



Western Sullivan Public Library

BOARD MEETING AGENDA

Regular Board Meeting

February 12, 2024

Jeffersonville Branch, 5:30pm

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Public Comment Period
- V. Approval of January 8, 2024 meeting minutes
- VI. Financial Reports
 - a. Treasurer's Report
 - b. Monthly Financial Reports through February 11, 2024Payment of Bills through February 11, 2024
- VII. Director's Report
- VIII. New Business
 - a. Salary Scales 2024/25
 - b. Strategic Plan Ad Hoc Committee
 - c. Staff Resignation
 - d. Marketing Plan
- IX. Old Business
- X. Committee Reports
 - Building
 - Personnel
 - Donations
 - Finance
 - Bylaws
 - Nominating
 - FOL Liaison
 - Executive
- XI. Dates to Remember
 - a. See [monthly online newsletter](#)
 - b. Bid Opening on February 28, 2024, 4:30pm Jeffersonville
- XII. Correspondence
- XIII. Adjournment

Next Meeting: Monday, March 11, 2024, Tusten-Cochecton Branch



Western Sullivan Public Library

- I. New Business
 - a. Salary Scales 2024/25: Review the salary scales for the 2024/2025 fiscal year.
 - b. Strategic Plan Ad Hoc Committee: Create an ad hoc Strategic Planning Committee.
 - c. Staff Resignation: Accept with regret the resignation of Leeann Bruetsch as of February 10, 2024.
 - d. Marketing Plan: Review and approve the Marketing Plan.
- II. Old Business



Western Sullivan Public Library

Regular Board Meeting

January 08, 2024

Delaware Free Branch, 5:30pm

Unapproved Minutes

Members Present: Pam Reinhardt, Evan Eisenberg, Francis Cape, Kevin McDonough, Amber Novikov, Phyllis Haynes, and Linda Pomes.

Absent: Sue Bodenstein

Zoom: Barbara Winfield

Staff Present: Audra Everett, Director.

Call to Order: At 5:41 p.m. due to technical difficulties, the meeting was called to order by President Linda Pomes with the Pledge of Allegiance.

Adoption of Agenda: On a motion by Kevin McDonough and seconded by Francis Cape, the agenda was approved by unanimous consent.

Approval of Meeting Minutes: On a motion by Pam Reinhardt and seconded by Evan Eisenberg, the December 11, 2023, meeting minutes were approved by unanimous consent.

Financial Reports:

- a. On a motion by Phyllis Haynes and seconded by Amber Novikov, the monthly Treasurer's Report was approved by unanimous consent.
- b. On a motion by Pam Reinhardt and seconded by Barbara Winfield, the monthly Financial Reports through January 07, 2024, were approved by unanimous consent.



Western Sullivan Public Library

New Business:

- a. On a Resolution # 6 the adoption of the 2024-2025 budget for the Western Sullivan Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section-3c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of the qualified board members; now therefore be it Resolved, that the Board of Trustees of the Western Sullivan Public Library voted and approved to exceed the tax levy for 2024-2025 by at least the sixty percent of the Board of Trustees as required by state law on 1/08/2024, this was approved by unanimous consent.
- b. On a motion by Pam Reinhardt and seconded by Evan Eisenberg, the donation of \$10,000.00 in memory of Sally Segar for technology and other future endeavors at the Jeffersonville Branch, was accepted and approved by unanimous consent.
- c. On a motion by Barbara Winfield and seconded by Kevin McDonough, the date for the budget information meeting was set for April 08, 2024, at 5:00 pm at the Callicoon branch. The Library Budget Vote and Trustee Election date was set for April 17, 2024, and was approved by unanimous consent.
- d. On a motion by Amber Novikov and seconded by Francis Cape, the IRS mileage rate for 2024 is \$0.67 per mile from



Western Sullivan Public Library

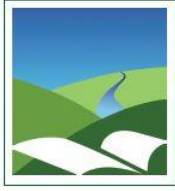
\$0.655 per mile in 2023 and was approved by unanimous consent.

Old Business:

- a. On a motion by Kevin McDonough and seconded by Phyllis Haynes, a motion was made to go out to bid for the Delaware HVAC project and the Delaware Restorations and approved by unanimous consent.
- b. On a motion made by Pamela Reinhardt and seconded by Barbara Winfield the date for the bid opening for The Delaware HVAC project and Delaware Restorations was set for February 28, 2024, at 4 pm at the Jeffersonville branch, and was approved by unanimous consent.
- c. On a motion by Francis Cape and seconded by Phyllis Haynes, the disaster plan/situation manual update was approved by unanimous consent.

Committee Reports

- Building
- Personnel
- Donations
- Finance
- Bylaws
- Nominating
- FOL Liaison
- Executive



Western Sullivan Public Library

Adjournment: On a motion made by Kevin McDonough and seconded by Evan Eisenberg, the board voted by unanimous consent to adjourn the meeting at 6:14pm.

Next Meeting: Monday February 12, 2024, Jeffersonville Branch.

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	43,607.64
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	1,002,384.02
Total 205 · WSPL IMM Acct - 1647	<u>1,012,384.02</u>
206 · Capital Fund - 8355	304,946.44
210 · Petty Cash	
Petty Cash-DEL	50.00
Petty Cash-JEF	48.17
Petty Cash-NAR	50.00
Total 210 · Petty Cash	<u>148.17</u>
Total Checking/Savings	<u>1,362,319.92</u>
Other Current Assets	
2100 · Employee Advance	139.21
A391 · Due From Other Funds	3,224.38
Total Other Current Assets	<u>3,363.59</u>
Total Current Assets	<u>1,365,683.51</u>
TOTAL ASSETS	<u><u>1,365,683.51</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
L-Accrued Liabilities	9,487.88
SUI Payable	1,347.07
606 · SWT Payable	-18.28
607 · NYS & Local Retirement	1,095.77
637 · Due to Retirement	12,176.00
691 · Deferred Revenue	2,300.00
Total Other Current Liabilities	<u>26,388.44</u>
Total Current Liabilities	<u>26,388.44</u>
Total Liabilities	26,388.44
Equity	
909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	550,427.34
Net Income	395,665.90
Total Equity	<u>1,339,295.07</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,365,683.51</u></u>

Western Sullivan Public Library
Operating Account Check List
 January 7 through February 10, 2024

