

BOARD MEETING AGENDA

Regular Board Meeting September 11, 2023 Tusten-Cochecton Branch and Zoom, 5:30pm

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Public Comment Period
- V. Approval of August 14, 2023 meeting minutes
- VI. Financial Reports
 - a. Treasurer's Report
 - b. Monthly Financial Reports through September 11, 2023

Payment of Bills through September 11, 2023

- VII. Director's Report
- VIII. New Business
 - a. Senior Library Clerk Appointment
 - b. Library Branch Manager Appointment
 - c. Bid Documents for Callicoon HVAC Project
 - IX. Old Business
 - a. Board of Trustees Statement on Materials Challenges
 - X. Committee Reports
 - Building
 - Personnel
 - Donations
 - Finance
 - Bylaws
 - Nominating
 - FOL Liaison
 - Executive
 - XI. Dates to Remember
 - a. See monthly online newsletter
- XII. Tusten Heritage Community Garden Report
- XIII. Correspondence
- XIV. Adjournment

Next Meeting: TUESDAY, October 10, 2023 at 5:30pm, Jeffersonville Branch



I. New Business

- a. Senior Library Clerk Appointment: Appoint Chantal Alexy to Permanent Part-Time Senior Library Clerk at \$19.81 per hour as of September 13, 2023.
- b. Provisional Library Branch Manager Appointment: Appoint Alexa Simonelli to Provisional Full-Time Library Branch Manager at \$38,711.40 per year as of September 13, 2023.
- c. Bid Documents for Callicoon HVAC Project: Review and approve going out to bid for the Callicoon HVAC project.

II. Old Business

a. Board of Trustees Statement on Materials Challenges



Board of Trustees Regular Meeting August 14, 2023 Unapproved Minutes

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

Absent: Evan Eisenberg and Francis Cape.

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

Approval of Meeting Minutes: On a motion by Kevin McDonough and seconded by Barbara Winfield, the June 10, 2023, reorganizational meeting minutes were approved as amended by unanimous consent.

On a motion by Kevin McDonough and seconded by Phyllis Haynes, the June 10, 2023, regular meeting minutes were approved by unanimous consent.

Financial Reports:

- a. On a motion by Sue Bodenstein and seconded by Barbara Winfield, the Treasurer's report was approved by unanimous consent.
- b. On a motion by Pam Reinhardt and seconded by Amber Novikov, the monthly Financial Reports through August 13, 2023, were approved by unanimous consent.
- c. On a motion by Pam Reinhardt and seconded by Kevin McDonough, the payment of the bills through August 13, 2023, was approved by unanimous consent.

New Business:

- a. On a motion by Barbara Winfield and seconded by Phyllis Haynes, the budget transfers were approved by unanimous consent.
- b. On a motion by Kevin McDonough and seconded by Pam Reinhardt, the budget carryovers were approved by unanimous consent.
- c. On a motion by Barbara Winfield and seconded by Kevin McDonough the board meeting schedule as amended was approved by unanimous consent.



- d. On Resolution (No. 3 2022-2024) by Barbara Winfield and seconded by Kevin McDonough the board approved by unanimous consent the Insurance renewal, payment to not exceed \$15,600.
- e. On a motion by Kevin McDonough and seconded by Sue Bodenstein, using Amazon's Pay by Invoice option was approved by unanimous consent.
- f. The Board Meetings Policy was reviewed and approved as amended. Motion to approve was made by Phyllis Haynes and seconded by Barbara Winfield.
- g. On a motion made by Phyllis Haynes and seconded by Barbara Winfield, the temporary membership policy revisions were approved by unanimous consent.
- h. The Personnel Policy revisions were reviewed and a motion to approve the revisions was made by Pam Reinhardt and seconded by Barbara Windfield. Approved by unanimous consent.
- i. On a motion made by Kevin McDonough and seconded by Pam Reinhardt and approved by unanimous consent the board entered the executive session at 6:28pm and exited at 6:38pm.

Old Business:

- a. DEL Heating/ Cooling Upgrades: Update on the project.
- b. On a motion made by Barbara Winfield and seconded by Sue Bodenstein, the resolution approved at the July meeting for the Jeffersonville project has been rescinded by unanimous consent.
- c. No action made on the Board of trustee's statement on material challenges until reviewed by the attorney.

Committee Reports:

- Building: Barbara Windfield will plan walkthroughs at the branches
- Personnel
- Donations: Phyllis Haynes reported numerous donations.
- Finance
- Bylaws
- Nominating
- FOL Liaison
- Executive

Adjournment: On a motion made by Kevin McDonough and seconded by Sue Bodenstein, the board voted by unanimous consent to adjourn the meeting at 6:49 pm.

Amber Novikov Secretary

Western Sullivan Public Library Balance Sheet

As of June 30, 2023

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
200 · Operating Account - 8139	8,759.05
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	587,282.20
Total 205 · WSPL IMM Acct - 1647	597,282.20
206 · Capital Fund - 8355	359,918.44
210 · Petty Cash	
Petty Cash-DEL	50.00
Petty Cash-JEF	50.00
Petty Cash-NAR	50.00
Total 210 · Petty Cash	150.00
Total Checking/Savings	967,343.34
Other Current Assets	
2100 · Employee Advance	721.46
A391 · Due From Other Funds	3,224.38
Total Other Current Assets	3,945.84
Total Current Assets	971,289.18
Fixed Assets	
446 · Furn. & Fixtures	
Furn & Fixtures-DEL	150.00
Total 446 · Furn. & Fixtures	150.00
Total Fixed Assets	150.00
TOTAL ASSETS	971,439.18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
601 · Jeff Bank Visa	15.00
Total Credit Cards	15.00
Other Current Liabilities	
L-Accrued Liabilities	24,014.45
SUI Payable	1,207.59
603.1 · Social Security Payable	248.00
603.2 · Employer SS	248.00
604.1 · Medicare Payable	58.00
604.2 · Employer Med	58.00
605 · FWT Payable	370.00
606 · SWT Payable	181.00
607 · NYS & Local Retirement	449.60
608.2 · T AFLAC payable	-40.56

Western Sullivan Public Library Balance Sheet

As of June 30, 2023

	Jun 30, 23
637 · Due to Retirement	11,404.00
Total Other Current Liabilities	38,198.08
Total Current Liabilities	38,213.08
Total Liabilities	38,213.08
Equity	
909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	279,404.33
Net Income	260,619.94
Total Equity	933,226.10
TOTAL LIABILITIES & EQUITY	971,439.18

