



Western Sullivan Public Library

BOARD MEETING AGENDA

Regular Board Meeting

March 13, 2023

Jeffersonville Branch, 5:30pm

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Public Comment Period
- V. Approval of February 13, 2023 meeting minutes
- VI. Financial Reports
 - a. Treasurer's Report
 - b. Monthly Financial Reports through March 12, 2023Payment of Bills through March 12, 2023
- VII. Director's Report
- VIII. New Business
 - a. NYS Annual Report
 - b. Jeffersonville Project Bids
 - c. WSPL Annual Report to the Community/Budget Handout
 - d. Staff Appointment
 - e. Budget Vote Poll Workers
- 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. Tusten Heritage Community Garden Report
- XIV. Adjournment

Next Meeting: Monday, April 10, 2023 at 5:30pm, Jeffersonville Branch

Budget Information Meeting, Monday, April 10, 2023 at 5:00pm, Jeffersonville Branch



Western Sullivan Public Library

I. New Business

- a. NYS Annual Report: RCLS suggested wording for the board resolution: *“The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2022 Annual Report was reviewed and accepted by the Board.”*
- b. Jeffersonville Project Bids: Review the bids and recommendations from the engineer.
- c. WSPL Annual Report to the Community/Budget Handout: Approve the Annual Report to the Community.
- d. Staff Appointment: Appoint Laura Moran as permanent full-time Library Manager at her current rate.
- e. Budget Vote Poll Workers: Approve the hourly rate of \$15.25 for the poll workers for the Library Budget Vote.

II. Old Business

- a. Draft 2023/2024 Budget: Approve budget by roll call vote.



Western Sullivan Public Library

Unapproved Minutes of the Board of Trustees Meeting Jeffersonville Branch

Feb. 13, 2023

Members Present: Marge Brown (video), Francis Cape, Evan Eisenberg (video), Kevin McDonough, Amber Novikov, Chris Peacock (video), Linda Pomes (President), Pam Reinhardt (video), 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 Barbara Winfield seconded by Kevin McDonough, the agenda as amended was approved by unanimous consent.

Approval of Meeting Minutes: On a Motion by Marge Brown seconded by Amber Novikov, the Jan. 9, 2023 Meeting minutes as amended were approved by unanimous consent.

Financial Reports:

- a. On a Motion by Kevin McDonough seconded by Barbara Winfield, the Treasurer's Report was approved by unanimous consent.
- b. On a Motion by Barbara Winfield seconded by Evan Eisenberg, the Financial Reports through Feb. 12, 2023 were approved by unanimous consent.
- c. On a Motion by Kevin McDonough seconded by Francis Cape, Payment of Bills through Feb. 12, 2023 was approved by unanimous consent.

New Business:

- a. On a Motion by Barbara Winfield seconded by Marge Brown, the board approved by unanimous consent the appointment of Ciera Moore to permanent full-time Library Assistant at \$18.43 per hour effective Feb. 13, 2023.
- b. On a Motion by Kevin McDonough seconded by Amber Novikov the board approved by unanimous consent the annual elevator contract and inspection by Mobility Elevator & Lift Co. for \$3,641.25
- c. On a Motion by Francis Cape seconded by Kevin McDonough the board voted to approve a \$50 ad in the River Reporter newspaper. Barbara Winfield abstained.
- d. On a Motion by Pam Reinhardt seconded by Amber Novikov, the board voted by unanimous consent to approve revisions as amended to the Volunteer Policy.

Old Business:

- a. On a Motion by Barbara Winfield seconded by Evan Eisenberg the board voted by unanimous consent to approve the staff Salary Scales.
- b. Bids for the Jeffersonville Parking Lot project were opened and read aloud.



Western Sullivan Public Library

Adjournment:

On a Motion by Marge Brown seconded by Amber Novikov, the board voted by unanimous consent to adjourn the meeting at 6:34 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	67,847.43
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	<u>782,164.57</u>
Total 205 · WSPL IMM Acct - 1647	792,164.57
206 · Capital Fund - 8355	360,883.44
210 · Petty Cash	
Petty Cash-DEL	50.00
Petty Cash-JEF	50.00
Petty Cash-NAR	<u>50.00</u>
Total 210 · Petty Cash	150.00
Total Checking/Savings	1,222,045.44
Other Current Assets	
2100 · Employee Advance	721.46
A391 · Due From Other Funds	<u>3,224.38</u>
Total Other Current Assets	3,945.84
Total Current Assets	1,225,991.28
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>1,226,141.28</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	-65.66
608.2 · T AFLAC payable	-40.56
637 · Due to Retirement	<u>11,404.00</u>
Total Other Current Liabilities	36,519.82
Total Current Liabilities	<u>36,519.82</u>
Total Liabilities	36,519.82
Equity	
909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	279,404.33
Net Income	<u>517,015.30</u>
Total Equity	1,189,621.46
TOTAL LIABILITIES & EQUITY	<u><u>1,226,141.28</u></u>

Western Sullivan Public Library
Check List by Date
February 11 through March 13, 2023

