



# Western Sullivan Public Library

## BOARD MEETING AGENDA

Regular Board Meeting

January 8, 2024

Delaware Free Branch, 5:30pm

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Public Comment Period
- V. Approval of December 11, 2023 meeting minutes
- VI. Financial Reports
  - a. Treasurer's Report
  - b. Monthly Financial Reports through January 7, 2024Payment of Bills through January 7, 2024
- VII. Director's Report
- VIII. New Business
  - a. Tax Cap Override
  - b. Donation in Memory of Sally Segar
  - c. Date for Budget Information Session
  - d. Mileage Rate for 2024
- IX. Old Business
  - a. Library Budget Vote and Trustee Election Date
  - b. Rebid DEL HVAC Project
  - c. Disaster Plan/Situation Manual Update
  - d. Plans for DEL Restoration
- X. Committee Reports
  - Building
  - Personnel
  - Donations
  - Finance
  - Bylaws
  - Nominating
  - FOL Liaison
  - Executive
- XI. Dates to Remember
  - a. See monthly online newsletter
- XII. Correspondence
- XIII. Adjournment

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



# Western Sullivan Public Library

## I. New Business

### a. Tax Cap Override

*Resolution Language: Whereas, the adoption of the 20XX-20XX 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 3-c 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 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 20XX-20XX by at least the sixty percent of the Board of Trustees as required by state law on [insert date].*

- b. Donation in Memory of Sally Segar: Motion to accept the donation of \$10,000 in Memory of Sally Segar for technology and other future endeavors at the Jeffersonville Branch.
- c. Date for Budget Information Session: Set a date for the Budget Information Meeting that is no more than fourteen days nor less than seven days before the date of the annual meeting and election.
- d. Mileage Rate for 2024: The IRS mileage rate for 2024 is \$0.67 per mile. The 2023 rate was \$0.655 per mile.

## II. Old Business

- a. Library Budget Vote and Trustee Election Date: Potential date for the 2024 vote is Wednesday, April 24, 2024.
- a. Rebid DEL HVAC Project
- b. Disaster Plan/Situation Manual Update
- c. Plans for DEL Restoration



# Western Sullivan Public Library

## **Regular Board Meeting**

December 11, 2023

Tusten-Cochecton Branch, 5:30pm

Unapproved Minutes

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

**Staff Present:** Audra Everett, Director.

**Call to Order:** At 5:36 p.m. 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 Phyllis Haynes, the agenda as amended was approved by unanimous consent.

**Approval of Meeting Minutes:** On a motion by Francis Cape and seconded by Barbara Winfield, the November 13, 2023, meeting minutes were approved by unanimous consent with the exception of Evan Eisenberg who abstained.

### **Financial Reports:**

- a. On a motion by Kevin McDonough and seconded by Pam Reinhardt, the monthly Treasurer's Report was approved by unanimous consent.
- b. On a motion by Kevin McDonough and seconded by Evan Eisenberg, the monthly Financial Reports through December 10, 2023, were approved by unanimous consent.



# Western Sullivan Public Library

- c. On a motion by Pam Reinhardt and seconded by Amber Novikov, the payment of the bills through December 10, 2023, were approved by unanimous consent.

## **New Business:**

- a. Library Budget Vote and Trustee Election Date: Potential date for the 2024 vote is Wednesday, April 24, 2024, was discussed and tabled.
- b. The Rebid DEL HVAC Project was discussed and tabled.
- c. The Disaster Plan/Situation Manual Update was discussed and tabled.

## **Old Business:**

- a. Plans for DEL Restoration was tabled.

## **Committee Reports**

- Building
- Personnel
- Donations
- Finance- On a motion by Pam Reinhardt and second by Sue Bodenstein, the amendment to the agenda to add Amber Novikov to the Finance Committee was approved by unanimous consent.
- Bylaws
- Nominating
- FOL Liaison- Suggestions made to invite FOL representatives to an upcoming meeting.
- 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 6:29pm.

Amber Novikov  
Secretary

**Western Sullivan Public Library**  
**Balance Sheet**  
As of June 30, 2024

	<b>Jun 30, 24</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
200 · Operating Account - 8139	16,276.11
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	1,132,337.47
<b>Total 205 · WSPL IMM Acct - 1647</b>	<b>1,142,337.47</b>
206 · Capital Fund - 8355	302,830.44
210 · Petty Cash	
Petty Cash-DEL	50.00
Petty Cash-JEF	50.00
Petty Cash-NAR	50.00
<b>Total 210 · Petty Cash</b>	<b>150.00</b>
<b>Total Checking/Savings</b>	<b>1,462,827.67</b>
<b>Other Current Assets</b>	
2100 · Employee Advance	128.08
A391 · Due From Other Funds	3,224.38
<b>Total Other Current Assets</b>	<b>3,352.46</b>
<b>Total Current Assets</b>	<b>1,466,180.13</b>
<b>TOTAL ASSETS</b>	<b>1,466,180.13</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
L-Accrued Liabilities	9,487.88
SUI Payable	1,347.07
606 · SWT Payable	-18.28
607 · NYS & Local Retirement	878.58
637 · Due to Retirement	12,176.00
691 · Deferred Revenue	2,300.00
<b>Total Other Current Liabilities</b>	<b>26,171.25</b>
<b>Total Current Liabilities</b>	<b>26,171.25</b>
<b>Total Liabilities</b>	<b>26,171.25</b>
<b>Equity</b>	
909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	550,427.34
Net Income	496,379.71
<b>Total Equity</b>	<b>1,440,008.88</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,466,180.13</b>

**Western Sullivan Public Library**  
**Operating Account Check List**  
 December 10, 2023 through January 6, 2024

Type	Date	Num	Name	Memo	Split	Amount
<b>Dec 10, '23 - Jan 6, 24</b>						
Check	12/11/2023	19211	NYSEG	1001-3155-188	Fuel & Electric-DEL	-22.62
Check	12/11/2023	19212	NYSEG	1003-8570-692	Fuel & Electric-DEL	-22.62
Check	12/27/2023	19214	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-32.74
Check	12/27/2023	19215	NYSEG	1001-1281-077	Fuel & Electric-JEF	-674.20
Check	12/27/2023	19216	NYSEG	1001-0704-798	Fuel & Electric-NAR	-238.42
Check	12/27/2023	19217	Fowler Oil Co., Inc.		Fuel & Electric-DEL	-141.85
Check	12/27/2023	19218	Utica National Insurance Group	Acct #100918340	Workers' Comp	-4,220.00
Check	12/27/2023	19219	AARP Medicare Rx Preferred (PDP)	Member ID: 0217026071 J Swendsen	90608 · Employee Health Insurance	-40.90
Check	12/27/2023	19221	Postmaster	postage JEF	Postage	-66.00
Check	01/06/2024	19222	Cash	Cash replenishment for NAR	Petty Cash-NAR	-13.14
Check	01/06/2024	19223	Amazon Capital Services	Acct # A1W8QRKQNHDJEH	601.2 · Amazon Business	-587.47
Check	01/06/2024	19224	Cardmember Services	acct ending 4182	601.1 · Jeff Bank Visa	-754.82
Check	01/06/2024	19225	Narrowsburg Water & Sewer	Acct #100900	Sewer & Water-NAR	-127.00
Check	01/06/2024	19226	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-142.92
Check	01/06/2024	19227	Kanopy LLC		Digital Downloads - WSPL	-640.00
Check	01/06/2024	19228	Peck's Market	Acct 4394 & C966	-SPLIT-	-186.40
Check	01/06/2024	19229	AWE Learning		Software	-999.00
Check	01/06/2024	19230	OverDrive, Inc.	Cust ID 1052-1001	Digital Downloads - WSPL	-425.22
Check	01/06/2024	19231	Town of Delaware Callicoon Water District	SBL 14-5-54 Acct # 0258	Sewer & Water-DEL	-152.73
Check	01/06/2024	19232	NYSEG	1001-3155-188	Fuel & Electric-DEL	-22.89
Check	01/06/2024	19233	NYSEG	1003-8570-692	Fuel & Electric-DEL	-22.89
Check	01/06/2024	19234	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-8,086.44
Check	01/06/2024	19235	RCLS General	invoice 32664	Library Supplies - NAR	-23.61
Check	01/06/2024	19236	Brodart Co.	Account 311663 Invoice 634046	-SPLIT-	-280.61
Check	01/06/2024	19237	People	Account 1479799635	Periodicals-JEF	-52.00
Check	01/06/2024	19238	Sullivan County Democrat	Acct # 13571	Periodicals-JEF	-69.00
Check	01/06/2024	19239	DJS Plumbing & Heating	Inv. # 12504	-SPLIT-	-616.01
Check	01/06/2024	19240	Cooper Arias, LLP		Accounting	-3,300.00
Check	01/06/2024	19241	United Healthcare Insurance Company	Member ID 351736481-1	90608 · Employee Health Insurance	-268.50

**Western Sullivan Public Library**  
**Operating Account Check List**  
 December 10, 2023 through January 6, 2024

Check	01/06/2024	19242	Christina Mace		Bookkeeper	-740.00
Check	01/06/2024	19243	Southeastern NY Library Resources Council		Membership Dues	-648.75
Check	01/06/2024	19244	Cochecton Oil, Inc.	Account # 283-1	Fuel & Electric-NAR	-210.80
Check	01/06/2024	19245	Joseph Kennedy	1.22.2024	Children's Programs	-100.00
Check	01/06/2024	19246	Ellany Gable	Clay ornaments 12.12.23	Adult Programs	-540.00
Check	01/06/2024	19247	John Hoppenthaler	December 1, 2023	2023 DVAA NYSCA Grant	-75.00
Check	01/06/2024	19248	Marisa Horwitz-Jaffe, LLC	2.7.2024 Program	Adult Programs	-65.00
Check	01/06/2024	19249	Ciera Moore (reimb)		Travel & Continuing Education	-42.71
Check	01/06/2024	19250	Heather Levine (reimb)		Travel & Continuing Education	-5.90
Check	01/06/2024	19251	Bruetsch, Leeann (reimb)		Travel & Continuing Education	-7.73
Check	01/06/2024	19252	Madeleine Wootan (reimb)		Travel & Continuing Education	-19.65
Check	01/06/2024	19253	Sullivan County Visitors Association	Invoice # 6629	-SPLIT-	-50.00
Check	01/06/2024	19254	Sunshine Hall Free Library	Lost book fee	Fines & Fees-DEL	-19.99
Check	01/06/2024	19255	Newburgh Free Library		-SPLIT-	-27.00
Check	01/06/2024	19256	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	01/06/2024	19257	Fox Ledge, Inc.	Account 005821	-SPLIT-	-49.40
Check	01/06/2024	19258	Midwest Tape LLC		-SPLIT-	-1,064.19
Check	01/06/2024	19259	Baker & Taylor Books #510486		-SPLIT-	-1,901.41
Check	01/06/2024	19260	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90
Liability Check	12/11/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # 870255998	-SPLIT-	-733.87
Liability Check	12/15/2023	19213	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-177.18
Liability Check	12/15/2023	eft dd	Direct Deposit Split		611 · DD for savings/c/king	-250.00
Liability Check	12/15/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 870096998	-SPLIT-	-4,267.40
Liability Check	12/27/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # -355781102	-SPLIT-	-745.90
Liability Check	12/29/2023	19220	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-177.18
Liability Check	12/29/2023	eft dd	Direct Deposit Split		611 · DD for savings/c/king	-250.00
Liability Check	12/29/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -356131102	-SPLIT-	-4,319.82
Liability Check	12/29/2023	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -259643102	-SPLIT-	-170.24
Liability Check	12/29/2023	E-pay	NYS Income Tax	141825007 6 QB Tracking # -259345102	-SPLIT-	-43.74
Paycheck	12/15/2023	2023121501	Employee		-SPLIT-	
Paycheck	12/15/2023	2023121502	Employee		-SPLIT-	



