development/Meetings:

5/10/2023: Meeting with Greta from the *Tusten Social* about possible collaboration and how we can support each other.

5/10/2023: Directors Association meeting via zoom.

5/16/2023: New Laws in the Library Workplace presented by Stephanie Cole Adams.

5/31/2023: RCLS IT Information Session via zoom.

Programs:

[View newsletter.](#)

The Summer Reading Program schedule is set. Kristen is coordinating with various presenters, businesses, the Delaware Youth Center, and the National Park Service for this year's five-week program. Antony and Audra attended the Delaware Youth Center Summer sign up to promote this year's youth summer reading program.

Ciera developed a summer bingo for adults.

Strategic Plan Progress:

Ciera is working on refreshing our welcome brochure and creating other brochures to match our WSPL branding.

We are working on finalizing a Marketing Plan for the next two years with concrete goals and actions.



Western Sullivan Public Library

Monthly Statistics:

See statistics in “Other Items” on libguide.

Other:

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

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

May Circulation	Callicoon	Jeffersonville	Narrowsburg
Adult Books	531	790	575
Young Adult Books	46	26	28
Children's Books	406	362	187
Periodicals	0	24	0
Audiobooks	45	7	24
Museum Pass (Apr-Dec)	1	2	1
DVDs	395	442	88
Other	14	21	6
2023 Totals	1438	1674	909
2022 Totals	1423	1690	740

Wireless usage per branch

	May 2022	May 2023
Callicoon	267	2740
Jeffersonville	234	1820
Narrowsburg	226	2247
Total	727	6807

Computer Use

	May 2022	May 2023
Callicoon	65	66
Jeffersonville	42	64
Narrowsburg	38	27
Total	145	157

Internet/Social Media

	May 2022	May 2023
Instagram followers	1070	1170
Facebook followers	1112	1201
Metaverse video views	4,164	3,636
Website users	1762	1317
Website sessions	2646	2043
Website page views	3994	2840
Podcast Downloads	182	44
Monthly eNewsletter	Sent to 529 subscribers	313 opens/68 clicks
Mailchimp weekly email blasts		

e-Circulation

Type	May 2022	May 2023
Callicoon e-content	339	357
Jeffersonville e-content	478	537
Narrowsburg e-content	254	282
Kanopy films (# of videos played)	558	548
Total	1629	1724

Curbside Pickup Appointments

Callicoon	0
Jeffersonville	0
Narrowsburg	6

Patron Count at the Library

	May 2022	May 2023
Callicoon	836	838
Jeffersonville	765	955
Narrowsburg	193	855
Total	1794	2648

Reference questions

	May 2022	May 2023
Callicoon	78	120
Jeffersonville	65	96
Narrowsburg	83	105
Total	226	321

Date	Program	Platform(s)/ Type	Target Audience	Attendance/ Views in 24 hours
5/1/2023	Narrowsburg Knitters	In-Person	Adult	14
5/1/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	6
5/2/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2
5/3/2023	Board Games	In-Person	Adult	4
5/3/2023	Let's Play!	In-Person	Youth	21
5/3/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2
5/4/2023	Sew-cial Circle	In-Person	Adult	9
5/4/2023	Knitting for Children	In-Person	Youth	6
5/5/2023	First Fridays	In-Person	Adult	16
5/8/2023	Narrowsburg Knitters	In-Person	Adult	14
5/8/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	3
5/9/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2
5/10/2023	John Conway	In-Person	Adult	35
5/10/2023	Let's Play!	In-Person	Youth	10

