



Western Sullivan Public Library

BOARD MEETING AGENDA

Regular Board Meeting

June 10, 2024

Tusten-Cochecton Branch, 5:30pm
and via videoconference

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Public Comment Period
- V. Approval of May 13, 2024 meeting minutes
- VI. Financial Reports
 - a. Treasurer's Report
 - b. Monthly Financial Reports through June 9, 2024
 - c. Payment of Bills through June 9, 2024
- VII. Director's Report
- VIII. New Business
 - a. Tusten Heritage Community Garden Report
 - b. Staff Appointment
 - c. Staff Resignation
 - d. IT Menu of Services
 - e. Health Insurance Buyouts
- IX. Unfinished Business
- X. Committee Reports
 - Building
 - Personnel
 - Donations
 - Finance
 - Bylaws
 - Nominating
 - FOL Liaison
 - Executive
 - Strategic Planning
- XI. Dates to Remember
 - a. See monthly [online newsletter](#)
- XII. Correspondence
- XIII. Adjournment

Next Meeting: Monday, July 8, 2024, Delaware Free Branch



Western Sullivan Public Library

I. New Business

- a. Tusten Heritage Community Garden Report: Quarterly report
- b. Staff Appointment: Appointment of Mary Margaret Green to part time library page at \$15.00 starting June 7, 2024.
- c. Staff Resignation: Accept with regret the resignation of Kristen Sheehan Dasenbrock, Library Assistant (Youth Services) as of June 5, 2024.
- d. IT Menu of Services: Review and approve the RCLS IT Menu of Services for the three branches.
- e. Health Insurance Buyouts: Approve the health insurance buyouts and amounts for the 2023-2024 year.

II. Unfinished Business



Western Sullivan Public Library

Regular Board Meeting

May 13, 2024

Jeffersonville Branch, 5:30pm

And via videoconference

Unapproved Minutes

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

Zoom: Pam Reinhardt and Amber Novikov.

Staff Present: Audra Everett, Director.

Call to Order: At 5:33 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 Barbara Winfield, the agenda was approved as amended by unanimous consent.

Public Comment: none

Approval of Meeting Minutes: On a motion by Francis Cape and seconded by Phyllis Haynes, the April 08, 2024, meeting minutes were approved as amended by unanimous consent. Evan Eisenberg and Amber Novikov abstained, due to absences at the meeting.

Financial Reports:

- a. On a motion by Sue Bodenstein and seconded by Barbara Winfield, the monthly Treasurer's Report was approved by unanimous consent.
- b. On a motion by Kevin McDonough and seconded by Susan Bodenstein, the monthly Financial Reports through May 12, 2024, were approved by unanimous consent.



Western Sullivan Public Library

- c. On a motion by Barbara Winfield and seconded by Francis Cape, the payment of bills through May 12, 2024, were approved by unanimous consent.

New Business:

- a. Regarding the Delaware Free Restoration Project, a motion was made by Barbara Winfield and seconded by Kevin McDonough to review and approve the signing of the AIA contract between WSPL and Ganem Contracting Corp and was approved by unanimous consent.
- b. A motion was made by Phyllis Haynes and seconded by Evan Eisenberg to adopt the 2024/2025 budget vote and trustee election results and was approved by unanimous consent.
- c. A motion was made by Susan Bodenstein and seconded by Francis Cape to review the cleaning contract for 2024/2025 with no change and was approved by unanimous consent.
- d. A motion was made by Kevin McDonough and seconded by Evan Eisenberg to review the Tusten Heritage Community Garden sign permit and sign the application, this was approved by unanimous consent.
- e. A motion was made by Barbara Winfield and seconded by Kevin McDonough to update out of district fees for the new fiscal year 2024/2025 and was approved by unanimous consent.
- f. A motion was made by Francis Cape and seconded by Barbara Winfield to appoint Kaitlyn Danielson as permanent part time Library Clerk at \$16.72 per hour as of 5/3/2024 and was approved by unanimous consent.
- g. A motion was made by Francis Cape and seconded by Evan Eisenberg at 6:00 pm to enter executive session and was exited at 6:05 pm, this was approved by unanimous consent.