Type	Date	Num	Name	Memo	Split	Amount
Feb 11 - Mar 13, 23						
Check	02/13/2023	18716	Baker & Taylor Books #510486		-SPLIT-	-3,128.68
Check	02/13/2023	18717	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-32.62
Check	02/13/2023	18718	Postmaster	postage	Postage	-63.00
Check	02/20/2023	18719	Cochecton Oil, Inc.	Account # 283-1	Fuel & Electric-NAR	-362.20
Check	02/20/2023	18720	CMS Medicare Insurance	Medicare #1AM1VN3QK06	90608 · Employee Health Insurance	-484.30
Check	02/20/2023	18721	AARP Medicare Rx Preferred (PDP)	Member ID: 0217026071 J Swendsen	90608 · Employee Health Insurance	-81.80
Check	03/01/2023	18723	NYSEG	1001-0704-798	Fuel & Electric-NAR	-223.02
Check	03/01/2023	18724	NYSEG	1001-1281-077	Fuel & Electric-JEF	-747.18
Check	03/01/2023	18725	AARP Medicare Rx Preferred (PDP)	member # 0140089751 P Morgan-Lohr	90608 · Employee Health Insurance	-116.80
Check	03/10/2023	18726	Cash	Cash replenishment for NAR	Petty Cash-NAR	-9.96
Check	03/10/2023	18727	The River Reporter	Invoice # 825b522a	Election & Budget	-901.18
Check	03/10/2023	18728	Leila McCullough		Adult Programs	-150.00
Check	03/10/2023	18729	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-4,985.00
Check	03/10/2023	18730	NYSEG	1001-3155-188	Fuel & Electric-DEL	-145.16
Check	03/10/2023	18731	NYSEG	1003-8570-692	Fuel & Electric-DEL	-121.32
Check	03/10/2023	18732	Christina Mace		Bookkeeper	-1,060.00
Check	03/10/2023	18733	Ehrlich	Invoice # 30958471	Labor	-65.00
Check	03/10/2023	18734	Kanopy LLC		Digital Downloads - WSPL	-695.00
Check	03/10/2023	18735	PA Game News	Acct # 10REREPO1272	Periodicals-DEL	-20.00
Check	03/10/2023	18736	Kristen Sheehan Dasenbrock (reimb)		Travel & Continuing Education	-62.80
Check	03/10/2023	18737	DJS Plumbing & Heating	Inv. # 12069	-SPLIT-	-1,949.06
Check	03/10/2023	18738	Sullivan Public Library Alliance		Membership Dues	-150.00
Check	03/10/2023	18739	Mobility Elevator & Lift Co.	invoice 68324	74106.6 · Elevator Service	-3,641.25
Check	03/10/2023	18740	United Healthcare Insurance Company	Member ID 333329276-1	90608 · Employee Health Insurance	-289.50
Check	03/10/2023	18741	United Healthcare Insurance Company	Member ID 351736481-1	90608 · Employee Health Insurance	-234.50
Check	03/10/2023	18743	Brodart Co.	Account 311663	-SPLIT-	-648.01
Check	03/10/2023	18744	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-684.94
Check	03/10/2023	18745	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90
Check	03/10/2023	18746	Bethel Woods Center for the Arts		-SPLIT-	-825.00
Check	03/10/2023	18747	Fox Ledge, Inc.	Account 005821	-SPLIT-	-39.45
Check	03/10/2023	18748	Cornwall Public Library	Damaged book fee	Fines & Fees-NAR	-24.99

Western Sullivan Public Library
Check List by Date
February 11 through March 13, 2023

Check	03/10/2023	18749	Cash	Cash replenishment for JEF	Petty Cash-JEF	-8.08
Check	03/10/2023	18750	Cash	Cash replenishment for DEL	Petty Cash-DEL	-7.78
Check	03/10/2023	18751	GOVCONNECTION, INC.	Invoice # 73813099	74102.2 · Equipment - Technology	-117.42
Check	03/10/2023	18752	Callicoon Supply Inc.	Acct # 4675	Office Supplies - DEL	-9.98
Check	03/10/2023	18753	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	03/10/2023	18754	Peck's Market	Acct 4394 & C966	-SPLIT-	-130.51
Check	03/10/2023	18755	Fowler Oil Co., Inc.		Fuel & Electric-DEL	-509.59
Check	03/10/2023	18756	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-1,185.71
Check	03/10/2023	18757	Amanda McCormick	Sound Bath 3.30.23	Adult Programs	-125.00
Check	03/10/2023	18758	Midwest Tape		-SPLIT-	-958.76
Check	03/10/2023	18759	Baker & Taylor Books #510486		-SPLIT-	-3,640.89
Check	03/13/2023	18760	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-32.62
Check	03/13/2023	18761	Fowler Oil Co., Inc.		Fuel & Electric-DEL	-415.67
Liability Check	02/24/2023	18722	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Liability Check	02/24/2023	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Liability Check	02/24/2023	eft35700691	IRS USA Tax Payments	14-1825007	-SPLIT-	-4,139.30
Liability Check	02/24/2023	eft4899830	NYS Income Tax	141825007 6	606 · SWT Payable	-688.89
Liability Check	03/06/2023	eft ers	NYS & Local Retirement System	51404	607 · NYS & Local Retirement	-513.58
Liability Check	03/06/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # -177888114	-SPLIT-	-688.89
Liability Check	03/10/2023	18742	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Liability Check	03/10/2023	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Liability Check	03/10/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -178118114	-SPLIT-	-4,139.28
Paycheck	02/24/2023	2023022401	Employee		-SPLIT-	
Paycheck	02/24/2023	2023022402	Employee		-SPLIT-	
Paycheck	02/24/2023	2023022403	Employee		-SPLIT-	
Paycheck	02/24/2023	2023022404	Employee		-SPLIT-	
Paycheck	02/24/2023	2023022405	Employee		-SPLIT-	
Paycheck	02/24/2023	2023022406	Employee		-SPLIT-	
Paycheck	02/24/2023	2023022407	Employee		-SPLIT-	
Paycheck	02/24/2023	2023022408	Employee		-SPLIT-	
Paycheck	02/24/2023	2023022409	Employee		-SPLIT-	
Paycheck	02/24/2023	2023022410	Employee		-SPLIT-	
Paycheck	02/24/2023	2023022411	Employee		-SPLIT-	