5/10/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2		
5/11/2023	Sew-cial Circle	In-Person	Adult	5		
5/15/2023	Narrowsburg Knitters	In-Person	Adult	13		
5/15/2023	Cartoon Class	In-Person	Youth	8		
5/15/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	1		
5/16/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	1		
5/17/2023	Cricut Meet Up	In-Person	Adult	3		
5/17/2023	Storytime	In-Person	Youth	14		
5/18/2023	Sew-cial Circle	In-Person	Adult	5		
5/19/2023	Craft Lovers	In-Person	Adult	4		
5/22/2023	Narrowsburg Knitters	In-Person	Adult	9		
5/23/2023	Callicoon Book Club	In-Person	Adult	4		
5/23/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	4		
5/24/2023	Narrowsburg Book Club	In-Person	Adult	2		
5/24/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2		
5/25/2023	Sew-cial Circle	In-Person	Adult	5		
5/26/2023	Luxton Lake	In-Person, FB	Adult	28	2 on FB Live	152 in 7 days
5/27/2023	Garden Day - Storytime	In-Person	Youth	0		
5/27/2023	Garden Day - Planting	In-Person	Youth	0		
5/30/2023	Home School LEGO Club	In-Person	Youth	13		
5/30/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2		
5/31/2023	Garden Club	In-Person	Youth	0		

Western Sullivan Public Library Fuel & Electric YTD Comparison

July 1, 2022 through June 9, 2023

	<u>Jul 1, '22 - Jun 9, 23</u>	<u>Jul 1, '21 - Jun 9, 22</u>
Ordinary Income/Expense		
Expense		
74106.4 · Fuel & Electric		
Fuel & Electric-DEL	7,056.14	8,241.60
Fuel & Electric-JEF	5,931.15	6,274.54
Fuel & Electric-NAR	5,397.46	5,983.42
Total 74106.4 · Fuel & Electric	<u>18,384.75</u>	<u>20,499.56</u>
Total Expense	<u>18,384.75</u>	<u>20,499.56</u>
Net Ordinary Income	<u>-18,384.75</u>	<u>-20,499.56</u>
Net Income	<u>-18,384.75</u>	<u>-20,499.56</u>

Ramapo Catskill Library System 2024 Menu of IT Services Appendix B Year 2 of 5

RCLS requests confirmation of the level of IT Services to be provided by the System to the Supported Library. The Library's selection of the level of IT Services will enable predetermination of costs and careful planning for any necessary preparation, procurement or training needed for 01/01/24 - 12/31/24. The 2024 Menu of IT Services is due to RCLS by **June 30, 2023.**

In 2022 your Library selected the level of participation as a **Fully Supported Library.** This means that only RCLS manages the member Library's IT infrastructure. Third-party vendors are required to work with RCLS to secure the network. A Fully Supported Library may transition to a Hybrid Library once during the five-year term of the contract by giving at least six (6) months' notice.

Western Sullivan Public Library DEL - NO CHANGE FROM

Hardware Support Services	Qty	Support	Repl. Cost	Total
Minimum Support	7	\$ 1,500		\$ 1,500
# of Supported PCs	7	672	187	6,013
# of Supported Laptops	0	672	210	-
# of Supported PCs Replaced in 2024	1		194	194
# of Supported Laptops Replaced in 2024	0		75	-
Barcode Readers	1	15		15
Server	0	950		-
Receipt Printer	2	15		30
Networked Printer	2	25		50
Wi-Fi Access Points	4	50		200
Total Hardware Support				\$ 8,002

Software Support Services	Qty	Base Amt.	Client Cost	Total
Envisionware	0	\$ 300	\$ 7	-
Total Software Support				\$ -

Telecommunications Costs	\$ 1,200
---------------------------------	-----------------

Contribution to the IT Capital Fund	\$ 138
--	---------------

Ramapo Catskill Library System 2024 Menu of IT Services

Notification of the selected services shall be sent to the System by **June 30, 2023** via **a)** a email or letter from a board officer or library manager/director empowered to sign contracts for the Supported Library, OR **b)** a marked and signed copy of the Menu of IT Services indicating selections sent via RCLS Delivery or USPS.

