



Western Sullivan Public Library

BOARD MEETING AGENDA

Regular Board Meeting

November 13, 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 October 10, 2023 meeting minutes
- VI. Financial Reports
 - a. Treasurer's Report
 - b. Monthly Financial Reports through November 12, 2023Payment of Bills through November 12, 2023
- VII. Director's Report
- VIII. New Business
 - a. 2024 Holiday Closings
 - b. 2024 Board Meeting Schedule
 - c. Membership: Regular Policy Revision
 - d. Public Notice Bulletin Board Policy Revision
 - e. Materials Selection/Collection Development Policy Revision
- IX. Old Business
 - a. Plans for DEL Restoration
- X. Committee Reports
 - Building
 - Personnel
 - Donations
 - Finance
 - Bylaws
 - Nominating
 - FOL Liaison
 - Executive
- XI. Dates to Remember
 - a. See monthly [online newsletter](#)
- XII. Correspondence
- XIII. Adjournment

Next Meeting: Monday, December 11, 2023, Tusten-Cochection Branch



Western Sullivan Public Library

I. New Business

- a. 2024 Holiday Closings: Review the holiday closings list and approve for 2024.
- b. 2024 Board Meeting Schedule: Review the 2024 schedule and approve.
- c. Membership: Regular Policy Revision: Review changes and approve.
- d. Public Notice Bulletin Board Policy Revision: Review changes and approve.
- e. Materials Selection/Collection Development Policy Revision: Review the addition of Oral History content and approve.

II. Old Business

- a. Plans for DEL Restoration: Review documents, set date for bid opening, and approve going out to bid.



Western Sullivan Public Library

Regular Board Meeting

October 10, 2023

Jeffersonville Branch, 5:30pm

Members Present: Barbara Winfield, Pam Reinhardt, Francis Cape, Amber Novikov, Sue Bodenstein, Phyllis Haynes, and Linda Pomes.

Absent: Kevin McDonough and Evan Eisenberg

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 Sue Bodenstein and seconded by Barbara Winfield, the agenda as amended was approved by unanimous consent.

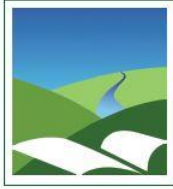
Approval of Meeting Minutes: On a motion by Francis Cape and seconded by Phyllis Haynes, the September 11, 2023, meeting minutes were approved as amended by unanimous consent.

Financial Reports:

- a. On a motion by Barbara Winfield and seconded by Pam Reinhardt, the monthly Financial Reports through October 09, 2023, were approved by unanimous consent.
- b. On a motion by Amber Novikov and seconded by Pam Reinhardt, the payment of the bills through October 09, 2023, was approved by unanimous consent.

New Business:

- a. On resolution (#4 2023-2024) by Barbara Winfield and seconded by Sue Bodenstein, the board of trustees approved by unanimous consent a resolution to accept the Ramapo Catskill Library System 2024 RCLS Budget.
- b. On a resolution (#5, 2023-2024) by Pam Reinhardt and seconded by Phyllis Haynes, the board approved by unanimous consent to switch Integrated Library System providers from SirsiDynix to ByWater Solutions.



Western Sullivan Public Library

WHEREAS Western Sullivan Public Library (the "Library") and Ramapo Catskill Library System ("RCLS") are party to an Agreement for Integrated Library System Participation (the "ILS Agreement") with a five-year term beginning January 1 2023; and

WHEREAS The Directors' Association (DA) voted to change the current ILS vendor SirsiDynix, to the new ILS vendor ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore

BE IT RESOLVED that the Library hereby AGREES with DA and votes IN FAVOR of switching Integrated Library System providers from SirsiDynix to ByWater Solutions.

- c. On a motion by Pam Reinhart and seconded by Amber Novikov and approved by unanimous consent, the board entered executive session at 5:51pm and exited at 5:58pm to discuss matters leading up to appointment, employment, promotion demotion discipline, suspension, dismissal or removal of a particular person.
- d. On a motion by Phyllis Haynes and seconded by Francis Cape, the closing of the library branches for a half day for staff development during fall 2023 was approved by unanimous consent.
- e. Plans for DEL Restoration: The Board will review the architectural plans for the DEL Restoration Project and will discuss going out to bid at the November meeting.

Old Business:

- a. On a motion by Francis Cape and seconded by Barbara Winfield the Board of Trustees Statement on Material Challenge was approved as amended by unanimous consent.

Adjournment: On a motion made by Pam Reinhardt and seconded by Francis Cape, the board voted by unanimous consent to adjourn the meeting at 6:11 pm.

Amber Novikov
Secretary

Western Sullivan Public Library

Balance Sheet

As of June 30, 2024

	<u>Jun 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
200 · Operating Account - 8139	11,421.14
204 · Credit Card Transfer Acct- 7669	1,233.65
205 · WSPL IMM Acct - 1647	
Adelaide Schadt - Jeff Branch	10,000.00
205 · WSPL IMM Acct - 1647 - Other	<u>247,357.50</u>
Total 205 · WSPL IMM Acct - 1647	257,357.50
206 · Capital Fund - 8355	302,830.44
210 · Petty Cash	
Petty Cash-DEL	50.00
Petty Cash-JEF	50.00
Petty Cash-NAR	45.57
Total 210 · Petty Cash	<u>145.57</u>
Total Checking/Savings	572,988.30
Other Current Assets	
A391 · Due From Other Funds	3,224.38
Total Other Current Assets	<u>3,224.38</u>
Total Current Assets	576,212.68
TOTAL ASSETS	<u><u>576,212.68</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
L-Accrued Liabilities	9,487.88
SUI Payable	1,347.07
607 · NYS & Local Retirement	64.25
637 · Due to Retirement	12,176.00
691 · Deferred Revenue	2,300.00
Total Other Current Liabilities	<u>25,375.20</u>
Total Current Liabilities	<u>25,375.20</u>
Total Liabilities	25,375.20
Equity	
909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	550,427.34
Net Income	-392,791.69
Total Equity	<u>550,837.48</u>
TOTAL LIABILITIES & EQUITY	<u><u>576,212.68</u></u>