## Western Sullivan Public Library Operating Account Check List December 10, 2023 through January 6, 2024

Paycheck	12/15/2023	2023121503	Employee	-SPLIT-	
Paycheck	12/15/2023	2023121504	Employee	-SPLIT-	
Paycheck	12/15/2023	2023121505	Employee	-SPLIT-	
Paycheck	12/15/2023	2023121506	Employee	-SPLIT-	
Paycheck	12/15/2023	2023121507	Employee	-SPLIT-	
Paycheck	12/15/2023	2023121508	Employee	-SPLIT-	
Paycheck	12/15/2023	2023121509	Employee	-SPLIT-	
Paycheck	12/15/2023	2023121510	Employee	-SPLIT-	
Paycheck	12/15/2023	2023121511	Employee	-SPLIT-	
Paycheck	12/15/2023	2023121512	Employee	-SPLIT-	
Paycheck	12/15/2023	2023121513	Employee	-SPLIT-	
Paycheck	12/15/2023	2023121514	Employee	-SPLIT-	
Paycheck	12/15/2023	2023121515	Employee	-SPLIT-	
Paycheck	12/15/2023	2023121516	Employee	-SPLIT-	
Paycheck	12/15/2023	2023121517	Employee	-SPLIT-	
					Total Payroll for 2023-12-15
					-14,912.76
Paycheck	12/29/2023	2023122901	Employee	-SPLIT-	
Paycheck	12/29/2023	2023122902	Employee	-SPLIT-	
Paycheck	12/29/2023	2023122903	Employee	-SPLIT-	
Paycheck	12/29/2023	2023122904	Employee	-SPLIT-	
Paycheck	12/29/2023	2023122906	Employee	-SPLIT-	
Paycheck	12/29/2023	2023122907	Employee	-SPLIT-	
Paycheck	12/29/2023	2023122908	Employee	-SPLIT-	
Paycheck	12/29/2023	2023122909	Employee	-SPLIT-	
Paycheck	12/29/2023	2023122910	Employee	-SPLIT-	
Paycheck	12/29/2023	2023122911	Employee	-SPLIT-	
Paycheck	12/29/2023	2023122912	Employee	-SPLIT-	
Paycheck	12/29/2023	2023122913	Employee	-SPLIT-	
Paycheck	12/29/2023	2023122914	Employee	-SPLIT-	
Paycheck	12/29/2023	2023122915	Employee	-SPLIT-	
Paycheck	12/29/2023	2023122916	Employee	-SPLIT-	

Jan 6, 2024

**Western Sullivan Public Library**  
**Operating Account Check List**  
December 10, 2023 through January 6, 2024

Paycheck	12/29/2023	2023122917	Employee		-SPLIT-	
Paycheck	12/29/2023	2023122905	Employee		-SPLIT-	
					Total Payroll for 2023-12-29	-15,098.37
Paycheck	12/31/2023	2023123101	Employee	End of year DBL adjustment entry	-SPLIT-	0.00
<b>Dec 10, '23 - Jan 6, 24</b>						<b>-71,453.89</b>

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

	Jul 1, '23 - Jan 6, 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
1001 · Real Property Taxes	1,063,613	1,063,613	0
2082 · Library Charges	1,868	2,065	(197)
2083 · Library Chgs-Registrations	902	2,000	(1,098)
2401 · Interest & Earnings	148	258	(110)
2655 · Sales, Other	143	52	91
2705 · Gifts & Donations	11,322	1,858	9,464
2770 · Grants-Miscellaneous	0	1,187	(1,187)
3003 · State Grants - Miscellaneous	2,710	2,700	10
<b>Total Income</b>	<b>1,080,706</b>	<b>1,073,733</b>	<b>6,973</b>
<b>Gross Profit</b>	<b>1,080,706</b>	<b>1,073,733</b>	<b>6,973</b>
Expense			
74101 · Salaries	234,605	270,758	(36,153)
74101.7 · Special Projects	0	258	(258)
74102 · Equipment	619	3,355	(2,736)
74104 · Materials	35,082	38,439	(3,357)
74104.6 · Databases & Software	5,076	4,439	637
74105.1 · Daily Operating Expenses	6,700	11,200	(4,500)
74105.3 · Repairs/Maint of Lib Equip	0	258	(258)
74105.4 · Daily Maint & Repairs	7,953	6,710	1,243
74105.5 · Building Maintenance	0	18,065	(18,065)
74105.6 · Insurance Policies	20,851	22,932	(2,081)
74106.1 · Phone, Internet, Cable Services	3,219	4,155	(936)
74106.2 · ILS & IT	17,017	21,058	(4,041)
74106.4 · Fuel & Electric	6,146	12,903	(6,757)
74106.5 · Sewer & Water	882	2,839	(1,957)
74106.6 · Elevator Service	195	204	(9)
74106.7 · Cleaning Services	12,300	13,548	(1,248)
74106.8 · Operating Overhead Expenses	1,341	5,161	(3,820)
74107.1 · Professional Services	8,155	10,477	(2,322)
74107.3 · Programs and Events	5,006	6,194	(1,188)
74107.9 · Other Expenses	1,030	2,761	(1,731)
90000 · Payroll Expenses	124,806	145,681	(20,875)
<b>Total Expense</b>	<b>490,983</b>	<b>601,395</b>	<b>(110,412)</b>
<b>Net Ordinary Income</b>	<b>589,723</b>	<b>472,338</b>	<b>117,385</b>
<b>Net Income</b>	<b>589,723</b>	<b>472,338</b>	<b>117,385</b>

# Western Sullivan Public Library

## Treasurer's Report

Report for:        January 8                      2024  
                          Month and Day                      Year

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

Balance on hand as of:	<u>November 30, 2023</u>	\$114,626.72
Plus Deposits:		
Accounts Receivable	\$11,205.80	
Transfers from IMM	\$65,000.00	
Interest	\$0.64	
Other	<u>\$0.00</u>	
Total Deposits		\$76,206.44
Less Disbursements:		
Transfer to IMM	\$0.00	
Operating Expenses	<u>\$143,611.14</u>	
Total Disbursements		\$143,611.14
Balance on hand as of:	<u>December 29, 2023</u>	<u><u>\$47,222.02</u></u>

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

Balance on hand as of:	<u>November 30, 2023</u>	\$1,207,286.24
Plus Deposits:		
Annual Tax Portion & PILOT	\$0.00	
Interest	\$51.23	
Other	<u>\$0.00</u>	
Total Deposits		\$51.23
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>December 29, 2023</u>	<u><u>\$1,142,337.47</u></u>

# Western Sullivan Public Library

## Treasurer's Report

Report for:     November 13                     2024  
                   Month and Day                     Year

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

Balance on hand as of:	<u>November 30, 2023</u>	\$1,233.65
Plus Deposits:		
Credit Card Payments	<u>\$0.00</u>	
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements		\$0.00
Balance on hand as of:	<u>December 29, 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>November 30, 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>December 29, 2023</u>	<u><u>\$302,830.44</u></u>
Account opened December 10, 2019		



# Western Sullivan Public Library

## DIRECTOR'S REPORT

January 8, 2024

### **Building/Equipment:**

The air handler at Narrowsburg needs to be repaired. We are waiting for the contractor to respond for service.

### **Finance:**

See reports.

### **Personnel:**

No report.

### **Professional Development/Meetings:**

12/13/2023: Directors Association Meeting

12/18/2023: Meeting with Southeastern Library Resources Council to discuss our membership and the oral history project.

12/18/2023: During the in-person staff meeting, Meaghan from Sullivan 180 gave a presentation on Wellness in the Workplace.

12/19/2023: Making Your Library More ADA-Friendly Webinar

### **Programs:**

View newsletter.

### **Strategic Plan Progress:**

The 2023/2024 progress report will be presented in February. Each branch and programmers are discussing goals for 2024.

### **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.

Advocacy Day is set for February 7, 2024. Four buses will be going to Albany. Registration is open on the RCLS calendar.

The Sullivan County Poet Laureate is in contact with the libraries to install a plaque at each library resulting from the Academy of American Poets Laureate Fellowship award she received for a project that uses poetry as a form of healing for those county residents in recovery from mental illness and substance use disorder.

**Western Sullivan Public Library**  
 Monthly Reports for All Branches for December 2023

December Circulation	Callicoon	Jeffersonville	Narrowsburg
Adult Books	511	599	441
Young Adult Books	31	22	63
Children's Books	475	487	322
Periodicals	0	20	0
Audiobooks	32	22	16
Museum Pass (Apr-Dec)	1	0	1
DVDs	462	495	189
Other	8	6	0
<b>2023 Totals</b>	<b>1520</b>	<b>1651</b>	<b>1032</b>
<b>2022 Totals</b>	<b>1580</b>	<b>1503</b>	<b>775</b>

**Wireless usage per branch**

	December 2022	December 2023
Callicoon	2503	1504
Jeffersonville	1507	1307
Narrowsburg	1528	808
<b>Total</b>	<b>5538</b>	<b>3619</b>

**Computer Use**

	December 2022	December 2023
Callicoon	38	85
Jeffersonville	38	49
Narrowsburg	21	21
<b>Total</b>	<b>97</b>	<b>155</b>

**Internet/Social Media**

	December 2022	December 2023
Instagram followers	1109	1219
Facebook followers	1127	1293
Metaverse video views	1,784	427
Website users	1,141	2,058
Website sessions	1836	3135
Website page views	2680	3910
Podcast Downloads	45	8
Monthly eNewsletter	One newsletter sent to 655 subscribers	412 opens/56 clicks 608 avg
Mailchimp weekly email blasts	4 emails sent to 1,531 subscribers	opens/10 avg opens

**e-Circulation**

Type	Dec 2022	Dec 2023
Callicoon e-content	368	565
Jeffersonville e-content	493	681
Narrowsburg e-content	251	345
Kanopy films (# of videos played)	502	559
<b>Total</b>	<b>1614</b>	<b>2150</b>

**Curbside Pickup Appointments**

Callicoon	0
Jeffersonville	0
Narrowsburg	1

**Patron Count at the Library**

	Dec 2022	Dec 2023
Callicoon	819	831
Jeffersonville	803	976
Narrowsburg	494	603
<b>Total</b>	<b>2116</b>	<b>2410</b>

**Reference Questions**

	Dec 2022	Dec 2023
Callicoon	75	144
Jeffersonville	69	161
Narrowsburg	87	91
<b>Total</b>	<b>231</b>	<b>396</b>

**Monthly Volunteer Hours**

Callicoon	16
Jeffersonville	10
Narrowsburg	31.5

Date	Program	Platform(s)/ Type/Branch	Target Audience	Attendance
12/1/2023	First Fridays	In-Person	Adult	33
12/1/2023	Felted Wreaths	In-Person	Adult	9
12/4/2023	Narrowsburg Knitters	In-Person	Adult	9
12/5/2023	Let's Play!	NAR	Youth	8
12/6/2023	Tusten youth Club	NAR	Youth	7
12/7/2023	Tween Craft - CrossStitch	JEFF	Youth	0

12/7/2023	Sewcial Circle	In-Person	Adult	4
12/8/2023	Jeffersonville Book Club	In-Person	Adult	2
12/9/2023	Dickens - Gingerbread	DEL	Youth	92
12/11/2023	Narrowsburg Knitters	In-Person	Adult	11
12/12/2023	Pottery Ornaments	In-Person	Adult	12
12/13/2023	Board Game Club	In-Person	Adult	1
12/13/2023	Tusten Youth Club	NAR	Youth	4
12/14/2023	Storytime	DEL	Youth	7
12/14/2023	Sewcial Circle	In-Person	Adult	4
12/15/2023	Craft Lovers	In-Person	Adult	3
12/19/2023	Let's Play!	JEFF	Youth	19
12/19/2023	HomeSchool Lego Club	JEFF	Youth	4
12/19/2023	Callicoon Book Club	In-Person	Adult	3
12/20/2023	Tusten Youth Club	NAR	Youth	8
12/20/2023	Cricut Meet Up	In-Person	Adult	0
12/21/2023	Sewcial Circle	In-Person	Adult	5
12/21/2023	Anyone Can Draw	Virtual	Adult	23
12/27/2023	Narrowsburg Book Club	In-Person	Adult	3
12/27/2023	Among Us	NAR	Youth	4
12/28/2023	Sewcial Circle	In-Person	Adult	6
12/28/2023	Tiny Notebooks	DEL	Youth	0
12/29/2023	Family Game Time	JEFF	Youth	2

**Tech Programs**

12/4/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	3
12/5/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	4
12/6/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	2
12/12/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	1
12/13/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	6
12/19/2023	Hybrid Open Technical Support	In-Person	Adult, PCC	4