Library Name: Western Sullivan Public Library DEL

Signature: _____

Print Name & Title: _____

Date: _____

Addition of Services: In the event a Supported Library desires to add IT Services during the IT Service Year, the Supported Library and the System IT team shall discuss the needed services and, if practicable within the operational and fiscal plans set for the IT Service Year, the Service will be added, and the annual cost prorated.

Reduction of Services: In the event a Supported Library desires to reduce IT Services, it may do so for the next IT Service Year, but to ensure the fiscal stability of the IT infrastructure, the amount may not be reduced by more than 50% of the financial value of the previous year. Use the *2024 Menu - Change in Support*, Excel workbook tab to itemize equipment reductions and the costs associated with those changes.

As a reminder, per the IT Contract, a lack of a signed confirmation and marked Menu of IT Services by **June 30, 2023** shall constitute confirmation of the past years' service selections for the upcoming year's pricing.

Thank you for your consideration. RCLS looks forward to serving your IT needs!

RCLS Use

Date Received: _____

Date Reviewed: _____

RCLS Reviewer Name: _____

Review Comments: _____

Date Accepted by RCLS: _____

Callicoon PC'S LAPTOPS & SERVER Inventory

Description: PC's & servers with RCLS IT support

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/18/2023 11:01:57



Name	Notes	PC Replacement	Workflows	System Model	Service Tag	Invoice Date
4 rows: Service Agreement: Public Full						
DEL026	Public internet	Yes	No	OptiPlex 3000	98V1ZS3	11/01/2022 00:00:00
DEL027	Public internet	Yes	No	OptiPlex 3000	B8V1ZS3	11/01/2022 00:00:00
DEL028	Public internet	Yes	No	OptiPlex 3000	78V1ZS3	11/01/2022 00:00:00
DEL029	Public internet	Yes	No	OptiPlex 3000	88V1ZS3	11/01/2022 00:00:00
3 rows: Service Agreement: Staff Full						
DEL019	Circulation	Yes	Yes	OptiPlex 3050	DDV7BT2	01/28/2019 00:00:00
DEL020	Office 2nd floor	Yes	Yes	OptiPlex 3080	5QX9FF3	07/01/2021 00:00:00
DEL024	Circulation, 2nd floor	Yes	Yes	OptiPlex 3070	CXVLS13	07/01/2020 00:00:00

04/18/2023

Callicoon Barcode Reader Inventory

Description: Barcode readers with RCLS IT support

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/18/2023 11:01:49

#	Name	Model	Serial #	Invoice Date
1 row: Make: Symbol				
1	DEL019 Barcode Reader	DS4308 Black	19033010507923	11/09/2021 00:00:00

04/18/2023

Callicoon Networking Equipment Inventory

Description: Networking equipment report

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/18/2023 11:01:52

Name	Product Line	Serial Number
DEL-AP1	SonicPoint ACE w/POE Injector	18B1697EAE72
DEL-AP2	SonicPoint ACE w/POE Injector	18B1697EDC5C
DEL-AP3	SonicPoint ACE w/POE Injector	18B1697EA2A2
DEL-AP4	SONICWAVE 4320	18B1698FC14E
DELSW	TZ600	18B169F43624

04/18/2023

Callicoon Receipt Printers Inventory

Description: Receipt printers with RCLS IT support

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/18/2023 11:01:59

#	Name	Attached To	Serial #	Invoice Date
2 rows: Model: TMT88V				
1	DEL019 Printer	DEL019	MXKF403108	03/06/2015 00:00:00
2	DEL024 Printer	DEL024	MXKF344399	10/10/2013 00:00:00

04/18/2023

Callicoon Supported Printers Inventory

Description: Printers with RCLS IT support

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/18/2023 11:02:01

Workstation	Make	Model	Serial #
DEL100	Hewlett-Packard	Color LaserJet MFP M477fdw	NPI252DB2
DEL???	Hewlett-Packard	HP Colorjet 500	

