



Western Sullivan Public Library

BOARD MEETING AGENDA

Regular Board Meeting

May 8, 2023

Delaware Free Branch, 5:30pm

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Public Comment Period
- V. Approval of April 10, 2023 meeting minutes
- VI. Financial Reports
 - a. Treasurer's Report
 - b. Monthly Financial Reports through May 7, 2023
Payment of Bills through May 7, 2023
- VII. Director's Report
- VIII. New Business
 - a. Adoption of Budget Vote and Trustee Election Results
 - b. Staff Appointment
 - c. Cleaning Contract
 - d. Executive Session
- IX. Old Business
 - a. Remote Work 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. Correspondence
- XIII. Adjournment

Next Meeting: Monday, June 12, 2023 at 5:30pm, Jeffersonville Branch



Western Sullivan Public Library

I. New Business

a. Adoption of Budget Vote and Trustee Election Results

Total Tax Appropriation: \$1,063,613

Trustees Elected: Phyllis Haynes and Susan Bodenstein

Tally Sheet

	Yes	No	Neidert	Haynes	De La Cova	Bodenstein
Delaware Free	13	0	7	4	6	6
Absentee Ballots	11	4	5	8	1	10
Tusten-Cochecton	33	2	13	24	6	17
Absentee Ballots	6	1	3	4	0	7
Jeffersonville	35	3	22	15	16	17
Absentee Ballots	16	7	8	6	6	16
TOTALS	114	17	58	61	35	73

- b. Staff Appointment: Appoint Ciera Moore as permanent full-time Library Assistant as of May 10, 2023 at the same rate.
- c. Cleaning Contract: Review 2023-2024 contract.
- d. Executive Session: Matters leading up to the appointment of a particular person; Director’s evaluation.

II. Old Business

- a. Remote Work Policy



Western Sullivan Public Library

Unapproved Minutes of the Board of Trustees Meeting Jeffersonville Branch

Apr. 10, 2023

Members Present: Marge Brown, Francis Cape, Evan Eisenberg (arr. 5:39 p.m.), Kevin McDonough, Amber Novikov, Chris Peacock (video), 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 Barbara Winfield, the agenda 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 Apr. 10, 2023 were approved by unanimous consent.
- c. On a Motion by Pam Reinhardt seconded by Francis Cape, Payment of Bills through Apr. 10, 2023 was approved by unanimous consent.

New Business:

- a. On a Motion by Marge Brown seconded by Barbara Winfield, the board approved by unanimous consent the Trustee Education Policy.
- b. On a Motion by Kevin McDonough seconded by Francis Cape the board voted by unanimous consent to accept with regrets the retirement of Penelope (Kyoshin) Morgan-Loehr.

Adjournment:

On a Motion by Marge Brown seconded by Barbara Winfield, the board voted by unanimous consent to adjourn the meeting at 6:01 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	10,000.59
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>722,224.35</u>
Total 205 · WSPL IMM Acct - 1647	732,224.35
206 · Capital Fund - 8355	359,918.44
210 · Petty Cash	
Petty Cash-DEL	50.00
Petty Cash-JEF	50.00
Petty Cash-NAR	45.87
Total 210 · Petty Cash	<u>145.87</u>
Total Checking/Savings	1,103,289.25
Other Current Assets	<u>3,945.84</u>
Total Current Assets	1,107,235.09
Fixed Assets	
446 · Furn. & Fixtures	150.00
Total Fixed Assets	<u>150.00</u>
TOTAL ASSETS	<u><u>1,107,385.09</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	-67.36
608.2 · T AFLAC payable	-40.56
637 · Due to Retirement	11,404.00
Total Other Current Liabilities	<u>36,518.12</u>
Total Current Liabilities	<u>36,518.12</u>
Total Liabilities	36,518.12
Equity	
909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	279,404.33
Net Income	398,260.81
Total Equity	<u>1,070,866.97</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,107,385.09</u></u>

Western Sullivan Public Library

Capital Fund Check List

July 1, 2022 through May 7, 2023

Type	Date	Num	Name	Memo	Split	Amount
Jul 1, '22 - May 7, 23						
Check	10/12/2022	1004	DJS Plumbing & Heating	Nar boiler deposit	NAR Boiler 2022	-9,008.00
Check	10/12/2022	1005	DJS Plumbing & Heating	Nar boiler completion	NAR Boiler 2022	-9,008.00
Check	12/09/2022	1006	Buck Moorhead Architect	invoice 30_22	DEL Exterior Restoration 22-23	-14,687.00
Check	02/10/2023	1007	Delaware Engineering, D.P.C.	Invoice 22-2431-3	JEF Parking Lot 2021	-2,677.50
Check	02/10/2023	1008	Delaware Engineering, D.P.C.	Invoice 22-2543-1	JEF Parking Lot 2022	-3,498.75
Check	05/07/2023	1009	Delaware Engineering, D.P.C.	Invoice 22-2431-34	JEF Parking Lot 2021	-965.00
Jul 1, '22 - May 7, 23					Total:	-39,844.25