Type	Date	Num	Name	Memo	Split	Amount
Jan 7 - Feb 10, 24						
Check	01/10/2024	19262	Town of Delaware Tax Collector	S-B-L 14.-5-54	Sewer & Water-DEL	-506.52
Check	01/22/2024	19263	NYSEG	1001-0704-798	Fuel & Electric-NAR	-229.19
Check	01/22/2024	19264	AARP Medicare Rx Preferred (PDP)	Member ID: 0217026071 J Swendsen	90608 · Employee Health Insurance	-78.70
Check	01/22/2024	19265	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-32.76
Check	01/22/2024	19266	ShelterPoint Life	Policy D571580	-SPLIT-	-2,484.75
Check	01/29/2024	19268	NYSEG	1001-1281-077	Fuel & Electric-JEF	-1,010.76
Check	01/29/2024	eft	NYS Employment Taxes	UI #9310135 8/Fed ID#14-1825007 2023 4th qtr	90508.1 · SUI Employer	-213.15
Check	02/10/2024	19270	Cardmember Services	acct ending 4182	601.1 · Jeff Bank Visa	-2,358.92
Check	02/10/2024	19271	Amazon Capital Services	Acct # A1W8QRKQNHJDJEH	601.2 · Amazon Business	-297.78
Check	02/10/2024	19272	Joseph Rao	2023-03-13	Adult Programs	-43.00
Check	02/10/2024	19273	Cochecton Oil, Inc.	Account # 283-1	Fuel & Electric-NAR	-382.35
Check	02/10/2024	19274	Fox Ledge, Inc.	Account 005821	-SPLIT-	-123.70
Check	02/10/2024	19275	Dirlam Bros. Lumber Co., Inc.	Customer TUS110	Materials	-37.70
Check	02/10/2024	19276	Brodart Co.	Account 311663 Invoice 634840 & 635496	-SPLIT-	-316.68
Check	02/10/2024	19277	ASTAR Plumbing Heating & Air, LLC	invoice # 259378	Labor	-794.20
Check	02/10/2024	19278	Stonybrook FDN, Inc.	3 drawing session	Adult Programs	-75.00
Check	02/10/2024	19279	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-1,046.38
Check	02/10/2024	19280	Christina Mace		Bookkeeper	-806.00
Check	02/10/2024	19281	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	02/10/2024	19282	Ehrlich		-SPLIT-	-135.85
Check	02/10/2024	19283	NYSEG	1003-8570-692	Fuel & Electric-DEL	-22.89
Check	02/10/2024	19284	NYSEG	1001-3155-188	Fuel & Electric-DEL	-231.13
Check	02/10/2024	19285	Callicoon Supply Inc.	Acct # 4675	Materials	-77.93
Check	02/10/2024	19286	OverDrive, Inc.	Cust ID 1052-1001	Digital Downloads - WSPL	-38.00
Check	02/10/2024	19287	Kanopy LLC		Digital Downloads - WSPL	-577.00
Check	02/10/2024	19288	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-8,086.44
Check	02/10/2024	19289	DJS Plumbing & Heating	Inv. # 12546	-SPLIT-	-243.25
Check	02/10/2024	19290	United Healthcare Insurance Company	Member ID 351736481-1	90608 · Employee Health Insurance	-268.50
Check	02/10/2024	19291	Ciera Moore (reimb)		Travel & Continuing Education	-94.52

Western Sullivan Public Library Operating Account Check List January 7 through February 10, 2024

Check	02/10/2024	19292	Lillian Velasquez (reimb)		Travel & Continuing Education	-11.79
Check	02/10/2024	19293	RCLS General	invoice 32768	Digital Downloads - RCLS	-1,026.00
Check	02/10/2024	19294	RCLS General	invoice 32816	RCLS	-2,205.00
Check	02/10/2024	19295	RCLS General	invoice 32863 & 32906	-SPLIT-	-288.59
Check	02/10/2024	19296	RCLS General	invoice 32863	-SPLIT-	-3,157.50
Check	02/10/2024	19297	RCLS General	invoice 32935	-SPLIT-	-2,527.00
Check	02/10/2024	19298	RCLS General	invoice 32936	-SPLIT-	-2,138.25
Check	02/10/2024	19299	RCLS General	invoice 32934	-SPLIT-	-3,233.50
Check	02/10/2024	19300	Better Homes & Gardens	BHG2760152567	Periodicals-NAR	-12.00
Check	02/10/2024	19301	Kohler Lumber Company Inc.	Invoice 134470	Materials	-84.95
Check	02/10/2024	19302	Sullivan County Democrat		Advertising	-168.86
Check	02/10/2024	19303	Peck's Market	Acct 4394 & C966	-SPLIT-	-137.48
Check	02/10/2024	19304	Midwest Tape LLC		-SPLIT-	-416.62
Check	02/10/2024	19305	Baker & Taylor Books #510486		-SPLIT-	-3,254.77
Check	02/10/2024	19306	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90
Liability Check	01/08/2024	eft ERS	NYS & Local Retirement System	51404	-SPLIT-	-1,200.16
Liability Check	01/08/2024	E-pay	NYS Income Tax	141825007 6 QB Tracking # 730544898	-SPLIT-	-735.19
Liability Check	01/10/2024	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 1286967898	-SPLIT-	-22.26
Liability Check	01/12/2024	19261	Commissioner of Taxation and Finance	E-034204795-E003-8	609 - Income Execution	-177.18
Liability Check	01/12/2024	eft dd	Direct Deposit Split		611 - DD for savings/c/king	-250.00
Liability Check	01/12/2024	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 729647898	-SPLIT-	-4,207.36
Liability Check	01/22/2024	eft	Direct Deposit Split		611 - DD for savings/c/king	-250.00
Liability Check	01/22/2024	E-pay	NYS Income Tax	141825007 6 QB Tracking # -915223398	-SPLIT-	-738.26
Liability Check	01/26/2024	19267	Commissioner of Taxation and Finance	E-034204795-E003-8	609 - Income Execution	-177.18
Liability Check	01/26/2024	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -916305398	-SPLIT-	-4,229.80
Liability Check	02/06/2024	E-pay	NYS Income Tax	141825007 6 QB Tracking # 779749406	-SPLIT-	-735.19
Liability Check	02/09/2024	19269	Commissioner of Taxation and Finance	E-034204795-E003-8	609 - Income Execution	-177.18
Liability Check	02/09/2024	eft dd	Direct Deposit Split		611 - DD for savings/c/king	-250.00
Liability Check	02/09/2024	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 779602406	-SPLIT-	-4,205.20
Paycheck	01/12/2024	2024011201	Employee		-SPLIT-	
Paycheck	01/12/2024	2024011202	Employee		-SPLIT-	

Western Sullivan Public Library Operating Account Check List January 7 through February 10, 2024

Paycheck	01/12/2024	2024011203	Employee	-SPLIT-	
Paycheck	01/12/2024	2024011204	Employee	-SPLIT-	
Paycheck	01/12/2024	2024011205	Employee	-SPLIT-	
Paycheck	01/12/2024	2024011206	Employee	-SPLIT-	
Paycheck	01/12/2024	2024011207	Employee	-SPLIT-	
Paycheck	01/12/2024	2024011208	Employee	-SPLIT-	
Paycheck	01/12/2024	2024011209	Employee	-SPLIT-	
Paycheck	01/12/2024	2024011210	Employee	-SPLIT-	
Paycheck	01/12/2024	2024011211	Employee	-SPLIT-	
Paycheck	01/12/2024	2024011212	Employee	-SPLIT-	
Paycheck	01/12/2024	2024011213	Employee	-SPLIT-	
Paycheck	01/12/2024	2024011214	Employee	-SPLIT-	
Paycheck	01/12/2024	2024011215	Employee	-SPLIT-	
Paycheck	01/12/2024	2024011216	Employee	-SPLIT-	
Paycheck	01/12/2024	2024011217	Employee	-SPLIT-	
Total Payroll 2024-01-12				Total Payroll 2024-01-12	-14,931.57
Paycheck	01/26/2024	2024012601	Employee	-SPLIT-	
Paycheck	01/26/2024	2024012602	Employee	-SPLIT-	
Paycheck	01/26/2024	2024012603	Employee	-SPLIT-	
Paycheck	01/26/2024	2024012604	Employee	-SPLIT-	
Paycheck	01/26/2024	2024012605	Employee	-SPLIT-	
Paycheck	01/26/2024	2024012606	Employee	-SPLIT-	
Paycheck	01/26/2024	2024012607	Employee	-SPLIT-	
Paycheck	01/26/2024	2024012608	Employee	-SPLIT-	
Paycheck	01/26/2024	2024012609	Employee	-SPLIT-	
Paycheck	01/26/2024	2024012610	Employee	-SPLIT-	
Paycheck	01/26/2024	2024012611	Employee	-SPLIT-	
Paycheck	01/26/2024	2024012612	Employee	-SPLIT-	
Paycheck	01/26/2024	2024012613	Employee	-SPLIT-	
Paycheck	01/26/2024	2024012614	Employee	-SPLIT-	
Paycheck	01/26/2024	2024012615	Employee	-SPLIT-	

Feb 10, 2024

Western Sullivan Public Library Operating Account Check List January 7 through February 10, 2024