04/18/2023

Ramapo Catskill Library System 2024 Menu of IT Services Appendix B Year 2 of 5

RCLS requests confirmation of the level of IT Services to be provided by the System to the Supported Library. The Library's selection of the level of IT Services will enable predetermination of costs and careful planning for any necessary preparation, procurement or training needed for 01/01/24 - 12/31/24. The 2024 Menu of IT Services is due to RCLS by **June 30, 2023.**

In 2022 your Library selected the level of participation as a **Fully Supported Library.** This means that only RCLS manages the member Library's IT infrastructure. Third-party vendors are required to work with RCLS to secure the network. A Fully Supported Library may transition to a Hybrid Library once during the five-year term of the contract by giving at least six (6) months' notice.

Western Sullivan Public Library - JEF - NO CHANGE

Hardware Support Services	Qty	Support	Repl. Cost	Total
Minimum Support	8	\$ 1,500		\$ 1,500
# of Supported PCs	7	672	187	6,013
# of Supported Laptops	1	672	210	882
# of Supported PCs Replaced in 2024	1		194	194
# of Supported Laptops Replaced in 2024	0		75	-
Barcode Readers	2	15		30
Server	0	950		-
Receipt Printer	1	15		15
Networked Printer	1	25		25
Wi-Fi Access Points	2	50		100
Total Hardware Support				\$ 8,759

Software Support Services	Qty	Base Amt.	Client Cost	Total
Envisionware	0	\$ 300	\$ 7	-
Total Software Support				\$ -

Telecommunications Costs	\$ 1,200
---------------------------------	-----------------

Contribution to the IT Capital Fund	\$ 149
--	---------------

Ramapo Catskill Library System 2024 Menu of IT Services

Notification of the selected services shall be sent to the System by **June 30, 2023** via **a)** a email or letter from a board officer or library manager/director empowered to sign contracts for the Supported Library, OR **b)** a marked and signed copy of the Menu of IT Services indicating selections sent via RCLS Delivery or USPS.

Library Name: Western Sullivan Public Library - JEF

Signature: _____

Print Name & Title: _____

Date: _____

Addition of Services: In the event a Supported Library desires to add IT Services during the IT Service Year, the Supported Library and the System IT team shall discuss the needed services and, if practicable within the operational and fiscal plans set for the IT Service Year, the Service will be added, and the annual cost prorated.

Reduction of Services: In the event a Supported Library desires to reduce IT Services, it may do so for the next IT Service Year, but to ensure the fiscal stability of the IT infrastructure, the amount may not be reduced by more than 50% of the financial value of the previous year. Use the *2024 Menu - Change in Support*, Excel workbook tab to itemize equipment reductions and the costs associated with those changes.

As a reminder, per the IT Contract, a lack of a signed confirmation and marked Menu of IT Services by **June 30, 2023** shall constitute confirmation of the past years' service selections for the upcoming year's pricing.

Thank you for your consideration. RCLS looks forward to serving your IT needs!

RCLS Use

Date Received: _____

Date Reviewed: _____

RCLS Reviewer Name: _____

Review Comments: _____

Date Accepted by RCLS: _____

Jeffersonville PC'S LAPTOPS & SERVER Inventory

Description: PC's and servers with RCLS IT support
 Category: Inventory Reports
 Server Hostname: k1000.trust.rcls.org
 Generated: 04/18/2023 14:21:19



Name	Notes	PC Replacement	Workflows	System Model	Service Tag	Invoice Date
3 rows: Service Agreement: Public Full						
JEF079	Public Internet Office 2021	Yes	No	OptiPlex 3000	71M7GT3	11/01/2022 00:00:00
JEF080	Public Internet Office 2021	Yes	No	OptiPlex 3000	51M7GT3	11/01/2022 00:00:00
JEF081	Public Internet Office 2021	Yes	No	OptiPlex 3000	41M7GT3	11/01/2022 00:00:00
5 rows: Service Agreement: Staff Full						
JEF066	Circulation	Yes	Yes	OptiPlex 3050	44J9CP2	04/23/2018 00:00:00
JEF068	Office	Yes	Yes	OptiPlex 3080	84RPQJ3	10/01/2021 00:00:00
JEF076	Back Office	Yes	Yes	OptiPlex 3050	DDS3BT2	01/28/2019 00:00:00
JEF077	Staff laptop	Yes	Yes	Latitude 5430	1PJY2T3	11/01/2022 00:00:00
JEF078	Staff	Yes	Yes	OptiPlex 3000	61M7GT3	11/01/2022 00:00:00