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- h. A motion was made by Phyllis Haynes and seconded by Susan Bodenstein to approve the evaluation of the director and was approved by unanimous consent.
- i. A motion was made by Kevin and seconded by Francis to approve the memorandum of Understanding between Tusten Heritage Garden and Delaware Job Corps and was approved by unanimous consent.

IX. Unfinished Business

X. Committee Reports

- Building: will set up a meeting.
- Personnel: will set up a meeting with the director.
- Donations- tackle boxes have been donated.
- Finance
- Bylaws
- Nominating- July reminder.
- FOL Liaison
- Executive
- Strategic Planning

Dates to Remember

- a. See monthly online newsletter

XII. Correspondence

XIII. Adjournment: On a motion made by Kevin McDonough and seconded by Francis Cape, the board voted by unanimous consent to adjourn the meeting at 6:18 pm.

Next Meeting: Monday, June 10, 2024, Tusten-Cochecton branch.

Amber Novikov
Secretary

Western Sullivan Public Library Operating Account Check List May 11 through June 8, 2024

Type	Date	Num	Name	Memo	Split	Amount
May 11 - Jun 8, 24						
Check	5/22/24	19453	CMS Medicare Insurance	VOID: Medicare #1AM1VN3QK06	90608 - Employee Health Insurance	0.00
Check	5/29/24	19454	Fowler Oil Co., Inc.	Account # 020825	Fuel & Electric-DEL	-416.04
Check	5/29/24	19455	AARP Medicare Rx Preferred (PDP)	Member ID: 0217026071 J Swendsen	90608 - Employee Health Insurance	-78.70
Check	5/29/24	19456	NYSEG	1001-0704-798	Fuel & Electric-NAR	-324.18
Check	6/8/24	19459	Baker & Taylor Books #510486		-SPLIT-	-2,831.14
Check	6/8/24	19460	Midwest Tape LLC		-SPLIT-	-1,356.69
Check	6/8/24	19461	Peck's Market	Acct 4394 & C966	-SPLIT-	-118.97
Check	6/8/24	19462	Brodart Co.	Account 311663	-SPLIT-	-268.96
Check	6/8/24	19463	Haight Fire Equipment Supply		-SPLIT-	-1,093.95
Check	6/8/24	19464	ASTAR Plumbing Heating & Air, LLC	invoice # 288040	Labor	-2,514.29
Check	6/8/24	19465	Rich Rogers Construction LLC		-SPLIT-	-300.00
Check	6/8/24	19466	Tappan Library		Audio/Videos-DEL	-34.99
Check	6/8/24	19467	RCLS General	invoice 33250 & 33266	-SPLIT-	-163.47
Check	6/8/24	19468	Village of Jeffersonville		Sewer & Water-JEF	-1,007.67
Check	6/8/24	19469	Quill Corporation	Acct # 3087052	Office Supplies - JEF	-95.99
Check	6/8/24	19470	Kanopy LLC		Digital Downloads - WSPL	-541.00
Check	6/8/24	19471	OverDrive, Inc.	Cust ID 1052-1001	Digital Downloads - WSPL	-333.76
Check	6/8/24	19472	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	6/8/24	19473	NYSEG	1001-1281-077	Fuel & Electric-JEF	-613.82
Check	6/8/24	19474	NYSEG	1003-8570-692	Fuel & Electric-DEL	-22.89
Check	6/8/24	19475	NYSEG	1001-3155-188	Fuel & Electric-DEL	-22.89
Check	6/8/24	19476	Matthew Coonan	VOID: 7.5.2024	2024 DVAA Arts for Sullivan/SCR	0.00
Check	6/8/24	19476	Pete's Market	cust #845	-SPLIT-	-5.77
Check	6/8/24	19478	Postmaster	postage	Postage	-120.00
Check	6/8/24	19478	Elizabeth Huntington	Open mic 4.5, 5.3 & 6.7 2024	2024 DVAA Arts for Sullivan/SCR	-150.00
Check	6/8/24	19479	Jeffrey J Sattler Jr.	Invoice # 854426	Labor	-300.00
Check	6/8/24	19480	American Electric, LLC	Invoice 6094 & 6153	-SPLIT-	-744.53

Jun 8, 2024

Western Sullivan Public Library Operating Account Check List May 11 through June 8, 2024