Mar 13, 2023

Western Sullivan Public Library
Check List by Date
February 11 through March 13, 2023

Paycheck	02/24/2023	2023022412	Employee	-SPLIT-	
Paycheck	02/24/2023	2023022413	Employee	-SPLIT-	
Paycheck	02/24/2023	2023022414	Employee	-SPLIT-	
Paycheck	02/24/2023	2023022415	Employee	-SPLIT-	
Paycheck	02/24/2023	2023022416	Employee	-SPLIT-	
Paycheck	02/24/2023	2023022417	Employee	-SPLIT-	
Paycheck	02/24/2023	2023022418	Employee	-SPLIT-	
				2023-02-24 Total Payroll	-14,763.22
Paycheck	03/10/2023	2023031001	Employee	-SPLIT-	
Paycheck	03/10/2023	2023031002	Employee	-SPLIT-	
Paycheck	03/10/2023	2023031003	Employee	-SPLIT-	
Paycheck	03/10/2023	2023031004	Employee	-SPLIT-	
Paycheck	03/10/2023	2023031005	Employee	-SPLIT-	
Paycheck	03/10/2023	2023031006	Employee	-SPLIT-	
Paycheck	03/10/2023	2023031007	Employee	-SPLIT-	
Paycheck	03/10/2023	2023031008	Employee	-SPLIT-	
Paycheck	03/10/2023	2023031009	Employee	-SPLIT-	
Paycheck	03/10/2023	2023031010	Employee	-SPLIT-	
Paycheck	03/10/2023	2023031011	Employee	-SPLIT-	
Paycheck	03/10/2023	2023031012	Employee	-SPLIT-	
Paycheck	03/10/2023	2023031013	Employee	-SPLIT-	
Paycheck	03/10/2023	2023031014	Employee	-SPLIT-	
Paycheck	03/10/2023	2023031015	Employee	-SPLIT-	
Paycheck	03/10/2023	2023031016	Employee	-SPLIT-	
Paycheck	03/10/2023	2023031017	Employee	-SPLIT-	
Paycheck	03/10/2023	2023031018	Employee	-SPLIT-	
				2023-03-10 Total Payroll	-14,763.23
Feb 11 - Mar 13, 23				Total:	-72,125.28