04/18/2023

Jeffersonville Barcode Readers Inventory

Description: Barcode readers with RCLS IT support

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/18/2023 14:21:13

#	Name	Model	Serial #	Invoice Date
2 rows: Make: Symbol				
1	JEF066 Barcode Reader	DS4308 Black	16302010500448	
2	JEF076 Barcode Reader	LS4208 Black	1601800500391	

04/18/2023

Jeffersonville Networking Equipment Inventory

Description: Networking equipment report

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/18/2023 14:21:16

Name	Product Line	Serial Number
JEF-AP1	SonicPoint ACE w/POE Injector	18B1697EAFB6
JEF-AP2	SONICWAVE 4320	18B1698FC660
JEF-SW	TZ600	18B169F4445C

04/18/2023

Jeffersonville Receipt Printers Inventory

Description: Receipt printers with RCLS IT support

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/18/2023 14:21:21

#	Name	Attached To	Serial #	Invoice Date
1 row: Model: TMT88V				
1	JEF066 Printer	JEF066	MXKF426271	08/12/2015 00:00:00

04/18/2023

Jeffersonville Supported Printers Inventory

Description: Printers with RCLS IT support

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/18/2023 14:21:23

Workstation	Make	Model	Serial #
JEF100	Hewlett-Packard	Color LaserJet MFP M477fdw	NPI25BCAC

04/18/2023

Ramapo Catskill Library System 2024 Menu of IT Services Appendix B Year 2 of 5

RCLS requests confirmation of the level of IT Services to be provided by the System to the Supported Library. The Library's selection of the level of IT Services will enable predetermination of costs and careful planning for any necessary preparation, procurement or training needed for 01/01/24 - 12/31/24. The 2024 Menu of IT Services is due to RCLS by **June 30, 2023.**

In 2022 your Library selected the level of participation as a **Fully Supported Library.** This means that only RCLS manages the member Library's IT infrastructure. Third-party vendors are required to work with RCLS to secure the network. A Fully Supported Library may transition to a Hybrid Library once during the five-year term of the contract by giving at least six (6) months' notice.

Western Sullivan Public Library - NAR - NO CHANGE

Hardware Support Services	Qty	Support	Repl. Cost	Total
Minimum Support	6	\$ 1,500		\$ 1,500
# of Supported PCs	6	672	187	5,154
# of Supported Laptops	0	672	210	-
# of Supported PCs Replaced in 2024	2		194	388
# of Supported Laptops Replaced in 2024	0		75	-
Barcode Readers	2	15		30
Server	0	950		-
Receipt Printer	2	15		30
Networked Printer	1	25		25
Wi-Fi Access Points	2	50		100
Total Hardware Support				\$ 7,227

Software Support Services	Qty	Base Amt.	Client Cost	Total
Envisionware	0	\$ 300	\$ 7	-
Total Software Support				\$ -

Telecommunications Costs	\$ 1,200
---------------------------------	-----------------

Contribution to the IT Capital Fund	\$ 126
--	---------------

Ramapo Catskill Library System 2024 Menu of IT Services

Notification of the selected services shall be sent to the System by **June 30, 2023** via **a)** a email or letter from a board officer or library manager/director empowered to sign contracts for the Supported Library, OR **b)** a marked and signed copy of the Menu of IT Services indicating selections sent via RCLS Delivery or USPS.