Check	6/8/24	19482	Delaware Highlands Conservancy	7.11.24 Hike	Children's Programs	-150.00
Check	6/8/24	19483	Eileen Stelljes	8.16.24 programs	Children's Programs	-321.00
Check	6/8/24	19484	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90
Check	6/8/24	19485	The River Reporter	1538 4/30/2023	Periodicals-JEF	-72.00
Check	6/8/24	19486	Christina Mace		Bookkeeper	-480.00
Check	6/8/24	19487	Postmaster	postage JEF	Postage	-204.00
Check	6/8/24	19488	Fox Ledge, Inc.	Account 005821	-SPLIT-	-81.35
Check	6/8/24	19489	Smithsonian	#920822001854	Periodicals-NAR	-24.99
Check	6/8/24	19490	Cook's Illustrated	CID 0116191867	Periodicals-NAR	-14.95
Check	6/8/24	19491	United Healthcare Insurance Company	Member ID 351736481-1	90608 · Employee Health Insurance	-268.50
Check	6/8/24	19492	Cash	Cash replenishment for DEL	Petty Cash-DEL	-18.35
Check	6/8/24	19493	Cardmember Services	acct ending 4182	601.1 · Jeff Bank Visa	-1,781.90
Check	6/8/24	19495	Amazon Capital Services	Acct # A1W8QRKQNHJJEH	-SPLIT-	-369.00
Check	6/8/24	19496	Matthew Coonan	7.5.2024	2024 DVAA Arts for Sullivan/SCR	-400.00
Liability Check	5/17/24	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Liability Check	5/17/24	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -151900694	-SPLIT-	-4,117.34
Liability Check	5/29/24	E-pay	NYS Income Tax	141825007 6 QB Tracking # 7943306	-SPLIT-	-712.70
Liability Check	5/31/24	19457	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-177.18
Liability Check	5/31/24	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Liability Check	5/31/24	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 7819306	-SPLIT-	-4,059.62
Liability Check	6/8/24	eft ers	NYS & Local Retirement System	51404	-SPLIT-	-1,289.96
Paycheck	5/17/24	2024051701	Employee		-SPLIT-	
Paycheck	5/17/24	2024051702	Employee		-SPLIT-	
Paycheck	5/17/24	2024051703	Employee		-SPLIT-	
Paycheck	5/17/24	2024051704	Employee		-SPLIT-	
Paycheck	5/17/24	2024051705	Employee		-SPLIT-	
Paycheck	5/17/24	2024051706	Employee		-SPLIT-	
Paycheck	5/17/24	2024051707	Employee		-SPLIT-	
Paycheck	5/17/24	2024051708	Employee		-SPLIT-	

Jun 8, 2024

**Western Sullivan Public Library
Operating Account Check List
May 11 through June 8, 2024**

Paycheck	5/17/24	2024051709	Employee	-SPLIT-	
Paycheck	5/17/24	2024051710	Employee	-SPLIT-	
Paycheck	5/17/24	2024051711	Employee	-SPLIT-	
Paycheck	5/17/24	2024051712	Employee	-SPLIT-	
Paycheck	5/17/24	2024051713	Employee	-SPLIT-	
Paycheck	5/17/24	2024051714	Employee	-SPLIT-	
Paycheck	5/17/24	2024051715	Employee	-SPLIT-	
Paycheck	5/17/24	2024051716	Employee	-SPLIT-	
				Total Payroll 2024-05-17	-14,266.58
Paycheck	5/31/24	2024053101	Employee	-SPLIT-	
Paycheck	5/31/24	2024053102	Employee	-SPLIT-	
Paycheck	5/31/24	2024053103	Employee	-SPLIT-	
Paycheck	5/31/24	2024053104	Employee	-SPLIT-	
Paycheck	5/31/24	2024053105	Employee	-SPLIT-	
Paycheck	5/31/24	2024053106	Employee	-SPLIT-	
Paycheck	5/31/24	2024053107	Employee	-SPLIT-	
Paycheck	5/31/24	2024053108	Employee	-SPLIT-	
Paycheck	5/31/24	2024053109	Employee	-SPLIT-	
Paycheck	5/31/24	2024053110	Employee	-SPLIT-	
Paycheck	5/31/24	2024053111	Employee	-SPLIT-	
Paycheck	5/31/24	2024053112	Employee	-SPLIT-	
Paycheck	5/31/24	2024053113	Employee	-SPLIT-	
Paycheck	5/31/24	2024053114	Employee	-SPLIT-	
				Total Payroll 2024-05-31	-14,096.70
May 11 - Jun 8, 24				Total:	-59,375.72