Western Sullivan Public Library Profit & Loss Budget vs. Actual

	Jul 1, '22 - Mar 13, 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
1001 · Real Property Taxes	1,003,723	1,003,723	0
1081 · SW Pilot Share	18,792	24,000	(5,208)
2082 · Library Charges	3,131	2,806	325
2083 · Library Chgs-Registrations	2,915	2,000	915
2401 · Interest & Earnings	151	561	(410)
2655 · Sales, Other	546	70	476
2680 · Insurance Recoveries	133	0	133
2705 · Gifts & Donations	1,238	2,526	(1,288)
3003 · State Grants - Miscellaneous	3,011	3,508	(497)
Total Income	1,033,640	1,039,194	(5,554)
Gross Profit	1,033,640	1,039,194	(5,554)
Expense			
74101 · Salaries	327,003	343,647	(16,644)
74101.7 · Special Projects	461	702	(241)
74102 · Equipment	1,340	5,262	(3,922)
74104 · Materials			
74104.1 · Books	24,335	25,960	(1,625)
74104.2 · Serials	2,283	3,157	(874)
74104.3 · Videos	8,238	11,366	(3,128)
74104.4 · Digital Downloads	9,313	10,903	(1,590)
Total 74104 · Materials	44,169	51,386	(7,217)
74104.6 · Databases & Software	7,028	6,385	643
74105.1 · Daily Operating Expenses	10,226	15,576	(5,350)
74105.2 · Repairs/Maint of F&F	0	702	(702)
74105.3 · Repairs/Maint of Lib Equip	0	702	(702)
74105.4 · Daily Maint & Repairs	7,672	9,121	(1,449)
74105.5 · Building Maintenance	0	24,556	(24,556)
74105.6 · Insurance Policies	19,583	22,265	(2,682)
74106.1 · Phone, Internet, Cable Services	3,679	5,648	(1,969)
74106.2 · ILS & IT	20,757	21,048	(291)
74106.4 · Fuel & Electric	13,931	14,032	(101)
74106.5 · Sewer & Water	1,821	3,859	(2,038)
74106.6 · Elevator Service	3,934	2,806	1,128
74106.7 · Cleaning Services	16,400	18,417	(2,017)
74106.8 · Operating Overhead Expenses	3,079	7,016	(3,937)
74107.1 · Professional Services	5,976	12,840	(6,864)
74107.2 · Grant Expenses	0	351	(351)
74107.3 · Programs and Events	5,012	8,419	(3,407)
74107.9 · Other Expenses	2,250	2,280	(30)
90000 · Payroll Expenses	132,661	174,411	(41,750)
Total Expense	626,982	751,431	(124,449)
Net Ordinary Income	406,658	287,763	118,895
Net Income	406,658	287,763	118,895

Western Sullivan Public Library

Treasurer's Report

Report for: February 13 2023
 Month and Day Year

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

Balance on hand as of:	<u>January 31, 2023</u>	\$50,981.82
Plus Deposits:		
Accounts Receivable	\$21,098.25	
Transfers from IMM	\$60,000.00	
Interest	\$0.42	
Other	<u>\$0.00</u>	
Total Deposits		\$81,098.67
Less Disbursements:		
Transfer to IMM	\$60,000.00	
Operating Expenses	<u>\$13,535.56</u>	
Total Disbursements		\$73,535.56
Balance on hand as of:	<u>February 28, 2023</u>	<u><u>\$58,544.93</u></u>

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

Balance on hand as of:	<u>January 31, 2023</u>	\$912,130.15
Plus Deposits:		
Annual Tax Portion & PILOT	\$0.00	
Interest	\$34.42	
Other	<u>\$0.00</u>	
Total Deposits		\$34.42
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>February 28, 2023</u>	<u><u>\$852,164.57</u></u>

Western Sullivan Public Library

Treasurer's Report

Report for: February 13 2023
 Month and Day Year

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

Balance on hand as of:	<u>January 31, 2023</u>	\$2,531.85
Plus Deposits:		
Credit Card Payments	<u>\$0.00</u>	
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$1,531.85</u>	
Total Disbursements		\$1,531.85
Balance on hand as of:	<u>February 28, 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>January 31, 2023</u>	\$367,059.69
Plus Deposits:		
Transfers from IMM	\$0.00	
Interest	\$0.00	
Other	<u>\$0.00</u>	
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements	\$6,176.25	\$6,176.25
Balance on hand as of:	<u>February 28, 2023</u>	<u><u>\$360,883.44</u></u>
Account opened December 10, 2019		



Western Sullivan Public Library

DIRECTOR'S REPORT

March 13, 2023

Building/Equipment:

Need to get estimates to replace heating systems at Jeffersonville (main floor) and Callicoon (splits that are not working + additional units to heat/cool the new addition.

RCLS notified the libraries that the access points for wifi at the three branches are reaching their end-of-life this year (3 at DEL/1 at JEF/1 at NAR). Since we installed the exterior access points, we will evaluate if we can reduce the number of access points at our Callicoon location. Currently the quote is \$6,056.25 for the equipment, installation and five years of maintenance.

Finance:

2/14/2023: Received check for the final 10% of LLSA (Local Library Service Aid) in the amount of \$301.

2/22/2023: Received PILOT check dated 2/17/2023 in the amount of \$3,223.46.

Personnel:

Appoint Laura Moran from Provisional to Permanent Library Manager.

Professional Development/Meetings:

2/14/2023: Understanding DASNY

2/15/2023: ASPEN Discovery Training: Part 2 (Customization for the new online catalog)

2/17/2023: WSPL Manager/Tech Meeting to discuss ASPEN

2/23/2023: Advocacy Meeting at RCLS with Senator Oberacker

3/8/2023: Directors Association Meeting

3/10/2023: SUPLA Meeting

3/10/2023: Advocacy Meeting with Aileen Gunther

Programs:

[View newsletter.](#)

Strategic Plan Progress:

Working on planning outreach for the year. Dale is putting together a tech survey that will be distributed this spring.

Monthly Statistics:

See statistics in "Other Items" on libguide.



Western Sullivan Public Library

Other:

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

Closed early 2/22, 2/27, and 3/10. Closed 2/28 all day.

Staff Narcan training is scheduled for March 21st. Training for the public is scheduled for March 31st.

Volunteer Appreciation Brunch is planned for April 15, 2023, 10-11am at the Delaware Free Branch. Grizzly Bagels is donating bagels and cream cheese for the event. Invitations will be sent out this month.