**Western Sullivan Public Library**  
**Fuel & Electric YTD Comparison**  
 July 1, 2023 through January 6, 2024

	<u>Jul 1, '23 - Jan 6, 24</u>	<u>Jul 1, '22 - Jan 6, 23</u>
Ordinary Income/Expense		
Expense		
74106.4 · Fuel & Electric		
Fuel & Electric-DEL	1,277.49	2,272.24
Fuel & Electric-JEF	2,459.41	2,764.18
Fuel & Electric-NAR	2,408.74	2,439.32
Total 74106.4 · Fuel & Electric	<u>6,145.64</u>	<u>7,475.74</u>
Total Expense	6,145.64	7,475.74



# Western Sullivan Public Library

## DISASTER PLAN/SITUATIONAL MANUAL

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### EMERGENCY SERVICES CONTACT INFORMATION

Sullivan County Sheriff	845-794-7100
NYS Police	845-292-6600 ( <u>Liberty</u> ) <u>845-252-3212 (Narrowsburg)</u>
Wayne County Sheriff	570-253-2641
Honesdale State Police	570-253-7126
Fire Department	911
Ambulance	911
911 Non-Emergency	845-583-7100
Poison Control Center	1-800-222-1222

Please refer to the *Sullivan County Directory* booklet for town and other county contacts

### Human/Social Services Contact Information

Sullivan County Family Services	845-292-0100
Sullivan County Safe Passage for abuse victims	845-292-5700
Wayne County Human Services	570-253-5102
Wayne County Victims Intervention Program	570-253-4401

### Local Schools

Sullivan West Central School District	845-482-4610
Sullivan County BOCES	845-295-4000

### Maintenance/Utilities Contact Information

Bottled Water Company	<u>Fox Ledge</u>	<u>570-448-9000</u>
Electric Company	NYSEG	800-572-1131
Electrician	American Electric	845-932-8111
Elevator	Mobility Elevator & Lift Co	973-618-9545

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## Western Sullivan Public Library

Exterminator	Ehrlich	845-791-7225
Garbage	Waste Management	866-909-4458
Handyman	Joe Schultz	845-887-5524/cell 423-0000
Heating/Cooling Systems	JEF - <del>ASTAR</del>	<del>845-305-5753</del>
	DEL- DJS (boiler only)	845-887-6309
	NAR - DJS ( <del>heating</del> )	845-887-6309
	<del>Heckman Refrigeration</del>	<del>845-856-7129</del>
Janitorial Services	Double Clean	570-445-4090
Locksmith	Dill Safe and Locksmith	845-434-6590
Oil Company	<del>DEL - Fowler Oil Co., Inc.</del>	570-253-2686
	<del>NAR - Cohecton Oil, Inc.</del>	845-932-8483
Plumber	DJS Plumbing & Heating	845-887-6309
Snow Removal	JEF - Derek Hahn	845-807-1701
	DEL - Derek Hahn	845-807-1701
	NAR	pending
Telephone Company	Spectrum Business Class	877-636-3278
Telephone (inside lines)	Bedik Communications	845-794-8084

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### Insurance

Insurance Company	Mike Preis, Inc.	845- <del>482-5510</del>
Agent/Contact:	David Bodenstein	

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### Other

Legal Advisor	Marvin Newberg	845-794-8415
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### LIBRARY STAFF/BOARD OF TRUSTEE CONTACT INFORMATION (after working hours)

Director	Audra Everett	845-482-5260, 845-428-1208 (cell)
Board President	<del>Linda Pomes</del>	<del>845-252-3411</del>

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## Western Sullivan Public Library

### TABLE OF CONTENTS FOR SITUATIONS/DISASTERS

<i>PAGE</i>	<i>SITUATION/DISASTER</i>	<i>PAGE</i>	<i>SITUATION/DISASTER</i>
4	Aggressive Behavior/Assault/ Threatening Behavior/Verbal Abuse	10	Loitering
4	Alcohol/Drug Abuse/Smoking	10	Medical Emergencies
4	Animals in the Library	11	No Water
5	Attire	11	No Heat/Air Conditioning
5	Complaints	12	Person in Distress
5	Disruptive Behavior	12	Phone/Mail/Electronic Threat and Suspicious Object
6	Eating/Drinking in the Library	12	Power Outage
6	Earthquakes/Tornadoes	13	Restroom Emergencies
6	Elevator Emergency	13	Shelving Collapse and Other Structural Accidents
7	Epidemic/Pandemic Situations	13	Sidewalk/Parking Lot Maintenance
7	Equipment Failure	13	Solicitations
7	Evacuation Procedure	13	Telephone Failure
8	Fire	13	Unattended Children
8	Flooding and Water Damage Leaks	14	Vandalism and Theft
9	Fumes, Toxic Events, Chemical Spills	14	Appendix
9	Hostile Situation/Shooter		



# Western Sullivan Public Library

## EMERGENCY SITUATION PROCEDURES

In all cases of emergency, contact the Director to apprise of situation.

Disaster Kits are located at all three branches. In Jeffersonville, the kit is in the upstairs bathroom closet. In Narrowsburg, the kit is located in the upstairs supply closet. In Callicoon, the kit is located in the upstairs vault. Kit contents are listed below:

Flashlight	Lysol spray can	Duct Tape	Scissors	Paper towels
Disposable latex gloves	Dust masks	Plastic Sheeting	Battery operated radio	Extra batteries for radio

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### AGGRESSIVE BEHAVIOR/ASSAULT/THREATENING BEHAVIOR/VERBAL ABUSE

- Listen and respond calmly.
- Attempt to notify other staff in the building. If staff feels **threatened** or in danger, the police should be contacted immediately. In the case of physical assault, call 911. Keep patrons and staff protected and away from incident if possible. Complete appropriate *Incident Report* form and notify Director.

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### ALCOHOL/DRUG ABUSE/SMOKING

- **If a patron is actively engaging in alcohol or drug use or is smoking inside the library**, staff should calmly ask the patron to leave because they are violating our *Code of Conduct*. Notify supervisor of situation. If patron will not leave and continues engaging in these activities, notify the Director and call the police if so instructed. Never make physical contact or argue with patron. Complete *Patron Incident Report* form.
- **If there is evidence that a patron is under the influence of drugs or alcohol**, calmly assist the patron in obtaining what they are looking for and notify supervisor. If patron does not leave after being assisted, the supervisor on duty will explain our *Code of Conduct* and ask the patron to leave. Notify the Director and follow instructions if patron refuses to leave. Complete *Patron Incident Report* form.
- Narcan is available for the public to access at all locations. If Narcan is administered in the library, make sure to call 911 first and follow the instructions from the emergency responders.

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### ANIMALS IN THE LIBRARY

- **If a pet enters the library** and does not appear to be a service animal required by a patron with a disability, staff should politely ask patron to take the animal outside of the library. If the patron



## Western Sullivan Public Library

refuses, notify supervisor. Supervisor should ask the patron to leave with the pet. If patron refuses, notify Director and follow instructions.

- Service animals are permitted in the library. Documentation is not required. We cannot ask for any information about the person's disability or demand proof that the animal is certified. However, if it is not readily apparent that it is a service animal, we may ask (1) if the animal is required because of a disability, and (2) what work the animal has been trained to perform. The ADA requires that service animals be under control of the handler at all times. The service animal must be harnessed, leashed or tethered. Only in very limited circumstances may a service animal be excluded, such as if the animal is out of control or not housebroken.
- **If a wild animal enters the library**, assess the situation. For pests, contact supervisor, who will call the local exterminator and contain the animal if possible. For wild animals that pose a threat, notify the Director and call the police for further instruction. If the animal bites or scratches anyone, suggest they wash the wound immediately and provide them with supplies from our first aid kits if necessary. If the wound appears serious or if there is a possibility the animal may be a carrier of disease (such as rabies), advise the person to seek medical attention immediately. Complete *Patron Incident Report* and/or *Employee Incident Report* form.

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### ATTIRE

- If a patron enters building with no shirt or shoes, staff should inform them of our *Code of Conduct* and politely ask them to leave. If patron refuses, supervisor will again ask the patron to comply or leave. Follow *Aggressive Behavior/Assault/Threatening Behavior/Verbal Abuse* instructions if situation escalates.

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### COMPLAINTS

- Listen to patron calmly. Do not get defensive.
- Without arguing, make sure you understand what the complaint or question is.
- If it is the library's mistake, admit it to the patron without placing specific blame.
- If patron is questioning a policy or procedure, and you are unable to explain it, refer them to a supervisor. If patron wants to complain further, take down the contact information and give to Director.
- For specific complaints about materials, refer patron to supervisor. Supervisor will follow the *Reconsideration of Work Procedure*.

### DISRUPTIVE BEHAVIOR

- If a patron is violating any *Code of Conduct* policies, ask patron to stop the disruptive behavior, referring to our policy.
- If behavior continues, ask patron to leave the building.
- If patron refuses, notify supervisor, who will ask patron to leave the building.

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## Western Sullivan Public Library

- If patron becomes confrontational, notify Director and contact police if necessary. If patron leaves after police have been called, call the police back and let them make the decision on whether to cancel the call.
- Complete a *Patron Incident Report* form.

### EATING/DRINKING IN THE LIBRARY

- Patrons who consume food or beverages in the library are responsible for any spills, litter, or damages. Food or beverages are not permitted near any library electronic equipment—see *Code of Conduct*. If patron is not following rules, inform them of our *Code of Conduct*.
- If they do not cooperate, notify supervisor. Supervisor should reiterate what was said and, if patron still refuses, should ask them to leave. Notify Director of situation.

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### EARTHQUAKES/TORNADOES

- **In the event of a tornado**, move to the basement, instructing all patrons to do likewise. Do not stand near any heavy furniture or appliances. Listen to local radio stations for instructions, both during the tornado's passage and after it has passed. If any patrons or staff are trapped or injured, provide assistance. Do not move any seriously injured individuals, unless there is obvious, immediate danger. Call 911 for assistance if needed. If there is damage to the building that poses a hazard, evacuate the building, if it is safe to do so, and do not return until the building has been deemed safe.
- **In the event of an earthquake**, stay in the building and take shelter within a doorway, in a narrow corridor, or under a heavy desk or table. Stay away from windows, mirrors, overhead fixtures, filing cabinets, book shelves, and electrical equipment. After the earthquake has ended, listen to local radio stations for instructions. If any patrons or staff are trapped or injured, provide assistance. Do not move any seriously injured individuals, unless there is obvious, immediate danger. Call 911 for assistance if needed. If there is damage to the building that poses a hazard, evacuate the building, if it is safe to do so and do not return until the building has been deemed safe.

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### ELEVATOR EMERGENCY:

- If someone is trapped inside an elevator, have them activate the elevator emergency help button. The elevator emergency phone calls directly to the Ambulance and Fire Dispatch, which will notify the appropriate responders when there are injuries or life-threatening hazards.
- If the elevator emergency help button was activated on accident, please call the 911 non-emergency number (845-583-7100) to report that there is not a real emergency. If 911 non-emergency line is not called and notified that there is not an emergency, they will send

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## Western Sullivan Public Library

emergency personnel to the library. If there is a real emergency, please proceed with the instructions below.

- If you are outside an elevator and know or suspect that someone is, trapped inside the elevator, contact the appropriate emergency personnel.
  - Keys for the elevator are located in the office closet in the key box. The electrical panels for the elevator are located in the mechanical room in the new addition space in the basement. The door to the mechanical room must be locked at all times. The Branch Manager and the Director are the only ones with keys to the room.
- Notify Director of the situation.
- When reporting an elevator failure, provide the following:
  - Caller's name;
  - Location (e.g., building, address, floor);
  - Location call-back number;
  - Problem (e.g., stalled, stuck between floors, people trapped);
  - Number of people trapped;
  - Any injuries, life-threatening conditions or additional information.

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### EPIDEMIC/PANDEMIC SITUATIONS

During times when the library is affected by an epidemic or pandemic, recommendations and regulations from state and local government agencies, public health officials, and the Ramapo Catskill Library System will be followed. All staff, volunteers, and patrons will be required to comply with the library's Code of Conduct, Infectious Disease Protocol, and other guidelines set forth by the Board of Trustees and the library Director.