Western Sullivan Public Library Profit & Loss Budget vs. Actual

	<u>Jul 1, '23 - Jun 8, 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	25,451	24,000	1,451
2082 · Library Charges	4,281	3,756	525
2083 · Library Chgs-Registrations	2,283	2,267	16
2401 · Interest & Earnings	376	469	(93)
2655 · Sales, Other	191	94	97
2705 · Gifts & Donations	11,698	3,380	8,318
2770 · Grants-Miscellaneous	0	2,159	(2,159)
3003 · State Grants - Miscellaneous	3,018	2,700	318
Total Income	<u>1,110,911</u>	<u>1,102,438</u>	<u>8,473</u>
Gross Profit	1,110,911	1,102,438	8,473
Expense			
74101 · Salaries	441,167	492,535	(51,368)
74101.7 · Special Projects	0	469	(469)
74102 · Equipment	4,685	6,103	(1,418)
74104 · Materials	63,699	70,286	(6,587)
74104.6 · Databases & Software	7,072	8,074	(1,002)
74105.1 · Daily Operating Expenses	15,838	20,374	(4,536)
74105.3 · Repairs/Maint of Lib Equip	0	469	(469)
74105.4 · Daily Maint & Repairs	12,390	12,206	184
74105.5 · Building Maintenance	0	32,861	(32,861)
74105.6 · Insurance Policies	20,914	22,932	(2,018)
74106.1 · Phone, Internet, Cable Services	5,519	7,558	(2,039)
74106.2 · ILS & IT	37,307	38,307	(1,000)
74106.4 · Fuel & Electric	15,684	23,472	(7,788)
74106.5 · Sewer & Water	2,931	5,164	(2,233)
74106.6 · Elevator Service	3,968	4,576	(608)
74106.7 · Cleaning Services	22,550	24,646	(2,096)
74106.8 · Operating Overhead Expenses	4,634	9,389	(4,755)
74107.1 · Professional Services	14,525	19,059	(4,534)
74107.3 · Programs and Events	7,246	11,267	(4,021)
74107.9 · Other Expenses	3,892	5,023	(1,131)
90000 · Payroll Expenses	180,270	226,501	(6,231)
Total Expense	<u>864,291</u>	<u>1,041,271</u>	<u>(176,980)</u>
Net Ordinary income	<u>246,620</u>	<u>61,167</u>	<u>185,453</u>
Net Income	<u><u>246,620</u></u>	<u><u>61,167</u></u>	<u><u>185,453</u></u>

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	52,286.27
204 · Credit Card Transfer Acct- 7669	1,000.23
205 · WSPL IMM Acct - 1647	
Adelaide Schadt - Jeff Branch	10,000.00
205 · WSPL IMM Acct - 1647 - Other	742,532.81
Total 205 · WSPL IMM Acct - 1647	<u>752,532.81</u>
206 · Capital Fund - 8355	245,271.44
210 · Petty Cash	
Petty Cash-DEL	50.00
Petty Cash-JEF	46.08
Petty Cash-NAR	45.38
Total 210 · Petty Cash	<u>141.46</u>
Total Checking/Savings	<u>1,051,232.21</u>
Other Current Assets	
2100 · Employee Advance DBL pmts	139.21
A391 · Due From Other Funds	3,224.38
Total Other Current Assets	<u>3,363.59</u>
Total Current Assets	<u>1,054,595.80</u>
TOTAL ASSETS	<u><u>1,054,595.80</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	-321.58
609 · Income Execution	177.18
637 · Due to Retirement	12,176.00
691 · Deferred Revenue	2,300.00
Total Other Current Liabilities	<u>25,148.27</u>
Total Current Liabilities	<u>25,148.27</u>
Total Liabilities	25,148.27
Equity	
909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	550,427.34
Net Income	85,818.36
Total Equity	<u>1,029,447.53</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,054,595.80</u></u>