Western Sullivan Public Library
Check List by Date
 April 9 through May 7, 2023

Type	Date	Num	Name	Memo	Split	Amount
Apr 9 - May 7, 24						
Check	04/19/2023	18806	Fowler Oil Co., Inc.		Fuel & Electric-DEL	-356.62
Check	04/19/2023	18807	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-32.40
Check	04/26/2023	18809	NYSEG	1001-1281-077	Fuel & Electric-JEF	-417.52
Check	04/26/2023	18810	NYSEG	1001-0704-798	Fuel & Electric-NAR	-229.23
Check	04/28/2023	eft	NYS Employment Taxes	UI #9310135 8/Fed ID#14-1825007 2023 1st qtr	90508.1 · SUI Employer	-2,305.55
Check	05/05/2023	18812	Fox Ledge, Inc.	Account 005821	-SPLIT-	-39.45
Check	05/07/2023	18813	Postmaster	postage Jef	Postage	-63.00
Check	05/07/2023	18814	Postmaster	postage Del	Postage	-126.00
Check	05/07/2023	18815	Postmaster	postage Nar	Postage	-126.00
Check	05/07/2023	18816	Cash	Cash replenishment for DEL	Petty Cash-DEL	-10.41
Check	05/07/2023	18817	Cash	Cash replenishment for JEF	Petty Cash-JEF	-11.73
Check	05/07/2023	18818	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-1,496.30
Check	05/07/2023	18819	Village of Jeffersonville	Parking Lot Agreement 2023	Misc O&M-JEF	-100.00
Check	05/07/2023	18820	NYSEG	1003-8570-692	Fuel & Electric-DEL	-20.70
Check	05/07/2023	18821	NYSEG	1001-3155-188	Fuel & Electric-DEL	-108.35
Check	05/07/2023	18822	Pete's Market	cust #845	-SPLIT-	-41.29
Check	05/07/2023	18823	Peck's Market	Acct 4394 & C966	-SPLIT-	-262.82
Check	05/07/2023	18824	Library Journal	for 20 issues	-SPLIT-	-157.99
Check	05/07/2023	18825	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-480.42
Check	05/07/2023	18826	Brodart Co.	Account 311663	-SPLIT-	-247.08
Check	05/07/2023	18827	ES11, LLC	Inv. #401-8781	Website Development & Services	-225.00
Check	05/07/2023	18828	Delaware Valley Farm & Garden	Acc. #100706	-SPLIT-	-35.97
Check	05/07/2023	18829	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	05/07/2023	18830	OverDrive, Inc.	Cust ID 1052-1001	Digital Downloads - WSPL	-329.64
Check	05/07/2023	18831	Kanopy LLC		Digital Downloads - WSPL	-702.00
Check	05/07/2023	18832	Audra Everett (reimb.)		Travel & Continuing Education	-60.26
Check	05/07/2023	18833	RCLS General	invoice 31915	ILS & IT - NAR	-1,661.75
Check	05/07/2023	18834	RCLS General	invoice 31914	ILS & IT - JEF	-2,125.75
Check	05/07/2023	18835	RCLS General	invoice 31913	ILS & IT - DEL	-1,896.00
Check	05/07/2023	18836	RCLS General	invoice 31878	-SPLIT-	-2,825.00
Check	05/07/2023	18837	RCLS General	invoice 31831	Databases (Elec Material)	-171.00

Western Sullivan Public Library

Check List by Date

April 9 through May 7, 2023

Check	05/07/2023	18838	Ehrlich	Invoice # 35492032	Labor	-65.00
Check	05/07/2023	18839	Brandy Snedeker		Election & Budget	-106.75
Check	05/07/2023	18840	Zaitsha Kohloa		Election & Budget	-106.75
Check	05/07/2023	18841	Richard Pomes		Election & Budget	-106.75
Check	05/07/2023	18842	Eileen DeVagno		Election & Budget	-106.75
Check	05/07/2023	18843	Joan Schauer		Election & Budget	-106.75
Check	05/07/2023	18844	Patrcia Ellmauer		Election & Budget	-106.75
Check	05/07/2023	18845	Deborah Burke		Election & Budget	-106.75
Check	05/07/2023	18846	Christina Mace		Bookkeeper	-560.00
Check	05/07/2023	18847	Joe Kennedy	5.15.23 Program	Children's Programs	-100.00
Check	05/07/2023	18848	Leila McCullough	5.4.23 Program	Adult Programs	-100.00
Check	05/07/2023	18849	Cass Collins	6.2.23 Reading	Adult Programs	-75.00
Check	05/07/2023	18850	Roger Bonair Agard	6.2.2023 Program	Adult Programs	-250.00
Check	05/07/2023	18851	Allysen Callery	6.2.23 Program	Adult Programs	-75.00
Check	05/07/2023	18852	Jason Macey	5.5.23	Adult Programs	-75.00
Check	05/07/2023	18853	Daniel S Solis	4.7.23 program	Adult Programs	-250.00
Check	05/07/2023	18854	Joseph E. Schultz	invoice #2957	-SPLIT-	-55.00
Check	05/07/2023	18855	United Healthcare Insurance Company	Member ID 351736481-1	90608 · Employee Health Insurance	-234.50
Check	05/07/2023	18856	Sullivan County Democrat		Election & Budget	-580.46
Check	05/07/2023	18857	Midwest Tape		-SPLIT-	-572.98
Check	05/07/2023	18858	Baker & Taylor Books #510486		-SPLIT-	-3,186.35
Check	05/07/2023	18859	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-6,231.25
Check	05/07/2023	18860	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90
Liability Check	04/19/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # -1450774410	-SPLIT-	-696.02
Liability Check	04/21/2023	18808	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Liability Check	04/21/2023	eft dd	Direct Deposit Split		611 · DD for savings/c/king	-250.00
Liability Check	04/21/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -1451830410	-SPLIT-	-4,149.52
Liability Check	05/03/2023	18811	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-167.63
Liability Check	05/03/2023	eft dd	Direct Deposit Split		611 · DD for savings/c/king	-250.00
Liability Check	05/03/2023	eft ERS	NYS & Local Retirement System	51404	607 · NYS & Local Retirement	-515.59
Liability Check	05/03/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # -664268410	-SPLIT-	-690.44
Liability Check	05/05/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -664551410	-SPLIT-	-4,142.46
Paycheck	04/21/2023	2023042101	Employee		-SPLIT-	