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If anyone refuses to comply after being asked to follow library policy and procedures, the Branch Manager and/or Director will intervene. If noncompliance continues, staff are instructed to call the police.

### EQUIPMENT FAILURE

- **For equipment**, such as computers, printers, etc., check power cords and surge protectors. Restart machines. If unable to fix, notify Branch Manager, who will investigate further and who will then contact our computer technician. For computers supported by RCLS, call 845-243-3747 for further assistance. Notify your Branch Manager and the Director. **For internet and wireless issues**, reset the modem and the access point by unplugging them for 30 seconds and plugging back in. Wait one minute for everything to reboot and try again. If problem is not resolved, notify the Branch Manager and call RCLS for further assistance at 845-243-3747.

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### EVACUATION/SHELTER-IN-PLACE PROCEDURE





# Western Sullivan Public Library

## If you are instructed to remain indoors:

1. Stay inside
2. Close all door and windows
3. Tune into local radio or televisions stations, as well as online sources of information if available
4. Avoid unnecessary use of phones, including cell phones,

## If you are instructed to evacuate:

If you are at the Jeffersonville Branch, please evacuate to the Town of Callicoon Town Barn located at 31 Wahl Road. For further information, please see the Town of Callicoon's Emergency Management Plan

If you are at the Delaware Free Branch, please evacuate to the Delaware Valley Job Corps Center located at 9368 State Route 97, Callicoon. For further information, please see the Town of Delaware's Emergency Management Plan

If you are at the Tusten-Cochecton Branch, please review their Emergency Management Plan Info and emergency contact numbers at http://www.townoftusten.org/emergency-info.html.

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## FIRE

- **If the fire is small**, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety. Notify your supervisor of the location and extent of the fire.
- **Call 911 if the fire cannot be put out with an extinguisher.** The smoke detectors may sound an alarm to notify the library staff, patrons, and community room users of the potential threat. Otherwise, notify staff, patrons and community room users to **evacuate the building**. When possible, a staff member should be at each exit to guide patrons. When evacuating persons with disabilities, ask how you can help before giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with the person. To help confine the fire, close all doors and windows in the area being evacuated. Follow the instructions from the Fire Department and do not return to the area until cleared by emergency personnel.

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In case of a fire, do not use the elevator. Direct all patrons and staff to use the stairs.

## FLOODING AND WATER DAMAGE/LEAKS

- Notify the Director and ask for instructions,
- In an emergency, and if possible, turn off the main water valve and the circuit breaker marked for the pump.
- Call the plumber.
  - In Narrowsburg, the main water valve for the building is located in the last storage room across the hall from the Historical Society room. The valve is in the upper left, back corner. This room is locked at all times. The circuit breaker box is located on the lower

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# Western Sullivan Public Library

level in the children’s craft closet. This room is also locked at all times. The key is located in the drawer at the circulation desk and in the office downstairs.

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- In Jeffersonville the main water valve is located in the front closet of the community room and the circuit breaker boxes are located in the foyer at the bottom of the stairs.
- In Callicoon the main water valve is in the furnace room, on the basement level, in the back right-hand corner. The circuit breaker boxes are located in the hallway to the furnace room on the basement level.

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- If there is a flood, remove Library materials from lower shelves first. Move books to a dry area.

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- Water leaks coming from the ceiling could be related to the roof. For any water leaks, protect area of damage with plastic sheeting located in the disaster kit. However, if a section of the ceiling may fall, close the building.

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- If the outside faucets are leaking, the shutoff is in the boiler room at Callicoon, under the sink in the workroom at Jeffersonville, and in the boiler closet at Narrowsburg.

● **Contact your local town water district in an emergency:**

- **For the Tusten-Cochecton Branch:** Narrowsburg Water District, 210 Bridge Street, Narrowsburg; 845-252-7376
- **For the Jeffersonville Branch:** Jeffersonville Water Department 17 Center Street, Jeffersonville; 845-482-4275
- **For the Delaware Free Branch:** The Callicoon Water Company, 39 Lower Main Street, Callicoon; 845-887-4425 Michael Gorr

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## FUMES, TOXIC EVENTS, CHEMICAL SPILLS

- If a suspicious substance is found in the library area, leave the substance where it is. Do not take any action that might spread it to another area. Call 911. Call the Director to apprise them of the situation. Evacuate the building if necessary.
- Report any unusual odors or fumes to supervisor. Clear the area. If people are showing symptoms of a problem, dial 911 for emergency aid. Notify Director and complete the incident form.

## HOSTILE SITUATION/SHOOTER

### If the shooter is outside the building:

- Turn off all lights and close and lock all windows and doors.
- Close all window blinds and curtains.
- If you can do so safely, get all individuals on the floor and out of the line of fire.
- Call **911** with your location
- Move to a core area of the building if safe to do so and remain there until an “all clear” instruction is given by an authorized, first responder.

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# Western Sullivan Public Library

## If the shooter comes into your building:

- There is no procedure that authorities can recommend.
- Attempt to get the word out to other staff.
- Call **911** if possible.
- Do not challenge. If flight is impossible, attempt to negotiate with the individual.
- Put distance between yourself and the offender.
- If possible keep an escape route behind you.
- Demonstrate an interest in solving the problem.

## If the shooter is inside the building:

- If it is possible to flee the area safely and avoid danger, do so.
- Contact **911** with your location if possible.
- If flight is impossible, lock all doors and secure yourself in your space.
- Close all window blinds and curtains.
- Get down on the floor or under a desk and remain silent.
- Get individuals on the floor and out of the line of fire.
- Wait for the "all clear" instruction.

## Reporting suspicious individuals

- Do not approach a suspect individual yourself.
- If you suspect the person is armed or see a weapon, call **911** immediately.
- Report a suspicious-looking individual or activity to **the police**.
- Give your location, name, and reason for calling.
- Be ready to supply a physical description of the individual: age, weight, hair color and length, clothing, facial hair and any other distinguishing features.
- If the individual is in a vehicle, attempt to get the vehicle make, model and color as well as the license-plate number, if possible.

## LOITERING

- People not using the library and its services will be considered to be loitering and will be asked to leave the premises. If person/people refuse to leave, notify supervisor. Supervisor will [make the same request](#) and, if person/people refuse, [will](#) notify Director and call the police. Complete a *Patron Incident Report* form.

## MEDICAL EMERGENCIES

Staff members should exercise caution when administering first aid, [even of](#) a minor nature, because of the [risk to](#) the injured individual and the potential liability of the staff member. Without [specialized training](#), it is not advisable for the staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

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# Western Sullivan Public Library

- **If a staff member or volunteer is seriously ill or injured**, notify your supervisor immediately. Call 911 if needed. Do not try to administer medical treatment unless advised by emergency personnel. Do not attempt to move a person who has fallen and who appears to be in pain. After the incident is over, fill out an incident report and notify the Director.
- **If a patron appears to be ill or injured**, notify your supervisor immediately. Call 911 if needed. Do not try to administer medical treatment unless advised by emergency personnel. Do not attempt to move a person who has fallen and who appears to be in pain. Do not discuss possible causes of an accident or any conditions that may have contributed to the cause with the person in question or the public. After the incident is over, fill out an incident report and notify the Director.

All three branches have a first-aid kit on hand. No medication, including aspirin, should ever be dispensed to the public or to staff.

First Aid kits locations:

Narrowsburg	Jeffersonville	Callicoon
At the circulation desk <u>on the shelf under the thermostat</u>	Far left cabinet over the sink in the staff workroom	In the downstairs office

There are two facilities associated with Garnet Health, located in Sullivan County. One is the medical center located at 68 Harris-Bushville Road, Harris, NY 12742, and the other is the Grover M. Hermann Hospital Division, located at 8881 Route 97, Callicoon, NY 12723.

## NO WATER

- **Close the Library to the public.**
- **Notify the Director and ask for instructions.** The Director will make the decision on emergency closings (snow, building problems, heat, air conditioning, etc.). The Director must authorize the expense of building repairs.

## NO HEAT/AIR CONDITIONING

**Notify the Director and ask for instructions.** The Director will make the decision about closing if necessary. The Director must authorize the expense of building repairs.

Please be aware of where the furnaces are located:

- In Narrowsburg, the furnace is located in the third door on the left on the lower level. This room is locked at all times. The key is located in the drawer at the circulation desk and in the office downstairs. Call DJS Plumbing & Heating at 845-887-6309.

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## Western Sullivan Public Library

- In Jeffersonville, the HVAC system is located in the back parking lot. In case of no heat, call ASTAR.
- In Callicoon, the furnaces are located in the furnace room at the back of the building in the basement. There are two furnaces. The furnace on the left-hand side operates for the basement and first floor. The second furnace is on the right and operates for the second floor. In case of no heat, call DJS Plumbing & Heating at 845-887-6309. The main shut-off switch is located by the door right before you enter the furnace room.

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# Western Sullivan Public Library

## PERSON IN DISTRESS

If anyone in the library is in immediate danger, call 911.

If the person is not in immediate danger, recommend that they reach out to one of the county's services.

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## PHONE/MAIL/ELECTRONIC THREAT and SUSPICIOUS OBJECT

- In the event of a telephone threat, remain calm. Alert another staff member and try to gather more information. As soon as you hang up, call the police, if another staff member has not already done so. Promptly write down as much information as possible. Do not discuss the threat with other staff. If evacuation is ordered, follow evacuation procedure. Notify Director.
- In the event of the receipt of a written/electronic threat or a suspicious package, keep anyone from handling it (if it is a letter or package) or altering it (if it is electronic) and notify your supervisor immediately. Call the police and then write down any information you can remember about receiving the threat or package. Remain calm and do not discuss the threat with other staff members. If evacuation is ordered, follow evacuation procedure. Notify Director.
- If the library receives an obscene phone call, hang up immediately and notify Manager. If calls continue, notify Director, who will decide whether to call the phone company or the police.

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## POWER OUTAGE

Close the library to the public if the electricity is not restored within a few minutes. If power is not restored within 30 minutes, staff should secure the building and leave, but should be reachable in case power is restored during their shift. Assist patrons in exiting the building. Check all bathrooms to make sure patrons are not trapped inside without light. If any emergency lights fail to operate, or if an exit light by a door is not working, advise the Director, so they may be repaired.

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There are flashlights located in each disaster kit and extra batteries are on hand. In Jeffersonville, extra batteries are located in the supply closet. In Narrowsburg, extra batteries are located in the drawer next to the cash box drawer at the circulation desk on the upper level. In Callicoon, extra batteries are located in the manager's office. An AM/FM radio that operates on batteries is located in each disaster kit.

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In case of a power outage, do not use the elevator. Direct all patrons and staff members to use the stairs. Turn off computers, electronics, and lights at the start of a power outage. If possible, DO NOT RUN ANY WATER.

Call NYSEG to report the power outage at the Library: 1-800-572-1131.

If the power comes back on during regular library open hours, staff must return to work. Notify Director and ask for instructions.

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# Western Sullivan Public Library

## RESTROOM EMERGENCIES

- If a toilet or sink is overflowing, turn off water valve underneath.
- Notify supervisor and put an out-of-order sign on door. Try to plunge the sink or toilet.
- If this is unsuccessful, the Manager should notify the Director and call the plumber.

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## SHELVING COLLAPSE AND OTHER STRUCTURAL ACCIDENTS

- In the event of shelving collapse or structural accident, contact a supervisor immediately.
- Check for injuries to staff and/or patrons.
- Call 911 if necessary.
- Cordon off the area affected by the collapse or accident.
- Arrange for temporary storage of books, media, and/or equipment that was located on the shelves.
- Notify the Director and ask for instructions. Fill out an incident report.

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## SIDEWALK/PARKING LOT MAINTENANCE ISSUE

Notify Manager of situation.

If parking area needs plowing and/or shoveling and this has not been done before library opens, the Manager should call the person who plows and/or shovels.

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Staff should check the sidewalks and parking areas and salt if necessary.

## SOLICITATION

If a company calls looking to sell to the library, take a message. If person is insistent on speaking with Manager or Director, transfer call. Manager should ask for information to be sent via e-mail and not make any decisions about purchasing over the phone. Solicitation by our vendors should be by appointment only.

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## TELEPHONE FAILURE

Inform Manager of failure. Notify Director and use cell phone or e-mail if available to contact Spectrum (for service issues) or Bedik Communications (for phone system issues).