Western Sullivan Public Library Profit & Loss Budget vs. Actual

	Jul '22 - Jun 23	Budget	\$ Over Budge
Ordinary Income/Expense			
Income			
1001 · Real Property Taxes	1,003,723	1,003,723	
1081 · SW Pilot Share	32,899	24,000	8,89
2082 · Library Charges	4,482	4,000	48
2083 · Library Chgs-Registrations	4,488	3,000	1,48
2401 · Interest & Earnings	301	800	(49
2655 · Sales, Other	605	100	50
2680 · Insurance Recoveries	133	0	13
2705 · Gifts & Donations	3,143	3,600	(45
3003 · State Grants - Miscellanious	3,011	5,000	(1,98
Total Income	1,052,785	1,044,223	8,56
Gross Profit	1,052,785	1,044,223	8,56
Expense			,
74101 · Salaries	469,934	489,796	(19,86
74101.7 · Special Projects	642	1,000	(35
74102 · Equipment	6,617	7,500	(88)
74104 · Materials	67,031	73,240	(6,20
74104.6 · Databases & Software	8,511	9,100	(58
74105.1 · Daily Operating Expenses	19,840	22,200	(2,36
74105.2 · Repairs/Maint of F&F	0	1,000	(1,00
74105.3 · Repairs/Maint of Lib Equip	0	1,000	(1,00
74105.4 · Daily Maint & Repairs	10,640	13,000	(2,36
74105.5 · Building Maintenance	0	35,000	(35,00
74105.6 · Insurance Policies	19,424	22,265	(2,84
74106.1 · Phone, Internet, Cable Services	5,059	8,050	(2,99
74106.2 · ILS & IT	31,572	31,572	
74106.4 · Fuel & Electric	19,977	20,000	(2
74106.5 · Sewer & Water	3,746	5,500	(1,75
74106.6 · Elevator Service	4,031	4,031	
74106.7 · Cleaning Services	24,600	26,250	(1,65
74106.8 · Operating Overhead Expenses	6,834	10,000	(3,16
74107.1 · Professional Services	10,290	16,697	(6,40
74107.2 · Grant Expenses	0	500	(50
74107.3 · Programs and Events	9,754	12,000	(2,24
74107.9 · Other Expenses	4,073	6,350	(2,27
90000 · Payroll Expenses	178,980	228,172	(49,19
Total Expense	901,555	1,044,223	(142,66
Net Ordinary Income	151,230	0	151,23
Income	151,230	0	151,23

Western Sullivan Public Library Balance Sheet

As of June 30, 2024

As of June 30, 2024	
	Jun 30, 24
ASSETS	
Current Assets	
Checking/Savings	
200 · Operating Account - 8139	25,771.87
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	372,328.10
Total 205 · WSPL IMM Acct - 1647	382,328.10
206 · Capital Fund - 8355	280,223.44
210 · Petty Cash	150.00
Total Checking/Savings	689,707.06
Other Current Assets	
2100 · Employee Advance	721.46
A391 · Due From Other Funds	3,224.38
Total Other Current Assets	3,945.84
Total Current Assets	693,652.90
Fixed Assets	
446 · Furn. & Fixtures	150.00
Total Fixed Assets	150.00
TOTAL ASSETS	693,802.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
L-Accrued Liabilities	24,014.45
SUI Payable	1,207.59
607 · NYS & Local Retirement	31.16
608.2 · T AFLAC payable	-40.56
637 ⋅ Due to Retirement	11,404.00
Total Other Current Liabilities	36,616.64
Total Current Liabilities	36,616.64
Total Liabilities	36,616.64
Equity	
909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	540,024.27
Net Income	-276,039.84
Total Equity	657,186.26
TOTAL LIABILITIES & EQUITY	693,802.90

Western Sullivan Public Library Capital Fund Check List

July 1 through September 11, 2023

Туре	Date	Num	Name	Memo	Split	Amount
Jul 1 - Sep	11, 23					_
Check	08/13/2023	1010	Delaware Engineering, D.P.C.	VOID: Application # 1BG WSPL-G-22	JEF Parking Lot 2021	0.00
Check	08/13/2023	1011	Delaware Engineering, D.P.C.	VOID: Application 1A WSPL-G-22	JEF Parking Lot 2022	0.00
Check	08/13/2023	1012	Poley Paving and Construction Corp.	Application # 1BG WSPL-G-22	JEF Parking Lot 2021	-1,425.00
Check	08/13/2023	1013	Poley Paving and Construction Corp.	Application 1A WSPL-G-22	JEF Parking Lot 2022	-24,225.00
Check	09/11/2023	1014	Poley Paving and Construction Corp.	Application 2B & 3B WSPL-G-22	JEF Parking Lot 2022	-38,540.00
Check	09/11/2023	1015	Poley Paving and Construction Corp.	Application # 2A & 3A WSPL-G-22	JEF Parking Lot 2021	-50,505.00
Jul 1 - Sep	11, 23					-114,695.00

Western Sullivan Public Library Operating Account Check List

August 14 through September 11, 2023

Туре	Date	Num	Name	Memo	Split	Amount
Aug 14 - Sep 11	, 23				_	
Check	08/21/2023	19021	Utica National Insurance Group	Acct #201466023	-SPLIT-	-15,503.28
Check	08/21/2023	19022	AARP Medicare Rx Preferrred (PDP)	Member ID: 0217026071 J Swendsen	90608 · Employee Health Insurance	-40.90
Check	08/21/2023	19023	CMS Medicare Insurance	Medicare #1AM1VN3QK06	90608 · Employee Health Insurance	-494.70
Check	08/21/2023	19024	NYSEG	VOID: 1001-0704-798	Fuel & Electric-NAR	0.00
Check	08/21/2023	19025	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-32.41
Check	08/21/2023	19026	NYSEG	1001-0704-798	Fuel & Electric-NAR	-303.77
Check	08/21/2023	19028	Mike Preis, Inc.	Inv # 6044	Directors/Operators Policy	-1,128.00
Check	09/03/2023	19029	NYSEG	1001-1281-077	Fuel & Electric-JEF	-264.36
Check	09/09/2023	19031	Cash	Cash replenishment for JEF	Petty Cash-JEF	-8.15
Check	09/09/2023	19032	Cash	Cash replenishment for DEL	Petty Cash-DEL	-24.23
Check	09/09/2023	19033	NYSEG	1003-8570-692	Fuel & Electric-DEL	-20.70
Check	09/09/2023	19034	NYSEG	1001-3155-188	Fuel & Electric-DEL	-20.70
Check	09/09/2023	19035	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	09/09/2023	19036	Platform Ind. Custom Screen Printing	Invoice #3907	-SPLIT-	-641.50
Check	09/09/2023	19037	Middletown Thrall	Lost book fee	Fines & Fees-JEF	-32.00
Check	09/09/2023	19038	Fox Ledge, Inc.	Account 005821	-SPLIT-	-52.65
Check	09/09/2023	19039	Book Page	Cust # W0177	-SPLIT-	-402.00
Check	09/09/2023	19040	Miro Mniewski	First Fridays	2023 DVAA NYSCA Grant	-75.00
Check	09/09/2023	19041	Sarah Michelle Clark	First Fridays	2023 DVAA NYSCA Grant	-250.00
Check	09/09/2023	19042	Glenis Redmond	First Friday	2023 DVAA NYSCA Grant	-250.00
Check	09/09/2023	19043	Callicoon Supply Inc.	Acct # 4675	Materials	-65.99
Check	09/09/2023	19044	Country Living	Acct # 2358133250	Periodicals-JEF	-15.00
Check	09/09/2023	19045	Ehrlich	Invoice # 48165481 & 49504274	-SPLIT-	-215.00
Check	09/09/2023	19046	Joseph E. Schultz	invoice #3026	-SPLIT-	-626.50
Check	09/09/2023	19047	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-327.17
Check	09/09/2023	19048	OverDrive, Inc.	Cust ID 1052-1001	Digital Downloads - WSPL	-320.39
Check	09/09/2023	19049	Kanopy LLC		Digital Downloads - WSPL	-809.00
Check	09/09/2023	19050	United Healthcare Insurance Company	Member ID 351736481-1	90608 · Employee Health Insurance	-234.50
Check	09/09/2023	19051	Peck's Market	Acct 4394 & C966	-SPLIT-	-115.98
Check	09/09/2023	19052	Brodart Co.	Account 311663 Inv #628815	-SPLIT-	-221.22
Check	09/09/2023	19053	Midwest Tape LLC		-SPLIT-	-1,089.49