Western Sullivan Public Library
Check List by Date
 April 9 through May 7, 2023

Paycheck	04/21/2023	2023042102	Employee	-SPLIT-	
Paycheck	04/21/2023	2023042103	Employee	-SPLIT-	
Paycheck	04/21/2023	2023042104	Employee	-SPLIT-	
Paycheck	04/21/2023	2023042105	Employee	-SPLIT-	
Paycheck	04/21/2023	2023042106	Employee	-SPLIT-	
Paycheck	04/21/2023	2023042107	Employee	-SPLIT-	
Paycheck	04/21/2023	2023042108	Employee	-SPLIT-	
Paycheck	04/21/2023	2023042109	Employee	-SPLIT-	
Paycheck	04/21/2023	2023042110	Employee	-SPLIT-	
Paycheck	04/21/2023	2023042111	Employee	-SPLIT-	
Paycheck	04/21/2023	2023042112	Employee	-SPLIT-	
Paycheck	04/21/2023	2023042113	Employee	-SPLIT-	
Paycheck	04/21/2023	2023042114	Employee	-SPLIT-	
Paycheck	04/21/2023	2023042115	Employee	-SPLIT-	
Paycheck	04/21/2023	2023042116	Employee	-SPLIT-	
Paycheck	04/21/2023	2023042117	Employee	-SPLIT-	
Paycheck	04/21/2023	2023042118	Employee	-SPLIT-	
					2023-04-21 Total Payroll
					-14,774.29
Paycheck	05/05/2023	2023050501	Employee	-SPLIT-	
Paycheck	05/05/2023	2023050502	Employee	-SPLIT-	
Paycheck	05/05/2023	2023050503	Employee	-SPLIT-	
Paycheck	05/05/2023	2023050504	Employee	-SPLIT-	
Paycheck	05/05/2023	2023050505	Employee	-SPLIT-	
Paycheck	05/05/2023	2023050506	Employee	-SPLIT-	
Paycheck	05/05/2023	2023050507	Employee	-SPLIT-	
Paycheck	05/05/2023	2023050508	Employee	-SPLIT-	
Paycheck	05/05/2023	2023050509	Employee	-SPLIT-	
Paycheck	05/05/2023	2023050510	Employee	-SPLIT-	
Paycheck	05/05/2023	2023050511	Employee	-SPLIT-	
Paycheck	05/05/2023	2023050512	Employee	-SPLIT-	
Paycheck	05/05/2023	2023050513	Employee	-SPLIT-	
Paycheck	05/05/2023	2023050514	Employee	-SPLIT-	
Paycheck	05/05/2023	2023050515	Employee	-SPLIT-	

May 7, 2023

Western Sullivan Public Library
Check List by Date
April 9 through May 7, 2023

Paycheck	05/05/2023	2023050516	Employee	-SPLIT-	
Paycheck	05/05/2023	2023050517	Employee	-SPLIT-	
Paycheck	05/05/2023	2023050518	Employee	-SPLIT-	
				2023-05-05 Total Payroll	14,781.97

Apr 9 - May 7, 23

-43,354.53

Western Sullivan Public Library Profit & Loss Budget vs. Actual

	<u>Jul 1, '22 - May 7, 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	3,839	3,409	430
2083 · Library Chgs-Registrations	2,955	2,000	955
2401 · Interest & Earnings	242	682	(440)
2655 · Sales, Other	572	85	487
2680 · Insurance Recoveries	133	0	133
2705 · Gifts & Donations	3,019	3,068	(49)
3003 · State Grants - Miscellaneous	3,011	4,261	(1,250)
Total Income	<u>1,050,393</u>	<u>1,041,228</u>	<u>9,165</u>
Gross Profit	<u>1,050,393</u>	<u>1,041,228</u>	<u>9,165</u>
Expense			
74101 · Salaries	401,964	417,380	(15,416)
74101.7 · Special Projects	461	852	(391)
74102 · Equipment	1,632	6,391	(4,759)
74104 · Materials	55,856	62,412	(6,556)
74104.6 · Databases & Software	7,728	7,755	(27)
74105.1 · Daily Operating Expenses	12,704	18,918	(6,214)
74105.2 · Repairs/Maint of F&F	0	852	(852)
74105.3 · Repairs/Maint of Lib Equip	0	852	(852)
74105.4 · Daily Maint & Repairs	7,893	11,078	(3,185)
74105.5 · Building Maintenance	0	29,825	(29,825)
74105.6 · Insurance Policies	19,424	22,265	(2,841)
74106.1 · Phone, Internet, Cable Services	4,599	6,860	(2,261)
74106.2 · ILS & IT	29,266	25,565	3,701
74106.4 · Fuel & Electric	16,927	17,043	(116)
74106.5 · Sewer & Water	2,297	4,687	(2,390)
74106.6 · Elevator Service	3,966	3,409	557
74106.7 · Cleaning Services	20,500	22,369	(1,869)
74106.8 · Operating Overhead Expenses	4,316	8,522	(4,206)
74107.1 · Professional Services	7,321	15,594	(8,273)
74107.2 · Grant Expenses	0	426	(426)
74107.3 · Programs and Events	6,582	10,226	(3,644)
74107.9 · Other Expenses	3,912	5,869	(1,957)
90000 · Payroll Expenses	154,176	201,534	(47,358)
Total Expense	<u>761,524</u>	<u>900,684</u>	<u>(139,160)</u>
Net Ordinary Income	<u>288,869</u>	<u>140,544</u>	<u>148,325</u>
Net Income	<u><u>288,869</u></u>	<u><u>140,544</u></u>	<u><u>148,325</u></u>

Western Sullivan Public Library

Treasurer's Report

Report for: May 8 2023
 Month and Day Year

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

Balance on hand as of:	<u>March 31</u>	\$50,096.66
Plus Deposits:		
Accounts Receivable	\$16,362.89	
Transfers from IMM	\$60,000.00	
Interest	\$0.62	
Other	<u>\$0.00</u>	
Total Deposits		\$76,363.51
Less Disbursements:		
Transfer to IMM	\$0.00	
Operating Expenses	<u>\$64,687.55</u>	
Total Disbursements		\$64,687.55
Balance on hand as of:	<u>April 28</u>	<u><u>\$61,772.62</u></u>

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

Balance on hand as of:	<u>March 31</u>	\$792,195.78
Plus Deposits:		
Annual Tax Portion & PILOT	\$0.00	
Interest	\$28.57	
Other	<u>\$0.00</u>	
Total Deposits		\$28.57
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>April 28</u>	<u><u>\$732,224.35</u></u>

Western Sullivan Public Library

Treasurer's Report

Report for: May 8 2023
 Month and Day Year

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

Balance on hand as of:	<u>March 31</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>April 28</u>	<u><u>\$1,000.00</u></u>

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

Balance on hand as of:	<u>March 31</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	\$0.00	\$0.00
Balance on hand as of:	<u>April 28</u>	<u><u>\$360,883.44</u></u>
Account opened December 10, 2019		



Western Sullivan Public Library

DIRECTOR'S REPORT

May 8, 2023

Building/Equipment:

Buselli is scheduled to come this month to look at the split units at Callicoon.