Western Sullivan Public Library
Operating Account Check List
 October 10 through November 11, 2023

Type	Date	Num	Name	Memo	Split	Amount
Oct 10 - Nov 11, 23						
Check	10/18/2023	19115	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-32.74
Check	10/31/2023	eft	NYS Employment Taxes	UI #9310135 8/Fed ID#14-1825007 2023 3rd qtr	90508.1 · SUI Employer	-380.46
Check	11/01/2023	19117	NYSEG	1001-0704-798	Fuel & Electric-NAR	-422.36
Check	11/01/2023	19118	NYSEG	1001-1281-077	Fuel & Electric-JEF	-358.94
Check	11/11/2023	19122	Amazon Capital Services	Acct # A1W8QRKQNH DJEH	601.2 · Amazon Business	-310.62
Check	11/11/2023	19123	Cardmember Services	acct ending 4182	601.1 · Jeff Bank Visa	-926.77
Check	11/11/2023	19124	American Library Association	ID #2048497	Membership Dues	-162.00
Check	11/11/2023	19125	Cochecton Oil, Inc.	Account # 283-1	Fuel & Electric-NAR	-197.22
Check	11/11/2023	19126	Jeffrey McDaniel	12.1.23 reading	-SPLIT-	-450.00
Check	11/11/2023	19127	Raymond McNiece	First Friday	Adult Programs	-100.00
Check	11/11/2023	19128	Joseph E. Schultz	invoice #3077	-SPLIT-	-110.00
Check	11/11/2023	19129	GOVCONNECTION, INC.	Invoice # 74661597	74102.2 · Equipment - Technology	-137.85
Check	11/11/2023	19130	OverDrive, Inc.	Cust ID 1052-1001	Digital Downloads - WSPL	-533.52
Check	11/11/2023	19131	Cash	Cash replenishment for DEL	Petty Cash-DEL	-30.54
Check	11/11/2023	19132	Cash	Cash replenishment for JEF	Petty Cash-JEF	-32.43
Check	11/11/2023	19133	Bedik Communications, Inc.		Bldg Repairs-DEL	-1,850.00
Check	11/11/2023	19134	Christina Mace		Bookkeeper	-720.00
Check	11/11/2023	19135	AARP Medicare Rx Preferred (PDP)	Member ID: 0217026071 J Swendsen	90608 · Employee Health Insurance	-40.90
Check	11/11/2023	19136	United Healthcare Insurance Company	Member ID 351736481-1	90608 · Employee Health Insurance	-247.00
Check	11/11/2023	19137	Brodart Co.	Account 311663 Inv #631811	-SPLIT-	-150.96
Check	11/11/2023	19138	Delaware Valley Farm & Garden	Acc. #100706	Materials	-71.80
Check	11/11/2023	19139	The New Yorker	Acct # 1750852111	Periodicals-JEF	-74.99
Check	11/11/2023	19140	Consumer Reports	Acct 0391595535	Periodicals-NAR	-30.00
Check	11/11/2023	19141	Sullivan County Democrat	Acct # 13570	Periodicals-DEL	-69.00
Check	11/11/2023	19142	Ehrlich		-SPLIT-	-412.53
Check	11/11/2023	19143	Callison Stratton (vend)	First Friday	2023 DVAA NYSCA Grant	-75.00
Check	11/11/2023	19144	Joseph Kennedy	10.16.23	Children's Programs	-100.00
Check	11/11/2023	19145	Eric Baylin	First Fridays	2023 DVAA NYSCA Grant	-75.00
Check	11/11/2023	19146	Pete's Market	cust #845	-SPLIT-	-15.95
Check	11/11/2023	19147	Peck's Market	Acct 4394 & C966	-SPLIT-	-136.99
Check	11/11/2023	19148	RCLS General	invoice 32447	-SPLIT-	-2,825.00

Western Sullivan Public Library
Operating Account Check List
October 10 through November 11, 2023

Check	11/11/2023	19149	RCLS General	invoice 32515	ILS & IT - DEL	-1,896.00
Check	11/11/2023	19150	RCLS General	invoice 32516	ILS & IT - JEF	-2,125.75
Check	11/11/2023	19151	RCLS General	invoice 32517	ILS & IT - NAR	-1,661.75
Check	11/11/2023	19152	RCLS General	invoice 32487	Databases (Elec Material)	-171.00
Check	11/11/2023	19153	RCLS General	invoice 32577	Software	-122.59
Check	11/11/2023	19154	RCLS General	invoice 32260 & 32623	-SPLIT-	-2,154.00
Check	11/11/2023	19155	Kanopy LLC		Digital Downloads - WSPL	-761.00
Check	11/11/2023	19156	DJS Plumbing & Heating	Inv. # 12421	-SPLIT-	-645.14
Check	11/11/2023	19157	NYSEG	1001-3155-188	Fuel & Electric-DEL	-20.70
Check	11/11/2023	19158	NYSEG	1003-8570-692	Fuel & Electric-DEL	-20.70
Check	11/11/2023	19159	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	11/11/2023	19160	Midwest Tape LLC		-SPLIT-	-1,123.99
Check	11/11/2023	19161	Baker & Taylor Books #510486		-SPLIT-	-4,668.43
Check	11/11/2023	19162	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90
Check	11/11/2023	19163	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 - Employee Health Insurance	-9,434.18
Liability Check	10/18/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # -1898123002	-SPLIT-	-704.40
Liability Check	10/20/2023	19116	Commissioner of Taxation and Finance	E-034204795-E003-8	609 - Income Execution	-177.18
Liability Check	10/20/2023	eft dd	Direct Deposit Split		611 - DD for savings/c'king	-250.00
Liability Check	10/20/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -1898559002	-SPLIT-	-4,153.98
Liability Check	11/01/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # -695733002	-SPLIT-	-720.23
Liability Check	11/03/2023	19119	Commissioner of Taxation and Finance	E-034204795-E003-8	609 - Income Execution	-177.18
Liability Check	11/03/2023	eft dd	Direct Deposit Split		611 - DD for savings/c'king	-250.00
Liability Check	11/03/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -695896002	-SPLIT-	-4,246.22
Liability Check	11/11/2023	eft ERS	NYS & Local Retirement System	51404	-SPLIT-	
Paycheck	10/20/2023	2023102001	Employee Paycheck		-SPLIT-	
Paycheck	10/20/2023	2023102002	Employee Paycheck		-SPLIT-	
Paycheck	10/20/2023	2023102003	Employee Paycheck		-SPLIT-	
Paycheck	10/20/2023	2023102004	Employee Paycheck		-SPLIT-	
Paycheck	10/20/2023	2023102005	Employee Paycheck		-SPLIT-	
Paycheck	10/20/2023	2023102006	Employee Paycheck		-SPLIT-	
Paycheck	10/20/2023	2023102007	Employee Paycheck		-SPLIT-	
Paycheck	10/20/2023	2023102008	Employee Paycheck		-SPLIT-	
Paycheck	10/20/2023	2023102009	Employee Paycheck		-SPLIT-	