Paycheck

Paycheck

Paycheck

Paycheck

Paycheck

Paycheck

Paycheck

08/25/2023

08/25/2023

08/25/2023

08/25/2023

08/25/2023

08/25/2023

08/25/2023

2023082507

2023082508

2023082509

2023082510

2023082511

2023082512

2023082513

Western Sullivan Public Library Operating Account Check List

August 14 through September 11, 2023							
Check	09/09/2023	19054	Baker & Taylor Books #510486		-SPLIT-	-3,196.71	
Check	09/09/2023	19055	Cardmember Services	acct ending 4182	601 · Jeff Bank Visa	-1,314.96	
Check	09/09/2023	19056	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90	
Check	09/09/2023	19057	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-6,738.70	
Check	09/09/2023	19058	ES11, LLC	Inv. #401-8864	Website Development & Services	-205.00	
Check	09/09/2023	19059	Glenn Pontier	Program on Lumbering	Adult Programs	-175.00	
Check	09/09/2023	19060	Demco, Inc	Reference # 3219059900	-SPLIT-	-176.37	
Check	09/11/2023	19061	Ciera Moore (reimb)		Travel & Continuing Education	-59.87	
Check	09/11/2023	19062	New City Library		Adult Programs	-112.50	
Check	09/11/2023	19063	Dirlam Bros. Lumber Co., Inc.	Customer TUS110	Materials	-39.90	
Check	09/11/2023	19064	Christina Mace		Bookkeeper	-700.00	
Liability Check	08/21/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 616173194	-SPLIT-	-3,985.56	
Liability Check	08/21/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # 616288194	-SPLIT-	-665.37	
Liability Check	08/25/2023	19027	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-177.18	
Liability Check	08/25/2023	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00	
Liability Check	09/03/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # 1181277194	-SPLIT-	-666.19	
Liability Check	09/05/2023	eft ers	NYS & Local Retirement System	51404	-SPLIT-	-706.90	
Liability Check	09/08/2023	19030	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-177.18	
Liability Check	09/08/2023	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00	
Liability Check	09/08/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 1181260194	-SPLIT-	-3,990.20	
Paycheck	08/25/2023	2023082501	Employee				
Paycheck	08/25/2023	2023082502	Employee				
Paycheck	08/25/2023	2023082503	Employee				
Paycheck	08/25/2023	2023082504	Employee				
Paycheck	08/25/2023	2023082505	Employee				
Paycheck	08/25/2023	2023082506	Employee				

Employee

Employee

Employee

Employee

Employee

Employee

Employee

Aug 14 - Sep 11, 23

Western Sullivan Public Library Operating Account Check List

August 14 through September 11, 2023

ycheck	08/25/2023	2023082514	Employee
Paycheck	08/25/2023	2023082515	Employee
Paycheck	08/25/2023	2023082516	Employee
Paycheck	09/08/2023	2023090801	Employee
Paycheck	09/08/2023	2023090802	Employee
Paycheck	09/08/2023	2023090803	Employee
Paycheck	09/08/2023	2023090804	Employee
Paycheck	09/08/2023	2023090805	Employee
Paycheck	09/08/2023	2023090806	Employee
Paycheck	09/08/2023	2023090807	Employee
Paycheck	09/08/2023	2023090808	Employee
Paycheck	09/08/2023	2023090809	Employee
Paycheck	09/08/2023	2023090810	Employee
Paycheck	09/08/2023	2023090811	Employee
Paycheck	09/08/2023	2023090812	Employee
Paycheck	09/08/2023	2023090813	Employee
Paycheck	09/08/2023	2023090814	Employee
Paycheck	09/08/2023	2023090815	Employee
Paycheck	09/08/2023	2023090816	Employee

-77,319.96

Western Sullivan Public Library Profit & Loss Budget vs. Actual

	Jul 1 - Sep 11, 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2082 · Library Charges	812	789	23
2083 · Library Chgs-Registrations	792	2,000	(1,208)
2401 · Interest & Earnings	47	99	(52)
2655 · Sales, Other	38	20	18
2705 · Gifts & Donations	915	710	205
2770 · Grants-Miscellanious	0	454	(454)
3003 · State Grants - Miscellanious	2,710	2,700	10
Total Income	5,314	6,772	(1,458)
Gross Profit	5,314	6,772	(1,458)
Expense			
74101 · Salaries	84,379	103,462	(19,083)
74101.7 · Special Projects	0	99	(99)
74102 · Equipment	51	1,282	(1,231)
74104 · Materials	12,948	14,924	(1,976)
74104.6 · Databases & Software	447	1,696	(1,249)
74105.1 · Daily Operating Expenses	2,679	4,280	(1,601)
74105.3 · Repairs/Maint of Lib Equip	0	99	(99)
74105.4 · Daily Maint & Repairs	1,277	2,564	(1,287)
74105.5 · Building Maintenance	0	6,903	(6,903)
74105.6 · Insurance Policies	16,631	18,093	(1,462)
74106.1 · Phone, Internet, Cable Services	1,380	1,588	(208)
74106.2 · ILS & IT	8,509	8,047	462
74106.4 · Fuel & Electric	1,344	4,931	(3,587)
74106.5 · Sewer & Water	0	1,085	(1,085)
74106.6 · Elevator Service	65	78	(13)
74106.7 · Cleaning Services	4,100	5,177	(1,077)
74106.8 · Operating Overhead Expenses	397	1,972	(1,575)
74107.1 · Professional Services	1,745	4,004	(2,259)
74107.3 · Programs and Events	2,666	2,367	299
74107.9 · Other Expenses	60	1,055	(995)
90000 · Payroll Expenses	27,405	37,233	(9,828)
Total Expense	166,083	220,939	(54,856)
Net Ordinary Income	(160,769)	(214,167)	53,398
Income	(160,769)	(214,167)	53,398

Western Sullivan Public Library Treasurer's Report

Report for: <u>September 11</u> <u>2023</u>

Month and Day Year

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

Balance on hand as of: <u>July 31, 2023</u> \$35,848.16

Plus Deposits:

Accounts Receivable \$3,276.90
Transfers from IMM \$60,000.00
Interest \$0.46
Other \$0.00

Total Deposits \$63,277.36

Less Disbursments:

Transfer to IMM \$60,000.00
Operating Expenses \$31,516.55

Total Disbursements \$91,516.55

Balance on hand as of: <u>August 31, 2023</u> \$7,608.97

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

Balance on hand as of: <u>July 31, 2023</u> \$537,309.29

Plus Deposits:

Annual Tax Portion & PILOT \$18.81
Interest \$0.00
Other \$0.00

Total Deposits \$18.81

Less Disbursments:

Transfers to Operating Fund \$60,000.00
Transfer to Capital Fund \$0.00

Total Disbursements \$60,000.00

Balance on hand as of: August 31, 2023 \$477,328.10

Western Sullivan Public Library Treasurer's Report

Report for: September 11 2023

Month and Day Year

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

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

Plus Deposits:

Credit Card Payments \$0.00

Total Deposits \$0.00

Less Disbursments:

Transfers to Operating Fund \$0.00

Total Disbursements \$0.00

Balance on hand as of: August 31, 2023 \$1,233.65

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

Balance on hand as of: July 31, 2023 \$359,918.44

Plus Deposits:

 Transfers from IMM
 \$0.00

 Interest
 \$0.00

 Other
 \$0.00

Total Deposits \$0.00

Less Disbursments:

Transfers to Operating Fund \$0.00

Total Disbursements \$25,650.00 \$25,650.00

Balance on hand as of: August 31, 2023 \$334,268.44

Account opened December 10, 2019



DIRECTOR'S REPORT

September 11, 2023

Building/Equipment:

Callicoon: The NYS Library Construction application for the heating and cooling upgrades was approved by RCLS. Now it goes on to DLD and DASNY for review. Bid documents for this HVAC project are ready for review.