Finance:

Received \$1,363.65 from SUPLA to reimburse Summer Reading Program expenses (SUPLA secured Legislative Discretionary Funds the County for the 2022 Summer Reading Program).

Personnel:

No report

Professional Development/Meetings:

4/12/2023: Directors Association Meeting

4/12/2023: WSPL Managers Meeting

4/23/2023: Liberty Rotary Awards Ceremony: SUPLA received the Hummingbird Award

4/26/2023: Tutor.com Training

4/28/2023: SUPLA Meeting

Programs:

[View newsletter.](#)

Laura secured an Arts for Sullivan Community Arts Grant through the DVAA for the First Fridays series totaling \$3,250.

Ciera secured a Sullivan County Arts and Heritage Grant through the DVAA for the "See Yourself @ the Library" Community Art Project and Public Exhibit totaling \$1,000.

Kristen is prepping for Summer Reading Program 2023. "All Together Now" is this year's theme.

Strategic Plan Progress:

Dale created a [tech survey](#) that is being distributed during the month of May online and at the libraries. This will help us evaluate technology offerings at the branches.

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

RCLS has scheduled a Zoom session for Directors and Trustees on May 31, 2023, at 6:00 p.m. to assist you as you review the 2024 Menu of IT Services. RCLS Director Grace Riario, IT Manager and Network Administrator John Hurley, and Chief Financial Officer Stephen Hofer will be available to answer your questions. [Please register using the RCLS calendar.](#)

The library is now offering two new online resources, Mango Languages and Tutor.com.

NYS Budget was released. Numbers held flat at \$99.6 M for Library Operating Aid and \$34 M for Library Construction Aid.

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

April Circulation	Callicoon	Jeffersonville	Narrowsburg
Adult Books	490	726	527
Young Adult Books	49	28	24
Children's Books	389	424	225
Periodicals	3	16	0
Audiobooks	43	11	18
Museum Pass (Apr-Dec)	0	1	0
DVDs	373	327	179
Other	10	3	3
2023 Totals	1357	1536	976
2022 Totals	1400	1725	834

Wireless usage per branch

	April 2022	April 2023
Callicoon	279	2309
Jeffersonville	211	1686
Narrowsburg	257	1956
Total	747	5951

Computer Use

	April 2022	April 2023
Callicoon	68	57
Jeffersonville	99	49
Narrowsburg	82	51
Total	249	157

Internet/Social Media

	April 2022	April 2023
Instagram followers	1066	1153
Facebook followers	932	1175
Facebook video views	533	227
Website users	1347	1,405
Website sessions	2330	2090
Website page views	3751	3085
Podcast Downloads	739	90

Monthly eNewsletter	Sent to 499 subscribers	297 opens/ 32 clicks
Mailchimp weekly email blasts	4 emails sent to 1,413 subscribers	2,045 opens/ 68 clicks

e-Circulation

Type	Apr 2022	Apr 2023
Callicoon e-content	313	417
Jeffersonville e-content	491	532
Narrowsburg e-content	247	234
Kanopy films (# of videos played)	587	505
Total	1638	1688

Curbside Pickup Appointments

Callicoon	0
Jeffersonville	0
Narrowsburg	1

Patron Count at the Library

	Apr 2022	Apr 2023
Callicoon	810	826
Jeffersonville	848	918
Narrowsburg	602	785
Total	2260	2529

Reference questions

	Apr 2022	Apr 2023
Callicoon	108	133
Jeffersonville	76	80
Narrowsburg	4	98
Total	188	311

Date	Program	Platform(s)/ Type	Target Audience	Attendance/ Views in 24 hours
4/3/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	3
4/3/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	3
4/3/2023	Narrowsburg Knitters	In-Person	Adult	17
4/4/2023	Flower Pots	in-person	Youth	10
4/4/2023	Felted Eggs	In-Person	Adult	12
4/5/2023	Storytime/Play group	in-person	Youth	6
4/5/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2
4/6/2023	Sewcial Circle	In-Person	Adult	9
4/7/2023	First Fridays	In-Person	Adult	Cancelled
4/9/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2
4/10/2023	Narrowsburg Knitters	In-Person	Adult	9
4/11/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	3
4/12/2023	Storytime/Play group	in-person	Youth	23
4/12/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	3
4/13/2023	Sewcial Circle	In-Person	Adult	7
4/14/2023	Jeff Book Club	In-Person	Adult	6
4/17/2023	Family Garden - Seed Starting	in-person	Youth	2
4/17/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	4
4/17/2023	Narrowsburg Knitters	In-Person	Adult	14
4/19/2023	Storytime/Play group	in-person	Youth	11
4/19/2023	Seed Starting Basics	In-Person	Adult	9
4/19/2023	Cricut Meet Up	In-Person	Adult	6
4/20/2023	Sewcial Circle	In-Person	Adult	8
4/21/2023	Craft Lovers	In-Person	Adult	7
4/24/23	Library Week - Bird House Kits	take & make	Youth	19
4/24/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	1
4/24/2023	Narrowsburg Knitters	In-Person	Adult	14
4/25/2023	Homeschool LEGO Club	in-person	family	26
4/25/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2
4/25/2023	Callicoon Book Club	In-Person	Adult	2
4/26/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	6
4/26/2023	Narrowsburg Book Club	In-Person	Adult	3
4/27/2023	Sewcial Circle	In-Person	Adult	7
4/28/2023	Tween Spa Lab	in-person	Youth	3