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

February Circulation	Callicoon	Jeffersonville	Narrowsburg
Adult Books	474	617	501
Young Adult Books	47	15	29
Children's Books	375	368	227
Periodicals	2	12	1
Audiobooks	41	20	13
Museum Pass	0	0	0
DVDs	401	448	112
Other	24	24	
2023 Totals	1364	1504	883
2022 Totals	1153	1420	715

Wireless usage per branch

	February 2022	February 2023
Callicoon	158	2142
Jeffersonville	186	1732
Narrowsburg	210	1570
Total	554	5444

Computer Use

	February 2022	February 2023
Callicoon	40	50
Jeffersonville	38	43
Narrowsburg	28	34
Total	106	127

Internet/Social Media

	February 2022	February 2023
Instagram followers	1054	1138
Facebook followers	1088	1135
Facebook video views	151	103
Website users	960	1,263
Website sessions	1864	2001
Website page views	3044	3152
Podcast Downloads	1898	179

Monthly eNewsletter	273 opens/ Sent to 445 people	26 clicks
Mailchimp weekly email blasts	4 emails sent to 1,396 people	2,051 opens/ 65 clicks

e-Circulation

Type	Feb 2022	Feb 2023
Callicoon e-content	195	387
Jeffersonville e-content	227	504
Narrowsburg e-content	257	263
Kanopy films (# of videos played)	589	626
Total	1268	1780

Curbside Pickup Appointments

Callicoon	0
Jeffersonville	0
Narrowsburg	4

Patron Count at the Library

	Feb 2022	Feb 2023
Callicoon	593	685
Jeffersonville	545	803
Narrowsburg	391	607
Total	1529	2095

Reference questions

	Feb 2022	Feb 2023
Callicoon	83	113
Jeffersonville	65	74
Narrowsburg	93	87
Total	241	274

Date	Program	Platform(s)/ Type	Target Audience	Attendance/ Views in 24 hours
2/1/2023	Let's Play (JEFF)	In-Person	0-5	15
2/1/2023	Narrowsburg Book Club	In-Person	Adult	1
2/1/2023	Hybrid Open Technical Support	In-person	Adult, PCC	4
2/2/2023	Needle Crafts	In-Person	Adult	5
2/6/2023	Narrowsburg Knitters	In-Person	Adult	8
2/6/2023	Hybrid Open Technical Support	In-person	Adult, PCC	2
2/7/2023	Oliver King	In-Person/FB/YT	Adult	11/5 on FB 76 view in 7 days
2/7/2023	Hybrid Open Technical Support	In-person	Adult, PCC	5
2/8/2023	Tea Making	In-Person	Adult	7
2/8/2023	Hybrid Open Technical Support	In-person	Adult, PCC	3
2/9/2023	Needle Crafts	In-Person	Adult	5
2/10/2023	Jeffersonville Book Club	In-Person	Adult	5
2/13/2023	Puppy Love	In-Person	6-11	2
2/13/2023	Narrowsburg Knitters	In-Person	Adult	11

2/13/2023	Hybrid Open Technical Support	In-person	Adult, PCC	4
2/14/2023	Pop Art Reveal	In-Person	Adult	15
2/14/2023	Hybrid Open Technical Support	In-person	Adult, PCC	3
2/15/2023	Let's Play (NAR)	In-Person	0-5	8
2/15/2023	Cricut Meet-Up	In-Person	Adult	6
2/15/2023	Hybrid Open Technical Support	In-person	Adult, PCC	3
2/16/2023	Needle Crafts	In-Person	Adult	5
2/17/2023	Craft Lovers	In-Person	Adult	6
2/22/2023	Let's Play (DEL)	In-Person	0-5	7
2/22/2023	Narrowsburg Book Club	In-Person	Adult	3
2/23/2023	Puppy Love	In-Person	6-11	7
2/23/2023	Needle Crafts	In-Person	Adult	6
2/24/2023	HomeSchool - Black History Month	In-Person	0-17	0
2/27/2023	Narrowsburg Knitters	In-Person	Adult	cancelled, weather
2/27/2023	Hybrid Open Technical Support	In-person	Adult, PCC	1
2/28/2023	Beginners Knitting	In-Person	5-11	canceled, weather
2/28/2023	Callicoon Book Club	Zoom	Adult	6



DELAWARE ENGINEERING, D.P.C.

55 South Main Street
Oneonta, NY 13820

Tel: 607.432.8073
Fax: 607.432.0432

March 9, 2023

Audra Everett
Director
Western Sullivan Public Library
19 Center Street
Jeffersonville, NY 12748

Re: Western Sullivan Public Library
Contract No. WSPL-G-22
Pavement Replacement and Sewer Lateral Replacement

Sub: Bid Review and Recommendation

Dear Audra Everett:

Based upon our review of the bids submitted and opened on Monday February 13, 2023, we recommend that the Library Board award Contract No. WSPL-G-22 General to Poley Paving and Construction Corp. of Liberty, NY for the base bid contract price of \$114,695.00. Three bids were received, ranging from \$114,695 to \$188,965.