Western Sullivan Public Library

Treasurer's Report

Report for: June 10 2024
 Month and Day Year

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

Balance on hand as of:	<u>April 30, 2024</u>	\$49,063.82
Plus Deposits:		
Accounts Receivable	\$65,418.25	
Transfers from IMM	\$0.00	
Interest	\$0.64	
Other	<u>\$0.00</u>	
Total Deposits		\$65,418.89
Less Disbursements:		
Transfer to IMM	\$65,000.00	
Operating Expenses	<u>\$22,953.05</u>	
Total Disbursements		\$87,953.05
Balance on hand as of:	<u>May 31, 2024</u>	<u><u>\$26,529.66</u></u>

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

Balance on hand as of:	<u>April 30, 2024</u>	\$882,503.92
Plus Deposits:		
Annual Tax Portion & PILOT	\$0.00	
Interest	\$28.89	
Other		
Total Deposits		\$28.89
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>May 31, 2024</u>	<u><u>\$817,532.81</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>April 30, 2024</u>	\$1,000.23
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>May 31, 2024</u>	<u><u>\$1,000.23</u></u>

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

Balance on hand as of:	<u>April 30, 2024</u>	\$309,771.44
Plus Deposits:		
Transfers from IMM	\$0.00	
Interest	\$0.00	
Other		
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements	\$25,800.00	\$25,800.00
Balance on hand as of:	<u>May 31, 2024</u>	<u><u>\$283,971.44</u></u>
Account opened December 10, 2019		



DIRECTOR'S REPORT

June 10, 2024

Building/Equipment:

Sealing of the front lot at Jeffersonville is done.

The new HVAC system at Callicoon is complete. Buck and Remy Moorhead will inspect the work and sign-off on the project this coming week.

The elevator at Callicoon needs to be repaired. The DC power supply and the master dupline board need to be replaced.

Finance:

See reports.

Personnel:

The part-time library page position at NAR is filled. We are accepting resumes for Library Assistant (Youth Services).

Professional Development/Meetings:

6/5/24: Directors Association Executive Committee Meeting

6/6/2024: All-day Koha training at RCLS

6/7/24: SUPLA Meeting

Staff will be attending trainings for KOHA (our new ILS system) during the next few months to prepare for the migration on August 5, 2024.

Programs:

View [newsletter](#).

Strategic Plan Progress:

The staff is working on promoting a different library service each month. Each promotion so far resulted in an increase in usage.

Monthly Statistics:

See statistics in "Other Items" on libguide.

Other:

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

RCLS IT Menu of Services for each branch is due back to RCLS June 30, 2024.

RCLS implemented multifactor authentication for staff MS365 accounts. Staff have the option to authenticate with a security key or with an app on their phone.

RCLS can provide email addresses for Board members to use for library business. We can set this up this summer.

Western Sullivan Public Library
Fuel & Electric YTD Comparison
July 1, 2023 through June 8, 2024

	<u>Jul 1, '23 - Jun 8, 24</u>	<u>Jul 1, '22 - Jun 8, 23</u>
Expense		
74106.4 · Fuel & Electric		
Fuel & Electric-DEL	4,847.64	6,927.09
Fuel & Electric-JEF	6,011.84	5,931.15
Fuel & Electric-NAR	4,824.94	5,397.46
Total 74106.4 · Fuel & Electric	<u>15,684.42</u>	<u>18,255.70</u>
Total Expense	15,684.42	18,255.70

Ramapo Catskill Library System 2025 Menu of IT Services Appendix B Year 3 of 5

RCLS requests confirmation of the level of IT Services to be provided by the System to the Supported Library. The Library's selection of the level of IT Services will enable predetermination of costs and careful planning for any necessary preparation, procurement or training needed for 01/01/25 - 12/31/25. The 2025 Menu of IT Services is due to RCLS by **June 30, 2024.**

In 2022 your Library selected the level of participation as a **Fully Supported Library**. This means that only RCLS manages the member Library's IT infrastructure. Third-party vendors are required to work with RCLS to secure the network. A Fully Supported Library may transition to a Hybrid Library once during the five-year term of the contract by giving at least six (6) months notice.