Nov 11, 2023

Western Sullivan Public Library
Operating Account Check List
October 10 through November 11, 2023

Paycheck	10/20/2023	2023102010	Employee Paycheck	-SPLIT-	
Paycheck	10/20/2023	2023102011	Employee Paycheck	-SPLIT-	
Paycheck	10/20/2023	2023102012	Employee Paycheck	-SPLIT-	
Paycheck	10/20/2023	2023102013	Employee Paycheck	-SPLIT-	
Paycheck	10/20/2023	2023102014	Employee Paycheck	-SPLIT-	
Paycheck	10/20/2023	2023102015	Employee Paycheck	-SPLIT-	
Paycheck	10/20/2023	2023102016	Employee Paycheck	-SPLIT-	
Paycheck	10/20/2023	2023102017	Employee Paycheck	-SPLIT-	
				Total 2023-10-20 Payroll	-15,094.97
Paycheck	11/03/2023	2023110301	Employee Paycheck	-SPLIT-	
Paycheck	11/03/2023	2023110302	Employee Paycheck	-SPLIT-	
Paycheck	11/03/2023	2023110303	Employee Paycheck	-SPLIT-	
Paycheck	11/03/2023	2023110304	Employee Paycheck	-SPLIT-	
Paycheck	11/03/2023	2023110305	Employee Paycheck	-SPLIT-	
Paycheck	11/03/2023	2023110306	Employee Paycheck	-SPLIT-	
Paycheck	11/03/2023	2023110307	Employee Paycheck	-SPLIT-	
Paycheck	11/03/2023	2023110308	Employee Paycheck	-SPLIT-	
Paycheck	11/03/2023	2023110309	Employee Paycheck	-SPLIT-	
Paycheck	11/03/2023	2023110310	Employee Paycheck	-SPLIT-	
Paycheck	11/03/2023	2023110311	Employee Paycheck	-SPLIT-	
Paycheck	11/03/2023	2023110312	Employee Paycheck	-SPLIT-	
Paycheck	11/03/2023	2023110313	Employee Paycheck	-SPLIT-	
Paycheck	11/03/2023	2023110314	Employee Paycheck	-SPLIT-	
Paycheck	11/03/2023	2023110315	Employee Paycheck	-SPLIT-	
Paycheck	11/03/2023	2023110316	Employee Paycheck	-SPLIT-	
Paycheck	11/03/2023	2023110317	Employee Paycheck	-SPLIT-	
				Total 2023-11-03 Payroll	-14,914.05
Oct 10 - Nov 11, 23				Total	-79,083.91

Western Sullivan Public Library Profit & Loss Budget vs. Actual

	<u>Jul 1 - Nov 11, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
1001 · Real Property Taxes	0	389,991	(389,991)
2082 · Library Charges	1,395	1,456	(61)
2083 · Library Chgs-Registrations	868	2,000	(1,132)
2401 · Interest & Earnings	77	182	(105)
2655 · Sales, Other	123	36	87
2705 · Gifts & Donations	1,003	1,310	(307)
2770 · Grants-Miscellaneous	0	837	(837)
3003 · State Grants - Miscellaneous	2,710	2,700	10
Total Income	<u>6,176</u>	<u>398,512</u>	<u>(392,336)</u>
Gross Profit	6,176	398,512	(392,336)
Expense			
74101 · Salaries	157,401	190,894	(33,493)
74101.7 · Special Projects	0	182	(182)
74102 · Equipment	292	2,365	(2,073)
74104 · Materials	26,724	27,057	(333)
74104.6 · Databases & Software	3,801	3,130	671
74105.1 · Daily Operating Expenses	4,244	7,897	(3,653)
74105.3 · Repairs/Maint of Lib Equip	0	182	(182)
74105.4 · Daily Maint & Repairs	6,859	4,731	2,128
74105.5 · Building Maintenance	0	12,736	(12,736)
74105.6 · Insurance Policies	16,631	18,093	(1,462)
74106.1 · Phone, Internet, Cable Services	2,300	2,929	(629)
74106.2 · ILS & IT	17,017	14,847	2,170
74106.4 · Fuel & Electric	3,416	9,097	(5,681)
74106.5 · Sewer & Water	487	2,001	(1,514)
74106.6 · Elevator Service	130	144	(14)
74106.7 · Cleaning Services	8,200	9,552	(1,352)
74106.8 · Operating Overhead Expenses	891	3,639	(2,748)
74107.1 · Professional Services	3,235	7,387	(4,152)
74107.3 · Programs and Events	3,654	4,367	(713)
74107.9 · Other Expenses	275	1,947	(1,672)
90000 · Payroll Expenses	50,148	68,698	(18,550)
Total Expense	<u>305,705</u>	<u>391,875</u>	<u>(86,170)</u>
Net Ordinary Income	<u>(299,529)</u>	6,637	(306,166)
Net Income	<u><u>(299,529)</u></u>	<u><u>6,637</u></u>	<u><u>(306,166)</u></u>