Western Sullivan Public Library
Fuel & Electric YTD Comparison
July 1, 2022 through May 7, 2023

	<u>Jul 1, '22 - May 7, 23</u>	<u>Jul 1, '21 - May 7, 22</u>
Expense		
74106.4 · Fuel & Electric		
Fuel & Electric-DEL	6,552.97	7,864.97
Fuel & Electric-JEF	5,512.56	6,274.54
Fuel & Electric-NAR	4,861.93	5,587.48
Total 74106.4 · Fuel & Electric	<u>16,927.46</u>	<u>19,726.99</u>



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

Independent Contractor Contract Agreement

AGREEMENT between:

Western Sullivan Public Library (hereinafter referred to as “**the Client**”)
19 Center Street
Jeffersonville, NY 12748

And

Mary Ann Paparella (hereinafter referred to as “**the Contractor**”)
162 Plank Road
Beach Lake, PA 18405

WHEREAS the **Contractor** has agreed to provide services set out in clause (1) to the **Client**, and the parties have agreed, and do hereby agree that the terms of such agreement be put into writing, the parties agree to be bound by the following terms and conditions.

1. The Services

The **Contractor** will perform the services as outlined below. Nothing contained in this contract will be construed as or have the effect of constituting a relationship of employer and employee between the parties to this agreement.

Cleaning Service at all three branches of the Western Sullivan Public Library

Regular Weekly Cleaning:

1. Vacuum all carpeted areas
2. Spot clean all carpeted areas, as circumstances require
3. Sweep all non-carpeted areas using chemically treated equipment to minimize dust
4. Mop all non-carpeted areas with germicidal cleaner
5. Empty all wastepaper baskets and receptacles, and put rubbish in designated area. Put recyclables in designated area. Trash liners are to be part of supplies and are to be provided by the **Contractor**
6. Dust all furniture, ledges, window sills, counters, picture frames, and file cabinets by hand with magnetic-type dust cloth
7. Dust under all items on desktops and computer work stations, with the exception of the printers and computer terminals. Clean all monitors and keyboards with cleaning material designed for said items.
8. Clean and sanitize water fountain/dispensers
9. Vacuum/sweep stairs, mop non-carpeted areas and clean railings with an antibacterial cleaner
10. Vacuum all upholstered furniture
11. Clean the door glass of the main entrances on both side
12. Clean all doorknobs with an antibacterial cleaner



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

13. Wash all restroom floors; Clean and polish all fixtures; Wash and scour all sinks and toilets to keep them clean and hygienic; Clean all mirrors; Keep all walls, tiles, dispensers and other fixtures in clean conditions; Empty all waste containers; Replenish all toilet paper, paper towels, and hand soap dispensers (paper goods and soap provided by the **Client**).
14. Clean and sanitize kitchen areas.
15. Replace light bulbs at all three branches as outages are noted by library staff (light bulbs will be supplied by the **Client**).
16. Turn off all lights and secure building upon exiting.

Monthly Cleaning

1. Wash and buff all tile floors.
2. Wash and wax all desktops.
3. Perform 'high dusting' on walls and other areas not reached during weekly cleaning.

Biannual Cleaning

1. Wash all windows inside and out, with the exception of the third floor windows at the Delaware Free Branch in Callicoon.
2. Have all carpeted areas shampooed (include cost of contractor that will be responsible for shampooing carpets in this bid).
3. Shampoo all upholstered furniture.
4. Buff and wax all non-carpeted floors.
5. Clean interior of refrigerators and other kitchen appliances.

Provision of all equipment and supplies necessary and/or incidental to cleaning services mentioned above are considered to be provided by the **Contractor** unless noted above.

2. The Fee

The fee payable by **Client** to the **Contractor** will be a fixed amount of \$683.33 per month for the Tusten-Cochecton Branch in Narrowsburg, \$683.33 for the Jeffersonville Branch, and \$683.34 for the Delaware Free Branch in Callicoon, for a total yearly amount of \$24,600. The **Contractor** will be responsible for all applicable Federal and NYS income taxes, and fees. The **Contractor** will be responsible for paying the current prevailing wage rates. As an independent contractor, the **Contractor** will be required to provide proof of liability insurance as well as any other necessary documents required by law. The **Contractor** will invoice the **Client** on a monthly basis, and the **Client** will pay the invoiced amount after the monthly Board of Trustees meeting, occurring the second Monday of each monthly.

3. The Location

Contractor will perform the services at all three branches of the Western Sullivan Public Library listed hereinafter: Delaware Free Branch, 45 Lower Main Street, Callicoon, NY 12723; Jeffersonville Branch, 19 Center Street, Jeffersonville, NY 12748; and Tusten-Cochecton Branch, 198 Bridge Street, Narrowsburg, NY 12764.

4. The Term

This agreement will commence on July 1, 2023, and terminate on, or about, June 30, 2024.



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

5. Termination

This agreement may be terminated by **Client**, or **Contractor**, by giving 30 days notice in writing of its intention to terminate. **Client** will have no liability in respect of costs incurred following the expiration of such notice. If the **Contractor** violates any part of this Agreement, the Agreement will be considered void and the **Contractor** will be terminated at the discretion of the Library Director.

6. Expenses

The **Client** will be responsible for the cost of paper goods, including toilet paper and paper towels. The **Client** will also be responsible for the cost of the light bulbs, but replacement of the light bulbs will be the responsibility of the **Contractor**. All other cleaning services, supplies, and equipment are to be provided by the **Contractor**, including the cost of having the carpets shampooed biannually.

7. Warranties

The **Contractor** warrants that they have the necessary expertise, skill and experience to provide the Service and will provide unbiased and independent advice in respect of the Service. The **Contractor** warrants that they will comply with representations and descriptions in respect of the Service including, but not limited to capabilities, performance, completeness, accuracy, characteristics and specification.