Western Sullivan Public Library - DEL - NO CHANGE FROM 2024

Hardware Support Services	Qty	Support	Repl. Cost	Total
Minimum Support	7	\$ 2,250		\$ 2,250
# of Supported PCs	7	672	187	6,013
# of Supported Laptops	0	672	210	-
# of Supported PCs Replaced in 2025	1		194	194
# of Supported Laptops Replaced in 2025	0		75	-
Barcode Readers	1	15		15
Server	0	950		-
Receipt Printer	2	15		30
Networked Printer	2	25		50
Wi-Fi Access Points	3	50		150
Total Hardware Support				\$ 8,702

Software Support Services	Qty	Base Amt.	Client Cost	Total
Envisionware	0	\$ 300	\$ 7	-
Total Software Support				\$ -

Telecommunications Costs	\$ 1,200
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Contribution to the IT Capital Fund	\$ 619
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Ramapo Catskill Library System 2025 Menu of IT Services

Notification of the selected services shall be sent to the System by **June 30, 2024** via **a)** email or letter from a board officer or library manager/director empowered to sign contracts for the Supported Library, OR **b)** a marked and signed copy of the Menu of IT Services indicating selections sent via RCLS Delivery or USPS.

Library Name: Western Sullivan Public Library - DEL

Signature: _____

Print Name & Title: _____

Date: _____

Addition of Services: In the event a Supported Library desires to add IT Services during the IT Service Year, the Supported Library and the System IT team shall discuss the needed services and, if practicable within the operational and fiscal plans set for the IT Service Year, the Service will be added, and the annual cost prorated.

Reduction of Services: In the event a Supported Library desires to reduce IT Services, it may do so for the next IT Service Year, but to ensure the fiscal stability of the IT infrastructure, the amount may not be reduced by more than 50% of the financial value of the previous year. Use the *2024 Menu - Change in Support*, Excel workbook tab to itemize equipment reductions and the costs associated with those changes.

As a reminder, per the IT Contract, a lack of the signed confirmation and marked Menu of IT Services by **June 30, 2024** shall constitute confirmation of the past year's service selections for the upcoming year's pricing.

Thank you for your consideration. RCLS looks forward to serving your IT needs!

RCLS Use

Date Received: _____

RCLS Reviewer Name: _____

Review Comments: _____

Ramapo Catskill Library System 2025 Menu of IT Services Appendix B Year 3 of 5

RCLS requests confirmation of the level of IT Services to be provided by the System to the Supported Library. The Library's selection of the level of IT Services will enable predetermination of costs and careful planning for any necessary preparation, procurement or training needed for 01/01/25 - 12/31/25. The 2025 Menu of IT Services is due to RCLS by **June 30, 2024.**

In 2022 your Library selected the level of participation as a **Fully Supported Library.** This means that only RCLS manages the member Library's IT infrastructure. Third-party vendors are required to work with RCLS to secure the network. A Fully Supported Library may transition to a Hybrid Library once during the five-year term of the contract by giving at least six (6) months notice.

Western Sullivan Public Library - JEF - NO CHANGE FROM 2024

Hardware Support Services	Qty	Support	Repl. Cost	Total
Minimum Support	8	\$ 2,630		\$ 2,630
# of Supported PCs	7	672	187	6,013
# of Supported Laptops	1	672	210	882
# of Supported PCs Replaced in 2025	0		194	-
# of Supported Laptops Replaced in 2025	0		75	-
Barcode Readers	2	15		30
Server	0	950		-
Receipt Printer	1	15		15
Networked Printer	1	25		25
Wi-Fi Access Points	2	50		100
Total Hardware Support				\$ 9,695

Software Support Services	Qty	Base Amt.	Client Cost	Total
Envisionware	0	\$ 300	\$ 7	-
Total Software Support				\$ -

Telecommunications Costs	\$ 1,200
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Contribution to the IT Capital Fund	\$ 681
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Ramapo Catskill Library System 2025 Menu of IT Services

Notification of the selected services shall be sent to the System by **June 30, 2024** via **a)** email or letter from a board officer or library manager/director empowered to sign contracts for the Supported Library, OR **b)** a marked and signed copy of the Menu of IT Services indicating selections sent via RCLS Delivery or USPS.