Western Sullivan Public Library

Treasurer's Report

Report for: October 10 2023
 Month and Day Year

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

Balance on hand as of:	<u>September 30, 2023</u>	\$69,010.55
Plus Deposits:		
Accounts Receivable	\$1,225.55	
Transfers from IMM	\$65,000.00	
Interest	\$0.63	
Other	<u>\$0.00</u>	
Total Deposits		\$66,226.18
Less Disbursements:		
Transfer to IMM	\$0.00	
Operating Expenses	<u>\$63,276.72</u>	
Total Disbursements		\$63,276.72
Balance on hand as of:	<u>October 31, 2023</u>	<u><u>\$71,960.01</u></u>

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

Balance on hand as of:	<u>September 29, 2023</u>	\$322,343.19
Plus Deposits:		
Annual Tax Portion & PILOT	\$0.00	
Interest	\$14.31	
Other	<u>\$0.00</u>	
Total Deposits		\$14.31
Less Disbursements:		
Transfers to Operating Fund	\$65,000.00	
Transfer to Capital Fund	<u>\$0.00</u>	
Total Disbursements		\$65,000.00
Balance on hand as of:	<u>October 31, 2023</u>	<u><u>\$257,357.50</u></u>

Western Sullivan Public Library

Treasurer's Report

Report for: November 13 2023
 Month and Day Year

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

Balance on hand as of:	<u>September 30, 2023</u>	\$1,233.65
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>October 31, 2023</u>	<u><u>\$1,233.65</u></u>

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

Balance on hand as of:	<u>September 30, 2023</u>	\$280,223.44
Plus Deposits:		
Transfers from IMM	\$27,142.00	
Interest	\$0.00	
Other	<u>\$0.00</u>	
Total Deposits		\$27,142.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements	\$4,535.00	\$4,535.00
Balance on hand as of:	<u>October 31, 2023</u>	<u><u>\$302,830.44</u></u>
Account opened December 10, 2019		



Western Sullivan Public Library

DIRECTOR'S REPORT

November 13, 2023

Building/Equipment:

Managers made sure to prepare the buildings for winter, turning off the water to the exterior faucets and lining up snow removal.

Independent Living installed Nalox boxes at each of the branches for the public to take as needed. They will replenish if the supply is depleted.

Finance:

See reports.

Personnel:

No report.

Professional Development/Meetings:

11/8/2023: DA Meeting

11/10/2023: SUPLA Meeting (in-person)

Programs:

[View newsletter.](#)

Strategic Plan Progress:

In January, I will put together a progress report reviewing 2023 accomplishments. The programmers and multimedia technician put together summaries below, similar to what the managers did earlier this year.

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

2023 Summary from Youth Services Coordinator Kristen Dasenbrock

Let's Play! was a huge success. It was nice to pivot from an unattended Storytime to providing programming for the community's current need. We typically had over 20 people in the first few months.

Puppy Love was super cute and loads of fun watching the children interact with such a sweet animal.

A huge success for me was to find tween programming at all 3 branches - Cartoon Club, Knitting Club & Tween Spa. From there I've been able to discern what types of programming that age group would like in the future and feel confident about the year ahead.

Summer is always a blast! Superhero Training Academy was so much fun, and I was delighted to have that presenter back again to kick it off. Working at the DYC was a delight. Seeing all the children outside running around throughout the summer is so special.

The Great Giveback had such an incredible turnout last year that I'm thrilled to do it again this year. It's so incredible being able to offer an opportunity for our patrons to support such a wonderful cause.

And lastly, working with the Tusten Youth Club has been wonderful. I'm really enjoying that partnership and navigating how the library can be involved and helpful. We've already created a beautiful mural that truly enriches the teen space. We're settling into a dynamic rhythm and looking forward to maximizing that relationship.

In the spring of 2024, we are excited to welcome the 5th grade class to the library for a tour and visit for the first time.



Summary of 2022/23 Highlights from Adult Programming Coordinator, Ciera Moore

This past year has been an exciting one for me! I joined the WSPL team on November 14, 2022 as the Adult Programmer. I have to say that I've learned a lot this past year, and I love the job. The patrons are also wonderful to get to know, and I can't wait to bring more programming to our area next year.

When I first joined, there wasn't a lot of programming for adults because the position had been vacant for a while. Two programs that had sustained themselves without a programmer were the Narrowsburg Knitters and the Callicoon Book Club. The Knitters still have a strong attendance every week, without fail.

The first program I brought into Jeff was Holiday Card Making in December 2022. This was my first time working with a presenter in this position, and the program went well. We had 5 people attend, and they all said the instructor was great. From there I think I took off running. I added the Narrowsburg Book Club and the Jeffersonville Book Club in February.

One program that I am particularly happy with is our needle crafting group, the Sewcial Circle, which I began in January of this year. We meet weekly on Thursdays and every person that attends comes every week and has said how much they love it. I also picked up Craft Lovers in January which Raina had covered until she left. By adding those few programs back, which existed before COVID, I doubled the number of programs each month.

A few programs that I was particularly happy with were Sound Baths (3/30, 12 ppl), Felted Eggs (4/4, 12 ppl), Famous Murders in Sullivan County (5/10, 35 ppl), History of Luxton Lake (5/26, 28 ppl), Historic Main Street (6/14, 28 ppl), and Plein Air Painting (8/26, 26 ppl). I have had the pleasure of working with so many great local presenters.

I've noticed that Narrowsburg loves local history programs and art, Jeffersonville loves crafting programs, and Callicoon is a good place for just about anything. Open Mic does so well there, and I have to commend Laura for doing a great job!

In regard to the Strategic Plan, I will continue to create the monthly bookmarks that we started putting out this year as well as constantly posting and promoting my programs on Facebook and Instagram. I started attending the community SALT meetings this year and will continue to attend them. I also plan on going to NYLA next year if funding allows. Working with local business owners is important to me so I will try to have more come and do programming next year than I had this year. I am also on the radio the first Monday of the month with Ciliberto & Friends and will continue doing that.

Finally, I will release a survey in December with the Newsletter asking for patron input on what kind of programming they wish to see in 2024. I will also put the survey on Facebook and start doing the short surveys on Instagram stories. I learn the most about patron interest from talking with people which I will never stop doing!