The **Contractor** warrants that the Service and any material or materials supplied or obtained by the **Contractor** will not in any manner or way infringe or violate any third party proprietary rights including but not limited to any copyright, patent, trademark, trade name, registered design, trade secret, proprietary information, contractual, property, employment or non-disclosure rights.

8. Site Requirements

The **Contractor** will ensure that at all times, the **Contractor** will comply with security regulations which are in force or which are generally or specifically imposed by **Client** from time to time. The Contractor is expected to be bonded.

9. Ownership

The **Contractor** will not obtain rights in any data, materials, or systems otherwise utilized or provided by **Client** in connection with this agreement. At the request and expense of **Client**, the **Contractor** will do all such things and sign all documents or instruments reasonably necessary in the opinion of **Client** to enable **Client** to obtain, defend and enforce its rights in any such data, materials or systems. Upon request by **Client** and in any event promptly deliver to **Client** copies of such data, materials or systems that may be in the possession, custody or control of the **Contractor**.

10. Confidentiality

The **Contractor** will maintain as confidential all information obtained under or in connection with this Agreement and will not divulge such information to any person without **Client** prior written consent.



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

This clause will not extend to information which was rightfully in the possession of the **Contractor** prior to the commencement of the negotiations that led to this Agreement, which was already in the public domain or becomes so at a future date (otherwise than as a result of a breach of this clause or any other confidentiality agreement signed by the **Contractor** or which is trivial or obvious).

The **Contractor** will comply with the requirements of this clause. If requested, the **Contractor** will sign a confidentiality agreement in a form specified and provided by **Client**. These obligations of confidentiality will survive the expiry or any termination of this agreement.

11. Independence

The **Contractor** is an independent contractor and nothing in this Agreement will render the **Contractor** an agent or partner of **Client**. The **Contractor** will not have any right or power to bind **Client** to any obligation.

The **Contractor** is retained or engaged by **Client** only for the purposes and to the extent set forth in this Agreement. The **Contractor's** relation to **Client** will, during the period or periods of this Agreement, be that of an independent contractor and as such the **Contractor** will be free to dispose of such portion of its time, energy and skill when the **Contractor** is not obligated under this Agreement in such a manner as **Contractor** sees fit.

The **Contractor** will not be considered under this Agreement or otherwise or in any way as having the status of employee or being entitled to participate in any plans, schemes, arrangements or distributions by **Client** pertaining to or in connection with any person, stock, bonus, profit sharing or other benefits provided ordinarily by **Client** to its employees.

12. Publicity

The **Contractor** will not publicize or advertise this Agreement or any of the terms of this Agreement.

13. Entire Agreement

This Agreement supersedes all prior arrangements, agreements and understandings between the parties. No addition to or modification of any provision of this Agreement will be binding upon the parties unless made by written instrument and signed by an authorized representative of each of the parties.

14. Assignment

Neither party will assign or transfer this Agreement or any of its rights or obligations herein, whether in whole or in part without the prior written consent of the other.

15. Headings

The headings to and numbering of the clauses of this Agreement are for ease of reference only and will not affect the interpretation, application or construction of this Agreement.

16. Law

This Agreement will be governed by and construed in accordance with the Laws of USA. Any dispute which may arise between the parties concerning this Agreement will be determined by the



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

Sullivan County Courts and the parties hereby submit to the exclusive jurisdiction of the Sullivan County Courts for such purpose.

By signing this Agreement, the Contractor is agreeing to all of the terms of this contract, understanding that they are entering into an independent contractor relationship with the Western Sullivan Public Library, and certifies that they have the necessary permits and/or licenses required by New York State.

Signed by and on behalf of **Client**

By: _____ Title: _____

Dated: _____

Signed by and on behalf of **Contractor**

By: _____ Title: _____

Dated: _____



Western Sullivan Public Library

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*. Sections pertaining to the library specifically are below. For records not listed below, review the [LGS-1](#).

The Library Director shall serve as the Records Management Officer for the Library in order to ensure compliance with the *LGS-1* and the *Records Retention Schedule of the National Council of Nonprofit Associations*.

The Library Director shall also serve as the Records Access Officer for the Library in order to ensure compliance with the *Freedom of Information Law*.

LGS-1 Records Common in Public Libraries

LGS-1 Item Number	Record Series Title and Description	Record Series Retention Period	Western Sullivan Public Library Examples
47	Meetings/Hearings: Official minutes and hearing transcripts of governing body or board, commission or committee thereof, including all records accepted as part of minutes	Permanent	Board meeting packets, board meeting minutes
58	Duplicate copy of record, created for administrative convenience, except where retention is specified elsewhere in this Schedule	0 after no longer needed	Copies of documents kept at the branches for reference by managers (e.g. copies of packing slips, reports, etc. as long as original is sent to the main branch)
59	Log or schedule used for internal administrative purposes only	0 after no longer needed	Computer logs



Western Sullivan Public Library

LGS-1 Item Number	Record Series Title and Description	Record Series Retention Period	Western Sullivan Public Library Examples
68-a	<p>Official copy of publication, including newsletter, press release, published report, calendar, bulletin, recording, homepage or other website file, educational or informational program material prepared by or for local government, and associated consent forms.</p> <p>Publications that contain significant information or substantial evidence of plans and directions for government activities, or publications containing critical information not contained in other publications</p>	Permanent	
68-b	<p>Official copy of publication, publications whose critical information is also contained in other publications or reports, publications that document routine activities, publications that contain only routine information, or publications (such as web pages) that facilitate access to government information on the Internet:</p>	0 after no longer needed	
73	<p>Daily, weekly, monthly, quarterly or other periodic internal or external report, summary, review, evaluation, log, list, statement or statistics</p>	6 years	Daily Statistics Sheet