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## UNATTENDED CHILDREN

- If a child under age 12 is left unattended in the library, let them know that they will need to be accompanied by a parent or someone who is at least 16 years of age. Notify caregiver of this policy immediately when they return to pick up child.



# Western Sullivan Public Library

- Do not provide food, money, transportation, or medical care to child. Follow the *Unattended Children Policy* guidelines.
- If child is not picked up after the library closes, contact the child’s parent or caregiver. Notify supervisor. If there is only one staff member at the library at closing, supervisor will need to come back until child is picked up. If child is not picked up within 30 minutes, contact the police.
- Complete a *Patron Incident Report* form and notify Director.

## VANDALISM AND THEFT

It is considered vandalism and illegal to knowingly write upon, deface, tear, cut, or destroy library materials, equipment, furnishings, or property. It is also considered illegal to tamper with computer equipment, including hacking software, probing the network, removing peripherals, or pirating electronic content.

Any patron who is thought to have stolen or mutilated library materials will be treated in a courteous, sensitive and professional manner. When staff members approach a patron on such an issue, they should assume that the individual has made an honest mistake until it is determined otherwise. Staff members will not detain a patron unless they are certain that the patron has attempted to permanently deprive the library of material or has deliberately mutilated library material.

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If staff has reason to believe that a theft is being committed, or has knowledge of library thefts, they should contact a supervisor. The Director will be contacted.

Seeing a patron conceal items and/or approach the exit with library items without having approached the circulation desk or a staff member is sufficient reason to stop that patron and request that they show all items which might belong to the library. Patrons suspected of possible theft should be observed, but should not be approached until such time as they attempt to exit the building.

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In case of a theft, notify the Director and call the police first to report the theft.

If a patron believes a personal item of theirs has been stolen at the library, have the patron contact the police.

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For vandalism in progress, notify Director and call the police.

If vandalism is not in progress, assess damage and notify Director for further instructions.

## Appendix

- [RCLS 55+ Guide](#)

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**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
- REPLACE (1) EXISTING HEAD AT BASEMENT, IN NEW LOCATION
- ALTERNATE: REPLACE IN-PLACE (1) EXISTING HEAD AT BASEMENT, AND ADD (1) NEW HEAD
- FURNISH & INSTALL NEW METAL GUARDS AT ROOF LEVEL, LIMITED TO "WORK ZONE" FOR HVAC EQUIPMENT

**DRAWING LIST**

- T-001.00 COVER SHEET, GENERAL CONDITIONS, PLOT PLAN, SITE PLAN  
 A-100.01 DEMOLITION & CONSTRUCTION PLANS & DETAILS

**ZONING INFORMATION**

BLOCK - LOT: 5 - 564  
 ZONING: CAL-B-1  
 ZONING MAP: SECTION 14

**GENERAL NOTES & SPECIFICATIONS**

**1.0 GENERAL REQUIREMENTS / CONDITIONS**

- DEFINITIONS:**
- "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 INFERRABLE 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 HIRING BY THE OWNER TO EXECUTE THE WORK.
  - "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 PROJECT.
- 1.3 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.
- 1.4 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 CONSTRUCTION CONTRACT.
- 1.7 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.
- 1.8 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.
- 1.9 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 THE DRAWINGS, AND ALL OTHER WORK THAT MAY BE REQUIRED TO COMPLETE THE JOB.

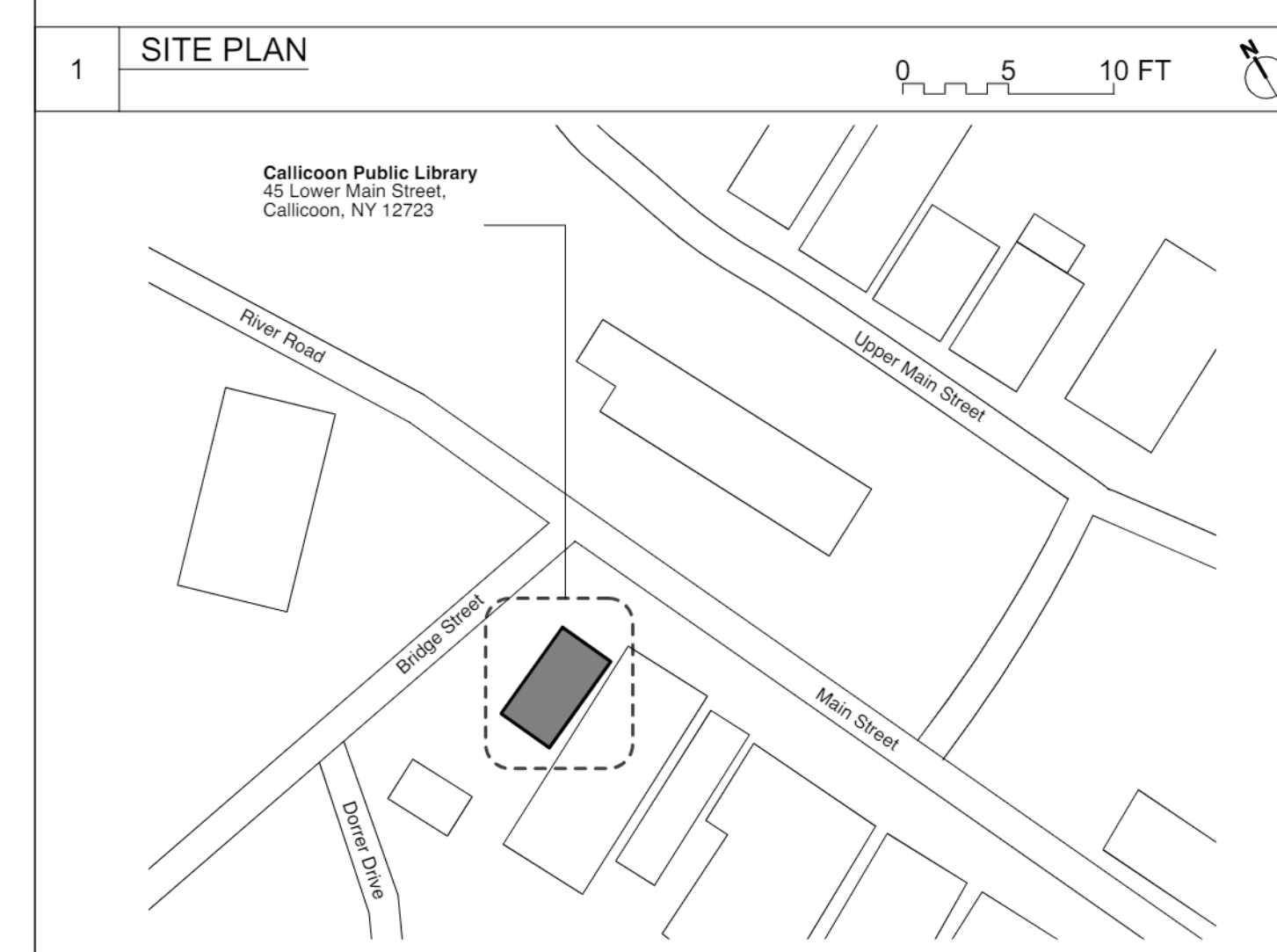
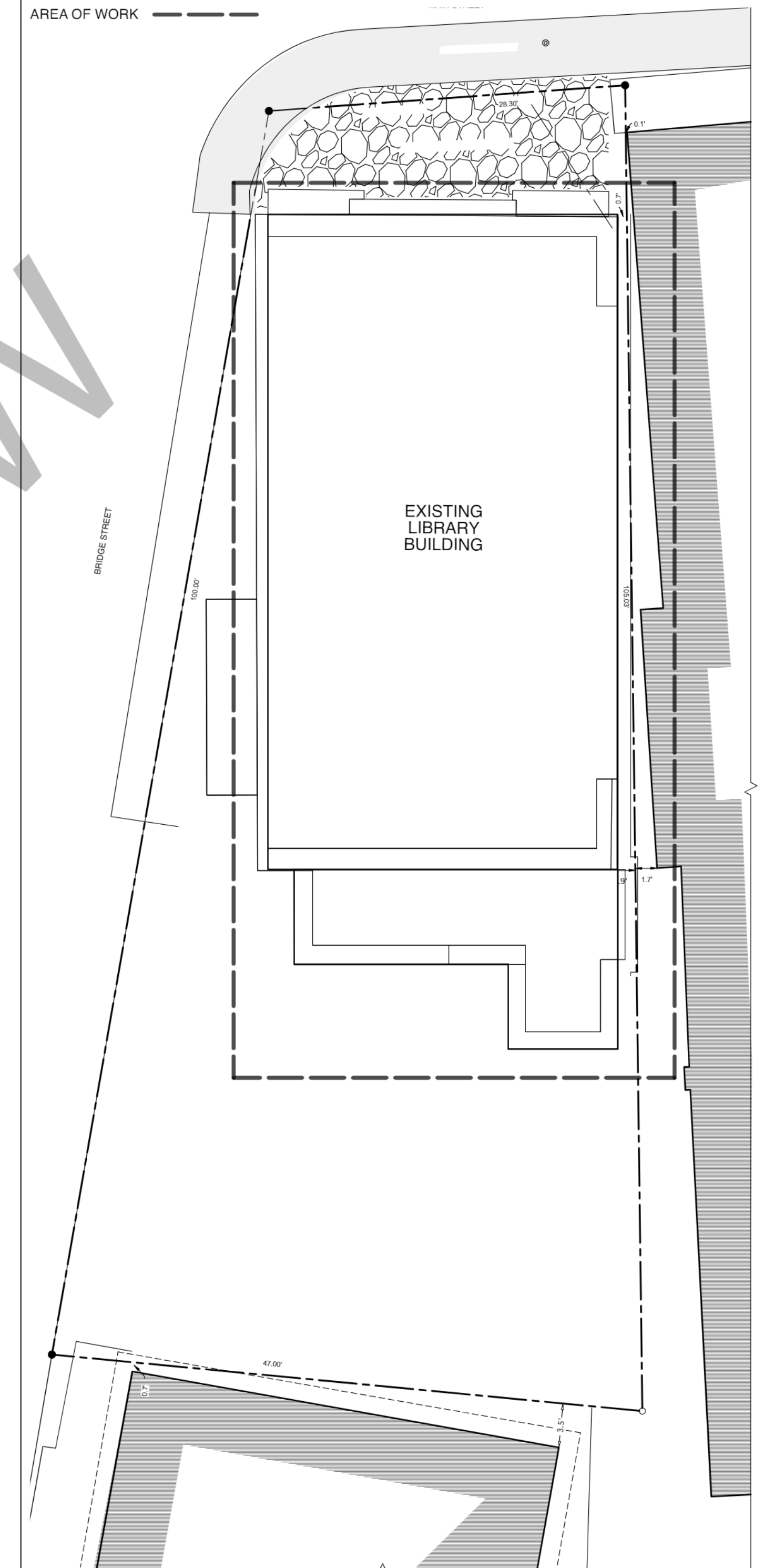
**SPECIAL REQUIREMENTS**

- 1.11 ALL WORK TO COMPLY WITH "THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES" <RESERVED>
- 1.12 ALL WORK IS TO BE PRICED AND EXECUTED COMPLYING WITH PREVAILING WAGE REQUIREMENTS.
- 1.13 CONTRACTOR IS TO PROVIDE A PERFORMANCE BOND
- 1.14 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**
- 5.0 **METALS**  
 5.1 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**
- 7.0 **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**
- 15.0 **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 ACCEPTABLE.
- 15.4 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.
- 15.5 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).
- 15.7 ALL MECHANICAL WORK SHALL CONFIRM TO ACCA STANDARD 5; HVAC QUALITY INSTALLATION SPECIFICATION.
- 15.8 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:  
 A. FOR THE SUPERHEAT METHOD, SYSTEM REFRIGERANT CHARGING PER OEM DATA/INSTRUCTIONS AND WITHIN ±5F OF THE OEM-SPECIFIED SUPERHEAT VALUE  
 B. FOR SUBCOOLING METHODS, SYSTEM REFRIGERANT CHARGING PER OEM DATA/INSTRUCTIONS AND WITHIN ±3F OF THE OEM-SPECIFIED SUBCOOLING VALUE  
 C. 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 AIR FLOWS (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 BEFORE 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:  
 A. SUPERHEAT TEST DONE UNDER OUTDOOR AMBIENT CONDITIONS, AS SPECIFIED BY THE OEM INSTRUCTIONS (TYPICALLY 55F DRYBULB TEMPERATURE OR HIGHER)  
 B. SUBCOOLING TEST DONE UNDER OUTDOOR AMBIENT CONDITIONS, AS SPECIFIED BY THE OEM INSTRUCTIONS (TYPICALLY 60F OR HIGHER)  
 C. ANY METHOD 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 RECORDED AT BOTH THE INITIAL VISIT AND THE FOLLOW-UP VISIT.