Report from Dale Blagrove, Library Multimedia Technician

Patron Technology Education: Technology services continues to offer monthly educational sessions and workshops based on technology focused on personal home technology such as cyber/internet security, podcasting, computer operating system updates use, and library technical services offered by the library such as the new Aspen library catalog and newly released website.

A primary goal is to continue to offer these sessions and also increase patron attendance.

Open Technology and Computer support: During 2023, WSPL offered approximately 810 hours of open support for patrons. Support was/is provided in person and via Zoom when requested. Patrons prefer the individual appointment versus the previous group support method. Also, the ability for patron to schedule their appointments online from our website using LibCal is a tremendous plus. This enables the patrons the ability to schedule time based on their personal schedule much more effortless.

A primary goal is to continue to offer these sessions and focus on collecting additional feedback information via surveys.

Specialized technology support: As a result of outsourcing patron computer support through RCLS-managed services, we are able to recycle computers for special services. In Narrowsburg, there is a computer set up for podcasting, In the Delaware Free branch, there is a computer set up for catalog search services and an additional computer set up for the children's area with AWE access. In Jeffersonville, there is a computer setup for the children's area and an additional computer available for additional program events as needed.

A primary goal is to set up a computer in each location that can utilize services such as Google Meet and Zoom for patrons that have a need for video and chat services in a more private and secure location.

Social Media: The library has built very successfully implemented social media platforms to market and communicate with the community. Using Metaverse Facebook and Instagram enables WSPL to become much more visible in the community, reaching the more technology-focused patrons. The library has set up a structure so the staff can participate and contribute at different levels, providing training hands-on experience, and skillset development.

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

October Circulation	Callicoon	Jeffersonville	Narrowsburg
Adult Books	539	610	517
Young Adult Books	62	31	35
Children's Books	366	467	194
Periodicals	0	13	4
Audiobooks	33	20	11
Museum Pass (Apr-Dec)	0	2	1
DVDs	410	428	140
Other	32	21	2
2023 Totals	1442	1592	904
2022 Totals	1519	1692	987

Wireless usage per branch

	October 2022	October 2023
Callicoon	3440	1593
Jeffersonville	1453	1219
Narrowsburg	2079	786
Total	6972	3598

Computer Use

	October 2022	October 2023
Callicoon	70	75
Jeffersonville	68	85
Narrowsburg	41	46
Total	179	206

Internet/Social Media

	October 2022	October 2023
Instagram followers	1101	1218
Facebook followers	1120	1260
Metaverse video views	6,216	680
Website users	1,257	1,834
Website sessions	1965	2623
Website page views	2869	3417
Podcast Downloads	50	5
Monthly eNewsletter	1 newsletter sent to 633 subscribers	404 opens/ 75 clicks 615 avg
Mailchimp weekly email blasts	2 emails sent to 1,529 subscribers	opens/ 49 avg clicks

e-Circulation

Type	Oct 2022	Oct 2023
Callicoon e-content	335	487
Jeffersonville e-content	567	739
Narrowsburg e-content	201	343
Kanopy films (# of videos played)	522	587
Total	1625	2156

Curbside Pickup Appointments

Callicoon	0
Jeffersonville	0
Narrowsburg	0

Patron Count at the Library

	Oct 2022	Oct 2023
Callicoon	1038	901
Jeffersonville	830	1085
Narrowsburg	879	799
Total	2747	2785

Reference Questions

	Oct 2022	Oct 2023
Callicoon	111	140
Jeffersonville	81	156
Narrowsburg	84	109
Total	276	405

Monthly Volunteer Hours

Callicoon	33
Jeffersonville	0
Narrowsburg	16

Date	Program	Platform(s)/ Type	Target Audience	Attendance
10/2/2023	Woodland Weavers & Spinners Guild	NAR	Family	3
10/2/2023	Narrowsburg Knitters	In-Person	Adults	11
10/3/2023	Let's Play!	JEFF	Youth	10
10/4/2023	Game Club	In-Person	Adults	1
10/4/2023	Memoir Writing	In-Person	Adults	6
10/4/2023	Mural Project	NAR	Youth	29
10/4/2023	Logging with Glenn Pontier	In-Person	Adults	11

10/5/2023	Sewcial Circle	In-Person	Adults	8
10/6/2023	First Fridays	In-Person	Adults	32
10/10/2023	DEL T-Shirt Rescheduled	In-Person	Adults	5
10/11/2023	Game Club	In-Person	Adults	1
10/11/2023	Mural Project	NAR	Youth	39
10/12/2023	Sewcial Circle	In-Person	Adults	5
10/13/2023	Jeffersonville Book Club	In-Person	Adults	5
10/16/2023	Narrowsburg Knitters	In-Person	Adults	12
10/16/2023	Cartoon Club	NAR	Youth	4
10/17/2023	Let's Play!	NAR	Youth	8
10/17/2023	Abby Stein Author	ZOOM	Adults	4
10/18/2023	Memoir Writing	In-Person	Adults	9
10/18/2023	Mural Project	NAR	Youth	17
10/19/2023	Sewcial Circle	In-Person	Adults	7
10/20/2023	Pumpkin Decorating	JEFF	Youth	13
10/20/2023	Craft Lovers	In-Person	Adults	Cancelled
10/23/2023	Pumpkin Decorating	NAR	Youth	0
10/23/2023	Narrowsburg Knitters	In-Person	Adults	10
10/24/2023	Sugar Skull STEAM Craft	DEL	Youth	11
10/24/2023	Callicoon Book Club	In-Person	Adults	2
10/25/2023	Narrowsburg Book Club	In-Person	Adults	4
10/25/2023	Teen Volunteer	NAR	Youth	1
10/25/2023	Among Us	NAR	Youth	9
10/25/2023	Book Folding Pt 2	In-Person	Adults	4
10/25/2023	Cricut Meet Up	In-Person	Adults	5
10/26/2023	Storytime	DEL	Youth	8
10/26/2023	Sewcial Circle	In-Person	Adults	5
10/27/2023	The Rise of the Novel	In-Person	Adults	5
10/30/2023	Narrowsburg Knitters	In-Person	Adults	11
10/31/2023	Let's Play!	JEFF	Youth	12
10/31/2023	HomeSchool LEGO Club	JEFF	Youth	0