Library Name: Western Sullivan Public Library - JEF

Signature: _____

Print Name & Title: _____

Date: _____

Addition of Services: In the event a Supported Library desires to add IT Services during the IT Service Year, the Supported Library and the System IT team shall discuss the needed services and, if practicable within the operational and fiscal plans set for the IT Service Year, the Service will be added, and the annual cost prorated.

Reduction of Services: In the event a Supported Library desires to reduce IT Services, it may do so for the next IT Service Year, but to ensure the fiscal stability of the IT infrastructure, the amount may not be reduced by more than 50% of the financial value of the previous year. Use the *2024 Menu - Change in Support*, Excel workbook tab to itemize equipment reductions and the costs associated with those changes.

As a reminder, per the IT Contract, a lack of the signed confirmation and marked Menu of IT Services by **June 30, 2024** shall constitute confirmation of the past year's service selections for the upcoming year's pricing.

Thank you for your consideration. RCLS looks forward to serving your IT needs!

RCLS Use

Date Received: _____

RCLS Reviewer Name: _____

Review Comments: _____

Ramapo Catskill Library System 2025 Menu of IT Services Appendix B Year 3 of 5

RCLS requests confirmation of the level of IT Services to be provided by the System to the Supported Library. The Library's selection of the level of IT Services will enable predetermination of costs and careful planning for any necessary preparation, procurement or training needed for 01/01/25 - 12/31/25. The 2025 Menu of IT Services is due to RCLS by **June 30, 2024.**

In 2022 your Library selected the level of participation as a **Fully Supported Library.** This means that only RCLS manages the member Library's IT infrastructure. Third-party vendors are required to work with RCLS to secure the network. A Fully Supported Library may transition to a Hybrid Library once during the five-year term of the contract by giving at least six (6) months notice.

Western Sullivan Public Library - NAR - NO CHANGE FROM 2024

Hardware Support Services	Qty	Support	Repl. Cost	Total
Minimum Support	6	\$ 2,250		\$ 2,250
# of Supported PCs	6	672	187	5,154
# of Supported Laptops	0	672	210	-
# of Supported PCs Replaced in 2025	0		194	-
# of Supported Laptops Replaced in 2025	0		75	-
Barcode Readers	2	15		30
Server	0	950		-
Receipt Printer	2	15		30
Networked Printer	1	25		25
Wi-Fi Access Points	2	50		100
Total Hardware Support				\$ 7,589

Software Support Services	Qty	Base Amt.	Client Cost	Total
Envisionware	0	\$ 300	\$ 7	-
Total Software Support				\$ -

Telecommunications Costs	\$ 1,200
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Contribution to the IT Capital Fund	\$ 549
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Ramapo Catskill Library System 2025 Menu of IT Services

Notification of the selected services shall be sent to the System by **June 30, 2024** via **a)** email or letter from a board officer or library manager/director empowered to sign contracts for the Supported Library, OR **b)** a marked and signed copy of the Menu of IT Services indicating selections sent via RCLS Delivery or USPS.

Library Name: Western Sullivan Public Library - NAR

Signature: _____

Print Name & Title: _____

Date: _____

Addition of Services: In the event a Supported Library desires to add IT Services during the IT Service Year, the Supported Library and the System IT team shall discuss the needed services and, if practicable within the operational and fiscal plans set for the IT Service Year, the Service will be added, and the annual cost prorated.

Reduction of Services: In the event a Supported Library desires to reduce IT Services, it may do so for the next IT Service Year, but to ensure the fiscal stability of the IT infrastructure, the amount may not be reduced by more than 50% of the financial value of the previous year. Use the *2024 Menu - Change in Support*, Excel workbook tab to itemize equipment reductions and the costs associated with those changes.

As a reminder, per the IT Contract, a lack of the signed confirmation and marked Menu of IT Services by **June 30, 2024** shall constitute confirmation of the past year's service selections for the upcoming year's pricing.

Thank you for your consideration. RCLS looks forward to serving your IT needs!

RCLS Use

Date Received: _____

RCLS Reviewer Name: _____

Review Comments: _____