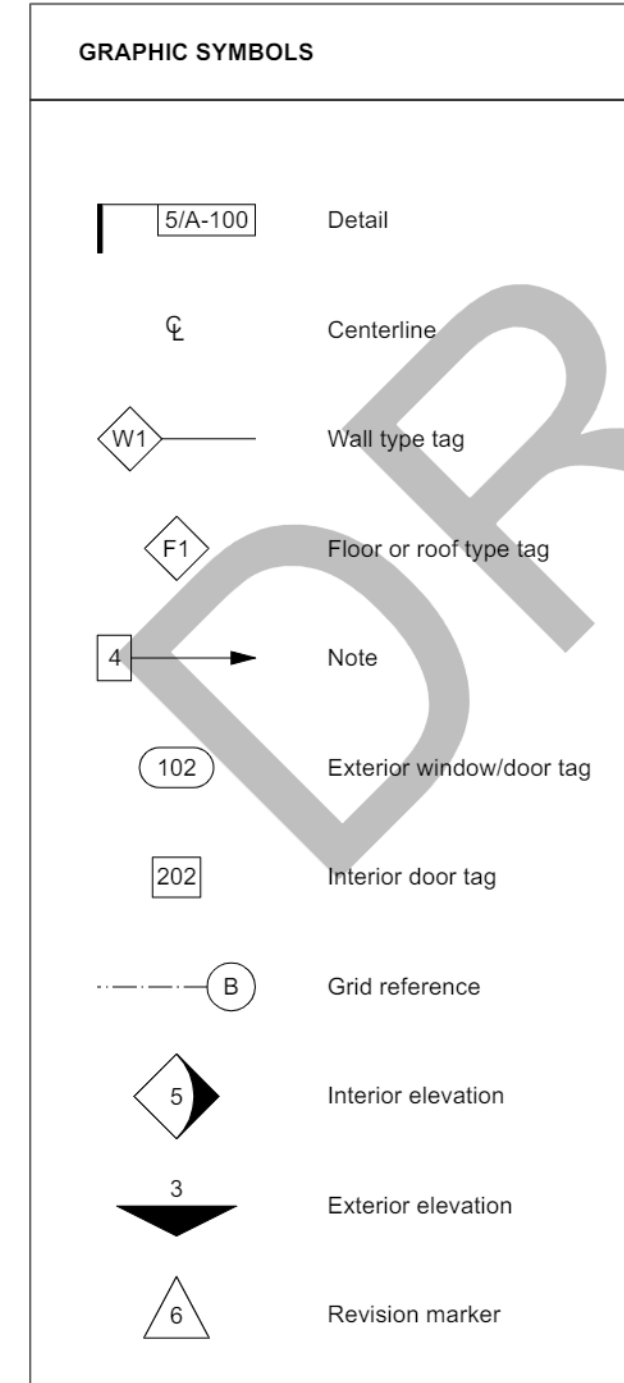
- 15.11 **ACCEPTABLE TESTING DOCUMENTATION**  
 THE CONTRACTOR SHALL PROVIDE EVIDENCE OF THE FOLLOWING:  
 A. DOCUMENTED FIELD DATA AND OPERATING CONDITIONS RECORDED ON START-UP SHEET, OR  
 B. DOCUMENTED FIELD DATA AND OPERATING CONDITIONS RECORDED ON SERVICE RECORDS, AND  
 C. WRITTEN JOB DOCUMENTATION 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.
- 15.12 **CONTROLS**  
 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.

- 16.0 **ELECTRICAL**  
 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).



**ABBREVIATIONS**

AB	Air barrier	NFC	Not for construction
A/C	Air conditioning	NIC	Not included
AFF	Above finished floor	NLB	Non load-bearing
ALT	Alternate	NTE	Not to exceed
APP'D	Approved	NTS	Not to scale
ARCH	Architectural	OC	On center
BLDG	Building	OC	On center
BLKG	Blocking	P&I	Provide/purchase and install
CLR	Clear	PT	Pressure-treated
DEMO	Demolition	QUAL	Quality
DIAM	Diameter	QTY	Quantity
DIM	Dimension	RCP	Reflected ceiling plan(s)
DOB	Building department or code/ permit enforcement office	REBAR	Reinforcement bar
EA	Each	REIN	Reinforce/s
ELEV	Elevation	REFR	Refrigerant
ERV	Energy recovery ventilation	REQ'D	Required
EQ	Existing	RO	Rough opening
EXIST	Existing	SECT	Section
EW	Each way	SHGC	Solar heat gain coefficient
F&I	Furnish and install	SIM	Similar
FC	Footcandle	SPEC(D)(S)	Specified/Specifications
FIN	Finish	SF	Square foot
FND	Foundation	TEL	Telephone
FLR	Floor	TSC	To be confirmed
FTG	Footing	TBD	To be determined
GA	Gauge	THP	Tenant Protection Plan
GC	General contractor	TYP	Typical
GYP	Gypsum wallboard	UON	Unless otherwise noted
HVAC	Heating, ventilation, and air conditioning	VIF	Verify in field
INCL	Including	WD	Wood
INT	Interior	W/	With
LB	Load-bearing	WO	Without
LF	Linear foot	WRB	Weather-resistant barrier
L	Lumen		
MAX	Maximum		
MIN	Minimum		
MISC	Miscellaneous		
MTL	Metal		



Design Firm  
**Buck Moorhead Architect**  
 245 W 29th Street  
 New York, NY 10001  
 Tel: (212) 343 2735  
 Fax: (212) 343 2734  
 www.buckmoorheadarchitect.com  
 Email: buck@buckmoorheadarchitect.com

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Client  
**Western Sullivan Public Library**  
 19 Center Street  
 Jeffersonville, NY 12748

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Project Title  
**WESTERN SULLIVAN PUBLIC LIBRARY**  
 45 LOWER MAIN STREET  
 CALLICOON, NY 12723

Revisions

Issue	Date	Description
1	1/3/24	ADDENDUM

Scale  
 1/4" = 1'-0"  
 UNLESS OTHERWISE SPECIFIED.