Jeffersonville: The paving project is complete. Once the final payments are made, I will work on closing out the two applications for the library and village sections. We received notice from the NYSED/NYSL that the NYS Library Construction application submitted in 2022 for the village section was approved. We will receive \$21,151 for that section of the parking lot.

Narrowsburg: The estimate to take down and remove the damaged pear tree is \$450. Waiting to hear back what day the tree will be removed. We received notice from the NYSED/NYSL that the NYS Library Construction application submitted in 2022 for the boiler replacement was approved. We will receive \$9,008.

Finance:

See reports.

Personnel:

We will start the search for a library clerk to fill the hours in Callicoon.

Professional Development/Meetings:

None this month

Programs:

View newsletter.

Strategic Plan Progress:

Review of current goals is underway.

Monthly Statistics:

See statistics in "Other Items" on libguide.

Other:

View the <u>RCLS calendar</u> at <u>www.rcls.org</u> for upcoming Trustee trainings.

SUPLA is planning a Legislative Lunch in September. More details to come.

Monthly Reports for All Branches for Aug 2023

August Circulation	Callicoon	Jeffersonville	Narrowsburg
Adult Books	746	840	571
Young Adult Books	83	42	50
Children's Books	574	591	291
Gillian Cit o Books	37.	331	231
Periodicals	1	49	4
Audiobooks	33	26	10
Museum Pass (Apr-Dec)	1	1	1
DVDs	458	438	98
Other	23	21	6
2023 Totals	1919	2008	1031
2022 Totals	1830	2160	1176

Wireless usage per branch

	August 2022	August 2023
Callicoon	4458	2527
Jeffersonville	1696	1591
Narrowsburg	2828	1049
Total	8982	5167

Computer Use

	August 2022	August 2023
Callicoon	82	126
Jeffersonville	78	76
Narrowsburg	83	38
Total	243	240

Internet/Social Media	August 2022	August 2023
Instagram followers	1093	1194
Facebook followers	1132	1235
Metaverse video views	17,884	1,086
Website users	1,556	1,959
Website sessions	2550	2869
Website page views	3757	4143
Podcast Downloads	227	126

Monthly eNewsletter	1 issue sent to 609 subscribers	365 opens/ 46 clicks
		avg
	4 emails sent to	opens=611
Mailchimp weekly email blasts	1,495 subscribers	avg clicks=34

e-Circulation

Туре	Aug 2022	Aug 2023	
Callicoon e-			
content	344	494	
Jeffersonville			
e-content	576	615	
Narrowsburg			
e-content	238	316	
Kanopy films			
(# of videos			
played)	479	667	
Total	1637	2092	

Curbside Pickup Appointments

Callicoon	0
Jeffersonville	0
Narrowsburg	9

Patron Count at the Library

	Aug 2022	Aug 2023
Callicoon	1144	1302
Jeffersonville	1012	1218
Narrowsburg	905	1006
Total	3061	3526

Reference questions

	Aug 2022	Aug 2023
Callicoon	126	180
Jeffersonville	100	179
Narrowsburg	120	96
Total	346	455

		Platform(s)/	Target		
Date	Program	Type	Audience	Attendance	_
8/2/2023	Game Club	In-Person	Adult	2	
8/2/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	4	
8/3/2023	Sewcial Circle	In-Person	Adult	6	
8/4/2023	Bee Program	In-Person/FB Live	Adult	8	82 on FB
8/4/2023	First Fridays	In-Person	Adult	17	
8/7/2023	Narrowsburg Knitters	In-Person	Adult	9	
8/9/2023	Game Club	In-Person	Adult	3	

8/9/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	3
8/10/2023	Sewcial Circle	In-Person	Adult	3
8/11/2023	Jeff Book Club	In-Person	Adult	3
8/11/2023	History of Russian Poetry	In-Person	Adult	13
8/14/2023	Narrowsburg Knitters	In-Person	Adult	2
8/14/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	3
8/15/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2
8/16/2023	Cricut Meet-Up	In-Person	Adult	4
8/16/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	3
8/17/2023	Sewcial Circle	In-Person	Adult	5
8/18/2023	Craft Lovers	In-Person	Adult	9
8/21/2023	Narrowsburg Knitters	In-Person	Adult	10
8/22/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	1
8/23/2023	Narrowsburg Book Club	In-Person	Adult	4
8/23/2023	Narcan Training	In-Person	Adult	Cancelled
8/23/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	4
8/24/2023	Sewcial Circle	In-Person	Adult	6
8/25/2023	Art Workshop Pt.2	In-Person	Adult	6
8/25/2023	History of Russian Poetry	In-Person	Adult	5
8/26/2023	Plein Air Painting	In-Person	Adult	26
8/28/2023	Narrowsburg Knitters	In-Person	Adult	12
8/29/2023	Callicoon Book Club	In-Person	Adult	2
8/30/2023	Narcan Training	In-Person	Adult	Cancelled
8/31/2023	Sewcial Circle	In-Person	Adult	5

2022- 2023 Delaware Free Branch Summary (LEJM 9/5/2023)

Beyond navigating the upgrades of the infrastructure of the building, caretaking and promotion of the collections, continuing to create a welcoming space for the public, much focus in 2023 has been placed on updating the Local History room.

Recently-- and still not considered public knowledge yet-- WSPL DEL with the tenacity of Volunteer Dottie Hartz, has procured permission from Mary Curtis to house "The Curtis Papers." An amazing milestone!

This did not happen overnight. For the past year, Dottie and I have been meeting every Tuesday in order to reinvigorate the Local History collection. We scoured the building top to bottom and found items and articles in dusty files and forgotten cabinets everywhere. We then brought it all together into one room, added a better filing cabinet, and Dottie set about to find a proper home for thousands of clippings, photos, articles, transcripts, and more. The "proper home" is an organizing system we also had to develop based on best archival practices; one that reflects the size of the collection and our region, as well as a unique controlled vocabulary.

Once the archive structure is in place, we will be looking for volunteers to help us catalog and create the finding aids. A few hours a week. It'll be fun! Not just local history collections but --as you will see below-- oral histories as well.

With odd synchronicity, a group of Callicoon residents interested in Oral History invited DEL to be part of their conversation. Whereas we are not driving the project, WSPL –DEL is supporting it by sharing resources that were already in place from the 2020-2012 Unearthed Oral history project. We are also working on: a "Field Kit for Recording" that can be checked out or uploaded online, finalizing documentation forms, and building archive capacity and cataloging structures.

New recordings of older residents are the group's focus. But, in a parallel project, there is also volunteer interest in locating permissions for "Legacy Projects" such as Unearthed and the holdings of the National Park Service (many of which were recorded by Mary Curtis.)

Immediate goals are three-fold:

- 1) To create finding aids in Excel which can then be uploaded online on the new WSPL website. Users, from home or elsewhere, can then discover what we have in the collection. In order to actually see and read the items, users would fill out a request form and visit the library or pay a small fee to have us send a copy to them.
- 2) In Winter 2023, date TBA and dependent upon finalization of the finding aids, a public celebration with invited speakers/guests will be scheduled for the reveal of the updated Local History Room and "Curtis Papers."
- 3) Create the "Field Kit for Recording" and finalize OH permissions documents, policy, and procedure.