Library Name: Western Sullivan Public Library - NAR

Signature: _____

Print Name & Title: _____

Date: _____

Addition of Services: In the event a Supported Library desires to add IT Services during the IT Service Year, the Supported Library and the System IT team shall discuss the needed services and, if practicable within the operational and fiscal plans set for the IT Service Year, the Service will be added, and the annual cost prorated.

Reduction of Services: In the event a Supported Library desires to reduce IT Services, it may do so for the next IT Service Year, but to ensure the fiscal stability of the IT infrastructure, the amount may not be reduced by more than 50% of the financial value of the previous year. Use the *2024 Menu - Change in Support*, Excel workbook tab to itemize equipment reductions and the costs associated with those changes.

As a reminder, per the IT Contract, a lack of a signed confirmation and marked Menu of IT Services by **June 30, 2023** shall constitute confirmation of the past years' service selections for the upcoming year's pricing.

Thank you for your consideration. RCLS looks forward to serving your IT needs!

RCLS Use

Date Received: _____

Date Reviewed: _____

RCLS Reviewer Name: _____

Review Comments: _____

Date Accepted by RCLS: _____

Narrowsburg PC'S & SERVER Inventory

Description: PC's & servers with RCLS IT support

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/18/2023 15:21:03



Name	Notes	PC Replacement	Workflows	System Model	Service Tag	Invoice Date
3 rows: Service Agreement: Public Full						
NAR141	Internet	Yes	No	OptiPlex 3000	68V1ZS3	11/01/2022 00:00:00
NAR143	Internet	Yes	No	OptiPlex 3000	58V1ZS3	11/01/2022 00:00:00
NAR144	Internet	Yes	No	OptiPlex 3000	48V1ZS3	11/01/2022 00:00:00
3 rows: Service Agreement: Staff Full						
NAR127	Staff desktop (was DEL023 moved to NAR 12/20/21)	Yes	Yes	OptiPlex 3050	DDR2BT2	01/28/2019 00:00:00
NAR130	Circulation	Yes	Yes	OptiPlex 3080	3TBLK93	01/12/2021 00:00:00
NAR135	Children's Circulation, downstairs	Yes	Yes	OptiPlex 3050	7C1Z2W2	04/09/2019 00:00:00

04/18/2023

Narrowsburg Barcode Readers Inventory

Description: Barcode readers with RCLS IT support

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/18/2023 15:20:57

#	Name	Model	Serial #	Invoice Date
2 rows: Make: Symbol				
1	NAR130 Barcode Reader	DS4308 Black	19033010507731	11/09/2021 00:00:00
2	NAR135 Barcode Reader	LS4208 Black	1433700502908	

04/18/2023

Narrowsburg Networking Equipment Inventory

Description: Networking equipment report

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/18/2023 15:21:01

Name	Product Line	Serial Number
NAR-SP1	SonicPoint ACE w/POE Injector	18B1697E2D48
NAR-SP2	SONICWAVE 4320	18B1698F99F2
NARSW	TZ600	18B169F4FDAC

04/18/2023

Narrowsburg Receipt Printers Inventory

Description: Receipt printers with RCLS IT support

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/18/2023 15:21:05

#	Name	Attached To	Serial #	Invoice Date
2 rows: Model: TMT88V				
1	NAR130 Printer	NAR130	MXKF426274	08/12/2015 00:00:00
2	NAR135 Printer	NAR135	X6AK016750	04/29/2019 00:00:00

04/18/2023

Narrowsburg Supported Printers Inventory

Description: Printers with RCLS IT support

Category: Inventory Reports

Server Hostname: k1000.trust.rcls.org

Generated: 04/18/2023 15:21:07

Workstation	Make	Model	Serial #
NAR140	Hewlett-Packard	Color LaserJet Pro MFP M479fdn	HP132F9A

04/18/2023



Western Sullivan Public Library

Fees for Patrons Whose Legal Residence is Outside the Ramapo Catskill Library System.