Date  
 01/03/2024

Project ID  
 2300-CALLICOON LIBRARY HVAC

CD/ File #  
 2300-CALLICOON LIBRARY HVAC

Drawn by  
 JMM

Checked by  
 JMM

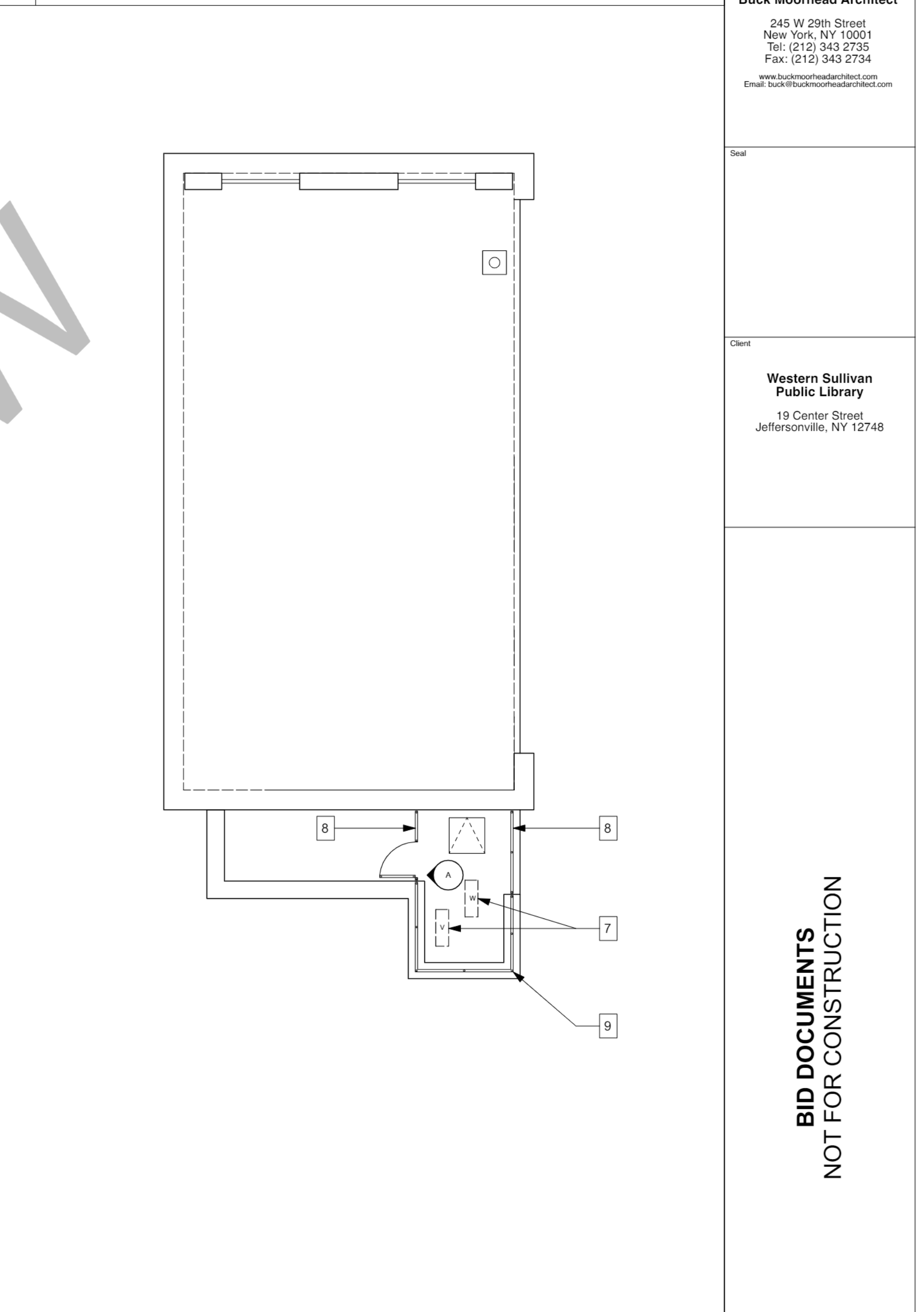
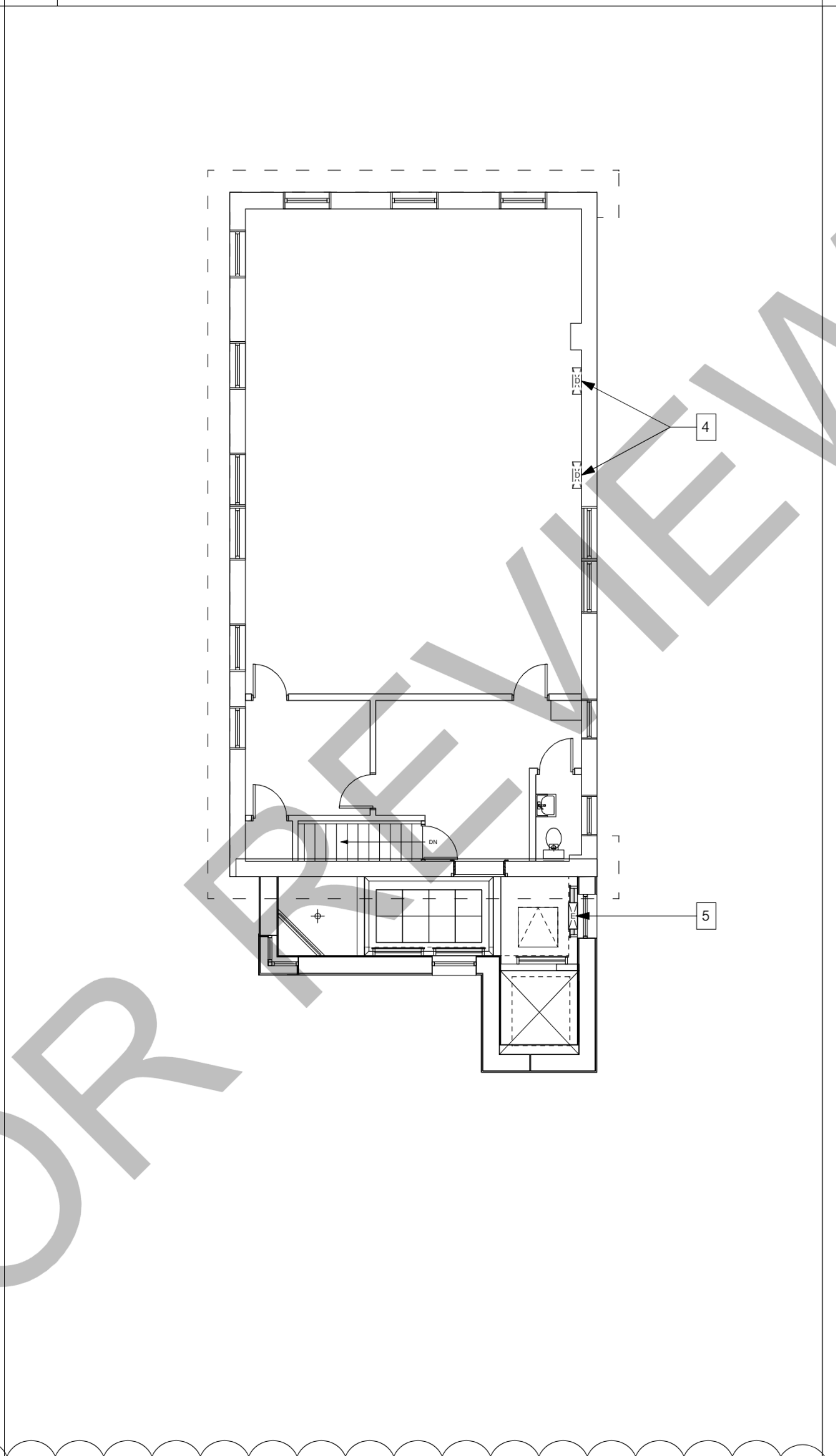
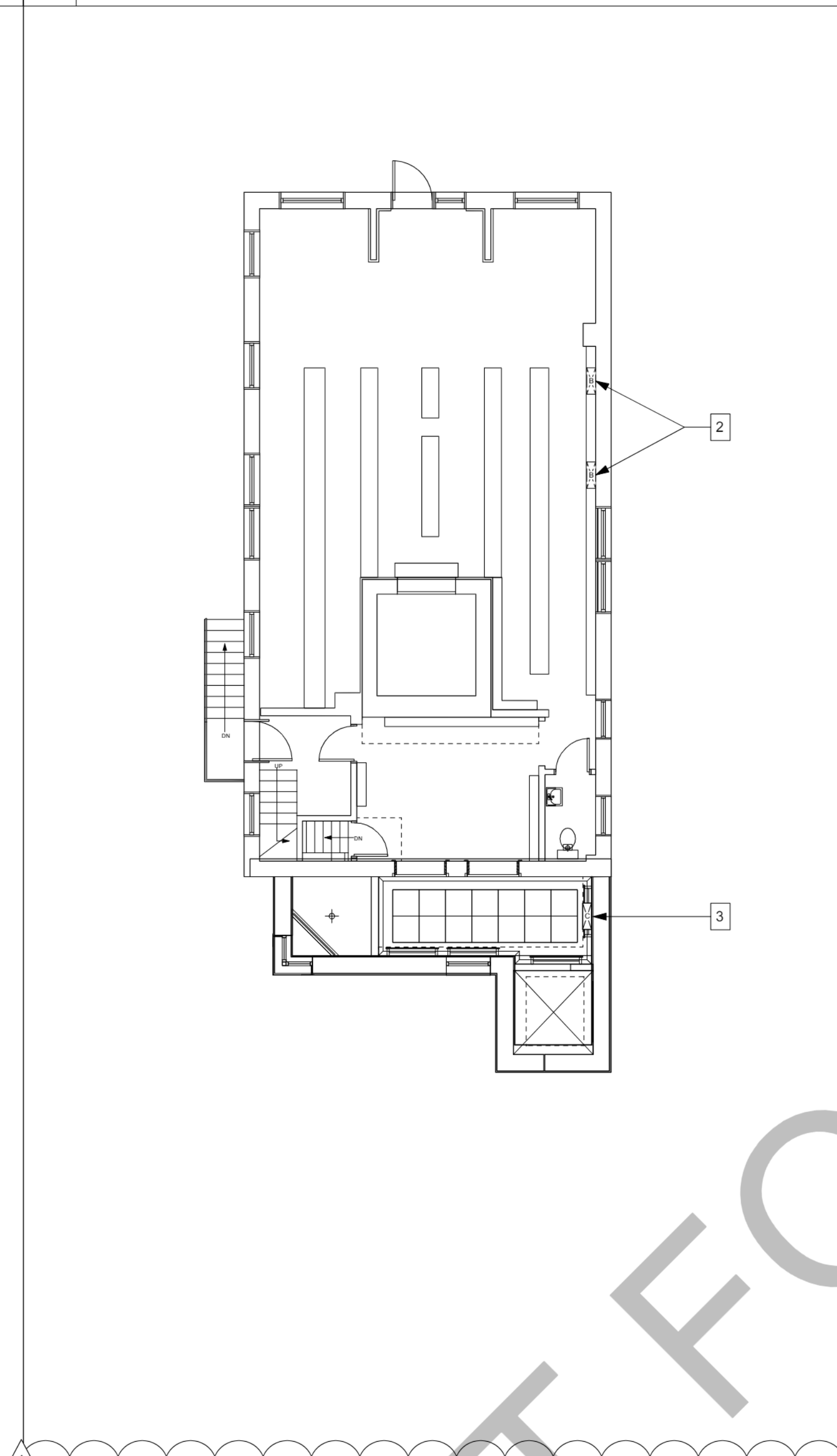
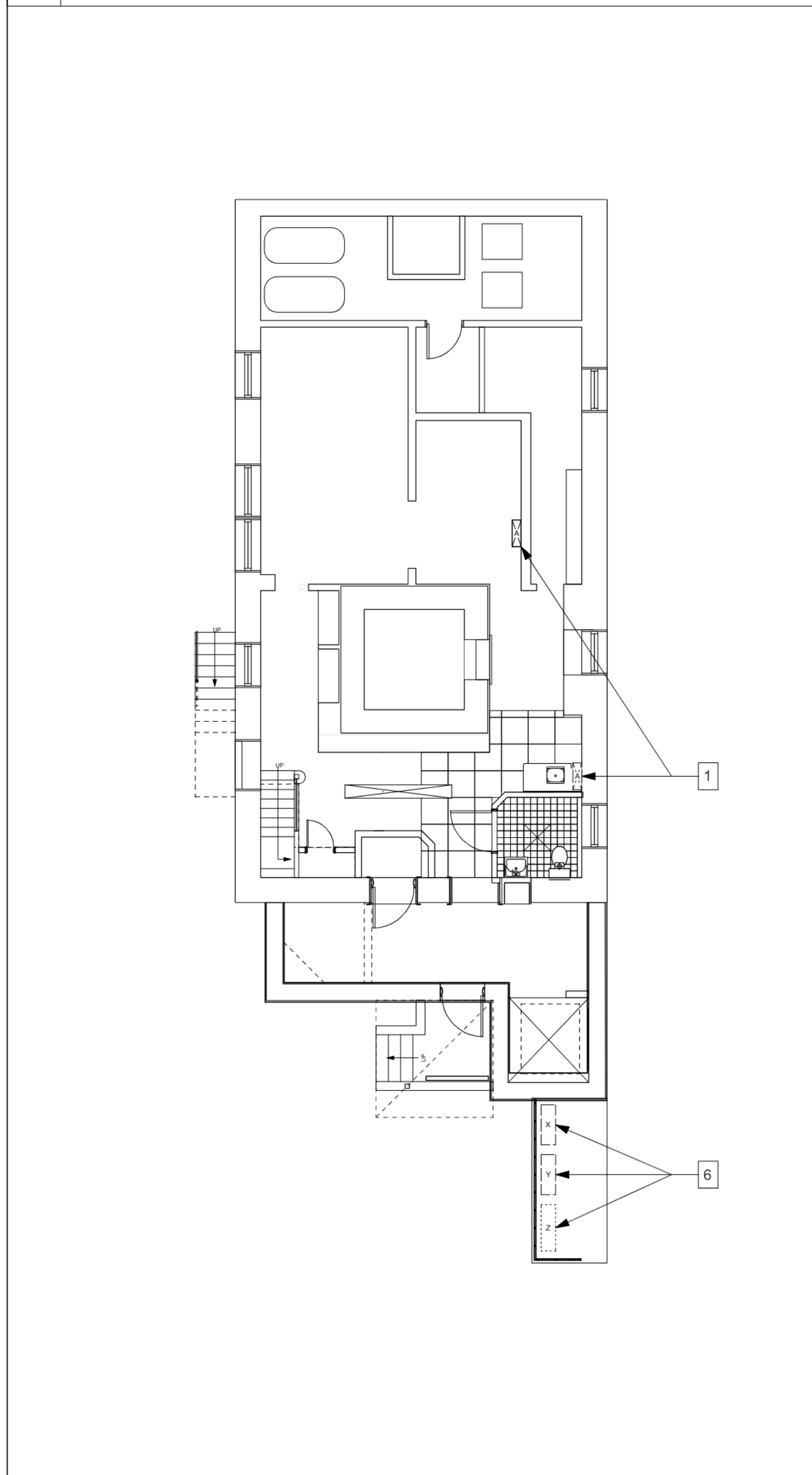
Sheet Title  
**COVER SHEET, GENERAL CONDITIONS, SITE PLAN, PLOT PLAN**

Drawing No.  
**T-001.00**

**BID DOCUMENTS  
 NOT FOR CONSTRUCTION**

Design Firm  
**Buck Moorhead Architect**  
 245 W 29th Street  
 New York, NY 10001  
 Tel: (212) 343 2735  
 Fax: (212) 343 2734  
 www.buckmoorheadarchitect.com  
 Email: buck@buckmoorheadarchitect.com

Client  
**Western Sullivan Public Library**  
 19 Center Street  
 Jeffersonville, NY 12748



**BID DOCUMENTS**  
**NOT FOR CONSTRUCTION**

**CONSTRUCTION NOTES**

1 REMOVE (1) EXISTING WALL-MOUNTED MINISPLIT HEAD AT BASEMENT; FURNISH & INSTALL (1) NEW HEAD AT BASEMENT IN NEW LOCATION.  
 ALTERNATE: REMOVE (1) EXISTING WALL-MOUNTED MINISPLIT HEAD AT BASEMENT; FURNISH & INSTALL (2) NEW HEADS AT BASEMENT: (1) IN EXISTING LOCATION, (1) AT NEW LOCATION.

2 REMOVE (2) EXISTING WALL-MOUNTED MINISPLIT HEADS AT 1ST FLOOR; FURNISH & INSTALL (2) NEW HEADS IN EQUIVALENT LOCATION.

3 FURNISH & INSTALL (1) NEW HEAD AT 1ST FLOOR.

4 REMOVE (2) EXISTING WALL-MOUNTED MINISPLIT HEADS AT 2ND FLOOR; FURNISH & INSTALL (2) NEW HEADS IN EQUIVALENT LOCATION.

5 FURNISH & INSTALL (1) NEW HEAD AT 2ND FLOOR.

6 REMOVE (3) EXISTING OUTDOOR CONDENSING UNITS AT REAR YARD OF GROUND FLOOR; FURNISH & INSTALL (2) NEW OUTDOOR CONDENSING UNITS AT REAR YARD, AS REQUIRED TO SERVE NEW SYSTEM.

7 REMOVE (2) EXISTING OUTDOOR CONDENSING UNITS AT ROOF; FURNISH & INSTALL (2) NEW OUTDOOR CONDENSING UNITS AS ROOF, AS REQUIRED TO SERVE NEW SYSTEM.