Tech Programs

10/2/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	1
10/3/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2
10/4/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	1
10/10/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2
10/11/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2
10/16/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	1
10/17/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	1
10/18/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	4
10/24/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	1
10/25/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	1
10/31/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	3

Western Sullivan Public Library
Fuel & Electric YTD Comparison
July 1 through November 11, 2023

	<u>Jul 1 - Nov 11, 23</u>	<u>Jul 1 - Nov 11, 22</u>
Expense		
74106.4 · Fuel & Electric		
Fuel & Electric-DEL	597.38	1,507.98
Fuel & Electric-JEF	1,284.98	1,533.76
Fuel & Electric-NAR	1,534.01	1,613.53
Total 74106.4 · Fuel & Electric	<u>3,416.37</u>	<u>4,655.27</u>
Total Expense	3,416.37	4,655.27



Western Sullivan Public Library

PUBLIC NOTICE BULLETIN BOARD POLICY

Public Notice Bulletin Board Policy

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The Branch ~~Manager or~~ Director must approve all postings on a first-come, first-served basis, and may ~~prohibit postings that do not meet library standards~~ decline postings for reasons of format, content or available space. Library staff will place postings promptly and remove them as soon as they have ceased to be relevant, at which point they will be discarded.

The bulletin board is not to be used for advertising or for commercial notices. ~~No printed matter soliciting membership or contributions for any group or individual will be posted.~~ No materials endorsing or promoting a particular religion, party or partisan issue will be accepted for display. Posting anything larger than 8 1/2" x 11" in size is up to the discretion of the Manager or Director.

Brochures, pamphlets, newsletters, and other informational materials that follow the guidelines in this policy may also be posted in designated areas upon approval of the Manager or Director.

~~Because the library does not have sufficient space to allow varying viewpoints to be exhibited on topics and institutions which are subject to controversy, such as politics, sex, religion, etc. Posters, bulletins, news clippings, etc on those subjects deemed as such, will not be permitted.~~

~~Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.~~

Items posted without the approval of the Manager or Director will be removed and discarded.

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Western Sullivan Public Library

Posting or distribution of materials by the library does not indicate endorsement of these items.

Petitioning or ~~Distribution of Literature~~ in the Library

It is the policy of the library that petitioning, solicitation, ~~distribution of literature or leaflets~~, canvassing and similar types of appeals by members of the public are not allowed.



Western Sullivan Public Library

MEMBERSHIP: REGULAR POLICY

1. Permanent residents of, or property owners in, the Sullivan West School District are eligible to become members of the Western Sullivan Public Library. Patrons agree to all rules put forth by the Library and are required to use only the card bearing their name unless a Disclosure of Library Records form is on file with the Library.
2. Appropriate identification and proof of residency or property ownership must be presented at the time of application.
3. Any child, 5 years of age or older, may apply for a library card. All children under the age of 18 must have the signature of a parent or legal guardian on the application form. Parent or guardian will be responsible for materials borrowed by children.
4. Members shall be responsible for associated fees for late, lost, and damaged materials and replacement membership cards. Payments are by cash, check, or credit card. **The library will not accept a replacement copy in lieu of payment.**
5. Refunds will only be issued if the Library is in error. Refunds will be issued via check if payment was in cash or check. Refunds to credit cards will be issued to the original credit card. All refunds will be issued after the next monthly Board meeting.
6. The patron is required to pay the full replacement cost per item in a timely manner. Charges for lost or damaged materials obtained through interlibrary loan will be at the discretion of the lending library. **In-kind replacements will be accepted only for items owned by the Western Sullivan Public Library and only at the discretion of the manager.**
7. Borrowing privileges will be suspended if materials are not returned and/or **finer fees** remain unpaid. In accordance with the **ANSER ILS** policy, patrons owing more than \$10.00 in fines/**fees** are denied direct access.
8. A patron holding a library card with valid direct-access privileges from any other library belonging to the Ramapo Catskill Library System will be entitled to borrow materials from the Western Sullivan Public Library. A person who does not live within the WSPL service district but within a Ramapo Catskill district library must obtain a card from their home library.
9. Patrons residing outside of the Ramapo Catskill service area may obtain library privileges by paying the required membership fees.
9. Temporary Memberships: See *Temporary Membership Policy*.

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Western Sullivan Public Library

MATERIALS SELECTION/ COLLECTION DEVELOPMENT POLICY

A. Objectives

The purpose of the Western Sullivan Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. Members can examine these materials freely and choose those which appeal to them.

Given the inevitable limitations of budget and space, the Library must have a selection policy with which to meet community interests and needs.

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The *Materials selection/Collection Development Policy* is used by the Library staff in the selection of materials, and also serves to acquaint the general public with the principles of selection.

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The *Library Bill of Rights*, *ALA Freedom to Read Statement*, *ALA Freedom to View Statement* and *ALA Diverse Collections Interpretation* have been endorsed by the Western Sullivan Public Library Board of Trustees and are integral parts of the policy.

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B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the Library Director, who operates within the framework of the policies determined by the Western Sullivan Public Library Board of Trustees. This responsibility may be shared with other members of the Library staff; however, because the Director must be available to answer to the Library Board and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

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C. Criteria for Selection

1. The main points considered in the selection of materials, both physical and electronic, are:

- a) individual merit of each item
- b) popular appeal/demand
- c) suitability of material for the clientele
- d) existing Library holdings
- e) budget and space

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Western Sullivan Public Library

- f) skill, competence, reputation, and/or significance of author or creator
- g) Relation to other materials and existing areas of coverage, in order to maintain a well-balanced collection
- h) currency/timeliness
- i) availability of materials elsewhere
- j) interests and needs of individuals in the community
- k) representation of diverse viewpoints
- l) providing material for individuals of varying ages, educational levels, and interests
- m) providing material in formats that meet all users' needs
- n) the judgments of trained staff, experts, peers, and book reviewers

2. Reviews are a major source of information about new materials. The primary, but not exclusive sources of reviews are *Booklist*, *Kirkus* and *Library Journal*.