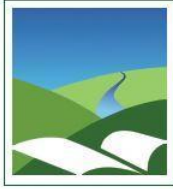
Western Sullivan Public Library

475	Banking communications, including but not limited to bank statement, reconciliation, notification of voiding or return of check, cancellation of payment, or other notice for checking or savings account	7 years	Bank statements (as per accountant)
480	Deposit slip	7 years	Deposit slips (as per accountant)
506	Daily cash record, including adding-machine tapes, cashier's slips showing daily cash receipts, and analysis of cash receipts	7 years	Daily Cash Reports (as per accountant)
519	Receipt (received) or copy of receipt (issued)	7 years	Receipts from vendors (as per accountant)
521	Credit card records documenting payments received by credit cards or electronic transactions, including credit card payment receipts, and statements showing amounts of payments received and fees deducted	7 years	ProPay records (as per accountant)
524	Payroll	55 years	
528	Employee's time records	7 Years after employee's termination	Time sheets (as per accountant)
530	Employee request for and/or authorization given to employee to use or donate sick, vacation, personal or other leave, or to work overtime	6 years	Vacation, personal and other leave requests
546	Purchase order, purchase requisition, or similar record used	7 years	(as per accountant)



Western Sullivan Public Library

	to obtain materials, supplies, or services		
550	Invoice, packing slip, shipping ticket, copy of bill of lading or similar record used to verify delivery and/or receipt of materials or supplies	7 years	Invoices and packing slips from vendors (as per accountant)
579	Insurance policy, including but not limited to those covering fire, theft, property damage, personal injury liability, general liability, automobile, cyber liability, insurance of life or property, when no outstanding claims are involved	6 years after expiration	
580	Workers' compensation and employer's liability insurance policy, when no outstanding claims are involved	18 years after expiration	
591	Incorporation, chartering and registration records	Permanent	
595	Library card application records	3 years after card expires or is inactive	
597	Interlibrary loan records, including requests to borrow or copy materials from other libraries, receipts for materials, copy logs, accounting records, and circulation records	5 years after order is completed	SEAL and OCLC requests
601	Library material censorship and complaint records, including evaluations by staff, patrons' complaints and record of final decision	6 years after last entry	May be kept for historic significance or future research on censorship



Western Sullivan Public Library

603-a	Program and exhibit file: Parental consent records	6 years, or 3 years after child attains age 18, whichever is longer	Parental consent forms for programs
603-b	Program and exhibit file: Attendance sheets and registration forms, when no fee is charged	0 after no longer needed	Only for attendance sheets without email signups on them
603-c	Program and exhibit file: Documentation of planning and implementation of programs, services and exhibits sponsored or co-sponsored by the library	6 years after exhibit closed or program ended	
666	Employee attestation of knowledge of code of ethics, staff policy manual or other official policies or procedures	3 years after superseded or upon termination of employment	
692-b	Civil service eligible list records ;certification of eligible list sent to and retained by appointing authority	4 years after expiration of eligible list	
693	Application for or inquiry concerning employment, including resume, I-9 form, and related records, when applicant not hired	4 years after completion of personnel action	
1299	Information technology and data processing services plans	Retain for 3 planning cycles after the plan is completed,	Technology Plan



Western Sullivan Public Library

		superseded, or revised	
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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*.
6. If more than two hours of an agency employee's time would be needed, or an outside professional service would be retained, to prepare a copy of the record, the person requesting the record will be notified in advance of the estimated charge, as per the *Freedom of Information Law*.
7. If denied access, you may appeal the decision of the FOIL officer to 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

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Western Sullivan Public Library

Freedom of Information Law (FOIL) Request

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

Date: ___/___/___

Name (please print): _____

Signature : _____

Address: _____

Phone: _____ Fax: _____

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 copies of all 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.

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.

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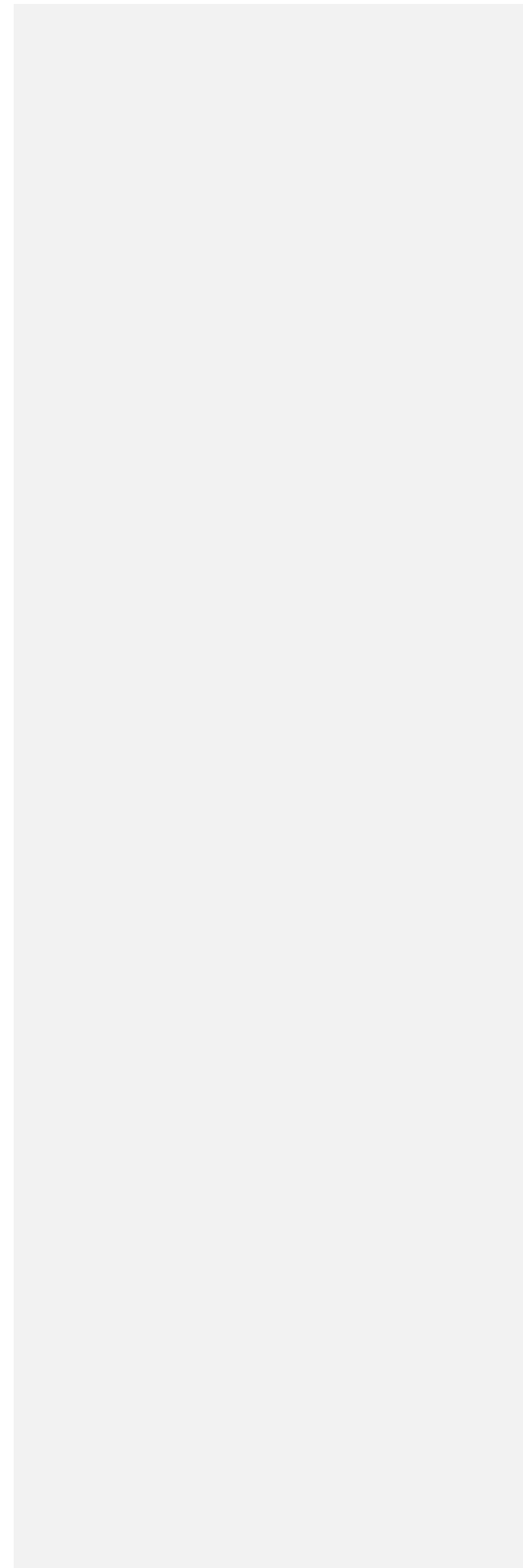


Western Sullivan Public Library

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):

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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.