Our recommendation to award contract WSPL-G-22 General to the low bidder, **Poley Paving and Construction Corp.** of Liberty, NY is based on the following:

- We discussed the project and the bid with the low bidder, Poley Paving and Construction Corp. and believe that they can successfully complete the work as bid within the required time.
- No bid informalities were noted Poley Paving and Construction Corp's bid and no informalities occurred in other bids which would allow them to be low bidder.
- Poley has completed projects of similar scope and cost.

Should the Library Board agree with our recommendations, then we recommend that the Board resolve to:

- **Award the work of Pavement Replacement and Sewer Lateral Replacement, Retaining Wall Rehabilitation and Installation of a New Concrete Pad, Contract No. WSPL-G-22 General to Poley Paving and Construction Corp. of Liberty, NY, the low bidder, for the base bid price of \$114,695. Total contract price to be \$114,695.**
- **Authorize the Board to execute the necessary paperwork for contract initiation and completion of the work (e.g., Notice of Award, Notice to Proceed, Change Orders, Agreement, Certificate of Substantial Completion, checks for contractor payments, etc.),**

If the Board agrees with these recommendations, we will prepare three copies of the Contract Documents for subsequent execution by the respective contractor, and the Library Board.

Attached for the Boards review is the bid tabulation sheet with a unit price summary/comparison.

Please contact me if you have any questions at 607-432-8073.

Respectfully,

DELAWARE ENGINEERING, D.P.C.



Bill Brown, P.E.

CC: Audra Everett, WSPL Director (w/enclosures)
WSPL-G-22 Project File (w/enclosures)

BID TABULATION
(Unit breakdown)

Western Sullivan Public Library
Library Paving Project
Contract No. WSPL-G-2022

OWNER: Western Sullivan Public Library PROJECT: Library Paving Project			(LOW BIDDER)							
			Rank of Bidder (low to high) ==>>		1		2		3	
			Bidder Name and Address ==>>		Poley Paving and Construction Corp. 8 Hysana Rd PO box 916 Liberty NY 12754 845-292-4705		Green Meadows Enterprises, Inc. 1061 Plains rd Walkkill NY 12589		Parrott Enterprises Inc. 319 North Plank Rd Newburgh, NY 845-562-3334	
CONTRACT No.: WSPL-G-2022 - General DATE OF BID OPENING: 1/13/2022										
Bid Item No.	Work Item No.	BID REVIEW ITEMS	Quantity	Units	Unit Price	Bid Total	Unit Price	Bid Total	Unit Price	Bid Total
BASE BID ITEMS & PRICES										
A-1			Item - Base Bid Work (Work in Library Lot)							
1.01	BI-1A	Mobilization & Demobilization, Bonds, Insurance (Not to Exceed 7% of Base Bid Price)	1	Lump Sum	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00	\$5,500.00	\$5,500.00
2.01	BI-2A	Site Restoration	1	Lump Sum	\$3,500.00	\$3,500.00	\$10,000.00	\$10,000.00	\$4,000.00	\$4,000.00
3.01	BI-3A	Demolition of existing paved area, installation of new subbase and asphalt	1	Lump Sum	\$41,230.00	\$41,230.00	\$45,600.00	\$45,600.00	\$61,600.00	\$61,600.00
5.01	BI-5A	Trenching, Sewer lateral replacement (service, 2 cleanouts, connection to sewer)	1	Lump Sum	\$22,000.00	\$22,000.00	\$40,000.00	\$40,000.00	\$48,000.00	\$48,000.00
6.01	BI-6A	Retaining Wall Rehabilitation	1	Lump Sum	\$3,500.00	\$3,500.00	\$5,000.00	\$5,000.00	\$5,640.00	\$5,640.00
Base Bid Total (LIBRARY LOT):										
TOTAL BASE BID:					\$74,730.00		\$105,600.00		\$124,740.00	
B-1			Item - Base Bid Work (Work in Village Lot)							
1.01	BI-1B	Mobilization & Demobilization, Bonds, Insurance (Not to Exceed 7% of Base Bid Price)	1	Lump Sum	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	\$5,500.00	\$5,500.00
2.01	BI-2B	Site Restoration	1	Lump Sum	\$3,500.00	\$3,500.00	\$10,000.00	\$10,000.00	\$3,425.00	\$3,425.00
3.01	BI-3B	Demolition of existing paved area, installation of new subbase and asphalt	1	Lump Sum	\$31,465.00	\$31,465.00	\$26,100.00	\$26,100.00	\$52,900.00	\$52,900.00
4.01	BI-4B	Installation of concrete pad at landing of existing stairs	1	Lump Sum	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	\$2,400.00	\$2,400.00
Base Bid Total (VILLAGE LOT):										
TOTAL BASE BID:					\$39,965.00		\$46,100.00		\$64,225.00	
Base Bid Total:										
TOTAL BASE BID:					\$114,695.00		\$151,700.00		\$188,965.00	
BID REVIEW										
Does Math Check for Base Bid ?					y		y		y	
General Bid Form					y		y		y	
Form of Receipt of Addenda					y		y		y	
Non-Collusion Affidavit of Prime Bidder					y		y		y	
Bid Bond					y		y		y	
Form of Surety Guaranty (To Accompany Bid)					y		y		y	

Western Sullivan Public Library

Annual Report to the Community

WHAT HAPPENED IN 2022?