Paycheck	01/26/2024	2024012616	Employee	-SPLIT-	
Paycheck	01/26/2024	2024012617	Employee	-SPLIT-	
				Total Payroll 2024-01-26	-15,029.73
Paycheck	02/09/2024	2024020901	Employee	-SPLIT-	
Paycheck	02/09/2024	2024020902	Employee	-SPLIT-	
Paycheck	02/09/2024	2024020903	Employee	-SPLIT-	
Paycheck	02/09/2024	2024020904	Employee	-SPLIT-	
Paycheck	02/09/2024	2024020905	Employee	-SPLIT-	
Paycheck	02/09/2024	2024020906	Employee	-SPLIT-	
Paycheck	02/09/2024	2024020907	Employee	-SPLIT-	
Paycheck	02/09/2024	2024020908	Employee	-SPLIT-	
Paycheck	02/09/2024	2024020909	Employee	-SPLIT-	
Paycheck	02/09/2024	2024020910	Employee	-SPLIT-	
Paycheck	02/09/2024	2024020911	Employee	-SPLIT-	
Paycheck	02/09/2024	2024020912	Employee	-SPLIT-	
Paycheck	02/09/2024	2024020913	Employee	-SPLIT-	
Paycheck	02/09/2024	2024020914	Employee	-SPLIT-	
Paycheck	02/09/2024	2024020915	Employee	-SPLIT-	
Paycheck	02/09/2024	2024020916	Employee	-SPLIT-	
Paycheck	02/09/2024	2024020917	Employee	-SPLIT-	
				Total Payroll 2024-02-09	-14,935.73
Jan 7 - Feb 10, 24					Total: -104,037.25

Western Sullivan Public Library Profit & Loss Budget vs. Actual

	<u>Jul 1, '23 - Feb 10, 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
1001 · Real Property Taxes	1,063,613	1,063,613	0
1081 · SW Pilot Share	0	8,276	(8,276)
2082 · Library Charges	2,194	2,448	(254)
2083 · Library Chgs-Registrations	989	2,000	(1,011)
2401 · Interest & Earnings	195	306	(111)
2655 · Sales, Other	157	61	96
2705 · Gifts & Donations	11,343	2,203	9,140
2770 · Grants-Miscellaneous	0	1,408	(1,408)
3003 · State Grants - Miscellaneous	2,710	2,700	10
Total Income	<u>1,081,201</u>	<u>1,083,015</u>	<u>(1,814)</u>
Gross Profit	1,081,201	1,083,015	(1,814)
Expense			
74101 · Salaries	292,614	321,087	(28,473)
74101.7 · Special Projects	0	306	(306)
74102 · Equipment	619	3,978	(3,359)
74104 · Materials	40,564	45,557	(4,993)
74104.6 · Databases & Software	5,502	5,264	238
74105.1 · Daily Operating Expenses	9,499	13,282	(3,783)
74105.3 · Repairs/Maint of Lib Equip	0	306	(306)
74105.4 · Daily Maint & Repairs	9,327	7,957	1,370
74105.5 · Building Maintenance	0	21,422	(21,422)
74105.6 · Insurance Policies	20,851	22,932	(2,081)
74106.1 · Phone, Internet, Cable Services	3,679	4,927	(1,248)
74106.2 · ILS & IT	28,073	24,972	3,101
74106.4 · Fuel & Electric	8,465	15,302	(6,837)
74106.5 · Sewer & Water	1,389	3,366	(1,977)
74106.6 · Elevator Service	228	242	(14)
74106.7 · Cleaning Services	14,350	16,067	(1,717)
74106.8 · Operating Overhead Expenses	1,656	6,121	(4,465)
74107.1 · Professional Services	11,166	12,425	(1,259)
74107.3 · Programs and Events	5,241	7,345	(2,104)
74107.9 · Other Expenses	1,137	3,275	(2,138)
90000 · Payroll Expenses	140,386	164,801	(24,415)
Total Expense	<u>594,746</u>	<u>700,934</u>	<u>(106,188)</u>
Net Ordinary Income	<u>486,455</u>	<u>382,081</u>	<u>104,374</u>
Net Income	<u><u>486,455</u></u>	<u><u>382,081</u></u>	<u><u>104,374</u></u>

Western Sullivan Public Library

Treasurer's Report

Report for: February 12 2024
 Month and Day Year

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

Balance on hand as of:	<u>December 29, 2023</u>	\$47,222.02
Plus Deposits:		
Accounts Receivable	\$1,476.57	
Transfers from IMM	\$65,000.00	
Interest	\$0.53	
Other	<u>\$0.00</u>	
Total Deposits		\$66,477.10
Less Disbursements:		
Transfer to IMM	\$0.00	
Operating Expenses	<u>\$73,156.24</u>	
Total Disbursements		\$73,156.24
Balance on hand as of:	<u>January 31, 2024</u>	<u><u>\$40,542.88</u></u>

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

Balance on hand as of:	<u>December 29, 2023</u>	\$1,142,337.47
Plus Deposits:		
Annual Tax Portion & PILOT	\$0.00	
Interest	\$46.55	
Other	<u>\$0.00</u>	
Total Deposits		\$46.55
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>January 31, 2024</u>	<u><u>\$1,077,384.02</u></u>

Western Sullivan Public Library

Treasurer's Report

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

Balance on hand as of:	<u>December 29, 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>January 31, 2024</u>	<u><u>\$1,233.65</u></u>

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

Balance on hand as of:	<u>December 29, 2023</u>	\$302,830.44
Plus Deposits:		
Transfers from IMM	\$0.00	
Interest	\$0.00	
Other	<u>\$0.00</u>	
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements	\$0.00	\$0.00
Balance on hand as of:	<u>January 31, 2024</u>	<u><u>\$302,830.44</u></u>
Account opened December 10, 2019		



Western Sullivan Public Library

DIRECTOR'S REPORT

February 12, 2024

Building/Equipment:

The HVAC units at Jeffersonville were serviced in January. The unit for the main floor needs to be replaced. One of the new units on the lower level had an issue that the company will report to the manufacturer to try and cover the work under the warranty.

Finance:

See reports.

The library received the final 10% of the NYS Library Construction Aid for the Narrowsburg Boiler Project totaling \$901.00.

The library received the final 10% of the NYS Library Construction Aid for the Village portion of the Jeffersonville Branch back parking lot totaling \$2,116.00.

Personnel:

We are starting the search process to fill the part-time library clerk position available.

Professional Development/Meetings:

1/10/2024: Directors Association Meeting

1/12/2024: SUPLA Meeting

1/16/2024: Meeting with the Sullivan County Poet Laureate

1/30/2024: RCLS Annual Report Workshop

2/8/2024: Directors Association Executive Committee Meeting

2/9/2024: SUPLA Meeting

Programs:

View [newsletter](#).

Strategic Plan Progress:

See attached.

Monthly Statistics:

See statistics in "Other Items" on libguide. The 2019 -2023 comparison charts are posted on the libguide too.