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3. The lack of a review or existence of an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and to books discussed in the media. Materials are judged on the basis of the work as a whole, not of a part taken out of context.

The Western Sullivan Public Library may, on occasion, create special collections of local materials which do not fully meet the purchasing criteria of the *Library Materials Selection Policy*. Two such collections are the Local Authors Collection and the Local History Collection.

E. Local Author Collection

Published works by authors and other creators who reside or have resided within the territory served by the Western Sullivan Public Library may be purchased or accepted as gifts regardless of reviews or other considerations specified in the Selection Criteria.

F. Local History Collection

Materials relating to the history of the communities, townships, organizations, or families located in the area served by the Western Sullivan Public Library may be purchased or accepted as gifts regardless of reviews or other considerations specified in the Selection Criteria. Local History material that is one-of-a-kind or rare will be non-circulating and available for in-house use only.

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Copying of fragile material may not be allowed. Copyright laws may apply.

G. Oral History



Western Sullivan Public Library

Oral histories are a valuable and unique historical resource. Acquisition of oral history materials is mission driven. Materials relating to the history of the communities, townships, organizations, or families located in the area served by the Western Sullivan Public Library may be acquired in order to preserve and make public the narratives of our area. WSPL's interest in oral histories is to capture, preserve and provide access to first-person accounts and content that fit WSPL's collection-development mission.

WSPL creates and maintains a permanent record of all items acquired, including how the item was acquired, the item's provenance, all subsequent transactions, and exhibition history. The donor completes a *Deed of Gift Form* (Appendix C) when donating oral histories to the collection. Data is entered into an automated database and paper copies of all records are kept in the accession files. All acquisitions come with rights given to WSPL that support the widest possible public access.

A *WSPL Oral History Recording Release Form* (Appendix A) between WSPL and the donor is executed and becomes part of the permanent record. With few exceptions, the library does not accept gifts with restrictions or conditions. In instances where the library has acquired a work whose creator wishes to retain an interest, such information is recorded on the deed of gift and in all subsequent catalog records.

Archival Practices:

WSPL is committed to providing public access to the collections to further engage audiences through research, exhibition, and education. This access is both physical and intellectual. The library and curatorial collections are available for research year-round by appointment. Collections may be used for publications, exhibitions, education, research, as reproductions, or in derivative and interpretative works. Access may be limited in rare instances if staff believe that the request would risk significant damage to collection materials or if there are any restrictions imposed by donors. All researchers are to be made welcome and treated in a professional and courteous manner. All conditions of access must be applied equally and fairly. All researchers (staff and public) must complete a *WSPL Research Request Form* (Appendix B) at the beginning of their appointment. The information collected is used to track use and publication of the collection, discourage theft and enhance recovery, and document the source of damage, vandalism, or theft. Staff are to treat the following information as confidential: donor contact information, and, at donor request, donor name; lender or potential lender addresses and phone numbers; researcher registration data; and insurance valuation of borrowed or collection items.

Copyright:

Copyright exists separately from ownership of the physical work, which means that WSPL does not necessarily own copyright to the works in its possession. Copyright is inherent in original work from the moment it exists in tangible form— from the moment of creation, whether or not the creator has applied for copyright to the work.

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Western Sullivan Public Library

Users are expected to abide by all copyright and intellectual property laws. WSPL will provide copyright information and restrictions when they are known. It is the obligation of the user to determine and satisfy copyright and other restrictions.

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G. Interlibrary Loan

Because of limited budget and space, the library cannot acquire all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

The Western Sullivan Public Library offers interlibrary loan services to all cardholders of the Ramapo Catskill Library System, in accordance with RCLS rules. Any patron utilizing interlibrary loan ILL agrees to the user policies of the lending institution.

In addition to drawing upon RCLS member libraries' collections, the Library has the ability to request books from Southeastern New York Libraries via Southeastern Access to Libraries (SEAL) as well as the Online Computer Library Center (OCLC). Patrons will be allowed up to five requests per month for materials not within the Ramapo Catskill Library System. Any additional requests will be at the discretion of the Director.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Western Sullivan Public Library agrees to lend its materials to other libraries using a standard interlibrary loan policy.

H. Gifts and Donations

The Western Sullivan Public Library encourages and appreciates gifts and donations.

Gifts of books and other materials are accepted, however, with the understanding that they will be added to or kept in the collection only if appropriate and needed. Accordingly, the Branch Managers can accept, reject, or dispose of them as they see fit. Apart from budgetary constraints, the same criteria of selection that are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted, but it is preferable that gifts of specific titles be offered after consultation with the Library Director or Branch Manager. If no specific book is requested, book selection will be made by the Director or Branch Manager. The library does not accept encyclopedias, magazines, Reader's Digest editions, books that are in poor condition, damaged, or moldy, or items in outdated format (e.g. VHS, cassettes).



Western Sullivan Public Library

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

I. Collection Evaluation

The collection development process includes continual evaluation of holdings and removal of items that are outdated, rarely used, no longer of interest or value to the public, unnecessarily duplicated, worn out, or damaged. The guidelines listed above are generalizations and there will be exceptions: for example, works of high artistic value that are deemed to be classic or otherwise essential to a library collection may be retained even if they are rarely borrowed.

Continual evaluation of materials allows the library to maintain an up-to-date, accurate and useful collection with improved appearance and browsability. Items removed from the collection may be sold, given away, recycled, discarded, or otherwise disposed of at the discretion of the Library Director and the Branch Managers. Replacement of worn or damaged materials with new copies will be up to the discretion of the Director and their designated staff.

This ongoing process of collection evaluation is the responsibility of the Library Director and the Branch Managers and is authorized by the Board of Trustees.

J. Potential Problems or Challenges

The Western Sullivan Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will be made not on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Parents or legal guardians retain the responsibility of choosing materials from the collection for their own children. Selection of library materials will not be inhibited by the possibility that materials may be accessed by children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.