Jeffersonville Branch report August 2023

Back parking lot paving project complete.

Privacy fencing installed.

Flower planter and plant in honor of Marge Brown's years as a board member is done and sitting by the back entrance.

Sewer lateral completed in July.

New door closer and locking mechanism for back door entrance replaced.

Animal deterrent is working to keep the groundhog and deer away from the planter in the front of the building. Rocks donated by Chantal Alexy added to help keep the groundhog from digging in the planter.

The old couch from the community room removed.

Weeding in the adult nonfiction is ongoing.

Call number build-out project is almost complete.

New Wi-Fi extender placed on the back of the building to give a wider use of our Wi-Fi.

We started two new groups in the Community room this year, needle crafting (Sew-cial Circle) and Board Game club. Both are going well

We removed 5 public computers due to numbers for usage going down and found that people like the privacy of not having a person right next to them. Dale installed privacy screens on all three monitors.

To be done:

Closer for the double doors in the community room door needs replacing.

Carpet and painting on the upper level.

Heating and cooling unit in the upper level needs replacing

Sealing of the front parking lot.

Signs in the main room to be fixed, they are hanging crooked.

Planning with the Village and Chamber for the 100-year celebration of the town and our library building.

Tusten-Cochecton Branch Report 9/6/2023

With the retirement of the manager in the Spring, both Jennifer and Laura stepped up and are doing a great job helping to manage this branch, on top of their own branches. The teamwork is much appreciated.

The staff jumped right in and are making changes to improve the patron experience. The "trees" in the children's room were refreshed with new fabric. The large table was cleared off to create a usable workspace for patrons. They are helping to evaluate the periodicals and local history collections. Thank you to Madeleine and the beautification group for planting and maintaining the flower boxes in the front of the library.

Jennifer, Laura and Alexa are working on collection development and updating different sections.

There was great enthusiasm for the Rewards Program at this branch. Julie did a great job developing and promoting the program that was implemented at all three branches.

A long-time volunteer, Judy D'Octavio, came back this year and is mending our damaged books and helping to process materials.

The boiler was replaced in the fall of 2022. All of the pest issues were taken care of professionally this year.

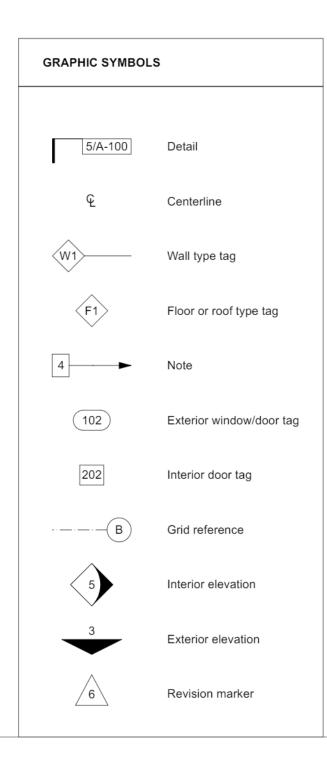
Looking into the future, the new branch manager will focus on making community connections. We will continue to discuss how we can renovate the main floor to help with the flow of traffic by the current circulation desk area.

SCOPE OF WORK

- DISCONNECT, REMOVE, AND REPLACE EXISTING AIR SOURCE HEAT PUMP HVAC SYSTEMS
- ADD (1) NEW HEAD AT 2ND FLOOR ADD (1) NEW HEAD AT 1ST FLOOR
- RELOCATE (1) EXISTING HEAD AT BASEMENT
- ALTERNATE: MAINTAIN LOCATION OF (1) EXISTING HEAD AT BASEMENT, ADD (1) NEW HEAD AT BASEMENT
- FURNISH & INSTALL NEW METAL GUARDS AT ROOF LEVEL, LIMITED TO "WORK ZONE" FOR HVAC EQUIPMENT

DRAWING LIST		ZONING INFORMATION	
T-001.00	COVER SHEET, GENERAL CONDITIONS, PLOT PLAN, SITE PLAN	BLOCK - LOT:	5 - 564
A-100.00	DEMOLITION & CONSTRUCTION PLANS & DETAILS	ZONING:	CAL-B-1
		ZONING MAP:	SECTION 14

ABBREVIATIONS Air barrier Not for construction Air conditioning Not included Above finished floor Non load-bearing Alternate Not to exceed NTS Not to scale ARCH Architectural OC On center BLKG Provide/purchase and install Pressure-treated CLR Clear DEMO Demolition DIAM Diameter DIM DOB Reflected ceiling plan(s) REBAR Building department or code/ Reinforcement bar permit enforcement office REIN REFR Reinforce/d Refrigerant Elevation Rough opening ERV Energy recovery ventilation EQ EXIST Solar heat gain coefficient EW Each way Specified/Specifications Furnish and install Square foot Footcandle To be confirmed Foundation To be determined FTG Tenant Protection Plan Footing UON General contractor Unless otherwise noted Gypsum wallboard Verify in field **HVAC** Heating, ventilation, and air conditioning Including Weather-resistant barrier Interior Linear foot Miscellaneous



GENERAL NOTES & SPECIFICATIONS

GENERAL REQUIREMENTS / CONDITIONS

"THE WORK" SHALL MEAN ALL WORK NECESSARY TO BE PERFORMED UNDER THIS CONTRACT AND SHALL INCLUDE ALL LABOR, MATERIAL, AND EQUIPMENT NECESSARY TO DO ALL WORK DESCRIBED IN THE ARCHITECTURAL DRAWINGS AND SPECIFICATIONS. WORK NOT INDICATED BUT INFERABLE AS NECESSARY TO DO A COMPLETE JOB SHALL BE UNDERSTOOD TO BE INCLUDED IN THE SCOPE AND BE PART OF THE CONTRACT DOCUMENTS.

"THE CONTRACT DOCUMENTS" SHALL BE ALL THE DRAWINGS AND SPECIFICATIONS NOTED ON DRAWING T-001.00 "THE CONTRACTOR" SHALL MEAN THE COMPANY AND ITS DULY AUTHORIZED REPRESENTATIVES HIRED BY THE OWNER TO

"THE OWNER" SHALL MEAN WESTERN SULLIVAN PUBLIC LIBRARY AND THEIR DULY AUTHORIZED REPRESENTATIVES.

"THE ARCHITECT" SHALL MEAN BUCK MOORHEAD AND HIS DULY AUTHORIZED REPRESENTATIVES.

"OEM" SHALL MEAN **ORIGINAL EQUIPMENT MANUFACTURER**.

1.2 THE CONTRACTOR SHALL MAINTAIN GENERAL LIABILITY AND PROPERTY DAMAGE INSURANCE MINIMALLY AS FOLLOWS: \$1,000,000 EACH OCCURRENCE \$2,000,000 AGGREGATE \$1,000,000 UMBRELLA

CERTIFICATES OF INSURANCE DEMONSTRATING SAME SHALL BE PROVIDED TO THE OWNER PRIOR TO COMMENCEMENT OF WORK. THE SAFETY OF ALL CONTRACTOR'S EMPLOYEES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL MAINTAIN WORKERS COMPENSATION AND DISABILITY INSURANCE AT ALL TIMES DURING THE COURSE OF

THE CONTRACTOR SHALL OBTAIN ALL REQUISITE BUILDING PERMITS FROM LOCAL GOVERNMENTAL AGENCIES. THE CONTRACTOR

SHALL SCHEDULE AND CONDUCT ALL REQUIRED INSPECTIONS, AND SHALL SUBMIT PROOF OF SAID INSPECTIONS TO THE OWNER.

- THE CONTRACTOR SHALL COMPLETE ALL WORK IN STRICT COMPLIANCE OF APPLICABLE RULES AND REGULATIONS OF LOCAL STATE, AND FEDERAL AGENCIES.
- 1.4 ALL WORK SHALL BE GUARANTEED AND UNDER WARRANTY FOR A PERIOD OF ONE YEAR FROM THE DATE OF FINAL COMPLETION.
- 1.6 THE AIA 201 GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION SHALL BE INCLUDED AS PART OF THE C
- THE CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS IN THE FIELD AND BE RESPONSIBLE FOR ACCURATE COORDINATION. ANY DISCREPANCIES SHALL BE REPORTED TO THE ARCHITECT IN WRITING BEFORE PROCEEDING.
- THE CONTRACTOR IS TO COMPLY WITH ALL MANUFACTURERS' RECOMMENDATIONS FOR INSTALLATION OF MATERIALS SPECIFIED. MATERIALS AND EQUIPMENT MUST BE IDENTIFIED SO THAT COMPLIANCE CAN BE DETERMINED. IN THOSE INSTANCES WHERE CHOICE IN FINISH AND / OR COLOR IS AVAILABLE, AND THE FINISH AND /OR COLOR IS NOT SPECIFIED HEREIN, THE CONTRACTOR SHALL REQUEST THE DECISION REGARDING SAID FINISH AND / OR COLOR FROM THE ARCHITECT.
- THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS AND SPECIFICATION CUT SHEETS TO THE ARCHITECT FOR APPROVAL FOR MATERIALS, PRODUCTS, AND METHODS OF CONSTRUCTION SPECIFIED HEREIN.
- 1.10 THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL CONDITIONS AND MATERIALS WITHIN THE PROPOSED CONSTRUCTION AREA. THE CONTRACTOR SHALL HAVE SOLE RESPONSIBILITY FOR ANY DAMAGE OR INJURIES CAUSED BY OR DURING THE EXECUTION OF THE WORK.

THE CONTRACTOR SHALL DO ALL CUTTING, PATCHING, REPAIRING AS REQUIRED TO PERFORM ALL OF THE WORK INDICATED ON T HE DRAWINGS, AND ALL OTHER WORK THAT MAY BE REQUIRED TO COMPLETE THE JOB.

SPECIAL REQUIREMENTS

ONSTRUCTION CONTRACT.

- 1.11 ALL WORK TO COMPLY WITH "THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES" 1.12 <RESERVED>
- ALL WORK IS TO BE PRICED AND EXECUTED COMPLYING WITH PREVAILING WAGE REQUIREMENTS.
- 1.14 CONTRACTOR IS TO PROVIDE A PERFORMANCE BOND. 1.15 AFTER RECEIVING BIDS, OWNER MAY ELECT TO REDUCE SCOPE AND PROCEED WITH ONLY A PORTION OF THE PROJECT.
- 2.0 SITE CONSTRUCTION N/A
- 3.0 CONCRETE N/A
- 4.0 MASONRY N/A
- RAILINGS TO BE POWDER-COATED ALUMINUM, COLOR: BLACK; REFER TO DETAIL A/A-100.00. SUBMIT SHOP DRAWINGS TO ARCHITECT FOR APPROVAL.
- 6.0 WOOD, PLASTICS, AND COMPOSITES N/A
- THERMAL AND MOISTURE PROTECTION N/A
- 8.0 **OPENINGS** N/A
- 9.0 FINISHES N/A
- 10.0 SPECIALTIES N/A 11.0 **EQUIPMENT** N/A
- 12.0 **FURNISHING** N/A
- 13.0 SPECIAL CONSTRUCTION N/A
- 14.0 **CONVEYING SYSTEMS** N/A
- MECHANICAL
- 15.1 HVAC WORK SHALL BE PERFORMED BY PERSONS LICENSED AND INSURED IN THEIR TRADES, WHO SHALL ARRANGE FOR ALL REQUIRED PERMITS, INSPECTIONS, AND SIGN-OFFS.

 15.2 ALL EQUIPMENT, CONTROLS, AND OTHER APPARATUS THAT REQUIRES ACCESS FOR SERVICE, INSPECTION, OR ADJUSTMENT
- SHALL BE PROVIDED WITH ACCESS PANELS OR DOORS. ACCESS SHALL COMPLY WITH APPLICABLE CODE(S) AND MANUFACTURER RECOMMENDATIONS. THE CONTRACTOR SHALL COORDINATE ALL ACCESS DOORS OR PANELS WITH THE ARCHITECT. 15.3 THE CONTRACTOR SHALL PROVIDE SPECIFICATION SUBMITTALS (CUT SHEETS) ON ALL EQUIPMENT FOR APPROVAL PRIOR TO PURCHASING OR INSTALLING ANY EQUIPMENT, EVEN IF THE EQUIPMENT IS THE SAME AS WHAT IS SPECIFIED ON THE DRAWINGS. SUBMITTALS SHALL BE DIGITAL AND PRODUCED BY EQUIPMENT MANUFACTURER; HANDWRITTEN SUBMITTALS ARE NOT
- THE CONTRACTOR SHALL PROVIDE THOROUGH WATERPROOFING AND AIR SEALING AT ALL EXTERIOR PENETRATIONS SUCH AS WALLS AND ROOF AND ANY OTHER LOCATIONS THAT WOULD NORMALLY REQUIRE SUCH SEALING.
 THE CONTRACTOR SHALL BEAR FULL RESPONSIBILITY FOR MAKING ALL NECESSARY ADJUSTMENTS REQUIRED TO OPTIMIZE THE
- PERFORMANCE OF ALL SYSTEMS
- 15.6 ALL REFRIGERATION SYSTEMS SHALL COMPLY WITH APPLICABLE CODE(S). ALL MECHANICAL WORK SHALL CONFIRM TO ACCA STANDARD 5: HVAC QUALITY INSTALLATION SPECIFICATION.

RECORDED AT BOTH THE INITIAL VISIT AND THE FOLLOW-UP VISIT.

ALL EQUIPMENT, CONTROLS, AND RELATED ACCESSORIES ARE TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS. NO PART OF THIS DESIGN IS INTENDED TO IMPLY THE USE OF ANY PIECE OF EQUIPMENT, CONTROL, ETC., IN ANY WAY OTHER THAN ITS MANUFACTURER'S INTENDED APPLICATION(S).

15.9 **REFRIGERANT CHARGE TESTING** PER ACCA STANDARD 5, SECTION 4.3, THE CONTRACTOR SHALL ENSURE THAT THE HVAC SYSTEM HAS THE PROPER

- REFRIGERANT CHARGE BY ONE OF THE FOLLOWING METHODS: FOR THE SUPERHEAT METHOD, SYSTEM REFRIGERANT CHARGING PER OEM DATA/INSTRUCTIONS AND WITHIN ±5F
- OF THE OEM-SPECIFIED SUPERHEAT VALUE FOR SUBCOOLING METHODS, SYSTEM REFRIGERANT CHARGING PER OEM DATA/INSTRUCTIONS AND WITHIN ±3F OF
- THE OEM-SPECIFIED SUBCOOLING VALUE ANY METHOD APPROVED AND SPECIFICALLY STATED BY THE OEM THAT WILL ENSURE PROPER REFRIGERANT
- CHARGING OF THE SYSTEM. NOTE 1. FLOW THROUGH THE HEAT EXCHANGERS: PROPER AIRFLOWS (ACCA STANDARD 5 SECTION 4.1) AND/OR WATER FLOWS (ACCA STANDARD 5 SECTION 4.2) THROUGH THE HEAT EXCHANGER MUST BE WITHIN ACCEPTABLE OEM TOLERANCES BEORE THE REFRIGERANT CHARGE CAN BE MEASURED AND/OR ADJUSTED. NOTE 2. MEASUREMENT PARAMETERS: THE SYSTEM MUST BE WITHIN THE OEM'S TEMPERATURE PARAMETERS AT STEADY STATE CONDITIONS BEFORE SYSTEM CHARGE MEASUREMENTS ARE UNDERTAKEN.

 NOTE 3. REFRIGERANT CHARGE TOLERANCES: REFRIGERANT CHARGE TOLERANCES NOTED ARE NOT ADDITIVE TO ANY OEM-SPECIFIED TOLERANCES.

15.10 ACCEPTABLE TESTING PROCEDURES

THE CONTRACTOR SHALL USE ONE OF THE FOLLOWING ACCEPTABLE PROCEDURES FOR COMPLETING THE DESIRED MEASUREMENTS AFTER CONFIRMATION OF REQUIRED AIRFLOW (PER ACCA STANDARD 5 SECTION 4.1) AND/OR WATER FLOW (PER ACCA STANDARD 5 SECTION 4.2) THROUGH THE INDOOR COIL: SUPERHEAT TEST DONE UNDER OUTDOOR AMBIENT CONDITIONS, AS SPECIFIED BY THE OEM INSTRUCTIONS

- YPICALLY, 55F DRYBULB TEMPERATURE OR HIGHER) SUBCOOLING TEST DONE UNDER OUTDOOR AMBIENT CONDITIONS, AS SPECIFIED BY THE OEM INSTRUCTIONS
- ÀNY METHÓD APPROVED AND SPECIFICALLY DOCUMENTED BY THE OEM THAT WILL ENSURE PROPER REFRIGERANT CHARGING OF THE SYSTEM. NOTE: IF OUTDOOR CONDITIONS REQUIRE A FOLLOW-UP VISIT TO FINALIZE THE CHARGING PROCESS, THIS SHOULD BE

15.11 ACCEPTABLE TESTING DOCUMENTATION

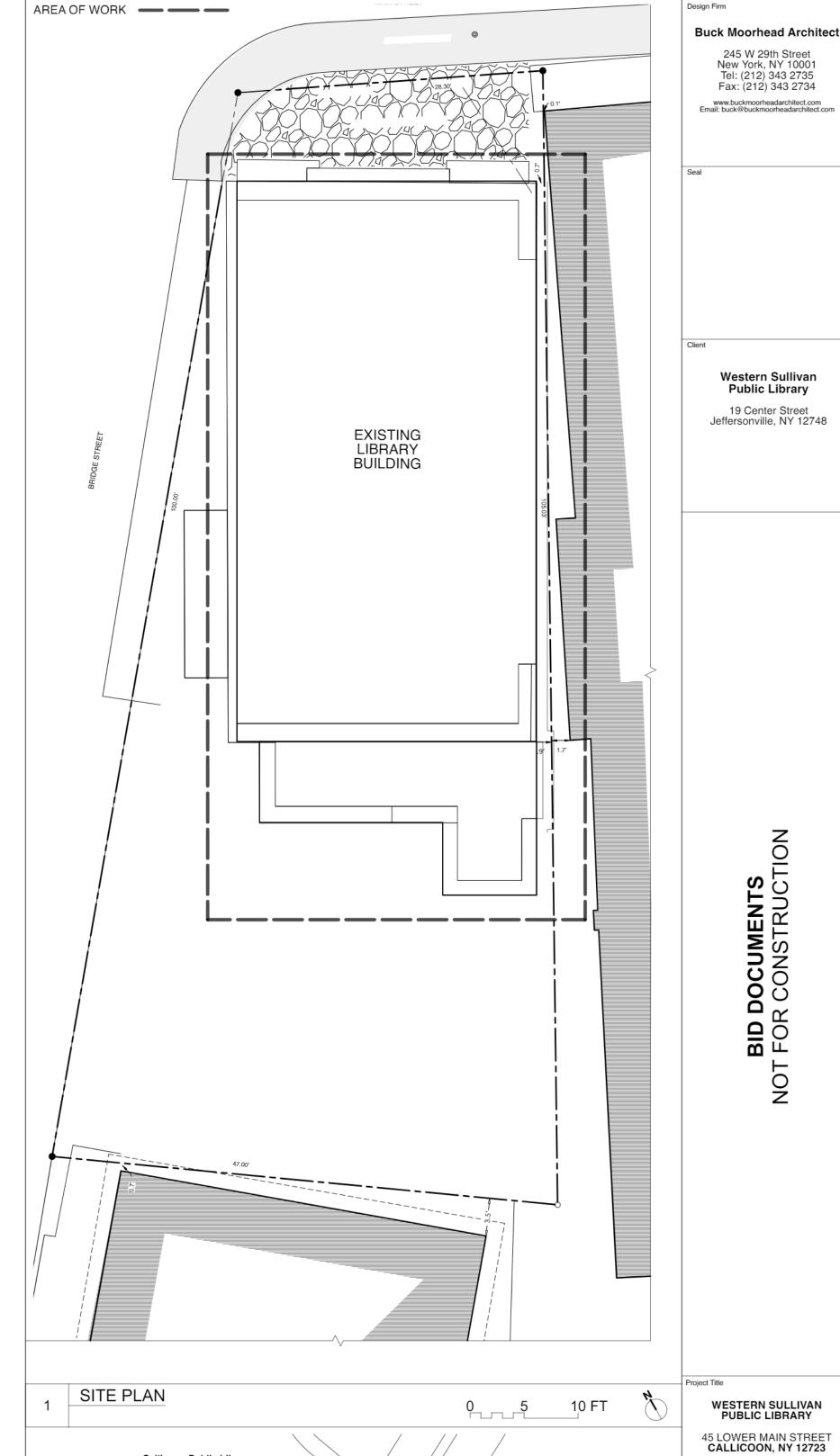
- THE CONTRACTOR SHALL PROVIDE EVIDENCE OF THE FOLLOWING: DOCUMENTED FIELD DATA AND OPERATING CONDITIONS RECORDED ON START-UP SHEET, OR DOCUMENTED FIELD DATA AND OPERATING CONDITIONS RECORDED ON SERVICE RECORDS, AND
- WRITTEN JOB DOCUMENTATION OR CHECKLIST IN THE INSTALLATION FILE THE TEST RESULTS SHALL BE DOCUMENTED AND COPIES PROVIDED TO THE ENGINEER AND/OR ARCHITECT AND THE OWNER. SUBMITTALS SHALL BE LEGIBLE.

THE CONTRACTOR SHALL ENSURE THAT ALL CONTROLS FOR THE HVAC SYSTEM(S) ARE SUITABLE FOR THE EQUIPMENT TO BE CONTROLLED AND MEET OEM'S REQUIREMENTS FOR RECOMMENDATIONS FOR INSTALLATION AND USE.

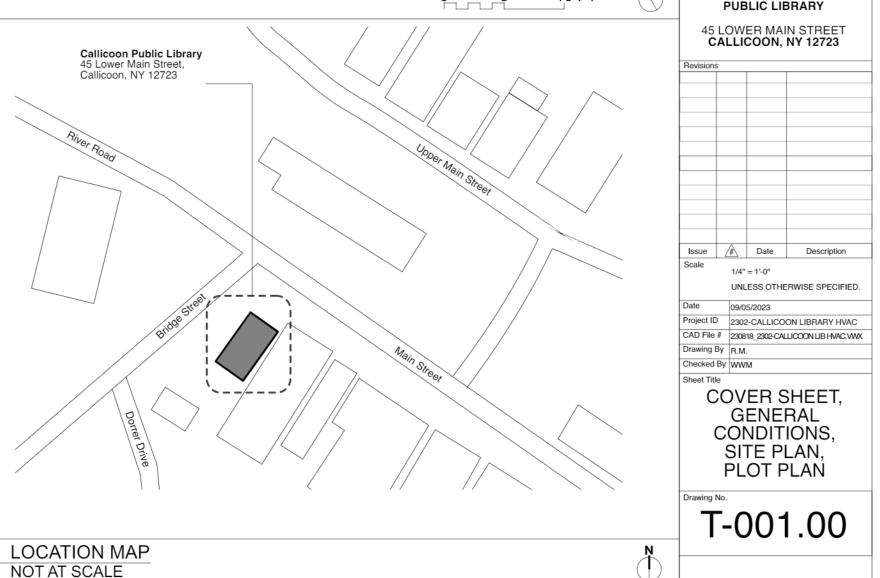
THE CONTRACTOR SHALL ENSURE THAT ANY REQUIRED SEQUENCING OF EQUIPMENT AND SAFETY DEVICES FUNCTION PER OEM AND/OR APPLICABLE CODE REQUIREMENTS. COPIES OF DOCUMENTATION FOR NORMAL USE OF ALL CONTROLS AND SAFETY DEVICES, INCLUDING REGULAR MAINTENANCE REQUIREMENTS, SHALL BE PROVIDED TO THE ENGINEER AND/OR ARCHITECT AND OWNER.

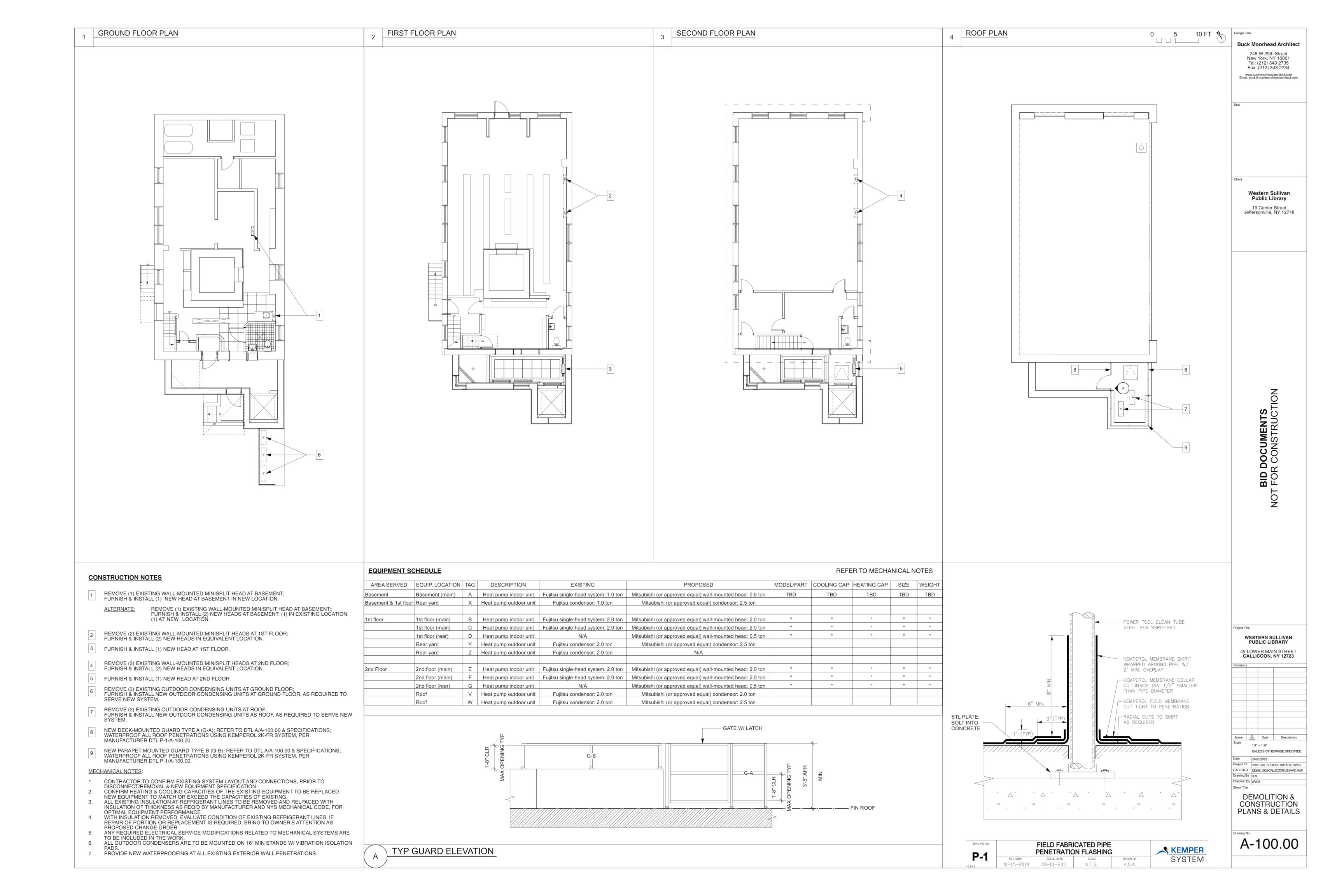
16.1 ELECTRICAL WORK SHALL BE PERFORMED BY PERSONS LICENSED AND INSURED IN THEIR TRADES, WHO SHALL ARRANGE FOR ALL REQUIRED PERMITS, INSPECTIONS, AND SIGN-OFFS.
 16.2 THE MECHANICAL CONTRACTOR SHALL COORDINATE WITH THE ELECTRICAL CONTRACTOR TO ENSURE THAT ALL WIRING FOR ALL

HVAC COMPONENTS IS INSTALLED PRIOR TO HVAC SYSTEM INSTALLATION AND ACCORDING TO ALL APPLICABLE CODE(S).



Tel: (212) 343 2735 Fax: (212) 343 2734 Western Sullivan Public Library 19 Center Street Jeffersonville, NY 12748







Buck Moorhead Architect 245 West 29th Street #1203 New York, NY 10001

(t) 212.343.2735 info@buckmoorheadarchitect.com

BID BREAKDOWN

Project: Western Sullivan Public Library

Callicoon Branch - Mechanical Phase

Project Reference: 2303-WSPL CALLCOON HVAC

Project Address: 45 Lower Main Street, Callicoon, NY 12723

Bidder's Name: ______Bidder's Address: _____

Email: _____Phone:

NOTE: All work to be priced and executed in compliance with prevailing wage.

Provide pricing as applicable; Trades which fall outside of your scope of work may be

left blank.

TRADE	BASE BID	ALTERNATE
Site Work / Protection / Cleanup	\$	\$
Demolition	\$	\$
Mechanical	\$	\$
Electric	\$	\$
Plumbing	\$	\$
Guards	\$	\$
Waterproofing	\$	\$
SUBTOTAL	\$	\$
General conditions	\$	\$
Overhead and fees	\$	\$
TOTAL	\$	\$