Other:

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

Sullivan County Poet Laureate Update:



Western Sullivan Public Library

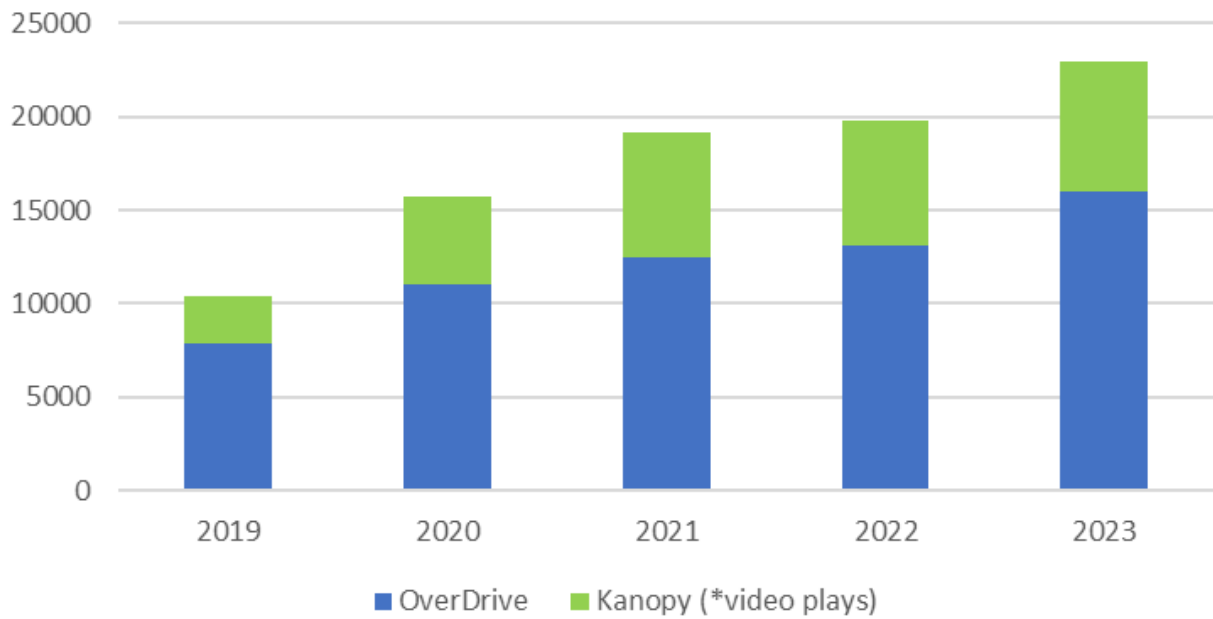
- The committee is searching for the county’s next poet laureate. Details can be found under the programs tab on our website.
- The current Sullivan County Poet Laureate is looking to order plaques that will be installed at each library and hold an unveiling at each location for a project she created that uses poetry as a form of healing for those county residents in recovery from mental illness and substance use disorder. The poems will be reviewed before she is given approval to install the plaque at each location.

Collaboration with Sullivan O&W Rail to Trail Alliance

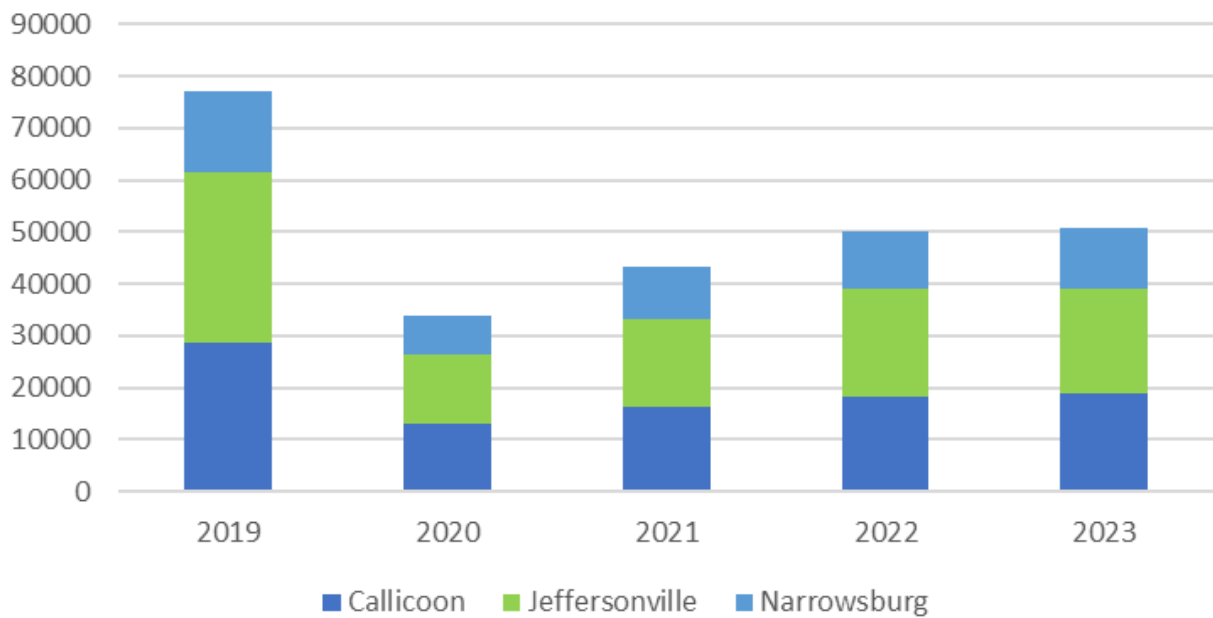
- The library is supporting the “Tracks and Trails Learning Packs” program in collaboration with Sullivan O&W Rail to Trail Alliance. This program aims to provide educational hiking daypacks to libraries and schools, offering a unique opportunity for community members to explore the outdoors, learn about nature, and promote walking health. Each branch will receive one daypack to loan to our patrons.

After our December Staff Meeting and Training, we started a ‘wellness committee’ made up of five staff members. Chantal has taken on the role of leading the committee and coming up with ideas and ways to bring wellness to our staff.