July 1, 2023 through June 30, 2024

Memberships will be in effect until June 30, 2024.

	Local Card Only*	Card with Full Access**
July 2023	\$40.00	\$91.71 95.73
August 2023	\$36.67 36.00	\$84.07 86.00
September 2023	\$33.34 32.00	\$76.43 78.00
October 2023 -	\$30.01 29.00	\$68.79 70.00
November 2023	\$26.68 \$26.00	\$61.15 62.00
December 2023	\$23.35 23.00	\$53.51 56.00
January 2024	\$20.02 20.00	\$45.87 48.00
February 2024	\$16.69 17.00	\$38.23 40.00
March 2024	\$13.36 13.00	\$30.59 32.00
April 2024	\$10.03 10.00	\$22.95 24.00
May 2024	\$6.70 7.00	\$15.31 16.00
June 2024	\$3.37 4.00	\$7.67 8.00

* Local Card Only: Cardholder(s) can only use the three branches of the Western Sullivan Public Library. ** Card with Full Access: Can be used at all RCLS member libraries.

Tusten Heritage Community Garden

POB 343 Narrowsburg, New York 12764

Report to Library Board June 12, 2023

New Business

On May 6, the Tusten Heritage Community Garden had an opening day to the 2023 season. "Farm Arts Collective Director" Tannis Kowalchuck from Willow Wisp Organic Farm came with her annual flower seedlings to transplant into two prepared garden beds.

Members of the community garden including several new members, and many local volunteers, were on hand to assist in weeding, cleaning the beds, planting vegetables, and watering this labor of love dedicated to the sustainability of pollinators. In the back of the garden, we have Blue Birds nesting and chicks in the birdhouse. Currently, all community garden beds are taken.

Member Rosie Starr of WJFF Radio Farm & Country Broadcast featured the Annual Opening Day event on her "Farm & Country program" (link added).

May 21, The River Reporter had an article on local community gardens and included information about the Tusten Heritage Community Garden!

Frost Advisory issued May 25. Despite drought and frost setbacks, resilient gardeners prevailed by covering their beds with cloth and bringing water for their beds.

In the process of connecting / meeting with new NBG volunteers and Fabiana Lotito, who can help take care of the Demauro Walking Trail Pollinator Gardens and Public Orchard to show them the watering system and work out a maintenance plan for mulching, watering, weed wacking & mowing the outside area of the community garden.

Planning to coordinate with Delaware Valley Arts Alliance and Tusten Social to co-sponsor some events to be held in the garden this summer.

Old Business

Actively researching funding opportunities, and private donations from foundations such as Pollinator Pathways, the UDC Scenic Byway, and Sullivan 180.

Actively recruiting new Advisory Board Members & an additional Board Member.

THCG Board

Anie Stanley – Chair & Treasurer - Smokey Belles

Elizabeth Green- Co-Chair & Secretary, Retiree NY
Parks Dept.

Clayton Lewis – Artistic Social Practice Consultant

Advisory Board

Juliette Hermant – Maison Bergogne / Fish & Bicycle

Tannis Kowalchuk – Willow Wisp Farm

John Gorzynski – Gorzynski Ornerly Farm

Andrew Leslie Phillips – Hancock Permaculture Center

Adrienne Picciano - Dirt Diva landscaping

Andrea Reynosa – Founder - SkyDog Projects

OUR MISSION

THCG is a public green space centered on education and events that provide unique botanical resources for the community of the Upper Delaware Valley.

The garden's common purpose is to create a healthy and productive community garden inspired by the indigenous heritage as well as ecological practices such as permaculture, pollinator planting, and edible forest design.

The Tusten Heritage Community Garden is a 501c-3 and has been sponsored by public donations, WSPL, the Scenic Byway, DVAA, NYSCA Statewide Community Regrant Program of the NYSCA, Sullivan Renaissance, & Catskill Mountainkeeper.