8 NEW DECK-MOUNTED GUARD TYPE A (G-A); REFER TO DTL A/A-100.00 & SPECIFICATIONS; WATERPROOF ALL ROOF PENETRATIONS USING KEMPEROL 2K-FR SYSTEM, PER MANUFACTURER DTL P-1/A-100.00.

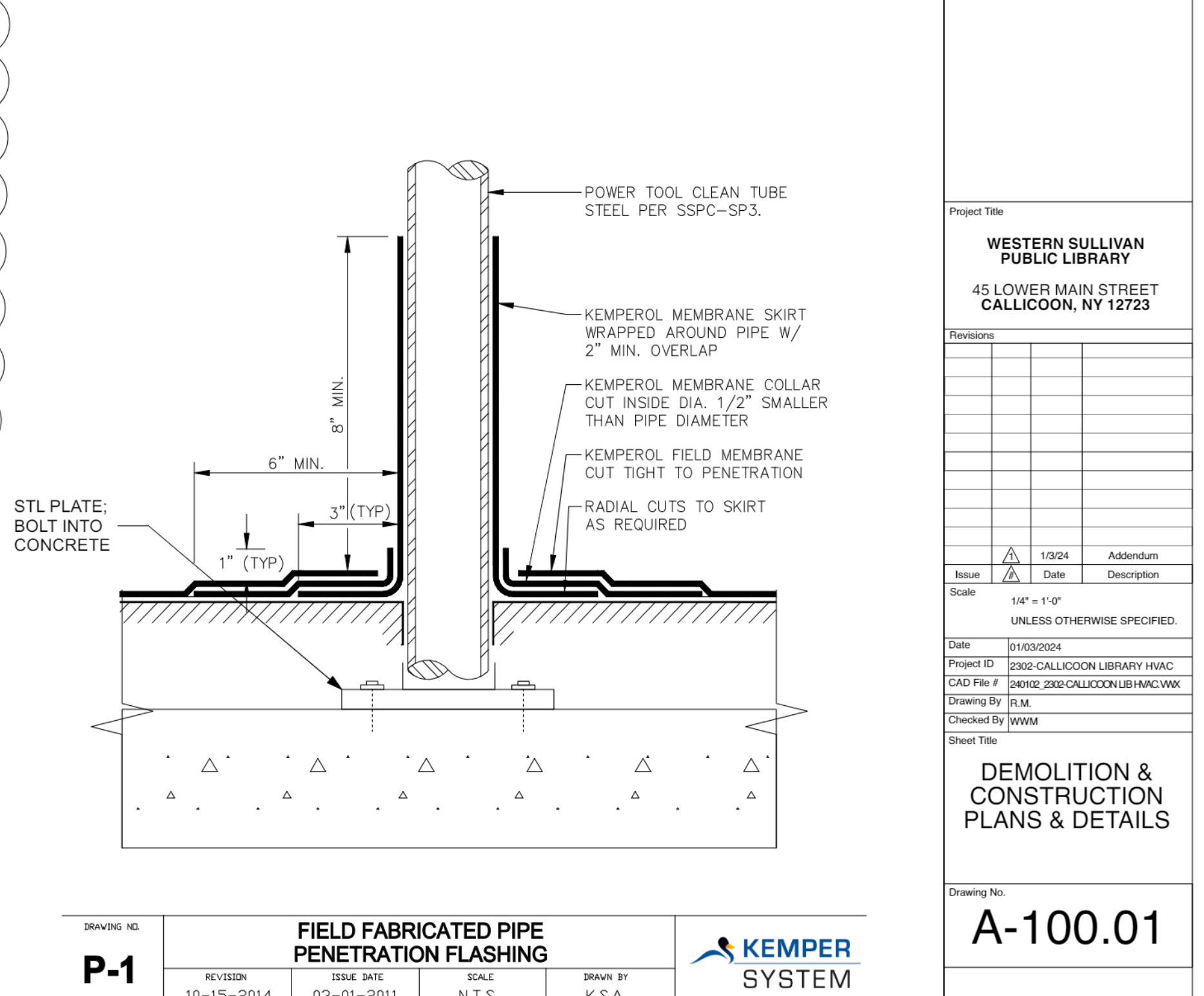
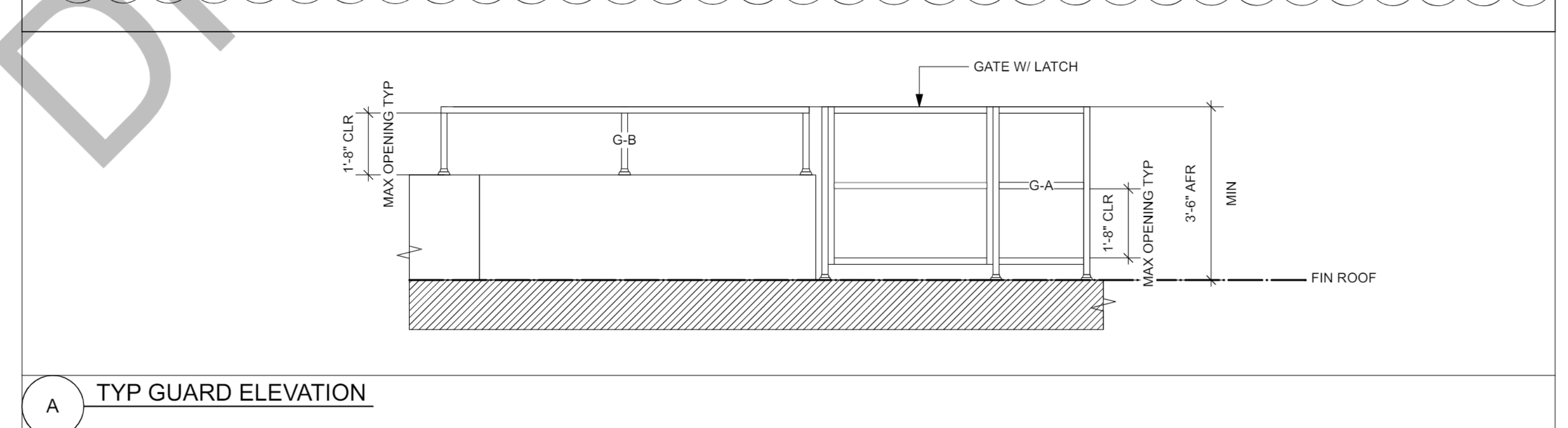
9 NEW PARAPET-MOUNTED GUARD TYPE B (G-B); REFER TO DTL A/A-100.00 & SPECIFICATIONS; WATERPROOF ALL ROOF PENETRATIONS USING KEMPEROL 2K-FR SYSTEM, PER MANUFACTURER DTL P-1/A-100.00.

**MECHANICAL NOTES:**

- CONTRACTOR TO CONFIRM EXISTING SYSTEM LAYOUT AND CONNECTIONS. PRIOR TO DISCONNECT/REMOVAL & NEW EQUIPMENT SPECIFICATION.
- CONFIRM HEATING & COOLING CAPACITIES OF THE EXISTING EQUIPMENT TO BE REPLACED. NEW EQUIPMENT TO MATCH OR EXCEED THE CAPACITIES OF EXISTING.
- ALL EXISTING INSULATION AT REFRIGERANT LINES TO BE REMOVED AND REPLACED WITH INSULATION OF THICKNESS AS REQ'D BY MANUFACTURER AND NYS MECHANICAL CODE. FOR OPTIMAL EQUIPMENT PERFORMANCE.
- WITH INSULATION REMOVED, EVALUATE CONDITION OF EXISTING REFRIGERANT LINES. IF REPAIR OF PORTION OR REPLACEMENT IS REQUIRED, BRING TO OWNER'S ATTENTION AS PROPOSED CHANGE ORDER.
- ANY REQUIRED ELECTRICAL SERVICE MODIFICATIONS RELATED TO MECHANICAL SYSTEMS ARE TO BE INCLUDED IN THE WORK.
- ALL OUTDOOR CONDENSERS ARE TO BE MOUNTED ON 16" MIN. STANDS W/ VIBRATION ISOLATION PADS, PER MANUFACTURER'S INSTRUCTIONS.
- PROVIDE NEW WATERPROOFING AT ALL EXISTING EXTERIOR WALL PENETRATIONS.

**EQUIPMENT SCHEDULE** REFER TO MECHANICAL NOTES

AREA SERVED	EQUIP. LOCATION	TAG	DESCRIPTION	EXISTING	PROPOSED	MODEL/PART	COOLING CAP.	HEATING CAP.	SIZE	WEIGHT
Basement	Basement (rear)	A	Heat pump indoor unit	Fujitsu single-head system: 1.0 ton	LG (or approved equal) wall-mounted head: 1.0 ton	LSN120HSV5	12,000 Btu/h	13,600 Btu/h		
	Basement (main)	A	Heat pump indoor unit	-	LG (or approved equal) wall-mounted head: 1.0 ton	LSN120HSV5	12,000 Btu/h	13,600 Btu/h		
	Rear yard	X	Heat pump outdoor unit	Fujitsu condensor: 1.0 ton	LG (or approved equal) condensor: 2.0 ton	LMU180HHV	19,980 Btu/h	24,000 Btu/h		
1st floor	1st floor (main)	B	Heat pump indoor unit	Fujitsu single-head system: 2.0 ton	LG (or approved equal) wall-mounted head: 1.5 ton	LSN181HSV5	18,000 Btu/h	21,600 Btu/h		
	1st floor (main)	B	Heat pump indoor unit	Fujitsu single-head system: 2.0 ton	LG (or approved equal) wall-mounted head: 1.5 ton	LSN181HSV5	18,000 Btu/h	21,600 Btu/h		
	Rear yard	Y	Heat pump outdoor unit	Fujitsu condensor: 2.0 ton	LG (or approved equal) condensor: 3.0 ton	LMU300HHV	34,080 Btu/h	34,320 Btu/h		
	Rear yard	Z	Heat pump outdoor unit	Fujitsu condensor: 2.0 ton	-	-	-	-		
2nd Floor	2nd floor (main)	D	Heat pump indoor unit	Fujitsu single-head system: 2.0 ton	LG (or approved equal) wall-mounted head: 1.5 ton	LSN181HSV5	18,000 Btu/h	21,600 Btu/h		
	2nd floor (main)	D	Heat pump indoor unit	Fujitsu single-head system: 2.0 ton	LG (or approved equal) wall-mounted head: 1.5 ton	LSN181HSV5	18,000 Btu/h	21,600 Btu/h		
	Roof	V	Heat pump outdoor unit	Fujitsu condensor: 2.0 ton	LG (or approved equal) condensor: 3.0 ton	LMU300HHV	34,080 Btu/h	34,320 Btu/h		
Addition	1st floor (rear)	C	Heat pump indoor unit	-	LG (or approved equal) wall-mounted head: 1.25 ton	LMN159HVT	14,300 Btu/h	15,600 Btu/h		
	2nd floor (rear)	E	Heat pump indoor unit	-	LG (or approved equal) wall-mounted head: 1.25 ton	LMN159HVT	14,300 Btu/h	15,600 Btu/h		
	Roof	W	Heat pump outdoor unit	Fujitsu condensor: 2.0 ton	LG (or approved equal) condensor: 2.5 ton	LMU240HHV	30,000 Btu/h	31,200 Btu/h		



Project Title  
**WESTERN SULLIVAN PUBLIC LIBRARY**  
 45 LOWER MAIN STREET  
 CALLICOON, NY 12723

Revisions

Issue	Date	Description
1	1/3/24	As Issued

Scale  
 1/4" = 1'-0"  
 UNLESS OTHERWISE SPECIFIED.

Date  
 01/03/2024

Project ID  
 2300-CALLICOON LIBRARY PHAC

CSO File #  
 2023-2024-CALLICOON LIBRARY PHAC

Drawing By  
 R.M.

Checked By  
 WMM

Sheet Title  
**DEMOLITION & CONSTRUCTION PLANS & DETAILS**

Drawing No.  
**A-100.01**

**P-1** FIELD FABRICATED PIPE PENETRATION FLASHING

REVISION	ISSUE DATE	SCALE	DRAWN BY
10-15-2014	03-01-2011	N.T.S.	K.S.A.

**KEMPER SYSTEM**