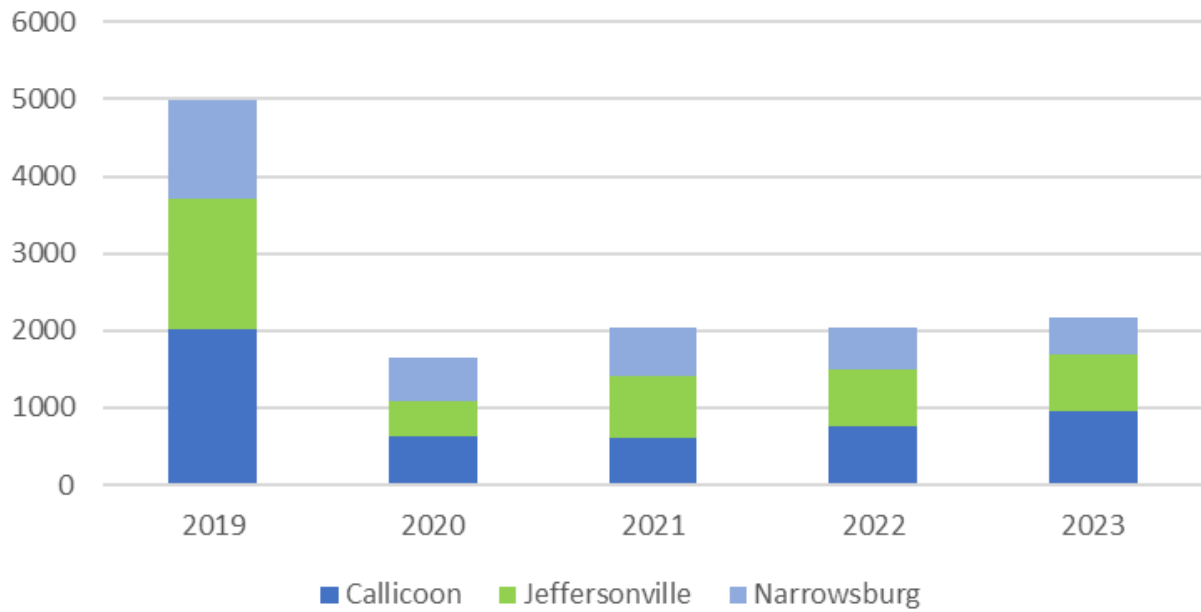
Digital Library Usage



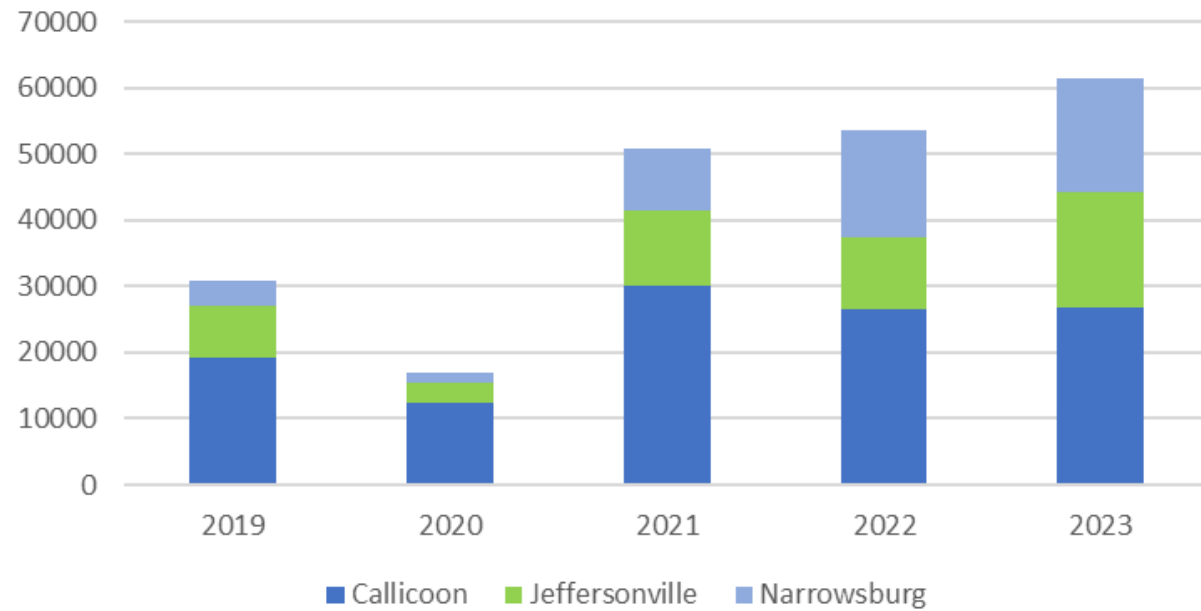
Circulation of Physical Materials

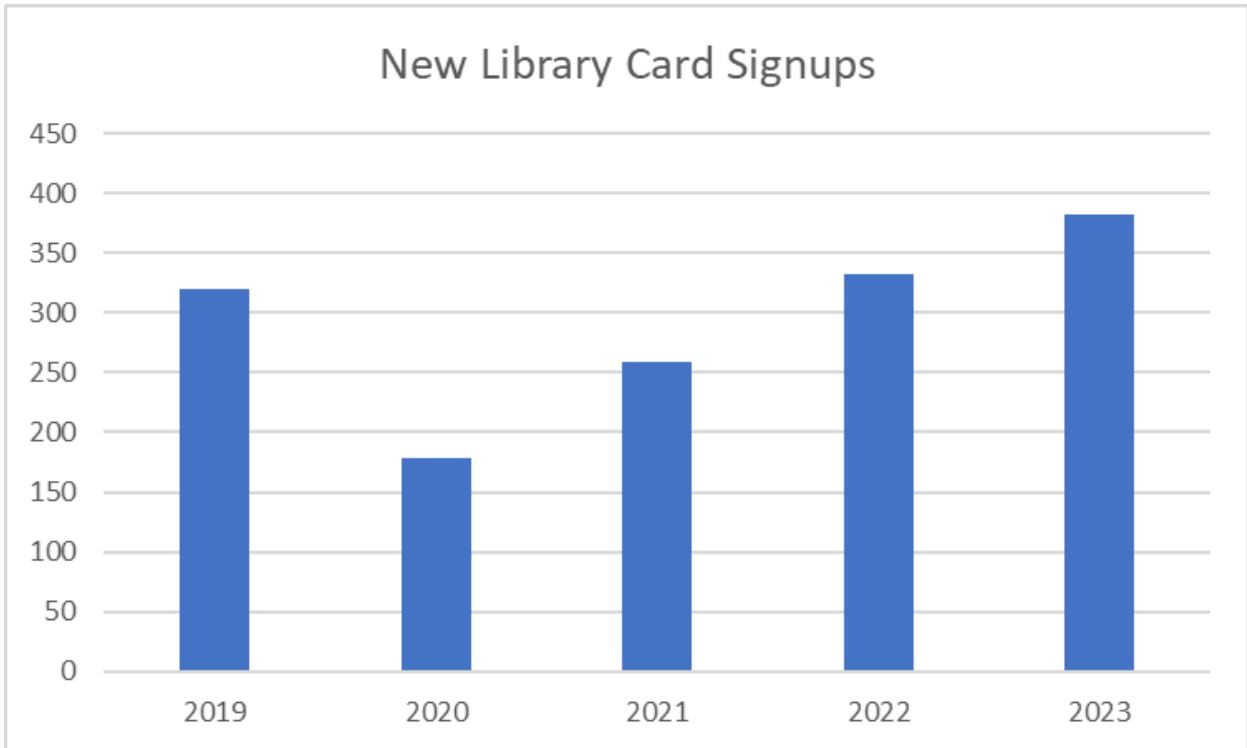
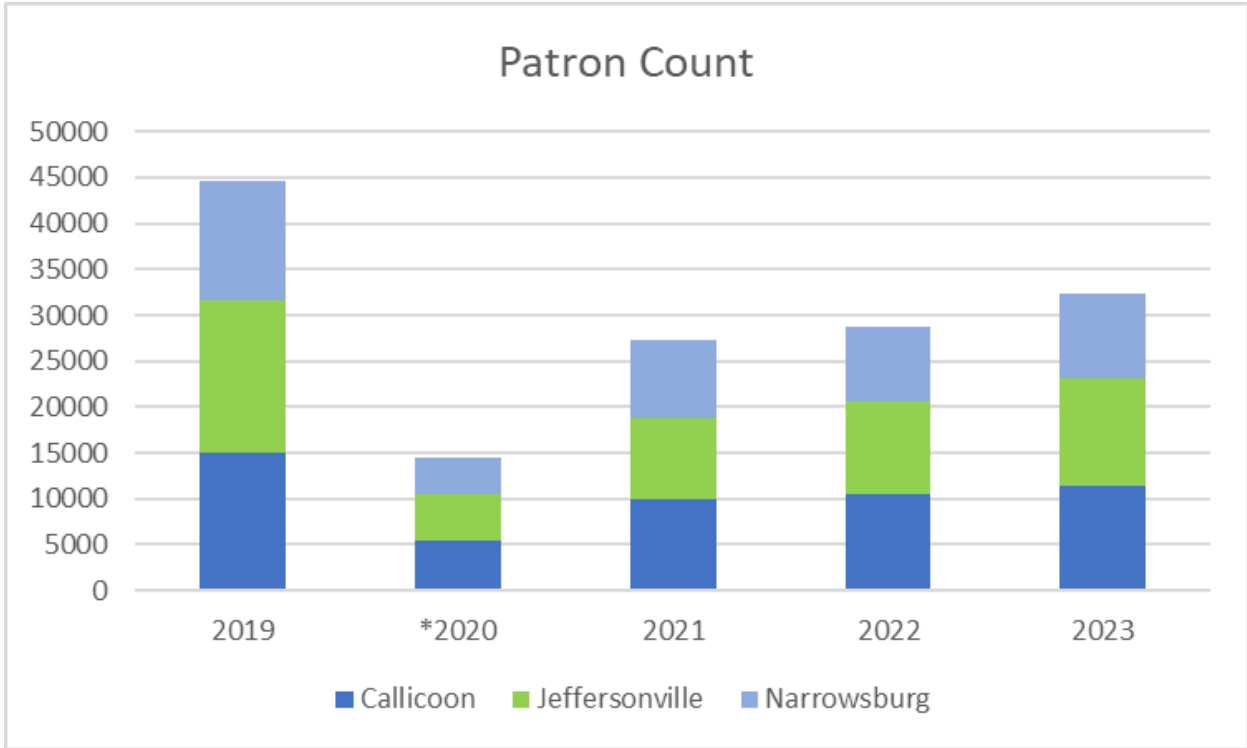


In-House Computer Usage



WiFi Usage





Western Sullivan Public Library
 Monthly Reports for All Branches for January 2024

January Circulation	Callicoon	Jeffersonville	Narrowsburg
Adult Books	492	637	469
Young Adult Books	72	25	41
Children's Books	492	449	216
Periodicals	7	15	7
Audiobooks	41	21	8
Museum Pass	0	0	0
DVDs	322	409	127
Other	5	7	4
2024 Totals	1431	1563	872
2023 Totals	1532	1665	837

Wireless usage per branch

	January 2023	January 2024
Callicoon	2207	1302
Jeffersonville	1683	1176
Narrowsburg	1331	714
Total	5221	3192

Computer Use

	January 2023	January 2024
Callicoon	47	71
Jeffersonville	47	48
Narrowsburg	36	21
Total	130	140

Internet/Social Media

	January 2023	January 2024
Instagram followers	1129	1237
Facebook followers	1134	1326
Facebook video views	654	416
Website users	1339	2,198
Website sessions	2187	3275
Website page views	3267	3989
Podcast Downloads	74	26
Monthly eNewsletter	One email sent to 665 subscribers	390 opens/ 52 clicks
Mailchimp weekly email blasts	Four emails sent to 1,533 subscribers	644 avg opens/35 avg clicks per email

e-Circulation

Type	Jan 2023	Jan 2024
Callicoon e-content	393	650
Jeffersonville e-content	635	802
Narrowsburg e-content	273	409
Kanopy films (# of videos played)	636	528
Total	1937	2389

Curbside Pickup Appointments

Callicoon	0
Jeffersonville	0
Narrowsburg	0

Patron Count at the Library

	Jan 2023	Jan 2024
Callicoon	662	676
Jeffersonville	777	803
Narrowsburg	589	577
Total	2028	2056

Reference questions

	Jan 2023	Jan 2024
Callicoon	110	92
Jeffersonville	90	139
Narrowsburg	76	88
Total	276	319

Monthly Volunteer Hours

Callicoon	12
Jeffersonville	16
Narrowsburg	20

Date	Virtual Program	Platform(s)/ Type	Target Audience	Attendance/ Views/Kits
1/4/2024	Sewcial Circle	In-Person	Adult	2
1/8/2024	Narrowsburg Knitters	In-Person	Adult	7
1/8/24	TYC: Intro to Crochet	NAR	Youth	13
1/9/2024	Let's Play!	NAR	Youth	8
1/10/2024	Memoir Group	In-Person	Adult	8
1/11/2024	Sewcial Circle	In-Person	Adult	5

1/12/2024	Jeffersonville Book Club	In-Person	Adult	5
1/17/2024	Cricut Meet Up	In-Person	Adult	3
1/17/2024	TYC: Intro to Crochet	NAR	Youth	3
1/18/2024	Sewcial Circle	In-Person	Adult	3
1/18/2024	What's My Line! Pencil Drawing	Zoom	Adult	21
1/19/2024	Craft Lovers	In-Person	Adult	cancelled, snow
1/19/2024	Storytime	DEL	Youth	cancelled, snow
1/22/2024	Narrowsburg Knitters	In-Person	Adult	8
1/22/2024	TYC: Cartoon Club	NAR	Youth	6
1/23/2024	Let's Play!	JEFF	Youth	9
1/24/2024	Narrowsburg Book Club	In-Person	Adult	2
1/24/2024	Memoir Group	In-Person	Adult	11
1/25/2024	Sewcial Circle	In-Person	Adult	7
1/25/2024	Pottery Ornament Redo	In-Person	Adult	7
1/26/2024	STEAM the Stars	DEL	Youth	5
1/28/2024	Discover the Night Sky	JEFF	Youth	8
1/29/2024	Narrowsburg Knitters	In-Person	Adult	7
1/29/2024	TYC: Escape the Room	NAR	Youth	7
PASSIVE	TOY SWAP (NAR - 12; DEL - 14 ; JEFF - 90)	WSPL	Youth	116 items

Tech Programs

1/3/2024	Hybrid Open Technical Support	In-Person	Adult, PCC	1
1/10/2024	Hybrid Open Technical Support	In-Person	Adult, PCC	2
1/22/2024	Hybrid Open Technical Support	In-Person	Adult, PCC	4
1/24/2024	Hybrid Open Technical Support	In-Person	Adult, PCC	6
1/30/2024	Hybrid Open Technical Support	In-Person	Adult, PCC	3
1/31/2024	Hybrid Open Technical Support	In-Person	Adult, PCC	3

2021-2025 WSPL Long Range Strategic Plan Goals

2023 Progress Report

GOAL 1: Enhance marketing and public outreach.

OBJECTIVE	ACTION PLAN	TIMELINE	PROGRESS REPORT FOR 2023 AND PLANS FOR 2024
Find new and innovative ways to reach all residents of our service area.	Create an Outreach Committee for the WSPL Board of Trustees.	Formed July 2021	Staff is working together to come up with outreach ideas for 2024 including library card drives and ways to reach students at the school. Our outreach is now done by the library programs and staff.
	Develop a marketing plan that includes utilization of local assets, including radio stations, newspapers, and social media groups specific to our area.	2023	Marketing Plan is in its final stages and ready to be implemented. In 2023 we created monthly social media calendars with the intention that managers could update them in accordance with the WSPL Marketing Plan. In 2024 we plan to join more local facebook groups so that our posts can reach potential followers/card holders. Ciera is on the radio monthly to promote programs at WSPL. The programmers will continue to create press releases and marketing that will be distributed widely. Keep WJFF engaged with our programming.
	Collaborate with schools, community organizations, and local businesses.	ongoing	DEL participated in Callicoon Business Association events such as Art Walk and Dickens on the Delaware. Kristen created Storywalk in collaboration with the town businesses. The Depot Project saw action this year and Laura attended community mtgs and offered feedback on programming. DEL also helped archive and process the first of hopefully many oral histories for the Depot Project. NARCAN trainings were held at DEL, the Alzheimer's Assoc gave a presentation, and NYS state Health came to distribute farmer market coupons. Reach out to Deep Water Literary Festival early to find out which authors they will be featuring, buy books or checkout from RCLS libraries for displays. *Schools - 1st grade visits, expanding to 5th grade. *Summer Programming @the DYC. *Weekly programming with Tusten Youth Commission, expanding to an extra day in the library! *Host Great Giveback again with Berkshire Farms. Managers will engage with local businesses.
	Create a system for working with realtors to reach out to new home buyers and recent in-movers.	ongoing	We continue to reach out to local agents asking them to provide library welcome packets to new home owners.
	Engage all residents of the Sullivan West School District annually.	ongoing	The Annual Report to the Community will be distributed widely again this year, both print and online.

GOAL 1 (cont): Enhance marketing and public outreach.

OBJECTIVE	ACTION PLAN	TIMELINE	PROGRESS REPORT FOR 2023 AND PLANS FOR 2024
Increase the number of card holders.	Establish a baseline goal by comparing the number of card holders per district's population to other RCLS member libraries.	2022-2025	Using statistics for the 2022 RCLS Statistics which compiles the annual report numbers, the average for the 47 RCLS libraries in terms of borrowers compared to the total population was 39%. WSPL was at 41% this year. Our goal for half our our district to be cardholders.
	Engage churches and community organizations to introduce the library and promote library card registration.	2023-2025	At the chamber/business association meetings this year we are going to ask everyone if they would like to sign up for a library card and give them a brochure of what we offer. Kristen, Ciera and Audra will work on ways to reach out to the girl/boy scouts and 4-H groups.
	Reach out to first, fourth, middle school, and high school staff and develop ways to make sure every student has a current library card.	2023/24	1st Grade visits creates first time cardholders, working with 5th graders this year to ensure they continue with an active card. Kristen is reaching a new audience with the Tusten Youth Club, will continue signing up kids & parents and will attempt to connect with the PSTO again this year. Will continue to attend Career Day the the high school.
	Develop a program that incentivizes residents to sign up for a library card.	Implemented June 2022 and continued into 2023.	The Library Rewards Program was created in 2022 to incentivize library card sign-up and library use. The program was popular with existing patrons. We will develop mini library card drives this year throughout the communities and have giveaways at these events.
	Create a report to track the progress of library card registration.	2023	Library card registration increased by 15% this year. In 2023 we signed up 382 new patrons.

GOAL 2: Improve staff retention and development and create a system for demonstrating appreciation for staff performance.

OBJECTIVE	ACTION PLAN	TIMELINE	PROGRESS
To recognize staff achievement in a public and tangible fashion.	Develop a system to recognize staff innovation.	ongoing	We are using the newsletter and social media as a way to highlight staff.
	Recognize tenure milestones.	ongoing	Will add these to the newsletter and social media this year.
To provide annual technology training to staff.	Create a guide with links to relevant trainings staff can access online.	ongoing	Dale continues to train staff.

GOAL 2: Improve staff retention and development and create a system for demonstrating appreciation for staff performance.

OBJECTIVE	ACTION PLAN	TIMELINE	PROGRESS
	Create in-house training tools specific to staff positions.	ongoing	Jennifer, Laura, Alexa and Audra meet bi-weekly to create "Top 3" talking points that are used to highlight different needs at the library. The managers discuss them each week with their staff. Callicoon has successfully seen key staff "graduate" to higher levels of staffing. In their place, new recruits are offered divergent methods of training, if the fit seems right. For one, in particular, Art & Museum education techniques helped her to see shelf reading in a new light. Improvements were measurable right away. In 2024, Callicoon would like to return to more consistent 1 on 1 staff meetings and continue to assist with "TOP 3" check-ins.
	Track annual participation.	ongoing	Staff records each training they take and it is send to a spreadsheet that tracks participation. In 2023, staff participated in 145 trainings.

GOAL 3: Maintain and improve physical plant with an eye towards the near future when every patron has remote access to digital media.

OBJECTIVE	ACTION PLAN	TIMELINE	PROGRESS
Evaluate the usage of onsite computer/wireless services for trends.	Annually compare usage and create a report to guide future decisions.	ongoing	In-house public computer use has plateaued since covid. We reduced the number of public computers at the branches to accommodate for this reduction in use. WiFi usage continues to increase.
Improvements to physical plant should reflect our role as a community-building institution and our duty to enhance libraries as a public space.	Align the projects on the five-year plan created by the building committee to reflect these needs.	ongoing	Revitalization of the Callicoon's Local History collection has been chugging along. Our hopes for a public reveal in Nov 2023 were delayed as we awaited acceptance into NY Heritage, a statewide digital history platform overseen by SENYRLC. In Nov, we were accepted. Now comes training in the ContentDM system for uploading and metadata. The reveal has been put off until Spring 2024 as all WSPL branches are knee-deep in inventory until that time. Callicoon developed two more private areas for library users. These areas are partitioned off by folding screens and patrons LOVE them. Some stay all day!
	Create accessible outdoor seating areas with a strong wifi signal.	2022-2025	External wifi units were installed in 2022. Benches will be put out in the spring at the branches. Beautified outdoor seating areas at Jeffersonville with planter in honor of Marge Brown & two planters at Callicoon which were installed in 2023 for Community Garden Day. There is a bench in the Beth Peck Memorial Garden at Narrowsburg and we are exploring the creation of a seating area behind the library by the Art Peck Memorial Garden.

GOAL 4: Continually reach out to the public to see what programming they need and desire.

OBJECTIVE	ACTION PLAN	TIMELINE	PROGRESS
Explore and optimize methods for patron feedback.	Evaluate current social media management and develop a system that covers both the day-to-day processes and periodic analytics.	ongoing	Dale holds social media meetings with the social media team twice a month. Main objectives include increasing social media and marketing presence in addition to identifying key performance indicator metrics.
	Create short, quarterly surveys for distribution to current email list.	ongoing	In 2022, we distributed a programming survey collecting information on topics the community is interested in. This year we will continue the surveys broadening the scope to include services, technology, and collections.
	Evaluate current programming, including virtual programming, via a feedback form/short survey emailed to participants.	ongoing	Now that we have the new registration calendar, LibCal, in place, we will start sending out follow up evaluations and surveys to help us evaluate current programming. We trialed this in 2022 with success.
	Develop scripts for virtual programs requesting feedback	2023	The programmers, tech, and director will come up with these scripts based on the type of program being evaluated.
	Create short surveys for social media posts and stories.	ongoing	The social media team will work with programmers to create these surveys.

GOAL 5: Enhance Patrons' Library Experience, Both In-Person and via Digital Access.

OBJECTIVE	ACTION PLAN	TIMELINE	PROGRESS
Develop a website that is easily accessible, welcoming and simple for	Design and implement a new website.	Process began summer 2021 and completed in 2023.	Website refresh is done.
	Include features that make the site more accessible, including interactive features like chat.	2023	Chat functionality is not feasible due to staffing limitations. However, limited function is available on social media.
Improve the physical collections to reflect patrons' needs and desires.	Update the library's collection development policy.	completed	Evaluation of the collections is ongoing, and at the end of 2023, we started a system-wide inventory to better serve the patrons.
	Create brief surveys to gather feedback from users.	ongoing	With the suggestions received from the patrons, managers were able to fill several of these requests by adding the titles to the collections.
Engage new technologies for suitability at the library and provide training required for both staff and	Create and update a Technology Plan that will be used to evaluate current technology at the library and potential additions of new technology.	ongoing	Tech, with input from the community, staff, and board will complete this in 2024.
	Survey patrons to find out what technologies the library could provide for home use.	2023/24	Dale will use the tools from the Digital Navigator program.

Western Sullivan Public Library
Fuel & Electric YTD Comparison
 July 1, 2023 through February 10, 2024

	<u>Jul 1, '23 - Feb 10, 24</u>	<u>Jul 1, '22 - Feb 10, 23</u>
Ordinary Income/Expense		
Expense		
74106.4 · Fuel & Electric		
Fuel & Electric-DEL	1,974.91	4,281.00
Fuel & Electric-JEF	3,470.17	3,719.67
Fuel & Electric-NAR	3,020.28	3,406.64
Total 74106.4 · Fuel & Electric	<u>8,465.36</u>	<u>11,407.31</u>
Total Expense	8,465.36	11,407.31

Western Sullivan Public Library Marketing Plan 2024

The three-branch library, situated in rural Western Sullivan County, serves the Sullivan West Central School District population of 9,857 (according to the 2020 Census) over a 200+ sq mi. area. Our Delaware Free and Tusten-Cochecton Branches also serve over one hundred out-of-district patrons each due to their proximity to Pennsylvania. Marketing and outreach to this large area is a challenge that the staff undertakes to reach both library users and nonusers.

The mission of the Western Sullivan Public Library is to provide welcoming centers of information and discovery and provide our communities with tools for lifelong learning, creativity and enrichment.

Our target markets are:

Teens

20-30 year olds

We will continue reaching out to households with children and older adults via successful methods such as local newspapers, flyers, and online.