Western Sullivan Public Library

K. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a written *Statement of Concern About Library Resources* form (Appendix [D](#)) and submit it to the Director. The identity of such patrons will remain confidential.

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The Director will examine the challenged material, and, if necessary, solicit advice from RCLS and the American Library Association Office for Intellectual Freedom if necessary. The inquiry will be placed on the agenda of the next regular meeting of the Western Sullivan Public Library Board of Trustees, which will make the final determination.



Western Sullivan Public Library

Appendix A

WSPL Oral History Recording Release Form

I voluntarily agree to participate in an interview that may be preserved at the Western Sullivan Public Library (WSPL).

I acknowledge that WSPL acquires local oral history interviews with the intent of sharing them with the public and preserving them for generations.

I understand that, to accomplish this, various items may be created or edited from or used to supplement my interview, including but not limited to:

- a preservation master copy and user copies of the recording
- reformatted copies of the recording that meet changing technological and archival standards
- a transcript and edited summary
- photograph(s) of me or additional documents and images related to the interview that I wish to share
- Library advertising, promotion, displays, theatrical performances and other events, educational materials, and programming, online and in person

I hereby transfer this work to the public domain. I fully understand that this interview will not be copyrighted by me or the Library but will be immediately placed in the public domain. Copyrights and rights of reproduction in and to these materials will be governed by United States copyright law.

Date of interview: _____ Location of Interview: _____

Interviewee Name: _____

Address: _____

Phone: _____ Email: _____

Interviewee Signature(s): _____ Date: _____

Interviewer Name: _____

Address: _____

Phone: _____ Email: _____

Interviewer Signature: _____ Date: _____

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Western Sullivan Public Library

WSPL ORAL HISTORY BEST PRACTICES:

An archive is only as good as its foundational standards.
WSPL is committed to nurturing professional best practices in oral history.
If you are an Interviewer, please keep these details in mind:

To Submit the Interview to WSPL:

- Record in .wav 48/16 CD quality
- Files are each max 20 min. If you are running over 20 min., start a new file.
- Name your file consistently:
 - OH_Year_Month_Day_LastNameInterviewee_FirstNameInterviewee_InterviewerInitial_Series
 - Looks like this: OH_2023_9_05_Curtis_Mary_LEJM_1of3
- With WSPL, share your .wav interview on a USB drive or SD card.
 - (Next best is a link to access and upload online, still in .wav)
- Documents required to submit:
 - WSPL Release form signed by both the Interviewee and the Interviewer
 - WSPL Interview Information Sheet
 - Copy of background notes taken during interview
 - dates, spelling of names and places, etc.)
 - If available, accompanying photos, documents, images with written descriptions.

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If your recording is accepted into the archive, WSPL will:

- Catalog and preserve the interview and its accompanying documents
- Transcribe the interview
- Give you access to a digital copy of the interview and transcript
- Within the archive's context and subject to staff resources, WSPL will strive to make the interview as accessible to the public as possible.

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NOTES:

- Since its archive is intended to be relatively small, WSPL reserves the right to decide which items are entered into the archive. Decisions focus on recording quality, historical importance, fit with our patrons' interests, submission of a correctly completed release form, and other factors.
- WSPL's cataloging timeline is dependent upon available staff and resources.



Western Sullivan Public Library

Appendix B

WSPL Research Request Form

Contact Name: _____

Address: _____

Email: _____ Phone: _____

Requested by Name of Individual, Department, or Organization: _____

Today's Date: ____ / ____ / ____ Date Needed: ____ / ____ / ____

____ In-person visit or ____ Copies Sent (\$.25 b&w, \$.50 color, plus postage, 8x11 only)

Will you need recurring access? ____ No

____ Yes—approximately, how often or when? _____

Items Requested from: _____ Delaware Free _____ Jeffersonville _____ Narrowsburg

ID#	Title	Author	Type

Are you using archive information for a public or private project? ____ Public ____ Private

WSPL may have copyright insight or be able to point you to other helpful resources:

Please share the project's name and description, if available.. Explain how you intend to use the information. Also, as a result of this research, what will you have gained? What questions would you like the information to answer?

Appendix C

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Western Sullivan Public Library

Deed of Gift/Donor Agreement

Western Sullivan Public Library (WSPL) gratefully acknowledges receipt from:

Donor: _____

Address: _____

Phone: _____ Email: _____

Of the following materials:

I hereby make a gift of these materials to WSPL. By making this gift, I assign and convey to WSPL legal title and any and all copyrights and/or other intellectual property rights that I hold in these materials. The rights assigned include the right to create derivative works or compilations and to record or fix the materials in any tangible medium that currently exists or that may be developed. Title and rights shall pass to WSPL at the time of transference of materials. WSPL may use its discretion in the disposition of the materials not considered appropriate for retention in its collections unless instructions for disposition are stated below.

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In the event that the Donor may from time to time hereafter give, donate, and convey additional historical materials, title to such materials shall pass to WSPL upon their delivery, and all provisions of this instrument of gift shall be applicable to such additional materials. A description of the additional materials so donated and delivered shall be prepared and attached hereto.

I certify that I have read the terms of this deed and that I have absolute authority to donate this property:

Donor's Signature: _____ Date: _____

Print Donor's Name: _____

FOR WSPL: _____ Date: _____



Western Sullivan Public Library

Appendix D

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Western Sullivan Public Library
STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ ZIP _____

Email _____

Resource on which you are commenting:

___ Book	___ Audio CD
___ Audiobook	___ DVD
___ Magazine	___ Content of Library Program
___ Newspaper	___ Digital Content
	___ Other

Title: _____

Author/Publisher or Producer/Date: _____

1. What brought this resource to your attention?
2. To what do you object? Please be as specific as possible.
3. Have you read or listened to or viewed the entire content? If not, what parts?



Western Sullivan Public Library

4. What do you feel the effect of the material might be?
5. For what age group would you recommend this material?
6. In its place, what material of equal or better quality would you recommend?
7. What do you want the library to do with this material?
8. Additional comments: