



# Western Sullivan Public Library

## 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, 2023Payment 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



# Western Sullivan Public Library

## 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



# Western Sullivan Public Library

## **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.

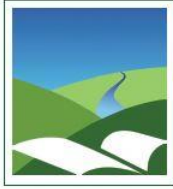
On a motion by Kevin McDonough and seconded by Phyllis Haynes, the June 10, 2023, regular meeting minutes were approved by unanimous consent.

### **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.



# Western Sullivan Public Library

- 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

	<b>Jun 30, 23</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
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
<b>Other Current Assets</b>	
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
<b>Fixed Assets</b>	
446 · Furn. & Fixtures	
Furn & Fixtures-DEL	150.00
Total 446 · Furn. & Fixtures	150.00
Total Fixed Assets	150.00
<b>TOTAL ASSETS</b>	<b>971,439.18</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
601 · Jeff Bank Visa	15.00
Total Credit Cards	15.00
<b>Other Current Liabilities</b>	
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

	<b>Jun 30, 23</b>
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
<b>Equity</b>	
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
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>971,439.18</b>

## Western Sullivan Public Library Profit & Loss Budget vs. Actual

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
1001 · Real Property Taxes	1,003,723	1,003,723	0
1081 · SW Pilot Share	32,899	24,000	8,899
2082 · Library Charges	4,482	4,000	482
2083 · Library Chgs-Registrations	4,488	3,000	1,488
2401 · Interest & Earnings	301	800	(499)
2655 · Sales, Other	605	100	505
2680 · Insurance Recoveries	133	0	133
2705 · Gifts & Donations	3,143	3,600	(457)
3003 · State Grants - Miscellaneous	3,011	5,000	(1,989)
<b>Total Income</b>	<u>1,052,785</u>	<u>1,044,223</u>	<u>8,562</u>
<b>Gross Profit</b>	<u>1,052,785</u>	<u>1,044,223</u>	<u>8,562</u>
Expense			
74101 · Salaries	469,934	489,796	(19,862)
74101.7 · Special Projects	642	1,000	(358)
74102 · Equipment	6,617	7,500	(883)
74104 · Materials	67,031	73,240	(6,209)
74104.6 · Databases & Software	8,511	9,100	(589)
74105.1 · Daily Operating Expenses	19,840	22,200	(2,360)
74105.2 · Repairs/Maint of F&F	0	1,000	(1,000)
74105.3 · Repairs/Maint of Lib Equip	0	1,000	(1,000)
74105.4 · Daily Maint & Repairs	10,640	13,000	(2,360)
74105.5 · Building Maintenance	0	35,000	(35,000)
74105.6 · Insurance Policies	19,424	22,265	(2,841)
74106.1 · Phone, Internet, Cable Services	5,059	8,050	(2,991)
74106.2 · ILS & IT	31,572	31,572	0
74106.4 · Fuel & Electric	19,977	20,000	(23)
74106.5 · Sewer & Water	3,746	5,500	(1,754)
74106.6 · Elevator Service	4,031	4,031	0
74106.7 · Cleaning Services	24,600	26,250	(1,650)
74106.8 · Operating Overhead Expenses	6,834	10,000	(3,166)
74107.1 · Professional Services	10,290	16,697	(6,407)
74107.2 · Grant Expenses	0	500	(500)
74107.3 · Programs and Events	9,754	12,000	(2,246)
74107.9 · Other Expenses	4,073	6,350	(2,277)
90000 · Payroll Expenses	178,980	228,172	(49,192)
<b>Total Expense</b>	<u>901,555</u>	<u>1,044,223</u>	<u>(142,668)</u>
<b>Net Ordinary Income</b>	<u>151,230</u>	<u>0</u>	<u>151,230</u>
<b>Net Income</b>	<u><u>151,230</u></u>	<u><u>0</u></u>	<u><u>151,230</u></u>

Western Sullivan Public Library

Balance Sheet

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

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
<b>Jul 1 - Sep 11, 23</b>						
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
<b>Jul 1 - Sep 11, 23</b>						<b>-114,695.00</b>

## Western Sullivan Public Library Operating Account Check List August 14 through September 11, 2023

Type	Date	Num	Name	Memo	Split	Amount
<b>Aug 14 - Sep 11, 23</b>						
Check	08/21/2023	19021	Utica National Insurance Group	Acct #201466023	-SPLIT-	-15,503.28
Check	08/21/2023	19022	AARP Medicare Rx Preferred (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

## 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			
Paycheck	08/25/2023	2023082507	Employee			
Paycheck	08/25/2023	2023082508	Employee			
Paycheck	08/25/2023	2023082509	Employee			
Paycheck	08/25/2023	2023082510	Employee			
Paycheck	08/25/2023	2023082511	Employee			
Paycheck	08/25/2023	2023082512	Employee			
Paycheck	08/25/2023	2023082513	Employee			

Sep 11, 2023

**Western Sullivan Public Library  
Operating Account Check List  
August 14 through September 11, 2023**

Paycheck	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

Total Payroll 2023-08-05 -13,816.03

Total Payroll 2023-09-08 -13,821.85

**Aug 14 - Sep 11, 23**

**-77,319.96**

# Western Sullivan Public Library Profit & Loss Budget vs. Actual

	<u>Jul 1 - Sep 11, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
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-Miscellaneous	0	454	(454)
3003 · State Grants - Miscellaneous	2,710	2,700	10
<b>Total Income</b>	<u>5,314</u>	<u>6,772</u>	<u>(1,458)</u>
<b>Gross Profit</b>	5,314	6,772	(1,458)
<b>Expense</b>			
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)
<b>Total Expense</b>	<u>166,083</u>	<u>220,939</u>	<u>(54,856)</u>
<b>Net Ordinary Income</b>	<u>(160,769)</u>	<u>(214,167)</u>	<u>53,398</u>
<b>Net Income</b>	<u><u>(160,769)</u></u>	<u><u>(214,167)</u></u>	<u><u>53,398</u></u>

# Western Sullivan Public Library

## Treasurer's Report

Report for:     September 11                     2023  
                   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	<u>\$0.00</u>	
Total Deposits		\$63,277.36
Less Disbursements:		
Transfer to IMM	\$60,000.00	
Operating Expenses	<u>\$31,516.55</u>	
Total Disbursements		\$91,516.55
Balance on hand as of:	<u>August 31, 2023</u>	<u><u>\$7,608.97</u></u>

### 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	<u>\$0.00</u>	
Total Deposits		\$18.81
Less Disbursements:		
Transfers to Operating Fund	\$60,000.00	
Transfer to Capital Fund	<u>\$0.00</u>	
Total Disbursements		\$60,000.00
Balance on hand as of:	<u>August 31, 2023</u>	<u><u>\$477,328.10</u></u>

# 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	<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>August 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>July 31, 2023</u>	\$359,918.44
Plus Deposits:		
Transfers from IMM	\$0.00	
Interest	\$0.00	
Other	<u>\$0.00</u>	
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements	\$25,650.00	\$25,650.00
Balance on hand as of:	<u>August 31, 2023</u>	<u><u>\$334,268.44</u></u>
Account opened December 10, 2019		



# Western Sullivan Public Library

## 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 [RCLS calendar](#) at [www.rcls.org](http://www.rcls.org) for upcoming Trustee trainings.

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



**Western Sullivan Public Library**  
 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
Periodicals	1	49	4
Audiobooks	33	26	10
Museum Pass (Apr-Dec)	1	1	1
DVDs	458	438	98
Other	23	21	6
<b>2023 Totals</b>	<b>1919</b>	<b>2008</b>	<b>1031</b>
<b>2022 Totals</b>	<b>1830</b>	<b>2160</b>	<b>1176</b>

**Wireless usage per branch**

	August 2022	August 2023
Callicoon	4458	2527
Jeffersonville	1696	1591
Narrowsburg	2828	1049
<b>Total</b>	<b>8982</b>	<b>5167</b>

**Computer Use**

	August 2022	August 2023
Callicoon	82	126
Jeffersonville	78	76
Narrowsburg	83	38
<b>Total</b>	<b>243</b>	<b>240</b>

**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  
 Mailchimp weekly email blasts 4 emails sent to 1,495 subscribers    opens=611 avg clicks=34

**e-Circulation**

Type	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
<b>Total</b>	<b>1637</b>	<b>2092</b>

**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
<b>Total</b>	<b>3061</b>	<b>3526</b>

**Reference questions**

	Aug 2022	Aug 2023
Callicoon	126	180
Jeffersonville	100	179
Narrowsburg	120	96
<b>Total</b>	<b>346</b>	<b>455</b>

Date	Program	Platform(s)/Type	Target 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.









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 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	\$	\$
<b>SUBTOTAL</b>	\$	\$
General conditions	\$	\$
Overhead and fees	\$	\$
<b>TOTAL</b>	\$	\$