What we offer:

The library offers a multitude of products and services both at the library and online that can address the needs of our target markets. Listed in order of popularity.

Materials	Services	Other
Adult Fic/Non-Fic Books	Printing/Copying	Programs
DVD Collection	Computers/WIFI	Databases
E-books/e-audiobooks	Faxing/Scanning	Museum Passes
Children's Fic/Non-Fic Books	Film Streaming	Local History
Audiobooks	ILL	Podcasts
Local Papers	Tech Support	Genealogy Help
YA Fic/Non-Fic	Community Room	Chromebooks
Magazines		
Backpacks/Fishing Rods		

The goal of this marketing plan:

Reach the community and increase awareness of the library's offerings.

This goal will help us achieve our Strategic Plan 2021-2025 goals, To Enhance Marketing and Public Outreach, and To Enhance Patrons' Library Experience, Both In-Person and via Digital Access, and the objectives listed in the plan.

Tactics to reach audiences:

Ways we reach out to the community (in order of what is working best):

Physical/Print	Online/Other
At the library	Website
Newspapers	eNewsletter
Flyers	Social Media
Monthly Bookmarks	Friends/Family
Window Displays/Exhibits	UDC emails
	Email Blast
	Radio

How will we achieve the goal of reaching the community and increasing awareness of the library's offerings?

Increase Outreach and Presence in the Community

Objective: To reach both users and nonusers in our community.

Actions: Send Welcome Emails to new users.

Bring updated brochures to local businesses, organizations, and daycares.

Increase visibility in local media outlets. Include photos with all press releases.

(Democrat, River Reporter, OFA The Hoot, Hudson Valley Parent, school newsletter)

Increase the number of flyers hung around towns consistently.

Promote library services at school visits, at least one at elementary, one at middle school and one at the high school.

Promote library services at community meetings.

Each month, focus on one service or product to promote at the circulation desks, at programs, and on social media. Add this to our weekly staff discussions.

Find locations outside of the immediate Jeffersonville, Callicoon, and Narrowsburg areas where we can promote awareness of libraries.

Reach out to local organizations (PTSO, Girl Scouts, 4H, Boy Scouts, Growing Older Together, Delaware Young at Heart, Arts Alliances), churches, and staff at the school and have a discussion about what we offer and how we can strengthen each other. Offer library card sign up and newsletter/email sign-up.

Analysis: See if program attendance and library visits are increasing from the prior year.

Track how people are hearing about the library and programs by completing the designated spreadsheet.

Track the monthly promotion.

Objective: Strengthen Branding

Actions: Apply consistent branding and style guide for materials we create and distribute online and in-print.

Consistently use footer logo on all flyers that we hang out in the community.

Create a branding kit with fonts and colors that complement the WSPL logo.

Ensure all giveaways have WSPL branding on them.

Update signage at the branches for consistency and branding.

Analysis: Review materials throughout the year for consistency.

Improve Online Presence

Promote the rollout of the refreshed website.

Objective: To increase web traffic by 10%

Actions: Promote on social media, in newsletter and email blasts, social media surveys asking for feedback on new website.

Analysis: Measure using google analytics

Create specific campaigns via social media focused around the topics below.

Objective: Raise awareness of campaign topic

Action: Create social media campaigns for the year on topics below.

Analysis: Engagements with campaigns and measuring if the campaign increased the usage or awareness of its topic.

Timing	Campaign	Who are we focusing on?	What do we want to accomplish?	How will we measure success?
January	MLK Day	General Public	Awareness/education	Engagement and circ stats
	CTA Volunteers	New volunteers	Recruitment	Number of new volunteers
February	African American History Month	Existing and potential patrons	Increased circulation of diverse collections	Engagement and circ stats
	Library Advocacy	NYS Community members	Show support for NYS libraries	WSPL patron engagement with #LAD24 #ShareYourStory
	Valentine's Day	Existing and potential Patrons	Showcase the library as a welcoming space and highlight staff	Engagement with posts, circ stats

			displays at each branch	
	President's Day	General public	Awareness	Engagements
March	Freedom Of Information	General public	Awareness	Engagements
April	National Poetry Month	General public	Awareness/program promotion	Engagements/program attendance
	National Volunteer appreciation	Current volunteers	Show appreciation	n/a
	Drop Everything and Read	General Public/ students	Awareness and to gather feedback	Outreach and survey results
	Disability Awareness	General Public	Awareness	n/a
	Budget Vote	Local residents	Awareness	See if number of voters increases
May	Asian American Pacific Islander Month	General Public	Awareness/ Promote Mango	See if there is an increase in usage
	Preservation Week	General Public	Awareness	n/a
	SHAD Festival	General Public	Cross promotion/awareness of lend-a-rod program	See if checkouts of fishing rods increases
	Plant Exchange	General Public	Cross promotion	n/a
	Maple Run	All ages	Library card sign up and awareness of the library when we had a table	Track new card sign-up and how many folks stop at the table
June	Summer Reading Program	Families with young children	More registrations and participation.	Track the registrations and attendance each week and compare it

	Campaign- Youth	Teens/Tweens		to the previous year. Ask how people heard about the program.
	LGBTQ+ Pride Month	General Public	Awareness/outreach	# of cookies handed out
	Tractor Parade	General Public	Awareness	n/a
	Deep Water Lit Festival	General Public	Awareness / awareness of our collections	See if circulation of items increases
	1 st /5 th Grade Visit	Students	Awareness	# of cards given to kids
July	Summer Reading Program Campaign- Adult	Older Adults 20-30-year-olds	More participants.	Track participants and how they heard about the program.
August				
September	Library Card Sign-Up in September	All ages 5 and up	Reach non-cardholders and increase library card holders as a result of this campaign	Track the number of new card sign-ups for September and track how they heard about the library.
	Hispanic Heritage Month	General Public	Awareness/ promote Mango	Check stats to see if there is an increase in users
	Jeff Jamboree	All ages	Reach non – cardholders and increase awareness about the library and what we offer	Track the number of new card sign-ups and how many folks stopped at our table
	Honey Bee Festival	General Public	Awareness of event and WSPL collection	See if items circulate
October	Indigenous People’s Day/Columbus Day	General Public	Awareness/ promote Mango	See if there is an increase in usage
	Daughters of the Amer Revolution	General Public	Awareness of display	n/a

	Ban Book Week	General Public	Awareness	See if circ of banned books increases
	Friends of the Library (15 th)	Friends/ future friends	Appreciation and awareness	n/a
	Halloween	General Public	Awareness/ promotion of holiday materials	Check circ of holiday items
November	Thanksgiving	General Public	Awareness/ promotion of holiday materials	Check circ of holiday items
	Veterans Day	General Public	Awareness	n/a
	Oral History	General Public	Awareness of our resources	See if there is an increase in participation and usage
	National Day of Listening	General Public	Awareness	n/a
December	Holiday Book Sale	General Public	Awareness of event/ promotion	See if total funds increase/attendance

Increase the number of social media followers:

Objective: To reach more people in our area

Action: Invite people that interact with us to follow our social pages

Use new platforms, like Tik Tok, to attract a younger audience.

For one year, be aware of Book Toks that are popular with Tik Tok users and order and promote the physical copy of the book to teens and 20-30 year olds.

Invite users to follow our social media.

Analysis: Compare the number of followers from year to year

Track the number of times the Book Tok book circulates.

Objective: Strengthen Branding

Actions: Apply consistent branding and style guide for materials we create and distribute online and in-print.

Consistently use logo branding on all flyers posted on social media.

Use fonts and colors that complement the WSPL logo.
Analysis: Review materials throughout the year for consistency.

Metrics to Analyze:

Usage

Attendance

Circulation Statistics

Social Media engagements and followers

Website Traffic