Lights at the Jeffersonville Branch upgraded from fluorescent and incandescent to LED.
 Boiler replaced at the Tusten-Cochecton Branch with a seven-day thermostat installed.
 Public computers upgraded and maintained by Ramapo Catskill Library System.
 Implemented a Library Rewards program to increase library card holders and usage.



Total hours our libraries were open
5,954



Number of visits to our library branches
28,695



50,000
 Books, DVDs and other items checked out from our branches



344
 New library card sign ups



6,690
 Films streamed



13,107
 eBooks, audiobooks and magazines downloaded



Program attendance
1,124



2,030

Public computer uses at our branches

53,505
 WiFi users



Library Podcasts downloaded

5,877



14,236

Library website visits



www.WSPLonline.org

One-on-One Computer Help Sessions

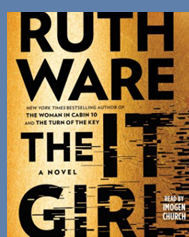
453



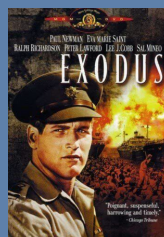
Most borrowed fiction book



Most borrowed nonfiction book



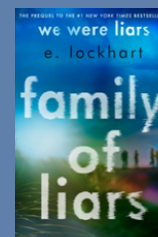
Most borrowed audiobook



Most streamed on Kanopy



Most borrowed DVD



Most borrowed young adult book



Most borrowed children's book



All stats are reported for calendar year 2022, except program stats which are reported for the library's fiscal year July 2021-June 2022.

Delaware Free Branch

45 Lower Main St., Callicoon

(845) 887-4040

Jeffersonville Branch

19 Center St., Jeffersonville

(845) 482-4350

Tusten-Cochecton Branch

198 Bridge St., Narrowsburg

(845) 252-3360



@westernsullivan

Western Sullivan Public Library

2023-2024 Library Budget Vote and Trustee Election

Wednesday, April 19, 2023

Voter Registration:

Register at the District Clerk's Office, 33 Schoolhouse Rd., Jeffersonville, NY 9:00am-3:00pm, by April 14, 2023.

Go to www.swcsd.org (Board of Education dropdown menu) to see if you are registered and where to vote.

Note that the library budget vote is held at the library branches, not the Delaware Youth Center or the Elementary School.

Absentee Ballots:

Apply at the District Clerk's Office at least 7 days before the vote if ballot is being mailed and no later than one day before the vote if ballot is picked up personally by the voter.

Budget Information Meeting:

Monday, April 10, 2023 at 5:00pm at the Jeffersonville Branch, 19 Center St, Jeffersonville, NY

Budget Vote and Trustee Election:

Wednesday, April 19, 2023, 2:00pm-8:00pm at all library branches

Proposed 2023-2024 WSPL Budget Summary

The library is committed to providing excellent service to our community. The 2023-2024 Proposed Budget reflects this commitment by allocating funding to maintain our buildings, collections, and programs, and to slightly increase the digital materials, library supplies, programs and technology. The state-mandated minimum wage increase, rising insurance premiums and utilities costs have the most impact on the proposed budget.

Anticipated Expenditures	2022-2023	2023-2024
Staffing Expenses	\$582,761	\$620,663
Insurance	\$157,472	\$164,900
Utilities	\$33,550	\$38,550
Library Supplies	\$19,500	\$19,000
Library Materials	\$112,340	\$124,000
Building Expenses	\$62,000	\$62,600
Equipment & Fixtures	\$9,500	\$7,000
Programming	\$13,000	\$12,500
Misc. Operating Expenses (Professional Services, Professional Development, Election & Budget Vote, Publicity, Volunteer Recognition)	\$54,100	\$54,600
Total Expenditures	\$1,044,223	\$1,103,813
Anticipated Revenues		
Fines, Fees, and Interest	\$4,800	\$4,500
Registration Fees	\$3,000	\$3,000
Donations and Book Sales	\$3,700	\$3,700
Grants	\$5,000	\$5,000
PILOTs (Payment in Lieu of Taxes)	\$24,000	\$24,000
Total Revenue	\$40,500	\$40,200
Proposed Tax Appropriation	\$1,003,723	\$1,063,613

WSPL Board of Trustees

Linda Pomes, President
Evan Eisenberg, Vice-President
Marguerite Brown, Financial Officer
Chris Peacock, Secretary
Francis Cape
Kevin McDonough
Amber Novikov
Pamela Reinhardt
Barbara Winfield

MISSION STATEMENT

The WSPL shall provide our communities with welcoming centers of information and discovery and provide our patrons with tools for lifelong learning, creativity and enrichment. We open our doors to every open mind.