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Date of Decision:

Decision (circle one): Approved Denied

If denied again, please state why:

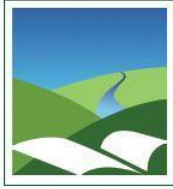


Western Sullivan Public Library

REMOTE WORK POLICY

“Remote Work” is work performed in furtherance of routine duties at places other than the three branches of the Western Sullivan Public Library (excluding off-site programs and business travel). For purposes of this policy, an “emergency” is determined by the Director and the Board of Trustees. Remote work includes:

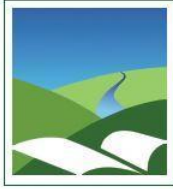
1. Remote Work determined per ADA regulations to be a reasonable accommodation
 - a. Remote Work as a reasonable accommodation is governed by the Americans with Disabilities Act (ADA) and New York State law.
2. Remote Work during an emergency
 - a. Remote Work during an emergency is a temporary way to continue essential WSPL operations.
 - b. If a technical issue prohibits productive access to working remotely during scheduled work time during an emergency, notify the Director by telephone.
 - c. If you have been ordered to work remotely, do not report to the branches of WSPL unless directed to do so.
 - d. Staff is expected to be available during regularly scheduled work hours.
 - e. With approval from the Director, staff may use equipment, software, and office supplies needed to work from a remote location. All WSPL-provided equipment, data, information, and resources remain the property of WSPL.
 - f. WSPL is not responsible for costs associated with the setup of staff workspace at their remote location.
 - g. Staff is expected to follow all WSPL policies and procedures when participating in communications with library staff and patrons.
 - h. Staff members shall establish and maintain an appropriate, professional, safe, and secure work environment within their home, free from distractions.
 - i. The temporary remote workspace is considered an extension of WSPL’s workspace. WSPL will continue to be liable for job-related accidents that occur in the staff member’s home workspace during the staff member’s working hours. During time worked and while performing work functions in the designated work area of the home, staff is covered by worker’s compensation. WSPL assumes no liability for injuries occurring in the staff member’s home workspace outside the regularly scheduled work hours, or for injuries occurring in other parts of the home. WSPL is not liable for loss, destruction, or injury to non-employees (including family members, visitors, and others) that may occur in or to the staff member’s home. In the event of a job-related injury, the staff member shall



Western Sullivan Public Library

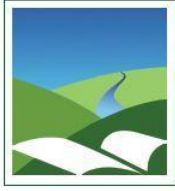
notify the Director as soon as possible, and no later than 48 hours after the event occurred.

- j. Employees should note that some homeowner policies do not automatically cover injuries to third parties arising out of, or relating to, the business use of the home. For the employee's protection, employees should have their homeowner's/tenant's liability policy endorsed to cover bodily injury and property damage to all third parties arising out of or relating to the business use of their home.
 - k. It is the staff member's responsibility to determine any tax implications of maintaining a home office area. WSPL will not provide tax guidance nor will WSPL assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss tax implications.
3. Remote Work as part of a Remote Work Program (*independent of emergency-based remote work*)
- a. Depending on the job description, some library positions may be eligible for the Remote Work Program. Remote work will generally be limited to one day a week but may be expanded under special circumstances at the discretion of the Director.
 - b. Anyone participating in this Remote Work Program must continue to be able to meet the needs of the library, including its essential operations, service to patrons, and scheduling needs.
 - c. All Remote Work schedules/hours must be pre-approved by the Director. If coverage is needed or there is a need for the staff member to be at the library in person on a given day, the Director will notify the staff member that the location for attendance that day will change from remote to in-person at one of the branches.
 - d. Schedules should be posted on the staff calendar at least a week prior to the work week in question. If a staff member is scheduled to come into the library and chooses to stay home because of the weather forecast when the library is not closing, personal, vacation, or comp time must be used. If an employee chooses to divide a day between remote work and on-site work, travel time will not count toward their hours.
 - e. Working remotely is not a replacement for dependent care or for otherwise attending to personal needs or obligations. Errands, home maintenance, and all other non-work-related activities are prohibited during work hours except under special circumstances, in which case they must be approved by the supervisor and accurately accounted for on the staff member's time sheet.



Western Sullivan Public Library

- f. Each staff member's schedule must be coordinated through and approved by the Director to ensure that there is continuity and coverage.
- g. WSPL will provide laptops and software necessary to work from home. Staff members must have high speed internet (at least 10mbps download speed and 5 mbps upload speed). The library is not responsible for any costs associated with internet connection or for any other home-office expenses. Staff members shall establish an appropriate, professional, safe, and secure work environment within their home, free from distractions.
- h. If a staff member is unable to access the internet remotely, they must inform their supervisor and report to the library, except in the case of an emergency as described in #2. Failure to do so will result in an absence.
- i. Remote Work productivity and performance must be effective and must not create inequity for other staff members. If the Director determines that performance standards are not being met, necessary changes will be made, including but not limited to the staff member returning to the library or adjustment of Remote Work hours.
- j. All policies apply, including confidentiality and security of data.
- k. Staff members are expected to work their entire schedule and are required to record on their time sheet, on a daily basis, all hours worked and major tasks accomplished.
- l. WSPL reserves full discretion to amend, terminate or suspend any and all parts of the Remote Work Program.
- m. A decline in performance may be grounds for removal from the Remote Work Program, and/or for disciplinary action up to and including termination.
- n. Items (d) through (k) of #2 apply equally to this Remote Work Program.



Western Sullivan Public Library

REMOTE WORK PROGRAM

Staff Member Participating in Program: _____

Start Date of Remote Work as per Policy: _____

Number of Hours per Week Approved for Remote Work: _____

Approved tasks that can be completed remotely as per job description:

Library equipment that will be taken home:

I have received and reviewed the Remote Work Policy and agree to abide by the policy.

Staff Member's Signature

Date

Approval by Director

Director's Signature

Date