Library Director

Audra Everett

Branch Managers

Kyoshin Lohr, Narrowsburg

Laura Moran, Callicoon

Jennifer Olsen, Jeffersonville

Adult Services: Ciera Moore

Youth Services: Kristen Dasenbrock

Multimedia Tech: Dale Blagrove

Western Sullivan Public Library Proposed Budget

APPROPRIATIONS	2022-2023	2023-2024	
	BUDGET	Increase / (Decrease)	BUDGET
Salaries:			
Staffing	\$ 489,797	\$34,796	\$524,593
Payroll Taxes/SUI/Disability	44,964	3,106	48,070
NYS Retirement	48,000		48,000
Total Salary Items:	582,761	37,902	620,663
Insurance:			
Employee Health	135,208	6,760	141,968
Library Insurance Package	22,264	668	22,932
Total Insurance:	157,472	7,428	164,900
Utilities:			
Telephone/Internet	8,050		8,050
Electric/Oil	20,000	5,000	25,000
Water/Sewer	5,500		5,500
Total Utilities:	33,550	5,000	38,550
Supplies:			
Postage	1,000		1,000
Library	6,000	500	6,500
Office	12,500	(1,000)	11,500
Total Supplies:	19,500	(500)	19,000
Library Materials:			
General Materials	-	900	900
Books	37,000	-	37,000
Periodicals	4,500		4,500
Audio/Visual	16,200		16,200
Digital Downloads	15,540	460	16,000
ANSER System, Tele-com & Dues	30,000	10,800	40,800
Databases & Software	9,100	(500)	8,600
Total Library Materials:	112,340	10,760	124,000
Equipment:			
Equipment - Technology	5,500	(1,000)	4,500
Equipment - Other	2,000		2,000
Rep & Maint- Technology	1,000	(500)	500
Rep & Maint - Other	1,000	(1,000)	-
Total Equipment:	9,500	(2,500)	7,000
Building Expenses:			
Operating Overhead Expenses	10,000	-	10,000
Elevator service contract & service	4,000	600	4,600
Daily Maint & Repairs	13,000		13,000
Building Maintenance	35,000		35,000
Total Building Expenses:	62,000	600	62,600
Program & Events:			
Total Programs & Events	12,000		12,000
Special Projects	1,000	(500)	500
Total Programs & Events:	13,000	(500)	12,500
Miscellaneous:			
Advertising & Marketing	1,600		1,600
Recognitions	1,100		1,100
Travel and Conferences	2,500	(500)	2,000
Membership Dues	750		750
Election & Budget	3,100	(500)	2,600
Cleaning Services	26,250		26,250
Professional Services			
Accounting	2,500	2,000	4,500
Library Bookkeeper	13,000		13,000
Grant Writer	500	(500)	-
Web Services	1,800		1,800
Legal	1,000	-	1,000
Total Miscellaneous:	54,100	500	54,600
TOTAL APPROPRIATIONS:	\$ 1,044,223	\$ 58,090	\$ 1,103,813

REVENUES

Appropriated fund balance	\$ -		\$ -
Grants	5,000		5,000
Fines & Fees	4,000		4,000
Registration Fees	3,000		3,000
Interest	800	(300)	500
Donations	3,600		3,600
Book Sales & Events	100		100
SW Pilot Share	24,000		24,000
TOTAL ANTICIPATED REVENUE	\$ 40,500	\$ (300)	\$ 40,200

PROPOSED TAX INCREASE

Total Appropriations	\$ 1,044,223	\$ 58,090	\$ 1,103,813
Less Total Revenue	40,500	(300)	40,200
Proposed tax appropriation	1,003,723	58,390.34	1,063,613
Less prior year tax appropriation	952,938		1,003,723
PROPOSED \$ INCREASE	\$ 50,785		\$ 59,890
PROPOSED % INCREASE	5.33%		5.97%

**Tusten Heritage Community Garden
POB 343, Narrowsburg, New York 12764**

**Report to Library Board, March 13, 2023
New Business:**

- Planning Goals for 2023 Garden Season & meeting with Kristen Dasenbrock this week**
- Workshops Free to Public with local Master Gardeners & Educators**
- Applying for Grants DVAA & Pollinator Pathways:**
- Mugwort remediation exterior garden**
- Graphics/re-print our garden brochure & Ed Wesley's booklets**
- Building compost bins**
- Organic Fertilization of exterior Public Fruit Orchard on bank, with Narrowsburg Beautification Group**
- Open houses to correspond with local events: Deep Water Literary Fest; River Festival, Bee Festival, Spring & Fall NBG Plant Swap, & Logging Days**

THCG Board

Anie Stanley – Chair & Treasurer

Elizabeth Green- Co-Chair & Secretary

Clayton Lewis – Artistic Social Practice Consultant

Committee 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 the Scenic Byway, Sullivan Renaissance, & Catskill Mountainkeeper.